

City of Carpinteria
City Council Regular Meeting Agenda
Monday, October 28, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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/>).
- 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.
- Join the City's Zoom webinar 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.
- Spanish interpretation will be available at the in-person meeting and through the City's Zoom webinar.

Public Comments

- Provide a live public comment in City Council Chambers at City Hall (5775 Carpinteria Ave.).
- 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. 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, or (2) the **eComment** link on the City's agenda website available at <https://carpinteriaca.gov/city-hall/agendas-meetings/>. Please reference the agenda item to which your comment pertains. Although 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.

Levine Act Warning

Applicants and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308. No City Council Member may accept, solicit, or direct a contribution of more than \$250 from any party or agent for 12 months following the date a final decision is rendered by the City. This prohibition commences when an application has been filed, or the proceeding is otherwise initiated. A party to a City proceeding—which includes both applicants and agents—shall disclose on the record of the proceeding any contribution of more than \$250 made to any Council Member by the applicant or agent, during the preceding 12 months. No party to a City proceeding, or agent, shall make a contribution to a Council Member during the proceeding and for 12 months following the date a final decision is rendered by the City. Prior to rendering a decision on a City proceeding, any Council Member who received contribution of more than \$250 within the preceding 12 months from any party, or agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any Council Member receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, the Council Member shall be permitted to participate in the proceeding. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity. Failure to do so may affect the City's ability to process your application.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

The City Council may consider Councilmember(s) request to participate in the meeting remotely under the regulations of AB 2449 by making the necessary findings and voting on whether the Councilmember(s) may participate remotely.

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

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

1. Proclamation Recognizing and Celebrating the 38th Anniversary of the California Avocado Festival. *(Requires approval prior to presentation of proclamation.)*
2. Presentation on Status Report of Carpinteria and Montecito Libraries, including Recommendations regarding Montecito Library joining Carpinteria Community Library by Martín Gómez, Principal Consultant for MJ Gómez and Associates.

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 or as otherwise specified below.

- a. Senior Services Programming
- b. City Employee Updates
- c. Updates on Capital Improvement Projects
- d. Updates on Development Applications
- e. Other City/Community Updates

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 Mayor may establish reasonable regulations for public comment based on the time available and/or the number of persons waiting to speak. Typically, the Council's practice has been to limit each speaker to three minutes. 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.

3. Approve the minutes of the regular meeting held October 14, 2024.
4. Receive and file the Expenditures for the period beginning October 7, 2024 and ending October 18, 2024.
5. Receive and file the Report of Contracts Executed by the City Manager for the Period of August 6, 2024 through October 7, 2024.

6. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for September 2024.
7. Receive and file the Quarterly Review of the Pension Stabilization Trust.
8. Adopt Resolution No. 6345, receiving and filing the Annual City Investment Policy.

ADMINISTRATIVE MATTERS:

9. Code Compliance Quarterly Report Q3, 2024.

Recommendation: Receive and file the Q3 Code Compliance Quarterly Report.

Staff Presenter: David Hernandez, Code Compliance Supervisor

- 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:

10. First Quarter Department Reports for Fiscal Year 2024/25 Budget.

Recommendation: Receive and file First Quarter Department Reports for Fiscal Year 2024/25 Budget.

Staff Presenter: Michael Ramirez, City Manager

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

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

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

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

1. Appointees to Other Government Agencies

- a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (Solórzano/Alt. Clark)
- b. California Joint Powers Insurance Authority (CJPIA) (Clark/Alt. Alarcon)
- c. Santa Barbara County Association of Governments (SBCAG)(Clark/Alt. Nomura)
- d. Santa Barbara County Air Pollution Control District (APCD)(Clark/Alt. Nomura)
- e. Central Coast Community Energy (3CE) (Goleta/Alt. Nomura)
- 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: Benefield and Salant)
- j. Public Facility Site Acquisition/Development Committee (Clark & Nomura)
- k. City Council Boards, Commissions and Committees Review Committee (Clark & Nomura/ Alt. Lee)
- l. Sustainability Committee (Nomura & Solórzano)

4. Ad Hoc Committees

- a. Civic/Youth Engagement Committee (Lee & Nomura)
- b. Harbor Seal Advisory Committee (Solórzano & Alarcon)
- c. Appointment Process Committee (Alarcon & Clark)

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 12, 2024 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 Thursday, October 24, 2024, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.



**A PROCLAMATION OF THE CITY COUNCIL OF
THE CITY OF CARPINTERIA RECOGNIZING AND
CELEBRATING THE 38TH 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 38th 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 City expresses its great appreciation to Festival Producer Mike Lazaro; Festival Director Olivia Sorgman; and the California Avocado Festival Board of Directors, including Past Board President Melissa Brown Simpson, have all played an integral part in the production of the California Avocado Festival and have dedicated significant time, effort, and event expertise.

NOW, THEREFORE, the City Council of the City of Carpinteria does hereby recognize and celebrate the 38th 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 28th day of October, 2024.

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



Al Clark, Mayor
City of Carpinteria



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 28, 2024

ITEM FOR COUNCIL CONSIDERATION

Presentation on Status Report of Carpinteria and Montecito Libraries, including Recommendations regarding Montecito Library joining Carpinteria Community Library.

STAFF RECOMMENDATION

Receive and file presentation.

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

BACKGROUND

In 2020, the Friends of the Carpinteria Library and the Friends of the Montecito Library commissioned a feasibility study by Martín Gómez and Susan Hildreth to determine the options available to the then branch libraries of Carpinteria and Montecito. Both locations were being operated by the Santa Barbara Public Library. In 2020, it was determined that Carpinteria could operate an independent library, due substantially to the passage of Measure X in 2018, and the support of City Council, which began with the creation of a Library ad hoc committee in in 2019 via Resolution No. 5879.¹ In 2020, it was determined that Montecito Library was not able to become independent from Santa Barbara or join with Carpinteria to become part of a newly established Zone 5.

At the City Council meeting on January 11, 2021, City Council directed staff to provide an updated report on the potential addition of the Montecito Library to Zone 5. It was directed by Council that this occur after the City completed two full years of operation of the Carpinteria Community Library, which was achieved in July of this year.

DISCUSSION

The purpose of this agenda matter is to receive a report from Martín Gómez with mjpgómez associates on: (1) the status of Carpinteria Community Library's transition as an independent municipal library, and (2) the pros and cons of Montecito Branch Library

¹ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=455&meta_id=41263

becoming a part of Carpinteria Community Library, including recommendations for the City on next steps.

POLICY CONSISTENCY

This agenda item is consistent with City Ordinance No. 747, amending Title 2 of the Carpinteria Municipal Code by modifying Chapter 2.20, City Departments, adding a new Library Division to the Parks, Recreation, and Community Services Department (formerly Parks, Recreation, and Public Facilities - modified via Ordinance No. 768), and adding Chapter 2.38, Municipal Library.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2024-25 General Fund Budget. Consultant fees for this report paid for by the Friends of the Montecito and Carpinteria Libraries.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal nor risk management considerations presented with this report.

PRINCIPAL PARTIES EXPECTED AT MEETING

Martín Gómez, Principal Consultant for MJ Gómez and Associates

ATTACHMENTS

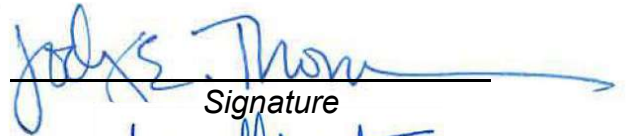
- A. Presentation Slides
- B. Status Report – Carpinteria and Montecito Libraries

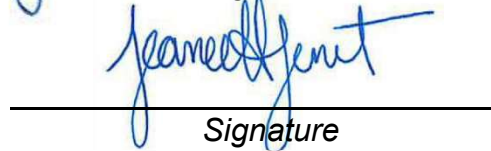
Staff contact: Jody Thomas, City Librarian
(805) 684-4314; jodyt@carpinteriaca.gov

Reviewed by: Jeanette Gant,
Parks, Recreation & Community Services Director,
(805) 755-4449; jeanetteg@carpinteriaca.gov

Reviewed by:
Ryan Kintz, Assistant City Manager
(805) 755-4400; ryank@carpinteriaca.gov

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, michaelr@carpinteriaca.gov


Signature


Signature


Signature


Signature

ATTACHMENT A



Status Report

Carpinteria Community Library & Montecito Branch Library

Martín Gómez – October 28, 2024

Purpose of the Presentation

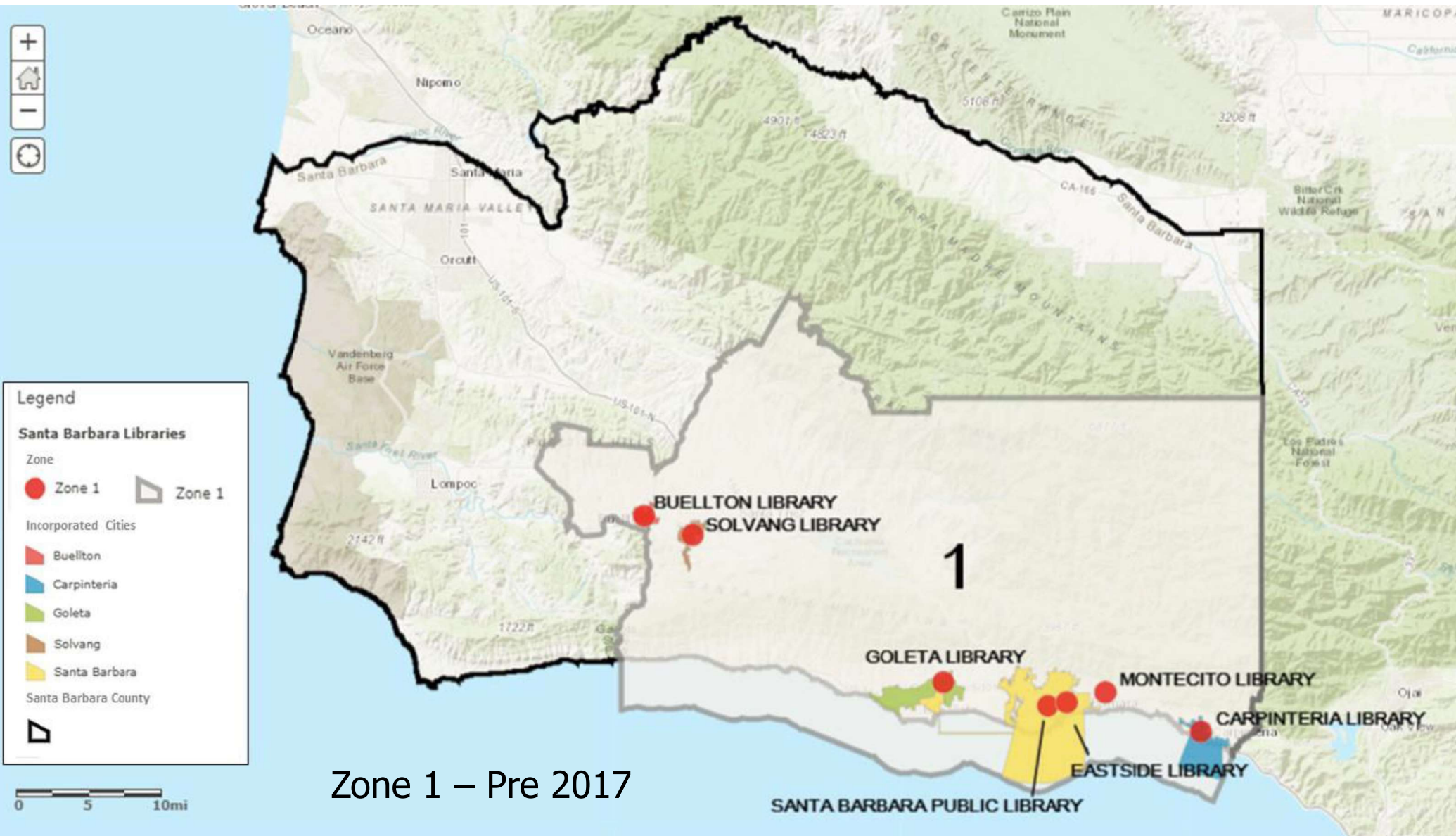
1. Report on the Status of Carpinteria Community Library's Transition as an Independent Municipal Library
2. Report on the Pros and Cons of Montecito Branch Library Becoming a Part of Carpinteria Community Library

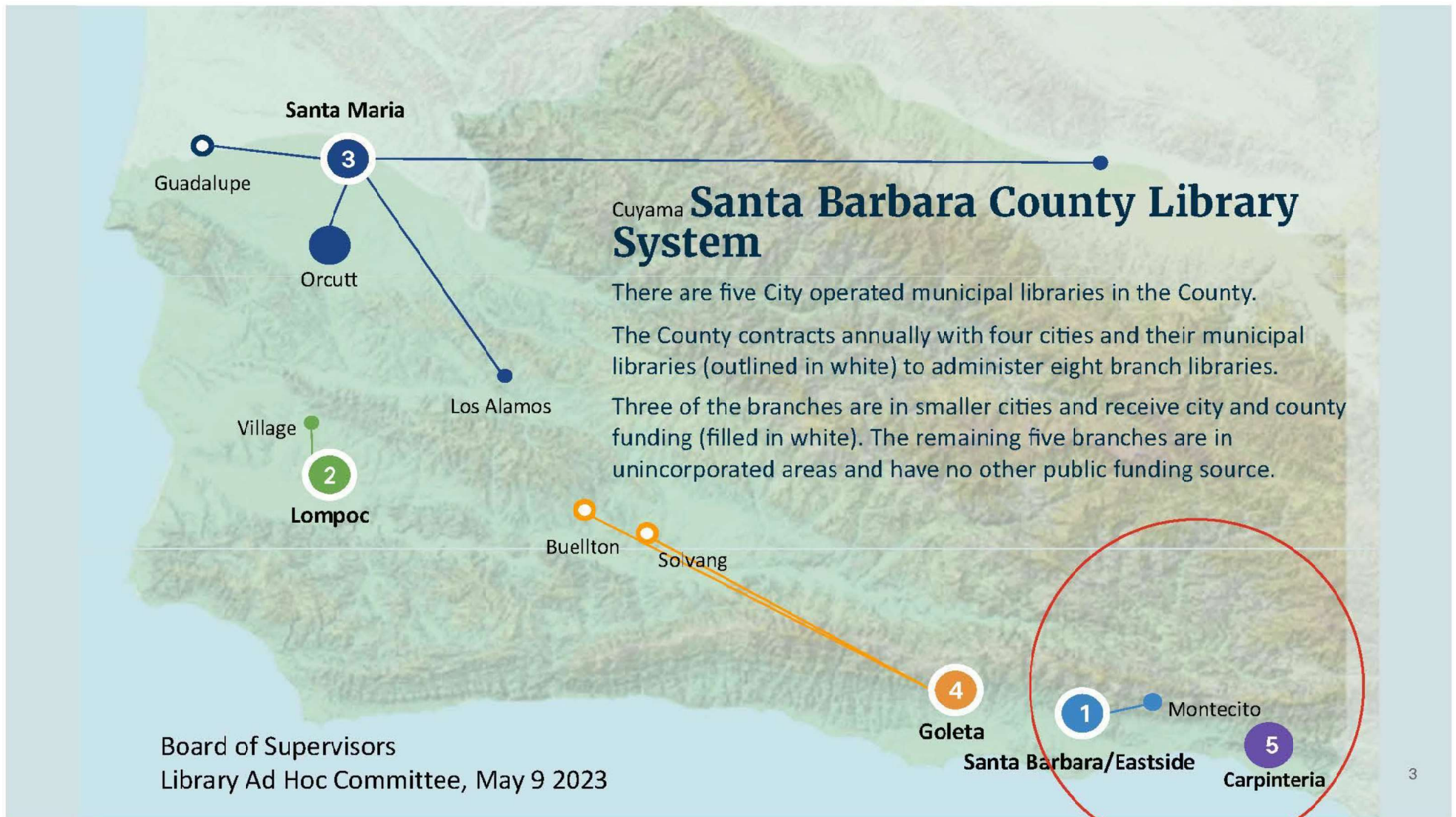
Public Libraries in California Counties

- County Free Library Law allows for:
 - Creation of a separate legal entity for library service
 - A dependent special district of the County
 - A mechanism to provide financing flexibility within an existing county library system
- Counties Libraries in California
 - 45 counties host libraries, 22 of which are county general fund libraries, 23 are county dedicated property tax libraries

Library Organization in Santa Barbara County - Zones

- **Zone 1** - Santa Barbara (includes Montecito, Summerland, and Mission Canyon)
- **Zone 2** - Lompoc (includes Vandenberg Village)
- **Zone 3** - Santa Maria (includes Orcutt, Los Alamos, Guadalupe, Cuyama,)
- **Zone 4** - Goleta (includes Solvang, Buellton, Santa Ynez, Los Olivos)
- **Zone 5** - Carpinteria





What's the Issue?

- County's zone approach has created funding and service equity challenges.
- Municipal funding varies zone to zone.
- Libraries in unincorporated areas of the county do not have a dedicated revenue stream depend primarily on county per capita funding
- Limited county per capita funding exacerbates funding and service equity issues across the county.
- Lack of coordinated leadership.

Search for Solutions

Board Appointed Library Advisory Committee

- Ad Hoc Committee has recommended (2018):
 - Minimum service standards (2020 approved y BOS)
 - One-time per capita increases (reviewed annually)
 - Small library fund (reviewed annually)
 - Alternative governance structures (2023 Library Finance JPA proposed)
 - Polling voters re: alternate tax tolerance (2024)

Friends of the Carpinteria and Montecito libraries study (2020)

Changes in the Library Landscape – Post 2020

1. New library zone established (zone 5).
2. Administrative changes at Santa Barbara Public Library (zone 1).
3. Santa Barbara Public Library drops membership in Black Gold Cooperative Library System.
4. Recent studies commissioned by the Board of Supervisor have provided greater clarification regarding options for meeting funding and equity challenges.

Carpinteria Community Library (CCL)

2021 – Ordinance 747 creates an independent municipal library in Carpinteria

2022 – CCL officially opens with funding from city general fund and Measure X

- Status Report

- Operates in a county-owned building 6 days per week serving a pop. of 12,800
- 2023/24 budget = \$668,200
- Library staff appointed 4.0 FTE
- Library assumes local administrative and management responsibilities
- Increased library visits and weekly programs
- Local service orientation

Recommendations for Carpinteria

1. Focus on the creation of a new strategic plan of service for CCL.
2. Work with city leadership to create a plan that supports the aspirations of the residents of Carpinteria.
3. Participate in SB County Library Advisory Committee efforts to support solutions to library equity and funding issues.

Montecito Branch Library of Santa Barbara Public Library (SBPL) (zone 1)

2021 – Montecito continues as a branch of the Santa Barbara Public Library

2024 – Friends of the Library continue to explore governance options

- Status Report
 - Operates 5 days per week in a county-owned facility serving 8,500 pop.
 - 2023/24 budget = \$492,272 (Friends = \$125,000)
 - Staff of 2.6 FTE
 - Branch administration by SBPL
 - Continued reliance on Friends financial support for operations

Pros & Cons of Montecito Joining Carpinteria

• Pros

- Communication
- Geographic proximity
- Less bureaucracy
- Shared staffing
- Black Gold Coop services

• Cons

- No dedicated revenue stream
- Limited support for parcel or sales tax
- No existing special library district
- Preparation and receptivity by Carpinteria

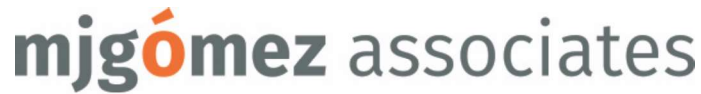
Recommendations for Montecito

1. Develop a stronger case as to why it should separate from Santa Barbara Public Library (SBPL).
2. Continue to advocate for enhanced service and programming support from SBPL.
3. Participate in SB County Library Advisory Committee efforts to support solutions to library equity and funding issues.
4. Consider discussions with SBPL to determine how to maximize their annual donation to provide greater support library enhancements.
5. Explore alternative options for forming a special district.

Conclusions

1. Carpinteria has succeeded in its governance transition.
2. At this time, library users in Montecito are best served by remaining a branch of the Santa Barbara Public Library.
3. Carpinteria Community Library needs more time to establish itself operationally before it can entertain the option of including Montecito as part of its operation.
4. The Board of Supervisors have the information they need to seek public support for a library finance JPA.

ATTACHMENT B



Status Report – Carpinteria and Montecito Libraries

Background

The 2021 Study

In 2021, MJ Gómez and Associates completed a study for the City of Carpinteria and the Friends of the Carpinteria and Montecito libraries that was designed to “conduct an analysis of options for governance and operation of the Carpinteria and Montecito Libraries.” Our report recommended that the City of Carpinteria and the Montecito libraries, both branches of the Santa Barbara Public Library at the time, withdraw from County of Santa Barbara zone 1, administered by the Santa Barbara Public Library and form its own library zone. Forming a new zone would require the creation of a community service area (CSA). The formation of a CSA would require approval by LAFCO, the Local Area Formation Commission in Santa Barbara County. The 2021 study also examined the potential expense for each library if they established a common zone or if Montecito established its own zone apart from Carpinteria.

A new library zone (zone 5) was established in 2022, administered by the Carpinteria Community Library, but did not include the Montecito branch library due to an insufficient, identifiable source of local funding. Montecito branch library, located in an unincorporated part of Santa Barbara County, remains part of the Santa Barbara Public Library (zone 1).

2024 Study

The purpose of this report is to provide the Carpinteria Community Library Advisory Board of Trustees and Carpinteria City Council with an update on the Carpinteria Community Library’s (CCL) transition as a branch of the Santa Barbara Public Library (Zone 1) to an independent community library operating as a Division of the City of Carpinteria’s Department of Parks, Recreation, and Community Services, and to further explore options related to Montecito library’s future alignment with Zone1.

The conclusions and recommendations in this report are based on a review of related activities that have occurred since the CCL opened in July 2022, including a review of additional studies commissioned by the County of Santa Barbara, and interviews with key library stakeholders. Interviewees included members of the County Library Advisory Commission, Friends of the Carpinteria and Montecito libraries, and library administrators

from Santa Barbara Public Library, CCL, and the Black Gold Cooperative Library System. All were recommended by the CCL City Librarian and the Friends of the Montecito Library.

Context

Public Libraries in California

In California there are 185 “independent” public library jurisdictions, representing 1,128 facilities. Each library jurisdiction operates under one of four types of organizational structures: municipal libraries, county libraries, independent library districts, and libraries that operate under the authority of a joint powers of authority agreement. Each type is authorized under various constitutional and statutory provisions in California law. The structural and policy flexibility for each type is dependent upon the governing authority spelled out within each of the various structures.

As documented in California Public Library Organization, 2013: California State Library, “county libraries are organized under the County Free Library Law. Additionally, County Service Area (CSA) Law allows for the creation of a separate legal entity, a dependent special district of the county, for library services, or a mechanism to provide financing flexibility within an existing county library system. There are fifty-eight (58) counties in California. Forty-five (45) counties host county libraries, twenty-two (22) of which are county general fund libraries and twenty-three (23) are county dedicated property tax libraries. The only requirement under California state law for county libraries is that the library director (sometimes referred to as the County Librarian) shall have a Master of Library Science from a library school accredited by the American Library Association.

City libraries are organized under the Municipal Library Law or, for charter cities, under the constitutional “municipal affairs doctrine,” and pursuant to a charter adopted by the city’s voters. Under the Municipal Library Law, “a city council can create a city library system by adopting an ordinance.

Library Governance & Organization in Santa Barbara County

With the creation of library “zones”, library service governance and organization in Santa Barbara is unlike any other county library system in California.¹ Santa Barbara County’s

¹ With the exception of Zone 1, all libraries in zones 2 through 5 are members of the Black Gold Cooperative Library System (Black Gold). Black Gold provides certain administrative services including delivery of materials to member libraries, a networked automated online shared cataloging system, telecommunications, public Internet, and access to downloadable services.

unique structure has delegated the administration of each of the existing 5 library zones to each municipal library of each zone as illustrated below:

- Zone 1 - Santa Barbara (includes Montecito, Summerland, and Mission Canyon)
- Zone 2 - Lompoc (includes Vandenberg Village)
- Zone 3 - Santa Maria (includes Orcutt, Los Alamos, Guadalupe, Cuyama,)
- Zone 4 - Goleta (includes Solvang, Buellton, Santa Ynez, Los Olivos)
- Zone 5 – Carpinteria

The County does not operate libraries in the county. Instead, it operates as a “pass-thru” administrative entity responsible for allocating county general fund tax monies to each library zone based on a per capita basis. The level of per capita funding is determined on an annual basis by the Board of Supervisors.

To assist the Board of Supervisors in its work, the County has a Library Advisory Committee (LAC) that includes zone administrators and community representatives from each zone and city.² Under the direction of the Board of Supervisors, the LAC reviews plans for each library service zone and makes recommendations to ensure adequate library services to all, considers per capita level funding needs, reviews budgets, considers site locations and building programs, and reviews library operations countywide.³

Over time the zone-based service model has created library funding and service equity challenges for libraries in the county. Libraries located in unincorporated geographic sections of the county tend to be smaller and are typically located in areas with less population density. Zones are administered by municipalities and have responsibility for managing smaller libraries within their zone. Each zone has its own unique dedicated revenue stream that is derived from the local tax base. The level of funding in each zone varies and typically does not include a dedicated revenue source from the libraries located in unincorporated sections of the zone. This revenue model creates a mix of funding levels for libraries in the county, further exacerbating service inequities.

² Duties of the committee include ensuring adequate Library services to all inhabitants of the County of Santa Barbara, reviewing the operations of County Library jurisdictions and of the annual “Agreement for Operation of a Countywide Free Library System,”

³ <https://www.countyofsb.org/1348/County-Library-Advisory-Committee>

Search for Solutions

The Library Ad Hoc Committee

Over the past decade, the LAC has worked in earnest with the Board of Supervisors to address the funding disparities and to find permanent solutions to the service inequities. To support their efforts the County has commissioned a number of studies to explore a variety of options including, but not limited to:

- County of Santa Barbara: Organizational Analysis of Library Services Delivery, Management Partners – April 2018 *(an examination of the current library service delivery system and funding model)*
- Special Meeting of the Santa Barbara County Library Advisory Committee – April 1, 2020 *(a review of minimum service standards for county libraries)*
- Library Ad Hoc Committee Update, Board of Supervisors Meeting, May 9, 2023 – Community Services Department and LegacyWorks Group. *(outlines a path to achieving a sustainable and equitable finance and governance system for county libraries)*
- County of Santa Barbara: Polling Results and Potential Tax Measures, April 2, 2024 - Board of Supervisors *(conduct polling surveys to determine the viability of a new tax to support libraries)* FM3 Research.

In October 2018 Santa Barbara County Board of Supervisors created a special Ad Hoc Committee (a subgroup of the LAC) to address persistent budget challenges and funding requests needed to keep libraries open as well as the need for standards for different-sized libraries in the county. The goal of the committee was to outline a path to a sustainable and equitable finance and governance system for libraries in the county.

Working with the Ad Hoc Committee and the LAC in 2020, the County pursued and approved the adoption of a set of minimum service standards for the library zones. To date, county funding has not been adequate to meet those service standards. As an alternative, the county has developed special funding initiatives to address some of the inequities, including special “one-time” per capita increases and the creation of a small library fund. The small library fund has been used to enhance financial support for libraries that are located in unincorporated parts of the county and like Montecito library, do not have a dedicated revenue source other than the per capita support provided by the county.

At the May 9, 2023, meeting of the County Board of Supervisors the Library Ad Hoc Committee, working with facilitators from LegacyWorks,⁴ proposed and received approval for an examination of alternative governing structures for library service delivery in the county. The Ad Hoc Committee recommended that the county consider a re-organization of the current zone structure into a library funding Joint Powers of Authority structure. The recommendation included an estimate of the funding needed to meet the Board adopted minimum library service standards. As a result of the work completed by the LegacyWorks, the Ad Hoc Committee recommended that a feasibility study be conducted to identify options for a dedicated revenue source via research and voter polling and to be considered for placement on the 2024 or 2025 ballot.

FM3, a research and voter polling firm, was retained to determine voter tolerance for the level and type of taxing alternative they might support. The poll asked voters for their opinions regarding various revenue generating tax options including a sales tax and property parcel tax. Based on poll results, FM3 concluded that reaching the two-thirds threshold needed to pass either tax measure to be unlikely.⁵ To date, the JPA approach to managing libraries in the county has not been thoroughly discussed or acted upon by the Board of Supervisors.

Library Status Report – Establishment of the Carpinteria Community Library/Zone 5

Carpinteria

On June 14, 2021, the Carpinteria City Council passed Ordinance 747 which created a new library division as part of the Parks, Recreation, & (the then) Public Facilities Department effectively establishing a municipal library in Carpinteria, independent of the Santa Barbara Public Library system (zone 1). Approximately one year later in 2022, the community celebrated the opening of the newly established Carpinteria Community Library (CCL).

CCL has been a welcome service addition in the community. Library operations are supported by the city's general fund and an appropriation from Measure X, a special sales tax that was approved by local voters in 2021.

⁴ Library Ad Hoc Committee Update, Board of Supervisors Meeting, May 9, 2023 – Community Services Department and LegacyWorks Group. ([outlines a path to achieving a sustainable and equitable finance and governance system for county libraries](#))

⁵ County of Santa Barbara: Polling Results and Potential Tax Measures, April 2, 2024 - Board of Supervisors ([conduct polling surveys to determine the viability of a new tax to support libraries](#)) FM3 Research.

Opening the new CCL resulted in challenges and opportunities for Carpinteria. One of the most significant benefits of the CCL was that it gave the community greater local control over library operations, policies, and funding. Carpinteria also established a local Community Library Advisory Commission. The City Council acts as the Board of Trustees for the CCL.

Within the context of the county library structure, a new library zone (zone 5) was created. As administrator of zone 5, Carpinteria now has an independent voice (and vote) regarding its relationship with the Black Gold Cooperative Library System, the California State Library, and greater flexibility to work more closely with community-based organizations to fulfill its mission. As a division of the City of Carpinteria's Department of Parks, Recreation, and (now) Community Services, the CCL can work more closely with other City departments and participate in city-wide initiatives.

The Friends of the Carpinteria Library have also benefited from the new local governance structure. Prior to the governance change, the work the Friends focused on raising public awareness regarding funding and service concerns under zone 1. Over time, funds raised by the Friends were needed to support library operations. Because CCL is now part of the City budget, financial support from the Friends can be re-directed for library enhancements and less money is needed to support basic operations, which is typically the role that Friends groups play. Since CCL became independent, the Friends have been recipients of two major gifts that will be used to benefit the library – one for \$175,000 and a second donation of \$50,000. Although it is not clear whether the gifts were the result of the change in governance, the exposure of the CCL as a community-based institution makes it easier for donors to receive greater confidence that their philanthropy will be applied locally.

CCL staff has done a tremendous job opening the new library in a very short time. In addition to representing the library at various local, regional, and statewide events, the City Librarian has also taken on a variety of administrative tasks that heretofore had been the responsibility of the Santa Barbara Public Library. During the first year of operations, the newly appointed City Librarian has spent a substantial amount of time hiring and/or transitioning staff as employees of the City of Carpinteria, creating a structure for library card registrations, managing and re-assigning collections and other assets as holdings of the Carpinteria Community library (and not a part of the Santa Barbara Public Library), finalizing Black Gold Cooperative Library System membership, re-negotiating facility agreements with the County, and re-establishing contracts with library vendors.

The library has increased visits three-fold and its programming to 16 per week with a staff of only 4 FTE (full time equivalent). The work to transition CCL as an independent community library continues primarily in areas related to local policy development and outreach to non-English speakers in the community. Future CCL aspirations include increasing its literacy services efforts, diversifying its collections to reflect the needs of Spanish-speakers in the community, and providing robust digital literacy instruction.

Library Status Report – Montecito Post 2021 Activities

Montecito

As noted earlier, in 2021 the City of Carpinteria implemented a local solution by creating a new library zone (zone 5) without Montecito as part of that configuration. Montecito library was not included as part of the new zone because it could not identify a sustainable public revenue source to fund operations and does not have a governmental structure such as a CSA (community service area) to incorporate with.⁶ Because of this, limited support remains on the part of all concerned to make a commitment for the library to join the zone 5 or establish its own library district. Montecito library remains a branch of the Santa Barbara Public Library (zone 1). The Friends of the Montecito Library (FOML) continue to be interested in exploring alternative governance structures including a possible future alignment with Carpinteria (zone 5).

For this study, we were asked to re-examine the pros and cons of aligning Montecito as a branch of the Carpinteria Community Library (zone 5) or creating its own zone. Our examination included a review of the challenges and opportunities that were part of our earlier study.⁷ We updated our understanding of the current state of library operations by speaking with representatives from the FOML and administration representatives from zone 1, and the City of Carpinteria.

Our previous study identified several drivers that prompted the FOML (and at the time, the Friends of the Carpinteria Library) to re-examine their local library affiliation with zone 1. We wanted to know if these drivers still exist. These included:

1. Increasing administrative costs imposed by zone 1 administration,
2. A desire for improved communication with zone 1 leadership,

⁶ The CSA would not be needed to join zone 5.

⁷ Report to the Carpinteria City Council Ad Hoc Library Committee and Working Group, MJ Gómez Associates – September 2020.

3. Significant decrease in the number of program offerings at the Montecito branch library due to funding,
4. Increasing dependence on private funds from FOML to support basic library services, and the
5. Perceived lack of transparency and inclusion in library decisions affecting local library services in Montecito.

For Montecito library supporters, these drivers continue to remain a concern although they acknowledge that they are experiencing improved communication with zone 1 administration.

Challenges for Montecito Library Supporters

Our 2021 study recommended that library supporters in Montecito seek approval from the Santa Barbara County Board of Supervisors to establish a county service area (CSA) that would include Montecito, Summerland, and possibly Carpinteria as well as the surrounding unincorporated areas as part of a new library zone. It was our proposition that the CSA could serve as a vehicle for generating a sustainable, guaranteed revenue source to fund library services for residents within the CSA.

We further recommended that the FOML and library supporters from surrounding unincorporated sections of the county in close geographic proximity to Montecito work together to explore the creation of a dedicated revenue source such as a parcel tax or sales tax for future consideration by property owners and residents within a newly established CSA.

Our recommendation was based on an analysis of funding and organizational frameworks for California public libraries that serve populations of similar size. Our comparisons included five libraries: Blanchard/Santa Paula, Dixon District, Monterey (City), Orland, and Paso Robles. The “peer” public libraries included in this grouping have operated successfully for many years and demonstrate that small independent municipal libraries can be a viable option with the right financial and administrative support.

Going Forward

Montecito Friends believe that their current affiliation with zone 1 may no longer be a viable solution for their vision for library service in the community. The need for zone 1 administrators to recoup increases in operating costs and administrative overhead charges

for salaries and benefits continues and has caused the Friends to want to continue exploring a future affiliation with Carpinteria, (zone 5), or potentially creating its own library district.

