

City of Carpinteria
City Council Regular Meeting Agenda
Monday, October 23, 2023
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

4:00 p.m. Closed Session - 5:30 p.m. Regular Meeting
In-Person and Virtual Participation Options

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

PUBLIC COMMENT ON CLOSED SESSION MATTERS

CLOSED SESSION

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957(b)(1).)
Title: City Manager

TEMPORARY ADJOURNMENT TO CLOSED SESSION

CALL TO ORDER

ROLL CALL

CLOSED SESSION REPORT

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:

2. Proclamation Recognizing and Celebrating the 37th Anniversary of the California Avocado Festival. *(Requires approval prior to presentation of proclamation.)*
3. Presentation on the 2023 City of Carpinteria HOST Season.

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.

4. Approve the minutes of the regular meeting held September 25, 2023, the special meeting held September 26, 2023, the regular meeting held October 9, 2023, and the special meeting held October 10, 2023.

5. Receive and file the Expenditures for the period beginning October 2, 2023 and ending October 13, 2023.
6. Receive and file Report of Contracts Executed by the City Manager for the Period of September 19, 2023 through October 16, 2023.
7. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for September 2023.
8. Receive and file the Quarterly Review of the Pension Stabilization Trust.
9. Adopt Resolution No. 6272, receiving and filing the Annual City Investment Policy.

ADMINISTRATIVE MATTERS:

10. Adopt Resolution No. 6269, Approving an Appointment to the Community Development Block Grant Committee.

Recommendation: Adopt Resolution No. 6269, approving an appointment to the Community Development Block Grant Committee.

Staff Presenter: Brian C. Barrett, City Clerk

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

11. Code Compliance Quarterly Report, Q3, 2023.

Recommendation: Receive and file quarterly report.

Staff Presenter: David Hernandez, Acting Code Compliance Supervisor

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

12. Adoption of Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for a Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County.

Recommendation: (1) Adopt Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for a Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara

County and (2) Approve a budget appropriation in the amount of \$65,800 to the General Fund for Fiscal Year 2023-24 Budget. *(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

13. Adoption of Ordinance No. 772, amending various sections within Carpinteria Municipal Code Chapter 2.08 (City Manager) to align with law and practice.

Recommendation: Adopt Ordinance No. 772 (second reading). *(This motion requires a roll call vote.)*

Staff Presenter: Dave Durflinger, City Manager

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

PUBLIC HEARING: NONE

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:

14. Re-formation of an Harbor Seal Advisory Committee.

Recommendation: Approve and adopt Resolution No. 6271, establishing a statement of purpose and re-forming an Ad hoc Harbor Seal Advisory Committee, and appointing up to two members of the City Council to serve on the Committee.

Staff Presenter: Aida Thau, Management Analyst II

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

15. Adopt Resolution No. 6270, forming a Sustainability Committee.

Recommendation: Adopt Resolution No. 6270, forming a standing Sustainability Committee of the Council, and appointing two members of the Council to serve on the Committee.

Staff Presenter: Erin Maker, Environmental Program Manager

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

16. (1) Review of City Council Processes for: (a) Appointing Members to the City's Boards, Committees, and Commissions (Advisory Groups) and (b) assigning Councilmembers as representatives to Regional Agencies, and to Joint & Standing and Ad Hoc Committees; and (2) Consideration of Formation of an Ad hoc City Council Appointment Process Committee.

Recommendation: Receive and file the report and adopt Resolution No. 6267, establishing an Ad hoc City Council Appointment Process Committee.

Staff Presenter: Brian C. Barrett, City Clerk

- 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: Stein & O'Connor)
- 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. Senior Services Planning Committee (Lee & Solórzano)
- b. Civic/Youth Engagement Committee (Lee & Nomura)
- c. City Council Housing Element Committee (Clark & Nomura)

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 November 13, 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 (805) 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, October 18, 2023, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.



PROCLAMATION

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA RECOGNIZING AND CELEBRATING THE 37TH ANNIVERSARY OF THE CALIFORNIA AVOCADO FESTIVAL

WHEREAS, in 1987, members of the Carpinteria community organized a modest community festival that over the years has grown to be recognized in California, across the nation and internationally, as one of the best free street and music festivals in the world; and

WHEREAS, the organizers determined that the purpose of the Festival would be to "celebrate avocados, the beauty of Carpinteria, and the spirit of our community"; and

WHEREAS, the Festival provides a wonderful homecoming for our town with community members of all ages showing up to celebrate together; and

WHEREAS, this year marks the 37th Anniversary of the Annual California Avocado Festival; and

WHEREAS, the Festival brings tens of thousands of people to the City and provides an opportunity for many local not-for-profit organizations to fundraise in support of community services; and

WHEREAS, as a zero waste event, the Avocado Festival helps to implement the City's Sustainable Community Policy; and

WHEREAS, the City, the California Avocado Festival Board, the Santa Barbara County Sheriff's Department, the Carpinteria-Summerland Fire Protection District, and the Community Emergency Response Team (CERT) all work together to make the Festival a safe family friendly festival for our community; and

WHEREAS, the California Avocado Festival Board of Directors, in particular, Mike Lazaro, have played an integral part in the production of the California Avocado Festival and have dedicated significant time effort, and event expertise over decades.

NOW, THEREFORE, the City Council of the City of Carpinteria does hereby recognize and celebrate the 37th Anniversary of the California Avocado Festival and heartily thanks Mike Lazaro and the entire Avocado Festival Board of Directors on their efforts to promote and unite the Carpinteria community.

IN WITNESS THEREOF, the Mayor hereunto set their hand and caused the official seal of the City of Carpinteria, California to be affixed this 23rd day of October, 2023.

ATTEST:

Al Clark, Mayor
City of Carpinteria

Brian C. Barrett, CMC, CPMC
City Clerk

MEMORANDUM



Date: October 17, 2023

To: Mayor Clark and City Council

From: Olivia Uribe Mutal

Subject: Agenda Item No. 3, Presentation on the 2023 City of Carpinteria HOST Season

The Carpinteria HOST Program has a rich history of serving the community and its visitors. In July 2005 the Carpinteria City Council approved the inception of the HOST Program, taking inspiration from a successful model in Ashland, Oregon. The program's pilot phase initially ran for 8 weeks in the downtown "T" district.

In January 2006, following the successful pilot, the Carpinteria HOST Program was officially adopted by the City, signifying its significance and continued commitment.

The core objectives of the program are to celebrate and share the diversity of the Carpinteria Valley with both visitors and residents. HOSTs are responsible for welcoming individuals in the Downtown "T" District, answering questions about Carpinteria, and offering information on a range of activities to cater to various interests. They play a pivotal role in creating a friendly and inviting environment that reflects the welcoming nature of Carpinteria.

This memo serves to provide and update of the 2023 City of Carpinteria HOST Program Season. The HOST season has officially concluded, spanning from Memorial Day to Labor Day weekends. There was a total of 3,282 visitor interactions. The number of visitors remains consistent with the previous year, hailing from 28 different states, 13 countries, and, notably, a substantial representation from Californians. (*See details below.*) Additionally, 230 2-hour shifts were served by our dedicated HOSTs.

The HOST Program is led by a volunteer Steering Committee and staffed by the Program Manager. An end-of-season celebration is scheduled to thank the volunteers on the evening of October 26, 2023.

Countries:

Australia: 3
Austria: 1
Canada: 3
Chile: 1
France: 1

Ireland: 1
Japan: 1
Luxembourg: 1
Panama: 1
Netherlands: 3

Scotland: 1
Switzerland: 2
United Kingdom: 2

States:

Arizona: 18
California: A substantial
number
Colorado: 8
Georgia: 1
Hawaii: 1
Idaho: 1
Illinois: 1
Indiana: 1
Iowa: 1

Maryland: 1
Massachusetts: 2
Michigan: 1
Missouri: 1
Nevada: 2
New Hampshire: 1
New Jersey: 2
New York: 5
North Carolina: 2
Ohio: 2

Oklahoma: 2
Oregon: 3
South Carolina: 1
Tennessee: 1
Texas: 4
Utah: 2
Virginia: 4
Washington: 5
Washington DC: 2

Thank you for your continued support.

Sincerely,
Olivia

CONTACT INFO.
Olivia Uribe Mutal 805-755-4401

email: oliviau@carpinteriaca.gov

MEMORANDUM



Date: October 23, 2023
To: Honorable Mayor and City Council
From: Dave Durflinger, City Manager
Subject: **City Manager's Report**

Disruptive/Offensive Public Comments. Over the last several months many California cities have experienced organized groups using the general comment period during public meetings to make obscene comments that often rise to the level of hate speech. A quick internet search by staff identified nearly a dozen news articles reporting on various cities in northern California that have experienced situations where 10-12 speakers joined the meeting via a virtual communications platform, such as Zoom, to anonymously make public comments (each taking their full three minutes) that were racist, antisemitic, and anti LGBTQ+. In the tri-counties region the City of Ventura experienced a similar situation during a recent City Council meeting.

Previously, City Council members have been provided information from the City Attorney's Office on the law and the limited control it provides cities over the content of speech made by persons during a public comment period at a public meeting. Carpinteria, like most California cities, began allowing remote public comment through a virtual platform during the COVID-19 pandemic and this practice has continued post-pandemic. Many cities that have experienced episodes of hate speech have elected to suspend or terminate the allowance for public comment through their virtual communications platforms, only allowing public comments to be made in-person or in writing.

This recent spate of hate speech during public meetings can be seen as a part of a broader issue of disruptive behavior and lack of civil discourse at public agency meetings. Should the Council wish to consider initiating a process to update the City's policy on public meeting conduct and decorum, including possible modification of how public comments are provided, it may direct staff to schedule an agenda matter for an upcoming meeting.

Senior Services Planning Committee Update. Each Council meeting a verbal report on the Senior Service Planning Committee work is provided to the Council. The report includes a general update on program offerings, senior meals, the Committee's Request for Proposal for Program Design and Implementation Services, and staffing. The Committee's last meeting is scheduled for 10/23/23 at 8:30 A.M. in the Council Chamber.

City Manager Succession Process Update. Each Council meeting a verbal report on the process for recruiting and hiring the next City Manager is provided. The report includes information about the status of recruitment work and schedules for candidate interviews and related matters.

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, September 25, 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
Councilmember Wade T. Nomura
Councilmember Mónica J. Solórzano
Vice Mayor Natalia Alarcon
Mayor Al Clark

Staff members present:

Dave Durflinger, City Manager
Michael Ramirez, Assistant City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City of
Carpinteria
Sydney Rennie, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City of
Carpinteria (present via Zoom)
Brian C. Barrett, City Clerk
Olivia Uribe Mutal, Program Manager
John L. Ilasin, Public Works Director
Aida Thau, Management Analyst II
Erin Maker, Environmental Program Manager

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 under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS: NONE

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

a. Status Update on the Work of the City Manager Succession Process Committee

Program Manager Uribe Mutal reported that 45 applications were received for the City Manager position, 174 responses received from the community survey, and results were provided via memo to the City Council. She mentioned that the City Council will convene a special City Council Closed Session meeting on September 26th at 3:30 pm to finalize the City Manager recruitment process and review the candidates that the Council would like to interview and the Council will hold another Closed Session meeting on October 10th to conduct interviews.

b. Status Update on the Work of the Senior Services Planning Committee

Assistant City Manager Ramirez reported that volunteers are offering senior service programs coordinated through Seniors Inc. and Cyndi Macias with the Gym Next Door and the senior services calendar is available at www.carpinteriaca.gov/seniors. He noted that part-time Library Technician Jena Jenkins will be taking over the coordination of senior service programs. He said the next Senior Services Planning Committee is on October 4th at 8:30 am in the Council Chambers. He reported that he attended the Healthy Aging event at the Santa Barbara Library and spoke with different agencies and discussed how they could participate with the senior center in the future.

c. City Council Closed Session on September 26, 2023 at 3:30 pm in Council Chambers

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Stephen Marcussen, Eileen Marcussen, Christie Cooney, Amrita Salm, Sean Findley, Gary Campopiano, and Larry Nimmer

In response to public comments, the Council directed staff to provide the City Council with follow-up memos for Council's consideration to potentially agendize regarding the parking concerns on Arbol Verde Street noted from Ms. Cooney and Mr. Findley, the live music noise complaints at Island Brewing Company from Mr. & Mrs. Marcussen, Ms. Salm's request to broadcast Architectural Review Board meetings, and Mr. Nimmer's proposal to videorecord retiring department heads on their institutional knowledge of the City.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 1 through 5. 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.

1. Approve the minutes of the regular meeting held September 11, 2023.
2. Receive and file the Expenditures for the period beginning September 4, 2023 and ending September 15, 2023.
3. Receive and file Report of Contracts Executed by the City Manager for the Period of August 22, 2023 through September 18, 2023.
4. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for August 2023.
5. Adopt Ordinance No. 769 (second reading), amending Chapter 12.24 and Chapter 10.62 of the Carpinteria Municipal Code to add regulations pertaining to scooter use at the Carpinteria Skate Park, 5781 Carpinteria Avenue. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

6. Authorization to issue a Notice Inviting Bids for the 2022 Pavement Rehabilitation Project (Project No. 15132).

Recommendation: Authorize the Public Works Director to advertise the Notice Inviting Bids for the 2022 Pavement Rehabilitation Project (Project No. 15132).

Public Works Director Ilasin presented the staff report and PowerPoint presentation.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to authorize the Public Works Director to advertise the Notice Inviting Bids for the 2022 Pavement

Rehabilitation Project (Project No. 15132). Upon voice vote, the motion carried unanimously.

PUBLIC HEARING: NONE

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:

7. Authorization for the City Manager to execute the proposed lease agreement between the City of Carpinteria and the Friends of the Carpinteria Public Library (FOL) concerning the City owned property at 5103 Carpinteria Avenue, also known as the Seaside Building.

Recommendation: Authorize the City Manager to approve and execute the proposed new lease between the City of Carpinteria and the Friends of the Carpinteria Public Library (FOL) concerning the City Owned property at 5103 Carpinteria Avenue, also known as the Seaside Building. *(Requires a roll call vote.)*

Management Analyst II Thau and Legal Counsel Acos presented the staff report.

Speakers in-person: Ann Matson

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the proposed lease between the City of Carpinteria and the Friends of the Carpinteria Public Library and authorize the City Manager to execute it. 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.

8. Harbor Seal Advisory Committee Recommendations, with Carpinteria Open Space Management Advisory Board input and recommendations, and related actions.

Recommendation: Receive the recommendations from these City advisory groups and direct staff to take related actions, as it determines appropriate.

Management Analyst II Thau and Environmental Program Manager Maker presented the staff report and PowerPoint presentation.

Speakers in-person: Susan Mailheu, David Allen, Mike Wondolowski, Valerie Bentz, and David Allen (again)

Emails distributed: Susan Mailheu, Mike Wondolowski, Patrick O'Connor, and Valerie Bentz

Mayor Clark recommended that the Carpinteria Harbor Seal Rookery Report be revised to include the chart showing the harbor seal count by year.

Motion by Mayor Clark, seconded by Councilmember Lee to direct staff to proceed with the creation of the ad hoc Harbor Seal Advisory Committee with seven members (two Councilmembers and five members of the public) and begin work on the unified sign program and the rest of the recommendations to be considered at the 2024 Annual Work Plan meeting. Upon voice vote, the motion carried unanimously.

9. Law Enforcement Services Agreement between the City of Carpinteria and the County of Santa Barbara for period between July 1, 2023, and June 30, 2027.

Recommendation: Approve and authorize the Mayor to execute City of Carpinteria Contract Law Enforcement Services Agreement between the City of Carpinteria and the County of Santa Barbara for period between July 1, 2023, and June 30, 2027.
(Requires a roll call vote.)

City Manager Durflinger and Legal Counsel Rennie (who was present via Zoom) presented the staff report.

City Manager Durflinger strongly recommended the Council include in the 2024 Annual Workplan an item on the exploratory process to provide alternative law enforcement service delivery, such as the possibility of forming a City Police Department, should the County no longer be able to provide law enforcement contract services. Councilmember Solórzano and Vice Mayor Alarcon agreed with City Manager Durflinger's recommendation.

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to authorize the Mayor to approve and execute the proposed Law Enforcement Services Agreement between the City of Carpinteria and the County of Santa Barbara. 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:

City Manager Durflinger reported on the usual attachment from the League of California Cities.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Solórzano reported that the next Santa Barbara Metropolitan Transit District meeting is on October 3rd and the next South Coast Youth Safety Partnership Policy Team meeting is on October 12th at the Santa Barbara Foundation Offices. She also reported on the sessions from the League of California Cities Annual Conference in Sacramento including the Central Coast cities' response to the January storms and her attendance at the Channel Counties divisions business meeting and their next meeting will be in Buellton next month.

Councilmember Nomura reported on the Central Coast Community Energy meeting he attended in Paso Robles. He noted that Councilmember Solórzano, himself, and Assistant City Manager Ramirez attended the League of California Cities Annual Conference in Sacramento. He mentioned that discussion topics at the conference included keeping law enforcement costs within budget, dealing with homelessness, crumbling infrastructure, disaster response, and creating a homogenous community with no discrimination, segregation, nor displacement.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:22 pm.

Al Clark, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting
Tuesday, September 26, 2023**

In-Person

CALL TO ORDER

Mayor Clark called the meeting to order at 3:30 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
 Councilmember Wade T. Nomura
 Councilmember Mónica J. Solórzano
 Vice Mayor Natalia Alarcon
 Mayor Al Clark

Staff members present: Dave Durflinger, City Manager
 Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment.

CLOSED SESSION MATTER

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957(b)(1).)
 Title: City Manager

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 3:31 pm.

RECONVENE IN OPEN SESSION

Mayor Clark reconvened the meeting in Open Session at 4:26 pm with all Councilmembers present and City Clerk Barrett present.

CLOSED SESSION REPORT

Mayor Clark announced that there was no reportable action from the Closed Session.

ADJOURNMENT

Mayor Clark adjourned the meeting at 4:27 pm.

Al Clark, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, October 9, 2023**

In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 5:31 pm.

ROLL CALL

Councilmembers present: Councilmember Roy Lee
 Councilmember Wade T. Nomura
 Councilmember Mónica J. Solórzano
 Mayor Al Clark

Councilmembers absent: Vice Mayor Natalia Alarcon

Staff members present: Dave Durflinger, City Manager
 Michael Ramirez, Assistant City Manager
 Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
 Schreck, LLP acting as City Attorney of the City
 of Carpinteria
 Brian C. Barrett, City Clerk
 Olivia Uribe Mutal, Program Manager
 Nick Bobroff, Community Development Director
 John L Ilasin, Public Works Director
 Licette Maldonado, Administrative Services Director

PLEDGE OF ALLEGIANCE

Mayor Clark led those present in the salute to the flag.

Mayor Clark recommended adjourning the meeting in memory of Mac Brown. The Council was in agreement.

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

There were no Councilmember requests for remote participation under AB 2449.

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Introduction of Carpinteria-Summerland Fire Protection District Fire Chief Robert Kovac.

City Manager Durflinger introduced Fire Chief Robert Kovac and Chief Kovac provided remarks.

2. 2023 Economic Vitality Program Report.

This item was deferred to a future Council meeting.

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

Mayor Clark temporarily adjourned the meeting at 5:36 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:57 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

- a. Status Update on the Work of the City Manager Succession Process Committee
- b. Status Update on the Work of the Senior Services Planning Committee
- c. City Council Closed Session on October 10, 2023 at 8:00 am in Council Chambers

City Manager Durflinger introduced the new format of the City Manager's Report presentation. He acknowledged that at the previous Council meeting the City Council had requested memos on topics brought up under general public comment which included parking concerns on Arbol Verde Street and live music/noise-related issues. He stated that staff submitted those memos to the City Council and the Council could direct staff at the appropriate time to place an agenda item for a future City Council meeting.

Assistant City Manager Ramirez reported that the Senior Services Planning Committee met on October 4th and reviewed current program updates, discussed senior meals, the Request for Proposals (RFP) for Consulting Program Design & Implementation Services for the Establishment of An Active Adult / Senior Center

and Related Programming which has been extended to October 23rd, location updates, current budget status, staffing, and equipment and supplies. He noted that the October senior activities calendar is available at www.carpinteriaca.gov/seniors, the City is currently in process of executing an agreement with Central Coast Commission for Senior Citizens to provide meals out of the Vets Hall, so far received one proposal in response to the RFP, and the next Senior Services Planning Committee is on October 23rd at 8:30 am.

Assistant City Manager Ramirez announced that the selected candidate for the Parks, Recreation and Community Services Director unfortunately withdrew. He stated that the recruitment for the position will begin again in January 2024 and explained the reasoning.

Program Manager Uribe Mutal reported that the Council met in a Closed Session on September 26th to review resumes/application materials from 45 City Manager applicants and seven candidates were invited to interview at the City Council Closed Session meeting on October 10th. She stated that the goal is to select the top candidates and invite them back for another interview with the City Council and the City's management team. She noted that the second interview date is pending.

City Manager Durflinger reported on the Racial Equity and Social Justice work that is currently being done including Equity Praxis meeting with community stakeholders and a report on this work will be presented to the Council in November.

He also mentioned Councilmember Lee's request for a future agenda item to send a letter to the County to make carbon odor scrubbers at cannabis facilities the best available control technology designee. Community Development Director Bobroff responded to questions from the Council. The Council supported Councilmember Lee's request to place the submittal of a letter to the County to make carbon odor scrubbers at cannabis facilities the best available control technology designee on a future Council meeting agenda.

He also spoke on the construction of the Palm Avenue Traffic Signal Project, the mixed use (residential/commercial) project at 4745 Carpinteria Avenue, and an update on the City's Housing Element. Community Development Director Bobroff elaborated on the update provided for those two projects.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Fred Shaw, Dan Browne, Ann Matson, W.E. Davis, and Susan Allen

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 3 through 4. Upon voice vote, the motion carried unanimously with Vice Mayor Alarcon absent.

3. Receive and file the Expenditures for the period beginning September 18, 2023 and ending September 29, 2023.
4. Adopt Resolution No. 6266, approving updated Records Retention Schedules.

ADMINISTRATIVE MATTERS:

The Council heard Item No. 5 after Item No. 9.

6. Authorization for the City Manager to execute Amendment No. 8 to the Agreement with Dewberry to provide additional services for the Carpinteria Avenue Bridge Replacement Project.

Recommendation: (1) Authorize the City Manager to execute Amendment No. 8 to the Agreement with Dewberry to provide additional services for the Carpinteria Avenue Bridge Replacement Project in the not-to-exceed amount of \$451,050 for a total amended amount of \$2,170,936 and (2) Approve a budget appropriation in the amount of \$451,050 to the Capital Improvements Fund for Fiscal Year 2023-24 Capital Improvements Program Budget for the Carpinteria Avenue Bridge Replacement Project. *(This motion requires a roll call vote.)*

Public Works Director Ilasin presented the staff report and PowerPoint presentation and Consultant Gerald Comati (present via Zoom) with COM3 Consulting responded to questions from the Council.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to (1) authorize the City Manager to execute Amendment No. 8 to the Agreement with Dewberry to provide additional services for the Carpinteria Avenue Bridge Replacement Project in the not-to-exceed amount of \$451,050 for a total amended amount of \$2,170,936 and (2) Approve a budget appropriation in the amount of \$451,050 to the Capital Improvements Fund for Fiscal Year 2023-24 Capital Improvements Program Budget for the Carpinteria Avenue Bridge Replacement Project. The roll call vote was as follows:

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

The motion carried.

7. Adoption of Ordinance No. 772 amending various sections within Carpinteria Municipal Code Chapter 2.08 (City Manager) to align with law and practice.

Recommendation: Approve the first reading of Ordinance No. 772 amending Chapter 2.08 to revise the residency requirement and appeal rights for the City Manager (first reading as read by title only). *(This motion requires reading of ordinance title and a roll call vote.)*

Legal Counsel Acos presented the staff report.

Speakers in-person: Patrick O'Connor

Legal Counsel Acos noted that the Council needed to determine the maximum distance from the City that the city manager is required to reside and the time frame the city manager has from their appointment to establish a residence. The Council deliberated.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the first reading of Ordinance No. 772, amending Chapter 2.08 to revise the residency requirement and appeal rights for the City Manager, and continue this item to the October 23, 2023 Council Meeting for second reading and adoption, and that the city manager shall establish residence within 30 miles going north/south of the city within 90 days of appointment.

Legal Counsel Acos proposed the motion language be modified to say the city manager shall establish residence within 30 miles of the city.

Councilmember Lee modified the motion to approve the first reading of Ordinance No. 772, amending Chapter 2.08 to revise the residency requirement and appeal rights for the City Manager, and continue this item to the October 23, 2023 Council Meeting for second reading and adoption, and that the city manager shall establish residence within 30 miles of the city within 90 days of appointment. Councilmember Nomura seconded the modified motion.

City Clerk Barrett read aloud the title of Ordinance No. 772 into the record.

The roll call vote on the modified motion was as follows:

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

The motion carried.

PUBLIC HEARING:

8. To review the Cost of Service Study and its methodology, initiate the update of the City's Master Fee Schedule, and Chapter 3.34 of the Carpinteria Municipal Code.

Recommendation: (A) Receive the Cost of Service Report and staff report, open the public hearing and receive public comment, provide staff with direction concerning the study, and continue the public hearing to a Special City Council Meeting on Monday, October 30, 2023 and (B) Initiate the update of the City's Master Fee Schedule, and Chapter 3.34 of the Carpinteria Municipal Code.

