City of Carpinteria
City Council Regular Meeting Agenda
Monday, March 10, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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

AMENDED AGENDA – ADDED ITEM NO. 10

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 $500 from any party for 12 months following the date a final decision is rendered by the City. No City Council Member may accept, solicit, or direct any contribution from an agent of the party during the same time frame. This prohibition commences when an item involving the entitlement has been placed on the City Council's agenda for a public meeting, when the City Council Members knows the action is within the City Council's jurisdiction and it is reasonably foreseeable that it will come before the City Council as a decisionmaker, or when the proceeding is before the City Council for its decision. 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 $500 made to any Council Member by the applicant, or any donations made by the 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 $500 within the preceding 12 months from any party, or who received any donations from an 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. A Proclamation Designating the Month of April 2025 as "Carpinteria Beautiful Month" in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

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

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

This may include updates on law enforcement activity within the City from a Sheriff's Office representative or a report from a representative of the First District Supervisor's Office.

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. City Employee Updates
b. Updates on Capital Improvement Projects
c. Updates on Development Applications
d. Other City/Community Updates

PLANNING COMMISSION ACTIONS: NONE

The City Council may vote to appeal a decision of the Planning Commission to itself by majority vote (CMC 14.78.040(2)).

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.

2. Approve the minutes of the regular meeting held February 24, 2025.

3. Receive and file the Expenditures for the period beginning February 17, 2025 and ending February 28, 2025.

4. Adopt Resolution No. 6369, authorizing the filing of the Transportation Development Act Claim for Fiscal Year 2025/26.

5. Issue a Public Convenience or Necessity letter to ABC finding the proposed Channel Islands Surfboards Type 20 off-sale beer and wine license would serve the public convenience or necessity.

6. Authorize the City Manager to execute the Fourth Amendment to the Service Agreement with Granicus, LLC for public meeting streaming and online agenda management services in an amount not-to-exceed $38,879.73 and extend the term through March 31, 2028. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

7. Community Development Block Grant Committee recommendations concerning the 2025-2026 and 2026-2027 Public Services Grant Applications and allocation of program funds.

   Recommendation: Allocate the CDBG Public Services Grant Funding pursuant to the recommendations of the City's CDBG Committee to equally share the funds between Peoples' Self-Help Housing's "Camino Scholars and College Club"

program and the United Boys & Girls Club's Carpinteria Unit. *(Requires a roll call vote.)*

Staff Presenter: Marysol Smith, Associate Planner

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

8. 2024 Housing Element Annual Progress Report: Implementation Status of Housing Element Goals, Policies, and Objectives for Submission to the California Department of Housing and Community Development.

Recommendation: Receive the 2024 Housing Element Annual Progress Report and direct that it be submitted to HCD.

Staff Presenter: Syndi Souter, Senior Planner

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

9. Code of Conduct to Ensure the Orderly Functioning of City Council meetings and other public meetings.

Recommendation: Adopt Resolution No. 6370, establishing a Code of Conduct to ensure the orderly functioning of City Council meetings and other public meetings.

Staff Presenter: Brian C. Barrett, City Clerk

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

10. Resolution Opposing Oil Transportation By Pipeline.

Recommendation: Adopt Resolution No. 6373, opposing oil transportation by pipeline and direct staff to transmit the resolution to the Santa Barbara County Board of Supervisors and the California Coastal Commission.

Staff Presenter: Ryan Kintz, Assistant City Manager

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

PUBLIC HEARING: NONE

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

11. Mid-Year Budget Report Review Appropriation Adjustments.

    Recommendation: Accept the Mid-Year Budget Report and approve adjustments to the budget as summarized in Attachment B. *(Requires a roll call vote.)*

    Staff Presenter: Licette Maldonado, Administrative Services Director

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

12. A resolution confirming the City's continued compliance with the California Values Act (SB 54; Gov. Code § 7284 et seq.)

    Recommendation: Adopt Resolution No. 6372, reaffirming the City's Commitment to Compliance with the California Values Act (SB 54) Requirements.

    Staff Presenter: City Attorney's Office

    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) (Mayer/Alt. Clark)
    b. California Joint Powers Insurance Authority (CJPIA) (Solórzano/Alt. Clark)
    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. Solórzano)
    b. Santa Barbara Joint Affordable Housing Task Group (Mayer/Alt. Alarcon)
    c. Santa Barbara County Elected Leaders Forum to Address Homelessness (Mayer/Alt. Alarcon)
    d. South Coast Youth Safety Partnership (Solórzano/Alt. Mayer)
    e. Multijurisdictional Solid Waste Task Group (Mayer/Alt. Alarcon)

3. Joint and Standing Committees

    a. City Council/Economic Vitality Committee (Alarcon & Mayer)
    b. City Council/Public Safety Committee (Clark & Nomura)
    c. City Council/School Board Committee (Mayer and Solórzano)
    d. City Council/Utilities Committee (Nomura & Clark)
    e. City Council/First District Supervisor Committee (Alarcon & Mayer)
    f. City Council Finance/Budget Committee (Alarcon & Clark)
    g. Transportation Committee (Clark & Mayer)
    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) (Solórzano & Clark) (PC: Benefield and Salant)
    j. Public Facility Site Acquisition/Development Committee (Clark & Nomura)
    k. Sustainability Committee (Nomura & Solórzano)
    l. Public Engagement Committee (Solórzano & Nomura)

4. Ad Hoc Committees

There are no active Ad Hoc Committees at this time.

5. Appointed Representatives to Area Boards & Committees

   a. Community Media Access Center (Gary Dobbins)
   b. County Library Advisory Committee (Glynn Birdwell)

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

ADJOURNMENT

The next regular City Council meeting will be held March 24, 2025 at 5:30 p.m.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the City Clerk's Office at (805) 755-4403 or the California Relay Service at (866) 735-2929. Notification two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

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

This agenda was posted on Wednesday, March 5, 2025, 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 DESIGNATING THE MONTH OF APRIL 2025 AS "CARPINTERIA BEAUTIFUL MONTH" IN THE CITY OF CARPINTERIA

***WHEREAS**, the month of April is recognized nationwide as Keep America Beautiful Month; and*

***WHEREAS**, since 1992, the month of April has additionally been proclaimed as Carpinteria Beautiful Month and celebrated by the downtown display of the Carpinteria Beautiful banners; and*

***WHEREAS**, on Friday, April 25th cities across America will observe National Arbor Day, and Carpinteria will participate by renewing our commitment to maintaining a vigorous and beneficial urban forest; and*

***WHEREAS**, On Tuesday, April 22nd, the 55th anniversary of Earth Day, with this year's theme "Our Power, Our Planet", will be celebrated through a renewal of our dedication to preserving a healthy environment; and*

***WHEREAS**, on Saturday, March 29th in preparation for April's celebration, Carpinteria Beautiful and the City of Carpinteria will co-sponsor a Community Clean-up Day from 9 a.m. to 11:00 a.m. at Parking Lot No. 3 adjacent to the railroad tracks; and*

***WHEREAS**, throughout the month of April, Carpinteria Beautiful volunteers will continue their year-round efforts to remove graffiti and fill the doggie bag dispensers, and the Adopt-a-Spotters and Trash Mob will redouble their already considerable efforts to keep Carpinteria litter-free.*

***NOW, THEREFORE**, the City Council of the City of Carpinteria hereby designates April 2025, as **"CARPINTERIA BEAUTIFUL MONTH"** and urges all residents to share in the observance of this month by making a personal commitment to enhance the beauty of their own properties and neighborhoods for the benefit and enjoyment of all.*

***IN WITNESS WHEREOF,** the Mayor hereunto set their hand and caused the official seal of the City of Carpinteria, California to be affixed this 10th day of March, 2025.*

Natalia Alarcon, Mayor
City of Carpinteria

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk

CARPINTERIA LIBRARY BOARD OF TRUSTEES
5775 Carpinteria Avenue
Carpinteria, CA 93013

REGULAR MEETING AGENDA
MONDAY, MARCH 10, 2025
5:30 P.M.

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1. Call to order and roll call.

2. Confirmation of legal noticing and procedural requirements of meeting.

3. Public Comment – This is the time for public comments on matters not otherwise on the agenda but within the subject matter of the Carpinteria Library Board of Trustees.

4. Introduction of New Employee: Stephanie Colburn, Literacy Coordinator.

5. Approval of minutes of the regular meeting held February 10, 2025.

6. March 2025 Community Library Report.

   Recommendation: Receive and file the report.

7. New Business & Discussion.

8. Adjournment.

The Carpinteria Library Board of Trustees agenda and any associated staff reports will be available on Thursday, March 6, 2025 on the City's Website: https://carpinteriaca.gov/city-hall/agendas-meetings/. The Carpinteria Library Board of Trustees agenda and staff reports are part of the City Council agenda for its regular meeting of March 10, 2025. Please see "TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES." Details and procedures on how to provide public comment and participate in the meeting through telephonic means are available on the posted City Council agenda at https://carpinteriaca.gov/city-hall/agendas-meetings/.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Brian Barrett, City Clerk at brianb@carpinteriaca.gov or (805) 755-4403. Notification two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting. This agenda was posted on Wednesday, March 5, 2025, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

CARPINTERIA LIBRARY BOARD OF TRUSTEES
5775 Carpinteria Avenue
Carpinteria, CA 93013

REGULAR MEETING MINUTES
MONDAY, FEBRUARY 10, 2025

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1. Call to order and roll call.

President Alarcon called the meeting to order at 5:37 pm.

Boardmembers present:	Boardmember Al Clark Boardmember Julia Mayer Boardmember Wade T. Nomura Vice President Mónica J. Solórzano President Natalia Alarcon
Staff members present:	Michael Ramirez, Chief Executive Officer Jena Shoaf Acos, Legal Counsel Jody Thomas, City Librarian Brian C. Barrett, Secretary

2. Confirmation of legal noticing and procedural requirements of meeting.

Secretary Barrett acknowledged that all legal noticing and procedural requirements have been met.

3. Public Comment

There was no public comment.

4. Approval of minutes of the regular meeting held January 13, 2025.

There was no public comment.

Motion by Boardmember Nomura, seconded by Boardmember Clark, to approve the minutes of the regular meeting held January 13, 2025. Upon voice vote, the motion carried unanimously.

5. February 2025 Community Library Report.

Recommendation: Receive and file the report.

City Librarian Thomas presented the staff report.

Speakers in-person: Amrita Salm

Motion by Vice President Solórzano, seconded by Boardmember Nomura, to receive and file the report. Upon voice vote, the motion carried unanimously.

6. New Business & Discussion.

There was no new business nor discussion.

7. Adjournment.

President Alarcon adjourned the meeting at 5:57 pm.

_____
Brian C. Barrett, CMC, CPMC, Secretary

City of Carpinteria

LIBRARY BOARD OF TRUSTEES AGENDA STAFF REPORT
March 10, 2025

ITEM FOR LIBRARY BOARD OF TRUSTEES CONSIDERATION

Carpinteria Community Library Monthly Report – March 2025

STAFF RECOMMENDATION

Receive and file the report.

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

BACKGROUND

The Carpinteria Community Library, established by Ordinance No. 747 on June 14, 2021, and added to the Municipal Code, Chapter 2.38, also established a Library Board of Trustees (section 2.38.030) to meet at least once a month.

The purpose of this agenda item is to provide Council an update on the Library's programs, outreach efforts, operations, and staff changes, if any.

DISCUSSION

Program and Collection Updates:

The Library's "The Books to Movies" program launched at the end of February. The first featured book and film was *Wicked* by Gregory Maguire. This program is open to both teens and adults, and copies of the book are available in multiple formats for checkout. The Library plans to show *It Ends With Us* in March based on the very popular book by Colleen Hoover.

The Library has relaunched its Book Club, providing an opportunity for community members to engage in literary discussions. The club's first selection, *This is Happiness*, by Niall Williams, will be the focus of its upcoming meeting on Monday, March 17, 2025. Moving forward, the book club will meet on the third Monday of each month and will be

facilitated by Library Technician Pauline Nelson. Copies of the selected book are currently available at the Library for check out.

The Parks, Recreation, and Community Services Department hosted a Volunteer Appreciation Brunch on Friday, February 21, 2025, at the Veterans Hall auditorium. Volunteers from various PRCS programs—including AgeWell, the Library, the Community Pool, Parks, and the Community Garden—were invited to attend. There were 60 participants, including two Council members, and several City staff. At the Library, volunteer contributions help offset staffing costs, making it possible for the Friends of the Library to provide more than $65,000 annually for programs and materials. Library staff extend their gratitude to all volunteers, including high school students, whose time and effort significantly support library operations and the bookstore.

The Community Engagement Librarian participated in the “Read Across America Week” program at the Carpinteria’s Children Project reading *Llama Llama* to two-year-olds and shared his background in accordance with this year theme "Create & Celebrate a Nation of Diverse Readers.” In addition, he presented a program at Aliso Elementary School focused on family preparedness plans in case of an immigration emergency. The meeting was well attended by parents and other family members, including Aliso and Canalino school principals. The parents were informed about available resources, and important steps to complete regarding their children. Library staff are researching best practices and compiling current information to ensure reliable resources are available. Additionally, local community allies and organizations have expressed interest in collaborating to support residents facing uncertainty. The first event of this type was held at Head Start, using a similar format.

Carp Reads will kick off on Tuesday, April 1, 2025, with the book *Solito* by Javier Zamora. Additionally, in April the Library is partnering with the Vietnam Veterans Association on multiple events related to the 50th anniversary of the end of the Vietnam War. Planning for the upcoming Summer Reading program is underway, this year’s theme is Space Travel.

Staff Updates:

Literacy Coordinator Position: Stefanie Colburn started last month and will be working an average of 10 hours per week as the quarter-time Literacy Coordinator to support and expand the adult literacy program. This position is made possible through an anonymous donation to the Friends of the Carpinteria Library, given in honor of John and Thelma Schmidhauser. Stefanie has initiated outreach to tutors, the State Library Literacy Coordinator, and local literacy coordinators while actively promoting the program to recruit new tutors. She has also gone to Santa Paula/Blanchard Library, which has a model Literacy program, to get some insight on best practices.

In addition to the Adult Literacy one-to-one tutoring, the Library has also seen the formation of informal learning groups. On Thursday mornings, two volunteers assist learners with

English language conversation skills, while in the afternoons, a small group of high school students participates in English language instruction and math tutoring.

Library Strategic Plan Update: The development of the Library Strategic Plan is currently in progress. Akiliah Manuel, Principal at The Door Consulting, conducted a six-hour planning session with Library staff on Thursday, February 27. The session included a SWOT analysis and further discussions to guide the strategic direction of the Library. Additional updates will be provided as the planning process continues. A training has been provided to staff on how to map the community for assets, and there is a planned visioning workshop with the Friends of the Library and the Library Advisory Commission.

Library story: A patron recently contacted the Library for assistance with an application to nursing school. Upon arrival, the patron appeared distressed, having struggled for two weeks to upload a required file to the online application portal. With only two days remaining before the deadline, staff assisted by scanning the necessary five documents, emailing the PDF to the patron, and guiding them through the process of downloading and correctly uploading the file. The issue stemmed from the patron originally attempting to upload a zip file, which was an incompatible format for the application system. The process took approximately five minutes, and the patron expressed immense relief and gratitude for the support.

Operations:

Three Library policy updates have been completed, all of which are revisions of existing policies. The Computer Use Policy and Internet Use Policy were originally inherited from the Santa Barbara Public Library and have been updated. The Materials and Selection Policy has been revised to incorporate specific language required by the California Freedom to Read Act (AB 1825), which was enacted in Fall 2024. All three updated policies have been reviewed by the City Attorney, and the Materials and Selection Policy has also been reviewed by the California State Library to ensure alignment with the new law (Attachment A). The updated policies are provided in Attachments B – D.

POLICY CONSISTENCY

The Library programs and resources are consistent with the actions of the City Council concerning the establishment of a municipal library.

FINANCIAL CONSIDERATIONS

All resources and activities are budgeted in the FY2024-2025 Library budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

As determined necessary and appropriate, staff consults with the City Attorney's Office and risk managers of its insurance entity, the California Joint Powers Insurance Authority, in order to ensure compliance with legal requirements and best practices.

OPTIONS

1. Receive and file.
2. Direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

None

ATTACHMENTS

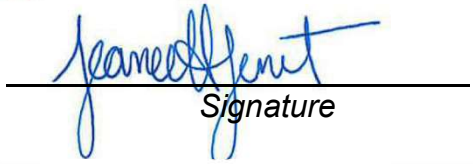
Attachment A – California State Library checklist for compliance with Freedom to Read Act (AB 1825)
Attachment B – Revised Materials and Selection policy
Attachment C – Revised Computer Use policy
Attachment D – Revised Internet Use policy

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



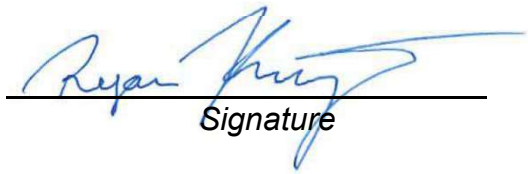
Signature

Staff contact: Jeanette Gant, Director of Parks, Recreation and Community Services
(805) 755-4449, jeanetteg@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

California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
    - ☐ The library posted their collection development policy on their public website.
    - ☐ The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
    - ☐ The policy guides the selection and deselection of materials.
    - ☐ The policy contains the following statements:
        - ☐ The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
        - ☐ The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
        - ☐ "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
        - ☐ The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
    a. Update the tracking spreadsheet to show that the library is fully compliant.
    b. Notify the library that their policy is compliant.

3. If the policy does not meet the requirements on the checklist:
    a. Return the policy to the library,
    b. Indicate to the library what is missing,
    c. Provide additional technical assistance as needed.

ATTACHMENT B

Materials Selection and Maintenance Policy

The Carpinteria Community Library Materials Selection and Maintenance Policy supports the library's mission to cultivate community and advance equity and social justice by welcoming all people to experience the shared joys of literacy and learning.

The public library serves as a center for voluntary inquiry and the dissemination of information and ideas. Library materials are provided for the interest, information, and enlightenment all people, and present diverse points of view in the collection as a whole. The Carpinteria Community Library celebrates the diversity of our community regardless of race, religion, creed, color, ancestry, national origin, sex, sexual orientation, gender identity or expression, age, physical or mental disability, military or veteran status, citizenship, or housing status, by providing library materials and services that reflect and strengthen that diversity. Exposure to the diversity of human experience can expand a person's capacity for understanding and acceptance. To this end, the library commits to continually building a collection that reflects and amplifies the mosaic of human identity and experience.

Our library actively addresses changing community needs by providing equitable access to topical and relevant materials and information services for children and adults in a professional, helpful manner. In support of this mission, the library selects and organizes materials to provide maximum accessibility, to anticipate and meet the diverse and complex needs of community members, and to encourage new users to partake of Library services.

Our library has a positive approach to selection and acknowledges the right of the public to receive access to a range of social, political, aesthetic, moral and other ideas and experiences even though the content may be controversial, unorthodox, or unacceptable to others. The library adheres to and supports the principles of intellectual freedom as stated in the American Library Association's **Library Bill of Rights**.

Guidelines

- The library considers all acquisitions in terms of community demand and interest, depth and breadth of the collection, ability to meet the needs of the community, timeliness, importance to the collection, enduring value, cost, format, availability of identical or similar material elsewhere in the geographical area and/or Black Gold Cooperative Library System, and published or staff reviews.
- The collection meets the broad and diverse interests of the community and respects the library's autonomy and their specific community needs.
- Selection of library materials responds to changing social values, inequitable access to technology within the community, and cultural differences and values, as well as the reading and language abilities of the community.
- The library purchases materials in a variety of physical and digital formats, including those that make the collection more accessible to people with disabilities.

- The library acknowledges the experience of historically marginalized people and groups in response to discrimination in its many forms over time, and the library supports the goals of uplifting community voices. An inclusive and representative library collection is one means of advancing those ideals. The library seeks to provide materials that represent the diversity of perspectives within and across these populations.
- The library purchases materials in languages spoken by a significant portion of community residents, with an emphasis on English and Spanish, with other languages purchased as needs are identified and resources are available.
- The library welcomes purchase suggestions from community members, and purchases suggested items whenever possible, depending on budget limitations, availability, and competing community demands.
- The library does not approve or disapprove of views expressed in materials in the collection, or endorse items included in the collection. The library makes selections based on their merits in relation to building the collection and serving the needs and interests of community members, and in accordance with this policy.
- The library affirms both the right and the responsibility of parents and legal guardians to guide their children's reading / viewing access in accordance with individual family beliefs. The library does not act in the place or role of a parent or guardian in the supervision or restriction of children's use of Library materials.
- The library appreciates gifts of materials and of money to purchase materials. Gifts of books and other items are accepted with the understanding that they may be used or disposed of as the library determines is appropriate. Before adding gifts to the collection, they will be evaluated according to the same criteria as purchased materials.
- The library regularly removes materials that are outdated, worn, no longer used, or updated by newer editions. Any materials that are in unusable condition will be recycled. Selected materials are donated to The Friends of the Carpinteria Library, to raise funds through book sales to support the library's collection and programs.
- The City Librarian is responsible for the selection and maintenance of library materials and may, at their sole discretion, delegate specific selection and maintenance functions to other library staff.

Collection Review

As part of Carpinteria Community Library's commitment to reflect the information needs of the community in its collection development process, the library recognizes the right of individuals to question the inclusion of materials in the library collection. The library will give serious consideration to each local resident's opinion.

- Individuals with concerns about material in the library collection may ask Library staff about such material. Library staff will give the patron a copy of this policy and provide them the opportunity to express their concerns to the staff person in charge or the City Librarian.
- Individuals who wish to formally express concern about library materials may state their opinion in writing on a form provided by the library. In order to maintain focus on local community needs and perspectives, forms will only be accepted from residents in the Carpinteria Community Library service area.
- The form must be sent to the City Librarian.
- The City Librarian will review the concern, determine whether the material was appropriately selected and made accessible under this policy, and communicate the final determination to the concerned individual in writing. Once a decision is made to retain or remove a particular title, the library will not review that title again for a period of five years.

ATTACHMENT C

Computer Use Rules

While using the Public Access Computers or the Library's wireless network, users acknowledge this policy by clicking on the ACCEPT button at the time of login that they are subject to, and agree to abide by all local, state and federal laws, rules and regulations applicable to Internet use. The Library may investigate any improper use of its computing resources.

- Public computers are available for public use up to two hours per day, one hour at a time, at no cost to the user. An additional hour is permitted if no one is waiting for a computer terminal. Additional time may be granted at the discretion of library staff.
- The terminal is in a public place. Patrons must not display visual information that is objectionable to others.
- Patrons may not display, download, access, or transmit obscene, explicit, graphic, offensive, or illegal materials.
- Patron may not use the computers to violate any law.
- Patrons must not make sounds or visuals which might disrupt the ability of other library patrons to use the library and its resources.
- No more than two people shall sit at a computer at the same time.
- Patrons may not interfere with the library's computer network.
- Patrons may not tamper with or reconfigure the library's computer hardware or software.
- Patrons may not change any settings on the computer or save files to the hard drive.
- Staff reserve the right to block a site if it significantly impairs the use of the Internet bandwidth.
- Patrons must promptly relinquish their computer terminal when asked to do so by staff.
- Public Wi-Fi is available at no cost to patrons.
- All public computers can print, and wireless printing is also available.
- Printing in black ink is available for 15¢ a page. Printing in color is available for 25¢ a page. Cash is the only accepted payment option. There is no charge for printing school work.
- The copier is capable of scanning documents. There is no charge for this service.

Patrons must finish using library computers and vacate their computer station no later than 10 minutes before the library closes. Please save your work and log off promptly to allow for end-of-day procedures. ***Failure to abide by these rules may result in the loss of computer privileges for a period of time as determined by the City Librarian.***

ATTACHMENT D

Internet Use Policy

The Carpinteria Community Library is committed to help support an informed and educated community and to digital equity. Therefore, the library provides free public access to the information resources of the Internet.

Internet use in the Library mean using the Library's network to access the Internet either on Library workstations or through a wireless connection.

The Internet is a vast, unregulated medium and therefore the Library cannot control and is not responsible for the content or accuracy of information accessed over the Internet. The Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Users are encouraged to use caution before sharing personal information online. The Library is not responsible for security of personal information shared on or with non-library sites. By connecting, the user acknowledges and accepts the risks associated with public access to the Internet.

The Library is not responsible for damage to a patron's personal storage devices or personal laptops or for any loss of data, damage or liability that may occur from patron use of the library's Internet services.

Patron Internet Use Agreement

Carpinteria Community Library is committed to user privacy, and will keep all information that it purposefully or inadvertently collects or maintains confidential to the fullest extent permitted by the law.

Protecting library user privacy and keeping confidential information that identifies individuals or associates individuals with their use of library books, materials, equipment, programs, facilities and/or staff assistance is an integral principle of public libraries. (see Patron Privacy Policy, top section)

Unacceptable use of a Library-provided computer workstation by any patron may result in the suspension or revocation of using Library's internet services. The Library reserves the right to regulate both the use of the Internet workstations and the material accessed by users. All users must agree to comply with the Library's

Rules of Conduct Policy and Computer Use Rules. This also includes refraining from viewing any illegal, offensive, violent or harmful content, including but not limited to websites that contain or display pornography. Unacceptable use also includes hacking and other unlawful activities.

Filtered Access

In compliance with the Children's Internet Protection Act (CIPA), all library computers accessible to the public, including devices connecting to the internet via Wi-Fi, are filtered for websites containing pictures that are (a) obscene; (b) child pornography; or (c) harmful to minors (for computers that are accessible by minors). Please note no filtering product is 100% effective. If unable to access a site, an adult patron may make a request in person to unblock access to that site if it is for a lawful purpose and adheres to the Library's Rules of Conduct. The request will be reviewed by Library staff and you will be contacted within three business days. The Library reserves the right to grant or deny such requests.

Internet Access by Minors

The Internet offers nearly unlimited resources for education and personal interests but it also contains material that some parents may feel is unsuitable for minors. While the Library's computers are filtered, it is policy that parents or legal guardians for minors must assume sole responsibility for restricting or monitoring use of Library computer workstations for their own children. The Library encourages parents, legal guardians, and children to discuss appropriate use of the internet including evaluating online content.

Memorandum

Date: **March 5, 2025**

To: Michael Ramirez, City Manager

From: **Chief Rich Brittingham**

Subject: City of Carpinteria – February 2025 Monthly Report

cc: Ryan Kintz, Assistant to the City Manager

City of Carpinteria
Chief's Recap

Sat, 02/01/25, 7:31 PM House Fire 1400 Blk Tomol Drive
Deputies responded to the 1400 Blk of Tomol Dr. to assist fire personnel. Upon arrival, Deputies assisted with evacuations of the neighbors to the right/left of the fire, crowd control, and with traffic control. The home was deemed a total loss. The family lost one dog in the fire. The family was housed by the Red Cross.

Wed, 02/12/25, 8:30 AM 500 Blk Maple Ave, 503 PC (Embezzlement) 487 PC (Grand Theft)
The suspect opened accounts and stole over $100,000 from her boss and employer, a business based out of Carpinteria. The suspect has a prior embezzlement conviction which sent the suspect to prison. Report taken and sent to Detectives.

Tues, 02/18/25, 11:07 AM 594(b)(2)(A) PC (Vandalism), 300 Blk Linden Ave
Deputies were dispatched to a Vandalism investigation at a restaurant on Linden. Upon arrival "Carpas" gang graffiti was located on the fence of the restaurant.

Thur, 02/20/25, 8:19 AM 503 PC (Embezzlement) Carpinteria
A Carpinteria business called to report an employee who they believed had been embezzling money, nearly $600,000 from the company for years. Case forwarded to detectives.

[redacted]

Community Outreach

Upcoming Events to look for:

- Deputy Pereyra is working on an elder scam presentation that will be given in on 04/03/25 in English (**Set for 04/03**), Spanish TBA.
- Deputy Goodwin is working on an E-bike safety and bicycle safety presentation for Carpinteria High School and Middle School (TBA)
- Coffee with a Cop

[redacted]

MEMORANDUM

Criminal Investigations Bureau
City of Carpinteria Investigations

Case Overview (February 2025 Stats)

Number of new cases forwarded to investigations: 26

Number of cases suspended: 0

Number of cases assigned: 1

Number of cases closed by arrest: 0

Number of cases closed by other: 27

Number submitted for complaint: 0

Number of current active cases: 16

Chief's Message

Please remember to call 911 (non-emergency number if it is not critical) immediately for a law enforcement response when crimes are committed, especially when the suspect displays violent behavior.

Non-Emergency Dispatch Number: 805-683-2724

- Graffiti:
  There have been multiple cases (at least 9) this month regarding reports of gang related graffiti. Please report any similar vandalism/graffiti to the non-emergency number.

- Thieves continue to con people for money and steal your information:
  Protect your information by not giving personal information over the phone, especially incoming calls. Do not carry your Social Security Card /Number with you, leave your card somewhere safe and memorize your number.
  A current trend is people receiving text messages for a toll road violation, asking

you to pay immediately or your fines will increase.

Respectfully,

Chief Rich Brittingham

Rich Brittingham, Lieutenant
Santa Barbara County Sheriff's Office
South County Operations Division-Coastal
City of Carpinteria-Chief of Police Services
805-568-3388 Office
805-566-2166 Fax

Commander's Recap

Coastal Patrol Bureau

February 2, 2025 to February 8, 2025

Sunday 02/02/2025

1208 487PC 4900 block Carpinteria Ave Oliver

Deputies responded to a theft of an E-Bike were the victim had an apple tracker attached to the bike. Deputies searched multiple areas where the tracker was pinged. Ultimately, the Santa Barbara Police Department went to an address within the city where they located and returned the E-Bike to the victim. The suspect fled before SBPD officers arrived.

1256 005/Civil RO 850 Linden Ave Oliver

Reporting Party (RP) called to report an incident where she was walking in the crosswalk near Smart and Final and her neighbor drove through the intersection as she occupied the crosswalk. RP thought it was intentional because she has ongoing issues with the neighbor and a civil restraining order against him. Based on statements made by both parties, the interaction was unintentional and there was no violation of the civil restraining order.

2150 Missing Adult Transient Pereyra

Deputies were dispatched to Rincon point for a report of a missing person. At about 0900 hours, the RP & missing attended mass. After the services, the missing invited the RP to Rincon Point. Despite always going with him she decided not to go with him. At about 1010 hours, the missing dropped her off by their vehicle. He then drove to Rincon. Deputies checked all parking lots/hotel parking lots between Carp Ave and Santa Monica. In addition, deputies checked both rincon point parking lots and walked down on the beach all yielding in negative results. He was entered into Missing and Unidentified Persons System (MUPS) by dispatch.

Tuesday 02/04/2025

0749 / 211, 148 836.6b PC 4600 block Carp Ave (Carp) Oliver, C-Squad

Deputies executed a search warrant at a residence for wanted subject, [redacted], for his outstanding Ramey warrant for 211PC, and to locate the victim's stolen property. After giving announcements, [redacted] met deputies at the door. [redacted] was taken into custody without incident; however, he was verbally aggressive and passively resistant to deputies. The search was concluded, and [redacted] was escorted out of the residence, and he again became verbally and somewhat physically resistive. While approaching the patrol cars, [redacted] broke free from deputies and fled on foot westbound on Carpinteria Ave, with his hands handcuffed behind his back. Deputies gave chase on foot and in patrol cars. [redacted] ran to the rear of Carl's Jr, and the US 101 South Bound. Deputies were able to cut him off before he entered the freeway and contained him to the rear of Carl's Jr. [redacted] was later transported and booked at SBCJ.

1128 647FPC, 11350, 11377 389 Linden Ave (Carp) C-Squad

Deputies responded to the above location for a fight in progress involving two male subjects, one armed with a golfclub. Prior to arriving, one subject fled the area on a bike. Deputies arrived on scene and contacted [redacted]. [redacted] was uncooperative, but was actively bleeding from the mouth and his right ring fingertip was barely hanging by a flap of skin. [redacted] insisted nothing happed and he had only fallen.

[redacted] was intoxicated and in possession of an open container, so he was detained and medically evaluated. Deputies were advised by dispatch the other suspect, identified as [redacted], called 911 and advised he was suffering from a head wound and that [redacted] was armed with a firearm in his waistband. [redacted] also stated [redacted] had also shot him. [redacted] was searched but was not in possession of a firearm. [redacted] was located at El Carro Lane and Eucalyptus. There, [redacted] was contacted with subject [redacted]. On contact, [redacted] began ditching objects from his pants and stated he had been shot. [redacted] and [redacted] were both believed to be UI methamphetamine and Fentanyl per statements made. [redacted] was found in possession of both drugs, and they were both arrested. [redacted] was extremely UI and hallucinating. He was evaluated by medics and found to have only minor injuries due to the fight. He was never shot, and no firearms were located during this investigation. [redacted] and [redacted] were booked at SBCJ. [redacted] was medically treated at GVCH and then booked at SBCJ.

1354 hours 030 1210 Franciscan Court Carpinteria Mendez
Deputies responded to the location for a check the welfare. The male was found deceased in his bedroom.

1502 166.4 PC 1000 block Casitas Pass Rd, Carpinteria Mendez
RP called & stated a subject was standing outside of her residence yelling at her and playing loud music in violation of a valid restraining order. The report will be forwarded to the Santa Barbara County District Attorney's Office for review and filing.

Wednesday 02/05/2025

2122 VC 27156(b) Via Real/Cravens LN Schoenneman/Goodwin
Deputies witnessed a vehicle travelling eastbound on Via real commit traffic violations. A traffic enforcement stop was conducted and the driver consented to a search of his person and vehicle. Deputies then conducted a vehicle inspection and found the vehicle had modified emissions equipment in violation of VC 27156(b). The driver was released from the scene and his vehicle was deemed unsuitable for California Roads.

Thursday 02/06/2025

1334 065 5100 Carp Ave (Carp) Stovall/James
Deputies were dispatched to the Lucky Llama for the report of a "transient in a tent in the field." During the contact, a record's check revealed the suspect had a warrant. He was arrested and transported to jail.

1736 PC 273.6/368(c) 5455 Eighth Street (Carp) Goodwin
Deputies responded for a check the welfare of someone who possibly sustained a wrist injury. After interviewing the Victim and Victim's husband, it was determined that the suspect was in violation of California Penal Code 273.6 and 368(c) and was the restrained party in a served Criminal Protective Order

Friday 02/07/2025

2102 Misc VC Codes 5080 Carpinteria Ave 25-1285 Goodwin
Deputy conducted a traffic enforcement stop for violations of Expired Registration/Suspended License. The driver was also unable to provide proof of insurance and it was found that the suspended license has not been served. The vehicle was towed & the Driver received a citation for violation of VC 4000(a)(1), 12500(a), 16028(a), 23222(b).

0127 VC 23152 (a) and (b) Cramer Circle Cole

Deputy Cole was driving southbound on Santa Ynez Ave when he observed a vehicle traveling northbound in the southbound lanes. The vehicle continued onto the western sidewalk. Deputy Cole honked his horn in fear of the driver, [redacted], crashing or even crashing into the patrol vehicle. After honking the horn, the driver drove off the curb and entered the Santa Ynez Ave northbound lane. The driver passed Deputy Cole so he immediately made a U-turn and attempted to catch up to [redacted] vehicle. Deputy Cole conducted a traffic stop on Cramer Circle. During the traffic stop, [redacted] was found to be under the influence of alcohol, with a BAC of 0.16%. [redacted] was arrested & transported to SBJ.

Commander's Recap
Coastal Patrol Bureau

February 9, 2025 to February 15, 2025

Sunday 02/09/2025

2045 11377/11377 Thunder Bowl (Carp) Brady

[redacted] was contacted while sitting in his parked truck at the east end of Carpinteria Avenue. Drug paraphernalia was observed in plain view inside his vehicle. During the contact more paraphernalia and a bindle of suspected methamphetamine were located. He was arrested for violations of 11377(a) HS and 11364(a) HS. His vehicle was towed by 805 Towing per 22651(h) VC and 22651(b) VC.

Tuesday 02/11/2025

0417 422PC/417PC/148PC/236PC 5400 block Eighth St. (Carp) Hernandez

[redacted] was causing a disturbance in the home that he shares with family members. Some of the children woke up, and [redacted], became irate yelling at the family saying he would batter them. He armed himself with a wrench and continued to make threats. When Deputies arrived, he fled back into the house and locked the door preventing deputies from entering. After an extended back and forth, another family member was able to open the door despite [redacted] efforts to prevent them from doing so, and invited law enforcement in. [redacted] was arrested on his violations of 422 PC – Criminal Threats, 417 PC - Brandishing, 236 PC - False Imprisonment, and 148(a)(1) PC – Delay, Resist, Obstruct.

Wednesday 02/12/2025

0830 503/487 PC 500 block Maple Ave. (Carp) Welch

A known Suspect, opened up accounts and stole over $100,000 from her boss and employer, which is based out of Carpinteria. The Suspect has a prior embezzlement in 2008 which sent her to prison. Report taken and sent to Detectives.

Thursday 02/13/2025

2253 12500(a) VC Santa Ynez Av/Via Real (CARP) Schoenneman

[redacted] was stopped at Santa Ynez Av/Via Real for the violation of 24601 VC. Upon contacting him, it was discovered that he did not hold a valid driver's license. [redacted] was cited for the above mentioned charge and his passenger who held a valid driver's license, drove the vehicle to their destination.

Friday 02/14/2025

0959 242 PC 5400 block Dariesa St (Carp) James

Deputies responded to a physical altercation between an adult daughter and her mother. Neither desired prosecution. CIT responded and offered services, neither met 5150 hold requirements.

1831 PC 647(f) 4558 Carpinteria Ave (Carp) Cole

Deputies responded to the Best Western Hotel for a verbal altercation between a couple. The hotel staff got involved and requested that the male subject leave the premises. During my investigation, I discovered the male to be under the influence of alcohol. He was arrested for public intoxication and transported to SBJ, where he was booked without further incident.

Saturday 02/15/2025

1503 487 PC 6250 Via Real (Carp) James

RP called to report her storage unit at the above location had been "cleaned out" and all the items she had stored inside were gone. Unknown time frame as she's been paying for the storage unit since 2014 and had not been back since and unknown total value of the items inside. Investigation ongoing.

Commander's Recap
Coastal Patrol Bureau

February 16, 2025 to February 22, 2025

Sunday 02/16/2025

1545 647(f) PC 4915 Carpinteria Ave. Martinez
Deputies were dispatched for a subject disturbing outside of a business. Upon arrival deputies contacted [redacted]. [redacted] was extremely intoxicated and unable to care for himself. [redacted] was arrested and booked into jail without incident.

Monday 02/17/2025

1450 602 PC 4558 Carpinteria Avenue Van Duzer
Deputies responded for a trespass suspect. Business management advised the suspect (later identified as [redacted] was in a room & refusing to leave after possibly attempting to flood the bathroom. [redacted] refused to open the door which was then physically forced open causing damage to the swing bar lock. [redacted] was taken into custody for 602 PC- Trespassing.

1950 065 1002 Casitas Pass Rd (Carp) Flores
Deputies contacted [redacted] behind Tylers donuts. [redacted] was known to have two outstanding misdemeanor warrants for his arrest. A records check was conducted and confirmed [redacted] had two active misdemeanor warrants. [redacted] was arrest and transported to SBJ.

2221 030 5600 block Carpinteria Ave. (carp) Flores
At approximately 2200 hours the decedent's boyfriend found the decedent unconscious and not breathing on her bed. Carpinteria fire personnel arrived on scene and attempted life saving measures. After approximately thirty to forty minutes of providing life saving measures, fire medic personnel called Santa Barbara Cottage hospital and spoke to a Dr. who pronounced the time of death at approximately 2252 hours. The decedent was transported to the Sheriff's Coroner Bureau by on-call.

Tuesday 02/18/2025

0914 hrs 030 Railroad Tracks West of Calle Ocho. Carp Mendez
The decedent was walking southbound in the middle of the railroad tracks approximately 250 yards from Calle Ocho. The train was also traveling southbound enroute to Ventura. The Engineer blew the whistle, but the decedent did not turn around. No identification was found on the decedent. The Coroner's Bureau is attempting to identify the decedent.

1107 hrs 594(B)(2) (A) 389 Linden Ave. Carpinteria Van Duzer
Deputies were dispatched to a Vandalism investigation at The Spot restaurant.

2142 647(f) PC Linden & 7th Flores
Deputies contacted [redacted] on the corner of 7th street and Linden Avenue. [redacted] was found to be under the influence of a controlled substance. [redacted] was arrested for being in violation of PC 647(f).

0021 243(d)PC, 21510 PC 1000 Concha Loma Dr Flores

Three male subjects assaulted another male in the rear parking area. The suspects punched the victim with closed fist numerous times in the head, face, and the torso area. In addition, the suspects kicked the victim in the torso area and the legs while the victim was down on the ground. The victim sustained visible injuries to his head, face and neck area. The suspects also sustained scrapes on his knees and right hand. [redacted] and [redacted] were arrested and transported to SBJ where they were booked on the above charges. The third male was a Juvenile, who was released to his Mother from the Carpinteria Sheriff's Station. A referral is being sent to Juvenile Probation for charges.

Wednesday 02/19/2025

2346 008 1480 Linden Avenue Cole

RP called to report two incidents she was told about, which occurred about three years ago at the school.

2045 065 Carpinteria Bike Path Cole

Deputies responded to the Carpinteria Bike path to investigate a report of illegal camping. During contact with [redacted], it was discovered he had an outstanding warrant out of Santa Barbara County. Also in plain view, a methamphetamine pipe with a useable amount of methamphetamine, a broken methamphetamine stem pipe with a useable amount of methamphetamine, and a small green plastic bindle of methamphetamine, were discovered. [redacted] also admitted to taking a bike that wasn't his own. Based on my investigation, [redacted] was arrested for his warrant, and HS 11377(a), HS 11364(a), and PC 485.

2306 PC 273.5(a)/236/591.5/594(b)(2)(a)/148 4200 block Carp Ave Goodwin

Deputies responded for a reported domestic disturbance. A female was arrested & booked at SBJ. An EPO was granted for the victim

Thursday 02/20/2025

0642 166.4 PC 4200 block Carpinteria Av Andrade/James

Victim reported the suspect called him from jail, in violation of an Emergency Protective Order.

0819 503 PC 6100 block Carpinteria Ave Carp Skall

RP called to report an employee who they believed had been embezzling nearly $600,000 from the company since 2006. To be forwarded to detectives.

1143 242 PC 4800 block Ninth St. Andrade/James

Victim called to report he was punched by three males. The incident was captured on video and victim believes he knows one of the suspect's. Investigation ongoing.

1952 PC 594(a) 4600 block Ninth Street Cole

RP called to report two male subjects and one Juvenile tagging behind the backyard. RP stated the group of male subjects were on the other side of the creek and painting graffiti. RP also stated prior to calling 911, they were seen spray painting on the fence. Deputies walked on the other side of the creek at Franklin Creek Park and took photographs of the graffiti.

1301 243(e)(1) PC 200 block Linden Av Carp Skall

Deputies responded to a domestic assault. The suspect fled and was not located. Report to be forwarded to the DA.

1500 368(c) PC 1000 block Casitas Pass Carp Skall

Deputies responded to a domestic battery between a male and his 92yr old mother. The male was arrested and booked at SBJ and an EPO was granted.

1359 594 4300 block Verano Dr (Carp) Andrade/James

Victim reported her vehicle was vandalized and believed the suspect to be her child's fathers' new girlfriend. Investigation continuing.

1538 532 PC 5775 Carpinteria Av James

Victim came in the station to report an unknown suspect took out a fraudulent loan in her name at Premier America Credit Union. Victim requested a report for her bank. Case suspended pending leads.

2233 646.9(a) PC 4800 block Ninth Street (Carp) Goodwin

Victim reported that the suspect, [redacted], has been harassing the victim since October of 2023. The Victim reported that she has been telling [redacted] to stop messaging her and would block her number. [redacted] in an effort to still communicate with the Victim would create new numbers or message her through different social media apps. [redacted] has a prior conviction for Stalking with a protective order with no expiration date, with all the evidence considered, [redacted] was arrested and booked for violation of 646.9(a) PC. EPO was granted and served.

Friday 02/21/2025

1118 065 La Brea Ln (Carp) Skall

RP reported illegal campers smoking H&S on the Carp Creek side of his fence line, causing concern for his small children playing in the backyard. [redacted] and [redacted] were contacted in the bushes along the fence. [redacted] had a local $25,000 warrant, and [redacted] had a warrant out of Ventura which was cite-release only. [redacted] arrested and booked at SBCJ.

0826 647(f) Franciscan Ct. (Carp) JAMES/ANDRADE

Deputies responded to a report of PC602 violation. Upon arrival Deputies found [redacted] laying behind a wall in one of the apartment's patios. [redacted] was intoxicated, he was unable to remember his name and when he did, he could not spell it. [redacted] was unsteady and unable to care for himself. He was arrested for violation of PC647(f) and transported to SBJ without incident.

1626 Incident Report 1000 block Casitas Pass Rd (CARP) Schoenneman

Deputies responded for a female subject that was disturbing the peace by yelling and playing loud music from her apartment. Upon arrival, the subject stated she had a restraining order against another tenant. The subject alleged the other party had violated the terms of the RO by being in the same common area as her and speaking to her. Upon speaking with restrained person and the manager (who witnessed the encounter), it was learned that the subject was the one who approached the restrained person in the common area. Due to the subjects history of disturbing the peace and harassment of other tenants, the Manager served her with a written notice that she was going to be evicted. Due to these circumstances, an incident report will be authored.

Saturday 02/22/2025

2114 PC 487 300 Linden Ave (Carp) Cole

The victims bike was stolen from the Park. At the time of this report, the two suspects involved have not been identified. Based on my investigation, the unknown suspect is in violation of PC 487-Grand theft.

0141 NARC Meadowview Ln (Carp) J. Martinez

[redacted] was contacted as he was seated in a parked car and found in possession of narcotics, [redacted] was cited and released for being in violation of HS11350(a) and HS11364(a).

Commander's Recap

Coastal Patrol Bureau

February 23, 2025 to March 01, 2025

Sunday 02/23/2025

1852 065 4401 Via Real Carp J.Martinez

[redacted] was arrested for an outstanding misdemeanor warrant during a traffic enforcement stop for moving violations.

Monday 02/24/2025

1054 488/594/148 PC Carpinteria Library Carp Oliver

[redacted] was arrested after stealing binoculars and books from the Carpinteria Library. One on the books was vandalized by [redacted]. Hanson resisted arrest while placing him in handcuffs.

1117 532 PC 1400 block Paloma Drive Carp Van Duzer

On 12/22/2024, victim contacted suspect telephonically to rent residence. Suspect requested victim wire transfer $150.00 to view residence. Victim transferred money however suspect stopped responding. On a later date, suspect demanded more money. Victim stopped responding to suspect and reported incident.

Tuesday 02/25/2025

1329 273.5 PC 4600 block Carpinteria Ave Carp Van Duzer

On 02/25/25, the victim called to report multiple domestic violence incidences involving her ex-boyfriend. The victim advised the suspect is transient however frequents motels in the City of Carpinteria and gave Deputies his vehicle description. Deputies canvassed Sandyland Inn and observed the suspect's vehicle parked in the parking lot. Deputies knocked on the door & spoke to his current girlfriend who advised he was not at the location. Case submitted to DA's office for filing.

2300 065 Carpinteria av/Palm av (CARP) Flores

Deputies contacted [redacted] at the above location. A records check was conducted and the records showed that [redacted] had an outstanding misdemeanor warrant for his arrest. [redacted] was arrested and transported to SBJ.

Wednesday 02/26/2025

1331 148/20-2.1CO Carp Middle School CARP Skall

15yo Carp High student was reported as loitering at Carp Middle School as school was about to get out. Upon contact, he fled from deputies numerous times but was ultimately stopped in front of a nearby business. He was brought back to Carp High School and issued a cite for 148 and daytime curfew & released to his mom.

1440 488 PC 4994 Foothill Rd CARP Andrade/James

Victim called to report her Apple watch had been stolen from her work after she left it in the bathroom. No suspect information.

1535 166(A)(4)PC 5400 block Carp Ave CARP McKarrell

RP came into the station to report a violation of a restraining order that occurred earlier in the day. According to the RP, as she was leaving her workplace, when she noticed a female exiting the creek behind her. The RP has a restraining order against the female & she shouldn't be at the RP's workplace. Report will be authored and sent to the DA's office for review of possible charges.

Thursday 02/27/2025

0550 Narc Hwy 101/Casitas Pass Rd Carp Squad A

Deputies conducted a traffic stop to assist the narcotics detectives. Deputies transported the suspects to jail and towed the vehicle.

1331 647(f) PC 4410 Via Real Carp Andrade/James

Deputies responded to 7-11 for the report of a 415 male subject who was urinating on the side of the building. Upon arrival, it was ascertained the suspect, [redacted], was intoxicated and unable to care for himself. He was arrested and transported to jail.

2027 OAA Veneco Pier/Dump Rd Carp Goodwin

A male subject was stranded on the beach west of the Veneco Pier during high tide. The man called a family member for assistance who called SBSO Dispatch. Deputies arrived with Carpinteria Fire/AMR who located and safely removed him from the beach. While speaking with the rescued man, it was determined that he was under the influence of Alcohol with limited housing options. Deputies transported to the Goleta Valley Sobering Center, who quickly accepted him and were able to provide assistance.

Friday 02/28/2025

1123 030 4667 Carpinteria Ave CARP Andrade/James

An 64-year-old female was found by a maintenance worker, obviously deceased in her home. The decedent was in early stages of decomposition. The decedent lived alone and the NOK is unknown. No indications of foul play were found upon the decedent's remains or at the scene.

1500 602PC 3375 Foothill Rd CARP McKarrell

RP came to the station to report his neighbor entered his home without permission. The RP stated as maintenance workers were fixing a plumbing issue inside his home, the neighbor followed workers inside and took photos. The RP was not home at the time of the incident, therefore, this was second hand information so he could not provide evidence of this crime. The neighbor has a prior conviction for trespassing on the RP's property. The investigation continues into this incident.

1700 005 1628 Cravens Ln Carp Cole

Deputies responded to a report of a burglary at a cannabis farm. Upon arrival, Deputies spoke with two subjects who work for the company. They informed the Deputies that they had a management service agreement with Landlord to allow them to cultivate the facilities at the above location. The two subjects had arrived at the location to attempt to take the location back due to the business violating their agreement. Deputies determined it was a civil dispute and not a criminal matter.

1836 242 5436 Carpinteria Ave Carp Goodwin

An 84 year old woman entered Starbucks intending on buying a cookie and blueberry muffin. Due to the Starbucks employee becoming frustrated with the customer, she took the bag and began to back away when the employee threw a pastry at her. Deputies responded to the area and located the victim in front of the grocery store and she declined medical treatment several times and was checked for any bumps, bruises, and discoloration. The victim was solely interested in retrieving her blueberry muffin and did not want any criminal prosecution. Deputies were able to retrieve her blueberry muffin from starbucks.

Saturday 03/01/2025

1110 10851 4400 block Carpinteria Ave Carp Andrade/James

[redacted] reported his trailer had been stolen between 2/26 and 2/27. The trailer was last seen parked on Carpinteria Avenue. No suspect information at this time. The trailer was entered into SVS.

1920 5150 1300 block Camino Trillado (Carp) Flores

Deputies responded for a suicidal subject who had sent suicidal text messages to her daughter stating she had consumed multiple pills in attempt to kill herself. Fire personnel were also on scene and agreed with Deputies that the subject needed to be put on a 5150 hold due to her mental state.

MEMORANDUM

Council Meeting Date: **March 10, 2025**

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 their current status. Additional information on City job openings is available online at https://carpinteriaca.gov/city-hall/human-resources/.

Recruitments

- Finance Manager – Full-Time
  - Deadline to apply extended: March 9, 3025
- Library Technician – Part-time
  - Pending background from existing eligibility list
- Principal Planner – Full-Time
  - Pending department interview

New Employees

None

UPDATES ON CAPITAL IMPROVEMENT PROJECTS

Carpinteria High School Area Crosswalk Safety Improvements Project

On February 26, 2025, the City was informed by the California Department of Transportation about the project being selected for receiving state-aid grant funds in the amount of $342,270 from the Highway Safety Improvement Program (HSIP) Cycle 12. The HSIP funds will be for the construction phase of the project, which is estimated to cost $380,300. The HSIP funds will cover 90-percent of the construction costs, and the City's development impact fees will be the local match to cover the remaining portion. The purpose of HSIP is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, and the project's general scope of work is installing a hybrid pedestrian

crossing traffic signal within the frontage of Carpinteria High School at the State Route 192/Foothill Rd. and Franklin Creek Trail intersection.

UPDATES ON DEVELOPMENT APPLICATIONS

None

OTHER CITY/COMMUNITY UPDATES

Earthquake Brace & Bolt Grants Now Available to Carpinteria Homeowners

The 2025 Earthquake Brace and Bolt grant application window is now open for Carpinteria homeowners through March 26, 2025. Eligible homeowners can apply for up to $3,000 in seismic retrofit grants to help make their home less vulnerable to earthquake damage. Income eligible homeowners can also apply for an additional grant of up to $7,000 (for households with a yearly household income of $89,040 or less). The grant is managed by the California Residential Mitigation Program (CRMP). Interested persons can learn more about the grant program and apply by visiting: www.earthquakebracebolt.com

AgeWell's 50s Sock Hop Dance

The 50s Sock Hop Dance, held on Saturday, March 1, at the Carpinteria Veterans Hall, brought the community together for an evening of nostalgia, music, and celebration. Attendees embraced the theme by dressing in 1950s attire and enjoying classic tunes, dancing, and food. A special highlight of the evening was a surprise appearance by an Elvis impersonator, adding to the excitement of the event. The Sock Hop was well attended and provided an engaging experience for participants.





City of Carpinteria
City Council Minutes
Regular Meeting
Monday, February 24, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person and Virtual

CALL TO ORDER

Mayor Alarcon called the meeting to order at 5:32 pm.

ROLL CALL

Councilmembers present:	Councilmember Al Clark	(District No. 5)
	Councilmember Julia Mayer	(District No. 3)
	Councilmember Wade T. Nomura	(District No. 4)
	Vice Mayor Mónica J. Solórzano	(District No. 1)
	Mayor Natalia Alarcon	(District No. 2)

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
- Tiffany Smith, Parks and Facilities Maintenance Supervisor
- John L. Ilasin, Public Works Director
- Nick Bobroff, Community Development Director
- Jeanette Gant, Parks, Recreation & Community Services Director
- Megan Araghi, Management Assistant
- Juliza Briones, Program Manager in General Government
- Darrell Brown, Parks and Facilities Attendant
- Mitch Perkins, Chief Building Inspector/Plans Examiner
- Torrie Cutbirth, Program Manager in Parks, Recreation and Community Services

PLEDGE OF ALLEGIANCE

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

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

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

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. A Proclamation Designating the Month of March 2025 as "Women's History Month" in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

Speakers in-person: Lisa Guravitz representing Santa Barbara Women's Political Committee

Motion by Councilmember Nomura, seconded by Councilmember Clark, to approve the Proclamation Designating the Month of March 2025 as "Women's History Month" in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Alarcon and the Council presented the proclamation to Beth Cox and members of the Carpinteria Woman's Club.

2. A Proclamation Designating Sunday, March 9, 2025 as California Arbor Day in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Mayer, to approve the Proclamation Designating Sunday, March 9, 2025 as California Arbor Day in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Alarcon and the Council presented the proclamation to Tiffany Smith, Parks and Facilities Maintenance Supervisor.

3. Introduction of New Employees: Megan Araghi, Management Assistant; Juliza Briones, Program Manager in General Government; Mitch Perkins, Chief Building Inspector/Plans Examiner; Vittoria Cutbirth, Program Manager in Parks, Recreation & Community Services; Darrell Brown, Parks and Facilities Attendant; and Stephanie Colburn, Literacy Coordinator.

Assistant City Manager Kintz introduced Megan Araghi, Management Assistant and Juliza Briones, Program Manager in General Government.

Parks & Facilities Maintenance Supervisor Smith introduced Darrell Brown, Parks & Facilities Attendant.

Community Development Director Bobroff introduced Mitch Perkins, Chief Building Inspector/Plans Examiner.

Parks, Recreation and Community Services Director Gant introduced Vittoria "Torrie" Cutbirth, Program Manager in Parks, Recreation and Community Services.

City Manager Ramirez noted that Stephanie Colburn, Literacy Coordinator would be introduced at an upcoming Library Board of Trustees meeting.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

First District Supervisor Roy Lee provided the following updates:

- Tomorrow the Board of Supervisors will discuss the title transfer between Exxon Mobil and Sable Corporation.
- On March 18th the Board of Supervisors will discuss changes to the Cannabis Ordinance regarding carbon scrubbers.

There was no public comment.

CITY MANAGER'S REPORT

a. City Employee Updates

   Assistant City Manager Kintz reported on City recruitments.

b. Updates on Capital Improvement Projects

   None.

c. Updates on Development Applications

   Community Development Director Bobroff reported on the 6380 Via Real Multifamily Residential Project Concept Submittal.

d. Other City/Community Updates

   City Manager Ramirez reported on his and Councilmember Mayer's attendance at the League of California Cities Mayors and Councilmembers Academy and his and Assistant City Manager Kintz' attendance at the League of California Cities City Manager's Conference.

Community Development Director Bobroff reported on the Earthquake Brace & Bolt Grants that are now available to Carpinteria homeowners.

Parks, Recreation and Community Services Director Gant reported on a new AgeWell Tai Chi class, the 50s Sock Hop Dance, and the Carpinteria Head Start Parent Meeting Outreach.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Michael Baker representing United Boys & Girls Clubs, Monique Fairgood, representing United Boys & Girls Clubs, Bob Franco, Carol Kernahan representing Carpinteria Indivisible, and Rogelio Delgado

Councilmember Clark requested more information about Mr. Franco's comments regarding the permitting of repairs of mobile homes at the local level and Mayor Alarcon agreed with Councilmember Clark's request. Legal Counsel Acos noted that staff could bring back additional information in the City Manager's Report at the next meeting.

CONSENT CALENDAR

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 4 through 7. Upon voice vote, the motion carried unanimously.

4. Approve the minutes of the special meeting held February 3, 2025, the regular meeting held February 10, 2025, the special meeting held February 14, 2025, and the special joint meeting held February 18, 2025.

5. Receive and file the Expenditures for the period beginning February 3, 2025 and ending February 14, 2025.

6. Receive and file the Report of Contracts Executed by the City Manager for the Period of January 7, 2025 through February 3, 2025.

7. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for January 2025.

ADMINISTRATIVE MATTERS:

8. Adoption of Resolution No. 6367, Approving an Appointment to the Downtown "T" Business Advisory Board.

Recommendation: Adopt Resolution No. 6367, approving an appointment to the Downtown “T” Business Advisory Board.

City Clerk Barrett presented the staff report.

There was no public comment.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to adopt Resolution No. 6367, as read by title only, approving the appointment of Kevin Murphy as an assessment-paying member to the Downtown “T” Business Advisory Board. Upon voice vote, the motion carried unanimously.

9. Appoint a City Representative to the Community Media Access Center (TV Santa Barbara) Board of Directors.

Recommendation: Appoint a City Representative to the Community Media Access Center (TV Santa Barbara) Board of Directors.

City Clerk Barrett provided the staff report.

Speakers in-person: Gary Dobbins

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to appoint Gary Dobbins as the City Representative on the Community Media Access Center (TV Santa Barbara) Board of Directors. Upon voice vote, the motion carried unanimously.

10. Adopt Resolution No. 6368 updating the operational hours of the Skate Park.

Recommendation: Adopt Resolution No. 6368 updating the operational hours of the Skate Park and rescind Resolution No. 6256.

Parks, Recreation & Community Services Director Gant presented the staff report.

Speakers in-person: Peter Bonning representing Carpinteria Skate Foundation

Motion by Councilmember Nomura, seconded by Councilmember Mayer, to adopt Resolution No. 6368 as read by title only. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING: NONE

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS: NONE

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Mayer reported on the following:

- Her attendance at the Public Policy Committee put on by the South Coast Chamber of Commerce, which focused on fire preparedness.
- This Thursday the California Insurance Commissioner will be at the Goleta Community Center at 6 pm to take questions about fire, fire insurance, and homeowners insurance.
- Currently in talks with District 1 Supervisor to have a townhall in Carpinteria working with our firefighters.

Vice Mayor Solórzano reported on her attendance at the Santa Barbara Metropolitan Transit District Board meeting last week where the Board discussed the Isla Vista Mobility Plan, the second quarter financial update, and ways to attract more MTD drivers.

Councilmember Clark reported on his attendance at an SBCAG Board meeting where it was announced that the 101 Project is $137 million short.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the special Council meeting on March 4th.

CLOSED SESSION MATTER

11. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
    Significant exposure to litigation pursuant to Government Code section 54956.9(d)(2) and (3) (as applicable): 1

Legal Counsel Acos read aloud the title of the Closed Session into the record.

PUBLIC COMMENT ON CLOSED SESSION MATTER

There was no public comment.

TEMPORARY ADJOURNMENT TO CLOSED SESSION

Mayor Alarcon temporarily adjourned the meeting to Closed Session at 6:39 pm.

RECONVENE IN OPEN SESSION

Mayor Alarcon reconvened the meeting in Open Session at 7:57 pm with all Councilmembers, City Manager Ramirez, Legal Counsel Acos, Assistant City Manager Kintz, and City Clerk Barrett present.

CLOSED SESSION REPORT

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

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 7:57 pm.

_____
Natalia Alarcon, Mayor

ATTEST:

_____
Brian C. Barrett, CMC, CPMC
City Clerk

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning February 17, 2025 and ending February 28, 2025.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of February 17, 2025, through February 28, 2025, 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 February 17, 2025, and ending February 28, 2025.

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



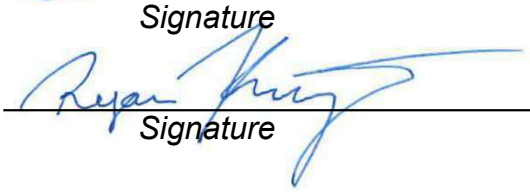
Signature

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: 02/17/2025 - 02/28/2025

Vendor Number / Payable #	Vendor Name / Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank					
Payment Type: Regular					
GRAINGER	GRAINGER		02/20/2025	(230.62)	104280
MISSIONSQUARE	MISSIONSQUARE		02/20/2025	10,825.84	105234
INV0006984	Invoice	MISSIONSQUARE Employee Contributions			
INV0006985	Invoice	Deferred Compensation Contribution-Part Time Emp			
INV0006986	Invoice	MissionSquareEmployee Contributions			
INV0006987	Invoice	MISSIONSQUARE Employee Contributions			
SEIU LOCAL 620	SEIU LOCAL 620		02/20/2025	235.32	105235
INV0006988	Invoice	Employee Union Dues Contribution			
ANIMAL MEDICAL CLINI	ANIMAL MEDICAL CLINIC		02/20/2025	3,280.00	105236
567421	Invoice	DEC24 DOG LICENSING ISSUANCE			
567422	Invoice	JAN25 CONTRACTED VET SERVICES			
568051	Invoice	JAN25 EMERGENCY OUT OF CONTRACT VET SERVICES			
568187	Invoice	JAN25 DOG LICENSING ISSUANCE			
568196	Invoice	FEB25 CONTRACTED VET SERVICES			
BUENA VENTURA SWIM C	BUENA VENTURA SWIM CLUB		02/20/2025	326.00	105237
INV0007000	Invoice	FEB25 COASTAL CHAMPS SWIM MEET			
CARPINTERIA COM THEA	CARPINTERIA COMMUNITY THEATRE		02/20/2025	3,250.00	105238
FY24-25 GRANT	Invoice	FY24-25 COMMUNITY SERVICES SUPPORT GRANT			
CARPINTERIA VALLEY R	CARPINTERIA VALLEY ROOFING INC.		02/20/2025	950.00	105239
INV0006983	Invoice	CLEAR CITY HALL ROOF & DRAINS 2/5/25			
JAYNE DIAZ	JAYNE DIAZ		02/20/2025	790.53	105240
INV0006982	Invoice	MAR25 MEDICAL REIMBURSEMENT			
JULIA MAYER	JULIA MAYER		02/20/2025	314.00	105241
INV0006991	Invoice	REIMBURSE TRAVEL LEAGUE OF CA CITIES JAN25			
LARRY DRIGGERS	LARRY DRIGGERS		02/20/2025	790.53	105242
INV0006989	Invoice	MAR25 MEDICAL REIMBURSEMENT			
MARY ANN COLSON	MARY ANN COLSON		02/20/2025	790.53	105243
INV0006990	Invoice	MAR25 MEDICAL REIMBURSEMENT			
POLICORE INC.	POLICORE INC.		02/20/2025	13,034.95	105244
403492	Invoice	IT SERVICES-CITY HALL DEC24			
403493	Invoice	IT SERVICES-LIBRARY DEC24			
SO CA EDISON	SO CA EDISON		02/20/2025	22.65	105245
JAN25 700474689651	Invoice	JAN25 ELECTRICITY-4683 9TH ST			
AFLAC	AFLAC		02/27/2025	179.85	105246
022435	Invoice	FEBRUARY 2025 EMPLOYEE PREMIUMS			
AMAZON	AMAZON CAPITAL SERVICES INC		02/27/2025	986.97	105247
13K3-WJYP-3DT1	Invoice	LUMBAR SUPPORT FOR MEGAN A.			
16R9-GN7Y-71DL	Invoice	ZIP BOOKS-B. FINCH			
1936-QVHG-6T6T	Invoice	BOOKS FOR LIBRARY			
1936-QVHG-JYDN	Invoice	ZIP BOOKS-M. VALENT			
1936-QVHG-TPLP	Credit Memo	BOOKS FOR LIBRARY			
1C4D-RPTT-TP3D	Credit Memo	BOOKS FOR LIBRARY			
1CPM-Q3JY-46NV	Invoice	REPLACEMENT CABLE FOR CITY HALL MODEM			

1H3J-TG3Y-4KWL	Invoice	BOOKS FOR LIBRARY			
1HHC-6D31-VKMJ	Invoice	BOOKS FOR LIBRARY			
1HRM-W1C1-RLDK	Credit Memo	BOOKS FOR LIBRARY			
1KQX-9LYN-6LHY	Invoice	COLORED PENCILS FOR LIBRARY			
1L6X-TVC6-1PLH	Invoice	PAPER NAPKINS FOR AGE WELL DANCE			
1MQ1-V6YN-T91Q	Credit Memo	BOOKS FOR LIBRARY			
1NN4-4MVF-H6XG	Invoice	ZIP BOOKS-E. JACOBSON			
1P1Q-RQT7-331J	Invoice	NAME TAG AND SHIPPING LABELS FOR LIBRARY			
1PNC-6L69-R7V6	Credit Memo	BOOKS FOR LIBRARY			
1Q73-RWJK-T3GP	Invoice	BOOKS FOR LIBRARY			
1T3J-4J1W-TNPL	Invoice	BOOKS FOR LIBRARY			
1T3J-4J1W-VFPR	Credit Memo	BOOKS FOR LIBRARY			
1VKF-6VPV-J4FV	Invoice	BOOKS FOR LIBRARY			
1VQ3-QPRN-6CDD	Invoice	BOOKS FOR LIBRARY			
1WD7-LT6R-TGXM	Credit Memo	BOOKS FOR LIBRARY			
1WJ4-QGQ4-HGP7	Invoice	WINDOW GIFT BOX, CAKE SERVER FOR LIBRARY			
1WJ4-QGQ4-LTG4	Invoice	BOOKS FOR LIBRARY			
1WRY-7WT4-MNCG	Invoice	ZIP BOOKS-B. FINCH			
1WYD-TC4T-13QL	Invoice	BOOKS FOR LIBRARY			
1YJX-4P7V-JWYJ	Invoice	BOOKS FOR LIBRARY			
1YJX-4P7V-P9R4	Invoice	BOOKS FOR LIBRARY			
1YWH-9KRG-9T4N	Invoice	ZIP BOOKS-T. FURUTA			
	Void		02/27/2025	-	105248
CANNON	CANNON		02/27/2025	50,431.77	105249
90927	Invoice	JAN25 VIA REAL REHABILIATION			
91092	Invoice	4745 CARPINTERIA AVE INSPECTION SERVICES			
91094	Invoice	JAN25 VIA REAL STORMWATER PROJECT			
91095	Invoice	4675 CARPINTERIA AVE INSPECTION SERVICES			
CARPINTERIA VALLE_2	CARPINTERIA VALLEY LUMBER CO		02/27/2025	46.63	105250
556164	Invoice	SAFETY GOLVES FOR PUBLIC WORKS			
556770	Invoice	HARDWARE & GLUE TO SECURE CITY HALL SHUT OFF VALVE			
556867	Invoice	HARDWARE FOR PUBLIC WORKS SHOP			
COAST AUTO PARTS IN	COAST AUTO PARTS INC		02/27/2025	22.88	105251
788055	Invoice	CHAMOIS FOR SWEEPER			
COASTAL VIEW NEWS	COASTAL VIEW NEWS		02/27/2025	370.00	105252
62083	Invoice	DAYLIGHTING LAW AD 2/6/25			
EASY LIFT TRANSPORTA	EASY LIFT TRANSPORTATION		02/27/2025	1,000.00	105253
7587	Invoice	FEB25 COMMUNITY TRANSPORTATION SERVICES			
ELISEO CARILLO	ELISEO CARILLO		02/27/2025	300.00	105254
INV0007035	Invoice	VETS HALL DEPOSIT REFUND			
EV CONNECT INC.	EV CONNECT INC.		02/27/2025	1,946.00	105255
5080	Invoice	CHARGING CABLES FOR EV STATIONS			
FILIPPIN ENGINEERING	FILIPPIN ENGINEERING INC.		02/27/2025	15,222.75	105256
240501-10	Invoice	JAN25 2022 PAVEMENT REHABILITATION PROJECT			
FRONTIER COMMUNICATI	FRONTIER COMMUNICATIONS		02/27/2025	457.75	105257
FEB25 805-684-4314-063022-5	Invoice	FEB25 PHONE & INTERNET SERVICES FOR LIBRARY			
FEB25 805-684-7613-042205-5	Invoice	FEB25 PHONE & INTERNET FOR LG TOWER & BOATHOUSE			
GRAINGER	GRAINGER		02/27/2025	230.62	105258
9215295404	Invoice	PIPE WRENCH/EXTRACTOR, BRASS PLUG			
GRANICUS	GRANICUS		02/27/2025	3,296.33	105259
197307	Invoice	2/2/2025 - 2/1/2026 SUBSCRIPTIONS			
GUARDIAN	GUARDIAN		02/27/2025	8,440.83	105260
FEB25 PREMIUMS	Invoice	FEB25 PREMIUMS			
HOME DEPOT CREDIT SE	HOME DEPOT CREDIT SERVICES		02/27/2025	346.66	105261
6373734	Invoice	TAP & DIE WRENCH FOR SHOP			

9545925	Invoice	TOOLS FOR PUBLIC WORKS SHOP			
INFOARMOR INC	INFOARMOR INC		02/27/2025	63.80	105262
6456Feb25	Invoice	FEB25 IDENTITY THEFT EMPLOYEE PREMIUMS			
INTERNATIONAL E-Z UP	INTERNATIONAL E-Z UP INC		02/27/2025	4,101.18	105263
INV0680387	Invoice	E-Z UP CANOPIES FOR COMMUNITY POOL			
JACK'S BISTRO	JACK'S BISTRO		02/27/2025	1,255.68	105264
INV0007019	Invoice	CATERING AGE WELL SOCK HOP DANCE			
LOWE'S	LOWE'S		02/27/2025	1,140.28	105265
JAN25 9800 338916 4	Invoice	JAN25 CARD PAYMENT			
MAR CO EQUIPMENT COM	MAR CO EQUIPMENT COMPANY		02/27/2025	5,526.60	105266
206740	Invoice	30 SETS SWEEPER BROOMS			
MARINA GAMEZ	MARINA GAMEZ		02/27/2025	100.00	105267
INV0007034	Invoice	PARK DEPOSIT REFUND			
MCCORMIX CORP	MCCORMIX CORP		02/27/2025	126.89	105268
26408	Invoice	FUEL FOR CITY VEHICLES			
MISSION UNIFORM SERV	MISSION UNIFORM SERVICE		02/27/2025	456.47	105269
523272990	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 2/10/25			
523272991	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 2/10/25			
523272993	Invoice	TOWEL & MAT REPLACEMENT POOL 2/10/25			
523272994	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 2/10/25			
523272995	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 2/10/25			
523314264	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 2/17/25			
MRS ENVIRONMENTAL I	MRS ENVIRONMENTAL INC		02/27/2025	7,680.00	105270
600-2025-01	Invoice	JAN25 OIL & GAS ON CALL ENVIRONMENTAL SERVICES			
MUNICIPAL MANAGEMENT	MUNICIPAL MANAGEMENT ASSOCIATION OF SO		02/27/2025	5.00	105271
11955	Invoice	REGION 1 EVENT - RYAN KINTZ			
NGU DRONE PHOTOGRAPH	NGU DRONE PHOTOGRAPHY LLC		02/27/2025	560.00	105272
1032	Invoice	PUBLIC WORKS PROMOTION VIDEO 2/3/25			
PROFESSIONAL WASH CE	PROFESSIONAL WASH CENTER		02/27/2025	31.50	105273
9336	Invoice	WASH & FOLD HOLIDAY BANNERS			
QUADIENT LEASING USA	QUADIENT LEASING USA INC.		02/27/2025	622.44	105274
Q1740404	Invoice	MAR25-JUN25 LEASE PAYMENT FOR C.H. POSTAGE MACHINE			
ROADLINE PRODUCTS IN	ROADLINE PRODUCTS INC USA		02/27/2025	1,289.12	105275
20978	Invoice	POLES & ANCHORS FOR RIGHT OF WAY SIGNS			
ROCKWELL PRINTING	ROCKWELL PRINTING		02/27/2025	72.32	105276
46118	Invoice	BUSINESS CARDS M. SMITH			
RRM DESIGN GROUP	RRM DESIGN GROUP		02/27/2025	1,580.00	105277
2911-01-1224	Invoice	DEC24 FRANKLIN CREEK TRAIL IMPROVEMENT			
RYAN KINTZ	RYAN KINTZ		02/27/2025	420.00	105278
INV0007021	Invoice	REIMBURSE 2025 LEAGUE MANAGERS CONFERENCE			
SANTA BARBARA COU_29	SANTA BARBARA COUNTY SHERIFFS DEPT		02/27/2025	516,750.00	105279
2430	Invoice	FEB25 CONTRACTED LAW ENFORCEMENT SERVICE			
SANTA BARBARA PEST C	SANTA BARBARA PEST CONTROL		02/27/2025	95.00	105280
42975	Invoice	FEB25 PEST CONTROL AT COMMUNITY POOL			
SHOWSCAPES	SHOWSCAPES		02/27/2025	704.00	105281
388339529	Invoice	IRRIGATION REPAIR HEATH RANCH PARK 1/28/25			
388339531	Invoice	IRRIGATION REPAIR LINDEN AVE 2/5/25			
SO CA EDISON	SO CA EDISON		02/27/2025	942.13	105282
FEB25 700163777874	Invoice	FEB25 ELECTRICITY-6145 CARPINTERIA AVE			
FEB25 700827247063	Invoice	FEB25 ELECTRICITY-5781 CARPINTERIA AVE PED PED			

STAPLES ADVANTAGE	STAPLES ADVANTAGE		02/27/2025	210.30	105283
6023896751	Invoice	COPY PAPER, ENVELOPES, NOTE PADS			
6023980713	Invoice	STENO NOTE PADS			
THE WHARF	THE WHARF		02/27/2025	144.49	105284
365584	Invoice	WORK BOOTS D. MILLAR			
TRAFFIC TECHNOLOGIES	TRAFFIC TECHNOLOGIES LLC		02/27/2025	168.25	105285
49661	Invoice	RAIN GEAR, NECK PROTECTION GEAR FOR PW STAFF			
TRANSAMERICA EMPLOYE	TRANSAMERICA EMPLOYEE BENEFITS		02/27/2025	687.24	105286
2505631039	Invoice	FEB25 EMPLOYEE PREMIUMS			
TWO TRUMPETS COMMUNI	TWO TRUMPETS COMMUNICATIONS		02/27/2025	6,444.87	105287
1442	Invoice	JAN25 COMMUNICATIONS SERVICES			
UNIQUE MANAGEMENT SE	UNIQUE MANAGEMENT SERVICES INC		02/27/2025	88.65	105288
6135864	Invoice	JAN25 LOST LIBRARY BOOKS			
WESTAIRE HEATING & C	WESTAIRE HEATING & CONDITIONING INC		02/27/2025	873.68	105289
21434	Invoice	SERVICE FAILED CIRCUIT BOARD SHERIFF OFFICE			
WEX BANK (CHEVRON)	WEX BANK (CHEVRON)		02/27/2025	1,081.83	105290
102942431	Invoice	FEB25 FUEL FOR CITY VEHICLES			
EDD-SIT	EDD-SIT		02/20/2025	6,765.63	DFT0003422
PR04 2/20/25	Invoice	PR04 2/20/25 EDD PIT TAX DEPOSIT			
EDD-SDI	EDD-SDI		02/20/2025	2,070.04	DFT0003423
PR04 2/20/25	Invoice	PR04 2/20/25 EDD SDI TAX DEPOSIT			
INTERNAL REVENUE SER	INTERNAL REVENUE SERVICE		02/20/2025	21,112.48	DFT0003424
PR04 2/20/25	Invoice	PR04 2/20/25 FEDERAL TAX DEPOSIT			
CalPERS	CalPERS		02/20/2025	13,358.11	DFT0003425
2/1/25-2/14/25 PEPRA	Invoice	PEPRA RETIREMENT CONTRIBUTIONS 2/1/25-2/14/25			
CalPERS	CalPERS		02/20/2025	14,137.53	DFT0003426
2/1/25-2/14/25 CLASSIC	Invoice	CLASSIC RETIREMENT CONTRIBUTIONS 2/1/25-2/14/25			

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Adoption of Resolution No. 6369, Authorizing the Filing of the Transportation Development Claim for Fiscal Year 2025/26.

STAFF RECOMMENDATION

Adopt Resolution No. 6369, authorizing the filing of the Transportation Development Act Claim for Fiscal Year 2025/26.

Sample Motion: I move to adopt Resolution No. 6369, as read by title only.

BACKGROUND

The California Transportation Development Act (TDA) is a funding source for the development and support of public transportation needs. The TDA provides two major sources of funding; the Local Transportation Fund (LTF) and State Transit Assistance Fund (STA). The City only claims LTF and not STA funding since it does not operate a transit system. The LTF is a local fund in which the state deposits sales tax revenue to be used for transportation purposes as defined by the TDA.

As the state-designated Regional Transportation Planning Agency for Santa Barbara County, the Santa Barbara County Association of Governments (SBCAG) is responsible for administering the distribution of TDA funds to local agencies and for monitoring the subsequent use of those funds to ensure conformity with all TDA requirements. The TDA funds are allocated to areas of each county based on population, taxable sales, and transit performance. The TDA provides funding for use by local agencies towards a variety of transportation purposes with public transportation as the first priority. Other eligible purposes are regional transportation planning and programming, bicycle and pedestrian projects, and local street and road projects.

The purpose of this agenda item is to adopt Resolution No. 6369 (Attachment A), authorizing the filing of the Transportation Development Act Claim for Fiscal Year 2025/26.

The TDA Claim documents are provided in Attachment B.

DISCUSSION

Every year, SBCAG divides the estimated amount to be deposited in the TDA funds over the coming fiscal year among each local agency based on population percentages provided by the California Department of Finance. This amount is called the apportionment. The City's allocation is $14,229 for Fiscal Year 2025/26. As of June 30, 2024, the City's audited TDA fund balance is $15,464.

In order to receive the allocation in the upcoming fiscal year, the City must submit a claim to SBCAG for describing how the apportionment will be used. These claims must be submitted to SBCAG by April 15, 2025. The SBCAG Board approves the amount of funding to be distributed to each local agency and eligible uses of funds based on the claims submitted. SBCAG disburses the LTF each month when revenue comes in from the California Board of Equalization. When enough LTF accumulates, the City uses these funds for bike and pedestrian facilities, and pavement improvements.

Adoption of Resolution No. 6369 would enable the City to meet the April 7 deadline for filing the TDA claim.

POLICY CONSISTENCY

This item is in accordance with the regulations of the Transportation Development Act.

FINANCIAL CONSIDERATIONS

This revenue source is annually anticipated through the City's budget preparations.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal or risk management concerns presented with this item.

OPTIONS

1. Adopt Resolution No. 6369, authorizing the filing of the Transportation Development Act Claim for Fiscal Year 2025/26.
2. The City Council could choose to not adopt Resolution No. 6369 and direct staff as appropriate; however, to receive the TDA funds for Fiscal Year 2025/26, the City must adopt the Resolution and submit to SBCAG the TDA Claim by April 15, 2025.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

Attachment A: Resolution No. 6369
Attachment B: TDA Claim Documents

Staff contact:
Stephon Downes, Management Analyst
(805) 755-4446; stephond@carpinteriaca.gov

Signature

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

Signature

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

Signature

Reviewed by:
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

Resolution No. 6369

RESOLUTION NO. 6369

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA AUTHORIZING THE FILING OF A CLAIM WITH THE SANTA BARBARA COUNTY ASSOCIATION OF GOVERNMENTS FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2025/26

WHEREAS, the Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund, for use by eligible claimants for various transportation purposes; and

WHEREAS, pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations thereunder (21) Cal. Code of Regulations Sections 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund or the State Transit Assistance Fund shall file its claim or amended claim with the Santa Barbara County Association of Governments, the designated Regional Transportation Planning Agency for Santa Barbara County.

NOW, THEREFORE, BE IT RESOLVED as follows:

The City Manager or his designee is authorized to execute and file an appropriate claim and necessary claim amendments pursuant to the terms of the TDA, as amended, and pursuant to applicable rules and regulations promulgated there under, together with all necessary supporting documents, with the Santa Barbara County Association of Governments for an allocation of TDA funds in Fiscal Year 2025/26.

SECTION 1. The authorized claim includes $14,229 for pedestrian and bicycle facilities.

SECTION 2. A copy of this resolution shall be transmitted to the Santa Barbara County Association of Governments in conjunction with the filing of the claim.

PASSED, APPROVED AND ADOPTED on March 10, 2025 by the following called vote:

AYES: COUNCILMEMBER:

NOES: COUNCILMEMBER:

ABSENT: COUNCILMEMBER:

ABSTAIN: COUNCILMEMBER:

_____
Mayor, City of Carpinteria

ATTEST:

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

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on March 10, 2025.

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

APPROVED AS TO FORM:

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

ATTACHMENT B

TDA Claim Documents

DOCUMENT A *(Instructions on pages 4-3 and 4-4)*

TRANSPORTATION DEVELOPMENT ACT CLAIM FORM
(All claimants must complete this document)

Line				
1	Project Year (FY)	2024-2025		
2	Claimant	City of Carpinteria		
3	Address	5775 Carpinteria Avenue, Carpinteria, CA 93013		
4	Contact Person	Licette Maldonado	Title	Administrative Services Director
5	Telephone Number	(805) 755-4448		

6 The above named claimant hereby applies for allocations of Transportation Development Act funds for FY 2024-2025 for the purposes and in the amount(s) specified below:

	Purpose	Apportionment	Claimed
	Local Transportation Fund		
7	Regional Transportation Planning (PUC 99262 & 99402)		$ -
	less amount released to SBCAG	*minus*	$ -
8	Pedestrian & Bikeway Facilities (PUC 99234)	14,264	$ 14,264.00
9	Articles 4 & 8:		
	less amounts released to:		
10		*minus*	
11		*minus*	
		minus	
		minus	
		minus	
		minus	
	plus amounts released from:		
13		*plus*	
14		*plus*	
15		*plus*	
16	Article 4 Transit (PUC 99260)		$ -
17	Article 4.5 Community Transit (PUC 99275)		$ -
18	Article 8a Streets & Roads (PUC 99400a)		
19	Article 8c Transit Contracts (PUC 99400c)		
20	TOTAL LTF	$ 14,264.00	$ 14,264.00
21	Amount to be held in reserve (CCR 6648)		

By Claimant _____ *By SBCAG* _____

DOCUMENT A (Continued)

	State Transit Assistance		
22	Transportation Planning		
23	Mass Transportation		
24	TOTAL STA		$ -

25	TOTAL TRANSPORTATION DEVELOPMENT ACT CLAIM *(add lines 20 and 24)*	$ 14,264.00

Claimant acknowledges that payment by the County Auditor of an allocation made by the Association of Governments is subject to such monies being on hand and available for distribution and to the provision that such moneys be used only in accordance with the terms of the allocation instruction issued by the Association of Governments

26	By:	Licette Maldonado
27	Title:	Administrative Services Director
28	Date:	

I hereby attest to the reasonableness and accuracy of the financial statements included in Documents C, D, F, and G. (Sec. 6632)

29	Signed:	
30	Name:	Licette Maldonado
31	Title:	Administrative Services Director

Reference: CCR Section 6630

DOCUMENT E ***(Instructions on page 4-9)***

PROJECT DESCRIPTION & REGIONAL TRANSPORTATION PLAN CONFORMITY
(All claimants must complete this document)

Complete sections for ***every article*** under which you are claiming TDA funds.

ARTICLE 3 BIKE/PED CLAIMS [Cities and County]

Describe how you plan to use LTF Article 3 Bike/Ped funds. Include, as applicable, location, type of bike facility, length of project (if bike lane), construction start date, and expected date of opening.

Pedestrian and bikeway maintenance projects.

List the corresponding RTP project and/or page numbers.

List the corresponding local bicycle plan project and/or page numbers.

ARTICLE 4 TRANSIT CLAIMS [COLT, Guadalupe, SBMTD, SMAT, and SYVT]

Describe how you plan to use LTF Article 4 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 4.5 COMMUNITY TRANSIT SERVICES CLAIMS [Easy Lift and SMOOTH]

Describe how you plan to use LTF Article 4.5 CTSA funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 8(c) TRANSIT CLAIMS [County only]

Describe how you plan to use LTF Article 8 Transit funds. Include, as applicable, type of project, construction start date, expected date of opening.

List the corresponding RTP project and/or page numbers.

ARTICLE 8(a) STREETS AND ROADS CLAIMS [Cities and County, if applicable]

Describe how you plan to use LTF Article 8 Streets/Roads funds. Include, as applicable, type of project, construction start date, expected date of opening.

Reference: CCR Section 6651

DOCUMENT H ***(Instructions on page 4-14)***

STANDARD ASSURANCES FOR APPLICANTS – LTF
(All claimants must complete this document)

CLAIMANT ASSURANCES: *Initial Each Section or Indicate N/A.*

N/A 1) Claimant certifies that it maintain for the project year the ratio of fare revenues and local funds to operating cost at least equal to the ratios adopted by SBCAG (SBCAG Resolution 10-35, SBCAG Resolution 14-34 for City of Lompoc).
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 2) Claimant that received an allocation of LTF funds for an extension of service pursuant to PUC 99268.8/CCR 6619.1 certifies that it will file a report of these services pursuant to CCR 6633.8b within 90 days after the close of the fiscal year in which that allocation was granted.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 3) Claimant filing a claim for TDA funds for capital intensive projects certifies that it has made every effort to obtain federal funding pursuant to PUC 99268.7 and/or CCR 6754(a)(3).
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 4) Claimant certifies it has submitted a satisfactory, independent fiscal audit, with required certification statement, to SBCAG and to the State Controller, pursuant to PUC 99245 and 21 CCR 6664, for the prior fiscal year (project year minus two). Claimant also assures this audit requirement will be completed for the current fiscal year (project year minus one).
Date of submittal to State Controller: _____
Date of submittal to SBCAG: _____
Applies to SBMTD, Easy Lift, and SMOOTH. SBCAG contracts for and submits fiscal audits for all other TDA claimants.

N/A 5) Claimant certifies that, per SBCAG Resolution 90-1, no more than 50% of the CTSA's operating budget for the year came from LTF. Claimant also certifies that its fiscal audit contains verification of this limitation (e.g., "[Easy Lift/SMOOTH] is [not] in compliance with requirement, per SBCAG Resolution 90-1, that no more than 50% of [Easy Lift's/SMOOTH's] operating budget for the year came from Local Transportation Funds.").
Applies to Article 4.5 (CTSAs)

N/A 6) Claimant certifies it has submitted an annual report, documenting agency operations, in conformance with the uniform system of accounts and records, to SBCAG and to the State Controller, pursuant to PUC 99243, for the prior year (project year minus two). Claimant assures this report will be audited by an independent CPA. Claimant also assures this report will be completed for the current fiscal year (project year minus one).
Date of submittal to State Controller: _____
Date of submittal to SBCAG: _____
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

_____ 7) Claimant certifies it has submitted an annual report, regarding expenditure of funds received, to the State Controller, pursuant to 21 CCR 6665, for the prior year (project year minus two). Claimant assures this report will be audited by an independent CPA. Claimant also assures this report will be completed for the current fiscal year (project year minus one).
Date of submittal to State Controller: _____
Applies to Articles 3 (bike/ped) and 8 (streets/roads)

8) Claimant certifies that (initial one):

N/A a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC 99271(a)); or

N/A b) the operator is implementing a plan approved by SBCAG which will fully fund the retirement system for such officers and employees within 40 years (PUC 99271(a)); or

N/A c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC 99272 and 99273.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 9) Claimant certifies that, pursuant to PUC 99264, it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 10) Claimant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in scope of operations or capital budget provisions for major new fixed facilities. ***If the budget does include such changes, documentation is attached*** that identifies and substantiates the reason and need for the changes, pursuant to PUC 99266, CCR 6632(b). E.g., if there is a substantial change between the capital expenditures proposed in this claim and those described in the claimant's Short Range Transit Plan (SRTP) or Transit Development Program (TDP), the claimant must provide a statement that substantiates the need for this change. If the claimant has neither a SRTP nor a TDP, the claimant must provide a statement that describes the need for the proposed capital expenditure.
ATTACHMENTS MAY BE REQUIRED
Statement:

Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 11) Claimant certifies that ***attached is certification from the Department of California Highway Patrol*** (CHP), completed within the last 13 months, that indicates the operator is in compliance with Section 1808.1 of the Vehicle Code. Section 1808.1 of the Vehicle Code requires, among other things, that operators participate in a pull notice system for obtaining current driver records from the Department of Motor Vehicles.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 12) Claimant certifies it is in compliance with PUC 99155: if it offers reduced fares to seniors, it offers the same reduced rate to disabled persons, handicapped persons, and disabled veterans, and it honors the federal Medicare card for identification to receive reduced fares.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 13) Claimant certifies it is in compliance with PUC 99155.5: dial-a-ride and paratransit services are accessible to handicapped persons and the service is provided to persons without regard to vehicle ownership and place of residence.
Applies to Articles 4 (transit), 4.5 (CTSAs), and 8 (transit)

N/A 14) Claimants that contract with another entity or entities for transit service certify that a copy of ***the contract negotiated with that entity is attached***, pursuant to CCR 6630.
ATTACHMENTS REQUIRED
Applies to Articles 4 (transit) and 8 (transit)

DOCUMENT H (Continued)
(Instructions on page 4-15)

N/A 15) Claimant certifies that, per SBCAG Resolution 90-1, ***attached to this claim is an operations plan and budget*** that describes existing and proposed service, and report on progress of coordination and consolidation objectives.
ATTACHMENTS REQUIRED
Applies to Article 4.5 (CTSAs)

DOCUMENT H (Continued)
(Instructions on page 4-15)

N/A 16) Claimant certifies that, per SBCAG Resolution 90-1, it has attached an agreement to indemnify and hold harmless SBCAG from any claims, judgments or liabilities against the claimant. Claimant certifies it has also ***attached proof of insurance coverage*** , with limits of general liability to be specified.
ATTACHMENTS REQUIRED
Applies to Article 4.5 (CTSAs)

N/A 17) Claimant certifies that in its TDA claim, not less than 5% of the amount claimed under Article 4 will be expended for demand-response service for the elderly and individuals with disabilities, per SBCAG Resolution 90-1.
Applies to Articles 4 (transit) in service areas without a designated CTSA [COLT, SYVT]

N/A 18) If SBCAG has found that there are unmet transit needs that are reasonable to meet within its jurisdiction, the claimant certifies it has ***attached a summary of the actions it plans*** to take to meet the needs.
ATTACHMENTS MAY BE REQUIRED
Applies to Article 8 (streets/roads)

N/A 19) Claimant certifies that pusuant to CCR § 6633 and PUC § 99268(c) it shall maintain farebox ratios in providing transit services as follows: Urbanized 20%, Non-Urbanized and ADA 10%

The undersigned (must be the individual named in the authorizing resolution) hereby certifies that the above statements are true and correct.

Signature: _____

Name: Licette Maldonado

Title: Administrative Services Director

Date: _____

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Request for the issuance of a Letter of Public Convenience or Necessity, to the California Department of Alcoholic Beverage Control for a Type 20 Off-Sale Beer and Wine license for Channel Islands Surfboards, located a 704 Linden Avenue.

STAFF RECOMMENDATION

Staff recommends that the Council make a determination as to whether approval of the requested License to operate a business with Off-Sale Beer and Wine privileges within the City serves the public's convenience or necessity.

Sample Motion: I move that a letter of Public Convenience or Necessity be provided to ABC for the operation of a Type 20 Off-Sale Beer and Wine License at Channel Islands Surfboards, located a 704 Linden Avenue.

BACKGROUND

On May 16, 2024, the City and Santa Barbara County Sheriff received notification from Alcoholic Beverage Control (ABC) staff that Channel Islands Surfboards had submitted a license application for their new retail store located at 704 Linden Avenue. The application, provided in Attachment A, was for a Type 20 Off-Sale Beer and Wine License, and would authorize the sale of beer and wine for consumption off the premises where sold.

When notification of a new license application is received, the City and the Santa Barbara County Sheriff's office have the opportunity to submit questions, concerns or objections to the proposed license, including a Letter of Protest (e.g., objecting to the license) or a Conditional Letter of Protest (e.g., objecting to the license unless certain conditions are agreed to and implemented). If no comments are received from the local agencies by the end of the review period, ABC continues with the processing of the application with the understanding that the local jurisdiction and law enforcement agency have no questions, concerns or objections to the requested license. No concerns or objections to the proposed license were submitted by City staff or law enforcement.

In most circumstances, ABC is responsible for determining whether or not to approve and issue a License, subject to input provided by the local jurisdiction and law enforcement. However, in the case of off-sale licenses, a local jurisdiction is afforded greater authority in deciding whether new or additional off-sale licenses should be approved and issued when an over-concentration of such licenses already exists within an affected census tract. In order for ABC to issue a license in such a circumstance, the local jurisdiction must first make a finding that issuance of an additional off-sale license in an already over-concentrated area would serve the community's public convenience or necessity. Without such a determination by the local jurisdiction, ABC must deny the requested additional off-sale license application.

Due to an over-concentration of off-sale licenses already existing in the census tract that covers the downtown area of the City, the City Council must make a determination as to whether the public convenience or necessity is served by the issuance of an additional license. Pursuant to the Business and Professions Code, Sections 23958 and 23958.4, ABC must deny the application within 90 days of notification, unless prior to that date, a determination is made by the city that the public convenience or necessity would be served by the issuance of an additional license. The subject request for a Letter of Public Convenience or Necessity (PCN) would address this requirement.

City Council Resolution No. 4193 (Attachment B), authorizes the City Council to review and determine whether or not the public convenience or necessity is met for issuance of new off-sale beer/wine or general off-sale licenses.

DISCUSSION

Off-Sale License Over-Concentration

According to ABC's current records (Attachment C), the City of Carpinteria holds a total of 13 off-sale licenses (markets, "liquor stores," etc.), with 11 of these off-sale licenses concentrated in Census Tract 16.04, which covers the portion of the City approximately west of Dump Road and south of U.S. Highway 101 (i.e., the greater downtown area). Based on the population size of the census tracts that comprise the Carpinteria Valley, ABC's threshold for a determination of "over-concentration" for the entire Carpinteria Valley is 12 off-sale licenses. For census tract 16.04, the number of allowed off-sale licenses is 4. As the number of licenses in the City, particularly in the City's downtown exceeds the license threshold, an over-concentration of off-sale licenses is determined to exist. Hence, any new off-sale license types in the downtown core of the City requires a PCN letter.