Zone 1 administrators have continued to rely on an annual gift from FOML for operations in the same way they might expect from a dedicated revenue source. FOML is uncertain if they will be able to ever increase their annual donation of \$125,000 per year or sustain any increases caused by inflation or the stock market. Without ongoing financial support from FOML, zone 1 administrators could be forced to reduce library service hours, staffing, and programming. By using the donation from FOML to subsidize library operations, zone 1 administrators may be violating the County's policy as stated in 2023 -2024 operating agreement.⁸

Given Carpinteria's experience of establishing its own municipal library, it appears likely that Montecito could accrue many of the same benefits that CCL has received if it joined Carpinteria or became its own library. The difference for Montecito library supporters, however, is that they do not have a local governmental entity such as a special library district to co-exist with nor do they have a dedicated public revenue source.

Changes in the Library Landscape - Post 2020 Study

Since completing our 2020 study, many changes in the Santa Barbara County library landscape have occurred. They include:

- A. Establishment of the Carpinteria Community Library as an independent municipal library and administrator of zone 5. That experience has provided several practical insights regarding the requirements, challenges and benefits when the decision was made to leave zone 1.
- B. Recent library leadership changes in zone 1, administered by the Santa Barbara Public Library, resulted in an environment that stakeholders cited as more receptive to dialog and broader participation in decision-making regarding policy matters in zone 1.
- C. The decision by the Santa Barbara Public Library to leave the Black Gold Cooperative Library System has created limitations for public access to collections and resource-sharing for library users countywide.

⁸ "whereas it is the intent of the parties hereto to use reliable local public revenue to fund core library services; federal, state and philanthropic money, if available, shall be used to supplement, not supplant local revenues appropriated for public libraries..." FY 2023-2024 Agreement for Operation of a Countywide Library System.

- D. The results from more recent studies conducted by the County on behalf of the LAC's Ad Hoc Library Committee, regarding alternative organizational and governance models has provided a sharper focus to library funding and governance issues in the county.
- E. County Board of Supervisor acceptance of the recommendations made by the LAC's Ad Hoc Library Committee have resulted in research on alternative organization and revenue models.
- F. The results from the research and polling conducted by FM3 has provided additional information about the tax tolerance levels of Santa Barbara voters.

Conclusion

1. Based on the work conducted for this study, we conclude that Carpinteria Community Library is on a positive track toward the development of a sustainable library and as a zone administrator.
2. After 2 years, Carpinteria Community Library is in a strong position to move beyond "start-up" mode and to identify and sharpen its service priorities and develop a vision as part of a 3-to-5-year strategic service plan. The plan, with or without Montecito, may inevitably require additional financial resources.
3. For the time being, without a sustainable revenue source, the library service needs in Montecito are best served by continuing to remain part of zone 1, as a branch of the Santa Barbara Public Library.
4. At the present time, the City of Carpinteria is not in the financial or operating position to assume Montecito as part of its service plan. The CCL needs more time to fully develop its operations and service plan before it can fully entertain the option of expanding its service area to include Montecito.
5. With results from recent studies and recommendations from the County's Library Advisory Committee, the Board of Supervisors have the information they need to move forward with a sustainable finance and governance system for libraries in the county and should work with the LAC and Friends groups to further explore the next steps for seeking support for a library finance JPA from the voters as soon as possible.
6. At \$8.88 in FY 2023-2024, (scheduled increase in FY 2024-2025 is \$9.15) Santa Barbara County, is among the lowest current per capita funding level in the state without a dedicated property tax.⁹

⁹ According to a report from the California State Library, County dedicated property tax libraries receive significantly more funds on a per capita basis (\$24.76 per capita) than county general fund libraries (\$15.98 per capita) that must face competing demands for the county's resources. California Public Library Organization. California State Library, 2013.

Recommendations

1. Should Montecito library supporters determine that they want to continue exploring the option of forming their own library district (CSA) or aligning themselves with zone 5 (Carpinteria), they will need to develop a stronger case as to why either path is a better solution for library service than the one they have as part of zone 1 (as a branch of Santa Barbara Public Library).
2. Should Montecito library supporters determine that it is in their best interest to “stay the course” and remain part of zone 1 they should continue to advocate for enhanced service and programming support from zone 1 administrators and the County Board of Supervisors.
3. FOML should begin an internal conversation to discuss whether they want to notify zone 1 administrators and the County about the use, and potential limitations regarding future library donations.
4. FOML should work with other Friends groups, the County Library Advisory Committee, and the LAC’s Ad Hoc Committee on Libraries to develop a public communications strategy to support the need for a library finance JPA and related source of dedicated library funding.

Montecito - Additional Considerations for Further Exploration

Under California Library Law, Montecito library supporters may have additional options to consider should they choose to explore the formation of an Independent Special District Library.¹⁰ For more complete information contact the California State Library (<https://www.library.ca.gov/>).

Under Independent Special District Library there are various options:

- Special District Law, libraries are governed by a three or five-member board of trustees which is directly elected by the district’s voters.
- Library and Museum District Law, libraries are governed by a five-member board of trustees elected by the district’s voters.
- Union and Unified High School District Library District Law, libraries are governed by the high school district’s trustees.
- CSD Law, libraries are governed by a five-member board of directors elected by CSD voters.

¹⁰ California Public Library Organization, 2013. California State Library

Libraries formed as independent special districts include:

§ The Palo Verde Valley Library District (Riverside County).

§ The Buena Park Library District (Orange County).

§ The Altadena Library District (Los Angeles County).

These options would require additional research in order to determine their viability for Montecito.

Summary

As several studies have pointed out, the library service zone model in Santa Barbara County is unique among California's forty-five county library systems.

In addition to per capita library funding, the county has chosen to rely on an annual "as-needed" approach that has resulted in infusions of special "one-time" funds or special appropriation solutions such as the small library fund. These strategies have helped address some of the equity issues, but because they appear to be handled on a year-to-year basis, there is no guarantee that special funding solutions will be available each year.

Santa Barbara's current zone structure fosters service inequities, discourages the sharing of library resources within the county, and encourages greater reliance on local municipal funding to support libraries. Financial support for municipal libraries is a local issue but does not address inequities resulting from the County's library funding policy. This is one reason why libraries in unincorporated service areas such as Montecito continue to look for alternative solutions.

The quality of library service for residents depends primarily on the level of financial support that comes from each of the five municipalities. This in and of itself is not a bad approach but without a coordinated strategy, similar to other county library systems, service and funding equity issues will continue to persist.

Studies completed for the LAC on behalf of the Board of Supervisors by Management Partners¹¹ and LegacyWorks¹² have recommended the need for a new governance structure

¹¹ County of Santa Barbara: Organizational Analysis of Library Services Delivery, Management Partners – April 2018 (*an examination of the current library service delivery system and funding model*)

¹² Library Ad Hoc Committee Update, Board of Supervisors Meeting, May 9, 2023 – Community Services Department and LegacyWorks Group. (*outlines a path to achieving a sustainable and equitable finance and governance system for county libraries*)

to address equity issues and improve the management and coordination of library service delivery models within the county. They both concluded that a library finance JPA offers the best solution for managing library services in the county. The Board of Supervisors can play an important role as the facilitator or moderator of service equities by providing greater administrative and policy leadership as part of its oversight of the library zones structure. Action by the Board of Supervisors to place the question of a dedicated revenue source for libraries before the voters and a corresponding transition from the current zone structure to a library finance JPA model could help keep the need for a robust system of county libraries in the public eye and could also help provide a clearer sense of future direction for all concerned.

October 28, 2024

MEMORANDUM



Council Meeting Date: October 28, 2024

To: Honorable Mayor and City Council

From: Michael Ramirez, City Manager

Subject: **City Manager's Report**

CITY EMPLOYEE UPDATES

Recruitments

Below is a partial list of open recruitments and status. Additional information on City job openings is available online at <https://carpinteriaca.gov/city-hall/human-resources/>.

- Building Official – Full-time
 - Deadline to apply: November 24, 2024
- Maintenance Worker – Two Part-time Positions
 - Awaiting candidate acceptance.
- Management Assistant – Full-time
 - Interviews pending screening of 44 applications
 - Tentative interview date: October 30, 2024
- Parks & Facilities Attendant – Part-time
 - Pending selection
- Program Manager – Parks, Recreation, and Community Services
 - Deadline to apply: November 7, 2024
- Recreation Leader – Part-time
 - Pending selection

UPDATES ON CAPITAL IMPROVEMENT PROJECTS

None.

UPDATES ON DEVELOPMENT APPLICATIONS

Monte Vista Dog Park Pilot Program

On Monday, November 4th, the Carpinteria Planning Commission will receive a six-month status report on the Monte Vista Dog Park Pilot Program. The pilot off-leash dog park was granted a one-year Temporary Use Permit (“TUP”) in November 2023 by the Planning Commission, and opened for public use in April 2024. Citing neighbor concerns over noise and parking at the time, the Commission agreed to the approval of the TUP subject to the stipulation that the project be returned to the Planning Commission for a status report after six months of operation. The Planning Commission will have the option to amend project conditions related to the pilot program based upon the findings of the status report. The agenda and staff report for this item will be available on the City website by no later than Thursday, October 31st at: <https://carpinteriaca.gov/city-hall/agendas-meetings/>.

OTHER CITY/COMMUNITY UPDATES

Trash Bins at City Beach Ends

The City received several trash-related complaints regarding the removal of trash bins at the beach ends of Ash Ave., Holly Ave, and Elm Ave. The original intent of the trash bins being staged at these locations was to accommodate the increased amount of trash generated during peak visitor seasons. Unfortunately, in recent years, the trash bins were left out year-round and became a magnet for illegal dumping. To address this issue, the City purchased new permanent trash receptacles appropriate for year-round use, and the City plans to continue staging trash bins during peak visitor seasons.

At least in part, concerns regarding the removal of the trash bins related to the large number of visitors in attendance for the Avocado Festival. As done in prior years, Avocado Festival organizers utilized volunteers and a contracted janitorial company to mitigate trash issues in and around the festival footprint. There was no trash issue observed during staff inspection of the beach ends on the Monday following the festival and the City sends special thanks to the Avocado Festival volunteers and organizers for their service, care, and detail. Next year, the City plans to add the Avocado Festival to the list of dates when additional trash bins will be staged at the beach ends.

A new permanent trash receptacle was installed at Ash Ave. on Tuesday, October 22. Temporary trash carts were placed at Holly Ave. and Elm Ave. until permanent trash receptacles can be installed at those locations. Unfortunately, within days of installing the trash receptacle at Ash Ave. the City has already observed incidents of illegal dumping. City staff is working with EJ Harrison & Sons (the City’s trash service provider), HdL Companies (the City’s Lodging Tax consultant), and The Santa Barbara County Sheriff’s Office to help address this issue.

Public Comment re: Trash on the east end of Carpinteria Ave.

At the City Council meeting on October 14, 2024, the Council received a public comment regarding trash and possible homeless encampments at the east end of Carpinteria Ave.

At the direction of Chief Brittingham, deputies have increased patrol in the area. In addition, City staff contacted the public commenter to coordinate future reporting of issues in this area, and others, via the City app and/or the online service request portal.

The City encourages residents to use the City app and/or online service request portal when reporting issues due to the many benefits these options provide such as request tracking, notifications when service is complete, options to leave feedback, and geolocation (e.g., residents can submit a picture of graffiti and the app will provide staff the location where the picture was taken).

Housing Element Rezones Scheduled for Planning Commission Review

On Monday, November 4th, the Carpinteria Planning Commission will consider a suite of proposed ordinances to implement necessary rezones to meet the City's Regional Housing Needs Allocation ("RHNA") as part of the City's adopted 2023-2031 Housing Element. The proposed ordinances would: 1.) establish a new "Mixed Use" zoning district that would allow for multifamily residential and mixed-use developments with residential densities between 20 units/acre minimum to 25 units/acre maximum; 2.) adopt new objective design standards for projects in the Mixed Use zone district and other ministerially-permitted multifamily residential projects allowed for under state housing laws; and 3.) rezone a minimum of ~17 acres of existing commercially-zoned or research park-zoned properties to the new Mixed Use zoning designation. The Planning Commission is tasked with reviewing the proposed ordinances and providing a recommendation to the City Council. The agenda and staff report for this item will be available on the City website by no later than Thursday, October 31st at: <https://carpinteriaca.gov/city-hall/agendas-meetings/>

Chief Building Inspector and Plans Examiner Moves On to Next Chapter

After just over eight years of dedicated service to the City of Carpinteria, Chief Building Inspector and Plans Examiner, Dan Chepley, has announced that he has accepted the position of Chief Building Official with Santa Cruz County. While the City is sad to see Dan go, we are excited for this great career advancement opportunity to come his way. Dan's last day with the City will be Friday, November 1st. During the transition while the City recruits for a new hire to fill this position, the City will be expanding its use of existing contract plan check and inspection services to maintain current operations and service levels. We wish Dan the best of luck in his new endeavor.

AgeWell

AgeWell is offering a new and exciting initiative, Lotería! Lotería is a traditional Mexican game similar to bingo, played with a deck of cards with different images and names. The game is conducted in Spanish and led by Promotora Carmen, who is generously provided and supported by the Family Service Agency. Carmen dedicates three hours each week to managing the Lotería program, which meets every Monday at 10:00 AM. In addition, she assists with translations and promotes future programs for the Spanish-speaking community. This initiative aims to encourage participation and connection within the Spanish-speaking population, creating an inclusive and enjoyable environment for all.



The Creative Studies class had a successful kickoff with this month's focus on watercolor painting. AgeWell's creative studies class takes place every Friday (except the first Friday of each month) from 1:00 PM to 2:30 PM in the Veterans Hall Meeting Room.

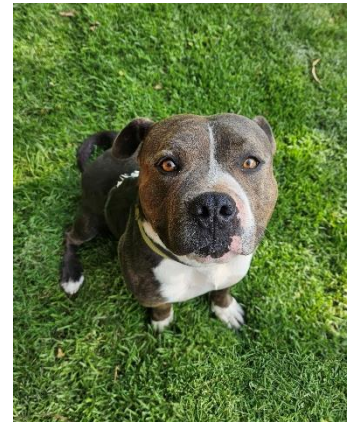
Parks, Recreation, and Community Services: Veterans Day Hours

The Library will be open on Monday, November 11th, featuring a special Pajama Day. Programming will include a themed story time, hot chocolate, popcorn, and an afternoon movie, along with board games, crafts, and other fun surprises for participants.

Please be advised that there will be no AgeWell programming on Monday, November 11th, and the Community Pool will be closed.

Bubba Adopted in Near-Record Time!

"Bubba," a young male American Pit Bull Terrier Mix, was picked up as a stray near Canalino School by Animal Control Officers on October 10th. Through the efforts of Code Compliance staff, Animal Medical Clinic staff, and the City's social media consultant, Two Trumpets, Bubba's availability for adoption was posted to the City's various social media venues within the week and he successfully found his new *fur-ever* home within just a couple of days! Congrats and best wishes to Bubba and his new family.



Code Compliance to Serve as Guest Judge in Silver Sands Pet Costume Contest

Code Compliance Officer II, Henry Menendez, was invited and agreed to serve as the guest judge in this year's Silver Sands Mobile Home Park Residents' Pet Costume Contest held on Saturday, October 26th. 10/26.

City of Carpinteria
City Council Minutes
Regular Meeting
Monday, October 14, 2024
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual

CALL TO ORDER

Mayor Clark called the meeting to order at 4:05 pm.

ROLL CALL

Councilmembers present:

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

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk

PUBLIC COMMENT ON CLOSED SESSION MATTERS

There was no public comment on the Closed Session matter.

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to 54956.9(d)(2): One potential case.

Legal Counsel Acos read aloud for the record the Closed Session Item.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Clark temporarily adjourned the meeting to Closed Session at 4:06 pm.

CALL TO ORDER

Mayor Clark called the meeting to order at 5:33 pm.

ROLL CALL

Councilmembers present:

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

Staff members present:

Michael Ramirez, City Manager
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Sydne Levy, on behalf of Brownstein Hyatt Farber
Schreck, LLP acting as City Attorney of the City
of Carpinteria
Ryan Kintz, Assistant City Manager
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director
John L. Ilasin, Public Works Director
DeLayni Millar, Limited-Term Environmental Program
Specialist
Jody Thomas, City Librarian
Lieutenant Rich Brittingham, Santa Barbara County
Sheriff's Department

CLOSED SESSION REPORT

Legal Counsel Acos announced that there was no reportable action from the Closed Session.

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:

Mayor Clark announced that Consent Calendar Item No. 8 (Approve Amendment No. 1 to the Agreement between the City of Carpinteria and The South Coast Community Media

Access Center) would not be heard tonight and would be postponed to a future Council meeting. The Council was in agreement.

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS

2. Introduction of new employee DeLayni Millar, Limited-Term Environmental Program Specialist.

Public Works Director Ilasin introduced new employee DeLayni Millar, Limited-Term Environmental Program Specialist who provided remarks.

3. Introduction of new Chief of Police, Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department.

City Manager Ramirez introduced new Chief of Police, Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department who provided remarks.

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

Mayor Clark temporarily adjourned the meeting at 5:40 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Clark reconvened the meeting at 5:50 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department provided a law enforcement report for the months of August and September.

There was no public comment.

CITY MANAGER'S REPORT

- a. Senior Services Programming

None.

- b. City Employee Updates

City Manager Ramirez reported on open City recruitments.

- c. Updates on Capital Improvement Projects

City Manager Ramirez provided an update on the 2023 Pavement Maintenance and Rehabilitation Project and he and Public Works Director Ilasin responded to questions from the Council.

d. Updates on Development Applications

Community Development Director Bobroff provided a status update on the renovation of the Palms Restaurant.

e. Other City/Community Updates

Community Development Director Bobroff reported that the Draft Objective Design Standards will go before the Architectural Review Board on October 17th and noted that the Santa Barbara County Planning Commission's consideration of proposed amendments to the County's commercial cannabis regulations has been continued to the November 6th hearing due to extensive public interest.

Speakers via Zoom: Susan Allen

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Brian Mootz, Susan Mailheau, and Rogelio Delgado

Emails distributed: Carla Cahill and Van Fleisher, President of C-DOG

PLANNING COMMISSION ACTIONS

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of October 7, 2024.

There was no public comment.

CONSENT CALENDAR:

There was no public comment.

Consent Calendar Item No. 8 (Approve Amendment No. 1 to the Agreement between the City of Carpinteria and The South Coast Community Media Access Center) was not heard and postponed to a future Council meeting.

Motion by Councilmember Lee, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 4 through 7. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

4. Approve the minutes of the regular meeting held September 23, 2024.
5. Receive and file the Expenditures for the period beginning September 16, 2024 and ending October 4, 2024.
6. Approve a budget appropriation in the amount of \$402,564 from the Local Surface Transportation Program funds to the Capital Improvements Fund of the Fiscal Year 2024/25 Capital Improvements Program Budget for the 2022 Pavement Rehabilitation Project. *(This motion requires a roll call vote.)*
7. Adopt Ordinance No. 786 (second reading), amending Carpinteria Municipal Code Section 8.20 pertaining to public sleeping and camping. *(This motion requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Revision of Joint Powers Agency ("JPA") Agreement and amended bylaws of the Black Gold Cooperative Library System ("Black Gold").

Recommendation: Authorize the City Manager to sign the Amended and Restated Joint Powers Agreement of the Black Gold Cooperative Library System and the Amended Bylaws of the Black Gold Cooperative Library System.

City Librarian Thomas presented the staff report.

There was no public comment.

Motion by Vice Mayor Alarcon, seconded by Councilmember Nomura, to authorize the City Manager to sign the Amended and Restated Joint Powers Agreement of the Black Gold Cooperative Library System and the Amended Bylaws of the Black Gold Cooperative Library System. The roll call vote on the motion was as follows:

AYES: Councilmember Lee, Councilmember Nomura, Councilmember Solórzano, Vice Mayor Alarcon, and Mayor Clark

NOES: None

ABSENT: None

ABSTAIN: None

The motion carried unanimously.

10. Receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24).

Recommendation: (1) Receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) and (2) Find that receipt and file of the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines.

Legal Counsel Acos introduced Legal Counsel Levy who presented the staff report and PowerPoint presentation.

Speakers via Zoom: Susan Allen

The Council directed staff to prepare a flow chart for the updated Administrative Policy for Enforcement off No Camping Regulations and post on the City's website.

Motion by Councilmember Solórzano, seconded by Councilmember Nomura, to adopt Ordinance No. 786 (second reading), as read by title only.

Legal Counsel Acos identified that the Council had adopted Ordinance No. 786 earlier in the meeting and the Council was currently considering to receive and file the updated Administrative Policy for Enforcement of No Camping Regulations and the finding that the receive and file is exempt from CEQA.

Councilmember Solórzano modified the motion to (1) receive and file the updated Administrative Policy for Enforcement of No Camping Regulations (CMC 8.20 and 12.24) and (2) find that this is exempt from CEQA pursuant to Sections 15060(c)(2), 15060(c)(3), and 15061(b)(3) of the CEQA Guidelines. Councilmember Nomura seconded the modified motion. Upon voice vote, the modified 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:

11. Annual Report on Law Enforcement Services.

Recommendation: Receive and file the report.

Lieutenant Rich Brittingham with the Santa Barbara County Sheriff's Department provided the PowerPoint presentation.

Speakers in-person: Kathy Henry and Rogelio Delgado

Speakers via Zoom: Lorraine McIntire

Motion by Councilmember Nomura, seconded by Vice Mayor Alarcon, to receive and file the Annual Report on Law Enforcement Services. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Nomura reported on his attendance at the Joint Utilities Committee (Carpinteria Valley Water District, Carpinteria Sanitary District and the City) and noted plans for three injection wells at different areas within the next four years.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the October 28th regular meeting.

ADJOURNMENT

Mayor Clark adjourned the meeting at 7:46 pm.

Al Clark, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 28, 2024

ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning October 07, 2024 and ending October 18, 2024.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of October 07, 2024, through October 18, 2024, pursuant to Carpinteria Municipal Code 2.08.150(F).

DISCUSSION

As part of each regular City Council agenda, a list of all checks (Attachment A) disbursed 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 the City's fiscal activity since the prior reporting period and ensure expenditures are within the approved budget.

ATTACHMENTS

Attachment A: Warrant Register for the period beginning October 07, 2024, and ending October 18, 2024.

Staff contact: Brenda Robinson, Accounting Specialist

(805) 755-4442, BrendaR@carpinteriaca.gov



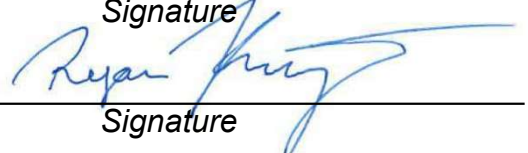
Signature

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



Signature

Reviewed by: Ryan Kintz, Assistant City Manager
(805) 755-4400, ryank@carpinteriaca.gov



Signature

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, michaelr@carpinteriaca.gov



Signature

ATTACHMENT A



Warrant Register

Carpinteria, CA

Date Range: 10/07/2024 - 10/18/2024

Vendor Number Payable #	Vendor Name Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank Payment Type: Regular					
6694	GRACENOTE		10/08/2024	(75.65)	104358
	BIG TRUCK & EQUIPMENT SALES LLC		10/10/2024	109,561.85	104486
	Invoice	2015 USUZU TYMCO AIR SWEEPER			
0061705 0061989	ACCESS CONTROL SECURITY INC.		10/10/2024	1,093.75	104487
	Invoice	AUG24 SECURITY			
	Invoice	SEP24 SECURITY			
1RXC-C73X-YJCL	AMAZON CAPITAL SERVICES INC		10/10/2024	17.34	104488
	Invoice	BINGO SETS FOR AGE WELL PROGRAM			
	BACKGROUNDS ONLINE		10/10/2024	191.55	104489
570782	Invoice	SEP24 PROFESSIONAL SERVICES			
INV0006297 INV0006298 INV0006299	BARTON MYERS ASSOC INC		10/10/2024	7,608.01	104490
	Invoice	PROJECT CLOSEOUT PL-20-2059			
	Invoice	PROJECT CLOSEOUT PL-15-1777			
	Invoice	PROJECT CLOSEOUT PL-17-1899			
1456	BLUESTUDIO INC		10/10/2024	320.00	104491
	Invoice	PROFESSIONAL SERVICES-LINDEN DESIGN THRU 9/15/24			
	CANNON		10/10/2024	6,875.00	104492
89732	Invoice	AUG24 DESIGN SERVICE-4675 CARPINTERIA AVE			
89778	Invoice	AUG24 DESIGN SERVICE-CARPINTERIA PLAN CHECK 2023			
34-159163	CAPITAL INDUSTRIAL MEDICAL SUPPLY CO		10/10/2024	1,444.45	104493
	Invoice	FIRST AID SUPPLIES FOR PUBLIC WORKS 9/24/24			
	CARP KITCHEN & GROCERY		10/10/2024	664.20	104494
1830	Invoice	HOST END OF SEASON LUNCHEON			
546736 546807 547194 547242 547273 547295 547507 547528 547529 547690	CARPINTERIA VALLEY LUMBER CO		10/10/2024	648.24	104495
	Invoice	PAINT MATERIALS FOR VETS HALL			
	Invoice	IRRIGATION SUPPLIES FOR COMMUNITY GARDEN			
	Invoice	GROMMET KIT FOR PUBLIC WORKS SHOP			
	Invoice	PAINT SUPPLIES FOR GRAFFITI REMOVAL			
	Invoice	PRESSURE TREATED LUMBER FOR K-RAILS			
	Invoice	HARDWARE FOR VETS HALL			
	Invoice	BRASS PARTS TO REPAIR PRESSURE WASHER			
	Invoice	TAPE & STAPLES FOR AVOCADO FESTIVAL			
	Invoice	WOOD STAKES FOR AVOCADO FESTIVAL			
	Invoice	CABLES, CONNECTORS, CLIPS FOR PUBLIC WORKS SHOP			
	CARPINTERIA VALLEY WATER DISTRICT		10/10/2024	25,408.11	104496
CARP CITY SEP24 SERVICE	Invoice	SEP24-WATER FOR MULTIPLE LOCATIONS			
INV0006300	CATALINA CAMPUZANO		10/10/2024	175.30	104497
	Invoice	VETS HALL EVENT 9/7/24 REFUND			
	CLEAN HARBORS ENVIRONMENTAL SERVICES		10/10/2024	5,582.48	104498
1005175195	Invoice	BATTERY PACKING & UW SHIPMENT 8/06/24			
783373	COAST AUTO PARTS INC		10/10/2024	52.54	104499
	Invoice	BLUE DEF FOR STREET SWEEPER			
	COASTAL VIEW NEWS		10/10/2024	644.00	104500
61655	Invoice	CREEK WEEK AD 9/26/24			
COM3-PM-0924	COM3 CONSULTING INC		10/10/2024	5,600.00	104501
	Invoice	JUL-SEP24 PROJECT MANAGEMENT CARP BRIDGE			

OCT24 001 3011 022093901	COX BUSINESS	10/10/2024	428.43	104502
	Invoice	OCT24 CITY HALL INTERNET-PHONE SERVICE		
22421901	DEWBERRY ENGINEERS INC.	10/10/2024	12,164.90	104503
	Invoice	AUG24 CARPINTERIA AVENUE BRIDGE REPLACEMENT		
81663	ENVIROCERT INTERNATIONAL INC	10/10/2024	603.40	104504
	Invoice	CPESC EXAM AND REVIEW FOR E. MAKER		
SEP24 0853	FIRST NATIONAL BANK OF OMAHA	10/10/2024	8,733.93	104505
SEP24 0983	Invoice	CREDIT CARD PAYMENT-JG		
SEP24 3696	Invoice	CREDIT CARD PAYMENT-OUM		
SEP24 4480	Invoice	CREDIT CARD PAYMENT-LM		
SEP24 4545	Invoice	CREDIT CARD PAYMENT-NB		
SEP24 5788	Invoice	CREDIT CARD PAYMENT-BB		
SEP24 6160	Invoice	CREDIT CARD PAYMENT-RK		
SEP24 9341	Invoice	CREDIT CARD PAYMENT-JI		
SEP24 9893	Invoice	CREDIT CARD PAYMENT-MR		
	Invoice	CREDIT CARD PAYMENT-JT		
INV0006336	FREDDIE CORONA	10/10/2024	286.88	104506
	Invoice	VETS HALL EVENT 9/14/24 REFUND		
OCT24 209-188-2500-061589-5	FRONTIER COMMUNICATIONS	10/10/2024	221.37	104507
OCT24 805-566-3374-042524-5	Invoice	OCT24 PHONE & INTERNET-LG TOWER		
	Invoice	OCT24 PHONE & INTERNET-BOATHOUSE		
E5A094	HAAKER EQUIPMENT COMPANY	10/10/2024	11,772.00	104508
	Invoice	8/28/24-9/24/24 HAAKER STREET SWEEPER RENTAL		
INV0006302	HYDROTEK PIPE SERVICES	10/10/2024	138.26	104509
	Invoice	PROJECT CLOSEOUT EP-23-7324		
124570	IMPULSE ADVANCE COMMUNICATIONS	10/10/2024	1,625.44	104510
	Invoice	OCT24 PHONE SERVICES		
INV0006308	INTERNATIONAL HOUSE OF PANCAKES	10/10/2024	597.85	104511
	Invoice	ALL CITY STAFF QUARTERLY MEETING 10/15/24		
4126	J&H ENGINEERING GENERAL CONTRACTORS INC	10/10/2024	50,000.00	104512
	Invoice	REMOVE & REPLACE TWO CONCRETE DRIVEWAYS/RAMPS		
INV0006305	M3 MULTIFAMILY LLC	10/10/2024	3,003.43	104513
INV0006306	Invoice	PROJECT CLOSEOUT PL-13-1650		
	Invoice	PROJECT CLOSEOUT PL-17-1894		
INV0006304	MARK LEAF	10/10/2024	1,500.00	104514
	Invoice	PROJECT CLOSEOUT PL-24-2295		
522411605	MISSION UNIFORM SERVICE	10/10/2024	401.98	104515
522411606	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 9/23/24		
522457429	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 9/23/24		
522457430	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 9/30/24		
	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 9/30/24		
INV0006303	MONTANA AVENUE CAPITAL	10/10/2024	2,339.50	104516
	Invoice	PROJECT CLOSEOUT PL-17-1876		
282763	NATIONAL BAND & TAG COMPANY	10/10/2024	356.79	104517
	Invoice	LARGE DOG PAW PRINT DOG TAGS		
49870	NEW BEGINNINGS COUNSELING CENTER	10/10/2024	5,084.54	104518
	Invoice	AUG24 SAFE PARKING PROGRAM		
2409465	PERMACOLOR INC	10/10/2024	218.00	104519
	Invoice	COLOR COAT SHOVEL BRACKETS FOR UNIT 414		
1378	SANTA BARBARA BICYCLE COALITION	10/10/2024	7,000.00	104520
	Invoice	FY24/25 SAFE ROUTES TO SCHOOL GRANT		
147085	SANTA BARBARA LOCKSMITH	10/10/2024	13.49	104521
	Invoice	REPLACEMENT LOCK CYLINDER FOR DOG BAG DISPENSER		

INV0006307	SILVIA MIRANDA Invoice	VETS HALL EVENT 8/31/24 REFUND	10/10/2024	100.00	104522
S4152853.001	SMARDAN HATCHER COMPANY Invoice	MATERIAL FOR EV PANEL AT PUBLIC WORKS YARD	10/10/2024	83.14	104523
SEP24 700201069122 SEP24 700230547624 SEP24 700255596559 SEP24 700264659490 SEP24 700274833982 SEP24 700291369452 SEP24 700477662295 SEP24 700525378417 SEP24 700604790697 SEP24 700827356389	SO CA EDISON Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	SEP24 ELECTRICITY-101 ASH AVE SEP24 ELECTRICITY-5103 CARPINTERIA AVE SEP24 ELECTRICITY-100 LINDEN SEP24 ELECTRICITY-1115 LINDEN AVE B PED SEP24 ELECTRICITY-901 CACTUS LN EV EV SEP24 ELECTRICITY-MULTIPLE LOCATIONS SEP24 ELECTRICITY-901 CACTUS LN LGHT LGHT SEP24 ELECTRICITY-931 WALNUT AVE & 4851 5TH ST SEP24 ELECTRICITY-CAPP AV/CSTS PAS 609 SEP24 ELECTRICITY-5300 CARPINTERIA AVE TC1 TCI	10/10/2024	11,529.22	104524
SEP24 006 514 2700 7 SEP24 014 914 3239 7 SEP24 016 913 9500 6	SO CAL GAS Invoice Invoice Invoice	NATURAL GAS 5305 CARPINTERIA AVE (POOL) NATURAL GAS 5103 CARPINTERIA AVE (FRIENDS OF THE L NATURAL GAS 5775 CARPINTERIA AVE (CITY HALL)	10/10/2024	1,260.68	104525
6004575750 6004575752	STAPLES ADVANTAGE Invoice Invoice	3 BOXES NO. 10 WINDOW ENVELOPES PAPER CLIPS AND MOUSE PADS	10/10/2024	69.05	104526
292505	THE WHARF Invoice	WORK BOOTS FOR J. ARECHIGA	10/10/2024	154.19	104527
1319	TKM ENGINEERING Invoice	SEP24 THOMAS MERICLE-BAILARD MULTIFAMILY PROJECT	10/10/2024	615.00	104528
48574 48628	TRAFFIC TECHNOLOGIES LLC Invoice Invoice	12 LED BARRICADE LIGHTS FOR RIGHT OF WAY REFLECTING CONES FOR AVOCADO FARM	10/10/2024	1,084.53	104529
208060 208142	TRI-CO REPROGRAPHICS Invoice Invoice	SCANNING LARGE FORMAT, FILE RENAME 9/25/24 SCANNING LARGE FORMAT, FILE RENAME 9/26/24	10/10/2024	75.60	104530
24-250897 920240165	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA Invoice Invoice	OCT24 CA STATE REGULATORY FEE OCT24 NEW TICKET CHARGES & DATABASE MAINTENANCE	10/10/2024	290.50	104531
202403526	UNITED PET CARE Invoice	SEP24 PET INSURANCE PREMIUMS	10/10/2024	17.50	104532
49713	VILLAGE POOL SUPPLY Invoice	CHLORINE, ACID FOR POOL 9/26/24	10/10/2024	495.03	104533
219693	WEST COAST ARBORISTS INC Invoice	TREE MAINTENANCE 9/1/24-9/15/24	10/10/2024	2,184.00	104534
100136604	WEX BANK (76) Invoice	SEP24 FUEL FOR CITY VEHICLES	10/10/2024	666.89	104535
2024-0227	ZWORLD GIS Invoice	SEP24 MAPPING/GIS SERVICES	10/10/2024	2,977.00	104536
163398	ADVANTAGE TELECOM Invoice	OCT24 EMERGENCY PHONE LINE SERVICES	10/17/2024	70.00	104537
13HT-QRQC-1NG3 13KQ-KYKL-WNXF 13NM-YHNNH-116R 14L4-67GC-Q7C7 14XD-49NQ-6133 16C7-TY64-31VK 19M1-4QFX-64YV 19NG-GLKC-JY7F	AMAZON CAPITAL SERVICES INC Invoice Invoice Invoice Invoice Invoice Invoice Credit Memo Invoice	STAPLERS, BLOCK CHARGER, TRASH CANS BOOKS FOR LIBRARY 3 COMPUTER MONITORS ARTS & CRAFT SUPPLIES BOOKS FOR LIBRARY BOOKS FOR LIBRARY BOOKS FOR LIBRARY BOOKS FOR LIBRARY	10/17/2024	2,178.02	104538