Administrative Services Director Maldonado introduced Consultant Eric Johnson with Revenue & Cost Specialists, LLC who presented the staff report and PowerPoint presentation.

Speakers in-person: Patrick O'Connor

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to receive the Cost of Service Report and staff report, open the public hearing and receive public comment, provide staff with direction concerning the study, and continue the public hearing to a Special City Council Meeting on Monday, October 30, 2023, and initiate the update of the City's Master Fee Schedule, and Chapter 3.34 of the Carpinteria Municipal Code. Upon voice vote, the motion carried unanimously with Vice Mayor Alarcon absent.

Mayor Clark recessed to a break at 7:42 pm and reconvened the meeting at 7:49 pm.

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:

9. Downtown "T" Encroachment Guidelines Amendment and Related Authorizations.

Recommendation: (1) Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines, (2) Authorize the City Manager to purchase up to six (6) prefabricated modular parklets in a not-to-exceed amount of \$110,000, (3) Authorize the City Manager to enter into lease contracts with private business owners at an annual lease rate of \$800 per year, reflecting a subsidy rate of 50-percent for prefabricated modular parklets, and (4) Direct staff

to bring a future agenda item to consider extending the Temporary COVID-19 Outdoor Business Permit Program.

Public Works Director Ilasin and Consultant Tom Mericle with TKM Engineering presented the staff report and PowerPoint presentation.

There was no public comment.

City Manager Durflinger noted that in response to the Mayor's point about adjusting the annual lease calculation for inflation, Legal Counsel Acos recommended forming the motion using a subsidy rate of 50% to adjust for inflation.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to (1) Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines; (2) Authorize the City Manager to purchase up to six (6) prefabricated modular parklets in a not-to-exceed amount of \$110,000; (3) Authorize the City Manager to enter into lease contracts with private business owners at an annual lease rate of \$800 per year, reflecting a subsidy rate of 50-percent for prefabricated modular parklets; and (4) Direct staff to bring a future agenda item to consider extending the Temporary COVID-19 Outdoor Business Permit Program.

Mayor Clark asked if the Council would add the suggested language mentioned by Legal Counsel Acos.

Councilmember Lee modified the motion to (1) Adopt Resolution No. 6174, approving the amended Downtown "T" Encroachment Guidelines; (2) Authorize the City Manager to purchase up to six (6) prefabricated modular parklets in a not-to-exceed amount of \$110,000; (3) Authorize the City Manager to enter into lease contracts with private business owners at an annual lease rate of \$800 per year, reflecting a subsidy rate of 50-percent for prefabricated modular parklets; and (4) Direct staff to bring a future agenda item to consider extending the Temporary COVID-19 Outdoor Business Permit Program and include the comments made by Legal Counsel Acos regarding the adjustment of the annual lease calculation for inflation. Councilmember Nomura seconded the modified motion.

Legal Counsel Acos clarified the third part of the modified motion to state: Authorize the City Manager to enter into lease contracts with private business owners at an annual lease rate reflecting a 50% subsidy of the cost of the prefabricated modular parklet. Councilmembers Lee and Nomura agreed with Legal Counsel Acos' clarification of the third part of the modified motion.

Upon voice vote, the clarified and modified motion carried unanimously with Vice Mayor Alarcon absent.

The Council next heard Item No. 5 on the agenda.

5. Agreement for Operation of a Countywide Library System between the County of Santa Barbara and the City of Carpinteria.

Recommendation: Approve and authorize the Mayor to execute the Library Agreement between the County of Santa Barbara and the City of Carpinteria.

Assistant City Manager Ramirez presented the staff report.

There was no public comment.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to approve and authorize the Mayor to execute the Library Agreement between the County of Santa Barbara and the City of Carpinteria. Upon voice vote, the motion carried unanimously with Vice Mayor Alarcon absent.

LEGISLATIVE UPDATE:

City Manager Durflinger reported on the usual attachment from the League of California Cities.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS: NONE

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers present are expected to be in attendance at the October 23rd regular City Council meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 8:22 pm in memory of Mac Brown.

Al Clark, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk

**City of Carpinteria
City Council Minutes
Special Meeting
Tuesday, October 10, 2023
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013**

Teleconference Location: 34020 E-30-F, Zapallar, Chile

In-Person

CALL TO ORDER

Mayor Clark called the meeting to order 8:09 am.

City Clerk Barrett noted for the record that the meeting would be conducted pursuant to California Government Code Section 54953, in that Vice Mayor Alarcon would be participating in the meeting via teleconference (Zoom) and in accordance with the Brown Act, the teleconference location has been identified in the notice and agenda for this meeting.

ROLL CALL

Councilmembers present:	Councilmember Roy Lee Councilmember Wade T. Nomura Councilmember Mónica J. Solórzano Vice Mayor Natalia Alarcon (present via Zoom) Mayor Al Clark
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Staff members present:	Brian C. Barrett, City Clerk Olivia Uribe Mutal, Program Manager
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Vice Mayor Alarcon verified she could hear the proceedings well, she had a copy of the agenda for this meeting, the agenda was posted at the location where she is, her location is reasonably accessible to the public to allow a member of the public to participate in the teleconference from her location, and there was no member of the public present at her location who wished to participate in the meeting.

All Councilmembers present in the Council Chamber could clearly hear Vice Mayor Alarcon.

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment.

CLOSED SESSION MATTER

1. PUBLIC EMPLOYEE APPOINTMENT (Gov. Code Section 54957(b)(1).)
Title: City Manager

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 8:11 am.

RECONVENE IN OPEN SESSION

Mayor Clark reconvened the meeting in Open Session at 4:50 pm with Councilmembers Lee, Nomura, Solórzano, and Mayor Clark present and Vice Mayor Clark present via Zoom.

CLOSED SESSION REPORT

Mayor Clark announced that there was no reportable action from the Closed Session.

ADJOURNMENT

Mayor Clark adjourned the meeting at 4:51 pm.

Al Clark, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning October 02, 2023 and ending October 13, 2023.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of October 02, 2023, through October 13, 2023, 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 is designed to communicate fiscal activity since the prior reporting period.

ATTACHMENTS

Attachment A: Warrant Register for the period beginning October 02, 2023 and ending October 13, 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



Warrant Register

Carpinteria, CA

Date Range: 10/02/2023 - 10/13/2023

Vendor Number Payable # Bank Code: AP Bank-AP Bank	Vendor Name Payable Type	Payable Description	Payment Date	Payment Amount	Number
16K9-RL1N-171R 16TD-GDPP-LDGO 1QGT-9GWW-FYHV 1TYG-VM1M-3G4G 1YJ6-3NYY-CYCH 1YWW-7TNN-IJG6	AMAZON CAPITAL SERVICES INC Invoice	ZIP BOOKS-N. SZOLD	10/05/2023	1,316.30	102215
	Invoice	MAILING LABELS FOR COMMUNITY DEVELOPMENT			
	Invoice	4 ERGONOMIC CHAIRS FOR NEW STAFF 9/28/23			
	Invoice	ZIP BOOKS-J. DUBUQUE			
	Invoice	STORAGE BINS FOR JUNIOR GUARDS UNIFORMS			
	Invoice	BOOKS FOR LIBRARY			
403875	AQUASOURCE Invoice	BLUE TABLETS FOR POOL 9/19/23	10/05/2023	6,042.96	102216
556867	BACKGROUNDS ONLINE Invoice	AUG23 PROFESSIONAL SERVICES	10/05/2023	114.95	102217
631253 631453	BIG GREEN CLEANING COMPANY Invoice	AUG23 SKATE PARK (PARTIAL MONTH)	10/05/2023	10,017.00	102218
	Invoice	SEP23 BIG GREEN CLEANING FY23-24			
955095 955096 955097 955098	BROWNSTEIN HYATT FARBER SCHRECK Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/2023	10/05/2023	66,412.05	102219
	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/2023			
	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/2023			
	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/2023			
85627 85803	CANNON Invoice	JUL23 CARPINTERIA LIBRARY IMPROVEMENTS	10/05/2023	3,341.75	102220
	Invoice	AUG23 DESIGN SERVICE-700 LINDEN AVE			
517906 518752	CARPINTERIA VALLEY LUMBER CO Invoice	MATERIAL FOR SIGN WORK	10/05/2023	72.83	102221
	Invoice	KEY FOR PARKS TRAILER			
60316 60335	COASTAL VIEW NEWS Invoice	ABOP AD 9/7/23	10/05/2023	445.00	102222
	Invoice	CREEK WEEK AD 9/14/23			
63062	COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUM Invoice	CITY HALL RESTROOMS- CHECK WATER LINES 9/13/23	10/05/2023	270.00	102223
1783078 1855519 1860458 1860991 1863607 1885067 1888631	CUSTOM MOLDED PRODUCTS LLC Invoice	COMPRESSOR REBUILD AT POOL	10/05/2023	8,335.89	102224
	Invoice	VALVE CHECK REBUILD KIT FOR POOL			
	Invoice	DEGAS VALVE FOR POOL			
	Invoice	COMPRESSOR REBUILD AT POOL			
	Invoice	OXY CONCENTRATOR ASSYMBLY FOR POOL			
	Invoice	COMPRESSOR REBUILD KIT FOR POOL			
	Invoice	OXY CONCENTRATOR FOR POOL			
RCC1028	ECOLOGY ACTION OF SANTA CRUZ Invoice	FY23/24 COMMUNITY ACTION CAMPAIGN	10/05/2023	1,000.00	102225
3660	EVERYWHERE RIGHT NOW Invoice	ANNUAL HOSTING RENEWAL FOR WEBSITE	10/05/2023	560.00	102226
28441	FOSTER & FOSTER CONSULTING ACTUARIES INC Invoice	FY22/23 OPEB VALUATION/GASBS 75 ACCOUNTING	10/05/2023	9,800.00	102227
9847048197	GRAINGER Invoice	RESPIRATORS FOR POOL	10/05/2023	133.18	102228
	HINDERLITER DE LLAMAS		10/05/2023	1,238.83	102229

SIN031526	Invoice	CONTRACT & AUDIT SERVICES-SALES TAX Q1/2023		
SIN031843	Invoice	CONTRACT & AUDIT SERVICES-TRANSACTION TAX Q1/2023		
	IMPULSE ADVANCE COMMUNICATIONS	10/05/2023	1,619.03	102230
110212	Invoice	NOV23 PHONE SERVICES		
	MISSION UNIFORM SERVICE	10/05/2023	31.57	102231
520103085	Invoice	MAT REPLACEMENT AT POOL 9/25/23		
	PACIFIC MATERIALS LABORATORY	10/05/2023	4,700.00	102232
149738149849	Invoice	MATERIAL INSPECTION TESTING FOR SKATE PARK		
	PACIFIC PLUMBING SPECIALITIES	10/05/2023	657.88	102233
10102-0	Invoice	TOILET REPAIR KITS FOR POOL		
	PATRICK O'CONNOR	10/05/2023	50.00	102234
ARB Q2 2023 - WARRANT	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2023		
	ROCKWELL PRINTING	10/05/2023	196.20	102235
42818	Invoice	BUSINESS CARDS FOR 4 PEOPLE		
	ROSENDO AISPURO	10/05/2023	291.75	102236
INV0004960	Invoice	VETS HALL EVENT 9/16/23 REFUND		
	RRM DESIGN GROUP	10/05/2023	26,787.25	102237
2911-01-0823	Invoice	AUG23 DESIGN SERVICES FOR FRANKLIN CREEK TRAIL IMP		
	SANTA BARBARA PEST CONTROL	10/05/2023	130.00	102238
163472	Invoice	SEP23 PEST CONTROL AT CITY HALL		
163473	Invoice	SEP23 PEST CONTROL AT VETS HALL		
	SHOWSCAPES	10/05/2023	4,900.00	102239
388333884	Invoice	CLEAN-UP CALTRANS TRIANGLE CASITAS PASS 9/6/23		
	SO CA EDISON	10/05/2023	8,517.54	102240
SEP23 700291369452	Invoice	SEP23 ELECTRICITY-MULTIPLE LOCATIONS		
	TRI-CO REPROGRAPHICS	10/05/2023	42.18	102241
185872	Invoice	SCANNING COLOR, DE BIND RE BIND 9/7/23		
185873	Invoice	SCANNING COLOR, DE BIND, RE BIND 9/7/23		
185874	Invoice	SCANNING SMALL FORMAT, FILE RENAME 9/7/23		
	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	10/05/2023	69.84	102242
22-2304482	Invoice	JUL23 CA STATE REGULATORY FEE		
	VILLAGE POOL SUPPLY	10/05/2023	434.57	102243
47407	Invoice	CHLORINE, ACID FOR POOL 9/25/23		
	WAXIE SANITARY SUPPLY	10/05/2023	232.99	102244
81945483	Invoice	5 SLIM JIMS FOR PARK & INVENTORY		
	WEX BANK (76)	10/05/2023	741.17	102245
92309383	Invoice	SEP23 FUEL FOR CITY VEHICLES		
	WILLDAN FINANCIAL SERVICES	10/05/2023	11,485.00	102246
010-54818	Invoice	MAR-APR23 SERVICES-UPDATE DEVELOPMENT IMPACT FEES		
	X-TECH SYSTEMS	10/05/2023	341.02	102247
458971	Invoice	COPY MACHINE CHARGES 6/21-9/20/23-LIBRARY		
	MISSIONSQUARE	10/05/2023	5,095.90	102248
INV0004961	Invoice	Deferred Compensation Contribution-Part Time Emp		
INV0004962	Invoice	MissionSquareEmployee Contributions		
INV0004963	Invoice	MISSIONSQUARE Employee Contributions		
	SEIU LOCAL 620	10/05/2023	238.96	102249
INV0004964	Invoice	Employee Union Dues Contribution		
	UNITED WAY OF SANTA BARBARA COUNTY	10/05/2023	24.00	102250
INV0004965	Invoice	Employee United Way Contribution		
	ACCESS CONTROL SECURITY INC.	10/12/2023	239.25	102251
0054615	Invoice	SECURITY: AISPURO 9/16/23		
	ADVANTAGE TELECOM	10/12/2023	69.98	102252

154015	Invoice	OCT23 EMERGENCY PHONE LINE SERVICES		
	AMAZON CAPITAL SERVICES INC	10/12/2023	1,493.73	102253
14V4-7PWW-KJW7	Invoice	4 CHANDELIERS FOR VETS HALL		
19YT-MG63-Y9W9	Credit Memo	TONER CARTRIDGE RETURNED		
1L9J-6TLQ-6HQM	Invoice	4 ERGONOMIC OFFICE CHAIRS FOR NEW STAFF		
1P6P-LT7R-KQ6H	Invoice	IPHONE CASES FOR NEW HIRES		
	A-OK POWER EQUIPMENT	10/12/2023	149.17	102254
707646	Invoice	SMALL EQUIPMENT SUPPLIES FOR PUBLIC WORKS		
	ASSOCIATION OF ENVIRONMENTAL PROFESSIONALS	10/12/2023	490.00	102255
E8457	Invoice	2023 CEQA REGISTRATION: S.SOUTER, B. BANKS		
	BIG GREEN CLEANING COMPANY	10/12/2023	1,263.00	102256
633037	Invoice	PRESSURE WASH VETS HALL 9/8/23		
633038	Invoice	CREEK PARK HOMELESS ENCAMPMENT CLEANUP 9/7/23		
633345	Invoice	SEP23 VETS HALL EXTRA CLEANING		
	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE OFFICERS	10/12/2023	1,100.00	102257
200018407	Invoice	CSMFO CONFERENCE REGISTRATION-L. MALDONADO		
200018414	Invoice	2024 CSMFO EVENT-L. MALDONADO		
200018450	Invoice	CSMFO CONFERENCE REGISTRATION-G. PUNSALAN		
200018498	Invoice	2024 CSMFO EVENT-G. PUNALAN		
	CANNON	10/12/2023	1,531.17	102258
85955	Invoice	AUG23 CARPINTERIA LIBRARY IMPROVEMENTS		
	CARPINTERIA VALLEY LUMBER CO	10/12/2023	26.35	102259
517711	Invoice	MASONS ACID FOR SIGN WORK		
519397	Invoice	PAINT FOR GRAFFITI WORK		
	CARPINTERIA VALLEY WATER DISTRICT	10/12/2023	20,105.82	102260
CARP CITY SEPT23 SERVICE	Invoice	SEP23-WATER FOR MULTIPLE LOCATIONS		
	CITY OF GOLETA	10/12/2023	8,346.88	102261
23-093	Invoice	COST SHARING CONSULT SERVICES FOR SHERIFF CONTRACT		
	COASTAL VIEW NEWS	10/12/2023	399.00	102262
60338-CM	Credit Memo	FIRST READING OF ORD 769 AD 9/14/23		
60376	Invoice	CREEK WEEK AD 9/28/23		
60385	Invoice	UPDATE USER FEE SCHEDULE AD 9/28/23		
	COX BUSINESS	10/12/2023	778.52	102263
OCT23 001 3011 022093901	Invoice	OCT23 CITY HALL INTERNET-PHONE SERVICE		
OCT23 001 3011 028030701	Invoice	OCT23 POOL & GARDEN INTERNET-PHONE SERVICE		
	EV CONNECT INC.	10/12/2023	33,708.25	102264
INV5675	Invoice	ELECTRIC VEHICLE CHARGING STATIONS		
	EVERYWHERE RIGHT NOW	10/12/2023	857.50	102265
3663	Invoice	SEP23 WEBSITE PROGRAMMING CITY HALL & LIBRARY		
	FLOWERS & ASSOCIATES INC	10/12/2023	796.00	102266
23-3279	Invoice	AUG23 ENGINEERING SERVICES FOR PALM X CARP AVE		
	GRACENOTE	10/12/2023	75.65	102267
150004967	Invoice	OCT23 LISTING DISTRIBUTION SERVICE		
	GRAINGER	10/12/2023	20.41	102268
9849914503	Invoice	PLUMBING PARTS FOR POOL & PUBLIC WORKS SHOP		
	HAAKER EQUIPMENT COMPANY	10/12/2023	11,772.00	102269
E5A048	Invoice	8/30-9/26/23 HAAKER STREET SWEEPER RENTAL		
	HDL SOFTWARE LLC	10/12/2023	670.63	102270
SIN031898	Invoice	AUG23 NEW ACCOUNTS PROCESSED/STR RETURNS		
	INFOARMOR INC	10/12/2023	53.85	102271
6456Sep23	Invoice	SEP23 IDENTITY THEFT EMPLOYEE PREMIUMS		
	ISAAC ELECTRIC INC.	10/12/2023	1,400.00	102272
3000	Invoice	INSTALL NEW CIRCUIT FOR WATER HEATER @ SHERIFF'S		

6478592	JUNIOR GUARDS	10/12/2023	5,056.31	102273
6483257	Invoice LONG SLEEVE T-SHIRTS FOR JUNIOR GUARDS			
	Invoice VARIOUS STYLE T-SHIRTS FOR JUNIOR GUARDS			
107365	LOCAL GOVERNMENT COMMISSION INC	10/12/2023	31,000.00	102274
	Invoice PREPAY CIVIC SPARK FELLOW LINDSAY ERDMANN			
	LOCAL GOVERNMENT COMMISSION INC	10/12/2023	(31,000.00)	102274
520103086	MISSION UNIFORM SERVICE	10/12/2023	236.05	102275
520103088	Invoice MAT REPLACEMENT, UNIFORM CLEANING 9/25/23			
	Invoice TOWEL & MAT REPLACEMENT-CITY HALL 9/25/23			
756455	MONTGOMERY HARDWARE CO	10/12/2023	238.70	102276
	Invoice 3 KEYS CORED FOR CITY HALL			
81339287	MSC INDUSTRIAL SUPPLY CO. INC	10/12/2023	147.44	102277
	Invoice TRASH CAN LINERS FOR ABOP & HOMELESS CAMPS			
49158	NEW BEGINNINGS COUNSELING CENTER	10/12/2023	3,886.29	102278
	Invoice AUG23 SAFE PARKING PROGRAM			
149463149714	PACIFIC MATERIALS LABORATORY	10/12/2023	10,740.00	102279
	Invoice MATERIAL INSPECTION TESTING FOR SKATE PARK			
2184	RISDON'S 76 SERVICE	10/12/2023	451.11	102280
337	Invoice CAR WASH FOR CODE COMPLIANCE 9/10/23			
4176	Invoice CAR WASH FOR CODE COMPLIANCE 9/30/23			
A79613	Invoice CAR WASH FOR CODE COMPLIANCE 9/15/23			
	Invoice 2 NEW TIRES FOR UNIT 420 9/27/23			
19178	ROADLINE PRODUCTS INC USA	10/12/2023	599.85	102281
	Invoice EXPOXY MATERIAL & MIXER FOR ROAD SIGN WORK			
4554	ROCKWELL CLEANERS	10/12/2023	15.00	102282
	Invoice SEW ON PATCHES FOR CODE ENFORCEMENT			
164134	SANTA BARBARA PEST CONTROL	10/12/2023	95.00	102283
	Invoice SEP23 PEST CONTROL AT POOL			
INV0004977	SANTA BARBARA SWIM CLUB	10/12/2023	709.50	102284
	Invoice OCT23 COASTAL SWIM MEET @ CARPINTERIA POOL			
134476808-001	SITEONE LANDSCAPE SUPPLY (ALL AROUND)	10/12/2023	97.31	102285
134518772-001	Invoice PVC PARTS TO REPAIR POOL BACKFLOW			
134518985-001	Invoice PVC PARTS TO REPAIR POOL BACKFLOW			
SEP23 700201069122	Invoice PVC PARTS TO REPAIR POOL BACKFLOW			
SEP23 700230547624	SO CA EDISON	10/12/2023	3,068.53	102286
SEP23 700247140684	Invoice SEP23 ELECTRICITY-101 ASH AVE			
SEP23 700255596559	Invoice SEP23 ELECTRICITY-5103 CARPINTERIA AVE			
SEP23 700264659490	Invoice SEP23 ELECTRICITY-1 CARPINTERIA TC1			
SEP23 700274833982	Invoice SEP23 ELECTRICITY-100 LINDEN			
SEP23 700465507084	Invoice SEP23 ELECTRICITY-1115 LINDEN AVE B PED			
SEP23 700477662295	Invoice SEP23 ELECTRICITY-901 CACTUS LN EV EV			
SEP23 700525378417	Invoice SEP23 ELECTRICITY-4950 9TH ST BT HM			
SEP23 700604790697	Invoice SEP23 ELECTRICITY-901 CACTUS LN LGHT			
	Invoice SEP23 ELECTRICITY-931 WALNUT AVE & 4851 5TH ST			
	Invoice SEP23 ELECTRICITY-CAPP AV/CSTS PAS 609			
SEP23 006 514 2700 7	SO CAL GAS	10/12/2023	1,698.30	102287
SEP23 014 914 3239 7	Invoice NATURAL GAS 5305 CARPINTERIA AVE APT B (POOL)			
SEP23 016 913 9500 6	Invoice NATURAL GAS 5103 CARPINTERIA AVE (FRIENDS OF LIABR			
SEP23 140 914 3084 4	Invoice NATURAL GAS 5775 CARPINTERIA AVE (CITY HALL)			
	Invoice NATURAL GAS 941 WALNUT AVE (VETS HALL)			
206	SOLID WASTE SOLUTIONS INC	10/12/2023	2,266.00	102288
	Invoice SEP23 WASTEWATER PROFESSIONAL SERVICES			
2131742	STANTEC CONSULTING SERVICES INC	10/12/2023	7,467.00	102289
	Invoice PROFESSIONAL SERV THRU AUG23 FOR LINDEN IMPROV			
3547941827	STAPLES ADVANTAGE	10/12/2023	1,096.93	102290
	Invoice COLOR TONER CARTRIDGES, COPY PAPER, BINDER CLIPS			

3548012559	Invoice	COLORED PAPER, STAPLES, TAPE		
3548012560	Invoice	HP BLACK TONER CARTRIDGE		
	TRAFFIC TECHNOLOGIES LLC	10/12/2023	4,250.38	102291
45186	Invoice	ELECTRIC VEHICLE PARKING ONLY SIGNS		
45212	Invoice	SPECIAL EVENT SIGNS FOR AVOCADO FESTIVAL 2023		
	TRI-CO REPROGRAPHICS	10/12/2023	295.60	102292
187066	Invoice	SCANNING COLOR, FILE RENAME 9/27/23		
187068	Invoice	SCANNING COLOR, FILE RENAME 9/27/23		
187070	Invoice	SCANNING SMALL FORMAT, FILE RENAME 9/27/23		
187071	Invoice	SCANNING SMALL FORMAT, FILE RENAME 9/27/23		
187073	Invoice	SCANNING SMALL FORMAT, FILE RENAME 9/27/23		
187074	Invoice	SCANNING SMALL FORMAT, FILE RENAME 9/27/23		
187294	Invoice	SCANNING SMALL FORMAT, FILE RENAME 10/2/23		
187295	Invoice	SCANNING SMALL FORMAT, FILE RENAME 10/2/23		
187296	Invoice	SCANNING SMALL FORMAT, FILE RENAME 10/2/23		
187297	Invoice	SCANNING COLOR, FILE RENAME 10/2/23		
187298	Invoice	SCANNING COLOR, FILE RENAME 10/2/23		
	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA	10/12/2023	260.96	102293
23-240933	Invoice	OCT23 CA STATE FEE FOR REGULATORY COSTS		
920230153	Invoice	OCT23 NEW TICKET CHARGES & DATABASE MAINTENANCE		
	UNITED PET CARE	10/12/2023	51.50	102294
30024739	Invoice	OCT23 PET INSURANCE PREMIUMS		
	WEST COAST ARBORISTS INC	10/12/2023	1,566.00	102295
205197	Invoice	TREE MAINTENANCE 9/1/23-9/15/23		
	WESTERN EXTERMINATOR COMPANY	10/12/2023	73.25	102296
51097066	Invoice	SEP23 PEST CONTROL AT VETS HALL 9/14/23		
	WSP USA ENVIRONMENT & INFRASTRUCTURE INC.	10/12/2023	132.60	102297
579100208	Invoice	DUN & SHORELINE PROJECT SERVICES THROUGH 9/1/23		
	ZWORLD GIS	10/12/2023	2,977.00	102298
2023-0363	Invoice	SEP23 MAPPING/GIS SERVICES		
	INTERNAL REVENUE SERVICE	10/05/2023	17,206.38	DFT0003143
PR20 10/05/23	Invoice	PR20 10/05/23 FEDERAL TAX PAYMENT		
	EDD-SIT	10/05/2023	5,476.16	DFT0003144
PR20 10/05/23	Invoice	PR20 10/05/23 SIT TAXES		
	EDD-SDI	10/05/2023	1,323.05	DFT0003145
PR20 10/05/23	Invoice	PR20 10/05/23 SDI TAXES		
	CalPERS	10/05/2023	300.61	DFT0003146
FY23-24 RETRO-BB,AM,SS	Invoice	FY23-24 RETRO CON-B. BARRETT,A. MARTINEZ,S. SOUTER		
	CalPERS	10/05/2023	331.40	DFT0003147
FY23-24 RETRO-DH, AW	Invoice	FY23-24 RETRO CONTRIBUTIO-D. HERNANDEZ, A. WORKMAN		
	CalPERS	10/05/2023	15,187.71	DFT0003148
09/16/23-09/30/23 CLASSIC	Invoice	CLASSIC RETIREMENT 09/16/23-09/30/23 PR20		
	CalPERS	10/05/2023	6,898.64	DFT0003149
09/16/23-09/30/23 PEPRA	Invoice	PEPRA RETIREMENT 09/16/23-09/30/23 PR20		
	CalPERS HEALTH	10/05/2023	47,488.27	DFT0003150
OCT23 PREMIUMS	Invoice	OCT23 HEALTH PREMIUMS		
	CalPERS HEALTH	10/05/2023	7,488.87	DFT0003151
OCT23 PREMIUMS CC	Invoice	OCT23 HEALTH PREMIUMS CC		



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Contracts Executed by the City Manager on behalf of the City for the Period of September 19, 2023 through October 16, 2023.