Channel Islands Surfboards PCN Request

On behalf of Channel Islands Surfboards, Liliger Damaso of LiquorLicenseBrokers.com submitted a PCN request along with the required fee for the proposed off-sale license on September 30, 2024. The requested Type 20 Off-Sale Beer and Wine license would

authorize the sale of beer and wine for consumption off the premises where sold. "Off-Sale" on an alcoholic beverage license of this type means alcoholic beverages must be sold in original, unopened packages for consumption off the premises. No distilled spirits may be sold or kept on the premises under this license type.

Channel Islands Surfboards, a global leader in surfboard design and manufacturing based in Carpinteria, will be a new tenant in the Linden Square development (formerly 700 Linden). They will occupy part of the former hardware building at 704 Linden Avenue, opening one of their flagship retail locations.
In considering whether authorization of an additional Type 20 license for off-sale beer and wine sales in the City's downtown would serve the public's convenience or necessity, the applicants explain in their PCN letter request (Attachment D) that the intent is to add the scope of alcohol sales as an incidental use to the primary retail functions. According to their application materials, "*Channel Islands Surfboards aims to provide a distinct and exciting retail experience in Carpinteria, offering not only high-quality surfboards but also a curated section of beverages, including beer and wine for off-site consumption. This offering will enhance the shopping experience for both locals and tourists, complementing the lifestyle and outdoor culture of the community*." The applicants go on to describe the Linden Square development as helping to transform this area of the downtown into a vibrant hub of restaurants, shops and services. Channels Islands hopes that their retail store's focus on craftsmanship and surf culture will draw visitors to the downtown and further enhance the area's appeal, contributing to the overall success and vitality of the City's downtown.

According to the applicant's request letter, one cooler comprising less than five percent (<5%) of the store's floor area would be devoted to the display of the beer and wine products. The applicant also provided two images showing the proposed placement of the cooler's location within the store layout (Attachment E). Channel Islands Surfboards hours of operation are proposed as Monday through Sunday, 10:00 a.m. to 6:00 p.m., during which times beer and wine sales could occur if the requested license is issued by ABC. They also shared that all employees would be trained on proper procedures for the sales and handling of alcoholic beverages, and a multiple employee presence will be onsite during normal business hours. The store is proposed to be equipped with six (6) CCTV security cameras to effectively monitor all areas in and around the store 24 hours a day, and securely stored and backed-up for a 60-day period. As required by ABC, the applicant published a Notice of Intention to Engage in the Sale of Alcoholic Beverages and posted the notice at the business site.

The applicant acknowledges that, as a current member of the community, they are aware of the character of the neighborhood, and they are dedicated to not only preserving but contributing to it. The applicant is committed to operating the business responsibly and is prepared to take all necessary measures to ensure it is cohesive with the goals of the community, without any adverse effects on the surrounding area.

Based on the above information, the Council is asked to determine whether the public convenience or necessity would be served by the issuance of the above-requested Type

20 Off-Sale Beer and Wine License. As noted previously, if the City determines the public convenience or necessity would not be served through the approval of the License, then ABC cannot issue the requested License.

POLICY CONSISTENCY

Consistent with City Council Resolution No. 4193, the City Council is authorized to review and determine whether or not the public convenience or necessity is met for issuance of new off-sale beer/wine or general off-sale licenses within the City. Ensuring that the further addition of any such licenses supports the City's goals of preserving and enhancing a vibrant, safe, and attractive downtown that promotes the City's "small beach town" character, the careful review and consideration of off-sale licenses supports the intent of the following General Plan/Coastal Land Use Plan objectives and policies:

> **Objective LU-3:** *Preserve the small beach town character of the built environment of Carpinteria, encouraging compatible revitalization and avoiding sprawl development at the City's edge.*
>
> **Policy LU-3d:** *Establish a commercial sector that balances the retail and service needs of citizens and tourists.*
>
> **Policy LU-3g:** *Provide for a range of business activities that bring vitality, revenue, and employment to Carpinteria and are compatible with its small town character.*

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. The City's Master Fee Schedule establishes a non-refundable application fee of $2,071.00 to cover staff time to process the ABC License request. The fee provides for 100% recovery of the costs to process the application whether the license is approved or denied. Channel Islands Surfboards paid the application fee on September 30, 2024.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

California Business and Professions Code S2958.4, Undue Concentration: Licensure for Public Convenience or Necessity, states that the local governing body of the area in which the subject premises is located may determine within 90 days of notification of a completed application, that the public convenience or necessity would or would not be served by the issuance of the Public Convenience or Necessity license. The City Council may, in the exercise of its police power for the protection of public morals, health and safety, protest the license and recommend that ABC not issue the license based on an over-concentration of licenses in the vicinity and/or the history of the applicant's conduct of alcohol sales, of which there is none. Should the Council choose not to issue a PCN letter, or not make a determination within the 90-day period, ABC must deny the license due to the existing over-concentration of ABC licenses in the area. If the City issues said

letter, ABC will consider the City's input and has independent and exclusive authority to determine whether the alcohol sales license is issued.

OPTIONS

1. Issue a PCN letter to ABC finding the proposed Channel Islands Surfboards Type 20 off-sale license would serve the public convenience or necessity.

2. Do not issue a PCN letter to ABC. Failure to send a letter would result in the denial of the requested ABC license.

PRINCIPAL PARTIES EXPECTED AT MEETING

Representatives for Channel Islands Surfboards, LLC

ATTACHMENTS

Attachment A - ABC License Application
Attachment B - Resolution No. 4193
Attachment C - Current Off-Sale License Holders
Attachment D - PCN Letter Request
Attachment E – Floor Plan Showing Cooler Placement

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

David Hernandez
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

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

Signature

ATTACHMENT A

Department of Alcoholic Beverage Control

State of California
Gavin Newsom, Governor

INFORMATION AND INSTRUCTIONS - SECTION 23958.4 B&P

Instructions
- This form is to be used for all applications for original issuance or premises to premises transfer of licenses.
- Part 1 is to be completed by an ABC employee, given to applicant with pre-application package, with copy retained in holding file or applicant's district file.
- Part 2 is to be completed by the applicant, and returned to ABC.
- Part 3 is to be completed by the local governing body or its designated subordinate officer or body, and returned to ABC.

PART 1 - TO BE COMPLETED BY ABC

1. APPLICANT'S NAME

CI SURFBOARDS, LLC

2. PREMISES ADDRESS (Street number and name, city, zip code)

704 LINDEN AVE, CARPINTERIA, 93013

3. LICENSE TYPE

20

4. TYPE OF BUSINESS

Full Service Restaurant	Hofbrau/Cafeteria	Cocktail Lounge	Private Club
Deli or Specialty Restaurant	Comedy Club	Night Club	Veterans Club
Cafe/Coffee Shop	Brew Pub	Tavern: Beer	Fraternal Club
Bed & Breakfast:	Theater	Tavern: Beer & Wine	Wine Tasting Room
Wine only All			
Supermarket	Membership Store	Service Station	Swap Meet/Flea Market
Liquor Store	Department Store	Convenience Market	Drive-in Dairy
Drug/Variety Store	Florist/Gift Shop	Convenience Market w/Gasoline	

X Other - describe: RETAIL STORE/CREATION, MFG, MKTG & SALE OF SURFBOARDS

5. COUNTY POPULATION	6. TOTAL NUMBER OF LICENSES IN COUNTY	7. RATIO OF LICENSES TO POPULATION IN COUNTY
	On-Sale Off-Sale	On-Sale Off-Sale

8. CENSUS TRACT NUMBER	9. NO. OF LICENSES ALLOWED IN CENSUS TRACT	10. NO. OF LICENSES EXISTING IN CENSUS TRACT
16.04	4 On-Sale X Off-Sale	11 On-Sale X Off-Sale

11. IS THE ABOVE CENSUS TRACT OVERCONCENTRATED WITH LICENSES? (i.e., does the ratio of licenses to population in the census tract exceed the ratio of licenses to population for the entire county?)

X Yes, the number of existing licenses exceeds the number allowed

No, the number of existing licenses is lower than the number allowed

12. DOES LAW ENFORCEMENT AGENCY MAINTAIN CRIME STATISTICS?

Yes (Go to Item #13) No (Go to Item #20)

13. CRIME REPORTING DISTRICT NUMBER	14. TOTAL NUMBER OF REPORTING DISTRICTS	15. TOTAL NUMBER OF OFFENSES IN ALL REPORTING DISTRICTS

16. AVERAGE NO. OF OFFENSES PER DISTRICT	17. 120% OF AVERAGE NUMBER OF OFFENSES	18. TOTAL NUMBER OF OFFENSES IN REPORTING DISTRICT

19. IS THE PREMISES LOCATED IN A HIGH CRIME REPORTING DISTRICT? (i.e., has a 20% greater number of reported crimes than the average number of reported crimes as determined from all crime reporting districts within the jurisdiction of the local law enforcement agency)

Yes, the total number of offenses in the reporting district equals or exceeds the total number in item #17

No, the total number of offenses in the reporting district is lower than the total number in item #17

20. CHECK THE BOX THAT APPLIES (check only one box)

a. If "*No*" is checked in both item #11 *and* item #19, ***Section 23958.4 B&P does not apply*** to this application, and no additional information will be needed on this issue. Advise the applicant to bring this completed form to ABC when filing the application.

b. If "*Yes*" is checked in either item #11 *or* item #19, *and* the applicant is applying for a non-retail license, a retail bona fide public eating place license, a retail license issued for a hotel, motel or other lodging establishment as defined in Section 25503.16(b) B&P, or a retail license issued in conjuction with a beer manufacturer's license, or winegrower's license, advise the ***applicant to complete Section 2*** and bring the completed form to ABC when filing the application or as soon as possible thereafter.

X c. If "*Yes*" is checked in either item #11 *or* item #19, *and* the applicant is applying for an off-sale beer and wine license, an off-sale general license, an on-sale beer license, an on-sale beer and wine (public premises) license, an on-sale general (public premises) license, or an on-sale general music venue license, advise the ***applicant to take this form to the local governing body, or its designated subordinate officer or body to have them complete Section 3***. The completed form will need to be provided to ABC in order to process the application.

Governing Body/Designated Subordinate Name: CITY OF CARPINTERIA- CITY COUNCIL

FOR DEPARTMENT USE ONLY

PREPARED BY (Name of Department Employee)

PART 2 - TO BE COMPLETED BY THE APPLICANT (If box #20b is checked)

21. Based on the information on the reverse, the Department may approve your application if you can show that public convenience or necessity would be served by the issuance of the license. Please describe below the reasons why issuance of another license is justified in this area. You may attach a separate sheet or additional documention, if desired. Do *not* proceed to Part 3.

22. APPLICANT SIGNATURE

23. DATE SIGNED

PART 3 - TO BE COMPLETED BY LOCAL OFFICIALS (If box #20c is checked)

The applicant named on the reverse is applying for a license to sell alcoholic beverages at a premises where undue concentration exists (i.e., an over-concentration of licenses and/or a higher than average crime rate as defined in Section 23958.4 of the Business and Professions Code). Sections 23958 and 23958.4 of the Business and Professions Code requires the Department to deny the application unless the local governing body of the area in which the applicant premises are located, or its designated subordinate officer or body, determines within 90 days of notification of a completed application that public convenience or necessity would be served by the issuance.

Please complete items #24 to #30 below and certify or affix an official seal, or attach a copy of the Council or Board resolution or a signed letter on official letterhead stating whether or not the issuance of the applied for license would serve as a public convenience or necessity.

24. WILL PUBLIC CONVENIENCE OR NECESSITY BE SERVED BY ISSUANCE OF THIS ALCOHOLIC BEVERAGE LICENSE?

Yes | No | See Attached (i.e., letter, resolution, etc.)

25. ADDITIONAL COMMENTS, IF DESIRED (may include reasons for approval or denial of public convenience or necessity):

26. CITY/COUNTY OFFICIAL NAME

27. CITY/COUNTY OFFICIAL TITLE

28. CITY/COUNTY OFFICIAL PHONE NUMBER

29. CITY/COUNTY OFFICIAL SIGNATURE

30. DATE SIGNED

CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control

Report Date: Tuesday, September 17, 2024

LICENSE INFORMATION

License Number: 658761 **Primary Owner:** CI SURFBOARDS, LLC **Office of Application:** 12 - VENTURA

BUSINESS NAME

CHANNEL ISLANDS SURFBOARDS

BUSINESS ADDRESS

704 LINDEN AVE , CARPINTERIA, CA, 93013

County: SANTA BARBARA **Census Tract:** 0016.04

LICENSEE INFORMATION

Licensee: CI SURFBOARDS, LLC

Company Information

OFFICER: CI MANAGEMENT GROUP, INC. (MANAGER)

MEMBER: ANDERSON FAMILY TRUST DATED DECEMBER 18, 2020, THE

MEMBER: MERRICK FAMILY TRUST DATED DECEMBER 23, 2020, THE

LICENSE TYPES

*Allow up to six weeks for expiration date updates after renewal fee submittal.

20 - OFF-SALE BEER AND WINE

License Type Status: PENDING **Status Date:** 06-MAY-2024 **Term:** 12 Month(s) **Original Issue Date:** **Expiration Date*:** **Master:** Y **Duplicate:**

Fee Code: P0 **Transfers:** From License Number: 20-643255

OPERATING RESTRICTIONS:

No Operating Restrictions found

DISCIPLINARY ACTION:

No Active Disciplinary Action found

DISCIPLINARY HISTORY:

No Disciplinary History found.

HOLDS:

Hold Type: FORM 220 **Hold Date:** 06-MAY-2024

ESCROWS:

CALIFORNIA BUSINESS ESCROW INC, 1748 MAIN ST ESCALON,CALIFORNIA 95320

RECEIVED
SEP
COMMUNITY DEVELOPMENT
DEPARTMENT

Community Development Department
City of Carpinteria
5775 Carpinteria Ave,
Carpinteria, CA 93013

Re: Public Convenience and Necessity Determination for Type 20 ABC License – Channel Islands Surfboards / 704 LINDEN AVE, CARPINTERIA, CA, 93013

Good afternoon Nick,

Please find included the following documents for the PCN Determination:

- **Business Operations**
- **ABC-245**
- **Check Number 3543 for $2,040.00**

If you have any questions, please feel free to contact me directly at 310-614-8492 or Lili@LiquorLicenseBrokers.com

Thank you,

Liliger Damaso
President, LiquorLicenseBrokers.com

---

www.LiquorLicenseBrokers.com | M. 310-614-8492
8737 Venice Blvd Suite 105 Los Angeles, CA 90034

RECEIVED
CITY OF CARPINTERIA
SEP 30 2024
BRIAN C. BARRETT
CITY CLERK

ommunity Development Department
ity of Carpinteria
775 Carpinteria Ave.
arpinteria, CA 930313

e: **Public Convenience and Necessity Determination for Type 20 ABC License – Channel slands Surfboards / 704 Linden Ave. Carpinteria, CA 93013**

ttn. Marysol Smith,

lease find the enclosed documents:

- Check #0159 for **$31.00**

f you have any questions, please feel free to contact me directly at 310-614-8492 or ili@LiquorLicenseBrokers.com

hank you,

iliger Damaso
resident, LiquorLicenseBrokers.com

---

www.LiquorLicenseBrokers.com | **M. 310-614-8492**
8737 Venice Blvd Suite 105 Los Angeles, CA 90034

City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013
(805) 684-5405

Receipt Number: R00019166
Cashier Name: Marysol Smith
Terminal Number: 3
Receipt Date: 9/30/2024 1:17:32 PM

Name: LIQUOR LICENSE BROKERS

Trans Code: 345 - Planning:Ltr Convenience/ABC **$2,071.00**

Product: PLAN:Ltr Conv/ABC - Letter of Convenience/ABC
Units: 0.00 -
Amount: 2071.00

LIQUOR LICENSE BROKERS 2071.00
Letter of Convenience/ABC 2071.00
101-321-4503 -2071.00

Total Balance Due: $2,071.00

Payment Method: 02-CHECK Payor: LIQUOR LICENSE BROKERS Reference: 3543 Amount: $2,040.00
Payment Method: 02-CHECK Payor: LIQUOR LICENSE BROKERS Reference: 0159 Amount: $31.00

Total Payment Received: $2,071.00

Change: $0.00

THIS CHECK HAS A HEAT SENSITIVE LOCK ICON ON FRONT AND CONTAINS ALL SECUDOCS® PREMIUM SECURITY FEATURES LISTED ON BACK. CASH ONLY IF CHECK INDICATES NO TAMPERING OR COPYING.

CI SURFBOARDS, LLC
1160 MARK AVE
CARPINTERIA, CA 93013

MONTECITO BANK & TRUST
1023 CASITAS PASS RD
CARPINTERIA CA 93013
1-3478/1222

3543

DATE Sep 11, 2024

PAY TO THE ORDER OF City of Carpinteria

$ 2,040.00

Two thousand forty and 00/100 **DOLLARS**

City of Carpinteria
Liquor License Brokers
8737 Venice Blvd. Ste# 105
LOS ANGELES CA 90034

VOID AFTER 90 DAYS

MEMO

⑈003543⑈ ⑆122234783⑆ 410117600⑈

CASH ONLY IF ALL *CheckLock*™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

LiquorLicenseBrokers.com
8737 Venice Blvd Suite #105
Los Angeles, CA 90034
310-341-1414

JPMORGAN CHASE BANK, NA
90-7162/3222

0159

09/26/2024

PAY TO THE ORDER OF City of Carpinteria $ **31.00

Thirty-one and 00/100********** DOLLARS

City of Carpinteria

MEMO

⑈000159⑈ ⑆322271627⑆ 539296296⑈

Details on Back. Intuit® *CheckLock*™ Secure Check

ATTACHMENT B

Attachment B

Resolution 4193

City Council

October 22, 2018

RESOLUTION NO. 4193

A RESOLUTION OF THE CITY OF CARPINTERIA A CITY COUNCIL ESTABLISHING A FEE FOR ALCOHOLIC BEVERAGE CONTROL - LETTER OF CONVENIENCE

WHEREAS, as of January 1, 1995, the Department of Alcoholic Beverage (ABC) equires that a local governing body (i.e., City Council) shall determine whether or not ublic convenience and necessity is met for issuance of off-sale beer/wine and general off- ale licenses.

WHEREAS, Council will review new locations for sites proposed for the sale of lcoholic beverages; and

WHEREAS, Council wishes to recover 100% of the costs of providing such ervices including general and departmental overhead; and

WHEREAS, Council wishes to avoid any subsidy of such activities by the general axpayer; and

NOW THEREFORE, THE CARPINTERIA CITY COUNCIL HEREBY RESOLVES that this resolution be adopted to establish a fee of $150.00 for the cost of roviding such services:

PASSED, APPROVED AND ADOPTED, this 27th day of March 1995, by the ollowing called vote:

AYES: COUNCILMEMBERS : STEIN, MARTINEZ, NIELSEN, JORDAN, GAGGERO
NOES: COUNCILMEMBERS : NONE
ABSENT COUNCILMEMBERS: NONE

Sandy Gaggero
Mayor, City of Carpinteria

ATTEST:

Jayne Diaz Deputy
City Clerk, City of Carpinteria

I hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held this 27th day of March 1995.

Jayne Diaz, Deputy
City Clerk, City of Carpinteria

APPROVED AS TO FORM:

P.C. Brown
City Attorney

ATTACHMENT C

License Number	Status	License Type	Orig. Iss. Date	Expir. Date
71549	ACTIVE	21	2/27/1979	9/30/2025
349900	ACTIVE	20	3/4/1999	2/28/2025
397093	ACTIVE	20	5/1/2003	6/30/2025
460602	ACTIVE	21	1/7/2008	12/31/2024
473372	ACTIVE	20	1/9/2009	12/31/2024
477562	ACTIVE	21	6/22/2009	5/31/2025
501495	ACTIVE	20	12/21/2010	11/30/2025
531201	ACTIVE	21	11/5/2013	6/30/2025
554622	ACTIVE	20	5/8/2015	6/30/2025
564845	ACTIVE	21	2/17/2016	6/30/2025
571803	ACTIVE	20	12/21/2016	11/30/2025
577974	ACTIVE	21	1/24/2017	4/30/2025
595049	ACTIVE	20	11/17/2018	10/31/2025
Non-Active				
517458	SUREND	21	2/15/2012	6/30/2025
Not In City Limits				
649338	ACTIVE	20	12/22/2023	11/30/2024
567594	ACTIVE	20	7/1/2016	6/30/2025

Premises Address	Business Name
4860 CARPINTERIA AVE,CARPINTERIA, CA 93013	COASTAL LIQUORS
4290 VIA REAL,CARPINTERIA, CA 93013	CHEVRON STATIONS INC 1867
4795 CARPINTERIA AVE,CARPINTERIA, CA 93013	REYES MARKET
501 LINDEN AVE,CARPINTERIA, CA 93013-2037	CITY MARKET 15
1116 CASITAS PASS RD,CARPINTERIA, CA 93013-2104	ARCO AM PM 789
1036 CASITAS PASS RD,CARPINTERIA, CA 93013-2108	CVS PHARMACY STORE 9235
5292 CARPINTERIA AVE,CARPINTERIA, CA 93013	CITY MARKET CENTER
1018 CASITAS PASS RD,CARPINTERIA, CA 93013-2108	ALBERTSONS 355
4410 VIA REAL,CARPINTERIA, CA 93013	7-ELEVEN STORE 23855C/H
850 LINDEN AVE,CARPINTERIA, CA 93013	SMART & FINAL STORE #915
4502 CARPINTERIA AVE,CARPINTERIA, CA 93013-1812	MI FIESTA MARKET & DELI
4060 VIA REAL,CARPINTERIA, CA 93013-1220	KIM'S MARKET
944 LINDEN AVE,CARPINTERIA, CA 93013-2045	PACIFIC HEALTH FOODS
794 LINDEN AVE,CARPINTERIA, CA 93013-2056	BEACH LIQUOR & TACO TO GO
3825 SANTA CLAUS LN,CARPINTERIA, CA 93013-1110	SANTA CONVENIENCE LLC
1980 PAQUITA DR,CARPINTERIA, CA 93103	RIVAHIL WINERY

ATTACHMENT D

RECEIVED

COMMUNITY DEVELOPMENT
DEPARTMENT

CHANNEL ISLANDS SURFBOARDS

BUSINESS OPERATIONS

PROJECT DESCRIPTION/REQUEST:

The applicant, CI SURFBOARDS, LLC is requesting a Determination of Public Convenience or Necessity to allow the sale and dispensing of beer and wine for off-site consumption (Type 20 ABC License) in conjunction with a new approximately 1,682 sq ft store known as Channel Island Surfboards located at 704 Linden Ave in Carpinteria, California. The direct request is to add the scope of alcohol sales as an incidental use. Channel Islands Surfboards aims to provide a distinct and exciting retail experience in Carpinteria, offering not only high-quality surfboards but also a curated selection of beverages, including beer and wine for off-site consumption. This offering will enhance the shopping experience for both locals and tourists, complementing the lifestyle and outdoor culture of the community.

ABOUT THE APPLICANT:

Since 1969, Channel Islands Surfboards has been dedicated to performance and quality through hard work, innovation, and originality. Over the last 50 years, Channel Islands has grown from a local grass-roots operation to a cutting edge organization, catering to the best surfers in the world. It started with hard-core surfing and quality in mind and these guidelines have brought us through four decades of constant change in the surf industry. Channel Islands will shape the new millennium with innovative design and quality as our main focus.

"The driving force behind Channel Islands Surfboards is the demand on design created by the world's greatest surfers, allowing for the highest performance surfing possible. To provide the most dedicated surfers with the most advanced, performance designs is my passion" - **Al Merrick, Designer/Shaper**

CI is a privately held organization focused on rider-driven product and manufacturing the best possible equipment available. Located in a state-of-the-art facility just blocks from Rincon Del Mar, the CI HQ represents a foundation for developing, testing, and building boards while providing jobs in Santa Barbara for many years to come.

Channel Islands Surfboards was created by Al and Terry Merrick in 1969. From his birth, Britt spent his days in the factory by the beach in Santa Barbara, from toddling around blanks to sweeping out shaping rooms. Eventually he started shaping alongside his father Al in 1990. He is now the lead shaper and designer for CI and carries on the family tradition of developing high performance board designs collaborating with the world's

greatest surfers. From Tom Curren, to Dane Reynolds, Channel Islands continues to evolve with the highest standard of surfing.

OPERATIONS AND SECURITY MEASURES:

The store's business operating hours are daily from 10:00 am to 6:00 pm, with alcohol sales between the same hours as well. This store will be equipped with approximately 6 CCTV security cameras strategically positioned throughout the store to ensure comprehensive coverage. The cameras effectively monitor all areas, including the exterior front and back, interior entrance, rear hallway, and back office. The cameras capture video footage 24 hours a day, securely stored for a period of 60 days and can be accessed by law enforcement as needed.

Furthermore, the parking lot surrounding the store will be well lit, creating a safe environment. There are no nearby parks or spaces that are prone to loitering. Additionally, the store's location on a busy street ensures constant surveillance by both passersby and local police services, enhancing overall security measures.

EMPLOYEE TRAINING:

Ensuring the safety and security of both employees and customers is the applicant's utmost priority. The store plans on hiring 2 to 4 employees. Each employee will be trained in proper procedures for selling alcoholic beverages and observing the environment. The applicant will utilize the department's educational training programs to stay up to date with proper procedures and guidelines. On-site training will occur daily through observation to prevent any alcohol-related concerns. The importance of maintaining a safe and secure environment will be a priority to the applicant. Any type of negative impacts associated with the sale of alcoholic beverages will be mitigated through Diligent training and responsible management. All employees will be required to undergo Standardized Training for Alcohol Retailers (STAR) provided by the Police Department or the Licensee Education on Alcohol and Drugs (LEAD) program offered by the ABC, and the operators will maintain the utmost discipline with regards to verifying age of patrons purchasing alcohol.

Channel Island surfboard employees will strictly follow rigorous guidelines regarding the control and sale of alcoholic beverages. The applicant maintains a zero-tolerance policy for associates who fail to responsibly sell alcohol, and any violations of ABC laws and regulations result in immediate termination. Associates will receive training on promptly contacting law enforcement in situations involving public intoxication, suspicious or harassing behavior, theft, and loitering.

To ensure that underage customers cannot purchase alcohol, staff will receive comprehensive training that includes:

1. **Identification Verification:** Staff will be trained to accurately check identification documents such as driver's licenses, passports, or government-issued ID cards to

confirm the legal drinking age. They will learn to recognize fake IDs and signs of tampering.

2. **Applying a policy where all individuals who appear to be under 30 years old are asked for identification when purchasing age-restricted products.**
3. **Legal Requirements:** Training will cover local and state laws regarding the legal drinking age, legal alcohol sales hours (6 am to 2 am), and responsible beverage service. Staff will be educated on the consequences of selling alcohol to minors, including legal penalties and potential harm to the community.
4. **Refusing Service:** Employees will learn how to politely and firmly refuse alcohol service to anyone who appears underage or is unable to provide proper identification.
5. **Dealing with Fake IDs:** Training will include protocols for handling customers with suspicious or potentially fake identification, including when and how to involve management or security personnel.
6. **Communication Skills:** Staff will be taught effective communication techniques to handle difficult situations, such as turning away an underage customer, without escalating conflicts, being trained on how to respond if a customer appears to be intoxicated and knowing the procedures to follow if a customer attempts to consume alcohol on the premises.
7. **Monitoring and Reporting:** Employees will be trained to monitor the premises for potential underage customers and to promptly report any concerns or violations to management or relevant authorities.
8. **Regular Refreshers:** Ongoing training and periodic refreshers will be conducted to ensure that staff remains vigilant and up-to-date with evolving methods used by minors to obtain alcohol.

By implementing these comprehensive training measures, the applicant will aim to create a safe and responsible environment where underage customers are unable to purchase alcohol.

The store's employees will be well-trained in alcohol sales practices, and any misconduct is dealt with swiftly and decisively. They will also be equipped to handle various situations by involving law enforcement when necessary.

As a current member of the community, the applicant is aware of the character of the neighborhood and is dedicated to not only preserving but contributing to it. The applicant is committed to operating the business responsibly and is prepared to take all necessary measures to ensure it is cohesive with the goals of the community. Any conditions imposed with the herein grant will further safeguard the welfare of the community.

The location at 700 Linden Avenue is part of an exciting redevelopment of the area, where the full block bordered by Linden, 7th and 8th streets, and Cactus Lane is transforming into a vibrant hub of restaurants, shops, and services. This renaissance of Carpinteria aligns perfectly with the introduction of Channel Islands Surfboards, which will become an integral part of the local business community. The retail store's focus on craftsmanship and surf culture will draw visitors while further enriching the area's appeal.

We believe that the issuance of the Type 20 license will not only contribute to the success of Channel Islands Surfboards but will also support the revitalization efforts in Carpinteria, creating more foot traffic for neighboring businesses and adding to the overall economic vitality of the city. Given the careful planning of this project and its alignment with Carpinteria's growth, the new store will operate harmoniously within the community, without adverse effects on the surrounding area.

We sincerely ask the City Council to recognize the public convenience and necessity that Channel Islands Surfboards will provide to residents and visitors alike, and we hope you will approve our request for the Type 20 ABC license.

Thank you for your time and consideration.

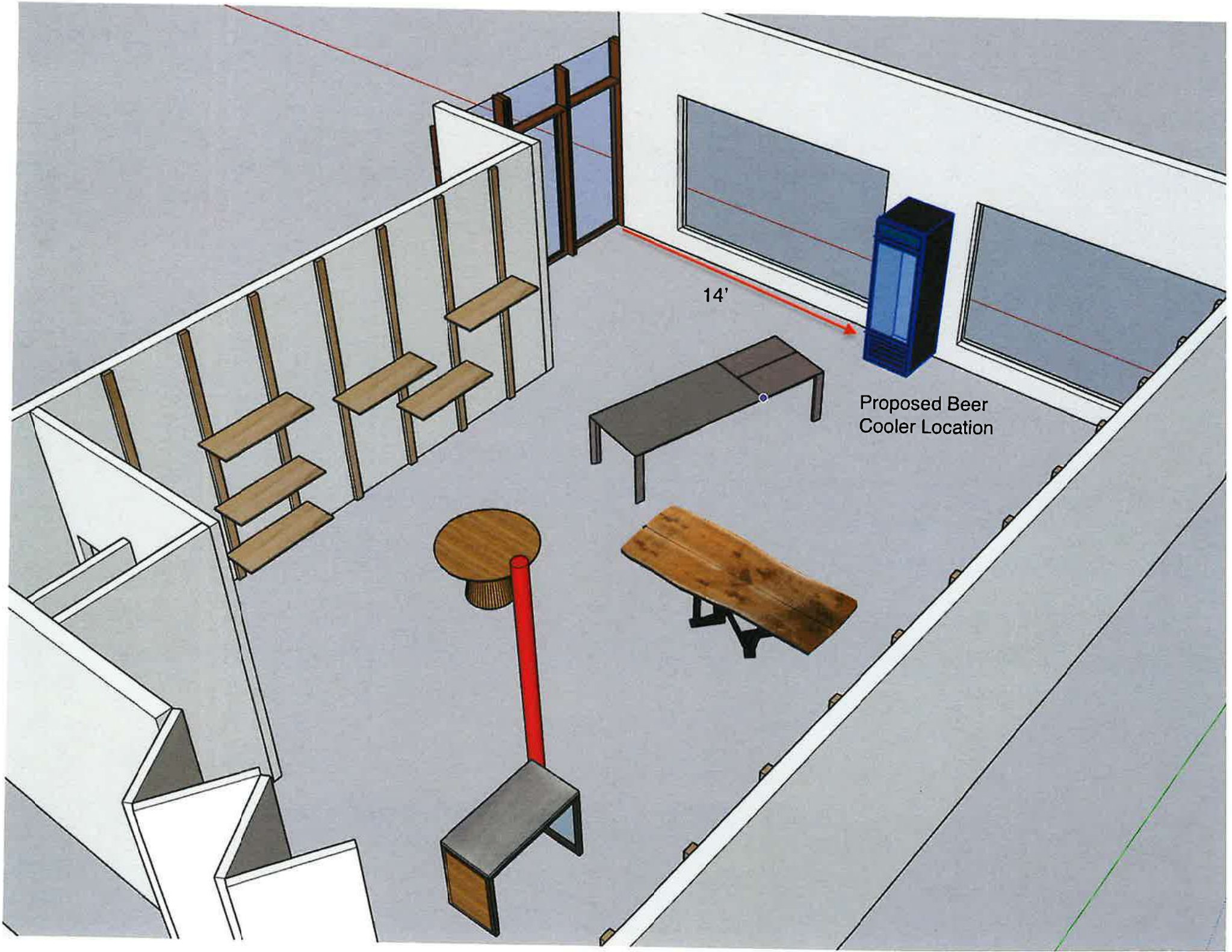
If you have any questions, please feel free to contact me directly at **310-614-8492.**

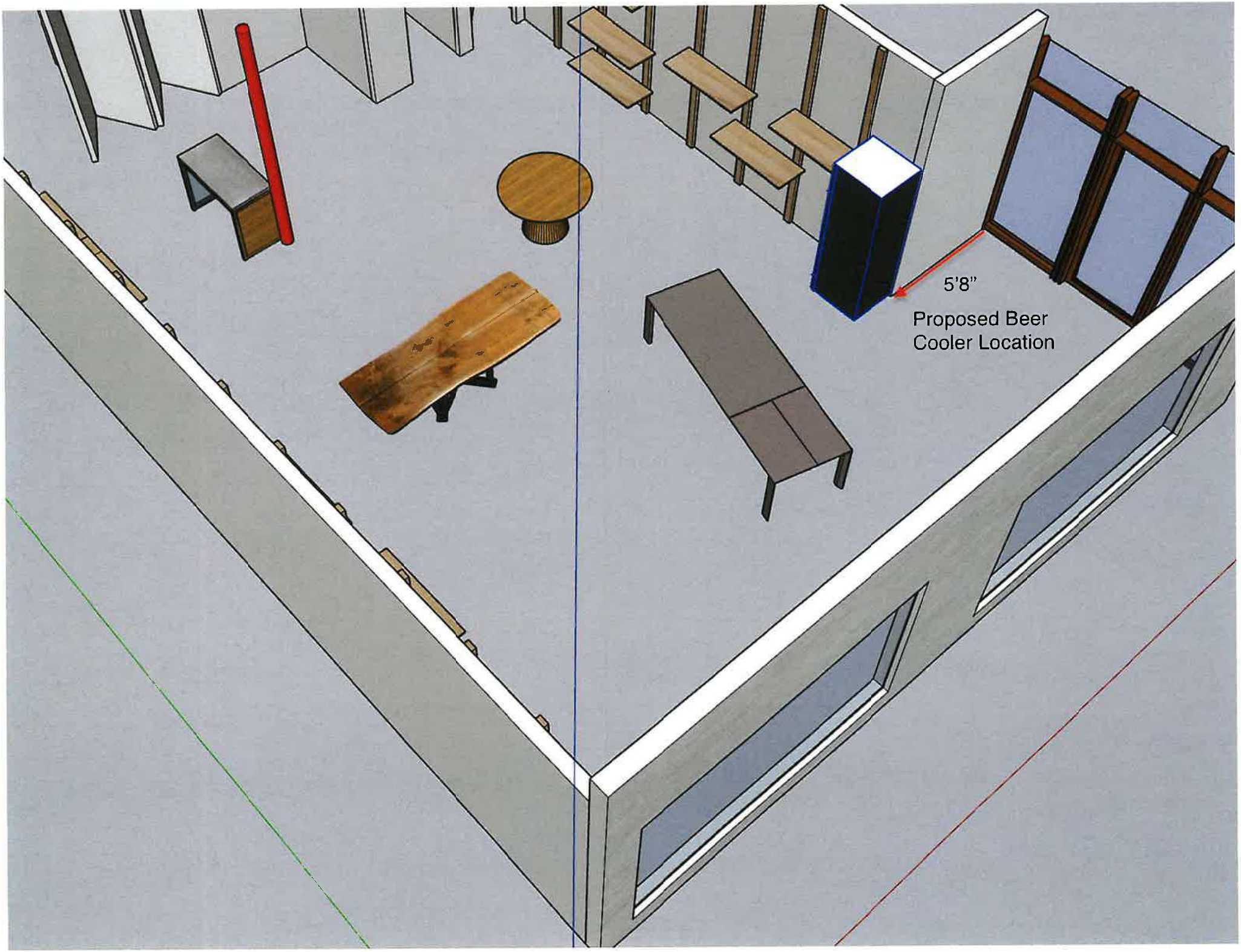
Thank you,

Liliger Damaso
President, LiquorLicenseBrokers.com

www.LiquorLicenseBrokers.com | **M. 310-614-8492**
8737 Venice Blvd Suite 105 Los Angeles, CA 90034

ATTACHMENT E


14'
Proposed Beer
Cooler Location


5'8"
Proposed Beer
Cooler Location

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Fourth Amendment to Service Agreement with Granicus, LLC for Public Meeting Streaming and Online Agenda Management Services.

STAFF RECOMMENDATION

Authorize the City Manager to execute the Fourth Amendment to the Service Agreement with Granicus, LLC for public meeting streaming and online agenda management services in an amount not-to-exceed $38,879.73 and extend the term through March 31, 2028.

Sample Motion: I move to authorize the City Manager to execute the Fourth Amendment to the Service Agreement with Granicus, LLC for public meeting streaming and online agenda management services in an amount not-to-exceed $38,879.73 and extend the term through March 31, 2028.

(This motion requires a roll call vote.)

BACKGROUND

At the end of 2012, the City Manager entered into an agreement with Granicus, Inc. (now Granicus, LLC) to enhance public access and streamline government processes. The agreement included:

- **Live and On-Demand Streaming –** Providing web-based streaming of City Council and other public meetings to improve government transparency and accessibility.
- **Workflow Automation** – Implementing tools to streamline processes for the City Council, Planning Commission, and subordinate boards/committees.
- **Archived Streaming –** Offering unlimited storage for archived meetings, ensuring long-term access to public records.

Since the initial agreement, the City has approved three amendments to extend the contract term, update the annual cost, and add the following modules and programs:

- **eComment –** Allows the public to comment on posted agenda items. Introduced during the COVID-19 pandemic to enhance public participation.
- **DisclosureDocs –** Enables designated officials and employees to electronically file Statements of Economic Interest while automating the tracking of these forms and ethics training requirements.
- **CampaignDocs –** Allows City Council members and candidates to electronically file required campaign statements, automates tracking, and publicly posts redacted statements on the City's website.

The total amounts of the original agreement and the previous amendments have all been within the City Manager's signing authority of $50,000 or less. The purpose of this agenda matter is for the City Council to consider authorizing the City Manager to execute the attached Fourth Amendment (see Attachment A) to the Service Agreement with Granicus, LLC for an additional three-year period through March 31, 2028, for an amount not-to-exceed $38,879.73.

Amendments No. 1-3 are included in Attachment B, and the original Agreement is included in Attachment C.

DISCUSSION

The City has been using Granicus agenda/meeting management software for over ten years and the software has optimized the public's access to public meeting agendas, materials, and videos, as applicable. The software has also automated and streamlined the process staff takes to post and publish public meeting agendas as well as track Statements of Economic Interest and Campaign Statement filers and ethics training.

The attached original Agreement (Attachment C) includes Granicus Encoding Appliance Software (to stream meeting videos to City website), Government Transparency Suite (allows public access to meetings and their records), three separate agenda templates (for City Council, Planning Commission, and generic boards/committees), Open Platform Suite (to publish meeting content and display video), and eComment (additional method of public comment) for a three-year total of $38,879.73. The cost of DisclosureDocs and CampaignDocs are invoiced by Granicus separately as arranged in a previous amendment with Granicus, LLC. This amendment does not include any changes to DisclosureDocs or CampaignDocs.

The current subscription end date is March 31, 2025. Staff recommends the Council authorize execution of the proposed Amendment No. 4 to continue services with Granicus, LLC so there will not be a suspension in service nor the incursion of any additional fees that may arise from a break in service.

POLICY CONSISTENCY

This agenda item is consistent with City Council Primary Goal #1 – Enhance Public Outreach, Education, and Transparency.

FINANCIAL CONSIDERATIONS

The current fiscal year's 2024/25 budget includes the cost of the first year of Amendment No. 4 for Granicus software subscription/maintenance in Expense Account No. 217-221-5360.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The continued use of the Granicus agenda management software allows the City to efficiently meet the requirements of the Brown Act.

OPTIONS

1. Authorize the City Manager to execute the Fourth Amendment to the Service Agreement with Granicus, LLC for public meeting streaming and online agenda management services in an amount not-to-exceed $38,879.73 and extend the term through March 31, 2028.
2. Not authorize the City Manager to execute the Fourth Amendment to the Service Agreement with Granicus, LLC and direct staff as appropriate. The current subscription end date is March 31, 2025. Should the Council choose this option, there is the potential for a suspension in service and the application of an additional fee.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected to attend the meeting.

ATTACHMENTS

A: Fourth Amendment to Service Agreement with Granicus, LLC
B: First, Second and Third Amendments to Service Agreement with Granicus, LLC
C: Original Agreement with Granicus, LLC

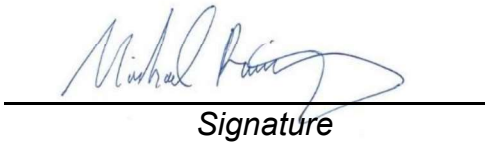
Staff contact: Brian C. Barrett, City Clerk
(805) 755-4446; brianb@ci.carpinteria.ca.us

Brian C. Barrett
Signature

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

Ryan Kintz
Signature

Reviewed by: Michael Ramirez, City Manager
(805) 755-4450, daved@ci.carpinteria.ca.us



Signature

ATTACHMENT A:
Fourth Amendment to Service Agreement with Granicus, LLC

GRANICUS

Amendment
Prepared for
Carpinteria, CA

Fourth Amendment to the Granicus Service Agreement between Granicus, LLC and Carpinteria, CA

This Fourth Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and Carpinteria, CA (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective 01 Apr 2019 (the "Agreement"); and

WHEREAS, the Client and Granicus wish to extend the Agreement through 31 Mar 2028; and

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. The Agreement shall be extended through 31 Mar 2028.
3. Except as amended by this Fourth Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
4. In the event of any inconsistency between the provisions of this Fourth Amendment and the documents comprising the Agreement, the provisions of this Fourth Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this Fourth Amendment to be executed by their duly authorized representatives.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Carpinteria, CA	Granicus
Signature:	**Signature:**
Name:	**Name:**
Title:	**Title:**
Date:	**Date:**

Exhibit A

ORDER DETAILS

Prepared By:	Korgbae Freeman
Phone:	
Email:	korgbae.freeman@granicus.com
Order #:	Q-386445
Prepared On:	04 Mar 2025
Expires On:	31 Mar 2025

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	31 Mar 2025
Initial Order Term End Date:	31 Mar 2028
Period of Performance:	01 Apr 2025 - 31 Mar 2026

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Government Transparency Suite	Annual	1 Each	$5,554.10
Template - Agenda or Minutes - HTML	Annual	3 Each	$1,363.29
Open Platform Suite	Annual	1 Each	$1,977.68
eComment	Annual	1 Each	$1,837.56
Granicus Encoding Appliance Software (GT)	Annual	1 Each	$1,683.06
		SUBTOTAL:	**$12,415.69**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	01 Apr 2026 - 31 Mar 2027	01 Apr 2027 - 31 Mar 2028
Government Transparency Suite	$5,831.81	$6,006.76
Template - Agenda or Minutes - HTML	$1,431.45	$1,474.40
Open Platform Suite	$2,076.56	$2,138.86
eComment	$1,929.44	$1,987.32
Granicus Encoding Appliance Software (GT)	$1,767.21	$1,820.23
SUBTOTAL:	**$13,036.47**	**$13,427.57**

ATTACHMENT B:
First, Second and Third Amendments to Service Agreement with Granicus, LLC

A2019-012

GRANICUS

Granicus Proposal for Carpinteria, CA

Granicus Contact

Name: John Watkins

Phone: (323) 909-5189

Email: john.watkins@granicus.com

Proposal Details

Quote Number: Q-54302

Prepared On: 1/15/2019

Valid Through: 3/31/2019

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Period of Performance: 4/1/2019 - 3/31/2020

Contract End Date: 3/31/2022

Annual Fees for Renewing Subscriptions

Solution	Billing Frequency	Quantity/Unit	Annual Fee
Government Transparency Suite	Annual	1 Each	$4,237.20
Open Platform Suite	Annual	1 Each	$2,169.96
Government Transparency Managed Services Hardware (GT)	Annual	1 Each	$1,284.00
Template - Agenda or Minutes - HTML	Annual	1 Each	$0.00
		SUBTOTAL:	**$7,691.16**

Remaining Period(s)		
Solution(s)	**4/1/2020 - 3/31/2021**	**4/1/2021 - 3/31/2022**
Government Transparency Suite	$4,533.80	$4,851.17
SUBTOTAL:	**$8,229.54**	**$8,805.61**

Remaining Period(s)		
Solution(s)	**4/1/2020 - 3/31/2021**	**4/1/2021 - 3/31/2022**
Open Platform Suite	$2,321.86	$2,484.39
Government Transparency Managed Services Hardware (GT)	$1,373.88	$1,470.05
Template - Agenda or Minutes - HTML	$0.00	$0.00
SUBTOTAL:	**$8,229.54**	**$8,805.61**

Product Descriptions	
Name	**Description**
Government Transparency Suite	Government Transparency are the live in-meeting functions. Streaming of an event, pushing of documents, indexing of event, creation of minutes.
Open Platform Suite	Open Platform is access to MediaManager, upload of archives, ability to post agendas/ documents, and index of archives. These are able to be published and accessible through a searchable viewpage.
Government Transparency Managed Services Hardware (GT)	The managed equipment solution offers an encoding appliance that is fully managed and maintained by Granicus.
Template - Agenda or Minutes - HTML	Template - Agenda or Minutes - HTML is for a template created using HTML, which a client uses to output minutes data into a webpage that has the look and feel of a document.

GRANICUS

Terms and Conditions

- Link to Terms: https://granicus.com/pdfs/Master_Subscription_Agreement.pdf
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Carpinteria, CA to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- If submitting a Purchase Order, please include the following language: All pricing, terms and conditions of quote Q-54302 dated 1/15/2019 are incorporated into this Purchase Order by reference.
- Carpinteria, CA is eligible to receive up to five (5) two-day passes to the 2019 Granicus National Summit, valued at $299.00 each. The Granicus National Summit is the premiere user conference for public sector professionals across federal, state, and local government. Attendees will be provided with hands-on training led by Granicus subject matter experts, as well as opportunities to learn and network with peers and leaders in government. *Granicus National Summit Dates: May 14-15, 2019*

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Billing Information

Name: Licette Maldonado, Admin Services Director
Phone: (805) 755-4448
Email: licettem@ci.carpinteria.ca.us
Address: 5775 Carpinteria Ave.
Carpinteria, CA 93013

Carpinteria, CA

Signature:
Name: Dave Durflinger
Title: City Manager
Date: 1/23/19

GRANICUS

Granicus Video

A complete video solution for government

Granicus Video enables organizations to build a content-rich library of live and archived public meeting webcasts and records without hassle, enabling agencies to reach a broader audience and further meet modern transparency demands.

With easy-to-use media management tools, agencies can schedule and broadcast live webcasts while simultaneously recording and archiving the live content to unlimited storage. Agendas can be imported prior to each meeting, allowing for video to be indexed in real-time, which eliminates hours of follow up work after an event has ended. After the meeting, publish a full and integrated public record which links the agenda directly to the video.

Empowered citizens can browse published agendas and supporting documents or save time by performing keyword searches to jump directly to specific topics, making it easier for viewers to find the information they're most interested in. Citizens can also subscribe to agendas or keyword searches to get real-time notifications when new, relevant content becomes available.

Opt in to HD video for an enhanced viewing experience or further enable accessibility and ensure ADA compliance by adding closed-captioning services. Agencies can monitor and analyze public interest through visitor and viewership reports, which break down visitor statistics, including most-popular content, number of views, length of time on site, and more to better understand the viewing audience.

- Live event streaming
- Archive videos with unlimited storage
- Searchable, indexed content
- Publish a complete public record
- Closed captioning add-on for ADA compliance
- Reports to analyze public participation

GRANICUS

Exhibit A

Granicus Proposal for Carpinteria, CA

Granicus Contact

Name: Maxwell Buccelli

Phone:

Email: maxwell.buccelli@granicus.com

Proposal Details

Quote Number: Q-98869

Prepared On: 3/27/2020

Valid Through: 4/30/2020

Pricing

Payment Terms: Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)

Currency: USD

Current Subscription End Date: 4/30/2020

Period of Performance: 5/1/2020 - 3/31/2021

Annual Fees for Renewing Subscriptions

Solution	Period of Performance	Billing Frequency	Quantity/Unit	Annual Fee	Prorated Fee
eComment	5/1/2020 to 3/31/2021	Annual	1 Each	$1,500.00	$1,375.00
			SUBTOTAL:	**$1,500.00**	**$1,375.00**

Product Descriptions

Name	Description
eComment	eComment reduces staff time by providing the ability to effortlessly collect and manage citizen input on agenda items. Citizens are allowed to either/or submit comments in regards to items or sign up to speak before a scheduled meeting.

GRANICUS

First Amendment to the Granicus Service Agreement between Granicus, LLC and Carpinteria, CA

This First Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and Carpinteria, CA (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective (the "Agreement"); and

WHEREAS, in addition to Client's existing solution, Client wishes to add certain products and services as detailed in Q-98869, which is attached as Exhibit A and incorporated herein by reference;

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. Except as amended by this First Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
3. In the event of any inconsistency between the provisions of this First Amendment and the documents comprising the Agreement, the provisions of this First Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed by their duly authorized representatives.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Carpinteria, CA		Granicus
Signature:		Signature:
Name:	Dave Durflinger	Name:
Title:	City Mgr.	Title:
Date:	4/29/20	Date:

DocuSign Envelope ID: 189B258A-B600-4662-8D61-3BA7A55C7A5D

GRANICUS

2022-009

408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

Amendment
Prepared for
Carpinteria, CA

Third Amendment to the Granicus Service Agreement between Granicus, LLC and Carpinteria, CA

This Third Amendment to the Granicus, LLC Service Agreement is effective on the date this document is signed and entered into by and between Granicus, LLC, a Minnesota Limited Liability Company d/b/a Granicus (hereinafter referred to as "Granicus"), and Carpinteria, CA (hereinafter referred to as "Client"), with reference to the following:

WHEREAS, the Client and Granicus entered into an Agreement effective 04/01/2019 (the "Agreement"); and

WHEREAS, the Client and Granicus wish to extend the Agreement through 03/31/2025; and

NOW, THEREFORE, in consideration of the premises, the parties intend that the Agreement be amended as follows:

1. Compensation shall be amended to include the fees detailed in Exhibit A. Exhibit A is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of the Client to provide applicable exemption certificate(s).
2. The Agreement shall be extended through 03/31/2025.
3. Except as amended by this Third Amendment, all other terms and conditions of the Agreement shall remain in full force and effect.
4. In the event of any inconsistency between the provisions of this Third Amendment and the documents comprising the Agreement, the provisions of this Third Amendment shall prevail.

IN WITNESS WHEREOF, the parties have caused this Third Amendment to be executed by their duly authorized representatives.

Agreement and Acceptance

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Carpinteria, CA	
Signature:	
Name:	Dave Durtschi
Title:	City Manager
Date:	3/14/22

Granicus	
Signature:	DocuSigned by: Jessica Yang AEE5249C1B604CA...
Name:	Jessica Yang
Title:	Sr Manager Renewals
Date:	3/23/2022

Order #: Q-175213
Prepared: 02/22/2022

DocuSign Envelope ID: 189B258A-B600-4662-8D61-3BA7A55C7A5D

GRANICUS

408 Saint Peter Street, Suite 600
Saint Paul, MN 55102
United States

THIS IS NOT AN INVOICE

Order Form
Prepared for
Carpinteria, CA

Granicus Budgetary Proposal for Carpinteria, CA

Please note: This is not an invoice. This is a budgetary proposal that outlines the products and fees associated with the subscription renewal. Please inform the Granicus Contact listed below if you wish to issue a PO against this budgetary proposal.

ORDER DETAILS

Prepared By:	Beth Prokop
Phone:	
Email:	beth.prokop@granicus.com
Order #:	Q-172080
Prepared On:	02/16/2022
Expires On:	03/31/2022

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Current Subscription End Date:	03/31/2022
Initial Order Term End Date:	03/31/2025
Period of Performance:	04/01/2022 - 03/31/2023

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

Renewing Subscription Fees			
Solution	**Billing Frequency**	**Quantity/Unit**	**Annual Fee**
Granicus Encoding Appliance Software (GT)	Annual	1 Each	$1,572.95
Government Transparency Suite	Annual	1 Each	$5,190.75
Template - Agenda or Minutes - HTML	Annual	3 Each	$1,274.10
Open Platform Suite	Annual	1 Each	$1,848.30
eComment	Annual	1 Each	$1,717.35
		SUBTOTAL:	**$11,603.45**

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	04/01/2023 - 03/31/2024	04/01/2024 - 03/31/2025
Government Transparency Suite	$5,190.75	$5,190.75
Template - Agenda or Minutes - HTML	$1,274.10	$1,274.10
Open Platform Suite	$1,848.30	$1,848.30
eComment	$1,717.35	$1,717.35
Granicus Encoding Appliance Software (GT)	$1,572.95	$1,572.95
SUBTOTAL:	**$11,603.45**	**$11,603.45**

TERMS & CONDITIONS

- The terms and conditions set forth in the Agreement effective 04-01-2019 are incorporated herein by reference.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Carpinteria, CA to provide applicable exemption certificate(s).
- Granicus certifies that it will not sell, retain, use, or disclose any personal information provided by Client for any purpose other than the specific purpose of performing the services outlined within this Agreement.
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- Notwithstanding anything to the contrary, Granicus reserves the right to adjust pricing at any renewal in which the volume has changed from the prior term without regard to the prior term's per-unit pricing.

ATTACHMENT C:
Original Agreement with Granicus, LLC

#2012-015

GRANICUS, INC. SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the "**Agreement**"), dated as of August 31, 2012 (the "**Effective Date**"), is entered into between Granicus, Inc. ("**Granicus**"), a California Corporation, and the City of Carpinteria (the "**Client**"), collectively "Parties".

A. WHEREAS, Granicus is in the business of developing, licensing, and offering for sale various streaming media solutions specializing in Internet broadcasting, and related support services; and

B. WHEREAS, Granicus desires to provide and Client desires to (i) purchase the Granicus Solution as set forth in the Proposal, which is attached as Exhibit A, and incorporated herein by reference, (ii) engage Granicus to integrate its Granicus Software onto the Client Website, (iii) use the Granicus Software subject to the terms and conditions set forth in this Agreement, and (iv) contract with Granicus to administer the Granicus Solution through the Managed Services set forth in Exhibit A.

NOW, THEREFORE, in consideration of the foregoing and the mutual agreements, covenants, representations and warranties herein contained, the parties hereto agree as follows:

1. GRANICUS SOFTWARE AND MANAGED SERVICES.

1.1 Software and Services. Subject to the terms and conditions of this Agreement, Granicus will provide Client with the Granicus Software, and Managed Services that comprise the Granicus Solution as outlined in Exhibit A. "Managed Services" shall mean the services provided by Granicus to Client as detailed in Exhibit A. "Managed Services Fee" shall mean the monthly cost of the Managed Services, as detailed in Exhibit A.

2. GRANT OF LICENSE.

2.1 Ownership. Granicus, and/or its third party supplier, owns the copyright and/or certain proprietary information protectable by law in the Granicus Software.

2.2 Use. Granicus agrees to provide Client with a revocable, non-transferable and non-exclusive license to access the Granicus Software listed in the Solution Description and a revocable, non-sublicensable, non-transferable and non-exclusive right to use the Granicus Software. All Granicus Software is proprietary to Granicus and protected by intellectual property laws and international intellectual property treaties. Pursuant to this Agreement, Client may use the Granicus Software to perform its own work and work of its customers/constituents. Cancellation of the Client's Managed Services will also result in the immediate termination of the Client's Software license as described in Section 2.2 hereof.

2.3 Limited Warranty; Exclusive Remedies. Subject to Sections 6.1 and 6.2 of this Agreement, Granicus warrants that the Granicus Software and Hardware, as provided by Granicus, will substantially perform in accordance with its applicable written specifications for as long as the Client pays for and receives Managed Services. Subject to Section 3.4, Client's sole and exclusive remedy for any breach by Granicus of this warranty is to notify Granicus, with sufficient detail of the nonconformance, and provide Granicus with a reasonable opportunity to correct or replace the defective Granicus Software and Hardware. Client agrees to comply with Granicus' reasonable instructions with respect to the alleged defective Granicus Software and Hardware.

2.4 Limitations. Except for the license in Section 2.2, Granicus retains all ownership and proprietary rights in and to the Granicus Software, and Client is not permitted, and will not assist or permit a third party, to: (a) utilize the Granicus Software in the capacity of a service bureau or on a time share basis; (b) reverse engineer, decompile or otherwise attempt to derive source code from the Granicus Software; (c) provide, disclose, or otherwise make available the Granicus Software, or copies thereof, to any third party; or (d) share, loan, or otherwise allow another Meeting Body, in or outside its jurisdiction, to use the Granicus Software, or copies thereof, except as expressly outlined in the Proposal.

3. PAYMENT OF FEES

3.1 Client agrees to pay all costs as outlined in Exhibit A.

3.2 Monthly billing for Managed Services shall begin forty-five (45) days after the receipt of a fully executed Agreement or the receipt of a purchase order for the up-front costs, whichever occurs first, as agreed upon in Exhibit A.

3.3 Client agrees to pay all invoices from Granicus within thirty (30) days of receipt of invoice, on a monthly basis, no later than the first day of each month in advance of services. Granicus, Inc. shall send all invoices to:

Name:	City of Carpinteria City Hall, Attention: Fidela Garcia
Title:	City Clerk
Address:	City Hall 5775 Carpinteria Avenue, Carpinteria, CA 93013

3.4 Limitation on Fees. In the event that Granicus' services provided pursuant to this Agreement are unavailable to Client for a period of 24-hours or more due to any cause including software failure, system failure, or hardware failure, and Client is not at fault for such unavailability, Client shall be refunded a pro rata amount of Managed Services Fees due pursuant to this Agreement for the period services were unavailable. For the purposes of calculating the 24-hour period, total system failure, as well as frequent intermittent failures such that the Client cannot consistently rely upon the quality and level of services agreed to by the Parties hereto, will constitute unavailability entitling Client to a pro rata refund.

3.5 Training Cancellation Policies. Granicus' policies on Client cancellation of scheduled trainings are as follows:

(a) Onsite Training. For any cancellations within forty-eight (48) hours of the scheduled onsite training, Granicus, at its sole discretion, may invoice the Client for one hundred (100) percent of the purchased training costs and all travel expenses, including any incurred third party cancellation fees. Subsequent training will need to be purchased and scheduled at the previously quoted pricing.

(b) Online Training. For any cancellations within twenty-four (24) hours of the scheduled online training, Granicus, at its sole discretion, may invoice the Client for fifty (50) percent of the purchased training costs, including any incurred third party cancellation fees. Subsequent training will need to be purchased and scheduled at the previously quoted pricing.

3.6 Additions. Granicus, at its' sole discretion, may add features or functionality to existing product suite bundles for various reasons, including to enhance Granicus' offerings, or improve user satisfaction. During the initial period of this Agreement, the customer understands that the use of these additional products is included in the originally agreed upon monthly managed services fees.

At contract renewal, the customer acknowledges that this added functionality may have additional monthly managed service charges associated with it and that monthly managed services rates on renewals may have a higher rate than preceding years.

4. CONTENT PROVIDED TO GRANICUS

4.1 Responsibility for Content. The Client shall have sole control and responsibility over the determination of which data and information shall be included in the Content that is to be transmitted, including, if applicable, the determination of which cameras and microphones shall be operational at any particular time and at any particular location. However, Granicus has the right (but not the obligation) to remove any Content that Granicus believes violates any applicable law or this Agreement.

4.2 Content Ownership. Client shall own all right, title and interest in and to all Content on a worldwide basis, including, without limitation, all Intellectual Property Rights related thereto, (i) with respect to Content captured by cameras or microphones at the venue, at the time such Content is so captured and prior to the time it is transmitted to the computer at the venue and (ii) with respect to all other Content, at the time such Content is transmitted or otherwise provided to Granicus, Inc. pursuant to this Agreement. To the extent that any such Content is protectable by copyright, such Content shall be deemed to be "works made for hire" under the copyright laws of the United States.

4.3 Restrictions. Client shall not knowingly provide Granicus with any Content that: (i) infringes any third party's copyright, patent, trademark, trade secret or other proprietary rights; (ii) violates any law, statute, ordinance or regulation, including without limitation the laws and regulations governing export control and e-mail/spam; (iii) is defamatory or trade libelous; (iv) is pornographic or obscene, or promotes, solicits or comprises inappropriate, harassing, abusive, profane, defamatory, libelous, threatening, indecent, vulgar, or otherwise objectionable or constitutes unlawful content or activity; (v) contains any viruses, or any other similar software, data, or programs that may damage, detrimentally interfere with, intercept, or expropriate any system, data, information, or property of another.

4.4 Security of Data and Content. Granicus will take commercially reasonable efforts to protect and control access to Client Content.

4.5 Public Records Act. The Parties to this Agreement understand and agree that the software, data, photographs, and Content affected by this Agreement are subject to the requirements, exceptions and exemptions set forth in the California Public Records Act (Government Code §§ 6250, et. seq.).

5. TRADEMARK OWNERSHIP Granicus and Client's Trademarks are listed in the Trademark Information exhibit attached as Exhibit D.

5.1 Each Party shall retain all right, title and interest in and to their own Trademarks, including any goodwill associated therewith, subject to the limited license granted to the Client

pursuant to Section 2 hereof. Upon any termination of this Agreement, each Party's right to use the other Party's Trademarks pursuant to this Section 5 terminates.

5.2 Each party grants to the other a non-exclusive, non-transferable (other than as provided in Section 5 hereof), limited license to use the other party's Trademarks as is reasonably necessary to perform its obligations under this Agreement, provided that any promotional materials containing the other party's trademarks shall be subject to the prior written approval of such other party, which approval shall not be unreasonably withheld.

6. LIABILITY AND INDEMNIFICATION

6.1 Warranty Disclaimer. Except as expressly provided herein, Granicus' services, software and deliverables are provided "as is" and Granicus expressly disclaims any and all express or implied warranties, including but not limited to implied warranties of merchantability, non-infringement of third party rights, and fitness for a particular purpose. Granicus does not warrant that access to or use of its software or services will be uninterrupted or error free. In the event of any interruption, Granicus' sole obligation, subject to Section 3.4, shall be to use commercially reasonable efforts to restore access.

6.2 Limitation of Liabilities for Granicus. To the maximum extent permitted by applicable law, Granicus and its suppliers and licensors shall not be liable for any indirect, special, incidental, consequential, or punitive damages, whether foreseeable or not, including but not limited to: those arising out of access to or inability to access the services, software, content, or related technical support; damages or costs relating to the loss of: profits or revenues, goodwill, data (including loss of use or of data, loss or inaccuracy or corruption of data); or cost of procurement of substitute goods, services or technology, even if advised of the possibility of such damages and even in the event of the failure of any exclusive remedy. In no event will Granicus' and its suppliers' and licensors' liability exceed the amounts paid by client under this agreement regardless of the form of the claim (including without limitation, any contract, product liability, or tort claim (including negligence, statutory or otherwise).

6.3 Limitation of Liability for Client. In no event shall Client be liable for any special, exemplary, punitive, incidental or consequential damages of any kind (including without limitation lost profits or lost savings), whether based in contract, tort, or otherwise, regardless of whether Client has been advised of the possibility of such damages except as provided by law including, without limitation, the Government Claims Act (Government Code §§ 12650, et seq.).

6.4 Protection Against Infringement; Indemnification for Intellectual Property Warranties. Granicus will, at its own expense, defend client against any claim that the software or other services furnished under this Agreement infringes a patent or copyright in the United States or Puerto Rico. In such event, Granicus will pay all costs and attorney's fees that a court finally awards as a result of such claim. To qualify for such defense and payment, Client must (i) give Granicus prompt written notice of any such claim; and (ii) allow Granicus to control and fully cooperate with Granicus in the defense and all related settlement negotiations. Client agrees that if the use of the software or other Granicus services becomes, or Granicus believes is likely to become, the subject of an intellectual property claim, Client will permit Granicus, at its option and expense, either to secure the right for Client to continue using the software and other services or to replace it with comparable software and services, with a pro rata refund of the money paid by Client for the then current term of the Agreement.

7. CONFIDENTIAL INFORMATION & OWNERSHIP.

7.1 Confidentiality Obligations. Confidential Information shall mean all proprietary or confidential information disclosed or made available by the other party pursuant to this Agreement that is identified as confidential or proprietary at the time of disclosure or is of a nature that should reasonably be considered to be confidential, and includes but is not limited to the terms and conditions of this Agreement, and all business, technical and other information (including without limitation, all product, services, financial, marketing, engineering, research and development information, product specifications, technical data, data sheets, software, inventions, processes, training manuals, know-how and any other information or material), disclosed from time to time by the disclosing party to the receiving party, directly or indirectly in any manner whatsoever (including without limitation, in writing, orally, electronically, or by inspection); provided, however, that Confidential Information shall not include the Content that is to be published on the website(s) of Client.

7.2 Each party agrees to keep confidential and not disclose to any third party, and to use only for purposes of performing or as otherwise permitted under this Agreement, any Confidential Information. The receiving party shall protect the Confidential Information using measures similar to those it takes to protect its own confidential and proprietary information of a similar nature but not less than reasonable measures. Each party agrees not to disclose the Confidential Information to any of its Representatives except those who are required to have the Confidential Information in connection with this Agreement and then only if such Representative is either subject to a written confidentiality agreement or otherwise subject to fiduciary obligations of confidentiality that cover the confidential treatment of the Confidential Information.

7.3 Exceptions. The obligations of this Section 7 shall not apply if receiving party can prove by appropriate documentation that such Confidential Information (i) was known to the receiving party as shown by the receiving party's files at the time of disclosure thereof, (ii) was already in the public domain at the time of the disclosure thereof, (iii) entered the public domain through no action of the receiving party subsequent to the time of the disclosure thereof, or (iv) is required by law or government order to be disclosed by the receiving party, provided that the receiving party shall (i) notify the disclosing party in writing of such required disclosure as soon as reasonably possible prior to such disclosure, (ii) use its commercially reasonable efforts at its expense to cause such disclosed Confidential Information to be treated by such governmental authority as trade secrets and as confidential.

8. TERM

8.1 The term of this Agreement is from November 1, 2012 to June 30, 2015, unless sooner terminated pursuant to the terms of this agreement.

8.2 Termination. After an initial one year period, during the term of this Agreement, Client may terminate the Agreement for any reason by written notice of termination to Granicus at least thirty (30) days prior to the effective date of termination. Such notice shall set forth the effective date of termination. In the event of such termination, the amount payable under this Agreement shall be prorated to the date of termination.

8.3 Rights Upon Termination. Upon any expiration or termination of this Agreement, and unless otherwise expressly provided in an exhibit to this Agreement:

(a) Client's right to access or use the Granicus Solution, including Granicus

Software, terminates and Granicus has no further obligation to provide any services;

(b) Client has the right to keep any purchased hardware, provided that Client removes and/or uninstalls any Granicus Software on such hardware. However, if Client has received hardware as part of a Granicus Open Platform Suite solution ("Open Platform Hardware"), Client understands that upon termination of this Agreement, Client shall immediately return the Open Platform Hardware to Granicus, Inc. The Open Platform Hardware must be returned within fifteen (15) days of termination, and must be in substantially the same condition as when originally shipped, subject only to normal wear and tear; and

(c) Client shall immediately return the Granicus Software and all copies thereof to Granicus, and within thirty (30) days of termination, Client shall deliver a written certification to Granicus certifying that it no longer has custody of any copies of the Granicus Software.

8.4 Obligations Upon Termination. Upon any termination of this Agreement,

(a) the parties shall remain responsible for any payments that have become due and owing up to the effective date of termination;

(b) the provisions of 2.1, 2.4, 3, 4, 5, 6, 7, 8.3, and 10 of the agreement, and applicable provisions of the Exhibits intended to survive, shall survive termination of this Agreement and continue in full force and effect;

(c) pursuant to the Termination or Expiration Options Regarding Content, Granicus shall allow the Client access to the Client's Content, including, but not limited to, all video recordings, timestamps, indices, and cross-referenced documentation as provided in the "Termination or Expiration Options Regarding Content" attached hereto as Exhibit E. The Client shall also have the option to order hard copies of the Content in the form of compact discs or other equivalent format; and

(d) Granicus has the right to delete Content within sixty (60) days of the expiration or termination of this Agreement.

9. PATENT, COPYRIGHT AND TRADE SECRET INFRINGEMENT

9.1 Granicus' Options. If the Granicus Software becomes, or in Granicus' opinion is likely to become, the subject of an infringement claim, Granicus may, at its option and sole discretion, (i) obtain for Client the right to continue to use the Granicus Software as provided in this Agreement; (ii) replace the Granicus Software with another software product that provides similar functionality; or (iii) if Granicus determines that neither of the foregoing options are reasonably available, Granicus may cease providing the applicable services or require that Client cease use of and destroy the Granicus Software. In that event, and provided that Client returns or destroys (and certify to such destruction of) all copies of the Granicus Software in Client's possession or control, if any, Granicus will refund to Client all license fees paid by Client under the current Agreement.

10. MISCELLANEOUS.

10.1 Amendment and Waiver. This Agreement may be amended, modified, waived or canceled only in writing signed by each of the parties hereto or, in the case of a waiver, by the party waiving compliance. Any failure by either party to strictly enforce any provision of this Agreement will not be a waiver of that provision or any further default.

10.2 Governing Law. The laws of the State of California shall govern the validity, construction, and performance of this Agreement, without regard to its conflict of law principles.

10.3 Construction and Severability. Wherever possible, each provision of this Agreement shall be interpreted so that it is valid under applicable law. If any provision of this Agreement is held illegal or unenforceable, that provision will be reformed only to the extent necessary to make the provision legal and enforceable; all remaining provisions continue in full force and effect.

10.4 Independent Contractors. The parties are independent contractors, and no other relationship is intended by this Agreement.

10.5 Force Majeure. Other than payment obligations, neither party is responsible for any delay or failure in performance if caused by any event outside the reasonable control of the party, including without limitation acts of God, government regulations, shortage of supplies, act of war, act of terrorism, earthquake, or electrical, internet or telecommunications outage.

10.6 Closed Captioning Services. Client and Granicus may agree that closed captioning or transcription services will be provided by a third party under this agreement. In such case, Client expressly understands that the third party is an independent contractor and not an agent or employee of Granicus. Granicus is not liable for acts performed by such independent third party.

11. DEFINITIONS.

11.1 "Agreement" shall mean this Service Agreement.

11.2 "Content" shall mean any and all , graphics, video, audio, images, sounds and other content that is streamed or otherwise transmitted or provided by, or on behalf of, the Client to Granicus. Content is the property of City.

11.3 "Granicus Hardware" shall mean hardware provided by Granicus to Client.

11.4 "Granicus Solution" shall mean the services and product specified in Exhibit A.

11.5 "Granicus Software" shall mean any software developed and/or provided by Granicus to Client.

11.6 "Managed Services" shall mean the services provided by Granicus to Client as detailed in Exhibit A.

11.7 "Trademarks" shall mean with respect to each party to this Agreement, all trademarks, trade names and logos of such party listed in Exhibit D attached hereto and any other trademarks, trade names and logos that such party may specify in writing to the other party from time to time.

This Agreement consists of this Service Agreement as well as the following exhibits, which are incorporated herein by reference as indicated:

Exhibit A:	Proposal
Exhibit B:	Support Information
Exhibit C:	Hardware Exhibit
Exhibit D:	Trademark Information
Exhibit E:	Termination or Expiration Options Regarding Content
Exhibit F:	Granicus Inc., Service Level Agreement

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized representatives,

GRANICUS, INC.

By: _____

Ed Roshitsh

Its: President

Address:

600 Harrison St, Suite 120

San Francisco, CA 94107

[INSERT CLIENT NAME]

By: _____

Name: David Dunfliger

Its: City Manager

Address:

Date: 8/31/12

EXHIBIT A

PROPOSAL

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granicus.
connecting government

Proposal

Granicus Proposal for the City of Carpinteria, CA

Aug 13th 2012

Dear Fidela Garcia,

Thank you for considering Granicus. It has been a pleasure to learn about the unique needs for the City of Carpinteria, CA. We look forward to establishing a rewarding, long-term relationship with you.

On the following few pages, you will find a breakdown of the needs that we have uncovered, our proposed solution, some of our key differentiators, detailed pricing, and a checklist that outlines our next steps.

Over 900 jurisdictions have selected Granicus as a partner to help them build trust with citizens, reduce staff time spent on processing meetings, and engage citizens in new ways. We hope that you enjoy being part of the Granicus client family.

If I or any other member of the Granicus team can be of further assistance, please contact me at 949-289-4018.

Most Sincerely,

Ed Burrell
Software Sales Executive
Granicus, Inc.

City of Carpinteria

Your Current Situation

- Agenda and Minutes available online in PDF format
- No Agenda Management System or Document Management system
- No Voting System in place
- Using audio and video recording during the meeting which provides live broadcasting via local Gov Access channel

Your Needs

- Provide live and on demand streaming of City Council and Public Meetings via the web
- Provide access to non public meeting content and public events
- Increase Government transparency and provide easier access to public information
- Provide workflow automation tools for City Council staff to streamline agenda and minutes process
- Ability to update and make last minute changes to Agendas packets
- Provide archived streaming for unlimited meeting bodies and unlimited storage

Pricing:

Open Platform and Government Transparency Suite:

Item	Up-Front Cost	Monthly Cost
Open Platform Suite	$0.00	$169.00
Government Transparency Suite *Includes Hardware	$2,500.00	$430.00
Shipping	$125.00	$0.00
Tax	$0.00	$0.00
Grand Total	**$2,625.00**	**$599.00**

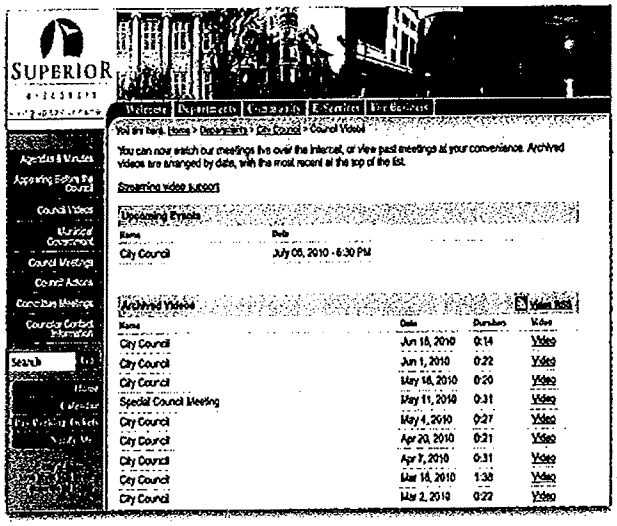
- All suites require the Granicus Open Platform
- Includes software and training
- Hardware is included with live streaming option or Government Transparency Suite
- Sales tax may apply depending on your organization's tax status and the tax laws unique to your state, county and/or municipality.
- This proposal expires on **August 31st 2012**

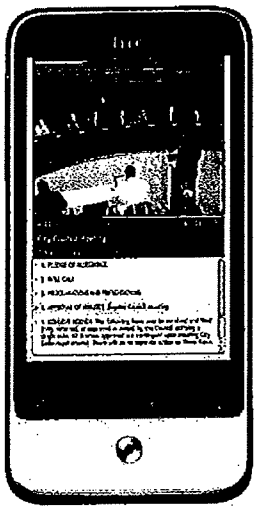
Proposed Solution

Granicus® Open Platform

The Granicus® Open Platform allows you to stream an unlimited number of meetings and events online and over mobile devices – play video in Flash, HTML5 and Silverlight. Publish all of your content online with indefinite retention schedules. Rely on the Open Platform's Unified Encoder to give you unlimited bandwidth, storage, and intelligent routing. You can also access a library of community content and start publishing videos immediately. Finally, leverage an open architecture and connect in-house or third-party solutions to Granicus.

- Stream unlimited meeting bodies and events
- Indefinite retention schedules
- Intelligent media routing
- Community content library
- Open architecture and SDK

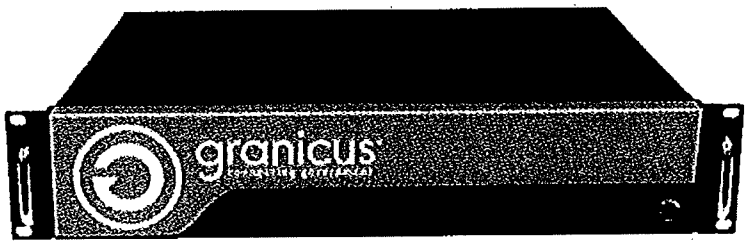




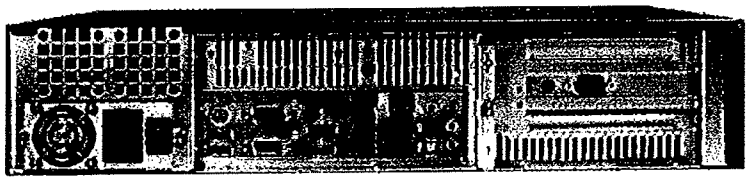
Open Platform Client: Superior, WI- http://www.ci.superior.wi.us/index.aspx?NID=528

Granicus Encoding Appliance allows you to stream public meetings and events live through your website. The Encoding Appliance is fully-managed and pre-configured; all necessary upgrades, repairs or replacements are handled by Granicus. The encoding device is equipped with 500GBs of local storage, or roughly 1,000 hours at standard bit rates. Granicus provides unlimited cloud content storage and retention.

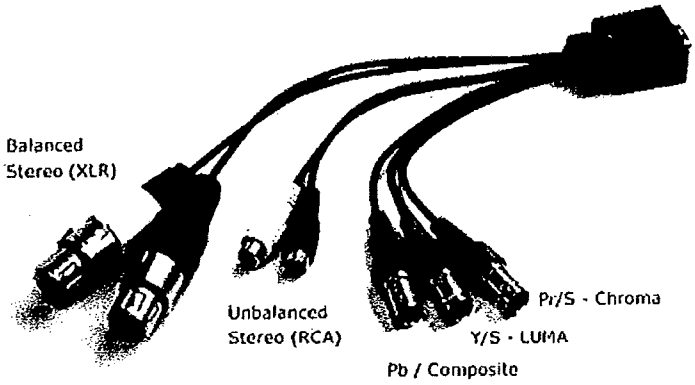
Front View



Rear View



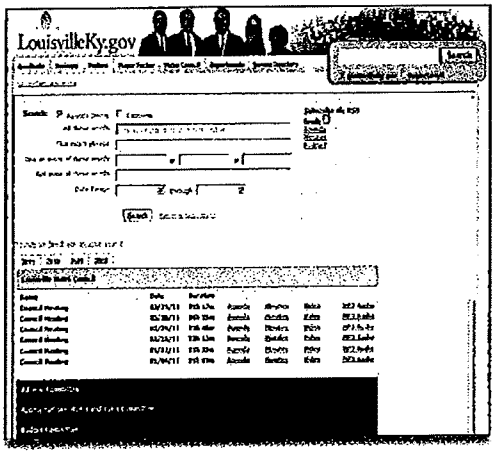
Audio and Video Connections

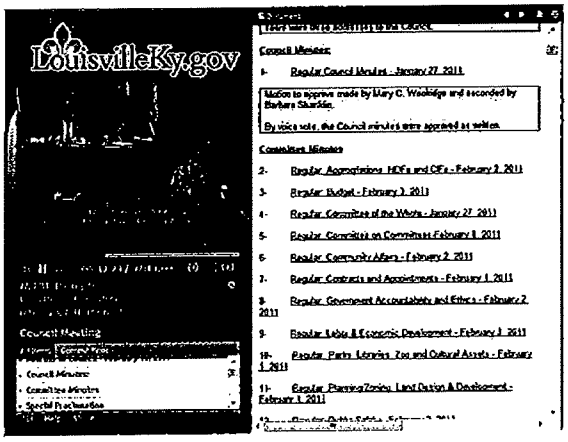


Government Transparency Suite

The Government Transparency Suite gives your citizens access to public meetings and records online. Take the next step towards greater transparency and link related documents to your video, offer your full agenda packet, and provide advanced searching of archives. Reach a broader audience through downloadable formats (MP3, MP4) and make video available offline. Granicus' reporting tools give you a detailed analysis of visitor statistics to help you better understand viewership trends.

- Publish agenda packets with video
- Link relevant materials
- Build reports and analytics
- **I Legislate for the I Pad***
- Index videos live
- Offer downloadable formats (MP3 & MP4)





Government Transparency Client:

Newport Beach, CA- http://www.newportbeachca.gov/index.aspx?page=701

Granicus Differentiators

- World's most experienced provider of government transparency, citizen participation, meeting efficiency, legislative management, and training management solutions with:
  - Over 900 clients in all 50 states, at every level of government
  - Over 31 million government webcasts viewed
  - More than 265,350 government meetings online
- Open API architecture and SDK allow for seamless integrations with systems already in place
- Certified integrations provide flexibility and choice of agenda workflow solutions
- Only government webcasting service to provide encoding, minutes annotation, transcription, and closed captioning services
- Truly unlimited storage and distribution for all meeting bodies and non-meeting content
- Indefinite retention schedules for all archived meeting and non-meeting content
- Only provider of both government webcasting and citizen participation services
- Only provider of both government webcasting and training management services
- Access a library of peer-created government media content from over 900 Granicus users
- 97% customer satisfaction rating, 99% client retention rating
- Ranked 185 on Deloitte 500 fastest growing companies
- Ranked 419 on Inc 500 fastest growing companies
- Client Success stories are available here: http://www.granicus.com/Clients/Case-Studies.aspx

Client Site Examples:

http://www.granicus.com/Clients/Client-List.aspx

Next Steps

- Engage Other Stakeholders
- Contract signed
- Official Technical Review and Kick Off call

EXHIBIT B

SUPPORT INFORMATION

THIS SUPPORT INFORMATION EXHIBIT is entered into by Granicus and Client, as an attachment to the Service Agreement between Granicus and Client. This exhibit is an additional part of the Service Agreement and is incorporated therein by reference. Capitalized terms used but not defined in this exhibit have the meanings given in the Service Agreement.

1. Contact Information. The support staff at Granicus may be contacted by the Client at its mailing address, general and support-only telephone numbers, and via e-mail or the Internet.

(a) Mailing Address. Mail may be sent to the support staff at Granicus headquarters, located at 568 Howard Street, Suite 300, San Francisco, California, 94105.

(b) Telephone Numbers. Office staff may be reached from 8:00 AM to 7:00 PM Pacific time at (415) 357-3618 or toll-free at (877) 889-5495. The technical support staff may be reached at (415) 357-3618 opt 1 from 5:00 AM to 6:00 PM Pacific time. After hours or in case of a technical support emergency, the support staff may be reached at (415) 655-2414, twenty-four (24) hours a day, seven (7) days a week.

(c) Internet and E-mail Contact Information. The website for Granicus is http://www.granicus.com. E-mail may be sent to the support staff at support@granicus.com.

2. Recognized Client Representatives. Granicus strives to provide unparalleled support to its Clients by ensuring that Client staff is properly educated and is prepared to maximize its Granicus Solution. Any Client Representative who wishes to participate and receive Granicus customer advocacy services shall participate in and complete the training program that is suited for the Granicus Solution. Once a Client Representative completes the training, that Representative will be recognized in Granicus' internal system as qualified to receive support and ongoing education services. All Client Representatives are eligible to receive technical support services, regardless of participation in the training program.

3. Support Policy. When Granicus receives notification of an issue from Client, a Granicus account manager or technical support engineer will respond directly to the Client via phone or e-mail with (a) an assessment of the issue, (b) an estimated time for resolution, and (c) will be actively working to resolve the issue as appropriate for the type of issue. Notification shall be the documented time that Granicus receives the Client's call or e-mail notifying Granicus of an issue or the documented time that Granicus notifies Client there is an issue. Granicus reserves the right to modify its support and maintenance policies, as applicable to its customers and licensees generally, from time to time, upon reasonable notice.

4. Scheduled Maintenance. Scheduled maintenance of the Granicus Solution will not be counted as downtime. Granicus will clearly post that the site is down for maintenance and the expected duration of the maintenance. Granicus will provide the Client with at least two (2) days prior notice for any scheduled maintenance. All system maintenance will only be performed during these times, except in the case of an emergency. In the case that emergency maintenance is required, the Client will be provided as much advance notice, if any, as possible under the circumstances.

5. Software Enhancements or Modifications. The Client may, from time to time, request that Granicus incorporate certain features, enhancements or modifications into the licensed Granicus Software. Subject to the terms and conditions to this exhibit and the Service Agreement, Granicus and Client will use commercially reasonable efforts to perform all tasks in the Statement of Work ("**SOW**").

Upon the Client's request for such enhancements/modifications, the Client shall prepare a SOW for the specific project that shall define in detail the Services to be performed. Each such SOW signed by both parties is deemed incorporated in this exhibit by reference. Granicus shall submit a cost proposal including all costs pertaining to furnishing the Client with the enhancements/modifications.

5.1 Documentation. After the SOW has been executed by each party, a detailed requirements and detailed design document shall be submitted illustrating the complete financial terms that govern the SOW, proposed project staffing, anticipated project schedule, and other information relevant to the project. Such enhancements or modifications shall become part of the licensed Granicus Software.

5.2 Acceptance. Client understands that all work contemplated by this exhibit is on a "time-and-materials" basis unless otherwise stated in the SOW. Within ten (10) business days of Granicus' completion of the milestones specified in the SOW and delivery of the applicable enhancement/modification to Client, Client will provide Granicus with written notice of its acceptance or rejection of the enhancement/modification, based on the acceptance criteria set forth in the SOW. Client agrees that it will not reject any enhancement/modification so long as it substantially complies with the acceptance criteria.

5.3 Title to Modifications. All such modifications or enhancements shall be the sole property of the Granicus.

6. Limitation of Liability; Exclusive Remedy. IN THE EVENT OF ANY INTERRUPTION, GRANICUS' SOLE OBLIGATION, AND CLIENT'S EXCLUSIVE REMEDY, SUBJECT TO THE LIMITATION ON FEES PROVISION PROVIDED FOR IN THE SERVICE AGREEMENT AT SECTION 3.4, SHALL BE FOR GRANICUS TO USE COMMERCIALLY REASONABLE EFFORTS TO RESTORE ACCESS AS SOON AS REASONABLY POSSIBLE.

[End of Support Information]

EXHIBIT C

GRANICUS, INC.

HARDWARE EXHIBIT

THIS HARDWARE EXHIBIT is entered into by Granicus and Client, as an attachment to the Service Agreement between Granicus and Client, for the hardware components of the Granicus Solution (the "**Hardware**") provided by Granicus to Client. This exhibit is an additional part of the Service Agreement and is incorporated therein by reference. Capitalized terms used but not defined in this exhibit have the meanings given in the Service Agreement.

1. Price. The price for the Hardware shall be the price specified in the Proposal.

2. Delivery. Any scheduled ship date quoted is approximate and not the essence of this exhibit. Granicus will select the shipment method unless otherwise mutually agreed in writing. Granicus retains title to and ownership of all Granicus Software installed by Granicus on the Hardware, notwithstanding the use of the term "sale" or "purchase."

3. Acceptance. Use of the Hardware by Client, its agents, employees or licensees, or the failure by Client to reject the Hardware within fifteen (15) days following delivery of the Hardware, constitutes Client's acceptance. Client may only reject the Hardware if the Hardware does not conform to the applicable written specifications.

4. Service Response Time. For Hardware issues requiring replacement, Granicus shall respond (via written or verbal acknowledgment) to the request made by the Client within twenty-four (24) hours. If confirmed by Granicus that Hardware requires replacement, Granicus will deliver replacement hardware directly to the Client after such confirmation via overnight shipping. The Hardware and software will be configured to the original specs of the client. Once the Hardware is received Client's responsibilities will include:

   a. Mount server on client rack (if applicable)

   b. Connecting original network cables.

   c. Connecting original audio and video cables (if applicable).

5. DISCLAIMER OF WARRANTIES. NOTWITHSTANDING THE MAINTENANCE PROVIDED UNDER SECTION 7 BELOW, GRANICUS DISCLAIMS ANY AND ALL EXPRESS, IMPLIED OR STATUTORY WARRANTIES, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, OF MERCHANTABILITY AND AGAINST INFRINGEMENT, WITH RESPECT TO THE HARDWARE. NO PERSON IS AUTHORIZED TO MAKE ANY WARRANTY OR REPRESENTATION ON BEHALF OF GRANICUS.

6. LIMITATION OF LIABILITY. GRANICUS SHALL NOT BE LIABLE FOR CONSEQUENTIAL, EXEMPLARY, INDIRECT, SPECIAL, PUNITIVE OR INCIDENTAL DAMAGES ARISING OUT OF OR RELATING TO THIS EXHIBIT INCLUDING WITHOUT LIMITATION LOSS OF PROFIT, WHETHER SUCH LIABILITY ARISES UNDER CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT PRODUCT LIABILITY OR OTHERWISE, EVEN IF GRANICUS HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES OR IF SUCH DAMAGE COULD HAVE BEEN REASONABLY FORESEEN. IN NO EVENT WILL GRANICUS' LIABILITY TO CLIENT ARISING OUT OF OR RELATING TO THIS EXHIBIT EXCEED THE AMOUNT OF THE PRICE PAID TO GRANICUS BY CLIENT FOR THE HARDWARE.

7. Managed Hardware. In the event of malfunction for Managed Hardware provided by Granicus, Granicus Hardware that is maintained as part of a managed Open Platform service will be repaired or replaced as part of the managed services as long as Client is current with Client's monthly subscription payment. The key features of the Managed Hardware are as follows:

- Robust support for hardware, O/S, and applications
- 7x24x365 phone, chat and email support from certified experts
- In the event of Hardware failure, Granicus will deliver overnight replacement hardware directly to the Client.

Escalation management. Granicus provides the above mentioned services under Client's acknowledgment that all Granicus tools, and systems will be installed by the manufacturer chosen by Granicus within the Managed Hardware, provided to the client. These software tools have been qualified by Granicus to allow the highest level of service for the client. While it is Granicus' intention to provide all Clients with the same level of customer care and warranty, should the Client decline these recommended tools, certain levels of service and warranty may not guaranteed.

8. Purchased Hardware Warranty. For Hardware purchased from Granicus by Client, Granicus will provide to Client any warranty provided by the manufacturer with respect to the Hardware. Granicus shall repair or replace any Hardware provided directly from Granicus that fails to function properly due to normal wear and tear, defective workmanship, or defective materials as long as such Hardware is then under the manufacturer's warranty.

9. Use of Non-Approved Hardware. The Granicus platform is designed and rigorously tested based on Granicus-approved Hardware. In order to provide the highest level of support, Granicus requires the use of Granicus-approved Hardware in your solution. While it is Granicus' intention to provide all clients with the same level of customer care and continuous software upgrades, Granicus does not make any guarantees whatsoever in the event Client uses non-approved hardware.

10. Client Changes to Managed Hardware Prohibited. In the event changes are made by Client to the managed hardware without the approval of Granicus, Granicus may charge Client a one-time fee of two hundred fifty ($250.00) dollars to restore the system back to standard settings. Such changes may include, but are not limited to: operating system level changes; third party software installations; changes to Granicus software, and/or configurations; and/or changes to third party system and/or network monitoring tools.

[end of Hardware Exhibit]

EXHIBIT D

TRADEMARK INFORMATION

Granicus Registered Trademarks ®



Granicus logo as a mark
Granicus®
MediaVault®
Mobile Encoder®
Outcast Encoder®
StreamReplicator®

Granicus Trademark Names ™

Integrated Public Record™
Intelligent Routing™
LinkedMinutes™
LiveManager™
MediaCenter™
MediaManager™
MeetingMember™
MeetingServer™
Simulcast Encoder™
VoteCast™
VoteCast™ Classic
VoteCast™ Touch

Client Trademarks

City of Carpinteria™

EXHIBIT E

TERMINATION OR EXPIRATION OPTIONS REGARDING CONTENT

THIS TERMINATION OR EXPIRATION OPTIONS REGARDING CONTENT EXHIBIT is entered into by Granicus and Client, as an attachment to the Service Agreement between Granicus and Client. This exhibit is an additional part of the Service Agreement and is incorporated therein by reference. Capitalized terms used but not defined in this exhibit have the meanings given in the Service Agreement.

In case of termination by Client or expiration of the Service Agreement, Granicus and the Client shall work together to provide the Client with a copy of its Content. The Client shall have the option to choose one (1) of the following methods to obtain a copy of its Content:

- Option 1: Video/Audio files made available through optional media: data CD, external hard drive, or Granicus provided FTP site. A CSV, XML, and/or database file will be included providing clip information, and/or legislative content.
- Option 2: Provide the Content via download from MediaManager or from a special site created by Granicus. This option shall be provided free of charge.
- Option 3: Granicus shall provide the means to pull the content using the Granicus Application Programming Interface. This option shall be provided free of charge.

The Client and Granicus shall work together and make their best efforts to transfer the Content within the sixty (60) day termination period. Granicus has the right to delete Content from its services after sixty (60) days.

EXHIBIT F

GRANICUS, INC. SERVICE LEVEL AGREEMENT

THIS SERVICE LEVEL AGREEMENT EXHIBIT is entered into by Granicus and Client, as an attachment to the Service Agreement between Granicus and Client. This exhibit is an additional part of the Service Agreement and is incorporated therein by reference. Capitalized terms used but not defined in this exhibit have the meanings given in the Service Agreement.

1.1 Up-Time Guarantee. Granicus, Inc. represents and warrants a 99.9% up-time guarantee for its hosted services. Granicus, Inc. will provide notification of any system-wide outages within one (1) hour of the time the issue was first recognized.

1.2 Contact Information. The support staff at Granicus, Inc. may be contacted by the Client at its mailing address, general and support-only telephone numbers, and via email or the Internet.

(a) Mailing Address. Mail may be sent to the support staff at Granicus, Inc. headquarters, located at 568 Howard Street, Suite 300, San Francisco, California, 94105.

(b) Telephone Numbers. Technical support staff may be reached directly from 5:00 AM to 7:00 PM Pacific time at (415) 655-2400. After hours or in case of a technical support emergency, the support staff may be reached at (415) 655-2414, twenty-four (24) hours a day, seven (7) days a week. Granicus office staff may be reached at (415) 357-3618 or toll-free at (877) 889-5495.

(c) Internet and Email Contact Information. The website for Granicus, Inc. is http://www.granicus.com. Emails may be sent to the support staff at support@granicus.com.

1.3 Maintenance Services/Response Times. Granicus, Inc. represents and warrants that all maintenance services and response times for service will be in accord with the levels and response times set forth below:

(a) Level I: Emergency. Level I problems are total failures of the system or frequent intermittent failure such that the Client cannot consistently rely upon the quality and level of services agreed to by the parties hereto.

Granicus, Inc. will respond to all Level I problems within one (1) hour of notification by the Client of occurrence.

(b) Level II: Urgent. Level II problems are non-emergency issues that the Client believes need to be addressed within twenty-four (24) hours. Typically, this includes video files not uploading, document template configuration changes, and other time-sensitive issues.

Granicus, Inc. will respond to all Level II problems within twenty-four (24) hours of notification by the Client of occurrence.

(c) Level III: Non-urgent. Level III problems are typically feature requests or non-time-sensitive issues.