1FXP-3VXJ-1JKG	Invoice	PENS, NOTE PADS, DESK TRAYS			
1H7Y-Y1MW-6VNW	Credit Memo	BOOKS FOR LIBRARY			
1J4P-7DTY-KWND	Invoice	HOLE PUNCH FOR LIBRARY			
1KDR-433V-6GXL	Credit Memo	BOOKS FOR LIBRARY			
1KDR-433V-6J47	Credit Memo	BOOKS FOR LIBRARY			
1KTW-RQFG-6MW4	Invoice	BOOKS FOR LIBRARY			
1LTQ-MRDY-3M1Y	Invoice	BOOKS FOR LIBRARY			
1NKD-977W-6F9C	Invoice	TONIES CHARACTERS FOR LIBRARY OF THINGS			
1Q3P-FR1K-YMY6	Invoice	BOOKS FOR LIBRARY			
1Q9P-RMCR-X9QD	Invoice	MARKERS, CARDSTOCK PAPER CUTTER FOR LIBRARY			
1VT1-9YVG-YLHR	Invoice	STORAGE CONTAINERS, KITCHEN BRUSH FOR LIBRARY			
1WYC-Y9JG-6R69	Credit Memo	BOOKS FOR LIBRARY			
1XJ3-1PPF-4HK6	Invoice	STENO BOOKS			
1YT9-449L-6G3D	Credit Memo	BOOKS FOR LIBRARY			
	Void		10/17/2024	-	104539
	AT&T MOBILITY		10/17/2024	658.55	104540
287303896883X1012024	Invoice	OCT24 CITY HALL CELL PHONES			
	BAY ALARM		10/17/2024	194.58	104541
21703457	Invoice	SECURITY/FIRE MONITORING 11/1/24-1/31/25 LIBRARY			
	BIG GREEN CLEANING COMPANY		10/17/2024	13,678.00	104542
656991	Invoice	OCT24 CONTRACTED CLEANING SERVICES			
657996	Invoice	HOMELESS ENCAMPMENT CLEAN UP CARP CREEK 9/9/24			
	BROWNSTEIN HYATT FARBER SCHRECK		10/17/2024	60,963.00	104543
1004466	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004467	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004468	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004469	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004470	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004471	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
1004472	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 8/31/24			
	CANNON		10/17/2024	12,605.00	104544
89733	Invoice	AUG24 VIA REAL STORMWATER PROJECT			
	CARPINTERIA VALLEY HISTORICAL SOCIETY		10/17/2024	150.00	104545
INV0006338	Invoice	FY24/25 ANNUAL CORPORATE MEMBERSHIP			
	CARPINTERIA VALLEY LUMBER CO		10/17/2024	462.36	104546
547639	Invoice	PLYWOOD FOR STORAGE CONTAINER, WAX RING FOR TOILET			
547863	Invoice	3 PIPE WRENCHES-VARIOUS SIZES			
548121	Invoice	PAINT SUPPLIES FOR GRAFFITI AT BOATHOUSE			
548196	Invoice	2 BAGS POTTING SOIL FOR COMMUNITY GARDEN			
	COAST AUTO PARTS INC		10/17/2024	222.17	104547
783435	Invoice	BATTERY, FUEL CLEANER, BLUE DEF UNIT 328			
783437	Invoice	INSERT PLUGS FOR TIRE REPAIRS			
	COX BUSINESS		10/17/2024	487.53	104548
OCT24 001 3011 028030701	Invoice	OCT24 POOL & GARDEN INTERNET-PHONE SERVICE			
OCT24 001 3011 028450702	Invoice	OCT24 VETS HALL INTERNET-PHONE SERVICE			
	DINO'S BODY SHOP		10/17/2024	6,887.48	104549
8059	Invoice	UNIT 323 REPAIR			
	EASY LIFT TRANSPORTATION		10/17/2024	1,000.00	104550
7549	Invoice	OCT24 COMMUNITY TRANSPORTATION SERVICES			
	FRONTIER COMMUNICATIONS		10/17/2024	53.48	104551
OCT24 805-566-1944-032923-5	Invoice	OCT24 PHONE & INTERNET-BEACH STORE			
	GOLD COAST WATER POLO CLUB		10/17/2024	875.00	104552
INV0006339	Invoice	SPRING 24 YOUTH POLO ENTRY FEES			
	GRACENOTE		10/17/2024	153.57	104553
150021892-	Invoice	SEPT24 LISTING DISTRIBUTION SERVICES-GATV			
150023374	Invoice	OCT24 LISTING DISTRIBUTION SERVICES-GATV			
	GRAINGER		10/17/2024	66.28	104554

9238821863	Invoice	HOIST RING			
9244150273	Credit Memo	HOIST RING			
9274974444	Invoice	VARIOUS SIZE DRILL BITS			
	KANOPY		10/17/2024	124.00	104555
420161 - PPU	Invoice	SEP24 LIBRARY VIDEOS			
	LIN CONSULTING INC.		10/17/2024	194.56	104556
15617	Invoice	SEP24 ENGINEERING CARP & PALM AVE INTERSECTION			
	MISSION UNIFORM SERVICE		10/17/2024	382.96	104557
522506064	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 10/7/24			
522506065	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 10/7/24			
522506067	Invoice	TOWEL & MAT REPLACEMENT POOL 10/7/24			
522506068	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 10/7/24			
522506069	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 10/7/24			
	MRS ENVIRONMENTAL INC		10/17/2024	8,117.69	104558
600-2024-09	Invoice	SEP24 OIL & GAS ON CALL ENVIRONMENTAL SERVICES			
	PACIFIC PLUMBING SPECIALITIES		10/17/2024	569.02	104559
11024-0	Invoice	HOT/COLD CARTRIDGES FOR VETS HALL			
	PEOPLE MAGAZINE		10/17/2024	104.00	104560
2024 2808712992	Invoice	ACCT 2808712992 CARPINTERIA LIBRARY SUBSCRIPTION			
	RISDON'S 76 SERVICE		10/17/2024	160.00	104561
1734	Invoice	CAR WASH FOR UNIT 421			
2550	Invoice	CAR WASH FOR UNIT 255			
4036	Invoice	CAR WASH FOR UNIT 250			
8200	Invoice	CAR WASH FOR UNIT 255			
8640	Invoice	CAR WASH FOR UNIT 121			
	SANTA BARBARA PEST CONTROL		10/17/2024	160.00	104562
36915	Invoice	TREAT WASP NEST AT TOMOL PARK			
	SANTA BARBARA SWIM CLUB		10/17/2024	559.00	104563
INV0006340	Invoice	OCT24 IMX SWIM MEET			
	SHOWSCAPES		10/17/2024	22,575.00	104564
388337894	Invoice	OCT24 LANDSCAPE MAINTENANCE			
388337895	Invoice	OCT24 MONTHLY CHEMICAL CHARGE COMPLEX			
	SITEONE LANDSCAPE SUPPLY (ALL AROUND)		10/17/2024	440.56	104565
146380684-001	Invoice	BRASS FITTING FOR IRRIGATION REPAIR COMMUNITY GARD			
146546778-001	Invoice	SPRINKLER NOZZLE, STAKES, PVC PIPE AVOCADO FARM			
	STAPLES ADVANTAGE		10/17/2024	252.55	104566
6013837716	Invoice	COPY PAPER, CLASP ENVELOPES			
6014056848	Invoice	1 CASE 11X17 COPY PAPER			
	TORO ENTERPRISES INC		10/17/2024	756,470.78	104567
18134R	Invoice	AUG24 2022 PAVEMENT REHABILITATION PROJECT			
	TRI-COUNTY OFFICE FURNITURE		10/17/2024	5,830.67	104568
200384	Invoice	TABLES FOR COMMUNITY LIBRARY			
	TRUE NORTH COMPLIANCE SERVICES INC		10/17/2024	623.48	104569
24-09-039	Invoice	SEP24 BP PLAN CHECK/INSPECTION SERVICES			
	UNIQUE MANAGEMENT SERVICES INC		10/17/2024	65.00	104570
6131347	Invoice	SEP24 LOST LIBRARY BOOKS			
	X-TECH SYSTEMS		10/17/2024	1,354.24	104571
462166	Invoice	COPY MACHINE CHARGES 9/21/23-12/20/23 LIBRARY			
465266	Invoice	COPY MACHINE CHARGES 12/21/23-3/20/24 LIBRARY			
468213	Invoice	COPY MACHINE CHARGES 3/21/24-6/20/24 LIBRARY			
471421	Invoice	COPY MACHINE CHARGES 6/21/24-9/20/24 LIBRARY			
	ZWORLD GIS		10/17/2024	1,860.00	104572
2024-0213	Invoice	2024 AERIAL IMAGERY REGIONAL COLLABORATIVE			
	MISSIONSQUARE		10/17/2024	9,623.11	104573

INV0006369	Invoice	MISSIONSQUARE Employee Contributions		
INV0006370	Invoice	Deferred Compensation Contribution-Part Time Emp		
INV0006371	Invoice	MissionSquareEmployee Contributions		
INV0006372	Invoice	MISSIONSQUARE Employee Contributions		
	SEIU LOCAL 620		10/17/2024	235.32 104574
INV0006373	Invoice	Employee Union Dues Contribution		
	CalPERS HEALTH		10/10/2024	7,896.69 DFT0003346
100000017680258	Invoice	OCT24 HEALTH PREMIUMS		
	CalPERS HEALTH		10/10/2024	57,098.39 DFT0003347
100000017680256	Invoice	OCT24 HEALTH PREMIUMS		
	CalPERS		10/17/2024	15,495.23 DFT0003354
9/28/24-10/11/24 CLASSIC	Invoice	CLASSIC RETIREMENT CONTRIBUTIONS 9/28/24-10/11/24		
	CalPERS		10/17/2024	14,076.59 DFT0003355
9/28/24-10/11/24 PERPA	Invoice	PEPRA RETIREMENT CONTRIBUTIONS 9/28/24-10/11/24		
	CalPERS		10/17/2024	171.31 DFT0003356
9/28/24-10/11/24 PEPRA RETRO	Invoice	PEPRA CONTRIBUTIONS 9/28/24-10/11/24 O.MUTAL-URIB		
	INTERNAL REVENUE SERVICE		10/17/2024	23,641.64 DFT0003357
PR21 10/17/24	Invoice	PR21 10/17/24 FEDERAL TAX PAYMENT		
	EDD-SDI		10/17/2024	2,137.94 DFT0003358
PR21 10/17/24	Invoice	PR21 10/17/24 SDI TAX PAYMENT		
	EDD-SIT		10/17/2024	7,732.07 DFT0003359
PR21 10/17/24	Invoice	PR21 10/17/24 PIT TAX PAYMENT		
	EDD-SIT		10/17/2024	450.00 DFT0003361
Q4 2024 UNEMPLOYMENT CHARGES	Invoice	Q4 2024 UNEMPLOYMENT CHARGES		



City of Carpinteria

COUNCIL AGENDA STAFF REPORT September 23, 2024

ITEM FOR COUNCIL CONSIDERATION

Contracts Executed by the City Manager on behalf of the City for the Period of August 6, 2024 through October 7, 2024.

STAFF RECOMMENDATION

Receive and file Report of Contracts Executed by the City Manager for the Period of August 6, 2024 through October 7, 2024.

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 \$50,000 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 August 6, 2024 through October 7, 2024.

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: Ryan Kintz, Assistant City Manager
(805) 755-4400; ryank@carpinteriaca.gov


Signature

ATTACHMENT A

Report of Contracts Executed by the City Manager
Period of August 6, 2024 through October 7, 2024

[illegible]



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 28, 2024

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 of Carpinteria serves as the trustees of the City's public funds and is authorized to make investment decisions in accordance with 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 of 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 on time and appropriate action is taken to control adverse developments.

The purpose of this agenda item 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: On September 30, 2024, the City held cash and cash investments as shown in Table 1 below.

Table 1

<u>CASH ACTIVITY FOR THE MONTH:</u>	
Cash and Investment Beginning of the Month	\$ 19,693,446.13
Cash Receipts	3,243,950.69
Cash Disbursements	(4,226,636.17)
Cash and Investment End of the Month	<u>\$ 18,710,760.65</u>

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, 2024, the portfolio's average days to maturity was 2.18 years, the average coupon rate was 2.35%, the average yield to maturity was 3.84%, the par value was \$10,000,000 and the Market Value was \$9,877,265.50.

The City does not intend to sell or have any foreseeable need to sell any securities. The City's investment policy intends 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 from October 1, 2024 to April 1, 2025.

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: Ryan Kintz, Assistant City Manager
ryank@carpinteriaca.gov; (805) 755-4400



Signature

Reviewed by: Michael Ramirez, City Manager
michaelr@carpinteriaca.gov; (805) 755-4450



Signature

ATTACHMENT A

City Treasurer's Monthly Report

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended Sep 2024

CASH ACTIVITY FOR THE MONTH:

Cash and Investment Beginning of the Month	\$ 19,693,446.13
Cash Receipts	3,243,950.69
Cash Disbursements	<u>(4,226,636.17)</u>
Cash and Investment End of the Month	<u><u>\$ 18,710,760.65</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	318,763.50	318,763.50	318,763.50
Demand Deposit - Premier Public Money Market	Montecito Bank	N/A	10/1/2024	1	709,217.35	709,217.35	709,217.35
Demand Deposit - Section 125 Checking	Montecito Bank	N/A	N/A	N/A	6,258.87	6,258.87	6,258.87
Demand Deposit - Payroll Checking	Montecito Bank	N/A	N/A	N/A	155,000.00	155,000.00	155,000.00
Local Agency Investment Fund	State of California	0.22%	10/1/2024	1	3,649,672.97	3,649,672.97	3,649,672.97
Demand Deposit - Money Market	Charles Schwab	N/A	10/1/2024	1	4,129,380.82	4,129,380.82	4,129,380.82
Treasury Note, 0.625%, (91282CDB4)	U.S. Government	4.14%	10/15/2024	15	250,000.00	249,570.30	233,056.64
Treasury Note, 2.25%, (912828G38)	U.S. Government	4.35%	11/15/2024	46	250,000.00	249,218.75	241,052.35
Treasury Note, 1.00%, (91282CDN8)	U.S. Government	0.98%	12/15/2024	76	250,000.00	248,125.00	250,079.39
Treasury Note, 1.125%, (91282CDS7)	U.S. Government	4.09%	1/15/2025	107	250,000.00	247,500.00	237,350.47
Treasury Note, 1.125%, (912828ZC7)	U.S. Government	1.29%	2/28/2025	151	250,000.00	246,601.55	248,740.00
Treasury Note, 2.625%, (9128284F4)	U.S. Government	1.30%	3/31/2025	182	250,000.00	247,890.63	260,224.61
Treasury Note, 0.25%, (912828ZT0)	U.S. Government	1.25%	5/31/2025	243	250,000.00	243,476.55	241,660.01
Treasury Note, 0.25%, (912828ZW3)	U.S. Government	1.53%	6/30/2025	273	250,000.00	242,851.55	239,598.86
Treasury Note, 0.25%, (91282CAM3)	U.S. Government	1.32%	9/30/2025	365	250,000.00	240,937.50	240,265.00
Treasury Note, 3.0%, (9128285J5)	U.S. Government	4.09%	10/31/2025	396	250,000.00	247,500.00	242,136.63
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.20%	12/31/2025	457	250,000.00	239,453.13	241,955.00
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.37%	12/31/2025	457	250,000.00	239,453.12	240,365.00
Treasury Note, 3.875%, (91282CGE5)	U.S. Government	3.77%	1/1/2026	458	250,000.00	250,117.18	250,641.19
Treasury Note, 1.625%, (912828P46)	U.S. Government	1.56%	2/15/2026	503	250,000.00	242,695.30	250,595.69
Treasury Note, 0.5%, (91282CBQ3)	U.S. Government	1.28%	2/25/2026	513	250,000.00	238,750.00	242,113.19
Treasury Note, 0.75%, (91282CBT7)	U.S. Government	1.28%	3/31/2026	547	250,000.00	239,101.55	244,459.30
Treasury Note, 0.75%, (91282CCF6)	U.S. Government	1.34%	5/31/2026	608	250,000.00	238,125.00	243,702.50
Treasury Note, 0.875%, (91282CCJ8)	U.S. Government	1.35%	6/30/2026	638	250,000.00	238,164.05	244,821.96
Treasury Note, 1.625%, (91282YQ7)	U.S. Government	4.00%	10/31/2026	761	250,000.00	239,921.88	227,869.30
Treasury Note, 2%, (91282U24)	U.S. Government	4.31%	11/15/2026	776	250,000.00	241,640.63	228,317.27
Treasury Note, 1.25%, (91282CDK4)	U.S. Government	1.28%	11/30/2026	791	250,000.00	237,734.38	249,602.02
Treasury Note, 1.5%, (912828Z78)	U.S. Government	3.64%	1/31/2027	853	250,000.00	238,281.25	231,040.31
Treasury Note, 2.25%, (912828V98)	U.S. Government	4.29%	2/15/2027	868	250,000.00	242,304.68	229,819.14
Treasury Note, 2.5%, (91282CEF4)	U.S. Government	3.96%	2/16/2027	869	250,000.00	243,593.75	235,031.06
Treasury Note, 2.75%, (91282CEN7)	U.S. Government	3.71%	4/30/2027	942	250,000.00	244,843.75	241,094.62

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended Sep 2024

Treasury Note, 3.25%, (91282CEW7)	U.S. Government	3.70%	6/30/2027	1003	250,000.00	247,890.63	245,668.13
Treasury Note, 3.125%, (91282CFH9)	U.S. Government	4.19%	8/31/2027	1065	250,000.00	246,914.05	238,232.21
Treasury Note, 4.125%, (91282CFU0)	U.S. Government	4.02%	10/31/2027	1126	250,000.00	253,984.38	250,962.10
Treasury Note, 2.25%, (9128283F5)	U.S. Government	4.01%	11/15/2027	1141	250,000.00	240,234.38	232,267.50
Treasury Note, 3.875%, (91282CGC9)	U.S. Government	4.01%	12/31/2027	1187	250,000.00	252,343.75	248,750.00
Treasury Note, 4%, (91282CGPO)	U.S. Government	3.99%	2/29/2028	1247	250,000.00	253,437.50	249,990.24
Treasury Note, 3.625%, (91282CGT2)	U.S. Government	4.15%	2/29/2028	1247	250,000.00	250,507.80	244,990.00
Treasury Note, 4%, (91282CHK0)	U.S. Government	4.14%	3/31/2028	1278	250,000.00	253,750.00	248,593.75
Treasury Note, 4.125%, (91282CHQ7)	U.S. Government	4.13%	7/31/2028	1400	250,000.00	254,882.80	249,920.00
Treasury Note, 4.375%, (91282CHX2)	U.S. Government	4.23%	8/31/2028	1431	250,000.00	257,226.55	251,445.00
Treasury Note, 4.625%, (91282CJA0)	U.S. Government	4.52%	9/30/2028	1461	250,000.00	259,687.50	251,015.00
Treasury Note, 4.875%, (91282CJF9)	U.S. Government	4.51%	10/31/2028	1492	250,000.00	262,226.55	253,583.99
Treasury Note, 4.375%, (91282CJN2)	U.S. Government	4.20%	11/30/2028	1522	250,000.00	257,656.25	251,775.00
Treasury Note, 3.75%, (91282CJR3)	U.S. Government	4.50%	12/31/2028	1553	250,000.00	251,718.75	242,177.50
Treasury Note, 4.25%, (91282CKD2)	U.S. Government	4.48%	2/28/2029	1612	250,000.00	256,953.13	247,505.21
					18,968,293.51	18,845,559.01	18,710,760.65

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 10/01/24 through 4/01/25.

WEIGHTED AVERAGE MATURITY OF PORTFOLIO

As of September 30, 2024 the weighted average days to maturity of the City's investment portfolio is 2.18 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 28, 2024

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 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 (Attachment A), 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 totaled 30 bps¹ annually. This is competitive with other comparable plans.

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

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 efficiently and effectively.

FINANCIAL CONSIDERATIONS

Portfolio Summary:

As of September 30, 2024, the City held investments as shown in the table below.

Table 1		
Year to Date (YTD)		
Beginning Value	\$1,232,241.12	
Net Withdrawals	(200,000.00)	
Interest	0.00	
Dividends	28,579.36	
Change in Market Value	74,743.82	
Management Fees	(2,733.21)	
Ending Value	\$1,132,831.09	
Market Value	Asset Allocation	
Cash and Equivalents	4.77	0.0%
Fixed Income	757,494.23	66.9%
Equities	338,059.36	29.8%
Alternatives	37,272.74	3.3%
Total Account	\$1,132,831.09	100.0%
Inception date: 6/30/18		
YTD: 1/1/2024 - 9/30/2024		

Investments:

As of September 30, 2024, the portfolio's estimated market value was \$1,132,831.09 quarter to date (net of fees) of 5.71%, year to date (net of fees) of 8.96%, last 12 months

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%.

(net of fees) 18.63%, and inception to date (net of fees) of 4.06%. Attached for City Council review is the statement from Benefit Trust as of September 30, 2024.

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 a third 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. There was a disbursement of \$200,000 for FY 2024 to offset the increase in unfunded accrued liability (UAL) contributions.

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, 2024 Performance Report

Staff contact:

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



Signature

Reviewed by:

Ryan Kintz, Assistant City Manager
ryank@carpinteriaca.gov; (805) 755-4400



Signature

Reviewed by:

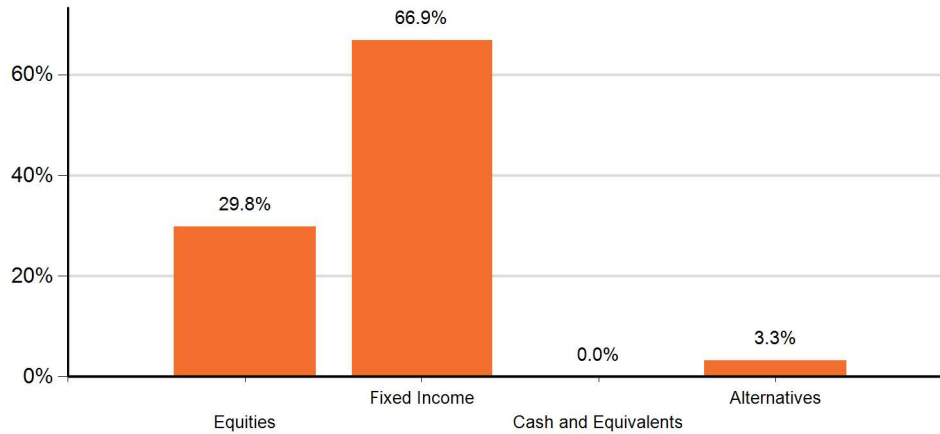
Michael Ramirez, City Manager
michaelr@carpinteriaca.gov; (805) 755-4450



Signature

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

Asset Allocation



Portfolio Summary

	Year to Date
Beginning Value	\$ 1,232,241.12
Net Withdrawals	(200,000.00)
Interest	-
Dividends	28,579.36
Change in Market Value	74,743.82
Management Fees	(2,733.21)
Ending Value	<u>\$ 1,132,831.09</u>

YTD: 12/31/2023 - 9/30/2024

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
Cash and Equivalents	4.77	4.9	-	-	-	-	-	-	-
Fixed Income	757,494.23	3.9	1.35	5.14	4.64	12.15	-1.82	0.75	2.05
Equities	338,059.36	1.8	1.77	6.26	18.17	31.79	4.46	11.90	9.70
Alternatives	37,272.74	2.6	3.27	16.30	16.45	35.32	3.55	6.00	5.69
Total Account	1,132,831.09	3.2	1.51	5.79	9.20	18.98	0.35	4.20	4.37
Total Account (Net of Fees)		3.2	1.48	5.71	8.96	18.63	0.05	3.89	4.06
S&P 500 TR			2.14	5.89	22.09	36.36	11.92	15.98	14.70
MSCI EAFE			0.97	7.34	13.49	25.38	6.01	8.55	6.78
MSCI ACWI Ex US Net			2.69	8.07	14.21	25.33	4.13	7.58	5.93
BBG Agg (US)			1.34	5.20	4.46	11.58	-1.39	0.33	1.85
BBG Global Agg			1.70	6.98	3.60	11.99	-3.03	-0.82	0.36
50% MSCI ACWI/ 50% BBG Agg			1.83	5.91	11.40	21.35	3.40	6.38	6.44

* 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, 2024

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
CASH AND RECEIVABLES								
	Fidelity Money Market Funds Government Portfolio Institutional Class	FRGX.X		4.77		4.77	0.0	4.9
FIXED INC MUTUAL FUNDS								
TAXABLE BOND FUND								
11,768.068	COMMUNITY CAPITAL TR COM ACT INV INST	CRAN.X	9.29	109,327.24	9.64	113,444.18	10.0	3.2
24,028.680	NORTHERN BOND INDEX	NOBO.X	9.17	220,282.67	9.44	226,830.74	20.0	3.5
23,333.778	TARGET PIGM CORE BOND R6	TPCQ.X	8.73	203,624.72	8.94	208,603.98	18.4	4.2
18,380.206	WELLS FARGO FDS TR WF CORE BOND R6	WTRL.X	11.09	203,770.76	11.35	208,615.34	18.4	4.2
				737,005.40		757,494.23	66.9	3.9
				737,005.40		757,494.23	66.9	3.9
DOMESTIC EQUITY MUTUAL FUNDS								
LARGE CAP FUND								
1,735.441	COLUMBIA FDS SER TR I	COFY.X	27.48	47,683.12	38.94	67,578.07	6.0	0.6
476.019	STATE STR INSTL INVT TR GBL ALCP EQ K	SSGL.X	108.56	51,676.62	115.72	55,084.92	4.9	2.6
172.609	STATE STREET INST INV TR EQUITY 500 INDEX A	SSSY.X	345.98	59,719.39	435.41	75,155.68	6.6	1.2
				159,079.13		197,818.68	17.5	1.4
SMALL CAP FUNDS								
769.186	ALGER FDS SMALL CP FOCUS Z	AGOZ.X	20.26	15,581.87	19.51	15,006.82	1.3	0.0
169.556	UNDISCOVERED MANAGERS FDS BEHAVR VAL R6	UBVF.X	71.54	12,129.77	88.48	15,002.31	1.3	1.6
				27,711.64		30,009.13	2.6	0.8
				186,790.77		227,827.81	20.1	1.3
INTERNATIONAL MUTUAL FUNDS								
INTERNATIONAL EMERGING MARKET FUND								
178.120	AMERICAN FUNDS NEW WORLD F-2	NFFF.X	70.38	12,536.84	85.45	15,220.35	1.3	1.4
INTERNATIONAL FUND								
343.182	AMERICAN FUNDS NEW PERSPECTIVE F2	ANWF.X	46.49	15,953.64	65.70	22,547.06	2.0	1.0

"#carp-pst."

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

September 30, 2024

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
1,107.511	HARTFORD INTERNATIONAL VALUE Y	HILY.X	16.72	18,519.40	20.39	22,582.15	2.0	2.4
1,861.963	THORNBURG INVESTMENT INCOME BUILDER	TIBO.X	22.05	41,058.26	26.79	49,881.99	4.4	4.6
				75,531.30		95,011.20	8.4	3.2
				88,068.14		110,231.55	9.7	2.9
ALTERNATIVE INVESTMENT FUNDS								
ALTERNATIVE FUND								
1,366.069	COHEN & STEERS RLTY INCM NEW SHS CL Z	CSZL.X	15.24	20,823.19	19.09	26,078.26	2.3	2.6
517.066	PRUDENTIAL GLOBAL REAL ESTATE	PGRQ.X	23.00	11,891.40	21.65	11,194.48	1.0	2.5
				32,714.59		37,272.74	3.3	2.6
				32,714.59		37,272.74	3.3	2.6
TOTAL PORTFOLIO				1,044,583.67		1,132,831.09	100.0	3.2

"#carp-pst."



City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 28, 2024

ITEM FOR COUNCIL CONSIDERATION

Annual Review of the City's Investment Policy

STAFF RECOMMENDATION

Adopt Resolution No. 6345, receiving and filing the annual City Investment Policy.

Sample Motion: I move to the adoption of Resolution No. 6345, 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. 6345 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. 6272 on October 23, 2023. 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, 2024, 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	318,763.50	318,763.50	318,763.50
Demand Deposit - Premier Public Money Market	Montecito Bank	709,217.35	709,217.35	709,217.35
Demand Deposit - Section 125 Checking	Montecito Bank	6,258.87	6,258.87	6,258.87
Demand Deposit - Payroll Checking	Montecito Bank	155,000.00	155,000.00	155,000.00
Demand Deposit - Money Market	Charles Schwab	4,129,380.82	4,129,380.82	4,129,380.82
Local Agency Investment Fund	State of California	3,649,672.97	3,649,672.97	3,649,672.97
Security Investments - U.S. Treasury	Charles Schwab	10,000,000.00	9,877,265.50	9,742,467.14
		18,968,293.51	18,845,559.01	18,710,760.65
<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 (\$19.6 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 an electronic funds transfer. Interest is earned from day of deposit to day of withdrawal and is paid quarterly. There are about 2,340 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, 2024, the portfolio's average maturity was 2.18 years, the average coupon rate was 2.35%, the average yield to maturity was 5.07%, the par value was \$10,000,000 and the Market Value was \$9,877,265.50

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 6345

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


Signature

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, michaelr@carpinteriaca.gov


Signature

Attachment A

Resolution No. 6345

RESOLUTION NO. 6345

**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. 6272 on October 23, 2023; 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 28, 2024 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 28, 2024.

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. 6345

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 pledge 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 28, 2024

ITEM FOR COUNCIL CONSIDERATION

Code Compliance Quarterly Report Q3, 2024.

STAFF RECOMMENDATION

Receive and file the Q3 Code Compliance Quarterly Report.

BACKGROUND

The Code Compliance Division enforces local and state laws for the City of Carpinteria. Staffing includes one Code Compliance Supervisor and one Code Compliance Officer II with varied schedules generally serving the city seven days a week. Code Compliance staff work both proactively and in response to community-initiated requests to address zoning, building, homelessness, public nuisances, smoking restrictions, animal control, and parking regulations, within City limits. Code Compliance staff work in cooperation with all City Departments, the Sheriff's Office, and other outside agencies to resolve code-related issues and 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 the Code Compliance division. 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.

Figure 1, below, provides the available means to contact Code Compliance staff. Contact via the City's service request portal (web link provided below) is the preferred method for filing a complaint or logging a request for service.

Figure 1. Code Compliance Contact Information

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

DISCUSSION

The following discussion and attached presentation (Attachment A) summarizes the reported Code Compliance activities for the third quarter (July, Aug., Sept.) of 2024.

Dozens of service requests are received monthly, in addition to numerous code violations identified by Code Compliance staff during routine patrols. Those initial service requests and officer-initiated contacts that require further investigation or action by Code Compliance staff are logged as “cases.” Code Compliance responds to and/or investigates each case to determine the appropriate course of action to best resolve these issues. Code Compliance staff logged **152 total cases opened this quarter, down 9 from last quarter’s 161 cases.** This quarter’s caseload is summarized by type below and is graphically depicted in slide 3 of Attachment A:

- Animal Control Services: 7
- Animal Violations: 12
- Bicycles on Sidewalk: 9
- Business Licensing: 11
- Graffiti: 12
- Health and Safety: 5
- Homeless Contacts: 3
- Parking Enforcement: 77
- Public Nuisances: 2
- Public Parks & Beaches: 4
- Street & Sidewalk Encroachments: 0
- Zoning- Sign Regulations: 8
- Zoning Enforcement: 2

Code Compliance 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 from the public via online service requests (GoGov), email, phone, and in person, with online being the preferred and most efficient means. The most common types of service requests and contacts during Q3 were for Parking, Animal Violations, and Graffiti at **77, 12, and 12**, respectively. Contacts related to Bicycles on Sidewalks remained high at **9**; however, as we transition into Q4, contacts for these types of activities are anticipated to decrease due to reduced tourism in the fall and winter months.

Of the 152 cases opened this quarter, 117 were community-initiated service requests. Members of the public can access the online service request portal both through the City’s website and/or the City’s smartphone app (search “Carpinteria” in the app store). The system allows for better tracking of requests, automatic notifications to requestors when service is complete, and even allows requestors to leave feedback on the quality of service provided. Public outreach to encourage utilization of the online service request system remains ongoing. Slide 7 in Attachment A shows public feedback received in Q3 from users of the online service request system; these survey results from the public are a great metric and can help inform improvements in how staff resolves various code compliance matters going forward.

Slides 8 and 9 in Attachment A break down the way service requests are being generated and the types of requests that are being reported to the Code Compliance division through the GOGov software.

Code Compliance cases, excluding parking and animal control-related compliance activities, are summarized in Slide 10 of Attachment A. These cases include zoning violations, graffiti, public nuisances, homeless contacts, and business license violations, among others.

Zoning compliance efforts include incidents like residents building without permits, unpermitted use of property, and businesses operating without a business license. When a violation is found to have occurred, several code compliance tools are used to gain voluntary compliance such as a “stop work order,” “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 a violation continues to exist. Staff opened **2 zoning** cases this quarter, both being resolved with the issuance of compliance letters. Additionally, staff resolved **8 sign regulation** violations.

Code Compliance staff addressed **2 Public Nuisance** cases this quarter. Public Nuisances can include property maintenance issues such as overgrown lawns and shrubs, or barking dogs and other loud sounds. Staff successfully addressed 1 vehicle under the Municipal Code for storage of abandoned, wrecked, dismantled, or inoperative vehicles or parts thereof on private property and 1 storage of abandoned, discarded or unused furniture, appliances, sinks, toilets, cabinets, or other household fixtures or equipment that is visible from a public area.

During the past quarter, Code Compliance staff received 44 noise complaints, 34 of which were related to live entertainment at Island Brewing Company. While these complaints are not formally logged as cases, they highlight an ongoing concern regarding live entertainment noise. In response, Code Compliance staff has been monitoring and measuring noise levels near live entertainment venues to assess the impact. Code Compliance staff have also invested in a new sound meter with decibel-level recording capabilities to streamline data collection. This information will be presented to the City Council in an upcoming report.