STAFF RECOMMENDATION

Receive and file Report of Contracts Executed by the City Manager for the Period of September 19, 2023 through October 16, 2023.

DISCUSSION

The City Manager is delegated authority by the Carpinteria Municipal Code (CMC), §2.08.150B, to execute contracts on behalf of the City in the amount of \$30,000 or less. Pursuant to CMC §2.08.150C, a list of all contracts executed by the City Manager is provided for City Council information and appended to this Staff Report as Attachment A. Attachment A lists all contracts entered into on behalf of the City for goods, construction and services for the Period of September 19, 2023 through October 16, 2023.

FINANCIAL CONSIDERATIONS

All contracts entered into are within the appropriated budgeted amounts.

ATTACHMENTS

- A. Report of Contracts Executed by the City Manager

Staff contact:

Brian C. Barrett, City Clerk
(805) 755-4403; brianb@carpinteriaca.gov


Signature

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


Signature

ATTACHMENT A

Report of Contracts Executed by the City Manager Period of September 19, 2023 through October 16, 2023

VENDOR	PURPOSE	AMOUNT
Cannon Corporation	Extension of term to June 30, 2024 for design services of the Carpinteria Library Improvements Project No. 15055	\$0.00
Flowers and Associates	Extension of term to July 1, 2024 for construction management services for the Carpinteria Avenue & Palm Avenue Improvements Project No. 15121	\$0.00
RRM Design Group	Extension of term to June 30, 2024 for design services for the Franklin Creek Trail Improvements Project No. 15037	\$0.00
Central Coast Commission for Senior Citizens	For use of City facilities and operation of a Senior Meal Program	\$0.00
Evershade	Biannual power/steam cleaning of City sidewalks on Linden Avenue and Carpinteria Avenue to be done in April and October as well as monthly cleaning of trash can receptacles and affected ground on Carpinteria and Linden Avenues	\$24,100.00
VJS Biological Consulting	Extension of term to August 30, 2024 for biological consultant services	\$0.00



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 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 is 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 (Attachment A.)

POLICY CONSISTENCY

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

FINANCIAL CONSIDERATIONS

Cash Statement: At September 30, 2023, the City held cash and cash investments as shown in the table below.

Table I

<u>CASH ACTIVITY FOR THE MONTH:</u>	
Cash and Investment Beginning of the Month	\$ 19,073,938.92
Cash Receipts	2,346,103.69
Cash Disbursements	(3,129,799.21)
Cash and Investment End of the Month	\$ 18,290,243.40

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 security matures, changes in its value become less sensitive to market rate changes.

As of September 30, 2023, the portfolio's average days to maturity was 1.90 years, the average coupon rate was 1.73%, the average yield to maturity was 5.19%, the par value was \$10,650,000, and Market Value was \$10,070,874.92

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 listing 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 April 1, 2024.

LEGAL

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

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A: City of Carpinteria Monthly 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

Attachment A

City Treasurer's Monthly Report

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended September 2023

CASH ACTIVITY FOR THE MONTH:

Cash and Investment Beginning of the Month	\$ 19,073,938.92
Cash Receipts	2,346,103.69
Cash Disbursements	<u>(3,129,799.21)</u>
Cash and Investment End of the Month	<u><u>\$ 18,290,243.40</u></u>

CASH AND INVESTMENT PORTFOLIO:

<u>Type of Investment/Coupon/CUSIP #</u>	<u>Institution/Issuer</u>	<u>Yield to Maturity</u>	<u>Maturity Date</u>	<u># Days to Maturity</u>	<u>Par Value</u>	<u>Market Value (1)</u>	<u>Book Value (2)</u>
Demand Deposit - General Checking	Montecito Bank	N/A	N/A	N/A	342,393.60	342,393.60	342,393.60
Demand Deposit - Premier Public Money Market	Montecito Bank	N/A	10/1/2023	1	240,419.35	240,419.35	240,419.35
Demand Deposit - Section 125 Checking	Montecito Bank	N/A	N/A	N/A	4,722.59	4,722.59	4,722.59
Demand Deposit - Payroll Checking	Montecito Bank	N/A	N/A	N/A	3,957.77	3,957.77	3,957.77
Local Agency Investment Fund	State of California	0.22%	10/1/2023	1	3,503,689.28	3,503,689.28	3,503,689.28
Demand Deposit - Money Market	Charles Schwab	N/A	10/1/2023	1	3,834,435.99	3,834,435.99	3,834,435.99
Treasury Note, 2.875%, (9128285D8)	U.S. Government	0.67%	9/30/2023	0	250,000.00	250,000.00	249,335.00
Treasury Note, 2.875%, (9128285K2)	U.S. Government	2.20%	10/31/2023	31	250,000.00	249,492.18	252,579.39
Treasury Note, 2.75%, (912828WE6)	U.S. Government	2.23%	11/15/2023	46	250,000.00	249,179.68	252,049.66
Treasury Note, 0.75%, (91282CDDR9)	U.S. Government	0.73%	12/31/2023	92	250,000.00	247,148.43	249,993.47
Treasury Note, 2.5%, (9128285Z9)	U.S. Government	0.06%	1/31/2024	123	200,000.00	198,062.50	199,388.94
Treasury Note, 2.375%, (9128286G0)	U.S. Government	0.78%	2/29/2024	152	200,000.00	197,500.00	199,264.00
Treasury Note, 0.25%, (91282CBR1)	U.S. Government	2.17%	3/15/2024	167	250,000.00	244,296.88	240,750.00
Treasury Note, 2.25%, (9128286R6)	U.S. Government	2.41%	4/30/2024	213	250,000.00	245,351.55	249,156.76
Treasury Note, 2.0%, (912828XT2)	U.S. Government	1.11%	5/31/2024	244	250,000.00	244,296.88	255,107.50
Treasury Note, 0.25%, (91282CCG4)	U.S. Government	4.61%	6/15/2024	259	250,000.00	240,976.55	235,669.96
Treasury Note, 3.0%, (91282CFA4)	U.S. Government	4.53%	7/31/2024	305	250,000.00	244,882.80	244,503.55
Treasury Note, 3.25%, (91282CFG1)	U.S. Government	4.30%	8/31/2024	336	250,000.00	245,000.00	245,158.84
Treasury Note, 0.375%, (91282CCX7)	U.S. Government	1.08%	9/15/2024	351	250,000.00	238,242.18	245,359.46
Treasury Note, 2.125%, (9128282Y5)	U.S. Government	4.31%	9/30/2024	366	250,000.00	241,992.18	239,586.84
Treasury Note, 0.625%, (91282CDB4)	U.S. Government	4.14%	10/15/2024	381	250,000.00	237,929.68	233,056.64
Treasury Note, 2.25%, (912828G38)	U.S. Government	4.35%	11/15/2024	412	250,000.00	241,406.25	241,052.35
Treasury Note, 1.00%, (91282CDN8)	U.S. Government	0.98%	12/15/2024	442	250,000.00	237,343.75	250,079.39
Treasury Note, 1.125%, (91282CDS7)	U.S. Government	4.09%	1/15/2025	473	250,000.00	236,953.13	237,350.47
Treasury Note, 1.125%, (912828ZC7)	U.S. Government	1.29%	2/28/2025	517	250,000.00	235,898.43	248,740.00
Treasury Note, 2.625%, (9128284F4)	U.S. Government	1.30%	3/31/2025	548	250,000.00	240,468.75	260,224.61
Treasury Note, 0.25%, (912828ZT0)	U.S. Government	1.25%	5/31/2025	609	250,000.00	230,468.75	241,660.01
Treasury Note, 0.25%, (912828ZW3)	U.S. Government	1.53%	6/30/2025	639	250,000.00	229,726.55	239,598.86
Treasury Note, 0.25%, (91282CAM3)	U.S. Government	1.32%	9/30/2025	731	250,000.00	227,460.93	240,265.00
Treasury Note, 3.0%, (9128285J5)	U.S. Government	4.09%	10/31/2025	762	250,000.00	240,000.00	242,136.63
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.20%	12/31/2025	823	250,000.00	225,937.50	241,955.00
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.37%	12/31/2025	823	250,000.00	225,937.50	240,365.00
Treasury Note, 3.875%, (91282CGE5)	U.S. Government	3.77%	1/1/2026	824	250,000.00	244,062.50	250,641.19
Treasury Note, 1.625%, (912828P46)	U.S. Government	1.56%	2/15/2026	869	250,000.00	231,562.50	250,595.69

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended September 2023

Treasury Note, 0.5%, (91282CBQ3)	U.S. Government	1.28%	2/25/2026	879	250,000.00	225,039.05	242,113.19
Treasury Note, 0.75%, (91282CBT7)	U.S. Government	1.28%	3/31/2026	913	250,000.00	226,015.63	244,459.30
Treasury Note, 0.75%, (91282CCF6)	U.S. Government	1.34%	5/31/2026	974	250,000.00	224,453.13	243,702.50
Treasury Note, 0.875%, (91282CCJ8)	U.S. Government	1.35%	6/30/2026	1004	250,000.00	224,921.88	244,821.96
Treasury Note, 1.625%, (91282YQ7)	U.S. Government	4.00%	10/31/2026	1127	250,000.00	227,421.88	227,869.30
Treasury Note, 2%, (91282U24)	U.S. Government	4.31%	11/15/2026	1142	250,000.00	229,921.88	228,317.27
Treasury Note, 1.25%, (91282CDK4)	U.S. Government	1.28%	11/30/2026	1157	250,000.00	224,296.88	249,602.02
Treasury Note, 1.5%, (912828Z78)	U.S. Government	3.64%	1/31/2027	1219	250,000.00	225,078.13	231,040.31
Treasury Note, 2.25%, (912828V98)	U.S. Government	4.29%	2/15/2027	1234	250,000.00	230,703.13	229,819.14
Treasury Note, 2.5%, (91282CEF4)	U.S. Government	3.96%	2/16/2027	1235	250,000.00	232,187.50	235,031.06
Treasury Note, 2.75%, (91282CEN7)	U.S. Government	3.71%	4/30/2027	1308	250,000.00	233,789.05	241,094.62
Treasury Note, 3.25%, (91282CEW7)	U.S. Government	3.70%	6/30/2027	1369	250,000.00	237,500.00	245,668.13
Treasury Note, 3.125%, (91282CFH9)	U.S. Government	4.19%	8/31/2027	1431	250,000.00	235,937.50	238,232.21
Treasury Note, 4.125%, (91282CFU0)	U.S. Government	4.02%	10/31/2027	1492	250,000.00	244,687.50	250,962.10
Treasury Note, 2.25%, (9128283F5)	U.S. Government	4.01%	11/15/2027	1507	250,000.00	227,343.75	232,267.50
					18,579,618.58	18,000,493.50	18,290,243.40

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 10/01/23 through 4/01/24.

WEIGHTED AVERAGE MATURITY OF PORTFOLIO

As of September 30, 2023 the weighted average days to maturity of the City's investment portfolio is 1.90 years.

FOOTNOTES TO REPORT/DEFINITION OF TERMS:

- (1) The market value of U.S. Government 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 OCTOBER 23, 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.

BACKGROUND/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 in 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 manages 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 bps¹ 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:

As of September 30, 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	28,014.99
Change in Market Value	7,591.24
Management Fees	(2,594.16)
Ending Value	\$1,131,821.12
	Asset
Market Value	Allocation
Fixed Income	749,856.08 66.3%
Equities	330,676.60 29.2%
Alternatives	51,288.44 4.5%
Total Account	\$1,131,821.12 100.0%
Inception date: 6/30/18	
YTD: 1/1/2023 - 9/30/2023	

Investments:

As of September 30, 2023, the portfolio's estimated market value was \$1,131,821.12 quarter to date (net of fees) of -3.44%, year to date (net of fees) of 3.00%, last 12

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%.

months (net of fees) 7.20%, and inception to date (net of fees) of 1.5%. Attached for City Council review is the statement from Benefit Trust as of September 30, 2023.

An initial deposit of \$1 million dollars was invested on June 30, 2018. A second deposit of \$52,900 was made on 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. The 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. September 30, 2023 Performance Report

Staff contact:

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

HP FOR LICETTE MALDONADO
Signature

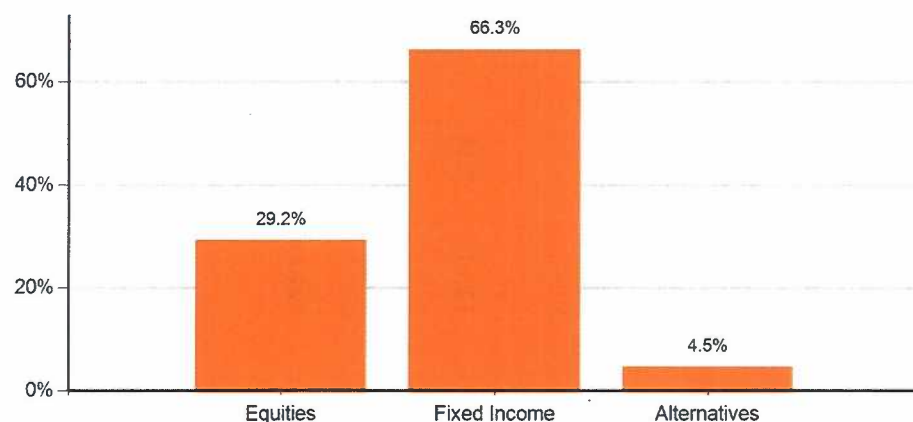
Reviewed by:

Dave Durlinger, City Manager
daved@carpinteriaca.gov; (805) 755-4400

[Signature]
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	0.01
Interest	-
Dividends	28,014.99
Change in Market Value	7,591.24
Management Fees	(2,594.16)
Ending Value	<u>\$ 1,131,821.13</u>

YTD: 12/31/2022 - 9/30/2023

Performance

	Market Value	Current Yield	Month to Date	Quarter to Date	Year to Date	Last 12 Months	Last 3 Years	Last 5 Years	Inception* to Date
Fixed Income	749,856.04	4.6	-2.67	-3.06	0.15	2.86	-4.99	0.24	0.23
Equities	330,676.66	1.5	-4.48	-3.33	11.56	20.07	4.16	5.42	5.94
Alternatives	51,288.44	3.4	-7.26	-7.84	-3.00	1.63	3.10	0.71	0.83
Total Account	1,131,821.13	3.6	-3.42	-3.37	3.24	7.52	-1.94	1.63	1.80
Total Account (Net of Fees)		3.6	-3.44	-3.44	3.00	7.20	-2.23	1.32	1.50
S&P 500 TR			-4.77	-3.28	13.06	21.61	10.15	9.92	10.98
MSCI EAFE			-3.37	-4.04	7.60	26.33	6.14	3.47	3.56
MSCI ACWI Ex US Net			-3.16	-3.77	5.34	20.38	3.73	2.58	2.59
BBG Agg (US)			-2.54	-3.23	-1.21	0.64	-5.21	0.10	0.10
BBG Global Agg			-2.92	-3.59	-2.21	2.24	-6.91	-1.61	-1.71
50% MSCI ACWI/ 50% Barclays Agg			-3.34	-3.29	4.37	10.47	0.87	3.57	3.82

* 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

September 30, 2023

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
FIXED INC MUTUAL FUNDS								
TAXABLE BOND FUND								
15,607.965	BLACKROCK TOTAL RETURN FD BD FD BLKRK CL	MPHQ.X	11.39	177,849.08	9.50	148,275.67	13.1	4.3
9,632.598	GUGGENHEIM FDS TR INVT GD BD INSTL	GIUS.X	18.44	177,642.12	15.53	149,594.25	13.2	4.4
3,309.376	GUGGENHEIM FDS TR MACRO OPPTY R6	GIOS.X	26.21	86,734.93	23.69	78,399.12	6.9	5.9
13,226.719	PRUDENTIAL TOTAL RETURN BD FD	PTRQ.X	14.04	185,707.97	11.40	150,784.60	13.3	4.8
15,478.009	PRUDNTIAL GBL TOTL RTRN FD INC PGIM GBL TTL R6	PGTQ.X	6.82	105,490.17	4.90	75,842.24	6.7	4.3
16,586.926	WESTERN ASSET FDS INC	WAPS.X	11.37	188,548.40	8.86	146,960.16	13.0	4.4
				921,972.67		749,856.04	66.3	4.6
				921,972.67		749,856.04	66.3	4.6
DOMESTIC EQUITY MUTUAL FUNDS								
LARGE CAP FUND								
890.239	ALGER FUNDS CAP APP FOCS Y	ALGY.X	37.88	33,720.02	47.26	42,072.70	3.7	0.1
2,101.944	COLUMBIA FDS SER TR I	COFY.X	28.15	59,160.41	29.53	62,070.41	5.5	0.6
648.700	LEGG MASON PARTNERS EQUITY TR CLR BRID SL IS	LCSS.X	40.44	26,236.28	40.99	26,590.21	2.3	0.0
				119,116.70		130,733.31	11.6	0.3
SMALL CAP FUNDS								
1,679.963	ALGER FDS SMALL CP FOCUS Z	AGOZ.X	20.08	33,731.13	16.18	27,181.80	2.4	0.0
393.095	UNDISCOVERED MANAGERS FDS BEHAVR VAL R6	UBVF.X	66.80	26,260.46	75.26	29,584.33	2.6	1.2
				59,991.59		56,766.13	5.0	0.6
				179,108.30		187,499.45	16.6	0.4
INTERNATIONAL MUTUAL FUNDS								
INTERNATIONAL EMERGING MARKET FUND								
106.943	AMERICAN FUNDS NEW WORLD F-2	NFFF.X	67.34	7,201.15	70.58	7,548.04	0.7	1.1
INTERNATIONAL FUND								
433.145	AMERICAN FUNDS NEW PERSPECTIVE F2	ANWF.X	46.31	20,060.82	52.78	22,861.39	2.0	1.0
1,293.157	GOLDMAN SACHS TR II GQG PARTNRS R6	GSII.X	14.74	19,064.61	18.03	23,315.62	2.1	4.5

"#carp-pst."

PORTFOLIO APPRAISAL
CITY OF CARPINTERIA CA-MUNI-PST
BENEFIT TRUST ACCOUNT 7440

September 30, 2023

<u>Quantity</u>	<u>Security</u>	<u>Security Symbol</u>	<u>Unit Cost</u>	<u>Total Cost</u>	<u>Price</u>	<u>Market Value</u>	<u>Pct. Assets</u>	<u>Cur. Yield</u>
1,379.383	HARTFORD INTERNATIONAL VALUE Y	HILY.X	16.49	22,740.94	17.15	23,656.42	2.1	2.6
651.865	PRUDENTIAL WORLD FD INC JENNISON GBL Q	PRJQ.X	29.31	19,107.75	34.51	22,495.86	2.0	0.0
1,930.445	THORNBURG INVESTMENT INCOME BUILDER	TIBO.X	21.95	42,375.88	22.43	43,299.88	3.8	5.4
				<u>123,350.01</u>		<u>135,629.17</u>	<u>12.0</u>	<u>3.1</u>
				130,551.16		143,177.21	12.7	3.0
ALTERNATIVE INVESTMENT FUNDS								
ALTERNATIVE FUND								
2,800.983	COHEN & STEERS RLTY INCM NEW SHS CL Z	CSZL.X	16.40	45,922.52	14.35	40,194.11	3.6	3.6
650.694	PRUDENTIAL GLOBAL REAL ESTATE	PGRQ.X	23.06	15,008.22	17.05	11,094.33	1.0	2.7
				<u>60,930.74</u>		<u>51,288.44</u>	<u>4.5</u>	<u>3.4</u>
				60,930.74		51,288.44	4.5	3.4
TOTAL PORTFOLIO				1,292,562.87		1,131,821.13	100.0	3.6

"#carp-pst."



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Annual Review of the City's Investment Policy

STAFF RECOMMENDATION

Adopt Resolution No. 6272, receiving and filing the annual City Investment Policy.

Sample Motion: I move to the adoption of Resolution No. 6272, as read by title only.

BACKGROUND

California Government Code (CGC) Sections 53601 and 53646 mandates cities and other local agencies to adopt a written investment policy. This policy and any changes must be considered at least annually by the Council at a public meeting. In addition, the government code calls for the following:

- The monthly report shall include an accounting of all receipts, disbursements, and fund balances.
- The quarterly report shall include an itemized listing of portfolio investments by type, date of maturity, yield to maturity, issuer, par value, dollar amount invested, and book value.
- The quarterly report will include a statement of compliance of the portfolio with the City's investment policy or an explanation as to why the portfolio is not in compliance per California Government Code Section 53646(b)(2).
- The quarterly report shall include a statement of compliance that the investment portfolio has the ability to meet the City's expenditure requirements for the next six months or provide an explanation as to why sufficient money shall, or may, not be available, per California Government Code Section 53646(b)(3).

The City Council is the City of Carpinteria trustee and is authorized to make investment decisions on behalf of the City investing public funds 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.

California Government Code Section 53600.6 defines the primary objectives of a trustee investing public money. The primary objectives, in priority order, of the City's investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investment funds among a variety of securities with independent returns.
2. Liquidity: The City's investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements that might reasonably be anticipated.
3. Return on Investments: The City's investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout the budgetary and economic cycles. These measurements should be commensurate with the City's investment risk constraints identified in the Investment Policy and the cash flow characteristics of the portfolio.

DISCUSSION

Resolution No. 6272 is provided for the Council's approval of the annual Investment Policy. No changes to the investment policy are proposed.

POLICY CONSISTENCY

The City's investment policy was last reviewed and adopted per Resolution No. 6172 on October 24, 2022. The City's annual policy review is consistent with its interest in maintaining compliance with state law and implementing best practices for public sector financial management.

FINANCIAL CONSIDERATIONS

Cash Statement: As of September 30, 2023, the City held cash investments as shown in the table below.

Table I

<u>CASH AND INVESTMENT PORTFOLIO:</u>				
<u>Type of Investment/Coupon/CUSIP #</u>	<u>Institution/Issuer</u>	<u>Par Value</u>	<u>Market Value (1)</u>	<u>Book Value (2)</u>
Demand Deposit - General Checking	Montecito Bank	342,393.60	342,393.60	342,393.60
Demand Deposit - Premier Public Money Market	Montecito Bank	240,419.35	240,419.35	240,419.35
Demand Deposit - Section 125 Checking	Montecito Bank	4,722.59	4,722.59	4,722.59
Demand Deposit - Payroll Checking	Montecito Bank	3,957.77	3,957.77	3,957.77
Demand Deposit - Money Market	Charles Schwab	3,503,689.28	3,503,689.28	3,503,689.28
Local Agency Investment Fund	State of California	3,834,435.99	3,834,435.99	3,834,435.99
Security Investments - U.S. Treasury	Charles Schwab	10,650,000.00	10,070,874.92	10,360,624.82
		18,579,618.58	18,000,493.50	18,290,243.40
<u>FOOTNOTES TO REPORT/DEFINITION OF TERMS:</u>				
(1) 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.				
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				

The Local Agency Investment Fund (LAIF) is a large (\$21.9 billion), well-diversified, professionally managed fund overseen by the State Treasurers' Office in compliance with all Federal and State laws. The City has 24-hour access to all of its deposits via electronic funds transfer. Interest is earned from day of deposit to day of withdrawal and is paid quarterly. There are about 2,355 State and local agency depositors in the fund.