Granicus, Inc. will respond to all Level III problems within three (3) days of notification by the Client of occurrence.

A response by Granicus, Inc. means that a Granicus, Inc. customer advocate or technical support engineer will respond directly to the Client via phone or e-mail with (a) an assessment of the issue, (b) an estimated time for resolution, and (c) notice that they will be actively working to resolve the issue. Notification shall be the documented time that the Client either calls or e-mails Granicus, Inc. to notify them of an issue or the documented time that Granicus, Inc. notifies Client there is an issue.

For hardware issues requiring replacement, Granicus, Inc. shall respond to the request made by the Client within twenty-four (24) hours. Hardware service repair or replacement will occur within seventy-two (72) hours of the request by the Client, not including the time it takes for the part to ship and travel to the Client. The Client shall grant Granicus, Inc. or its representatives access to the equipment for the purpose of repair or replacement at reasonable times. Granicus, Inc. will keep the Client informed regarding the timeframe and progress of the repairs or replacements.

1.4 Penalties.

(a) For a failure to respond to a Level I problem in the time provided, Granicus shall pay to Client an amount equal to one (1) day of managed service fees per hour past the response time required by section 1.3(a).

(b) For a failure to respond to a Level II problem in the time provided, Granicus shall pay to Client an amount equal to one (1) day of managed service fees per hour past the twenty-four (24) hour response time required by section 1.3(b).

(c) For failure to respond to a Level III problem in the time provided in section 1.3(c), Granicus shall pay to Client an amount equal to one (1) day of managed service fees.

(d) The penalties provided in this section 1.4 are in addition to the Limitations on Fees provision, section 3.4, provided in the Service Agreement.

1.5 Scheduled Maintenance. Scheduled maintenance of the Granicus Solution will not be counted as downtime, and will only take place between 8:00 PM and 3:00 AM Pacific time on a Saturday or Sunday. Granicus, Inc. will clearly post that the site is down for maintenance and the expected duration of the maintenance. Granicus, Inc. will provide the Client with at least two (2) days prior notice for any scheduled maintenance. All system maintenance will only be performed during these times, except in the case of an emergency. In the case that emergency maintenance is required, the Client will be provided as much advance notice as possible.

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Community Development Block Grant Committee recommendations concerning the 2025-2026 and 2026-2027 Public Services Grant Applications and allocation of program funds.

STAFF RECOMMENDATION

Allocate the CDBG Public Services Grant Funding pursuant to the recommendations of the City's CDBG Committee to equally share the funds between Peoples' Self-Help Housing's "Camino Scholars and College Club" program and the United Boys & Girls Club's Carpinteria Unit.

Sample Motion: I move to allocate the 2025-2026 CDBG Public Services Grant funding equally between the Peoples' Self-Help Housing's "Camino Scholars and College Club" program and the United Boys & Girls Club's Carpinteria Unit, as recommended by the CDBG Committee, and with the option to renew for the 2026-2027 grant period. *This motion requires a roll call vote.*

BACKGROUND

The County of Santa Barbara receives an annual allocation of federal Community Development Block Grant (CDBG) funds from the United States Department of Housing and Urban Development ("HUD") to fund a wide range of public service activities, including, but not limited to, employment services, child care, crime prevention, education programs, and health services. The program is divided into two grant funding categories, Public Services and Capital Projects. CDBG Public Service grant funds may be used to pay the costs of rent, utilities, staffing, supplies, and materials, while the Capital Project grant funds may be used to pay for construction costs, project management, labor, and materials.

As a lead agency, the County of Santa Barbara heads the *Santa Barbara County Urban County Partnership*, which, in addition to serving the unincorporated areas of the County, includes the cities of Buellton, Solvang and Carpinteria. The County of Santa Barbara invited applications for funding through the CDBG program under the 2025-2026

Comprehensive Notice of Funding Availability ("NOFA"). The NOFA was distributed to local agencies and service providers through a mailed and emailed notice.

To assist in allocating the Public Service grant funds available to Carpinteria from this program, the City Council established a three-member committee in 2007 comprised of one City Planning Commissioner and two members of the public who reside in the City. This year, with one vacant public member seat, the committee consists of only two voting members.

The Committee serves as a review body that would meet annually to review the submitted public service applications and makes recommendations to the City Council on grant funding to support the goals identified in the County of Santa Barbara's Consolidated Plan (listed below).

- ❒ **Goal I – Decent, Affordable Housing:** Provide decent, affordable housing for the community's lowest income households, including households with special needs.
- ❒ **Goal II – Suitable Living Environment**: Improve the living environment / quality of life in low-income neighborhoods.
- ❒ **Goal III – Expanded Economic Opportunity:** Create economic opportunities for residents and businesses in low-income areas of the community.

Starting this year, the County is transitioning to a two-year funding cycle. At the end of the first year, funded programs would be evaluated by the County and offered the opportunity to renew their funding for the second year.

The City's first program year was 2007, when it received an allocation of $20,335. The allocation grew to a high of $26,000 in 2009 and has declined each year since as CDBG funding has been cut annually through the federal budget process. Applications to the City are indicative of need, having consistently exceeded funds available. This year, the City received four applications requesting a total of $47,200, while available CDBG funds for this year from the City of Carpinteria are estimated to be approximately $14,600.

DISCUSSION

The CDBG Committee met on February 27, 2025, to review the four submitted applications. A summary of each request is included below and the application forms are included as attachments to this report.

New Beginnings (NBCC) – Safe Parking Shelter and Rapid Rehousing Program

The "Safe Parking Shelter and Rapid Re-Housing" Program provides safe overnight shelter for vehicular homeless persons county-wide. The program also provides case management, street outreach, housing navigation and retention services, and financial assistance to shelter program clients and homeless individuals referred to

the agency through the Coordinated Entry System, to help them transition into and maintain permanent secure housing. The NBCC's application is included as Attachment A.

United Boys & Girls Club – Carpinteria Unit

The United Boys & Girls Club Carpinteria Unit offers out-of-school enrichment programming to youth experiencing socio economic hardship for only $40 annually (membership includes school year weekday and Saturday programming). Their programs encourage the growth of self-esteem along with the skill-building activities and educational support necessary for success. The Boys & Girls Club's application is included as Attachment B.

Peoples' Self-Help Housing – Camino Scholars & College Club

Located at Carpinteria's Dahlia Court housing development, "Camino Scholars" provides 220 annual days of free after-school academic support to 15 K-8 students, while "College Club" serves 15 high school and college students with college preparation and retention services. The program primarily assists English Language Learners and students from low-income households, with 95% being Latinx. Services include individualized tutoring, academic advising, and culturally-relevant curriculum delivered by bilingual educators. The Peoples' Self Help Housing application is included as Attachment C.

Carpinteria Children's Project – Abuelos con cariño club (Caring Grandparents Club)

Carpinteria Children's Project's "Abuelos con cariño club (Caring Grandparents Club)" is facilitated by volunteer Promotoras as a resource for Spanish-speaking grandparents (seniors aged 62+) who are primary caregivers or deeply involved in their grandchildren's upbringing. The program is free of charge and offers weekly meetings with lessons and activities for participants to gain tools and resources to support their grandchildren's development and enhance their relationships. The Carpinteria Children's Project application is included as Attachment D.

After much deliberation, the Committee recommended awarding funding to the programs by People's Self-Help Housing and the United Boys & Girls club in a 2-0 vote. The Committee identified that these programs aligned with the CDBG funding goals, were Carpinteria-based, and served clients locally. They noted it was a difficult decision, as all four of the programs that applied this year were strong candidates and demonstrated important programs that serve the community. Peoples' Self-Help Housing and the United Boys & Girls Club are each requesting $14,000 annually; the Committee recommended allocating 50% of available CDBG funds to each of the two programs.

POLICY CONSISTENCY

This item can be found consistent with the City's Housing Element policies of supporting the funding of programs that meet the goals of the Santa Barbara County HOME Consortium and CDBG Urban County Consolidated Plan.

FINANCIAL CONSIDERATIONS

The City's CDBG funds are intended to be used to support improved community facilities and services that support affordable housing, suitable living environments and expanded economic opportunities. The amount of money the City receives is determined by HUD through a statutory formula, which is based on objective measures of community need including the extent of poverty, population, housing overcrowding and age of housing.

CDBG funds are intended to be fully allocated annually and, although the City may defer some or all of its allocation, the City cannot stockpile the money indefinitely under the program and failure to timely allocate the funds could put them in jeopardy.

Table 1 lists the requested program funding from the City for each of the applications received this year. The application forms are included as attachments to this report.

Table 1: Requested Annual Program Funding from Carpinteria

NBCC Safe Parking	$ 7,500
United Boys & Girls Club	$ 14,000
Peoples' Self-Help Housing	$ 14,000
Children's Project	$ 11,700
TOTAL	**$ 47,200** (annually)

As noted previously, starting this year, the County is transitioning to a two-year funding cycle. Accordingly, as part of the County's regular reporting and monitoring requirements for grant awardees, the County would evaluate the funded programs to ensure they are in compliance with all program requirements and would then offer them the opportunity to renew funding for one additional year. Upon request, the County can provide the City with the evaluations for each of the funded programs.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Santa Barbara County has been designated as an Urban County by HUD since 2006; therefore, the City can expect to continue to receive its allocation of funds through the CDBG program into the future. Administration and compliance monitoring are managed

by the Santa Barbara County Housing and Community Development Division of the Community Services Department.

OPTIONS

A. The Council could choose to award the grants recommended by the Committee with the option to renew the award for a second year.

B. The Council could supplement the award via one of its discretionary funds, i.e., General Fund or Measure X, as has been done on a limited and exceptional basis in past years. Should the City Council elect to consider this option, it would need to direct that a separate matter be scheduled on a subsequent agenda.

C. The Council could also choose to allocate the available grant funds in a manner that differs from the Committee recommendation. Options include, but are not limited to, amending a funding amount or declining to fund one or more of the request(s).

PRINCIPAL PARTIES EXPECTED AT MEETING

Representatives of Applicants.

ATTACHMENTS

A. New Beginnings (Safe Parking) CDBG Public Service Application

B. United Boys & Girls Club (Carpinteria Unit) CDBG Public Service Application

C. Peoples' Self-Help Housing (Camino Scholars & College Club) CDBG Public Service Application

D. Children's Project (Abuelos con cariño club) CDBG Public Service Application

Staff contact: Marysol Smith, Associate Planner
(805) 755-4451, MarysolS@carpinteriaca.gov

Signature

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

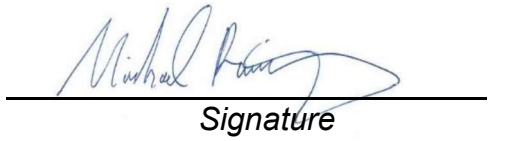
Signature

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



Signature

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



Signature

Attachment A.

New Beginnings NBCC

(Safe Parking Shelter and Rapid Rehousing Program)

CDBG Public Service Application

CDBG Committee Recommendations
2025-2026 Public Services Grant (Renewal 2026-2027)
March 10, 2025 City Council Meeting

Score Report

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG)

A. Applicant Information

Completed by kschwarz@sbnbcc.org on 1/10/2025 3:25 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

A. Applicant Information

Download the NOFA at https://www.countyofsb.org/494/Housing-Community-Development

ORGANIZATION INFORMATION

A.1. Legal name of organization

NBCC

A.2 Physical Address

530 E. Montecito Street, Suite 101 Santa Barbara, CA 93103

A.3 Mailing address **if different**

A.4. Organization Web Site

www.sbnbcc.org

A.5. Unique Entity ID (formerly DUNS Number)

[redacted]

A.6. Federal EIN/TIN Number

[redacted]

PRIMARY CONTACT INFORMATION

A.7. Title

Executive Director

A.8. First Name

Kristine

A.9. Last Name

Schwarz

A.10. Phone

[redacted]

A.11. Email

kschwarz@sbnbcc.org

ADDITIONAL CONTACT INFORMATION

A.12. Agency's Chief Executive

Kristine Schwarz

A.13. Phone

[redacted]

A.14. Email

kschwarz@sbnbcc.org

A.15. Program Coordinator
Cassie Roach

A.16. Phone
[redacted]

A.17. Email
croach@sbnbcc.org

A.18. Financial Coordinator
Kristine Schwarz

A.19. Phone
[redacted]

A.20. Email
kschwarz@sbnbcc.org

B. Funding Request

Completed by kschwarz@sbnbcc.org on 1/10/2025 3:27 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

B. Funding Source & Request

Applicants are invited to apply for funding from any of three sources:

- Community Development Block Grant (CDBG) Public Services
- Human Services General Fund – Basic Services
- and Human Services General Fund – Best Practices.

An applicant may apply for funding for a single program from multiple sources, or for multiple programs from a single source, by submitting multiple applications. However, each individual application must **select only one program and one funding source**.

A description of each funding source follows. Please read carefully before selecting ONE funding source for this application.

CDBG Public Services: CDBG funds are provided to the County by the Federal government to be allocated to local projects, and applications may request $25,000-$70,000. Subrecipients will be required to demonstrate that they serve a predominantly low- to moderate-income clientele as specified in Section E of this application, and must document the demographics of their clientele.

HSC General Fund – Basic Services: Basic Services programs meet the basic needs of community members, and applications may request $25,000 to $70,000. There are no special requirements associated with this funding source.

HSC General Fund – Best Practices: Best Practices programs are innovative programs providing tangible, lasting benefits to clients, and applications may request $70,000 to $140,000. Applicants must demonstrate in Section H of this application that the proposed program is research based, provides benefits above and beyond meeting clients' basic needs, and participates in a process of continual evaluation and improvement.

B.1. Select the grant for which you are applying for funding:
Carpinteria CDBG Public Services

B.2. Annual amount requested for this program:
$7,500.00

B.3. Have you applied, or will you also be applying for CDBG funding from any of the other jurisdictions in Santa Barbara County?
Yes

B.4. If yes, list the amounts requested from each jurisdiction and whether or not the funds have been committed. If no, leave this table blank.

	Amount ($)	Committed?
Goleta	$15,000.00	No
Lompoc	$0.00	N/A
Santa Maria	$20,000.00	No
City of Santa Barbara	$50,000.00	No
TOTAL	$85,000.00	

B.5. Select the Supervisorial district in which the program office is located.
District 1 - Williams

B.6. Agency Mission Statement
Since our founding in 2000, New Beginnings' mission has been to provide quality, affordable counseling, shelter, case management, and education that strengthens our community and provides our clients with the ability to lead healthy and productive lives. The wraparound services offered through our four core programs allow our clients to receive multi-faceted and tailored care, enabling them to make meaningful changes in their own lives and in the lives of those around them. In the most recent fiscal year ended June 30, 2024, we served a total of 2,125 unduplicated clients through our four core programs, a 15% increase from the previous fiscal year and an all-time high for our agency. New Beginnings (NBCC) has a long track record of providing essential services to Santa Barbara County's homeless population, with special expertise in working with veterans and the vehicular homeless. We have also long operated as Santa Barbara's primary low-barrier mental health counseling center. In addition, we have run the nation's leading Safe Parking Program for over twenty years, housing well over a thousand individuals and families. Since 2013, we have also served as the county's primary rapid rehousing program for homeless veterans and their families.

Years of operation

B.7. How long has your agency been in operation?
24 years

B.8. How long has the proposed program been in operation?
20 years

B.9. Is your agency a Faith-Based Organization?
i.e. congregations; national denomination networks (ex: Catholic Charities, Lutheran Social Services) or networks of related organizations (ex: YMCA and YWCA); and freestanding religious organizations, which are incorporated separately.
No

C. Program Information

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:08 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

C. Program Information

Please provide the following information.

C.1. Name of program
Safe Parking Shelter and Rapid Rehousing Program

C.2. Street address of the proposed program (if the proposed is a confidential site, please list the mailing address).
530 E. Montecito Street, Suite 101 Santa Barbara, CA 93103

C.3. Briefly summarize the program that is to be funded with CDBG/HSC funds. You will have an opportunity to provide a more detailed description in question C.8 below.
The Safe Parking Shelter and Rapid Re-Housing Program provides safe overnight shelter for vehicular homeless persons county-wide. Safe Parking also provides case management, street outreach, housing navigation and retention services, and financial assistance to shelter program clients and homeless individuals referred to our agency through the Coordinated Entry System, to help them transition into and maintain permanent secure housing.

C.4. Select the Human Services Commission or CDBG Public Services priority that best describes your agency's proposed program for which you are seeking funding.
CDBG: emergency shelter

C.5. Enter the number of persons, by income, expected to be served by the proposed program during the two fiscal years (July 1, 2025 – June 30, 2027).

Count all members of a household when the entire household is served (e.g. food banks); for services targeting individuals (e.g. mental health counseling), count only the person receiving services. Please refer to the Notice of Funding Availability for current income limits for Santa Barbara County.

Persons 0-30%	20
Persons 30%-50%	5
Persons 50%-80%	0
Persons }}80%	0
TOTAL	25

C.6. Define the program's service area. This may be defined in terms of streets, census tracts, city/county boundaries, or another similar method.
The Safe Parking Program serves the entirety of Santa Barbara County. The program currently oversees and monitors 201 spaces in 31 parking lots in South County area churches, business, and city and county offices, sheltering over 150 families and individuals nightly. Additionally, we maintain a North County lot in Lompoc, which provides 10 out of the program's total 201 spaces for our clients and opened in 2021. As well, we have been able to expand the program to

the City of Carpinteria, and in 2023 we were able to open one program lot in the city with six total spaces. We are currently in discussions with the City to obtain six more spaces. Clients county-wide are referred to the rapid rehousing portion of the program through our shelter and through Coordinated Entry and are housed throughout the county. We continue to actively perform extensive outreach in cities county-wide including those that do not currently allow the shelter aspect of the program such as Santa Maria, while also providing rapid rehousing services in these areas. Our South County Safe Parking Program office operates out of our agency Collaborative Center located at 530 E. Montecito Street, Suite 101, Santa Barbara, CA 93103. This location also hosts our South County Supportive Services for Veteran Families Program (SSVF) operations, our Community Counseling Clinic, our Life Skills Parenting and Education Program, and our multi-disciplinary team members allowing clients to easily receive wraparound services through our other core programs. Our North County program operations are located at two offices in Lompoc and Santa Maria. We were able to open our new Santa Maria office in July of last year to house our Safe Parking and SSVF program operations in the area. We remain the only agency in Santa Barbara County dedicated to serving the vehicular homeless and continue to increase the area and scope of our services yearly.

C.7. Select the area of the County which the program primarily serves.
Countywide

C.8. Describe the program to be funded, including the type of activities that will be provided and the population to be served.
The Safe Parking Shelter and Rapid Re-Housing Program provides safe overnight shelter for vehicular homeless persons county-wide. Safe Parking also provides case management, street outreach, housing navigation and retention services, and financial assistance to program clients and homeless individuals referred to our agency through the Coordinated Entry System, to help them transition into and maintain permanent secure housing. The services provided with the requested Carpinteria CDBG funding would include comprehensive rapid rehousing services provided by our program, with the ultimate goal of helping vehicular homeless individuals county-wide transition back into permanent and traditional housing. Rapid rehousing services would include all aspects of housing navigation to help clients find and successfully gain access to housing, as well as housing retention services to assist them in maintaining their housing. Additionally, financial assistance is available through matching funds, to assist clients with their security deposits, short-term rental assistance, and other housing stability financial needs such as utility deposits. Staff work with clients from a progressive engagement perspective to help them become self-sustaining in their housing so that they do not return to homelessness. Funding from this CDBG request would be utilized for clients in Carpinteria only. Additionally, clients served with Carpinteria CDBG funds would have access to our agency-wide multidisciplinary team members including a Registered Nurse Healthcare Navigator, Substance Use Counselor, Behavioral Health Clinician, Benefit and Employment Specialist, Senior/Aging Services Case Manager, and several Peer Outreach Specialists. These specialized positions allow our homeless and recently housed clients to receive multi-disciplinary care, while also further encouraging our wraparound services from our other core programs.

C.9. Provide a concise, objective statement of work to be incorporated into the program's contract if the program is selected for funding.
The Safe Parking Shelter and Rapid Re-Housing Program provides safe overnight shelter for vehicular homeless persons in Santa Barbara County. Safe Parking also provides rapid rehousing, case management, street outreach, housing navigation and housing retention services, and financial assistance to program shelter clients and the homeless referred through Coordinated Entry, to transition them into, and help them to maintain, secure and permanent housing. Funding from this CDBG request would be utilized for clients in Carpinteria only.

C.10. Describe the unmet need to be addressed by this program
The need for our program continues to grow. In the 2024 Santa Barbara County Point in Time Count, 34% of all

unhoused individuals counted were sleeping in vehicles (710 individuals in total), representing a 16% increase from the previous year. The size of this population was 5% higher than the number of individuals living unsheltered on the street – representing 53% of the unsheltered population. There was also a 12% overall increase in the number of homeless individuals compared to 2023, and unsheltered homeless individuals accounted for 63% of the county's total homeless population. In Carpinteria specifically, there was an 8% overall increase in the number of homeless individuals compared to 2023. Also of note, 58% of the vehicular homeless population counted were 45 or older in age, representing a massive increase in older adults living in their vehicles overall. This number is consistent with what we have seen in our program- in the most recent fiscal year 27% of clients served through the Safe Parking program were aged 63 and older. More than 40% of Safe Parking clients are employed full-time. Our Safe Parking Program is the only program of its kind in the county dedicated to serving the vehicular homeless population, which has increased significantly in the last four years. This data indicates a significant community need to serve this population that is uniquely met by our program.

C.11. Describe this program's needs assessment process. How did your agency determine the need for this program, and how often do you reevaluate and perform needs assessments?

Our agency continues to utilize the annual County Point in Time Count Survey to quantitatively assess the need for the Safe Parking Program, as well as feedback from each individual municipality that we serve. As stated above, the most recent survey shows a 16% increase in the number of unsheltered individuals living in their vehicles county-wide when compared to 2023, and the 2024 survey showed that the vehicular homeless represent 34% of all homeless people countywide. Most recently, the National Alliance to End Homelessness' "Interim Strategies for Responding to Unsheltered Homelessness" published last month lists Safe Parking Program sites as a viable option that communities can consider to increase housing opportunities, promote community health, and advance racial equity. As well, a September 2022 report prepared for Congress by the U.S Interagency Council on Homelessness entitled "How Communities are Responding to Vehicular Homelessness" outlines the need for programs such as ours in detail stating that "the number of people living in cars, vans, and RVs/campers increases when the affordable housing crisis worsens, as reflected by indicators like low vacancy rates, rising unemployment, and increased poverty". As well, the report specifically references our New Beginnings Program as one of the earliest known Safe Parking Programs and utilizes our program data within the report to emphasize the need for similar programs nation-wide. Additionally, we continue to provide data for local needs assessments as well as utilize data from them including but not limited to: the City of Carpinteria 2023-2031 Housing Element, SB ACT South County 2024-2027 Consolidated Plan, 2020-2024 SB Consolidated Plan, SB County Phase II Community Action Plan to Address Homelessness, City of Goleta Homelessness Strategic Plan, 2020-2025 Santa Maria Consolidated Plan, and the City of Lompoc 2020-2024 Consolidated Plan when determining the need for our program county-wide.

C.12 Describe how your agency collaborates with other organizations that provide similar services and how you work together to reduce duplication, share data, and collaborate on the provision of services. Cite specific agencies and scope(s) of formal agreements (e.g. MOUs). Explain the results.

We collaborate with faith-based organizations, law enforcement, local government, county public and mental health, housing providers, healthcare providers, shelters, and community and regional non-profits to establish and maintain program lots and coordinate rapid rehousing service delivery to our clients. As a result, our program holds 31 partnership agreements for our program lots, including our newest lots in Lompoc and Carpinteria. We are also in negotiations to open second lots in both locations as well as a new Santa Barbara city location. In addition to our established MOUs with The Corporation for Better Housing, SB Neighborhood Clinics, Partners in Housing Solutions, and the Santa Barbara County Foodbank we also work with partner agencies, including but not limited to: The Housing Authorities of the City and County of SB, SB Community Housing Corporation, People's Self Help Housing, Behavioral Wellness, The Department of Public Health, Cottage Health, Sanctuary Centers, Buena Vista Care Center, CenCal, The Department of Social Services, The Independent Living Resource Center, Mental Wellness Center, American Indian

Health and Services, VA, Family Service Agency, SB ACT, the FARO Center, Doctors Without Walls, Good Samaritan, City Net, Salvation Army, PATH, HUD-VASH and The SB Rescue Mission, to utilize long-established relationships and partnerships to strategically maximize agency and community resources in providing financial assistance, crisis intervention, and quickly transitioning the homeless back into housing. We remain the only program in the County specifically dedicated to working with the vehicular homeless and as a result, there is naturally no duplication of services with regards to the shelter aspect of our program. For the rapid rehousing aspect of the program, our agency is often referred some of the most challenging unsheltered clients through Coordinated Entry and we take the lead in securing housing for these clients.

C.13. How are clients referred to the program?

Clients are referred to our program by other local agencies, other clients, self-referrals, board members, the FARO Center, and our Coordinated Entry System (CES). Additionally, clients are referred through partner agencies in the Continuum of Care, law enforcement, local faith-based organizations, attendees at the weekly Carpinteria lunch, traditional shelters, the Cottage Health system, City and County Housing Authorities, City and County Transportation, Waterfront and other city departments, and by local elected officials and the general public.

C.14. Describe your program's outreach or marketing activities to meet the CDBG National Objective to serve primarily low-income persons.

The Safe Parking Program's outreach strategy is to provide barrier-free access to our services. Our agency actively participates in outreach efforts with community partners to identify the newly homeless and connect them to targeted services. Staff also participates in nearly all regional outreach efforts including the County PIT Count and the Veterans Stand Down. Our website, marketing, and program materials are available in both English and Spanish and our offices and website are both accessible to those with disabilities. In Carpinteria, outreach to prospective clients is conducted twice weekly and staff attend weekly luncheons with other service providers to connect and share information and to meet with prospective clients. New Beginnings engages in regular outreach on multiple platforms, e.g., social media, web-based, radio, television, and participation in community events targeted to assist individuals and families experiencing homelessness, such as the Housing Santa Barbara Day, etc. Collateral materials are produced in both English and Spanish. In addition, New Beginnings partners with many local agencies and organizations who serve minorities, women, seniors, etc., providing program information materials, making presentations about our services, and inviting these agencies and organizations to make in-service presentations at our monthly all-agency staff meeting. As well, New Beginnings staff sits on numerous regional committees that address the needs of diverse and under-served populations throughout the county. Also of note, this year we were awarded an $8 million California Encampment Resolution Fund (CERF) grant to resolve 21 vehicle encampments in the cities of Santa Barbara, Goleta, Carpinteria/Summerland, Montecito, Isla Vista, Lompoc, and Santa Maria, as well as three encampments in unincorporated county locations. This one-time project has allowed us to hire over 25 staff members dedicated to outreach and vehicle encampment resolution.

C.15. Describe how your organization provides culturally sensitive services and ensures access to non-English-speaking populations.

We have three staff members in the Safe Parking Program that are fluent in both English and Spanish, one in North and two in South County, and another two staff members that are conversational in Spanish and able to assist clients who are monolingual. As well, eight staff members from our CERF project are bilingual. Many of our program staff are bi-cultural. Additionally we have agency administrative/financial staff as well as staff from other programs who are also bilingual. As well, we are an equal opportunity employer and all applicants are considered without regard to race or ethnicity. New Beginnings has long embraced the Housing First model and we make every effort to remove every barrier to service for our clients, ensuring that staff, volunteers and board are trained in all areas of diversity, equity, and inclusion and that our approach to services and our organizational culture is one of overall inclusiveness. We also

have people with lived experience on both our board and staff and this helps us tremendously in identifying areas that need to be strengthened. As well, we have established accommodation policies in place and make clients aware of their rights as clients, tenants, and consumers. The marketing materials and program paperwork for each of our four core programs are available in both English and Spanish and have been recently updated and re-translated. New Beginnings has long been committed to diversity and recognizes the barriers faced by women, individuals who identify as LGBTQ+, Veterans, minorities, the disabled, and others who come from historically underserved and marginalized backgrounds. We engage in ongoing education and training and solicit feedback from community stakeholders and those we serve in an effort to continue our growth in providing culturally sensitive services.

C.16 How do you ensure that prospective beneficiaries have access to your services? (e.g. transportation assistance, remote or at-home delivery of services, etc.). Are all facilities used to provide program-related services ADA-compliant?

Our offices, website, documents, job postings and services are accessible to those with hearing and visual impairments and physical disability. We are an equal opportunity employer and all applicants are considered without regard to physical or mental disability. Our agency Collaborative Center that consolidates all of our South County program operations into one office location has significantly improved client access to our services due to its centralized location, parking and additional space. The Center has allowed us to serve more clients at one time, and allows our clients to more easily access the wraparound services offered by all of our agency programs and the members of our multidisciplinary team. All New Beginnings offices - this office as well as our Mid and North County program offices - are ADA compliant. Staff members from our Safe Parking and SSVF programs often drive clients to important meetings, medical appointments, and lease signings. In 2023 we were able to purchase a paratransit passenger/cargo van that is equipped with a wheelchair lift for clients and can accommodate two passengers in wheelchairs at a time. The van has been utilized heavily by staff members from our homeless services programs to drive clients to essential appointments. Having access to the van has greatly reduced barriers to accessing healthcare and housing opportunities for clients and has immeasurably increased accountability and follow-through as staff members have been able to attend appointments with clients much more easily. As well, staff continue to meet with clients at home and in public spaces such as parks and coffee shops to accommodate homeless clients with no access to transportation needed to make it to our offices for appointments. Additionally, our homeless services program staff perform outreach county-wide in encampments, on the street, in parking lots, and similar locations. As well, staff provide clients with bus passes and transportation via Uber, etc.

C.17. Describe your organization's efforts to include diversity, equity, and inclusion in its outreach activities to ensure access to services for all.

We offer safe and respectful services to all clients without preconditions and regardless of sexual orientation, gender identity, race, ethnicity, etc. Our project uses the Housing First approach and has policies and procedures that reduce barriers to entry and service, screening in rather than screening potential clients out. We do not screen out clients due to physical or mental health issues, alcohol and/or drug use, criminal histories, past evictions, poor rental history, race, sexual orientation or gender identity, disability, history of domestic violence, language or cultural barriers, poor credit or financial history, having no or very low income, or behaviors that indicate a lack of "housing readiness". Staff are trained on housing anti-discrimination policies and receive regular DEIJ training on implicit bias and disparities in the provision of social services. Our personnel handbook includes an anti-discrimination policy. Several staff who have lived experience also provide assistance to clients with review of internal policies. Our annual stakeholder survey also informs us of the community's perception of how accessible our services are and this informs agency policy updates. As well, New Beginnings provides staff with access to BiasSync, a science-based behavioral change training platform focused on mitigating the impact of unconscious bias. Every staff member engages in ongoing training through the BiasSync portal. Analysis from BiasSync shows that agency staff "have a relatively good awareness of gender inclusion, a strong ability to understand and share the feelings of others with high cognitive empathy that fosters an inclusive

environment, where diverse perspectives are more likely to be valued and respected." They also report that "staff are generally receptive to new ideas and perspectives, which is crucial for fostering diversity and inclusion. This score indicates a positive environment where diverse thoughts and innovations can thrive.

C.18. If this is an application for Human Services Best Practices Funds: How is the program different from a Basic Services (safety net) program?
N/A

C.19. If this is an application for Human Services Best Practices Funds: Describe how your clients' circumstances will measurably improve as a result of your program.
N/A

C.20. If this is an application for Human Services Best Practices Funds: How do the program goals specified tie to an evidence-based model?
N/A

C.21 If this is an application for Human Services Best Practices Funds: Describe any measurable baseline data, assessments, surveys, industry standards, or experience that will be utilized to evaluate the program. What changes have you made to your program as a result? Please be specific.
N/A

D. Federal Eligibility

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:09 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

D. Federal Eligibility

Please provide the following information.

D.1 Select ONE of the following criteria under which the proposed program qualifies. (Click on each option to see the definition before making your final selection).
Human Services General Fund applicants are not required to respond to this question.

Presumed Benefit

D.2. Presumed Beneficiary

Presumed Benefit: The program will exclusively serve a population meeting the HUD definition of Presumed Beneficiary. CLICK HERE for the list of Presumed Beneficiary populations.

Project proposes to EXCLUSIVELY serve a population presumed to qualify under CDBG in accordance with HUD definitions below; please select the population that applies. (For a detailed definition of "Severely Disabled" and "Homeless," click here.)
Homeless persons

The applicant must collect race and ethnicity information from its clientele in accordance with Census categories.

E. Program Goals

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:11 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

E. Program Goals

Please provide the following information.

E.1. Identify the number of unduplicated clients to be served by the proposed program.
If a person receives multiple counseling sessions annually, count that person one time. If a person visits a food bank multiple times in the year, count all members of the family at each visit.
25

E.2. List up to two other quantifiable outputs/performance targets. For each output or target, describe how program participants' lives will be improved.

Output examples: # of services provided, e.g. meals, classes, counseling or case management sessions, etc. Impact examples: improve nutrition/health, increased self-sufficiency, change in economic status, etc.

Goal Description	Number	Impact Expected
25 unduplicated individuals will receive Rapid Re-Housing case management services in Carpinteria.	25	Clients who received Rapid Re-Housing case management services will have increased access to housing navigation and retention assistance.

E.3. List two quantifiable outcomes. Outcomes should be related to the impacts described in the goals above.

Outcome examples: # of clients who report improved well-being on surveys or measurements, # of clients who enter permanent housing, etc.

Goal Description	Number	Impact Expected
Unduplicated people housed in Carpinteria	10	# of clients who enter permanent housing
Unduplicated people obtained/retained other income in Carpinteria	15	# of clients who obtained/retained other income

E.4. Describe your client intake process. You will be required to upload a blank intake form in the "Required Documentation" section.
Note: To qualify for an award of CDBG funds, the agency must collect race and ethnicity information from all clients and, if required, income documentation.
Our intake process includes the collection of demographic information including race, ethnicity, age, gender, disability, and length of time homeless. In addition, although all of our clients are homeless, a presumed beneficiary category, we document client income and determine program eligibility at intake and at re-certification intervals. Clients are required to provide income documentation in the form of payroll stubs, benefit determination letters,

bank statements, etc. All information is documented in HMIS and in the individual client's file. In addition, comprehensive information is collected during intake regarding the individual and/or household's length of time homeless, prior living situation, residence history, and housing status, e.g., where the individual and/or family is sleeping, e.g., in a place not designated for sleeping, in a shelter, exiting an institution, etc. As well, information regarding the household's health insurance, disability, domestic violence history, institutional history, and veteran status is collected. Clients are asked to review and sign Releases of Information and Service Agreements, to review program rules and guidelines and client rights. An in-depth discussion of the client's service needs is also conducted. Finally, staff work with each client to develop and implement a Housing Stabilization Action and Case Management Plan, which includes a discussion of the client's housing preferences and any and all referrals needed for community services and resources such as supplemental food, healthcare benefits and enrollment, employment assistance, etc.

F. Capacity

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:14 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

F. Capacity

Please provide the following information.

F.1. Describe your Agency's experience and capacity in assisting clients and meeting goals and objectives.
Since our founding in 2000, New Beginnings has grown to be a leading provider of mental health counseling and homeless services assistance county-wide for low-income and homeless individuals, veterans and families. Our program services are available to all residents of Santa Barbara County. In the most recent fiscal year ended June 30, 2024, we served a total of 2,125 unduplicated clients through our four core programs, a 15% increase from the previous fiscal year and an all-time high for our agency. New Beginnings (NBCC) has a long track record of providing essential services to Santa Barbara County's homeless population, with special expertise in working with veterans and the vehicular homeless. We have long operated as Santa Barbara's primary low-barrier mental health counseling center. In addition, we have run the nation's leading Safe Parking Program for twenty years, housing more than a thousand individuals and families. Since 2013, we have also served as the county's primary rapid rehousing program for homeless veterans and their families. In our most recent fiscal year ended June 30, 2024, we served 738 unduplicated clients through the Safe Parking Program (a 14% increase from the previous year). Of these, 94 unduplicated clients exited the program and obtained/retained employment (a 24% increase), and 207 exited and obtained/retained other income. As well, 122 unduplicated clients were housed through the program (an 18% increase). In Carpinteria, we were able to serve 18 unduplicated clients, of which 17 were enrolled in the program or put on the waitlist for our Carpinteria program lot. As well, we performed outreach to a total of 111 unduplicated individuals that were contacted about our services. Overall, four unduplicated clients were housed in Carpinteria in the last fiscal year, with nine residents of Carpitneria being housed as of December 31, 2024 under the contract, with an average length of stay in the program at approximately five months.

F.2. How does your organization ensure that its Board and staff reflect the diversity of Santa Barbara County? Describe efforts being made to be diverse, equitable, and inclusive, including appointing and hiring persons that reflect the age, gender, race, ethnicity, disability, income, etc. of the community.
Our Board of Directors membership is representative of the target population we serve in that currently two board members are formerly homeless. Additionally, we have multiple board members with children and family members who either are or were homeless, and others struggling with severe mental and physical health issues and disabilities. One board member is a military veteran, and two others work directly in the mental health field. Some members also serve on the boards of our partner agencies. Our board is also demographically representative of the population we serve. Additionally, our Board has invested heavily in DEIJ awareness and training for our agency in the last two years, and we continue to reinvest in DEIJ ongoing. The board also hosts a dedicated DEIJ committee to oversee this initiative on a continuing basis. We also have a very diverse staff in regards to gender, age, ethnicity, race, veterans, people identifying as LGBTQ+, people with disabilities, and people with lived experience, with more than 40% of our staff representing these diverse groups. We have multiple staff who represent multiple ethnic and racial groups and speak multiple languages. Our recruitment efforts reflect our DEIJ policies and procedures. Agency leadership works with our human resources department to ensure equity and inclusion in our hiring and advancement policies. As well, our agency obtained CenCal CalAIM funding that included funds to allow our Board of Directors to work with consultants to create a new and updated DEIJ training and plan for our staff and volunteer counselors. We began

implementing this new DEIJ initiative, including investing in the BiasSync platform for our staff and volunteers last year. As stated previously, we have many bilingual and bicultural staff members and volunteer counselors to ensure culturally sensitive services, and we work to make our services as barrier-free as possible for clients.

F.3. Describe your organizational plan to continue programs should there be a reduction in staff or volunteers in the face of another health emergency or natural disaster.

The Coronavirus pandemic has had a lasting impact on our agency and program operations, especially with regards to demand for our services and the overall acuity level of the issues our clients present with, especially with regards to mental health. Overall, the pandemic significantly changed the trajectory of our agency with regards to our operations and services, and we have made multiple changes agency wide to bolster our programs in case another disaster were to present itself. In 2023, we were able to move to our new Collaborative Center in an effort to improve client access and make more space for additional program, multidisciplinary team, and administrative staff. As a result, we have been able to hire additional staff positions to serve both our SSVF and Safe Parking Programs including a Nurse Practitioner Healthcare Navigator, Behavioral Health Clinician, Substance Use Counselor, Benefits and Employment Specialist, a Senior/Aging Services Case Manager, and several Peer Support Outreach Specialists. The addition of these new positions allowed us to establish a multi-disciplinary agency-wide team, housed at both our Mid/North County offices and our collaborative center, that allows our clients to receive multi-faceted and targeted care, as well as wraparound services through our other core programs. Administratively, we have been able to hire positions such as a Grants & Contracts Manager, HR Specialist, Operations Director, and most recently a CFO to increase the reliability of our internal processes, to have a backup in case of staff turnover, and ultimately to improve agency performance. We believe that the continued strengthening of our program services are essential to meet the steady demand for our program services, and overall, better serve the needs of our clients, especially if another health or natural disaster were to occur. We will also enroll all CenCal clients into our CalAIM ECM and CS services which will further bolster staffing overall.

F.4. List the staff positions that will be dedicated to the proposed program. In addition to your answer, please upload bios or resumes of key staff in the Documents section.

For each position, include: a) name, b) title, c) experience and qualifications, d) projected number of hours per week dedicated to the proposed program, e) whether it is an existing position or will be a new hire, and f) whether paid or unpaid.

Name of Staff Person	Position Title	Experience and Qualifications	Hours/Week	Existing or New?	Paid or Volunteer?

Neighborly Software

N/A	Program Coordinator	Currently hiring for this position	40	New	Paid
N/A	Housing Navigator South County	Currently hiring for this position	40	New	Paid
N/A	Housing Navigator North County	Currently hiring for this position	40	New	Paid
N/A	Housing Retention Specialist	Currently hired for this position - onboarding next week	40	New	Paid

G. Financial

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:15 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

G. Financial

Please provide the following information.

G.1 Does the applicant have sufficient cash reserves to pay for program costs as they are incurred?
CDBG/HSC funds are provided on a cost-reimbursement basis; proof of payment will be required prior to CDBG/HSC reimbursement.
Yes

G.2. Select the month in which your Agency's fiscal year ends.
June

G.3. Does your Agency have any outstanding litigation or other legal issues
No

G.4. Are there any outstanding financial audit findings which remain unresolved?
No

G.5. Did the Agency expend $750,000 or more in federal funds in its last fiscal year?
Yes

If yes, upload the agency's most recent Single Audit in the Required Documentation section.

H. Insurance

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Case Id: 32204
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Address: 530 E. Montecito Street, Suite 101, Santa

H. Insurance

Updated insurance must be submitted immediately upon expiration.

H.1 Upload the following Certificates of Insurance and enter their expiration dates: For a description of County insurance requirements, click here.

☑ **General Liability**
NBCC_Evidence of Insurance Combined.pdf

Expiration Date
01/18/2025

☑ **Automobile Insurance**
NBCC_Evidence of Insurance Combined.pdf

Expiration Date
01/18/2025

☑ **Workers Compensation**
NBCC_Evidence of Insurance Combined.pdf

Expiration Date
03/07/2025

☑ **Professional Liability**

NBCC_Evidence of Insurance Combined.pdf

Expiration Date

01/18/2025

☑ **Sexual Misconduct Liability (required for contracts involving care/supervision of children, seniors, or vulnerable persons)**

NBCC_Evidence of Insurance Combined.pdf

Expiration Date

01/18/2025

I. Proposed Program Budget

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:15 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

I. Proposed Program Budget

Please provide the following information.

I.1 CDBG/HSC eligible costs include those necessary for the operations of the CDBG/HSC-funded program, including labor, supplies, employee training, conferences, travel, marketing, etc. Ineligible costs include purchase of equipment and personal property.

List all budget line items below, including each individual CDBG/HSC-funded staff Position. Please limit your CDBG/HSC funding request to no more than four budget line items.
Email HCDNOFA@countyofsb.org with any questions.

Proposed Program Budget. Include the total budget for the proposed program and show which budget lines will include CDBG/HSC funds. Each staff position assigned to the project must be a separate line item.

Budget Line Item	Funding From This Application	Other Funding	Program Total
Program Assistance to Clients	$0.00	$2,265,000.00	$2,265,000.00
Administration Occupancy	$0.00	$408,144.00	$408,144.00
Outside/Professional Services	$0.00	$137,850.00	$137,850.00
Insurance	$0.00	$59,700.00	$59,700.00
Administration Expense	$0.00	$39,100.00	$39,100.00
Equipment	$0.00	$43,000.00	$43,000.00
Employee Payroll-Excluding positions below	$0.00	$3,288,562.00	$3,288,562.00
Employee Benefits	$0.00	$424,489.00	$424,489.00
Travel/Mileage	$0.00	$119,000.00	$119,000.00
Marketing & Fundraising Costs	$0.00	$29,500.00	$29,500.00
Safe Parking South County Case Manager Salary	$3,750.00	$61,437.00	$65,187.00
Safe Parking South County Case Manager Salary	$3,750.00	$61,437.00	$65,187.00
TOTAL	$7,500.00	$6,937,219.00	$6,944,719.00

I.2. Funding Sources for Proposed Program

Identify sources of leveraged funding, including in-kind match, for this activity in the tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for

volunteers, staff time, etc.). BE SPECIFIC – don't just say "Private Trust," say "Private Trust: John and Jane Doe Memorial Foundation," list all anticipated loans, etc. Include any restricted/unrestricted reserve funds you intend to use, as well. Details can be provided as an additional uploaded document.

Total sources must match total budget above.

Other Funding (Name of Source)	Status	Amount ($)	Anticipated award notification date
Program Manual Sales	Pending	$3,000.00	06/30/2025
SB City Safe Parking Contract	Committed	$69,856.00	M/d/yyyy
Carpinteria Safe Parking Contract	Committed	$45,000.00	M/d/yyyy
CenCal CalAIM ECM & CS Contract	Committed	$916,000.00	M/d/yyyy
Foundation Grants	Pending	$30,000.00	06/30/2025
SB City CDBG Grant	Pending	$50,000.00	06/30/2025
Goleta CDBG Grant	Not Yet Requested	$15,000.00	M/d/yyyy
SB County CDBG Grant	Pending	$25,000.00	06/30/2025
Santa Maria CDBG Grant	Pending	$20,000.00	06/30/2025
SB County Human Service Grant	Pending	$140,000.00	06/30/2025
State ESG Grant	Not Yet Requested	$85,223.00	M/d/yyyy
CoC Federal Grant	Committed	$500,000.00	M/d/yyyy
HHAP 5 Grant	Committed	$400,000.00	M/d/yyyy
HOME TBRA Grant	Committed	$200,000.00	M/d/yyyy
PATH CITED Round 4 Grant	Not Yet Requested	$400,000.00	M/d/yyyy
IPP CenCal CalAIM Grant	Committed	$150,000.00	M/d/yyyy
CERF SB City Grant	Committed	$696,938.00	M/d/yyyy
CERF SB County Grant	Committed	$3,195,807.00	M/d/yyyy
Unrestricted Donations	Pending	$2,000.00	06/30/2025
Event/Sponsorship Income	Pending	$2,000.00	06/30/2025
Restricted Donations	Pending	$1,000.00	06/30/2025
Total program revenue		$6,946,824.00	

J. Required Documentation

Completed by kschwarz@sbnbcc.org on 1/10/2025 4:16 PM

Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
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J. Required Documentation

Please provide the following information. The circle to the left of each file will be filled with a green checkmark upon successful document upload. If necessary, you may upload multiple documents under a single category.

Please download, complete, and upload below

- W9
- Conflict of Interest Statement

Documentation

☑ **W-9 *Required**
NBCC_W-9 2025.pdf

☑ **Form 990 *Required**
NBCC_2024 990 Extension & 2023 990 Public Disclosure Copy.pdf

☑ **Articles of Incorporation and Bylaws *Required**
NBCC_Bylaws and Articles of Incorporation with Name Change.pdf

☑ **Federal Tax Exemption Letter *Required**
NBCC_IRS Determination Letter.PDF

☑ **Most Recent Audited Financial Statements *Required**
NBCC_Most Recent Audit & Audit in Progress Letter.pdf

☑ **Most Recent Single Audit (see question I.5)**

NBCC_Most Recent Audit & Audit in Progress Letter.pdf

☑ **Organizational Chart *Required**

NBCC_Org Chart Safe Parking Highlighted.pdf

☑ **List of Board of Directors *Required**

NBCC_BOD Roster.pdf

☑ **Conflict of Interest Statement *Required**

NBCC_Conflict of Interest Statement.pdf

☑ **Resumes of Program Team *Required**

NBCC_Safe Parking Program Staff Resumes.pdf

☑ **Blank Intake Form *Required**

NBCC_Safe Parking Intake Packet 2025.pdf

☑ **Handouts and Promotional Material**

NBCC_Promotional Material Safe Parking.pdf

☐ **Additional Documentation**

***No files uploaded*

Submit

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Case Id: 32204
Name: NBCC Safe Parking (Carpinteria CDBG) - 2025/27
Address: 530 E. Montecito Street, Suite 101, Santa

Submit

Please provide the following information.

I CERTIFY THE FOLLOWING:

☑ **The information contained in the application and all attachments is true to the best of my knowledge.**

☑ **The Agency is a 501(c)(3) or (4) Non-Profit Organization (unless applying for Economic Development).**

IF AWARDED FUNDS, THE AGENCY CERTIFIES THAT:

☑ **It will notify the County in writing of any proposed changes to the project's scope, schedule, or budget, and it understands that all changes must be approved by the County before they are implemented.**

☑ **It will comply with Federal, State and County regulations and policies applicable to the source of funds awarded.**

☑ **It understands that the County, HUD or other federal entity shall have access to all program and financial records related to the program for monitoring or audit purposes.**

☑ **There will be sufficient funds, including County and other sources of funds, to operate the program as proposed.**

☑ **There will be sufficient staff capacity to effectively administer the program.**

☑ **It will income-qualify all program participants (beneficiaries) in accordance with 24 CFR Part 5.609 (Part 5), unless certified by the County as an Area Benefit or Presumed Beneficiary program.**

☑ **It will collect income, race and ethnicity data on low-income persons and, if applicable, special populations such as elderly, abused children, homeless, disabled, HIV/AIDS persons (see definitions of special needs populations in question D3 of the application).**

☑ **It will retain records relating to the use of federal and County funds for a period not less than five years.**

☑ **It has, or will have in place prior to the execution of an agreement with the County, a personnel policy with an**

affirmative action plan and grievance procedure.

☑ **It will provide timely performance reports as required in the executed agreement with the County.**

☑ **It will provide proof of insurance described in the "Insurance" section of the application and will provide updated insurance immediately upon expiration.**

☑ **It will comply with the Federal Funding Accountability and Transparency Act (FFATA) – 2 CFR Part 170.**

☑ **It will comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

☑ **It will comply with Generally Accepted Accounting Principles.**

☑ **If its program serves homeless or at risk of homeless clients, it will comply with the County's Coordinated Entry System (CES) and Homeless Management and Information System (HMIS).**

Signature
Kristine J. Schwarz
Electronically signed by kschwarz@sbnbcc.org on 1/10/2025 4:17 PM

Date
01/10/2025

Attachment B.

United Boys & Girls Club (Carpinteria Unit)

CDBG Public Service Application

CDBG Committee Recommendations
2025-2026 Public Services Grant (Renewal 2026-2027)
March 10, 2025 City Council Meeting

Score Report

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG

A. Applicant Information

Completed by mbaker@unitedbg.org on 1/7/2025 12:37 PM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

A. Applicant Information

Download the NOFA at https://www.countyofsb.org/494/Housing-Community-Development

ORGANIZATION INFORMATION

A.1. Legal name of organization

United Boys & Girls Clubs Of Greater Santa Barbara County

A.2 Physical Address

1528 Chapala Street Suite 309 Santa Barbara , CA 93101

A.3 Mailing address **if different**

PO Box 1485 Santa Barbara , CA 93102

A.4. Organization Web Site

www.unitedbg.org

A.5. Unique Entity ID (formerly DUNS Number)

[redacted]

A.6. Federal EIN/TIN Number

[redacted]

PRIMARY CONTACT INFORMATION

A.7. Title

Chief Development Officer

A.8. First Name

Taylor

A.9. Last Name

Swan

A.10. Phone

[redacted]

A.11. Email

tswan@unitedbg.org

ADDITIONAL CONTACT INFORMATION

A.12. Agency's Chief Executive

Michael Baker

A.13. Phone

[redacted]

A.14. Email

mbaker@unitedbg.org

A.15. Program Coordinator
Diana Ornelas

A.16. Phone
[redacted]

A.17. Email
Dornelas@unitedbg.org

A.18. Financial Coordinator
David Landa

A.19. Phone
[redacted]

A.20. Email
Dlanda@unitedbg.org

B. Funding Request

Completed by mbaker@unitedbg.org on 1/8/2025 2:32 PM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

B. Funding Source & Request

Applicants are invited to apply for funding from any of three sources:

- Community Development Block Grant (CDBG) Public Services
- Human Services General Fund – Basic Services
- and Human Services General Fund – Best Practices.

An applicant may apply for funding for a single program from multiple sources, or for multiple programs from a single source, by submitting multiple applications. However, each individual application must **select only one program and one funding source**.

A description of each funding source follows. Please read carefully before selecting ONE funding source for this application.

CDBG Public Services: CDBG funds are provided to the County by the Federal government to be allocated to local projects, and applications may request $25,000-$70,000. Subrecipients will be required to demonstrate that they serve a predominantly low- to moderate-income clientele as specified in Section E of this application, and must document the demographics of their clientele.

HSC General Fund – Basic Services: Basic Services programs meet the basic needs of community members, and applications may request $25,000 to $70,000. There are no special requirements associated with this funding source.

HSC General Fund – Best Practices: Best Practices programs are innovative programs providing tangible, lasting benefits to clients, and applications may request $70,000 to $140,000. Applicants must demonstrate in Section H of this application that the proposed program is research based, provides benefits above and beyond meeting clients' basic needs, and participates in a process of continual evaluation and improvement.

B.1. Select the grant for which you are applying for funding:
Carpinteria CDBG Public Services

B.2. Annual amount requested for this program:
$14,000.00

B.3. Have you applied, or will you also be applying for CDBG funding from any of the other jurisdictions in Santa Barbara County?
Yes

B.4. If yes, list the amounts requested from each jurisdiction and whether or not the funds have been committed. If no, leave this table blank.

	Amount ($)	Committed?
Goleta	$10,000.00	No
Lompoc	$25,000.00	No
Santa Maria	$0.00	
City of Santa Barbara	$20,000.00	No
TOTAL	$55,000.00	

B.5. Select the Supervisorial district in which the program office is located.
District 1 - Williams

B.6. Agency Mission Statement
The mission of the United Boys & Girls Clubs of Santa Barbara County (UBGC) is to enable all young people, especially those who need us most, to reach their full potential as productive, caring and responsible citizens. UBGC is dedicated to ensuring that our community's children and teens have greater access to quality enrichment programs and services that enhance their lives and shape positive and successful futures. Our Clubs offer a safe space for all youth to develop life skills, positive relationships, and a more productive future. We offer the same access and quality programming for all youth regardless of economic or accessibility barriers the family may be facing.

Years of operation

B.7. How long has your agency been in operation?
87 years

B.8. How long has the proposed program been in operation?
87 years

B.9. Is your agency a Faith-Based Organization?
i.e. congregations; national denomination networks (ex: Catholic Charities, Lutheran Social Services) or networks of related organizations (ex: YMCA and YWCA); and freestanding religious organizations, which are incorporated separately.
No

C. Program Information

Completed by mbaker@unitedbg.org on 1/8/2025 2:34 PM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

C. Program Information

Please provide the following information.

C.1. Name of program
Carpinteria Unit

C.2. Street address of the proposed program (if the proposed is a confidential site, please list the mailing address).
4849 Foothill Road Carpinteria, CA 93013

C.3. Briefly summarize the program that is to be funded with CDBG/HSC funds. You will have an opportunity to provide a more detailed description in question C.8 below.
Our Carpinteria Club offers out of school enrichment programming to youth experiencing socio economic hardship for only $40 annually (membership includes school year weekday and Saturday programming). Our programs are fun and productive, encouraging the growth of self-esteem along with the skill-building activities and educational support necessary for success in our rapidly changing world.

C.4. Select the Human Services Commission or CDBG Public Services priority that best describes your agency's proposed program for which you are seeking funding.
Help to ensure access to services for all vulnerable populations

C.5. Enter the number of persons, by income, expected to be served by the proposed program during the two fiscal years (July 1, 2025 – June 30, 2027).

Count all members of a household when the entire household is served (e.g. food banks); for services targeting individuals (e.g. mental health counseling), count only the person receiving services. Please refer to the Notice of Funding Availability for current income limits for Santa Barbara County.

Persons 0-30%	168
Persons 30%-50%	66
Persons 50%-80%	200
Persons }}80%	1
TOTAL	435

C.6. Define the program's service area. This may be defined in terms of streets, census tracts, city/county boundaries, or another similar method.
Our Carpinteria Club is located at 4849 Foothill Road Carpinteria, CA 93013. The service area is the neighborhoods surrounding the Club location. Carpinteria is 45 percent Hispanic according to census data. The census tracts located in the service area include 16.01, 16.04, and 17.04. Santa Barbara County now ranks third among California's 58 counties in its rate of poverty, according to a deep-dive data on poverty in the state by the influential Public Policy

Institute of California (PPIC). We serve all youth in the areas surrounding our program sites, with an emphasis on youth from low income families and/or youth who are marginalized. In 2023-24, 70% of students enrolled in Carpinteria Unified School District were eligible for free and reduced price meals (FRPM) and 17% were English Learners (ed-data.org). Our Carpinteria Club opened in 1967. We will continue to provide free pickup and drop off locations in areas of high need including Dahlia Court, and the area around Bailard Ave. and Via Real on Saturday.

C.7. Select the area of the County which the program primarily serves.

South County

C.8. Describe the program to be funded, including the type of activities that will be provided and the population to be served.

The programs to be funded are Power Hour and summer learning loss, our daily academic support programs. Every day during the school year, we offer Power Hour, our nationally-acclaimed academic support programming. During the summer, we offer summer learning loss programming. Your grant funding will be used towards the cost of program staff, which allows us to offer our Club membership at affordable rates as well as offer scholarships to youth who cannot afford the Club membership fees. By helping us cover staff costs, you will allow us to offer membership to all youth for only $40/year, when our annual cost per youth is approximately $2,000. We offer scholarships to youth who cannot afford the $40 annual membership fee. With the average cost of child care at $6,000 per year, our Clubs are an important and high quality alternative. Power Hour tracks student progress in literacy and math, empowering youth to stay engaged in school and remain on a path to higher education and career success. Before the pandemic, Power Hour was offered only during the school week; now, we provide similar academic programming on Saturdays and throughout the summer to address learning loss. Our Clubs operate Monday-Friday from 2:00 PM to 7:00 PM, Saturdays from 10:00 AM to 4:00 PM, and during the summer Monday-Saturday from 8:30 AM to 5:30 PM. In 2024, we served 396 members. We expect to serve 435 in 2025. Our academic support programs serve K-12 students from low income and Latinx backgrounds living in Carpinteria who are in need of safety, educational support, and recreational and social opportunities. Our Clubs deliver high-impact interventions for our members, focusing on providing educational support and life skills that close the achievement gap—particularly for families facing socioeconomic challenges.

C.9. Provide a concise, objective statement of work to be incorporated into the program's contract if the program is selected for funding.

The goal of our academic support programs is to provide high-quality academic support and mentoring to our members, who are primarily Latinx and experience socio-economic challenges. We will continue to offer educational programming every day our Club is open, including Saturdays and all summer. Children of color from low-income communities face significant educational barriers including language barriers, lack of access to reliable wifi/devices, limited access to tutoring or parent help, and food insecurity, among other challenges. If our program is successful, we will see measurable improvements in their academic performance and overall improvements in their attitude towards school and homework. We are making progress towards this goal by offering Power Hour programming throughout the school year and summer learning loss programming all summer. UBGC is uniquely qualified to meet the needs of our community's youth because of our history of success, holistic approach, ability to offer programs at little to no cost to eligible families, and proven methods. Many of our program staff are bilingual (English/Spanish). Our Clubs serve as an extension of the school day, and our services are needed as schools are struggling to meet the needs of their students.

C.10. Describe the unmet need to be addressed by this program

Many parents facing socio economic challenges work multiple jobs to make ends meet and cannot afford the cost of tutoring, even when scholarships are available. Many of our members face obstacles in life, and often lack the

resources to which their affluent peers have easy access. The majority of the youth we serve are from families experiencing economic challenges, and more than half of our members are students of color, primarily Latinx. Many of our members have parents who work multiple jobs, meaning there is not an adult available to help them with their homework, or drive them to sports practice. Many members will be the first in their family to go to college. Carpinteria Unified School District's test scores indicate the need for out of school educational support. Almost 40% of students in Carpinteria are not meeting state standards for English Language and 37% are not meeting state standards for Math (ed-data.org). To address systemic inequities and meet community needs, UBGC provides regular and equitable access to free tutoring as a vital catalyst for success and an investment in members. According to the California Department of Education, "Children from Latinx families are three times more likely to be identified as having learning disabilities than their white peers in SBUSD." Our academic support programs help members overcome barriers to academic success, ensuring they thrive in school and beyond. Our mentors and staff include college students who have the ability and access for instructional assistance. For the many students who are falling below grade level in their online learning courses, Power Hour will be an especially important resource. If a child has a mental wellness need beyond what is offered at our clubs, then we we refer them to Child Abuse Listening Mediation (CALM); they expedite referrals for us.

C.11. Describe this program's needs assessment process. How did your agency determine the need for this program, and how often do you reevaluate and perform needs assessments?

To ensure we are continually improving our services to meet the changing needs of our clients, we collect feedback from members, parents, staff, and teachers on the effectiveness of the services we offer. We are tracking the academic progress of our students through STAR and Freckle educational programming. Freckle is an adaptive learning software that allows us to track average grade levels and tutoring efficacy. Every student is given a pre-test and then monthly follow up post testing to track their progress. Our proprietary Membership Tracking System (MTS) allows us to collect demographic and family income information, club attendance, and participation in Power Hour. The MTS is updated weekly. Through the annual National Youth Outcome Initiative (NYOI), we measure our member's satisfaction in several areas including overall experience, sense of belonging, emotional safety, and more. Our members are twice as likely to graduate from high school and live a healthy lifestyle as peers who do not attend the Club.

C.12 Describe how your agency collaborates with other organizations that provide similar services and how you work together to reduce duplication, share data, and collaborate on the provision of services. Cite specific agencies and scope(s) of formal agreements (e.g. MOUs). Explain the results.

UBGC has cooperative relationships with all the school districts in which we operate as well as with other community organizations. We are working with the counselors from Santa Barbara, Lompoc, and Carpinteria school districts to help meet the support needs of our youth members. Counselors have referred the students who are not showing up to zoom or lack the resources to be successful to receive educational support from our Clubs. We offer full scholarships for youth at Transition House for membership, transportation, and athletic programs. We collaborate with the Foodbank at the Carpinteria Children's Project and Food Pantry at Girls Inc.

C.13. How are clients referred to the program?

Most Power Hour participants are current Club members, with many referred by teachers, school counselors, or parents. We maintain strong relationships with school districts across the county and work closely with school principals to identify students who would benefit from academic support. Teachers and counselors often refer students who are struggling academically or lack the resources to succeed. Our Clubs are well-established and recognized in the community, and our outreach efforts include partnerships with local schools and other service agencies, who refer students to our programs.

C.14. Describe your program's outreach or marketing activities to meet the CDBG National Objective to serve primarily low-income persons.

To expand our reach, we promote the program through bilingual announcements, flyers, and information posted on our website. We actively inform parents that Power Hour is free, high-quality, and available to students of all backgrounds and ability levels. To eliminate transportation barriers, we also provide free transportation for low-income members within our service area. Our Clubs are well-known and trusted in the community. In Carpinteria, we reach families primarily through our partnerships with local schools, including Aliso Elementary (72% Free/Reduced Price Meal qualified, 85% Latinx), Canalino Elementary (58% FRPM, 73% Latinx), Carpinteria Middle (61% FRPM, 79% Latinx), and Carpinteria Senior High (55% FRPM, 74% Latinx). These schools serve as key sources of referrals for our programs, allowing us to connect with families in need of support.

C.15. Describe how your organization provides culturally sensitive services and ensures access to non-English-speaking populations.

Our organization has a long history of operating culturally competent, high-quality and cost effective programs for our members. We have more than 87 years of experience offering programming that meets the needs of our communities' youth. It is in our DNA to serve youth who lack access to resources in our communities. Since 1938, no child has ever been turned away. We adapt our programming to meet the changing needs of our communities. Many of our staff are former Club members, are bilingual, and are people of color. Spanish translation is provided for families or members who prefer Spanish. Our staff are trained in accordance with nationwide standards for the Boys & Girls Clubs of America. UBGC staff attend a Social Emotional Training through Boys & Girls Club of America focusing on working with youth to open lines of communication, make them feel safe, and build confidence. Staff pass a background check, have tutoring experience, and graduate from or are in good standing for an accredited AA/BA degree, preferably in a STEM field. Most Club staff are under 30, enabling them to form bonds with and offer recent experience to clients. The ratio of youth to staff is 14:1. The quality of our programs is guaranteed by the national standards of the Boys & Girls Clubs of America. Our primary offerings, including Power Hour and Triple Play, are nationally acclaimed and evidence-based. All our sports teams are multicultural; we focus on inclusion.

C.16 How do you ensure that prospective beneficiaries have access to your services? (e.g. transportation assistance, remote or at-home delivery of services, etc.). Are all facilities used to provide program-related services ADA-compliant?

We continually adapt our services to ensure we are reaching youth who need us the most and overcome any barriers to access that they face. We offer free transportation from schools to our Clubs. We provide Spanish translation. Our facilities are ADA accessible. We operate based on the school calendar, which means when kids are in school, we are closed, and when the school day ends, we offer out of school programs. During summer, we are open all day for members while they are all out of school. When parents are working and have nowhere for their children to go, we are open. Snacks and meals are provided during after school, Saturday, and summer programs. This is needed as many of the families we serve are facing food insecurity and rely on our Clubs for their children's afterschool snack and evening meal.

C.17. Describe your organization's efforts to include diversity, equity, and inclusion in its outreach activities to ensure access to services for all.

It is a key part of our mission to include diversity, equity and inclusion in our outreach activities to ensure access to services for all. We provide scholarships and financial aid assistance to families who are unable to afford our membership fees. At Carpinteria, the annual membership fee is $40 for all school year programs (this does not include summer programs). In addition, we offer outreach materials in both Spanish and English. Several of our Club staff are native Spanish speakers and can communicate with families who prefer Spanish in their native language. We have transportation services for those who do not have a way to get to the club and home. Our Club Director works in

collaboration with several non-profits (State Parks, Carpinteria Art Center, Girls Inc, Carp Valley Historical, Children's Creative Project as examples) to ensure we have a well-rounded base.

C.18. If this is an application for Human Services Best Practices Funds: How is the program different from a Basic Services (safety net) program?
N/A

C.19. If this is an application for Human Services Best Practices Funds: Describe how your clients' circumstances will measurably improve as a result of your program.
N/A

C.20. If this is an application for Human Services Best Practices Funds: How do the program goals specified tie to an evidence-based model?
N/A

C.21 If this is an application for Human Services Best Practices Funds: Describe any measurable baseline data, assessments, surveys, industry standards, or experience that will be utilized to evaluate the program. What changes have you made to your program as a result? Please be specific.
N/A

D. Federal Eligibility

Completed by mbaker@unitedbg.org on 1/8/2025 2:34 PM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

D. Federal Eligibility

Please provide the following information.

D.1 Select ONE of the following criteria under which the proposed program qualifies. (Click on each option to see the definition before making your final selection).
Human Services General Fund applicants are not required to respond to this question.

Low-Moderate Clientele

D.2. **Low-Moderate Clientele**

Low-Moderate Clientele: Information on income must be collected for ALL clients or households to demonstrate that at least 51% of the clients served are low- or moderate-income.

The applicant agrees to income qualify its clientele in accordance with 24 CFR Part 5, and to collect race and ethnicity information from its clientele in accordance with Census categories.

Income information must be collected for ALL adults aged 18 or older, including low-income and non low-income persons or households to demonstrate that at least 51% of those served are at or below 80% of Area Median income as published by HUD annually for the Santa Barbara County/Santa Maria Metropolitan Statistical Area (MSA). If a client cannot or will not provide income documentation, they must be presumed to be above 80% of Area Median Income.

If the proposed program does not meet the definition of Area Benefit or Presumed Beneficiaries, the Agency must perform income certification verifying at least 51% of clients served have incomes at or below 80% of Area Median Income. For example, if the project will serve 100 clients, at least 51 of these must be determined to be at or below 80% of AMI for Santa Barbara County to meet CDBG objectives.

☑ **D.3. D.3 Agency attests that it will income-certify ALL clients benefitting from the proposed program in accordance with 24 CFR 5.609-612. This includes collecting pay check stubs, bank statements, federal subsidy monthly statements, e.g. SSI, and asset information. The collection of income tax returns alone is not a sufficient source of documentation and may be used only to confirm or verify income.**

D.4. Please provide a brief description of current and/or past agency experience in performing and determining individual/household income. Include sources of documentation used and responsible agency/staff experience in this regard.

Our agency has extensive experience in determining individual and household income as part of our commitment to serving low-income families and ensuring equitable access to our programs. Our proprietary Membership Tracking System (MTS) allows us to collect demographic and family income information, club attendance, and program participation. Each Club Director is responsible for overseeing the collecting of household income data for all members. UBGC has received multiple CDBG grants over the past several years and our staff is familiar with CDBG reporting. Our

Club Director, Diana Ornelas, will be responsible for CDBG reporting for the Carpinteria Club. Our Chief Operating Officer, Christianne Rojo, works with the Club Directors at all Club locations to ensure consistent practices for collecting income information organization-wide.

D.5. If agency clientele qualify as "low-income" in accordance and definition by another federal agency and/or program, such as food stamps, please indicate this and how it is/will be documented as consistent with CDBG income qualifications, e.g., other federal means-tested, needs-based programs related to housing, health care, education, nutrition, etc.

We collect income information from each member via the membership application. The membership application asks if the child qualifies for the free or reduced price lunch program at school. For students who request a scholarship, we request proof of income via paystubs or tax returns or eligibility for free/reduced price meals at school.

E. Program Goals

Completed by mbaker@unitedbg.org on 1/8/2025 9:09 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

E. Program Goals

Please provide the following information.

E.1. Identify the number of unduplicated clients to be served by the proposed program.
If a person receives multiple counseling sessions annually, count that person one time. If a person visits a food bank multiple times in the year, count all members of the family at each visit.
431

E.2. List up to two other quantifiable outputs/performance targets. For each output or target, describe how program participants' lives will be improved.

Output examples: # of services provided, e.g. meals, classes, counseling or case management sessions, etc. Impact examples: improve nutrition/health, increased self-sufficiency, change in economic status, etc.

Goal Description	Number	Impact Expected
Serve 70+ members daily through Power Hour and other education programs in 2025 (based on average daily attendance)	70	Members are able to complete their homework with the support of Power Hour staff; members are empowered through academic success and experience improved self-esteem.

E.3. List two quantifiable outcomes. Outcomes should be related to the impacts described in the goals above.

Outcome examples: # of clients who report improved well-being on surveys or measurements, # of clients who enter permanent housing, etc.

Goal Description	Number	Impact Expected
More than 90% of youth who regularly attend Power Hour and other education programs will perform at or above grade level (based on average daily attendance numbers)	63	The impact is that students who are performing at grade level are better able to reach their potential in school and beyond
The percentage of members who report that the following statement is very true: "I feel safe being myself at this Club"	70	The impact is that students feel safe at the Clubs

will increase from 62% in 2024 to 70% in 2026		

E.4. Describe your client intake process. You will be required to upload a blank intake form in the "Required Documentation" section.

Note: To qualify for an award of CDBG funds, the agency must collect race and ethnicity information from all clients and, if required, income documentation.

UBGC collects client data through our membership application (attached to this grant request). The application asks for race/ethnicity information and income levels. This information is entered into our comprehensive proprietary Membership Tracking System (MTS). The MTS is also used to monitor and evaluate our programs. This is used across our Club locations to track program attendance for all programs. We are currently working with local school districts to create MOU's so that we can also track a student's academic progress and proficiency.

F. Capacity

Completed by mbaker@unitedbg.org on 1/8/2025 9:12 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

F. Capacity

Please provide the following information.

F.1. Describe your Agency's experience and capacity in assisting clients and meeting goals and objectives.
Our Carpinteria Club has served the community since 1967. Our organization invests in our staff, facility, and programs to ensure we offer the highest possible quality of service. We collect feedback from members, parents, staff, and teachers on the effectiveness of the services we offer. Through the National Youth Outcome Initiative (NYOI), we measure our member's satisfaction each year in several areas including overall experience, sense of belonging, emotional safety, fun, adult connections, staff expectations, and recognition. Below are a few highlights from the NYOI survey results for 2023-24: Emotionally safe environment - 91% Optimal/Fair Physical Safety - 81% Optimal/Fair Fun - 85% Optimal/Fair

F.2. How does your organization ensure that its Board and staff reflect the diversity of Santa Barbara County? Describe efforts being made to be diverse, equitable, and inclusive, including appointing and hiring persons that reflect the age, gender, race, ethnicity, disability, income, etc. of the community.
We are committed to cultural proficiency in all aspects of our programming, and many of our members and families are from the Latinx community and prefer Spanish. More than half of our club staff is bilingual and bicultural. We provide Spanish-English interpreting for all family events and materials. Our Board of Directors represents the diverse communities across Santa Barbara County, including a dedicated representative from the Santa Ynez Valley Band of Chumash Indians. In recent years, we have prioritized increasing representation of people of color on our Board. Currently, one-third of our 24 Board members identify as people of color. This includes seven Latinx members, one member of Middle Eastern/North African descent, and one Native American member. Additionally, five of our Board members (20%) identify as female. While these steps mark progress, we recognize the need for continued efforts to ensure that our Board better reflects the diversity of our membership, particularly regarding ethnicity and gender identity. To achieve this, we are actively reviewing our board recruitment strategies and implementing intentional policies to guide our efforts. We are committed to building a Board that not only represents the communities we serve but also aligns with the values of equity and inclusion. Our youth membership is currently 60% boys and 40% girls, and we are striving to achieve a more balanced 50/50 ratio.

F.3. Describe your organizational plan to continue programs should there be a reduction in staff or volunteers in the face of another health emergency or natural disaster.
Over the last several years, our organization has gained valuable experience in adapting operations during both natural disasters (including fires, floods, mudflows) and health emergencies. Because of the Covid-19 pandemic, UBGC is more prepared for a pandemic in the future. We have 2 new leaders overlooking our units, they both bring security to our unit directors knowing we have amazing leaders with experience to guide us in the event of another emergency. Our programs continued throughout the pandemic. When it was not safe to meet in person, we provided virtual programming. When it was safe to meet in small groups, we increased the staff to student ratio and increased sanitization. We created a rotation schedule to ensure everyone' safety. We will continue to use these adaptations if needed.

F.4. List the staff positions that will be dedicated to the proposed program. In addition to your answer, please upload bios or resumes of key staff in the Documents section.

For each position, include: a) name, b) title, c) experience and qualifications, d) projected number of hours per week dedicated to the proposed program, e) whether it is an existing position or will be a new hire, and f) whether paid or unpaid.

Name of Staff Person	Position Title	Experience and Qualifications	Hours/Week	Existing or New?	Paid or Volunteer?
Diana Ornelas	Club Director	Diana has been serving Boys	40	Existing	Paid

Neighborly Software

G. Financial

Completed by mbaker@unitedbg.org on 1/8/2025 9:13 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

G. Financial

Please provide the following information.

G.1 Does the applicant have sufficient cash reserves to pay for program costs as they are incurred?
CDBG/HSC funds are provided on a cost-reimbursement basis; proof of payment will be required prior to CDBG/HSC reimbursement.
Yes

G.2. Select the month in which your Agency's fiscal year ends.
December

G.3. Does your Agency have any outstanding litigation or other legal issues
No

G.4. Are there any outstanding financial audit findings which remain unresolved?
No

G.5. Did the Agency expend $750,000 or more in federal funds in its last fiscal year?
No

H. Insurance

Completed by mbaker@unitedbg.org on 1/8/2025 9:14 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

H. Insurance

Updated insurance must be submitted immediately upon expiration.

H.1 Upload the following Certificates of Insurance and enter their expiration dates: For a description of County insurance requirements, click here.

☑ **General Liability**

UBGC 2024 Insurance Certificate.pdf

Expiration Date
11/13/2025

☑ **Automobile Insurance**

UBGC 2024 Insurance Certificate.pdf

Expiration Date
11/13/2025

☑ **Workers Compensation**

UBGC 2024 Insurance Certificate.pdf

Expiration Date
11/13/2025

☑ **Professional Liability**

UBGC 2024 Insurance Certificate.pdf

Expiration Date

11/13/2025

☑ **Sexual Misconduct Liability (required for contracts involving care/supervision of children, seniors, or vulnerable persons)**

UBGC 2024 Insurance Certificate.pdf

Expiration Date

11/13/2025

I. Proposed Program Budget

Completed by mbaker@unitedbg.org on 1/8/2025 9:24 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

I. Proposed Program Budget

Please provide the following information.

I.1 CDBG/HSC eligible costs include those necessary for the operations of the CDBG/HSC-funded program, including labor, supplies, employee training, conferences, travel, marketing, etc. Ineligible costs include purchase of equipment and personal property.

List all budget line items below, including each individual CDBG/HSC-funded staff Position. Please limit your CDBG/HSC funding request to no more than four budget line items.
Email HCDNOFA@countyofsb.org with any questions.

Proposed Program Budget. Include the total budget for the proposed program and show which budget lines will include CDBG/HSC funds. Each staff position assigned to the project must be a separate line item.

Budget Line Item	Funding From This Application	Other Funding	Program Total
Club Director	$14,000.00	$58,000.00	$72,000.00
Admin expenses	$0.00	$1,790.00	$1,790.00
Banking expenses	$0.00	$6.00	$6.00
Employee benefits	$0.00	$21,579.00	$21,579.00
Facility costs	$0.00	$71,604.00	$71,604.00
Insurance	$0.00	$19,113.00	$19,113.00
Non director wages	$0.00	$179,829.00	$179,829.00
Payroll taxes	$0.00	$23,976.00	$23,976.00
Professional fees	$0.00	$16,831.00	$16,831.00
Program related costs	$0.00	$44,737.00	$44,737.00
Transportation expenses	$0.00	$6,079.00	$6,079.00
TOTAL	$14,000.00	$443,544.00	$457,544.00

I.2. Funding Sources for Proposed Program

Identify sources of leveraged funding, including in-kind match, for this activity in the tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for volunteers, staff time, etc.). BE SPECIFIC – don't just say "Private Trust," say "Private Trust: John and Jane Doe Memorial Foundation," list all anticipated loans, etc. Include any restricted/unrestricted reserve funds you intend to use, as well. Details can be provided as an additional uploaded document.

Total sources must match total budget above.

Other Funding (Name of	Status	Amount ($)	Anticipated award

Source)			notification date
Individual contributions	Committed	$8,620.00	06/01/2025
Government Grant income	Pending	$45,153.00	07/01/2025
Program Fee Income	Pending	$70,361.00	10/01/2025
Whale Beach Foundation	Pending	$10,000.00	09/01/2025
Henry & Lola Monroe Foundation	Pending	$10,800.00	10/01/2025
Otis Booth Foundation	Pending	$20,000.00	08/01/2025
Danchuk Charitable Funds	Pending	$2,500.00	07/01/2025
Carpinteria Rotary Morning	Not Yet Requested	$1,000.00	10/01/2025
Other Foundations	Not Yet Requested	$53,018.00	12/01/2025
Rental & Conf income	Committed	$90,042.00	12/01/2025
Special events & Campaigns	Not Yet Requested	$804.00	07/01/2025
Fundraising from general Development	Committed	$145,246.00	10/01/2025
		$0.00	M/d/yyyy
Total program revenue		$457,544.00	

J. Required Documentation

Completed by mbaker@unitedbg.org on 1/8/2025 2:35 PM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

J. Required Documentation

Please provide the following information. The circle to the left of each file will be filled with a green checkmark upon successful document upload. If necessary, you may upload multiple documents under a single category.

Please download, complete, and upload below

- W9
- Conflict of Interest Statement

Documentation

☑ **W-9 *Required**

UBGC W9.pdf

☑ **Form 990 *Required**

2023 UBGC Form 990 signed.pdf

☑ **Articles of Incorporation and Bylaws *Required**

UBGC Bylaws.pdf
UBGC Articles of Incorporation.pdf

☑ **Federal Tax Exemption Letter *Required**

UBGC IRS 501 (c) (3) status letter.pdf

☑ **Most Recent Audited Financial Statements *Required**

2023 UBGC Audited Financial Statements.pdf

☐ **Most Recent Single Audit (see question I.5)**

***No files uploaded*

☑ **Organizational Chart *Required**

2024 UBGC Organization Chart Graph.pdf

☑ **List of Board of Directors *Required**

UBGC Board of Directors 2024.pdf

☑ **Conflict of Interest Statement *Required**

UBGC 2024 Conflict of Interest Statement.pdf

☑ **Resumes of Program Team *Required**

Diana Ornelas Resume.pdf

☑ **Blank Intake Form *Required**

Client Intake Form (online) and Scholarship Application 2025.pdf

☐ **Handouts and Promotional Material**

***No files uploaded*

☑ **Additional Documentation**

2023 UBGC Annual Report-min.pdf

Submit

Completed by mbaker@unitedbg.org on 1/9/2025 8:38 AM

Case Id: 32189
Name: United Boys & Girls Clubs Carpinteria (CDBG
Address: 1528 Chapala Street, Suite 309, Santa Barbara ,

Submit

Please provide the following information.

I CERTIFY THE FOLLOWING:

☑ **The information contained in the application and all attachments is true to the best of my knowledge.**

☑ **The Agency is a 501(c)(3) or (4) Non-Profit Organization (unless applying for Economic Development).**

IF AWARDED FUNDS, THE AGENCY CERTIFIES THAT:

☑ **It will notify the County in writing of any proposed changes to the project's scope, schedule, or budget, and it understands that all changes must be approved by the County before they are implemented.**

☑ **It will comply with Federal, State and County regulations and policies applicable to the source of funds awarded.**

☑ **It understands that the County, HUD or other federal entity shall have access to all program and financial records related to the program for monitoring or audit purposes.**

☑ **There will be sufficient funds, including County and other sources of funds, to operate the program as proposed.**

☑ **There will be sufficient staff capacity to effectively administer the program.**

☑ **It will income-qualify all program participants (beneficiaries) in accordance with 24 CFR Part 5.609 (Part 5), unless certified by the County as an Area Benefit or Presumed Beneficiary program.**

☑ **It will collect income, race and ethnicity data on low-income persons and, if applicable, special populations such as elderly, abused children, homeless, disabled, HIV/AIDS persons (see definitions of special needs populations in question D3 of the application).**

☑ **It will retain records relating to the use of federal and County funds for a period not less than five years.**

☑ **It has, or will have in place prior to the execution of an agreement with the County, a personnel policy with an**

affirmative action plan and grievance procedure.

☑ **It will provide timely performance reports as required in the executed agreement with the County.**

☑ **It will provide proof of insurance described in the "Insurance" section of the application and will provide updated insurance immediately upon expiration.**

☑ **It will comply with the Federal Funding Accountability and Transparency Act (FFATA) – 2 CFR Part 170.**

☑ **It will comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

☑ **It will comply with Generally Accepted Accounting Principles.**

☑ **If its program serves homeless or at risk of homeless clients, it will comply with the County's Coordinated Entry System (CES) and Homeless Management and Information System (HMIS).**

Signature
Michael Baker
Electronically signed by mbaker@unitedbg.org on 1/8/2025 2:36 PM

Date
01/08/2025

Attachment C.

Peoples' Self Help Housing

(Camino Scholars & College Club)

CDBG Public Service Application

CDBG Committee Recommendations
2025-2026 Public Services Grant (Renewal 2026-2027)
March 10, 2025 City Council Meeting

Score Report

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &

A. Applicant Information

Completed by grants@pshhc.org on 1/8/2025 1:00 PM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

A. Applicant Information

Download the NOFA at https://www.countyofsb.org/494/Housing-Community-Development

ORGANIZATION INFORMATION

A.1. Legal name of organization

Peoples' Self-Help Housing Corporation

A.2 Physical Address

1060 Kendall Road San Luis Obispo, CA 93401

A.3 Mailing address **if different**

A.4. Organization Web Site

www.pshhc.org

A.5. Unique Entity ID (formerly DUNS Number)

[redacted]

A.6. Federal EIN/TIN Number

[redacted]

PRIMARY CONTACT INFORMATION

A.7. Title

Grants Manager

A.8. First Name

June

A.9. Last Name

Eastham

A.10. Phone

[redacted]

A.11. Email

grants@pshhc.org

ADDITIONAL CONTACT INFORMATION

A.12. Agency's Chief Executive

Kenneth Trigueiro

A.13. Phone

[redacted]

A.14. Email

ceo@pshhc.org

A.15. Program Coordinator
Kris Reid

A.16. Phone
[redacted]

A.17. Email
krisr@pshhc.org

A.18. Financial Coordinator
Richard Martinez

A.19. Phone
[redacted]

A.20. Email
rmartinez@pshhc.org

B. Funding Request

Completed by grants@pshhc.org on 1/10/2025 11:36 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

B. Funding Source & Request

Applicants are invited to apply for funding from any of three sources:

- Community Development Block Grant (CDBG) Public Services
- Human Services General Fund – Basic Services
- and Human Services General Fund – Best Practices.

An applicant may apply for funding for a single program from multiple sources, or for multiple programs from a single source, by submitting multiple applications. However, each individual application must **select only one program and one funding source**.

A description of each funding source follows. Please read carefully before selecting ONE funding source for this application.

CDBG Public Services: CDBG funds are provided to the County by the Federal government to be allocated to local projects, and applications may request $25,000-$70,000. Subrecipients will be required to demonstrate that they serve a predominantly low- to moderate-income clientele as specified in Section E of this application, and must document the demographics of their clientele.

HSC General Fund – Basic Services: Basic Services programs meet the basic needs of community members, and applications may request $25,000 to $70,000. There are no special requirements associated with this funding source.

HSC General Fund – Best Practices: Best Practices programs are innovative programs providing tangible, lasting benefits to clients, and applications may request $70,000 to $140,000. Applicants must demonstrate in Section H of this application that the proposed program is research based, provides benefits above and beyond meeting clients' basic needs, and participates in a process of continual evaluation and improvement.

B.1. Select the grant for which you are applying for funding:
Carpinteria CDBG Public Services

B.2. Annual amount requested for this program:
$14,000.00

B.3. Have you applied, or will you also be applying for CDBG funding from any of the other jurisdictions in Santa Barbara County?
Yes

B.4. If yes, list the amounts requested from each jurisdiction and whether or not the funds have been committed. If no, leave this table blank.

	Amount ($)	Committed?
Goleta	$15,000.00	No
Lompoc	$0.00	
Santa Maria	$0.00	
City of Santa Barbara	$20,000.00	No
TOTAL	$35,000.00	

B.5. Select the Supervisorial district in which the program office is located.
District 1 - Williams

B.6. Agency Mission Statement
We build permanent, supportive housing with site-based services that offer opportunities to change lives and strengthen communities on the Central Coast of California.

Years of operation

B.7. How long has your agency been in operation?
54 years

B.8. How long has the proposed program been in operation?
22 years

B.9. Is your agency a Faith-Based Organization?
i.e. congregations; national denomination networks (ex: Catholic Charities, Lutheran Social Services) or networks of related organizations (ex: YMCA and YWCA); and freestanding religious organizations, which are incorporated separately.
No

C. Program Information

Completed by grants@pshhc.org on 1/10/2025 8:55 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

C. Program Information

Please provide the following information.

C.1. Name of program
Camino Scholars & College Club

C.2. Street address of the proposed program (if the proposed is a confidential site, please list the mailing address).
1305 Dahlia Court, Carpinteria, CA 93013

C.3. Briefly summarize the program that is to be funded with CDBG/HSC funds. You will have an opportunity to provide a more detailed description in question C.8 below.
Located at Dahlia Court in Carpinteria, Camino Scholars provides 220 annual days of free after-school academic support to 15 K-8 students, while College Club serves 15 high school and college students with college preparation and retention services. The program primarily assists English Language Learners and students from low-income households, with 95% being Latinx. Services include individualized tutoring, academic advising, and culturally-relevant curriculum delivered by bilingual educators.

C.4. Select the Human Services Commission or CDBG Public Services priority that best describes your agency's proposed program for which you are seeking funding.
CDBG: educational programming

C.5. Enter the number of persons, by income, expected to be served by the proposed program during the two fiscal years (July 1, 2025 – June 30, 2027).

Count all members of a household when the entire household is served (e.g. food banks); for services targeting individuals (e.g. mental health counseling), count only the person receiving services. Please refer to the Notice of Funding Availability for current income limits for Santa Barbara County.

Persons 0-30%	23
Persons 30%-50%	19
Persons 50%-80%	3
Persons }}80%	0
TOTAL	45

C.6. Define the program's service area. This may be defined in terms of streets, census tracts, city/county boundaries, or another similar method.
The program serves students who live within the Carpinteria Unified School District boudnaries.

C.7. Select the area of the County which the program primarily serves.

C.8. Describe the program to be funded, including the type of activities that will be provided and the population to be served.

Grant funds will support Camino Scholars' Dahlia Court Learning Center in Carpinteria, which provides comprehensive educational services through two integrated programs. The K-8 program operates after each of the 180 school day plus approximately 40 days during summer break, providing individualized tutoring in English language literacy and mathematics, STEM, through curriculum that promotes social emotional development. Our College Club component serves Carpinteria high school and college students through remote services, providing intensive college preparatory and retention support. College Club participants receive individualized academic advising, assistance with college applications and financial aid, course planning support, and ongoing retention services through college graduation. To date, the program has maintained a 98% rate of college persistence and graduation, with all graduates completing their degrees without student debt. Program educators work one-on-one with students at all levels to develop personalized learning plans, adapting instruction to address each student's unique needs, learning style, and academic challenges. Our educators serve as advocates and liaisons for students and families, maintaining regular communication with school instructors and connecting families to vital resources, including food security, transportation, counseling, and disability accommodations when needed. Over 95% of enrolled students are Latinx, and all have been classified as English Language Learners and/or are members of low-income households. We project that we will serve serve 30 students (15 in K-8 and 15 in College Club) and a minimum of 15 parents. All services are provided free of charge. Our comprehensive approach has demonstrated success in bringing K-8 students to grade-level proficiency in English language literacy and mathematics at rates 25% higher than their demographic peers in the same school district.

C.9. Provide a concise, objective statement of work to be incorporated into the program's contract if the program is selected for funding.

The project will support operation of Camino Scholars and College Club in Carpinteria. Funds will cover salary expenses for program educators who will provide: 1. K-8 Program Services (15 students, 15+ parents): • Academic support after each of the 180 school days plus approximately 40 days during summer break • Individualized tutoring in English language literacy, mathematics, and STEM • Curriculum that promotes social emotional development • Regular communication with school instructors regarding student progress 2. College Club Services (15 students): • Remote college preparatory and retention services • One-on-one academic advising • College application and financial aid assistance • Course planning support • Ongoing retention services through college graduation Expected Outcomes: • K-8 students will achieve rates of grade-level proficiency in mathematics and English language literacy that are 25% higher than their demographic peers in the same school district • All College Club high school seniors will be accepted into and enroll in college • College Club will maintain a 98% rate of college persistence and graduation Target Population: Students who have been classified as English Language Learners and/or are members of low-income households from kindergarten through college completion, including PhDs, with all services provided free of charge.

C.10. Describe the unmet need to be addressed by this program

Within Carpinteria Union School District, 74.5% of students are Latine, and 42% are members of low-income households. Among students enrolled in our program, 90% primarily speak Spanish in the home, which creates immediate barriers to parent-teacher communication and often prevents parents from fully assisting their children with academics or advocating effectively with school administrators. According to the California Department of Education, students who have been classified as English Language Learners and students from low-income households consistently demonstrate lower rates of grade-level proficiency and lower scores on standardized tests, such as the Smarter Balanced (SBAC) test. These academic achievement gaps are critical indicators of long-term outcomes -

students failing to reach grade-level proficiency in English language literacy by the end of 3rd grade and mathematics by the end of 5th grade are 13 times less likely to complete high school. Camino Scholars is unique in addressing these unmet needs through: Bilingual educators who facilitate parent-teacher communication and support parent advocacy Culturally-relevant curriculum specifically designed for English Language Learners One-on-one tutoring that adapts to each student's learning style Comprehensive support from kindergarten through college graduation All services provided free of charge Our program is the only one in Carpinteria providing this combination of intensive academic support, continuing college preparatory services, and retention support through college graduation for these underserved demographics. Our approach has demonstrated success, with K-8 students achieving rates of grade-level proficiency in mathematics and English language literacy that are 25% higher than their demographic peers in the same school district.

C.11. Describe this program's needs assessment process. How did your agency determine the need for this program, and how often do you reevaluate and perform needs assessments?

Among students enrolled in our program, 90% primarily speak Spanish in the home, which creates immediate barriers to parent-teacher communication and often prevents parents from fully assisting their children with academics or advocating effectively with school administrators. According to the California Department of Education, students who have been classified as English Language Learners and students from low-income households consistently demonstrate lower rates of grade-level proficiency and lower scores on standardized tests, such as the Smarter Balanced (SBAC) test. These achievement gaps extend beyond K-12 education - students from low-income households are 45% less likely to attain a college degree, and only 24% of Latinx residents nationwide possess a college degree. However, college degree attainment has been shown to increase earning potential by 179% for students from low-income households. Camino Scholars and College Club uniquely address these unmet needs through: • Bilingual educators who facilitate parent-teacher communication and support parent advocacy • Culturally-relevant curriculum specifically designed for English Language Learners • One-on-one tutoring that adapts to each student's learning style • Comprehensive support from kindergarten through college graduation • Intensive college preparation and retention services • All services provided free of charge Our program is the only one in Carpinteria providing this combination of intensive academic support, continuing college preparatory services, and retention support through college graduation for these underserved demographics. Our approach has demonstrated success, with K-8 students achieving rates of grade-level proficiency in mathematics and English language literacy that are 25% higher than their demographic peers in the same school district, and College Club maintaining a 98% rate of college persistence and graduation among enrolled students.

C.12 Describe how your agency collaborates with other organizations that provide similar services and how you work together to reduce duplication, share data, and collaborate on the provision of services. Cite specific agencies and scope(s) of formal agreements (e.g. MOUs). Explain the results.

Camino Scholars' ongoing collaboration with partnering agencies is essential for comprehensive service coordination. Our educators work closely with students' teachers to align our tutoring support with classroom curriculum and track student progress. This partnership enables early identification of academic challenges and coordinated intervention strategies. Through the California State Parks Department's Outdoor Education Equity grant, Carpinteria students participate in environmental education field trips to state parks, enhancing their STEM learning through hands-on experiences. We also receive annual support from NeighborWorks America, a congressionally chartered nonprofit, which strengthens our capacity to deliver comprehensive educational services. Service coordination is particularly crucial for families facing economic and health challenges that could disrupt learning. Through partnerships with local food banks and Santa Barbara County Public Health, our educators help address fundamental needs that impact academic success. Our bilingual staff often provide language support to ensure families can effectively access these vital resources. Our educators serve as liaisons between families and various support services, helping to secure: • Food assistance through local food banks • Healthcare access through County Public Health • Counseling services

when needed • Disability accommodations and adaptive learning tools • Transportation assistance These collaborative partnerships enhance our supportive learning environments and empower parents to better advocate for their children, which research shows is essential for student success. By coordinating with community partners, we avoid service duplication while ensuring comprehensive support for each student's academic journey.

C.13. How are clients referred to the program?

Students enter Camino Scholars through three primary referral channels. First, families residing at PSHH's four affordable housing properties in Carpinteria, including Dahlia Court, learn about the program during their move-in orientation. Property managers provide multilingual program information and connect interested families directly with program staff. Second, we receive referrals through our established partnership with Carpinteria Unified School District. Teachers and administrators identify students who have been classified as English Language Learners or are members of low-income households who could benefit from our services, and program educators conduct outreach via promotional materials provided in English and Spanish to the that are distributed to students on the first day of school. Third, many students join through word-of-mouth referrals from currently enrolled families. These community referrals typically come from families who have witnessed the program's impact firsthand and share information with other parents of students who could benefit from our services. Regardless of referral source, our intake process remains consistent. Parents or guardians complete an application packet that includes basic demographic information and academic history. Program staff then conduct a family interview to understand the student's specific needs and explain our services in detail. Following acceptance, students and families receive a comprehensive orientation, including an academic assessment to identify any immediate learning support needs. This process ensures we can begin providing targeted support from day one while maintaining our focus on serving students who have been classified as English Language Learners and members of low-income households.

C.14. Describe your program's outreach or marketing activities to meet the CDBG National Objective to serve primarily low-income persons.