There were **3 contacts with people experiencing homelessness**, which is significantly down over past years. This reduction is believed to be partly due to the combined efforts of the Sheriff’s Department and Code Compliance staff, including contacts, outreach, and enforcement; which helps reduce the number of violations. Also contributing to the reduction is the centralized location of the lunch program where service providers can assist helping people in need connect with a wide range of services. Typically, organizations like Good Samaritan, New Beginnings, Behavioral Wellness, and AmeriCorps attend weekly.

Even though staff have seen an overall reduction in contacts and calls for service there is still a small group of people experiencing homelessness that are resistant to services and tend to repeatedly return to sensitive habitat areas as seen on slide 11(map). Enforcement efforts, along with collaboration from Public Works for clean-up, continue to remain a priority.

Staff dedicates approximately 10 hours a month to attend meetings and trainings related to people experiencing homelessness, and/or doing outreach in the field and working with outside agencies who assist people to get off the street and into housing. Staff's enforcement and outreach approach, along with connecting those in need to the providers previously listed, have seen dramatic reduction in contacts this year. Slide 12 of Attachment A shows staff having made 135 contacts related to homelessness in 2022/2023 vs 56 this calendar year.

There were **32 Health and Safety, Bicycles on Sidewalks, Animal Services, and Business Licensing-related** cases this quarter. These include public contacts for public smoking and open containers, and shopping carts, among others. To highlight some of the cases opened this quarter, 11 Business Licensing violations were addressed. These include auto detailing operators, mobile vendors/food trucks, and businesses operating from their homes.

There were **692 parking tickets issued and 81 service requests for alleged 72-Hour Parking violations** in Q3 compared to last quarter's 352 tickets and 71 service requests. Certain areas of the city, such as neighborhoods with higher density housing, generate more service requests related to 72-hour parking violations. These areas may require increased monitoring and enforcement actions to gain compliance. Staff notes that parking enforcement service requests were up slightly compared to the last quarter and may be credited to the new online portal. Slides 13 and 14 (map) of Attachment A break down the 692 issued parking citations by type of violation and location, with the vast majority attributed to: (1) parking in "no parking" areas; (2) 72-hour parking violations; and (3) Timed Parking violations.

Slides 15 and 16 (map) of Attachment A show typical animal control-related contacts and/or service requests including off-leash reports, stray dogs, and disposal of dead animals. This quarter included **9 contacts for dogs off-leash, 2 dog in a prohibited area, 3 license checks, 3 strays/adoptions, and 4 barking dog complaints**. The City Dog License Program is a mandatory program that requires all dogs 4 months and older to be licensed. The program aims to accomplish two goals: (1) To ensure all dogs are currently vaccinated. (2) Identification of lost or stolen dogs. Code Compliance staff routinely preform license checks when contacts are made for other animal violations like off leash contacts, dog bites, and animal noise complaints. To purchase a dog license please visit City Hall during normal business hours with your current rabies vaccination record or visit one of our off-site partners. ¹

As a reminder, citizens who wish to volunteer to foster or walk our adoptable pets can go to the City's website to learn more about becoming a volunteer, or contact Code Compliance staff directly for questions on becoming a foster volunteer. If interested in adopting a pet, please see the Animal Control page of the city's website for information on currently available pets.²

POLICY CONSISTENCY

¹ Animal Medical Clinic, 1037 Casitas Pass Rd. and Lemos Feed & Pet Supply, 4945 Carpinteria Ave.

² Please visit Carpinteria's Animal Care and Control page here: <https://carpinteriaca.gov/city-hall/community-development/animal-care-and-control/>

City Council Primary Goal #1 – Enhance Public Outreach, Education, and Transparency.

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

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 feedback and/or additional direction to staff regarding future reports.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A. Code Compliance 3rd Quarter 2024 Presentation

Staff contact: David Hernandez, Code Supervisor
(805) 755-4418, DavidH@carpinteriaca.gov



Signature

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



Signature

Reviewed by: Ryan Kintz, Assistant City Manager
(805) 755-4400, RyanK@carpinteriaca.gov



Signature

Code Compliance Quarterly Report Q3
October 28, 2024
Page 6

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, MichaelR@carpinteriaca.gov



Signature

ATTACHMENT A



Code Compliance

QUARTERLY REPORT

July 1 – Sept. 30, 2024

<https://carpinteriaca.gov/service-request/>

Code Compliance Supervisor

David Hernandez

(805) 755-4418

david@carpinteriaca.gov

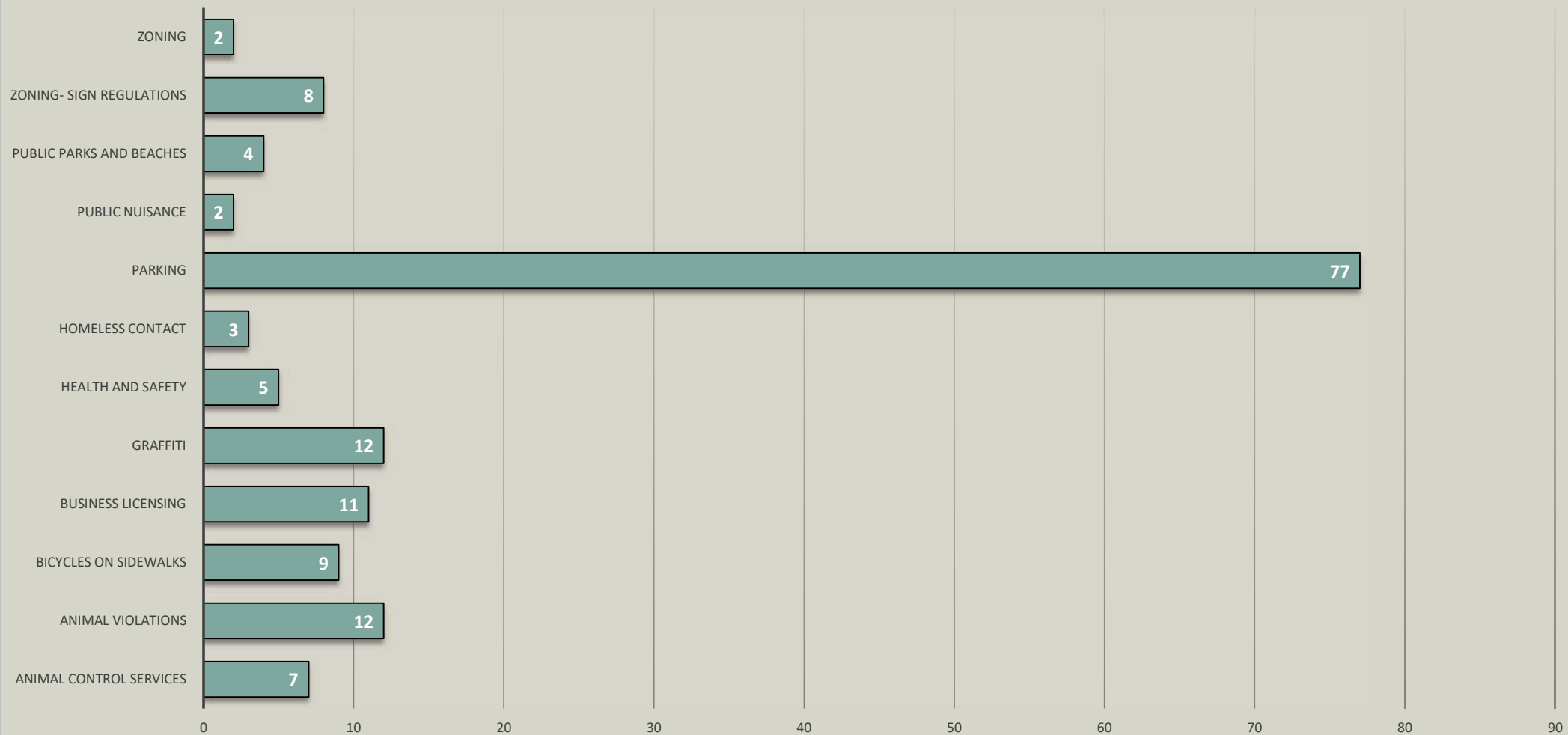
Code Compliance Officer II

Henry Menendez

(805) 755-4413

henrym@carpinteriaca.gov

Total Cases Opened by Type



72Hour Violations- Abandoned Vehicles



Animal Violations

CASES (SHOWING 12 OF 12)



Graffiti

CASES (SHOWING 12 OF 12)



Customer Satisfaction Results For Q3 2024

Employee Effectiveness



Time to Respond



Employee Courtesy

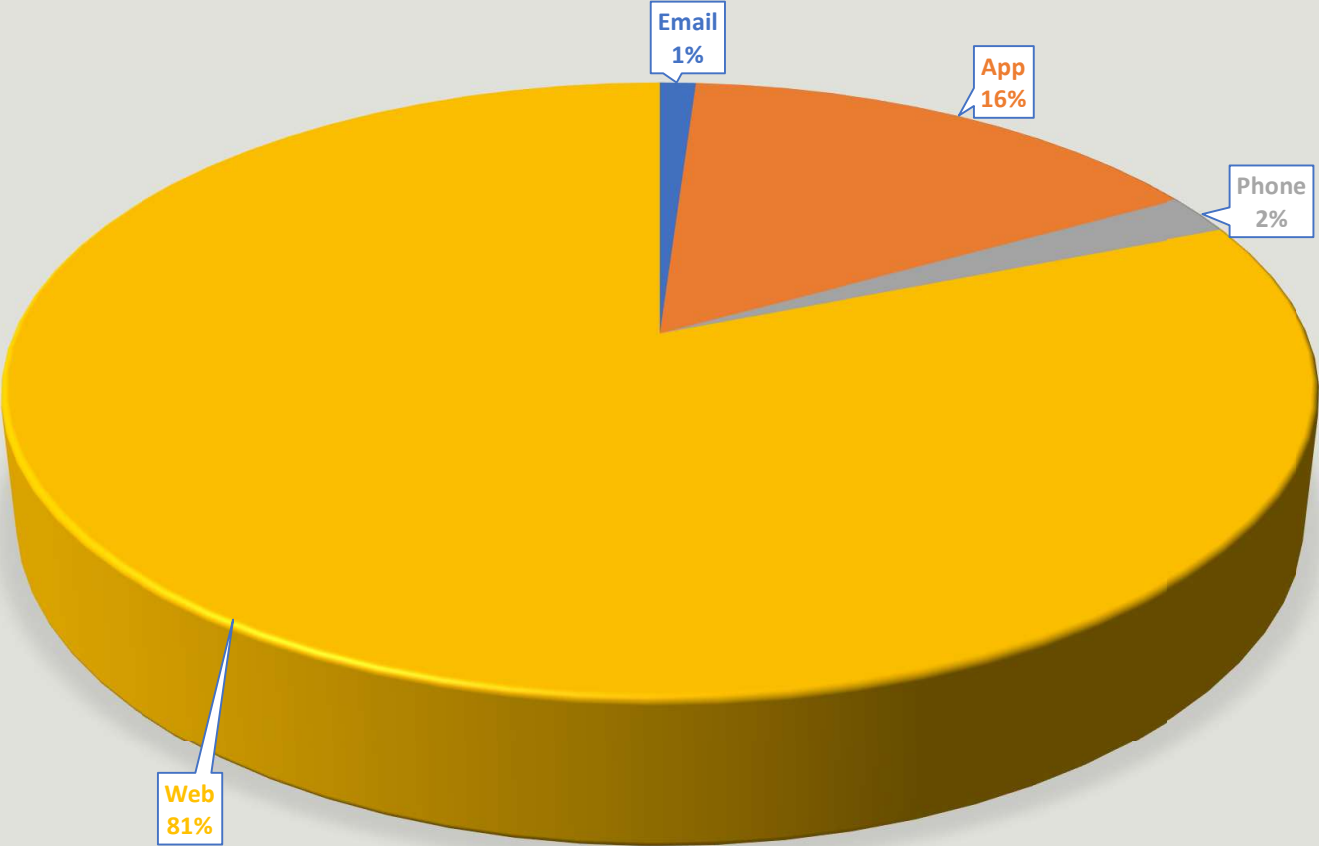


Expectations Met

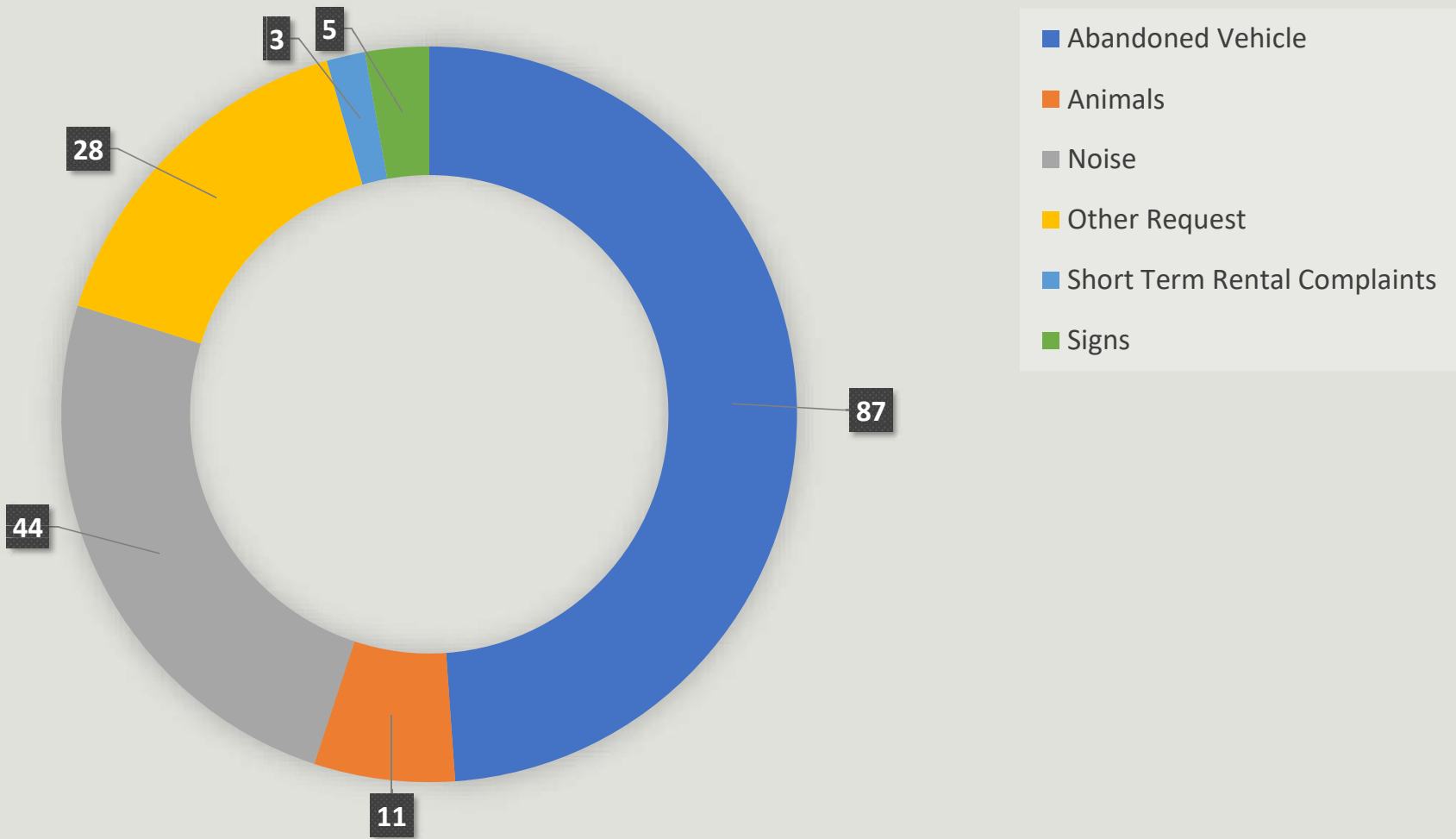


31 Surveys filled out this time period. 141 Requests closed this time period with 132 surveys sent.

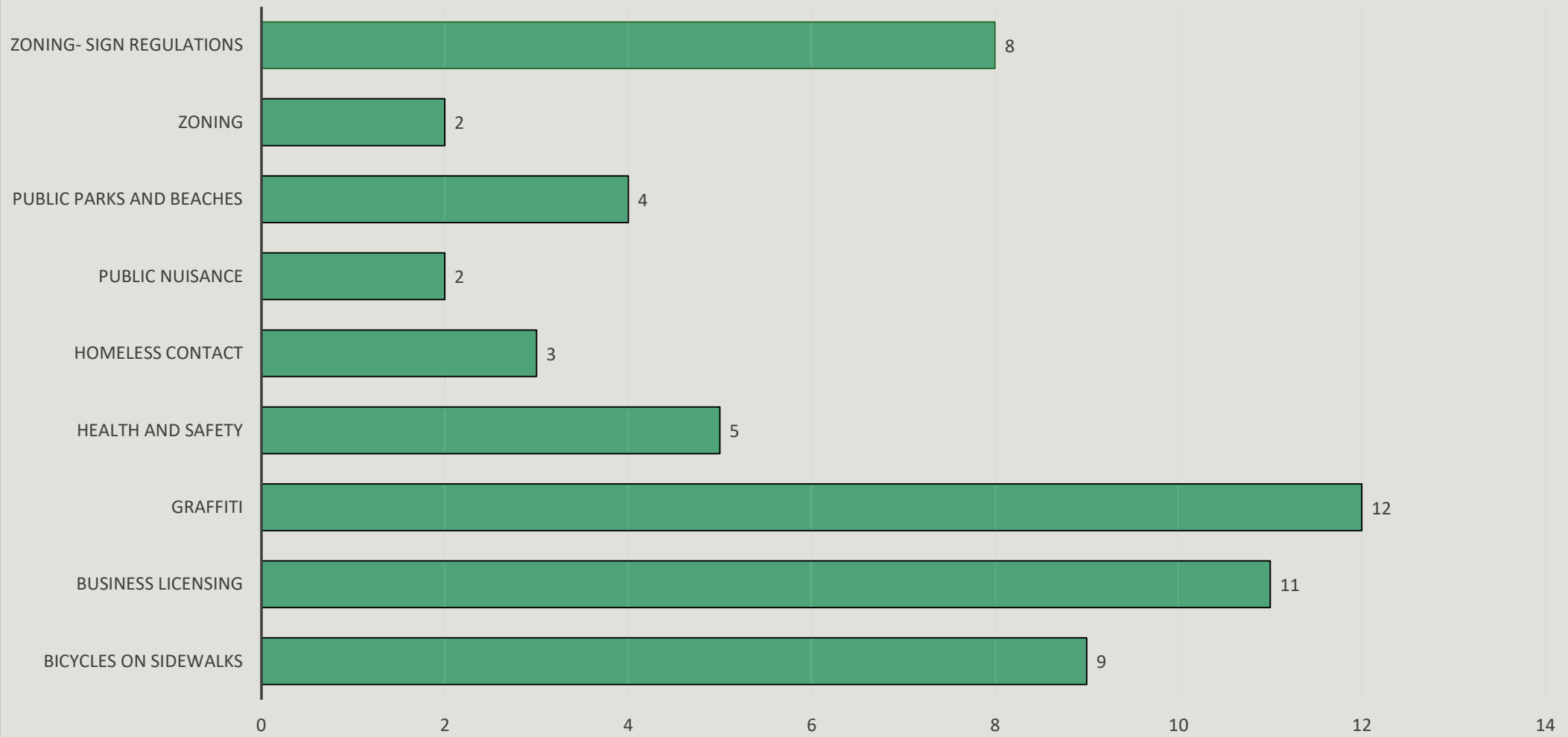
How Requests are Reported



Service Requests Received by Type



Code Cases by Type



Homeless Contacts Q3 2024

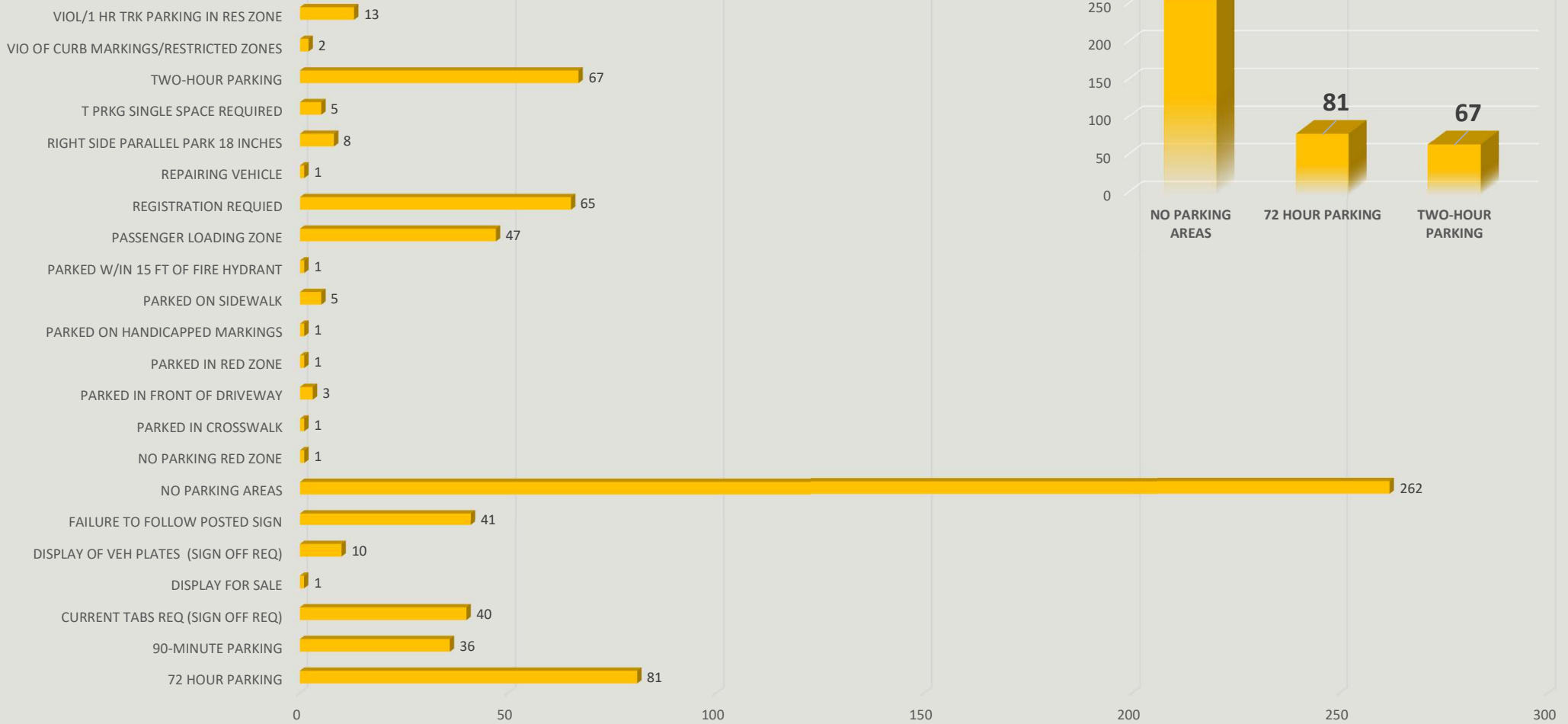
CASES (SHOWING 3 OF 3)



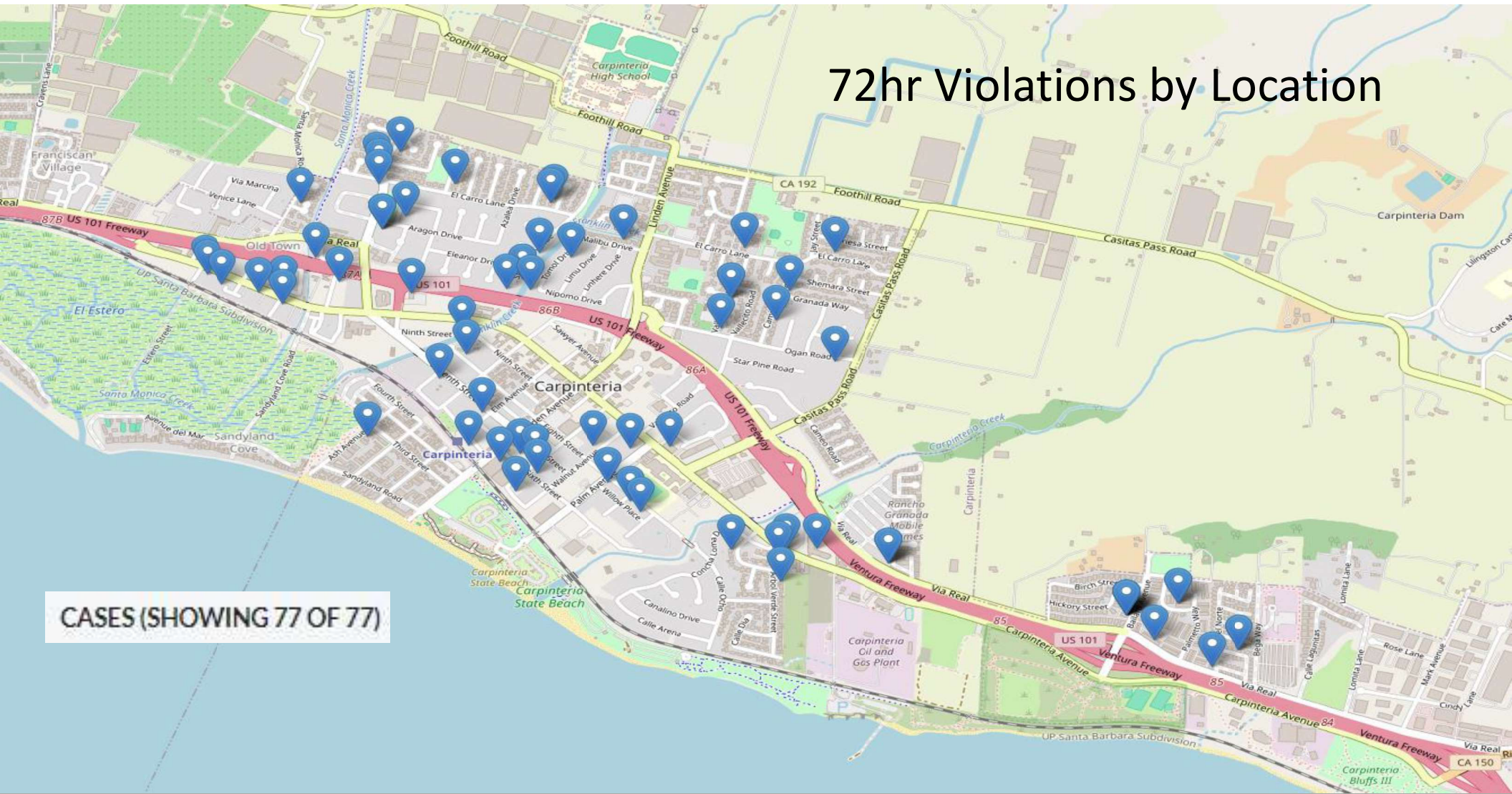
ONE YEAR ANALYSIS OF HOMELESS CONTACTS



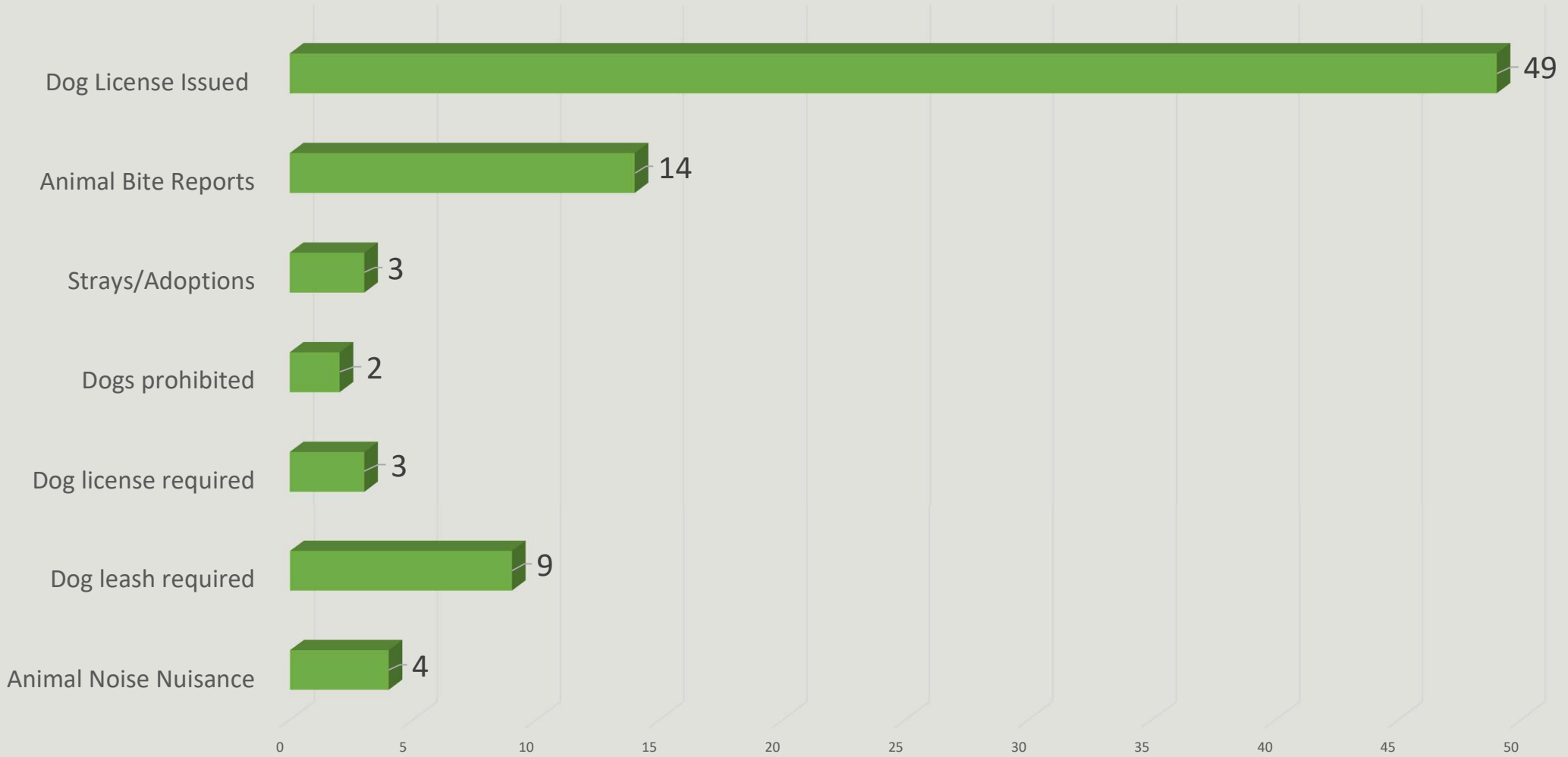
Parking Citations by Type



72hr Violations by Location



Animal Control Q3 2024



Animal Control & Services

CASES (SHOWING 19 OF 19)





City of Carpinteria

COUNCIL AGENDA STAFF REPORT October 28, 2024

ITEM FOR COUNCIL CONSIDERATION

First Quarter Department Reports for the Fiscal Year 2024/25 Budget

STAFF RECOMMENDATION

Receive and File First Quarter Department Reports for Fiscal Year 2024/25 Budget.

Sample Motion: I move to receive and file the First Quarter Department Reports for the Fiscal Year 2024/25 Budget.

BACKGROUND

On January 29, 2024, the City Council held a special meeting to, among other things: (1) receive information on the revised Annual Work Plan development process, and (2) develop, and review for approval, City Council goals and priorities for the Fiscal Year 2024-25 Annual Work Plan. As part of the revised Annual Work Plan process, City Council goals and priorities would serve as the basis for staff development of program goals and objectives; and thus, the City's annual budget. The revised process allowed for strategic consideration of other key factors in program development such as available funding, staff capacity, technology and resources, and regulatory and legal constraints. In addition, the Annual Work Plan implementation timeline was adjusted from a calendar year to the City's fiscal year to better coincide with budget development and allocation of program resources.

On February 26, 2024, City Council adopted five primary goals¹ (and several associated priorities), including to **Enhance Public Outreach, Education, and Transparency**. With this direction, City Manager Ramirez proposed, and later established, a quarterly reporting structure to include detailed updates on City programs with the goal of keeping the City Council and public well informed of program progress, successes, and challenges, if any.

¹ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1392&meta_id=89083

On June 24, 2024, the City Council adopted the Fiscal Year (FY) 2024-25 Budget, which included setting related Appropriations Limits as required by State Law, making year-end amendments to the FY 2023-24 Budget, updating budget and fiscal policies, and adopting salary schedules for FY 2024-25. Additionally, staff presented excerpts from each Departments FY 2024/25 Program Sheets which included the planned goals, associated objectives, and performance measures for each respective department for the upcoming FY 2024-25.

The purpose of this agenda item is to present to the City Council and the public the First Quarter Department Reports for Fiscal Year 2024/25, as provided in Attachment A.

DISCUSSION

The First Quarter Department Reports for Fiscal Year 2024/25, provided in Attachment A, present a detailed overview of each department's program activities and progress during the quarter. Key sections of the reports include:

1. **Executive Summary:** A brief overview summarizing each department's major accomplishments and challenges faced during the quarter.
2. **Key Highlights:** Notable milestones achieved, including completed projects and initiatives that align with the City Council's goals.
3. **Goals and Status Updates:** Each department outlines its established goals, detailing current progress, actions taken, challenges encountered, and next steps for future quarters.
4. **Financial Summary:** An overview of budget performance, highlighting major expenditures, variances, and any financial concerns to ensure transparency in resource management.
5. **Community Engagement and Outreach:** Reports on community engagement efforts, feedback received, and responses to that feedback.
6. **Conclusion:** An analysis of next steps and plans for the coming quarters, focusing on continuous improvement and alignment with City objectives. Also, to acknowledge contributions from departments, staff, and community stakeholders.

These reports provide valuable insights into each department's operations and progress toward fulfilling the City's objectives for the fiscal year.

ATTACHMENTS

Attachment A: First Quarter Department Reports for the Fiscal Year 2024/25 Budget

Reviewed by: Ryan Kintz, Assistant City Manager
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Signature

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, michaelr@carpinteriaca.gov



Signature

ATTACHMENT A

General Government Department

First Quarter Reports for the Fiscal Year 2024/25

Program: Legislative & Policy

Department: General Government

Funding Source(s): General and Tidelands Trust Funds

I. Executive Summary

Over the first quarter of fiscal year 2024/25, the City Council held several meetings creating space for public engagement and coordination with stakeholders on matters of interest to the community. A partial list of public meetings conducted during the quarter include: City Council, Library Board of Trustees, Finance Committee, Harbor Seal Advisory Committee, Ad Hoc Senior Services Planning Committee, and General Plan/Coastal Plan Update Committee meetings. Council members also participated on other government agency committees such as the Santa Barbara Metropolitan Transit District and BEACON, the Beach Erosion Authority for Clean Oceans and Nourishment. Participation on regional committees during the quarter include, but are not limited to, the Santa Barbara County Elected Leaders Forum to Address Homelessness and the South Coast Youth Safety Partnership.