It has long been the practice of the City of Carpinteria to invest excess funds in LAIF and in FDIC-insured, interest-bearing checking accounts. CGC section 53646 (e) allows the submission of LAIF's quarterly report in lieu of the quarterly information otherwise required. This provision minimizes staff time in preparing this quarterly information.

In addition to investments in LAIF, the City purchases U.S. Treasury Notes through Charles Schwab investors. As of September 30, 2023, the portfolio's average days to maturity was 1.90 years, the average coupon rate was 1.73%, the average yield to maturity was 5.19%, the par value was \$10,650,000 and the Market Value was \$10,070,874.92

The City Investment Policy includes the "prudent investor" standard prioritizing three criteria in managing the City's portfolio of investments; namely, safety, liquidity, and yield. The number one priority, safety, is achieved by making investments only in those investment vehicles permitted by the government code.

LEGAL AND RISK MANAGEMENT

All quarterly reports required by law have been made in a timely manner and the investment policy includes the "prudent investor" standard also required by law.

PRINCIPAL PARTIES EXPECTED AT MEETING

Unknown

ATTACHMENTS

A. Resolution 6272

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



Signature

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



Signature

Attachment A

Resolution No. 6272

RESOLUTION NO. 6272

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA,
CALIFORNIA, ACKNOWLEDGING ITS REVIEW, RECEIPT AND FILING OF THE
ANNUAL STATEMENT OF INVESTMENT POLICY**

WHEREAS, the investment policies and practices of the City are based on state law and prudent money management. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections (CGC) 53601 and 53646; and

WHEREAS, the Administrative Services Director of the City of Carpinteria shall annually submit for review the investment policy, and any changes thereto, shall be considered by the legislative body at a public meeting; (CGC 53646(a)); and

WHEREAS, the Annual Statement of Investment Policy was last reviewed and adopted per Resolution No. 6172 on October 24, 2022; and

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. The investment policy, attached hereto as Exhibit 1, has been reviewed and received for filing.

PASSED, APPROVED AND ADOPTED on October 23, 2023 by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

Mayor, City of Carpinteria

ATTEST:

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 October 23, 2023.

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

Exhibit 1

City Investment Policy



CITY INVESTMENT POLICY

PURPOSE

It is the purpose of the investment policy of the City of Carpinteria (City) to invest funds in a manner which will provide the highest investment return possible consistent with maximum security while meeting daily cash flow demands and conforming to all other statutes governing the investment of City funds.

The investment policies and practices of the City are based on state law and prudent money management. All funds will be invested in accordance with the City's Investment Policy, and California Government Code Sections 53601 and 53646.

POLICY

The City shall invest public funds in such a manner as to comply with the state and local law; ensure prudent money management; provide for daily cash flow requirements; and meet the objectives of the Policy, in priority order of Safety, Liquidity and Return on Investment.

SCOPE

This investment policy applies to all investment activities and financial assets of the City. The funds covered by this policy are accounted for and incorporated in the City's Comprehensive Annual Financial Report (CAFR) and include:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Project Funds
- Fiduciary Funds

PRUDENCE

The City Council is the City of Carpinteria trustees and authorized to make investment decisions on behalf of the City investing public funds 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.

OBJECTIVES

California Government Code Section 53600.6 defines the primary objectives of a trustee investing public money. The primary objectives, in priority order, of the City’s investment activities shall be:

1. Safety: Safety of principal is the foremost objective of the investment program. Investments of the City shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, the City will diversify its investment funds among a variety of securities with independent returns.
2. Liquidity: The City’s investment portfolio will remain sufficiently liquid to enable the City to meet all operating requirements which might reasonably be anticipated.
3. Return on Investments: The City’s investment portfolio shall have the objective of attaining a comparative performance measurement or an acceptable rate of return throughout the budgetary and economic cycles. These measurements should be commensurate with the City’s investment risk constraints identified in the Investment Policy and the cash flow characteristics of the portfolio.

DELEGATION OF AUTHORITY

Authority to manage the City’s investment program is derived from the California Government Code Sections 53600 through 53609. Management responsibility for the investment program is hereby delegated to the City Manager or the Administrative Services Director (City Treasurer) as directed by the City Council. Under the authority granted by the City Council, no person may engage in an investment transaction covered by the terms of this policy unless directed by the City Treasurer.

ETHICS AND CONFLICTS OF INTEREST

Investment officials shall refrain from personal business activity that could conflict with the proper execution and management of the policy and the investment program, or which could impair their ability to make impartial investment decisions. The investment officials are governed by the Political Reform Act of 1974 regarding disclosure of material financial interests.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

In accordance with Government Code Section 53601.5, investments shall either be purchased (1) directly from the issuer, (2) from an institution licensed by the State of California as a Broker-Dealer, as defined in Corporations Code Section 25004, provided that the institution is a primary or regional dealer qualified under federal Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule), (3) from a member of a federally regulated securities exchange, (4) from a national or state-chartered bank, from a savings association or federal association, as defined by Financial Code Section 5102, or (5) from a brokerage firm designated as a primary government dealer by the Federal Reserve bank. In addition, investments shall only be purchased from entities or deposits made in qualified public depositories, as established by State law, with a physical presence in California and at least five years' experience providing similar services to other California municipalities. All financial institutions and broker/dealers who desire to conduct investment transactions with the public agency must supply the Treasurer with the following: audited financial statements and proof of FINRA Registration and Licensing.

AUTHORIZED AND SUITABLE INVESTMENTS

The City Treasurer may invest City funds in the following instruments as specified in the California Government Code, Sections 53600 et seq., and as further limited in this policy. The City is empowered by statute to invest in the following types of securities:

- Federal Deposit Insurance Corporations (FDIC) Insured Accounts. Funds required for immediate cash flow needs shall be deposited in an interest-bearing FDIC insured checking account at a bank in Carpinteria. Dollar Maximum: None; Maximum Maturity: N/A
- Local Agency Investment Fund (LAIF), of the State of California. Investments in accordance with the laws and regulations governing those funds. Dollar Maximum: \$65 million (State Statute limit); Maximum Maturity: N/A
- Obligations of the U.S. Government, its agencies and instrumentalities, including U.S. Treasury notes, bonds, bills, or certificate indebtedness, or those for which the full faith and credit of the United States are pledged for the payment of principal and interest, federal agencies, mortgage-backed securities with a fixed coupon issued by an agency of the U.S. Government, government-sponsored enterprise obligations (GSE), participation, or other instruments. Dollar Maximum: None; Maximum Maturity: 5 years

- Investments not specifically authorized herein are disallowed. Additionally, California Government Code Section 53601.6 disallows the following: inverse floaters, range notes, or interest-only strips that are derived from a pool of mortgages. Futures, options, all leveraged purchases, reverse repurchases, and speculations on interest rates are specifically not allowed by this policy.

REVIEW OF INVESTMENT PORTFOLIO

The securities held by the City must be in compliance with Section Authorized and Suitable Investments at the time of purchase. Because some securities may not comply with Section Authorized and Suitable Investments subsequent to the date of purchase, the City Treasurer or designee, shall at least annually review the portfolio to identify those securities that do not comply. The City Treasurer shall establish procedures to report to the City Council and Budget/Finance Standing Committee, major and critical incidences of noncompliance identified through the review of the portfolio.

INVESTMENT POOLS / MUTUAL FUNDS

A thorough investigation of the pool/fund is required prior to investing, and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of eligible investments securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- A description of how the pool/fund maintains reserves, retains earnings or how income after expense is distributed to participants.
- A fee schedule, and when and how it is assessed.
- The eligibility of the pool/fund to invest in bond proceeds and a description of its practices.

COLLATERALIZATION

Collateralization will be required on certificates of deposit. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110% of market value for Certificates of Deposits. Collateral will always be held by an independent third party with who the City has a current custodial agreement. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained. The right of collateral substitution is granted.

SAFEKEEPING AND CUSTODY

All security transactions entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the City Treasurer and evidenced by safekeeping receipts.

DIVERSIFICATION

The City shall diversify its investments to avoid incurring unreasonable risks inherent in over investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's anticipated cash flow needs.

MAXIMUM MATURITIES

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase. Reserve fund may be invested in securities exceeding 5 years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

INTERNAL CONTROLS

The City Treasurer shall establish and maintain a system of appropriate internal controls to ensure compliance with policies and procedures. The controls should be designed to prevent losses of public funds arising from fraud, error, or imprudent actions by employees and officers of the City.

PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic commensurate with the investment risk constraints and the cash flow needs. The City's investment strategy is passive (buy-and-hold). Given this strategy, the City Treasurer shall determine whether market yields are being achieved by comparing the total return of the portfolio to the monthly LAIF rate and the two-year U.S. Treasury Note as useful benchmarks to measure whether or not the City's portfolio net yields are matching or surpassing the market yields. The benchmarks and investment performance will be reviewed by the Budget/Finance Standing Committee as market

conditions warrant or when the benchmarks are not met for a consecutive one-year period.

REPORTING

In accordance with California Government Code section 53607, the investment report shall be submitted to the City Council on a monthly basis by the City Treasurer. The City Treasurer shall review and render monthly and quarterly investment reports and include the following:

- The monthly report shall include an accounting of all receipts, disbursements and fund balances.
- The quarterly report shall include an itemized listing of portfolio investments by type, date of maturity, yield to maturity, issuer, par value, dollar amount invested, and book value.
- The quarterly report will include a statement of compliance of the portfolio with the City's investment policy or an explanation as to why the portfolio is not in compliance per California Government Code Section 53646(b)(2).
- The quarterly report shall include a statement of compliance that the investment portfolio has the ability to meet the City's expenditure requirements for the next six months, or provide an explanation as to why sufficient money shall, or may, not be available, per California Government Code Section 53646(b)(3).

INVESTMENT POLICY ADOPTION

The City's investment policy shall be adopted by resolution annually by the City Council. The policy shall be reviewed annually by the City Council and any modifications to the investment policy must be approved by the City Council.

GLOSSARY

Agencies: Federal agency securities and/or Government-sponsored enterprises.

Benchmark: A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

Broker: A broker brings buyers and sellers together for commission.

Buy and Hold Strategy: Investments in which management has the positive intent and ability to hold each issue until maturity.

Certificate of Deposit: Large denomination (\$100,000 or more) interest bearing time deposits, paying the holder a fixed amount of interest at maturity. Funds cannot be withdrawn before maturity without giving advance notice and without a penalty.

City Treasurer: The Administrative Services Director serves as the City Treasurer, as appointed by the City Council.

Collateralization: To secure a debt in part or in full by pledger of collateral, asset pledged as security to ensure payment or performance of an obligation. Also refers to securities pledged by a bank to secure deposits of public monies.

Comprehensive Annual Financial Report (CAFR): The official annual report of the City. It includes five combined statements for each individual fund and account group prepared in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and detailed statistical section.

Coupon: (a) The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

Dealer: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

Diversification: Dividing investment funds among a variety of securities offering independent returns.

Duration: A measure of the sensitivity of the price (the value of principal) of a fixed-income investment to a change in interest rates. Duration is expressed as a number of years. Rising interest rates means falling bond prices, while declining interest rates mean rising bond prices.

Federal Deposit Insurance Corporation (FDIC): A federal agency that insures bank deposits, currently up to \$250,000 per entity.

Interest Rates: The annual yield earned on an investment, expressed as a percentage.

Liquidity: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value.

Local Agency Investment Fund (LAIF): A voluntary investment program offering participating agencies the opportunity to participate in a major portfolio which daily invests hundreds of millions of dollars, using the investment expertise of the State Treasurer's Office investment staff at no additional cost to the taxpayer. Investments in LAIF, considered a short-term investment, is readily available for cash withdrawal daily.

Market Value: The price at which a security is trading and could presumably be purchased or sold.

Par Value: The principal amount of a note or bond which must be paid at maturity. Par, also referred to as the "face amount" of a security, is the principal value stated on the face of the security. A par bond sold at a price of 100 percent of its principal amount.

Portfolio: Collection of securities held by an investor.

Principal: The face value of par value of a debt instrument, or the amount of capital invested in a given security.

Rate of Return: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond the current income return.

Treasury Bills: A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

Treasury Notes: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of two to ten years.

Uniform Net Capital Rule: Securities and Exchange Commission requirement that member firms as well as nonmember broker-dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

Yield: The rate of annual income return on investment, expressed as a percentage. (a) INCOME YIELD is obtained by dividing the current dollar income by the current market price for the security. (b) NET YIELD or YIELD TO MATURITY is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Adopt Resolution No. 6269, Approving an Appointment to the Community Development Block Grant Committee.

STAFF RECOMMENDATION

Adopt Resolution No. 6269, approving an appointment to the Community Development Block Grant Committee.

Sample Motion: I move to adopt Resolution No. 6269, as read by title only, approving an appointment to the Community Development Block Grant Committee.

BACKGROUND

The Community Development Block Grant (CDBG) Committee was formed by Council minute order on December 11, 2006 and consists of one member of the Planning Commission, two at-large community members, and one alternate at-large member. The Committee's basic duty is to review grant applications for CDBG funds and to make recommendations to the City Council on grant awards and the bases for them.

There are currently two vacancies (one at-large community member and one alternate at-large member) on the CDBG Committee due to the resignation of Brian Klinge and Phylene Wiggins. The purpose of this agenda matter is for the Council to consider making an appointment to fill the at-large community member vacancy.

DISCUSSION

The CDBG Committee typically meets once a year. The term of office for members of the CDBG Committee is two years which expires on January 31st in odd-numbered years. Brian Klinge and Phylene Wiggins resigned from the Committee creating the current vacancies. The term of the current vacancies is through January 31, 2025.

Staff received one application from the following interested individual (see Attachment B):

- Jessica Petrillo

Ms. Petrillo originally applied for the alternate at-large member on the CDBG Committee. After submitting her application, the at-large community member position opened up and Ms. Petrillo is interested in serving as the at-large community member instead.

POLICY CONSISTENCY

Per Carpinteria Municipal Code, Commission, Board, and Committee members serve at the pleasure of the City Council and shall be appointed by the Mayor with the advice and consent of the City Council.

FINANCIAL CONSIDERATIONS

There will be no effect on City funds with an appointment to the CDBG Committee.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Pursuant to Carpinteria Municipal Code Chapter 2.24, the City Council has full discretion in the composition, qualifications, and selection of the CDBG Committee members. Appointments to the CDBG Committee are made by the Mayor with the consent of the City Council.

In accordance with the Maddy Act, the City Clerk posted a notice of the unscheduled vacancy at City Hall on September 15, 2023, on the City Scroll, and on social media. The Maddy Act also requires that appointment to the vacancy must be made at least 10 working days after the posting of the notice of unscheduled vacancy.

OPTIONS

1. Adopt Resolution No. 6269, approving the appointment of Jessica Petrillo to the Community Development Block Grant Committee.
2. Do not adopt Resolution No. 6269 and provide further direction to staff as determined appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

The applicant has been advised of the meeting date and invited to attend.

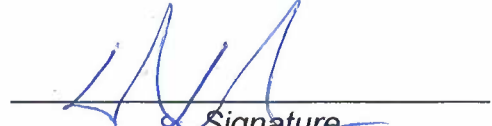
ATTACHMENTS

Attachment A: Resolution No. 6269
Attachment B: Received Application

Staff contact: Brian C. Barrett, City Clerk
(805) 755-4446; brianb@ci.carpinteria.ca.us


Signature

Reviewed by: Dave Durflinger, City Manager
(805) 755-4400, daved@ci.carpinteria.ca.us


Signature

**ATTACHMENT A:
Resolution No. 6269**

RESOLUTION NO. 6269

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARPINTERIA, APPROVING AN APPOINTMENT TO THE
COMMUNITY DEVELOPMENT BLOCK GRANT COMMITTEE FOR THE
TERM ENDING JANUARY 31, 2025**

WHEREAS, the City Council of the City of Carpinteria formed the Community Development Block Grant (CDBG) Committee by minute order on December 11, 2006 comprised of one member of the Planning Commission, two at-large community members, and one alternate at-large member; and

WHEREAS, the Committee's basic duty is to review grant applications for CDBG funds and to make recommendations to the City Council on which applications to fund and support the community's interests and help address identified needs; and

WHEREAS, two vacancies exist on the Community Development Block Grant Committee one for an at-large community member and one for an alternate at-large member due to the resignation of Brian Klinge and Phylene Wiggins; and

WHEREAS, said vacancies have been duly noticed and advertised as required and all interested persons have been invited to submit an application for consideration for appointment to fill said vacancy; and

WHEREAS, one application to the Community Development Block Grant Committee was received; and

WHEREAS, the City Council has reviewed and considered persons who have indicated an interest in serving and the Mayor has recommended that a certain person be appointed to the Community Development Block Grant Committee.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct.

SECTION 2. The Carpinteria City Council hereby resolves that the following appointment is approved and confirmed effective October 23, 2023, and that such

appointment is to continue in effect at the pleasure of the City Council for the term ending January 31, 2025.

APPOINTED TO THE COMMUNITY DEVELOPMENT BLOCK GRANT
COMMITTEE

PASSED, APPROVED AND ADOPTED on the 23rd day of October, 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 October 23, 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:
Received Application**

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**CITY OF CARPINTERIA
APPLICATION FOR APPOINTMENT
TO A CITY BOARD, COMMISSION OR
COMMITTEE**

Please return to: City Clerk's Office
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

RECEIVED
CITY OF CARPINTERIA

AUG 30 2023

BRIAN C. BARRETT
CITY CLERK

BOARD, COMMISSION OR COMMITTEE APPLYING FOR:

Community Development Block Grant (CDBG) Committee (at large (alternate) member)

APPLICANT: Jessica Petrillo

Name

Home Address

Business Address

Email

Phone Number(s)

Are you a resident of the City of Carpinteria? Yes

EXPERIENCE/BACKGROUND:

15+ years in social services with a focus on housing/homelessness

Education

Master of Arts from San Francisco State University, and a Bachelor of Social Work from Toronto Metropolitan University (BSW from Canada)

Present Occupation (Please describe any relevant past work experience.)

CalAIM Program Manager with Ventura County Healthcare Agency, previously Homeless Assistance Program Coordinator for City of Oxnard

Memberships in Organizations

Reasons why you believe you should be appointed (attach additional sheets if needed.):

I have professional experience in low income housing and homeless services including administering CDBG and CDBG-CV (covid) grants. I work in Ventura

County and am looking for ways that I can contribute to my home community of Carpinteria. In my role with the City of Oxnard, I provided staff support to the

City's Commission on Homelessness, and wrote staff reports for presentation at City Council. Currently serving on the board for Mercy House Shelter.

Please list City Commission/Committee/Board (including dates) you are currently serving on or have served

on: None in Carpinteria. Staff support to Commission on Homelessness in my previous role with the City of Oxnard.

I, the undersigned, hereby certify that all the statements contained herein above, are true and correct to the best of my knowledge and belief. I understand that false statements in my application will disqualify me from service on any Commission/Committee/Board of the City of Carpinteria. **If appointed, I understand I will be responsible for filing an annual Statement of Economic Interests and fulfilling ethics training, and failure to do so in a timely manner may be cause for termination of position.** This application is a public document and is available for review. You are strongly encouraged to attend the Council meeting when appointment is being made.

THIS APPLICATION MUST BE SIGNED AND DATED

Jessica Petrillo

Signature

8/29/23

Date



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Code Compliance Quarterly Report Q3, 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 interim Code Compliance Supervisor and one Code Compliance Officer II with varied schedules serving the City seven days a week. Code Compliance 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 Compliance 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.

At the request of the City Council, Code Compliance staff provides a quarterly report summarizing the recent types and number of compliance efforts responded to by Code Compliance staff. Where appropriate or noteworthy, the quarterly report can be used to highlight current issue areas, trends (both positive and negative), or particularly significant cases that have been addressed. It is anticipated that as the Code Compliance Division continues to build out the capabilities of its new tracking software, these quarterly reports will be able to provide a more thorough picture of monthly Code Compliance activity and can be used to help prioritize or refocus compliance work efforts going forward.

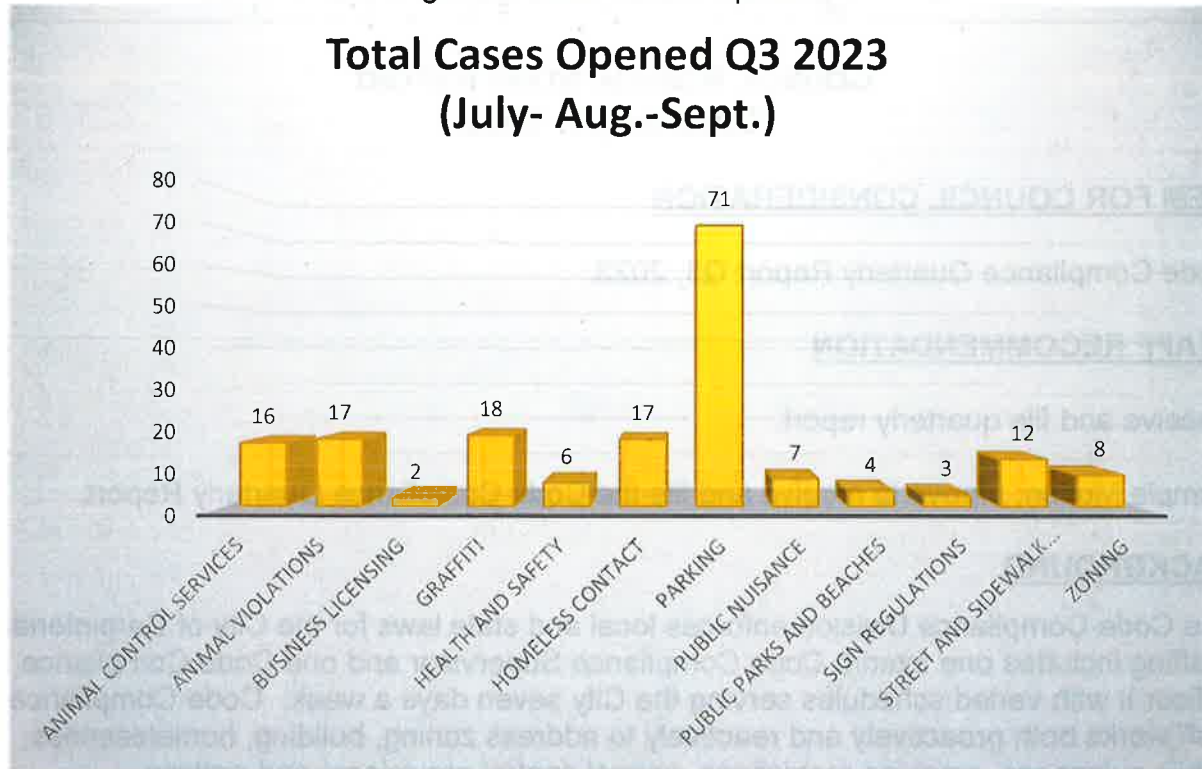
DISCUSSION

The following discussion and tables summarize reported Code Compliance activities for the third quarter (July, August and September) of 2023:

Code Compliance staff logged **181 total cases opened this quarter, up 10 from last quarter's 171 cases.** With hundreds of phone calls and service requests monthly in addition to code violations come across during routine patrols, Code Compliance staff responds to or investigates each inquiry to determine the appropriate course of action to

best resolve these issues. Figure 1, below, summarizes the breakdown of this quarter's total cases by type.