Camino Scholars implements targeted outreach strategies to ensure we serve primarily low-income persons in compliance with CDBG National Objectives. Our primary outreach occurs through Carpinteria Unified School District, where we provide program collateral in English and Spanish for distribution to all students. For residents of PSHH's four affordable housing properties in Carpinteria, including Dahlia Court, outreach begins during move-in orientation. Since these properties require residents to earn 60% or less of Area Median Income, this channel ensures we reach income-eligible households. Property managers provide comprehensive program information and facilitate direct connections with education staff. To document eligibility, we collect household income information during our intake process, verifying through proof of residence at PSHH properties or through self-reporting by non-PSHH households requirements. This documentation ensures we maintain compliance with CDBG income targeting objectives while keeping our services accessible to those who need them most. Our outreach materials emphasize that all services are provided free of charge, with no enrollment restrictions or suggested donations, removing financial barriers to participation. This comprehensive approach has resulted in over 90% of our enrolled students being members of low-income households, exceeding CDBG requirements.

C.15. Describe how your organization provides culturally sensitive services and ensures access to non-English-speaking populations.

Camino Scholars delivers culturally responsive services through a comprehensive approach centered on cultural representation and language accessibility. Our curriculum is specifically designed to be culturally relevant, incorporating materials and learning approaches that reflect students' cultural backgrounds and experiences. This evidence-based approach has been shown to boost classroom engagement, cognitive processing, and social development among diverse student populations traditionally underserved by standard public school systems. Program materials, including enrollment forms, progress reports, and parent communications, are provided in both

Spanish and English. Our educators help parents and caretakers navigate school systems and advocate effectively for their children. Educators maintain regular communication with families, with translation services available via telephone at any time, ensuring parents can fully participate in their children's educatio. Our educators receive ongoing professional development in developmentally informed, culturally responsive teaching methods. This training enables them to recognize and support students with diverse learning needs while fostering emotional resilience and academic persistence. They are also trained to identify students who may need additional support, including those with learning differences or disabilities, and can connect families with appropriate resources in culturally sensitive ways. Family engagement is central to our approach, with all activities designed to be inclusive and accessible to non-English speaking parents. Our bilingual staff ensure that language is never a barrier to understanding their child's progress or accessing additional support services.

C.16 How do you ensure that prospective beneficiaries have access to your services? (e.g. transportation assistance, remote or at-home delivery of services, etc.). Are all facilities used to provide program-related services ADA-compliant?

Camino Scholars ensures comprehensive access to our services through multiple strategies. Our Dahlia Court Learning Center is fully ADA-compliant, as are all service areas at PSHH properties, making our services physically accessible to students and family members with mobility challenges or disabilities. The learning center's ground-floor location and accessible design elements ensure all students can participate fully in program activities. We offer flexible service delivery models to accommodate diverse needs. While K-8 students primarily receive in-person tutoring at our learning center, College Club services are delivered remotely, eliminating transportation barriers for high school and college students. During periods when public health measures require distance learning, our robust hybrid platform allows all students to access services remotely using program-provided technology. Program staff actively work to identify and remove barriers to participation. This includes providing necessary learning technology, coordinating with schools for adaptive learning tools, and connecting families to disability accommodation resources when needed. All program materials are available in multiple formats to ensure accessibility for parents and students with varying needs. For students requiring specialized accommodations, our educators work closely with families and school partners to ensure appropriate support is in place. This individualized approach allows us to adapt our services to meet each student's specific needs while maintaining program quality and accessibility for all participants.

C.17. Describe your organization's efforts to include diversity, equity, and inclusion in its outreach activities to ensure access to services for all.

Camino Scholars implements a strategic, data-driven approach to diversity, equity, and inclusion through comprehensive outreach initiatives. Our program specifically targets historically underserved populations, with focused outreach to students who have been classified as English Language Learners and members of low-income households, demographics that demonstrate the lowest rates of academic achievement. We ensure linguistic accessibility through systematic implementation of multilingual communications. All program materials are provided in both Spanish and English, with additional language support available through partnership with local translation services. Our staffing model prioritizes representative leadership, with bilingual educators who reflect the cultural and linguistic diversity of our student population. To eliminate participation barriers, we maintain a no-cost service model with zero enrollment restrictions. Our educators conduct systematic needs assessments during intake to identify potential accessibility challenges, developing individualized support plans that address transportation, technology, or other resource needs that could impede program participation. Through colaboration with Carpinteria Unified School District, we implement coordinated outreach strategies that leverage existing school communication channels to reach diverse student populations, ensuring our services reach the students who would benefit most while maintaining our commitment to educational equity.

C.18. If this is an application for Human Services Best Practices Funds: How is the program different from a Basic

Services (safety net) program?

C.19. If this is an application for Human Services Best Practices Funds: Describe how your clients' circumstances will measurably improve as a result of your program.

C.20. If this is an application for Human Services Best Practices Funds: How do the program goals specified tie to an evidence-based model?

C.21 If this is an application for Human Services Best Practices Funds: Describe any measurable baseline data, assessments, surveys, industry standards, or experience that will be utilized to evaluate the program. What changes have you made to your program as a result? Please be specific.

D. Federal Eligibility

Completed by grants@pshhc.org on 1/10/2025 8:58 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

D. Federal Eligibility

Please provide the following information.

D.1 Select ONE of the following criteria under which the proposed program qualifies. (Click on each option to see the definition before making your final selection).
Human Services General Fund applicants are not required to respond to this question.

Low-Moderate Clientele

D.2. **Low-Moderate Clientele**

Low-Moderate Clientele: Information on income must be collected for ALL clients or households to demonstrate that at least 51% of the clients served are low- or moderate-income.

The applicant agrees to income qualify its clientele in accordance with 24 CFR Part 5, and to collect race and ethnicity information from its clientele in accordance with Census categories.

Income information must be collected for ALL adults aged 18 or older, including low-income and non low-income persons or households to demonstrate that at least 51% of those served are at or below 80% of Area Median income as published by HUD annually for the Santa Barbara County/Santa Maria Metropolitan Statistical Area (MSA). If a client cannot or will not provide income documentation, they must be presumed to be above 80% of Area Median Income.

If the proposed program does not meet the definition of Area Benefit or Presumed Beneficiaries, the Agency must perform income certification verifying at least 51% of clients served have incomes at or below 80% of Area Median Income. For example, if the project will serve 100 clients, at least 51 of these must be determined to be at or below 80% of AMI for Santa Barbara County to meet CDBG objectives.

☑ **D.3. D.3 Agency attests that it will income-certify ALL clients benefitting from the proposed program in accordance with 24 CFR 5.609-612. This includes collecting pay check stubs, bank statements, federal subsidy monthly statements, e.g. SSI, and asset information. The collection of income tax returns alone is not a sufficient source of documentation and may be used only to confirm or verify income.**

D.4. Please provide a brief description of current and/or past agency experience in performing and determining individual/household income. Include sources of documentation used and responsible agency/staff experience in this regard.

Our organization implements a comprehensive income verification protocol aligned with U.S. Department of Housing and Urban Development (HUD) standards. This process occurs at two critical junctures: initial move-in certification and annual recertification, ensuring consistent compliance with federal requirements and program eligibility criteria. Our certified staff members execute thorough income assessments utilizing HUD's standardized methodology, examining multiple income streams including but not limited to: Employment earnings Benefits and entitlements Asset-derived

income Other qualifying sources as defined by HUD guidelines This systematic approach to income verification maintains program integrity while supporting our mission of providing accessible, affordable housing to eligible households. Our internal controls and staff training ensure accurate determinations that meet both regulatory requirements and our commitment to transparent, equitable service delivery. The annual recertification process provides ongoing verification of continued eligibility, allowing us to maintain program compliance while monitoring changes in household circumstances that may affect service delivery or support needs.

D.5. If agency clientele qualify as "low-income" in accordance and definition by another federal agency and/or program, such as food stamps, please indicate this and how it is/will be documented as consistent with CDBG income qualifications, e.g., other federal means-tested, needs-based programs related to housing, health care, education, nutrition, etc.

Our organization utilizes the U.S. Department of Housing and Urban Development's (HUD) Area Median Income (AMI) guidelines as the primary qualifying metric for determining low-income status among program participants. This standardized approach ensures consistency with CDBG income qualification requirements while maintaining transparent and equitable service delivery standards across our programming. This methodology aligns with federal compliance requirements and supports our strategic commitment to serving households most in need of housing assistance and support services. Through careful implementation of these income guidelines, we maintain program integrity while fulfilling our mission of expanding housing accessibility within our community.

E. Program Goals

Completed by grants@pshhc.org on 1/10/2025 9:15 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

E. Program Goals

Please provide the following information.

E.1. Identify the number of unduplicated clients to be served by the proposed program.
If a person receives multiple counseling sessions annually, count that person one time. If a person visits a food bank multiple times in the year, count all members of the family at each visit.
45

E.2. List up to two other quantifiable outputs/performance targets. For each output or target, describe how program participants' lives will be improved.

Output examples: # of services provided, e.g. meals, classes, counseling or case management sessions, etc. Impact examples: improve nutrition/health, increased self-sufficiency, change in economic status, etc.

Goal Description	Number	Impact Expected
Parents will receive coaching and assistance in advocating for their children.	15	Increased parental engagement will improve students' academic outcomes and grades.
The student cohort will attain a 60% or more improvement in literacy and mathematics proficiencies overall	10	Improved rates of literacy and math will translate to improved final grades and SBAC test scores among students enrolled.

E.3. List two quantifiable outcomes. Outcomes should be related to the impacts described in the goals above.

Outcome examples: # of clients who report improved well-being on surveys or measurements, # of clients who enter permanent housing, etc.

Goal Description	Number	Impact Expected
By end of academic year, 25% more Camino Scholars students be at grade-level proficiency in math and English language arts than their demographic peers attending the same school(s).	10	Students attaining these milestones will be 13x more likely to attain their high school degree, and will increase their competitiveness in college admissions applications.
All College Club students will remain on track to graduate from high school or college on-time.	15	Students who remain on track to graduate demonstrate significantly enhanced prospects for career advancement and economic mobility, with research showing degree completion increases earning potential

E.4. Describe your client intake process. You will be required to upload a blank intake form in the "Required

Documentation" section.

Note: To qualify for an award of CDBG funds, the agency must collect race and ethnicity information from all clients and, if required, income documentation.

Our intake process employs a systematic approach to ensure both program accessibility and compliance with CDBG requirements. Students primarily enter through three established channels: direct referrals from PSHH affordable housing properties, partnerships with Carpinteria Unified School District targeting English Language Learners and low-income students, and community word-of-mouth referrals. Upon initial contact, families complete a comprehensive intake packet documenting demographic information, including required race and ethnicity data, along with household income verification through either proof of residence at PSHH properties or direct income documentation for non-PSHH residents. The process culminates in a structured family interview where program staff assess student needs, explain services in detail, and verify all required documentation is complete. This methodology ensures thorough eligibility screening while maintaining our commitment to providing barrier-free access to educational support services for our target population.

F. Capacity

Completed by grants@pshhc.org on 1/10/2025 9:34 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

F. Capacity

Please provide the following information.

F.1. Describe your Agency's experience and capacity in assisting clients and meeting goals and objectives.
Camino Scholars maintains robust staffing capacity through a structured educational team that effectively serves our student population. Our learning centers operate with a carefully maintained 20:1 student-to-educator ratio, ensuring personalized attention while maximizing program impact. Each center is staffed by a minimum of one lead educator, supported by additional educators and paraeducators based on enrollment numbers and specific student needs. Our current staffing framework includes: Director of Education with 15+ years of experience and an M.A. in Special Education Senior Education Manager overseeing program implementation and staff development Priortize hiring bilingual/bicultural educators Support staff managing administrative functions and family engagement This strategic staffing model enables consistent service delivery while maintaining high standards of academic support. Staff receive ongoing professional development to enhance their skills in areas including curriculum development, cultural competency, and student assessment methodologies. Through careful resource allocation and strategic hiring practices, we maintain the personnel infrastructure necessary to fulfill our educational mission and meet established program objectives.

F.2. How does your organization ensure that its Board and staff reflect the diversity of Santa Barbara County? Describe efforts being made to be diverse, equitable, and inclusive, including appointing and hiring persons that reflect the age, gender, race, ethnicity, disability, income, etc. of the community.
PSHH's footprint includes San Luis Obispo, Santa Barbara, and Ventura counties, and board members are selected in part for geographical representation of the PSHH footprint, ensuring all regions are represented. Additionally, in order to qualify as a Community Housing Development Organization, it is required that the Board consist of at least 1/3 residents of low-income neighborhoods, be low-income community residents, or be elected representatives of low-income neighborhood organizations. Additionally, no more than 1/3 of the Board members may be public officials, employees or members of a public entity, board or agency, or appointed by a public entity, board or agency.

F.3. Describe your organizational plan to continue programs should there be a reduction in staff or volunteers in the face of another health emergency or natural disaster.
PSHH ensures the strength of its organizational and departmental staffing structures through recruitment and retention practices which prioritize hiring best practices that ensure highest levels of capabilities among our candidates and preserve the continuity of the high standard of care for which PSHH is known. PSHH's in-house Accounting and Finance department provides expert fiscal oversight, maintaining overhead efficiency and securing asset reserves. These fiscal strategies ensure the Camino Scholars program's sustainability and strength of staffing structures while keeping services free of charge or barrier for the students and families we serve. Should another health emergency, workforce reductions, or natural disaster occur, Camino Scholars is fully prepared to pivot modes of instruction to its distance learning format, which was first deployed in March 2020, on a contingency basis. PSHH would also seek partnerships with grantors, private donors, or alternate sources of funding or in-kind donations to secure PPE or other essential health and safety equipment required to protect its frontline staff and residents. If financial impacts required, PSHH would draw upon organizational reserves otherwise used to establish new affordable

housing on the Central Coast in order to ensure program solvency.

F.4. List the staff positions that will be dedicated to the proposed program. In addition to your answer, please upload bios or resumes of key staff in the Documents section.

For each position, include: a) name, b) title, c) experience and qualifications, d) projected number of hours per week dedicated to the proposed program, e) whether it is an existing position or will be a new hire, and f) whether paid or unpaid.

Name of Staff Person	Position Title	Experience and Qualifications	Hours/Week	Existing or New?	Paid or Volunteer?
Juan Mendoza	Lead Educator	Bachelor of Fine Arts from	20	Existing	Paid

Neighborly Software

G. Financial

Completed by grants@pshhc.org on 1/10/2025 9:34 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

G. Financial

Please provide the following information.

G.1 Does the applicant have sufficient cash reserves to pay for program costs as they are incurred?
CDBG/HSC funds are provided on a cost-reimbursement basis; proof of payment will be required prior to CDBG/HSC reimbursement.
Yes

G.2. Select the month in which your Agency's fiscal year ends.
June

G.3. Does your Agency have any outstanding litigation or other legal issues
No

G.4. Are there any outstanding financial audit findings which remain unresolved?
No

G.5. Did the Agency expend $750,000 or more in federal funds in its last fiscal year?
Yes

If yes, upload the agency's most recent Single Audit in the Required Documentation section.

H. Insurance

Completed by grants@pshhc.org on 1/10/2025 9:36 AM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

H. Insurance

Updated insurance must be submitted immediately upon expiration.

H.1 Upload the following Certificates of Insurance and enter their expiration dates: For a description of County insurance requirements, click here.

☑ **General Liability**
PSHH Ins Cert Co SB Rider.pdf

Expiration Date
03/01/2025

☑ **Automobile Insurance**
PSHH Ins Cert Co SB Rider.pdf

Expiration Date
03/01/2025

☑ **Workers Compensation**
PSHH Ins Cert Co SB Rider.pdf

Expiration Date
03/01/2025

☑ **Professional Liability**

PSHH Ins Cert Co SB Rider.pdf

Expiration Date

03/01/2025

☑ **Sexual Misconduct Liability (required for contracts involving care/supervision of children, seniors, or vulnerable persons)**

PSHH Ins Cert Co SB Rider.pdf

Expiration Date

03/01/2025

I. Proposed Program Budget

Completed by grants@pshhc.org on 1/10/2025 3:19 PM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

I. Proposed Program Budget

Please provide the following information.

I.1 CDBG/HSC eligible costs include those necessary for the operations of the CDBG/HSC-funded program, including labor, supplies, employee training, conferences, travel, marketing, etc. Ineligible costs include purchase of equipment and personal property.

List all budget line items below, including each individual CDBG/HSC-funded staff Position. Please limit your CDBG/HSC funding request to no more than four budget line items.
Email HCDNOFA@countyofsb.org with any questions.

Proposed Program Budget. Include the total budget for the proposed program and show which budget lines will include CDBG/HSC funds. Each staff position assigned to the project must be a separate line item.

Budget Line Item	Funding From This Application	Other Funding	Program Total
Educator Salary	$14,000.00	$19,660.00	$33,660.00
Educator Taxes & Fringe	$0.00	$11,220.00	$11,220.00
TOTAL	$14,000.00	$30,880.00	$44,880.00

I.2. Funding Sources for Proposed Program

Identify sources of leveraged funding, including in-kind match, for this activity in the tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for volunteers, staff time, etc.). BE SPECIFIC – don't just say "Private Trust," say "Private Trust: John and Jane Doe Memorial Foundation," list all anticipated loans, etc. Include any restricted/unrestricted reserve funds you intend to use, as well. Details can be provided as an additional uploaded document.

Total sources must match total budget above.

Other Funding (Name of Source)	Status	Amount ($)	Anticipated award notification date
PSHH	Pending	$30,800.00	07/01/2025
Total program revenue		$30,800.00	

J. Required Documentation

Completed by grants@pshhc.org on 1/10/2025 3:01 PM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

J. Required Documentation

Please provide the following information. The circle to the left of each file will be filled with a green checkmark upon successful document upload. If necessary, you may upload multiple documents under a single category.

Please download, complete, and upload below

- W9
- Conflict of Interest Statement

Documentation

☑ **W-9 *Required**

PSHH W9 2024.pdf

☑ **Form 990 *Required**

PSHH Tax Extension FYE24.pdf
PSHHC_F990_6-30-23.pdf

☑ **Articles of Incorporation and Bylaws *Required**

PSHHC Amended Bylaws 12-16-20.pdf
PSHHC Articles of Incorporation.pdf

☑ **Federal Tax Exemption Letter *Required**

PSHH 501c3 Tax Exemption Letter 12.21.pdf

☑ **Most Recent Audited Financial Statements *Required**

PSHH Audit FYE24.pdf

☑ **Most Recent Single Audit (see question I.5)**

PSHH Audit FYE24.pdf

☑ **Organizational Chart *Required**

Camino Scholars - Education April 2021.pdf
Corp Org Chart May 2023.pdf

☑ **List of Board of Directors *Required**

PSHH Board and Exec leadership 12.24.pdf

☑ **Conflict of Interest Statement *Required**

Conflict Interest Statement.pdf

☑ **Resumes of Program Team *Required**

Project Staff Resumes.pdf

☑ **Blank Intake Form *Required**

PSHH Tenant Application 1.pdf

☐ **Handouts and Promotional Material**

***No files uploaded*

☐ **Additional Documentation**

***No files uploaded*

Submit

Completed by grants@pshhc.org on 1/10/2025 3:21 PM

Case Id: 32194
Name: People's Self-Help Housing/Camino Scholars &
Address: 1060 Kendall Road, San Luis Obispo, CA 93401

Submit

Please provide the following information.

I CERTIFY THE FOLLOWING:

☑ **The information contained in the application and all attachments is true to the best of my knowledge.**

☑ **The Agency is a 501(c)(3) or (4) Non-Profit Organization (unless applying for Economic Development).**

IF AWARDED FUNDS, THE AGENCY CERTIFIES THAT:

☑ **It will notify the County in writing of any proposed changes to the project's scope, schedule, or budget, and it understands that all changes must be approved by the County before they are implemented.**

☑ **It will comply with Federal, State and County regulations and policies applicable to the source of funds awarded.**

☑ **It understands that the County, HUD or other federal entity shall have access to all program and financial records related to the program for monitoring or audit purposes.**

☑ **There will be sufficient funds, including County and other sources of funds, to operate the program as proposed.**

☑ **There will be sufficient staff capacity to effectively administer the program.**

☑ **It will income-qualify all program participants (beneficiaries) in accordance with 24 CFR Part 5.609 (Part 5), unless certified by the County as an Area Benefit or Presumed Beneficiary program.**

☑ **It will collect income, race and ethnicity data on low-income persons and, if applicable, special populations such as elderly, abused children, homeless, disabled, HIV/AIDS persons (see definitions of special needs populations in question D3 of the application).**

☑ **It will retain records relating to the use of federal and County funds for a period not less than five years.**

☑ **It has, or will have in place prior to the execution of an agreement with the County, a personnel policy with an**

affirmative action plan and grievance procedure.

☑ **It will provide timely performance reports as required in the executed agreement with the County.**

☑ **It will provide proof of insurance described in the "Insurance" section of the application and will provide updated insurance immediately upon expiration.**

☑ **It will comply with the Federal Funding Accountability and Transparency Act (FFATA) – 2 CFR Part 170.**

☑ **It will comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

☑ **It will comply with Generally Accepted Accounting Principles.**

☑ **If its program serves homeless or at risk of homeless clients, it will comply with the County's Coordinated Entry System (CES) and Homeless Management and Information System (HMIS).**

Signature
June Eastham
Electronically signed by grants@pshhc.org on 1/10/2025 3:21 PM

Date
01/10/2025

Attachment D.

Carpinteria Children's Project
(Abuelos con cariño club / Caring Grandparents Club)

CDBG Public Service Application

CDBG Committee Recommendations
2025-2026 Public Services Grant (Renewal 2026-2027)
March 10, 2025 City Council Meeting

Score Report

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con

A. Applicant Information

Completed by grants@carpchildren.org on 1/10/2025 12:12 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

A. Applicant Information

Download the NOFA at https://www.countyofsb.org/494/Housing-Community-Development

ORGANIZATION INFORMATION

A.1. Legal name of organization
Carpinteria Children's Project

A.2 Physical Address
5201 8th Street Suite 100 Carpinteria, CA 93013

A.3 Mailing address **if different**

A.4. Organization Web Site
www.carpchildren.org

A.5. Unique Entity ID (formerly DUNS Number)
[redacted]

A.6. Federal EIN/TIN Number
[redacted]

PRIMARY CONTACT INFORMATION

A.7. Title
Executive Director

A.8. First Name
Teresa

A.9. Last Name
Alvarez

A.10. Phone
[redacted]

A.11. Email
talvarez@carpchildren.org

ADDITIONAL CONTACT INFORMATION

A.12. Agency's Chief Executive
Teresa Alvarez

A.13. Phone
[redacted]

A.14. Email
talvarez@carpchildren.org

A.15. Program Coordinator
Jessica Ramirez

A.16. Phone
[redacted]

A.17. Email
jramirez@carpchildren.org

A.18. Financial Coordinator
Norman Colavincenzo

A.19. Phone
[redacted]

A.20. Email
ccpaccounting@carpchildren.org

B. Funding Request

Completed by grants@carpchildren.org on 1/10/2025 12:13 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

B. Funding Source & Request

Applicants are invited to apply for funding from any of three sources:

- Community Development Block Grant (CDBG) Public Services
- Human Services General Fund – Basic Services
- and Human Services General Fund – Best Practices.

An applicant may apply for funding for a single program from multiple sources, or for multiple programs from a single source, by submitting multiple applications. However, each individual application must **select only one program and one funding source**.

A description of each funding source follows. Please read carefully before selecting ONE funding source for this application.

CDBG Public Services: CDBG funds are provided to the County by the Federal government to be allocated to local projects, and applications may request $25,000-$70,000. Subrecipients will be required to demonstrate that they serve a predominantly low- to moderate-income clientele as specified in Section E of this application, and must document the demographics of their clientele.

HSC General Fund – Basic Services: Basic Services programs meet the basic needs of community members, and applications may request $25,000 to $70,000. There are no special requirements associated with this funding source.

HSC General Fund – Best Practices: Best Practices programs are innovative programs providing tangible, lasting benefits to clients, and applications may request $70,000 to $140,000. Applicants must demonstrate in Section H of this application that the proposed program is research based, provides benefits above and beyond meeting clients' basic needs, and participates in a process of continual evaluation and improvement.

B.1. Select the grant for which you are applying for funding:
Carpinteria CDBG Public Services

B.2. Annual amount requested for this program:
$11,700.00

B.3. Have you applied, or will you also be applying for CDBG funding from any of the other jurisdictions in Santa Barbara County?
No

B.4. If yes, list the amounts requested from each jurisdiction and whether or not the funds have been committed. If no, leave this table blank.

	Amount ($)	Committed?
Goleta	$0.00	
Lompoc	$0.00	
Santa Maria	$0.00	
City of Santa Barbara	$0.00	
TOTAL	$0.00	

B.5. Select the Supervisorial district in which the program office is located.
District 1 - Williams

B.6. Agency Mission Statement
Carpinteria Children's Project (CCP) connects families to early education, quality care, diverse resources, and support services necessary for their children to thrive, flourish, and succeed.

Years of operation

B.7. How long has your agency been in operation?
In 2009, the Carpinteria Children's Project at Main (CCP) opened its doors under the organizational umbrella of the Carpinteria Unified School District. In April 2016, CCP became an independent 501(c)(3) nonprofit organization.

B.8. How long has the proposed program been in operation?
CCP's Abuelos con Cariño Club (Caring Grandparents Club) has been in operation since 2023. 2025 will be the third year of the program.

B.9. Is your agency a Faith-Based Organization?
i.e. congregations; national denomination networks (ex: Catholic Charities, Lutheran Social Services) or networks of related organizations (ex: YMCA and YWCA); and freestanding religious organizations, which are incorporated separately.
No

C. Program Information

Completed by grants@carpchildren.org on 1/10/2025 12:16 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

C. Program Information

Please provide the following information.

C.1. Name of program
Abuelos con Cariño Club (Caring Grandparents Club)

C.2. Street address of the proposed program (if the proposed is a confidential site, please list the mailing address).
5201 8th Street Suite 100 Carpinteria, CA 93013

C.3. Briefly summarize the program that is to be funded with CDBG/HSC funds. You will have an opportunity to provide a more detailed description in question C.8 below.
Carpinteria Children's Project's Abuelos con Cariño Club (Caring Grandparents Club) is facilitated by volunteer Promotoras as a resource for Spanish-speaking grandparents (seniors aged 62+) who are primary caregivers or deeply involved in their grandchildren's upbringing. The program is free of charge and offers weekly meetings with lessons and activities for participants to gain tools and resources to support their grandchildren's development and enhance their relationships.

C.4. Select the Human Services Commission or CDBG Public Services priority that best describes your agency's proposed program for which you are seeking funding.
CDBG: services for senior citizens

C.5. Enter the number of persons, by income, expected to be served by the proposed program during the two fiscal years (July 1, 2025 – June 30, 2027).

Count all members of a household when the entire household is served (e.g. food banks); for services targeting individuals (e.g. mental health counseling), count only the person receiving services. Please refer to the Notice of Funding Availability for current income limits for Santa Barbara County.

Persons 0-30%	50
Persons 30%-50%	10
Persons 50%-80%	0
Persons }}80%	0
TOTAL	60

C.6. Define the program's service area. This may be defined in terms of streets, census tracts, city/county boundaries, or another similar method.
The program serves residents of the City of Carpinteria.

C.7. Select the area of the County which the program primarily serves.

C.8. Describe the program to be funded, including the type of activities that will be provided and the population to be served.

CCP's Abuelos con Cariño Club (Caring Grandparents Club) is led by two volunteer Promotoras and serves as a resource for Spanish-speaking grandparents (seniors aged 62+) who are primary caregivers or deeply involved in their grandchildren's upbringing. The program is offered free of charge and adopts a three-generational approach, directly aligning with CCP's commitment to strengthening families from the prenatal stage and throughout the lifespan, recognizing the critical role grandparents play in raising and supporting children. Through weekly meetings, participants gain tools and resources to support their grandchildren's development and enhance their relationships. Programming includes culturally appropriate educational topics such as Adverse Childhood Experiences (ACEs), child development, Alzheimer's prevention signs, and mental health strategies. These workshops empower grandparents with knowledge and actionable strategies to navigate caregiving challenges. At each meeting, the Promotora cooks a meal for participants and leads an activity, lesson, or discussion. We invite organizations to present or facilitate activities, such as art workshops with the Lynda Fairly Carpinteria Arts Center. Additionally, participants occasionally go on field trips to places such as the Santa Barbara Botanic Garden. Program participants report feeling more connected, supported, and fulfilled. The program directly impacts not only the grandparents but also their families. Families have shared that their parents/grandparents are more engaged, optimistic, and bonded with their grandchildren. By addressing the specific needs of grandparents, this program furthers CCP's mission by strengthening family units, fostering intergenerational connections, and supporting children's ability to thrive in a nurturing environment.

C.9. Provide a concise, objective statement of work to be incorporated into the program's contract if the program is selected for funding.

Carpinteria Children's Project's Abuelos con Cariño Club (Caring Grandparents Club) will offer approximately 45 weekly meetings each fiscal year facilitated by volunteer Promotoras. 30 unduplicated seniors (aged 62+) will be served each year through the program, free of charge. Through lessons, activities, and presentations from partner organizations, participants will gain tools and resources to support their grandchildren's development and enhance their relationships. Programming includes culturally appropriate educational topics such as Adverse Childhood Experiences (ACEs), child development, Alzheimer's prevention signs, and mental health strategies. The Promotora will cook a meal to share at each meeting, as well.

C.10. Describe the unmet need to be addressed by this program

The majority of senior-serving organizations and programs are based in Santa Barbara. CCP's Abuelos con Cariño Club (Caring Grandparents Club) is the only program specifically serving Spanish-speaking grandparents in Carpinteria. Other senior programs often focus on general health and social engagement, but lack culturally and linguistically tailored content that addresses the unique needs of Latino families. It is also important that the program is offered in Carpinteria, as the majority of participants would lack feasible transportation options to attend a program in Santa Barbara. Carpinteria does not have a senior center or other community space for seniors. The City of Carpinteria's AgeWell programming moves between sites, so this is also the only place-based senior program. Additionally, the program goes beyond traditional senior services by addressing intergenerational caregiving dynamics, offering workshops on ACEs, child development, and emotional wellness alongside art therapy tailored to encourage self-expression and storytelling. By prioritizing the needs of Spanish-speaking grandparents who are often primary caregivers for their grandchildren, we fill a critical gap in services, empowering participants to strengthen family relationships and enhance their well-being in ways no other local program currently provides. Since Carpinteria is a small community, the group provides a space for seniors to build lasting friendships and support networks that extend into their daily lives. It provides a safe space for seniors to form relationships, receive emotional validation, and share

their caregiving experiences. This social connection mitigates isolation and loneliness, fostering a sense of belonging and community engagement.

C.11. Describe this program's needs assessment process. How did your agency determine the need for this program, and how often do you reevaluate and perform needs assessments?

During the pandemic, CCP conducted home delivery of meals to seniors. We realized there were a lot of isolated seniors in Carpinteria. Additionally, many grandparents pick up their grandchildren from CCP's Early Childhood Education program. Knowing that grandparents were playing a primary caregiver role for these children, we wanted to provide them the same information that parents were being taught about ACEs, literacy, and breaking intergenerational trauma. Abuelos con Cariño Club (Caring Grandparents Club) began with seven senior participants. Our volunteer Promotoras were already trained in all of the parenting topics and were able to adapt these lessons and materials for grandparents. The program has grown from seven to 33 participants and shifted from all women to a mix of women and men. Participants are very excited for each week's meeting. They show up early and are proud to share the activities and lessons they participate in with their families. The therapeutic art activities facilitated by the Lynda Fairly Carpinteria Arts Center have been especially impactful. Some participants are now presenting their art at the Art Center and some of their art has even been purchased. The tremendous growth and engagement with the program over the past two years is indicative of the need for Spanish-speaking senior programming like this in Carpinteria. The volunteer Promotoras are highly engaged in the community and continually assess ways the program can be modified and different topics and activities to incorporate to best serve participants.

C.12 Describe how your agency collaborates with other organizations that provide similar services and how you work together to reduce duplication, share data, and collaborate on the provision of services. Cite specific agencies and scope(s) of formal agreements (e.g. MOUs). Explain the results.

The City of Carpinteria's AgeWell program provides valuable resources and programming for seniors, but it is exclusively offered in English, limiting access for Spanish-speaking seniors. They are interested in partnering with us by providing outreach and information to Spanish-speaking seniors and referring them to the Abuelos con Cariño Club (Caring Grandparents Club). As mentioned, the program partners with the Lynda Fairly Carpinteria Arts Center's Bellas Artes program. These workshops provide a creative outlet for participants. Many engage in art for the first time, using it as a medium to reflect on their upbringing, process past traumas, and share their stories. This therapeutic approach fosters emotional well-being and self-expression. Although we do not have formal agreements with other organizations for this program, CCP actively engages organizations such as the Mental Wellness Center, The Alzheimer's Association, Future Leaders of America, and other local partners to enhance the program through guest presentations.

C.13. How are clients referred to the program?

Initially, the Promotoras conducted outreach to Spanish-speaking seniors. Now, clients are largely referred through word of mouth, with participants bringing their friends and neighbors. CCP also shares about the program in posts on social media.

C.14. Describe your program's outreach or marketing activities to meet the CDBG National Objective to serve primarily low-income persons.

CCP conducts outreach at People's Self-Help Housing's low-income housing communities in Carpinteria (Chapel Court, Casa de las Flores, and Dahlia Court). Once a month, Promotoras deliver meals to seniors that are provided by the Foodbank of Santa Barbara County. As they visit seniors at home, they share information about the program. Additionally, all grandparents of children enrolled in CCP's Early Childhood Education program are invited.

C.15. Describe how your organization provides culturally sensitive services and ensures access to non-English-

speaking populations.
Abuelos con Cariño Club (Caring Grandparents Club) is offered exclusively in Spanish, ensuring it meets the linguistic needs of the Hispanic/Latino population served. The volunteer Promotoras who facilitate the program and CCP's Director of Family Services, who oversees the program are all bilingual and bicultural, ensuring that the program is culturally competent and tailored to the needs and interests of participants. Promotoras cook a meal at every meeting with an emphasis on traditionally Mexican meals. The meals bring about conversations about participants' experiences at home, such as how their mothers used to cook the meal. Promotoras utilize meals as one way to create conversations that help participants reflect on their own upbringing.

C.16 How do you ensure that prospective beneficiaries have access to your services? (e.g. transportation assistance, remote or at-home delivery of services, etc.). Are all facilities used to provide program-related services ADA-compliant?
Promotoras conduct meal deliveries to seniors at home. Some participants walk to the Abuelos con Cariño Club (Caring Grandparents Club) weekly meetings, so they unfortunately may not attend when the weather is not conducive. Unfortunately, CCP is not able to provide transportation to seniors to our facility. The facility is ADA compliant and seniors who use walkers or who have mobility challenges are able to access the meeting space. When the program goes on field trips, transportation is provided to all participants.

C.17. Describe your organization's efforts to include diversity, equity, and inclusion in its outreach activities to ensure access to services for all.
Outreach and marketing materials for the program are all produced and distributed in both English and Spanish. The program is offered completely free of charge. Because it is a Spanish-speaking group, outreach is focused on the Hispanic community. If we have interest from an English-speaker, we connect them with AgeWell. Additionally, our facility is ADA compliant ensuring access for seniors with disabilities.

C.18. If this is an application for Human Services Best Practices Funds: How is the program different from a Basic Services (safety net) program?

C.19. If this is an application for Human Services Best Practices Funds: Describe how your clients' circumstances will measurably improve as a result of your program.

C.20. If this is an application for Human Services Best Practices Funds: How do the program goals specified tie to an evidence-based model?

C.21 If this is an application for Human Services Best Practices Funds: Describe any measurable baseline data, assessments, surveys, industry standards, or experience that will be utilized to evaluate the program. What changes have you made to your program as a result? Please be specific.

D. Federal Eligibility

Completed by grants@carpchildren.org on 1/10/2025 12:17 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

D. Federal Eligibility

Please provide the following information.

D.1 Select ONE of the following criteria under which the proposed program qualifies. (Click on each option to see the definition before making your final selection).
Human Services General Fund applicants are not required to respond to this question.

Presumed Benefit

D.2. Presumed Beneficiary

Presumed Benefit: The program will exclusively serve a population meeting the HUD definition of Presumed Beneficiary. CLICK HERE for the list of Presumed Beneficiary populations.

Project proposes to EXCLUSIVELY serve a population presumed to qualify under CDBG in accordance with HUD definitions below; please select the population that applies. (For a detailed definition of "Severely Disabled" and "Homeless," click here.)
Seniors (Age 62 and above)

The applicant must collect race and ethnicity information from its clientele in accordance with Census categories.

E. Program Goals

Completed by grants@carpchildren.org on 1/10/2025 12:20 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

E. Program Goals

Please provide the following information.

E.1. Identify the number of unduplicated clients to be served by the proposed program.
If a person receives multiple counseling sessions annually, count that person one time. If a person visits a food bank multiple times in the year, count all members of the family at each visit.
30

E.2. List up to two other quantifiable outputs/performance targets. For each output or target, describe how program participants' lives will be improved.

Output examples: # of services provided, e.g. meals, classes, counseling or case management sessions, etc. Impact examples: improve nutrition/health, increased self-sufficiency, change in economic status, etc.

Goal Description	Number	Impact Expected
Weekly meetings to be held	45	Participants will report improved mental well being due to relationships built and better understanding of how to care for their grandchildren's developmental needs.
Guest organizations to present at meetings	5	Participants will be connected with other community organizations and expand their knowledge on a variety of topics.

E.3. List two quantifiable outcomes. Outcomes should be related to the impacts described in the goals above.

Outcome examples: # of clients who report improved well-being on surveys or measurements, # of clients who enter permanent housing, etc.

Goal Description	Number	Impact Expected
Participants will report improved mental well being due to relationships built and better understanding of how to care for their grandchildren's developmental needs.	27	Seniors will be less isolated and better equipped to act as primary caregivers for their grandchildren with knowledge of ACEs, developmental milestones, etc.
Participants connected with other community organizations, such as the Mental Wellness Center, AgeWell, the Lynda Fairly Carpinteria Arts Center, the Alzheimer's Association, and more.	3	Seniors will be connected with additional resources and services to ensure they have access to all they need to thrive.

E.4. Describe your client intake process. You will be required to upload a blank intake form in the "Required Documentation" section.

Note: To qualify for an award of CDBG funds, the agency must collect race and ethnicity information from all clients and, if required, income documentation.

Participants fill out the intake form and CCP staff ensure that they are a grandparent.

F. Capacity

Completed by grants@carpchildren.org on 1/10/2025 2:56 PM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

F. Capacity

Please provide the following information.

F.1. Describe your Agency's experience and capacity in assisting clients and meeting goals and objectives.
CCP has evolved, adapted, and responded to the needs of children and families in the Carpinteria Valley since its inception in 2009. CCP's overarching aim is to provide Carpinteria families with supportive services, resources, and quality care and early education for their children through high-quality Early Childhood Education and the robust Family Resource Center (FRC). These programs work together to achieve the organization's desired outcomes and impacts, which include: -Children are prepared to enter school ready for success, -Parents have access to the resources, educational opportunities, and case management services they need for their families to thrive, -CCP's programs meet community needs and are designed with evidence-based strategies, -And that the organization works in partnership with a broad network of agencies, organizations, and funders. CCP's FRC is available to everyone in Carpinteria. The FRC connects directly with clients and provides case management and/or referrals with follow-ups to social services that are relevant to the diversity of needs that people have. The FRC is directed by CCP's Director of Family Services who also oversees the Abuelos con Cariño Club (Caring Grandparents Club). CCP's collaborative approach engages key partners in public education, nonprofits, local government, community organizations, and volunteers to ensure that every resource in our community is available and effectively deployed to ensure we best serve clients. The FRC offers case management, parent education classes, child development activities, parent support groups, life coaching, health information, referrals to services, and much more. CCP's Family Liaisons assist families in accessing basic needs assistance such as MediCal, CalFresh, food, diapers, etc. CCP has managed large funding contracts and partnerships with many local foundations, CUSD, the County Public Health Department, the City of Carpinteria, and First 5 Santa Barbara County.

F.2. How does your organization ensure that its Board and staff reflect the diversity of Santa Barbara County? Describe efforts being made to be diverse, equitable, and inclusive, including appointing and hiring persons that reflect the age, gender, race, ethnicity, disability, income, etc. of the community.
CCP's leadership and program staff is made up of a majority of Latinas who are bilingual and bicultural. Our Board of Directors reflects individuals with diverse backgrounds and skill sets that they bring to provide oversight and guidance to the organization. The majority are Carpinterians, so they understand the community. Our Board President is a former CCP parent. We acknowledge and are working to address the lack of ethnic/racial diversity on the Board. We engaged a consultant to follow up with past board members of color who left the board to evaluate how we can attract and retain diverse Board members. The consultant provided recommendations and it is part of our strategic plan to address them. Additionally, we have obtained a proposal from a DEI firm who will be beginning trainings for the Board in February. We are actively seeking to recruit people of diverse backgrounds, who also have lived experience and expertise they can employ to support our mission.

F.3. Describe your organizational plan to continue programs should there be a reduction in staff or volunteers in the face of another health emergency or natural disaster.
CCP's leadership team is prepared to adapt programming in the face of another health emergency or natural disaster. If in-person programs were not safe or possible, we would provide virtual lessons with activities for children in our

ECE program and seniors in the Abuelos con Cariño Club (Caring Grandparents Club). CCP has the software and technology in place to quickly adapt programming. During the Thomas Fire and debris flow and then the COVID-19 pandemic, CCP quickly stepped up to serve the needs of the community - food distributions, collaborations with other agencies to address mental health, unemployment assistance, operating the Carp Cares phone line, providing resources for basic needs, connecting Carpinteria residents with local and state financial assistance, hosting vaccination clinics, and providing specialized support for seniors, medically vulnerable individuals, and those with COVID-19. In April 2020, CCP's community support reached 3,400 individuals or 1 in 4 Carpinteria residents, regardless of age. CCP led Carpinteria-serving organizations during the pandemic, attempting to reduce duplicative service and reach vulnerable populations with basic needs and mental health support. CCP also retained all staff throughout the pandemic, besides those who left for personal reasons. Emerging from the pandemic, CCP is part of the Carpinteria Resiliency Collaborative and has strong partnerships with the City of Carpinteria and other community agencies.

F.4. List the staff positions that will be dedicated to the proposed program. In addition to your answer, please upload bios or resumes of key staff in the Documents section.

For each position, include: a) name, b) title, c) experience and qualifications, d) projected number of hours per week dedicated to the proposed program, e) whether it is an existing position or will be a new hire, and f) whether paid or unpaid.

Name of Staff Person	Position Title	Experience and Qualifications	Hours/Week	Existing or New?	Paid or Volunteer?

Neighborly Software

G. Financial

Completed by grants@carpchildren.org on 1/10/2025 12:22 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

G. Financial

Please provide the following information.

G.1 Does the applicant have sufficient cash reserves to pay for program costs as they are incurred?
CDBG/HSC funds are provided on a cost-reimbursement basis; proof of payment will be required prior to CDBG/HSC reimbursement.
Yes

G.2. Select the month in which your Agency's fiscal year ends.
June

G.3. Does your Agency have any outstanding litigation or other legal issues
No

G.4. Are there any outstanding financial audit findings which remain unresolved?
No

G.5. Did the Agency expend $750,000 or more in federal funds in its last fiscal year?
No

H. Insurance

Completed by grants@carpchildren.org on 1/10/2025 12:23 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

H. Insurance

Updated insurance must be submitted immediately upon expiration.

H.1 Upload the following Certificates of Insurance and enter their expiration dates: For a description of County insurance requirements, click here.

☑ **General Liability**

CCP Certificates of Insurance.pdf

Expiration Date
07/01/2025

☑ **Automobile Insurance**

CCP Certificates of Insurance.pdf

Expiration Date
07/01/2025

☑ **Workers Compensation**

CCP Certificates of Insurance.pdf

Expiration Date
01/01/2026

☑ **Professional Liability**

CCP Certificates of Insurance.pdf

Expiration Date

07/01/2025

☑ **Sexual Misconduct Liability (required for contracts involving care/supervision of children, seniors, or vulnerable persons)**

CCP Certificates of Insurance.pdf

Expiration Date

07/01/2025

I. Proposed Program Budget

Completed by grants@carpchildren.org on 1/10/2025 12:26 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

I. Proposed Program Budget

Please provide the following information.

I.1 CDBG/HSC eligible costs include those necessary for the operations of the CDBG/HSC-funded program, including labor, supplies, employee training, conferences, travel, marketing, etc. Ineligible costs include purchase of equipment and personal property.

List all budget line items below, including each individual CDBG/HSC-funded staff Position. Please limit your CDBG/HSC funding request to no more than four budget line items.
Email HCDNOFA@countyofsb.org with any questions.

Proposed Program Budget. Include the total budget for the proposed program and show which budget lines will include CDBG/HSC funds. Each staff position assigned to the project must be a separate line item.

Budget Line Item	Funding From This Application	Other Funding	Program Total
Promotora stipends	$1,200.00	$0.00	$1,200.00
Director of Family Services	$6,000.00	$3,805.00	$9,805.00
Executive Director	$0.00	$5,000.00	$5,000.00
Food ($100/week)	$4,500.00	$0.00	$4,500.00
Program Supplies	$0.00	$500.00	$500.00
Promotoras volunteer in-kind	$0.00	$10,800.00	$10,800.00
TOTAL	$11,700.00	$20,105.00	$31,805.00

I.2. Funding Sources for Proposed Program

Identify sources of leveraged funding, including in-kind match, for this activity in the tables referenced below. Include the status of these funds (i.e. cash on hand, grants received, planned fundraising, in-kind amount for volunteers, staff time, etc.). BE SPECIFIC – don't just say "Private Trust," say "Private Trust: John and Jane Doe Memorial Foundation," list all anticipated loans, etc. Include any restricted/unrestricted reserve funds you intend to use, as well. Details can be provided as an additional uploaded document.

Total sources must match total budget above.

Other Funding (Name of Source)	Status	Amount ($)	Anticipated award notification date
Promotoras volunteer in-kind	Committed	$10,800.00	07/01/2025
Santa Barbara Foundation	Pending	$5,000.00	01/31/2025

Senior Programs of Santa Barbara			
City of Carpinteria CDBG	Pending	$11,700.00	05/15/2025
CCP General Funds	Pending	$4,305.00	01/01/2026
Total program revenue		$31,805.00	

J. Required Documentation

Completed by grants@carpchildren.org on 1/10/2025 9:48 AM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

J. Required Documentation

Please provide the following information. The circle to the left of each file will be filled with a green checkmark upon successful document upload. If necessary, you may upload multiple documents under a single category.

Please download, complete, and upload below

- W9
- Conflict of Interest Statement

Documentation

☑ **W-9 *Required**
CCP 2025 Form W-9.pdf

☑ **Form 990 *Required**
CCP 2022 Form 990.pdf

☑ **Articles of Incorporation and Bylaws *Required**
CCP Articles of Incorporation.pdf
CCP Bylaws Approved (Revised 3-6-24).pdf

☑ **Federal Tax Exemption Letter *Required**
CCP IRS Determination Letter.pdf

☑ **Most Recent Audited Financial Statements *Required**
CCP FY2023 Audited Financial Statements.pdf

☐ **Most Recent Single Audit (see question I.5)**

***No files uploaded*

☑ **Organizational Chart *Required**

CCP Organizational Chart.pdf

☑ **List of Board of Directors *Required**

CCP Board of Directors Roster.pdf

☑ **Conflict of Interest Statement *Required**

CCP Conflict of Interest Statement.pdf

☑ **Resumes of Program Team *Required**

CCP Abuelos con Carino Staff Bios.pdf

☑ **Blank Intake Form *Required**

CCP Abuelos con Carino Intake Form_English & Spanish.pdf

☑ **Handouts and Promotional Material**

CCP's Abuelos con Carino Club Graphic - English & Spanish.pdf

☐ **Additional Documentation**

***No files uploaded*

Submit

Completed by grants@carpchildren.org on 1/10/2025 2:58 PM

Case Id: 32108
Name: Carpinteria Children's Project/Abuelos con
Address: 5201 8th Street, Suite 100, Carpinteria, CA

Submit

Please provide the following information.

I CERTIFY THE FOLLOWING:

☑ **The information contained in the application and all attachments is true to the best of my knowledge.**

☑ **The Agency is a 501(c)(3) or (4) Non-Profit Organization (unless applying for Economic Development).**

IF AWARDED FUNDS, THE AGENCY CERTIFIES THAT:

☑ **It will notify the County in writing of any proposed changes to the project's scope, schedule, or budget, and it understands that all changes must be approved by the County before they are implemented.**

☑ **It will comply with Federal, State and County regulations and policies applicable to the source of funds awarded.**

☑ **It understands that the County, HUD or other federal entity shall have access to all program and financial records related to the program for monitoring or audit purposes.**

☑ **There will be sufficient funds, including County and other sources of funds, to operate the program as proposed.**

☑ **There will be sufficient staff capacity to effectively administer the program.**

☑ **It will income-qualify all program participants (beneficiaries) in accordance with 24 CFR Part 5.609 (Part 5), unless certified by the County as an Area Benefit or Presumed Beneficiary program.**

☑ **It will collect income, race and ethnicity data on low-income persons and, if applicable, special populations such as elderly, abused children, homeless, disabled, HIV/AIDS persons (see definitions of special needs populations in question D3 of the application).**

☑ **It will retain records relating to the use of federal and County funds for a period not less than five years.**

☑ **It has, or will have in place prior to the execution of an agreement with the County, a personnel policy with an**

affirmative action plan and grievance procedure.

☑ **It will provide timely performance reports as required in the executed agreement with the County.**

☑ **It will provide proof of insurance described in the "Insurance" section of the application and will provide updated insurance immediately upon expiration.**

☑ **It will comply with the Federal Funding Accountability and Transparency Act (FFATA) – 2 CFR Part 170.**

☑ **It will comply with 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.**

☑ **It will comply with Generally Accepted Accounting Principles.**

☑ **If its program serves homeless or at risk of homeless clients, it will comply with the County's Coordinated Entry System (CES) and Homeless Management and Information System (HMIS).**

Signature
Teresa Alvarez
Electronically signed by grants@carpchildren.org on 1/10/2025 2:58 PM

Date
01/10/2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

2024 Housing Element Annual Progress Report: Implementation Status of Housing Element Goals, Policies, and Objectives for Submission to the California Department of Housing and Community Development

STAFF RECOMMENDATION

Receive the 2024 Housing Element Annual Progress Report and direct that it be submitted to HCD.

Sample Motion: I move to accept the 2024 Housing Element Annual Progress Report and direct the Community Development Director to submit the report to HCD.

BACKGROUND

The Housing Element is a required element of the City of Carpinteria's General Plan. Pursuant to California law, each city and county is required to prepare and submit an Annual Report to its legislative body on the status of their respective Housing Element and the ongoing progress on its implementation. The law requires that a copy of the Annual Report be submitted to the California Department of Housing and Community Development (HCD) and the legislative body by April 1 of each year. In compliance with state housing law, the City's Community Development Department will submit the report to HCD following acceptance by the City Council. The proposed 2024 Housing Element Annual Progress Report is included as Attachment A.

The 2024 report is the second Housing Element Annual Progress Report for the current sixth cycle (2023-2031) planning period for the Regional Housing Needs Assessment (RHNA). The RHNA establishes the City's anticipated housing needs for the planning period, by income category, to meet the city's growth projections and address existing housing unit capacity issues as it relates to affordability, overcrowding and/or availability of housing. The City must demonstrate, through its Housing Element, how the City's RHNA numbers can be accommodated. This is typically achieved through a combination of identifying currently available capacity under existing zoning and land use regulations, and/or through proposed changes to the City's zoning and land use regulations to allow for increased housing capacity to meet anticipated shortfalls. Table II-1, excerpted from the City's current Housing Element, summarizes the City's total RHNA allocation for this planning period (901 units), the number of units assigned to each income category, the number of currently completed, approved or pending projects that may count towards

meeting the RHNA, and existing capacity (or shortfalls) to meet the remaining RHNA allocation.

Table II-1
Land Inventory Summary

	Income Category				Total
	Very Low	Low	Mod	Above	
RHNA 2023-2031	286	132	135	348	901
Completed, Approved & Pending Projects (Table B-3)	-	3	-	259	262
Net Remaining RHNA	415		135	89	639
Vacant Sites (Table B-4)	-		10	5	15
Underutilized Sites with R Overlay (Table B-5)	56		47	-	103
Other Underutilized Sites (Table B-6)	-		153	153	306
ADUs	84		8	48	140
Surplus (Shortfall)	(275)		83	117	(75)

Source: City of Carpinteria, 2023

The 2023-2031 Housing Element identified an anticipated shortfall under existing zoning and land use designations of 275 units for very low- and low-income households, and identified proposed changes to land use and zoning regulations to address that shortfall. The Housing Element was most recently re-adopted by Resolution No. 6288 by the City Council on January 22, 2024. The re-adopted Housing Element was then submitted to HCD on January 24, 2024. In March 2024, despite acknowledgment that the City's Housing Element met all statutory requirements for approval, HCD staff declined to certify the City's Housing Element, as the City had not completed its required rezones to meet its RHNA shortfall by the statutory deadline of February 15, 2024. In response, City staff worked throughout 2024 to develop four ordinances that implemented the following changes to address the City's RHNA shortfall:

- Created a new zone district, Residential/Mixed Use (RMU), that allows for multifamily residential and mixed-use commercial/multifamily residential developments with a minimum density of 20 dwelling units/acre (du/ac) and up to a maximum density of 25 du/ac (Ordinance No. 788);
- Created Objective Design Standards that would apply to new developments in the RMU zone, as well as other projects required to be processed ministerially per State housing law (Ordinance No. 789); and
- Rezoned 19.83 acres of land in the City to RMU to provide adequate sites to accommodate the RHNA shortfall (Ordinance Nos. 790 and 791).

These ordinances were approved and adopted by the City Council on second reading on December 9, 2024,[1] and staff submitted all supporting materials to HCD on December 12, 2024 and to the California Coastal Commission (CCC) on December 19, 2024, for their respective certifications.

[1] Staff report, copies of the ordinances, and supporting materials are available here: https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1550 (on consent)

On January 30, 2025, HCD confirmed that the City is now in substantial compliance with State housing element law and has a "certified" housing element. Ordinance Nos. 788-791 will go into effect upon approval by the California Coastal Commission, which has scheduled the Local Coastal Program amendment (LCPA) for a hearing on March 14, 2025.

DISCUSSION

The 2024 Housing Element Annual Progress Report (Attachment A) has been prepared in accordance with the HCD's submittal requirements. This staff report provides a summary of the annual progress report and the City's housing program implementation for the 2024 calendar year.

In 2024, 42 building permits were issued for new residential units in the City of Carpinteria. Eleven of the building permits issued were for Accessory Dwelling Units (ADUs) and five of the building permits were for Junior Accessory Dwelling Units (JADUs). Building permits were also issued for two new single-family residences and a new 24-unit mixed-use development. Eighteen new residential units, all of which were ADUs or JADUs, were completed and received their Certificates of Occupancy in 2024.

Additionally, 23 other residential project applications were received and deemed complete for processing in 2024. These applications included a mix of housing types. One of the applications was for a mixed-use project consisting of commercial space and 159 apartment units. One application was for a lot split that included the conversion of a guest house to a single-family dwelling. Another application involved the demolition and reconstruction of a single-family residence. The remaining 20 applications were for ADUs and JADUs. The proposed projects, if permitted and constructed, would result in 181 new housing units in the City of Carpinteria.

The following tables are excerpted from the attached Housing Element Annual Report (and the separate data-entry form submitted to HCD in electronic format as an exhibit to the Report) and follow the required format established by HCD. Table I summarizes the number of residential units permitted in the City that were completed in 2024. Table II summarizes the number of new residential building permits issued in 2024.

Table I: New Residential Units Completed in 2024
(Issued Certificate of Occupancy)

Project Name	Address	Units	Income Category
Pagano ADU	1286 Casitas Pass Road	1	Above Moderate
Franken ADU	4745 Dorrance Way	1	Very Low
Pini ADU	990 Concha Loma	1	Low
Short ADU	1126 Vallecito Road	1	Above Moderate

Project Name	Address	Units	Income Category
Goytia JADU	1485 Manzanita Street	1	Above Moderate
Lemere ADU	1359 La Mesa Plaza	1	Low
Jacobs JADU	5031 Foothill Road	1	Above Moderate
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Mathers ADU	5453 Willow Place	1	Low
Rizo JADU	4620 Ninth Street	1	Above Moderate
Jacquet ADU	4917 Sawyer Avenue	1	Low
Carter ADU	842 Walnut Avenue	1	Low
Pinkernell ADU	5558 Calle Ocho	1	Above Moderate
Norton ADU	5294 El Carro Lane	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Total Residential Units Completed in 2024: 18			

Table II: New Residential Units Building Permits Issued in 2024
(Units may or may not have been completed in 2024)

Project Name	Address	Number of Units	Income Category
Franken ADU	4745 Dorrance Way	1	Very Low
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Miller ADU	5307 Willow Place	1	Above Moderate
Carter ADU	842 Walnut Avenue	1	Low
Mathers ADU	5453 Willow Place	1	Low

Project Name	Address	Number of Units	Income Category
Rizo JADU	4620 Ninth Street	1	Above Moderate
Stout JADU	5556 Calle Arena	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Friedman ADU	5291 Cambridge Lane	1	Above Moderate
Hardy ADU	5378 Dariesa Street	1	Above Moderate
Velasquez JADU	1319 Delta Avenue	1	Above Moderate
Scerni New SFD	4610 Fourth Street	1	Above Moderate
Rosales ADU	4585 El Carro Lane	1	Very Low
Klentner Mixed Use	4745 Carpinteria Avenue	1 2 21	Very Low Low Above Moderate
Tokar JADU	5630 Fiesta Drive	1	Above Moderate
Howard New SFD	4818 Dorrance Way	1	Above Moderate
Total Residential Units Permitted in 2024: 42			

The City has approved 53 new housing units in the 2023-2031 planning cycle so far, which means 848 units remain to fully satisfy the City's RHNA allocation of 901 units. Of the new units approved in the last year, 34 units are in the Above Moderate-income category, four units are in the Low-income category, and four units are in the Very Low-income category. For RHNA credit, a new unit is counted when the building permit is issued. This information is summarized in Table III below.

Table III: Regional Housing Needs Allocation (RHNA) Progress
(Based on Building Permit Issuance Date)

Income Group	2023-2031 RHNA	Units Added 6/30/22-2/14/23	Units Added 2023	Units Added 2024	Units Added 2025	Units Added 2026	Units Added 2027	Units Added 2028	Units Added 2029	Units Added 2030	Units Added 2031	Total Units Approved
Very Low	**286**	0	0	4	-	-	-	-	-	-	-	4
Low	**132**	0	0	4	-	-	-	-	-	-	-	4
Moderate	**135**	0	0	0	-	-	-	-	-	-	-	0
Above Moderate	**348**	1	10	34	-	-	-	-	-	-	-	45
TOTAL	**901**	**1**	**10**	**42**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**53**

The Housing Element Annual Progress Report shows that the City is effectively working towards implementing the goals of the current Housing Element by supporting the development of housing for various economic income groups and working to protect existing rental housing stock. Additionally, it shows the City's commitment to supporting a variety of housing types and maintaining the quality of life in Carpinteria. Some of the City's key efforts over 2024 included the following:

- Implementation of Housing Element Program 1: Adequate Sites to Accommodate Regional Housing Needs (described in *Background* above);
- Progress on updates to the City's Accessory Dwelling Unit (ADU)[2] and Density Bonus regulations to align City regulations with current State laws;
- Progress on zoning code amendments to facilitate the production of supportive housing (i.e. residential care facilities, low barrier navigation centers and supportive housing for individuals experiencing homelessness, and single-room occupancy housing);
- Continuing to promote the City's ADU prototype plans program, consisting of two pre-designed ADU plan sets made available to the public at no cost, as well as launching a program to accept additional ADU plan sets for pre-approval; [3]
- Establishment of a Renter Relocation Assistance Payment amount equal to two month's rent or $6,500, whichever is greater, to be paid to the tenant in the event of a no-fault just-cause eviction; [4]

[2] The ADU Ordinance (Ordinance No. 785) was approved by the City Council on first reading on July 8, 2024. Progress on adoption stalled following a review letter from HCD identifying inconsistencies with State ADU law. Staff revised the ordinance and will move forward with it in Spring 2025.
[3] The City's "Preapproved ADUs" page is available here: https://carpinteriaca.gov/city-hall/community-development/planning/accessory-dwelling-unit-program/preapproved-adus/
[4] The staff report and Resolution No. 6290 are available to view here: https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1386 . Additional information is available here: https://carpinteriaca.gov/city-hall/community-development/housing/ .

- Continued participation in the Cities-County Joint Affordable Housing Task Group, a county-wide group of Council and Board members, public sector employees, dedicated home builders, and community members working together to share information and resources to increase home production in all levels of affordability throughout the County;
- Ongoing implementation of the City's Workforce Down Payment Loan Assistance Program, which funded two new loans in 2024;
- Operation of the Rental Housing Mediation Program (administered on behalf of the City by the City of Santa Barbara), which received a total of 76 consultations from landlords and tenants in Carpinteria during 2024; and
- Continued support through the County of Santa Barbara and the City of Santa Barbara Housing Authorities Section 8 voucher programs, with 196 households in Carpinteria receiving rental assistance vouchers in 2024.

The City also continued to collaborate with a regional working group composed of representatives from the County Housing Authority, People's Self-Help Housing Corporation, City Net, and the local community, to connect people experiencing homelessness in Carpinteria to the services needed to, ultimately, be housed. The City also participates in the Santa Maria/Santa Barbara County Continuum of Care, a comprehensive, county-wide group of dedicated service providers, public sector employees, and community members working together to leverage national, state, and local resources to end homelessness in our community. Throughout 2024, the City also partnered with New Beginnings to continue to operate a "safe parking" pilot program, which aims to provide safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. In 2024, the program supported a total of 20 individuals, six of whom successfully transitioned into housing.

While the City ultimately has limited control over housing production, 2024 resulted in significant progress with the rezones completed, the Housing Element now certified, ADUs continuing to be popular, additional housing-related legislation underway, continued applications for in-fill housing projects, and approval of a mixed-use multi-family development utilizing State density bonus provisions. All of these efforts are made in support of implementing the housing policies and programs capable of encouraging production of safe and adequate housing for all Carpinterians.

POLICY CONSISTENCY

The attached Housing Element Annual Progress Report includes a detailed discussion of the City's compliance with its Housing Element policies and goals through the implementation of various housing programs throughout calendar year 2024.

FINANCIAL CONSIDERATIONS

There is no financial impact to the City as a result of submitting this report.

LEGAL

Upon submittal of this document to HCD, the City will have complied with California planning law pursuant to section 65400(a)(2) of the Government Code.

OPTIONS

1. Receive the 2024 Housing Element Annual Progress Report and direct staff to submit the report to HCD. (Staff recommendation)
2. Recommend changes be incorporated into the Annual Progress Report and authorize the Community Development Director to submit the revised Report to HCD.

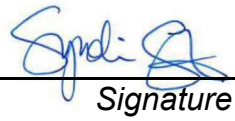
PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A 2024 Housing Element Annual Progress Report (March 2025)

Staff contact: Syndi Souter, Senior Planner
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Signature

Staff contact: Megan Musolf, Assistant Planner
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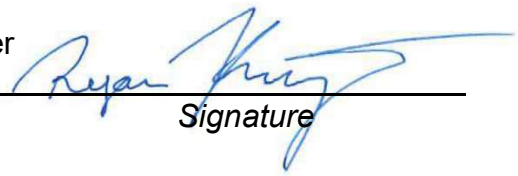
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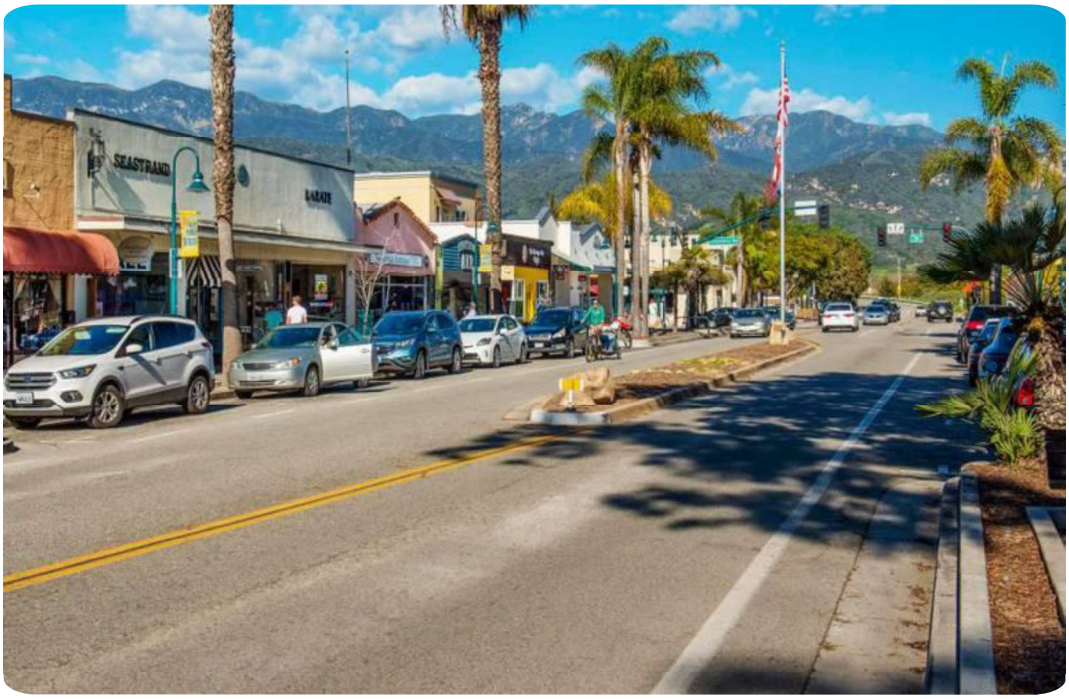
Attachment A

2024 Housing Element Annual Progress Report
March 2025

City Council Hearing, March 10, 2025

City of Carpinteria

2024
Housing Element Annual Progress Report



March 2025

Introduction

Pursuant to Government Code Section 65400, Community Development Department staff prepares an annual report to the City Council on the status of the General Plan and its Elements, and the progress being made in implementation of the General Plan's respective goals and programs. The Housing Element Annual Progress Report (Report) provides an opportunity to review activities and projects of the prior year in the areas of housing development and other programs that implement the City's Housing Element. The City's Housing Element identifies the community's housing needs, and describes how safe, affordable housing can be provided and maintained for City residents. Included in this Report are statistics demonstrating progress in meeting the City's Regional Housing Needs Assessment (RHNA) allocation.

The 2023-2031 Housing Element was finalized and re-adopted by Resolution No. 6288 by the City Council on January 22, 2024. The re-adopted Housing Element was submitted to the California Department of Housing and Community Development (HCD) for final certification on January 24, 2024. In a March 2024 letter, HCD acknowledged that the City's re-adopted Housing Element met all statutory requirements for approval, but they could not certify it at that time since the City had not completed its required rezones (Housing Element Program 1) by the statutory deadline of February 15, 2024. Throughout the rest of 2024, staff worked to implement Program 1, which required rezoning a minimum of 14.6 acres to allow for densities of 20-25 units/acre. The resulting Ordinances are described below under Program Category 1. Upon City Council adoption of the Ordinances in December 2024, staff submitted them to HCD in order to achieve certification of the Housing Element, which was ultimately granted by HCD on January 30, 2025.

2024 Housing Highlights

During 2024, the City received and deemed completed for processing 23 formal applications for a total of 181 new residential units in Carpinteria. These applications included a mix of housing types. One of the applications was for a mixed-use project consisting of commercial space and 159 apartment units. One application was for a lot split that included the conversion of a guest house to a single-family dwelling. Another application involved the demolition and reconstruction of a single-family residence. The remaining 20 applications were for Accessory Dwelling Units (ADUs) and Junior Accessory Dwelling Units (JADUs). The proposed projects, if permitted and constructed, would result in 181 new housing units in the City of Carpinteria.

Since the City's ADU and JADU Ordinance went into effect in 2023, ADUs and JADUs remain the primary source of new housing in the City. In 2024, 15 ADU Coastal Development Permit applications were received, 16 ADUs were approved (including four that were submitted in 2023), and 11 building permits for ADUs were issued. Fourteen ADUs were constructed and received their Certificates of Occupancy in 2024. Additionally, for JADUs, three building permit applications were received, five building permits (including two that were submitted in 2023) were issued, and four Certificates of Occupancy were issued in 2024.

A mixed-use project consisting of commercial space and 24 apartment units (21 market rate, 2 Low-income, and 1 Very-Low income) received its entitlements and building permits in 2024. One new single-family residence received entitlements, and two other new single-family residences received building permits in 2024. In summary, entitlements were approved for 48 new residential units, building permits were issued for 42 new residential units, and 18 new residential units were completed and received their Certificates of Occupancy in the City of Carpinteria during 2024.

City staff also met with prospective buyers or developers for some of the larger vacant or under-utilized properties in the City and received several Senate Bill 330 preliminary applications for possible future multi-family housing projects, which if followed up with formal application submittals in 2025, could offer up to several hundred additional residential units in the years ahead.

The City continues to provide various forms of assistance to increase housing opportunities in Carpinteria, in accordance with the various Programs of the 2023-2031 Housing Element. Staff made progress on updating the City's ADU and Density Bonus regulations to align with current State law (Programs 2 and 7, respectively); City staff also began drafting various zoning code updates to address Program 11, supportive housing (including low-barrier navigation centers, single-room occupancy housing, and residential care facilities).

In 2024, staff continued to implement the Workforce Housing Down Payment Loan Program. The program was first funded by a 2011 Development Agreement that allowed the conversion of five above-moderate affordable residential units at Lavender Court into a payment of $571,000 to the City's Affordable Housing Trust Fund. Like an in-lieu fee, the funds have since been used to provide down payment loans for families purchasing homes in the City of Carpinteria. During 2024, two new loans were funded through this Program, utilizing the remaining balance of the Affordable Housing Trust Fund. Upon repayment of existing loans, staff will continue to work with the Housing Trust Fund of Santa Barbara County to find interested buyers looking to use the deferred repayment loans to buy homes in Carpinteria.

The City also continues to participate in Santa Barbara County's Home for Good program with the regional Creative Housing Solutions Subcommittee, a working group composed of representatives from the County Housing Authority, People's Self-Help Housing Corporation, Home for Good, United Way, and City staff, along with the local community, to identify and pursue innovative housing opportunities. In partnership with New Beginnings, the City operated its first "safe parking" pilot program to provide safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. The program accommodated six vehicles at a time in 2024, and as of the end of 2024, discussions were underway between City and New Beginnings staff to both extend the program beyond the end of the pilot term and to expand the program capacity from six to 12 vehicles.

In May 2023, the City initiated an "anti-displacement" legislative package, which includes a series of proposed Municipal Code amendments intended to protect existing rental housing stock, encourage production of additional rental housing, and protect rental

housing affordability. In September 2023, the City Council adopted an urgency "renoviction" ordinance (Ordinance No. 770). Subsequently, in February 2024, the City adopted a Renter Relocation Assistance Payment amount in event of a no-fault just-cause eviction, equal to two month's rent or $6,500, whichever is greater (Resolution No. 6290). The goal of this relocation assistance payment is to reduce the tenant's likelihood of homelessness after a no-fault eviction, considering the costs of moving and the potential increased rental rate for a new unit.

Housing Element Review

The Housing Element describes the City's goals and objectives for addressing the community's housing needs during the 2023-2031 planning period, organized into 18 programs with five program categories. Section 2 of the Housing Element is organized by the five primary program categories which are to be implemented. The remainder of this report explains the housing programs and goals, and the progress the City made to implement them throughout 2024.

Program Category 1: Make sites available to accommodate the RHNA.

Housing Needs Summary

The Santa Barbara County Association of Governments (SBCAG) allocated a housing need to the City of 901 housing units for the 2023-2031 Regional Housing Needs Allocation period. The 2023-2031 Housing Element Table II-1 below shows the City's share of the regional housing need across five income categories.

Table II-1
Land Inventory Summary

	Income Category				Total
	Very Low	Low	Mod	Above	
RHNA 2023-2031	286	132	135	348	901
Completed, Approved & Pending Projects (Table B-3)	-	3	-	259	262
Net Remaining RHNA	415		135	89	639
Vacant Sites (Table B-4)	-		10	5	15
Underutilized Sites with R Overlay (Table B-5)	56		47	-	103
Other Underutilized Sites (Table B-6)	-		153	153	306
ADUs	84		8	48	140
Surplus (Shortfall)	(275)		83	117	(75)

Source: City of Carpinteria, 2023

Program Category 1: Make sites available to accommodate the RHNA.

Goals

- Maintain an adequate supply of appropriately zoned land and take all necessary actions to support the production of at least 901 housing units in the City to accommodate the RHNA allocation for the 2023-2031 period.

- Maintain a jobs-housing balance or ratio within the 0.75 to 1.25 range suggested by the Santa Barbara County Association of Governments.

Policies

- Adequate Sites: Provide and maintain sufficient sites in the General Plan and Zoning Code and associated Land Use and Zoning Maps to accommodate the housing needs allocated to the City in the Regional Housing Needs Allocation (RHNA) Plan.
- Housing Types: In the General Plan and implementing ordinances, provide for a mix of housing types consistent with the City's needs, including single-family detached and multi-family housing.
- Accessory Dwelling Units: Promote the development of ADUs consistent with State law and City regulations.
- Public Services and Facilities: Ensure that public services and facilities have the capacity to support the need for the new residential development allocated to the City by the RHNA Plan.

Result

Much of City staff's time spent on the Housing Element in 2024 was focused on completing the implementation of Program 1 - Adequate Sites to Accommodate Regional Housing Needs. Throughout 2024, staff worked to develop four ordinances that, collectively, would implement Program 1 and allow the City to obtain HCD certification. The ordinances result in the following changes to the City's zoning regulations:

- Create a new zone district, Residential/Mixed Use (RMU) that allows for residential-only or mixed-use commercial/residential multifamily developments with a minimum density of 20 dwelling units/acre (du/ac) and up to a maximum density of 25 du/ac (Ordinance No. 788);
- Create Objective Design Standards that would apply to new developments in the RMU zone, as well as other projects required to be processed ministerially per State housing law (Ordinance No. 789); and
- Rezone 19.83 acres of land in the City to RMU to provide adequate sites to accommodate the RHNA allocation (Ordinance Nos. 790 and 791).

These ordinances were approved and adopted by the City Council on second reading on December 9, 2024,[1] and staff submitted all supporting materials to HCD on December 12, 2024 and to the California Coastal Commission (CCC) on December 19, 2024.

On January 30, 2025, HCD notified the City that following the adoption of Ordinance Nos. 788-791, the City is now in substantial compliance with State housing element law and has a "certified" housing element. The letter is available to view at https://carpinteriaca.gov/city-hall/community-development/planning/housing-element-update/.

[1] Staff report, copies of the ordinances, and supporting materials from December 9, 2024 are available here: https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1550 (on consent)

The ordinances will go into effect upon certification by the CCC, which has tentatively scheduled the Local Coastal Program amendment (LCPA) for a hearing in March of 2025. Candidate sites that were not selected for rezoning as part of Ordinance Nos. 790 and 791 will be evaluated in the environmental review process for the City's General Plan/Coastal Land Use Plan Update, beginning in 2025. The City Council directed City staff to agendize two candidate sites (Sites 5 and 21) not selected for rezoning for further consideration in early 2025.

Accessory Dwelling Units (ADUs) and JADUs remain the primary source of new housing construction in the City since Ordinance No. 758 went into effect in 2023. In 2024, 15 ADU Coastal Development Permit applications were received, 16 ADUs were approved (including four that were submitted in 2023), and 11 building permits for ADUs were issued. Fourteen ADUs completed construction and received their Certificates of Occupancy in 2024. Additionally, for JADUs, three building permit applications were received, five building permits (including two that were submitted in 2023) were issued, and four Certificates of Occupancy were issued in 2024.

In 2023, the City made available to the public, at no cost, two pre-designed ADU prototype plan sets to help reduce the costs involved in designing and permitting an ADU. To construct an ADU using the prototype plans, an applicant still must obtain a CDP and building permit, but the process is considerably streamlined. To date, three homeowners have utilized these prototype ADU plan sets. Pursuant to AB 1332 (2023), in late 2024, Carpinteria began allowing members of the public to submit additional ADU plan sets for pre-approval.[2]

The City's proposed Ordinance No. 785, updating the City's ADU regulations to align with the most recent amendments to State ADU law, was approved on first reading by City Council in July 2024, and submitted to the CCC as a LCPA in August 2024. Processing of the LCPA has been delayed while City staff work with HCD and CCC staff to resolve identified inconsistencies and/or policy conflicts between ADU law and Coastal Act policies. Staff have revised the ordinance in an effort to resolve these conflicts and plans to return to the City's Planning Commission with an updated proposed ordinance in Q2, 2025.

In 2024, 18 new residential units received their Certificates of Occupancy, as summarized in Table I below. Forty-two building permits were issued in 2024 for new residential units. These building permits are summarized in Table II below. These tables do not include the previously discussed 181 new residential units that were deemed complete and accepted for processing in 2024.

[2] The City's Preapproved ADUs Program is available to view here: https://carpinteriaca.gov/city-hall/community-development/planning/accessory-dwelling-unit-program/preapproved-adus/

Table I: New Residential Units Completed in 2024
(Issued Certificate of Occupancy)

Project Name	Address	Units	Income Category
Pagano ADU	1286 Casitas Pass Road	1	Above Moderate
Franken ADU	4745 Dorrance Way	1	Very Low
Pini ADU	990 Concha Loma	1	Low
Short ADU	1126 Vallecito Road	1	Above Moderate
Goytia JADU	1485 Manzanita Street	1	Above Moderate
Lemere ADU	1359 La Mesa Plaza	1	Low
Jacobs JADU	5031 Foothill Road	1	Above Moderate
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Mathers ADU	5453 Willow Place	1	Low
Rizo JADU	4620 Ninth Street	1	Above Moderate
Jacquet ADU	4917 Sawyer Avenue	1	Low
Carter ADU	842 Walnut Avenue	1	Low
Pinkernell ADU	5558 Calle Ocho	1	Above Moderate
Norton ADU	5294 El Carro Lane	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Total Residential Units Completed in 2024: 18			

Table II: New Residential Units Building Permits Issued in 2024
(Units may or may not have been completed in 2024)

Project Name	Address	Number of Units	Income Category
Franken ADU	4745 Dorrance Way	1	Very Low

Project Name	Address	Number of Units	Income Category
Karimy ADU	5491 El Carro Lane	1	Extremely Low
Heimberg ADU	4854 Eighth Street	1	Above Moderate
Andersson JADU	4462 Via Real	1	Above Moderate
Miller ADU	5307 Willow Place	1	Above Moderate
Carter ADU	842 Walnut Avenue	1	Low
Mathers ADU	5453 Willow Place	1	Low
Rizo JADU	4620 Ninth Street	1	Above Moderate
Stout JADU	5556 Calle Arena	1	Above Moderate
Wheatley ADU	1150 Vallecito Road	1	Above Moderate
Zeoli ADU	5159 Ogan Road	1	Above Moderate
Friedman ADU	5291 Cambridge Lane	1	Above Moderate
Hardy ADU	5378 Dariesa Street	1	Above Moderate
Velasquez JADU	1319 Delta Avenue	1	Above Moderate
Scerni New SFD	4610 Fourth Street	1	Above Moderate
Rosales ADU	4585 El Carro Lane	1	Very Low
Klentner Mixed Use	4745 Carpinteria Avenue	1 2 21	Very Low Low Above Moderate
Tokar JADU	5630 Fiesta Drive	1	Above Moderate
Howard New SFD	4818 Dorrance Way	1	Above Moderate
Total Residential Units Permitted in 2024: 42			

The City's annual RHNA progress for the 2023-2031 cycle is summarized in Table III, below. For RHNA purposes, units are counted when the building permits are issued. Although the City has granted building permits for 53 units in this RHNA cycle, all but eight of those units fall within the above-moderate income category. Of the new units approved in 2024, 34 units are in the Above Moderate-income category, four units are in the Low-income category, and four units are in the Very Low-income category. In order to fully meet its RHNA allocation, the City would need to permit an additional 553 new units in the Very Low-, Low-, and Moderate-income allocation categories during this planning cycle. For comparison of units approved (via building permits) versus actual units constructed, see Table IV below which summarizes the number of Certificates of Occupancy issued for each year of the current RHNA cycle.

Table III: Regional Housing Needs Allocation (RHNA) Progress (Based on Building Permit Issuance Date)

Income Group	2023-2031 RHNA	Units Added 6/30/22-2/14/23	Units Added 2023	Units Added 2024	Units Added 2025	Units Added 2026	Units Added 2027	Units Added 2028	Units Added 2029	Units Added 2030	Units Added 2031	Total Units Approved
Very Low	**286**	0	0	4	-	-	-	-	-	-	-	4
Low	**132**	0	0	4	-	-	-	-	-	-	-	4
Moderate	**135**	0	0	0	-	-	-	-	-	-	-	0
Above Moderate	**348**	1	10	34	-	-	-	-	-	-	-	45
TOTAL	**901**	**1**	**10**	**42**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**53**

Table IV: Constructed Units (Based on Certificate of Occupancy Issuance Date)

Year	Units Completed (Certificate of Occupancy)
2023	1
2024	18
2025	-
2026	-
2027	-
2028	-
2029	-
2030	-
2031	-
TOTAL	**19**

<u>Program Category 2</u>: Assist in the development of adequate housing to meet the needs of extremely-low, very-low-, low-, and moderate-income households.

Goals

- Attain a housing supply that meets a variety of housing needs.
- Attain a housing supply that meets the needs of extremely-low-, very-low-, low- and moderate-income households.
- Attain a housing supply that meets the needs of special population groups.

Policies

- *Infill Development*: Promote infill housing development through land use policies and by deferring or reducing development impact fees where the City wants to encourage affordable infill development.
- *Suitable Housing Unit Sizes*: Provide for a range in the number of bedrooms in assisted housing developments so as to help meet the needs of various household types and special needs populations.
- *Downtown Mixed Use*: Encourage studio and one-bedroom units above commercial uses in the downtown district to reduce parking needs and facilitate affordability.
- *Rental Assistance*: Continue participation in the County of Santa Barbara Housing Authority's Section 8 program as the primary means to address the City's rental assistance needs. Allocate HOME funds and in-lieu fees to state and federally assisted housing that provides rent restricted units in existing and/or new residential developments.
- *Acquisition and Rehabilitation of Rental Housing*: Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited, to: (a) technical support needed to obtain funding commitments from county, state and/or federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.
- *Critical Workforce Housing*: Implement "set-aside" policies for critical workforce occupations. New housing developed through the Inclusionary Housing Ordinance, current and future Development Agreements, and other appropriate Housing Element programs should set aside a percentage of the units for households employed in critical workforce occupations. Examples of critical workforce occupations are law enforcement, firefighters, nurses, teachers, and local government.
- *Farm Employee and Supportive Housing*: Allocate in-lieu fees for predevelopment activities, including state and/or federal funding applications, to support the sponsors of farm employee housing and supportive housing for special needs populations.
- *Shelter for the Homeless*: Support countywide programs to provide for a continuum of care for the homeless including emergency shelters, transitional housing, supportive housing and permanent housing. Allocate Community Development Block Grant (CDBG) funds to agencies assisting homeless persons and families to meet shelter and non-shelter needs.

Result

The City continues to prioritize efforts to protect existing rental housing stock and facilitate production of new rental housing stock, with an emphasis on affordable and workforce housing opportunities.

As part of Program Category 2 efforts, the City has continued to support and help connect qualifying households with rental assistance through the Section 8 voucher program. In 2024, 196 households in Carpinteria received rental assistance via Section 8 vouchers. This is an increase from the 163 households that received rental assistance through Section 8 vouchers in 2023. The reason(s) for the increase, however, are unknown at this time.

The Ordinances approved as part of Program 1 (noted above) included policies regarding infill development, suitable housing unit sizes, and encouraging downtown mixed-use developments. The majority of the sites rezoned to accommodate the RHNA are located near Carpinteria's downtown core, and allow for mixed-use or residential only development. Ordinance No. 788, establishing the Residential/Mixed Use zone district specifies that for developments fronting Linden or Carpinteria Avenues within the Downtown "T," 50% of residential units must be 1-bedroom or studio units, providing needed workforce housing.

2024 also saw progress toward updating the City's density bonus regulations to align with recent changes to State law. Staff brought a proposed density bonus ordinance to the Planning Commission in June 2024, where the Commission recommended it for City Council approval. Staff also worked with Coastal Commission staff to ensure the proposed ordinance amendments appropriately harmonize the application of density bonus law with Coastal Act policies. Ultimately, work on the draft ordinance was paused as staff tracked potential changes to State density bonus law in the 2024 State legislative session (which did not ultimately pass). Staff has resumed work on the ordinance in 2025.

To assist the local homeless population, the City participates in the Santa Barbara Continuum of Care, a collection of service providers, public sector employees, and community members working together to address homelessness. Each week, the City helps host a free lunch program, where service providers help people in need connect with a wide range of services. Typically, organizations like Good Samaritan, New Beginnings, Behavioral Wellness, and AmeriCorps attend weekly.

In 2024, in partnership with New Beginnings, the City operated its first Safe Parking Pilot Program, which provides safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. The pilot program accommodated 6 vehicles at a time, with spots opening up as residents found permanent housing. As of November 2024, the program had served a total of 14 vehicles occupied by 20 individuals. Six of those individuals successfully transitioned into housing. In December 2024, City staff, in coordination with New Beginnings staff, initiated discussions about the extension of the safe parking program beyond the pilot's planned expiration in July 2025, and also discussed the possible expansion of the program from six vehicles to 12.

<u>Program Category 3</u>: Address and, where appropriate and legally possible, remove governmental constraints to the maintenance, improvement, and development of housing.

Goals

- Address, and to the extent legally possible, mitigate and/or remove governmental constraints to the maintenance, preservation, improvement and development of housing.
- Implement land use regulations that facilitate meeting affordable housing needs.

Policies

- *Expedite Affordable Housing Development Review*: Affordable housing developments shall receive the highest priority and efforts by staff, the Planning Commission, and City Council to: (a) provide technical assistance to affordable housing developers, including community involvement; (b) take into account project funding and timing needs in the processing and review of the applications; and (c) provide the fastest turnaround possible in determining application completeness.
- *Fee Mitigation*: Permit on a case-by-case basis fee reductions and waivers to help owner-builder projects, projects with minimum public service impacts, retrofitting projects, and affordable housing developments.

Result

The City has implemented a 50% Development Impact Fee (DIF) reduction for 100% affordable housing developments to assist in removing governmental constraints to the development of affordable housing. Additionally, no DIFs are charged for ADUs that are less than 750 square feet, and DIFs are reduced by approximately 66% for ADUs that are 750 square feet or larger.

In 2021, the City received a Regional Early Action Planning ("REAP") grant allocation to fund updates to the City's ADU regulations and the development of ADU prototype plan sets, as described in Program Category 1 above. Overlapping with goals from Program Category 1, the City continued to promote its ADU prototype plans program, consisting of two pre-designed ADU plan sets made available to the public for free. Use of the pre-designed plans allows for substantially reduced design and plan check/permit costs, and streamlined plan review. Two ADUs utilizing prototype plans received Certificates of Occupancy in 2024, and another application utilizing the prototype plans was issued a building permit in 2024.

Pursuant to the requirements of Program 1, projects in the new Residential/Mixed Use zone district that provide a minimum of 20% lower-income units will receive ministerial review.[3] The inclusion of Objective Design Standards as part of Program 1 implementation will further help streamline the design and review process for applicable housing projects.[4] Throughout 2024, staff worked with stakeholders, including interested property owners and developers, to discuss streamlined development review processes and incentives available to housing projects providing affordable units.

<u>Program Category 4</u>: Conserve and improve the condition of the existing stock of affordable housing.

Goals

- Conserve existing housing important to the community such as rental apartments, mobile home parks, and other affordable housing units.
- Maintain the affordability of existing and future affordable housing developments.

[3] Ordinance No. 788, Section 14.19.040(A)(1) and (2).
[4] Ordinance No. 789, Section 14.51.020.

- Attain a housing supply free from substandard and deteriorated housing conditions.

Policies

- *Section 8 Housing*: Maintain the numbers of extremely-low-, very-low- and low-income households that are assisted by the Section 8 rental assistance program.
- *Apartment Conservation*: Conserve apartment rental housing through Carpinteria Municipal Code Chapter 14.74 which prohibits the conversion to condominium ownership unless the apartment rental vacancy rate is more than 5%.
- *Apartment Conservation:* Conserve apartment rental housing by prohibiting the conversion to tenancy in common ownership through Ordinance No. 742.
- *Mobile Homes, Mobile Home Parks, and Manufactured Housing*: Conserve mobile homes, mobile home parks, and manufactured housing as an essential part of Carpinteria's housing supply through the City's Mobile Home Park Closure Ordinance.
- *Mobile Home Rents*: Continue the Mobile Home Park Rental Stabilization and Mobile Home Park Rent Stabilization Disclosure ordinances.
- *Long-Term Housing Affordability*: Enforce resale controls and income restrictions to ensure that affordable housing provided through the Inclusionary Housing Program remains affordable over time to the income group for which it is intended.
- *Maintenance and Repair*: Promote the maintenance and repair of owner-occupied and rental housing to prevent deterioration within the City.
- *Housing Rehabilitation*: Facilitate the rehabilitation of substandard and deteriorated housing where feasible.
- *Housing Replacement*: Where possible, promote the removal and replacement of those substandard units that cannot be rehabilitated.
- *CDBG Rehabilitation*: Facilitate the allocation of CDBG funds to multi-family rehabilitation programs, and retrofitting of existing housing.
- *Acquisition and Rehabilitation of Rental Housing*: Work with non-profit sponsors to acquire and rehabilitate rental housing units in order to maintain long-term affordability of the units. This will include, but not be limited to: (a) technical support needed to obtain funding commitments from County, State and/or Federal programs; (b) assistance in permit processing; (c) possible deferral, reduction or waiver of City fees; and (d) contribution of City housing funds, if available.

Result

Seven mobile home parks provide affordable-by-design housing in the City with a total of 860 mobile home park spaces. The City's Mobile Home Rent Stabilization regulations aim to protect the value of mobile homes for tenants of rental parks, and control space rents to

protect affordability. The City also allows manufactured homes to be constructed in all residential zones which may reduce construction costs.

The City conducts annual compliance monitoring of all affordable deed-restricted inclusionary units to ensure said units remain occupied in a manner that is consistent with the terms of their respective affordability covenants. The monitoring program, for which the City contracts with the City of Santa Barbara to complete, found that all inclusionary units were in compliance for the last reporting period of November 2023 to October 2024.

The City continues to protect against the conversion of existing rental housing stock to condominiums or other types of owner-occupied housing through ongoing enforcement of the City's Ordinance No. 742, which restricts ownership conversion affecting apartments—conversions may not occur unless the rental vacancy rate within the City exceeds five percent.

In May 2023, the City initiated an "anti-displacement" legislative package, which includes a series of proposed Municipal Code amendments intended to protect existing rental housing stock and protect rental housing affordability. Following the adoption of Urgency Ordinance No. 770, which established "just cause" tenant eviction protections, in February 2024, the City Council approved a Renter Relocation Assistance payment set at two month's rent at the time of eviction or $6,500, whichever is greater.[5] The payment aims to protect tenants experiencing a no-fault just-cause eviction from falling into homelessness, considering the costs of locating to a new unit, moving, new security deposit, and potentially increased rent. Additional efforts related to the "anti-displacement" package will continue in the coming years.

Program Category 5: Affirmatively Furthering Fair Housing.

Goals

- Attain a housing market with "fair housing choice," meaning the ability of persons of similar income levels regardless of race, color, religion, sex, national origin, disability, and familial status to have available to them the same housing choices.
- Promote inclusive communities, further housing choice, and address racial and economic disparities through government programs, policies, and operations.

Policies

- *Promote Fair Housing*: Promote fair housing opportunities through the City's participation in the County's Community Development Block Grant (CDBG) Program.
- *Information and Referral*: Promote fair housing through the provision of information and referral services to residents who need help on fair housing issues. This includes referring local residents who want to file a housing

[5] Documents and information related to the Renter Relocation Assistance can be found here: https://carpinteriaca.gov/city-hall/community-development/housing/

discrimination complaint to the appropriate local, county, state or federal agency, depending on the nature of the complaint.

- *Fair Housing Information*: Implement activities to broaden resident knowledge of fair housing law.
- *Affirmatively further fair housing in compliance with state law.*

Result

The City continues to contract with the City of Santa Barbara Rental Housing Mediation Program (RHMP). The RHMP provides dispute resolution resulting from landlord, tenant, and roommate issues which arise in rental housing situations. The primary goal of the program is to provide an alternative to the formal judicial system and provide legal advice and mediation when disputes arise. The program provides free legal assistance for residents living at or below the poverty line, while also providing general social service guidance for those with disabilities, seniors, and victims of domestic violence. The program shows success in preventing litigation through mediation and conflict resolution. In 2024, the RHMP provided service to 76 Carpinteria tenants and landlords regarding issues related to rental housing and to educate local residents about the services provided by RHMP and other typical concerns related to rental housing. Throughout 2024, the City was able to refer both tenants and landlords to the RHMP for questions and disputes regarding the City's adopted "just cause" tenant eviction protections and Renter Relocation Assistance payments (see Program Category 4 discussion, above).

The City continues to look for opportunities to further expand home production in all levels of affordability. The City remains an active partner in the Cities-County Joint Affordable Housing Task Group, a county-wide group of elected officials, agency staff, affordable housing developers, and community members working together to share information and resources related to affordable housing production countywide.

Conclusion

The Housing Element Annual Progress Report illustrates activities undertaken by the City of Carpinteria in 2024 that seek to improve the quality and quantity of market rate and affordable housing in Carpinteria. Given the efficacy of Carpinteria's program, many of the affordable housing strategies from the 2015-2023 Housing Element were continued into the 2023-2031 Housing Element with modifications made as necessary to meet new State laws and the City's regional housing needs. This is the second annual progress report for the 2023-2031 Housing Element period and the sixth RHNA cycle.

Exhibit 1 Housing Element Annual Progress Report Form 2024

Exhibit 1

Housing Element Annual Progress Report Form 2024

City Council Hearing, March 10, 2025

Please Start Here

General Information	
Jurisidiction Name	Carpinteria
Reporting Calendar Year	2024
Contact Information	
First Name	Syndi
Last Name	Souter
Title	Senior Planner
Email	syndis@carpinteriaca.gov
Phone	8057554405
Mailing Address	
Street Address	5775 Carpinteria Avenue
City	Carpinteria
Zipcode	93013

Optional: Click here to import last year's data. This is best used when the workbook is new and empty. You will be prompted to pick an old workbook to import from. Project and program data will be copied exactly how it was entered in last year's form and must be updated. If a project is no longer has any reportable activity, you may delete the project by selecting a cell in the row and typing ctrl + d.

Click here to download APR Instructions

Click here to add rows to a table. If you add too many rows, you may select a cell in the row you wish to remove and type ctrl + d.

v_01_23_25

Optional: This runs a macro which checks to ensure all required fields are filled out. The macro will create two files saved in the same directory this APR file is saved in. One file will be a copy of the APR with highlighted cells which require information. The other file will be list of the problematic cells, along with a description of the nature of the error.

Optional: Save before running. This copies data on Table A2, and creates another workbook with the table split across 4 tabs, each of which can fit onto a single page for easier printing. Running this macro will remove the comments on the column headers, which contain the instructions. Do not save the APR file after running in order to preserve comments once it is

Optional: This macro identifies dates entered that occurred outside of the reporting year. RHNA credit is only given for building permits issued during the reporting year.

Link to the online system: https://hcd.my.site.com/hcdconnect

Toggles formatting that turns cells green/yellow/red based on data validation rules.