The City Council also participates in, and/or coordinates or helps to coordinate, many informal activities throughout the city and county such as the Santa Barbara County Trails Council hike, community blood drives, HopeNet's annual Candlelight Vigil and Mental Health & Wellness Faire, Santa Barbara South Coast Chamber of Commerce State of the County, the Carpinteria Independence Day Parade, and a community meet and greet.

See below for a non-exhaustive list of formal actions taken by the Council over the first quarter.

II. Key Highlights



Major Milestones Achieved:

- Resolution No. 6341 approving and adopting the City Procurement Policy.
- Adoption of Ordinance No. 778, amending Carpinteria Municipal Code (CMC) Chapter 8.52, Smoking Regulations, establishing a ban on smoking in multi-unit residences, as defined, starting July 1, 2025, and updated requirements for signage at tobacco retail locations, as well as revised smoking regulations for hotels to align with current State law.
- Award of Construction Contract for the prioritized Via Real Stormwater Project.
- Legislation Position Letter opposing Assembly Bill 2557.



Significant Issues or Challenges Encountered:

- None.

Upcoming Priorities for the Next Quarter

- Participation in the California Joint Powers Insurance Authority Risk Management Educational Forum
- Participation in the League of California Cities Conference
- Amendment to CMC 8.20 – Sleeping and Camping, to align with the Supreme Court of the United States recent ruling (Grants Pass).
- Receipts of Law Enforcement Annual Report
- Public Hearing on Entertainment License

III. 1st Quarter: Status Update

N/A

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 101 - Legislative & Policy				
Expenditure				
51 - Personnel Services	\$ 159,900	\$ 159,900	\$ 39,246	25%
55 - Other Operating Expenses	55,400	55,400	35,446	64%
Expenditure Total:	\$ 215,300	\$ 215,300	\$ 74,692	35%

Budget Overview

- Major Expenditures: None
- Variance: None

Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

Engagement Activities (non-exhaustive):

- Independence Day Parade
- AgeWell Dia de los Abuelos Celebration
- National Night Out
- Service Club participation
- Santa Barbara County Trails Council Hike
- District 1 - Meet & Greet, July 28, 2024
- Movies in the Park
- World's Safest Bingo

Feedback Received:

- N/A

Response to Feedback:

- N/A

VI. Conclusion

-  In February of 2024 the City Council adopted five primary goals for fiscal year 2024/25, which began on July 1. Since that time, City Council has made numerous formal and informal, and group and individual, investments toward advancing

those goals. With City Council direction, City staff has initiated several efforts to enhance public outreach, education, and transparency, including the implementation of this quarterly report. In addition, training has been provided to the City Council, Architectural Review Board (ARB), and Planning Commission regarding state housing mandates. The City Council continues to advocate for local control on land use issues, while adhering to state law, and working to accommodate city growth while maintaining a small beachside town (City Council Primary Goal #2).



Acknowledgements. The support of the City Attorney's Office (CAO) has been instrumental in the education and navigation of state housing mandates. Internally, the City's Community Development Department (CDD) has provided valuable support to the City Council on a number of sensitive land use issues of high interest to the community. CDD, CAO, and the City Clerk's Office have coordinated on a number of comment letters to the County and various legislative bodies on several issues from cannabis odor to state housing law. Future Leaders of America played a critical role in adoption of a new City ordinance addressing smoking in multi-unit housing. In addition, funds allocated by the City Council through the Community Service Support Grant program have supported vital programming provided by several local non-profits.

Program: Commissions, Boards, and Committees

Department: General Government

Funding Source(s): General and Library Funds

I. Executive Summary

The City Council relies on appointees of its commissions, boards, and committees for technical expertise, development review and approval, and recommendations on a number of important matters. At the City Council's direction, City staff is working to improve program standards, procedures, and processes. In the first quarter, the City Clerk's Office completed a draft City Advisory Group Handbook and Code of Conduct, and developed draft standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

II. Key Highlights



Major Milestones Achieved:

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council-established "City Council Boards, Commissions, and Committees Review Committee"
GOALS AND STATUS

1. **Goal:** Engage the City Council Boards, Commissions, and Committees Review Committee to review and revise program standards, procedures, and processes.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

 **Challenges:**

- None

 **Next Steps:**

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

VI. Financial Summary (Department-wide)

 **Budget Overview**

- Major Expenditures: None
- Variance: None

 **Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach

 **Engagement Activities:**

- Engagement activities scheduled for Q2.

 **Feedback Received:**

- None

 **Response to Feedback:**

- None

VI. Conclusion



Summary of Overall Progress

- Progress is on schedule.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- None

Program: City Administration

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

During the first quarter, City staff created and issued a Request for Proposal for a consultant firm to: (1) provide extensive community outreach to better inform decisionmakers and development of the next City Work Plan, and (2) to facilitate a City Council retreat (public meeting). In addition, staff created a concise summary of the adopted budget (Budget Brief), highlighting key financial allocations and priorities.

II. Key Highlights



Major Milestones Achieved:

- Created and issued a Request for Proposal to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting).
- Created Budget Brief



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Make Budget Brief available on City Website.
- Consultant firm selection.
- Schedule City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #1: Enhance Public Outreach, Education, and Transparency.

GOALS AND STATUS

1. **Goal:** Enhance public participation in Annual Work Plan development process.

Status **Current Progress:** *On Track* **Actions Take This Quarter:**

- Created and issued a Request for Proposal for a consultant firm to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

 **Challenges:** None. **Next Steps:**

- Consultant firm selection.
- Community survey and workshops

2. **Goal:** Assist the City Council to review and revise, or develop, City Vision, Mission, Goals, and Values for inclusion in the Annual Work Plan.

Status **Current Progress:** *On Track* **Actions Take This Quarter:**

- Created and issued a Request for Proposal for a consultant firm to conduct a community survey, three community workshops, and conduct a City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.

 **Challenges:** None. **Next Steps:**

- Consultant firm selection.
- Schedule and conduct City Council retreat (public meeting) to review and revise, or develop, City Vision, Mission, Goals, and Values.
- Implementation activities for this goal are scheduled to occur in Q3.

3. Enhance community awareness and knowledge of the City's budget and related activities.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Created Budget Brief and conducted in-person outreach during the Avocado Festival.

 **Challenges:** None.

 **Next Steps:**

- Make Budget Brief available on City Website.
- Schedule and provide presentations to educate community members on the City's budget and related activities. Scheduled for Q3.

VI. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 111 - City Administration				
Expenditure				
51 - Personnel Services	\$ 696,430	\$ 696,430	\$ 118,660	17%
52 - Professional Services	39,000	39,000	-	0%
54 - Utilities	500	500	58	12%
55 - Other Operating Expenses	13,200	13,200	3,581	27%
Expenditure Total:	\$ 749,130	\$ 749,130	\$ 122,299	16%

 **Budget Overview**

- Major Expenditures: None.
- Variance: None.

 **Major Financial Changes or Concerns**

- None.

V. Community Engagement and Outreach

 **Engagement Activities:**

- City booth at Avocado Festival.

 **Feedback Received:**

- City staff received some positive feedback on the simplified document.

 **Response to Feedback:**

- None.

VI. Conclusion

 Overall, program goals and objectives are on track; however, the majority of activities are scheduled to occur in Q2 and Q3. Feedback regarding the upcoming community survey and workshops has been overwhelmingly positive and the City Council remains committed to its goal to enhance public outreach, education, and transparency (Primary Goal #1).

- ✚ Assistant City Manager, Ryan Kintz, former Program Manager, Olivia Uribe-Mutal, and the City's communications consultant, Two Trumpets, have been instrumental in advancing program goals and objectives.

Program: Records Management

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

This quarter, staff successfully transitioned to an entirely digital format for staff reports, eliminating the need to print original documents for signatures. The City Advisory Group Handbook and Code of Conduct were completed, alongside the development of standardized procedures for appointing and reappointing members to the City's Advisory Groups. While the goal of establishing a formalized appointment process remains on track, other objectives within the Records Management Program have been delayed due to competing priorities.

II. Key Highlights



Major Milestones Achieved:

- Transitioned to a fully digital staff report system, eliminating printed originals for signatures.
- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.



Significant Issues or Challenges Encountered:

Staff time allocated to other priorities hindered progress on some objectives.



Upcoming Priorities for the Next Quarter

- Procure agenda management software.
- Develop electronic routing and review processes for staff reports.
- Purchase an Electronic Records Management System for efficient retention and retrieval of official City documents.
- Adopt an electronic signature policy for official City documents.
- Convene the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and appointment procedures.
- Seek City Council adoption of the City Advisory Group Handbook, Code of Conduct, and appointment procedures.
- Promote the new appointment process through the City's website, social media, and the Coastal View News.
- Initiate biennial recruitment for all City Advisory Groups in December 2024, with Council appointments scheduled for January 2025.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1 – Enhance Public Outreach, Education, and Transparency

GOALS AND STATUS

1. **Goal:** Streamline agenda packet process.

Status

 **Current Progress:** *Not Started*

 **Actions Taken This Quarter:**

- None

 **Challenges:**

- Staff time spent on other priorities.

 **Next Steps:**

- Procure agenda management software.
- Develop electronic routing and review of staff reports.

2. **Goal:** Reduce use of paper records and increase public's access to official City documents and adopt an electronic signature policy for official City documents.

Status

 **Current Progress:** *Delayed*

 **Actions Taken This Quarter:**

- Staff reports are entirely digital and original staff reports are no longer printed out to obtain signatures.

 **Challenges:**

- Staff time spent on other priorities.

 **Next Steps:**

- Purchase an Electronic Records Management System for the efficient retention and retrieval of official City documents.
- Adopt an electronic signature policy for official City documents.

3. **Goal:** Establish a formalized process for appointing members to City Advisory Groups.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Completed City Advisory Group Handbook and Code of Conduct.
- Developed standardized procedures for the appointment and re-appointment process to the City's Advisory Groups.

 Challenges:

- None

 Next Steps:

- Meeting of the Ad Hoc Appointment Process Committee to review the City Advisory Group Handbook, Code of Conduct, and Procedures for the appointment and re-appointment process to the City's Advisory Groups.
- Council adopts City Advisory Group Handbook, Code of Conduct, and Appointment Process Procedures to the City's Advisory Groups.
- Promote the new appointment process via the City's website, social media, and the Coastal View News.
- Begin biennial recruitment of all City Advisory Groups in December 2024 with Council to make appointments in January 2025.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 131 - Records Management				
Revenue				
45 - Charges for Services	\$ -	\$ -	\$ 152	0%
Revenue Total:	\$ -	\$ -	\$ 152	0%
Expenditure				
51 - Personnel Services	\$ 64,550	\$ 64,550	\$ 12,221	19%
52 - Professional Services	6,000	6,000	3,070	51%
55 - Other Operating Expenses	20,350	20,350	1,957	10%
Expenditure Total:	\$ 90,900	\$ 90,900	\$ 17,248	19%

 Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- None

 Feedback Received:

- None

 Response to Feedback:

- None

VI. Conclusion

 Summary of Overall Progress

- The goal of streamlining the agenda process has not yet begun. The objective of reducing paper records usage has faced delays due to other priorities. However, the initiative to establish a formalized process for appointing members to the City's Advisory Groups is progressing as planned.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- None

Program: Elections

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

The majority of election tasks for the upcoming November 5, 2024, General Municipal Election have been successfully completed. Key achievements include the adoption of resolutions by the City Council to consolidate the election and place a Transient Occupancy Tax (TOT) Measure on the ballot. Staff has assisted candidates with their nomination paperwork and processed necessary documents for the TOT Measure. The remaining tasks include the certification of election results and the reorganization of the City Council in December.

II. Key Highlights (Bulleted)



Major Milestones Achieved:

- Adoption of resolutions for consolidating the election of City Council candidates and placing the TOT Measure on the November 5 ballot.
- Submission of the consolidation services request to the County Elections Division.
- Assistance provided to Council candidates in filing their nomination paperwork.
- Processing of documents related to the TOT Measure.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Certification of Election Results and City Council Reorganization.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
To Collaborate with the County of Santa Barbara Elections Division to Manage and Oversee the November 5, 2024 General Municipal Election on Behalf of the City.
GOALS AND STATUS
1. Goal: Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.
Status Current Progress: Completed



 Actions Taken This Quarter:

- In May 2024, the Council adopted requisite resolutions calling and consolidating the November 5, 2024 General Municipal Election with the Statewide General Election for the election of Council candidates and placement of ballot measure regarding an increase in the Transient Occupancy Tax (TOT).
- City submitted consolidation services request to County Elections Division in May 2024.
- Prepared and posted/published all required notices per State Elections Code.

 Challenges:

- None

 Next Steps:

- Proceed to assist Council candidates.

2. **Goal:** Assist Council Candidates in Filing Nomination Papers.

Status

 Current Progress: *Completed* **Actions Taken This Quarter:**

- Prepared Candidate Handbook, nomination packets, and Election Fact Sheet.
- Guided Council candidates through nomination process.
- Processed nomination papers, ballot designations, and candidate statements.
- Processed campaign finance statements.
- Reviewed ballot proofs.

 Challenges:

- None

 Next Steps:

- Process documents for the TOT Measure.

3. **Goal:** Process Documents for Transient Occupancy Tax (TOT) Measure on the Ballot.

Status

 Current Progress: *Completed* **Actions Taken This Quarter:**

- Drafted Argument In Favor of TOT Measure.
- City Attorney prepared Impartial Analysis.
- Received only Argument In Favor, no Argument Against nor Rebuttals received.
- Reviewed ballot proofs.

 Challenges:

- None

 Next Steps:

- Prepare for certification of the election results.

4. **Goal:** Certification of Election and City Council Reorganization.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- None

 Challenges:

- None

 Next Steps:

- Received certified results from County Elections Division.
- Council adopts resolution declaring the results of the November 5, 2024 General Municipal Election.
- City Clerk swears in newly elected or reelected Councilmembers.
- City Council selects Mayor and Vice Mayor for the next two years.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 132 - Elections				
Expenditure				
51 - Personnel Services	\$ 43,100	\$ 43,100	\$ 8,925	21%
52 - Professional Services	37,000	37,000	1,330	4%
55 - Other Operating Expenses	1,800	1,800	1,612	90%
Expenditure Total:	\$ 81,900	\$ 81,900	\$ 11,867	14%

 Budget Overview

- Major Expenditures:
 - Incidental staff time
 - Minimal elections consultant cost
 - Cost to publish required election notices
- Variance:
 - Costs are within current budget

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- None

**Feedback Received:**

- None

**Response to Feedback:**

- None

VI. Conclusion**Summary of Overall Progress**

- All required procedures for the General Municipal Election have been met and registered voters in City Council District Nos. 2 and 4 will vote for their respective Councilmember representatives for a four-year term and residents in City Council District No. 3 will vote for their Councilmember representative for the remainder of Councilmember Roy Lee's two-year term. All registered voters will vote on Measure B, the measure to increase the Transient Occupancy Tax (TOT).

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- None

Program: Staff Recruitment, Retention, and Development

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

During the first quarter, the General Government Department implemented substantial updates to the Conditions of Employment for Miscellaneous and Management employees, focusing on optimizing recruitment, enhancing benefits, and improving employee development programs. Significant strides were made in utilizing the applicant tracking system to streamline recruitment, attract candidates aligned with City needs, and introduce new employee benefits, including updates to the fitness reimbursement program. Additionally, the department collaborated closely with Administrative Services to manage accruals and payroll adjustments, laying the groundwork for future benefit enhancements and training opportunities. Looking ahead, efforts will continue toward improving the employee experience with upcoming initiatives, including the development of a remote work and pet policies, employee surveys, and training programs to strengthen skills across the organization.

II. Key Highlights



Major Milestones Achieved:

- Updated Conditions of Employment, standardizing Personal Time Off accruals and adding Management Leave and Floating Holiday hours.
- Expanded fitness reimbursement program to include various wellness memberships.
- Held the first quarterly All-Employee Staff Meeting to boost engagement and recognition.
- Collaborated with Administrative Services/Payroll to implement new accrual policies.
- Identified key training areas for onboarding new hires.
- Filled vacant positions in a timely manner.
- Started open enrollment (to be completed in Q2).



Significant Issues or Challenges Encountered:

Limited staffing and resources impacted the speed of policy development and implementation.



Upcoming Priorities for the Next Quarter

- Evaluate the Conditions of Employment for potential benefit enhancements.
- Conduct employee surveys to gather feedback on current programs and initiatives.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #5: Invest in High-Performance Team at City Hall.

GOALS AND STATUS**1. Goal: Optimize recruitment process.****Status**
 **Current Progress: *On Track***
 Actions Taken This Quarter:

- Enhanced job postings with dynamic introductions to entice potential candidates.
- Promptly posted all positions on the City's website and social media platforms.
- Notified all staff of new recruitments and encouraged them to share job postings within their network.
- Utilized our applicant tracking system to streamline and automate the screening process.
- Enhanced supplemental questions to ensure candidates advancing through the process possess the skillsets that best meet the needs of the City.
- Introduced training for staff involved in recruitments on how to use the new applicant tracking system effectively.

 Challenges:

- Difficulty attracting candidates for specialized or senior-level position.
- Losing candidates to neighboring cities with higher compensation packages.
- Collaborating efficiently with hiring managers.

 Next Steps:

- Target specialized recruitment channels (e.g., niche job boards, professional associations) to better reach candidates for senior-level and specialized positions.
- Collaborate with hiring managers to streamline the selection process by setting clear timelines, improving communication, and ensuring timely feedback on candidate evaluations.
- Develop internal procedures and checklists for part-time and full-time recruitments
- Complete Employee Handbook (Q3).

2. Goal: Enhance employee benefits program.**Status**

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Implemented the Conditions of Employment (COE)
 - All units have the same Personal Time Off accruals
 - Created separate management leave accrual
 - Added floating holiday hours
 - Expanded the Fitness Reimbursement program to allow fitness subscriptions, gym membership, and weight management programs.
- Provided retirement workshop session aimed at employees who are new or mid-way through their career and employees within 10 years of retirement

 Challenges:

- Limited budget for expanding benefit offerings, making it difficult to compete with surrounding agencies that offer more extensive benefits packages.
- Complexity in administering benefit changes due to coordination between employee units, multiple benefit providers, and the City's payroll system.
- Difficulty keeping benefits competitive with rising healthcare costs and evolving employee expectations around benefits.

 Next Steps:

- Conduct quarterly HR wellness campaigns, provide wellness trainings; increase employee engagement by hosting informational sessions and workshops (e.g., retirement planning, health and wellness) to boost awareness and participation in existing benefits programs.
- Explore new benefits trends, such as mental health support, flexible work arrangements, or student tuition reimbursement enhancement, to stay competitive and meet evolving employee needs.
- Enhance the Human Resources module in the City's finance system (Tyler) to allow better coordination and processing of benefits.

3. Goal: Enhance employee development.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Conducted CPR/AED/First-Aid Safety and Fire Extinguisher Training for applicable staff on 09/24/2024 and 9/25/2024.
- Delivered First Amendment Audit Training to staff at the All-Hands Quarterly Meeting.
- Organized Supervisory Training provided by LCW in September for Management staff.
- Compiled a list of required trainings for all staff, with additional targeted trainings for new hires.

- Encouraged departments to allow their staff to be more involved in professional development organizations such as Municipal Management Association of Southern California, and American Planning Association, and American Public Works Association
- Participated in various employee development academies including: Management Academy, Risk Management Forum (Q2), and Regional Public Leadership.

 Challenges:

- Limited resources and time for training due to the small size of the staff and competing priorities
- Loss of institutional knowledge when employees resign.

 Next Steps:

- Provide opportunities for newer staff to take on leadership roles in projects or committees to develop their skills and knowledge.
- Create a structured professional development plan for all employees, ensuring equal opportunities for growth across departments.
- Explore online learning platforms and webinars to provide flexible training options that accommodate the small staff size.
- Encourage cross-training to ensure knowledge and skills are distributed across teams, reducing dependency on any single staff member.

4. Goal: Empower staff leaders to oversee department personnel matters.

Status

 Current Progress: *Delayed*

 Actions Taken This Quarter:

- Management staff completed Difficult Conversation training
- Scheduled to be completed in Q2.

 Challenges:

- Limited staff
- Difficult to identify specific or the right type of training for our organization.

 Next Steps:

- Foster a culture of collaboration by encouraging open communication and feedback from all staff, ensuring everyone feels valued and supported in their roles.
- Establish regular check-ins between HR and staff leaders to provide ongoing support, address concerns, and share best practices.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 141 - Staff Recruitment, Retention, & Development				
Expenditure				
51 - Personnel Services	\$ 288,350	\$ 288,350	\$ 70,505	24%
52 - Professional Services	23,000	23,000	1,200	5%
55 - Other Operating Expenses	28,200	28,200	7,461	26%
Expenditure Total:	\$ 339,550	\$ 339,550	\$ 79,166	23%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- City website and social media to promote employment opportunities.



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Summary of Overall Progress

- In the first quarter of the fiscal year, the department has made substantial progress in enhancing employee benefits, optimizing recruitment processes, and encouraging employee development. We successfully implemented changes to the Conditions of Employment, improved our applicant tracking system, and introduced new professional development opportunities for staff. Although challenges persist, such as limited resources and the need to keep benefits competitive, our proactive approach in collaborating with departments and investing in employee training has kept our work plan on track.
- Looking ahead, we are committed to building on this momentum by exploring additional employee development opportunities, increasing engagement in benefits programs, and ensuring recruitment processes are refined to attract top talent. We will continue to focus on maintaining a high-performance team at City Hall by providing the necessary resources and support to foster a thriving and innovative workforce.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Human Resources Staff: Javier Gutierrez, Human Resources Assistant, Ryan Benson, Management Analyst I, and Teresa Ilasin, Management Analyst II.
- Appreciation to City Manager Michael Ramirez and Assistant City Manager Ryan Kintz for their dedicated leadership and valuable guidance.
- The Human Resources staff would like to thank the Administrative Services staff for working more closely together to ensure that employee pay transactions are processed efficiently and promptly, and for their collaboration in developing and implementing policies and procedures that reflect best practices.

Program: Risk Management

Department: General Government

Funding Source(s): General Fund

I. Executive Summary

This quarter focused on enhancing the City's risk management framework through coordinated safety initiatives, regulatory compliance efforts, and strengthened risk assessment processes. Major accomplishments included CPR and fire safety training, compliance updates for City contracts, and proactive planning with CJPIA to initiate the Loss Control Action Plan Program. Significant challenges involved limited staffing and the evolving regulatory landscape, which impacted response times to routine inspections and report processing. Upcoming priorities include a City-wide risk evaluation scheduled with CJPIA and bolstering departmental training on risk management best practices.

II. Key Highlights



Major Milestones Achieved:

- Coordinated with CJPIA to implement the Loss Control Action Plan Program and schedule the City's Risk Management Evaluation for November 2024.
- Conducted CPR/AED/First-Aid Safety and Fire Extinguisher Training for applicable staff on 09/24/2024 and 9/25/2024.
- Delivered First Amendment Audit Training to staff at the All-Hands Quarterly Meeting.
- Ensured contract compliance with insurance requirements, securing necessary certificates of insurance for new City agreements and commenced audit to ensure all existing contracts have updated certificates of insurance.



Significant Issues or Challenges Encountered:

- Limited Staff Resources for Compliance: Small staff and time constraints impacted routine tasks like facility inspections, claims reporting, and participation in regulatory training.
- Compliance with New Regulations: The continuous updates to Cal/OSHA and ADA regulations require dedicated time for interpretation and implementation, impacting scheduled work plan tasks.
- Reactive vs. Proactive Risk Management: Addressing immediate issues, such as claims and safety incidents, has limited the focus on long-term goals, including policy updates and preventive safety initiatives.



Upcoming Priorities for the Next Quarter

- Completing a comprehensive risk evaluation with CJPIA.
- Enhancing safety training initiatives for staff and developing department-specific risk mitigation strategies.
- Conducting an analysis to identify departmental risk factors and implementing preventive measures.

- Update Injury Illness and Prevention Plan (IIPP)

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Resolution 5435, Adopting Injury and Illness Prevention Program (IIPP), California Tort Claims Act, Cal/OSHA standards, and the Americans with Disabilities Act.
GOALS AND STATUS
1. Goal: Ensure comprehensive risk management practices to minimize the City's liability exposure. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Conducted scheduled inspections of city facilities, parks, streets, sidewalks, and equipment to identify and address potential hazards. • Coordinated with staff and California Joint Powers Insurance Agency (CJPIA) to implement the Loss Control Action Plan Program and schedule the City's Risk Management Evaluation for November 2024. • Ensured all new and existing contracts entered into with the City complied with City's insurance requirements and obtained all required certificates of insurance. • Researched ways to conduct a comprehensive risk management analysis for each department. • Reviewed IIPP updates from other agencies as part of a comprehensive policy update. • Assessed risks linked to specific city equipment and established targeted restrictions and safety protocols to prevent future incidents.  Challenges: • Limited staffing and time constraints have affected the ability to consistently manage and report on all identified risks.  Next Steps: • Train staff for risk management purposes. • Continue to research risk management best practices used by government agencies and companies in general. • Consult with CJPIA to create a comprehensive risk analysis that touches on all aspects of the City's assets and interaction with the public. 2. Goal: Improve workplace safety and reduce the incidence of Workers' Compensation claims.

Status **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Monitored active Workers' Compensation claims to ensure progress toward resolution and supported return-to-work plans for employees on leave.
- Public Works Department initiated morning walks for maintenance crew to stretch before the day's labor to prevent accidents.
- Public Works and Parks, Recreation and Community Services continued to conduct morning safety check meetings.

 Challenges:

- Reduced staffing levels due to workers' compensation claims and staff leave have impacted critical Public Works teams, underscoring the importance of prioritizing workplace safety to prevent future claims.

 Next Steps:

- Conduct an organization-wide assessment of Workers' Compensation cases, identify root causes, and develop targeted strategies to reduce claims.

3. **Goal:** Ensure the safety, regulatory compliance, and maintenance of City facilities and public spaces.

Status **Current Progress:** *On Track | Delayed* **Actions Taken This Quarter:**

- The Public Works Department completed a series of essential maintenance activities, including sidewalk repairs, cleaning public restrooms, emptying trash cans, clearing bike paths, and acquiring a new street sweeper to enhance road maintenance efforts.
- Additionally, the Public Works Department replaced night lights near city streets to improve public safety.
- In the Parks, Recreation & Community Services Department, insurance requirements for Veterans Memorial Building rentals were reinstated to further manage liability and ensure safety standards.

 Challenges:

- Risks have been identified for City facilities, streets and sidewalks. Temporary protections have been put into place to ensure reduced risk; however, additional budget allocations are needed to implement permanent fixes these identified risks.
- Limited staff capacity to implement coordinated efforts to analyze loss control and ensure ADA compliance due to staff bandwidth and workers' compensation cases.

Next Steps:

- Complete return to work procedures for workers' compensation cases.
- Recruit for more part time maintenance help to ensure staff capacity is augmented.
- Conduct an analysis of risk for City facilities and public spaces.

4. **Goal:** Maintain comprehensive insurance coverage and monitor risk management resources.

Status

 **Current Progress:** **Completed** | **On Track**

Actions Taken This Quarter:

- Completed insurance renewal application forms as required.
- Submitted information for insurance coverage on new equipment, vehicles and property.
- Monitored budget for Risk Management Division to ensure sufficient funds available for comprehensive insurance coverage.

Challenges:

- None.

Next Steps:

- Continue to monitor budget and submit for insurance coverage for new equipment.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 142 - Risk Management				
Expenditure				
51 - Personnel Services	\$ 85,600	\$ 85,600	\$ 18,455	22%
52 - Professional Services	9,500	9,500	-	0%
55 - Other Operating Expenses	515,900	515,900	131,791	26%
Expenditure Total:	\$ 611,000	\$ 611,000	\$ 150,245	25%

Budget Overview

- Major Expenditures
 - Major expenditures have been completed for CJPIA insurance (Prepaid: Risk Property Insurance Policy: \$118,973.00) and Workers Compensation Liability Policy: \$391,597.00).
- Variance:
 - To be assessed next quarter following analysis of training and additional staffing needs.

Major Financial Changes or Concerns

- There is a need to create a contingency budget for items identified during the fiscal year that require immediate resolution. For example, if a sidewalk is identified to be a risk, budget should be available to fix immediately.

V. Community Engagement and Outreach



Engagement Activities:

- **Major Expenditures:**
 - None.
- **Feedback Received:**
 - None.
- **Response to Feedback:**
 - None.

VI. Conclusion



Summary of Overall Progress

- Risk management analysis for each department is slated for the next quarter, focusing on identifying risk exposures and implementing department-specific strategies to enhance safety and mitigate liabilities. The outcome will guide future training and process adjustments to ensure the City's long-term risk reduction



Acknowledgment of Contributions from Departments, Staff, and Community Members

- The Public Works Department field staff. For their continued commitment to safety and compliance aimed at reducing the City's overall risk.

Program: Emergency Preparedness

Department: General Government

Funding Source(s): General and Revolving Funds

I. Executive Summary

During the first quarter, City staff facilitated several staff and community trainings related to emergency preparedness. Emergency Operations Center training for City staff was provided by the County of Santa Barbara and CPR and AED training was provided to City staff by the Carpinteria-Summerland Fire District. These program activities demonstrate the importance of City Council Primary Goal #4 to Strengthen Community Institution Collaboration. Emergency preparedness information was provided to the community through a partnership with LISTOS Central Region. Additional staff trainings were provided via online courses through FEMA's National Incident Management System (NIMS). Lastly, City staff initiated a monthly Resilience Hub Team meeting as part of the program's goals to establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.

II. Key Highlights



Major Milestones Achieved:

- Ongoing Emergency Operation Center Staff Training in partnership with the County of Santa Barbara.
- CPR and AED Training for City FT Staff in partnership with the Carpinteria - Summerland Fire District.
- Emergency Preparedness information for the Spanish Community in partnership with LISTOS Central Region.
- Initiated the Resilience Hub Team (Occurs the third Tuesday of every month)
- County Office of Emergency Management meeting participation – First Wednesday of each month
- Coordinated staff training for IS 100 & 700.
- Coordinated staff training for EOC Intro & EOC Primary.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Partnering with Girls Inc. of Carpinteria for a Community Resilience Hub Forum with the goal of raising awareness and conducting outreach to let the community know what resources are available before, during, and after the event of an emergency.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Strengthen community outreach to enhance emergency preparedness, aligning with FEMA's Whole Community Approach and the California Governor's Office of Emergency Services' Strategic Plan (2019-2023) to promote community resilience and involvement.

GOALS AND STATUS

1. **Goal:** Establish trust and build ongoing relationships with the community to increase awareness of disasters and how to be prepared before, during and after they occur.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Resilience Hub Team: Occurs the third Tuesday of every month
- County Office of Emergency Management meeting participation – First Wednesday of each month

 **Challenges:** None

 **Next Steps:**

- Continue monthly meetings

2. **Goal:** Ensure residents are offered the tools and training to endure, and respond to emergency events.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated meetings with partnering agencies

 **Challenges:** None

 **Next Steps:**

- Kinderkirk – Annual presentation (Oct 8, 2024)
- San Roque Mobile Home Park – Annual presentation, and resident engagement fair
- Carp Children's Project Health Fair 3-6 on (October 11, 2024) – Support LISTOS.
- Basic LISTOS, October 23 & 24, in **Spanish**
- Basic LISTOS, November 20 & 21 in **English**
- CERT Refresher training – Collaboration with Carpinteria-Summerland Fire District, November 7

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Develop and update emergency response plans and coordinate staff training to comply with federal mandates, including the Stafford Act, HSPD-5 for NIMS, and the California Emergency Services Act, ensuring effective local preparedness.

GOALS AND STATUS

1. **Goal:** Evaluate existing emergency plans and prioritize need and update.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated staff training for Emergency Operations Center (EOC) Intro & EOC Primary

 **Challenges:**

- Finding the time for staff to partake on these trainings while some departments are short staffed.

 **Next Steps:**

- Track attendance and completion of module
- Send reminder and assign new dates for training for new employees

2. **Goal:** Work with emergency shelter owners to develop working relationships prior to disaster requests.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated meetings with the Carpinteria -Summerland Fire District

 **Challenges:** We are establishing a new emergency digital platform called Genasys. Working on logistics and coordination for the implementation of the new software with our partnering agencies.

•

 **Next Steps:**

- Weekly meetings with Genasys consultants and Summerland Fire District to ensure a smooth and comprehensive implementation.

3. **Goal:** Start internal Safety Committee Meetings.

Status

 **Current Progress:** *Not Started*

 **Actions Taken This Quarter:**

- N/A

 **Challenges:**

- N/A

 Next Steps:

- N/A

4. **Goal:** Start external Safety Council Meetings.

Status

 Current Progress: *Not Started*
 Actions Taken This Quarter:

- N/A

 Challenges:

- N/A

 Next Steps:

- N/A

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Train City staff and elected officials to maintain FEMA certifications and enhance Emergency Operations Center effectiveness, aiming for all personnel to complete FEMA's ICS 100 and IS-700 courses, specific EOC training, and participate in an emergency exercise by June 30, 2025.

GOALS AND STATUS

1. **Goal:** All staff and elected officials to complete ICS 100, and 700 online by Dec 31, 2024.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- Coordinated staff training for ICS100 & 700

 Challenges:

- None

 Next Steps:

- We will send the training materials after the City Council Reorganization on December 9, 2024, to ensure that the newly appointed Councilmembers are included in this training efforts.

2. **Goal:** All staff to complete their assigned EOC section training by May 31, 2025.

Status

 Current Progress: *On Track*
 Actions Taken This Quarter:

- Tracked attendance and completion of module

 Challenges:

- None

 Next Steps:

- Send reminder and assign new dates for training for new employees

3. **Goal:** All staff and elected officials to participate in one City-wide exercise in June 2025.

Status

✚ **Current Progress:** **Not Started**

✚ **Actions Taken This Quarter:**

- N/A

✚ **Challenges:**

- N/A

✚ **Next Steps:**

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 151 - Emergency Preparedness				
Revenue				
43 - Intergovernmental	\$ 10,000	\$ 10,000	\$ -	0%
Revenue Total:	\$ 10,000	\$ 10,000	\$ -	0%
Expenditure				
51 - Personnel Services	\$ 94,420	\$ 94,420	\$ 19,531	21%
53 - Contract Services	20,000	20,000	-	0%
54 - Utilities	900	900	210	23%
55 - Other Operating Expenses	8,450	8,450	387	5%
Expenditure Total:	\$ 123,770	\$ 123,770	\$ 20,128	16%

✚ **Budget Overview**

- Major Expenditures: None
- Variance: None

✚ **Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach

✚ **Engagement Activities:**

- Trainings and events

✚ **Feedback Received:**

- The Community is attending and engaging in the emergency preparedness trainings and events. We are offering a program evaluation at the end of each session, and so far, the feedback has been very positive.

✚ **Response to Feedback:**

- We respond to the feedback onsite at the in-person events

VI. Conclusion

- ✚ The City has increased the number of collaborations with partnering agencies and is reaching both the English and the Spanish community.