Figure 1. Total Cases Opened



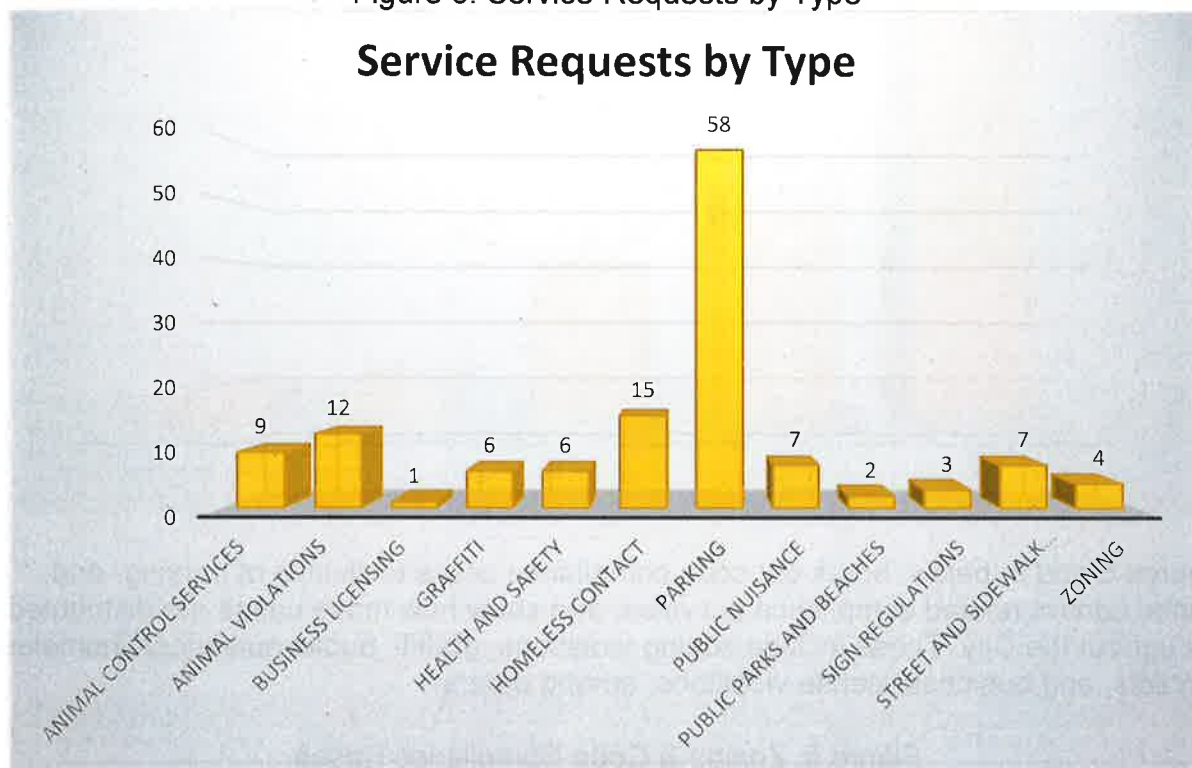
Code Compliance staff routinely patrols City streets and parks, and monitors for typical parking and animal-related code violations (e.g., 72-hour parking or off-leash dog), in addition to watching out for other types of code violations such as unpermitted signs or construction, and homeless encampments. Code Compliance also receives requests for service, including by online service requests, email, or by phone, with the first option being the preferred and most efficient means. Parking and Homelessness issues have remained the most frequent calls for service at **58 and 15 calls**, respectively. Figure 2 provides the available means to contact Code Compliance staff. Figure 3 depicts the number of service requests received this past quarter for each type of code compliance case. Out of the 181 open cases for the quarter 130 came directly from citizen requests.

Importantly, the City is preparing to roll out a new and improved online service request portal that will allow for easier submittal of all types of service requests by members of the public, both through the City's website and a new smartphone app, and better tracking and resolution of received requests by City staff. It is expected the new service request portal will become operational early in Q4 2023 at which time City staff will launch public outreach efforts to encourage the public to utilize the new system.

Figure 2. Code Compliance Contact Information

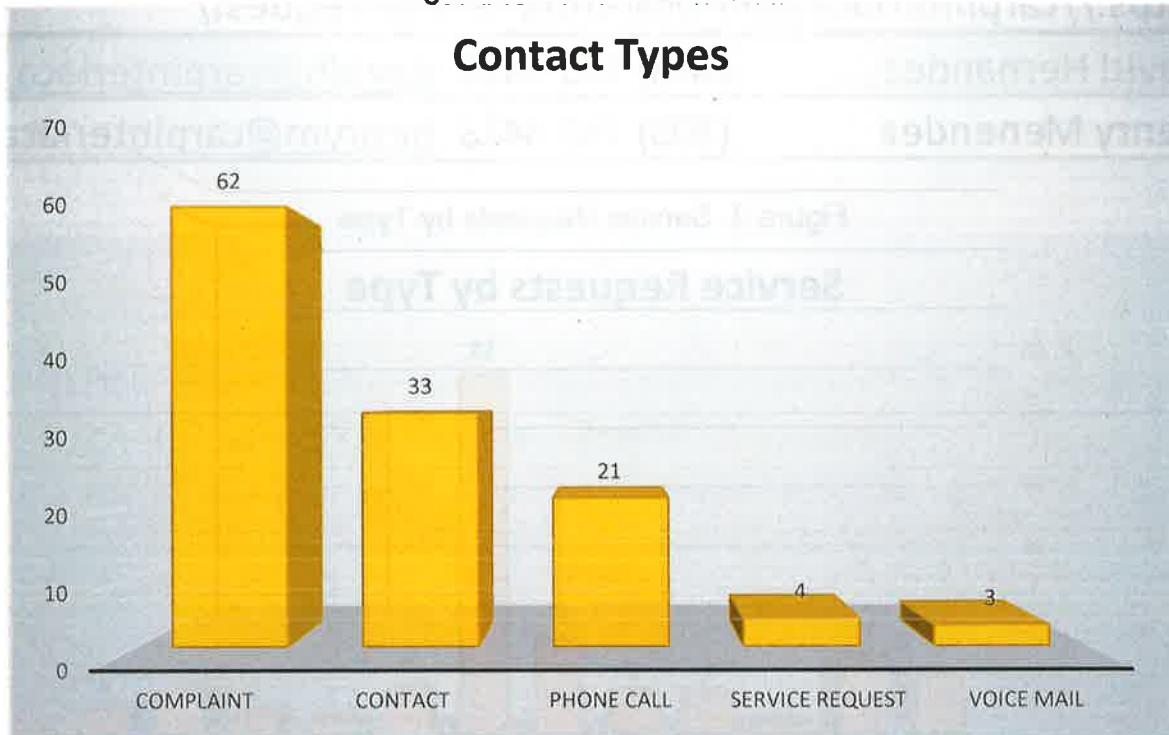
https://carpinteriaca.gov/local-info/service-request/		
David Hernandez	(805) 755-4418	davidh@carpinteriaca.gov
Henry Menendez	(805) 755-4413	henrym@carpinteriaca.gov

Figure 3. Service Requests by Type



Beginning partway through Q3, Code Compliance staff began tracking the source of where each code compliance case originated. Figure 4, below, summarizes this tracking effort. It should be noted, the “complaint” column reflects all contacts during the first half of Q3, without distinction as to case origination, and prior to an update to the tracking software that began allowing for breaking out separately the originating source of code cases. The other columns refer to how the case originated, wherein “contact” refers to cases originated by Code Compliance staff during their routine patrols, “phone call” refers to service requests handled in-person over the phone, “service request” refers to such requests submitted through the City’s online portal, and “voicemail” for service requests retrieved via city voicemail.

Figure 4. Source of Contact



Figures 5 and 6, below, break out code compliance cases exclusive of parking- and animal control-related compliance activities, and show how those cases are distributed throughout the City. These include zoning violations, graffiti, public nuisances, homeless contacts, and business license violations, among others.

Figure 5. Zoning & Code Compliance Cases

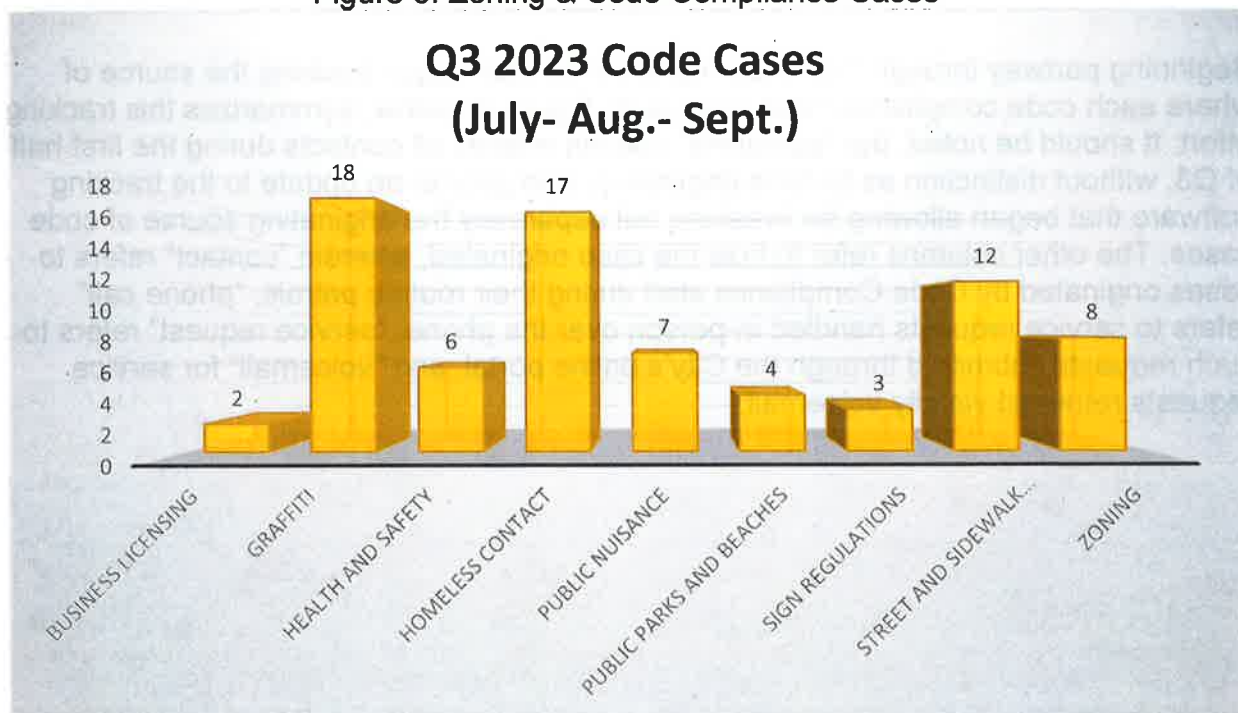
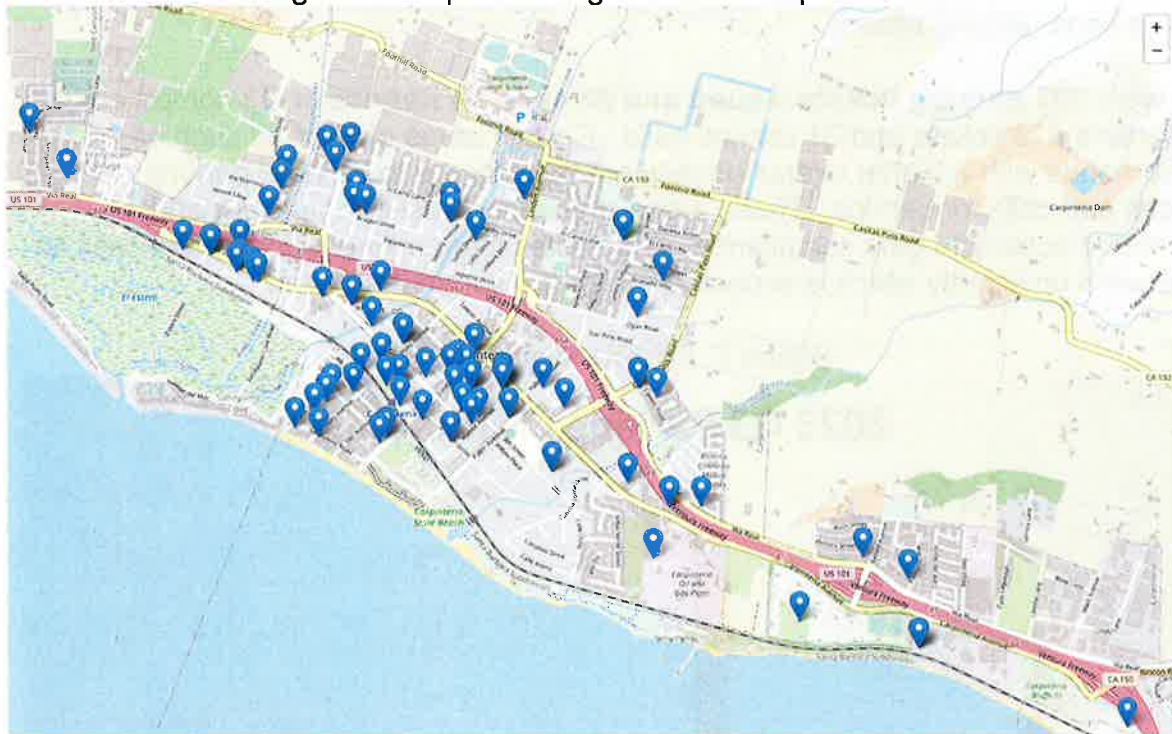


Figure 6. Map of Zoning & Code Compliance Cases



Zoning compliance efforts include 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 such as “stop work orders,” or issuance of a “compliance order,” or “notice of violation.” 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** cases this quarter.

Code Compliance staff addressed **7 Public Nuisance** calls which can include property maintenance issues such as overgrown lawns and shrubs, barking dogs or other loud sounds. One of the public nuisance cases from this quarter involved noise complaints originating from outdoor live music performances at a downtown business. The effort to respond to and resolve this nuisance case has resulted in a larger ongoing effort to bring all businesses into compliance with the City’s updated Entertainment Licensing program and operating standards.

There were **17 contacts with people experiencing homelessness**, which is down compared to last quarter’s 49 contacts. Staffs’ time continued to be focused on multiple individuals camping in or around Carpinteria Creek and Tar Pits Park, both of which are sensitive protected habitats. With the combined efforts between the Sheriff’s Department and Code Compliance staff contacts, outreach, and enforcement; these areas have seen a mass reduction in the number of violations and encampments.

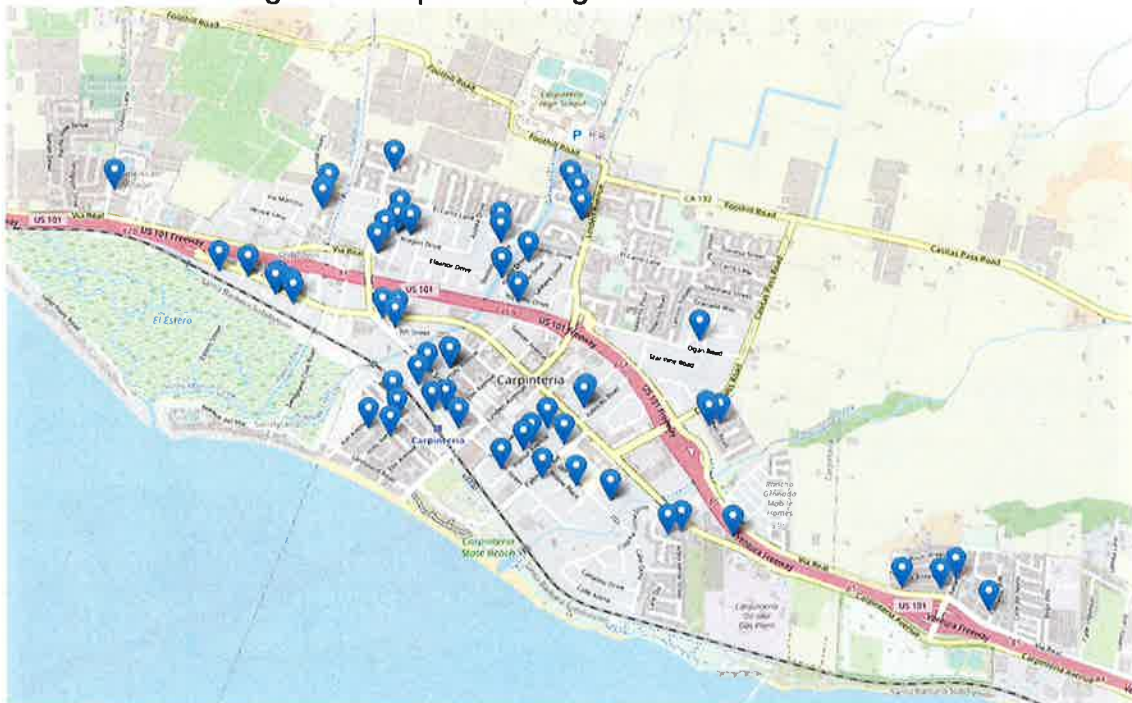
There were **26 Health and Safety, Graffiti, and Business Licensing**- related cases this quarter. These include public contacts for public smoking and open containers, and shopping carts, among others.

There were **302 parking tickets issued and 58 calls for service** in Q3 compared to last quarter's 413 tickets and 31 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 calls for service were up slightly which is expected during the summer months.

Figure 7. Parking Violations



Figure 8. Map of Parking Violations Distribution



Typical animal control-related contacts and/or service requests include off leash reports, stray dogs, and disposal of dead animals. This quarter included **17 contacts for dogs off leash**, **1 animal noise nuisance**, and **9 license checks**, **6 strays/adoptions**, and **50 dog license issued**, handled by staff.

Figure 9. Animal Control Cases

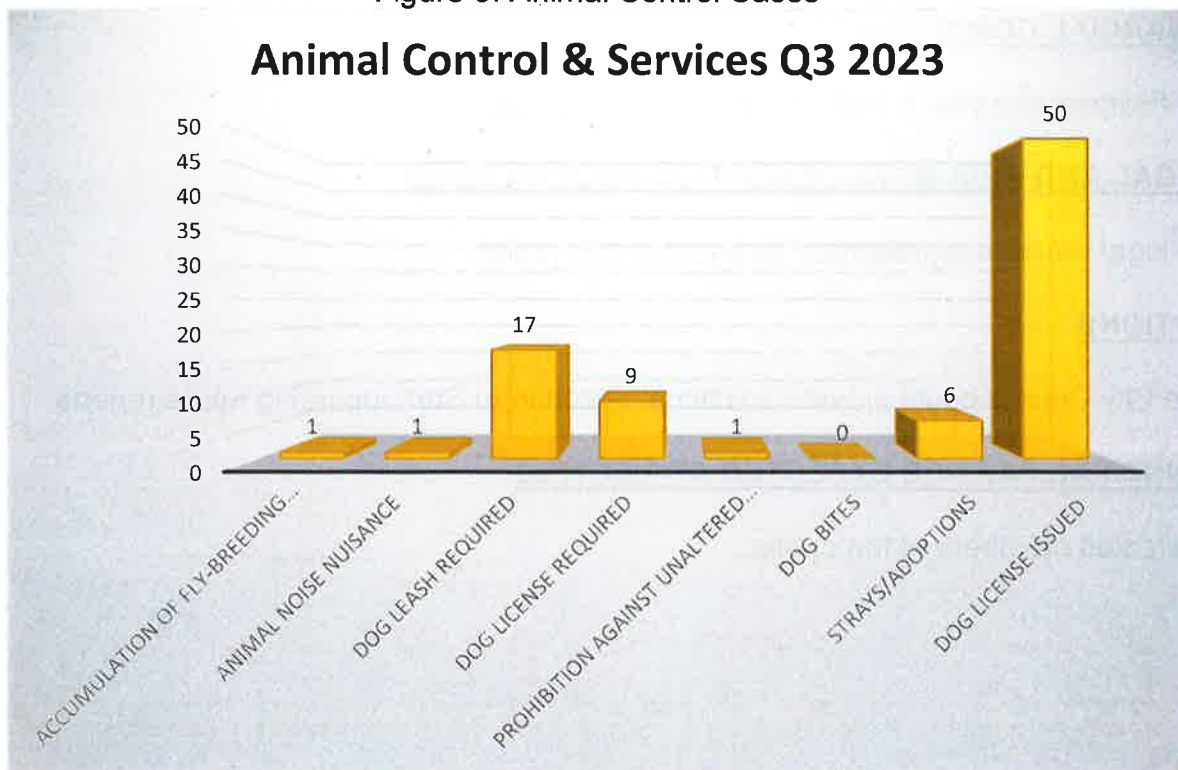


Figure 10. Distribution of Animal Control Cases



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.

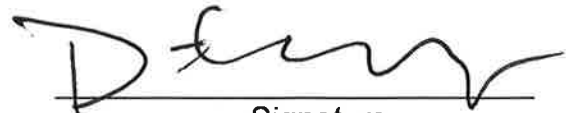
OPTIONS

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: Nick Bobroff, Community Development Director
(805) 755-4407, nickb@carpinteriaca.gov


Signature

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


Signature



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Adoption of Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for a Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County.

STAFF RECOMMENDATION

1. Adopt Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for a Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County.
2. Approve a budget appropriation in the amount of \$65,800 to the General Fund for Fiscal Year 2023-24 Budget.

MOTION: I move to:

1. Adopt Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for the Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County.
2. Approve a budget appropriation in the amount of \$65,800 to the General Fund for Fiscal Year 2023-24 Budget.

(The motion requires a roll call vote.)

BACKGROUND

The City currently administers the Safe Routes to School Program through the services of the non-profit organization, MOVE Santa Barbara County. The Safe Routes to School Program involves:

- Engagement- Building relationships with school communities to listen and create ongoing engagement.
- Encouragement- Building a culture where school communities change behaviors and are motivated to use active forms of transportation.
- Education- Teaching bicycle and pedestrian education to develop more confident commuters.

- Engineering- Engaging with City staff, engineers and planners to actualize solutions to community stakeholder concerns.
- Equity- Identifying and addressing inequities so that all students can choose to walk and bike to school because their route is safe and comfortable.
- Evaluation- Observing data and ongoing efforts to improve and inform the Safe Routes to School Program.

In December 2022, the California Office of Traffic Safety (OTS) announced federal grant opportunities for local agencies and non-profit organizations. The federal grant opportunities were in the following traffic safety programs:

- Alcohol Impaired Driving
- Distracted Driving
- Drug-Impaired Driving
- Emergency Medical Services
- Motorcycle Safety
- Occupant Protection
- Pedestrian and Bicycle Safety
- Police Traffic Services
- Public Relations, Advertising, and Marketing Program
- Roadway Safety and Traffic Records

OTS develops a statewide highway safety plan. The goal of the highway safety plan is to prevent serious injury and death resulting from motor vehicle crashes in order for all roadway users to safely arrive at their destination. Using Federal Highway Safety Program funds, OTS partners with political subdivisions of the state to implement the highway safety plan at the state, county, and local levels. OTS cannot directly fund a non-profit organization; however, these entities are eligible for funding through a local agency grant host.

In January 2023, MOVE Santa Barbara County requested for the City to partner as the local agency grant host in applying for an OTS grant program. In consultation with the City, MOVE Santa Barbara County selected the Pedestrian and Bicycle Safety Program because this program aligns with its work in the current partnership with the City as well as being consistent with the City's Safe Routes to School Program. The objectives of the Pedestrian and Bicycle Safety Program¹ include:

1. Reduce total number of pedestrians killed.
2. Reduce total number of pedestrians injured.
3. Reduce number of pedestrians killed under the age of 15.
4. Reduce number of pedestrians injured under the age of 15.
5. Reduce number of pedestrians killed over the age of 65.
6. Reduce number of pedestrians injured over the age of 65.
7. Reduce total number of bicyclists killed in traffic related crashes.

¹ Per National Highway Traffic Safety Administration (NHTSA).

8. Reduce total number of bicyclists injured in traffic related crashes.
9. Reduce number of bicyclists killed in traffic related crashes under the age of 15.
10. Reduce number of bicyclists injured in traffic related crashes under the age of 15.
11. Increase bicycle helmet compliance for children aged 5 to 18.

MOVE Santa Barbara County submitted a grant application for the amount of \$65,784. In September 2023, OTS approved the grant application.

The purpose of this agenda matter is for the City Council to adopt Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with OTS for the Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County; and approve a budget appropriation in the amount of \$65,800 to the General Fund for Fiscal Year 2023-24 Budget.

DISCUSSION

Pursuant to OTS grant requirements for federal funds, the governing body of the local agency grant host (i.e. City) must adopt a resolution to execute the Grant Agreement, which the proposed Resolution No. 6268 is shown as Attachment A.

The proposed Grant Agreement, as shown as Exhibit 1 in Resolution No. 6268, was prepared by OTS, and it shows details of the tasks for which MOVE Santa Barbara County will be performing. In general, MOVE Santa Barbara County will perform the following tasks in accordance with the Grant Agreement:

1. Public outreach of various means and methods
2. Furnish and disseminate bicycle safety gear
3. Safety surveys
4. Bicycle safety training

The Pedestrian and Bicycle Safety Program funds are processed on a reimbursement basis. Expenses incurred from the proposed tasks are eligible for reimbursement.

POLICY CONSISTENCY

The recommendation is consistent with the City's Safe Routes to School Program.

The recommendation may be found consistent with the following objectives and policies of the General Plan and Local Coastal Plan:

Circulation Element

Objective C-7: Build demand for alternative transportation use by increasing ease, effectiveness, and social acceptability, and through foresighted planning.

Policies:

C-7g. Create a citywide campaign of prolonged duration promoting alternative transportation.

The recommendation may also be found consistent with the City's adopted Local Roadway Safety Plan.²

FINANCIAL CONSIDERATIONS

\$65,800 Increase to FY 2023-24 Budget (General Fund). Increase to 101-401-5201 – Professional Services to run the Pedestrian and Bicycle Safety Program offset by an increase in 101-401-4360 – State Grant for funding from the California Office of Traffic Safety.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Pursuant to OTS grant requirements for federal funds, a resolution is required to be adopted by the City Council in order for the City to execute the Grant Agreement with the California Office of Traffic Safety on behalf of a non-profit organization.