Submittal Instructions

Please save your file as Jurisdictionname2024 (no spaces). Example: the city of San Luis Obispo would save their file as SanLuisObispo2024

Housing Element Annual Progress Reports (APRs) forms and tables must be submitted to HCD and the Governor's Office of Planning and Research (OPR) on or before April 1 of each year for the prior calendar year; submit separate reports directly to both HCD and OPR pursuant to Government Code section 65400. There are two options for submitting APRs:

1. **Online Annual Progress Reporting System - Please see the link to the online system to the left.** This allows you to upload the completed APR form into directly into HCD's database limiting the risk of errors. If you would like to use the online system, email APR@hcd.ca.gov and HCD will send you the login information for your jurisdiction. *Please note: Using the online system only provides the information to HCD. The APR must still be submitted to OPR. Their email address is opr.apr@opr.ca.gov.*

2. **Email -** If you prefer to submit via email, you can complete the excel Annual Progress Report forms and submit to HCD at APR@hcd.ca.gov and to OPR at opr.apr@opr.ca.gov. Please send the Excel workbook, not a scanned or PDF copy of the tables.

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	02/15/2023 - 02/15/2031

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	1
	Non-Deed Restricted	3
Low	Deed Restricted	2
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		34
Total Units		**42**

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	**Entitled**	**Permitted**	**Completed**
Single-family Attached	0	0	0
Single-family Detached	3	2	0
2 to 4 units per structure	0	0	0
5+ units per structure	24	24	0
Accessory Dwelling Unit	21	16	18
Mobile/Manufactured Home	0	0	0
Total	**48**	**42**	**18**

Infill Housing Developments and Infill Units Permitted	**# of Projects**	**Units**
Indicated as Infill	19	42
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	23
Number of Proposed Units in All Applications Received:	181
Total Housing Units Approved:	22
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications

Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	**Rental**	**Ownership**	**Total**
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	**# of Projects**	**Units**
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	**# of**	**Units**
Ministerial	20	20
Discretionary	3	161

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	1
Number of Units in Projects Permitted with a Density Bonus	24

Housing Element Programs Implemented and Sites Rezoned	**Count**
Programs Implemented	18
Sites Rezoned to Accommodate the RHNA	8

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bo Applica
1					2	3	4	5							6	7	8	9	10
Prior APN+	**Current APN**	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID**	**Unit Category** (SFA,SFD,2 to 4,5+,ADU,MH)	**Tenure** R=Renter O=Owner	**Date Application Submitted (see instructions)**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low-Income Deed Restricted**	**Low-Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**	**Total PROPOSED Units by Project**	**Total APPROVED Units by project**	**Total DISAPPROVED Units by Project**	**Please select state streamlining provision/s the application was submitted pursuant to.**	**Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?**
Summary Row: Start Data Entry Below								0	2	0	4	0	0	175	181	22	0		
	001-190-097	6380 Via Real	Lagunitas Mixed-Use	23-2243-DP/CUP/TPM/CDP	5+	R	2/8/2024							159	159			NONE	No
	003-161-021	5159 Ogan Road	Zeoli ADU	23-2268-CDP/ADU	ADU	R	1/5/2024							1	1	1	0	NONE	No
	003-436-003	4745 Dorrance Way	Franken ADU	23-2270-CDP/ADU	ADU	R	1/24/2024		1						1	1	0	NONE	No
	003-312-025	4954 Fifth Street	Hernandez ADU	24-2273-CDP/ADU	ADU	R	3/21/2024							1	1	1	0	NONE	No
	004-009-009	4585 El Carro Lane	Rosales ADU	24-2275-CDP/ADU	ADU	R	4/26/2024		1						1	1	0	NONE	No
	001-292-004	5378 Dariesa Street	Hardy ADU	24-2277-CDP/ADU	ADU	R	3/7/2024							1	1	1	0	NONE	No
	003-212-029	4253 Carpinteria Avenue	Saticoy ADU #1	24-2278-CDP/ADU	ADU	R	3/6/2024				1				1	1	0	NONE	No
	003-600-036	4715 Aragon Drive	Rolph ADU	24-2282-CDP/ADU	ADU	R	4/26/2024							1	1	1	0	NONE	No
	004-007-055	5291 Cambridge Lane	Friedman ADU	24-2284-CDP/ADU	ADU	O	3/28/2024							1	1	1	0	NONE	No

Jurisdiction	Carpinteria
Reporting Year	Jan. 1 - Dec. 31 2024
Planning Period	6th Cycle 10/15/2023 - 10/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain autocalculation formulas

Table A2
Annual Building Activity Report Summary - New Construction, Entitled, Permits and Completed Units

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								Affordability by Household Incomes - Building Permits								Affordability by Household Incomes - Certificates of Occupancy										Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions			Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus					Notes
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category	Tenure	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units issued Building Permits	Very Low-Income Deed Restricted	Very Low-Income Non-Deed Restricted	Low-Income Deed Restricted	Low-Income Non-Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non-Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or Other forms of readiness	How many of the units were Low Income?	Please select the state streamlining program that was APPROVED pursuant to: (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple - see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (If affordable in perpetuity enter 10007	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/ Destroyed Units: Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)	Notes*
Numeric Row: Must Data Entry Below																																															
	003-440-013	5910 Rubicon Avenue	Howard New	23-0102	SFD	O							1		1							1		12/19/2024	1									1		NONE	Y												
	001-251-001	1564 Lasuen Drive 1564 Lasuen Drive	Pagano ADU	23-0211-CDP-ADU	ADU	R							1		1							1										1		1		NONE	Y												
	001-251-005	1560 Lasuen Drive	Pritchett ADU	23-0212-CDP-ADU	ADU	R							1		1							1		2/9/2024	1									1		NONE	Y												
	009-292-003	1564 Cuesta Linda Circle	Fox ADU	23-0215-CDP-ADU	ADU	R							1		1							1		10/2/2023	1									1		NONE	Y												
	005-292-011	1564 Cuesta Linda 1564 Eighth Street	Weinberg ADU	23-0220-CDP-ADU	ADU	R							1		1							1		2/29/2024	1									1		NONE	Y												
	004-512-021	4264 El Carro Lane	Nation ADU	23-0226-CDP-ADU	ADU	R							1		1							1		11/15/2023	1									1		NONE	Y												
	005-180-011	1168 Valencia Road	Short ADU	23-0227-CDP-ADU	ADU	R							1		1							1		11/15/2023	1									1		NONE	Y												
	005-335-015	4300 Via Real	Miller ADU	23-0233-CDP-ADU	ADU	R							1		1							1		2/15/2024	1									1		NONE	Y												
	004-197-026	1564 Linda Vista Drive	Carter ADU	23-0243-CDP-ADU	ADU	R							1		1							1		5/2/2024	1									1		NONE	Y												
	001-490-001	1564 Las Brisas Road	Lorieon ADU	23-0234-CDP-ADU	ADU	R							1		1							1		6/13/2024	1									1		NONE	Y												
	009-190-015	1168 Valencia Road	Wheatley ADU	23-0235-CDP-ADU	ADU	O							1		1							1		9/26/2024	1									1		NONE	Y												
	005-150-003	4647 Carpinteria Avenue	Jacquet ADU	23-0254-CDP-ADU	ADU	R							1		1							1		8/2/2024	1									1		NONE	Y												
	005-307-002	4264 Eighth Street	Mathes ADU	23-0256-CDP-ADU	ADU	R							1		1							1		7/25/2024	1									1		NONE	Y												
	001-271-003	4991 El Carro Lane	Keeley ADU	23-0266-CDP-ADU	ADU	R							1		1							1		2/26/2024	1									1		NONE	Y												
	005-330-001	1551 Foothill Road	Archer ADU	23-0267-CDP-ADU	ADU	R							1		1							1		11/5/2024	1									1		NONE	Y												
	004-510-008	1168 Monarch Lane	Sophie JADU	23-0212-CDP-JADU	JADU	R							1		1							1		6/24/2024	1									1		NONE	Y												
	005-317-005	4511 Fourth Street	Sweet New	23-0180	SFD	O							1		1							1		9/26/2024	1									1		NONE	Y												
	005-331-002	4264 Linda Vista Drive	Miller ADU	23-0268-CDP-ADU	ADU	R							1		1							1		8/5/2024	1									1		NONE	Y												
	005-332-007	4553 Ninth Street	Rios JADU	23-0269-CDP-JADU	JADU	O							1		1							1		8/20/2024	1									1		NONE	Y												
	005-382-012	4448 Calle Ayesa	FlatNew SFD	23-0205-CDP-SFD	SFD	O							1		1							1		8/17/2024	1									1		NONE	Y												
	005-231-021	3749 Carpinteria Avenue	Harbour Mixed-Use	23-0221-DP-CDP	5+	R	1			2			21	3/26/2025	25	1		2				21	12/12/2024	24										0	0	NONE	Y	Other	DB		99				6.5%		Development Standards Modification	Yes	No financial assistance was provided to developer; other affordable units; project was fully owner-funded.
	005-310-002	1035 Eleventh Street	Burleson ADU	23-0295-CDP-ADU	ADU	R				1				1/13/2025	1																					NONE	Y												
	005-330-013	1551 Foothill Road	Carpinteria ADU-DP	23-0303-DP-CDP	ADU	O							1	5/2/2025	1																					NONE	Y												
	005-330-009	1561 Other Avenue	Paddy ADU	23-0302-CDP-ADU	ADU	R							1	1/24/2025	1																					NONE	Y												
	005-330-011	1551 Foothill Road	Existing Caretaker Unit	23-0304-TPM-CDP	SFD	O							1	9/10/2024	1																					NONE	Y												
	005-151-001	1100 Holly Avenue	Wolf ADU	23-0305-CDP-ADU	ADU	R							1	1/3/2025	1									5/1/2025	1									1		NONE	Y												
	005-096-001	1168 Valencia Road	Kaplan ADU	23-0315-CDP-ADU	ADU	R	1							1/24/2025	1		1							1/24/2025	1									1		NONE	Y												
	005-212-003	4554 Fifth Street	Mercantino ADU	23-0317-CDP-ADU	ADU	R							1	3/21/2025	1																					NONE	Y												
	005-330-009	1561 El Carro Lane	Rhodes ADU	23-0319-CDP-ADU	ADU	R	1							7/28/2025	1		1							10/9/2024	1									1		NONE	Y												
	001-282-002	5299 Dahnke Street	Hasty ADU	24-0277-CDP-ADU	ADU	R							1	5/7/2025	1									7/19/2024	1									1		NONE	Y												
	005-212-029	1001 Carpinteria Avenue	Kelsey ADU #1	24-0278-CDP-ADU	ADU	R				1				3/6/2025	1																					NONE	Y												
	005-330-029	1551 Foothill Road	Reich ADU	23-0282-CDP-ADU	ADU	R							1	4/28/2025	1																					NONE	Y												
	005-091-009	5001 Carpinteria Avenue	Friedman ADU	24-0282-CDP-ADU	ADU	O							1	5/28/2025	1									7/17/2025	1									1		NONE	Y												
	005-132-017	1551 Sawyer Avenue	Johnson ADU	24-0286-CDP-ADU	ADU	O				1				7/23/2025	1																					NONE	Y												
	005-330-031	1551 Ash Avenue	Kuehn ADU #1	24-0302-CDP-ADU	ADU	R			1					9/10/2025	1																					NONE	Y												
	005-471-001	1564 San Ysidro Road	Kuehn ADU #2	24-0303-CDP-ADU	ADU	R							1	9/10/2025	1																					NONE	Y												
	005-242-015	1564 Cuesta Linda Drive	Mathes ADU	24-0305-CDP-ADU	ADU	R							1	10/1/2025	1																					NONE	Y												
	005-212-026	1001 Carpinteria Avenue	Kirchner ADU	24-0315-CDP-ADU	ADU	O							1	10/3/2025	1																					NONE	Y												
	005-212-026	1001 Carpinteria Avenue	Kelsey ADU #2	24-0316-CDP-ADU	ADU	R							1	10/16/2025	1																					NONE	Y												
	005-151-009	1092 Orchard Lane	Andreasson JADU	24-0212-CDP-JADU	JADU	R							1	5/19/2025	1									8/13/2025	1									1		NONE	Y												
	005-330-014	1124 Bella Fortuna Drive	Velasquez JADU	24-0213-CDP-JADU	JADU	O							1	8/2/2025	1									8/2/2025	1									1		NONE	Y												
	005-291-005	4600 Foxen Drive	Tolar JADU	25-0212-CDP-JADU	JADU	O							1	12/12/2025	1									12/12/2025	1									1		NONE	Y												

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

		1	Projection Period	2									3	4
Income Level		**RHNA Allocation by Income Level**	**Projection Period - 06/30/2022-02/14/2023**	**2023**	**2024**	**2025**	**2026**	**2027**	**2028**	**2029**	**2030**	**2031**	**Total Units to Date (all years)**	**Total Remaining RHNA by Income Level**
Very Low	Deed Restricted	286	-	-	1	-	-	-	-	-	-	-	4	**282**
	Non-Deed Restricted		-	-	3	-	-	-	-	-	-	-		
Low	Deed Restricted	132	-	-	2	-	-	-	-	-	-	-	4	**128**
	Non-Deed Restricted		-	-	2	-	-	-	-	-	-	-		
Moderate	Deed Restricted	135	-	-	-	-	-	-	-	-	-	-	-	**135**
	Non-Deed Restricted		-	-	-	-	-	-	-	-	-	-		
Above Moderate		348	1	10	34	-	-	-	-	-	-	-	45	**303**
Total RHNA		**901**												
Total Units			**1**	**10**	**42**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**53**	**848**

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5		2023	2024	2025	2026	2027	2028	2029	2030	2031	6	7
	Extremely low-Income Need											**Total Units to Date**	**Total Units Remaining**
Extremely Low-Income Units*	143		-	1	-	-	-	-	-	-	-	**1**	**142**

*Extremely low-income housing need determined pursuant to Government Code 65583(a)(1). Value in Section 5 is default value, assumed to be half of the very low-income RHNA. May be overwritten.

Please Note: Table B does not currently contain data from Table F or Table F2 for prior years. You may login to the APR system to see Table B that contains this data.

Note: units serving extremely low-income households are included in the very low-income RHNA progress and must be reported as very low-income units in section 7 of Table A2. They must also be reported in the extremely low-income category (section 13) in Table A2 to be counted as progress toward meeting the extremely low-income housing need determined pursuant to Government Code 65583(a)(1).

Please note: For the last year of the 5th cycle, Table B will only include units that were permitted during the portion of the year that was in the 5th cycle. For the first year of the 6th cycle, Table B will only include units that were permitted since the start of the planning period. Projection Period units are in a separate column.

Please note: The APR form can only display data for one planning period. To view progress for a different planning period, you may login to HCD's online APR system, or contact HCD staff at apr@hcd.ca.gov.

VLI Deed Restricted
VLI Non Deed Restricted

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table C

Sites Identified or Rezoned to Accommodate Shortfall Housing Need and No Net-Loss Law

Project Identifier				Date of Rezone	RHNA Shortfall by Household Income Category				Rezone Type	Sites Description							
1				2	3				4	5	6	7	8		9	10	11
APN	Street Address	Project Name+	Local Jurisdiction Tracking ID+	Date of Rezone	Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income	Rezone Type	Parcel Size (Acres)	General Plan Designation	Zoning	Minimum Density Allowed	Maximum Density Allowed	Realistic Capacity	Vacant/Nonvacant	Description of Existing Uses
Summary Row: Start Data Entry Below						359	30	3							392		
001-080-040, 001-080-002, 001-080-030	no address; Via Real	Rezone initiated but site not yet selected for rezone.	1	5/8/2023		316			Unaccommodated Need	15.81	AG	A-10	20	25	316	Non-Vacant	Agriculture, avocado farm
001-080-041, 001-080-035	5800 Via Real	Rezone initiated but site not yet selected for rezone.	2	5/8/2023		242			Unaccommodated Need	16.74	AG	A-10	20	25	242	Non-Vacant	Agriculture, container plant nursery
001-180-006, 001-180-041	1000 & 1010 Bega Way	Rezone initiated but site not yet selected for rezone.	3	5/8/2023		178			Unaccommodated Need	9.68	RDI	M-RP	20	25	178	Non-Vacant	Office, warehousing & assembly facilities
001-180-064, -065, -066, 001-080-067	6250 Bega Way	Rezone initiated but site not yet selected for rezone.	4	5/8/2023		167			Unaccommodated Need	8.47	RDI	M-RP	20	25	167	Non-Vacant	Personal self-storage business
001-190-025, -068, -073, -084, -086	6385 Cindy Lane, 1005 & 1013 Mark Ave, 6388 & 6382 Rose Lane	Rezone initiated but site not yet selected for rezone.	6	5/8/2023		210			Unaccommodated Need	10.58	RDI	M-RP	20	25	210	Non-Vacant	Warehouse, office, assembly & research facilities
001-190-023, -092, -093, -091	6390 & 6398 Cindy Ln, 1001 Mark Ave, 6392 Via Real	Rezoned Ordinance No. 790 (Prj 24-2279 ORD/LCPA)	7	12/9/2024		110			Unaccommodated Need	5.51	RDI	M-RP	20	25	110	Non-Vacant	Warehouse, office, assembly & research facilities
001-190-099, -100, -101, 001-430-011	1000 Mark Ave & 6402 Cindy Lane, 6410-6460 Via Real	Rezone initiated but site not yet selected for rezone.	8	5/8/2023		199			Unaccommodated Need	10.02	RDI	M-RP	20	25	199	Non-Vacant	Office, warehouse & surface parking lot
001-430-008	no address; Cindy Lane	Rezone initiated but site not yet selected for rezone.	9	5/8/2023		89			Unaccommodated Need	4.49	RDI	M-RP	20	25	89	Vacant	
001-070-058	5320 Carpinteria Avenue	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)	10	12/9/2024		21			Unaccommodated Need	1.08	GC	CPD	20	25	21	Non-Vacant	1-story office building
003-280-017, 003-280-005	5437 Carpinteria Avenue	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)	11	12/9/2024		39			Unaccommodated Need	1.98	GC	CPD	20	25	39	Non-Vacant	Mixed-use commercial/residential and vacant
003-162-011, 003-162-012, 003-162-009	1145, 1155, 1160 Eugenia Place	Rezoned Ordinance No. 790 (Prj 24-2279-ORD/LCPA)	12	12/9/2024		92			Unaccommodated Need	4.66	GC	CPD	20	25	92	Non-Vacant	Four 2-story commercial office buildings with some tenant vacancies

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Program 1: Adequate Sites to Accommodate Regional Housing Needs	**Provide adequate sites to accommodate the City's entire 2023-2031 RHNA allocation of 901 units including rezoning land to accommodate a shortfall of 292 lower-income units.**	**As soon as possible**	On 12/9/2024, City Council adopted Ordinance Nos. 788, 789, 790, and 791, creating a new Residential/Mixed-Use (RMU) zone district; rezoning 19.83 acres of land to RMU; and implementing Objective Design Standards that would apply to developments on these rezoned sites. The RMU zone implements the development standards required under this Program, including a min/max density of 20/25 units/acre. The Ordinances will take effect pending Coastal Commission approval. The item is tentatively scheduled for a Coastal Commission hearing in March or April 2025. Ord No. 788: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-788_RMU-Zone.pdf Ord No. 789: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-789_ODS.pdf Ord No. 790: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-790_Rezones.pdf Ord No. 791: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-791_Rezones.pdf More documents/info on the City's Housing Element: https://carpinteriaca.gov/city-hall/community-development/planning/housing-element-update/

Program 2: Accessory Dwelling Units	**Facilitate the construction of 112 ADUs constructed during planning period including 67 lower income, 82 moderate income, and 107 above moderate income units.**	**Ongoing**	In 2024, 18 ADU/JADU applications were received, 16 ADU CDPs were approved, 16 ADU/JADU building permits were issued, and 18 ADU/JADU Certificates of Occupancy were issued. The City's proposed Ordinance No. 785, which aimed to bring the City's ADU regulations in line with State ADU law, was approved on first reading by City Council in July 2024, and was submitted to the Coastal Commission in August 2024. Later that month, HCD provided a comment letter on Ordinance No. 785, which City staff is working with HCD and Coastal Commission staff to address/harmonize ADU law with Coastal Act policies. Staff have revised the ordinance and plan to return the ordinance to City decisionmakers in Q2 2025. Staff Report for City Council first reading of proposed Ord No. 785: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1473&meta_id=93662
Program 3: Energy Conservation	**Adopt Building Code updates in 2025, 2028, and 2031.**	**Ongoing**	Staff will adopt Building Code updates as needed,including the upcoming 2025 Building Code to take effect in 2026.
Program 4: Section 8 Rental Assistance	**Preserve 177 Section 8 vouchers during the planning period.**	**Ongoing**	In 2024, 196 Section 8 Certificates were issued by the Housing Authority of Santa Barbara County and the City of Santa Barbara Housing Authority within the City of Carpinteria.
Program 5: Affordable Rental Housing Development Assistance	**Facilitate construction of 418 lower income rental units, including 143 ELI units, during the planning period, commensurate with the City's RHNA allocation.**	**Ongoing**	In 2024, the City of Carpinteria approved Project 23-2221-DP/CDP, which included 1 very low and 2 low income units, as well as 5 ADUs which are rented at a rate affordable to very-low and low income households. City staff engaged quarterly with the Santa Barbara City-County Joint Affordable Housing Task Force to discuss strategies and share experiences with surrounding jurisdictions. City staff also met with prospective developers and received two SB330 pre-applications for future projects that would include additional lower income units.
Program 6: Inclusionary Housing	**Facilitate construction of at least 8 inclusionary workforce housing units during the planning period.**	**Ongoing**	Staff will continue to identify opportunities for additional inclusionary housing and work with developers which might develop multi-family housing developments. Updates to the City's Inclusionary Housing regulations were initiated in May 2023 through Resolution No. 6234 and 6235, and staff intends to prepare the draft updates to the Inclusionary Housing ordinance in 2025. Resolution No. 6234: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80882 Resolution No. 6235: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80884

Program 7: Density Bonus	**Adopt density bonus regulations by April 2024.**	**April 2024 for new regulations; apply regulations ongoing**	In June 2024, the Planning Commission recommended approval of a proposed ordinance to align the City's Density Bonus regulations with State Law and harmonize the Coastal Act. City staff has been working with Coastal Commisison staff to harmonize Density Bonus provisions with the Coastal Act and the City's LCP. City staff intend to bring the proposed ordinance to City Council and the Coastal Commission in 2025. In 2024, the City approved Project 23-2221-DP/CDP, which utilized Density Bonus law. The City receives frequent inqueries from the public regarding usage of density bonus in Carpinteria, and City Staff has been in discussion with several other project applicants that are likely to submit density bonus projects in early 2025. Proposed Density Bonus ordinance: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1455&meta_id=92636
Program 8: Facilitate Lot Consolidation or Subdivision	**Approve 5 residential or mixed-use projects involving lot consolidations.**	**Ongoing; City SB 9 Regulations by December 2024**	Due to limited staffing and prioritization of Program 1 (Rezones), implementation of Citywide SB 9 regulations was delayed to 2025. The City processed and approved one residential subdivision for condominiums in 2024 (which will result in a net gain of 2 units), and approved one residential lot split (which will result in a net gain of 1 unit). City staff is currently in discussion with a property owner for a potential mixed-use project likely to involve lot consolidation. Staff will
Program 9: Regulatory Concessions and Incentives for Affordable Housing	**Facilitate construction of at least 418 lower income units during the planning period commensurate with the City's RHNA allocation.**	**Ongoing**	The City continues to work with developers to explore and promote opportunities to provide affordable housing. The City strongly encourages pre-applications for larger projects, allowing City staff and the applicant to work through regulatory incentives for affordable units. Through Ordinance No. 788, part of Program 1 implementation, the City has created additional regulatory incentives for projects providing affordable housing. Pursuant to CMC 14.19 (effective following Coastal Commission approval), residential or mixed-use projects providing at least 20% of units affordable to lower-income households are considered a by-right use in the RMU zone district and will be eligible for ministerial review. All projects in the RMU zone district will be subject to the City's Objective Design Standards, further streamlining the design review component of project review/approval. Ordinance No. 788: https://carpinteriaca.gov/wp-content/uploads/2024/12/Ord-788_RMU-Zone.pdf
Program 10: Fee mitigation	**Facilitate construction of at least 418 lower income units during the planning period commensurate with the City's RHNA allocation.**	**Ongoing**	City DIF fees are reduced for affordable units and accessory dwelling units. The City continues to reduce DIFs by 50% for 100% affordable housing projects. The City strongly encourages pre-applications for larger projects, allowing City staff and the applicant to work through regulatory incentives for affordable units.

Program 11: Special Needs Housing	**Adopt all special needs-housing zoning code amendments by April 2024.**	**4/1/2024**	Initiated by City Council 5/8/2023 by Resolution No. 6234. In Oct-Dec 2024, staff assembled an ordinance addressing various zoning requirements related to special needs housing. The administrative draft is currently undergoing internal review. Resolution No. 6234: https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1244&meta_id=80882
Program 12: Conservation of Mobile Home Parks and Rent Stabilization	**Preserve 861 mobile home units throughout the planning period.**	**Ongoing**	The City continues to monitor rental rates in mobile home parks through the Mobile Home Rent Stabilization Program and has had no conversion of the seven mobile home parks in Carpinteria. Long Range Planning staff provide guidance to mobilehome park residents with concerns over illegal space rent increases.
Program 13: Condominium Conversion Ordinance	**0 units converted unless rental vacancy rate exceeds 5%.**	**Ongoing**	During the 2024 calendar year, no residential rental units were converted to condominiums due to provisions of the Condominium Conversion Ordinance related to rental vacancy rates. Carpinteria Municipal Code Ch. 14.74 - Ownership conversions affecting apartments; Conversion permits: https://library.municode.com/ca/carpinteria/codes/code_of_ordinances?nodeId=TIT14ZO_CH14.74OWCOAFAPCOPE
Program 14: Housing Code Compliance	**Complete two surveys during the planning period and contact property owners and landlords with nonconforming conditions following each survey.**	**Ongoing**	The Community Development Department's Building and Code Compliance divisions promptly respond to complaints, conduct site inspections, and enforce the housing and building and safety codes through compliance orders and administrative citations. Implemented in late 2023, the City's online GoGov service request portal has been instrumental in receiving, routing, and tracking complaints and potential violations. Carpinteria GoGov portal: https://carpinteriaca.gov/service-request/
Program 15: Single-Family Housing Rehabilitation	**Facilitate rehabilitation of 5 units occupied by extremely-low income owner households and 5 units occupied by very-low income households during the planning period.**	**Ongoing**	The City will continue to encourage eligible extremely-low and very-low income homeowners to contact the USDA Rural Housing Repair and Rehabilitation Program for loans to help modernize and improve their homes to remove health and safety hazards.

Program 16: Multi-Family Housing Rehabilitation and Preservation	**Facilitate rehabilitation of 5 extremely-low income units, 5 very-low income units, and 10 low income units during the planning period.**	**Ongoing**	The City will continue to seek grant funds to assist property owners with the rehabilitation of multifamily housing in need of repair. The City's CDBG Committee reviews annual applications for funding from the City's allocated portion of Santa Barbara County CDBG funds. Additionally, in an effort to protect low-income renters in multifamily housing, the City adopted a Tenant Relocation Payment amount in event of a no-fault just-cause eviction, equal to two month's rent or $6,500, whichever is greater (Resolution No. 6290). Housing/tenant protection info is available here: https://carpinteriaca.gov/city-hall/community-development/housing/
Program 17: Affirmatively Furthering Fair Housing	**Increase Housing Affordability & Access to Opportunity and Mobility; address homelessness; enhance fair housing education.**	**Ongoing**	Several "Meaningful Actions" identfied as part of AFFH are currently in progress, identified above. Additionally, the City continues to partner with the City of Santa Barbara's Rental Housing Mediation Program to provide tenants, landlords, and interested parties with information and mediation services related to housing and rental disputes. In 2024, 76 residents received rental-related consultation via phone or in person. The City also refers residents to the Legal Aid Foundation of Santa Barbara County and California Rural Legal Assistance to address concerns related to disability access, those living on fixed incomes, and victims of domestic or elder abuse. In partnership with nonprofit organization New Beginnings, the City operated its first “safe parking” pilot program thrughout 2024 to provide safe overnight shelter and rapid rehousing programs for families and individuals living in their vehicles. For the 2024 calendar year, the program served 20 individuals living in 14 vehicles. Six of the program participates were successfully transitioned into housing. The program currently serves six vehicles at a time, and as of the end of 2024, discussions were underway between City and New Beginnings staff to both extend the program beyond the end of the pilot term and to expand the program capacity from six to 12 vehicles.
Program 18: Workforce Homebuyer Down Payment Loans	**Facilitate at least 2 loans for the local workforce per year.**	**Ongoing**	The City continues to provide down payment loans, in collaboration with the Housing Trust Fund of Santa Barbara County. In 2024, two down payment loans were funded through this program (totaling $158,875), utilizing the remaining balance of the Affordable Housing Trust Fund. Upon repayment of existing loans, staff will continue to work with the Housing Trust Fund of Santa Barbara County to find interested buyers looking to use the deferred repayment loans to buy homes in Carpinteria Workforce Homebuyer Down Payment Loan Program: https://carpinteriaca.gov/city-hall/community-development/workforce-homebuyer-down-payment-loan-program/

Jurisdiction	Carpinteria
Reporting Period	2024 (Jan. 1 - Dec. 31)
Planning	6th Cycle 02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

Table E

Commercial Development Bonus Approved pursuant to GC Section 65915.7

Project Identifier				Units Constructed as Part of Agreement				Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
1				2				3	4
APN	Street Address	Project Name*	Local Jurisdiction Tracking ID*	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Description of Commercial Development Bonus	Commercial Development Bonus Date Approved
Summary Row: Start Data Entry Below									

Jurisdiction	Carpinteria	
Reporting Period	2024	31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F

Units Rehabilitated, Preserved and Acquired for Alternative Adequate Sites pursuant to Government Code section 65583.1(c)

Please note this table is optional: The jurisdiction can use this table to report units that have been substantially rehabilitated, converted from non-affordable to affordable by acquisition, and preserved, including mobilehome park preservation, consistent with the standards set forth in Government Code section 65583.1, subdivision (c). Please note, motel, hotel, hostel rooms or other structures that are converted from non-residential to residential units pursuant to Government Code section 65583.1(c)(1)(D) are considered net-new housing units and must be reported in Table A2 and not reported in Table F.

Activity Type	Units that Do Not Count Towards RHNA+ Listed for Informational Purposes Only				Units that Count Towards RHNA + Note - Because the statutory requirements severely limit what can be counted, please contact HCD at apr@hcd.ca.gov and we will unlock the form which enable you to populate these fields.				The description should adequately document how each unit complies with subsection (c) of Government Code Section 65583.1+. For detailed reporting requirements, see the chcklist here:
	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	Extremely Low-Income+	Very Low-Income+	Low-Income+	TOTAL UNITS+	https://www.hcd.ca.gov/community-development/docs/adequate-sites-checklist.pdf
Rehabilitation Activity									
Preservation of Units At-Risk									
Acquisition of Units									
Mobilehome Park Preservation									
Total Units by Income									

Jurisdiction	Carpinteria	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table F2

Above Moderate Income Units Converted to Moderate Income Pursuant to Government Code section 65400.2

For up to 25 percent of a jurisdiction's moderate-income regional housing need allocation, the planning agency may include the number of units in an existing multifamily building that were converted to deed-restricted rental housing for moderate-income households by the imposition of affordability covenants and restrictions for the unit. Before adding information to this table, please ensure housing developments meet the requirements described in Government Code 65400.2(b).

Project Identifier					Unit Types		Affordability by Household Incomes After Conversion							Units credited toward Moderate Income RHNA		Notes
1					2	3	4							5		6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (2 to 4,5+)	Tenure R=Renter	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total Moderate Income Units Converted from Above Moderate	Date Converted	Notes
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0	0		

Jurisdiction	Carpinteria	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Period	6th Cycle	02/15/2023 - 02/15/2031

NOTE: This table must only be filled out if the housing element sites inventory contains a site which is or was owned by the reporting jurisdiction, and has been sold, leased, or otherwise disposed of during the reporting

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Table G

Locally Owned Lands Included in the Housing Element Sites Inventory that have been sold, leased, or otherwise disposed of

Project Identifier						
1				2	3	4
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Realistic Capacity Identified in the Housing Element**	**Entity to whom the site transferred**	**Intended Use for Site**
Summary Row: Start Data Entry Below						

Jurisdiction	Carpinteria	
Reporting Period	2024	(Jan. 1 - Dec. 31)

NOTE: This table must contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns

Note: "+" indicates an optional field
Cells in grey contain auto-calculation formulas

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

For Santa Barbara County jurisdictions, please format the APN's as follows:999-999-999

Table H
Locally Owned Surplus Sites

Parcel Identifier				Designation	Size	Notes
1	2	3	4	5	6	7
APN	**Street Address/Intersection**	**Existing Use**	**Number of Units**	**Surplus Designation**	**Parcel Size (in acres)**	**Notes**
Summary Row: Start Data Entry Below						

Jurisdiction	Carpinteria	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

NOTE: STUDENT HOUSING WITH DENSITY BONUS ONLY. This table only needs to be completed if there were student housing projects WITH a density bonus approved pursuant to Government Code65915(b)(1)(F)

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Note:

Cells in grey

Table J

Student housing development for lower income students for which was granted a density bonus pursuant to subparagraph (F) of paragraph (1) of subdivision (b) of S

Project Identifier				Project Type	Date	Units (Beds/Student Capacity) Approved						
1				2	3	4						
APN	**Street Address**	**Project Name+**	**Local Jurisdiction Tracking ID+**	**Unit Category** (SH - Student Housing)	**Date**	**Very Low-Income Deed Restricted**	**Very Low-Income Non Deed Restricted**	**Low- Income Deed Restricted**	**Low- Income Non Deed Restricted**	**Moderate-Income Deed Restricted**	**Moderate-Income Non Deed Restricted**	**Above Moderate-Income**
Summary Row: Start Data Entry Below												

Jurisdiction	Carpinteria	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	02/15/2023 - 02/15/2031

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenant Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	Carpinteria	
Reporting Year	2024	(Jan. 1 - Dec. 31)

ANNUAL ELEMENT PROGRESS REPORT
Local Early Action Planning (LEAP) Reporting
(CCR Title 25 §6202)

Please update the status of the proposed uses listed in the entity's application for funding and the corresponding impact on housing within the region or jurisdiction, as applicable, categorized based on the eligible uses specified in Section 50515.02 or 50515.03, as applicable.

Total Award Amount	$ 65,000.00	*Total award amount is auto-populated based on amounts entered in rows 15-26.*

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
ADU-JADU Program Tasks & Budget: 1) Coordination: $10,000 2) Hearing-Adoption Process: $15,000 3) Coastal Commission: $12,000 4) Legal Review: $15,000 5) Management: $3,000 6)Outreach and Training: $10,000	$65,000.00	$65,000.00	Completed	None	COMPLETE AND CLOSED OUT. 1) Inter-agency, Tribal Consultation, and Special District Coordination: Initial comments received from all districts, the CCC and HCD. Tribal consultation completed, 100% complete. 2) Local Hearing-Adoption Process: 100% complete. 3) Coastal Commission Coordination, Hearing Attendance, Certification Process: Coastal Commission approved 12/15/2022, 100% complete. 4) Legal Review of the ADU Program: Ongoing, but 100% complete for this project. 5) Program Public Management and Grant Administration: 100% complete. 6) Post-adoption Public Outreach and Staff Training: 100% complete. Ordinance is in effect. The request for close-out was submitted to HCD on 6/5/2023 and this grant was fully reimbursed with a payment of $65,000 to the City of Carpinteria on 8/31/2023.

Summary of entitlements, building permits, and certificates of occupancy (auto-populated from Table A2)

Completed Entitlement Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	1
	Non-Deed Restricted	2
Low	Deed Restricted	2
	Non-Deed Restricted	4
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		39
Total Units		**48**

Building Permits Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	1
	Non-Deed Restricted	3
Low	Deed Restricted	2
	Non-Deed Restricted	2
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		34
Total Units		**42**

Certificate of Occupancy Issued by Affordability Summary		
Income Level		**Current Year**
Very Low	Deed Restricted	0
	Non-Deed Restricted	1
Low	Deed Restricted	0
	Non-Deed Restricted	6
Moderate	Deed Restricted	0
	Non-Deed Restricted	0
Above Moderate		11
Total Units		**18**

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Code of Conduct to Ensure the Orderly Functioning of City Council Meetings and Other Public Meetings

STAFF RECOMMENDATION

Adopt Resolution No. 6370, establishing a Code of Conduct to ensure the orderly functioning of City Council meetings and other public meetings.

Sample Motion: I move to adopt Resolution No. 6370, as read by title only.

BACKGROUND

The Carpinteria Municipal Code (CMC) establishes City Council meeting procedures and rules of debate (CMC Chapter 2.04). The CMC established Robert's Rules of Order as the parliamentary procedures that govern the conduct of City Council meetings. The CMC also established that the City Council may alternatively use informal procedures for the conduct of its meetings (CMC Sections 2.04.480 and 2.04.490).

Robert's Rules of Order are the most commonly referenced parliamentary procedures and are used by clubs, private boards and public agencies throughout the United States. However, Robert's Rules of Order are formal, complex, and rather antiquated. The more informal and modern procedures are spelled out in Rosenberg's Rules of Order. Rosenberg's Rules of Order are a more simplified version of Robert's Rules of Order and relate better with the running of a meeting of a five-member legislative body, such as the City Council.

On May 29, 2012, the City Council adopted Resolution No. 5391 which set the latest version of Rosenberg's Rules of Order to be used as the parliamentary procedures, including rules of debate, for the conduct of City Council meetings.

On November 12, 2024, the City Council adopted the new Council Advisory Group Handbook. The Handbook is designed to be a reference guide for individuals serving on the Council Advisory Groups. The Handbook is intended to describe the Council Advisory

Groups, their memberships and duties, and provide meeting guidelines and Rules of Conduct and Decorum. The purpose of the proposed City Council Code of Conduct is to promote mutual respect, civility, and orderly conduct among elected and appointed City officials, City staff, and members of the public. The proposed Code of Conduct shall also apply to all Council Advisory Groups.

The purpose of this agenda matter is for the Council to consider adopting a Code of Conduct for the efficient and orderly running of all City public meetings including City Council, and all other Council Advisory Group meetings.

DISCUSSION

Staff has developed the proposed Code of Conduct for the running of City Council meetings. Having an agreed upon set of procedures and rules for public meetings helps to ensure that everyone has an opportunity to be heard and that decisions can be made without confusion and in an orderly and safe environment.

Key takeaways from the Code of Conduct include the following:

- The role of the presiding officer (Mayor or in absence of the Mayor, the Vice Mayor)
- Communication between Councilmembers
- Council Communication with Members of the Public
- Rules for the public attending and participating in the meeting regarding public comment (verbal and written)
- Enforcement of violations of the Code of Conduct by the presiding officer

The Code of Conduct, like the Council Advisory Handbook, provides that meetings are to be conducted in accordance with Rosenberg's Rules of Order. The CMC, however, still directs City Council to primarily rely on Robert's Rules of Order. It is therefore proposed that the Council direct staff to return before year's end to effect a cleanup of CMC Chapter 2.04 to eliminate references that state council meetings will be conducted according to Robert's Rules of Order.

POLICY CONSISTENCY

The City Council Code of Conduct is consistent with the City's adopted Fiscal Year 2024/25 Annual Work Plan which includes Primary Goal #1 – "Enhance Public Outreach, Education and Transparency."

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2024-25 General Fund Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office has reviewed the City Council Code of Conduct and is available to respond to any questions at the meeting.

OPTIONS

1. Adopt Resolution No. 6370, adopting a Code of Conduct for the running of City Council Meetings. Direct staff to return at a later date with an amendment of CMC Chapter 2.04.
2. Decline to adopt Resolution No. 6370 and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

A. Resolution No. 6370

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

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

Signature

ATTACHMENT A

Resolution No. 6370

RESOLUTION NO. 6370

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, ADOPTING A CODE OF CONDUCT FOR THE RUNNING OF CITY COUNCIL AND COUNCIL ADVISORY GROUP MEETINGS

WHEREAS, Carpinteria Municipal Code Section 2.04 establishes, among other things, procedures and Rules of Debate related to the conduct of public meetings; and

WHEREAS, Carpinteria Municipal Code Section 2.04.490 recognizes that the use of "informal procedures" are an appropriate alternative to Robert's Rules of Order for the conduct of meetings; and

WHEREAS, on March 26, 2012, the City Council received training on the use of Rosenberg's Rules of Order and has concluded that the use of such informal procedures can create an environment where public meetings are run more efficiently and can make meetings more accessible and understandable to members of the public; and

WHEREAS, on May 29, 2012, the City Council adopted Resolution No. 5391, acknowledging that the latest version available of Rosenberg's Rules of Order shall be used as the parliamentary procedures, including rules of debate, for the conduct of City Council meetings; and

WHEREAS, in addition to Carpinteria Municipal Code Chapter 2.04, the City Council wishes to establish a Code of Conduct for City Council and Council Advisory Groups to enhance the efficiency, transparency, and effectiveness of City Council and Council Advisory Group proceedings while fostering greater community engagement and participation in our local governance; and

WHEREAS, the City Council has determined that public participation in public meetings is enhanced when members of the public and Councilmembers/Council Advisory Group members are aware of pre-established rules and parameters that allow the presentation of various viewpoints and perspectives on matters of City business and community concern.

NOW, THEREFORE, BE IT RESOLVED as follows:

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

SECTION 2. The Carpinteria City Council hereby resolves that the Code of Conduct for City Council and Council Advisory Groups shown as Exhibit 1 to this resolution be adopted.

PASSED, APPROVED AND ADOPTED on the 10th day of March, 2025, 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 March 10, 2025.

_____
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. 6370

CITY OF CARPINTERIA

CODE OF CONDUCT

For
City Council and City Council Advisory Groups[1]

MARCH 2025

Prepared By:
City of Carpinteria
City Clerk's Office
brianb@carpinteriaca.gov
(805) 755-4403
Approved by the City Council on March 10, 2025

[1] City Council Advisory Groups ("Advisory Groups") include the Planning Commission, Architectural Review Board, Downtown "T" Business Advisory Board, Tree Advisory Board, Environmental Review Committee, Carpinteria Open Space Management Advisory Board, Mobile Home Park Rent Stabilization Board, Integrated Pest Management Committee, Community Development Block Grant Committee, Library Advisory Commission.

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1. PURPOSE

The purpose of this Code of Conduct is to promote mutual respect, civility, and orderly conduct among elected and appointed City public officials, City staff, and members of the public. This Code of Conduct is not intended to deprive any person of their right to freedom of expression, but to promote, to the extent possible and reasonable, open dialogue and positive communications while discouraging intimidating, demeaning, volatile, hostile, or aggressive actions. The City expects locally elected and appointed public officials and its employees, including consultants, to comply with this Code of Conduct, and also seeks cooperation from members of the public. A summary of this Code of Conduct is attached hereto as Appendix I. This summary shall be posted in the City Council Chambers and all other meeting locations where the City Council and/or other City Council Advisory Groups ("Advisory Groups") meet.

This Code of Conduct applies to all City public officials, which includes members of the City Council and all other Advisory Groups. For Advisory Groups, if there is a conflict between this Code of Conduct and the City Council Advisory Group Handbook ("CAG Handbook"), the CAG Handbook controls.[2]

[2] A copy of the City's CAG Handbook is attached to this Code of Conduct as Appendix II. An electronic copy of the CAG Handbook can also be found on the City's website at the following link: https://carpinteriaca.gov/wp-content/uploads/2024/11/Carpinteria-CAG-Handbook-FINAL-COMBINED.zip.

2. RULES FOR CITY PUBLIC OFFICIALS

2.1 Decorum

City public officials shall conduct themselves in a professional and orderly manner to ensure City business is handled efficiently and thoroughly. They must uphold the integrity of the deliberative process at all times, fostering a respectful and productive meeting environment. Public officials shall maintain a polite, respectful and courteous manner when addressing one another, City staff, and members of the public during meetings.

The professional and personal conduct of City public officials shall be above reproach and avoid even the appearance of impropriety.

2.2 Role of the Presiding Officer

The presiding officer shall be responsible for maintaining the order and decorum of meetings. It shall be the duty of the presiding officer to ensure that the rules of operation and decorum contained herein are observed, including maintaining control of communication between members of the body, and between the body and the public.

For the City Council, the presiding officer shall be the Mayor, or in the Mayor's absence the Vice Mayor, or in their absence any other Councilmember designated by the City Council.

For Advisory Groups, the presiding officer shall be the Chair or in the Chair's absence the Vice Chair, or in their absence any other member designated by the body.

2.3 Review of Agenda Materials

All public officials are expected to be prepared and to have read all agenda materials and staff reports prior to the meeting at which such matters are to be discussed in order to ensure the efficient handling of matters of City business.

2.4 Communication among Public Officials

1. Public officials shall request the floor of the presiding officer before speaking.

2. A public official who is speaking shall remember that the purpose of the meeting is to attend to and resolve City business. Public officials shall avoid repetition and shall endeavor to limit their comments to the subject matter at hand. Public officials should endeavor to express their views without engaging in lengthy debates.

3. When one public official is speaking, other public officials shall not interrupt or otherwise disturb the speaker.

2.5 Communication with Members of the Public Addressing the Council or Advisory Groups

1. Public officials may question the person addressing the body at the conclusion of the speaker's comments or upon expiration of the speaker's time to speak (see Section 4.2 - 3). Such questions shall be directed to the speaker by request to and acknowledgment of the presiding officer.

2. Public officials shall not engage the speaker addressing the body in a dialogue with the body or City staff, but shall confine communication to a question-and-answer format conducted through the presiding officer (see Section 4.2 – 1).

3. If a member of the audience has addressed the body on matters that are not on the agenda, public officials shall refrain from extended discussion of the matter. Upon the approval of the presiding officer, or two members of the body, the body may direct staff to place the matter on an upcoming agenda.

4. To comply with the Ralph M. Brown Act (Gov. Code 54950, *et seq*.) ("Brown Act"), public officials may not discuss, deliberate, or vote on any matter raised under the agenda item titled "Public Comment on Matters Not on the Agenda." However, the presiding officer may request that the City Manager or staff provide additional information on a matter of general interest to the entire body or the public at large.

5. If a public official believes that a material misstatement of fact has been made by a member of the public during "Public Comment on Matters not on the Agenda," the public official may ask that the City Manager, staff, or City Attorney correct or clarify the misstatement, or the public official may provide a direct response at that time. If a response is not possible at that time, correction or clarification may be provided at a future meeting of the body.

6. Public officials shall not talk privately with the public during the meeting or during recesses of the meeting.

7 After any public comment where a request has been made by the speaker, the presiding officer may, if the presiding officer so deems it desirable, direct the speaker to communicate the same request to the City Manager or another appropriate staff member during regular business hours.

2.6 Procedures for the Conduct of Meetings

Meetings shall be conducted as outlined in the Brown Act and Rosenberg's Rules of order, supplemented by this Code of Conduct, the CAG Handbook and the Carpinteria Municipal Code ("CMC"). Included as Appendices in the Council Advisory Group Handbook, which is provided as Appendix II to this Code of Conduct, are Open & Public VI – A Guide to the Ralph M. Brown Act and Rosenberg's Rules of Order, respectively.

2.7 Code of Conduct Application

This Code of Conduct and Rosenberg's Rules of Order are intended to expedite and facilitate the transaction of business in an orderly fashion and will be deemed to be procedural only. Failure to strictly observe any of these rules will not be deemed to invalidate any action taken by a body.

This Code of Conduct is not exclusive and does not limit the inherent power and general legal authority of a body, or of its presiding officer, to govern the conduct of meetings as may be considered appropriate from time to time or in particular circumstances for purposes of orderly and effective conduct of the affairs of the City.

3. RULES FOR CITY STAFF

3.1 Decorum

City staff shall not engage in dialogue with members of the public during meetings. When addressed by a public official, staff shall respond in a polite and respectful manner.

3.2 Role of the City Manager

The City Manager's duties during City Council meetings include keeping a record of concerns raised by the Councilmembers (and, as directed, concerns raised by members of the public) regarding staff matters and directions for future staff action.

For Council Advisory Groups, appropriate staff shall keep such records.

3.3 Availability of Agenda Materials

Consistent with the Brown Act, staff shall ensure that all staff reports and additional agenda materials are made available to the public at the time those materials are circulated to the body.

4. RULES FOR THE PUBLIC

4.1 Members of the Audience

Members of the public shall not engage in disorderly or boisterous conduct, including the utterance of loud, threatening or abusive language, whistling, stamping of feet, or other acts which disturb, disrupt, impede or otherwise render the orderly conduct of the meeting unfeasible. A member of the public engaging in any such conduct shall, at the discretion of the presiding officer or a majority of the body, be subject to removal from that meeting. Persons in the audience shall refrain from creating, provoking, or participating in any type of unwelcome physical contact. Persons in the audience and City public officials shall place cellular phones on silent or vibrate mode and refrain from placing or taking calls while the meeting is in session.

Members of the public attending a meeting virtually are subject to the same restrictions as in-person participants. Virtual participants who do not adhere to this Code of Conduct may be removed from the meeting after the presiding officer has notified the person to conduct themselves in a manner consistent with this Code of Conduct and warned them that they will be expelled from the meeting if they continue to disrupt the meeting. Unless one or more public officials is attending the meeting virtually (pursuant to the restrictions in the Brown Act), virtual participation in meetings is not a right nor a requirement of the Brown Act and is provided as a courtesy to members of the public who do not wish or are unable to attend a meeting in person. For this reason, virtual participation may be ended for all participants if the meeting can no longer be conducted in an orderly manner because of the conduct of one or more virtual participants. For those participants attending virtually, ending virtual participation or "removal" from the meeting means that the participant will be muted and/or their video will be turned off.

Appendix III to this Code of Conduct practical guidelines for addressing offensive speech at meetings.

4.2 Persons Addressing the Body

1. Although not a requirement to provide public comment at a meeting, staff requests that any person wishing to speak during "Public Comment on Matters Not on the Agenda" or on an agenda item fill out a speaker slip with their name and the agenda item or section they wish to speak on. Filled out speaker slips should be submitted to the City Clerk (or other city staff if the City Clerk is not present) prior to or during consideration of the agenda item or section on which the member of the public wishes to speak. Speakers are called in the order the speaker cards are submitted. Those participating in the meeting via Zoom shall raise their hand to notify the City Clerk they wish to speak. In-person public comment shall be heard first followed by virtual participants. The presiding officer shall announce the names from the speaker cards and the City Clerk shall announce the names from

the “raised hands” on Zoom. Once the presiding officer concludes public comment, no additional public comment will be allowed. Speaker slips submitted after the presiding officer has closed public comment shall not be forwarded to the presiding officer.

2. No person shall address the body without first being recognized by the presiding officer.

3. The presiding officer may establish reasonable regulations for public comment based on the time available and/or the number of persons waiting to speak. The City’s practice has been to limit each member of the public to three (3) minutes; however, to efficiently manage the time available for the conduct of City business, the presiding officer may limit each speaker to a lesser amount of time to speak. A countdown display of the three-minute timer shall be displayed during the meeting so the speaker can note the amount of time remaining for their comments. At the end of their three minutes, an audible sound will be heard letting the speaker know to end their comments. The presiding officer may extend the time to speak within reason. The presiding officer shall at all times act in a manner that ensures the speaker’s right to due process and equal protection.

4. The purpose of addressing the body is to provide personal testimony and formally communicate to the body on matters relating to City business or citizen concerns. Persons addressing the body shall confine the subject matter of their remarks to the particular matter before the body unless speaking during “Public Comment on Matters not on the Agenda.”

5. Each person addressing the body shall do so in an orderly manner and shall endeavor to not make repetitious, slanderous, or irrelevant remarks. While members of the public may speak their opinions on City business, use of swear words and signs or displays of disrespect for individuals are discouraged as they impede good communication with the body and efficient conduct of City business. Comments criticizing the policies, procedures, programs or services of the City or the acts or omissions of a body or public official are expressly permitted. Individuals not complying with these standards may be subject to enforcement, as authorized by law.

6. Persons addressing the body shall address the body as a whole and shall not engage in a dialogue with individual public officials, City staff or members of the public. All remarks by members of the public shall be addressed to the presiding officer and/or body as a whole and not to any other member of the public or City staff.

7. Persons holding signs, placards, banners, or other similar items that are larger than 8 ½" x 11" may be asked to sit in the back of the Council Chambers if it is determined that the sign, placard, banner or other similar item disturbs, disrupts, or otherwise impedes the orderly conduct of the meeting, or obstructs the view of attendees or the broadcasting of the meeting. Individuals holding signs shall be limited to no more than one sign each and signs shall remain with the holder.

8. All persons attending a meeting shall listen courteously and attentively to all public discussions at the meeting and avoid interrupting members of the public addressing the body or City staff.

9. All persons attending a meeting shall obey any lawful order of the presiding officer to enforce this Code of Conduct.

10. The City provides interpretation services from English to Spanish at most regular City Council meetings. This service is not currently provided at meetings of other Advisory Groups. Speakers that require an interpreter to provide their public comments shall be given twice the allotted time to give their comments where there is no simultaneous translation service.

11. For meetings taking place in the City Council Chambers, members of the public may request headsets connected to a hearing loop system that helps people with hearing aids hear more clearly in public spaces. Requests should be made to the City Clerk.

12. Members of the public shall not have access to audio-visual equipment to make any presentation during public comment on a specific agenda item or "Public Comment on Matters Not on the Agenda."

13. Members of the public may only speak once on any agenda item. A speaker's time may not be transferred, reserved, or combined with another speaker's time.

14. If a member of the public wishes to address the body as themselves and as a representative to an organization, they may do so, but will be given three minutes for their entire remarks.

15. Members of the public shall not approach the dais at any time without prior consent from the presiding officer.

16. The presiding officer may stop a member of the public whose comments are not confined to the agendized item being heard. During "Public Comment on Matters Not on the Agenda," the presiding officer may stop a member of the public whose comments are not within the subject matter jurisdiction of the City.

17. If it appears that several members of the public desire to speak regarding a single topic, the presiding officer shall request that the speakers be succinct in their comments and not be redundant. When possible, members of the public are encouraged to designate a spokesperson to expedite consideration of agenda items and avoid repetitious presentations.

18. Written comments received by noon the day of the meeting (unless otherwise noted on the posted agenda) will be forwarded to the body and pertinent City staff prior to the start of the meeting. Written comments that are submitted after the deadline will be part of the official record of the meeting, but may not be forwarded to the body and/or City staff prior to the start of the meeting. Written public comments will not be read aloud during the meeting.

19. Members of the public wishing to share written materials with the body at the meeting must provide the City Clerk with six copies (five for public officials and one for the record). Submitted written public comments will become part of the record, but will not be read aloud during the meeting. If fewer than six copies are provided, the City Clerk (or staff-liaison assisting with other Council Advisory Group meetings) will not provide copies of the written material to members of the body until he or she has made additional copies so that members of the public may also have access to the written material.

5. ENFORCEMENT

5.1 Warning

The presiding officer shall request that a person who is violating this Code of Conduct cease such conduct. If, after receiving a warning from the presiding officer, the person persists in disturbing the meeting, the presiding officer may call for a recess, order the room to be cleared per the Brown Act, or order the person to leave the meeting. If the person does not leave the meeting, the presiding officer may order any law enforcement officer who is on duty at the meeting as sergeant-at-arms to remove the person from the City Council Chambers or other location where the meeting is being held.

5.2 Removal

Any law enforcement officer who is serving as sergeant-at-arms at the meeting shall carry out the orders and instructions given by the presiding officer for the purpose of maintaining order and decorum. Upon instructions of the presiding officer, it shall be the duty of the sergeant-at-arms to remove from the meeting any person who is disrupting or otherwise impeding the orderly proceedings of the meeting.

5.3 Resisting Removal

Any person who resists removal by the sergeant-at-arms may be charged with a violation of any applicable ordinance or law, including but not limited to Penal Code section 403.

5.4 Motion to Enforce

If the presiding officer fails to enforce this Code of Conduct, any member may move to require the presiding officer to do so, and an affirmative vote of a majority of the body shall require the presiding officer to do so. If the presiding officer fails to carry out the will of the majority of the body, the majority may first designate the Vice Mayor or Vice Chair or secondly another member of the body to act as presiding officer for the limited purpose of enforcing this Code of Conduct.

5.5 Clearing the Room

If a meeting is disturbed or disrupted in such a manner as to make infeasible or improbable the restoration of order, the presiding officer or a majority of the body may exercise the authority granted in the Brown Act (*see* Gov. Code 54957.9.) by ordering the meeting room be cleared and continuing in session in the manner authorized by the Brown Act.

6. APPENDIX

Appendix I: Code of Conduct – Summary (for posting in Council Meeting Room)

Appendix II: CAG Handbook

Appendix III: Code of Conduct – Practical Guidelines for Addressing Offensive Speech

APPENDIX I

Code of Conduct – Summary

(for posting in Council Meeting Room)

City of Carpinteria
Code of Conduct – Summary

To ensure respectful, efficient, and productive public meetings, the City requests that all in-person and virtual participants including elected or appointed officials, City staff, and the public adhere to the following guidelines:[1]

General Conduct

- No profanity, obscenity, or abusive language
- Refrain from personal threats or attacks
- Treat everyone with respect and courtesy
- Refrain from hateful epithets and demeaning language based on a person's race, religion, sexual orientation, ethnicity, gender, or disability
- Avoid disruptive behavior, including shouting or interrupting speakers
- Silence cell phones and refrain from phone calls during meetings
- Obey the direction of the presiding officer

Speaking at Public Meetings

- Speakers must be recognized by the presiding officer before speaking
- Comments must be relevant to City business
- Each speaker is generally allotted three (3) minutes for public comment on any particular agenda item (this may be further shortened depending on circumstances)
- The right to provide public comments does not include a question-and-answer period. Please direct remarks to the entire Council or Advisory Group; staff will provide responses subject to any direction from members of the body

Enforcement

- The presiding officer may issue a warning to anyone disrupting the meeting
- Continued disruption may result in removal from the meeting
- Law enforcement may be called if necessary

For full details, refer to the **City of Carpinteria Code of Conduct** document available online at https://carpinteriaca.gov/city-hall/city-clerk/ or at the City Clerk's Office.

[1] These guidelines are intended for use and promotion by City staff and elected and appointed public officials to ensure the orderly conduct of public meetings; however, they will not be enforced to the extent that they violate an individual's right to free speech.

APPENDIX II

CAG Handbook

CITY OF CARPINTERIA

CITY COUNCIL ADVISORY GROUP HANDBOOK

NOVEMBER 2024

Prepared By:
City of Carpinteria
City Clerk's Office
brianb@carpinteriaca.gov
(805) 755-4403

Approved by the City Council on November 12, 2024

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INTRODUCTION

On behalf of the City of Carpinteria, I would like to welcome you as a new member of a City of Carpinteria Board, Commission or Committee (Council Advisory Group). As a member, you are now considered a public official serving in an advisory capacity to the City Council performing a valuable service by addressing community issues and needs. The City Council looks forward to your contribution as we work together to provide efficient municipal services that are responsive to local needs and expectations.

Community participation and input is highly valued by the Carpinteria City Council. Elected officials and City staff cannot by themselves provide the time, energy, knowledge, and talent needed to keep Carpinteria the exceptional community that it is. To meet the needs for advice, skills, and public service, Carpinteria looks for participation from its diverse and experienced residents. It offers a means of participating in community affairs, of helping to shape policy decisions, and of working with interested people.

This handbook is a reference guide for those residents who volunteer to serve on the Council Advisory Groups, including both standing and ad hoc groups. These advisory groups are established by the City Council so they can examine a variety of City Council directed subjects in detail and make recommendations to the City Council based upon their study and public deliberation. This handbook is intended to help Council Advisory Group members better understand their roles and responsibilities, governing regulations, and meeting protocol for effective decision-making. It has been prepared to:

a. Give an overview of the City government structure.
b. Describe the membership requirements, organizational requirements, and member roles and responsibilities of the Council Advisory Groups.
c. Provide meeting guidelines for the operation of the Council Advisory Groups.
d. Rules of Conduct and Decorum for all Council Advisory Groups.

Should you have any questions regarding the information in this book, reach out to the staff liaison of your Council Advisory Group or the City Clerk.

Please fill out and sign your receipt of this handbook found in the Appendix at the end of this Handbook and submit it to the City Clerk.

I appreciate your commitment and willingness to serve our community and hope you will find it to be an interesting and rewarding experience.

Sincerely,



Brian C. Barrett, CMC, CPMC
City Clerk

CITY GOVERNMENT STRUCTURE

The City of Carpinteria incorporated as a general law city on September 28, 1965 in the State of California. Carpinteria has a Council-Manager form of government which is popular because it successfully brings together the combination of full-time professional staff in City administration with the finest talents the community has to offer in its locally elected and appointed officials. This form of government can be described as a partnership between elected officials, appointed staff, and community volunteers with each group having their own distinct roles and responsibilities.

City Council

The City Council is the governing body for the City. The City Council sets overall policy for the community and hires a City Manager to carry out the policy.

Major City Council functions include:

a. Representing the City and all its residents
b. Appointing the City Manager and City Attorney
c. Adopting and amending City laws
d. Approving the annual budget
e. Approving City contracts and agreements
f. Establishing City policies and standards

Councilmembers are not full-time City officials and do not manage the day-to-day activities of the City organization. This is done by the City Manager under the direction of the City Council. Members of the City Council are elected by District on a non-partisan ballot. The five Councilmembers serve overlapping four-year terms. As the governing body of the community, the City Council carries out its policy making at meetings held in the City Hall Council Chambers at 5775 Carpinteria Avenue, Carpinteria, CA 93013, on the second and fourth Monday of every month, commencing at 5:30 pm with special meetings and/or closed sessions as needed.

Mayor

Upon the re-organization of the Council in December of even years (after the general municipal election), the City Council selects one of its members to serve as Mayor and another to serve as Vice Mayor. The Mayor acts as the presiding officer over City Council meetings, observing order and decorum, stating questions posed before the Council, announcing the Council's decision on all subjects, and deciding all questions of order. The Mayor has a vote just like other members and does not have the power of veto over actions of the City Council. The Mayor also acts as the official head of the City on public and ceremonial occasions and signs all ordinances, resolutions, and agreements approved by the Council. In the absence of the Mayor, the Vice Mayor shall act as the presiding officer at the Council meeting and act as the ceremonial head of the City and sign official City documents.

City Manager

The Carpinteria Municipal Code establishes the office of City Manager. The City Manager is appointed by the City Council on the basis of their administrative and executive ability and qualifications and holds office at the pleasure of the City Council. The City Manager is the administrative head of the government of the City under the direction and control of the City Council and is responsible for the efficient administration of all the affairs of the City which are under their control.

The City Manager's duties include:

a. Enforcing City laws
b. Managing the City departments, programs, and activities
c. Recommending policy and regulations to the City Council
d. Keeping the City Council at all times fully advised of the financial condition of the City
e. Preparing and submitting a proposed annual budget and salary plan for the City Council to approve

The City Manager is responsible for hiring, promoting, disciplining, and removing all City staff (except for City Attorney). The City Council shall deal with the administrative services of the City only through the City Manager and the City Council shall not give orders to any subordinates of the City Manager. The City Manager shall take orders and instructions from the collective City Council only when sitting in a Council meeting and no individual Councilmember shall give orders or instructions to the City Manager. The City Manager takes policy direction from the City Council and is responsible for implementing that policy.

City Clerk

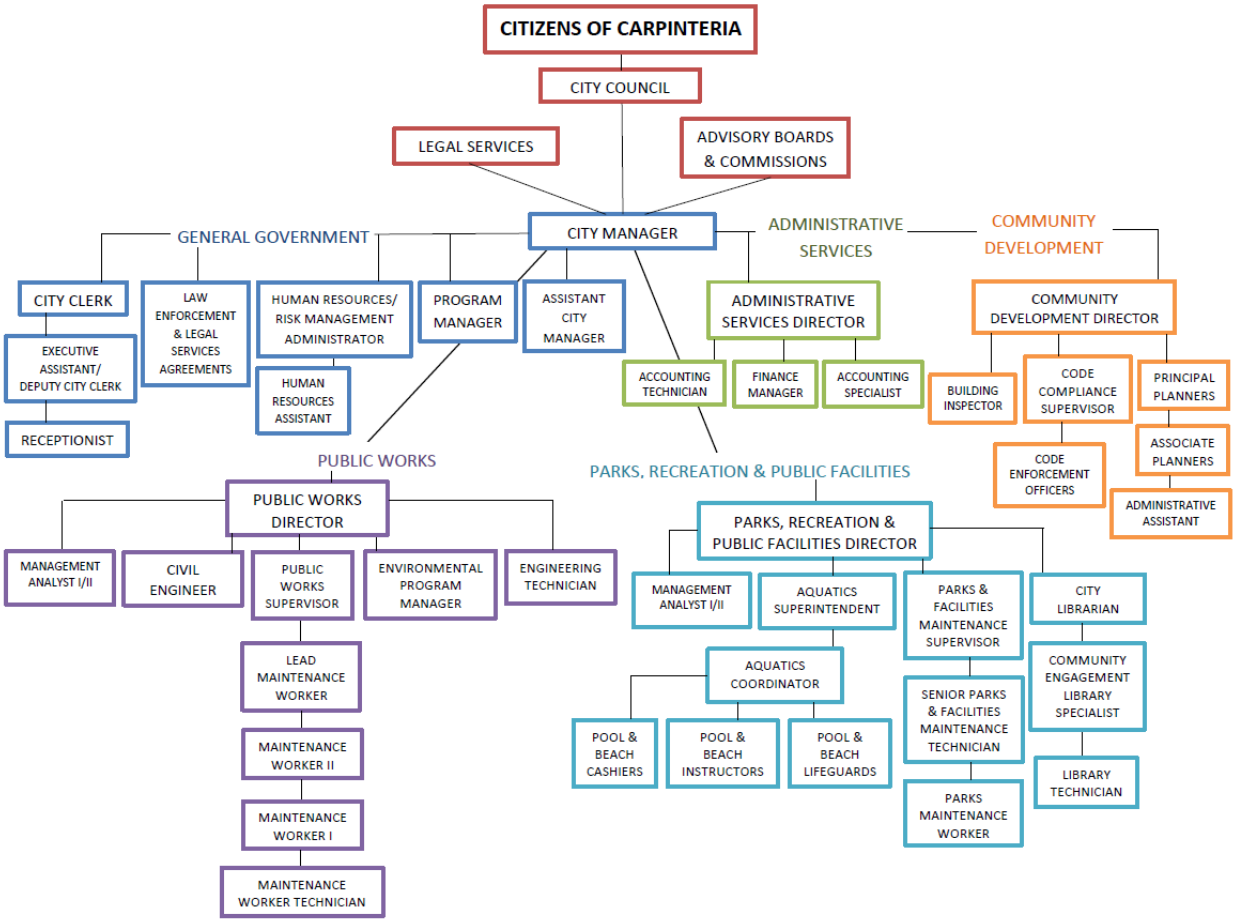
The City Clerk is responsible for maintaining the legislative record of the City Council and prepares City Council agendas, minutes, legal publications, processes resolutions and ordinances, and manages the recruitment of City Council Advisory Groups. As the Elections Official, the City Clerk administers municipal elections in conjunction with the County of Santa Barbara. The City Clerk acts as the compliance officer for federal, state, and local statutes including the Political Reform Act, the Brown Act, and the Public Records Act. The City Clerk provides easy access to information and serves as a guide to open participation in the decision and policy making process.

City Attorney

The City contracts with the law firm Brownstein Hyatt Farber Schreck, LLP (BHFS) for its legal services. BHFS is the legal advisor of the City Council and all other City officials, departments, and Council Advisory Groups. In carrying out their responsibilities, the City Attorney:

a. Provides legal opinions to the City Council, City Manager, and other City officials
b. Drafts or approves as to form all the City's ordinances, resolutions, and contracts
c. Is responsible for representing the City in all litigation to which the City is a party
d. Approves as to form all bonds given to or for the benefit of the City
e. Prosecutes violations of the Municipal Code

City Organizational Chart



COUNCIL ADVISORY GROUPS

Council Advisory Groups are created by the City Council to obtain increased public input and community participation in the determination of policies and programs. Council Advisory Groups make recommendations to the City Council on matters within the group's scope of responsibility. Each group's duties are established by law and/or Council action and are summarized below.

While all Council Advisory Groups serve as advisors to the City Council, some have decision-making authority over specified matters, such as the Planning Commission. City Council Advisory Groups are the community's volunteer branch of the City government.

The City Council has established 10 Council Advisory Groups, as outlined below with formation documents, duties/responsibilities, membership, meeting schedule, and assigned department:

1. **Planning Commission**

   Formed: by Carpinteria Municipal Code Chapter 2.32.

   Duties: Reviews and recommends changes to the General Plan and Zoning Regulations, conducts hearings and decides on applications for development, pursuant to State law and Chapter 2.32 of the Carpinteria Municipal Code.

   Membership: The Planning Commission consists of five members with the qualifications for membership being residency within the city at the time of their appointment and during their tenure in office.

   Meeting Schedule: Meets the first Monday of every month at the City Council Chambers at 5:30 pm.

   Assigned Department: Community Development

   Compensation: $60 per meeting attended

2. **Architectural Review Board (ARB)**

   Formed: by Carpinteria Municipal Code Chapter 2.36.

   Duties: Evaluates the architectural merit of commercial, residential, and public building projects as established through Chapter 2.36 of the Carpinteria Municipal Code. The Board also advises City staff and the Planning Commission on design standards, architectural and landscape design, and site planning. Board goals are

1) harmonious, aesthetic development within the City and 2) preservation of the City's natural beauty and visual resources.

Membership: The ARB consists of five members with the qualifications for membership being residency within the City at the time of appointment and during tenure in office and that membership consist of a mix of lay and professional citizens skilled in the interpretation of architectural and landscape drawings and ability to evaluate the effects of proposed development upon surrounding areas.

Meeting Schedule: Set to meet twice a month on Thursdays at the City Council Chambers at 5:30 pm. Oftentimes, one of the two monthly meetings is cancelled due to lack of agenda matters being ready for ARB consideration.

Assigned Department: Community Development

Compensation: $25 per meeting attended

3. Mobile Home Park Rent Stabilization Board (MHPRSB)

Formed: by Carpinteria Municipal Code Section 5.69.030

Duties: The MHPRSB administers the City's rent stabilization ordinance (Carpinteria Municipal Code Chapter 5.69) for the City's mobile home parks. The Boards is empowered to approve, set and adjust the rent schedule and maximum rents for the mobile home tenancies within the City.

Membership: The MHPRSB consists of five members, all of which shall be appointed on an at-large basis.

Meeting Schedule: Meets as needed at City Council Chambers.

Assigned Department: General Government / Community Development

Compensation: N/A

4. Carpinteria Open Space Management Advisory Board (COSMAB)

Formed: Originally formed as Bluffs Management Advisory Board via Resolution No. 4694 reformed as Carpinteria Open Space Management Board via Resolution No. 6002. Also formed per Deed of Conservation Easement Carpinteria Bluffs Open Space Preserve, recorded October 16, 2000.

Duties: The Board will assist the City in its compliance with the applicable terms of relevant Conservation and Trail Easements. The Board will provide input to the City for the acquisition, creation, development, operation and maintenance of the Coastal open space and City owned or managed trail system.

Membership: The COSMBAB is comprised of seven members appointed on an at-large basis.

Meeting Schedule: Meets at 3:00 pm on the third Thursday of every month in the City Council Chambers.

Assigned Department: Parks, Recreation and Community Services

Compensation: N/A

5. Integrated Pest Management (IPM) Committee

Formed: by Resolution No. 5355

Duties: The committee focuses on methods to reduce the use of pesticides while considering maintenance standards for City parks, open spaces, roadways, and buildings. Conducts public outreach and information programs to help guide private citizens on best management practices to reduce the use of pesticides in public spaces and prepares an annual report to disclose pest issues encountered and tactics used and/or pesticides used to combat the issues.

Membership: The IPM Committee is comprised of no fewer than five and no more than nine members that include representation from the Parks and Recreation Department, the Public Works Department, the Carpinteria Open Space Management Advisory Board, and at least two at-large community members.

Meeting Schedule: Meets as needed.

Assigned Department: Public Works

Compensation: N/A

6. Tree Advisory Board (TAB)

Formed: by Carpinteria Municipal Code Section 12.28.080

Duties: The TAB assists City Staff in implementation of the City's Street Tree Management Plan, and local regulations established for the maintenance of street trees.

Membership: The TAB consists of five members with the qualifications for membership being residency within the Carpinteria Valley and a composition of a mix of lay citizens and professionals from a pertinent discipline. Carpinteria Municipal Code Section 12.28.080A provides examples of some of the

characteristics or attributes to be used in creating a composition of board members.

Meeting Schedule: Meets quarterly in the City Hall Council Chambers at 5:30 pm.

Assigned Department: Public Works

Compensation: N/A

7. Downtown "T" Business Advisory Board (DTBAB)

Formed: by Resolution No. 1882 and amended via Resolution No. 5902

Duties: The DTBAB advises the City Council on parking and business improvement matters within the Downtown retail business area of the City. The Board has a duty to file an annual report with the City Council making recommendations on the expenditure of revenues derived from the levy of assessments, an estimate of the costs of providing the improvements and activities, the method used of levying the assessment, the amount of any surpluses carried over from the previous year, and any contributions made from other sources.

Membership: The DTBAB is comprised of seven members with four of those members paying assessments within Parking and Business Improvement District No. 4, and three at-large members from the general public. There are also three alternate assessment paying members in addition to the seven members that may fill-in for any absent assessment-paying member. The position of Chair and Vice Chair are drawn from assessment-paying members only.

Meeting Schedule: Meets the first Thursday of every month at 8:30 am in the City Council Chambers.

Assigned Department: Public Works

Compensation: N/A

8. Environmental Review Committee (ERC)

Formed: by Resolution No. 4082 and amended via Resolution No. 4418

Duties: Its function is to serve the public interest by providing direct input on the City's environmental review process. The Committee is chaired by the Community Development Office who also acts as the Secretary.

Membership: The ERC is a five-member committee made up of the City Manager or his designee, the City Engineer, the Community Development Director or his

designee, the City Biological Resource Specialist, and a member of the general public.

Meeting Schedule: Meets as needed.

Assigned Department: Community Development

Compensation: N/A

9. Community Development Block Grant (CDBG) Committee

Formed: by Council minute order on December 11, 2006

Duties: The committee's basic duty is to review grant applications for CDBG funds and to make recommendations to the City Council on which applications to fund and support the community's interests and help address identified needs. The CDBG Committee shall perform the following functions: (1) establish procedures in conjunction with the Santa Barbara County Housing and Community Development Department for applying for funds, setting criteria for allocations, and making funding recommendations to the City Council; (2) Coordinate CDBG funding so that basic human service needs are met; and (3) Provide recommendations to the City Council concerning matters relating to the CDBG Program. The Committee may adopt such rules and regulations as it may deem necessary to carry out its functions.

Membership: The CDBG Committee is comprised of one member of the Planning Commission, two at-large community members, and one alternate at-large member.

Meeting Schedule: Typically meets in January/February of each year.

Assigned Department: Community Development

Compensation: N/A

10. Library Advisory Commission (LAC)

Formed: by Resolution No. 6074

Duties: Act in an advisory capacity to the Library Board of Trustees and City Librarian in matters pertaining to the management, administration, operation, development, improvement and maintenance of the library.

Membership: The LAC shall be composed of five members representative of the Library service area with an option to expand as needed. The Commission shall be representative of the Library service area population demographic; library user

groups, including underrepresented user groups; and person(s) knowledgeable in library management and operations.

Meeting Schedule: Meets on the first Monday of each month at 3:30 pm at the Carpinteria Community Library Community Meeting Room.

Assigned Department: Parks, Recreation and Community Services

Compensation: $30 per meeting attended

APPOINTMENT PROCESS & CONDITIONS

Term of Office

Per Carpinteria Municipal Code Section 2.24.010, the term of office for all Council Advisory Groups is set for a period of two years expiring on January 31st of every odd-numbered year; however, terms shall be automatically extended until a successor has been appointed.

Appointment Process

During the biennial (every two years) appointment process all Council Advisory Group member positions shall be open for appointment, regardless if there is currently a sitting member. In November/December of every even year, the City Clerk notifies existing Council Advisory Group members that their terms will be coming to an end and asks if they would like to be re-appointed to their Council Advisory Group. Those members wishing to continue must complete and submit an application to the City Clerk and will be moved forward for Council consideration along with any new applications for appointment at a City Council meeting in January of every odd year. If an existing member wishes to retire/resign, their position will become vacant upon the effective date of resignation/retirement.

On occasion there will be an "Unscheduled Vacancy." An Unscheduled Vacancy occurs when an individual resigns from a position before their term ends or otherwise leaves office. This also results in a Vacancy Notice being posted. If a vacancy occurs after less than six months of a term, the selection process will begin from applications on file from the prior biennial appointment process. If there are no applications on file from the prior biennial appointment process, the selection process will follow that for a vacancy occurring after more than six months. If a vacancy occurs after more than six months of a term, the vacancy will be posted and the application and nomination/selection process will begin.

For those interested in serving on a Council Advisory Group, an application and supplemental questionnaire (both available on the City's website) pertaining to the Council Advisory Group to which they wish to be appointed must be filled out and turned in to the City Clerk. The City Clerk will notify the individual when the City Council will make appointments to the Council Advisory Group and encourages the individual to attend the Council meeting to make a brief statement about their qualifications for the Council Advisory Group and/or respond to any questions from the Council. The City Council has the sole discretion in making appointments to Council Advisory Groups and as such there is no guarantee the City Council will make an appointment even if there is an open Council Advisory Group position and an interested individual(s).

The City Clerk's Office prepares a "Local Appointments List" which reflects the Council Advisory Group members names, when their terms expire and how many terms they have

been appointed. This list is updated annually in December as required by the Maddy Act (California State Law). Posting this list on the website and at City Hall and the Community Library allows residents to see when vacancies will occur.

Appointment of Employee's Relative

It shall be the applicant's responsibility to disclose any relation to a current City employee, particularly in the City department the Council Advisory Group serves. Employed Relative is defined as an employee with a familial relationship to either the Council Advisory Group member or the member's spouse as follows:

Relative of Member	Relative of Member's Spouse
Spouse	Brother
Brother	Sister
Sister	Parent or Step Parent
Brother's Spouse	Grandparent
Sister's Spouse	Child or Step Child
Grandparent	
Child or Step Child	
Child's Spouse	

Furthermore, the member shall agree to abstain from any discussion or recommendation on matters that may directly or indirectly benefit, influence, or affect their Employed Relative. A member shall not become involved in any way to seek influence on behalf of the Employed Relative or become involved in any way with the supervision of work performance of the Employed Relative. Failure to follow these requirements and guidelines may lead to a member being removed from their appointment by the Council.

Appointment of Relatives of City Council or City Manager

No relative of a member of the City Council or of the City Manager shall be appointed to or serve on any Council Advisory Group. If any such relationship arises, the relative's seat is immediately vacated. "Relative" shall be defined as a City Councilmember's or City Manager's:

- Spouse
- Sibling
- Child or Step Child
- Child's Spouse
- Brother's Spouse / Sister's Spouse
- Parent / Parent-in-law
- Grandparent / Souse's grandparent
- Grandchild
- Cousin
- Uncle or Aunt

- Nephew or Niece

Immediate Family Members Serving on Same Council Advisory Group

Immediate family members (defined as legal partner, spouse, or children) are prohibited from serving on the same Council Advisory Group.

Individual Serving on Multiple Council Advisory Groups

The City Council discourages individuals from serving on multiple Council Advisory Groups in order to allow all interested individuals to have a chance to serve.

Removal from Office

All Council Advisory Group members serve at the pleasure of the City Council. Carpinteria Municipal Code Section 2.24.010 states that the City Council may declare the seat of any Council Advisory Group member vacant by a majority vote of the Council and such vacant seat may be filled for the unexpired term.

Leaving Office

Council Advisory Group members may resign at any time. Sixty (60) days' notice is suggested to enable a replacement to be identified and appointed without causing a gap in a Council Advisory Group membership. Each Council Advisory Group member must file a Fair Political Practices (FFPC) Form 700 Leaving Office Statement within 30 days of leaving office – See Conflict of Interest section later in this Handbook.

Qualifications

Generally, individuals appointed to Council Advisory Groups must be residents of the City when appointed and remain a resident through the entire time during their appointment. Some Council Advisory Groups have special or additional membership requirements for particular backgrounds/expertise and do not require residency, but do require owning, operating, or managing a business enterprise within the City.

Specific qualifications for each Board, Commission or Committee are listed above under Council Advisory Groups section.

Attendance

Members are expected to attend all scheduled meetings and should make every effort to do so. The City Council wants the collective benefit of each member's participation and judgment on every issue. Council Advisory Group members who cannot attend a meeting should contact their staff liaison.

When a member does not attend two consecutive regular meetings, unless excused, the position of such member shall be deemed vacant and the term of such member terminated. The Chair of the Council Advisory Group and/or staff liaison shall monitor the attendance of members and shall notify the City Manager of any members who have missed more than two consecutive Council Advisory Group meetings without the member being excused for their absence.

Council Advisory Group members who are unable to continue their service for health, business, or personal reasons should submit a letter of resignation to the staff liaison and the City Clerk's Office.

Independent Governmental Agency Appointments

The City Council also makes citizen appointments to the following independent governmental agencies. Since these are independent governmental agencies, they are not bound by the City of Carpinteria CAG Handbook. Each of these governmental agencies/bodies develops their own regulations.

Independent Governmental Agency Appointments	
Name	**Website**
Santa Barbara Mosquito and Vector Management District	https://www.mvmdistrict.org/
Community Media Access Center Board of Directors	https://tvsantabarbara.org/
County Library Advisory Committee	https://www.countyofsb.org/1348/County-Library-Advisory-Committee

ORGANIZATIONAL REQUIREMENTS AND DUTIES

Election of Chair and Vice Chair

In February of each year, all Council Advisory Groups elect a Chair and Vice Chair from its membership for a one-year term. For the Downtown "T" Business Advisory Board, the Chair and Vice Chair will be limited to assessment-paying members only.

Roles and Responsibilities

Although the specific duties of each of the City's Council Advisory Groups vary widely with the purpose for which they are formed, there are certain roles and responsibilities that are common to all Council Advisory Group members.

The following is a summary of the important roles and responsibilities of Council Advisory Group members to assist members to maximize their contributions to the City.

New Member Orientation

Whenever a new member joins a Council Advisory Group, a new team must be developed. An effective orientation program begins immediately following appointment and continues until the member comes up to speed. Early orientation of new members helps the Council Advisory Group keep up its momentum instead of making time while the new member struggles to figure everything out alone. It also helps prevent misunderstandings, which may have long-lasting effects, and that all decisions are based on full-member knowledge.

If the new member is to be able to participate quickly and knowledgeably in decision-making, they need to know such things as the following before attending the first meeting:

a. How the group operates.
b. What the group's responsibilities are.
c. What the annual work plan is.
d. What decisions the group faces immediately.
e. What and why plans and actions have been formulated.
f. Laws affecting the Council Advisory Group.
g. Resources available.

An effective orientation program begins with the Council Advisory Group staff liaison, and will include the Chair, and Council Advisory Group members starting at their first meeting.

New members will be given this Handbook and must fill out the attached Acknowledgment of Receipt and Statement of Commitment (found in the Appendix to this Handbook) and return it to the City Clerk's Office. Failure to do so may result in the member being removed from the Council Advisory Group by the City Council.

City Clerk's Staff Role

a. Advise applicants of the date of the City Council meeting for appointments and encourage they attend the Council meeting to make a statement and/or respond to questions from the Council.
b. Advise of Form 700 filing obligation (if applicable) and Ethics Training requirement.
c. Prepare Certificates of Appointment.
d. Give "Oath of Office" to new appointee.
e. Upon approval, email PDF copy of Handbook.

Staff Liaison's Role

a. Make contact as soon as possible and welcome members after City Council approval of the appointment.
b. Ensure member received a copy of this Handbook to review.
c. Schedule a time to review the contents of the Handbook and go over the duties and responsibilities pertaining to the particular Council Advisory Group.
d. Arrange a tour of the department and City facilities and introduce City staff members.
e. Discuss the Council Advisory Group's projects and goals, and pertinent departmental goals and objectives.
f. Indicate date, time, and place of next meeting.
g. Brief the new member of pending issues to come before the group at its next meeting to give the new member maximum time for needed background study.
h. Provide minutes of recent meetings.
i. Ensure that an "Oath of Office" is conducted by the City Clerk's Office before attending their first meeting.
j. Monitor the attendance of members and notify the City Manager of any members who have missed more than two consecutive Council Advisory Group meetings without the member being excused for their absence.

City staff provide professional support for several of the Council Advisory Groups. Effective Council Advisory Groups develop a partnership with the City staff based upon mutual understanding and acceptance of roles and responsibilities. Key staff liaison responsibilities include:

a. Making sure agendas and reports are readily available for the public.
b. Making sure the adequate room and equipment are available for the meeting.
c. Being informed about the latest developments in their field such as changes in State law.
d. Actively participating in meetings by providing background and expressing views to the Council Advisory Group on agenda items.
e. Making a professional recommendation on every issue presented on the agenda.
f. Alerting Council Advisory Group members of possible detrimental impacts from proposed actions.

g. Interpreting City Council and administrative policies for the Council Advisory Group.
h. Record the meeting (audio, video, or both) and prepare action minutes of the proceedings.

Member's Role

a. Chair and all members need to make the new member feel welcomed and a respected participant.
b. Encourage the new member's questions and participation with a willingness to take additional time to provide background on issues and actions, which started before their term began.
c. Avoid projecting an impression of "clubbiness" among existing members.
d. Be willing to hear and consider new or alternate approaches to problems and proposed actions. Infusion of new thinking should be viewed as a valued new resource and not an opportunity for a senior board member to put down.

Do Your Homework

It is extremely important that Council Advisory Group members do their homework before each meeting. This involves thoroughly reviewing the agenda and staff reports. It also may mean making on-site visits if the agenda issue involves a site or facility.

Members should also endeavor to maintain an objective attitude in their fact finding. Remember that there are always at least two sides to every issue. Some members do not do their homework and try to "wing" it or catch-up at the meeting. This ploy is obvious to colleagues and is considered bad manners.

Be Representative of the Whole City

One of the difficult on-going dilemmas for a Council Advisory Group member is balanced representation. Should the member represent a specific group, District or the entire community? While the City Council may have appointed a member because that person represents a specific interest group, the City Council expects appointees to broaden their viewpoint. The question "What is best for the entire community?" should take precedence over "What is best for a special interest group?"

Be Careful to Represent the Council Advisory Group

Individual Council Advisory Group members should not represent their personal views or recommendations as those of the Council Advisory Group. Members making recommendations or expressing views not approved by a majority of the Council Advisory Group should indicate that they are representing themselves as individuals and not the Council Advisory Group.

Public statements should contain no promises to the public that purport to be binding on the Council Advisory Group, City staff, or City Council. When making statements to the press, members should indicate if Council Advisory Group actions are recommendations and, if so, that final action will be taken by the City Council. Comments to the press and public should be factual.

Be Conscious of the City Council Expectations

The City Council relies upon thorough, unbiased recommendations from its Council Advisory Groups. Do not embarrass the City Council with "politically popular but impractical" recommendations.

Do not get upset or offended if your group's recommendation is not adopted by the City Council. Your recommendation is one of several factors the City Council takes into consideration when making a decision. Remember they are directly accountable to the public.

Become the "Eyes and Ears" of the City Council

As an influential member of the community, the Council Advisory Group member is in a unique position of serving as a liaison between the City and its citizens in helping to reconcile contradictory viewpoints and to build a consensus around common goals and objectives. The Council Advisory Group member serves as a communication link to the community, presenting City programs and recommendations, and also providing a channel for citizen expression. Council Advisory Group members should explain and promote policies established by the City Council.

If a member is not careful, this communication channel may break down such as when Council Advisory Group members substitute their own opinions for those of the general public. This is seldom malicious or even intentional, but results in ineffective representation.

Be Conscious of the Relationship with the City Council and City Staff

Supportive relationships with the City Councill and City staff are basic for successful operation of any Council Advisory Group.

In contacting City staff on Council Advisory Group business, the proper channel is through the Chair to the staff liaison.

City staff is required by the City Council to make individual recommendations, which may or may not agree with those of the Council Advisory Group. City staff is required to fairly present and explain the staff recommendation and the Council Advisory Group's recommendations, but will not defend them if in disagreement.

When appropriate, the Chair or delegated representative should communicate in writing or be present at the City Council meeting to report on the Council Advisory Group recommendations. This is particularly true when the City staff recommendation is not in accord with the approved position of the Council Advisory Group on a given issue. What the City Council seeks is full and complete information including a range of options on a given issue.

Disagreements

A Council Advisory Group or individual member may disagree with the City Council on any matter, but once the City Council has established its position on a matter, the Council Advisory Group should not do anything contrary to the established policies and programs adopted by the City Council. If personal ethical problems arise, the resignation from the Council Advisory Group is the appropriate response.

Establish a Good Working Relationship with Other Council Advisory Group Members

On many occasions, the success or failure of the efforts of Council Advisory Groups is largely dependent on the degree of cooperation among the individual members of the group. To help build a consensus around common goals and objectives, members will often have to first reconcile contradictory viewpoints and show a willingness to objectively consider the real issues.

Another way of developing this cooperation is for each member to ensure that meetings proceed in an orderly and constructive manner. The Chair is primarily responsible for seeing that consideration of agenda items moves along without delay, but with reasonable time allocated to each item. Each member can assist the Chair by becoming familiar with the basic rules of parliamentary procedure and by adequate preparation of any presentations made to the group.

Other important points that each member should consider in working with other members are:

1. Respect colleagues' viewpoints even though they may be opposite of yours.
2. Practice civility when discussing contentious matters.
3. Allow other members adequate time to present their views fully before making comments on their views.
4. Be open and honest at all times.
5. Recognize new Council Advisory Group members and see that they are made welcome.

Understand the Role and Scope of Responsibility of the Council Advisory Group

One of the first responsibilities of a Council Advisory Group member is to be informed of the group's role and scope of responsibility. The role of the Council Advisory Group includes advising the City Council on specific City program areas and related policies. In

addition, some Council Advisory Groups have some decision-making responsibilities, such as the Planning Commission. An overview of the general roles is discussed below:

Roles include:

1. Expressing views on programs and policies within the Council Advisory Group's authorized area of responsibility.
2. Focusing issues for the City Council by identifying pros, cons, alternatives, and possible actions.
3. Holding forums for members of the public to express their views on community issues within the Council Advisory Group's area of responsibility.
4. Serving the general interest of the City rather than specific interest groups or special program areas.
5. Putting self in the role of the City's general interest; balancing competing priorities and demand for resources.
6. Assuring consideration of community values and goals in the Council Advisory Group's scope of interest.
7. Completing the Council Advisory Group annual work plans.
8. Educating the public on the democratic process and subject matters within the Council Advisory Group's area of responsibility.

The education role is especially important and should not be discounted. For many residents, a Council Advisory Group meeting may be their first and only contact with City Hall. The Council Advisory Group's job is to not only deal with the issue, but also represent the City and demonstrate how the democratic process works.

Roles **do not** include:

1. Becoming involved in the administrative matters of the City departments. The Carpinteria Municipal Code specifies that the City Manager is responsible for the oversight of administration and operations.
2. Directing City staff to initiate programs or conduct studies.
3. Establishing departmental work programs (as opposed to Council Advisory Group) and determining departmental priorities. Work programs and priorities are established through the Annual Work Plan process and are managed by the City Manager.
4. Taking unilateral action as a City representative such as attempting to resolve a complaint. Resident complaints about City services or programs should be referred to City staff for assistance.
5. Serving as advocates for departmental budgets, programs, or policies.
6. Discussing or considering personnel matters dealing with hiring, transfers, terminations, or discipline of City employees.
7. Serving the specific interests of special groups at the expense of the overall interests of the City.

The City Council may remove a Council Advisory Group member from their seat if they do not follow the role and scope of responsibility of their particular Council Advisory Group.

Working with the Media

Members should be aware that any statements or opinions made to representatives of the media could be considered “on the record” by reporters. Such statements should always be made in consideration of the likelihood that they will be printed or broadcasted. You may not make a statement representing your Advisory Group, unless the Group at a meeting made a motion that you can represent them on this matter with the media. When giving any statements, ensure without this authority that you state the comments/opinions are from you, as a resident, not as a representative of the Advisory Group.

Participation in Political Activities

Local government elections in California are nonpartisan. City Council appointments to Council Advisory Groups are made without regard to political party affiliation. Acceptance of an appointment to a Council Advisory Group does not in any manner restrict citizen participation in political activities of an individual’s choosing at any level of government be it local, state, or federal. However, members should not use their appointed role or title in the conduct of political activity.

CONFLICTS OF INTEREST

The Political Reform Act of 1974 (Government Code Sections 81000, et seq.), which was approved by the voters of the State of California, is intended to prevent conflicts of interest by requiring public officials to disclose certain personal financial interests, which could foreseeably cause conflicts. In addition, a public official may be required to disqualify themselves from making, participating in, or attempting to influence any government decisions which will affect any of their financial interests, not just those that are required to be disclosed. Most Council Advisory Group appointees (see table below) will be required to complete/file a Fair Political Practices Commission Form 700.

Council Advisory Group	Form 700 Required?	Ethics Training Required?
Planning Commission	Yes	Yes
Architectural Review Board	Yes	Yes
Mobile Home Park Rent Stabilization Board	Yes	Yes
Carpinteria Open Space Management Advisory Board	No	Yes
Integrated Pest Management Committee	No	Yes
Tree Advisory Board	No	Yes
Downtown “T” Business Advisory Board	Yes	Yes
Environmental Review Committee	No	Yes
Community Development Block Grant Committee	No	Yes
Library Advisory Commission	Yes	Yes

The City of Carpinteria has adopted a local conflict of interest code as required by the Political Reform Act. This Act requires the financial disclosure of interests by certain individuals who are in decision-making positions within state and local government.

Prior to a meeting, you should review the agenda to evaluate potential financial conflicts of interest on actions to be taken. If you have a conflict of interest, or think you may have a conflict of interest, alert the staff liaison, Chair, or the City Clerk immediately, and you should not directly or indirectly influence City staff, Council Advisory Group members, the proceedings, or the vote. At the subject meeting, you may be required to state the basis for your conflict of interest immediately after the Chair announces the time for consideration. For example, “Madame Chair, I have a conflict of interest on this item because (state reason)…, and I will not be participating in the deliberations.” The minutes

will reflect that you stated the conflict and did not participate in any way in the proceedings or the vote.

The penalties for violating the conflict-of-interest laws are serious and may include fines and criminal prosecution.

When a conflict of interest is declared on an item, you must leave the meeting and not participate in the decision-making process for that item.

A Council Advisory Group member will not be allowed to participate in meetings if their Form 700 statements are not completed and filed with the City Clerk's Office, and failure to do so in a timely manner may be cause for termination of the position.

Assuming Office Statement

As an appointed Council Advisory Group member, you are required to complete and file the appropriate conflict of interest forms (Form 700) within thirty (30) days after the date you assumed office (date the City Council appointed you). Forms and assistance will be provided by the City Clerk's Office. Financial disclosure forms are filed with the City Clerk, as a matter of public record.

All economic disclosure documents are filed online via the eDisclosure system. The City Clerk's Office will send a notification to your email address with links and instructions for filing online. The email will come from Form700.CarpinteriaCity@southtechhosting.com, so please be sure to monitor your email regularly for this notification. You will receive a welcome email and a separate email with your login ID (your provided email address) and your temporary password.

The notification will include information on how to e-file your Assuming Office Statement:

1. Log in to the system at https://CarpinteriaCity.southtechhosting.com/eDisclosure/.
2. Use the email address you provided as your Login ID.
3. Setup your permanent password.
4. Login to begin the Form 700 filing process.

When you are satisfied with the document, please e-file your document. You do NOT have to print, sign, and submit a paper copy of your e-filed statement.