- ✚ We want to acknowledge all of our local partners, and CERT volunteers, without their unwavering support we would not be able to prepare the community in emergency resilience. We are thankful for the inter-departmental collaborations that provide support for these community events such as Public Works and the Library.

Program: Communication and Community

Department: General Government

Funding Source(s): General, PBIA, and PEG Fee Funds

I. Executive Summary

During the first quarter, the Communication and Community program conducted a number of activities toward its several fiscal year goals. Seven press releases were issued to inform the media and public on matters of community interest. The City's HOST program increased its volunteer base by 10, and City staff provided assistance to the Downtown Business Advisory Board on creation of a map to be distributed by HOST volunteers, showcasing key City attractions and participating merchants.

II. Key Highlights



Major Milestones Achieved:

- Communication Channels
 - Media Outreach - Seven press releases have been sent by the City and reported on in local media news outlets, covering topics such as grant awards, park openings, new programming, policy updates, and staff announcements. This has increased visibility of City initiatives through traditional media channels.
 - Enhanced Outreach Contract - A new communications and outreach contract was updated with specific goals to enhance the quality and quantity of outreach materials and campaigns. A key focus is to broaden engagement with the Latino community and other underrepresented groups that have historically had lower participation rates at traditional City meetings and events.
 - Improved Tracking and Transparency - A process for improved invoicing has been established to better track program and departmental needs for media coverage across digital, social, and traditional platforms. This will enable more strategic deployment of outreach resources as well as improve transparency into outreach spending.
- Volunteer Services
 - The City's HOST program has increased its volunteer base by 10, which is important given the post pandemic decline in volunteerism.
 - The increasing number of City programs and staff have generated new volunteer opportunities allowing for new structural opportunities to the program.
- Parking and Business Improvement Area Assessment (PBIA) District No. 4
 - Collaborating with the General Government, the DTBAB committee has created a map. This map will be distributed by the volunteer HOST committee at the visitor kiosk during summer months and at various City businesses. It showcases key City attractions and dues-

paying merchants. Additionally, a digital version is available on the website, which is regularly updated with the latest information.

 Significant Issues or Challenges Encountered:

- None

 Upcoming Priorities for the Next Quarter

- To be determined

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council's Primary Goal #1 to enhance public outreach, education, and transparency. Compliance with Dymally-Alatorre Bilingual Services Act (California Government Code § 7290-7299.8) and Executive Order 13166, which mandates meaningful access to services for individuals with limited English proficiency.
GOALS AND STATUS
1. Goal: Provide multilingual closed-captioning on City broadcasted meetings (City Council, Planning Commission, and Architectural Review Board). Status  Current Progress: <i>Delayed</i>  Actions Taken This Quarter: • Coordinated meetings with Cox staff and TVSB staff.  Challenges: • Finding time by all parties involved to come together.  Next Steps: • Start discussions and implementation phase. 2. Goal: Improve workplace safety and reduce the incidence of Workers' Compensation claims. Status  Current Progress: <i>Not Started</i>  Actions Taken This Quarter: • N/A  Challenges: • N/A  Next Steps: • N/A

3. **Goal:** Ensure the safety, regulatory compliance, and maintenance of City facilities and public spaces.

Status

-  **Current Progress:** **Not Started**
- **Actions Taken This Quarter:**
 - N/A
 - **Challenges:**
 - N/A
-  **Next Steps:**
- N/A

4. **Goal:** Maintain comprehensive insurance coverage and monitor risk management resources.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:**
- N/A
-  **Challenges:**
- N/A
-  **Next Steps:**
- N/A

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1 – Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

1. **Goal:** Enhance community engagement.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

2. **Goal:** Strengthen partnerships with non-profits and organizations connected to the Latino community.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

3. **Goal:** Develop and implement effective policies and procedures for communication.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

4. **Goal:** Optimize communication tools and methodologies for improved outreach.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

5. **Goal:** Improve tracking and reporting of engagement efforts to measure impact.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

6. **Goal:** Assess the value of investing in an ongoing polling tool to gauge community sentiment.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #4 – Strengthen Community Institution Collaboration.

GOALS AND STATUS

1. **Goal:** Evaluate and update existing volunteer materials.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

2. **Goal:** Revisit and enhance volunteer trainings.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

3. **Goal:** Improve communication methods with volunteers and prospective volunteers.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

4. **Goal:** Developing new ways to recognize volunteer contributions.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

5. **Goal:** Implement improved support initiatives for volunteers.

Status

-  **Current Progress:** *Not Started*
-  **Actions Taken This Quarter:** None
-  **Challenges:** None
-  **Next Steps:** TBD

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 161 - Communication & Community Promotions				
Revenue				
41 - Taxes	\$ 34,000	\$ 34,000	\$ -	0%
44 - Fines & Forfeitures	500	500	-	0%
46 - Interest	300	300	398	133%
47 - Special Assessments	15,300	15,300	14,962	98%
48 - Miscellaneous Revenue	3,000	3,000	-	0%
Revenue Total:	\$ 53,100	\$ 53,100	\$ 15,360	29%
Expenditure				
51 - Personnel Services	\$ 101,700	\$ 101,700	\$ 14,965	15%
52 - Professional Services	155,700	155,700	12,227	8%
53 - Contract Services	37,200	37,200	11,836	32%
55 - Other Operating Expenses	22,750	22,750	1,796	8%
Expenditure Total:	\$ 317,350	\$ 317,350	\$ 40,824	13%



Budget Overview

- Major Expenditures: None.
- Variance: None.



Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach



Engagement Activities: None



Feedback Received: N/A



Response to Feedback: N/A

VI. Conclusion



The Program Manager that oversees this program has separated from the City and we are preparing to recruit for this position. Goals under this component may be delayed to future quarters.

Program: Economic Vitality

Department: General Government

Funding Source(s): General and Measure X Funds

I. Executive Summary

The City's Economic Vitality program seeks to support and promote economic growth in Carpinteria and includes the activities of all City Departments. Program goals for fiscal year 2024/25 include engaging the Economic Vitality Committee, developing recommendations for City Council consideration, and preparing and providing an annual report. During this first quarter, member(s) of City Council and the Economic Vitality Committee attended the Santa Barbara South Coast Chamber of Commerce. The majority of activities for this program are scheduled for Q3.

II. Key Highlights



Major Milestones Achieved:

- None. Activities scheduled for Q3.



Significant Issues or Challenges Encountered:

- None.



Upcoming Priorities for the Next Quarter:

- Attendance at local and regional Economic Vitality-related events.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Mission Statement: Government shall strive to enhance the City's economic base in a manner that is consistent with the needs and preferences of the community

GOALS AND STATUS

1. **Goal:** Engage and support the Economic Vitality Committee.

Status



Current Progress: *On Track*



Actions Taken This Quarter: None.

- Attendance at Santa Barbara South Coast Chamber of Commerce State of the County event.
- Meeting scheduled to begin in Q3.



Challenges: None.



Next Steps:

- Schedule Economic Vitality Committee meeting.
- Create events calendar.
- Develop recommendations for City Council consideration.

2. **Goal:** Provide annual Economic Vitality Program report to City Council.

Status

-  **Current Progress:** **Not Started**
-  **Actions Taken This Quarter:** None.
 - Scheduled for Q3.
-  **Challenges:** None.
-  **Next Steps:**
 - Prepare and provide annual Economic Vitality Program report.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 162 - Economic Vitality				
Revenue				
45 - Charges for Services	\$ 1,500	\$ 1,500	\$ -	0%
Revenue Total:	\$ 1,500	\$ 1,500	\$ -	0%
Expenditure				
51 - Personnel Services	\$ 33,850	\$ 33,850	\$ 2,516	7%
53 - Contract Services	1,000	1,000	-	0%
56 - Non-Operating Expenses	31,000	31,000	29,636	96%
Expenditure Total:	\$ 65,850	\$ 65,850	\$ 32,152	49%

-  **Budget Overview**
 - Major Expenditures: None.
 - Variance: None.
-  **Major Financial Changes or Concerns**
 - None.

V. Community Engagement and Outreach

-  **Engagement Activities:**
 - None.
-  **Feedback Received:**
 - None.
-  **Response to Feedback:**
 - None.

VI. Conclusion

-  Committee members continue to look for opportunities to attend and participate in Economic Vitality related discussions. The majority of activity for this program is scheduled to occur or begin in Q3.

Program: Community Services Support

Department: General Government

Funding Source(s): Measure X and Measure A Funds

I. Executive Summary

During the first quarter, City staff received and reviewed grant application, notified recipients, and began compiling all required documentation for execution of the agreements, which is a pre-requisite to award disbursement.

II. Key Highlights



Major Milestones Achieved:

- All applications were received and reviewed according to the established deadlines.
- Reached out to all organizations that were selected for the grant awards and compiled all supplemental documentation for the execution of the agreements.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Completion of all the agreements and award disbursement.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

The goal of the City's Community Services Support Program is to establish a clear and efficient process with a well-defined timeline for completing this vital and sensitive initiative.

GOALS AND STATUS

1. **Goal:** Develop a structured process based on the guidelines established for FY 2024-2025 and beyond.

Status

 **Current Progress:** *Completed*

 **Actions Taken This Quarter:**

- All applications were received and reviewed according to the established deadlines

 **Challenges:** None

 **Next Steps:**

- Follow up with organizations pending the submission of supplemental documentation to be included for the execution of their agreements.

2. **Goal:** Develop a structured timeline based on the guidelines established for FY 2024-2025 and beyond.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Reached out to all organizations that were selected for the grant awards and compiled all supplemental documentation for the execution of the agreements.

 **Challenges:** None

 **Next Steps:**

- Complete the execution of all the grant agreements.
- Process grant award payments.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 163 - Community Services Support				
Expenditure				
56 - Non-Operating Expenses	155,550	\$ 155,550	\$ -	0%
Expenditure Total:	\$ 155,550	\$ 155,550	\$ -	0%



Budget Overview

- Major Expenditures:
 - We have not yet processed payments. The invoices and payments will take place in Q2.
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- Established positive relationships with non-profits in the community and initiated collaborative efforts with the City's AgeWell program.
- Attended the Carpinteria Non-profit Collaborative meeting.



Feedback Received: None



Response to Feedback: None

VI. Conclusion



The Community Services Support Grant Program will provide grant funding totaling \$152,250 during FY 2024/25 for qualified non-profits and organizations that contribute significantly to the community's well-being and the public good.



We are grateful to the City Council, The Finance Committee, Two Trumpets, and all our community partners for collaborating in this endeavor to ensure that the community has access to social services and special events.

Program: Law Enforcement

Department: General Government

Funding Source(s): General and Measure X Funds

I. Executive Summary

Over the first quarter, the Sheriff's Office organized the National Night Out community event, provided Active Shooter training, focused resources and patrol efforts to increase student safety, and promoted to City staff and community members their commitment to community engagement, requesting invites for Sheriff's participation at community events.

II. Key Highlights

-  **Major Milestones Achieved:**
 - Monthly reporting and tracking of community policing efforts.
-  **Significant Issues or Challenges Encountered:**
 - None
-  **Upcoming Priorities for the Next Quarter**
 - Increased participation by deputies in community events.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Fulfillment of terms per executed agreement for law enforcement services FY 2023/24 – FY 2026/27.	
GOALS AND STATUS	
 Goal: Enhance local law enforcement communications and community policing efforts.	Status  Current Progress: <i>On Track</i>
 Actions Taken This Quarter: • Implementation of monthly law enforcement report, including all community policing efforts by Sheriff's Office for the month. • National Night Out (August 6, 2024) • Radar trailer utilized for School Safety Messages. • Extra patrol during drop off/pick up times at local schools. • Active Shooter training (August 23, 2024)	
 Challenges: None.	
 Next Steps: • Continued promotion to City staff and community groups to provide event invitations.	

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 171 - Law Enforcement				
Revenue				
41 - Taxes	\$ 91,000	\$ 91,000	\$ -	0%
43 - Intergovernmental	130,000	130,000	7,570	6%
Revenue Total:	\$ 221,000	\$ 221,000	\$ 7,570	3%

Expenditure				
51 - Personnel Services	\$ 496,700	\$ 496,700	\$ 124,162	25%
52 - Professional Services	6,323,500	6,323,500	1,587,639	25%
Expenditure Total:	\$ 6,820,200	\$ 6,820,200	\$ 1,711,801	25%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- National Night Out (August 6, 2024).
- Radar trailer utilized for School Safety Messages.
- Extra patrol during drop off/pick up times at local schools.
- Active shooter training (August 23, 2024).



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Overall, the City and Sheriff's Department have greatly improved communications in Q1, both between agencies, and the Council and community via monthly reports. Sheriff participation at community events is expected to increase tremendously over the remaining quarters of the fiscal year as City staff and community groups become increasingly aware of the Sheriff's Office commitment to community engagement.



Chief Rich Brittingham has been instrumental in establishing a culture of mutual support between the City and Sheriff's Office. His commitment to communications and community policing have made an immediate and noticeable impact in these two key areas.

Program: Racial Equity and Social Justice

Department: General Government

Funding Source(s): Measure X Fund

I. Executive Summary

Activities for the Racial Equity and Social Justice program are conducted by the City's consultant firm, Equity Praxis Group (EPG). These activities require City staff involvement and coordination, and City staff have been in regular communication with EPG regarding program goals and objectives. Program deliverables are expected for Q3 and Q4.

II. Key Highlights

Major Milestones Achieved:

- None

Significant Issues or Challenges Encountered:

- None

Upcoming Priorities for the Next Quarter

- Conduct an internal Diversity, Equity, and Inclusion (DEI) audit of the City organization.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Resolution No. 5981.

GOALS AND STATUS

 **Goal:** Conduct an internal DEI audit of the City organization.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Actions this quarter include planning and preparation related to the future completion of program deliverables.

 **Challenges:** None.

 **Next Steps:**

- Conduct an internal Diversity, Equity, and Inclusion (DEI) audit of the City organization.

- ✚ **Goal:** Continue DEI education for application in City practices, policies and procedures.

Status

- ✚ **Current Progress:** **Not Started**
- ✚ **Actions Taken This Quarter:** None.
- ✚ **Challenges:** None.
- ✚ **Next Steps:**
 - Provide DEI education for application in City practices, policies and procedures.

- ✚ **Goal:** Provide a comprehensive program report to the City Council and community.

Status

- ✚ **Current Progress:** **On Track**
- ✚ **Actions Taken This Quarter:**
 - Continued data gathering.
- ✚ **Challenges:** None.
- ✚ **Next Steps:** Continued data gathering and preparation for report delivery.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 181 - Racial Equity				
Expenditure				
51 - Personnel Services	\$ 33,850	\$ 33,850	\$ 4,281	13%
52 - Professional Services	58,100	58,100	-	0%
Expenditure Total:	\$ 91,950	\$ 91,950	\$ 4,281	5%

- ✚ **Budget Overview**

- Major Expenditures:
 - Compensation for services in fiscal year 2024/25 is \$58,100 payable upon provision of program deliverables per agreement 2022-045.
- Variance: None

Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

- ✚ **Engagement Activities:** None
- ✚ **Feedback Received:** None
- ✚ **Response to Feedback:** None

VI. Conclusion

- ✚ This program is supported by a multi-year agreement with Equity Praxis Group. Representatives have maintained constant communication regarding program

goals, objectives, and timelines with milestones scheduled for completion in Q3 and Q4.



This program would not be possible without the City's internal DEI committee made up of staff from all City departments, including new and veteran staff, management and non-management personnel, and other represented groups.

Administrative Services Department

First Quarter Reports for the Fiscal Year 2024/25

Program: Financial Management Services

Department: Admin Services

Funding Source(s): General Fund

I. Executive Summary

Administrative Services Department has made progress toward City Council Primary Goal #1: Enhance public outreach, education, and transparency, as well as associated goals under City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City. A primary objective is to ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, which aligns with strategic priorities and promotes fiscal responsibility. Currently, this initiative is not started, with no actions taken this quarter and no identified challenges, resulting in no immediate next steps.

In line with our commitment to high standards of financial planning and transparency, we are on track with the second goal: demonstrating compliance with best practices for budgeting and financial reporting. This quarter, we successfully submitted the FY 2024/25 Budget for consideration for the CSMFO Operating Budget Award, with no significant issues reported. The next step involves submitting the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting, further enhancing our financial reporting practices and ensuring compliance with industry standards.

The third goal focuses on evaluating current revenue streams, which is also on track. Actions taken this quarter include issuing a request for proposals for consultant services to evaluate assessment districts and AB939, with selected consultants set to begin this work. Upcoming steps involve monitoring Measure B on the ballot in November 2024, analyzing proposed fees for solid waste customers, and assessing the proposed district assessment.

Through these efforts, we aim to enhance fiscal responsibility and sustainability while reinforcing confidence and upholding our commitment to financial integrity, establishing a strong foundation for future growth and accountability.

II. Key Highlights



Major Milestones Achieved:

- Submitted the FY 2024/25 Budget for the CSMFO Operating Budget Award.
- Request for proposal for consultant services for assessment district updates and AB 939 fee evaluations.
- Selection of consultants to begin work on assessment districts and AB939.



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Submit the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
- Analysis of potential revenues for Measure B on ballot in November 2024, pending election.
- Analyze proposed fees to solid waste customers.
- Analyze proposed district assessment.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #1: Enhance public outreach, education and transparency.	
GOALS AND STATUS	
1. Goal: Ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, that aligns with strategic priorities and promotes fiscal responsibility.	Status  Current Progress: <i>Not Started</i>  Actions Taken This Quarter: None  Challenges: None  Next Steps: None
2. Goal: Demonstrate compliance with best practices for budgeting and financial reporting.	Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Submitted the FY 2024/25 Budget for the CSMFO Operating Budget Award.  Challenges: None  Next Steps: • Submit the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.
AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City.	
GOALS AND STATUS	
3. Goal: To evaluate current revenue streams.	Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter:

- Request for proposal for consultant services for assessment district and AB939 evaluations.
- Selection of consultants to begin work on assessment districts and AB939.

 **Challenges:** None

 **Next Steps:**

- Measure B on ballot in November 2024 pending election.
- Analyze proposed fees to solid waste customers.
- Analyze proposed district assessment.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 201 - Financial Management Services				
Revenue				
42 - Licenses & Permits	\$ 10,000	\$ 10,000	\$ 2,043	20%
44 - Fines & Forfeitures	7,500	7,500	(43)	-1%
45 - Charges for Services	30,000	30,000	17,432	58%
Revenue Total:	\$ 47,500	\$ 47,500	\$ 19,432	41%
Expenditure				
51 - Personnel Services	\$ 481,500	\$ 481,500	\$ 95,809	20%
52 - Professional Services	84,100	84,100	12,810	15%
53 - Contract Services	1,500	1,500	-	0%
55 - Other Operating Expenses	17,300	17,300	3,683	21%
Expenditure Total:	\$ 584,400	\$ 584,400	\$ 112,302	19%

Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach

Major Expenditures:

- None

Feedback Received:

- None

Response to Feedback:

- None

VI. Conclusion

Summary of Overall Progress

- We are currently on track with Goal #2, which aims to comply with best practices for budgeting and financial reporting. Additionally, we are progressing well with Goal #3, which involves evaluating current revenue streams in light of a local initiative on the ballot, the potential update of fees for the solid waste program, and the possible replacement of the existing district



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson

Program: Central Services

Department: Admin Services

Funding Source(s): General Fund

I. Executive Summary

Administrative Services Department has made progress toward achieving City Council Primary Goal #5: Invest in a High-Performance Team at City Hall. A key objective under this goal is to update outdated City policies and provide staff with training on the newly developed policies. We are currently on track with this initiative and have made significant strides this quarter.

Actions taken include compiling sample policies from other cities to ensure best practices are integrated into our updates and drafting a Cash Handling Policy aimed at enhancing financial accountability and operational efficiency. We are pleased to report that there have been no significant challenges encountered during this period.

Looking ahead, our next steps involve reviewing the drafted Cash Handling Policy to ensure its alignment with best practices, drafting a Travel Policy to establish clear guidelines for staff travel, and drafting a Credit Card Policy to effectively govern the use of city-issued credit cards.

Through these initiatives, we remain committed to fostering a high-performance environment at City Hall, ensuring our policies are current, comprehensive, and conducive to staff development.

II. Key Highlights



Major Milestones Achieved:

- Compiled sample policies from other cities.
- Drafted Cash Handling Policy



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Review Cash Handling Policy
- Draft Travel Policy
- Draft Credit Card Policy

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.
GOALS AND STATUS

1. **Goal:** Update outdated City policies and provide staff with training on the new policies.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Compiled sample policies from other cities.
- Drafted Cash Handling Policy

 **Challenges:** None

 **Next Steps:**

- Review Cash Handling Policy
- Draft Travel Policy
- Draft Credit Card Policy

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 211 - Central Services				
Expenditure				
51 - Personnel Services	\$ 133,000	\$ 133,000	\$ 27,869	21%
53 - Contract Services	750	750	-	0%
54 - Utilities	94,000	94,000	17,446	19%
55 - Other Operating Expenses	47,750	47,750	10,565	22%
Expenditure Total:	\$ 275,500	\$ 275,500	\$ 55,880	20%

Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach

Major Expenditures:

- None

Feedback Received:

- None

Response to Feedback:

- None

VI. Conclusion

Summary of Overall Progress

- On track with Goal #1 to update outdated City policies and provide staff with training on the new policies



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson

Program: Management Information Services

Department: Admin Services

Funding Source(s): General Fund, Library Fund, and Recreation Fund

I. Executive Summary

Administrative Services and General Government focus on the progress related to City Council Primary Goal #5: Invest in a High-Performance Team at City Hall, specifically regarding the goal of providing resources to all staff to accommodate remote work. Currently, the status of this initiative is delayed. This quarter, General Government made initial strides by drafting the Remote Work Policy, which is designed to guide the accommodations and resources necessary for effective remote work. However, challenges remain as General Government continues to develop this policy to ensure it adequately meets all staff needs. Moving forward, our next steps include reviewing the draft Remote Work Policy and ordering the necessary equipment and software to support remote work capabilities. These actions are essential for enhancing workforce flexibility and productivity.

II. Key Highlights



Major Milestones Achieved:

- General Government draft of the Remote Work Policy



Significant Issues or Challenges Encountered:

- General Government is working on a Remote Work Policy to guide the accommodations for the resources needed.



Upcoming Priorities for the Next Quarter

- Review draft Remote Work Policy.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.	
GOALS AND STATUS	
1. Goal: Provide resources to all staff to accommodate remote work.	Status  Current Progress: <i>Delayed</i>  Actions Taken This Quarter: • General Government draft of the Remote Work Policy  Challenges: • General Government is working on a Remote Work Policy to guide the accommodations for the resources needed.  Next Steps: • Review draft Remote Work Policy. • Order equipment/software needed to support remote work.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 221 - Management Information Services				
Expenditure				
51 - Personnel Services	\$ 103,300	\$ 103,300	\$ 20,530	20%
52 - Professional Services	115,450	115,450	9,514	8%
53 - Contract Services	167,600	167,600	58,457	35%
55 - Other Operating Expenses	14,000	14,000	-	0%
Expenditure Total:	\$ 400,350	\$ 400,350	\$ 88,501	22%



Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None



Major Financial Changes or Concerns

- Significant deviations from the budget
 - None
- Upcoming financial challenges or adjustments
 - None

V. Community Engagement and Outreach



Major Expenditures:

- None



Feedback Received:

- None



Response to Feedback:

- None

VI. Conclusion



Summary of Overall Progress

- Delayed with Goal #1 to provide resources needed to accommodate remote work.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Finance Manager Gilbert Punsalan, Accounting Technician Noah Alvara, and Accounting Specialist Brenda Robinson
- IT Support Engineer Foster Cannon from Policore for our Information Services management.

Community Development Department
First Quarter Reports for the Fiscal Year 2024/25

Program: Administration

Department: Community Development (CDD)

Funding Source(s): General Fund, Measure X, misc. state-awarded grants

I. Executive Summary

Community Development Administration is responsible for planning, organizing and directing the work performed in the different program divisions of the Community Development Department. Annual Work Plan goals for this Program are focused on continuing to build capacity for the Department through an emphasis on education/training, improved efficiencies, and increased revenues to help support enhanced services. In support of these goals, most CDD staff have attended at least one training or educational event this past quarter, staff continues to make progress towards the launch of online permitting platforms that will improve efficiency, transparency and customer service, and the new building permit “technology surcharge” fee has been successfully implemented, which generates important revenues to help fund and support ongoing annual expenses related to the new online permitting platform.

II. Key Highlights



Major Milestones Achieved:

- All CDD staff have attended or completed at least one training or educational programming relevant to their position;
- Implementation of building permit “technology surcharge” fee completed. As of early October, approximately \$7,000 in revenue collected, which will be allocated towards paying for annual subscription costs associated with the online permitting platform and electronic plan check software.



Significant Issues or Challenges Encountered:

- Launch of statutorily-required SolarApp+ online permitting software for residential rooftop solar projects has been delayed past September deadline due to challenges with completing on-boarding with required online payment processor.



Upcoming Priorities for the Next Quarter

- Continue to seek and prioritize relevant training and education opportunities for all CDD staff;
- Complete launch of SolarApp+ software and begin using for online permitting of residential rooftop solar projects;
- Continue to identify, evaluate and prioritize online permitting platforms for targeted transition in FY 2025-26.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Invest in staff learning through conferences and other learning tools.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- CDD Director, Nick Bobroff, Principal Planner, Mindy Fogg, and Assistant Planner, Megan Musolf, attended a symposium put on by Brownstein Hyatt Farber Schreck, LLP, concerning implementation of Housing Laws in Santa Barbara County in July.
- CDD Director, Nick Bobroff, attended the Employer-Sponsored Housing Consortium presentation put on by the South Coast Chamber of Commerce in July.
- All CDD staff participated in a strengths finder exercise in July with the guidance of Principal Planner, Mindy Fogg. The exercise identified the top 5 individual strengths of each staff member and analyzed the team's collective strengths.
- Assistant Planner, Megan Musolf, attended the annual CA chapter American Planning Association ("APA") conference in September.
- Chief Building Inspector and Plans Examiner, Dan Chepley, acquired CA Access Toolkit software to aid in preparation for the Certified Access Specialist ("CAsp") exam and certification in September.

 **Challenges:** None

 Next Steps:

- Principal Planner, Mindy Fogg, will attend a leadership retreat in October for the California chapter of the Association for Environmental Professionals ("AEP") (for which she is the CA chapter president).
- CDD staff are signed up to attend a training in October put on by the Tri-County Regional Energy Network ("3C-REN") concerning recent changes to the CA Green Code.
- Associate Planner, Marysol Smith, and Assistant Planner, Megan Musolf, are registered for the upcoming AEP California Environmental Quality Act ("CEQA") Essentials Workshop in November.
- Code Compliance Supervisor, David Hernandez, will be attending the annual California Association of Code Enforcement Officers ("CACEO") conference in November.

2. **Goal:** Integrate software tools to increase staff capability and productivity.

Status

 **Current Progress:** *On Track'*

 Actions Taken This Quarter:

- CDD staff attended a demo from OpenGov software sales representatives in August.
- CDD staff attended a demo from VivaCivic software sales representatives in September.
- In August and September, all necessary registration steps for launch of SolarApp+ software were completed, pending registration with third-part online payment processing company.

 Challenges:

- Launch of SolarApp+ delayed past targeted September launch date due to challenges with completing on-boarding with required third-party online payment processor. Work with SolarApp+ and payment processor to resolve this issue remains ongoing.

 Next Steps:

- Continue evaluation and ranking of software platforms;
- Obtain current quotes for top software platform vendors; and
- Resolve remaining issues with online payment processor, complete launch of SolarApp+ software on City website and initiate contractor training/outreach.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Take Steps to Address the Fiscal Sustainability of the City.

GOALS AND STATUS

1. **Goal:** Evaluate new revenue sources to assist with funding local initiatives.

Status

 **Current Progress:** *Completed*

 Actions Taken This Quarter:

- Building Permit application materials and fee schedule updated to reflect new “building technology” surcharge fee in July.
- Permit software and receipting system updated to proper calculation and collection of fees in July.

- In July, training and workflows completed with CDD and Admin Services staff to allow for proper collection and accounting of applicable fees.

 **Challenges:** None

 **Next Steps:**

- Continue to apply “building technology” surcharge to all issued building permits.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 301 - Community Development Administration				
Expenditure				
51 - Personnel Services	\$ 109,600	\$ 109,600	\$ 33,103	30%
55 - Other Operating Expenses	3,300	3,300	101	3%
Expenditure Total:	\$ 112,900	\$ 112,900	\$ 33,204	29%

 **Budget Overview**

- Major Expenditures: None
- Variance: None

 **Major Financial Changes or Concerns**

- If revenues associated with the new building permit “technology surcharge” fee keep pace with Q1 reporting, it is expected that the collected surcharge fees would successfully offset the majority of the annual permit platform subscription costs.

V. Community Engagement and Outreach

 **Engagement Activities:**

- Attendance at regional planning/housing events (e.g., SBCAG technical advisory committee meetings; regional affordable housing task force meeting; affordable housing symposium)

 **Feedback Received:** None

 **Response to Feedback:** None

VI. Conclusion

-  Overall, CDD is on track to complete all Administration Program goals identified in this year’s work plan. The primary focus for remaining quarters are to continue to seek out relevant and high value training opportunities for staff, and complete the evaluation and selection process for the Department’s new online permitting platform to be ready to launch for FY25-26.
-  Mindy Fogg has been critical in supporting and encouraging CDD staff to pursue training and educational opportunities. She administered the strengths finder

exercise for the Department and through her role as the CA chapter AEP president, has prompted planning staff to attend available CEQA trainings.

Program: Advance Planning

Department: Community Development

Funding Source(s): General Fund, Measure X, misc. state-awarded grants

I. Executive Summary

The Advance Planning division is responsible for all long-range planning activities of the City, including updating and implementing the City's key planning documents such as the General Plan/Coastal Land Use Plan, neighborhood design guidelines, Zoning Code, and Housing Element. Work efforts this year are focused on implementation of the adopted 2023-2031 Housing Element, continuing progress on the General Plan/Coastal Land Use Plan update and key legislative programs (e.g., anti-displacement regulations and objective design standards), and engaging with the County of Santa Barbara on land use matters of importance to the Carpinteria Valley.

Significant progress has been made during Q1 towards implementation of Housing Element programs, including required rezones and updates to the City's Accessory Dwelling Unit ("ADU") and Density Bonus ordinances. Release of administrative drafts of the updated General Plan/Coastal Land Use Plan ("GP/CLUP") elements to the General Plan Update Committee ("GPUC") have continued throughout Q1 as well. Work on the anti-displacement legislative package is scheduled to begin in Q2 but may be delayed by ongoing efforts related to the Housing Element implementation and General Plan update work. Work on the Downtown Design Overlay, also scheduled to begin in Q2, has re-started early, but in a somewhat revised manner as part of the Housing Element implementation. Finally, engagement with the County on a variety of land use matters (e.g., Housing Element, Bailard multifamily residential project, Sphere of Influence, etc.) has occurred throughout Q1 and will likely continue throughout the rest of the year.

II. Key Highlights



Major Milestones Achieved:

- Administrative drafts of Zoning Code amendments for Housing Element rezones completed.
- City Council first reading approval of ADU ordinance updates and submittal of Local Coastal Plan Amendment ("LCPA") application to California Coastal Commission ("CCC").
- Planning Commission recommendation for approval of Density Bonus ordinance updates.
- Release of administrative drafts of the GP/CLUP Circulation and Coastal Resiliency Elements to the GPUC.



Significant Issues or Challenges Encountered:

- CCC certification of ADU ordinance update delayed by new coordinated review requirements with HCD. City staff working with CCC and HCD staff to complete review and resolve any required revisions.

- Density Bonus ordinance update paused pending outcome of state legislative cycle triggering potential for additional required updates. Staff will recommence work on this effort once legislative session is completed.



Upcoming Priorities for the Next Quarter

- Hold public hearings for Housing Element rezones.
- Release administrative drafts of GP/CLUP Land Use and Community Design Elements to GPUC.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #2: Accommodate city growth while maintaining the small beachside town character.
GOALS AND STATUS
1. Goal: Pursue Implementation of the adopted Housing Element. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • Completed preparation of administrative drafts of necessary zoning ordinances for implementation of Housing Element rezones in anticipation of public hearings in Q2. (September) • Received Planning Commission recommendation for approval of updates to Density Bonus ordinance. (July) • Received City Council approval on first reading of updates to ADU ordinance. (July) • Submitted LCPA application to CCC for certification of ADU ordinance update. (August)  Challenges: • Scope and complexity of Housing Element rezones is staff/labor intensive. Paused or delayed other work efforts to prioritize this effort. • CCC certification of ADU ordinance update delayed by new coordinated review requirements with HCD. City staff working with CCC and HCD staff to complete review and resolve any required revisions. Will carry over into Q2. • Density Bonus ordinance update paused pending outcome of state legislative cycle triggering potential for additional required updates. Staff will recommence work on this effort once legislative session is completed. Will carry over into Q2/3.

 Next Steps:

- Hold public hearings (Planning Commission and City Council) for Housing Element rezones.
- Resolve pending comments from CCC- HCD coordinated review of ADU ordinance updates and proceed with CCC certification.
- Recommence work on Density Bonus Ordinance updates. Schedule for City Council first reading and submit LCPA application to CCC.

2. Goal: Continued Progress Toward Adoption of General Plan/Coastal Land Use Plan (GP/CLUP) Update.

Status

 Current Progress: *On Track* **Actions Taken This Quarter:**

- Released administrative drafts of Circulation and Coastal Resiliency Elements to GPUC for public review (July).
- Updated analysis of City buildout scenario and prepared administrative draft of Land Use and Community Design Elements for release to GPUC in October. (August/September).
- Began background technical analysis in support of Environmental Impact Report ("EIR") for General Plan update. (July- September)

 Challenges:

- Limited consultant capacity to devote to this project. Staff and consultant have worked together to establish timelines and schedule to keep project on track going forward.
- Extended pause in General Plan update effort (~2020- 2023) resulted in out-of-date analysis and data, requiring additional staff and consultant resources to refresh data and revise analyses

 Next Steps:

- Release of administrative drafts of Land Use and Community Design Elements to GPUC.
- Begin work on preparation of public draft of the complete General Plan update for release in Q3.

3. Goal: Continued Implementation of Anti-displacement Legislative Package.

Status

 Current Progress: **Not Started** **Actions Taken This Quarter:** **None**

 Challenges:

- Initiation of updates to Short-term Rental (“STR”) Ordinance delayed due to complexity and scope of higher priority projects (e.g., Housing Element rezones).

 Next Steps:

- Begin work on STR Ordinance updates

4. Goal: Continued Progress Toward Completion of the Downtown Design Overlay.**Status** **Current Progress:** *Delayed* **Actions Taken This Quarter:**

- Some of the draft design standards developed for this project have been repurposed for use in support of the Housing Element rezones (i.e., proposed objective design standards to apply to rezone sites, etc.). (August/September)
- Developed and prepared draft objective design standards for Housing Element rezone sites in anticipation of public hearings in Q2.