OPTIONS

1. Adopt Resolution No. 6268, authorizing the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for the Pedestrian and Bicycle Safety Program; and approve a budget appropriation in the amount of \$65,800 to the General Fund for Fiscal Year 2023-24 Budget. (Staff recommendation)
2. Decline to approve recommendations and direct staff as determined appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

MOVE Santa Barbara County

² City Council Resolution No. 6119 (April 11, 2022)

ATTACHMENTS

Attachment A: Resolution No. 6268

Staff contact:

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



Signature

Reviewed by:

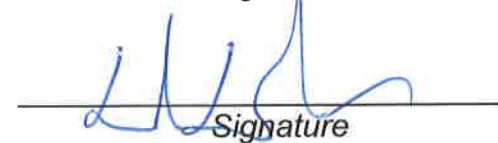
Licette Maldonado, Administrative Services Director
(805) 755-4448; licettem@carpinteriaca.gov



Signature

Reviewed by:

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



Signature

ATTACHMENT A
Resolution No. 6268

RESOLUTION NO. 6268

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARPINTERIA, CALIFORNIA, AUTHORIZING THE CITY MANAGER TO
EXECUTE A GRANT AGREEMENT WITH THE CALIFORNIA OFFICE OF
TRAFFIC SAFETY FOR THE PEDESTRIAN AND BICYCLE SAFETY
PROGRAM ON BEHALF OF MOVE SANTA BARBARA COUNTY**

WHEREAS, the City administers the Safe Routes to School Program through the services of the non-profit organization, MOVE Santa Barbara County; and

WHEREAS, In December 2022, the California Office of Traffic Safety (OTS) announced federal grant opportunities for local agencies and non-profit organizations; and;

WHEREAS, OTS develops a statewide highway safety plan with the goal of preventing serious injury and death resulting from motor vehicle crashes in order for all roadway users to safely arrive at their destination; and

WHEREAS, using Federal Highway Safety Program funds, OTS partners with political subdivisions of the state to implement the highway safety plan at the state, county, and local levels; and

WHEREAS, in January 2023, MOVE Santa Barbara County, requested for the City to partner as the local agency grant host in applying for an OTS grant program; and

WHEREAS, in consultation with the City, MOVE Santa Barbara County selected the Pedestrian and Bicycle Safety Program because this program aligns with its work in the current partnership with the City as well as being consistent with the City's Safe Routes to School Program; and

WHEREAS, pursuant to OTS grant requirements for federal funds, the City must adopt a resolution to execute the Grant Agreement, herein shown as Exhibit 1, as the local agency grant host on behalf of MOVE Santa Barbara County.

NOW, THEREFORE, BE IT RESOLVED as follows:

The City Council authorizes the City Manager to execute a Grant Agreement with the California Office of Traffic Safety for the Pedestrian and Bicycle Safety Program on behalf of MOVE Santa Barbara County.

SECTION 1. The above recitals are true and correct, and incorporated herein by reference.

PASSED, APPROVED AND ADOPTED on the 23rd day of October, 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 the 23rd day of October, 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

EXHIBIT 1 TO RESOLUTION NO. 6268

Grant Agreement

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1. GRANT TITLE Pedestrian and Bicycle Safety Program	
2. NAME OF AGENCY Carpinteria Public Works Department	3. Grant Period From: 10/01/2023 To: 09/30/2024
4. AGENCY UNIT TO ADMINISTER GRANT Carpinteria Public Works Department	
5. GRANT DESCRIPTION Best practice strategies will be conducted to reduce the number of persons killed and injured in crashes involving pedestrians and bicyclists. The funded strategies may include classroom education, bicycle rodeos, community events, presentations, and workshops. These countermeasures should be conducted in communities with high numbers of pedestrian and/or bicycle related crashes including underserved communities, older adults, and school-aged children. Coordinated efforts such as Safe Routes to School initiatives, Safe System Approach, and working with community based organizations are highly encouraged to prevent fatalities and injuries of vulnerable non-motorized road users.	
6. Federal Funds Allocated Under This Agreement Shall Not Exceed: \$65,784.00	
7. TERMS AND CONDITIONS: The parties agree to comply with the terms and conditions of the following which are by this reference made a part of the Agreement: • Schedule A – Problem Statement, Goals and Objectives and Method of Procedure • Schedule B – Detailed Budget Estimate and Sub-Budget Estimate (if applicable) • Schedule B-1 – Budget Narrative and Sub-Budget Narrative (if applicable) • Exhibit A – Certifications and Assurances • Exhibit B* – OTS Grant Program Manual • Exhibit C – Grant Electronic Management System (GEMS) Access *Items shown with an asterisk (*), are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be viewed at the OTS home web page under Grants: www.ots.ca.gov. We, the officials named below, hereby swear under penalty of perjury under the laws of the State of California that we are duly authorized to legally bind the Grant recipient to the above described Grant terms and conditions. IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.	
8. Approval Signatures	
A. GRANT DIRECTOR NAME: John Ilasin TITLE: Public Works Director EMAIL: johni@carpinteriaca.gov PHONE: 805-880-3402 ADDRESS: 5775 Carpinteria Avenue Carpinteria, CA 93013 _____ (Signature) (Date)	B. AUTHORIZING OFFICIAL NAME: Dave Durlinger TITLE: City Manager EMAIL: daved@carpinteriaca.gov PHONE: (805) 755-4400 ADDRESS: 5775 Carpinteria Avenue Carpinteria, CA 93013 _____ (Signature) (Date)
C. FISCAL OFFICIAL NAME: Licette Maldonado TITLE: Administrative Services Director EMAIL: licettem@carpinteriaca.gov PHONE: (805) 755-4448 ADDRESS: 5775 Carpinteria Avenue Carpinteria, CA 93013 _____ (Signature) (Date)	D. AUTHORIZING OFFICIAL OF OFFICE OF TRAFFIC SAFETY NAME: Barbara Rooney TITLE: Director EMAIL: barbara.rooney@ots.ca.gov PHONE: (916) 509-3030 ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758 _____ (Signature) (Date)

E. ACCOUNTING OFFICER OF OFFICE OF TRAFFIC SAFETY NAME: Carolyn Vu ADDRESS: 2208 Kausen Drive, Suite 300 Elk Grove, CA 95758	9. SAM INFORMATION SAM#: DLY8Y5UGJUS7 REGISTERED ADDRESS: 5775 Carpinteria Avenue CITY: Carpinteria ZIP+4: 93013-2603
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10. PROJECTED EXPENDITURES						
FUND	CFDA	ITEM/APPROPRIATION	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
				AGREEMENT TOTAL		\$65,784.00
<i>I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.</i>				AMOUNT ENCUMBERED BY THIS DOCUMENT		
				\$65,784.00		
				PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT		
OTS ACCOUNTING OFFICER'S SIGNATURE			DATE SIGNED	TOTAL AMOUNT ENCUMBERED TO DATE		
				\$65,784.00		

1. PROBLEM STATEMENT

There were a high number of pedestrian and bicycle related crashes in the City of Carpinteria. One hundred percent of these pedestrian and bicycle crashes resulted in at least one injury. Local data from 2015-2020 recorded 33 crashes involving bicyclists and 21 crashes involving pedestrians that have occurred within one mile of several Carpinteria schools. Most crashes were centered along a busy corridor where Carpinteria Middle School is located and is a primary route to school.

According to the 2020 OTS Crash Rankings, for bicyclists under 15 years of age, Carpinteria ranks 12th highest in bicyclist crashes out of the 103 cities of its size. Based on local crash data, several crashes and injuries were the result of students exhibiting unsafe behavior on streets, such as riding their bikes on the wrong side of the street, riding bikes and skateboards with no helmets, or helmets unbuckled, talking on cell phones while biking, and disregarding stopping at the edge of the street before they crossed.

Parents expressed concerns about the safety of students walking or biking to school, and a parent committee was formed at Carpinteria Middle School to discuss potential solutions. The City of Carpinteria committed to reducing pedestrian and bicyclist fatalities by installing or upgrading pedestrian and bicycle facilities that are designed to enhance safety, especially for those which are the most vulnerable road users, and by supporting educational efforts.

2. PERFORMANCE MEASURES

A. Goals:

1. Reduce the number of persons killed in traffic crashes.
2. Reduce the number of persons injured in traffic crashes.
3. Reduce the number of pedestrians killed in traffic crashes.
4. Reduce the number of pedestrians injured in traffic crashes.
5. Reduce the number of pedestrians killed under age 15 in traffic crashes.
6. Reduce the number of pedestrians injured under age 15 in traffic crashes.
7. Reduce the number of pedestrians killed over age 65 in traffic crashes.
8. Reduce the number of pedestrians injured over age 65 in traffic crashes.
9. Reduce the number of bicyclists killed in traffic crashes.
10. Reduce the number of bicyclists injured in traffic crashes.
11. Reduce the number of bicyclists under age 15 killed in traffic crashes.
12. Reduce the number of bicyclists under age 15 injured in traffic crashes.
13. Increase bicycle helmet usage.

B. Objectives:

1. Issue a press release announcing the kick-off of the grant by November 15. The kick-off press releases and media advisories, alerts, and materials must be emailed to the OTS Public Information Officer at pio@ots.ca.gov , and copied to your OTS Coordinator, for approval 14 days prior to the issuance date of the release.	Target Number 1
2. Participate in traffic safety fairs and/or community events with an effort to reach individuals.	2
3. Participate in the following campaigns: National Walk to School Day, National Bicycle Safety Month, California's Pedestrian Safety Month and National Pedestrian Safety Month.	4
4. Conduct pedestrian and/or bicycle safety presentations with an effort to reach youth.	5
5. Distribute pedestrian/bicycle safety items at no cost to youth or community members in need, during bicycle rodeos, presentations, workshops, trainings, and community events to increase safety and visibility.	1
6. Develop bicycle and pedestrian safety educational materials to be distributed during classroom presentations, workshops, and community events.	1

7. Conduct pre and post-grant activities bicycle helmet usage surveys during the months of October (start of the grant) and September (end of the grant). A pre-survey will be required to determine the base year helmet use rate and a post-survey will be required to determine the operational rate. Upload completed survey to GEMS.	2
8. Distribute and properly fit bicycle helmets at no cost to community members in need, at bicycle rodeos, schools, workshops, and community events.	175
9. Purchase bicycle helmets.	175
10. Conduct community bicycle rides providing bicycle safety education to promote safe bicycling in the community with an effort to reach bicyclists.	1
11. Conduct bicycle rodeos with an effort to reach youth.	6
12. Conduct pedestrian Walking Field Trips or on-foot safety training with an effort to reach youth.	4
13. Conduct Bike Safety Education and Training for students at all elementary schools in collaboration with participating schools. Classes will typically consist of four (4) sessions during PE and include helmet fitting, a bicycle safety check, clothing check, and skills such as stopping, yielding, and using turn signals, among others. Bicycles and helmets will be provided for all students. The program will include instructors, course material, set up and take down, and options for PE teachers to learn the curriculum. When reporting, include date/location, total number of students completing each course, and number of new students learning to ride for the first time.	16
14. Execute subcontract referenced in the budget. Prior to finalizing the subcontract, grantee will work with the OTS to ensure all costs in the subcontract are allowable. Upon execution of subcontract, upload executed subcontract to GEMS and request a revision to the grant budget to add new budget line items for associated costs under contractual services. If not yet executed, provide ETA.	1
3. METHOD OF PROCEDURE A. Phase 1 – Program Preparation (1st Quarter of Grant Year) - Develop operational plans to implement the “best practice” strategies outlined in the objectives section. - All training needed to implement the program should be conducted in the first quarter. - All grant related purchases needed to implement the program should be made in the first quarter. <u>Media Requirements</u> - Issue a press release approved by the OTS PIO announcing the kick-off of the grant by November 15, but no sooner than October 1. The kick-off release must be approved by the OTS PIO and only distributed after the grant is fully signed and executed. If you are unable to meet the November 15 deadline to issue a kick-off press release, communicate reasons to your OTS coordinator and OTS PIO.	
B. Phase 2 – Program Operations (Throughout Grant Year) <u>Media Requirements</u> The following requirements are for all grant-related activities: - Send all media advisories, alerts, videos, graphics, artwork, posters, radio/PSA/video scripts, storyboards, digital and/or print educational materials for grant-related activities to the OTS PIO at pio@ots.ca.gov for approval and copy your OTS coordinator. Optimum lead time would be 7 days before the scheduled release but at least 3 business days prior to the scheduled release date for review and approval is appreciated. - The OTS PIO is responsible for the approval of the design and content of materials. The agency understands OTS PIO approval is not authorizing approval of budget expenditure or cost. Any cost approvals must come from the Coordinator. - Pre-approval is not required when using any OTS-supplied template for media advisories, press releases, social media graphics, videos or posts, or any other OTS-supplied educational material. However, copy the OTS PIO at pio@ots.ca.gov and your OTS coordinator when any material is distributed to the media and public, such as a press release, educational material, or link to social	

media post. The OTS-supplied kick-off press release templates and any kickoff press releases are an exception to this policy and require prior approval before distribution to the media and public.

- If an OTS-supplied template, educational material, social media graphic, post or video is substantially changed, the changes shall be sent to the OTS PIO at pio@ots.ca.gov for approval and copy to your OTS Coordinator. Optimum lead time would be 7 days prior to the scheduled release date, but at least 3 business days prior to the scheduled release date for review and approval is appreciated.
- Press releases, social media posts and alerts on platforms such as NextDoor and Nixle reporting immediate and time-sensitive grant activities (e.g. enforcement operations, day of event highlights or announcements, event invites) are exempt from the OTS PIO approval process. The OTS PIO and your Coordinator should still be notified when the grant-related activity is happening (e.g. car seat checks, bicycle rodeos, community presentations, DUI checkpoints, etc.).
- Enforcement activities such as warrant and probation sweeps, court stings, etc. that are embargoed or could impact operations by publicizing in advance are exempt from the PIO approval process. However, announcements and results of activities should still be copied to the OTS PIO at pio@ots.ca.gov and your Coordinator with embargoed date and time or with "INTERNAL ONLY: DO NOT RELEASE" message in subject line of email.
- Any earned or paid media campaigns for TV, radio, digital or social media that are part of a specific grant objective, using OTS grant funds, or designed and developed using contractual services by a subgrantee, requires prior approval. Please send to the OTS PIO at pio@ots.ca.gov for approval and copy your grant coordinator at least 3 business days prior to the scheduled release date.
- Social media posts highlighting state or national traffic safety campaigns (Distracted Driving Month, Motorcycle Safety Awareness Month, etc.), enforcement operations (DUI checkpoints, etc.), or any other grant-related activity such as Bicycle rodeos, presentations, or events, are highly encouraged but do not require prior approval.
- Submit a draft or rough-cut of all digital, printed, recorded or video material (brochures, posters, scripts, artwork, trailer graphics, digital graphics, social posts connected to an earned or paid media campaign grant objective) to the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator for approval prior to the production or duplication.
- Use the following standard language in all press, media, and printed materials, space permitting: Funding for this program was provided by a grant from the California Office of Traffic Safety, through the National Highway Traffic Safety Administration.
- Space permitting, include the OTS logo on all grant-funded print materials, graphics and paid or earned social media campaign grant objective; consult your OTS Coordinator for specifics, format-appropriate logos, or if space does not permit the use of the OTS logo.
- Email the OTS PIO at pio@ots.ca.gov and copy your OTS Coordinator at least 21 days in advance, or when first confirmed, a short description of any significant grant-related traffic safety event or program, particularly events that are highly publicized beforehand with anticipated media coverage so OTS has sufficient notice to arrange for attendance and/or participation in the event. If unable to attend, email the OTS PIO and coordinator brief highlights and/or results, including any media coverage (broadcast, digital, print) of event within 7 days following significant grant-related event or program. Media and program highlights are to be reflected in QPRs.
- Any press releases, work plans, scripts, storyboards, artwork, graphics, videos or any educational or informational materials that received PIO approval in a prior grant year needs to be resubmitted for approval in the current grant year.
- Contact the OTS PIO or your OTS Coordinator for consultation when changes from any of the above requirements might be warranted.

C. Phase 3 – Data Collection & Reporting (Throughout Grant Year)

1. Prepare and submit grant claim invoices (due January 30, April 30, July 30, and October 30)
2. Prepare and submit Quarterly Performance Reports (QPR) (due January 30, April 30, July 30, and October 30)
 - Collect and report quarterly, appropriate data that supports the progress of goals and objectives.

- Provide a brief list of activity conducted, procurement of grant-funded items, and significant media activities. Include status of grant-funded personnel, status of contracts, challenges, or special accomplishments.
- Provide a brief summary of quarterly accomplishments and explanations for objectives not completed or plans for upcoming activities.
- Collect, analyze and report statistical data relating to the grant goals and objectives.

4. METHOD OF EVALUATION

Using the data compiled during the grant, the Grant Director will complete the "Final Evaluation" section in the fourth/final Quarterly Performance Report (QPR). The Final Evaluation should provide a brief summary of the grant's accomplishments, challenges and significant activities. This narrative should also include whether goals and objectives were met, exceeded, or an explanation of why objectives were not completed.

5. ADMINISTRATIVE SUPPORT

This program has full administrative support, and every effort will be made to continue the grant activities after grant conclusion.

GRANT AGREEMENT

Schedule B

GRANT NUMBER

PS24007

FUND NUMBER	CATALOG NUMBER (CFDA)	FUND DESCRIPTION	TOTAL AMOUNT
402PS-24	20.600	State and Community Highway Safety	\$65,784.00

COST CATEGORY	FUND NUMBER	UNIT COST OR RATE	UNITS	TOTAL COST TO GRANT
A. PERSONNEL COSTS				
<u>Straight Time</u>				\$0.00
<u>Overtime</u>				\$0.00
Category Sub-Total				\$0.00
B. TRAVEL EXPENSES				
				\$0.00
				\$0.00
Category Sub-Total				\$0.00
C. CONTRACTUAL SERVICES				
Pedestrian and Bicycle Safety Education Program - \$26,953	402PS-24	\$26,953.00	1	\$26,953.00
Category Sub-Total				\$26,953.00
D. EQUIPMENT				
Bike Fleet Storage Container	402PS-24	\$7,000.00	1	\$7,000.00
Category Sub-Total				\$7,000.00
E. OTHER DIRECT COSTS				
Bicycle Helmets	402PS-24	\$15.00	175	\$2,625.00
Pedestrian and Bicycle Safety Activity Supplies	402PS-24	\$25,525.00	1	\$25,525.00
Pedestrian/Bicycle Safety Items	402PS-24	\$3,431.00	1	\$3,431.00
Educational Materials	402PS-24	\$250.00	1	\$250.00
Category Sub-Total				\$31,831.00
F. INDIRECT COSTS				
				\$0.00
Category Sub-Total				\$0.00
GRANT TOTAL				\$65,784.00

BUDGET NARRATIVE
PERSONNEL COSTS -
TRAVEL EXPENSES -
CONTRACTUAL SERVICES Pedestrian and Bicycle Safety Education Program - \$26,953 - Carpinteria Public Works Agency will seek a contractor to assist with fulfilling the goals and objectives of this grant. Work rendered for this program will include the following expenses: fees to provide pedestrian and bicycle safety education to students at local schools and attendees of local community events and safety fairs. Prior to finalizing the subcontract, grantee will work with the OTS to ensure the subcontract budget and all costs are allowable. Upon execution of subcontract, grantee will provide a copy of the subcontract to the OTS and will request a grant budget revision to include the associated costs of the subcontract in the grant budget as a prerequisite for claiming these costs.
EQUIPMENT Bike Fleet Storage Container - Storage to house bike safety education program items, such as bikes and safety items, purchased for use at bike rodeos by youth as well as staff for training purposes.
OTHER DIRECT COSTS Bicycle Helmets - Helmets to be distributed at no cost during bicycle rodeos and other bicycle safety related events. Cost per helmet not to exceed an average price of \$15, including shipping, handling and tax. More expensive helmets may be purchased if approved by OTS. Pedestrian and Bicycle Safety Activity Supplies - On-scene supplies to conduct pedestrian and bicycle safety activities such as but not limited to bike rodeos, community bike rides, walking field trips, and walking school buses. Costs may include bullhorns, whistles, reflective safety vests, cones, pop-up tents, chalk, event signage, bikes, training wheels, and items to repair and maintain bikes such as tires, tubes, brakes, handle grips, tire pumps, tire patch kits and chain oil. Additional items may be purchased if approved by OTS. Pedestrian/Bicycle Safety Items - Cost may include reflective arm and leg bands, tape, zipper pulls, bicycle headlights/taillights, and reflectors to be distributed at no cost during bicycle rodeos, presentations, workshops, trainings, and community events to increase safety and visibility. Additional items may be purchased if approved by OTS. Educational Materials - Costs of purchasing, developing or printing brochures, pamphlets, fliers, coloring books, posters, signs, and banners associated with grant activities, and traffic safety conference and training materials. Items shall include a traffic safety message and if space is available the OTS logo. Additional items may be purchased if approved by OTS.
INDIRECT COSTS -
STATEMENTS/DISCLAIMERS There will be no program income generated from this grant.

Certifications and Assurances for Fiscal Year 2024 Highway Safety Grants (23 U.S.C. Chapter 4 or Section 1906, Public Law 109-59, as amended by Section 25024, Public Law 117-58)

The officials named on the grant agreement, certify by way of signature on the grant agreement signature page, that the Grantee Agency complies with all applicable Federal statutes, regulations, and directives and State rules, guidelines, policies, and laws in effect with respect to the periods for which it receives grant funding. Applicable provisions include, but are not limited to, the following:

GENERAL REQUIREMENTS

The State will comply with applicable statutes and regulations, including but not limited to:

- 23 U.S.C. Chapter 4—Highway Safety Act of 1966, as amended;
- Sec. 1906, [Public Law 109-59](#), as amended by Sec. 25024, [Public Law 117-58](#);
- [23 CFR part 1300](#)—Uniform Procedures for State Highway Safety Grant Programs;
- [2 CFR part 200](#)—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- [2 CFR part 1201](#)—Department of Transportation, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

NONDISCRIMINATION

(applies to all subrecipients as well as States)

The State highway safety agency [and its subrecipients] will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- *Title VI of the Civil Rights Act of 1964* ([42 U.S.C. 2000d et seq.](#), 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- [49 CFR part 21](#) (entitled *Non-discrimination in Federally-Assisted Programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964*);
- [28 CFR 50.3](#) (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964);
- *The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970*, ([42 U.S.C. 4601](#)), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- *Federal-Aid Highway Act of 1973*, ([23 U.S.C. 324 et seq.](#)), and *Title IX of the Education Amendments of 1972*, as amended ([20 U.S.C. 1681-1683](#) and [1685-1686](#)) (prohibit discrimination on the basis of sex);
- *Section 504 of the Rehabilitation Act of 1973*, ([29 U.S.C. 794 et seq.](#)), as amended, (prohibits discrimination on the basis of disability) and [49 CFR part 27](#);
- *The Age Discrimination Act of 1975*, as amended, ([42 U.S.C. 6101 et seq.](#)), (prohibits discrimination on the basis of age);
- *The Civil Rights Restoration Act of 1987*, (Pub. L. 100-209), (broadens scope, coverage, and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- *Titles II and III of the Americans with Disabilities Act* ([42 U.S.C. 12131-12189](#)) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and [49 CFR parts 37](#) and [38](#);
- [Executive Order 12898](#), *Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations* (preventing discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- [Executive Order 13166](#), *Improving Access to Services for Persons with Limited English Proficiency* (requiring that recipients of Federal financial assistance provide meaningful access for applicants and beneficiaries who have limited English proficiency (LEP));
- [Executive Order 13985](#), *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (advancing equity across the Federal Government); and
- [Executive Order 13988](#), *Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation* (clarifying that sex discrimination includes discrimination on the grounds of gender identity or sexual orientation).

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

GENERAL ASSURANCES

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the Recipient hereby gives assurance that it will promptly take any measures necessary to ensure that:

"No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity, for which the Recipient receives Federal financial assistance from DOT, including NHTSA."

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI of the Civil Rights Act of 1964 and other non-discrimination requirements (the Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these nondiscrimination statutes and requirements to include all programs and activities of the Recipient, so long as any portion of the program is Federally assisted.

SPECIFIC ASSURANCES

More specifically, and without limiting the above general Assurance, the Recipient agrees with and gives the following Assurances with respect to its Federally assisted Highway Safety Grant Program:

1. The Recipient agrees that each "activity," "facility," or "program," as defined in § 21.23(b) and (c) of [49 CFR part 21](#) will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The Recipient will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Highway Safety Grant Programs and, in adapted form, in all proposals for negotiated agreements regardless of funding source: *"The [name of Recipient], in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."*
3. The Recipient will insert the clauses of appendix A and E of this Assurance (also referred to as DOT Order 1050.2A) in every contract or agreement subject to the Acts and the Regulations.
4. The Recipient will insert the clauses of appendix B of DOT Order 1050.2A, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a Recipient.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the Recipient receives Federal financial assistance in the form of, or for the acquisition of, real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.
7. That the Recipient will include the clauses set forth in appendix C and appendix D of this DOT Order 1050.2A, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the Recipient with other parties:
 - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
 - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
8. That this Assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the Recipient, or any transferee for the longer of the following periods:
 - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
 - b. the period during which the Recipient retains ownership or possession of the property.
9. The Recipient will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

By signing this ASSURANCE, the State highway safety agency also agrees to comply (and require any sub-recipients, sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing NHTSA's access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by NHTSA. You must keep records, reports, and submit the material for review upon request to NHTSA, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The State highway safety agency gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Highway Safety Grant Program. This ASSURANCE is binding on the State highway safety agency, other recipients, sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Highway Safety Grant Program. The person(s) signing below is/are authorized to sign this ASSURANCE on behalf of the Recipient.