If you have any questions about a possible conflict of interest, the City Attorney's Office is available to assist you. The Fair Political Practices Commission (FPPC) Office is also available at their toll-free telephone number 866-ASK-FPPC (866-275-3772), via email at advice@fppc.ca.gov, or at www.fppc.ca.gov, to answer questions regarding a conflict of interest, disclosure of certain personal financial interests, or when the law requires disqualification.

Annual Statements

Members are required to file annual conflict of interest forms during their term (due each year in April). The City Clerk will annually notify all members of their requirement to file Form 700 in advance of the due date.

Notifications regarding the filing deadline are sent to the email address you provided. As stated previously, the email will come from Form700.CarpinteriaCity@southtechhosting.com, so please be sure to monitor your email regularly for this notification.

Leaving Office Statements

You are required to complete and file the appropriate conflict of interest forms within thirty (30) days after the date you leave office.

Once the City Clerk is notified of your leaving office, the City Clerk's Office (via Form700.CarpinteriaCity@southtechhosting.com email address) sends you notification to e-file your leaving office statement.

Ethics Laws

Council Advisory Group members commit to spending significant amounts of time in service to the City; and they also assume a responsibility to work for the betterment of the City. Ethics laws impose rules on the manner in which public officials conduct themselves.

The goal of ethics laws is to maximize the likelihood that the decisions of a public agency are made solely with the public's interests in mind. The laws frequently strive to avoid even the appearance of impropriety as well as actual improprieties. Ethics laws represent the minimum standards for the conduct of public officials.

State law requires local agency officials to attend ethics training. The basic requirement is two hours no later than one year from the date appointed and thereafter two hours at least once every two years. An online training program is available that will allow you to satisfy the requirements of Assembly Bill 1234 on a cost-free basis. Upon appointment, the City Clerk's Office will send you a link to complete your online ethics training through the Fair Political Practices Commission. Print the completion certificate (make sure your certificate shows at least 2 hours of training), sign, and submit electronically or by paper to the City Clerk's Office.

A Council Advisory Group member will not be allowed to participate in meetings if their ethics completion certificate has not been timely completed and filed with the City Clerk's Office, and failure to do so may be cause for termination of the position.

MEETING GUIDELINES

Meeting Types

All Council Advisory Group meetings are governed by the Ralph M. Brown Act (Brown Act), California Government Code Section 54950 et seq.

- **Regular Meetings**
  Regular meetings shall be held at a regular date, time and place, which the Council Advisory Group has approved. Regular meetings may be rescheduled with the posting of a Notice of Rescheduled Meeting. Meetings may be cancelled due to a lack of business or if a quorum cannot be obtained. Regular meetings require a 72-hour noticing of the agenda. Agenda materials shall be available to the public in attendance at meetings.

- **Special Meetings**
  Special meetings are those meetings held outside the regular meeting date and time. Special meetings may be held at any time upon the call of the Chair or a majority of Council Advisory Group members. The agenda for such meetings is required to be posted 24-hours before the meeting.

- **Joint Meetings**
  From time to time, it may be necessary for a joint meeting to be held between the City Council and Architectural Review Board and/or Planning Commission. The purpose of such joint meeting could be for a conceptual review of a development project, receiving updates on new housing laws, etc.

Quorum

A Council Advisory Group can only transact business when a quorum is present at the meeting. A majority of the members of the Council Advisory Group constitutes a quorum. For a group size of five members, a quorum is three members while for a seven-member group, the quorum is four. For those Council Advisory Groups that have alternate members (such as the Downtown “T” Business Advisory Board), when an assessment-paying member is absent, an alternate assessment-paying member may fill-in and act as a voting member on the Board. If all regular members are present in addition to any alternate members, the alternate members present would be non-voting members.

If a quorum is not present, the meeting cannot be convened. If during the meeting a quorum is no longer present, the members present must adjourn the meeting. If no members are present, the staff liaison may adjourn the meeting.

Ralph M. Brown Act (California State Law)

Also see Open & Public VI – A Guide to the Ralph M. Brown Act included in the Appendix to this Handbook.

The Brown Act, described as one of the strongest open meeting laws in the United States, is designed to ensure that public meetings are conducted openly without restrictions on the right of the public to attend or to make comments. The salient purpose of the Brown Act is to protect the public's right to be informed. Provisions of the Brown Act open meeting law include:

a. The Brown Act applies to all City Council Advisory Groups.
b. In general, a meeting is a quorum (majority of members) of the Council Advisory Group, no matter how informal, or where business is discussed or transacted.
c. Generally, the Brown Act does not apply to ad hoc subcommittees of the Council Advisory Group composed solely of its members, which are less than a quorum. However, standing committees that have been formally established by the City Council and which have either a continuing subject matter jurisdiction or a set meeting schedule are subject to the Brown Act.
d. In general, a meeting between a subcommittee of a Council Advisory Group and a subcommittee of the City Council may constitute a public meeting subject to the Brown Act.
e. It was once thought that in order for a "meeting" to occur that was subject to the Brown Act, "action" had to be taken at that meeting. A meeting under the Brown Act includes not only action, but also deliberation conducted by the Council Advisory Group.
f. Serial meetings occur when a majority of the members privately confer with each other in tandem on City business. Serial meeting may be a chain, in which Member A contacts Member B, B then contacts C, C contacts D, and so on, until a quorum is involved. Serial meetings also occur when a majority of the Council Advisory Group members confer with each other through an intermediary, by e-mail, text, or phone (e.g. when City staff sends out an agenda to all members and a member replies all, that may be considered a serial meeting). A Council Advisory Group member has the right to confer with a colleague about public business; but if and when a "collective concurrence as to action to be taken" is reached by a quorum of members, the Brown Act is violated. Serial meetings yield a process that deprives the public the opportunity for a meaningful contribution to the decision-making process. Council Advisory Group members should be alert to the possibility of serial meetings when engaging in discussion with their colleagues on a matter within the subject jurisdiction of the Council Advisory Group.
g. In most cases, the law requires that the agenda for all meetings be in writing and posted 72 hours before the scheduled time of the meeting. No action can be taken on any matter that has not been listed on the agenda.
h. The agenda must allow for the public to speak on issues within the jurisdiction of the Council Advisory Group.

i. Members of the public cannot be required to give their names, or otherwise identify themselves, as a condition of attendance at Council Advisory Group meetings.
j. Members of the public have the right to record the meeting proceedings in the absence of a reasonable finding of the Council Advisory Group that such recording constitutes a disruption of the proceedings.
k. Secret ballots even when conducted in public are prohibited by the Brown Act.
l. Attendance of members of the Council Advisory Group at a purely social or ceremonial occasion is permitted, provided the members do not discuss official business among themselves.

Virtual/Teleconference Meetings

The Brown Act does allow for members to participate remotely with some additional rules.

1. The address of where the member will be participating must be on the agenda and the location must be open to the public.
2. The agenda must be posted at the offsite location and follow the 72-hour noticing requirement.
3. The teleconference location must be accessible to the public, including permitting the public to participate in public comment from that location.
4. A quorum of the Council Advisory Group must participate in the meeting from locations within the City's jurisdiction.
5. All votes take during a teleconference meeting must be by roll call.

Those Council Advisory Group members who wish to participate in a meeting remotely, need to let the staff liaison know in advance to ensure the above rules are followed.

Meeting Agenda

The agenda focuses on the discussion at the meeting by specifying topics and the order in which they will be taken up. In accordance with the Brown Act, the Council Advisory Group may not take action on any item that did not appear on the posted agenda prior to the meeting unless an exception is permitted under Government Code Section 54954.2.

The agenda must be posted on the City's website and posted on the Public Notices Board at City Hall and/or the Community Library (e.g. for the Library Advisory Commission).

Order of Business

The agenda is prepared by City staff and is made available to Council Advisory Group members prior to the meeting so that members can review it before the meeting is held. The agenda is generally laid out in accordance with the following order of business unless otherwise specified:

- Call to Order
- Roll Call

- Public Comment on Items Not on the Agenda
- Consent Calendar
- Approval of Minutes
- Regular Business Items
- Council Advisory Group Communications
- Staff Communications
- Adjournment

Placing an Item on the Agenda

Either the Chair or at least two Council Advisory Group members can request an item be placed on a future agenda by bringing it up at a regular meeting under Council Advisory Group Communications. The Council Advisory Group will make a determination (i.e. majority of the Council Advisory Group) if the item should be agendized and at what meeting.

Consideration and Action on an Agenda Item

The agenda constitutes the Council Advisory Group's road map for the meeting. Most agenda items can be handled with the following 4-step process:

1. Presenting Item
   a. Opening Item – The Chair should announce the agenda item number and subject. The Chair should then announce any special procedures to be followed (e.g., if the item is a quasi-public hearing). This is also when the members would announce their conflict of interest, if any exists, recuse themselves, and leave the room.
   b. Hearing the Report – The Chair should invite the appropriate people (typically the staff liaison) to report on the item. Verbal presentations should be short, so as not to repeat basic information included in the agenda packet. The Chair may provide an opportunity for members to ask any clarifying questions of the person providing the report. This not preferred as questioning tends to segue into position statements before public input is taken, which is inconsistent with open meeting principles.

2. Asking for Public Input – The Chair opens the meeting to public input. The Chair may limit speakers' time. The standard time is three minutes per speaker per item.

3. Considering the Item – The Chair requests the Council Advisory Group deliberate. Member deliberation would include: questions of the person(s) making the report or others with relevant knowledge, alternatives to the recommendation, additional considerations not previously stated, additional relevant facts and opinions. Time committed to deliberation should be adequate to allow the sense of the Council Advisory Group to emerge.

4. Council Advisory Group Decision – The Council Advisory Group acts by a motion and voting. For all action items, the Chair should invite a motion from the members. Once a motion is made, the Chair should ask for a second. Once a motion and second are made, the Chair should allow any additional desired discussion. Questions for clarification of the motion should be heard at this time. The Chair shall ask for the vote and publicly report any action taken and the vote on that action, e.g. the motion passes 3-2, with Council Advisory Group members A and B opposed.

Staff Reports / Staff Memos

Well written staff reports / staff memos are an indispensable part of the Council Advisory Group process. They are used to provide background information and frame the issue for the Council Advisory Group. Staff reports/memos should anticipate the important questions regarding the issue. In addition, staff reports should include a chronology of events or actions, an analysis of the issues, and alternative approaches. Every staff report/memo should also include a staff recommendation presenting the staff's best professional judgment. Council Advisory Group members are not compelled to follow the staff recommendation if they do not agree.

Chair Responsibilities

The Chair is the key to the effectiveness of this group process and can be likened to the team captain. The Chair provides group direction and sets the tone for meetings. The Chair presides over all Council Advisory Group meetings and has the authority to preserve order at the meetings. This includes removing any person from a meeting for disorderly conduct, enforcing the rules of the Council Advisory Group, and determining the order of business under the rules of the Council Advisory Group.

The Chair must balance being strong enough to move the meeting along and democratic enough to involve all members in the meeting. To be effective the Chair needs the support of the members. Trust is built by even-handedness and fairness to all the participants. It also means that a Chair does not use the powers of the Chair unfairly to win a point or argument.

An effective Chair:

a. Prevents dominant Council Advisory Group members from having a disproportionate influence.
b. Defends all members from public and colleague abuse.
c. Solicits opinions, feelings, and positions from reticent members.
d. Keeps new thoughts from being rejected prior to fair evaluation.
e. Discourages blame-oriented statements.
f. Keeps the discussion focused on the problem.
g. Encourages the generation of alternative solutions.
h. Delays evaluation and analysis of alternatives until all are on the table.

i. Guides the process of screening alternatives and selecting the solution.
j. Attempts to obtain consensus.
k. Moves the meeting along and does not let the group drift off the subject at hand.

Absence of Chairperson

The Vice Chair acts in the absence or disability of the Chair. When the Chair and Vice Chair are absent from any meeting of the Council Advisory Group, the members present may choose another member to act as Chair Pro Tempore, and that person has the powers of the Chair for that meeting.

Member Meeting Responsibilities

Members of Council Advisory Groups also have a responsibility for making sure the meeting runs smoothly. Member responsibilities include:

a. Helping the Chair move the meeting along.
b. Obtaining recognition from the Chair before speaking.
c. Limiting remarks to the issue being considered.
d. Asking clarifying questions if something is not understood.
e. Respecting colleagues' rights.
f. Explaining the reasoning behind significant decisions.
g. Raising concerns and objections at the meeting rather than after the meeting.
h. Always behaving and representing the City in a professional manner. This applies to the demeanor and behavior during a meeting. When attending a virtual meeting, follow the same rules and regulations that would apply to attending a meeting in-person in a City facility. This includes no smoking, no vaping, no consumption of alcohol and no profanity during any public meetings. (Also when attending virtually, keep mic off unless speaking).

Public Participation

One of the most important functions of a Council Advisory Group is to obtain increased public input and participation. The skillful Council Advisory Group is able to obtain public input by practicing positive encouragement measures.

Here are some steps that will increase the public's willingness to participate:

a. Recognize that some people are fearful or anxious at a meeting. It may be the first time a person has addressed a public group. The Chair may try to calm and assure the individual.
b. Show patience – imagine yourself addressing the Council Advisory Group.
c. The Chair should keep the audience informed of the process and procedures that are being followed.
d. Before each item is considered, the Chair should describe the item and the possible actions identified.

e. Members should project a feeling of fairness, understanding, and graciousness as circumstances permit. Members should be considerate of all interests, attitudes, and differences of opinion.
f. Members should take care to observe the appearance as well as the principle of impartiality.
g. Members should go through the Chair and try to avoid speaker-to-audience conversation. The purpose of hearing the public is usually to help the Council Advisory Group to act, not to encourage debate or argument with the public.
h. Do not spend too much time on routine items such as correcting the minutes. This is especially important when an audience is presented.
i. Relations with the City Council should also be kept in mind in communicating with the public or the media. Council Advisory Group members are considered by the public to be representatives of and spokespersons for the official City family. Because policy decisions are the sole responsibility of the City Council, it is inappropriate for Council Advisory Group members, as representatives of the City, to publicly criticize established City policies or Councilmembers. If personal ethical problems arise, resignation from the Council Advisory Group is the appropriate response. This does not in any way preclude a member's responsibility to advocate their position on a policy matter prior to the decision on an official policy.

Public Hearings

Note: The only Council Advisory Group to hold public hearings is the Planning Commission.

The Council Advisory Group procedure for the conduct of public hearings is generally as follows:

a. The public hearing must have been noticed.
b. Council Advisory Group members disclose any ex parte communications (see next section).
c. The Chair opens the public hearing.
d. City staff presents its report.
e. Council Advisory Group members may ask questions of City staff if they so desire.
f. The applicant or appellant then has the opportunity to present comments, testimony, or arguments. In the case of an appeal when the appellant is different from the applicant, the appellant should be called up first to provide comments or testimony.
g. Members of the public are provided with the opportunity to present their comments, testimony, or arguments (time limit of 3 minutes per person per item).
h. The applicant or appellant is given an opportunity for rebuttal or closing comments. In the case of an appeal when the appellant is different from the applicant, the appellant is given the opportunity for closing comments.
i. The public hearing is closed.
j. The Council Advisory Group deliberates on the issue.

k. If the Council Advisory Group raises new issues through deliberation and seeks to take additional public testimony (questions of the applicant, or the public), the public hearing must be reopened. At the conclusion of the public testimony, the public hearing is again closed.
l. The Council Advisory Group deliberates and takes action.

Ex Parte Communications

The Council Advisory Group (e.g. Planning Commission) sometimes acts in a quasi-judicial capacity (or "like a judge") when it applies existing laws to specific facts at a public hearing concerning one person or a small number of people rather than the entire City. The most common quasi-judicial matters that come before the Planning Commission relate to ruling on whether to grant land use entitlements, such as permits, licenses, or land use entitlements.

Ex parte communications are substantive oral or individual written communications or sensory observations concerning quasi-judicial matters that occur outside of noticed public hearings. Communications include conversations, meetings, site visits, mailings, or presentations during which substantial factual information about the item is gathered by or submitted to the Council Advisory Group member. Casual or non-substantive communications do not violate the due process rights of non-present parties. This rule prohibiting ex parte communications in quasi-judicial proceedings is designed to ensure fairness and procedural due process for all parties.

Public Discussion at Hearings

When a matter for public hearing comes before the Council Advisory Group, the Chair will open the public hearing. Upon opening the public hearing and before any motion is adopted related to the merits of the issue to be heard, the Chair will inquire if there are any persons present who desire to speak on the matter which is to be heard or to present evidence respecting the matter.

There is a standard 3-minute time limit for each speaker per agenda item.

a. Public Member Request to Speak – Any person desiring to speak or present evidence shall make their presence known to the Chair and upon being recognized by the Chair, the person may speak or present evidence relevant to the matter being heard. No person may speak without first being recognized by the Chair.
b. Council Advisory Group Questions of Speakers – Members of the Council Advisory Group who wish to ask questions of the speakers or each other during the public hearing portion may do so, but only after first being recognized by the Chair. Interaction with the speaker shall be limited to a question or questions, rather than an ongoing dialogue. Members should avoid raising questions as a method to extend the allocated time for a speaker.
c. Due Process – The Chair shall conduct the meeting in such a manner as to afford due process.

d. Public Oral Presentations – All Council Advisory Group rules pertaining to oral presentation by members of the public apply during public hearings.
e. Materials for Public Record – All persons interested in the matter being heard by the Council Advisory Group shall be entitled to submit written evidence or remarks, as well as other graphic evidence. Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the Chair. A reading in full shall take place if requested by the City as part of the record.
f. Germain Comments – No person will be permitted during the hearing to speak about matters or present evidence that is not germane to the matter being considered. A determination of relevance shall be made by the Chair, but may be appealed to the full Council Advisory Group.

Continuance of Hearings

At any time it appears to the Chair or the majority of the Council Advisory Group, through the Chair, that inadequate evidence has been presented to afford judicious consideration of any matter before the Council Advisory Group at any time of a public hearing, continuation of such hearing may be ordered to afford the applicant, their opponents or City staff adequate time to assemble additional evidence for the Council Advisory Group's consideration. Any continuation ordered by the Council Advisory Group through the Chair shall be to a date certain, which date shall be publicly announced and shall constitute notice to the applicant and his opponents at the time and place that such further evidence shall be taken. Public announcements provided for in this chapter, shall constitute notice to the applicant and their opponents as to the time and place for further evidence to be taken by the Council Advisory Group.

Listening Skills

Effective meetings require members who have developed their listening skills. Although listening often is considered a passive condition, it is exactly the opposite. Listening is hard work and requires definite commitment and personal discipline. The listener must deliberately prepare to listen and the quality of that listening deteriorates as they may be carried away with the events of the moment.

Perhaps the chief requirement for effective listening is to "have room" to tend to others. If you are preoccupied with your own thoughts and feelings, you will not be available to actively listen. People who give relaxed, open attention to others are rated as effective listeners and better recall what has been said. Active listeners signal their attention and availability both verbally ("I would like to listen to you now") and non-verbally (by not fidgeting or looking bored, etc.).

When listening, it is helpful to try to understand the other person's view without superimposing your own views or judgments prematurely. One sure way to prevent communications is to jump in with your own viewpoint before the other person has been able to fully express their point. Such discussions frequently deteriorate into wrangles.

Active listening shows others that you respect and value their contribution. It may be difficult to accept the idea that the differences between people offer a resource for progress; but if you can manage to bridge differences, there is much value to be gained.

A Council Advisory Group that sets a high standard of listening usually is enjoyed by its members. The group is generally effective and individuals feel a high commitment to the other members.

The Art of Asking Questions

Questions are one of the most important tools members can use to focus the group and to facilitate decision-making. The art of asking questions is a skill that must be developed. It was James Thurber who once said, "It is better to know the right questions rather than the answers." Thurber's insight that responses are subject to change, but the ability to ask probing questions does not, underlines the important of developing and refining the questioning skill.

There are two basic types of questions: closed and open.

Closed questions can be answered with a yes or no, or with a simple statement of fact. They are good for getting information in a hurry. They also help keep the Council Advisory Group on track.

Open questions are used to get results and build consensus. They allow the other person(s) to get involved. They also require a more in-depth response than yes or no. Open questions are the preferred types of questions to use in a Council Advisory Group setting.

Courtesy and Decorum

Speakers should first be recognized by the Chair. This ensures that only one person speaks at a time.

Meetings should take place in an environment where members and the public can freely express their views. The Chair should ensure that discussion focuses on the item in question, not on personalities or members or the public. The Chair must protect the record, protect privacy rights for all participants, and is responsible for maintaining a harassment-free environment.

The Chair has the right to cut off discussion that is personal or too emotional. The Chair may request a break in such instances.

Refer to the Rules of Conduct and Decorum included in the Appendix of this Handbook.

Managing Difficult Meetings

From time to time, Council Advisory Groups may be faced with conducting highly charged controversial meetings. These meetings may involve one unified group or two or more conflicting groups. The group demeanor may also be characterized by aggressiveness and hostility. Such meetings really test the mettle of the Council Advisory Group and City staff. In addition to the points raise in the "Working with the Public" section, the following should be considered:

Before the meeting, the Chair will:

a. Try to get the group or groups to designate one or more spokespersons. This will help reduce redundancy and make sure that all sides of the issue will be heard.
b. Establish ground rules before the meeting. Determine which procedures will be followed.

During the meeting, the Chair will:

a. Explain the issues, the possible actions, and the procedures that will be followed at the meeting.
b. Have speakers address the members and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to address the audience.
c. Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive.
d. Not hesitate to use recesses to help diffuse hostility or aggressiveness.
e. Limiting speakers to their three minutes limit and apply it fairly and consistently. If a virtual meeting, ensure the meeting host mutes at the three minutes.
f. Use speaker cards. These can help identify how many people wish to speak and also whether they support or contest an issue. They also are helpful in preparing the minutes by accurately recording the names of people who speak. Recognize, however, that if a person does not wish to complete a card, they still have the legal right to speak.

Parliamentary Procedure

Parliamentary Procedure is a set of rules for conducting meetings. It allows all participants to be heard and to make orderly decisions. Flexibility should be used in applying these rules in order to enhance rather than frustrate the democratic process. The City Council has adopted the Rosenberg's Rules of Order: Simple Rules of Parliamentary Procedure for the 21st Century. *These are included in the Appendix to this Handbook.*

Council Advisory Group meetings are usually conducted according to parliamentary procedure. The Chair directs the meeting, and the Chair's rulings must be followed, unless they are overruled by the Council Advisory Group.

Preparing a Motion

When a member wishes to propose an idea for the Council Advisory Group to consider, the members makes a motion. If the idea is spelled out in written form, a motion is still needed to adopt the statement. A motion goes through the following steps:

a. The member asks to be recognized by the Chair.
b. After being recognized, the member makes the motion (e.g., "I move to …").
c. Motions should be clearly and concisely stated.
d. Another member seconds the motion.
e. The Chair states the motion and asks for discussion.
f. When the Chair feels that there has been enough discussion, the debate is closed (e.g., "Are you ready for the question?" – "Is there any further discussion?"). Any member of the Council Advisory Group may move to close debate by stating, "I move that debate on this motion be closed," or "I move the previous question." This motion must be seconded. A motion to close debate cannot be amended or debated. The Chair immediately requests a roll call vote.
g. If no one asks for permission to speak, the Chair then puts the question to a vote. The Chair may ask, "All in favor say AYE, those opposed NO, "or a roll call vote may be taken.
h. After the vote, the Chair announces the decision ("The motion is carried" – "The motion failed" as the case may be).

General Notes About Main Motions

a. Only one motion may be considered at a time.
b. The maker of the motion is entitled to speak first.
c. The maker of the motion may withdraw their motion before the motion is seconded or if seconded, if there is no objection from the maker of the second.
d. The motion of record is as stated by the Chair unless clarified or amended by the members.

City staff can also help in the phrasing and writing of difficult motions.

Tie Votes

A tie vote means the motion fails. For a five-member group, if one member is absent and the vote is 2 ayes, and 2 noes, or 2-2-1, the motion fails. Tie votes may be reconsidered on motion by any member of the Council Advisory Group voting aye or no during the original vote. Before a motion is made on the next item on the agenda, any member of the Committee may make a motion to continue the matter to another date. Any continuance for this purpose suspends the running of any time in which action of the Committee is required by law.

Comments for the Record

If a Council Advisory Group member desires that a comment be included in the minutes, it is their responsibility to indicate that the statement is “for the record” before making the comments.

Adjournment

When the Council Advisory Group has finished its business, the Chair adjourns the meeting.

Recordings of Meetings

Recordings are maintained in accordance with the City’s adopted records retention schedule. Only City Council, Planning Commission, and Architectural Review Board meetings are videorecorded. All other Council Advisory Groups meetings may be audio recorded to assist in minute preparation.

Action Minutes

Minutes of Council Advisory Group meetings will be action minutes. Action minutes include final motions with votes. The minutes will also reflect the names of public speakers, but not their comments. Council Advisory Group and City staff discussion and comments will not be included in the minutes. Minutes of all meetings will be prepared by the staff liaison and are required to be kept by the department.

Generally, minutes are submitted to the Council Advisory Group at the next regular meeting for approval and once approved they become the permanent record of the Council Advisory Group. Minutes are made available to the public.

Public Records

Materials provided to Council Advisory Group members at a public meeting must be made available for inspection and copying by the public.

Members should avoid the use of electronic devices during meetings such as communications, social media posts, emails and text messages may be subject to the City’s Records Retention Schedule and disclosable under the Public Records Act.

RULES OF CONDUCT AND DECORUM

The City of Carpinteria prides itself on conducting its business in a professional. respectful, and courteous manner. As Council Advisory Groups are comprised of citizens of Carpinteria, serving in an advisory role to the City Council, it is understood that citizens participating in Council Advisory Group meetings and other forums are to conduct themselves in the same manner. Common courtesy and respect for fellow Council Advisory Group members, City staff, City Councilmembers, and the general public is expected. Council Advisory Group members should refrain at all times from rude and derogatory remarks, reflections as to integrity, abusive comments, and statements as to motives and personalities.

Council Advisory Group members shall observe the following Rules of Conduct and Decorum:

1. A member of a Council Advisory Group shall neither, by conversation or otherwise, delay or interrupt the proceedings of the Council Advisory Group, interrupt any fellow member while speaking, or disobey the orders of the Chair.

2. Council Advisory Group members should provide the utmost courtesy to each other, to City staff, and to the public appearing before the Council Advisory Group. Members should refrain from:

    a. Rude and derogatory remarks.
    b. Questioning the integrity of their fellow members and/or public speakers.
    c. Abusive comments.
    d. Directing City staff, other than within the context of the Council Advisory Group meeting, subject to the consensus of the members and subject to review and approval of the Department Head and City Manager, and consistent with the Municipal Code and any related state law.
    e. Making comments on behalf of other individuals that may be considered hearsay.
    f. Statements about the member's personal feelings about the speaker's motives.
    g. Personal attacks.

3. At all times members shall conduct themselves so as to ensure that their image and appearance befit the occasion and reflect their position within the community.

4. At no time shall members engage in conduct that substantially and unreasonably interferes with the ability of any other member or City employee to perform their official duties, violates any City policies, or that creates an intimidating or hostile work environment.

5. Members are to refrain from conduct that is abusive of a member's public office or utilizes the Council Advisory Group in an inappropriate manner to further one's own political gains.

6. Members shall not use their title or status as a City official for personal purposes, or other unsanctioned activity not related to official Council Advisory Group behavior, other than permitted by law.

7. Members shall not engage in conduct that is in violation of any civil or criminal law.

8. Any person(s) making personal, defamatory or profane remarks or who willfully utters loud, threatening or abusive language or engages in any disorderly conduct, which disturbs or disrupts the orderly conduct of any meeting shall be called to order by the Chair. If such conduct continues, the Chair, at their discretion, may order such person removed from that meeting. If the Chair is in violation of any of the above rules of decorum, a majority vote of the Group may order the removal of the Chair from the meeting and the Vice Chair to take over. If the Vice Chair is absent, the remaining members shall select a Chair Pro Tempore.

9. Members shall follow the role and scope of responsibility of their particular Council Advisory Group.

10. Members shall work in accordance with the Brown Act.

Member Misconduct

All Council Advisory Group members serve at the pleasure of the City Council. Violations of the Rules of Conduct and Decorum shall be handled in the following manner:

1. Minor Misconduct: Issues will be reported to the Department Head of the department that provides staff support to the Group. The Department Head shall then attempt to resolve the issue with the City Manager and member.

2. Major Misconduct: Issues of this level will involve the City Manager and possibly the City Attorney and may lead to a recommendation to the City Council to remove the member from their seat.

The City Manager shall report a member's misconduct to the City Council. The following are examples of misconduct which may subject members to disciplinary action(s):

1. Minor Misconduct: Lack of preparation for a meeting; late arrival at meetings; failure to complete mandatory training; discourteous behavior in relations with fellow members, staff, and/or members of the public.

2. Major Misconduct: Repeated instances of minor misconduct; violation of City Council policies (including, but not limited to, City Council policies addressing

violence in the workplace and/or violations of the Brown Act; acceptance of gifts or gratuities; drug free workplace; drugs and alcohol in the workplace; and other policies as may be adopted by the City Council from time to time).

While the above items are presented as examples, the determination of what (if any) discipline to impose, up to and including removal from the Council Advisory Group, shall be at the sole discretion of the City Council.

Discipline of Council Advisory Group Members by the City Council

Should the City Council determine, in its sole discretion, that a Council Advisory Group member may have allegedly acted in a manner inconsistent with law or a City Council policy, the City Council may determine to impose any or all of the following:

1. Provide direction to the City Manager to meet with the member to informally investigate alleged misconduct and provide counseling to the member to indicate behavior consistent with law and City Council policy.
2. Provide direction to the City Manager to investigate member alleged misconduct and report findings to the City Council.
3. Determine, in the City Council's sole discretion and with our without cause, to remove a member from their seat. Such removal shall only be effective upon a majority vote of the City Council.

APPENDIX

Open & Public VI – A Guide to the Ralph M. Brown Act – Revised January 2024 by the League of California Cities

Rosenberg's Rules of Order – Revised 2011 – Simple Rules of Parliamentary Procedure for the 21st Century by Judge Dave Rosenberg

Acknowledgment of Receipt and Statement of Commitment

Open & Public VI

A GUIDE TO THE RALPH M. BROWN ACT

REVISED JANUARY 2024



LEAGUE OF CALIFORNIA CITIES

Photo credit: Courtesy of the City of West Hollywood. Photo by Jon Viscott.

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Open & Public VI

A GUIDE TO THE RALPH M. BROWN ACT

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IT IS THE PEOPLE'S BUSINESS

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Chapter 1

IT IS THE PEOPLE'S BUSINESS



The right of access

Two key parts of the Brown Act have not changed since its adoption in 1953. One is the act's initial section, declaring the Legislature's intent:

"In enacting this chapter, the Legislature finds and declares that the public commissions, boards and councils and the other public agencies in this State exist to aid in the conduct of the people's business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly.

"The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created."[1]

The people reconfirmed that intent 50 years later in the November 2004 election by adopting Proposition 59, amending the California Constitution to include a public right of access to government information:

> *"The people have the right of access to information concerning the conduct of the people's business, and, therefore, the meetings of public bodies and the writings of public officials and agencies shall be open to public scrutiny."*[2]

PRACTICE TIP: The key to the Brown Act is a single sentence. In summary, all meetings shall be **open and public** except when the Brown Act authorizes otherwise.

The Brown Act's other unchanged provision is a single sentence:

> *"All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter."*[3]

That one sentence is by far the most important of the entire Brown Act. If the opening is the soul, that sentence is the heart of the Brown Act.

Broad coverage

The Brown Act covers members of virtually every type of local government body, elected or appointed, decision-making or advisory. Some types of private organizations are covered, as are newly elected members of a legislative body, even before they take office.

Similarly, meetings subject to the Brown Act are not limited to face-to-face gatherings. They also include any communication medium or device through which a majority of a legislative body discusses, deliberates, or takes action on an item of business outside of a noticed meeting. They include meetings held from remote locations by teleconference or videoconference.

New communication technologies present new Brown Act challenges. For example, common email practices of forwarding or replying to messages can easily lead to a serial meeting prohibited by the Brown Act, as can participation by members of a legislative body in an internet chatroom or blog dialogue. Social Media posts, comments, and "likes" can result in a Brown Act violation. Communicating during meetings using electronic technology (such as laptop computers, tablets, or smart phones) may create the perception that private communications are influencing the outcome of decisions, and some state legislatures have banned the practice. On the other hand, widespread video streaming and videoconferencing of meetings has greatly expanded public access to the decision-making process.

Narrow exemptions

The express purpose of the Brown Act is to ensure that local government agencies conduct the public's business openly and publicly. Courts and the California Attorney General usually broadly construe the Brown Act in favor of greater public access and narrowly construe exemptions to its general rules.[4]

Generally, public officials should think of themselves as living in glass houses, and that they may only draw the curtains when it is in the public interest to preserve confidentiality. Closed sessions may be held only as specifically authorized by the provisions of the Brown Act itself.

The Brown Act, however, is limited to meetings among a majority of the members of multimember government bodies when the subject relates to local agency business. It does not apply to independent conduct of individual decision-makers. It does not apply to social, ceremonial, educational, and other gatherings as long as a majority of the members of a body do not discuss issues related to their local agency's business. Meetings of temporary advisory committees — as distinguished from standing committees — made up solely of less than a quorum of a legislative body are not subject to the Brown Act.

The law does not apply to local agency staff or employees, but they may facilitate a violation by acting as a conduit for discussion, deliberation, or action by the legislative body. [5]

The law, on the one hand, recognizes the need of individual local officials to meet and discuss matters with their constituents and staff. On the other hand, it requires — with certain specific exceptions to protect the community and preserve individual rights — that the decision-making process be public. Sometimes the boundary between the two is not easy to draw.

PRACTICE TIP: Think of the government's house as being made of glass. The curtains may be drawn only to further the public's interest. A local policy on the use of laptop computers, tablets, and smart phones during Brown Act meetings may help avoid problems.

Public participation in meetings

In addition to requiring the public's business to be conducted in open, noticed meetings, the Brown Act also extends to the public the right to participate in meetings. Individuals, lobbyists, and members of the news media possess the right to attend, record, broadcast, and participate in public meetings. The public's participation is further enhanced by the Brown Act's requirement that a meaningful agenda be posted in advance of meetings, by limiting discussion and action to matters listed on the agenda, and by requiring that meeting materials be made available.

Legislative bodies may, however, adopt reasonable regulations on public testimony and the conduct of public meetings, including measures to address disruptive conduct and limits on the time allotted to each speaker. For more information, see chapter 4.

Controversy

Not surprisingly, the Brown Act has been a source of confusion and controversy since its inception. News media and government watchdogs often argue the law is toothless, pointing out that there has never been a single criminal conviction for a violation. They often suspect that closed sessions are being misused.

Some public officials complain that the Brown Act makes it difficult to respond to constituents and requires public discussions of items better discussed privately, such as why a particular person should not be appointed to a board or commission. Many elected officials find the Brown Act inconsistent with their private business experiences. Closed meetings can be more efficient; they eliminate grandstanding and promote candor. The techniques that serve well in business — the working lunch, the sharing of information through a series of phone calls or emails, the backroom conversations and compromises — are often not possible under the Brown Act.

As a matter of public policy, California (along with many other states) has concluded that there is more to be gained than lost by conducting public business in the open. Government behind closed doors may well be efficient and businesslike, but it may be perceived as unresponsive and untrustworthy.

PRACTICE TIP: Transparency is a foundational value for ethical government practices. The Brown Act is a floor, not a ceiling, for conduct.

Beyond the law — good business practices

Violations of the Brown Act can lead to invalidation of an agency's action, payment of a challenger's attorney fees, public embarrassment, even criminal prosecution. But the Brown Act is a floor, not a ceiling, for conduct of public officials. This guide is focused not only on the Brown Act as a minimum standard, but also on meeting practices or activities that, legal or not, are likely to create controversy. Problems may crop up, for example, when agenda descriptions are too brief or vague, when an informal get-together takes on the appearance of a meeting, when an agency conducts too much of its business in closed session or discusses matters in closed session that are beyond the authorized scope, or when controversial issues arise that are not on the agenda.



The Brown Act allows a legislative body to adopt practices and requirements for greater access to meetings for itself and its subordinate committees and bodies that are more stringent than the law itself requires.[6] Rather than simply restate the basic requirements of the Brown Act, local open meeting policies should strive to anticipate and prevent problems in areas where the Brown Act does not provide full guidance. As with the adoption of any other significant policy, public comment should be solicited.

A local policy could build on these basic Brown Act goals:

- A legislative body's need to get its business done smoothly.
- The public's right to participate meaningfully in meetings, and to review documents used in decision-making at a relevant point in time.

- A local agency's right to confidentially address certain negotiations, personnel matters, claims, and litigation.
- The right of the press to fully understand and communicate public agency decision-making.

A detailed and comprehensive public meeting and information policy, especially if reviewed periodically, can be an important element in maintaining or improving public relations. Such a policy exceeds the absolute requirements of the law — but if the law were enough, this guide would be unnecessary. A narrow legalistic approach will not avoid or resolve potential controversies. An agency should consider going beyond the law and look at its unique circumstances to determine if there is a better way to prevent potential problems and promote public trust. At the very least, local agencies need to think about how their agendas are structured in order to make Brown Act compliance easier. They need to plan carefully to make sure public participation fits smoothly into the process.

PRACTICE TIP: The Brown Act should be viewed as a tool to facilitate the business of local government agencies. Local policies that go beyond the minimum requirements of law may help instill public confidence and avoid problems.

Achieving balance

The Brown Act should be neither an excuse for hiding the ball nor a mechanism for hindering efficient and orderly meetings. The Brown Act represents a balance among the interests of constituencies whose interests do not always coincide. It calls for openness in local government, yet should allow government to function responsively and productively.

There must be both adequate notice of what discussion and action are to occur during a meeting as well as a normal degree of spontaneity in the dialogue between elected officials and their constituents.

The ability of an elected official to confer with constituents or colleagues must be balanced against the important public policy prohibiting decision-making outside of public meetings.

In the end, implementation of the Brown Act must ensure full participation of the public and preserve the integrity of the decision-making process, yet not stifle government officials and impede the effective and natural operation of government.

Historical note

In late 1951, *San Francisco Chronicle* reporter Mike Harris spent six weeks looking into the way local agencies conducted meetings. State law had long required that business be done in public, but Harris discovered secret meetings or caucuses were common. He wrote a 10-part series titled "Your Secret Government" that ran in May and June 1952.

Out of the series came a decision to push for a new state open-meeting law. Harris and Richard (Bud) Carpenter, legal counsel for the League of California Cities, drafted such a bill and Assembly Member Ralph M. Brown agreed to carry it. The Legislature passed the bill, and Governor Earl Warren signed it into law in 1953.

The Ralph M. Brown Act, known as the Brown Act, has evolved under a series of amendments and court decisions, and has been the model for other open-meeting laws, such as the Bagley-Keene Act, enacted in 1967 to cover state agencies.

Assembly Member Brown is best known for the open-meeting law that carries his name. He was elected to the Assembly in 1942 and served 19 years, including the last three years as Speaker. He then became an appellate court justice.

Updates to this publication responding to changes in the Brown Act or new court interpretations are available at **https://www.calcities.org/home/resources/open-government2**. A current version of the Brown Act may be found at **https://leginfor.legislature.ca.gov**.

ENDNOTES

1 Cal. Gov. Code, § 54950.

2 Cal. Const., Art. 1, § 3, subd. (b)(1).

3 Cal. Gov. Code, § 54953, subd. (a).

4 This principle of broad construction when it furthers public access and narrow construction if a provision limits public access is also stated in the amendment to the State's Constitution adopted by Proposition 59 in 2004. California Const., Art. 1, § 3, subd. (b)(2).

5 Cal. Gov. Code, § 54952.2, subds. (b)(2) and (c)(1); Wolfe v. City of Fremont (2006) 144 Cal.App.4th 533.

6 Cal. Gov. Code, § 54953.7.



Chapter 2

LEGISLATIVE BODIES

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Chapter 2

LEGISLATIVE BODIES

The Brown Act applies to the legislative bodies of local agencies. It defines "legislative body" broadly to include just about every type of decision-making body of a local agency.[1]



What is a "legislative body" of a local agency?

A "legislative body" includes the following:

- The **"governing body** of a local agency" and certain of its subsidiary bodies; "or any other local body created by state or federal statute."[2] This includes city councils, boards of supervisors, school boards, and boards of trustees of special districts. A "local agency" is any city, county, city and county, school district, municipal corporation, successor agency to a redevelopment agency, district, political subdivision, or other local public agency.[3] A housing authority is a local agency under the Brown Act even though it is created by and is an agent of the state.[4] The California Attorney General has opined that air pollution control districts and regional open space districts are also covered.[5] Entities created pursuant to joint powers agreements are also local agencies within the meaning of the Brown Act.[6]
- **Newly elected members** of a legislative body who have not yet assumed office must conform to the requirements of the Brown Act as if already in office.[7] Thus, meetings between incumbents and newly elected members of a legislative body, such as a meeting between two outgoing members and a member-elect of a five-member body, could violate the Brown Act.

PRACTICE TIP: The prudent presumption is that an advisory committee or task force is subject to the Brown Act. Even if one clearly is not, it may want to comply with the Brown Act. Public meetings may reduce the possibility of misunderstandings and controversy.

Q. On the morning following the election to a five-member legislative body of a local agency, two successful candidates, neither an incumbent, meet with an incumbent member of the legislative body for a celebratory breakfast. Does this violate the Brown Act?

A. *It might, and absolutely would if the conversation turns to agency business. Even though the candidates-elect have not officially been sworn in, the Brown Act applies. If purely a social event, there is no violation, but it would be preferable if others were invited to attend to avoid the appearance of impropriety.*

- **Appointed bodies** — whether permanent or temporary, decision-making or advisory — including planning commissions, civil service commissions, and other subsidiary committees, boards, and bodies. Volunteer groups, executive search committees, task forces, and blue ribbon committees created by formal action of the governing body are legislative bodies. When the members of two or more legislative bodies are appointed to serve on an entirely separate advisory group, the resulting body may be subject to the Brown Act. In one reported case, a city council created a committee of two members of the city council and two members of the city planning commission to review qualifications of prospective planning commissioners and make recommendations to the council. The court held that their joint mission made them a legislative body subject to the Brown Act. Had the two committees remained separate and met only to exchange information and report back to their respective boards, they would have been exempt from the Brown Act.[8]
- **Standing committees** of a legislative body, irrespective of their composition, which have either (1) a continuing subject matter jurisdiction or (2) a meeting schedule fixed by charter, ordinance, resolution, or formal action of a legislative body.[9] Even if it comprises less than a quorum of the governing body, a standing committee is subject to the Brown Act. For example, if a governing body creates committees on budget and finance or on public safety that are not limited in duration or scope, those are standing committees subject to the Brown Act. Further, according to the California Attorney General, function over form controls. For example, a statement by the legislative body that the advisory committee "shall not exercise continuing subject matter jurisdiction" or the fact that the committee does not have a fixed meeting schedule is not determinative.[10] "Formal action" by a legislative body includes authorization given to the agency's executive officer to appoint an advisory committee pursuant to agency-adopted policy.[11] A majority of the members of a legislative body may attend an open and public meeting of a standing committee of that body, provided the members who are not part of the standing committee only observe.[12] For more information, see chapter 3.
- The governing body of any **private organization** either (1) created by the legislative body in order to exercise authority that may lawfully be delegated by such body to a private corporation, limited liability company, or other entity or (2) that receives agency funding and whose governing board includes a member of the legislative body of the local agency appointed by the legislative body as a full voting member of the private entity's governing board.[13] These include some nonprofit corporations created by local agencies.[14] If a local agency contracts with a private firm for a service (for example, payroll, janitorial, or food services), the private firm is not covered by the Brown Act.[15] When a member of a legislative body sits on a board of a private organization as a private person and is not appointed by the legislative body, the board will not be subject to the Brown Act. Similarly, when the legislative body appoints someone other than one of its own members to such boards, the Brown Act does not apply. Nor does it apply when a private organization merely receives agency funding.[16]

PRACTICE TIP: It can be difficult to determine whether a subcommittee of a body falls into the category of a standing committee or an exempt temporary committee. Suppose a committee is created to explore the renewal of a franchise or a topic of similarly limited scope and duration. Is it an exempt temporary committee or a nonexempt standing committee? The answer may depend on factors such as how meeting schedules are determined, the scope of the committee's charge, or whether the committee exists long enough to have "continuing jurisdiction."

Q. The local chamber of commerce is funded in part by the city. The mayor sits on the chamber's board of directors. Is the chamber board a legislative body subject to the Brown Act?

A. *Maybe. If the chamber's governing documents require the mayor to be on the board and the city council appoints the mayor to that position, the board is a legislative body. If, however, the chamber board independently appoints the mayor to its board, or the mayor attends chamber board meetings in a purely advisory capacity, it is not.*

Q. If a community college district board creates an auxiliary organization to operate a campus bookstore or cafeteria, is the board of the organization a legislative body?

A. *Yes. But if the district instead contracts with a private firm to operate the bookstore or cafeteria, the Brown Act would not apply to the private firm.*

- **Certain types of hospital operators.** A lessee of a hospital (or portion of a hospital) first leased under Health and Safety Code subsection 32121(p) after Jan. 1, 1994, which exercises "material authority" delegated to it by a local agency, whether or not such lessee is organized and operated by the agency or by a delegated authority.[17]

What is <u>not</u> a "legislative body" for purposes of the Brown Act?

- A temporary advisory committee composed **solely of less than a quorum** of the legislative body that serves a limited or single purpose, that is not perpetual, and that will be dissolved once its specific task is completed is not subject to the Brown Act.[18] Temporary committees are sometimes called *ad hoc* committees, a term not used in the Brown Act. Examples include an advisory committee composed of less than a quorum created to interview candidates for a vacant position or to meet with representatives of other entities to exchange information on a matter of concern to the agency, such as traffic congestion.[19]
- Groups advisory to a single decision-maker or appointed by staff are not covered. The Brown Act applies only to committees created by formal action of the legislative body and not to committees created by others. A committee advising a superintendent of schools would not be covered by the Brown Act. However, the same committee, if created by formal action of the school board, would be covered.[20]

Q. A member of the legislative body of a local agency informally establishes an advisory committee of five residents to advise her on issues as they arise. Does the Brown Act apply to this committee?

A. *No, because the committee has not been established by formal action of the legislative body.*

Q. During a meeting of the city council, the council directs the city manager to form an advisory committee of residents to develop recommendations for a new ordinance. The city manager forms the committee and appoints its members; the committee is instructed to direct its recommendations to the city manager. Does the Brown Act apply to this committee?

A. *Possibly, because the direction from the city council might be regarded as a formal action of the body, notwithstanding that the city manager controls the committee.*

- Individual decision-makers who are not elected or appointed members of a legislative body are not covered by the Brown Act. For example, a disciplinary hearing presided over by a department head or a meeting of agency department heads is not subject to the Brown Act since such assemblies are not those of a legislative body.[21]
- Public employees, each acting individually and not engaging in collective deliberation on a specific issue, such as the drafting and review of an agreement, do not constitute a legislative body under the Brown Act, even if the drafting and review process was established by a legislative body.[22]
- County central committees of political parties are also not Brown Act bodies.[23]

Legal counsel for a governing body is not a member of the governing body, therefore, the Brown Act does not apply to them. But counsel should take care not to facilitate Brown Act violations by members of the governing body.[24]

ENDNOTES

1 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123, 1127.

2 Cal. Gov. Code, § 54952, subds. (a) and (b).

3 Cal. Gov. Code, § 54951; Cal. Health & Saf. Code, § 34173, subd. (g) (successor agencies to former redevelopment agencies subject to the Brown Act). But see Cal. Ed. Code § 35147, which exempts certain school councils and school site advisory committees from the Brown Act and imposes upon them a separate set of rules.

4 *Torres v. Board of Commissioners of Housing Authority of Tulare County* (1979) 89 Cal.App.3d 545, 549-550.

5 71 Ops.Cal.Atty.Gen. 96 (1988); 73 Ops.Cal.Atty.Gen. 1 (1990).

6 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal. App.4th 354, 362.

7 Cal. Gov. Code, § 54952.1.

8 *Joiner v. City of Sebastopol* (1981) 125 Cal.App.3d 799, 804-805.

9 Cal. Gov. Code, § 54952, subd. (b)

10 79 Ops.Cal.Atty.Gen. 69 (1996).

11 *Frazer v. Dixon Unified School District* (1993) 18 Cal.App.4th 781, 793.

12 Cal. Gov. Code § 54952, subd. (c)(6).

13 Cal. Gov. Code, § 54952, subd. (c)(1). Regarding private organizations that receive local agency funding, the same rule applies to a full voting member appointed prior to February 9, 1996, who, after that date, is made a nonvoting board member by the legislative body. Cal. Gov. Code § 54952, subd. (c)(2).

14 Cal. Gov. Code, § 54952(c)(1)(A); *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal, Inc.* (1999) 69 Cal.App.4th 287, 300; *Epstein v. Hollywood Entertainment Dist. II Business Improvement District* (2001) 87 Cal.App.4th 862, 876; see also 85 Ops.Cal.Atty.Gen. 55 (2002).

15 *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal, Inc.* (1999) 69 Cal.App.4th 287, 300 fn. 5.

16 *"The Brown Act, Open Meetings for Local Legislative Bodies,"* California Attorney General's Office (2003), p. 7.

17 Cal. Gov. Code, § 54952, subd. (d).

18 Cal. Gov. Code, § 54952, subd. (b); see also *Freedom Newspapers, Inc. v. Orange County Employees Retirement System Board of Directors* (1993) 6 Cal.4th 821, 832.

19 *Taxpayers for Livable Communities v. City of Malibu* (2005) 126 Cal.App.4th 1123, 1129.

20 56 Ops.Cal.Atty.Gen. 14, 16-17 (1973).

21 *Wilson v. San Francisco Municipal Railway* (1973) 29 Cal.App.3d 870, 878-879.

22 *Golightly v. Molina* (2014) 229 Cal.App.4th 1501, 1513.

23 59 Ops.Cal.Atty.Gen. 162, 164 (1976).

24 *GFRCO, Inc. v. Superior Court of Riverside County* (2023) 89 Cal.App.5th 1295, 1323; *Stockton Newspapers, Inc. v. Redevelopment Agency of the City of Stockton* (1985) 171 Cal.App.3d 95, 105 (a series of individual telephone calls between the agency attorney and the members of the body constituted a meeting).



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Chapter 3

MEETINGS



The Brown Act only applies to meetings of local legislative bodies. It defines a meeting as "any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location as permitted by Section 54953, to hear, discuss, deliberate, or take any action on any item that is within the subject matter jurisdiction of the legislative body."[1] The term *meeting* is not limited to gatherings at which action is taken but includes deliberative gatherings as well. A hearing before an individual hearing officer is not a meeting under the Brown Act because it is not a hearing before a legislative body.[2]

Brown Act meetings

Brown Act meetings include a legislative body's regular meetings, special meetings, emergency meetings, and adjourned meetings.

- **"Regular meetings"** are meetings occurring at the dates, times, and location set by resolution, ordinance, or other formal action by the legislative body and are subject to 72-hour posting requirements.[3]
- **"Special meetings"** are meetings called by the presiding officer or majority of the legislative body to discuss only discrete items on the agenda under the Brown Act's notice requirements for special meetings and are subject to 24-hour posting requirements.[4]
- **"Emergency meetings"** are a limited class of meetings held when prompt action is needed due to actual or threatened disruption of public facilities and are held on little notice.[5]
- **"Adjourned meetings"** are regular or special meetings that have been adjourned or re-adjourned to a time and place specified in the order of adjournment, with no agenda required for regular meetings adjourned for less than five calendar days as long as no additional business is transacted.[6]

Six exceptions to the meeting definition

The Brown Act creates six exceptions to the meeting definition:[7]

Individual contacts

The first exception involves individual contacts between a member of the legislative body and any other person. The Brown Act does not limit a legislative body member acting on their own. This exception recognizes the right to confer with constituents, advocates, consultants, news reporters, local agency staff, or a colleague.

Individual contacts, however, cannot be used to do in stages what would be prohibited in one step. For example, a series of individual contacts that leads to discussion, deliberation, or action among a majority of the members of a legislative body is prohibited. Such serial meetings are discussed below.

Conferences

The second exception allows a legislative body majority to attend a conference or similar gathering open to the public that addresses issues of general interest to the public or to public agencies of the type represented by the legislative body.

Among other things, this exception permits legislative body members to attend annual association conferences of city, county, school, community college, and other local agency officials, as long as those meetings are open to the public. However, a majority of members cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within their local agency's subject matter jurisdiction.

Community meetings

The third exception allows a legislative body majority to attend an open and publicized meeting held by another organization to address a topic of local community concern. A majority cannot discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the legislative body's subject matter jurisdiction. Under this exception, a legislative body majority may attend a local service club meeting or a local candidates' night if the meetings are open to the public.

> **"I see we have four distinguished members of the city council at our meeting tonight," said the chair of the Environmental Action Coalition. "I wonder if they have anything to say about the controversy over enacting a slow growth ordinance?"**
>
> *The Brown Act permits a majority of a legislative body to attend and speak at an open and publicized meeting conducted by another organization. The Brown Act may nevertheless be violated if a majority discusses, deliberates, or takes action on an item during the meeting of the other organization. There is a fine line between what is permitted and what is not; hence, members should exercise caution when participating in these types of events.*

Q. The local chamber of commerce sponsors an open and public candidate debate during an election campaign. Three of the five agency members are up for reelection and all three participate. All of the candidates are asked their views on a controversial project scheduled for a meeting to occur just after the election. May the three incumbents answer the question?

A. *Yes, because the chamber of commerce, not the city, is organizing the debate. The city should not sponsor the event or assign city staff to help organize or run the event. Also, the Brown Act does not constrain the incumbents from expressing their views regarding important matters facing the local agency as part of the political process the same as any other candidates. Finally, incumbents participating in the event should take care to limit their remarks to the program set by the chamber and safeguard due process by indicating they will keep an open mind regarding specific applications that might come before the council.*

Q. May the three incumbents accept an invitation from the editorial board of a local paper to all candidates to meet as a group and answer questions about and/or debate city issues?

A. *No, unlike the chamber of commerce event, this would not be allowed under the Brown Act because it is not an open and publicized meeting.*

Other legislative bodies

The fourth exception allows a majority of a legislative body to attend an open and publicized meeting of (1) another body of the local agency and (2) a legislative body of another local agency.[8] Again, the majority cannot discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within their subject matter jurisdiction. This exception allows, for example, a city council or a majority of a board of supervisors to attend a controversial meeting of the planning commission.

Nothing in the Brown Act prevents the majority of a legislative body from sitting together at such a meeting. They may choose not to, however, to preclude any possibility of improperly discussing local agency business and to avoid the appearance of a Brown Act violation. Further, aside from the Brown Act, there may be other reasons, such as due process considerations, why the members should avoid giving public testimony, trying to influence the outcome of proceedings before a subordinate body, or discussing the merits with interested parties.

Q. The entire legislative body intends to testify against a bill before the Senate Local Government Committee in Sacramento. Must this activity be noticed as a meeting of the body?

A. *No, because the members are attending and participating in an open meeting of another governmental body that the public may attend.*

Q. The members then proceed upstairs to the office of their local assembly member to discuss issues of local interest. Must this session be noticed as a meeting and be open to the public?

A. *Yes, because the entire body may not meet behind closed doors except for proper closed sessions. The same answer applies to a private lunch or dinner with the assembly member.*

Standing committees

The fifth exception authorizes the attendance of a majority at an open and noticed meeting of a standing committee of the legislative body, provided that the legislative body members who are not members of the standing committee attend only as observers (meaning that they cannot speak or otherwise participate in the meeting, and they must sit where members of the public sit).[9]

Q. The legislative body establishes a standing committee of two of its five members that meets monthly. A third member of the legislative body wants to attend these meetings and participate. May she?

A. *She may attend, but only as an observer; she may not participate.*

Q. Can the legislative body establish multiple standing committees with partially overlapping jurisdiction?

A. *Yes. One result of this overlap in jurisdiction may be that three or more of the members of the legislative body ultimately end up discussing an issue as part of a standing committee meeting. This is allowed under the Brown Act provided each standing committee meeting is publicly noticed and no more than two of the five members discuss the issue at any given standing committee meeting.*

Social or ceremonial events

The final exception permits a majority of a legislative body to attend a purely social or ceremonial occasion. Once again, a majority cannot discuss business among themselves of a specific nature that is within the subject matter jurisdiction of the legislative body.

Nothing in the Brown Act prevents a majority of members from attending the same football game, party, wedding, funeral, reception, or farewell. The test is not whether a majority of a legislative body attend the function, but whether business of a specific nature within the subject matter jurisdiction of the body is discussed. As long as no such business is discussed, there is no violation of the Brown Act.

Grand Jury Testimony

In addition, members of a legislative body, either individually or collectively, may give testimony in private before a grand jury.[10] This is the equivalent of a seventh exception to the Brown Act's definition of a "meeting."

Collective briefings



None of these exceptions permits a majority of a legislative body to meet together with staff in advance of a meeting for a collective briefing. Any such briefings that involve a majority of the body in the same place and time must be open to the public and satisfy Brown Act meeting notice and agenda requirements. Staff may provide written briefings (e.g., staff updates, emails from the city manager, confidential memos from the city attorney) to the full legislative body, but apart from privileged memos, the written materials may be subject to disclosure as public records as discussed in chapter 4.

Retreats, trainings, and workshops of legislative bodies

Gatherings by a majority of legislative body members at the legislative body's retreats, study sessions, trainings, or workshops are subject to the requirements of the Brown Act. This is the case whether the gathering focuses on long-range agency planning, discussion of critical local issues, satisfying state-mandated ethics training requirements, or team building and group dynamics.[11]

Q. The legislative body wants to hold a team-building session to improve relations among its members. May such a session be conducted behind closed doors?

A. *No, this is not a proper subject for a closed session, and there is no other basis to exclude the public. Council relations are a matter of public business.*

Serial meetings

One of the most frequently asked questions about the Brown Act involves serial meetings. At any one time, such meetings include only a portion of a legislative body, but eventually they comprise a majority. The Brown Act provides that "[a] majority of the members of a legislative body shall not, outside a meeting … use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body."[12] The problem with serial meetings is the process, which deprives the public of an opportunity for meaningful observation of and participation in legislative body decision-making.



Photo credit: Courtesy of the City of West Hollywood. Photo by Jon Viscott.

The serial meeting may occur by either a "daisy chain" or a "hub and spoke" sequence. In the daisy chain scenario, Member A contacts Member B, Member B contacts Member C, Member C contacts Member D, and so on until a quorum has discussed, deliberated, or taken action on an item within the legislative body's subject matter jurisdiction. The hub and spoke process involves at least two scenarios. In the first scenario, Member A (the hub) sequentially contacts Members B, C, D, and so on (the spokes) until a quorum has been contacted. In the second scenario, a staff member (the hub), functioning as an intermediary for the legislative body or one of its members, communicates with a majority of members (the spokes) one by one for discussion, deliberation, or a decision on a proposed action.[13] Another example of a serial meeting is when a chief executive officer (the hub) briefs a majority of members (the spokes) prior to a formal meeting and, in the process, information about the members' respective views is revealed. Each of these scenarios violates the Brown Act.

A legislative body member has the right, if not the duty, to meet with constituents to address their concerns. That member also has the right to confer with a colleague (but not with a majority of the body, counting the member) or appropriate staff about local agency business. An employee or official of a local agency may engage in separate conversations or communications outside of an open and noticed meeting "with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body."[14]

The Brown Act is violated, however, if several one-on-one meetings or conferences lead to a discussion, deliberation, or action by a majority. In one case, a violation occurred when a quorum

of a city council, by a letter that had been circulated among members outside of a formal meeting, directed staff to take action in an eminent domain proceeding.[15]

A unilateral written communication to the legislative body, such as an informational or advisory memorandum, does not violate the Brown Act.[16] Such a memo, however, may be a public record.[17]

The phone call was from a lobbyist. "Say, I need your vote for that project in the south area. How about it?"

"Well, I don't know," replied Board Member Aletto. "That's kind of a sticky proposition. You sure you need my vote?"

"Well, I've got Bradley and Cohen lined up and another vote leaning. With you, I'd be over the top."

Moments later, the phone rings again. "Hey, I've been hearing some rumbles on that south area project," said the newspaper reporter. "I'm counting noses. How are you voting on it?"

The lobbyist and the reporter are facilitating a violation of the Brown Act. The board member may have violated the Brown Act by hearing about the positions of other board members and indeed coaxing the lobbyist to reveal the other board members' positions by asking, "You sure you need my vote?" The prudent course is to avoid such leading conversations and to caution lobbyists, staff, and news media against revealing such positions of others.

The mayor sat down across from the city manager. "From now on," he declared, "I want you to provide individual briefings on upcoming agenda items. Some of this material is very technical, and the council members don't want to sound like idiots asking about it in public. Besides that, briefings will speed up the meeting."

Agency employees or officials may have separate conversations or communications outside of an open and noticed meeting "with members of a legislative body in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the local agency if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body."[18] Members should always be vigilant when discussing local agency business with anyone to avoid conversations that could lead to a discussion, deliberation, or action taken among the majority of the legislative body.

"Thanks for the information," said Council Member Kim. "These zoning changes can be tricky, and now I think I'm better equipped to make the right decision."

"Glad to be of assistance," replied the planning director. "I'm sure Council Member Jones is OK with these changes. How are you leaning?"

"Well," said Council Member Kim, "I'm leaning toward approval. I know that two of my colleagues definitely favor approval."

PRACTICE TIP: When briefing legislative body members, staff must exercise care not to disclose other members' views and positions.

The planning director should not disclose Jones' prospective vote, and Kim should not disclose the prospective votes of two colleagues. Under these facts, there likely has been a serial meeting in violation of the Brown Act.

Q. Various social media platforms and websites include forums where agency employees and officials can discuss issues of local agency business. Members of the legislative body participate regularly. Does this scenario present a potential for violation of the Brown Act?

A. *Yes, because it is a technological device that may serve to allow for a majority of members to discuss, deliberate, or take action on matters of agency business.*

Q. A member of a legislative body contacts two other members on a five-member body relative to scheduling a special meeting. Is this an illegal serial meeting?

A. *No, the Brown Act expressly allows a majority of a body to call a special meeting, though the members should avoid discussing the merits of what is to be taken up at the meeting.*

Particular care should be exercised when staff briefings of legislative body members occur by email because of the ease of using the "reply all" option that may inadvertently result in a Brown Act violation. Staff should consider using the "bcc" (blind carbon copy) option when addressing an email to multiple members of the legislative body and remind recipients not to "reply all."

Social media should also be used with care. A member of the legislative body cannot respond directly to any communication on an internet-based social media platform that is made, posted, or shared by any other member of the legislative body. This applies to matters within the subject matter jurisdiction of the legislative body. For example, if one member of a legislative body "likes" a social media post of one other member of the same body, that could violate the Brown Act, depending on the nature of the post.[19]

Finally, electronic communications (such as text messaging) among members of a legislative body during a public meeting should be discouraged. If such communications are sent to a majority of members of the body, either directly or through an intermediary, on a matter on the meeting agenda, that could violate the Brown Act. Electronic communications sent to less than a majority of members of the body during a quasi-judicial proceeding could potentially raise due process concerns, even if not per se prohibited by the Brown Act. Additionally, some legislative bodies have rules governing electronic communications during meetings of the legislative body and how their members should proceed if they receive a communication on an agenda item that is not part of the record or not part of an agenda packet.

Informal gatherings

Members of legislative bodies are often tempted to mix business with pleasure — for example, by holding a post-meeting gathering. Informal gatherings at which local agency business is discussed or transacted violate the law if they are not conducted in conformance with the Brown Act.[20] A gathering at which a quorum of the legislative body discusses matters within their jurisdiction violates the Brown Act even if that gathering occurs in a public place. The Brown Act is not satisfied by public visibility alone. It also requires public notice and an opportunity to attend, hear, and participate.

Thursday at 11:30 a.m., as they did every week, the board of directors of the Dry Gulch Irrigation District trooped into Pop's Donut Shoppe for an hour of talk and fellowship. They sat at the corner window, fronting on Main and Broadway, to show they had nothing to hide. Whenever he could, the managing editor of the weekly newspaper down the street hurried over to join the board.

A gathering like this would not violate the Brown Act if board members scrupulously avoided talking about irrigation district issues — which might be difficult. This kind of situation should be avoided. The public is unlikely to believe the board members could meet regularly without discussing public business. A newspaper executive's presence does not lessen the potential for a violation of the Brown Act.

Technological conferencing



Photo credit: Courtesy of the City of West Hollywood. Photo by Jon Viscott.

Except for certain non-substantive purposes, such as scheduling a special meeting, a conference call including a majority of the members of a legislative body is an unlawful meeting. But in an effort to keep up with modern technologies, the Brown Act specifically allows a legislative body to use any type of teleconferencing to meet, receive public comment and testimony, deliberate, or conduct a closed session.[21] While the Brown Act contains specific requirements for conducting a teleconference, the decision to use teleconferencing is entirely discretionary with the body. No person has a right under the Brown Act to have a meeting by teleconference.

Teleconference is defined as "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both."[22] In addition to the specific requirements relating to teleconferencing, the meeting must comply with all provisions of the Brown Act otherwise applicable. The Brown Act contains the following teleconferencing requirements:[23]

- Teleconferencing may be used for all purposes during any meeting.
- At least a quorum of the legislative body must participate from locations within the local agency's jurisdiction.
- Additional teleconference locations may be made available for the public.
- Each teleconference location must be specifically identified in the notice and agenda of the meeting, including a full address and room number, as may be applicable.
- Agendas must be posted at each teleconference location, even if a hotel room or a residence.
- Each teleconference location, including a hotel room or residence, must be accessible to the public and have technology, such as a speakerphone, to enable the public to participate
- The agenda must provide the opportunity for the public to address the legislative body directly at each teleconference location.
- All votes must be by roll call.

Q. A member on vacation wants to participate in a meeting of the legislative body and vote by cellular phone from her car while driving from Washington, D.C., to New York. May she?

A. *She may not participate or vote because she is not in an open, noticed, and posted teleconference location.*

Until Jan. 1, 2026, teleconferencing may also be used on a limited basis where a member indicates their need to participate remotely for "just cause" (e.g., childcare or a contagious illness) or due to "emergency circumstances" (e.g., a physical or family medical emergency). This teleconferencing option has extremely detailed requirements, and careful review is needed. If the City experiences a technical issue that prevents members of the public from viewing the meeting and/or offering comments virtually, then no further action can be taken until the technical issue is resolved.[24]



The use of teleconferencing to conduct a legislative body meeting presents a variety of issues beyond the scope of this guide to discuss in detail. Therefore, before teleconferencing a meeting, legal counsel for the local agency should be consulted.

Location of meetings

The Brown Act generally requires all regular and special meetings of a legislative body, including retreats and workshops, to be held within the boundaries of the territory over which the local agency exercises jurisdiction.[25]

An open and publicized meeting of a legislative body may be held outside of agency boundaries if the purpose of the meeting is one of the following:[26]

- Comply with state or federal law or a court order, or attend a judicial conference or administrative proceeding in which the local agency is a party.
- Inspect real or personal property that cannot be conveniently brought into the local agency's territory, provided the meeting is limited to items relating to that real or personal property.

Q. The agency is considering approving a major retail mall. The developer has built other similar malls and invites the entire legislative body to visit a mall outside the jurisdiction. May the entire body go?

A. *Yes, the Brown Act permits meetings outside the boundaries of the agency for specified reasons and inspection of property is one such reason. The field trip must be treated as a meeting and the public must be allowed to attend.*

- Participate in multiagency meetings or discussions; however, such meetings must be held within the boundaries of one of the participating agencies, and all of those agencies must give proper notice.
- Meet in the closest meeting facility if the local agency has no meeting facility within its boundaries, or meet at its principal office if that office is located outside the territory over which the agency has jurisdiction.

- Meet with elected or appointed federal or California officials when a local meeting would be impractical, solely to discuss a legislative or regulatory issue affecting the local agency and over which the federal or state officials have jurisdiction.
- Meet in or nearby a facility owned by the agency, provided that the topic of the meeting is limited to items directly related to the facility.
- Visit the office of its legal counsel for a closed session on pending litigation when to do so would reduce legal fees or costs.[27]

In addition, the governing board of a school or community college district may hold meetings outside of its boundaries to attend a conference on nonadversarial collective bargaining techniques, interview candidates for school district superintendent, or interview a potential employee from another district.[28] A school board may also interview members of the public residing in another district if the board is considering employing that district's superintendent.

Similarly, meetings of a joint powers authority can occur within the territory of at least one of its member agencies, and a joint powers authority with members throughout the state may meet anywhere in the state.[29]

Finally, if a fire, flood, earthquake, or other emergency makes the usual meeting place unsafe, the presiding officer can designate another meeting place for the duration of the emergency. News media that have requested notice of meetings must be notified of the designation by the most rapid means of communication available.[30] State law has also allowed for virtual meetings under certain emergency situations.[31]

ENDNOTES

1 Cal. Gov. Code, § 54952.2, subd. (a).

2 *Wilson v. San Francisco Municipal Railway* (1973) 29 Cal.App.3d 870.

3 Cal. Gov. Code, § 54954, subd. (a).

4 Cal. Gov. Code, § 54956.

5 Cal. Gov. Code, § 54956.5.

6 Cal. Gov. Code, § 54955.

7 Cal. Gov. Code, § 54952.2, subd. (c).

8 Cal. Gov. Code, § 54952.2, subd. (c)(4).

9 Cal. Gov. Code, § 54952.2, subd. (c)(6). See 81 Ops.Cal.Atty.Gen. 156 (1998).

10 Cal. Gov. Code, § 54953.1.

11 "*The Brown Act,*" California Attorney General (2003), p. 10.

12 Cal. Gov. Code, § 54952.2, subd. (b)(1).

13 *Stockton Newspapers, Inc. v. Redevelopment Agency* of the City of Stockton (1985) 171 Cal.App.3d 95.

14 Cal. Gov. Code, § 54952.2, subd. (b)(2).

15 *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518.

16 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363.

17 Cal. Gov. Code, § 54957.5, subd. (a).

18 Cal. Gov. Code, § 54952.2, subd. (b)(2).

19 Cal. Gov. Code, § 54952.2, subd. (b)(3).

20 Cal. Gov. Code, § 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964).

21 Cal. Gov. Code, § 54953, subd. (b)(1).

22 Cal. Gov. Code, § 54953, subd. (b)(4).

23 Cal. Gov. Code, § 54953. Until Jan. 1, 2024, the legislative body could use teleconferencing "during a proclaimed state of emergency" by the Governor in specified circumstances, and teleconference locations were exempt from certain requirements, such as identification in and posting of the agenda.

24 Cal Gov. Code, § 54953, subd. (f) (which will become Govt. §54953(e) as of Jan. 1, 2024).

25 Cal. Gov. Code, § 54954, subd. (b).

26 Cal. Gov. Code, § 54954, subd. (b)(1)-(7).

27 94 Ops.Cal.Atty.Gen. 15 (2011).

28 Cal. Gov. Code, § 54954, subd. (c).

29 Cal. Gov. Code, § 54954, subd. (d).

30 Cal. Gov. Code, § 54954, subd. (e).

31 Cal. Gov. Code, § 54953, subd. (e) (exp. January 1, 2026).



Chapter 4

AGENDAS, NOTICES, AND PUBLIC PARTICIPATION

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Chapter 4

AGENDAS, NOTICES, AND PUBLIC PARTICIPATION



Effective notice is essential for an open and public meeting. Whether a meeting is open or how the public may participate in that meeting is academic if nobody knows about the meeting.

Agendas for regular meetings

Every regular meeting of a legislative body of a local agency — including advisory committees, commissions, or boards, as well as standing committees of legislative bodies — must be preceded by a posted agenda that advises the public of the meeting and the matters to be transacted or discussed.

The agenda must be posted at least 72 hours before the regular meeting in a location "freely accessible to members of the public."[1] The courts have not definitively interpreted the "freely accessible" requirement. The California Attorney General has interpreted this provision to require posting in a location open and accessible to the public 24 hours a day during the 72-hour period, but any of the 72 hours may fall on a weekend.[2] This provision may be satisfied by posting on a touch screen electronic kiosk accessible without charge to the public 24 hours a day during the 72-hour period.[3] While posting an agenda on an agency's internet website will not, by itself, satisfy the "freely accessible" requirement since there is no universal access to the internet, an agency has a supplemental obligation to post the agenda on its website if (1) the local agency has a website and (2) the legislative body whose meeting is the subject of the agenda is either (a) a governing body or (b) has members that are compensated, with one or more members that are also members of a governing body.[4]

Q. May the meeting of a governing body go forward if its agenda was either inadvertently not posted on the city's website or if the website was not operational during part or all of the 72-hour period preceding the meeting?

A. *At a minimum, the Brown Act calls for "substantial compliance" with all agenda posting requirements, including posting to the agency website.[5] Should website technical difficulties arise, seek a legal opinion from your agency attorney. The California Attorney General has opined that technical difficulties that cause the website agenda to become inaccessible for a portion of the 72 hours preceding a meeting do not automatically or inevitably lead to a Brown Act violation, provided the agency can demonstrate substantial compliance.[6] This inquiry requires a fact-specific examination of whether the agency or its legislative body made "reasonably effective efforts to notify interested persons of a public meeting" through online posting and other available means.[7] The Attorney General's opinion suggests that this examination would include an evaluation of how long a technical problem persisted, the efforts made to correct the problem or otherwise ensure that the public was informed, and the actual effect the problem had on public*

awareness, among other factors.[8] For these reasons, obvious website technical difficulties might not require cancellation of a meeting, provided that the agency meets all other Brown Act posting requirements and the agenda is available on the website once the technical difficulties are resolved.

The agenda must state the meeting time and place and must contain "a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session."[9] For a discussion of descriptions for open and closed-session agenda items, see chapter 5. Special care should be made to describe on the agenda each distinct action to be taken by the legislative body, while an overbroad description of a "project" must be avoided if the "project" is actually a set of distinct actions, in which case each action must be listed separately on the agenda.[10] For example, the listing of an "initiative measure" alone on an agenda was found insufficient where the agency was also deciding whether to accept a gift from the measure proponent to pay for the election.[11]

PRACTICE TIP: Putting together a meeting agenda requires careful thought.

Q. The agenda for a regular meeting contains the following items of business:

- Consideration of a report regarding traffic on Eighth Street.
- Consideration of a contract with ABC Consulting.

Are these descriptions adequate?

A. *If the first is, it is barely adequate. A better description would provide the reader with some idea of what the report is about and what is being recommended. The second is not adequate. A better description might read, "Consideration of a contract with ABC Consulting in the amount of $50,000 for traffic engineering services regarding traffic on Eighth Street."*

Q. The agenda includes an item entitled City Manager's Report, during which time the city manager provides a brief report on notable topics of interest, none of which is listed on the agenda.

Is this permissible?

A. *Yes, as long as it does not result in extended discussion or action by the body.*

A brief general description may not be sufficient for closed-session agenda items. The Brown Act provides safe harbor language for the various types of permissible closed sessions.[12] Substantial compliance with the safe harbor language is recommended to protect legislative bodies and elected officials from legal challenges.

Mailed agenda upon written request

The legislative body, or its designee, must mail a copy of the agenda or, if requested, the entire agenda packet, to any person who has filed a written request for such materials. These copies shall be mailed at the time the agenda is posted or upon distribution to all, or a majority of all, of the members of the legislative body, whichever occurs first. If the local agency has an internet website, this requirement can be satisfied by emailing a copy of, or website link to, the agenda or agenda packet if the person making the request asks for it to be emailed. Further, if requested, these materials must be made available in appropriate alternative formats to persons with disabilities.

A request for notice is valid for one calendar year and renewal requests must be filed following January 1 of each year. The legislative body may establish a fee to recover the cost of providing the service. Failure of the requesting person to receive the agenda does not constitute grounds for invalidation of actions taken at the meeting.[13]



Notice requirements for special meetings

There is no express agenda requirement for special meetings, but the notice of the special meeting effectively serves as the agenda and limits the business that may be transacted or discussed. Written notice must be sent to each member of the legislative body (unless waived in writing by that member) and to each local newspaper of general circulation and each radio and television station that has requested such notice in writing. This notice must be delivered at least 24 hours before the time of the meeting by personal delivery or any other means that ensures receipt.

The notice must state the time and place of the meeting as well as all business to be transacted or discussed. It is recommended that the business to be transacted or discussed be described in the same manner that an item for a regular meeting would be described on the agenda, that is, with a brief general description. Some items must appear on a regular, not special, meeting agenda (e.g., general law city adoption of an ordinance or consideration of local agency executive compensation).[14]

As noted above, closed session items should be described in accordance with the Brown Act's safe harbor provisions to protect legislative bodies and elected officials from challenges of noncompliance with notice requirements.

The special meeting notice must also be posted at least 24 hours prior to the special meeting using the same methods as posting an agenda for a regular meeting: at a site that is freely accessible to the public, and on the agency's website if (1) the local agency has a website and (2) the legislative body whose meeting is the subject of the agenda is either (a) a governing body or (b) has members that are compensated, with one or more members that are also members of a governing body.[15]

Notices and agendas for adjourned and continued meetings and hearings

A regular or special meeting can be adjourned and re-adjourned to a time and place specified in the order of adjournment.[16] If no time is stated, the meeting is continued to the hour for regular meetings. Whoever is present (even if they are less than a quorum) may so adjourn a meeting; if no member of the legislative body is present, the clerk or secretary may adjourn the meeting. If a meeting is adjourned for less than five calendar days, no new agenda need be posted so long as a new item of business is not introduced.[17] A copy of the order of adjournment must be posted within 24 hours after the adjournment, at or near the door of the place where the meeting was held.

A hearing can be continued to a subsequent meeting. The process is the same as for continuing adjourned meetings, except that if the hearing is continued to a time less than 24 hours away, a copy of the order or notice of continuance must be posted immediately following the meeting.[18]

Notice requirements for emergency meetings

The special meeting notice provisions apply to emergency meetings, except for the 24-hour notice.[19] News media that have requested written notice of special meetings must be notified by telephone at least one hour in advance of an emergency meeting, and all telephone numbers provided in that written request must be tried. If telephones are not working, the notice requirements are deemed waived. However, the news media must be notified as soon as possible of the meeting and any action taken.

News media may make a practice of having written requests on file for notification of special or emergency meetings. Absent such a request, a local agency has no legal obligation to notify news media of special or emergency meetings — although notification may be advisable in any event to avoid controversy.

Notice of compensation for simultaneous or serial meetings

A legislative body that has convened a meeting and whose membership constitutes a quorum of another legislative body, may convene a simultaneous or serial meeting of the other legislative body only after a clerk or member of the convened legislative body orally announces (1) the amount of compensation or stipend, if any, that each member will be entitled to receive as a result of convening the meeting of the other legislative body; and (2) that the compensation or stipend is provided as a result of convening the meeting of that body.[20]

No oral disclosure of the amount of the compensation is required if the entire amount of such compensation is prescribed by statute and no additional compensation has been authorized by the local agency. Further, no disclosure is required with respect to reimbursements for actual and necessary expenses incurred in the performance of the member's official duties, such as for travel, meals, and lodging.



Educational agency meetings

The Education Code contains some special agenda and special meeting provisions.[21] However, they are generally consistent with the Brown Act. An item is probably void if not posted.[22] A school district board must also adopt regulations to make sure the public can place matters affecting the district's business on meeting agendas and can address the board on those items.[23]

Notice requirements for tax or assessment meetings and hearings

The Brown Act prescribes specific procedures for adoption by a city, county, special district, or joint powers authority of any new or increased tax or assessment imposed on businesses.[24] Although written broadly, these Brown Act provisions do not apply to new or increased real property taxes or assessments, as those are governed by the California Constitution, Article XIIIC or XIIID, enacted by Proposition 218. At least one public meeting must be held to allow public testimony on the tax or assessment. In addition, there must also be at least 45 days notice of a public hearing at which the legislative body proposes to enact or increase the tax or assessment. Notice of the public meeting and public hearing must be provided at the same time and in the same document. The public notice relating to general taxes must be provided by newspaper publication. The public notice relating to new or increased business assessments must be provided through a

mailing to all business owners proposed to be subject to the new or increased assessment. The agency may recover the reasonable costs of the public meetings, hearings, and notice.

The Brown Act exempts certain fees, standby or availability charges, recurring assessments, and new or increased assessments that are subject to the notice and hearing requirements of the Constitution.[25] As a practical matter, the Constitution's notice requirements have preempted this section of the Brown Act.

Non-agenda items

The Brown Act generally prohibits any action or discussion of items not on the posted agenda. However, there are three specific situations in which a legislative body can act on an item not on the agenda:[26]

- When a majority decides there is an "emergency situation" (as defined for emergency meetings).
- When two-thirds of the members present (or all members if less than two-thirds are present) determine there is a need for immediate action, and the need to take action "came to the attention of the local agency subsequent to the agenda being posted." This exception requires a degree of urgency. Further, an item cannot be considered under this provision if the legislative body or the staff knew about the need to take immediate action before the agenda was posted. A new need does not arise because staff forgot to put an item on the agenda or because an applicant missed a deadline.
- When an item appeared on the agenda of, and was continued from, a meeting held not more than five days earlier.

PRACTICE TIP: Subject to very limited exceptions, the Brown Act prohibits any action or discussion of an item not on the posted agenda.

The exceptions are narrow, as indicated by this list. The first two require a specific determination by the legislative body. That determination can be challenged in court and, if unsubstantiated, can lead to invalidation of an action.

> **"I'd like a two-thirds vote of the board so we can go ahead and authorize commencement of phase two of the East Area Project," said Chair Lopez.**
>
> **"It's not on the agenda. But we learned two days ago that we finished phase one ahead of schedule — believe it or not — and I'd like to keep it that way. Do I hear a motion?"**

The desire to stay ahead of schedule generally would not satisfy "a need for immediate action." Too casual an action could invite a court challenge by a disgruntled resident. The prudent course is to place an item on the agenda for the next meeting and not risk invalidation.

> **"We learned this morning of an opportunity for a state grant," said the chief engineer at the regular board meeting, "but our application has to be submitted in two days. We'd like the board to give us the go-ahead tonight, even though it's not on the agenda."**

A legitimate immediate need can be acted upon even though not on the posted agenda by following a two-step process:

- First, make two determinations: (1) that there is an immediate need to take action
  and (2) that the need arose after the posting of the agenda. The matter is then
  placed on the agenda.
- Second, discuss and act on the added agenda item.



Responding to the public

The public can talk about anything within the jurisdiction of the legislative body, but the legislative body generally cannot act on or discuss an item not on the agenda. What happens when a member of the public raises a subject not on the agenda?

While the Brown Act does not allow discussion or action on items not on the agenda, it does allow members of the legislative body, or its staff, to "briefly respond" to comments or questions from members of the public, provide a reference to staff or other resources for factual information, or direct staff to place the issue on a future agenda. In addition, even without a comment from the public, a legislative body member or a staff member may ask for information, request a report back, request to place a matter on the agenda for a subsequent meeting (subject to the body's rules or procedures), ask a question for clarification, make a brief announcement, or briefly report on their own activities.[27] However, caution should be used to avoid any discussion or action on such items.

> **Council Member Jefferson: I would like staff to respond to Resident Joe's complaints during public comment about the repaving project on Elm Street. Are there problems with this project?**
>
> **City Manager Frank: The public works director has prepared a 45-minute PowerPoint presentation for you on the status of this project and will give it right now.**
>
> **Council Member Brown: Take all the time you need; we need to get to the bottom of this. Our residents are unhappy.**

It is clear from this dialogue that the Elm Street project was not on the council's agenda but was raised during the public comment period for items not on the agenda. Council Member Jefferson properly asked staff to respond; the city manager should have given at most a brief response. If a lengthy report from the public works director was warranted, the city manager should have stated that it would be placed on the agenda for the next meeting. Otherwise, both the long report and the likely discussion afterward will improperly embroil the council in a matter that is not listed on the agenda.

The right to attend and observe meetings

A number of Brown Act provisions protect the public's right to attend, observe, and participate in meetings.

Members of the public cannot be required to register their names, provide other information, complete a questionnaire, or otherwise "fulfill any condition precedent" to attending a meeting. Any attendance list, questionnaire, or similar document posted at or near the entrance to the meeting room or circulated at a meeting must clearly state that its completion is voluntary and that all persons may attend whether or not they fill it out.[28]

No meeting can be held in a facility that prohibits attendance based on race, religion, color, national origin, ethnic group identification, age, sex, sexual orientation, or disability, or that is inaccessible to the disabled. Nor can a meeting be held where the public must make a payment or purchase in order to be present.[29] This does not mean, however, that the public is entitled to free entry to a conference attended by a majority of the legislative body.[30]

While a legislative body may use teleconferencing in connection with a meeting, the public must be given notice of and access to the teleconference location. Members of the public must be able to address the legislative body from the teleconference location.[31]

Action by secret ballot, whether preliminary or final, is flatly prohibited.[32]

All actions taken by the legislative body in open session, and the vote of each member thereon, must be disclosed to the public at the time the action is taken.[33]

Q. The agenda calls for election of the legislative body's officers. Members of the legislative body want to cast unsigned written ballots that would be tallied by the clerk, who would announce the results. Is this voting process permissible?

A. *No. The possibility that a public vote might cause hurt feelings among members of the legislative body or might be awkward — or even counterproductive — does not justify a secret ballot.*

The legislative body may remove persons from a meeting who willfully interrupt or disrupt proceedings.[34] Ejection is justified only when audience members actually disrupt the proceedings,[35] or, alternatively, if the presiding member of the legislative body warns a person that their behavior is disruptive and that continued disruption may result in their removal (but no prior warning is required if there is a use of force or true threat of force).[36] If order cannot be restored after ejecting disruptive persons, the meeting room may be cleared. Members of the news media who have not participated in the disturbance must be allowed to continue to attend the meeting. The legislative body may establish a procedure to readmit an individual or individuals not responsible for the disturbance.[37]

Records and recordings

The public has the right to review agendas and other writings distributed by any person to a majority of the legislative body in connection with a matter subject to discussion or consideration at a meeting. Except for privileged documents, those materials are public records and must be made available upon request without delay.[38] A fee or deposit as permitted by the California Public Records Act may be charged for a copy of a public record.[39]

Q. In connection with an upcoming hearing on a discretionary use permit, counsel for the legislative body transmits a memorandum to all members of the body outlining the litigation risks in granting or denying the permit. Must this memorandum be included in the packet of agenda materials available to the public?

A. *No. The memorandum is a privileged attorney-client communication.*

Q. In connection with an agenda item calling for the legislative body to approve a contract, staff submits to all members of the body a financial analysis explaining why the terms of the contract favor the local agency. Must this memorandum be included in the packet of agenda materials available to the public?

A. *Yes. The memorandum has been distributed to the majority of the legislative body, relates to the subject matter of a meeting, and is not a privileged communication.*

A legislative body may discuss or act on some matters without considering written materials. But if writings are distributed to a majority of a legislative body in connection with an agenda item, they must also be available to the public. A nonexempt or otherwise non-privileged writing distributed to a majority of the legislative body less than 72 hours before the meeting must be made available for inspection at the time of distribution at a public office or location designated for that purpose, and the agendas for all meetings of the legislative body must include the address of this office or location.[40] The location designated for public inspection must be open to the public, not a locked or closed office. Alternatively, the documents can be posted on the city's website for public review if statutory requirements are met.[41]

A writing distributed during a meeting must be made public:

- At the meeting if prepared by the local agency or a member of its legislative body.
- After the meeting if prepared by some other person.[42]

This requirement does not prevent assessing a fee or deposit for providing a copy of a public record pursuant to the California Public Records Act except where required to accommodate persons with disabilities.[43]

Any tape or film record of an open and public meeting made for whatever purpose by or at the direction of the local agency is subject to the California Public Records Act; however, it may be erased or destroyed 30 days after the taping or recording. Any inspection of a video or tape recording is to be provided without charge on a video or tape player made available by the local agency.[44] The agency may impose its ordinary charge for copies that is consistent with the California Public Records Act.[45]

In addition, the public is specifically allowed to use audio or videotape recorders or still or motion picture cameras at a meeting to record meetings of legislative bodies, absent a reasonable finding by the body that noise, illumination, or obstruction of view caused by recorders or cameras would persistently disrupt the proceedings.[46]

Similarly, a legislative body cannot prohibit or restrict the public broadcast of its open and public meetings without making a reasonable finding that the noise, illumination, or obstruction of view would persistently disrupt the proceedings.[47]

PRACTICE TIP: Public speakers cannot be compelled to give their name or address as a condition of speaking. The clerk or presiding officer may request speakers to complete a speaker card or identify themselves for the record but must respect a speaker's desire for anonymity.

The public's right to speak during a meeting

Every agenda for a regular meeting must allow members of the public to speak on any item of interest, as long as the item is within the subject matter jurisdiction of the legislative body. Further, the public must be allowed to speak on a specific item of business before or during the legislative body's consideration of it.[48]

Q. Must the legislative body allow members of the public to show videos or make a PowerPoint presentation during the public comment part of the agenda, as long as the subject matter is relevant to the agency and is within the established time limit?

A. *Probably, although the agency is under no obligation to provide equipment.*

Moreover, the Brown Act, as well as case law, prevents legislative bodies from prohibiting public criticism of policies, procedures, programs, or services of the agency or the acts or omissions of the legislative body itself.[49] However, this prohibition does not provide immunity for defamatory statements.[50]

Q. May the presiding officer prohibit a member of the audience from publicly criticizing an agency employee by name during public comments?

A. *No, as long as the criticism pertains to job performance.*

Q. During the public comment period of a regular meeting of the legislative body, a resident urges the public to support and vote for a candidate vying for election to the body. May the presiding officer gavel the speaker out of order for engaging in political campaign speech?

A. *There is no case law on this subject. Some would argue that purely campaign issues are outside the subject matter jurisdiction of the body within the meaning of Section 54954.3(a). Others take the view that the speech must be allowed under paragraph (c) of that section where relevant to the governing of the agency and an implicit criticism of the incumbents' performance of city business.*

The legislative body may adopt reasonable regulations, including a limit on the total time permitted for public comment and a limit on the time permitted per speaker.[51] Such regulations should be enforced fairly and without regard to speakers' viewpoints. The legislative body has discretion to modify its regulations regarding time limits on public comment if necessary. For example, the time limit could be shortened to accommodate a lengthy agenda or lengthened to allow additional time for discussion on a complicated matter.[52]

The public does not need to be given an opportunity to speak on an item that has already been considered by a committee made up exclusively of members of the legislative body at a regular (but not special) public meeting if all interested members of the public had the opportunity to

speak on the item before or during its consideration, and if the item has not been substantially changed.[53]

Notices and agendas for special meetings must also give members of the public the opportunity to speak before or during consideration of an item on the agenda but need not allow members of the public an opportunity to speak on other matters within the jurisdiction of the legislative body.[54]



ENDNOTES

1 Cal. Gov. Code, § 54954.2, subd. (a)(1).

2 78 Ops.Cal.Atty.Gen. 327 (1995).

3 88 Ops.Cal.Atty.Gen. 218 (2005).

4 Cal. Gov. Code, §§ 54954.2, subd. (a)(1) and 54954.2, subd. (d).

5 Cal. Gov. Code, § 54960.1, subd. (d)(1).

6 99 Ops.Cal.Atty.Gen. 11 (2016).

7 *North Pacifica LLC v. California Coastal Commission* (2008) 166 Cal.App.4th 1416, 1432.

8 99 Ops.Cal.Atty.Gen. 11 (2016).

9 Cal. Gov. Code, § 54954.2, subd. (a)(1).

10 *San Joaquin Raptor Rescue v. County of Merced* (2013) 216 Cal.App.4th 1167 (legislative body's approval of California Environmental Quality Act [CEQA] action [mitigated negative declaration] without specifically listing it on the agenda violates the Brown Act, even if the agenda generally describes the development project that is the subject of the CEQA analysis). See also *GI Industries v. City of Thousand Oaks* (2022) 84 Cal.App.5th 814 (depublished) (Brown Act requires CEQA finding of exemption to be listed on agenda items that are projects under CEQA).

11 *Hernandez v. Town of Apple Valley* (2017) 7 Cal.App.5th 194.

12 Cal. Gov. Code, § 54954.5.

13 Cal. Gov. Code, § 54954.1.

14 Cal. Gov. Code, §§ 36934; 54956, subd. (b).

15 Cal. Gov. Code, § 54956, subds. (a) and (c).

16 Cal. Gov. Code, § 54955.

17 Cal. Gov. Code, § 54954.2, subd. (b)(3).

18 Cal. Gov. Code, § 54955.1.

19 Cal. Gov. Code, § 54956.5.

20 Cal. Gov. Code, § 54952.3.

21 Cal. Edu. Code, §§ 35144, 35145, and 72129.

22 *Carlson v. Paradise Unified School District* (1971) 18 Cal.App.3d 196.

23 Cal. Edu. Code, § 35145.5

24 Cal. Edu. Code, § 54954.6

25 See Cal. Const. Art. XIIIC, XIIID; Cal. Gov. Code, § 54954.6, subd. (h).

26 Cal. Gov. Code, § 54954.2, subd. (b).

27 Cal. Gov. Code, § 54954.2, subd. (a)(2); *Cruz v. City of Culver City* (2016) 2 Cal.App.5th 239 (six-minute colloquy on non-agenda item with staff answering questions and advising that matter could be placed on future agenda fell within exceptions to discussing or acting upon non-agenda items).

28 Cal. Gov. Code, § 54953.3.

29 Cal. Gov. Code, § 54961, subd. (a); Cal. Gov. Code, § 11135, subd. (a).

30 Cal. Gov. Code, § 54952.2, subd. (c)(2).

31 Cal. Gov. Code, § 54953, subd. (b).

32 Cal. Gov. Code, § 54953, subd. (c).

33 Cal. Gov. Code, § 54953, subd. (c)(2).

34 Cal. Gov. Code, §§ 54957.9, 54957.95.

35 *Norse v. City of Santa Cruz* (9th Cir. 2010) 629 F.3d 966 (silent and momentary Nazi salute directed toward mayor is not a disruption); *Acosta v. City of Costa Mesa* (9th Cir. 2013) 718 F.3d 800 (city council may not prohibit "insolent" remarks by members of the public absent actual disruption); but see *Kirkland v. Luken* (S.D. Ohio 2008) 536 F.Supp.2d 857 (finding no First Amendment violation by mayor for turning off microphone and removing speaker who used foul and inflammatory language that was deemed as "likely to incite the members of the audience during the meeting, cause disorder, and disrupt the meeting").

36 Cal. Gov. Code, § 54957.95.

37 Cal. Gov. Code, § 54957.9.

38 Cal. Gov. Code, § 54957.5.

39 Cal. Gov. Code, § 54957.5, subd. (d).

40 Cal. Gov. Code, § 54957.5(b); see also *Sierra Watch v. Placer County* (2021) 69 Cal.App.5th 1.

41 Cal. Gov. Code § 54957.5.

42 Cal. Gov. Code, § 54957.5, subd. (c).

43 Cal. Gov. Code, § 54957.5, subd. (d).

44 Cal. Gov. Code, § 54953.5, subd. (b).

45 Cal. Gov. Code, § 54957.5, subd. (d).

46 Cal. Gov. Code, § 54953.5, subd. (a).

47 Cal. Gov. Code, § 54953.6.

48 Cal. Gov. Code, § 54954.3, subd. (a).

49 Cal. Gov. Code, § 54954.3, subd. (c); Acosta v. City of Costa Mesa (9th Cir. 2013) 718 F.3d 800.

50 Cal. Gov. Code, § 54954.3, subd. (c).

51 *Ribakoff v. City of Long Beach* (2018) 27 Cal.App.5th 150 (public comment time limit of three minutes for each speaker did not violate First Amendment).

52 Cal. Gov. Code, § 54954.3. subd. (b); *Chaffee v. San Francisco Public Library Commission* (2005) 134 Cal.App.4th 109; 75 Ops.Cal.Atty.Gen. 89 (1992).