 Challenges:

- Project timeline for completion is overdue and grant funding awarded for project has been fully expended despite project not yet completed. Completion of project will require additional allocation of staff resources and/or funds for additional consultant services.
- Project focus has evolved over time from downtown-specific design standards to initially focus on Housing Element rezone sites and ministerial (“by right”) multifamily housing projects allowance under state housing laws. Objective standards for Housing Element rezone sites currently moving forward as part of larger Housing Element implementation effort.

 Next Steps:

- Hold public hearings (ARB, Planning Commission, City Council) for Housing Element rezones, including new zoning code chapter re: objective design standards.

5. Goal: Engage in County Land Use Decisions Affecting Carpinteria Sphere of Influence.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Provided policy consistency analysis letter to County Planning and Development concerning proposed Bailard Multifamily Housing Project. (September)
- Restarted dialog with project developer re: Bailard project. (July)
- Participate in preliminary exploratory meetings with Santa Barbara County Local Agency Formation Commission ("LAFCO") and County of Santa Barbara staff re: formation of Memorandum of Agreement ("MOA") to formalize communication between City and County concerning pending projects in City Sphere of Influence and/or Planning Area. (July/August)
- Engage in ongoing dialog with CCC staff re: County Housing Element rezones in Carpinteria Valley. (July- September)

 **Challenges:** None

 **Next Steps:**

- Review draft MOA with LAFCO and County of Santa Barbara.
- Continue engagement with CCC re: County Housing Element rezones.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 302 - Advance Planning				
Revenue				
43 - Intergovernmental	\$ 200,000	\$ 200,000	\$ -	0%
45 - Charges for Services	1,500	1,500	2,316	154%
Revenue Total:	\$ 201,500	\$ 201,500	\$ 2,316	1%
Expenditure				
51 - Personnel Services	\$ 403,550	\$ 403,550	\$ 69,322	17%
52 - Professional Services	300,250	300,250	-	0%
55 - Other Operating Expenses	4,000	4,000	410	10%
Expenditure Total:	\$ 707,800	\$ 707,800	\$ 69,732	10%

Budget Overview

- Major Expenditures:
 - Approximately \$18,500 expended on consultant services related to General Plan update. Budget allocation (reimbursed by State grants) for up to ~\$200,000.
- Variance:
 - To date, Advance Planning staff has avoided need to utilize \$100,000 budget allocation for consultant services related to Housing Element implementation.

Major Financial Changes or Concerns

- Grant funding for Downtown Design Overlay fully expended despite project incompleteness. Additional funding for consultant services is anticipated to complete this project.

V. Community Engagement and Outreach



Engagement Activities:

- Held GPUC meeting in July.
- Attended regional Affordable Housing Task Force meeting in July.



Feedback Received:

- Public comments and GPUC feedback provided on draft Circulation and Coastal Resiliency Elements for GP/CLUP update.



Response to Feedback:

- Public comments and GPUC comments will be used to update and finalize complete public draft of GP/CLUP update prior to release.

VI. Conclusion



Meaningful progress has been made in Q1 on the two highest priority advance planning work efforts: Housing Element implementation and the GP/CLUP update. Both of these work efforts remain on track with annual work plan goals and performance measures. Work on secondary priority advance planning efforts (e.g., anti-displacement legislation and downtown design overlay) have been paused or delayed to allow for prioritization of the above-noted high priority projects. Engagement on County land use matters of importance to the City remains on track.



Efforts by the CDD Advance Planning Division (Mindy Fogg and Megan Musolf) have been critical to the progress being made on advance planning work items. The WSP consultant team and GPUC members have provided critical support in completing the preparation and review of administrative drafts of all General Plan elements in anticipation of a complete public draft release in Q3.

Program: Housing

Department: Community Development

Funding Source(s): Affordable Housing Fund

I. Executive Summary

The Community Development Department's Housing Program supports a number of efforts to address the affordable housing needs of Carpinteria. Specific identified work plan efforts for this year include presenting options to the City Council for the development of affordable housing, increasing community awareness of the Rental Housing Mediation Program ("RHMP"), assisting in the possible renewal and expansion of the Safe Parking Program, and seeking opportunities for enhanced in-city homelessness services.

Primary efforts in Q1 related to this Program have focused on researching affordable housing strategies employed by other jurisdictions, researching options for the expansion of the Safe Parking Program, and engaging with Dignity Moves and other homelessness services providers concerning opportunities for expanded services.

II. Key Highlights



Major Milestones Achieved:

- CDD staff toured Dignity Moves tiny home village in downtown Santa Barbara.
- Received preliminary support from property owner to renew and expand City Safe Parking Program.
- Provided annual report on homelessness in conjunction with County of Santa Barbara staff to City Council.
- City Council first reading approval of updates to Public Sleeping and Camping ordinance.



Significant Issues or Challenges Encountered:

- Limited available properties/sites constrain options for in-city expanded homelessness services.
- Most recent Point-in-Time Count suggests modest uptick in unhoused individuals in Carpinteria, particularly among those living in their cars.
- Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended. No funding remains for additional loans until outstanding loans are repaid or additional funds are allocated to the Program.



Upcoming Priorities for the Next Quarter

- Continue to explore possible sites for tiny home village with Dignity Moves staff.
- Begin work on renewal and expansion of Safe Parking Program.

- Undertake efforts to expand community knowledge of RHMP resources for tenants and landlords.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #2. Accommodate City Growth while Maintaining a Small Beachside Town Character.	
GOALS AND STATUS	
1. Goal: Explore options for the development of affordable housing. Status  Current Progress: <i>On Track</i>  Actions Taken This Quarter: • CDD staff attended quarterly City-County Joint Affordable Housing Task Force meeting. (July) • CDD staff attended Employer-Sponsored Housing Consortium meeting hosted by South Coast Chamber of Commerce. (July) • CDD staff attended CA chapter APA conference. Attended sessions related to affordable housing solutions. (September)  Challenges: • Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended until either existing outstanding loans are repaid and/or additional funds are allocated to the Program.  Next Steps: • Continue research of successful affordable housing strategies. • Attend next quarterly Joint Affordable Housing Task Force meeting in October.	

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Primary Goal #4 – Strengthen Community Institution Collaboration.	
GOALS AND STATUS	
1. Goal: Increase Community Awareness of Rental Housing Mediation Program (RHMP) services. Status  Current Progress: <i>Not Started</i>  Actions Taken This Quarter: None  Challenges:	

- Staff capacity to develop and implement outreach efforts has been limited due to other work priorities. Will consider re-assigning tasks and/or breaking down into smaller tasks to facilitate incremental progress toward completion.

 Next Steps:

- Update “Housing” page of City website with expanded information re: RHMP services.
- Develop and provide public outreach materials for use on City social media platforms.
- Distribute RHMP pamphlets at key City locations (e.g., library, etc.).

2. **Goal:** Explore options for the Continuation and Expansion of the Safe Parking Program.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Discussed options for Safe Parking Program renewal/expansion with New Beginnings staff. (July- September)
- Received preliminary support from property owner to allow for renewal/expansion of Safe Parking Program in existing location.

 Challenges:

- Limited available properties/sites available in the City to accommodate additional or expanded Safe Parking Program location. Exploring option for expansion of capacity at existing site instead.
- Staffing and funding considerations for renewed/expanded program unknown at this time. Continued dialog with New Beginnings staff to identify needs.

 Next Steps:

- Finalize cost proposal for renewed/expanded program.
- Prepare staff report for program renewal and expansion for future City Council agenda item.

3. **Goal:** Seek opportunities to expand and support housing needs for unhoused individuals.

Status

 Current Progress: *On Track*

 Actions Taken This Quarter:

- Continued dialog and research with Dignity Moves staff to identify candidate sites for in-city tiny home village. (July- September)
- CDD staff toured the Dignity Moves tiny home village to gain a better understanding of the program’s site and space needs, and operations/programming. (September)
- Provided annual report on homelessness in conjunction with County of Santa Barbara staff to City Council. (July)

- Received first reading approval of updates to Public Sleeping and Camping Ordinance from City Council. (September)

Challenges:

- Modest uptick in number of individuals experiencing homelessness in Carpinteria, particularly among those living in their cars, compared to recent past years according to most recent Point-in-Time Count. Prioritizing expansion of Safe Parking Program as an immediate tool to offer expanded services to unhoused individuals.
- Limited available sites for tiny home village in Carpinteria. Tour of tiny home village helped clarify space and infrastructure needs. Outreach to prospective property owners underway.

Next Steps:

- Continue efforts in coordination with Dignity Moves to identify prospective sites for tiny home village.
- Return updated Public Sleeping and Camping ordinance for final adoption by City Council.
- Update Public Sleeping and Camping Administrative Policy to guide City staff response in compliance with current law.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 311 - Housing				
Revenue				
46 - Interest	\$ 8,000	\$ 8,000	\$ 3,128	39%
Revenue Total:	\$ 8,000	\$ 8,000	\$ 3,128	39%
Expenditure				
51 - Personnel Services	\$ 39,500	\$ 39,500	\$ 7,686	19%
52 - Professional Services	74,000	74,000	1,417	2%
Expenditure Total:	\$ 113,500	\$ 113,500	\$ 9,103	8%

Budget Overview

- Major Expenditures: None
- Variance: None

Major Financial Changes or Concerns

- Costs for renewed/expanded Safe Parking Program unknown at this time.
- Workforce Homebuyer Down Payment Loan Program funds fully expended until loan repayments and/or additional funds are allocated.

V. Community Engagement and Outreach

Engagement Activities:

- CDD staff toured Dignity Moves tiny home village.
- Annual report on homelessness to City Council.
- Attendance at weekly lunch program for persons experiencing homelessness.

Feedback Received:

- Kudos to David Hernandez from members of the community for ongoing high level of service related to homelessness outreach and services.



Response to Feedback: None

VI. Conclusion



Research on efforts related to provision of affordable housing, expansion of the Safe Parking Program, and expanded in-city homelessness services remain ongoing. It is acknowledged that these are likely to be ongoing multi-year efforts, but it is important to continue incremental work towards meeting these goals.



Code Compliance Supervisor, David Hernandez, continues to play a lead role as the City's liaison for homelessness outreach and services, and has been praised by members of the community for his good work in this area. County of Santa Barbara Housing and Community Development staff are critical in orchestrating the countywide response to homelessness and connecting unhoused Carpinterians to county services. Dignity Moves staff have been extremely diligent in helping educate City staff about their programs and space/infrastructure needs to provide similar services in Carpinteria in the future. New Beginnings staff have been instrumental to the success and smooth operation of the initial Safe Parking Pilot Program. Santa Barbara Housing Trust Fund staff have continued to help implement and monitor the Workforce Homebuyer Down Payment Loan Program. City of Santa Barbara RHMP staff have provided valuable tenants rights and mediation services to Carpinteria residents and have seen an uptick in use of their services compared to years past.

Program: Development Review & Building

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Community Development Department's Development Review and Building program is responsible for evaluating all types of development applications and permits, enforcing the city's uniform codes, and administering zoning compliance related to business licensing. Much of this Program's day-to-day work focuses on permitting and inspection of construction activities, nevertheless, modest initial progress has been made during Q1 towards long-term process improvement initiatives (e.g., business licensing, and transitioning towards electronic permitting), and continuing to expand upon staff knowledge and training to provide better customer service.

II. Key Highlights



Major Milestones Achieved:

- Updated Business License and Certificate of Occupancy applications to help clarify information needs and requirements for business licensing.
- Acquisition of annual subscription to Access Toolkit software to aid staff in interpreting and applying accessibility requirements, and as training guide for Certified Access Specialist ("CAsp") accreditation.
- Utilizing part-time permit technician through City's existing building inspection and plan check services contractor to help address permit backlogs, implement process improvements, and transition workflows to digital formats.



Significant Issues or Challenges Encountered:

- Volume of building permit and business license applications remain high compared to historic averages.
- Business Licensing review and approval workflow continues to be inefficient and not consistently adhere to established process.
- Process and workflow improvements hampered by outdated software limitations.



Upcoming Priorities for the Next Quarter

- Launch improved business licensing applications and applicant guide.
- Formalize and document updated workflows for building permit review process.
- Recruit for and hire new Building Official/Building Inspector.
- Explore options to further leverage consultant support to enhance building and safety staff capacity and service levels.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Primary Goal #3 – Take Steps to Address the Fiscal Sustainability of the City; and
Primary Goal #4: Strengthen Community Institution Collaboration.

GOALS AND STATUS**1. Goal: Implement Improvements to the Business Licensing Process.****Status**

 **Current Progress:** *Delayed*

 Actions Taken This Quarter:

- Draft updates to Business License and Certificate of Occupancy applications prepared and under review. Purpose of updates are to clarify information and application submittal requirements. (July)
- Ongoing coordination efforts with third-party business licensing contractor to improve review process workflow and efficiency.

 Challenges:

- Volume of pending business license applications and deviations from adopted workflows in review processes continue to overwhelm staff capacity and delay application review and approval timelines.

 Next Steps:

- Finalize and launch updated applications.
- Prepare and publish applicants guide for licensing.

2. Goal: Implement Efficiency Improvements for Building Permit Review.**Status**

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Utilizing existing building plan check and inspection services consultant for part-time permit technician assistance to address building permit backlogs, and to help implement process improvements, including but not limited to, transition to digital permitting. (July- September)
- Continued research and evaluation of new permit tracking platforms (see CDD Administration Program for more details). (July/August)
- Working towards official launch of online permitting platform, SolarApp+, for residential rooftop solar permits (see CDD Administration Program for more details). (September)

**Challenges:**

- Volume of building permit applications continues to be higher than historic volumes. Exploring options to further leverage consultant services to increase capacity and improve service levels.
- Limitations of outdated permit software constrain building permit process improvement efforts. Transition to new improved software will resolve this impediment.

**Next Steps:**

- Expand usage of consultant services for permit inspections to improve staff capacity and service levels.
- Recruit for and fill vacant Building Official/Building Inspector position.
- Finalize and execute launch of SolarApp+ software.
- Continue research and evaluation of permit software platforms.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Invest in High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Achieve Certified Accessibility Specialist (CASP) for Chief Building Inspector and Plans Examiner.

Status

Current Progress: *On Track*

**Actions Taken This Quarter:**

- Acquired annual subscription to Access Toolkit software, which provides graphical depictions of accessibility standards and requirements, and has been used by many building officials to prepare for and pass the CASP exam. (August)



Challenges: None

**Next Steps:**

- Prepare and register for CASP exam.

2. **Goal:** Continue work towards Master Code Professional designation.

Status

Current Progress: *Not Started*. To be completed by Q4.



Actions Taken This Quarter: None

 Challenges: None

 Next Steps:

- Register for one or more of the remaining specialty exams needed for Master Code Professional designation.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 321 - Development Review & Building				
Revenue				
42 - Licenses & Permits	\$ 255,500	\$ 255,500	\$ 98,698	39%
45 - Charges for Services	345,000	345,000	157,123	46%
Revenue Total:	\$ 600,500	\$ 600,500	\$ 255,821	43%
Expenditure				
51 - Personnel Services	\$ 665,700	\$ 665,700	\$ 139,160	21%
52 - Professional Services	100,000	100,000	12,944	13%
54 - Utilities	750	750	178	24%
55 - Other Operating Expenses	13,000	13,000	544	4%
Expenditure Total:	\$ 779,450	\$ 779,450	\$ 152,826	20%

 Budget Overview

- Major Expenditures:
 - Approximately \$13,000 of \$100,000 budgeted for building plan check and inspection services has been expended at end of Q1.
- Variance:
 - Building Permit and Planning Charges revenues are both slightly outperforming anticipated budget at end of Q1 at 38% and 31% of expected revenues, respectively.

 Major Financial Changes or Concerns

- Additional large building permit plan checks and/or relying more heavily on consultant services to assist with building and safety duties will use up allocated funding faster than anticipated. A mid-year budget adjustment to request additional allocation of funds may be needed.

V. Community Engagement and Outreach

 Engagement Activities:

- Presented to Carpinteria Host Program members concerning status of various downtown development projects. (August)

 Feedback Received:

- General concerns expressed by members of the public concerning timelines for building permit processing and business license review.

**Response to Feedback:**

- Acknowledged delays. Described process improvements (above) are intended to address and resolve these critiques.

VI. Conclusion

Modest progress towards process improvements is underway. The expanded use of consultant services has improved turnaround times and reduced permit backlogs.



Lorena Esparza, Marysol Smith and Dan Chepley are the key members of our permitting team and are responsible for identifying and implementing process improvements. AnnMarie Forney, contract permit technician, has also provided valuable assistance in implementing process improvements and transitioning towards digital permitting.

Program: Code Compliance

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Community Development Department's Code Compliance Division is responsible for ensuring compliance with the Carpinteria Municipal Code in order to protect the peace, health, safety and quality of life of Carpinteria. Work Plan objectives for this year include implementation of the City's multifamily housing smoking ban, monitoring of licensed live entertainment venues, and enhanced utilization of Code Compliance tracking software. Work Plan objectives also include adopting Code Compliance Officer Safety Standards. Progress on all objectives, other than the Safety Standards, which are not scheduled until Q3, is on track and meeting stated performance measures.

II. Key Highlights



Major Milestones Achieved:

- Multifamily Residential Smoking Ordinance adopted by City Council. (July)
- Digital sound meters acquired and training completed. (July)
- Began sound monitoring of licensed live entertainment venues. (July)



Significant Issues or Challenges Encountered:

- Live entertainment (and resultant noise complaints) often occur after hours when Code Compliance staff is not on duty.



Upcoming Priorities for the Next Quarter

- Develop and implement education/outreach materials related to multifamily residential smoking ban.
- Provide entertainment licensing update report to City Council, including findings from sound monitoring.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Primary Goal #4 – Strengthen Community Institution Collaboration.	
GOALS AND STATUS	
1. Goal: Multi-family Smoking Ordinance Implementation and Outreach.	
Status	
Current Progress: <i>On Track</i>	

 Actions Taken This Quarter:

- Second reading and adoption of Multifamily Residential Smoking Ordinance by City Council completed. (July)

 Challenges: None **Next Steps:**

- Develop and launch outreach materials for multifamily residential smoking ban, which will take effect in July 2025.

2. Goal: Entertainment Licensing Monitoring.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Acquired two digital sound readers for measuring live entertainment. One reader for Code Compliance staff and one provided to law enforcement for use in responding to noise complaints. (July)
- Completed training for use of noise readers and provided training to law enforcement staff. (July/ September)
- Began monitoring and gather sound level readings for live entertainment events. (July)

 Challenges:

- Live entertainment (and resultant noise complaints) often occur after hours when no Code Compliance staff is on duty. Purchased second sound reader to provide to law enforcement to allow for sound level readings to be logged when responding to noise complaints. Periodically reschedule Code Compliance officer shifts to allow for periodic weekend evening noise monitoring of live entertainment events.

 Next Steps:

- Provide entertainment licensing status report to City Council.

3. Goal: GoGov Code Compliance Activity Tracking.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Continued logging of Code Compliance activities and provided quarterly update to City Council. (July)

Challenges:

- Incomplete logged data from past years limits ability to provide meaningful long-term trends analysis until additional years of more complete data is captured.

Next Steps:

- Continue to improve reporting and trends analysis as part of quarterly reports.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Primary Goal #5 – Invest in High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Develop and Adopt Code Compliance Officer Safety Standards.

Status

Current Progress: *Not Started*. Scheduled for Q3.

Actions Taken This Quarter: None

Challenges: None

Next Steps: None

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 331 - Code Compliance				
Revenue				
42 - Licenses & Permits	\$ 350	\$ 350	\$ -	0%
44 - Fines & Forfeitures	87,000	87,000	14,267	16%
46 - Interest	-	-	626	0%
48 - Miscellaneous Revenue	2,500	2,500	-	0%
Revenue Total:	\$ 89,850	\$ 89,850	\$ 14,894	17%
Expenditure				
51 - Personnel Services	\$ 339,375	\$ 339,375	\$ 66,152	19%
54 - Utilities	750	750	165	22%
55 - Other Operating Expenses	9,900	9,900	1,933	20%
Expenditure Total:	\$ 350,025	\$ 350,025	\$ 68,250	19%

Budget Overview

- Major Expenditures: None
- Variance: None

 Major Financial Changes or Concerns

- Approximately 85% of Code Compliance supplies and materials budget expended by purchase of noise level readers. If additional needs arise, staff will need to request a mid-year budget adjustment.

V. Community Engagement and Outreach **Engagement Activities:**

- Code Compliance staff attended National Night Out event on Linden Avenue. (August)

 Feedback Received:

- General citizen complaints re: off-leash dogs in city parks and e-bikes in Salt Marsh Park.
- Positive feedback regarding GoGov service request app.

 Response to Feedback:

- Increased patrols of recreational and open spaces areas.

VI. Conclusion Code Compliance staff is on track with respect to the identified Goals and Objectives for this year's work plan. Code Compliance Supervisor, David Hernandez, and Code Compliance Officer II, Henry Menendez, successfully and adeptly manage a high case load across a variety of priorities.

Program: Animal Control

Department: Community Development

Funding Source(s): General Fund

I. Executive Summary

The Animal Control Program is part of the operations of the Code Compliance Division, and is responsible for providing animal-related services to citizens and animal welfare services to domestic pets and City wildlife. Annual Work Plan Objectives for this year include increasing outreach and compliance with leash laws and spay/neuter ordinance, obtain animal control officer safety training/certification, enhancing participation in the dog licensing program, and improving the effectiveness of the City's pet adoption program. Progress is on track for work related to leash law compliance and improving the City's pet adoption program. Initial research is also underway concerning upgrades to the City's dog licensing program as part of the broader search for a new online CDD permitting and licensing platform.

II. Key Highlights



Major Milestones Achieved:

- Increased periodic patrols of City open space areas and contacts with off-leash dog owners. 9 warnings/citations issued Q1.
- Improved processes for advertising adoptable pets. Three successful adoptions in Q1.
- Outreach efforts to recruit pet fosters/volunteers initiated.



Significant Issues or Challenges Encountered:

- Only one code compliance/animal control officer on duty most days. Limited capacity for animal control outreach-related work.



Upcoming Priorities for the Next Quarter

- Ramp up public outreach efforts related to leash laws, spay/neuter requirements, and dog licensing.
- Formalize public outreach protocols for adoptable pets as administrative policy.
- Pursue animal control officer safety training/certification.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Enhance public safety through animal control-related education, outreach, and enforcement.	
GOALS AND STATUS	

1. **Goal:** Increase compliance with dog leash and pet clean-up laws.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Continued periodic weekly patrols of open space areas and contacts with off-leash dog owners. 9 warnings/citations issued in Q1.
- Improved recording of open space patrols and off-leash dog contacts for tracking and reporting purposes.

 Challenges:

- Limited staffing capacity for regular patrols. Staff encouraged to prioritize random periodic patrols during weekly shifts.

 Next Steps:

- Ramp up public outreach/education efforts regarding leash laws through social media, Coastal View News, etc.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Promote animal welfare and safety.

GOALS AND STATUS

1. **Goal:** Obtain Animal Control Officer Training / Certification.

Status

 **Current Progress:** *Not Started*. To be completed by end of Q4.

 **Actions Taken This Quarter:** None

 **Challenges:** None

 Next Steps:

- Pursue options for safety training and/or certification for both animal control officers.

2. **Goal:** Enhance Effectiveness of and Participation in Dog Licensing Program.

Status

 **Current Progress:** *Delayed*

 **Actions Taken This Quarter:**

- Researching permit platforms for CDD Departmental use, including ability to manage licensing programs (including dog licenses). (July-September)

Challenges:

- Limited staff capacity. Work with other City staff to complete simple website updates, and to develop and launch social media materials.

Next Steps:

- Update website information.
- Develop social media materials.
- Continue research into online permitting and licensing platforms.

3. **Goal:** Improve Effectiveness of Pet Adoption Program.

Status

Current Progress: *On Track*

Actions Taken This Quarter:

- Three dogs successfully adopted/rehomed during Q1.
- Outreach via City newsletter regarding dog foster/volunteer opportunities. (August)
- Coordinated advertising re: adoptable pets via city website and social media platforms.

Challenges: None

Next Steps:

- Prepare administrative policy re: pet adoption outreach and advertising.
- Continue outreach efforts to build animal foster/volunteer corps.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 341 - Animal Care & Control				
Revenue				
42 - Licenses & Permits	\$ 10,000	\$ 10,000	\$ 700	7%
45 - Charges for Services	500	500	-	0%
Revenue Total:	\$ 10,500	\$ 10,500	\$ 700	7%
Expenditure				
51 - Personnel Services	\$ 53,450	\$ 53,450	\$ 11,100	21%
52 - Professional Services	24,000	24,000	5,504	23%
55 - Other Operating Expenses	2,400	2,400	-	0%
Expenditure Total:	\$ 79,850	\$ 79,850	\$ 16,604	21%

**Budget Overview**

- Major Expenditures: None
- Variance: None

**Major Financial Changes or Concerns:**

- Community desire to bring back additional Code Compliance officer and/or hire park ranger has significant budget implications. Not anticipated to be offset through increased animal control- or code compliance-related revenues.
- Animal Control Officer certification not budgeted for, but would be beneficial for at least one officer to be certified. Researching certification process, timing and costs for possible mid-year adjustment request.

V. Community Engagement and Outreach**Engagement Activities:**

- Posted in City Newsletter regarding need for animal fosters and volunteer dog walkers. (August)
- Off-leash dog patrols and contacts in Carpinteria Bluffs Preserve. (ongoing)

**Feedback Received:**

- Off-leash dogs persist in City open space areas.
- Code Compliance/park ranger presence requested near seal rookery to aid in enforcement of seasonal beach closure and marine mammal avoidance.

**Response to Feedback:**

- Feedback acknowledged. City Council to consider budgeting for additional code compliance/park ranger staff as part of FY25-26 budget.

VI. Conclusion

Modest progress underway related to improved compliance with leash laws and licensing requirements. Additional public outreach and efforts to ease licensing renewals/enforcement remain. Initial efforts to improve advertising for adoptable pets appears to be working. Steps need to be formalized in administrative policy for ongoing replication. Continue efforts to increase participation in animal volunteer/foster. Training/certification for animal control officers remains an important priority for officer safety.



Code Compliance Supervisor, David Hernandez, is responsible for overseeing and implementing most of the City's animal control-related programs. Animal Medical Clinic staff provide important support for after-hours animal control calls and foster/medical care for found pets. AMC staff also often assist in the successful re-homing of adoptable pets. Dog foster volunteers, including Lee Heller, are also important in providing training, socialization, and care for adoptable pets until they can be re-homed.

Public Works Department

First Quarter Reports for the Fiscal Year 2024/25 Budget

Program: Public Works Administration

Department: Public Works

Funding Source(s): Gas Tax, General Fund, and Measure A

I. Executive Summary

The Public Works Administration Program is responsible for the planning, organizing, and directing of all services in the Public Works Department. This program's goal is to enhance departmentwide operational and production efficiency. There are two (2) quantifiable objectives, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights



Major Milestones Achieved:

- Maintenance staff currently utilizing new computer maintenance management system, GoGov.



Significant Issues or Challenges Encountered:

- No budget for purchasing new mobile devices. However, existing mobile workspace devices are reassigned in cases of staff turnover.



Upcoming Priorities for the Next Quarter:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Finalize telework policy.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.	
GOALS AND STATUS	
Goal: To enhance departmentwide operational and production efficiency. Status	
Current Progress: <i>On Track</i>	
Actions Taken This Quarter:	
• Objective 1. Attain 100% of maintenance staff performing same-day, real-time status reporting on job site. ✓ Maintenance staff currently utilizing new computer maintenance management system, GoGov. ✓ Reviewing customer satisfaction surveys in weekly Department staff meetings. • Objective 2. Attain 100% of administrative staff reducing commute stress and fatigue.	

- ✓ Department is currently coordinating with the City Manager in drafting telework policy.

 Challenges:

- No budget for purchasing new mobile devices. However, existing mobile devices are reassigned in cases of staff turnover.

 Next Steps:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Follow-up with finalizing telework policy and implement including assigning telework schedules.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 401 - Public Works Administration				
Revenue				
43 - Intergovernmental	\$ 40,000.00	\$ 40,000.00	\$ -	0%
44 - Fines & Forfeitures	1,200.00	1,200.00	-	0%
45 - Charges for Services	2,500	2,500	17,197	688%
48 - Miscellaneous Revenue	13,000	13,000	180	1%
Revenue Total:	\$ 56,700	\$ 56,700	\$ 17,377	31%
Expenditure				
51 - Personnel Services	\$ 258,550	\$ 258,550	\$ 54,646	21%
52 - Professional Services	40,000	40,000	-	0%
54 - Utilities	750	750	178	24%
55 - Other Operating Expenses	17,000	17,000	4,168	25%
Expenditure Total:	\$ 316,300	\$ 316,300	\$ 58,992	19%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 **Engagement Activities:** None.

 **Major Expenditures:** None.

 **Feedback Received:** None.

 **Response to Feedback:** None.

VI. Conclusion

 **Summary of Overall Progress:**

- There is virtually no use of paper with the new computer maintenance management system. All maintenance staff are outfitted with some form of mobile workspace device such as a rugged, touch-screen tablet with detachable keyboard and/or mobile smart phone. All mobile workspace devices are able to remotely connect via Wi-Fi or cellular network.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- Management Analyst primarily worked on the program's goal.

Program: Capital Improvements

Department: Public Works

Funding Source(s): Capital Improvement, Development Impact Fee, Gas Tax, General, Local Transportation, Measure A, Parking and Business Improvement Area, Revolving, and Road Maintenance Rehabilitation Funds

I. Executive Summary

The Capital Improvements Program consists of capital projects greater than \$10,000 in value and generally financed with specific funds intended only for capital improvements. Capital projects are listed in the Capital Improvement Plan (CIP) and substantiated or prioritized in conformance with the General Plan and Local Coastal Plan, master plans, and/or special studies. (The term, Capital Improvements Program, also refers to a budgetary category in the City's fiscal year budget and is interchangeably called CIP.) The CIP includes capital projects for Alternative Transportation, General Facilities, Highway Interchanges and Bridges, Parking Facilities, Parks and Recreation Facilities, Storm Drain Facilities, Streets and Thoroughfares, and Traffic Control Facilities.

This program's goal is to increase capital project revenues. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- All thirteen (13) Fiscal Year 2024/25 programmed capital projects are in progress.
- Three (3) capital projects are under construction.
- Ten (10) capital projects are under design.

Significant Issues or Challenges Encountered:

- Fiscal Year 2024/25 Capital Improvements Program Budget initially appropriated less funding (≈\$6M) for pavement maintenance and rehabilitation projects. However, ≈\$400K of Local Surface Transportation Program (LSTP) funds was recently appropriated by City Council.
- Federal-aid grants from the Infrastructure Investment and Jobs Act are a nationwide competition.

Upcoming Priorities for the Next Quarter:

- Outfit new maintenance staff with mobile workspace device to utilize GoGov.
- Finalize telework policy.

III. 1st Quarter: Status Update**AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):**

City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City

GOALS AND STATUS**Goal:** To increase capital project revenues.**Status** **Current Progress:** *On Track* **Actions Taken This Quarter:**

- Objective. Secure federal- and/or state-aid funds at no less than 75% of project cost.
 - ✓ In April 2024, Highway Bridge Program federal-aid funds in amount of ≈\$12.4M were secured for the construction phase, which is ≈88.53% of the total cost (≈\$14M)
 - ✓ In May 2024, Community Development Block Grant federal-aid funds in the amount of \$570K were secured for the construction phase, which is ≈44% of the total cost (≈\$1.3M).
 - ✓ In February 2024, staff submitted a grant application for federal-aid funds in the amount of \$3.4M for the construction phase, which is ≈80% of the total cost (≈\$4.6M), from the Rebuilding American Infrastructure with Sustainability and Equity (RAISE) discretionary grant program of the Infrastructure Investment and Jobs Act. Unfortunately, the project was not selected for award. On September 18, 2024, staff met with the federal government for a debrief of the City's grant application. In brief, the grant application was able to demonstrate a technical need for the proposed pavement improvements including pedestrian facility accessibility upgrades, but high evaluation points are/were scored towards disadvantaged communities.
 - ✓ In May 2024, a grant application was submitted for federal-aid funds in the amount of ≈\$383K for the construction phase, which is ≈90% of the total cost (≈\$426K), from the Safe Streets and Roads for All (SS4A) discretionary grant program of the Infrastructure Investment and Jobs Act.
 - ✓ A combination of staff and consulting grant services are teamed to prepare the Active Transportation Program (ATP) Cycle 7 grant application for state-aid funds towards continuation of the design phase including the environmental document for the Rincon Multi-Use Trail Project.

 **Challenges:**

- Federal-aid grants from the Infrastructure Investment and Jobs Act are a nationwide competition.

 **Next Steps:**

- Staff will continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 403 - Capital Improvements				
Revenue				
43 - Intergovernmental	\$ 8,786,500	\$ 8,786,500	\$ 411,229	5%
Revenue Total:	\$ 8,786,500	\$ 8,786,500	\$ 411,229	5%
Expenditure				
51 - Personnel Services	\$ 238,100	\$ 238,100	\$ 49,263	21%
57 - Capital Outlay	16,516,800	16,549,800	581,654	4%
Expenditure Total:	\$16,754,900	\$16,787,900	\$ 630,917	4%

Budget Overview

- Major Expenditures: Major expenses come from this program.
- Variance: None.

Major Financial Changes or Concerns

- Budget adjustment for recent appropriation of LSTP funds to the 2022 Pavement Rehabilitation Project.

V. Community Engagement and Outreach

Engagement Activities:

- Staff solicited letters of support from potential partner organizations such as the Carpinteria Unified School District and MOVE Santa Barbara County for grant application for the Reconnecting Communities Pilot Grant Program from the Infrastructure Investment and Jobs Act.

Major Expenditures: None.

Feedback Received:

- Staff received letters of support from Carpinteria Unified School District and Downtown "T" Business Advisory Board for a potential Downtown Carpinteria Sidewalk Project.

Response to Feedback:

- Submitted letters of support with grant application.

VI. Conclusion

Summary of Overall Progress

- A combination of staff and consulting grant services are being utilized in pursuing grant opportunities.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Engineering Technician, Assistant Engineer, Management Analyst, Environmental Program Manager, and Public Works Director primary worked on the program's goal.

Program: Transportation, Parking and Lighting

Department: Public Works

Funding Source(s): Capital Improvement Projects, Local Transportation, Measure A, Parking and Business Improvement Area, R-O-W Assessment District, and Street Lighting Funds

I. Executive Summary

The Transportation, Parking and Lighting Program provides for the administration of the services for transit service contracts, public parking lots, and street lights. This program's goal is to increase availability of alternative transportation. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- At its meeting of June 11, 2024, the Transportation Committee received a status report about The Wave microtransit service.