THE DRUG-FREE WORKPLACE ACT OF 1988 (41 U.S.C. 8103)

The Subgrantee will provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace, and specifying the actions that will be taken against employees for violation of such prohibition;
- b. Establishing a drug-free awareness program to inform employees about:
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs;
 4. The penalties that may be imposed upon employees for drug violations occurring in the workplace;
 5. Making it a requirement that each employee engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- c. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement;
 2. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- d. Notifying the agency within ten days after receiving notice under subparagraph (c)(2) from an employee or otherwise receiving actual notice of such conviction;
- e. Taking one of the following actions, within 30 days of receiving notice under subparagraph (c)(2), with respect to any employee who is so convicted—
 1. Taking appropriate personnel action against such an employee, up to and including termination;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of all of the paragraphs above.

POLITICAL ACTIVITY (HATCH ACT)

(applies to all subrecipients as well as States)

The State will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

CERTIFICATION REGARDING FEDERAL LOBBYING

(applies to all subrecipients as well as States)

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

RESTRICTION ON STATE LOBBYING
(applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION
(applies to all subrecipients as well as States)

INSTRUCTIONS FOR PRIMARY TIER PARTICIPANT CERTIFICATION (STATES)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180 and 1200](#).
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180 and 1200](#). You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180 and 1200](#).
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website

(<https://www.sam.gov/>).

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate the transaction for cause or default.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS— PRIMARY TIER COVERED TRANSACTIONS

1. The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

INSTRUCTIONS FOR LOWER TIER PARTICIPANT CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of [2 CFR parts 180](#) and [1200](#).
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, civil judgment, debarment, suspension, ineligible, participant, person, principal, and voluntarily excluded**, as used in this clause, are defined in [2 CFR parts 180](#) and [1200](#). You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with [2 CFR parts 180](#) and [1200](#).
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under [48 CFR part 9, subpart 9.4](#), debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or

otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under [48 CFR part 9, subpart 9.4](#), suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION— LOWER TIER COVERED TRANSACTIONS

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

BUY AMERICA

(applies to subrecipients as well as States)

The State and each subrecipient will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

CERTIFICATION ON CONFLICT OF INTEREST

(applies to subrecipients as well as States)

GENERAL REQUIREMENTS

No employee, officer, or agent of a State or its subrecipient who is authorized in an official capacity to negotiate, make, accept, or approve, or to take part in negotiating, making, accepting, or approving any subaward, including contracts or subcontracts, in connection with this grant shall have, directly or indirectly, any financial or personal interest in any such subaward. Such a financial or personal interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or personal interest in or a tangible personal benefit from an entity considered for a subaward. Based on this policy:

1. The recipient shall maintain a written code or standards of conduct that provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents.
 - a. The code or standards shall provide that the recipient's officers, employees, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from present or potential subawardees, including contractors or parties to subcontracts.
 - b. The code or standards shall establish penalties, sanctions, or other disciplinary actions for violations, as permitted by State or local law or regulations.
2. The recipient shall maintain responsibility to enforce the requirements of the written code or standards of conduct.

DISCLOSURE REQUIREMENTS

No State or its subrecipient, including its officers, employees, or agents, shall perform or continue to perform under a grant or cooperative agreement, whose objectivity may be impaired because of any related past, present, or currently planned interest, financial or otherwise, in organizations regulated by NHTSA or in organizations whose interests may be substantially affected by NHTSA activities. Based on this policy:

1. The recipient shall disclose any conflict of interest identified as soon as reasonably possible, making an immediate and full disclosure in writing to NHTSA. The disclosure shall include a description of the action which the recipient has taken or proposes to take to avoid or mitigate such conflict.
2. NHTSA will review the disclosure and may require additional relevant information from the recipient. If a conflict of interest is found to exist, NHTSA may (a) terminate the award, or (b) determine that it is otherwise in the best interest of NHTSA to continue the award and include appropriate provisions to mitigate or avoid such conflict.
3. Conflicts of interest that require disclosure include all past, present, or currently planned organizational, financial, contractual, or other interest(s) with an organization regulated by NHTSA or with an organization whose interests may be substantially affected by NHTSA activities, and which are related to this award. The interest(s) that require disclosure include those of any recipient, affiliate, proposed consultant, proposed subcontractor, and key personnel of any of the above. Past interest shall be limited to within one year of the date of award. Key personnel shall include any person owning more than a 20 percent interest in a recipient, and the officers, employees or agents of a recipient who are responsible for making a decision or taking an action under an award where the decision or action can have an economic or other impact on the interests of a regulated or affected organization.

PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE

(applies to all subrecipients as well as States)

The State and each subrecipient will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

POLICY ON SEAT BELT USE

In accordance with Executive Order 13043, Increasing Seat Belt Use in the United States, dated April 16, 1997, the Grantee is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of this Presidential initiative. For information and resources on traffic safety programs and policies for employers, please contact the Network of Employers for Traffic Safety (NETS), a public-private partnership dedicated to improving the traffic safety practices of employers and employees. You can download information on seat belt programs, costs of motor vehicle crashes to employers, and other traffic safety initiatives at www.trafficsafety.org. The NHTSA website (www.nhtsa.gov) also provides information on statistics, campaigns, and program evaluations and references.

POLICY ON BANNING TEXT MESSAGING WHILE DRIVING

In accordance with Executive Order 13513, Federal Leadership On Reducing Text Messaging While Driving, and DOT Order 3902.10, Text Messaging While Driving, States are encouraged to adopt and enforce workplace safety policies to decrease crashes caused by distracted driving, including policies to ban text messaging while driving company-owned or rented vehicles, Government-owned, leased or rented vehicles, or privately-owned vehicles when on official Government business or when performing any work on or behalf of the Government. States are also encouraged to conduct workplace safety initiatives in a manner commensurate with the size of the business, such as establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving, and education, awareness, and other outreach to employees about the safety risks associated with texting while driving.



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Adoption of Ordinance No. 772, amending various sections within Carpinteria Municipal Code Chapter 2.08 (City Manager) to align with law and practice.

STAFF RECOMMENDATION

Adopt Ordinance No. 772 (second reading).

Sample Motion: I move to adopt Ordinance No. 772. *(This motion requires a roll call vote.)*

BACKGROUND

In anticipation of City Manager Dave Durflinger's retirement, the City is in the process of recruiting a new City Manager. As part of the recruitment, staff recommends revising certain outdated provisions in Carpinteria Municipal Code Chapter 2.08, governing the City Manager position. The City's employment counsel, Liebert Cassidy Whitmore suggested these amendments and the City Attorney's Office agrees with these recommendations.

On October 9, 2023, the City Council held the first reading on Ordinance No. 772 and determined to include a maximum distance from the City of 30 miles for the city manager residency requirement, and 90 days as the time frame for the city manager to establish compliant residency. These terms are included in the attached Ordinance No. 772, now being considered on second reading.

The purpose of this agenda matter is for the Council to consider second reading and adoption of Ordinance No. 772.

DISCUSSION

Staff proposes two changes to Chapter 2.08: (1) amending the City Manager residency requirement to accord with State law, and (2) eliminating an appeal right to dismissal, which is contrary to the at-will nature of the City Manager's employment.

Amending the Residency Requirement

CMC Section 2.08.030 ("Residency Requirements") currently provides as follows: "Residence in the city at the time of appointment 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."

Article XI § 10(b) of the California Constitution and Government Code §50083, however, prohibits local agencies from requiring their employees be required to reside within the boundaries of the particular agency; the former, however, does permit employees "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.

It is common practice for local agencies to require public safety personnel, such as police officers and fire fighters, to live near their agency, under the premise that the restriction ensures rapid emergency response. The same may be true of a city manager, who is often the designated Director of Emergency Services.¹ Other legitimate objectives for a residency requirement include enhancement of the quality of employee performance by greater personal knowledge of the city's conditions and by a feeling of greater personal stake in the city's progress, as well as diminution of absenteeism and tardiness among municipal personnel.²

In light of State law, it is proposed that the title for Section 2.08.030 be changed to "Residency," and the substance of the section be amended to read as follows:

"Residence in the city shall not be required as a condition of appointment, but the city manager shall establish residence within [redacted] miles of the city within [redacted] days of appointment unless the city council establishes a different reasonable and specific distance from the city in a particular employment agreement. Thereafter, the city manager shall maintain a residence within the specified distance."

Beyond legal requirements, because local housing prices not only within the City's jurisdictional limits, but throughout south Santa Barbara County may be a hurdle for the recruitment and retention of a new City Manager, the language proposed above allows the Council to be as restrictive as it desires (blank distance that must be filled in above), while also carving out discretion that may be exercised on a case-by-case basis.

On October 9, 2023, the City Council determined the maximum distance from the City that the city manager is required to reside is 30 miles and the time frame the city manager has from their appointment to establish a residence is 90 days. These terms are included in the attached Ordinance No. 772 which the Council approved the first reading on October 9, 2023.

As examples from other jurisdictions, the City of Palos Verdes Estates (municipal code Section 2.08.020) and the City of Sonoma (municipal code Section 2.08.020) both require the city manager to live within 10 miles from the City, but afford the Council a similar flexibility that is in the suggested amendment.

¹ Pursuant CMC 2.40, the City Manager is the designated Director of Emergency Services.

² See 77 Ops Cal Atty Gen 170 (1994).

In deciding on a distance to insert in the recommended amendment, the following may be considered. The distance from Carpinteria City Hall to the outer limits of various neighboring cities are as follows:

- Goleta (measured to Bacara Resort): 26.7 miles (approximately 30 minute drive)
- Ventura (measured to Azahar Park): 25 miles (~30 minute drive)
- Oxnard (measured to Haas Automation): 27.2 miles (~ 30 minute drive)
- Camarillo (measured to Quito Park): 36.5 miles (~35-50 minute drive)
- Buellton (measured to Alder Ln): 51.1 miles (~1 hour drive)

Delete the Right to Appeal Dismissal

CMC Sections 2.08.070 to 2.08.100 provide the city manager with a right to appeal his or her dismissal. This is not only unusual, but contrary to the at-will nature of city employment. For this reason, it is recommended that Section 2.08.070 be amended to remove mention of the right, and Sections 2.08.080 to 2.08.100 be removed altogether because they discuss the hearing process.

Section 2.08.070 is recommended to be edited as follows (strikethrough indicates deletion; underline indicates additional text):

2.08.070 - Agreement for administrative services and removal authorized.

Pursuant to the employment of the city manager, the city council and the city manager shall enter into an agreement, in writing, agreeable to both parties which shall set forth the conditions of employment ~~and an agreement of termination~~; provided, however, that such agreement shall not be contrary to those stipulations established in this chapter. The removal of the city manager shall be only upon a three member vote of the whole council ~~in a regular council meeting, subject, however, to the provisions of Sections 2.08.080 through 2.08.100, and the decision shall be final.~~

Sections 2.08.080 through 2.08.100, which are recommended for deletion, provide as follows:

2.08.080 - Removal—Hearing.

Within seven days after the delivery to the city manager of such notice, he may, by written notification to the mayor, request a hearing before the city council. Thereafter, the city council shall fix a time for the hearing which shall be held at its usual meeting place, but before the expiration of the thirty-day period, at which the city manager shall appear and be heard, with or without counsel.

2.08.090 - Removal—Suspension pending hearing.

After furnishing the city manager with written notice of intended removal by resolution of the council subsequent to the hearing as provided in Section 2.08.080, the city manager shall be suspended from further duties.

2.08.100 - Removal—Discretion of council.

In removing the city manager, the city council shall use its uncontrolled discretion and its action shall be final and shall not depend upon any particular showing or degree of proof at the hearing, the purpose of which is to allow the city manager to present to the city council his grounds of opposition to his removal prior to its action.

POLICY CONSISTENCY

The proposed amendment is consistent with the City's interest in ensuring its policies and practices are consistent with applicable federal and state laws.

FINANCIAL CONSIDERATIONS

None.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office prepared this report and the City Attorney will be available to discuss and answer questions at the meeting.

OPTIONS

1. Adopt Ordinance No. 772 (second reading). (Staff recommendation).
2. Direct staff to revise Ordinance No. 772 and bring the matter back at a later date for further consideration.
3. Elect to not adopt the recommended amendments to CMC Chapter 2.08.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

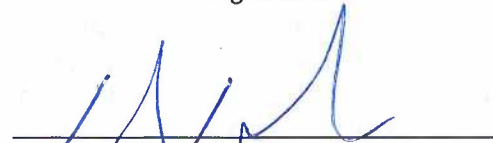
ATTACHMENTS

- A. Ordinance No. 772

Staff contact: Brian C. Barrett, City Clerk
(805) 755-4403, brianb@carpinteriaca.gov


Signature

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


Signature

ATTACHMENT A

ORDINANCE NO. 772

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
CARPINTERIA, CALIFORNIA, AMENDING CHAPTER 2.08 TO
REMOVE THE RESIDENCY REQUIREMENT AND APPEAL
RIGHTS FOR THE CITY MANAGER**

WHEREAS, certain provisions of Carpinteria Municipal Code ("CMC") Chapter 2.08 relating to the City Manager position need updating to reflect current legal requirements;

WHEREAS, the City desires the align the CMC with the Article XI Section 10(b) of the California Constitution, which prohibits a city from requiring that its employees be residents of such city, but permits a residency requirement within a reasonable and specific distance of a place of employment or other designated location; and,

WHEREAS, Government Code Section 50083 contains a parallel provision to that of the California Constitution; and,

WHEREAS, certain CMC provisions providing appeal rights upon suspension or removal are contrary to the at-will nature of the City Manager's employment and are to be removed.

**THE CITY COUNCIL OF THE CITY OF CARPINTERIA DOES ORDAIN AS
FOLLOWS:**

SECTION 1. INCORPORATION OF RECITALS

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

**SECTION 2. AMENDMENT OF CMC SECTION 2.08.030 ("RESIDENCY
REQUIREMENTS").**

Section 2.08.030 of the Carpinteria Municipal Code ("CMC") is hereby amended in its entirety to read as follows:

" Section 2.08.030 - Residency.

Residence in the city shall not be required as a condition of appointment, but the city manager shall establish residence within 30 miles of the city within 90 days of appointment unless the city council establishes a different reasonable and specific distance from the city in a particular employment agreement. Thereafter, the city manager shall maintain a residence within the specified distance."

SECTION 3. AMENDMENT OF CMC SECTION 2.08.070 ("AGREEMENT FOR ADMINISTRATIVE SERVICES AND REMOVAL AUTHORIZED").

CMC Section 2.08.070 is hereby amended in its entirety to read as follows:

"Pursuant to the employment of the city manager, the city council and the city manager shall enter into an agreement, in writing, agreeable to both parties which shall set forth the conditions of employment; provided, however, that such agreement shall not be contrary to those stipulations established in this chapter. The removal of the city manager shall be only upon a three member vote of the whole council, and the decision shall be final."

SECTION 4. DELETION OF CMC SECTIONS 2.08.080, 2.08.090, and 2.08.100.

CMC Sections 2.08.080, 2.08.090, 2.08.100 are hereby removed and shall be Reserved and denoted as such.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall take effect and be in force and effect thirty (30) days from and after its passage; and before the expiration of fifteen (15) days of its passage shall be published once with the names of the members of the City Council voting for and against the same in the Coastal View, a newspaper of general circulation, published in the City of Carpinteria, County of Santa Barbara pursuant to California Government Code Section 36937.

SECTION 6: 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 decisions 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 7: CEQA EXEMPTION

The City Council finds that this Ordinance is not subject to the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines § 15060(c)(3) (this activity is not a "project" as defined in § 15378).

PASSED, APPROVED AND ADOPTED on October 23, 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 Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on October 23, 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 October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Re-formation of an Ad hoc Harbor Seal Advisory Committee.

STAFF RECOMMENDATION

Approve and adopt Resolution No. 6271, establishing a statement of purpose and re-forming an Ad hoc Harbor Seal Advisory Committee, and appointing up to two members of the City Council to serve on the Committee.

Sample Motion: Approve and adopt Resolution No. 6271, re-forming an Ad hoc Harbor Seal Advisory Committee and appointing Councilmember(s) _____ and _____ to serve on the Committee.

BACKGROUND

At its regular meeting of July 12, 2021, the City Council directed staff to schedule a matter for the City Council to consider options for the formation of a Committee to study the decline in numbers of harbor seals, issues and opportunities for protecting harbor seal habitat in the City of Carpinteria, and recommendations for City actions.

On August 9, 2021 the City Council established the first Ad hoc Harbor Seal Advisory Committee with a set term limit of twelve months. To allow time to complete the recommendations and bring them to Council, at its regular meeting of September 28, 2022, the term was extended to June 30, 2023, or when the final report was brought before Council, whichever came first.

On July 10, 2023, the Carpinteria City Council received and filed the 2023 Harbor Seal Rookery Report (2023 Report). The 2023 Report assesses the current state of the Carpinteria Harbor Seal Rookery and provides recommendations for its future management. The filing of this report completed the recommendations and work of the first Ad hoc Harbor Seal Advisory Committee. The City Council also requested that the 2023 Report be provided to the Carpinteria Open Space Management Advisory Board (COSMAB) for review and recommendations on matters within its purview. On September

25, the Council received the COSMAB recommendations and also considered options for the re-formation of a Harbor Seal Advisory Committee. The City Council directed staff to proceed with the creation of an Ad hoc Harbor Seal Advisory Committee with seven members (two Councilmembers and five members of the public) and begin work on the unified sign program and the rest of the recommendations to be considered at the 2024 Annual Work Plan meeting.

DISCUSSION

Statement of Purpose: Based on the City Council's discussion at its meetings of July 10, 2023 and September 25, 2023, the following purpose statement has been drafted for consideration:

The Harbor Seal Advisory Committee is re-formed for the purpose of continuing developing an understanding of the local harbor seal population, including causes of recent trends in births and haul-out numbers, and advancing the recommendations from the 2023 Harbor Seal Rookery report to mitigate habitat degradation and incidents of harassment in the City.

Committee Formation: Based on the City Council's discussion at its meeting of September 25, 2023, the attached Resolution, if approved, would re-form an Ad hoc Harbor Seal Advisory Committee consisting of seven members (two Councilmembers and five members of the public). The Resolution does not address the process for selection of other members and staff anticipates, as was the case with the prior Committee, that the public/agency members would be selected by the Council after an advertised open-application period. Public/agency members could be selected to represent local knowledge, such as a member from the Seal Watch Volunteer group, and subject matter expertise, such as a representative from the National Oceanic Atmospheric Administration ("NOAA") Fisheries, and/or the California Coastal Commission. The Committee will be subject to regular Brown Act open meeting rules.

POLICY CONSISTENCY

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

PRIORITIZATION AND FINANCIAL CONSIDERATIONS

The establishment of an Ad hoc Harbor Seal Advisory Committee will require staff support and compete with other day-to-day priorities. Should consultant services be desired, there will be an expense related to contracting those services and additional staff time required to manage the contract.

The Parks, Recreation, and Community Services Director or his/her designee would be responsible for oversight and management. Staff would be responsible for agenda preparation, meeting scheduling and communication with members, preparation of written reports, and, if used, consultant services management. Staff would also be responsible for any project, program or service outcomes of the work. Consideration of prioritization and funding for any project, program and service work should be undertaken in the context of the Annual Work Plan and Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Council from time-to-time finds it beneficial to form committees from its membership to address a particular subject or work matter and to make recommendations to the City Council.

OPTIONS

1. Adopt Resolution No. 6271, establishing an Ad hoc Harbor Seal Advisory Committee and appoint Councilmember(s).
2. The City Council could direct staff to prepare additional information or research concerning the subject committee and return at a subsequent meeting.
3. The City Council could choose not to approve the recommendation and provide further direction to staff.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

- A. Resolution No. 6271

Staff contact: Aida Thau, Management Analyst II
(805) 755-4432, aidat@carpitneriaca.gov



Signature

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



Signature

ATTACHMENT A
Resolution No. 6271

RESOLUTION NO. 6271

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, RE-FORMING AN AD HOC HARBOR SEAL ADVISORY COMMITTEE

WHEREAS, the City of Carpinteria continually works to develop programs that are consistent with the ideals of environmental consciousness, habitat conservation, and maintaining the ecological balance of coastal areas; and

WHEREAS, the City Council of the City of Carpinteria formed the Ad hoc Harbor Seal Advisory Committee on August 9, 2021 comprised of two Councilmembers and five members of the public; and

WHEREAS, that Committee's basic duty was to develop an understanding of the local harbor seal population, including causes of trends in births and haul-out number, and recommending to the City Council specific actions to mitigate habitat degradation and harassment of the harbor seal population in the City; and

WHEREAS, the City Council accepted and filed the 2023 Harbor Seal Rookery Report, including its recommendations, at its regular meeting of June 30, 2023, and, as such, the Ad hoc Harbor Seal Committee's work was concluded; and

WHEREAS, the City Council from time to time finds it beneficial to re-form a committee of its members in order to further address the Harbor Seal matters that were the subject of the prior Committee and to make recommendations concerning the implementation of the Report's recommendations. particular subject or work matter, and to make related recommendations to the City Council; and

WHEREAS, the City Council has determined desirable to establish an Ad hoc advisory committee consisting of seven members, two of which will be Councilmembers and five members of the public; continuing to study the decline in numbers of harbor seals, issues and opportunities for protecting harbor seal habitat in the City of Carpinteria, and recommendations for City actions; and

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct, and incorporated herein by reference.

SECTION 2. The Carpinteria City Council hereby creates the Ad hoc Harbor Seal Advisory Committee consisting of two Councilmembers and five members of the public.
_____ and _____

SECTION 3. The Harbor Seal Advisory Committee shall be responsible for making recommendations to the City Council concerning developing an understanding of the local harbor seal population, including causes of recent trends in births and haul-out numbers, and advancing the recommendations from the 2023 Harbor Seal Rookery report to mitigate habitat degradation and incidents of harassment in the City.

SECTION 4. The Harbor Seal Advisory Committee shall be dissolved upon completion of its work, but no later than December 30, 2024, unless extended by the City Council.

PASSED, APPROVED AND ADOPTED on this 23rd day of October, 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

ATTEST:

Mayor, City of Carpinteria

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 October 23, 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 October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

Adopt Resolution 6270, forming a Sustainability Committee.

STAFF RECOMMENDATION

Adopt Resolution 6270, forming a standing Sustainability Committee of the Council, and appointing two members of the Council to serve on the Committee.

Sample Motion: I move to adopt Resolution 6270, as read by title only, forming a standing Sustainability Committee of the Council, and appointing Council members _____ and _____ to serve on the Committee.

BACKGROUND

At its regular meeting of August 28, 2023, the City Council received a report on the City's Sustainable Community Policy (Resolution NO. 5500). In response, the Council directed staff to schedule a matter for the City Council to consider options for the formation of a Committee to review and provide input on issues related to implementation of the Policy.

The Sustainable Community Policy includes four main goals to assist the City in implementation. These include developing sustainability work plan items annually; guiding future policy and development goal setting in order to integrate sustainability principles into the City's decision making processes and budgeting; educating City employees to empower them in implementing sustainability initiatives through their jobs; and to initiate and lead collaborative sustainability initiatives and communicate efforts to residents and business owners and operators, becoming a resource to the community.

The purpose of this agenda item is to allow the City Council to act to consider creating a standing committee of its members that would review and provide input on issues related to implementation of the City's Sustainable Community Policy.

DISCUSSION

Committee Formation: The City Council has formed and maintains various Standing Committees to meet on certain subject area matters. In order to effectively carry out the work, Committees allow for members to meet with representatives of other agencies,

and community members. City staff with subject matter expertise will typically provide support to Council committees. For example, the City Council Utilities Committee routinely meets with representatives of the Carpinteria Sanitary District and the Carpinteria Valley Water District and is provided support by Public Works Department staff. Such joint meetings are subject to all applicable open meeting rules of the Brown Act. Although Standing Committees conduct joint meetings with representatives of other agencies, they may, and sometimes do, meet independent of other agencies. When a Standing Committee meets in this way, it is also subject to all applicable open meeting rules of the Brown Act.

Type of Committee. The City Council at its August 28, 2023 meeting indicated that the subject Committee, if formed, would be a standing committee that could meet either on a regular schedule or on an as-needed basis. The Sustainability Committee would be advisory to the City Council regarding projects, programs and services related to the Sustainable Community Policy.

Roles and Responsibilities. As outlined above, the committee would review and make recommendations to the Council concerning implementation of the City's Sustainable Community Policy. The goals outlined in the Sustainable Community Policy are broad in nature and capture a wide range of topics. However, Council could choose to expand the roles and responsibilities to include other matters.

POLICY CONSISTENCY

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

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2023-24 Budget for the various programs that are guided by the City's Substantiable Community Policy, Resolution No. 5500.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Council from time-to-time may find it beneficial to form committees from its membership to address a particular subject or work matter and to make recommendations to the City Council. While consisting of less than a quorum of the Council, i.e., two members, committees that are assigned continuing subject matter jurisdiction by the Council are considered "standing" and are subject to open meeting law, i.e., Brown Act, requirements.

Legal Counsel is available to advise on Brown Act compliance at this meeting as well as during the conduct of Committee meetings.