53 Cal. Gov. Code, § 54954.3, subd. (a); *Preven v. City of Los Angeles* (2019) 32 Cal.App.5th 925.

54 Cal. Gov. Code, § 54954.3, subd. (a).



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Chapter 5

CLOSED SESSIONS

A closed session is a meeting of a legislative body conducted in private without the attendance of the public or press. A legislative body is authorized to meet in closed session only to the extent expressly authorized by the Brown Act.[1]



As summarized in chapter 1 of this guide, it is clear that the Brown Act must be interpreted liberally in favor of open meetings, and exceptions that limit public access (including the exceptions for closed session meetings) must be narrowly construed.[2] The most common purposes of the closed session provisions in the Brown Act are to avoid revealing confidential information (e.g., prejudicing the city's position in litigation or compromising the privacy interests of employees). Closed sessions should be conducted keeping those narrow purposes in mind. It is not enough that a subject is sensitive, embarrassing, or controversial. Without specific authority in the Brown Act for a closed session, a matter to be considered by a legislative body must be discussed in public. However, there is no prohibition in putting overlapping exceptions on an agenda in order to provide an opportunity for more robust closed session discussions. As an example, a city council cannot give direction to the city manager about a property negotiation during a performance evaluation exception. However, if both real property negotiation and performance evaluation exceptions are on the agenda, those discussions might be conducted. Similarly, a board of police commissioners cannot meet in closed session to provide general policy guidance to a police chief, even though some matters are sensitive and the commission considers their disclosure contrary to the public interest.[3]

PRACTICE TIP: Some problems over closed sessions arise because secrecy itself breeds distrust. The Brown Act does not require closed sessions and legislative bodies may do well to resist the tendency to call a closed session simply because it may be permitted. A better practice is to go into closed session only when necessary.

In this chapter, the grounds for convening a closed session are called "exceptions" because they are exceptions to the general rule that meetings must be conducted openly. In some circumstances, none of the closed session exceptions applies to an issue or information the legislative body wishes to discuss privately. In these cases, it is not proper to convene a closed session, even to protect confidential information. For example, although the Brown Act does authorize closed sessions related to specified types of contracts (e.g., specified provisions of real property agreements, employee labor agreements, and litigation settlement agreements),[4] the Brown Act does not authorize closed sessions for other contract negotiations.

Agendas and reports

Closed session items must be briefly described on the posted agenda, and the description must state the specific statutory exemption.[5] An item that appears on the open meeting portion of the agenda may not be taken into closed session until it has been properly put on the agenda as a

closed session item or unless it is properly added as a closed-session item by a two-thirds vote of the body after making the appropriate urgency findings.[6]

The Brown Act supplies a series of fill-in-the-blank sample agenda descriptions for various types of authorized closed sessions that provide a "safe harbor" from legal attacks. These sample agenda descriptions cover license and permit determinations, real property negotiations, existing or anticipated litigation, liability claims, threats to security, public employee appointments, evaluations and discipline, labor negotiations, multijurisdictional law enforcement cases, hospital boards of directors, medical quality assurance committees, joint powers agencies, and audits by the California State Auditor's Office.[7]

If the legislative body intends to convene in closed session, it must include the section of the Brown Act authorizing the closed session in advance on the agenda, and it must make a public announcement prior to the closed session discussion. In most cases, the announcement may simply be a reference to the agenda item.[8] The legislative body must take public comment on the closed session item before convening in a closed session.

PRACTICE TIP: Pay close attention to closed session agenda descriptions. Using the wrong label can lead to invalidation of an action taken in closed session if not substantially compliant.

Following a closed session, the legislative body must provide an oral or written report on certain actions taken and the vote of every elected member present. The timing and content of the report vary according to the reason for the closed session and the action taken.[9] The announcements may be made at the site of the closed session, as long as the public is allowed to be present to hear them.

If there is a standing or written request for documentation, any copies of contracts, settlement agreements, or other documents finally approved or adopted in closed session must be provided to the requestor(s) after the closed session if final approval of such documents does not rest with any other party to the contract or settlement. If substantive amendments to a contract or settlement agreement approved by all parties requires retyping, such documents may be held until retyping is completed during normal business hours, but the substance of the changes must be summarized for any person inquiring about them.[10]

The Brown Act does not require minutes, including minutes of closed sessions. However, a legislative body may adopt an ordinance or resolution to authorize a confidential "minute book" be kept to record actions taken at closed sessions.[11] If one is kept, it must be made available to members of the legislative body, provided that the member asking to review minutes of a particular meeting was not disqualified from attending the meeting due to a conflict of interest.[12] A court may order the disclosure of minute books for the court's review if a lawsuit makes sufficient claims of an open meeting violation.

Litigation

The Brown Act expressly authorizes closed sessions to discuss what is considered pending litigation.[13] The rules that apply to holding a litigation closed session involve complex, technical definitions and procedures. Essentially, a closed session can be held by the body to confer with, or receive advice from, its legal counsel when open discussion would prejudice the position of the local agency in litigation in which the agency is, or could become, a party.[14] The litigation exception under the Brown Act is narrowly construed and does not permit activities beyond a legislative body's conferring with its own legal counsel and required support staff.[15] For example, it is not permissible to hold a closed session in which settlement negotiations take place between a legislative body, a representative of an adverse party, and a mediator.[16]

The California Attorney General has opined that if the agency's attorney is not a participant, a litigation closed session cannot be held.[17] In any event, local agency officials should always consult the agency's attorney before placing this type of closed session on the agenda in order to be certain that it is being done properly.

Before holding a closed session under the pending litigation exception, the legislative body must publicly state the basis for the closed session by identifying one of the following three types of matters: existing litigation, anticipated exposure to litigation, or anticipated initiation of litigation.[18]

Existing litigation

Q. May the legislative body agree to settle a lawsuit in a properly noticed closed session without placing the settlement agreement on an open session agenda for public approval?

A. *Yes, but the settlement agreement is a public document and must be disclosed on request. Furthermore, a settlement agreement cannot commit the agency to matters that are required to have public hearings.*[19]

Existing litigation includes any adjudicatory proceedings before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. The clearest situation in which a closed session is authorized is when the local agency meets with its legal counsel to discuss a pending matter that has been filed in a court or with an administrative agency and names the local agency as a party. The legislative body may meet under these circumstances to receive updates on the case from attorneys, participate in developing strategy as the case develops, or consider alternatives for resolution of the case. Generally, an agreement to settle litigation may be approved in closed session. However, an agreement to settle litigation cannot be approved in closed session if it commits the city to take an action that is required to have a public hearing.[20]



Anticipated exposure to litigation against the local agency

Closed sessions are authorized for legal counsel to inform the legislative body of a significant exposure to litigation against the local agency, but only if based on "existing facts and circumstances" as defined by the Brown Act.[21] The legislative body may also meet under this exception to determine whether a closed session is authorized based on information provided by legal counsel or staff. In general, the "existing facts and circumstances" must be publicly disclosed unless they are privileged written communications or not yet known to a potential plaintiff. If an agency receives a documented threat of litigation, and intends to discuss that matter in closed session, the record of a litigation threat must be included in the body's agenda packet.[22]

Anticipated initiation of litigation by the local agency

A closed session may be held under the exception for the anticipated initiation of litigation when the legislative body seeks legal advice on whether to protect the agency's rights and interests by initiating litigation.

Certain actions must be reported in open session at the same meeting following the closed session. Other actions, such as when final approval rests with another party or the court, may be announced when they become final and upon inquiry of any person.[23] Each agency attorney should be aware of and make the disclosures that are required by the particular circumstances.

Real estate negotiations

A legislative body may meet in closed session with its negotiator to discuss the purchase, sale, exchange, or lease of real property by or for the local agency. A "lease" includes a lease renewal or renegotiation. The purpose is to grant authority to the legislative body's negotiator on price and terms of payment.[24] Caution should be exercised to limit discussion to price and terms of payment without straying to other related issues, such as site design, architecture, or other aspects of the project for which the transaction is contemplated.[25]

Q. May other terms of a real estate transaction, aside from price and terms of payment, be addressed in closed session?

A. *No. However, there are differing opinions over the scope of the phrase "price and terms of payment" in connection with real estate closed sessions. Many agency attorneys argue that any term that directly affects the economic value of the transaction falls within the ambit of "price and terms of payment." Others take a narrower, more literal view of the phrase.*

The agency's negotiator may be a member of the legislative body itself. Prior to the closed session, or on the agenda, the legislative body must identify its negotiators, the real property that the negotiations may concern,[26] and the names of the parties with whom its negotiator may negotiate.[27]

After real estate negotiations are concluded, the approval and substance of the agreement must be publicly reported. If its own approval makes the agreement final, the body must report in open session at the public meeting during which the closed session is held. If final approval rests with another party, the local agency must report the approval and the substance of the agreement upon inquiry by any person as soon as the agency is informed of it.[28]

"Our population is exploding, and we have to think about new school sites," said Board Member Jefferson.

"Not only that," interjected Board Member Tanaka, "we need to get rid of a couple of our older facilities."

"Well, obviously the place to do that is in a closed session," said Board Member O'Reilly. "Otherwise we're going to set off land speculation. And if we even mention closing a school, parents are going to be in an uproar."

A closed session to discuss potential sites is not authorized by the Brown Act. The exception is limited to meeting with its negotiator over specific sites — which must be identified at an open and public meeting.

PRACTICE TIP: Discussions of who to appoint to an advisory body and whether or not to censure a fellow member of the legislative body must be held in the open.

Public employment

The Brown Act authorizes a closed session "to consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee."[29] The purpose of this exception — commonly referred to as the "personnel exception" — is to avoid undue publicity or embarrassment for an employee or applicant for employment and to allow full and candid discussion by the legislative body; thus, it is restricted to discussing individuals, not general personnel policies.[30] The body must possess the power to appoint, evaluate, or dismiss the employee to hold a closed session under this exception.[31] That authority may be delegated to a subsidiary appointed body.[32]

An employee must be given at least 24 hours' notice of any closed session convened to hear specific complaints or charges against them. This occurs when the legislative body is reviewing evidence, which could include live testimony, and adjudicating conflicting testimony offered as evidence. A legislative body may examine (or exclude) witnesses,[33] and the California Attorney General has opined that, when an affected employee and advocate have an official or essential role to play, they may be permitted to participate in the closed session.[34] The employee has the right to have the specific complaints and charges discussed in a public session rather than closed session.[35] If the employee is not given the 24-hour prior notice, any disciplinary action is null and void.[36]

However, an employee is not entitled to notice and a hearing where the purpose of the closed session is to consider a performance evaluation. The Attorney General and the courts have determined that personnel performance evaluations do not constitute complaints and charges, which are more akin to accusations made against a person.[37]

Q. Must 24 hours' notice be given to an employee whose negative performance evaluation is to be considered by the legislative body in closed session?

A. *No, the notice is reserved for situations where the body is to hear complaints and charges from witnesses.*

Correct labeling of the closed session on the agenda is critical. A closed session agenda that identified discussion of an employment contract was not sufficient to allow dismissal of an employee.[38] An incorrect agenda description can result in invalidation of an action and much embarrassment.

For purposes of the personnel exception, "employee" specifically includes an officer or an independent contractor who functions as an officer or an employee. Examples of the former include a city manager, district general manager, or superintendent. Examples of the latter include a legal counsel or engineer hired on contract to act as local agency attorney or chief engineer.

Elected officials, appointees to the governing body or subsidiary bodies, and independent contractors other than those discussed above are not employees for purposes of the personnel exception.[39] Action on individuals who are not "employees" must also be public — including discussing and voting on appointees to committees, debating the merits of independent contractors, or considering a complaint against a member of the legislative body itself.

The personnel exception specifically prohibits discussion or action on proposed compensation in closed session except for a disciplinary reduction in pay. That means, among other things, there can be no personnel closed sessions on a salary change (other than a disciplinary reduction) between any unrepresented individual and the legislative body. However, a legislative body may address the compensation of an unrepresented individual, such as a city manager, in a closed session as part of a labor negotiation (discussed later in this chapter), yet another example of the importance of using correct agenda descriptions.

Reclassification of a job must be public, but an employee's ability to fill that job may be considered in closed session.

Any closed session action to appoint, employ, dismiss, accept the resignation of, or otherwise affect the employment status of a public employee must be reported at the public meeting during which the closed session is held. That report must identify the title of the position, but not the names of all persons considered for an employment position.[40] However, a report on a dismissal or non-renewal of an employment contract must be deferred until administrative remedies, if any, are exhausted.[41]

> **"I have some important news to announce," said Mayor Garcia. "We've decided to terminate the contract of the city manager effective immediately. The council has met in closed session, and we've negotiated six months' severance pay."**
>
> **"Unfortunately, that has some serious budget consequences, so we've had to delay phase two of the East Area Project."**
>
> *This may be an improper use of the personnel closed session if the council agenda described the item as the city manager's evaluation. In addition, other than labor negotiations, any action on individual compensation must be taken in open session. Caution must be exercised not to discuss in closed session issues, such as budget impacts in this hypothetical, beyond the scope of the posted closed session notice.*

PRACTICE TIP: The personnel exception specifically prohibits discussion or action on proposed compensation in closed session except for a disciplinary reduction in pay.

Labor negotiations

The Brown Act allows closed sessions for some aspects of labor negotiations. Different provisions (discussed below) apply to school and community college districts.

A legislative body may meet in closed session to instruct its bargaining representatives, which may be one or more of its members,[42] on employee salaries and fringe benefits for both represented ("union") and unrepresented employees. For represented employees, it may also consider working conditions that by law require negotiation. For the purpose of labor negotiation closed sessions, an "employee" includes an officer or an independent contractor who functions as an officer or an employee, but independent contractors who do not serve in the capacity of an officer or employee are not covered by this closed session exception.[43]

PRACTICE TIP: Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

These closed sessions may take place before or during negotiations with employee representatives. Prior to the closed session, the legislative body must hold an open and public session in which it identifies its designated representatives.

During its discussions with representatives on salaries and fringe benefits, the legislative body may discuss available funds and funding priorities, but only to instruct its representative. The body may also meet in closed session with a conciliator who has intervened in negotiations.[44]

The approval of an agreement concluding labor negotiations with represented employees must be reported after the agreement is final and has been accepted or ratified by the other party. The report must identify the item approved and the other party or parties to the negotiation.[45] The labor closed sessions specifically cannot include final action on proposed compensation of one or more unrepresented employees.

Labor negotiations — school and community college districts

Employee relations for school districts and community college districts are governed by the Rodda Act, where different meeting and special notice provisions apply. The entire board, for example, may negotiate in closed sessions.

Four types of meetings are exempted from compliance with the Rodda Act:

1. A negotiating session with a recognized or certified employee organization.
2. A meeting of a mediator with either side.
3. A hearing or meeting held by a fact finder or arbitrator.
4. A session between the board and its bargaining agent, or the board alone, to discuss its position regarding employee working conditions and instruct its agent.[46]

Public participation under the Rodda Act also takes another form.[47] All initial proposals of both sides must be presented at public meetings and are public records. The public must be given reasonable time to inform itself and to express its views before the district may adopt its initial proposal. In addition, new topics of negotiations must be made public within 24 hours. Any votes on such a topic must be followed within 24 hours by public disclosure of the vote of each member.[48] The final vote must be in public.

Other Education Code exceptions

The Education Code governs student disciplinary meetings by boards of school districts and community college districts. District boards may hold a closed session to consider the suspension or discipline of a student if a public hearing would reveal personal, disciplinary, or academic information about the student contrary to state and federal pupil privacy law. The student's parent or guardian may request an open meeting.[49]

PRACTICE TIP: Attendance by the entire legislative body before a grand jury would not constitute a closed session meeting under the Brown Act.

Community college districts may also hold closed sessions to discuss some student disciplinary matters, awarding of honorary degrees, or gifts from donors who prefer to remain anonymous.[50] Kindergarten through 12th grade districts may also meet in closed session to review the contents of the statewide assessment instrument.[51]

Joint powers authorities

The legislative body of a joint powers authority may adopt a policy regarding limitations on disclosure of confidential information obtained in closed session, and may meet in closed session to discuss information that is subject to the policy.[52]

License applicants with criminal records

A closed session is permitted when an applicant who has a criminal record applies for a license or license renewal and the legislative body wishes to discuss whether the applicant is sufficiently rehabilitated to receive the license. The applicant and the applicant's attorney are authorized to attend the closed session meeting. If the body decides to deny the license, the applicant may withdraw the application. If the applicant does not withdraw it, the body must deny the license in public, either immediately or at its next meeting. No information from the closed session can be revealed without consent of the applicant, unless the applicant takes action to challenge the denial.[53]

Public security

Legislative bodies may meet in closed session to discuss matters posing a threat to the security of public buildings; essential public services, including water, sewer, gas, or electric service; or to the public's right of access to public services or facilities over which the legislative body has jurisdiction. Closed session meetings for these purposes must be held with designated security or law enforcement officials, including the Governor, Attorney General, district attorney, agency attorney, sheriff or chief of police, or their deputies or agency security consultant or security operations manager.[54] Action taken in closed session with respect to such public security issues is not reportable action.

Multijurisdictional law enforcement agency

A joint powers agency formed to provide law enforcement services (involving drugs; gangs; sex crimes; firearms trafficking; felony possession of a firearm; high technology, computer, or identity theft; human trafficking; or vehicle theft) to multiple jurisdictions may hold closed sessions to discuss case records of an ongoing criminal investigation, to hear testimony from persons involved in the investigation, and to discuss courses of action in particular cases.[55]

The exception applies to the legislative body of the joint powers agency and to any body advisory to it. The purpose is to prevent impairment of investigations, to protect witnesses and informants, and to permit discussion of effective courses of action.[56]

Hospital peer review and trade secrets

Two specific kinds of closed sessions are allowed for district hospitals and municipal hospitals under other provisions of law:[57]

1. A meeting to hear reports of hospital medical audit or quality assurance committees or for related deliberations. However, an applicant or medical staff member whose staff privileges are the direct subject of a hearing may request a public hearing.
2. A meeting to discuss "reports involving trade secrets" — provided no action is taken.



A "trade secret" is defined as information that is not generally known to the public or competitors and that (1) "derives independent economic value, actual or potential" by virtue of its restricted knowledge; (2) is necessary to initiate a new hospital service or program or facility; and (3) would, if prematurely disclosed, create a substantial probability of depriving the hospital of a substantial economic benefit.

The provision prohibits use of closed sessions to discuss transitions in ownership or management, or the district's dissolution.[58]

Other legislative bases for closed session

Since any closed session meeting of a legislative body must be authorized by the Legislature, it is important to review the Brown Act carefully to determine if there is a provision that authorizes a closed session for a particular subject matter. There are some less frequently encountered topics that are authorized to be discussed by a legislative body in closed session under the Brown Act, including a response to a confidential final draft audit report from the Bureau of State Audits,[59] consideration of the purchase or sale of particular pension fund investments by a legislative body of a local agency that invests pension funds,[60] hearing a charge or complaint from a member enrolled in a health plan by a legislative body of a local agency that provides Medi-Cal services,[61] discussions by a county board of supervisors that governs a health plan licensed pursuant to the Knox-Keene Health Care Services Plan Act related to trade secrets or contract negotiations concerning rates of payment,[62] and discussions by an insurance pooling joint powers agency related to a claim filed against, or liability of, the agency or a member of the agency.[63]

PRACTICE TIP: Meetings are either open or closed. There is nothing "in between."[64]

Who may attend closed sessions

Meetings of a legislative body are either fully open or fully closed; there is nothing in between. Therefore, local agency officials and employees must pay particular attention to the authorized attendees for the particular type of closed session. As summarized above, the authorized attendees may differ based on the topic of the closed session. Closed sessions may involve only the members of the legislative body and only agency counsel, management and support staff, and consultants necessary for consideration of the matter that is the subject of closed session, with very limited exceptions for adversaries or witnesses with official roles in particular types of hearings (e.g., personnel disciplinary hearings and license hearings). In any case, individuals who do not have an official or essential role in the closed session subject matters must be excluded from closed sessions.[65]

Q. May the lawyer for someone suing the agency attend a closed session in order to explain to the legislative body why it should accept a settlement offer?

A. *No, attendance in closed sessions is reserved exclusively for the agency's advisors.*

The confidentiality of closed session discussions

The Brown Act explicitly prohibits the unauthorized disclosure of confidential information acquired in a closed session by any person present, and offers various remedies to address breaches of confidentiality.[66] It is incumbent upon all those attending lawful closed sessions to protect the confidentiality of those discussions. One court has held that members of a legislative body cannot be compelled to divulge the content of closed session discussions through the discovery process.[67] Only the legislative body acting as a body may agree to divulge confidential closed session information. With regard to attorney-client privileged communications, the entire body is the holder of the privilege, and only the entire body can decide to waive the privilege.[68]

PRACTICE TIP: There is a strong interest in protecting the confidentiality of proper and lawful closed sessions.

Before adoption of the Brown Act provision specifically prohibiting disclosure of closed session communications, agency attorneys and the Attorney General long opined that officials have a fiduciary duty to protect the confidentiality of closed session discussions. The Attorney General issued an opinion that it is "improper" for officials to disclose information regarding pending litigation that was received during a closed session,[69] though the Attorney General has also concluded that a local agency is preempted from adopting an ordinance criminalizing public disclosure of closed session discussions.[70] In any event, in 2002, the Brown Act was amended to prescribe particular remedies for breaches of confidentiality. These remedies include injunctive relief and, if the breach is a willful disclosure of confidential information, disciplinary action against an employee and referral of a member of the legislative body to the grand jury.[71]

The duty of maintaining confidentiality, of course, must give way to the responsibility to disclose improper matters or discussions that may come up in closed sessions. In recognition of this public policy, under the Brown Act, a local agency may not penalize a disclosure of information learned during a closed session if the disclosure (1) is made in confidence to the district attorney or the grand jury due to a perceived violation of law; (2) is an expression of opinion concerning the propriety or legality of actions taken in closed session, including disclosure of the nature and extent of the illegal action; or (3) is information that is not confidential.[72]

The interplay between these possible sanctions and an official's First Amendment rights is complex and beyond the scope of this guide. Suffice it to say that this is a matter of great sensitivity and controversy.

> **"I want the press to know that I voted in closed session against filing the eminent domain action," said Council Member Chang.**
>
> **"Don't settle too soon," reveals Council Member Watson to the property owner, over coffee. "The city's offer coming your way is not our bottom line."**
>
> *The first comment to the press may be appropriate if it is a part of an action taken by the city council in closed session that must be reported publicly.[73] The second comment to the property owner is not. Disclosure of confidential information acquired in closed session is expressly prohibited and harmful to the agency.*

ENDNOTES

1 Cal. Gov. Code, § 54962.

2 Cal. Const. , Art. 1, § 3.

3 61 Ops.Cal.Atty.Gen. 220 (1978); but see Cal. Gov. Code, § 54957.8 (multijurisdictional law enforcement agencies are authorized to meet in closed session to discuss the case records of ongoing criminal investigations and other related matters).

4 Cal. Gov. Code, § 54957.1.

5 Cal. Gov. Code, § 54954.5.

6 Cal. Gov. Code, § 54954.2.

7 Cal. Gov. Code, § 54954.5.

8 Cal. Gov. Code, §§ 54956.9, 54957.7.

9 Cal. Gov. Code, § 54957.1, subd. (a).

10 Cal. Gov. Code, § 54957.1, subd. (b).

11 Cal. Gov. Code, § 54957.2.

12 *Hamilton v. Town of Los Gatos* (1989) 213 Cal.App.3d 1050; 2 Cal. Code Regs. § 18707.

13 But see *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363 (protection of the attorney-client privilege alone cannot by itself be the reason for a closed session).

14 Cal. Gov. Code, § 54956.9; *Shapiro v. Board of Directors of Center City Development Corp.* (2005) 134 Cal.App.4th 170 (agency must be a party to the litigation).

15 82 Ops.Cal.Atty.Gen. 29 (1999).

16 *Page v. Miracosta Community College District* (2009) 180 Cal.App.4th 471.

17 *"The Brown Act,"* California Attorney General (2003), p. 40.

18 Cal. Gov. Code, § 54956.9, subd. (g).

19 See e.g., Avco Community Developers, Inc. v. South Coast Regional Com. (1976) 17 Cal.3d 785; Trancas Property Owners Assn. v. City of Malibu (2006) 138 Cal.App.4th 172.

20 *Trancas Property Owners Assn. v. City of Malibu* (2006) 138 Cal.App.4th 172.

21 Cal. Gov. Code, § 54956.9, subd. (e).

22 Fowler v. City of Lafayette (2020) 46 Cal.App.5th 360.

23 Cal. Gov. Code, § 54957.1.

24 Cal. Gov. Code, § 54956.8.

25 *Shapiro v. San Diego City Council* (2002) 96 Cal.App.4th 904. See also 93 Ops.Cal.Atty.Gen. 51 (2010) (redevelopment agency may not convene a closed session to discuss rehabilitation loan for a property already subleased to a loan recipient, even if the loan incorporates some of the sublease terms and includes an operating covenant governing the property); 94 Ops.Cal.Atty.Gen. 82 (2011) (real estate closed session may address form, manner, and timing of consideration and other items that cannot be disclosed without revealing price and terms).

26 73 Ops.Cal.Atty.Gen. 1 (1990).

27 Cal. Gov. Code, §§ 54956.8, 54954.5, subd. (b).

28 Cal. Gov. Code, § 54957.1, subd. (a)(1).

29 Cal. Gov. Code, § 54957, subd. (b).

30 63 Ops.Cal.Atty.Gen. 153 (1980); but see *Duvall v. Board of Trustees* (2000) 93 Cal.App.4th 902 (board may discuss personnel evaluation criteria, process and other preliminary matters in closed session but only if related to the evaluation of a particular employee).

31 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 85 Ops.Cal.Atty.Gen. 77 (2002).

32 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165; 80 Ops.Cal.Atty.Gen. 308 (1997). Interviews of candidates to fill a vacant staff position conducted by a temporary committee appointed by the governing body may be done in closed session.

33 Cal. Gov. Code, § 54957, subd. (b)(3).

34 88 Ops.Cal.Atty.Gen. 16 (2005).

35 *Morrison v. Housing Authority of the City of Los Angeles* (2003) 107 Cal.App.4th 860.

36 Cal. Gov. Code, § 54957, subd. (b); but see *Bollinger v. San Diego Civil Service Commission* (1999) 71 Cal.App.4th 568 (notice not required for closed session deliberations regarding complaints or charges when there was a public evidentiary hearing prior to closed session).

37 78 Ops.Cal.Atty.Gen. 218 (1995); *Bell v. Vista Unified School District* (2000) 82 Cal.App.4th 672; *Furtado v. Sierra Community College* (1998) 68 Cal.App.4th 876; *Fischer v. Los Angeles Unified School District* (1999) 70 Cal.App.4th 87.

38 *Moreno v. City of King* (2005) 127 Cal.App.4th 17.

39 Cal. Gov. Code, § 54957.

40 *Gillespie v. San Francisco Public Library Commission* (1998) 67 Cal.App.4th 1165.

41 Cal. Gov. Code, § 54957.1, subd. (a)(5).

42 Cal. Gov. Code, § 54957.6.

43 Cal. Gov. Code, § 54957.6, subd. (b); see also 98 Ops.Cal.Atty.Gen. 41 (2015) (a project labor agreement between a community college district and workers hired by contractors or subcontractors is not a proper subject of closed session for labor negotiations because the workers are not "employees" of the district).

44 Cal. Gov. Code, § 54957.6; 51 Ops.Cal.Atty.Gen. 201 (1968).

45 Cal. Gov. Code, § 54957.1, subd. (a)(6).

46 Cal. Gov. Code, § 3549.1.

47 Cal. Gov. Code, § 3540.

48 Cal. Gov. Code, § 3547.

49 Cal. Edu. Code, § 48918; but see *Rim of the World Unified School District v. Superior Court* (2003) 104 Cal.App.4th 1393 (Section 48918 preempted by the Federal Family Educational Right and Privacy Act in regard to expulsion proceedings).

50 Cal. Edu. Code, § 72122.

51 Cal. Edu. Code, § 60617.

52 Cal. Gov. Code, § 54956.96.

53 Cal. Gov. Code, § 54956.7.

54 Cal. Gov. Code, § 54957.

55 *McKee v. Los Angeles Interagency Metropolitan Police Apprehension Crime Task Force* (2005) 134 Cal. App.4th 354.

56 Cal. Gov. Code, § 54957.8.

57 Cal. Gov. Code, § 54962.

58 Cal. Health and Saf. Code, § 32106.

59 Cal. Gov. Code, § 54956.75.

60 Cal. Gov. Code, § 54956.81.

61 Cal. Gov. Code, § 54956.86.

62 Cal. Gov. Code, § 54956.87.

63 Cal. Gov. Code, § 54956.95.

64 Ops.Cal.Atty.Gen. 34 (1965)

65 82 Ops.Cal.Atty.Gen. 29 (1999); 2022 WL 1814322, 105 Ops. Cal.Atty.Gen. 89 (2022).

66 Cal. Gov. Code, § 54963.

67 *Kleitman v. Superior Court* (1999) 74 Cal.App.4th 324, 327. See also Cal. Gov. Code, § 54963.

68 *Roberts v. City of Palmdale* (1993) 5 Cal.4th 363.

69 80 Ops.Cal.Atty.Gen. 231 (1997).

70 76 Ops.Cal.Atty.Gen. 289 (1993).

71 Cal. Gov. Code, § 54963.

72 Cal. Gov. Code, § 54963.

73 Cal. Gov. Code, § 54957.1.



Chapter 6

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Chapter 6

REMEDIES



A violation of the Brown Act can lead to invalidation of the agency's action, payment of a challenger's attorney fees, public embarrassment, and even criminal prosecution. As explained below, a legislative body often has an opportunity to correct a violation prior to the filing of a lawsuit. Compliance ultimately results from regular training and a good measure of self-regulation on the part of public officials. This chapter discusses the remedies available to the public when that self-regulation is ineffective.

Invalidation of action taken

Any interested person, including the district attorney, may seek to invalidate certain actions of a legislative body on the grounds that they violate the Brown Act.[1] The following actions cannot be invalidated:

- Those taken in substantial compliance with the law. No Brown Act violation is found when the given notice substantially complies with the Brown Act, even when the notice erroneously cites the wrong Brown Act section but adequately advises the public that the legislative body will meet with legal counsel to discuss potential litigation in closed session.[2]
- Those involving the sale or issuance of notes, bonds, or other indebtedness, or any related contracts or agreements.[3]
- Those creating a contractual obligation, including a contract awarded by competitive bid for other than compensation for professional services, upon which a party has in good faith relied to its detriment.[4]
- Those connected with the collection of any tax.[5]
- Those in which the complaining party had actual notice at least 72 hours prior to the regular meeting or 24 hours prior to the special meeting, as the case may be, at which the action is taken.[6]

Before filing a court action seeking invalidation, a person who believes that a violation has occurred must send a written "cure or correct" demand to the legislative body. This demand must clearly describe the challenged action and the nature of the claimed violation. This demand must be sent within 90 days of the alleged violation, or within 30 days if the action was taken in open session but in violation of Section 54954.2, which requires (subject to specific exceptions) that a legislative body may act only on items posted on the agenda.[7] The legislative body then has up to 30 days to cure and correct its action.[8] The purpose of this requirement is to offer the body an opportunity to consider whether a violation has occurred and, if so, consider correcting the action to avoid the costs of litigation. If the legislative body does not act, any lawsuit must be filed within the next 15 days.[9]

Although just about anyone has standing to bring an action for invalidation,[10] the challenger must show prejudice as a result of the alleged violation.[11] An action to invalidate fails to state a cause of action against the agency if the body deliberated but did not take an action.[12]

Declaratory relief to determine whether past action violated the act

Any interested person, including the district attorney, may file a civil action to determine whether a past action of a legislative body constitutes a violation of the Brown Act and is subject to a mandamus, injunction, or declaratory relief action.[13] Before filing an action, the interested person must, within nine months of the alleged violation of the Brown Act, submit a "cease and desist" letter to the legislative body clearly describing the past action and the nature of the alleged violation.[14] The legislative body has 30 days after receipt of the letter to provide an unconditional commitment to cease and desist from the past action.[15] If the body fails to take any action within the 30-day period or takes an action other than an unconditional commitment, the interested person has 60 days to file an action.[16]

The legislative body's unconditional commitment must be approved at a regular or special meeting as a separate item of business and not on the consent calendar.[17] The unconditional commitment must be substantially in the form set forth in the Brown Act.[18] No legal action may thereafter be commenced regarding the past action.[19] However, an action of the legislative body in violation of its unconditional commitment constitutes an independent violation of the Brown Act, and a legal action consequently may be commenced without following the procedural requirements for challenging past actions.[20]

The legislative body may rescind its prior unconditional commitment by a majority vote of its membership at a regular meeting as a separate item of business not on the consent calendar. At least 30 days written notice of the intended rescission must be given to each person to whom the unconditional commitment was made and to the district attorney. Upon rescission, any interested person may commence a legal action regarding the past actions without following the procedural requirements for challenging past actions.[21]

Civil action to prevent future violations

The district attorney or any interested person can file a civil action asking the court to do the following:

- Stop or prevent violations or threatened violations of the Brown Act by members of the legislative body.
- Determine the applicability of the Brown Act to actions or threatened future action of the legislative body.
- Determine whether any rule or action by the legislative body to penalize or otherwise discourage the expression of one or more of its members is valid under state or federal law.
- Compel the legislative body to audio-record its closed sessions.[22]

PRACTICE TIP: A lawsuit to invalidate must be preceded by a demand to cure and correct the challenged action in order to give the legislative body an opportunity to consider its options. The Brown Act does not specify how to cure or correct a violation; the best method is to rescind the action being complained of and start over, or reaffirm the action if the local agency relied on the action and rescinding the action would prejudice the local agency.

It is not necessary for a challenger to prove a past pattern or practice of violations by the local agency in order to obtain injunctive relief. A court may presume when issuing an injunction that a single violation will continue in the future when the public agency refuses to admit to the alleged violation or to renounce or curtail the practice.[23] A court may not compel elected officials to disclose their recollections of what transpired in a closed session.[24]

Upon finding a violation of the Brown Act pertaining to closed sessions, a court may compel the legislative body to audio record its future closed sessions.[25] In a subsequent lawsuit to enforce the Brown Act alleging a violation occurring in closed session, a court may upon motion of the plaintiff review the audio recording if it finds there is good cause to think the Brown Act has been violated and make public a certified transcript of the relevant portion of the closed session recording.[26]

Costs and attorney's fees

A plaintiff who successfully invalidates an action taken in violation of the Brown Act or who successfully enforces one of the Brown Act's civil remedies may seek court costs and reasonable attorney's fees. Courts have held that attorney's fees must be awarded to a successful plaintiff unless special circumstances exist that would make a fee award against the public agency unjust.[27] When evaluating how to respond to assertions that the Brown Act has been violated, elected officials and their lawyers should assume that attorney's fees will be awarded against the agency if a violation of the Brown Act is proven.

An attorney's fee award may only be directed against the local agency and not the individual members of the legislative body. If the local agency prevails, it may be awarded court costs and attorney's fees if the court finds the lawsuit was clearly frivolous and lacking in merit.[28]

Misdemeanor penalties

A violation of the Brown Act is a misdemeanor if (1) a member of the legislative body attends a meeting where action is taken in violation of the Brown Act, and (2) the member intends to deprive the public of information that the member knows or has reason to know the public is entitled to.[29]

PRACTICE TIP: Attorney's fees will likely be awarded if a violation of the Brown Act is proven.

"Action taken" is not only an actual vote but also a collective decision, commitment, or promise by a majority of the legislative body to make a positive or negative decision.[30] If the meeting involves mere deliberation without the taking of action, there can be no misdemeanor penalty.

A violation occurs for a tentative as well as final decision.[31] In fact, criminal liability is triggered by a member's participation in a meeting in violation of the Brown Act — not whether that member has voted with the majority or minority, or has voted at all.

As with other misdemeanors, the filing of a complaint is up to the district attorney. Although criminal prosecutions of the Brown Act are uncommon, district attorneys in some counties aggressively monitor public agencies' adherence to the requirements of the law.

Some attorneys and district attorneys take the position that a Brown Act violation may be pursued criminally under Government Code section 1222.[32] There is no case law to support this view. If anything, the existence of an express criminal remedy within the Brown Act would suggest otherwise.[33]

Voluntary resolution

Successful enforcement actions for violations of the Brown Act can be costly to local agencies. The district attorney or even the grand jury occasionally becomes involved. Publicity surrounding alleged violations of the Brown Act can result in a loss of confidence by constituents in the legislative body and its members. It is in the agency's interest to consider re-noticing and rehearing, rather than litigating, an item of significant public interest, particularly when there is any doubt about whether the open meeting requirements were satisfied.

Overall, agencies that regularly train their officials and pay close attention to the requirements of the Brown Act will have little reason to worry about enforcement.



Photo credit: Courtesy of the City of West Hollywood. Photo by Jon Viscott.

ENDNOTES

1 Cal. Gov. Code, § 54960.1. Invalidation is limited to actions that violate the following sections of the Brown Act: section 54953 (the basic open meeting provision), sections 54954.2 and 54954.5 (notice and agenda requirements for regular meetings and closed sessions), 54954.6 (tax hearings), 54956 (special meetings), and 54596.5 (emergency situations). Violations of sections not listed above cannot give rise to invalidation actions, but they are subject to the other remedies listed in section 54960.1.

2 *Castaic Lake Water Agency v. Newhall County Water District* (2015) 238 Cal.App.4th 1196, 1198.

3 Cal. Gov. Code, § 54960.1(d)(2).

4 Cal. Gov. Code, § 54960.1(d)(3).

5 Cal. Gov. Code, § 54960.1(d)(4).

6 Cal. Gov. Code, § 54960.1(d)(5).

7 Cal. Gov. Code, § 54960.1, subds. (b), (c)(1).

8 Cal. Gov. Code, § 54960.1, subd. (c)(2).

9 Cal. Gov. Code, § 54960.1, subd. (c)(4).

10 *McKee v. Orange Unified School District* (2003) 110 Cal.App.4th 1310, 1318-1319.

11 *Cohan v. City of Thousand Oaks* (1994) 30 Cal.App.4th 547, 556, 561.

12 *Boyle v. City of Redondo Beach* (1999) 70 Cal.App.4th 1109, 1116-17, 1118.

13 Cal. Gov. Code, § 54960.2, subd. (a); Senate Bill No. 1003, Section 4 (2011-2012 Session).

14 Cal. Gov. Code, § 54960.2, subds. (a)(1), (2).

15 The legislative body may provide an unconditional commitment after the 30-day period. If the commitment is made after the 30-day period, however, the plaintiff is entitled to attorneys' fees and costs. Cal. Gov. Code, § 54960.2, subd. (b).

16 Cal. Gov. Code, § 54960.2, subd. (a)(4).

17 Cal. Gov. Code, § 54960.2, subd. (c)(2).

18 Cal. Gov. Code, § 54960.2, subd. (c)(1).

19 Cal. Gov. Code, § 54960.2, subd. (c)(3).

20 Cal. Gov. Code, § 54960.2, subd. (d).

21 Cal. Gov. Code, § 54960.2, subd. (e).

22 Cal. Gov. Code, § 54960, subd. (a).

23 *California Alliance for Utility Safety and Education (CAUSE) v. City of San Diego* (1997) 56 Cal.App.4th 1024; *Common Cause v. Stirling* (1983) 147 Cal.App.3d 518, 524; *Accord Shapiro v. San Diego City Council* (2002) 96 Cal.App.4th 904, 916 and fn.6.

24 *Kleitman v. Superior Court* (1999) 74 Cal.App.4th 324, 334-36.

25 Cal. Gov. Code, § 54960, subd. (b).

26 Cal. Gov. Code, § 54960, subd. (c).

27 *Los Angeles Times Communications, LLC v. Los Angeles County Board of Supervisors* (2003) 112 Cal. App.4th 1313, 1327-29 and cases cited therein.

28 Cal. Gov. Code, § 54960.5.

29 Cal. Gov. Code, § 54959. A misdemeanor is punishable by a fine of up to $1,000 or up to six months in county jail, or both (California Penal Code section 19). Employees of the agency who participate in violations of the Brown Act cannot be punished criminally under section 54959. However, at least one district attorney instituted criminal action against employees based on the theory that they criminally conspired with the members of the legislative body to commit a crime under section 54949.

30 Cal. Gov. Code, § 54952.6.

31 61 Ops.Cal.Atty.Gen. 283 (1978).

32 California Government Code section 1222 provides that "[e]very wilful omission to perform any duty enjoined by law upon any public officer, or person holding any public trust or employment, where no special provision is made for the punishment of such delinquency, is punishable as a misdemeanor."

33 The principle of statutory construction known as *expressio unius est exclusio alterius* supports the view that section 54959 is the exclusive basis for criminal liability under the Brown Act.

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Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg

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About the Author

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

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Introduction

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.

The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:

First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the "ayes" and then asking for the "nays" normally does this. If members of the body do not vote, then they "abstain." Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: "The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body."

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member's desired approach with the words "I move … "

A typical motion might be: "I move that we give a 10-day notice in the future for all our meetings."

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion,** for example, "A motion at this time would be in order."
2. **Suggesting a motion to the members of the body,** "A motion would be in order that we give a 10-day notice in the future for all our meetings."
3. **Making the motion.** As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body's consideration. A basic motion might be: "I move that we create a five-member committee to plan and put on our annual fundraiser."

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: "I move that we amend the motion to have a 10-member committee." A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: "I move a substitute motion that we cancel the annual fundraiser this year."

"Motions to amend" and "substitute motions" are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a "motion to amend" or a "substitute motion" is left to the chair. So if a member makes what that member calls a "motion to amend," but the chair determines that it is really a "substitute motion," then the chair's designation governs.

A "friendly amendment" is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, "I want to suggest a friendly amendment to the motion." The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic "motion to have a five-member committee to plan and put on our annual fundraiser." During the discussion of this motion, a member might make a second motion to "amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser." And perhaps, during that discussion, a member makes yet a third motion as a "substitute motion that we not have an annual fundraiser this year." The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed,* the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: "I move we adjourn this meeting at midnight." It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on "hold." The motion can contain a specific time in which the item can come back to the body. "I move we table this item until our regular meeting in October." Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, "I move the previous question" or "I move the question" or "I call the question" or sometimes someone simply shouts out "question." As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a "request" rather than as a formal motion. The chair can simply inquire of the body, "any further discussion?" If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the "question" as a formal motion, and proceed to it.

When a member of the body makes such a motion ("I move the previous question"), the member is really saying: "I've had enough debate. Let's get on with the vote." When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: "I move we limit debate on this agenda item to 15 minutes." Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item.* This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, "I move the previous question," or "I move the question," or "I call the question," or "I move to limit debate," it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it's pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the "no" votes and double that count to determine how many "yes" votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote "no" then the "yes" vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote "abstain" or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of "those present" then you treat abstentions one way. However, if the rules of the body say that you count the votes of those "present and voting," then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are "present and voting."

Accordingly, under the "present and voting" system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are "present"), but you treat the abstention votes on the motion as if they did not exist (they are not "voting"). On the other hand, if the rules of the body specifically say that you count votes of those "present" then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like "no" votes.

How does this work in practice?
Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are "present and voting." If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three "yes," one "no" and one "abstain" also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members "present." Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a "no" vote. Accordingly, if the votes were three "yes," one "no" and one "abstain," then the motion fails. The abstention in this case is treated like a "no" vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an "abstention" vote? Any time a member votes "abstain" or says, "I abstain," that is an abstention. However, if a member votes "present" that is also treated as an abstention (the member is essentially saying, "Count me for purposes of a quorum, but my vote on the issue is abstain.") In fact, any manifestation of intention not to vote either "yes" or "no" on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote "absent" or "count me as absent?" Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually "absent." That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is "no." There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, "point of privilege." The chair would then ask the interrupter to "state your point." Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person's ability to hear.

Order. The proper interruption would be, "point of order." Again, the chair would ask the interrupter to "state your point." Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, "return to the agenda." If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair's determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.



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Acknowledgment of Receipt and Statement of Commitment

I have received my copy of the City of Carpinteria's City Council Advisory Group Handbook. My signature below certifies that I understand and agree that it is my responsibility to read and abide by the policies and procedures contained in this Handbook. I further understand that the policies and procedures contained in this Handbook may be added to, deleted or changed by the City at any time.

As a member of a Carpinteria City Council Advisory Group, I agree to uphold the Rules of Conduct and Decorum specified in this Handbook.

I affirm that I have read and that I understand, accept, and support the City's Rules of Conduct and Decorum.

Please fill out the information below and sign and return this page to the City Clerk's Office.

_____ _____

Council Advisory Group Name *Position*

_____

Name

_____ _____

Signature *Date*

APPENDIX III

Code of Conduct - Practical Guidelines for Addressing Offensive Speech

City of Carpinteria
Code of Conduct – Practical Guidelines for Addressing Offensive Speech

The following practical guidelines are intended to assist City staff and elected or appointed officials navigate and respond to offensive speech from members of the public during public meetings:

Difference Between Offensive Speech and Disruption of Meeting

- During public comments periods, individuals have a right to say whatever they wish (including, using obscene and/or demeaning language and hate epithets) as long as it does not disrupt the meeting
- The following actions are not within a speaker's rights and can be enforced to avoid disruption of a meeting:
    - Exceeding the allotted time to provide public comments (usually 3 minutes)
    - Yelling and screaming in a manner that does not make it possible continue the meeting
    - Speaking without being recognized by the presiding officer
    - Making specific threats that they are capable of following through on
    - Inciting violence or using "fighting words"
    - Speaking on issues that are not in the subject matter jurisdiction of the body, (this may be difficult to know without listening to the testimony which might seem to start off topic but later connect to topics within the body's jurisdiction)

Strategies for Managing Offensive Speech at Public Meetings (while protecting First Amendment rights)

- **Stop the meeting to consult with your attorney for advice.** If you think that a member of the public is disrupting the meeting, stop the meeting to ask for advice from the City Attorney. This will allow for a cooling off before reacting in the heat of the moment.
- **Gavel and/or mute microphone.** When bigoted epithets, profanity, personal attacks and other offensive comments are made by a member of the public, the presiding officer can temporarily gavel to silence and/or mute a speaker's microphone. If the presiding officer gavels a member of the public to silence or mutes their microphone they should also:
    - Acknowledge that the individual has a First Amendment right to make such comments and is not restricted or prohibited from using offensive speech
    - Inform the speaker that he or she will be given the full three minutes they are entitled to under law

    - State that, notwithstanding the individual's free speech right under the First Amendment, the individual's offensive speech is unwelcome, inappropriate and interferes with the ability of those present to listen and/or fully consider the individual's comments
    - Following the speaker's comments, invite and allow other members of the body to use their free speech rights to make statements condemning the speaker's offensive speech (while also reassuring the speaker that he or she has the right to use the offensive language)
- **Wait out the 3 minutes.** Rather than getting into a back and forth with the problematic speaker In many cases it may be better to wait out the 3 minutes (or however many minutes the presiding officer has designated for each public comment) and then allow members of the body to make statements (as set forth above). As a reminder, the presiding officer may not prohibit the individual from using offensive speech. The only speech that can be restricted are specific threats that the individual is capable of following through on and/or "fighting words" or words that incite violence.
- **Warning and removal from meeting.** Uniformed law enforcement officers can also be called upon to help avoid disruption of a meeting, including removal of an individual if warranted. Public officials should be careful not to be publicly prescriptive in directing law enforcement officers to remove an individual, but rather ask for intervention, seek advice from the City Attorney, and allow the law enforcement officer to make the judgment call about how to control the situation. Repetitive and progressive warnings should also be provided to the individual prior to his or her removal by law enforcement.
- **Calling for a break in the meeting.** If the conduct is not brought within control or additional speakers or audience members continue the disruption, consider calling for a break in the meeting before proceeding. This can cool down anger and give City staff and law enforcement officers the opportunity to talk with other members of the public and establish respect that can bring more civil behavior upon resumption of the meeting.
- **Adjourning the meeting.** If the above tactics do not control the disruption, the meeting can be adjourned to a future time when the business of the public body can be continued.

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Resolution Opposing Oil Transportation By Pipeline

STAFF RECOMMENDATION

Adopt Resolution No. 6373 Opposing Oil Transportation by Pipeline and direct staff to transmit the resolution to the Santa Barbara County Board of Supervisors and the California Coastal Commission.

Sample Motion: I move to adopt Resolution No. 6373, as read by title only, and to transmit the resolution to the Santa Barbara County Board of Supervisors and the California Coastal Commission.

BACKGROUND

On February 14, 2024, Sable Offshore Corporation ("Sable") acquired onshore Santa Ynez Unit ("SYU") facilities from ExxonMobil Corporation, and the Pacific Offshore Pipeline Company ("POPCO") Gas Plant and Las Flores Pipeline System from the Pacific Pipeline Company. The three facilities are existing, operationally interrelated oil and gas facilities, permitted to operate under Santa Barbara County ("County") Final Development Plan Permits and Coastal Development Permits.

On March 14, 2024, Sable submitted applications to County Planning and Development for the following:

- A Change of Owner, Operator and Guarantor of the onshore SYU facilities permit, No. 87-DP-32cz (RV06), from ExxonMobil Corporation to Sable;
- A Change of Operator and Guarantor of the POPCO Gas Plant permit, No. 93-FDP-015 (AM03), from ExxonMobil Corporation to Sable; and
- A Change of Operator and Guarantor of the Las Flores Pipeline System permit, No. 88-DPF-033 (RV01)z, 88-CP-60 (RV01)(88-DPF-25cz;85-DP-66cz; 83-DP-

25cz), from ExxonMobil Pipeline Company to Sable ("Operator"), and ExxonMobil Corporation to Sable ("Guarantor").

Per County staff reports relating to the matter, "[t]he onshore SYU facilities and POPCO Gas Plant are County-permitted facilities that treat crude oil and natural gas from offshore Platforms Hondo, Harmony, and Heritage in the Santa Barbara Channel. The County's permitting jurisdiction is limited to the onshore SYU facilities, and generally do not include the offshore platforms or offshore infrastructure. When operating, oil produced from the SYU is transported via the common-carrier Las Flores Pipeline System (formerly known as the Plains All American Pipeline), which is a County-permitted pipeline system. These permit transfer requests are to transfer existing County permits to a new owner, operator, and/or guarantor pursuant to County Code Chapter 25B, and not for the actual transfer of the underlying assets themselves."

Per Chapter 25B of the County Code, the transfer of County permits for certain oil and gas facilities are processed by Planning and Development and acted on by the County Planning Commission. On October 30, 2024, the County Planning Commission approved the requested permit amendments and further found its action to be exempt from the California Environmental Quality Act ("CEQA").

Following the Planning Commission's approval, the Center for Biological Diversity, the Wishtoyo Foundation, the Environmental Defense Center, Get Oil Out! and the Santa Barbara County Action Network filed an appeal of the decision, which was heard by the Board of Supervisors on February 25, 2025. After seven hours, the supervisors voted 2-2 on separate motions to deny the appeal and to approve the appeal. County Counsel called the result a "non-action," with further clarification on what that non-action means to follow.

Relatedly, on November 12, 2024, the California Coastal Commission (CCC) issued a cease-and-desist order to Sable after Sable had conducted routine repair and maintenance of the facilities, which the CCC characterized as "unpermitted development in the Coastal Zone." The order barred Sable from performing any coastal development work on its pipelines or offshore oil platforms until February 2025. On February 18, 2025, the CCC issued a second cease and desist order to Sable, which Sable responded to in the form of a lawsuit the same day. Sable seeks a declaration that the CCC's actions are unlawful and an injunction that bars the CCC from issuing additional orders or notices of violation.

DISCUSSION

In response to the request of the Mayor, staff has prepared a resolution expressing its objection to the recommissioning the oil transport pipeline by Sable Offshore Corporation to allow transport of oil by pipeline along the Santa Barbara County coast. If adopted, staff will forward the resolution to the County Board of Supervisors and the California Coastal Commission.

POLICY CONSISTENCY

The recommendation can be found consistent with the General Plan/Local Coastal Land Use Plan, including, in particular, the following:

Objective S-6: Minimize the potential risks and reduce the loss of life, property and the economic and social dislocations resulting from hazardous materials accidents at large industrial facilities, at facilities handling acutely hazardous materials, and along transportation corridors.

Policy S-6d. The City shall support protective measures against the spillage of hazardous materials, including crude oil, gas and petroleum products, and shall support effective containment and cleanup facilities and procedures for accidental spills that occur.

Objective OSC-1. Protect, preserve, and enhance local natural resources and habitats.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2024-25 General Fund Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office has reviewed the Resolution and is available to respond to any questions at the meeting.

OPTIONS

1. Adopt Resolution No. 6373 entitled, "A Resolution of the City Council of the City of Carpinteria Opposing Oil Transport by Pipeline"
2. Decline to adopt Resolution No. 6373 and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

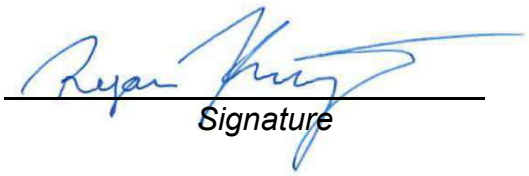
ATTACHMENTS

A. Resolution No. 6373

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

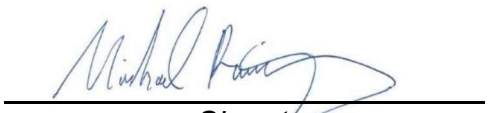
Brian C. Barrett
Signature

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

Resolution No. 6373
A Resolution of the City Council of the City
of Carpinteria Opposing Oil Transport by Pipeline

RESOLUTION NO. 6373
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA OPPOSING OIL TRANSPORT BY PIPELINE

WHEREAS the City of Carpinteria values our state's natural resources including its coastal waters and shoreline, which contribute to its social vibrancy and economic success; and

WHEREAS, the oil transport pipeline running along the Gaviota Coast from Las Flores Canyon to Kern County and serving offshore drilling platforms, was in operation for decades up until 2015, when a rupture of the facilities resulted in the Refugio Beach Oil Spill; and

WHEREAS, the 2015 Refugio Oil Spill released over 100,000 gallons of crude oil, that fouled beaches and coastal waters for miles, causing irreparable harm to the environment, marine and wildlife, and the economy that continues to be remediated today; and

WHEREAS Sable Offshore Corporation is seeking to obtain approvals to restart the same pipeline, that is allegedly corroded from age, to transport oil produced by the Hondo, Harmony, and Heritage platforms and to allow processing at the Las Flores Canyon Oil and Gas Processing Facility, all of which are located along the Gaviota Coast.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

SECTION 2. The City of Carpinteria opposes re-commissioning the oil transport pipeline by Sable Offshore Corporation to allow transport of oil by pipeline along the Santa Barbara County coast and inland areas and calls upon the County Board of Supervisors and the California Coastal Commission to oppose the transport of oil product by truck, by the Gaviota Coast pipeline, or by other means.

SECTION 3. Staff is directed to transmit this resolution to the County Board of Supervisors.

SECTION 4. This resolution shall become effective immediately upon its adoption.

PASSED, APPROVED AND ADOPTED on the 10th day of March, 2025, 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 March 10, 2025.

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

APPROVED AS TO FORM:

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

City of Carpinteria

CITY COUNCIL AGENDA STAFF REPORT
MARCH 10, 2025

ITEM FOR COUNCIL CONSIDERATION

Mid-Year Budget Report Review and Appropriation Adjustments

STAFF RECOMMENDATION

Accept the Mid-Year Budget Report and approve adjustments to the budget as summarized in Attachment B.

Sample Motion: I move to accept the Mid-Year Budget Report and approve amendments to the adopted budget as provided for in Attachment B.

Requires a roll call vote.

BACKGROUND

The budget is a dynamic document that undergoes continuous adjustments and refinements throughout the fiscal year as economic conditions and other factors impacting revenue and expenditure projections evolve. Amendments are made to ensure the budget accurately reflects anticipated outcomes. The Mid-Year Budget Report provides an opportunity for all departments to assess their areas of responsibility and propose recommended changes to the City Manager for review and potential submission to the Finance/Budget Committee, and ultimately the City Council.

The City Council Finance/Budget Committee meets monthly and reviewed the Mid-Year Budget Report, including the recommended adjustments, at its most recent meeting on February 27, 2025. The Committee recommended the City Council approve the adjustments to the budget as presented by staff.

DISCUSSION

The Fiscal Year (FY) 2024/25 Mid-Year Budget Report reviews the City's financial performance and trends in comparison to budget projections. It covers the period from July 1, 2024, through January 31, 2025, and compares actual results to budgeted estimates. The recommended budget adjustments to revenue and expenditure

projections are based on these trends and anticipated program activities for the remainder of FY 2024/25.

Additionally, the Annual Comprehensive Financial Report (ACFR) for the year ending June 30, 2024, reported a General Fund Available Fund Balance (AFB) of $2,591,592. The current General Fund AFB is $1,538,086, compared to the Proposed Mid-Year Budget AFB of $2,012,926, reflecting an increase of $474,840 to the AFB.

General Fund

As summarized in Table 1 below, the General Fund is responsible for discretionary spending and funds the majority of general municipal services. For the FY 2024/25 budget, expenditures are projected to exceed revenues by $1,730,600. However, a revised projection recommends reducing this shortfall to $687,036. Additionally, transfers totaling $805,981 are expected, down from the previous $839,100, and involve subsidies to several funds, including the Park Maintenance Fund, Right-Of-Way Assessment District Fund, and AB 939 Fund.

Table 1: General Fund Summary

Fund		Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
101/102/103	**General Fund**					
Revenues		12,986,650	6,673,762	51.4%	892,750	13,879,400
Transfers In		-	-	0.0%	-	-
	Total Revenues & Transfers In	12,986,650	6,673,762	51.4%	892,750	13,879,400
Expenditures		13,878,150	7,094,179	51.1%	(117,695)	13,760,455
Transfers Out		839,100	493,833	58.9%	(33,119)	805,981
	Total Expenditures & Transfers Out	14,717,250	7,588,012	51.6%	(150,814)	14,566,436
Revenues Over/(Under) Expenditures		(1,730,600)	(914,250)		1,043,564	(687,036)
Fund Balance, July 1		11,012,366				11,012,366
Fund Balance, End of Period		**9,281,766**	**(914,250)**		**1,043,564**	**10,325,330**

As summarized in Table 2 below, overall General Fund revenue has increased by $892,750. This includes adjustments to two of the fund's largest revenue sources: Transient Occupancy Tax and Sales Tax. Sales Tax has experienced a slight decrease of $37,000, mainly due to statewide sale tax trends in Fuel & Service Stations (-8.3%), Food & Drug (-1.8%), and General Consumer Goods (-1.9%). In contrast, the Transient Occupancy Tax has seen an increase of $295,000, largely resulting from the passage of Measure B. Charges for Services have increased by $142,900, primarily due to building plan check fees received year-to-date. Additionally, Miscellaneous Revenue has risen by $277,850, largely due to a $200,000 accounting transaction, which involved a withdrawal from the Pension Stabilization Trust Fund and a corresponding deposit into the General Fund.

The Ending Fund Balance totals $10,325,330, with the General Fund (GF) Available Fund Balance at $2,012,926. This includes the GF Reserve for Economic Uncertainties, which is $5,327,794, and the GF Special Projects Fund, totaling $848,645. The GF Capital Asset Replacement Fund stands at $798,198, and the GF Nonspendable – Pension Trust Fund is valued at $979,887.

Table 2: General Fund Revenue

General Fund	Current Budget	YTD Actual 1/31/2025	YTD Percent	Recommended	Recommended
Revenue					
Property Taxes	$ 5,257,100	$ 2,890,976	55.0%	$ 15,500	$ 5,272,600
Sales Taxes	2,166,000	847,607	39.1%	(37,000)	2,129,000
Franchise Taxes	721,800	271,745	37.6%	16,000	737,800
Transient Occupancy Taxes	3,433,500	1,190,173	34.7%	295,000	3,728,500
Business License	65,000	66,530	102.4%	5,000	70,000
Licenses & Permits	309,150	275,416	89.1%	53,700	362,850
Intergovernmental	438,000	248,666	56.8%	82,300	520,300
Fines & Forfeitures	70,100	46,721	66.6%	500	70,600
Charges for Services	380,300	416,566	109.5%	142,900	523,200
Interest	120,000	128,045	106.7%	41,000	161,000
Miscellaneous	25,700	291,317	1133.5%	277,850	303,550
TOTAL REVENUE	**$ 12,986,650**	**$ 6,673,762**	**51.4%**	**$ 892,750**	**$ 13,879,400**

As summarized in Table 3 below, overall expenditures have a proposed decrease of $150,814 across the following categories: a reduction of $371,750 in Major Capital Outlay, due to the decision to purchase a used street sweeper instead of the electric sweeper originally proposed in the budget. This decrease is offset by a proposed increase of $193,900 in Professional Services, mainly for consultants in building plan check services, grant writing, assessment services, and business license and accounting services. There is also a proposed increase of $52,150 in Wages and $9,955 in Benefits, primarily due to a salary allocation correction.

Transfers out include proposed reductions in subsidies totaling $33,119, with a decrease of $54,149 to the AB 939 Fund, partially offset by increases of $12,630 to the Park Maintenance Fund and $8,400 to the Right of Way Assessment District Fund.

Table 3: General Fund Expenditures

General Fund	Current Budget	YTD Actual 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Budget
Regular Wages	$ 2,792,750	$ 1,434,737	51.4%	$ 48,600	$ 2,841,350
Part-time Wages	57,400	23,303	40.6%	-	57,400
Overtime Wages	12,000	5,959	49.7%	2,150	14,150
Other Wages	170,350	89,314	52.4%	1,400	171,750
Total Wages	3,032,500	1,553,313	51.2%	52,150	3,084,650
Health/Life/Dental Insurance	592,050	304,356	51.4%	(900)	591,150
Retirement	1,215,000	690,788	56.9%	(7,550)	1,207,450
Taxes/Unemployment	41,850	33,968	81.2%	18,325	60,175
Other Benefits	99,850	45,430	45.5%	80	99,930
Total Benefits	1,948,750	1,074,542	55.1%	9,955	1,958,705
Professional Services	1,435,650	537,198	37.4%	193,900	1,629,550
Public Safety	5,481,000	3,168,693	57.8%	-	5,481,000
Contract Services	302,150	115,341	38.2%	(15,300)	286,850
Utilities	98,400	49,524	50.3%	-	98,400
Other Operating Expenses	826,200	435,852	52.8%	13,350	839,550
Major Capital	753,500	159,718	21.2%	(371,750)	381,750
Total Other Expenditures	8,896,900	4,466,326	50.2%	(179,800)	8,717,100
Transfers Out	839,100	493,833	58.9%	(33,119)	805,981
TOTAL EXPENDITURES	**$ 14,717,250**	**$ 7,588,014**	**51.6%**	**$ (150,814)**	**$ 14,566,436**

Measure X Fund

As summarized in Table 4 below, the proposed decrease in revenues of $38,600 includes a $47,000 reduction in Sales Tax due to statewide sales tax trends in Fuel & Service Stations (-8.3%), Food & Drug (-1.8%) and General Consumer Goods (-1.9%), and a $16,600 decrease in Miscellaneous Revenue, primarily due to a reduction in proposed donations for senior programming (which corresponds with the same adjustment in expenditures), offset by a $25,000 increase in Interest Income, resulting from higher returns due to increased interest rates and a higher average cash balance during the period.

The decrease in expenditures of $123,630 includes a reduction of $111,000 in Professional Services, due to the $100,000 in consultant services no longer needed for the housing element, and a decrease of $18,000 in Other Operating Expenditures, mainly due to adjustments in senior programming.

Transfers Out have decreased by $210,792 for subsidies and capital projects: a reduction of $188,500 in the Capital Project Fund, $63,605 in the Library Fund, and $21,287 in the PEG Fee Fund, all due to fund balances from prior years. These decreases are offset by an increase of $62,600 in the Recreation Services Fund, primarily for personnel, equipment repairs, and janitorial services.

Table 4: Measure X Fund Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
104 Measure X Fund					
Revenues	3,874,100	1,604,135	41.4%	(38,600)	3,835,500
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	3,874,100	1,604,135	41.4%	(38,600)	3,835,500
Expenditures	1,973,850	1,018,278	51.6%	(123,630)	1,850,220
Transfers Out	6,577,927	3,523,918	53.6%	(210,792)	6,367,135
Total Expenditures & Transfers Out	8,551,777	4,542,196	53.1%	(334,422)	8,217,355
Revenues Over/(Under) Expenditures	(4,677,677)	(2,938,061)		295,822	(4,381,855)
Fund Balance, July 1	5,171,629				5,171,629
Fund Balance, End of Period	**493,952**	**(2,938,061)**		**295,822**	**789,774**

AB939 Fund

As summarized in Table 5 below, the proposed increase to revenues of $12,250 is mainly in Miscellaneous Revenue, due to insurance reimbursements.

Transfers In proposes a decrease of $54,149 in subsidies funded by the General Fund, mostly due to the beginning fund balance.

The proposed increase in expenditures of $9,250 is mostly in Professional Services for the final payments of the contractual agreement for street sweeping services.

Table 5: AB939 Fund Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
211 AB 939 Fund					
Revenues	296,500	157,216	53.0%	12,250	308,750
Transfers In	213,250	142,609	66.9%	(54,149)	159,101
Total Revenues & Transfers In	509,750	299,825	58.8%	(41,899)	467,851
Expenditures	509,750	295,950	58.1%	9,250	519,000
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	509,750	295,950	58.1%	9,250	519,000
Revenues Over/(Under) Expenditures	-	3,875		(51,149)	(51,149)
Fund Balance, July 1	51,149				51,149
Fund Balance, End of Period	**51,149**	**3,875**		**(51,149)**	**-**

Recreation Service Fund

As summarized in Table 6 below, the proposed decrease in revenues of $17,850 is attributed to Charges for Services, due to a reduction in rents and leases at the Vets Hall (in favor of senior programming), the removal of pickleball court rentals, and discontinuation of the beach store.

Transfers In proposes an increase of $62,600 in subsidies funded by the Measure X Fund, mostly for personnel, equipment repairs, and janitorial services.

The proposed increase in expenditures of $44,750 includes $33,450 in Professional Services, due to correcting the expense account from Capital Outlay, $20,900 in Contract Services, primarily for equipment repairs and janitorial services, and $20,500 in Personnel Services, due to additional staffing hours, offset by a decrease of $29,400 in Capital Outlay.

Table 6: Recreation Services Fund Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
213 Recreation Services Fund					
Revenues	547,750	244,563	44.6%	(17,850)	529,900
Transfers In	659,250	330,316	50.1%	62,600	721,850
Total Revenues & Transfers In	1,207,000	574,880	47.6%	44,750	1,251,750
Expenditures	1,207,000	516,847	42.8%	44,750	1,251,750
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	1,207,000	516,847	42.8%	44,750	1,251,750
Revenues Over/(Under) Expenditures	-	58,033		-	-
Fund Balance, July 1	-				-
Fund Balance, End of Period	**-**	**58,033**		**-**	**-**

Measure A Fund

As summarized in Table 7 below, the proposed increase in revenues of $7,100 is mostly due to a $5,000 increase in Interest Income, reflecting higher returns from increased interest rates and a higher average cash balance during the period.

The proposed increase in expenditures of $45,550 is mainly in Professional Services for additional engineering services.

Transfers Out proposes a decrease of $51,200, due to a reduction in transfers for the unappropriated Pavement Maintenance Project to the Capital Project Fund.

Table 7: Measure A Fund Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
215 Measure A Fund					
Revenues	1,050,400	341,236	32.5%	7,100	1,057,500
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	1,050,400	341,236	32.5%	7,100	1,057,500
Expenditures	886,900	483,654	54.5%	45,550	932,450
Transfers Out	1,660,125	1,121,525	67.6%	(51,200)	1,608,925
Total Expenditures & Transfers Out	2,547,025	1,605,179	63.0%	(5,650)	2,541,375
Revenues Over/(Under) Expenditures	(1,496,625)	(1,263,943)		12,750	(1,483,875)
Fund Balance, July 1	1,515,157				1,515,157
Fund Balance, End of Period	**18,532**	**(1,263,943)**		**12,750**	**31,282**

Capital Improvement Projects Fund

As summarized in Table 8 below, the proposed decrease in revenues of $2,909,300 includes a $3,163,200 reduction in Intergovernmental Revenue, mainly due to the inability to secure grants for capital projects, offset by an increase of $208,900 in Charges for Services, mainly from development impact fees collected year-to-date, and a $45,000 increase in Interest Income, resulting from higher returns due to increased interest rates and a higher average cash balance during the period.

Transfers In proposes a decrease of $261,850, primarily due to a reduction in transfers for the Capital Project Fund.

The proposed decrease in expenditures of $3,840,050 is in Major Capital Projects. Public Works attempted to secure grants for a key project but was unsuccessful, and no other funding sources are available to complete them. As a result, the following project needs to be unappropriated: the Pavement Project ($3,503,150). Additionally, three other projects either require additional funding or have been completed and, therefore, also need to be unappropriated: Carp Library Improvements ($180,000), Rincon Multi-Use Trail ($148,400), and City Hall Storage ($8,500).

Table 8: Capital Improvement Projects Fund Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
301 Capital Improvement Projects Fund					
Revenues	9,888,950	715,915	7.2%	(2,909,300)	6,979,650
Transfers In	7,994,025	4,621,411	57.8%	(261,850)	7,732,175
Total Revenues & Transfers In	17,882,975	5,337,326	29.8%	(3,171,150)	14,711,825
Expenditures	18,569,550	6,583,519	35.5%	(3,840,050)	14,729,500
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	18,569,550	6,583,519	35.5%	(3,840,050)	14,729,500
Revenues Over/(Under) Expenditures	(686,575)	(1,246,193)		668,900	(17,675)
Fund Balance, July 1	2,299,711				2,299,711
Fund Balance, End of Period	**1,613,136**	**(1,246,193)**		**668,900**	**2,282,036**

All Funds Summary

As summarized in Table 9 below, overall the recommended adjustments for all funds propose a decrease in revenue of $1,921,200, a decrease in expenditures of $3,871,345, and a decrease in transfers of $317,261.

Table 9: All Funds Summary

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
All Funds Total					
Revenues	31,049,150	11,082,605	35.7%	(1,921,200)	29,127,950
Transfers In	10,192,952	5,783,634	56.7%	(317,261)	9,875,691
Total Revenues & Transfers In	41,242,102	16,866,238	40.9%	(2,238,461)	39,003,641
Expenditures	40,462,675	17,578,141	43.4%	(3,871,345)	36,591,330
Transfers Out	10,192,952	5,783,634	56.7%	(317,261)	9,875,691
Total Expenditures & Transfers Out	50,655,627	23,361,775	46.1%	(4,188,606)	46,467,021
Revenues Over/(Under) Expenditures	(9,413,525)	(6,495,537)		1,950,145	(7,463,380)
Fund Balance, July 1	22,516,177				22,516,177
Fund Balance, End of Period	**13,102,652**	**(6,495,537)**		**1,950,145**	**15,052,797**

The following reports are attached:

Attachment A - Summary by Fund, provides a summary of City Funds, summarized revenues, expenditures, interfund transfers, and adjustments.

Attachment B – Recommended Appropriation Adjustments, is a complete listing of the recommended budget appropriation adjustment of all funds.

POLICY CONSISTENCY

Making adjustments to the budget during the fiscal year is consistent with the City's fiscal and budgeting policies

FINANCIAL CONSIDERATIONS

Amending the budget at Mid-Year is a procedural matter conducted annually to, in part, ensure adequate funds for projects, programs and services, and to more accurately project year-end results.

LEGAL

No legal analysis is provided as a part of this report.

OPTIONS

The City Council may direct staff to modify any or all individual budget line items.

PRINCIPAL PARTIES EXPECTED AT MEETING

Unknown

ATTACHMENTS

A. Summary by Fund
B. Recommended Appropriation Adjustments

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Attachment A

Fiscal Year 2024/25 Mid-Year Budget

Summary by Fund

CITY OF CARPINTERIA
Fiscal Year 2024/25 Mid-Year Budget Review
Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
101 General Fund					
Revenues	12,916,650	6,639,154	51.4%	876,750	13,793,400
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	12,916,650	6,639,154	51.4%	876,750	13,793,400
Expenditures	13,145,150	6,941,945	52.8%	263,055	13,408,205
Transfers Out	839,100	493,833	58.9%	(33,119)	805,981
Total Expenditures & Transfers Out	13,984,250	7,435,778	53.2%	229,936	14,214,186
Revenues Over/(Under) Expenditures	(1,067,600)	(796,624)		646,814	(420,786)
Fund Balance, July 1	9,099,273				9,099,273
Fund Balance, End of Period	**8,031,673**	**(796,624)**		**646,814**	**8,678,487**
102 General Reserve - Special Projects					
Revenues	10,000	15,629	156.3%	6,000	16,000
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	10,000	15,629	156.3%	6,000	16,000
Expenditures	-	-	0.0%		-
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	-	-	0.0%	-	-
Revenues Over/(Under) Expenditures	10,000	15,629		6,000	16,000
Fund Balance, July 1	832,645				832,645
Fund Balance, End of Period	**842,645**	**15,629**		**6,000**	**848,645**
103 Major Asset Replacement and Repair					
Revenues	60,000	18,979	31.6%	10,000	70,000
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	60,000	18,979	31.6%	10,000	70,000
Expenditures	733,000	152,234	20.8%	(380,750)	352,250
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	733,000	152,234	20.8%	(380,750)	352,250
Revenues Over/(Under) Expenditures	(673,000)	(133,255)		390,750	(282,250)
Fund Balance, July 1	1,080,448				1,080,448
Fund Balance, End of Period	**407,448**	**(133,255)**		**390,750**	**798,198**
104 Measure X Fund					
Revenues	3,874,100	1,604,135	41.4%	(38,600)	3,835,500
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	3,874,100	1,604,135	41.4%	(38,600)	3,835,500
Expenditures	1,973,850	1,018,278	51.6%	(123,630)	1,850,220
Transfers Out	6,577,927	3,523,918	53.6%	(210,792)	6,367,135
Total Expenditures & Transfers Out	8,551,777	4,542,196	53.1%	(334,422)	8,217,355
Revenues Over/(Under) Expenditures	(4,677,677)	(2,938,061)		295,822	(4,381,855)
Fund Balance, July 1	5,171,629				5,171,629
Fund Balance, End of Period	**493,952**	**(2,938,061)**		**295,822**	**789,774**

CITY OF CARPINTERIA
Fiscal Year 2024/25 Mid-Year Budget Review
Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
201 Traffic Safety Fund					
Revenues	42,500	18,025	42.4%	6,000	48,500
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	42,500	18,025	42.4%	6,000	48,500
Expenditures	24,875	6,906	27.8%	600	25,475
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	24,875	6,906	27.8%	600	25,475
Revenues Over/(Under) Expenditures	17,625	11,119		5,400	23,025
Fund Balance, July 1	84,722				84,722
Fund Balance, End of Period	**102,347**	**11,119**		**5,400**	**107,747**
202 Library Fund					
Revenues	240,500	39,517	16.4%	-	240,500
Transfers In	652,800	338,074	51.8%	(63,605)	589,195
Total Revenues & Transfers In	893,300	377,592	42.3%	(63,605)	829,695
Expenditures	893,300	431,984	48.4%	2,600	895,900
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	893,300	431,984	48.4%	2,600	895,900
Revenues Over/(Under) Expenditures	-	(54,392)		(66,205)	(66,205)
Fund Balance, July 1	66,205				66,205
Fund Balance, End of Period	**66,205**	**(54,392)**		**(66,205)**	**-**
203 Road Maintenance Rehab Fund					
Revenues	340,750	150,874	44.3%	(8,950)	331,800
Transfers In	-	-	0.0%		-
Total Revenues & Transfers In	340,750	150,874	44.3%	(8,950)	331,800
Expenditures	-	-	0.0%	-	-
Transfers Out	380,500	184,358	0.0%	(22,150)	358,350
Total Expenditures & Transfers Out	380,500	184,358	0.0%	(22,150)	358,350
Revenues Over/(Under) Expenditures	(39,750)	(33,484)		13,200	(26,550)
Fund Balance, July 1	64,592				64,592
Fund Balance, End of Period	**24,842**	**(33,484)**		**13,200**	**38,042**
204 Park Maintenance Fund					
Revenues	267,500	145,654	54.4%	42,300	309,800
Transfers In	429,400	223,443	52.0%	12,630	442,030
Total Revenues & Transfers In	696,900	369,096	53.0%	54,930	751,830
Expenditures	696,900	370,436	53.2%	54,930	751,830
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	696,900	370,436	53.2%	54,930	751,830
Revenues Over/(Under) Expenditures	-	(1,340)		-	-
Fund Balance, July 1	-				-
Fund Balance, End of Period	**-**	**(1,340)**		**-**	**-**

CITY OF CARPINTERIA
Fiscal Year 2024/25 Mid-Year Budget Review
Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
205 Gas Tax Fund					
Revenues	370,200	219,679	59.3%	17,550	387,750
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	370,200	219,679	59.3%	17,550	387,750
Expenditures	368,400	180,004	48.9%	2,950	371,350
Transfers Out	460,000	460,000	100.0%	-	460,000
Total Expenditures & Transfers Out	828,400	640,004	77.3%	2,950	831,350
Revenues Over/(Under) Expenditures	(458,200)	(420,325)		14,600	(443,600)
Fund Balance, July 1	571,155				571,155
Fund Balance, End of Period	**112,955**	**(420,325)**		**14,600**	**127,555**
206 Local Transportation Fund					
Revenues	14,150	8,289	58.6%	50	14,200
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	14,150	8,289	58.6%	50	14,200
Expenditures	14,050	5,243	37.3%	250	14,300
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	14,050	5,243	37.3%	250	14,300
Revenues Over/(Under) Expenditures	100	3,046		(200)	(100)
Fund Balance, July 1	6,566				6,566
Fund Balance, End of Period	**6,666**	**3,046**		**(200)**	**6,466**
207 Tidelands Trust Fund					
Revenues	358,900	371,595	103.5%	14,700	373,600
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	358,900	371,595	103.5%	14,700	373,600
Expenditures	397,250	190,063	47.8%	650	397,900
Transfers Out	275,300	-	0.0%	-	275,300
Total Expenditures & Transfers Out	672,550	160,880	23.9%	650	673,200
Revenues Over/(Under) Expenditures	(313,650)	210,715		14,050	(299,600)
Fund Balance, July 1	612,166				612,166
Fund Balance, End of Period	**298,516**	**210,715**		**14,050**	**312,566**
208 Street Lighting Fund					
Revenues	240,250	155,505	64.7%	11,150	251,400
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	240,250	155,505	64.7%	11,150	251,400
Expenditures	233,850	101,862	43.6%	1,200	235,050
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	233,850	101,862	43.6%	1,200	235,050
Revenues Over/(Under) Expenditures	6,400	53,643		9,950	16,350
Fund Balance, July 1	541,062				541,062
Fund Balance, End of Period	**547,462**	**53,643**		**9,950**	**557,412**

CITY OF CARPINTERIA
Fiscal Year 2024/25 Mid-Year Budget Review
Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
209 R-O-W Assessment District Fund					
Revenues	198,450	125,287	63.1%	7,450	205,900
Transfers In	196,450	127,781	65.0%	8,400	204,850
Total Revenues & Transfers In	394,900	253,069	64.1%	15,850	410,750
Expenditures	394,900	192,577	48.8%	15,850	410,750
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	394,900	192,577	48.8%	15,850	410,750
Revenues Over/(Under) Expenditures	-	60,492		-	-
Fund Balance, July 1	-				-
Fund Balance, End of Period	**-**	**60,492**		**-**	**-**
210 PBIA Fund					
Revenues	16,100	16,292	101.2%	900	17,000
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	16,100	16,292	101.2%	900	17,000
Expenditures	15,300	6,829	44.6%	-	15,300
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	15,300	6,829	44.6%	-	15,300
Revenues Over/(Under) Expenditures	800	9,463		900	1,700
Fund Balance, July 1	22,498				22,498
Fund Balance, End of Period	**23,298**	**9,463**		**900**	**24,198**
211 AB 939 Fund					
Revenues	296,500	157,216	53.0%	12,250	308,750
Transfers In	213,250	142,609	66.9%	(54,149)	159,101
Total Revenues & Transfers In	509,750	299,825	58.8%	(41,899)	467,851
Expenditures	509,750	295,950	58.1%	9,250	519,000
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	509,750	295,950	58.1%	9,250	519,000
Revenues Over/(Under) Expenditures	-	3,875		(51,149)	(51,149)
Fund Balance, July 1	51,149				51,149
Fund Balance, End of Period	**51,149**	**3,875**		**(51,149)**	**-**
213 Recreation Services Fund					
Revenues	547,750	244,563	44.6%	(17,850)	529,900
Transfers In	659,250	330,316	50.1%	62,600	721,850
Total Revenues & Transfers In	1,207,000	574,880	47.6%	44,750	1,251,750
Expenditures	1,207,000	516,847	42.8%	44,750	1,251,750
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	1,207,000	516,847	42.8%	44,750	1,251,750
Revenues Over/(Under) Expenditures	-	58,033		-	-
Fund Balance, July 1	-				-
Fund Balance, End of Period	**-**	**58,033**		**-**	**-**

CITY OF CARPINTERIA
Fiscal Year 2024/25 Mid-Year Budget Review
Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
214 Housing Fund					
Revenues	8,000	8,635	107.9%	5,000	13,000
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	8,000	8,635	107.9%	5,000	13,000
Expenditures	30,000	6,220	20.7%	-	30,000
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	30,000	6,220	20.7%	-	30,000
Revenues Over/(Under) Expenditures	(22,000)	2,415		5,000	(17,000)
Fund Balance, July 1	467,389				467,389
Fund Balance, End of Period	**445,389**	**2,415**		**5,000**	**450,389**
215 Measure A Fund					
Revenues	1,050,400	341,236	32.5%	7,100	1,057,500
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	1,050,400	341,236	32.5%	7,100	1,057,500
Expenditures	886,900	483,654	54.5%	45,550	932,450
Transfers Out	1,660,125	1,121,525	67.6%	(51,200)	1,608,925
Total Expenditures & Transfers Out	2,547,025	1,605,179	63.0%	(5,650)	2,541,375
Revenues Over/(Under) Expenditures	(1,496,625)	(1,263,943)		12,750	(1,483,875)
Fund Balance, July 1	1,515,157				1,515,157
Fund Balance, End of Period	**18,532**	**(1,263,943)**		**12,750**	**31,282**
216 Revolving Fund					
Revenues	270,500	60,162	22.2%	23,800	294,300
Transfers In	-	-	0.0%	-	-
Total Revenues & Transfers In	270,500	60,162	22.2%	23,800	294,300
Expenditures	270,500	80,223	29.7%	23,800	294,300
Transfers Out			0.0%	-	-
Total Expenditures & Transfers Out	270,500	80,223	29.7%	23,800	294,300
Revenues Over/(Under) Expenditures	-	(20,061)		-	-
Fund Balance, July 1	-				-
Fund Balance, End of Period	**-**	**(20,061)**		**-**	**-**
217 PEG Fees Fund					
Revenues	37,000	26,264	71.0%	12,500	49,500
Transfers In	47,777	-	0.0%	(21,287)	26,490
Total Revenues & Transfers In	84,777	26,264	31.0%	(8,787)	75,990
Expenditures	98,150	13,367	13.6%	7,650	105,800
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	98,150	13,367	13.6%	7,650	105,800
Revenues Over/(Under) Expenditures	(13,373)	12,896		(16,437)	(29,810)
Fund Balance, July 1	29,810				29,810
Fund Balance, End of Period	**16,437**	**12,896**		**(16,437)**	**-**

CITY OF CARPINTERIA

Fiscal Year 2024/25 Mid-Year Budget Review

Summary by Fund

Fund	Current Budget	YTD Actuals 1/31/2025	YTD Percent	Recommended Mid-Year Adjustments	Recommended Revised Budget
301 Capital Improvement Projects Fund					
Revenues	9,888,950	715,915	7.2%	(2,909,300)	6,979,650
Transfers In	7,994,025	4,621,411	57.8%	(261,850)	7,732,175
Total Revenues & Transfers In	17,882,975	5,337,326	29.8%	(3,171,150)	14,711,825
Expenditures	18,569,550	6,583,519	35.5%	(3,840,050)	14,729,500
Transfers Out	-	-	0.0%	-	-
Total Expenditures & Transfers Out	18,569,550	6,583,519	35.5%	(3,840,050)	14,729,500
Revenues Over/(Under) Expenditures	(686,575)	(1,246,193)		668,900	(17,675)
Fund Balance, July 1	2,299,711				2,299,711
Fund Balance, End of Period	**1,613,136**	**(1,246,193)**		**668,900**	**2,282,036**
All Funds Total					
Revenues	31,049,150	11,082,605	35.7%	(1,921,200)	29,127,950
Transfers In	10,192,952	5,783,634	56.7%	(317,261)	9,875,691
Total Revenues & Transfers In	41,242,102	16,866,238	40.9%	(2,238,461)	39,003,641
Expenditures	40,462,675	17,578,141	43.4%	(3,871,345)	36,591,330
Transfers Out	10,192,952	5,783,634	56.7%	(317,261)	9,875,691
Total Expenditures & Transfers Out	50,655,627	23,361,775	46.1%	(4,188,606)	46,467,021
Revenues Over/(Under) Expenditures	(9,413,525)	(6,495,537)		1,950,145	(7,463,380)
Fund Balance, July 1	22,516,177				22,516,177
Fund Balance, End of Period	**13,102,652**	**(6,495,537)**		**1,950,145**	**15,052,797**