Significant Issues or Challenges Encountered:

- According to SBMTD General Manager Jerry Estrada, there is a shortage of qualified transit drivers.

Upcoming Priorities for the Next Quarter:

- Schedule another Transportation Committee Meeting within the 3rd quarter of the City's fiscal year for status reporting by SBMTD.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Transportation Committee – Resolution No. 5928
GOALS AND STATUS

Goal: To increase availability of alternative transportation.

Status

✚ **Current Progress:** *Delayed*

✚ **Actions Take This Quarter:**

- Objective. Implement microtransit service to reach no less than 30% of population.
 - ✓ At its meeting of June 11, 2024, the Transportation Committee received a status report about The Wave microtransit service.

✚ **Challenges:**

- According to SBMTD General Manager Jerry Estrada, there is a shortage of qualified transit drivers.

✚ **Next Steps:**

- Schedule another Transportation Committee Meeting within the 3rd quarter of the City's fiscal year for status reporting by SBMTD.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 411 - Transportation, Parking, & Lighting				
Revenue				
41 - Taxes	\$ 234,450	\$ 234,450	\$ -	0%
44 - Fines & Forfeitures	800	800	-	0%
46 - Interest	5,000	5,000	3,241	65%
Revenue Total:	\$ 240,250	\$ 123,150	\$ 3,241	3%
Expenditure				
51 - Personnel Services	\$ 123,150	\$ 123,150	\$ 23,633	19%
52 - Professional Services	268,500	268,500	78,417	29%
53 - Contract Services	8,000	8,000	-	0%
54 - Utilities	151,000	151,000	12,810	8%
55 - Other Operating Expenses	7,000	7,000	1,074	15%
Expenditure Total:	\$ 557,650	\$ 557,650	\$ 115,934	21%

✚ **Budget Overview**

- Major Expenditures: None.
- Variance: None.

✚ **Major Financial Changes or Concerns**

- None.

V. Community Engagement and Outreach

✚ **Engagement Activities:** None.

✚ **Major Expenditures:** None.

✚ **Feedback Received:** None.

 **Response to Feedback:** None.

VI. Conclusion

Summary of Overall Progress

- No update is yet provided by SBMTD to date.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Public Works Director primarily worked on the program's goal.

Program: Resource Conservation

Department: Public Works

Funding Source(s): General and Measure X Funds

I. Executive Summary

The Resource Conservation Program provides for renewable energy development, energy efficiency, and strategic energy planning. This program's goal is to reduce greenhouse gas emissions. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- At its meeting of October 7, 2024, the Planning Commission approved the Corporation Yard Carport and associated electric vehicle charging station for a future electric street sweeping equipment.

Significant Issues or Challenges Encountered:

- Fiscal Year 2024/25 Capital Improvements Program Budget did not appropriate funds for the City Hall Solar Generation and Storage Project.

Upcoming Priorities for the Next Quarter:

- Complete construction of Corporation Yard Carport.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):	
Sustainability Community Policy – Resolution No. 5500	
GOALS AND STATUS	
Goal: To reduce greenhouse gas emissions. Status  Current Progress: <i>On Track</i>  Actions Take This Quarter: - Objective. Develop 100% energy sustainable and resilient City facilities. ✓ At its meeting of October 7, 2024, the Planning Commission approved the Corporation Yard Carport and associated electric vehicle charging station for a future electric street sweeping equipment. ✓ Staff is planning for the purchase of a new electric tractor that will replace a diesel tractor for use on parks and open spaces. Incentive program amounts of ≈\$65K and ≈\$45K are being researched from the Santa Barbara County Air Pollution Control	

District and Central Coast Community Energy, respectively, for the purchase of the electric tractor.

 Challenges:

- On September 23, 2024, the City Council directed staff to purchase a preowned street sweeping equipment, discontinue street sweeping equipment rental, and void the purchase order of the electric street sweeping equipment due to delays related to the power system of the electric street sweeping equipment.

 Next Steps:

- Staff will continue to research and pursue any grant and/or incentive program for eligible public facility electrification projects and fleet electrification.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 461 - Resource Conservation				
Revenue				
48 - Miscellaneous Revenue	\$ 4,000	\$ 4,000	\$ 4,685	117%
Revenue Total:	\$ 4,000	\$ 4,000	\$ 4,685	117%
Expenditure				
51 - Personnel Services	\$ 36,150	\$ 36,150	\$ 7,450	21%
53 - Contract Services	2,000	2,000	-	0%
55 - Other Operating Expenses	4,750	4,750	29	1%
Expenditure Total:	\$ 42,900	\$ 42,900	\$ 7,479	17%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 Engagement Activities:

- Community review by the Planning Commission was engaged for the Corporation Yard Carport.

 Major Expenditures: None.

 Feedback Received:

- Planning Commission inquired whether more electric vehicle charging stations are planned for

 Response to Feedback:

- Staff affirmed the City's commitment to alternative fuel facilities including electric vehicle charging stations.

VI. Conclusion

Summary of Overall Progress

- Funding for the replacement of gas-powered equipment with electric-powered equipment has been procured utilizing a mix of grant funds and incentive programs. Grant funds procured to date have been those distributed by the Santa Barbara County Air Pollution Control District, and incentive funding has been from the Central Coast Community Energy's programs.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Engineering Technician, Assistant Engineer, Management Analyst, Environmental Program Manager, Public Works Supervisor, Parks and Facilities Supervisor, and Public Works Director primarily worked on the program's goal.

Program: Solid Waste

Department: Public Works

Funding Source(s): AB 939, Revolving, and Solid Waste Franchise Fee Funds

I. Executive Summary

The Solid Waste Program provides for solid waste collection including handling, disposal, and recycling operations; and street sweeping. The City contracts with E.J. Harrison and Sons, Inc. under a franchise agreement. The program also provides for the collection of antifreeze, batteries, oil, and paint (ABOP); and the annual household hazardous waste and household goods including electronic waste (E-Waste).

This program's goal is to increase landfill diversion. There are two (2) quantifiable objectives, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- 2,576 of 2,578 residential customers in curbside organic waste collection program.
- 53 businesses in curbside organic waste collection program. 50 of 300 commercial accounts are required to comply.
- All 86 multi-family in green waste program.

Significant Issues or Challenges Encountered:

- Restaurants and retail sale locations experience high-turnover.

Upcoming Priorities for the Next Quarter:

- Obtain staff capacity or consulting services with bilingual capabilities to continue public education.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Sustainability Community Policy – Resolution No. 5500
GOALS AND STATUS

Goal: To increase landfill diversion.

Status

 **Current Progress:** *On Track*

 **Actions Take This Quarter:**

- Objective 1. Attain 100% of resident and business participation in curbside organic collection service.
 - ✓ 2,576 of the 2,578 residential customers (defined as properties with 4 or fewer units) in Carpinteria have curbside organic waste collection. Only 50 of the 300 commercial accounts are required to comply with these requirements; 53 businesses participate in the program. All 86 multi-family (those properties with 5 or more units) participate in a green waste program. The City issues waivers for organic waste service based on several factors. Customers must submit a waiver application, which triggers a waste audit to determine if a waiver should be granted or not.
- Objective 2. Attain 100% of food and beverage provider participation in the regulation of single-use plastic take-out food ware, as well participation in retail sale regulations related to single-use plastic food ware and mylar balloons.
 - ✓ This measure is ongoing, and it is unlikely for 100% compliance will be met in FY 2024/25. This is a multi-year implementation project that will require repeated site visits and education.

 **Challenges:**

- Restaurants and retail sale locations experience high-turnover. So, regularly visiting businesses is necessary for these regulations to be successful. One of the primary functions of the Environmental Program Specialist will be outreach for regulations related to solid waste, which includes this measure. One additional challenge is language and cultural barriers. The types of businesses that are required to comply with the above measures often employ staff that are non-English speaking and may have other cultural barriers to understanding the regulations.

 **Next Steps:**

- Staff will be visiting restaurants and food-ware retail locations throughout the fiscal year to educate their staff and begin enforcement activities.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 421 - Solid Waste				
Revenue				
43 - Intergovernmental	\$ 99,000	\$ 99,000	\$ -	0%
45 - Charges for Services	296,500	296,500	-	0%
48 - Miscellaneous Revenue	-	-	2,843	0%
Revenue Total:	\$ 395,500	\$ 395,500	\$ 2,843	1%
Expenditure				
51 - Personnel Services	\$ 357,200	\$ 357,200	\$ 56,914	16%
52 - Professional Services	22,000	22,000	5,298	24%
53 - Contract Services	105,000	105,000	2,843	3%
55 - Other Operating Expenses	69,350	69,350	33,741	49%
Expenditure Total:	\$ 553,550	\$ 553,550	\$ 98,796	18%

Budget Overview

- Major Expenditures: None.
- Variance: None.

Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

Engagement Activities:

- Outreach was on hold for these measures for much of this quarter due to insufficient staff capacity.

Major Expenditures: None.

Feedback Received: None.

Response to Feedback: None.

VI. Conclusion

Summary of Overall Progress

- Staff visited 113 of the 122 identified businesses that must comply with the single-use plastics regulations. Those businesses that were not visited were primarily due to language barriers. The City is exploring options for outreach in other languages. Solid waste collection outreach is conducted in partnership with E.J. Harrison & Sons, who has exceeded contract expectations in their diligence to enroll those customers required to comply with organic waste diversion requirements.
- Maintenance staff in partnership with E.J. Harrison and Sons have both been critical to meeting these accomplishments. For the most part, the community has been receptive to the requirements, which is likely partially due to the large amount of outreach that was done via the Coastal View News, City Newsletter,

website, and waste billing inserts. Staff also had conducted in-person outreach to businesses and has started hosting composting workshops for residents.

 Acknowledgment of Contributions from Departments, Staff, and Community Members

- Maintenance staff and Environmental Program Manager primarily worked on the program's goal.

Program: Watershed Management

Department: Public Works

Funding Source(s): Development Impact Fee, Gas Tax, General, Measure A, and Revolving Funds

I. Executive Summary

The Watershed Management Program provides for the public outreach and education of stormwater quality; tracking of illicit discharges; water quality testing at storm drain outfalls or discharge areas; implementation and enforcement of stormwater quality best management practices (BMPs) for development, redevelopment, and City operations; regional coordination; and the overall stewardship of local watersheds by regulating stormwater runoff into creeks and salt marsh. The program was created in response to a need to comply with the National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit.

This program's goal is to protect local watersheds. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- None.

Significant Issues or Challenges Encountered:

- The draft Phase II MS4 Permit has multiple new requirements incorporated that go above the Trash Amendment in the Ocean Plan, which is the driver behind the Trash Implementation Plan and other trash provisions.

Upcoming Priorities for the Next Quarter:

- Obtain staff capacity or consulting services with bilingual capabilities to continue public education.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
Sustainability Community Policy – Resolution No. 5500
National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit
GOALS AND STATUS
Goal: To protect local watersheds.
Status

 Current Progress: *On Track*
 Actions Take This Quarter:

- Objective. Implement Trash Implementation Plan regulations.
 - ✓ Expansion of this measure is currently on hold. Measures that were identified in the draft Trash Implementation Plan, which was submitted in 2018 to the State Water Resources Control Board, have been met as of 2022. Since these plans have not been accepted by Regional Water Quality Control Board, it is unknown at this time for what the final permit requirements will be and further implementation above what the City is already doing is on hold.
 - ✓ Staff continues to implement the regulations in the current NPDES Phase II Small MS4 Permit.

 Challenges:

- The draft Phase II MS4 Permit has multiple new requirements incorporated that go above the Trash Amendment in the Ocean Plan, which is the driver behind the Trash Implementation Plan and other trash provisions.

 Next Steps:

- Staff continues to coordinate with SWRCB staff.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 451 - Watershed Management				
Expenditure				
51 - Personnel Services	\$ 117,200	\$ 117,200	\$ 21,810	19%
53 - Contract Services	95,000	95,000	-	0%
55 - Other Operating Expenses	23,100	23,100	1,196	5%
Expenditure Total:	\$ 235,300	\$ 235,300	\$ 23,006	10%

 Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach

 Engagement Activities: None.

 Major Expenditures: None.

 Feedback Received: None.

 Response to Feedback: None.

VI. Conclusion

Summary of Overall Progress

- Staff continues to implement the regulations in the current NPDES Phase II Small MS4 Permit as well as coordinate with SWRCB staff in update of the NPDES Phase II Small MS4 Permit.

Acknowledgment of Contributions from Departments, Staff, and Community Members

- Maintenance staff and Environmental Program Manager primarily worked on the program's goal.

Program: Street, Fleet, and Parks and Facilities Maintenance

Department: Public Works

Funding Source(s): Capital Improvement, Gas Tax, General, Library, Local Transportation, Measure A, Measure X, Park Maintenance, Recreation Services, R-O-W Assessment District, and Tidelands Trust Funds

I. Executive Summary

The Street Maintenance Program provides for the maintenance of all City streets including rights-of-way. The Fleet Maintenance Program provides for the maintenance of all City fleet including vehicles and equipment. The Parks and Facilities Maintenance Program provides for the maintenance of all City parks and open spaces.

This program's goal is to increase and diversify maintenance operations capabilities. There is one (1) quantifiable objective, and the status thereof is shown in the table below. Status of budget for implementing the program's goal is also shown below. Finally, primary department positions, whom worked on the program's goal, are also acknowledged below.

II. Key Highlights

Major Milestones Achieved:

- None.

Significant Issues or Challenges Encountered:

- Due to injuries, half of the Street Maintenance Program staff are unable to attend any training.

Upcoming Priorities for the Next Quarter:

- Attain 100% healthy Maintenance staff.

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

Goal: To increase and diversify maintenance operations capabilities.

Status

 **Current Progress:** *On Track*

Actions Take This Quarter:

- Objective. Possess at least one (1) special skill, e.g. carpentry, mechanical, electrical, plumbing, concrete finishing, equipment operation, etc.

- ✓ Two (2) maintenance staff, one from the Street Maintenance Program and the other from the Parks and Facilities Maintenance Program, are scheduled to attend landscape irrigation skills training in November.

Challenges:

- Due to injuries, half of the Street Maintenance Program staff are unable to attend any training.

Next Steps:

- Continue on with training.
- Diversify maintenance operations capabilities with special event hospitality skills from part-time Parks and Facilities Attendant staff for public facility rentals (e.g. Veterans Memorial Building).

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 431 - Street Maintenance				
Revenue				
43 - Intergovernmental	\$ 1,810,350	\$ 1,810,350	\$ 99,062	5%
45 - Charges for Services	-	-	9,065	0%
46 - Interest	15,150	15,150	7,016	46%
Revenue Total:	\$ 1,825,500	\$ 1,825,500	\$ 115,143	6%

Expenditure				
51 - Personnel Services	\$ 221,850	\$ 221,850	\$ 41,903	19%
52 - Professional Services	48,000	48,000	35,316	74%
53 - Contract Services	229,000	229,000	950	0%
54 - Utilities	25,550	25,550	1,669	7%
55 - Other Operating Expenses	160,500	160,500	25,445	16%
57 - Capital Outlay	819,500	819,500	85,982	10%
Expenditure Total:	\$ 1,504,400	\$ 1,504,400	\$ 191,266	13%

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 441 - Right-of-Way Maintenance				
Revenue				
44 - Fines & Forfeitures	\$ 50	\$ 50	\$ -	0%
47 - Special Assessments	198,400	198,400	-	0%
Revenue Total:	\$ 198,450	\$ 198,450	\$ -	0%

Expenditure				
51 - Personnel Services	\$ 124,100	\$ 124,100	\$ 24,560	20%
53 - Contract Services	293,500	293,500	123,571	42%
54 - Utilities	63,400	63,400	9,791	15%
55 - Other Operating Expenses	61,500	61,500	6,919	11%
Expenditure Total:	\$ 542,500	\$ 542,500	\$ 164,840	30%

Budget Overview

- Major Expenditures: None.
- Variance: None.

 Major Financial Changes or Concerns

- None.

V. Community Engagement and Outreach **Engagement Activities:** None. **Major Expenditures:** None. **Feedback Received:** None. **Response to Feedback:** None.**VI. Conclusion** **Summary of Overall Progress**

- Training of maintenance staff is continuing.

 Acknowledgment of Contributions from Departments, Staff, and Community Members

- Public Works Supervisor, Parks and Facilities Supervisor, and Public Works Director primarily worked on the program's goal

Parks, Recreation & Community Services Department
First Quarter Reports for the Fiscal Year 2024/25 Budget

Program: Parks, Recreation & Community Services Administration

Department: Parks, Recreation, and Community Services

Funding Source(s): General, Measure X, Tidelands, Recreation, Parks, and Revolving Funds

I. Executive Summary

The department successfully migrated BBQ/Picnic and Veterans Hall rentals to an online platform, RecDesk. The department is actively pursuing administrative efficiencies and improvements, including the integration of sports field rentals and special events into RecDesk. Additionally, the department is working to establish comprehensive, department-wide policies to streamline operations.

II. Key Highlights



Major Milestones Achieved:

- Migrated BBQ/Picnic and Vets Hall rentals to RecDesk
- 200 AgeWell participants
- 95 AgeWell programs per month
- Created 3 new AgeWell programs geared towards senior men
- Hosted the first Spanish speaking AgeWell Event
- 26 AgeWell Volunteers
- 104 community gardeners
- Transitioned all garden registration and payments online



Significant Issues or Challenges Encountered:

- New staff throughout the Department



Upcoming Priorities for the Next Quarter

- Continue to migrate all PRCS Rentals to the online platform (field rentals, special events, etc.)
- Finalize department wide cancellation and refund policies
- Draft "Sponsorship, Donation and Fundraising" Policy

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.
GOALS AND STATUS

1. **Goal:** Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- A series of 'how to' guides have been created for the use of RecDesk, the online platform for recreation management.
- Training materials have been created for new staff regarding departmental policies and procedures.
- Weekly department management meetings occur on an ongoing basis and have proven to be extremely beneficial for the team.

 **Challenges:** None

 Next Steps:

- Meet with Risk Management to review policies and procedures that need to be included in the staff handbook.
- Plan the first all-staff department meeting.
- Continue to draft employee handbook and collect relevant and necessary materials.

2. **Goal:** Revise the mission statement for the Parks, Recreation, & Community Services Department.

Status

 **Current Progress:** *Not Started* (planned to begin in Q2)

 **Actions Taken This Quarter:** None

 **Challenges:** None

 Next Steps:

- Solicit ideas from staff for a mission statement
- Begin drafting a mission statement

3. **Goal:** Implement meeting & training schedule.

Status

 **Current Progress:** *On Track*

 Actions Taken This Quarter:

- Established weekly PRCS 'management' staff meeting

 **Challenges:** None

**Next Steps:**

- Schedule a department wide all staff meeting

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

1. **Goal:** Modernize Operations and Improve Customer Experience. Enhance Customer Engagement and Satisfaction through Modern Communication channels.

Status

Current Progress: *Completed*

**Actions Taken This Quarter:**

- Reservations for BBQ/Picnic rentals and Veterans Hall Rentals have been moved to the online platform RecDesk.

**Challenges:**

- Past policies and procedures were too complicated and cumbersome for RecDesk and needed to be revised which added time to the project.

**Next Steps:**

- Continue to monitor reservations, seek feedback on the process from users and make improvements and changes as needed.
- Expand reservation options in the portal which will include aquatics programming, special events and field rentals.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #4: Strengthen Community Institution and Collaboration.

GOALS AND STATUS

1. **Goal:** Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.

Status

Current Progress: *On Track*

**Actions Taken This Quarter:**

- Presented to Morning Rotary and Noon Rotary
- Hosted 3 male programming focus group meetings
- Hosted Veterans Commission quarterly meeting
- Started Veterans weekly meet up
- Hosted an outdoor storytelling event on September 24, 2024
- Hosted “Dia de los Abuelos” event August 28, 2024
- Met with Family Services Agency to begin a Spanish PEARL program (Program to Encourage Active, Rewarding Lives)
- Collaborating with Children’s Project and Las Promotoras
- Held first support group with Hospice Compassionate Care
- Hosted Hopenet for presentation and discussion

**Challenges:**

- Behavioral issues by some of the attendees. Staff implemented and reinforced AgeWell’s Codes of Conduct to ensure that all attendees to the City’s senior programming can feel safe, and enjoy a pleasant environment.

**Next Steps:**

- Continue developing engaging programming and foster diverse engagement with our community.
- Continue to pursue funding opportunities

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

2. **Goal:** Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.

Status

Current Progress: *On Track*

**Actions Taken This Quarter:**

- Started monthly garden e-newsletter
- Connected with gardeners



Challenges: None

**Next Steps:**

- Begin work on establishing a volunteer recognition program for garden volunteers. Collaborate with gardeners to establish workshops and educational sessions.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 501 - Parks & Recreation Administration				
Revenue				
45 - Charges for Services	\$ 96,700	\$ 96,700	\$ 20,486	21%
48 - Miscellaneous Revenue	45,600	45,600	-	0%
Revenue Total:	\$ 142,300	\$ 142,300	\$ 20,486	14%
Expenditure				
51 - Personnel Services	\$ 588,200	\$ 588,200	\$ 125,894	21%
52 - Professional Services	33,000	33,000	250	1%
53 - Contract Services	47,700	47,700	7,233	15%
54 - Utilities	23,800	23,800	3,269	14%
55 - Other Operating Expenses	112,900	112,900	3,031	3%
57 - Capital Outlay	15,000	15,000	-	0%
Expenditure Total:	\$ 820,600	\$ 820,600	\$ 139,677	17%



Budget Overview

- Major Expenditures: None
- Variance: None



Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach



Engagement Activities:

- Participated in July 4th parade
- Participated in National Night Out
- AgeWell presented to Morning and Noon Rotary
- Community Garden hosted several school visits



Feedback Received: None



Response to Feedback: None

VI. Conclusion



Summary of Overall Progress

- The first quarter of FY 2024/25 has been marked by significant achievements and growth for AgeWell. AgeWell will continue to seek funding opportunities, expand partnerships, and develop innovative programs that meet the diverse needs of the community.

- The Carpinteria Community Garden remains a thriving hub for gardening enthusiasts, fostering a sense of community and promoting sustainable practices. With a growing membership base and a commitment to providing a positive and welcoming environment, the garden is excited to continue supporting the gardeners and contributing to the vibrant fabric of Carpinteria.



Acknowledgment of Contributions from Departments, Staff, and Community Members

- The Public Works staff for their dedicated care and maintenance of the parks, community garden, and Veterans Memorial Building.
- Ryan Benson, for his key role in transitioning BBQ/Picnic and Veterans Memorial Building rentals to the online platform, RecDesk.
- The Carpinteria Community Library for its exceptional partnership and commitment to serving the senior community. The collaborative efforts between AgeWell and the Library have been instrumental in delivering enriching programs and resources.
- The AgeWell Team, including Jena Jenkins and Amy Stanfield, along with the dedicated volunteers, instructors, and guest lecturers, whose passion and expertise have made a profound impact on the senior community.
- The City's Communications team and Public Works for their ongoing collaboration and valuable support.
- Joe Gottwald, for his outstanding contributions to the Carpinteria Community Garden.

Program: Community Pool Services

Department: Parks, Recreation, and Community Services

Funding Source(s): Measure X and Recreation Funds

I. Executive Summary

Carpinteria Community Pool had a safe and busy summer, holding swim lessons, hosting outside groups and providing recreational and lap swim time for the community.

II. Key Highlights



Major Milestones Achieved:

- Over 300 youth participated in summer swim lessons
- 1375 Adult Lap Swim entries
- 496 Aqua Aerobics entries
- 308 Masters Swim entries
- 204 Youth Recreational swim entries
- Hosted multiple groups including Boys & Girls Club and Fun In the Sun



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter

- Draft comprehensive Policies & Procedures staff handbook
- Create public facing annual calendar

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education and Transparency.

GOALS AND STATUS

- Goal:** Establish and maintain a comprehensive program planning and communication framework.

Status



Current Progress: *On Track*



Actions Taken This Quarter:

- The creation of an annual program calendar for Community Pool activities and programs has begun. Working on inputting all key program dates, closures due to outside pool use and holidays as well as planning out Spring and Summer 2025 dates.

- The PRCS Department has purchased a subscription to an online survey platform for future survey distribution and feedback collection.

 **Challenges:** None

 **Next Steps:**

- Finalize the annual calendar and ensure it is visually appealing and optimized for public viewing and online posting.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Develop and implement a comprehensive staff development and operations program.

Status

 **Current Progress:** *On Track*

 **Actions Taken This Quarter:**

- Work has begun on the creation of a Staff Policy and Procedures Handbook. Past policies and procedures have been inputted and updated and staff are working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.

 **Challenges:** None

 **Next Steps:**

- Continue working on Staff Policy & Procedures Handbook with the target completion of the end of Q2.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 521 - Community Pool Services				
Revenue				
42 - Licenses & Permits	\$ 300	\$ 300	\$ 90	30%
43 - Intergovernmental	3,000	3,000	-	0%
45 - Charges for Services	299,000	299,000	70,677	24%
48 - Miscellaneous Revenue	44,000	44,000	-	0%
Revenue Total:	\$ 346,300	\$ 346,300	\$ 70,767	20%
Expenditure				
51 - Personnel Services	\$ 419,200	\$ 419,200	\$ 115,693	28%
52 - Professional Services	2,500	2,500	300	12%
53 - Contract Services	40,000	40,000	-	0%
54 - Utilities	136,950	136,950	14,176	10%
55 - Other Operating Expenses	29,000	29,000	2,256	8%
Expenditure Total:	\$ 627,650	\$ 627,650	\$ 132,425	21%

Budget Overview

-  Major Expenditures: None
-  Variance: None

Major Financial Changes or Concerns

-  None

V. Community Engagement and Outreach

Engagement Activities:

-  Staff have met with staff from CUSD to discuss and plan out 2024-2025 school use of the Community Pool.
-  Participated in the National Night Out
-  Participated in Girls Inc. Career Day

Feedback Received: None

Response to Feedback: None

VI. Conclusion

Summary of Overall Progress

-  Overall, it was a successful and safe summer at the Community Pool. Staff are making good progress on their workplan goals while still operating the community pool with year-round programming.

Acknowledgment of Contributions from Departments, Staff, and Community Members

-  The Community Pool staff would like to thank the Public Works team, especially Manny Gonzalez for their hard work and dedication to keep the pool in great shape.
-  PRCS Department would like to thank Kalyn and John, Aquatics Coordinators, for their hard work and continued leadership.

Program: Ocean Beach Services

Department: Parks, Recreation, and Community Services

Funding Source(s): General, Measure X, and Tideland Trust Funds

I. Executive Summary

Ocean beach services had a busy summer season including the end of the 7-week Junior Lifeguard program. Staffing provided to be an ongoing challenge at the beach, the team is already working on ways to improve recruitment techniques for the next season.

II. Key Highlights



Major Milestones Achieved:

- 201 Junior Lifeguard participants
- 14 Water Rescues
- 59 First Aid incidents
- 7 Lost Person incidents
- 317 Safety Contacts
- 28 Sting Ray stings
- 3 Major Incidents (911 called)



Significant Issues or Challenges Encountered:

- Limited Ocean Beach Lifeguard staff



Upcoming Priorities for the Next Quarter

- Planning and scheduling for next season
- Create recruitment and training plan for next season
- Clean, inventory and restock all equipment and supplies

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal #3: Take Steps to Address the Fiscal Sustainability of the City.
GOALS AND STATUS
1. Goal: Streamline and Improve Customer Service for Boathouse Operations. Status Current Progress: Completed Actions Taken This Quarter: • Point of Sale (POS) system launched • All operations were out of the Boathouse on Ash Ave.



 **Challenges:** None

 **Next Steps:** None

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Carpinteria Municipal Code (CMC) 2.20.080 establishing Ocean Beach Services.

GOALS AND STATUS

1. **Goal:** Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.

Status

 **Current Progress:** *On Track*

Actions Taken This Quarter:

- Work has begun on the creation of a Staff Policy and Procedures Handbook.
- Past policies and procedures have been inputted and updated.
- Working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.

 **Challenges:** None

Next Steps:

- Continue working on Staff Policy & Procedures Handbook with the target completion of the end of February 2025.

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

Carpinteria Municipal Code (CMC) 2.20.080 - Establishing Ocean Beach Services

GOALS AND STATUS

1. **Goal:** Ensure the continuation and success of the Junior Lifeguard program.

Status

 **Current Progress:** *On Track*

Actions Taken This Quarter:

- Enrollment of 201 participants
- End of program survey distributed to participant parents
- Staff debrief session and brain storming for next season completed

 Challenges: None

 Next Steps:

- Revise participant survey for Summer 2025 to allow for data collection vs. open ended questions which cannot be quantified.
- Planning for next season.
- Inventory and purchasing of equipment and supplies.

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program: 531 - Ocean Beach Services				
Revenue				
43 - Intergovernmental	\$ 8,750	\$ 8,750	\$ -	0%
45 - Charges for Services	496,900	496,900	48,816	10%
46 - Interest	5,000	5,000	2,456	49%
48 - Miscellaneous Revenue	-	-	8,376	0%
Revenue Total:	\$ 510,650	\$ 510,650	\$ 59,649	12%
Expenditure				
51 - Personnel Services	\$ 311,350	\$ 311,350	\$ 93,362	30%
53 - Contract Services	40,000	40,000	3,425	9%
54 - Utilities	7,750	7,750	1,334	17%
55 - Other Operating Expenses	48,000	48,000	6,434	13%
Expenditure Total:	\$ 407,100	\$ 407,100	\$ 104,556	26%

 Budget Overview

- Major Expenditures: None
- Variance: None

 Major Financial Changes or Concerns

- None

V. Community Engagement and Outreach

 Engagement Activities:

- Participated in July 4th Parade
- Weekly Junior Lifeguard highlight in the Coastal View News

 Feedback Received: None

 Response to Feedback: None

VI. Conclusion

 Summary of Overall Progress

- Ocean Beach services had a busy summer season and staff continue to plan for next season.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Lexi Persoon, for her outstanding leadership in planning and running the Junior Lifeguard program.
- Jason Rodriguez, for his organization of the Junior Lifeguard Bike Rack Fundraiser, as well as gratitude to all those who generously contributed.
- All donors who supported the Junior Lifeguard “Swim, Paddle, Run Triathlon” fundraiser.
- The community volunteers who provided essential assistance during the Carpinteria Competition (Carp Comp) event.
- The Beach Lifeguard and Junior Lifeguard staff for their dedication and hard work throughout another successful summer season.

Program: Library Services

Department: Parks, Recreation, and Community Services

Funding Source(s): Measure X Fund

I. Executive Summary

Carpinteria Community Library had a busy summer with the 10-week Summer Reading Program titled “I Larv-A Good Book” and basic computer classes added to the program schedule.

II. Key Highlights



Major Milestones Achieved:

- 2,639 Program participants
- 2 Citizenship Class series
- Friends of the Library received \$50,000 gift for Literacy



Significant Issues or Challenges Encountered:

- None



Upcoming Priorities for the Next Quarter:

- Create job description for .25FTE Literacy Coordinator
- Begin patio refresh project with Public Works
- Create digital newsletter

III. 1st Quarter: Status Update

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):
City Council Primary Goal # 1: Enhance public outreach, education, and transparency.
GOALS AND STATUS
1. Goal: Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences. Status Current Progress: <i>Delayed</i> Actions Taken This Quarter: None Challenges: • Team bandwidth limitations – With summer over, the team will be prioritizing this goal in Q2.



**Next Steps:**

- Collaborate with Human Resources to establish job description for literacy coordinator and connected with California State Library Literacy Coordinator to gain valuable information on setting up a program.
- Hire and train Literacy Coordinator
- Schedule new tutor trainings

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #5: Invest in a High-Performance Team at City Hall.

GOALS AND STATUS

1. **Goal:** Prioritize staff training and development initiatives to ensure a skilled and motivated workforce capable of delivering high-quality services and programs.

Status


Current Progress: *On Track*


Actions Taken This Quarter:

- City Librarian attended Association of Rural and Small Libraries Conference
- Held Q1 Library staff training



Challenges: None


Next Steps:

- Participate in FEMA & County of SB EOC training
- Participate in City provided staff training
- Full time staff will attend the California Library Association conference in October

AUTHORITY (City Council Goal / Policy Consistency / Mandate / Best practice):

City Council Primary Goal #1: Enhance Public Outreach, Education, and Transparency.

GOALS AND STATUS

1. **Goal:** Boost Library Utilization and Program Participation.

Status


Current Progress: *On Track*


Actions Taken This Quarter:

- Hosted Library Card month with a proclamation

- Researched books for a community reads program
- Participated in outreach programs
- Added more than half of projected new library accounts
- Increased circulation overall by 7.6%

**Challenges:**

- Coordinating with CUSD for Library staff participate in teacher training

**Next Steps:**

- Create paper calendar
- Mock up a digital newsletter
- Collection ordering
- Determine a title for One Community, One Book read for February and March

IV. Financial Summary

	Original Budget	Current Budget	Fiscal Activity	Percentage Used
Program : 550 - City Library				
Revenue				
43 - Intergovernmental	\$ 161,500	\$ 161,500	\$ -	0%
45 - Charges for Services	3,000	3,000	829	28%
48 - Miscellaneous Revenue	106,500	106,500	12,500	12%
Revenue Total:	\$ 271,000	\$ 271,000	\$ 13,329	5%
Expenditure				
51 - Personnel Services	\$ 456,250	\$ 456,250	\$ 90,532	20%
52 - Professional Services	96,200	96,200	20,384	21%
53 - Contract Services	4,500	4,500	2,325	
55 - Other Operating Expenses	138,500	138,500	15,442	11%
57 - Capital Outlay	25,000	25,000	-	0%
Expenditure Total:	\$ 720,450	\$ 720,450	\$ 128,683	18%

**Budget Overview**

- Major Expenditures: None
- Variance: None

**Major Financial Changes or Concerns**

- None

V. Community Engagement and Outreach**Engagement Activities:**

- Monthly book review in the Coastal View News
- Added a new quarterly column
- Participated in HopeNet Mental Health Fair
- Participated in Girls Inc Extern Program and Completion Event

- National Night Out with SB County Sheriff Department
- Holds monthly Library Advisory Commission Meetings
- Participates in bi-monthly Black Gold meetings
- Participates in monthly Friends of the Library meetings

**Feedback Received:**

- Citizenship class and success and computer classes highlighted in the Coastal View News as well as several “halos” with appreciations.

**Response to Feedback: None****VI. Conclusion****Summary of Overall Progress**

- The Library is on track to meet expectations and continues to increase card holders and program participants.
- The Library is averaging 250 people in the library each day and is currently at the limit of what staff can accomplish and manage.

**Acknowledgment of Contributions from Departments, Staff, and Community Members**

- Partners in Education were remarkable partners in Q1, providing an excellent computer class series for 40 adult students.
- The Library appreciates all its volunteers who work with the literacy students and the who help us keep the library organized, a special thanks to Tony Seagal and Deborah Dentler for supporting the citizenship class and providing extra support to those about to interview for naturalization.
- Brenda Robinson has been extremely helpful to the Library in keeping all accounts organized and budget up to date.