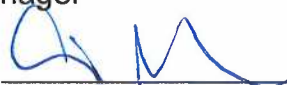
OPTIONS

1. Adopt Resolution 6270, forming a standing Sustainability Committee of the Council, and appointing two members of the Council to serve on the Committee.
2. Do not adopt Resolution No. 6270 and provide further direction to staff as determined appropriate.

ATTACHMENTS

Attachment A: Resolution No. 6270, Forming a Sustainability Committee
Attachment B: Resolution No. 5500, Sustainable Community Policy

Staff contact: Erin Maker, Environmental Program Manager
(805) 880-3415, erinm@carpinteriaca.gov



Signature

Reviewed by: John 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. 6270, Forming a Sustainability Committee

RESOLUTION NO. 6270

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, FORMING A SUSTAINABILITY COMMITTEE

WHEREAS, the City of Carpinteria has an interest in promoting environmental stewardship, economic strength and social equity as fundamental to a thriving and sustainable community; and

WHEREAS, local governments play an important role in reducing greenhouse gas emissions through efficient operation of public facilities and assets, effective land use and transportation planning, integrated waste management, protection of natural habitat and resources, promotion of renewable energy and efficient energy use; and

WHEREAS, the City of Carpinteria, its Council, Boards, Commissions and staff are dedicated to a culture and actions committed to a high standard of community, environment and economy through its applicable policy and regulations; and

WHEREAS, the City of Carpinteria continually works to develop programs that are consistent with the ideals of efficient resource allocation, environmental consciousness and economic development, including efforts to improve access to recreation and education opportunities and governmental support and services; and

WHEREAS, the City Council of the City of Carpinteria adopted the Sustainable Community Policy by Resolution No. 5500 in 2014 to incorporate sustainability practices into all aspects of City business; and

WHEREAS, the City Council from time to time finds it beneficial to form a committee of its membership in order to address a particular subject or work matter and to make related recommendations to the City Council; and

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct, and incorporated herein by reference.

SECTION 2. The Carpinteria City Council hereby creates the standing City Council Sustainability Committee consisting of Councilmembers

_____ and _____.

SECTION 3. The Sustainability Committee shall be responsible for making recommendations to the Council concerning implementation of the City's Sustainable Community Policy as set forth by Resolution No. 5500, and as may be amended from time-to-time.

PASSED, APPROVED AND ADOPTED on the 23rd day of October, 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 October 23, 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
Resolution No. 5500, Sustainable Community Policy

RESOLUTION NO. 5500
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA
ESTABLISHING A SUSTAINABLE COMMUNITY POLICY

WHEREAS, the City of Carpinteria has an interest in promoting environmental stewardship, economic strength and social equity as fundamental to a thriving and sustainable community; and

WHEREAS, the City of Carpinteria recognizes a sustainable community as one that conducts its activities in a manner that meets its existing needs without compromising the ability of future generations to meet their own needs; and

WHEREAS, the 1993 President's Council on Sustainable Development was established to recommend approaches for achieving national economic, environmental and equity goals that establish sustainable communities; and

WHEREAS, the City of Carpinteria is determined to prepare for and provide consistent guidance regarding the resiliency of the community in light of evolving economic, social and physical conditions and the potential for significant disruptions from natural and manmade disasters; and

WHEREAS, the City recognizes its role and responsibility under the California Coastal Act to implement priorities through development review and code compliance activities including maintaining and improving public access, preserving and enhancing visitor serving accommodations and preserving unique coastal environmental resources and agricultural land; and

WHEREAS, there are many state and federal regulations that provide guidance to local governments for planning for the long-term health and success of the community in light of finite natural resources and the estimated impacts of climate change including but not limited to Assembly Bill 32, The Global Warming Solutions Act of 2006, The Sustainable Communities and Climate Protection Act of 2008, the 2008 California Public Utilities Commission Strategic Plan, January 1, 2014 updated Title 24 Regulations adopted by the California Energy Commission, the March 11, 2011 California Ocean Protection Council Resolution on Sea Level Rise; and the March 2013 State of California Sea Level Rise Guidance document, which in general guide local regulations to reduce greenhouse gas emissions, address sea level rise and reduce energy consumption; and

WHEREAS, local governments play an important role in reducing greenhouse gas emissions through efficient operation of public facilities and assets, effective land use and transportation planning, integrated waste management, protection of natural habitat and resources, promotion of renewable energy and efficient energy use; and

WHEREAS, the City of Carpinteria recognizes the growing public awareness and concerns regarding climate change and potential environmental and economic impacts that may result in changes to the global climate which may directly impact coastal communities such as Carpinteria; and

WHEREAS, the City of Carpinteria's Mission Statement, adopted January 25, 1993, acknowledges the responsibility of the City of Carpinteria to make judicious use of the City's limited resources to promote the highest possible quality of life for all of Carpinteria's residents; and

WHEREAS, the City of Carpinteria, its Council, Boards, Commissions and staff are dedicated to a culture and actions committed to a high standard of community, environment and economy through its applicable policy and regulations; and

WHEREAS, the City of Carpinteria continually works to develop programs that are consistent with the ideals of efficient resource allocation, environmental consciousness and economic development, including efforts to improve access to recreation and education opportunities and governmental support and services; and

WHEREAS, the City Council, as part of its 2013 Annual Work Program, outlined an approach to develop a Sustainable Community Policy to include three areas of service: Economic Vitality, Environmental Stewardship, and Community Health, Safety and Wellness, providing a structure that supports a variety of important local services from tourism promotion to energy conservation to public safety; and

WHEREAS, the subject policy is exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines §§15307 and 15308 as the project consists of actions taken by regulatory agencies to assure the maintenance, restoration, enhancement or protection of the environment where the regulatory process involves procedures for protection of the environment and natural resources. The action would not implement any regulation or physical development and therefore is exempt from environmental review and therefore would not result in any physical changes to the environment. Any future project or amendment to regulatory documents of the City may require independent CEQA analysis; and

WHEREAS, the City Council has reviewed the proposed Sustainable Community Policy, as presented in a staff report on January 27, 2014.

NOW, THEREFORE, THE CITY COUNCIL HEREBY RESOLVES AS FOLLOWS:

The Carpinteria Sustainable Community Policy is an initial step that recognizes the need to implement and/or change public programs and services in order to effectively address community interests in the long-term. This policy has been developed in the context of current conditions, including guidance from existing studies, policies and regulations. It is intended to set the stage for effective collaboration and building on existing community efforts to attain sustained positive impacts. The Policy is designed to assist the City in making plans for a future Sustainable Community Element of the General Plan based on the tenets set forth in the policy. It recognizes the importance of community resiliency and is intended to be the impetus for development of strategies that allow the City to adapt to ever-changing environmental, economic, social and physical stressors.

The Carpinteria Sustainable Community Policy also serves as the City's commitment to the community to achieve sustainable outcomes that are capable of supporting property values and important sectors of the local economy, protecting and enhancing cultural, historical and environmental resources, and allowing all Carpinterians to lead fulfilling lives and have opportunities to be active contributors to the community.

Carpinteria Sustainable Community Policy

The City of Carpinteria will encourage people to work together to create a thriving community where natural, cultural and historic resources are preserved, jobs are available, development patterns support convenience and efficiency, neighborhoods are secure, education is lifelong, transportation and health care are accessible, and all citizens have opportunities to improve the quality of their lives.

The three interdependent elements of Economic Vitality, Environmental Stewardship and

Community Health and Wellness serve to focus the vision and guide decisionmaking and resource allocation per the City's Mission Statement and the community vision established in the Vision 2020 document, "On Track for the Future."

Goals

- Develop an annual Sustainability Work Plan that identifies, coordinates and accounts for initiatives throughout the City organization, providing annual reports, measurements and tracking.
- Guide future policy development and goal setting in order to integrate sustainability principles into the City's decision making processes and budgeting.
- Educate/train City employees to understand their work in terms of sustainability and empower them to implement sustainable initiatives through their jobs.
- Initiate and lead collaborative sustainability initiatives and communicate efforts to residents and business owners and operators, becoming a resource to the community.

The following policy actions shall be integrated into the development of plans and strategies to achieve the goals of this policy.

Economic Vitality

The City of Carpinteria will support and encourage a local economy that reflects its unique attributes, including rich agricultural resources, an optimal coastal location and climate for tourism, and a quaint, small town character. With a diversity of business sizes and types that reflect the needs and desires of the community, the City has a well-prepared group of business owners and operators capable of contributing to overall community resiliency in light of the potential for economic and natural calamities.

1. Promote a diversified and resilient local economy that reflects the unique attributes of the region and provides necessary and desirable products and services for both residents and visitors;
2. Attract and retain downtown retailers, hotels, corporate headquarters and Research and Development uses that can be successful in and complementary to the community;
3. Support property values through development of hazard preparedness and resiliency strategies;
4. Establish support for small business development;
5. Maintain and enhance the unique identity of the community and built environment to sustain a strong sense of place and community;
6. Stay informed on and promote sustainable economic development best practices such as Extended Producer Responsibility (EPR);
7. Support and develop outdoor athletic and entertainment events that attract visitors and create social opportunities for locals in the off-season months;
8. Improve off-season visitorship and tourism;
9. Develop revenue generation and savings plans to ensure sustainable community services and amenities;
10. Establish expanded local hiking trails, biking trails, public transit and other alternative transportation modes that are attractive and convenient to residents, employees and visitors;
11. Improve transit opportunities for the local workforce, including but not limited to bus, rail, and improvements to the Highway 101 corridor;
12. Develop collaboration between local schools, employers and community groups to cultivate work force mentorship and education programs that encourage youth to explore various occupations and skills and prepare local residents for local employment opportunities;

13. Promote infill development to enhance existing commercial districts and prevent blight;
14. Encourage new investment through private development in the City's neighborhoods, districts and major street corridors by establishing policies and regulations and implementing them through a thorough, effective process; and
15. Maintain a balance of jobs and housing in the community with housing types available to those with varied household incomes, especially aiming to improve the availability of low and moderate income housing that meets the needs of the local workforce.

Environmental Stewardship

The City will be a leader of environmental stewardship by reducing its consumption of finite resources, diverting material from landfills through reuse and recycling programs, and promoting the same to the Carpinteria community. The City will identify important local environmental resources, plan for, implement and support efforts such as the storm water management program and the creeks preservation program, to ensure that they thrive. The City will work with other public agencies, private utilities and non-governmental organizations (NGOs) to reduce local energy consumption, use more renewable energy sources, and protect and restore important local habitats.

Energy Conservation

1. Reduce greenhouse gas emissions through various activities which may include improved mass transit systems, reduced vehicle trips, improved alternative transportation systems for biking, walking and low emission vehicles, etc.;
2. Prepare and promote municipal plans to develop well connected streets and sidewalks, cool road and parking lot programs, and plant street trees to reduce heat island effects and enhance the pedestrian experience;
3. Develop and implement standards to reduce energy use;
4. Publicize energy efficient building design and construction practices that allow for future adaptation to efficient energy solutions such as solar electric or grey water systems for landscape irrigation;
5. Continue to collaborate with regional and state entities to reduce impacts to the environment and reduce energy consumption;
6. Streamline permitting for energy efficient improvements to existing structures; and
7. Develop a municipal/government agency efficiency program to improve and update existing facilities and fleets to more energy efficient alternatives and "lead by example" for the community and other local agencies.

Waste Reduction

1. Implement new and expanded waste stream reduction and recycling programs;
2. Develop and encourage food system waste minimization and reuse through food share programs and food scrap to compost programs;
3. Implement post-construction waste minimization and storm water runoff regulations;
4. Develop and implement standards to reduce waste production;
5. Support and enhance local litter and waste reduction education and outreach programs; and
6. Support and Promote Extended Producer Responsibility (EPR) regulations that encourage the manufacture of environmentally superior products, and ultimately eliminate products that create hazardous materials handling and disposal costs for local governments and the communities they serve.

Pollution Prevention

1. Implement the latest watershed management mandates via updated City watershed management and creek protection policies;

2. Increase educational outreach to schools, businesses and local community groups regarding pollution, natural resources, environmental stewardship, recycling and habitat;
3. Develop and implement standards to reduce runoff and pollution in local streams and watersheds;
4. Enhance educational outreach and information regarding local environmental concerns including clean water in creeks and at beaches, energy use, habitat and protected species, risk management and other specific environmental concerns that impact the Carpinteria Valley; and
5. Enhance local habitat and environmental protections through collaboration with local community groups and development of regulations and policies in the City's General Plan and Municipal Code.

Community Health, Safety and Wellness

The City of Carpinteria will develop and maintain a diverse open space, park and recreation system that respects local environmental resources and supports the recreational needs and expectations of the community. The City of Carpinteria will plan for a variety of housing types that are built to leading safety and energy efficiency standards in order to encourage a healthy, socio-economically diverse population and to promote a jobs/housing balance. The City of Carpinteria will strive to ensure community members are able to meet basic needs, have adequate access to health care, education and employment, and have opportunities to enhance the quality of their lives.

1. Promote and protect local historical and cultural resources, including physical structures, places and ideas;
2. Protect and enhance local parks, trails, beaches and community spaces;
3. Develop improved park and open space connections which encourage pedestrian access;
4. Improve and enhance connections to neighboring communities through coastal access; trail systems and bike paths;
5. Improve the quality of life of all members of the community through education, services and accessibility to resources;
6. Provide law enforcement services to ensure safety for residents, business operators and visitors;
7. Implement programs which promote interactions and communication between neighbors, including internet-based social programs and local community groups;
8. Improve safety preparedness awareness and education in case of natural disaster or other hazards;
9. Collaborate with other local agencies in a County-wide hazard mitigation and preparedness program;
10. Develop sea level rise adaptation strategies for potential future impacts to the Carpinteria Salt Marsh and our local creeks and beaches;
11. Develop a public safety and hazard resiliency plan to anticipate and plan for future natural hazards and risks;
12. Support residents and property owners' needs related to infrastructure improvements and maintenance to ensure safe and viable neighborhoods;
13. Continue to advance the emergency response system and education of emergency responders and the general public;
14. Promote and enhance local community events and activities;
15. Develop and enhance local food access and growing programs, which may include community gardens, local food vendor or swap opportunities, local school cooking and nutrition programs and other similar healthful sustenance programs;
16. Through Zoning Code and General Plan updates, encourage land use development

which creates a compact and accessible community that encourages walking and cycling and promotes an active lifestyle;

17. Develop education and improve outreach regarding local resources, activities and events to improve access to and use of services available in the community;
18. Promote social equity which addresses the fair distribution of benefits and costs among different social and cultural groups, recognizing that these groups have different needs, interests, rights to and responsibilities over resources, and that they experience different impacts of development interventions which must be considered to build a solid base for sustainability and socio-environmental equity;
19. Encourage and promote community participation in planning and policy development to ensure that a wide spectrum of the community is represented and participates in local government to ensure goals and objectives meet the desires of the community as a whole; and
20. Cultivate inter-agency programs and regulations to support sustainable goals and objectives of this policy throughout the community.

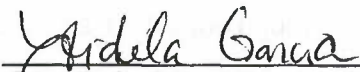
PASSED, APPROVED AND ADOPTED this 27th day of January 2014 by the following vote:

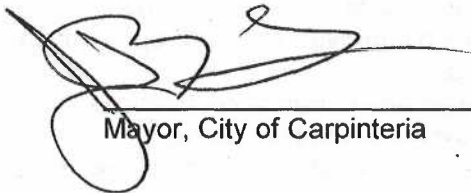
AYES: Councilmembers: Carty, Clark, Nomura, Shaw, Stein

NOES: Councilmember(s): None

ABSENT: Councilmember(s): None

Attest:


City Clerk, City of Carpinteria


Mayor, 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 27th day of January 2014.


City Clerk, City of Carpinteria

APPROVED AS TO FORM:


City Attorney



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 23, 2023

ITEM FOR COUNCIL CONSIDERATION

1. Review of City Council Processes for: (a) Appointing Members to the City's Boards, Committees, and Commissions (Advisory Groups) and (b) assigning Councilmembers as representatives to Regional Agencies, and to Joint & Standing and Ad Hoc Committees; and
2. Consideration of Formation of an Ad hoc City Council Appointment Process Committee.

STAFF RECOMMENDATION

Receive and file the report and adopt Resolution No. 6267, establishing an Ad hoc City Council Appointment Process Committee.

Sample Motion: I move to receive and file the report and adopt Resolution No. 6267, as read by title only, approving the formation of an Ad hoc City Council Appointment Process Committee to include Councilmembers _____ and _____.

BACKGROUND

In accordance with Carpinteria Municipal Code, appointments to the City Boards, Commissions, and Committees expire every two years on January 31st following the municipal election. Each Board, Commission and Committee member serves at the pleasure of the City Council and shall be appointed by the Mayor with the advice and consent of the City Council¹. Each term is automatically extended until a successor is appointed.

To start off the process of recruitment/appointments to City Boards, Commissions, and Committees the City Clerk in December sends an email to each of the current members requesting that they advise the City as to whether they wish to retire from service at this

¹ CMC 2.32, 2.36 & 12.28.080 concerning the Planning Commission, Architectural Review Board, and Tree Advisory Board, respectively. By practice, the City Council follows the same procedures for Commission, Boards, and Committees pursuant to CMC 2.24.

time or be considered for reappointment. If they wish to be reappointed, staff requested they submit an application to serve on a City Board, Commission or Committee.

On December 12, 2022, the City Council received a report on the recruitment and appointment process for Boards, Commissions and Committees used by nearby local agencies and directed staff concerning the procedures for recruitment, consideration and appointment of Board, Commission, and Committee members to include the following:

- Specific qualifications for Boards, Commissions and Committees include being a resident.
- Each term being a two-year period.
- Interview all applicants (including incumbents) and allow interviewees to attend interviews in-person, over the telephone, or virtual.
- Create a standing Council sub-Committee (City Council Boards, Commissions, and Committees Interview Committee) to do the interviews comprised of Councilmember Nomura and Mayor Clark with Councilmember Lee as an alternate.
- Have the Council make appointments to Boards, Commissions and Committees following the Annual Workplan with interviews occurring before the Annual Workplan.
- Council will provide specific questions on Boards, Commission and Committees to the City Clerk to be included in a supplemental questionnaire and staff will return with a staff report in January to allow the Council to approve the questions. These questions can be asked at a subsequent Council meeting where appointments are made or at the Council sub-Committee.

The Council selected and finalized questions for each Board, Commission and Committee at its meeting of January 23, 2023. These questions were included in a supplemental questionnaire to all incumbents and new candidates. The Council sub-Committee (City Council Boards, Commissions, and Committees Interview Committee) met on March 6, 2023 and reviewed and received applications and supplemental questionnaires and made recommendations to the full City Council on the appointments to the various Boards, Commissions and Committees. On March 13, 2023, the Council made appointments to the City's Boards, Commissions and Committees for the term ending January 31, 2025 and directed staff to return with a future agenda item to debrief the current appointment process of the City's Boards, Commissions and Committees and to consider establishing written procedures.

The purpose of this agenda item is for the Council to:

1. Debrief on its process for making appointments to the City's Boards, Committees, and Commissions (Advisory Groups), and making Councilmember assignments as representatives to Regional Agencies, and to Joint & Standing and Ad Hoc Committees City Council Joint & Standing and Ad Hoc Committees; and,

2. To consider formation of an Ad hoc City Council Committee to review the current process set in place, make improvements to streamline the process for both applicants, the City Council, and staff, and recommend a written process for the recruitment and appointment process to the City's Boards, Commissions, and Committees and Councilmember appointments to Regional Agencies, City Council Joint & Standing Committees, and Ad Hoc Committees.

DISCUSSION

Board, Commission and Committee Appointment and Councilmember Appointment to Regional Agencies, City Council Joint & Standing Committees, and Ad Hoc Committees Process Debrief

Anecdotally, the public felt there was too much paperwork with having to fill out the supplemental questionnaire in addition to the application form. Staff felt the process was too lengthy and cumbersome. Staff would prefer the appointment process take place in January or as late as February before the processing of Statements of Economic Interest in March which are due at the beginning of April each year.

The current appointment process of Councilmember Appointments to Regional Agencies, City Council Joint & Standing Committees, and Ad Hoc Committees needs to be amended to allow the opportunity for new Councilmembers to participate in Regional Agencies, City Council Joint & Standing Committees, and Ad Hoc Committees.

To streamline both appointment processes, staff is recommending the Council create an ad hoc City Council sub-Committee to review the current appointment processes set in place, make improvements to streamline them, and recommend a written process for both.

Creation of Ad Hoc Appointment Process Committee

The proposed Ad hoc Appointment Process Committee, should the Council form it, will be an Ad hoc Committee since it is created for a specific period of time and limited purpose. Ad hoc Committees are usually dissolved once their specific task is complete. Ad Hoc Committees by their nature, don't follow the Brown Act. This Committee is proposed to be dissolved upon completion of its work, but no later than June 30, 2024, unless extended by the City Council. The Committee is set to dissolve at the end of June 2024 due to the Clerk having to begin preparation in May/June for the 2024 General Municipal Election and the accompanying Nomination Period.

Staff anticipates returning to the City Council next year with the Committee's recommendations to streamline the appointment process to the City's Boards, Commissions, and Committees as well as the Councilmember appointments to Regional Agencies, City Council Joint & Standing Committees, and Ad hoc Committees for

applicants, the Council, and staff. In addition, staff will return to the Council for approval of the written appointment process prepared by the Ad hoc Committee.

POLICY CONSISTENCY

This report is in line with the Maddy Act in that it describes the necessary actions to make the public aware of the opportunities to participate in and serve on local advisory boards, commissions, and committees.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2023-24 General Fund Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Appointments to Committees, Boards and Commissions, are described in Carpinteria Municipal Code section 2.24.010 – Terms of office – Generally, which states:

The term of office for all standing commissions, boards and committees is set for a period of two years expiring on January 31 of every odd-numbered year commencing with January 31, 1989; provided, however, terms shall be automatically extended until a successor has been appointed. The city council by affirmative vote of three members may declare the seat of any commissioner, board member or standing committee member to be vacant. Such vacant seat may thereafter be filled for the unexpired term.

OPTIONS

1. Receive and file the report and adopt Resolution No. 6267, establishing an Ad hoc City Council Appointment Process Committee. (Staff recommendation)
2. Decline to receive and file the report nor adopt Resolution No. 6267, and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

Attachment A: Resolution No. 6267

Staff contact:

Brian C. Barrett, City Clerk
(805) 755-4403; brianb@carpinteriaca.gov


Signature

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


Signature

ATTACHMENT A

Resolution No. 6267

RESOLUTION NO. 6267

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARPINTERIA CREATING THE AD HOC APPOINTMENT PROCESS
COMMITTEE**

WHEREAS, the City Council from time to time finds it beneficial to form a committee of its membership in order to address a particular subject or work matter and to make related recommendations to the City Council; and

WHEREAS, on December 12, 2022, the City Council received a report on the current recruitment and appointment process of the City's Boards, Committees and Commissions; and

WHEREAS, the creation of a City Appointment Process Committee is supportive of an efficient and effective process for both members of the public to participate in the appointment process, the City Council to make such appointments to the City's advisory groups, and for staff administering the appointment process; and

WHEREAS, the City Council has determined that an Ad hoc committee consisting of not more than two of its members is desirable.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The above recitals are true and correct, and incorporated herein by reference.

SECTION 2. The City Council hereby creates the Ad Hoc Appointment Process Committee consisting of Councilmembers _____ and _____.

SECTION 3. The Ad hoc Appointment Process Committee shall have the following roles and responsibilities: Review the current appointment process set in place, make improvements to streamline the process for both applicants, the City Council, and staff, and recommend a written process for the recruitment and appointment process to the City's Boards, Commissions, and Committees and Councilmember appointments to Regional Agencies, City Council Joint & Standing Committees, and Ad Hoc Committees.

SECTION 4. The Ad hoc Appointment Process Committee shall be dissolved upon completion of its work, but no later than June 30, 2024, unless extended by the City Council.

PASSED, APPROVED AND ADOPTED on the 23rd day of October, 2023, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

ATTEST:

Mayor, City of Carpinteria

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 October 23, 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



Take Action

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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.

VETO REQUEST: AB 504 (Reyes) State and local public employees: labor strikes

[AB 504](#) would make sympathy striking a human right. This would allow nearly any city employee to sympathy strike regardless of their job duties. This bill would jeopardize the delivery of critical services and undermine the collective bargaining process.

VETO REQUEST: AB 1484 (Zbur) Temporary public employees

[AB 1484](#) would require local public employers to include temporary employees in the same bargaining unit as permanent employees upon request of the recognized employee organization. The wages, hours, terms, and conditions of employment for temporary and permanent employees would need to be bargained together in a single memorandum of understanding.

VETO REQUEST: SB 423 (Wiener) and AB 309 (Lee) Expansion of state authority to approve housing on state-owned or state-leased lands

These measures would greatly expand state authority to approve housing on state-owned or state-leased lands without following local zoning or development standards.

[SB 423](#) would greatly expand SB 35 (Chapter 366, Statutes of 2017) and require cities to ministerially approve certain multifamily housing projects without public input or environmental review, even on parcels under the California Coastal Commission's jurisdiction. Cities would have no ability to impose zoning standards, objective standards, or design review requirements on state-owned or -leased land.

[AB 309](#) would create the Social Housing Program within the Department of General Services to facilitate the construction of government-owned housing on leased state property or excess state-owned property. Cities would have no ability to impose zoning standards, objective standards, or design review requirements on state-owned or state-leased land.

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.