Attachment B

Fiscal Year 2024/25 Mid-Year Budget

Recommended Appropriation Adjustments

Carpinteria, CA

Budget Comparison Report
Account Detail

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND								
Type: 41 - Taxes								
101-171-4120	Sales Tax Safety	99,570.00	90,859.35	29,565.51	91,000.00	91,000.00	0.00	0.00%
101-900-4100	Property Tax- Secured, Current	2,683,750.14	2,863,439.74	1,646,930.92	2,880,000.00	2,880,000.00	0.00	0.00%
101-900-4101	Property Tax- Unsecured, Curre	94,703.64	109,634.66	107,817.10	113,300.00	113,300.00	0.00	0.00%
101-900-4102	Property Tax- Prior Year, Secur	34,661.39	34,362.00	24,700.18	35,000.00	35,000.00	0.00	0.00%
101-900-4103	Property Tax- In Lieu	1,885,551.22	2,016,328.09	1,045,271.00	2,075,000.00	2,090,500.00	15,500.00	0.75%
101-900-4111	Property Tax- Homeowners Exe	10,187.66	9,957.92	4,933.88	11,400.00	11,400.00	0.00	0.00%
101-900-4112	Property Tax- Documentary Tra	110,391.57	63,296.44	38,453.38	60,000.00	60,000.00	0.00	0.00%
101-900-4113	Property Tax- Supplemental Ro	113,291.92	94,269.63	22,869.77	82,400.00	82,400.00	0.00	0.00%
101-900-4121	Sales Tax	2,068,081.89	2,082,124.74	818,041.09	2,075,000.00	2,038,000.00	-37,000.00	-1.78%
101-900-4130	Franchise Fees - Cable	177,734.60	160,584.15	76,064.52	160,000.00	156,000.00	-4,000.00	-2.50%
101-900-4135	Franchise Fees - Gas	52,533.81	68,481.29	0.00	68,500.00	68,500.00	0.00	0.00%
101-900-4140	Franchise Fees - Refuse	344,049.20	350,667.19	195,679.82	350,000.00	370,000.00	20,000.00	5.71%
101-900-4145	Franchise Fees - Electric	142,817.81	143,278.72	0.00	143,300.00	143,300.00	0.00	0.00%
101-900-4150	Transient Occupancy Tax	2,740,637.35	2,469,342.76	844,953.91	2,656,500.00	2,881,500.00	225,000.00	8.47%
101-900-4151	Transient Occupancy Tax - Shor	744,827.22	724,905.20	345,219.34	777,000.00	847,000.00	70,000.00	9.01%
101-900-4160	Business License Tax	62,076.41	70,585.65	66,530.31	65,000.00	70,000.00	5,000.00	7.69%
	Total Type: 41 - Taxes:	**11,364,865.83**	**11,352,117.53**	**5,267,030.73**	**11,643,400.00**	**11,937,900.00**	**294,500.00**	**2.53%**
Type: 42 - Licenses & Permits								
101-201-4200	Business License Application Fe	12,071.50	12,552.00	6,781.00	10,000.00	10,000.00	0.00	0.00%
101-321-4220	Building/ Construction Permits	237,656.85	204,915.51	214,538.81	255,000.00	275,000.00	20,000.00	7.84%
101-321-4221	Solar Permits	0.00	0.00	6,328.24	0.00	12,000.00	12,000.00	0.00%
101-321-4260	Flat Rate Permits	73.00	5,955.77	6,924.00	500.00	8,000.00	7,500.00	1,500.00%
101-331-4210	Massage & Peddler Permits	1,190.00	560.00	0.00	350.00	350.00	0.00	0.00%
101-341-4270	Dog Licenses	8,962.50	9,733.00	4,022.50	10,000.00	10,000.00	0.00	0.00%
101-341-4271	Animal Keeping Permit	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-402-4230	Engineering/ Street Permits	5,340.00	21,713.88	14,734.28	6,500.00	20,000.00	13,500.00	207.69%
101-402-4240	Over-Size Load Permits	1,734.00	2,104.00	1,442.00	1,800.00	1,800.00	0.00	0.00%
101-900-4201	Short-Term Rental License	22,775.72	24,015.00	20,645.00	24,000.00	24,000.00	0.00	0.00%
101-900-4202	Tobacco Retailer Permit	0.00	1,736.00	0.00	1,000.00	1,700.00	700.00	70.00%
	Total Type: 42 - Licenses & Permits:	**289,803.57**	**283,285.16**	**275,415.83**	**309,150.00**	**362,850.00**	**53,700.00**	**17.37%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Type: 43 - Intergovernmental								
101-171-4375	Federal Grant- COPS	99,999.97	186,158.96	163,717.60	130,000.00	195,000.00	65,000.00	50.00%
101-302-4360	State Grants	125,502.24	111,125.71	18,450.00	200,000.00	200,000.00	0.00	0.00%
101-302-4390	Private Grants	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-401-4360	State Grants	0.00	7,026.75	57,256.15	40,000.00	57,300.00	17,300.00	43.25%
101-900-4300	DMV Parking Fees	18,575.14	18,557.53	9,241.81	18,000.00	18,000.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**244,077.35**	**322,868.95**	**248,665.56**	**388,000.00**	**470,300.00**	**82,300.00**	**21.21%**
Type: 44 - Fines & Forfeitures								
101-201-4400	Penalties/Interest Charges	8,136.62	11,856.88	1,436.77	7,500.00	7,500.00	0.00	0.00%
101-331-4404	Parking Fines & Penalties	33,145.79	31,898.23	22,181.96	35,000.00	35,500.00	500.00	1.43%
101-331-4406	Local Fines & Penalties	13,370.00	11,197.50	15,530.00	12,000.00	12,000.00	0.00	0.00%
101-401-4406	Local Fines & Penalties	0.00	1,200.00	100.00	1,200.00	1,200.00	0.00	0.00%
101-900-4402	Court Fines & Penalties	2,076.69	1,350.69	438.60	2,000.00	2,000.00	0.00	0.00%
101-900-4410	Property Tax- Interest/Penaltie	10,231.43	18,541.09	7,034.09	12,400.00	12,400.00	0.00	0.00%
	Total Type: 44 - Fines & Forfeitures:	**66,960.53**	**76,044.39**	**46,721.42**	**70,100.00**	**70,600.00**	**500.00**	**0.71%**
Type: 45 - Charges for services								
101-131-4504	City Clerk Charges	0.00	75.00	152.25	0.00	200.00	200.00	0.00%
101-201-4502	Processing Fee	0.00	15,595.00	21,131.64	30,000.00	30,000.00	0.00	0.00%
101-211-4500	Rents & Leases	0.00	0.00	1,320.00	0.00	2,000.00	2,000.00	0.00%
101-221-4500	Rents & Leases	5,734.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-221-4511	Technology Surcharge	0.00	0.00	21,998.56	0.00	26,000.00	26,000.00	0.00%
101-302-4547	General Plan Update Fee	1,972.69	1,435.13	3,141.18	1,500.00	3,500.00	2,000.00	133.33%
101-321-4503	Planning Charges	147,637.68	233,539.54	150,369.83	220,000.00	220,000.00	0.00	0.00%
101-321-4509	Building Plan Check	83,250.07	58,954.87	208,852.27	125,000.00	230,000.00	105,000.00	84.00%
101-341-4565	Animal Control Fees	472.00	294.00	85.00	500.00	500.00	0.00	0.00%
101-401-4507	Public Works Charges	0.00	55,340.35	8,638.63	2,500.00	10,000.00	7,500.00	300.00%
101-900-4599	Merchant Processing Fees	0.00	916.65	876.70	800.00	1,000.00	200.00	25.00%
	Total Type: 45 - Charges for services:	**239,066.44**	**366,150.54**	**416,566.06**	**380,300.00**	**523,200.00**	**142,900.00**	**37.58%**
Type: 46 - Interest								
101-900-4600	Interest Income	167,439.40	204,242.86	76,834.92	100,000.00	125,000.00	25,000.00	25.00%
101-900-4601	Net Adjustment Fair Value	40,302.65	182,406.18	0.00	0.00	0.00	0.00	0.00%
101-900-4602	Gain/Loss on Investment	-4,033.86	156.18	16,602.28	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**203,708.19**	**386,805.22**	**93,437.20**	**100,000.00**	**125,000.00**	**25,000.00**	**25.00%**
Type: 48 - Miscellaneous Revenue								
101-161-4802	Miscellaneous Income	0.00	0.00	2,071.91	0.00	2,100.00	2,100.00	0.00%
101-401-4802	Miscellaneous Income	700.00	12,425.18	260.00	13,000.00	700.00	-12,300.00	-94.62%
101-403-4802	Miscellaneous Income	0.00	0.00	2,071.91	0.00	2,100.00	2,100.00	0.00%
101-403-4812	Reimbursement- Insurance Cla	473.78	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-451-4802	Miscellaneous Income	0.00	0.00	4,143.78	0.00	4,150.00	4,150.00	0.00%
101-451-4812	Reimbursement- Insurance Cla	947.56	0.00	0.00	0.00	0.00	0.00	0.00%
101-900-4802	Miscellaneous Income	5,653.06	2,958.70	221,017.72	5,000.00	225,000.00	220,000.00	4,400.00%
101-900-4804	SB90 Claims	8,257.00	7,515.00	0.00	7,700.00	7,700.00	0.00	0.00%
101-900-4806	Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-900-4810	Reimbursement- State	0.00	21,435.45	57,364.33	0.00	57,400.00	57,400.00	0.00%
101-900-4812	Reimbursement- Insurance Cla	-13,300.00	273.10	4,387.48	0.00	4,400.00	4,400.00	0.00%
101-900-4878	Sale of Property Gain/Loss	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**2,731.40**	**59,607.43**	**291,317.13**	**25,700.00**	**303,550.00**	**277,850.00**	**1,081.13%**
	Total Fund: 101 - GENERAL FUND:	**12,411,213.31**	**12,846,879.22**	**6,639,153.93**	**12,916,650.00**	**13,793,400.00**	**876,750.00**	**6.79%**
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS								
Type: 46 - Interest								
102-900-4600	Interest Income	29,180.63	24,869.76	13,087.78	10,000.00	16,000.00	6,000.00	60.00%
102-900-4601	Net Adjustment Fair Value	-1,316.51	9,958.16	0.00	0.00	0.00	0.00	0.00%
102-900-4602	Gain/Loss on Investment	-589.70	77.73	2,540.94	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**27,274.42**	**34,905.65**	**15,628.72**	**10,000.00**	**16,000.00**	**6,000.00**	**60.00%**
Type: 48 - Miscellaneous Revenue								
102-403-4812	Reimbursement- Insurance Cla	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS:	**27,274.42**	**34,905.65**	**15,628.72**	**10,000.00**	**16,000.00**	**6,000.00**	**60.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE								
Type: 43 - Intergovernmental								
103-431-4390	Private Grants	0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**0.00**	**0.00**	**0.00**	**50,000.00**	**50,000.00**	**0.00**	**0.00%**
Type: 46 - Interest								
103-900-4600	Interest Income	21,342.07	32,204.13	15,862.31	10,000.00	20,000.00	10,000.00	100.00%
103-900-4601	Net Adjustment Fair Value	-1,969.02	12,921.79	0.00	0.00	0.00	0.00	0.00%
103-900-4602	Gain/Loss on Investment	-550.84	94.63	3,116.69	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**18,822.21**	**45,220.55**	**18,979.00**	**10,000.00**	**20,000.00**	**10,000.00**	**100.00%**
Type: 48 - Miscellaneous Revenue								
103-900-4878	Sale of Property Gain/Loss	13,645.57	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**13,645.57**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R...		**32,467.78**	**45,220.55**	**18,979.00**	**60,000.00**	**70,000.00**	**10,000.00**	**16.67%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 104 - MEASURE X FUND								
Type: 41 - Taxes								
104-900-4122	Sales Tax - Local	3,803,555.23	3,804,197.55	1,530,808.96	3,776,000.00	3,729,000.00	-47,000.00	-1.24%
	Total Type: 41 - Taxes:	**3,803,555.23**	**3,804,197.55**	**1,530,808.96**	**3,776,000.00**	**3,729,000.00**	**-47,000.00**	**-1.24%**
Type: 43 - Intergovernmental								
104-302-4360	State Grants	0.00	95,200.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**0.00**	**95,200.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Type: 45 - Charges for services								
104-162-4500	Rents & Leases	0.00	1,492.80	1,262.22	1,500.00	1,500.00	0.00	0.00%
	Total Type: 45 - Charges for services:	**0.00**	**1,492.80**	**1,262.22**	**1,500.00**	**1,500.00**	**0.00**	**0.00%**
Type: 46 - Interest								
104-900-4600	Interest Income	78,269.59	131,468.38	50,989.25	50,000.00	75,000.00	25,000.00	50.00%
104-900-4601	Net Adjustment Fair Value	-7,781.53	54,619.57	0.00	0.00	0.00	0.00	0.00%
104-900-4602	Gain/Loss on Investment	-2,187.14	659.89	10,515.93	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**68,300.92**	**186,747.84**	**61,505.18**	**50,000.00**	**75,000.00**	**25,000.00**	**50.00%**
Type: 48 - Miscellaneous Revenue								
104-461-4802	Miscellaneous Income	3,977.45	83,018.06	10,558.45	4,000.00	20,000.00	16,000.00	400.00%
104-512-4806	Donations	0.00	0.00	0.00	42,600.00	10,000.00	-32,600.00	-76.53%
	Total Type: 48 - Miscellaneous Revenue:	**3,977.45**	**83,018.06**	**10,558.45**	**46,600.00**	**30,000.00**	**-16,600.00**	**-35.62%**
	Total Fund: 104 - MEASURE X FUND:	**3,875,833.60**	**4,170,656.25**	**1,604,134.81**	**3,874,100.00**	**3,835,500.00**	**-38,600.00**	**-1.00%**
Fund: 201 - TRAFFIC SAFETY FUND								
Type: 44 - Fines & Forfeitures								
201-331-4408	California Vehicle Code Penalti	45,839.64	49,551.79	15,678.90	40,000.00	40,000.00	0.00	0.00%
	Total Type: 44 - Fines & Forfeitures:	**45,839.64**	**49,551.79**	**15,678.90**	**40,000.00**	**40,000.00**	**0.00**	**0.00%**
Type: 46 - Interest								
201-331-4600	Interest Income	657.49	2,119.74	1,446.51	0.00	2,500.00	2,500.00	0.00%
201-331-4601	Net Adjustment Fair Value	-75.21	971.10	0.00	0.00	0.00	0.00	0.00%
201-331-4602	Gain/Loss on Investment	-18.09	5.94	273.58	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**564.19**	**3,096.78**	**1,720.09**	**0.00**	**2,500.00**	**2,500.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
201-331-4802	Miscellaneous Income	2,413.83	3,107.49	625.66	2,500.00	6,000.00	3,500.00	140.00%
	Total Type: 48 - Miscellaneous Revenue:	**2,413.83**	**3,107.49**	**625.66**	**2,500.00**	**6,000.00**	**3,500.00**	**140.00%**
	Total Fund: 201 - TRAFFIC SAFETY FUND:	**48,817.66**	**55,756.06**	**18,024.65**	**42,500.00**	**48,500.00**	**6,000.00**	**14.12%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 202 - LIBRARY FUND								
Type: 43 - Intergovernmental								
202-550-4365	Per Capita County Funding	147,134.00	146,832.00	0.00	156,000.00	156,000.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**147,134.00**	**146,832.00**	**0.00**	**156,000.00**	**156,000.00**	**0.00**	**0.00%**
Type: 45 - Charges for services								
202-550-4510	Library Service Fees	2,259.20	3,072.64	1,697.41	3,000.00	3,000.00	0.00	0.00%
	Total Type: 45 - Charges for services:	**2,259.20**	**3,072.64**	**1,697.41**	**3,000.00**	**3,000.00**	**0.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
202-550-4806	Donations	15,552.25	66,545.68	37,820.00	81,500.00	81,500.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**15,552.25**	**66,545.68**	**37,820.00**	**81,500.00**	**81,500.00**	**0.00**	**0.00%**
	Total Fund: 202 - LIBRARY FUND:	**164,945.45**	**216,450.32**	**39,517.41**	**240,500.00**	**240,500.00**	**0.00**	**0.00%**
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND								
Type: 43 - Intergovernmental								
203-431-4314	RMRA (SB1)	293,586.85	339,478.60	150,873.83	340,750.00	331,800.00	-8,950.00	-2.63%
	Total Type: 43 - Intergovernmental:	**293,586.85**	**339,478.60**	**150,873.83**	**340,750.00**	**331,800.00**	**-8,950.00**	**-2.63%**
Type: 46 - Interest								
203-431-4600	Interest Income	4,205.77	2,589.42	0.00	0.00	0.00	0.00	0.00%
203-431-4601	Net Adjustment Fair Value	-453.09	64.93	0.00	0.00	0.00	0.00	0.00%
203-431-4602	Gain/Loss on Investment	-116.15	5.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**3,636.53**	**2,659.35**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 203 - ROAD MAINTENANCE REHABILITATION FUN...		**297,223.38**	**342,137.95**	**150,873.83**	**340,750.00**	**331,800.00**	**-8,950.00**	**-2.63%**
Fund: 204 - PARK MAINTENANCE FUND								
Type: 41 - Taxes								
204-502-4169	Property Tax- Park Maintenanc	151,325.21	160,638.93	92,676.33	159,100.00	159,100.00	0.00	0.00%
	Total Type: 41 - Taxes:	**151,325.21**	**160,638.93**	**92,676.33**	**159,100.00**	**159,100.00**	**0.00**	**0.00%**
Type: 43 - Intergovernmental								
204-502-4316	Bluffs Endownment	29,500.00	36,000.00	0.00	65,000.00	76,000.00	11,000.00	16.92%
	Total Type: 43 - Intergovernmental:	**29,500.00**	**36,000.00**	**0.00**	**65,000.00**	**76,000.00**	**11,000.00**	**16.92%**
Type: 45 - Charges for services								
204-502-4500	Rents & Leases	-350.18	0.00	0.00	0.00	0.00	0.00	0.00%
204-502-4513	Park Rentals	15,202.50	16,695.55	8,362.51	15,000.00	15,000.00	0.00	0.00%
	Total Type: 45 - Charges for services:	**14,852.32**	**16,695.55**	**8,362.51**	**15,000.00**	**15,000.00**	**0.00**	**0.00%**
Type: 46 - Interest								
204-502-4600	Interest Income	141.44	0.00	345.27	0.00	400.00	400.00	0.00%
204-502-4602	Gain/Loss on Investment	-12.96	0.00	55.60	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**128.48**	**0.00**	**400.87**	**0.00**	**400.00**	**400.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Type: 47 - Special Assessments								
204-502-4700	Assessment- Berm	19,818.21	20,162.57	13,382.02	20,400.00	20,400.00	0.00	0.00%
Total Type: 47 - Special Assessments:		**19,818.21**	**20,162.57**	**13,382.02**	**20,400.00**	**20,400.00**	**0.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
204-405-4802	Miscellaneous Income	0.00	0.00	2,071.91	0.00	2,100.00	2,100.00	0.00%
204-405-4806	Donations	0.00	0.00	15,000.00	4,000.00	19,000.00	15,000.00	375.00%
204-502-4802	Miscellaneous Income	0.00	4,203.60	13,759.99	0.00	13,800.00	13,800.00	0.00%
204-502-4806	Donations	4,273.28	5,540.00	0.00	4,000.00	4,000.00	0.00	0.00%
Total Type: 48 - Miscellaneous Revenue:		**4,273.28**	**9,743.60**	**30,831.90**	**8,000.00**	**38,900.00**	**30,900.00**	**386.25%**
Total Fund: 204 - PARK MAINTENANCE FUND:		**219,897.50**	**243,240.65**	**145,653.63**	**267,500.00**	**309,800.00**	**42,300.00**	**15.81%**
Fund: 205 - GAS TAX FUND								
Type: 43 - Intergovernmental								
205-431-4320	Section 2103	107,214.74	119,666.19	72,931.16	124,150.00	121,600.00	-2,550.00	-2.05%
205-431-4322	Section 2106	43,254.30	45,759.13	24,701.71	41,750.00	47,000.00	5,250.00	12.57%
205-431-4324	Section 2107	102,054.09	108,021.93	57,835.58	113,250.00	113,250.00	0.00	0.00%
205-431-4326	Section 2107.5	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00%
205-431-4328	Section 2105	74,883.73	79,804.24	43,095.83	83,050.00	83,000.00	-50.00	-0.06%
Total Type: 43 - Intergovernmental:		**330,406.86**	**356,251.49**	**201,564.28**	**365,200.00**	**367,850.00**	**2,650.00**	**0.73%**
Type: 46 - Interest								
205-431-4600	Interest Income	8,466.89	16,124.87	4,655.84	5,000.00	7,500.00	2,500.00	50.00%
205-431-4601	Net Adjustment Fair Value	-854.34	6,543.26	0.00	0.00	0.00	0.00	0.00%
205-431-4602	Gain/Loss on Investment	-233.53	44.61	1,027.44	0.00	0.00	0.00	0.00%
Total Type: 46 - Interest:		**7,379.02**	**22,712.74**	**5,683.28**	**5,000.00**	**7,500.00**	**2,500.00**	**50.00%**
Type: 48 - Miscellaneous Revenue								
205-431-4802	Miscellaneous Income	0.00	0.00	12,431.19	0.00	12,400.00	12,400.00	0.00%
205-431-4812	Reimbursement- Insurance Cla	1,421.34	0.00	0.00	0.00	0.00	0.00	0.00%
Total Type: 48 - Miscellaneous Revenue:		**1,421.34**	**0.00**	**12,431.19**	**0.00**	**12,400.00**	**12,400.00**	**0.00%**
Total Fund: 205 - GAS TAX FUND:		**339,207.22**	**378,964.23**	**219,678.75**	**370,200.00**	**387,750.00**	**17,550.00**	**4.74%**
Fund: 206 - LOCAL TRANSPORTATION FUND								
Type: 43 - Intergovernmental								
206-431-4330	BKWY, ART3; SEC 9	14,835.00	12,294.14	8,156.48	14,000.00	14,000.00	0.00	0.00%
Total Type: 43 - Intergovernmental:		**14,835.00**	**12,294.14**	**8,156.48**	**14,000.00**	**14,000.00**	**0.00**	**0.00%**
Type: 46 - Interest								
206-431-4600	Interest Income	165.99	135.93	112.77	150.00	200.00	50.00	33.33%
206-431-4601	Net Adjustment Fair Value	-8.29	38.29	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
206-431-4602	Gain/Loss on Investment	-3.61	-0.80	19.53	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**154.09**	**173.42**	**132.30**	**150.00**	**200.00**	**50.00**	**33.33%**
Type: 48 - Miscellaneous Revenue								
206-431-4812	Reimbursement- Insurance Cla	473.78	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**473.78**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 206 - LOCAL TRANSPORTATION FUND:	**15,462.87**	**12,467.56**	**8,288.78**	**14,150.00**	**14,200.00**	**50.00**	**0.35%**
Fund: 207 - TIDELANDS TRUST FUND								
Type: 45 - Charges for services								
207-531-4500	Rents & Leases	280,806.62	309,803.18	361,587.92	353,900.00	361,600.00	7,700.00	2.18%
	Total Type: 45 - Charges for services:	**280,806.62**	**309,803.18**	**361,587.92**	**353,900.00**	**361,600.00**	**7,700.00**	**2.18%**
Type: 46 - Interest								
207-531-4600	Interest Income	28,200.76	32,801.52	8,381.15	5,000.00	12,000.00	7,000.00	140.00%
207-531-4601	Net Adjustment Fair Value	-713.71	5,919.55	0.00	0.00	0.00	0.00	0.00%
207-531-4602	Gain/Loss on Investment	-223.47	-51.11	1,625.45	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**27,263.58**	**38,669.96**	**10,006.60**	**5,000.00**	**12,000.00**	**7,000.00**	**140.00%**
Type: 48 - Miscellaneous Revenue								
207-531-4802	Miscellaneous Income	0.00	0.00	0.10	0.00	0.00	0.00	0.00%
207-531-4806	Donations	74.00	170.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**74.00**	**170.00**	**0.10**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 207 - TIDELANDS TRUST FUND:	**308,144.20**	**348,643.14**	**371,594.62**	**358,900.00**	**373,600.00**	**14,700.00**	**4.10%**
Fund: 208 - STREET LIGHTING FUND								
Type: 41 - Taxes								
208-411-4100	Property Tax- Secured, Current	214,372.83	228,126.14	129,965.71	220,900.00	220,900.00	0.00	0.00%
208-411-4101	Property Tax- Unsecured, Curre	7,342.64	8,525.18	8,381.04	8,500.00	8,500.00	0.00	0.00%
208-411-4111	Property Tax- Homeowners Exe	792.12	774.20	383.54	850.00	850.00	0.00	0.00%
208-411-4113	Property Tax- Supplemental Ro	9,095.84	7,332.56	1,761.92	4,200.00	4,200.00	0.00	0.00%
	Total Type: 41 - Taxes:	**231,603.43**	**244,758.08**	**140,492.21**	**234,450.00**	**234,450.00**	**0.00**	**0.00%**
Type: 44 - Fines & Forfeitures								
208-411-4410	Property Tax- Interest/Penaltie	866.14	1,409.80	409.21	800.00	800.00	0.00	0.00%
	Total Type: 44 - Fines & Forfeitures:	**866.14**	**1,409.80**	**409.21**	**800.00**	**800.00**	**0.00**	**0.00%**
Type: 46 - Interest								
208-411-4600	Interest Income	8,462.36	15,560.06	8,747.46	5,000.00	12,000.00	7,000.00	140.00%
208-411-4601	Net Adjustment Fair Value	-883.94	6,718.39	0.00	0.00	0.00	0.00	0.00%
208-411-4602	Gain/Loss on Investment	-250.58	9.98	1,712.33	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**7,327.84**	**22,288.43**	**10,459.79**	**5,000.00**	**12,000.00**	**7,000.00**	**140.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Type: 48 - Miscellaneous Revenue								
208-411-4802	Miscellaneous Income	0.00	0.00	4,143.78	0.00	4,150.00	4,150.00	0.00%
208-411-4812	Reimbursement- Insurance Cla	473.78	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**473.78**	**0.00**	**4,143.78**	**0.00**	**4,150.00**	**4,150.00**	**0.00%**
	Total Fund: 208 - STREET LIGHTING FUND:	**240,271.19**	**268,456.31**	**155,504.99**	**240,250.00**	**251,400.00**	**11,150.00**	**4.64%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND								
Type: 44 - Fines & Forfeitures								
209-441-4410	Property Tax- Interest/Penaltie	204.46	357.96	68.54	50.00	100.00	50.00	100.00%
	Total Type: 44 - Fines & Forfeitures:	**204.46**	**357.96**	**68.54**	**50.00**	**100.00**	**50.00**	**100.00%**
Type: 46 - Interest								
209-441-4600	Interest Income	147.77	0.00	927.70	0.00	1,200.00	1,200.00	0.00%
209-441-4602	Gain/Loss on Investment	-12.65	0.00	149.40	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**135.12**	**0.00**	**1,077.10**	**0.00**	**1,200.00**	**1,200.00**	**0.00%**
Type: 47 - Special Assessments								
209-441-4701	Assessment- ROW	195,505.02	201,162.15	117,925.72	198,400.00	198,400.00	0.00	0.00%
	Total Type: 47 - Special Assessments:	**195,505.02**	**201,162.15**	**117,925.72**	**198,400.00**	**198,400.00**	**0.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
209-441-4802	Miscellaneous Income	0.00	14,508.86	6,215.66	0.00	6,200.00	6,200.00	0.00%
209-441-4806	Donations	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
209-441-4812	Reimbursement- Insurance Cla	1,421.34	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**2,421.34**	**14,508.86**	**6,215.66**	**0.00**	**6,200.00**	**6,200.00**	**0.00%**
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU...		**198,265.94**	**216,028.97**	**125,287.02**	**198,450.00**	**205,900.00**	**7,450.00**	**3.75%**
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND								
Type: 44 - Fines & Forfeitures								
210-161-4400	Penalties/Interest Charges	0.00	1,396.30	700.00	500.00	1,200.00	700.00	140.00%
	Total Type: 44 - Fines & Forfeitures:	**0.00**	**1,396.30**	**700.00**	**500.00**	**1,200.00**	**700.00**	**140.00%**
Type: 46 - Interest								
210-161-4600	Interest Income	570.88	1,009.85	524.48	300.00	800.00	500.00	166.67%
210-161-4601	Net Adjustment Fair Value	-61.72	471.22	0.00	0.00	0.00	0.00	0.00%
210-161-4602	Gain/Loss on Investment	-15.63	4.78	105.88	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**493.53**	**1,485.85**	**630.36**	**300.00**	**800.00**	**500.00**	**166.67%**
Type: 47 - Special Assessments								
210-161-4703	Assessment - General Business	14,882.90	12,771.51	14,962.08	15,300.00	15,000.00	-300.00	-1.96%
	Total Type: 47 - Special Assessments:	**14,882.90**	**12,771.51**	**14,962.08**	**15,300.00**	**15,000.00**	**-300.00**	**-1.96%**
Total Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DIS...		**15,376.43**	**15,653.66**	**16,292.44**	**16,100.00**	**17,000.00**	**900.00**	**5.59%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 211 - AB 939 SOLID WASTE FUND								
Type: 45 - Charges for services								
211-421-4516	AB 939 Fees	265,890.15	279,450.65	145,221.27	296,500.00	296,500.00	0.00	0.00%
	Total Type: 45 - Charges for services:	**265,890.15**	**279,450.65**	**145,221.27**	**296,500.00**	**296,500.00**	**0.00**	**0.00%**
Type: 46 - Interest								
211-421-4600	Interest Income	1,437.28	-78.23	142.58	0.00	400.00	400.00	0.00%
211-421-4601	Net Adjustment Fair Value	-38.99	0.00	0.00	0.00	0.00	0.00	0.00%
211-421-4602	Gain/Loss on Investment	-30.89	0.00	22.96	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**1,367.40**	**-78.23**	**165.54**	**0.00**	**400.00**	**400.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
211-421-4802	Miscellaneous Income	0.00	0.00	6,215.66	0.00	6,200.00	6,200.00	0.00%
211-421-4810	Reimbursement- State	10,788.54	9,931.80	5,613.90	0.00	5,650.00	5,650.00	0.00%
211-421-4812	Reimbursement- Insurance Cla	1,895.14	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**12,683.68**	**9,931.80**	**11,829.56**	**0.00**	**11,850.00**	**11,850.00**	**0.00%**
	Total Fund: 211 - AB 939 SOLID WASTE FUND:	**279,941.23**	**289,304.22**	**157,216.37**	**296,500.00**	**308,750.00**	**12,250.00**	**4.13%**
Fund: 213 - RECREATION SERVICES FUND								
Type: 42 - Licenses & Permits								
213-521-4260	Sign Permits	360.00	270.00	120.00	300.00	300.00	0.00	0.00%
	Total Type: 42 - Licenses & Permits:	**360.00**	**270.00**	**120.00**	**300.00**	**300.00**	**0.00**	**0.00%**
Type: 43 - Intergovernmental								
213-531-4360	State Grants	8,750.00	6,651.40	17,597.60	8,750.00	17,600.00	8,850.00	101.14%
	Total Type: 43 - Intergovernmental:	**8,750.00**	**6,651.40**	**17,597.60**	**8,750.00**	**17,600.00**	**8,850.00**	**101.14%**
Type: 45 - Charges for services								
213-503-4500	Rents & Leases	25,845.07	13,566.65	4,986.40	25,200.00	8,300.00	-16,900.00	-67.06%
213-503-4522	Jazzercise	5,450.00	5,200.00	2,479.14	6,000.00	5,000.00	-1,000.00	-16.67%
213-503-4528	Vets Hall Rentals	34,022.18	29,977.19	22,469.65	40,000.00	40,000.00	0.00	0.00%
213-521-4529	Uniform Sales	1,311.00	0.00	0.00	0.00	0.00	0.00	0.00%
213-521-4530	Swim Lessons	68,050.01	46,850.00	22,124.01	45,000.00	45,000.00	0.00	0.00%
213-521-4532	Punch Card Sales	29,701.00	25,487.25	14,852.00	30,000.00	30,000.00	0.00	0.00%
213-521-4533	Aerobics Program	6,760.00	6,115.00	2,700.00	10,000.00	6,000.00	-4,000.00	-40.00%
213-521-4535	Adult Pass Fee	5,706.00	8,530.00	5,204.50	7,000.00	7,000.00	0.00	0.00%
213-521-4536	Senior Pass Fee	27,522.00	31,827.50	23,573.50	32,000.00	32,000.00	0.00	0.00%
213-521-4537	Masters Swim Program	12,512.50	14,340.00	10,615.00	15,000.00	15,000.00	0.00	0.00%
213-521-4541	Concession - Taxable	5,424.72	7,403.25	2,821.27	5,500.00	5,500.00	0.00	0.00%
213-521-4542	Locker Rentals	1,006.00	1,149.00	444.00	1,500.00	1,500.00	0.00	0.00%
213-521-4543	Child Pass Fee	3,620.00	3,287.50	1,745.00	4,000.00	4,000.00	0.00	0.00%
213-521-4545	Concession - Non Taxable	1,397.15	2,678.00	35.00	4,000.00	50.00	-3,950.00	-98.75%

Budget Comparison Report

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213-521-4546	Pool Special Event	49,595.75	65,260.00	36,850.00	70,000.00	70,000.00	0.00	0.00%
213-521-4599	Merchant Processing Fees	0.00	0.00	5,742.31	0.00	8,000.00	8,000.00	0.00%
213-522-4524	Jr Lifeguard Fee	108,614.00	128,646.50	572.00	125,000.00	130,000.00	5,000.00	4.00%
213-523-4538	Swim Team Tuitions	51,396.40	81,721.60	51,734.43	75,000.00	75,000.00	0.00	0.00%
213-531-4500	Rents & Leases	-1,378.33	2,299.98	1,638.32	1,500.00	1,650.00	150.00	10.00%
213-531-4525	Beach Concession	0.00	0.00	6,740.25	0.00	10,000.00	10,000.00	0.00%
213-531-4526	Ocean Recreation	784.40	618.00	309.00	1,000.00	1,000.00	0.00	0.00%
213-532-4525	Beach Concession	12,657.51	14,659.25	0.00	15,500.00	0.00	-15,500.00	-100.00%
213-541-4520	Softball Revenue	4,550.00	3,436.00	0.00	5,000.00	5,000.00	0.00	0.00%
213-541-4544	Tennis Tuition	6,635.00	2,591.00	0.00	5,500.00	0.00	-5,500.00	-100.00%
213-542-4521	Community Garden Dues	12,661.00	7,209.00	9,210.00	15,000.00	12,000.00	-3,000.00	-20.00%
	Total Type: 45 - Charges for services:	**473,843.36**	**502,852.67**	**226,845.78**	**538,700.00**	**512,000.00**	**-26,700.00**	**-4.96%**
Type: 46 - Interest								
213-521-4600	Interest Income	956.37	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**956.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
213-521-4802	Miscellaneous Income	0.00	7.00	0.00	0.00	0.00	0.00	0.00%
213-521-4806	Donations	20,500.00	0.00	0.00	0.00	0.00	0.00	0.00%
213-542-4806	Donations	42.00	28.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**20,542.00**	**35.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 213 - RECREATION SERVICES FUND:	**504,451.73**	**509,809.07**	**244,563.38**	**547,750.00**	**529,900.00**	**-17,850.00**	**-3.26%**
Fund: 214 - HOUSING FUND								
Type: 46 - Interest								
214-311-4600	Interest Income	13,548.08	15,025.35	7,228.54	5,000.00	10,000.00	5,000.00	100.00%
214-311-4601	Net Adjustment Fair Value	-990.66	5,571.98	0.00	0.00	0.00	0.00	0.00%
214-311-4602	Gain/Loss on Investment	-308.72	39.14	1,406.87	0.00	0.00	0.00	0.00%
214-311-4603	Interest Income, Loan	3,000.00	37,908.23	0.00	3,000.00	3,000.00	0.00	0.00%
	Total Type: 46 - Interest:	**15,248.70**	**58,544.70**	**8,635.41**	**8,000.00**	**13,000.00**	**5,000.00**	**62.50%**
Type: 48 - Miscellaneous Revenue								
214-311-4802	Miscellaneous Income	30.00	0.00	0.00	0.00	0.00	0.00	0.00%
214-311-4830	Housing Loans	0.00	59,400.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**30.00**	**59,400.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 214 - HOUSING FUND:	**15,278.70**	**117,944.70**	**8,635.41**	**8,000.00**	**13,000.00**	**5,000.00**	**62.50%**
Fund: 215 - MEASURE A FUND								
Type: 43 - Intergovernmental								
215-411-4360	State Grants	2,944.94	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
215-431-4332	Measure A Revenue	1,023,029.63	1,010,244.76	328,021.56	1,040,400.00	1,040,400.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**1,025,974.57**	**1,010,244.76**	**328,021.56**	**1,040,400.00**	**1,040,400.00**	**0.00**	**0.00%**
Type: 46 - Interest								
215-431-4600	Interest Income	34,168.09	50,496.20	9,625.95	10,000.00	15,000.00	5,000.00	50.00%
215-431-4601	Net Adjustment Fair Value	-2,428.32	15,554.28	0.00	0.00	0.00	0.00	0.00%
215-431-4602	Gain/Loss on Investment	-720.85	220.40	1,516.67	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**31,018.92**	**66,270.88**	**11,142.62**	**10,000.00**	**15,000.00**	**5,000.00**	**50.00%**
Type: 48 - Miscellaneous Revenue								
215-411-4802	Miscellaneous Income	0.00	0.00	2,071.91	0.00	2,100.00	2,100.00	0.00%
215-411-4812	Reimbursement- Insurance Cla	2,368.94	0.00	0.00	0.00	0.00	0.00	0.00%
215-441-4802	Miscellaneous Income	0.00	10,209.29	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**2,368.94**	**10,209.29**	**2,071.91**	**0.00**	**2,100.00**	**2,100.00**	**0.00%**
	Total Fund: 215 - MEASURE A FUND:	**1,059,362.43**	**1,086,724.93**	**341,236.09**	**1,050,400.00**	**1,057,500.00**	**7,100.00**	**0.68%**
Fund: 216 - REVOLVING FUND								
Type: 43 - Intergovernmental								
216-151-4360	State Grants	12,677.50	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
216-405-4360	State Grants	0.00	0.00	0.00	77,000.00	77,000.00	0.00	0.00%
216-421-4360	State Grants	23,545.20	25,527.99	0.00	99,000.00	104,000.00	5,000.00	5.05%
216-521-4390	Private Grants	445.00	0.00	0.00	0.00	0.00	0.00	0.00%
216-523-4360	State Grant	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
216-542-4360	State Grants	23,320.26	17,570.77	0.00	0.00	0.00	0.00	0.00%
216-550-4360	State Grants	1,928.14	14,763.85	6,060.00	5,500.00	5,500.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**61,916.10**	**57,862.61**	**6,060.00**	**194,500.00**	**199,500.00**	**5,000.00**	**2.57%**
Type: 46 - Interest								
216-900-4600	Interest Income	0.00	0.00	8,051.71	0.00	0.00	0.00	0.00%
216-900-4602	Gain/Loss on Investment	0.00	0.00	1,571.78	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**0.00**	**0.00**	**9,623.49**	**0.00**	**0.00**	**0.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
216-405-4806	Donations	0.00	0.00	3,131.87	4,000.00	4,000.00	0.00	0.00%
216-502-4806	Donations	37,396.85	0.00	0.00	0.00	0.00	0.00	0.00%
216-512-4806	Donations	0.00	956.54	0.00	3,000.00	3,000.00	0.00	0.00%
216-521-4806	Donations	5,909.58	0.00	10,000.00	44,000.00	44,000.00	0.00	0.00%
216-522-4806	Donations	0.00	622.59	8,376.24	0.00	18,800.00	18,800.00	0.00%
216-531-4806	Donations	4,163.79	0.00	0.00	0.00	0.00	0.00	0.00%
216-550-4806	Donations	75,019.39	29,698.71	22,970.21	25,000.00	25,000.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**122,489.61**	**31,277.84**	**44,478.32**	**76,000.00**	**94,800.00**	**18,800.00**	**24.74%**
	Total Fund: 216 - REVOLVING FUND:	**184,405.71**	**89,140.45**	**60,161.81**	**270,500.00**	**294,300.00**	**23,800.00**	**8.80%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 217 - PEG FEES								
Type: 41 - Taxes								
217-161-4131	COX Cable PEG Fees	38,035.21	34,365.00	16,740.79	34,000.00	33,000.00	-1,000.00	-2.94%
	Total Type: 41 - Taxes:	**38,035.21**	**34,365.00**	**16,740.79**	**34,000.00**	**33,000.00**	**-1,000.00**	**-2.94%**
Type: 45 - Charges for services								
217-221-4500	Rents & Leases	22,202.90	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 45 - Charges for services:	**22,202.90**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Type: 46 - Interest								
217-161-4600	Interest Income	1,317.02	1,225.93	461.45	0.00	500.00	500.00	0.00%
217-161-4601	Net Adjustment Fair Value	-119.03	286.46	0.00	0.00	0.00	0.00	0.00%
217-161-4602	Gain/Loss on Investment	-33.37	-6.92	86.48	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**1,164.62**	**1,505.47**	**547.93**	**0.00**	**500.00**	**500.00**	**0.00%**
Type: 48 - Miscellaneous Revenue								
217-161-4802	Miscellaneous Income	3,105.01	3,701.25	8,975.00	3,000.00	16,000.00	13,000.00	433.33%
	Total Type: 48 - Miscellaneous Revenue:	**3,105.01**	**3,701.25**	**8,975.00**	**3,000.00**	**16,000.00**	**13,000.00**	**433.33%**
	Total Fund: 217 - PEG FEES:	**64,507.74**	**39,571.72**	**26,263.72**	**37,000.00**	**49,500.00**	**12,500.00**	**33.78%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND								
Type: 43 - Intergovernmental								
301-403-4360	State Grants	180,973.54	237,535.66	23,083.00	2,248,800.00	2,678,800.00	430,000.00	19.12%
301-403-4370	Federal Grants	27,803.83	17,717.16	19,656.26	5,868,500.00	2,423,700.00	-3,444,800.00	-58.70%
301-403-4380	County Grants	92,775.76	53,174.99	411,229.31	1,356,650.00	1,208,250.00	-148,400.00	-10.94%
301-403-4390	Private Grants	863,059.08	0.00	0.00	400,000.00	400,000.00	0.00	0.00%
	Total Type: 43 - Intergovernmental:	**1,164,612.21**	**308,427.81**	**453,968.57**	**9,873,950.00**	**6,710,750.00**	**-3,163,200.00**	**-32.04%**
Type: 45 - Charges for services								
301-401-4550	Highway & Bridges	17,674.08	0.00	51,765.70	0.00	51,800.00	51,800.00	0.00%
301-401-4552	Traffic Control	1,423.60	0.00	5,979.82	0.00	6,000.00	6,000.00	0.00%
301-401-4555	General Government	2,271.24	0.00	11,337.06	0.00	11,400.00	11,400.00	0.00%
301-431-4551	Storm Drainage	2,940.24	0.00	22,258.55	0.00	22,300.00	22,300.00	0.00%
301-431-4553	Streets & Thoroughfares	3,460.74	0.00	3,678.66	0.00	3,650.00	3,650.00	0.00%
301-502-4560	Park Land Acquisition	7,786.54	0.00	0.00	0.00	0.00	0.00	0.00%
301-502-4561	Park & Recreation Facilities Imp	0.00	0.00	48,953.69	0.00	49,000.00	49,000.00	0.00%
301-502-4562	Aquatics Facilities	487.48	0.00	2,802.69	0.00	2,850.00	2,850.00	0.00%
301-502-4563	Open Space Parks	5,089.14	0.00	21,692.10	0.00	21,700.00	21,700.00	0.00%
301-502-4564	Quimby Fees	0.00	32,935.14	23,426.36	0.00	23,450.00	23,450.00	0.00%
301-502-4566	New Construction Fee	1,039.69	9,000.00	16,716.44	0.00	16,750.00	16,750.00	0.00%
	Total Type: 45 - Charges for services:	**42,172.75**	**41,935.14**	**208,611.07**	**0.00**	**208,900.00**	**208,900.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Type: 46 - Interest								
301-900-4600	Interest Income	45,112.69	68,363.84	44,482.32	15,000.00	60,000.00	45,000.00	300.00%
301-900-4601	Net Adjustment Fair Value	-5,835.40	39,388.01	0.00	0.00	0.00	0.00	0.00%
301-900-4602	Gain/Loss on Investment	-1,393.92	205.33	8,853.12	0.00	0.00	0.00	0.00%
	Total Type: 46 - Interest:	**37,883.37**	**107,957.18**	**53,335.44**	**15,000.00**	**60,000.00**	**45,000.00**	**300.00%**
Type: 48 - Miscellaneous Revenue								
301-403-4802	Miscellaneous Income	232,926.54	0.00	0.00	0.00	0.00	0.00	0.00%
301-403-4812	Reimbursement- Insurance Cla	84,481.84	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Type: 48 - Miscellaneous Revenue:	**317,408.38**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:	**1,562,076.71**	**458,320.13**	**715,915.08**	**9,888,950.00**	**6,979,650.00**	**-2,909,300.00**	**-29.42%**
	Report Total:	**21,864,425.20**	**21,786,275.74**	**11,082,604.44**	**31,049,150.00**	**29,127,950.00**	**-1,921,200.00**	**-6.19%**

Group Summary

Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND							
41 - Taxes	11,364,865.83	11,352,117.53	5,267,030.73	11,643,400.00	11,937,900.00	294,500.00	2.53%
42 - Licenses & Permits	289,803.57	283,285.16	275,415.83	309,150.00	362,850.00	53,700.00	17.37%
43 - Intergovernmental	244,077.35	322,868.95	248,665.56	388,000.00	470,300.00	82,300.00	21.21%
44 - Fines & Forfeitures	66,960.53	76,044.39	46,721.42	70,100.00	70,600.00	500.00	0.71%
45 - Charges for services	239,066.44	366,150.54	416,566.06	380,300.00	523,200.00	142,900.00	37.58%
46 - Interest	203,708.19	386,805.22	93,437.20	100,000.00	125,000.00	25,000.00	25.00%
48 - Miscellaneous Revenue	2,731.40	59,607.43	291,317.13	25,700.00	303,550.00	277,850.00	1,081.13%
Total Fund: 101 - GENERAL FUND:	**12,411,213.31**	**12,846,879.22**	**6,639,153.93**	**12,916,650.00**	**13,793,400.00**	**876,750.00**	**6.79%**
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS							
46 - Interest	27,274.42	34,905.65	15,628.72	10,000.00	16,000.00	6,000.00	60.00%
48 - Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS:	**27,274.42**	**34,905.65**	**15,628.72**	**10,000.00**	**16,000.00**	**6,000.00**	**60.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE							
43 - Intergovernmental	0.00	0.00	0.00	50,000.00	50,000.00	0.00	0.00%
46 - Interest	18,822.21	45,220.55	18,979.00	10,000.00	20,000.00	10,000.00	100.00%
48 - Miscellaneous Revenue	13,645.57	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R…	**32,467.78**	**45,220.55**	**18,979.00**	**60,000.00**	**70,000.00**	**10,000.00**	**16.67%**
Fund: 104 - MEASURE X FUND							
41 - Taxes	3,803,555.23	3,804,197.55	1,530,808.96	3,776,000.00	3,729,000.00	-47,000.00	-1.24%
43 - Intergovernmental	0.00	95,200.00	0.00	0.00	0.00	0.00	0.00%
45 - Charges for services	0.00	1,492.80	1,262.22	1,500.00	1,500.00	0.00	0.00%
46 - Interest	68,300.92	186,747.84	61,505.18	50,000.00	75,000.00	25,000.00	50.00%
48 - Miscellaneous Revenue	3,977.45	83,018.06	10,558.45	46,600.00	30,000.00	-16,600.00	-35.62%
Total Fund: 104 - MEASURE X FUND:	**3,875,833.60**	**4,170,656.25**	**1,604,134.81**	**3,874,100.00**	**3,835,500.00**	**-38,600.00**	**-1.00%**
Fund: 201 - TRAFFIC SAFETY FUND							
44 - Fines & Forfeitures	45,839.64	49,551.79	15,678.90	40,000.00	40,000.00	0.00	0.00%
46 - Interest	564.19	3,096.78	1,720.09	0.00	2,500.00	2,500.00	0.00%
48 - Miscellaneous Revenue	2,413.83	3,107.49	625.66	2,500.00	6,000.00	3,500.00	140.00%
Total Fund: 201 - TRAFFIC SAFETY FUND:	**48,817.66**	**55,756.06**	**18,024.65**	**42,500.00**	**48,500.00**	**6,000.00**	**14.12%**
Fund: 202 - LIBRARY FUND							
43 - Intergovernmental	147,134.00	146,832.00	0.00	156,000.00	156,000.00	0.00	0.00%
45 - Charges for services	2,259.20	3,072.64	1,697.41	3,000.00	3,000.00	0.00	0.00%
48 - Miscellaneous Revenue	15,552.25	66,545.68	37,820.00	81,500.00	81,500.00	0.00	0.00%
Total Fund: 202 - LIBRARY FUND:	**164,945.45**	**216,450.32**	**39,517.41**	**240,500.00**	**240,500.00**	**0.00**	**0.00%**

Budget Comparison Report

Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND							
43 - Intergovernmental	293,586.85	339,478.60	150,873.83	340,750.00	331,800.00	-8,950.00	-2.63%
46 - Interest	3,636.53	2,659.35	0.00	0.00	0.00	0.00	0.00%
Total Fund: 203 - ROAD MAINTENANCE REHABILITATION FUN…	**297,223.38**	**342,137.95**	**150,873.83**	**340,750.00**	**331,800.00**	**-8,950.00**	**-2.63%**
Fund: 204 - PARK MAINTENANCE FUND							
41 - Taxes	151,325.21	160,638.93	92,676.33	159,100.00	159,100.00	0.00	0.00%
43 - Intergovernmental	29,500.00	36,000.00	0.00	65,000.00	76,000.00	11,000.00	16.92%
45 - Charges for services	14,852.32	16,695.55	8,362.51	15,000.00	15,000.00	0.00	0.00%
46 - Interest	128.48	0.00	400.87	0.00	400.00	400.00	0.00%
47 - Special Assessments	19,818.21	20,162.57	13,382.02	20,400.00	20,400.00	0.00	0.00%
48 - Miscellaneous Revenue	4,273.28	9,743.60	30,831.90	8,000.00	38,900.00	30,900.00	386.25%
Total Fund: 204 - PARK MAINTENANCE FUND:	**219,897.50**	**243,240.65**	**145,653.63**	**267,500.00**	**309,800.00**	**42,300.00**	**15.81%**
Fund: 205 - GAS TAX FUND							
43 - Intergovernmental	330,406.86	356,251.49	201,564.28	365,200.00	367,850.00	2,650.00	0.73%
46 - Interest	7,379.02	22,712.74	5,683.28	5,000.00	7,500.00	2,500.00	50.00%
48 - Miscellaneous Revenue	1,421.34	0.00	12,431.19	0.00	12,400.00	12,400.00	0.00%
Total Fund: 205 - GAS TAX FUND:	**339,207.22**	**378,964.23**	**219,678.75**	**370,200.00**	**387,750.00**	**17,550.00**	**4.74%**
Fund: 206 - LOCAL TRANSPORTATION FUND							
43 - Intergovernmental	14,835.00	12,294.14	8,156.48	14,000.00	14,000.00	0.00	0.00%
46 - Interest	154.09	173.42	132.30	150.00	200.00	50.00	33.33%
48 - Miscellaneous Revenue	473.78	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 206 - LOCAL TRANSPORTATION FUND:	**15,462.87**	**12,467.56**	**8,288.78**	**14,150.00**	**14,200.00**	**50.00**	**0.35%**
Fund: 207 - TIDELANDS TRUST FUND							
45 - Charges for services	280,806.62	309,803.18	361,587.92	353,900.00	361,600.00	7,700.00	2.18%
46 - Interest	27,263.58	38,669.96	10,006.60	5,000.00	12,000.00	7,000.00	140.00%
48 - Miscellaneous Revenue	74.00	170.00	0.10	0.00	0.00	0.00	0.00%
Total Fund: 207 - TIDELANDS TRUST FUND:	**308,144.20**	**348,643.14**	**371,594.62**	**358,900.00**	**373,600.00**	**14,700.00**	**4.10%**
Fund: 208 - STREET LIGHTING FUND							
41 - Taxes	231,603.43	244,758.08	140,492.21	234,450.00	234,450.00	0.00	0.00%
44 - Fines & Forfeitures	866.14	1,409.80	409.21	800.00	800.00	0.00	0.00%
46 - Interest	7,327.84	22,288.43	10,459.79	5,000.00	12,000.00	7,000.00	140.00%
48 - Miscellaneous Revenue	473.78	0.00	4,143.78	0.00	4,150.00	4,150.00	0.00%
Total Fund: 208 - STREET LIGHTING FUND:	**240,271.19**	**268,456.31**	**155,504.99**	**240,250.00**	**251,400.00**	**11,150.00**	**4.64%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND							
44 - Fines & Forfeitures	204.46	357.96	68.54	50.00	100.00	50.00	100.00%
46 - Interest	135.12	0.00	1,077.10	0.00	1,200.00	1,200.00	0.00%
47 - Special Assessments	195,505.02	201,162.15	117,925.72	198,400.00	198,400.00	0.00	0.00%

Budget Comparison Report

Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
48 - Miscellaneous Revenue	2,421.34	14,508.86	6,215.66	0.00	6,200.00	6,200.00	0.00%
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU…	**198,265.94**	**216,028.97**	**125,287.02**	**198,450.00**	**205,900.00**	**7,450.00**	**3.75%**
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT…							
44 - Fines & Forfeitures	0.00	1,396.30	700.00	500.00	1,200.00	700.00	140.00%
46 - Interest	493.53	1,485.85	630.36	300.00	800.00	500.00	166.67%
47 - Special Assessments	14,882.90	12,771.51	14,962.08	15,300.00	15,000.00	-300.00	-1.96%
Total Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DIS…	**15,376.43**	**15,653.66**	**16,292.44**	**16,100.00**	**17,000.00**	**900.00**	**5.59%**
Fund: 211 - AB 939 SOLID WASTE FUND							
45 - Charges for services	265,890.15	279,450.65	145,221.27	296,500.00	296,500.00	0.00	0.00%
46 - Interest	1,367.40	-78.23	165.54	0.00	400.00	400.00	0.00%
48 - Miscellaneous Revenue	12,683.68	9,931.80	11,829.56	0.00	11,850.00	11,850.00	0.00%
Total Fund: 211 - AB 939 SOLID WASTE FUND:	**279,941.23**	**289,304.22**	**157,216.37**	**296,500.00**	**308,750.00**	**12,250.00**	**4.13%**
Fund: 213 - RECREATION SERVICES FUND							
42 - Licenses & Permits	360.00	270.00	120.00	300.00	300.00	0.00	0.00%
43 - Intergovernmental	8,750.00	6,651.40	17,597.60	8,750.00	17,600.00	8,850.00	101.14%
45 - Charges for services	473,843.36	502,852.67	226,845.78	538,700.00	512,000.00	-26,700.00	-4.96%
46 - Interest	956.37	0.00	0.00	0.00	0.00	0.00	0.00%
48 - Miscellaneous Revenue	20,542.00	35.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 213 - RECREATION SERVICES FUND:	**504,451.73**	**509,809.07**	**244,563.38**	**547,750.00**	**529,900.00**	**-17,850.00**	**-3.26%**
Fund: 214 - HOUSING FUND							
46 - Interest	15,248.70	58,544.70	8,635.41	8,000.00	13,000.00	5,000.00	62.50%
48 - Miscellaneous Revenue	30.00	59,400.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 214 - HOUSING FUND:	**15,278.70**	**117,944.70**	**8,635.41**	**8,000.00**	**13,000.00**	**5,000.00**	**62.50%**
Fund: 215 - MEASURE A FUND							
43 - Intergovernmental	1,025,974.57	1,010,244.76	328,021.56	1,040,400.00	1,040,400.00	0.00	0.00%
46 - Interest	31,018.92	66,270.88	11,142.62	10,000.00	15,000.00	5,000.00	50.00%
48 - Miscellaneous Revenue	2,368.94	10,209.29	2,071.91	0.00	2,100.00	2,100.00	0.00%
Total Fund: 215 - MEASURE A FUND:	**1,059,362.43**	**1,086,724.93**	**341,236.09**	**1,050,400.00**	**1,057,500.00**	**7,100.00**	**0.68%**
Fund: 216 - REVOLVING FUND							
43 - Intergovernmental	61,916.10	57,862.61	6,060.00	194,500.00	199,500.00	5,000.00	2.57%
46 - Interest	0.00	0.00	9,623.49	0.00	0.00	0.00	0.00%
48 - Miscellaneous Revenue	122,489.61	31,277.84	44,478.32	76,000.00	94,800.00	18,800.00	24.74%
Total Fund: 216 - REVOLVING FUND:	**184,405.71**	**89,140.45**	**60,161.81**	**270,500.00**	**294,300.00**	**23,800.00**	**8.80%**
Fund: 217 - PEG FEES							
41 - Taxes	38,035.21	34,365.00	16,740.79	34,000.00	33,000.00	-1,000.00	-2.94%
45 - Charges for services	22,202.90	0.00	0.00	0.00	0.00	0.00	0.00%
46 - Interest	1,164.62	1,505.47	547.93	0.00	500.00	500.00	0.00%

Budget Comparison Report

Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
48 - Miscellaneous Revenue	3,105.01	3,701.25	8,975.00	3,000.00	16,000.00	13,000.00	433.33%
Total Fund: 217 - PEG FEES:	**64,507.74**	**39,571.72**	**26,263.72**	**37,000.00**	**49,500.00**	**12,500.00**	**33.78%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND							
43 - Intergovernmental	1,164,612.21	308,427.81	453,968.57	9,873,950.00	6,710,750.00	-3,163,200.00	-32.04%
45 - Charges for services	42,172.75	41,935.14	208,611.07	0.00	208,900.00	208,900.00	0.00%
46 - Interest	37,883.37	107,957.18	53,335.44	15,000.00	60,000.00	45,000.00	300.00%
48 - Miscellaneous Revenue	317,408.38	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:	**1,562,076.71**	**458,320.13**	**715,915.08**	**9,888,950.00**	**6,979,650.00**	**-2,909,300.00**	**-29.42%**
Report Total:	**21,864,425.20**	**21,786,275.74**	**11,082,604.44**	**31,049,150.00**	**29,127,950.00**	**-1,921,200.00**	**-6.19%**

Fund Summary

Fund	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101 - GENERAL FUND	12,411,213.31	12,846,879.22	6,639,153.93	12,916,650.00	13,793,400.00	876,750.00	6.79%
102 - GENERAL RESERVE - SPECIAL PROJEC…	27,274.42	34,905.65	15,628.72	10,000.00	16,000.00	6,000.00	60.00%
103 - MAJOR ASSET REPLACEMENT AND R…	32,467.78	45,220.55	18,979.00	60,000.00	70,000.00	10,000.00	16.67%
104 - MEASURE X FUND	3,875,833.60	4,170,656.25	1,604,134.81	3,874,100.00	3,835,500.00	-38,600.00	-1.00%
201 - TRAFFIC SAFETY FUND	48,817.66	55,756.06	18,024.65	42,500.00	48,500.00	6,000.00	14.12%
202 - LIBRARY FUND	164,945.45	216,450.32	39,517.41	240,500.00	240,500.00	0.00	0.00%
203 - ROAD MAINTENANCE REHABILITATI…	297,223.38	342,137.95	150,873.83	340,750.00	331,800.00	-8,950.00	-2.63%
204 - PARK MAINTENANCE FUND	219,897.50	243,240.65	145,653.63	267,500.00	309,800.00	42,300.00	15.81%
205 - GAS TAX FUND	339,207.22	378,964.23	219,678.75	370,200.00	387,750.00	17,550.00	4.74%
206 - LOCAL TRANSPORTATION FUND	15,462.87	12,467.56	8,288.78	14,150.00	14,200.00	50.00	0.35%
207 - TIDELANDS TRUST FUND	308,144.20	348,643.14	371,594.62	358,900.00	373,600.00	14,700.00	4.10%
208 - STREET LIGHTING FUND	240,271.19	268,456.31	155,504.99	240,250.00	251,400.00	11,150.00	4.64%
209 - RIGHT-OF-WAY MAINTENANCE DIST…	198,265.94	216,028.97	125,287.02	198,450.00	205,900.00	7,450.00	3.75%
210 - PARKING AND BUSINESS IMPROVEM…	15,376.43	15,653.66	16,292.44	16,100.00	17,000.00	900.00	5.59%
211 - AB 939 SOLID WASTE FUND	279,941.23	289,304.22	157,216.37	296,500.00	308,750.00	12,250.00	4.13%
213 - RECREATION SERVICES FUND	504,451.73	509,809.07	244,563.38	547,750.00	529,900.00	-17,850.00	-3.26%
214 - HOUSING FUND	15,278.70	117,944.70	8,635.41	8,000.00	13,000.00	5,000.00	62.50%
215 - MEASURE A FUND	1,059,362.43	1,086,724.93	341,236.09	1,050,400.00	1,057,500.00	7,100.00	0.68%
216 - REVOLVING FUND	184,405.71	89,140.45	60,161.81	270,500.00	294,300.00	23,800.00	8.80%
217 - PEG FEES	64,507.74	39,571.72	26,263.72	37,000.00	49,500.00	12,500.00	33.78%
301 - CAPITAL IMPROVEMENT PROJECTS …	1,562,076.71	458,320.13	715,915.08	9,888,950.00	6,979,650.00	-2,909,300.00	-29.42%
Report Total:	**21,864,425.20**	**21,786,275.74**	**11,082,604.44**	**31,049,150.00**	**29,127,950.00**	**-1,921,200.00**	**-6.19%**

Carpinteria, CA

Budget Comparison Report
Account Detail

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND								
SubProgram: 101 - Legislative & Policy								
101-101-5100	Regular Wages	0.00	0.00	12,115.47	0.00	24,250.00	24,250.00	0.00%
101-101-5101	Elected/Appointed Wages	18,600.00	18,600.00	13,730.00	37,800.00	37,800.00	0.00	0.00%
101-101-5106	Other Pay	2,738.52	4,924.62	4,293.77	10,300.00	10,300.00	0.00	0.00%
101-101-5120	Health Insurance	99,242.11	89,798.40	56,199.86	93,700.00	97,650.00	3,950.00	4.22%
101-101-5121	Dental Insurance	7,065.58	6,602.40	4,020.67	7,050.00	7,050.00	0.00	0.00%
101-101-5122	Life Insurance	593.22	659.45	511.50	850.00	900.00	50.00	5.88%
101-101-5123	Disability Insurance	73.62	71.82	68.26	100.00	150.00	50.00	50.00%
101-101-5130	PERS CLASSIC Contribution	0.00	0.00	1,490.71	0.00	3,000.00	3,000.00	0.00%
101-101-5132	PERS Prepay UAAL	0.00	0.00	3,507.12	0.00	4,500.00	4,500.00	0.00%
101-101-5134	Deferred Compensation	0.00	0.00	818.43	0.00	1,650.00	1,650.00	0.00%
101-101-5140	Medicare Tax	319.45	353.34	432.08	550.00	950.00	400.00	72.73%
101-101-5150	Flexible Benefits Program	6,484.20	6,613.80	3,968.79	6,550.00	6,900.00	350.00	5.34%
101-101-5151	Fitness Benefit	0.00	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
101-101-5152	Cell Phone Allowance	0.00	0.00	52.00	0.00	100.00	100.00	0.00%
101-101-5153	Auto Allowance	0.00	0.00	360.00	0.00	540.00	540.00	0.00%
101-101-5154	Housing Allowance	0.00	0.00	1,400.00	0.00	2,100.00	2,100.00	0.00%
101-101-5500	Printing & Advertising	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-101-5505	Public Relations	4,486.16	9,990.10	325.25	4,000.00	4,000.00	0.00	0.00%
101-101-5510	Dues & Subscriptions	11,796.00	11,531.00	4,296.99	10,900.00	10,900.00	0.00	0.00%
101-101-5512	Meetings & Travel	6,017.71	5,229.51	5,795.92	10,850.00	10,850.00	0.00	0.00%
101-101-5560	Supplies & Materials	0.00	0.00	630.98	650.00	650.00	0.00	0.00%
	Total SubProgram: 101 - Legislative & Policy:	**157,416.57**	**154,374.44**	**114,017.80**	**186,300.00**	**227,240.00**	**40,940.00**	**21.98%**
SubProgram: 102 - Commissions Boards and Committees								
101-102-5100	Regular Wages	0.00	0.00	10,556.03	0.00	18,900.00	18,900.00	0.00%
101-102-5106	Other Pay	0.00	0.00	872.58	0.00	1,300.00	1,300.00	0.00%
101-102-5120	Health Insurance	0.00	0.00	630.77	0.00	1,200.00	1,200.00	0.00%
101-102-5121	Dental Insurance	0.00	0.00	116.47	0.00	250.00	250.00	0.00%
101-102-5122	Life Insurance	0.00	0.00	39.36	0.00	100.00	100.00	0.00%
101-102-5123	Disability Insurance	0.00	0.00	22.35	0.00	50.00	50.00	0.00%
101-102-5130	PERS CLASSIC Contribution	0.00	0.00	745.49	0.00	1,350.00	1,350.00	0.00%
101-102-5131	PERS PEPRA Contribution	0.00	0.70	362.90	0.00	650.00	650.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-102-5132	PERS Prepay UAAL	0.00	0.00	1,753.64	0.00	2,500.00	2,500.00	0.00%
101-102-5134	Deferred Compensation	0.00	0.00	409.15	0.00	850.00	850.00	0.00%
101-102-5140	Medicare Tax	0.00	0.10	173.15	0.00	300.00	300.00	0.00%
101-102-5150	Flexible Benefits Program	0.00	0.00	69.74	0.00	150.00	150.00	0.00%
101-102-5151	Fitness Benefit	0.00	2.50	15.00	0.00	50.00	50.00	0.00%
101-102-5152	Cell Phone Allowance	0.00	0.00	26.00	0.00	100.00	100.00	0.00%
101-102-5153	Auto Allowance	0.00	0.00	180.00	0.00	270.00	270.00	0.00%
101-102-5154	Housing Allowance	0.00	0.00	700.00	0.00	1,050.00	1,050.00	0.00%
101-102-5201	Professional Services	1,620.00	1,650.00	1,060.00	2,400.00	2,400.00	0.00	0.00%
101-102-5500	Printing & Advertising	2,804.00	2,620.00	3,232.00	3,400.00	6,400.00	3,000.00	88.24%
101-102-5512	Meetings & Travel	0.00	1,292.55	675.00	4,000.00	4,000.00	0.00	0.00%
101-102-5590	Advisory Board Stipend	4,645.00	3,850.00	2,740.00	10,000.00	7,000.00	-3,000.00	-30.00%
Total SubProgram: 102 - Commissions Boards and Committees:		**9,069.00**	**9,415.85**	**24,379.63**	**19,800.00**	**48,870.00**	**29,070.00**	**146.82%**
SubProgram: 111 - City Administration								
101-111-5100	Regular Wages	309,216.65	328,792.50	196,665.14	432,100.00	432,100.00	0.00	0.00%
101-111-5104	Overtime Pay	109.26	44.28	0.00	200.00	200.00	0.00	0.00%
101-111-5106	Other Pay	19,345.47	48,608.40	17,529.04	23,550.00	23,550.00	0.00	0.00%
101-111-5108	Bilingual Pay	1,529.75	1,695.75	133.00	1,750.00	300.00	-1,450.00	-82.86%
101-111-5120	Health Insurance	49,386.06	43,464.44	22,203.17	63,900.00	63,900.00	0.00	0.00%
101-111-5121	Dental Insurance	4,331.69	3,337.70	2,418.62	6,250.00	6,250.00	0.00	0.00%
101-111-5122	Life Insurance	2,474.84	3,091.81	859.17	1,950.00	1,950.00	0.00	0.00%
101-111-5123	Disability Insurance	884.28	881.15	589.83	1,300.00	1,300.00	0.00	0.00%
101-111-5130	PERS CLASSIC Contribution	25,209.70	28,895.23	11,883.83	31,800.00	31,800.00	0.00	0.00%
101-111-5131	PERS PEPRA Contribution	6,638.11	8,124.83	8,417.77	16,800.00	16,800.00	0.00	0.00%
101-111-5132	PERS Prepay UAAL	46,150.27	50,720.87	28,437.45	57,400.00	42,700.00	-14,700.00	-25.61%
101-111-5133	PERS Retiree Additional Contril	1,794.09	1,545.69	1,203.72	1,600.00	1,600.00	0.00	0.00%
101-111-5134	Deferred Compensation	11,400.72	20,761.94	6,298.64	15,550.00	11,250.00	-4,300.00	-27.65%
101-111-5140	Medicare Tax	4,774.60	5,795.70	3,270.53	6,300.00	6,300.00	0.00	0.00%
101-111-5141	Unemployment Insurance	0.00	0.00	4,725.00	0.00	4,725.00	4,725.00	0.00%
101-111-5150	Flexible Benefits Program	5,562.84	3,767.46	2,023.32	4,550.00	4,550.00	0.00	0.00%
101-111-5151	Fitness Benefit	176.87	654.27	300.00	2,100.00	2,100.00	0.00	0.00%
101-111-5152	Cell Phone Allowance	1,316.25	880.75	536.27	1,400.00	800.00	-600.00	-42.86%
101-111-5153	Auto Allowance	0.00	2,885.63	2,092.50	5,130.00	3,780.00	-1,350.00	-26.32%
101-111-5154	Housing Allowance	0.00	20,900.00	9,800.00	22,800.00	17,500.00	-5,300.00	-23.25%
101-111-5201	Professional Services	6,500.00	53,107.88	22,000.00	39,000.00	100,000.00	61,000.00	156.41%
101-111-5440	Utility - Communications/Telep	0.00	0.00	255.17	500.00	500.00	0.00	0.00%
101-111-5510	Dues & Subscriptions	1,490.00	2,288.00	2,524.00	3,100.00	3,100.00	0.00	0.00%
101-111-5512	Meetings & Travel	4,085.47	4,796.00	8,230.06	10,100.00	12,600.00	2,500.00	24.75%

Budget Comparison Report

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101-111-5560	Supplies & Materials	69.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 111 - City Administration:		**502,445.92**	**635,040.28**	**352,396.23**	**749,130.00**	**789,655.00**	**40,525.00**	**5.41%**
SubProgram: 121 - Legal Services								
101-121-5270	Legal Services	900,481.93	740,712.50	212,241.50	685,000.00	685,000.00	0.00	0.00%
101-121-5271	Litigation Legal Services	1,575.00	878.00	1,753.00	50,000.00	50,000.00	0.00	0.00%
101-121-5272	Third Party Legal Services	92,634.73	22,425.00	10,044.00	25,000.00	25,000.00	0.00	0.00%
101-121-5273	Legal Services - MHRS Ordinan	918.00	3,078.00	1,971.00	5,000.00	5,000.00	0.00	0.00%
101-121-5510	Dues & Subscriptions	1,211.84	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 121 - Legal Services:		**996,821.50**	**767,093.50**	**226,009.50**	**765,000.00**	**765,000.00**	**0.00**	**0.00%**
SubProgram: 131 - Records Management								
101-131-5100	Regular Wages	33,117.41	44,464.99	22,385.86	48,050.00	48,050.00	0.00	0.00%
101-131-5104	Overtime Pay	0.00	9.49	0.00	0.00	150.00	150.00	0.00%
101-131-5106	Other Pay	2,212.26	2,327.12	1,204.04	2,650.00	2,650.00	0.00	0.00%
101-131-5108	Bilingual Pay	7.13	363.37	28.51	400.00	50.00	-350.00	-87.50%
101-131-5120	Health Insurance	3,034.23	6,048.99	2,443.76	6,700.00	6,700.00	0.00	0.00%
101-131-5121	Dental Insurance	211.97	453.61	149.16	500.00	500.00	0.00	0.00%
101-131-5122	Life Insurance	129.44	164.78	81.53	200.00	200.00	0.00	0.00%
101-131-5123	Disability Insurance	129.80	178.03	92.86	200.00	200.00	0.00	0.00%
101-131-5131	PERS PEPRA Contribution	2,536.29	3,548.18	1,808.21	3,850.00	3,850.00	0.00	0.00%
101-131-5132	PERS Prepay UAAL	76.02	0.00	0.00	0.00	0.00	0.00	0.00%
101-131-5140	Medicare Tax	513.20	673.63	353.25	700.00	700.00	0.00	0.00%
101-131-5141	Unemployment Insurance	0.00	0.00	1,012.50	0.00	1,050.00	1,050.00	0.00%
101-131-5150	Flexible Benefits Program	459.21	602.28	290.19	700.00	700.00	0.00	0.00%
101-131-5151	Fitness Benefit	0.00	39.75	0.00	300.00	300.00	0.00	0.00%
101-131-5152	Cell Phone Allowance	273.00	273.00	159.26	300.00	300.00	0.00	0.00%
101-131-5201	Professional Services	2,148.40	15,176.62	4,249.95	6,000.00	6,000.00	0.00	0.00%
101-131-5500	Printing & Advertising	15,387.74	11,068.00	5,913.80	15,000.00	15,000.00	0.00	0.00%
101-131-5510	Dues & Subscriptions	475.00	435.00	250.00	500.00	500.00	0.00	0.00%
101-131-5512	Meetings & Travel	3,919.02	3,842.41	0.00	3,200.00	2,500.00	-700.00	-21.88%
101-131-5560	Supplies & Materials	170.29	606.08	497.37	1,350.00	1,350.00	0.00	0.00%
Total SubProgram: 131 - Records Management:		**64,800.41**	**90,275.33**	**40,920.25**	**90,600.00**	**90,750.00**	**150.00**	**0.17%**
SubProgram: 132 - Elections								
101-132-5100	Regular Wages	28,349.51	30,848.80	18,757.39	33,600.00	33,600.00	0.00	0.00%
101-132-5106	Other Pay	1,902.88	1,994.90	468.02	2,000.00	2,000.00	0.00	0.00%
101-132-5120	Health Insurance	2,618.90	2,706.03	1,649.98	2,950.00	2,950.00	0.00	0.00%
101-132-5121	Dental Insurance	184.15	187.06	110.73	200.00	200.00	0.00	0.00%
101-132-5122	Life Insurance	112.20	116.30	67.76	150.00	150.00	0.00	0.00%
101-132-5123	Disability Insurance	112.73	123.58	76.81	150.00	150.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-132-5131	PERS PEPRA Contribution	2,170.07	2,440.88	1,513.68	2,700.00	2,700.00	0.00	0.00%
101-132-5132	PERS Prepay UAAL	65.46	0.00	0.00	0.00	0.00	0.00	0.00%
101-132-5140	Medicare Tax	439.23	467.70	287.87	500.00	500.00	0.00	0.00%
101-132-5150	Flexible Benefits Program	396.11	396.84	234.46	400.00	450.00	50.00	12.50%
101-132-5151	Fitness Benefit	0.00	0.00	0.00	200.00	200.00	0.00	0.00%
101-132-5152	Cell Phone Allowance	237.25	234.00	136.48	250.00	250.00	0.00	0.00%
101-132-5201	Professional Services	27,937.92	1,120.00	24,644.11	37,000.00	25,000.00	-12,000.00	-32.43%
101-132-5500	Printing & Advertising	1,682.00	0.00	1,314.56	1,500.00	1,500.00	0.00	0.00%
101-132-5560	Supplies & Materials	209.67	449.13	534.74	600.00	600.00	0.00	0.00%
	Total SubProgram: 132 - Elections:	**66,418.08**	**41,085.22**	**49,796.59**	**82,200.00**	**70,250.00**	**-11,950.00**	**-14.54%**
SubProgram: 141 - Staff Recruitment, Retention and Development								
101-141-5100	Regular Wages	55,117.75	125,053.24	102,615.79	164,250.00	175,000.00	10,750.00	6.54%
101-141-5102	Part-time Wages	29,115.07	0.00	0.00	0.00	0.00	0.00	0.00%
101-141-5104	Overtime Pay	318.20	48.62	3,007.24	0.00	5,000.00	5,000.00	0.00%
101-141-5106	Other Pay	15,673.59	5,707.37	4,192.86	10,650.00	10,650.00	0.00	0.00%
101-141-5120	Health Insurance	9,027.76	6,976.73	5,125.73	12,600.00	12,600.00	0.00	0.00%
101-141-5121	Dental Insurance	1,305.56	2,393.15	1,718.45	2,900.00	3,000.00	100.00	3.45%
101-141-5122	Life Insurance	270.46	293.99	254.39	400.00	450.00	50.00	12.50%
101-141-5123	Disability Insurance	200.10	478.56	378.10	650.00	700.00	50.00	7.69%
101-141-5130	PERS CLASSIC Contribution	9,524.28	10,265.79	6,101.54	10,500.00	10,500.00	0.00	0.00%
101-141-5131	PERS PEPRA Contribution	15.11	3,502.29	4,402.90	7,300.00	7,300.00	0.00	0.00%
101-141-5132	PERS Prepay UAAL	18,721.53	17,495.15	14,906.98	18,900.00	18,900.00	0.00	0.00%
101-141-5134	Deferred Compensation	0.00	0.00	409.15	0.00	850.00	850.00	0.00%
101-141-5135	Retiree Health	44,209.55	43,922.50	28,561.70	51,000.00	47,000.00	-4,000.00	-7.84%
101-141-5136	Retiree Life Insurance	248.08	317.18	198.80	400.00	350.00	-50.00	-12.50%
101-141-5140	Medicare Tax	1,452.59	1,898.96	1,607.56	2,400.00	2,800.00	400.00	16.67%
101-141-5150	Flexible Benefits Program	1,039.00	1,821.41	1,398.42	2,250.00	2,450.00	200.00	8.89%
101-141-5151	Fitness Benefit	45.00	22.50	75.00	1,050.00	1,050.00	0.00	0.00%
101-141-5152	Cell Phone Allowance	172.25	78.00	26.00	200.00	50.00	-150.00	-75.00%
101-141-5153	Auto Allowance	0.00	0.00	180.00	0.00	270.00	270.00	0.00%
101-141-5154	Housing Allowance	0.00	0.00	700.00	0.00	1,100.00	1,100.00	0.00%
101-141-5160	Health Insurance Fees - Retiree	253.56	232.99	93.52	400.00	200.00	-200.00	-50.00%
101-141-5161	Health Insurance Fees	2,340.17	2,271.57	1,068.17	2,500.00	2,500.00	0.00	0.00%
101-141-5201	Professional Services	132,843.13	123,754.15	1,800.00	20,000.00	20,000.00	0.00	0.00%
101-141-5221	Employee Training	0.00	2,289.58	157.51	3,000.00	3,000.00	0.00	0.00%
101-141-5501	Recruitment	2,060.80	3,528.62	975.46	3,000.00	3,000.00	0.00	0.00%
101-141-5510	Dues & Subscriptions	4,870.00	5,160.00	5,070.00	5,500.00	5,500.00	0.00	0.00%
101-141-5512	Meetings & Travel	1,009.00	0.00	2,364.01	3,800.00	3,800.00	0.00	0.00%
101-141-5531	Employee/Public Relations	3,455.26	9,220.17	2,027.67	9,500.00	9,500.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-141-5532	Flexible Benefits Admin Fees	1,031.36	1,630.68	1,122.68	1,400.00	1,950.00	550.00	39.29%
101-141-5533	Pre-employment Screening	3,100.00	6,288.83	1,448.60	5,000.00	4,450.00	-550.00	-11.00%
101-141-5560	Supplies & Materials	243.38	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 141 - Staff Recruitment, Retention and De...		**337,662.54**	**374,652.03**	**191,988.23**	**339,550.00**	**353,920.00**	**14,370.00**	**4.23%**
SubProgram: 142 - Risk Management								
101-142-5100	Regular Wages	5,664.80	44,840.13	33,791.93	60,400.00	60,400.00	0.00	0.00%
101-142-5104	Overtime Pay	0.00	16.21	1,002.40	0.00	2,500.00	2,500.00	0.00%
101-142-5106	Other Pay	4,444.46	2,170.55	1,329.21	3,900.00	3,900.00	0.00	0.00%
101-142-5120	Health Insurance	1,791.87	2,648.40	1,498.20	4,950.00	4,950.00	0.00	0.00%
101-142-5121	Dental Insurance	164.39	849.58	580.35	1,050.00	1,050.00	0.00	0.00%
101-142-5122	Life Insurance	57.69	106.61	79.06	150.00	150.00	0.00	0.00%
101-142-5123	Disability Insurance	20.67	169.71	127.11	250.00	250.00	0.00	0.00%
101-142-5130	PERS CLASSIC Contribution	649.86	3,700.49	1,784.83	3,500.00	3,500.00	0.00	0.00%
101-142-5131	PERS PEPRA Contribution	0.00	1,243.07	1,597.06	2,900.00	2,900.00	0.00	0.00%
101-142-5132	PERS Prepay UAAL	1,494.40	6,278.79	4,384.23	6,300.00	6,300.00	0.00	0.00%
101-142-5140	Medicare Tax	146.17	682.70	526.16	900.00	950.00	50.00	5.56%
101-142-5150	Flexible Benefits Program	228.50	634.42	468.81	800.00	850.00	50.00	6.25%
101-142-5151	Fitness Benefit	0.00	10.00	30.00	400.00	400.00	0.00	0.00%
101-142-5152	Cell Phone Allowance	16.25	39.00	0.00	100.00	0.00	-100.00	-100.00%
101-142-5201	Professional Services	0.00	8,507.51	0.00	8,500.00	0.00	-8,500.00	-100.00%
101-142-5221	Employee Training	0.00	1,247.40	0.00	1,000.00	1,000.00	0.00	0.00%
101-142-5512	Meetings & Travel	0.00	500.00	0.00	1,200.00	1,200.00	0.00	0.00%
101-142-5560	Supplies & Materials	2,776.89	0.00	0.00	0.00	8,500.00	8,500.00	0.00%
101-142-5570	Liability Insurance	279,125.76	293,074.68	165,427.36	280,800.00	283,600.00	2,800.00	1.00%
101-142-5571	Workers' Compensation	105,277.26	96,287.28	63,004.20	110,900.00	110,900.00	0.00	0.00%
101-142-5572	Property Insurance/Bonding	100,247.00	125,200.04	73,548.94	123,000.00	123,150.00	150.00	0.12%
Total SubProgram: 142 - Risk Management:		**502,105.97**	**588,206.57**	**349,179.85**	**611,000.00**	**616,450.00**	**5,450.00**	**0.89%**
SubProgram: 151 - Emergency Preparedness								
101-151-5100	Regular Wages	53,042.38	56,709.24	27,792.13	61,200.00	61,200.00	0.00	0.00%
101-151-5106	Other Pay	1,640.43	3,382.11	4,393.47	3,650.00	4,900.00	1,250.00	34.25%
101-151-5120	Health Insurance	11,259.23	12,539.73	8,959.17	14,150.00	14,150.00	0.00	0.00%
101-151-5121	Dental Insurance	1,276.32	1,242.33	667.66	1,400.00	1,400.00	0.00	0.00%
101-151-5122	Life Insurance	206.24	235.18	117.68	300.00	300.00	0.00	0.00%
101-151-5123	Disability Insurance	203.35	211.02	110.13	250.00	300.00	50.00	20.00%
101-151-5130	PERS CLASSIC Contribution	1,169.83	1,432.36	1,824.47	1,700.00	2,800.00	1,100.00	64.71%
101-151-5131	PERS PEPRA Contribution	3,269.69	3,593.59	1,117.06	4,000.00	4,000.00	0.00	0.00%
101-151-5132	PERS Prepay UAAL	2,214.31	2,488.59	4,356.59	3,050.00	5,550.00	2,500.00	81.97%
101-151-5134	Deferred Compensation	0.00	439.13	439.18	800.00	900.00	100.00	12.50%
101-151-5140	Medicare Tax	758.17	831.79	461.44	900.00	800.00	-100.00	-11.11%

Budget Comparison Report

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101-151-5150	Flexible Benefits Program	1,035.30	584.98	373.01	750.00	750.00	0.00	0.00%
101-151-5151	Fitness Benefit	0.00	83.40	0.00	350.00	350.00	0.00	0.00%
101-151-5152	Cell Phone Allowance	429.00	471.25	584.99	450.00	1,050.00	600.00	133.33%
101-151-5153	Auto Allowance	0.00	151.87	157.50	270.00	270.00	0.00	0.00%
101-151-5154	Housing Allowance	0.00	1,100.00	700.00	1,200.00	1,200.00	0.00	0.00%
101-151-5301	Contract Services	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
101-151-5440	Utility - Communications/Telep	871.14	858.30	490.10	900.00	900.00	0.00	0.00%
101-151-5500	Printing & Advertising	0.00	0.00	732.95	2,700.00	2,150.00	-550.00	-20.37%
101-151-5510	Dues & Subscriptions	275.00	325.00	0.00	250.00	800.00	550.00	220.00%
101-151-5512	Meetings & Travel	255.41	623.45	1,689.47	2,500.00	2,500.00	0.00	0.00%
101-151-5560	Supplies & Materials	46.49	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
Total SubProgram: 151 - Emergency Preparedness:		**77,952.29**	**87,303.32**	**54,967.00**	**113,770.00**	**119,270.00**	**5,500.00**	**4.83%**
SubProgram: 161 - Communication and Community Promotions								
101-161-5100	Regular Wages	42,753.20	49,495.00	24,330.31	65,850.00	65,850.00	0.00	0.00%
101-161-5104	Overtime Pay	233.44	508.67	205.79	500.00	500.00	0.00	0.00%
101-161-5106	Other Pay	1,915.73	1,903.02	2,720.29	4,000.00	4,000.00	0.00	0.00%
101-161-5108	Bilingual Pay	0.00	5.00	0.00	0.00	0.00	0.00	0.00%
101-161-5120	Health Insurance	8,919.13	11,492.00	6,562.36	14,000.00	14,000.00	0.00	0.00%
101-161-5121	Dental Insurance	1,027.92	1,305.50	662.44	1,500.00	1,500.00	0.00	0.00%
101-161-5122	Life Insurance	157.84	180.06	80.39	250.00	250.00	0.00	0.00%
101-161-5123	Disability Insurance	166.13	198.01	100.68	250.00	250.00	0.00	0.00%
101-161-5130	PERS CLASSIC Contribution	1,660.96	1,345.91	1,157.16	1,100.00	1,800.00	700.00	63.64%
101-161-5131	PERS PEPRA Contribution	2,141.12	3,121.28	1,223.13	4,700.00	4,500.00	-200.00	-4.26%
101-161-5132	PERS Prepay UAAL	3,009.19	2,208.71	2,707.63	1,950.00	3,650.00	1,700.00	87.18%
101-161-5140	Medicare Tax	628.84	730.15	382.46	1,000.00	1,000.00	0.00	0.00%
101-161-5150	Flexible Benefits Program	697.98	650.83	356.54	800.00	800.00	0.00	0.00%
101-161-5151	Fitness Benefit	30.00	87.80	15.00	400.00	400.00	0.00	0.00%
101-161-5152	Cell Phone Allowance	312.00	253.50	78.00	400.00	400.00	0.00	0.00%
101-161-5201	Professional Services	6,600.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-161-5301	Contract Services	13,400.00	6,700.00	13,300.00	15,000.00	15,000.00	0.00	0.00%
101-161-5500	Printing & Advertising	6,304.65	2,548.80	2,736.54	10,400.00	10,400.00	0.00	0.00%
101-161-5512	Meetings & Travel	938.73	591.46	1,709.34	2,000.00	2,000.00	0.00	0.00%
101-161-5560	Supplies & Materials	6,402.36	900.99	125.11	6,500.00	6,500.00	0.00	0.00%
Total SubProgram: 161 - Communication and Community Pro…		**97,299.22**	**84,226.69**	**58,453.17**	**130,600.00**	**132,800.00**	**2,200.00**	**1.68%**
SubProgram: 162 - Economic Vitality								
101-162-5100	Regular Wages	13,636.95	10,904.54	4,978.33	25,300.00	20,000.00	-5,300.00	-20.95%
101-162-5106	Other Pay	892.92	998.29	304.95	1,600.00	1,600.00	0.00	0.00%
101-162-5120	Health Insurance	2,411.01	969.00	0.00	3,450.00	0.00	-3,450.00	-100.00%
101-162-5121	Dental Insurance	228.83	175.86	88.56	400.00	400.00	0.00	0.00%

Budget Comparison Report

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101-162-5122	Life Insurance	36.98	29.11	14.13	100.00	100.00	0.00	0.00%
101-162-5123	Disability Insurance	47.43	34.64	16.85	100.00	100.00	0.00	0.00%
101-162-5130	PERS CLASSIC Contribution	1,545.31	837.52	0.00	0.00	0.00	0.00	0.00%
101-162-5131	PERS PEPRA Contribution	0.00	340.36	401.85	2,050.00	1,900.00	-150.00	-7.32%
101-162-5132	PERS Prepay UAAL	2,850.30	1,341.35	0.00	0.00	0.00	0.00	0.00%
101-162-5140	Medicare Tax	209.74	172.43	76.75	400.00	400.00	0.00	0.00%
101-162-5150	Flexible Benefits Program	129.72	93.46	39.02	200.00	200.00	0.00	0.00%
101-162-5151	Fitness Benefit	30.00	10.00	15.00	100.00	100.00	0.00	0.00%
101-162-5152	Cell Phone Allowance	78.00	39.00	0.00	150.00	0.00	-150.00	-100.00%
101-162-5201	Professional Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-162-5301	Contract Services	829.15	829.15	0.00	1,000.00	1,000.00	0.00	0.00%
Total SubProgram: 162 - Economic Vitality:		**22,926.34**	**16,774.71**	**5,935.44**	**34,850.00**	**25,800.00**	**-9,050.00**	**-25.97%**
SubProgram: 163 - Community Services Support								
101-163-5601	Community Services Grants	41,350.00	41,350.00	0.00	0.00	0.00	0.00	0.00%
101-163-5602	Community Services Agreemer	0.00	13,769.75	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 163 - Community Services Support:		**41,350.00**	**55,119.75**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 171 - Law Enforcement								
101-171-5132	PERS Prepay UAAL	315,623.01	309,723.96	289,711.31	496,700.00	496,700.00	0.00	0.00%
101-171-5133	PERS Retiree Additional Contril	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-171-5201	Professional Services	0.00	0.00	0.00	21,000.00	21,000.00	0.00	0.00%
101-171-5253	SB County Mental Health	2,568.38	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
101-171-5254	SB County Sheriff	4,370,880.00	5,270,813.00	3,168,693.12	5,481,000.00	5,481,000.00	0.00	0.00%
101-171-5255	SB County Sheriff Augmentatio	37,971.80	23,178.52	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 171 - Law Enforcement:		**4,727,043.19**	**5,603,715.48**	**3,458,404.43**	**6,001,200.00**	**6,001,200.00**	**0.00**	**0.00%**
SubProgram: 201 - Financial Management Services								
101-201-5100	Regular Wages	237,668.04	269,484.98	163,839.91	329,700.00	329,700.00	0.00	0.00%
101-201-5102	Part-time Wages	5,780.50	0.00	0.00	0.00	0.00	0.00	0.00%
101-201-5104	Overtime Pay	281.37	187.59	0.00	500.00	500.00	0.00	0.00%
101-201-5106	Other Pay	11,767.23	17,011.71	15,355.87	17,200.00	17,200.00	0.00	0.00%
101-201-5120	Health Insurance	33,531.25	42,755.58	25,635.56	49,300.00	49,300.00	0.00	0.00%
101-201-5121	Dental Insurance	2,360.13	3,007.78	1,765.18	3,500.00	3,500.00	0.00	0.00%
101-201-5122	Life Insurance	621.40	757.66	437.85	900.00	900.00	0.00	0.00%
101-201-5123	Disability Insurance	823.79	973.57	566.67	1,150.00	1,150.00	0.00	0.00%
101-201-5130	PERS CLASSIC Contribution	12,830.79	15,615.25	9,171.43	18,500.00	18,500.00	0.00	0.00%
101-201-5131	PERS PEPRA Contribution	9,544.82	11,670.84	7,417.73	16,050.00	16,050.00	0.00	0.00%
101-201-5132	PERS Prepay UAAL	23,894.98	27,130.62	22,300.18	33,400.00	33,400.00	0.00	0.00%
101-201-5140	Medicare Tax	3,722.07	4,300.48	2,604.75	4,800.00	4,800.00	0.00	0.00%
101-201-5141	Unemployment Insurance	0.00	0.00	3,465.00	0.00	7,000.00	7,000.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-201-5150	Flexible Benefits Program	3,081.52	3,052.01	1,938.78	3,700.00	3,700.00	0.00	0.00%
101-201-5151	Fitness Benefit	730.38	1,164.49	420.00	1,700.00	1,700.00	0.00	0.00%
101-201-5152	Cell Phone Allowance	932.75	1,092.00	591.50	1,100.00	1,100.00	0.00	0.00%
101-201-5201	Professional Services	92,233.88	69,264.05	12,264.47	30,000.00	65,000.00	35,000.00	116.67%
101-201-5210	Annual Audit	43,945.00	49,790.00	26,230.00	52,600.00	52,100.00	-500.00	-0.95%
101-201-5236	Banking Fees	2,665.54	2,123.93	1,217.58	1,500.00	2,000.00	500.00	33.33%
101-201-5301	Contract Services	467.00	1,251.00	1,160.00	1,500.00	1,500.00	0.00	0.00%
101-201-5510	Dues & Subscriptions	789.99	1,357.50	880.00	2,000.00	2,000.00	0.00	0.00%
101-201-5512	Meetings & Travel	9,762.43	6,751.40	7,877.98	14,300.00	14,300.00	0.00	0.00%
101-201-5530	Interest/Penalty Fees	1,179.37	87.28	0.00	500.00	500.00	0.00	0.00%
101-201-5560	Supplies & Materials	76.30	964.14	125.29	500.00	500.00	0.00	0.00%
Total SubProgram: 201 - Financial Management Services:		**498,690.53**	**529,793.86**	**305,265.73**	**584,400.00**	**626,400.00**	**42,000.00**	**7.19%**
SubProgram: 211 - Central Services								
101-211-5100	Regular Wages	57,266.50	63,537.04	35,442.89	76,550.00	76,550.00	0.00	0.00%
101-211-5102	Part-time Wages	0.00	41,374.36	6,035.51	6,100.00	6,100.00	0.00	0.00%
101-211-5104	Overtime Pay	221.21	46.53	0.00	250.00	250.00	0.00	0.00%
101-211-5106	Other Pay	3,087.93	3,645.34	3,729.31	3,900.00	3,900.00	0.00	0.00%
101-211-5108	Bilingual Pay	218.54	242.25	69.00	250.00	100.00	-150.00	-60.00%
101-211-5120	Health Insurance	9,220.27	11,064.19	5,847.21	12,750.00	12,750.00	0.00	0.00%
101-211-5121	Dental Insurance	678.70	801.48	360.02	950.00	950.00	0.00	0.00%
101-211-5122	Life Insurance	153.87	181.91	96.42	250.00	250.00	0.00	0.00%
101-211-5123	Disability Insurance	201.13	231.24	123.55	300.00	300.00	0.00	0.00%
101-211-5130	PERS CLASSIC Contribution	2,909.34	3,346.07	1,965.28	4,000.00	4,000.00	0.00	0.00%
101-211-5131	PERS PEPRA Contribution	2,425.80	3,291.41	1,627.23	3,950.00	3,950.00	0.00	0.00%
101-211-5132	PERS Prepay UAAL	5,228.94	5,813.75	4,778.57	7,150.00	7,150.00	0.00	0.00%
101-211-5140	Medicare Tax	886.30	1,448.91	656.93	1,450.00	1,450.00	0.00	0.00%
101-211-5141	Unemployment Insurance	0.00	0.00	1,417.50	0.00	3,000.00	3,000.00	0.00%
101-211-5150	Flexible Benefits Program	794.45	747.11	426.65	950.00	950.00	0.00	0.00%
101-211-5151	Fitness Benefit	173.21	276.04	90.00	450.00	450.00	0.00	0.00%
101-211-5152	Cell Phone Allowance	277.88	351.00	126.77	250.00	250.00	0.00	0.00%
101-211-5301	Contract Services	228.57	1,197.04	238.00	750.00	750.00	0.00	0.00%
101-211-5400	Utility - Electric	34,007.53	38,911.11	22,132.01	45,000.00	45,000.00	0.00	0.00%
101-211-5410	Utility - Natural Gas	10,184.64	5,255.47	2,471.61	5,750.00	5,750.00	0.00	0.00%
101-211-5420	Utility - Sewer	4,416.69	6,886.00	3,521.84	7,600.00	7,600.00	0.00	0.00%
101-211-5430	Utility - Water	8,624.02	8,451.97	4,888.60	9,800.00	9,800.00	0.00	0.00%
101-211-5440	Utility - Communications/Telep	22,724.36	26,651.55	14,453.54	25,850.00	25,850.00	0.00	0.00%
101-211-5500	Printing & Advertising	1,308.28	1,717.72	0.00	1,750.00	1,750.00	0.00	0.00%
101-211-5509	Postage	7,824.12	9,900.61	6,615.20	10,000.00	10,000.00	0.00	0.00%
101-211-5510	Dues & Subscriptions	488.35	444.97	195.11	500.00	500.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-211-5536	Equipment/Office Rent & Lease	22,488.94	22,492.11	10,334.17	20,000.00	20,000.00	0.00	0.00%
101-211-5560	Supplies & Materials	15,001.23	14,912.62	8,332.60	12,000.00	12,000.00	0.00	0.00%
101-211-5568	Minor Equipment	0.00	17,256.94	0.00	0.00	0.00	0.00	0.00%
101-211-5581	Vehicle Operations & Maintena	3,213.73	620.10	276.47	1,500.00	1,500.00	0.00	0.00%
101-211-5582	Fuel Expense	3,504.11	1,136.25	383.16	2,000.00	2,000.00	0.00	0.00%
101-211-5761	Major Equipment	0.00	25,887.50	0.00	0.00	0.00	0.00	0.00%
101-211-5763	Furniture & Fixtures	0.00	0.00	0.00	0.00	6,000.00	6,000.00	0.00%
Total SubProgram: 211 - Central Services:		**217,758.64**	**318,120.59**	**136,635.15**	**262,000.00**	**270,850.00**	**8,850.00**	**3.38%**
SubProgram: 221 - Management Information Services								
101-221-5100	Regular Wages	50,928.63	57,771.37	35,108.73	70,650.00	70,650.00	0.00	0.00%
101-221-5104	Overtime Pay	25.57	40.19	0.00	50.00	50.00	0.00	0.00%
101-221-5106	Other Pay	2,521.48	3,645.46	3,290.54	3,700.00	3,700.00	0.00	0.00%
101-221-5120	Health Insurance	7,184.73	9,135.70	5,501.16	10,600.00	10,600.00	0.00	0.00%
101-221-5121	Dental Insurance	505.78	644.43	346.48	750.00	750.00	0.00	0.00%
101-221-5122	Life Insurance	132.95	161.94	94.02	200.00	200.00	0.00	0.00%
101-221-5123	Disability Insurance	176.33	208.25	120.89	250.00	250.00	0.00	0.00%
101-221-5130	PERS CLASSIC Contribution	2,793.66	3,345.50	1,965.15	4,000.00	4,000.00	0.00	0.00%
101-221-5131	PERS PEPRA Contribution	2,011.29	2,486.51	1,589.35	3,450.00	3,450.00	0.00	0.00%
101-221-5132	PERS Prepay UAAL	5,119.47	5,813.53	4,778.66	7,150.00	7,150.00	0.00	0.00%
101-221-5140	Medicare Tax	779.29	890.76	557.96	1,050.00	1,050.00	0.00	0.00%
101-221-5141	Unemployment Insurance	0.00	0.00	742.50	0.00	1,500.00	1,500.00	0.00%
101-221-5150	Flexible Benefits Program	660.04	653.82	415.49	800.00	800.00	0.00	0.00%
101-221-5151	Fitness Benefit	156.51	249.53	90.00	400.00	400.00	0.00	0.00%
101-221-5152	Cell Phone Allowance	121.87	117.00	126.73	250.00	250.00	0.00	0.00%
101-221-5201	Professional Services	53,216.51	61,909.64	23,143.83	79,900.00	79,900.00	0.00	0.00%
101-221-5345	Equipment Repairs/Replaceme	2,263.26	2,483.51	392.34	2,000.00	2,000.00	0.00	0.00%
101-221-5360	Software Subscription/Mainter	69,811.30	80,272.05	52,571.30	131,000.00	136,700.00	5,700.00	4.35%
101-221-5560	Supplies & Materials	1,129.05	391.16	323.26	1,000.00	1,000.00	0.00	0.00%
101-221-5565	Computer Hardware/Replacem	18,652.34	21,149.31	534.87	10,000.00	10,000.00	0.00	0.00%
Total SubProgram: 221 - Management Information Services:		**218,190.06**	**251,369.66**	**131,693.26**	**327,200.00**	**334,400.00**	**7,200.00**	**2.20%**
SubProgram: 301 - Community Development Administration								
101-301-5100	Regular Wages	74,680.26	68,083.59	58,379.80	74,500.00	119,500.00	45,000.00	60.40%
101-301-5104	Overtime Pay	483.63	516.20	10.95	500.00	100.00	-400.00	-80.00%
101-301-5106	Other Pay	3,063.32	6,707.81	1,773.77	4,200.00	4,200.00	0.00	0.00%
101-301-5108	Bilingual Pay	218.54	242.25	498.76	250.00	1,000.00	750.00	300.00%
101-301-5120	Health Insurance	10,031.35	6,969.52	8,472.67	7,000.00	14,000.00	7,000.00	100.00%
101-301-5121	Dental Insurance	729.97	630.71	812.22	800.00	1,400.00	600.00	75.00%
101-301-5122	Life Insurance	174.55	176.50	152.67	250.00	250.00	0.00	0.00%
101-301-5123	Disability Insurance	264.34	246.14	218.99	300.00	300.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-301-5130	PERS CLASSIC Contribution	5,953.15	5,157.70	4,431.32	5,900.00	7,200.00	1,300.00	22.03%
101-301-5131	PERS PEPRA Contribution	1,709.13	2,239.79	1,940.33	2,700.00	3,500.00	800.00	29.63%
101-301-5132	PERS Prepay UAAL	10,961.44	8,712.97	10,395.04	10,650.00	12,650.00	2,000.00	18.78%
101-301-5140	Medicare Tax	1,123.29	1,088.93	853.99	1,100.00	1,100.00	0.00	0.00%
101-301-5150	Flexible Benefits Program	843.12	1,216.51	742.42	800.00	1,200.00	400.00	50.00%
101-301-5151	Fitness Benefit	82.94	185.30	66.00	400.00	400.00	0.00	0.00%
101-301-5152	Cell Phone Allowance	234.00	182.00	91.00	250.00	250.00	0.00	0.00%
101-301-5510	Dues & Subscriptions	0.00	101.00	376.00	600.00	600.00	0.00	0.00%
101-301-5512	Meetings & Travel	375.00	869.02	0.00	2,200.00	2,200.00	0.00	0.00%
101-301-5560	Supplies & Materials	27.47	0.00	0.00	500.00	500.00	0.00	0.00%
Total SubProgram: 301 - Community Development Administra..		**110,955.50**	**103,325.94**	**89,215.93**	**112,900.00**	**170,350.00**	**57,450.00**	**50.89%**
SubProgram: 302 - Advance Planning								
101-302-5100	Regular Wages	182,269.20	82,677.14	27,251.11	96,500.00	51,500.00	-45,000.00	-46.63%
101-302-5104	Overtime Pay	367.45	516.20	0.00	500.00	500.00	0.00	0.00%
101-302-5106	Other Pay	7,653.42	9,719.27	1,689.68	7,000.00	7,000.00	0.00	0.00%
101-302-5108	Bilingual Pay	855.14	0.00	0.00	0.00	0.00	0.00	0.00%
101-302-5120	Health Insurance	39,128.18	4,618.65	1,732.29	4,200.00	3,200.00	-1,000.00	-23.81%
101-302-5121	Dental Insurance	3,155.09	668.90	110.85	1,050.00	300.00	-750.00	-71.43%
101-302-5122	Life Insurance	573.78	225.38	67.94	300.00	300.00	0.00	0.00%
101-302-5123	Disability Insurance	789.33	291.31	80.67	350.00	350.00	0.00	0.00%
101-302-5130	PERS CLASSIC Contribution	13,046.33	6,314.18	3,475.29	7,150.00	7,150.00	0.00	0.00%
101-302-5131	PERS PEPRA Contribution	5,185.94	2,594.82	0.00	3,750.00	0.00	-3,750.00	-100.00%
101-302-5132	PERS Prepay UAAL	23,805.36	10,918.00	8,432.64	12,900.00	12,900.00	0.00	0.00%
101-302-5140	Medicare Tax	2,705.74	1,348.16	420.11	1,400.00	1,400.00	0.00	0.00%
101-302-5150	Flexible Benefits Program	2,419.16	693.89	234.46	950.00	950.00	0.00	0.00%
101-302-5151	Fitness Benefit	195.30	345.30	45.00	450.00	450.00	0.00	0.00%
101-302-5152	Cell Phone Allowance	988.00	273.00	136.50	500.00	500.00	0.00	0.00%
101-302-5201	Professional Services	14,333.75	89,250.10	28,590.60	200,250.00	200,250.00	0.00	0.00%
101-302-5512	Meetings & Travel	38.98	125.00	683.83	4,000.00	4,000.00	0.00	0.00%
Total SubProgram: 302 - Advance Planning:		**297,510.15**	**210,579.30**	**72,950.97**	**341,250.00**	**290,750.00**	**-50,500.00**	**-14.80%**
SubProgram: 311 - Housing								
101-311-5100	Regular Wages	25,066.87	24,188.91	14,694.98	26,700.00	26,700.00	0.00	0.00%
101-311-5104	Overtime Pay	315.93	516.20	5.48	500.00	200.00	-300.00	-60.00%
101-311-5106	Other Pay	1,013.03	2,500.78	563.27	1,350.00	1,350.00	0.00	0.00%
101-311-5120	Health Insurance	2,900.93	2,031.64	1,169.84	2,100.00	2,100.00	0.00	0.00%
101-311-5121	Dental Insurance	204.23	123.99	73.97	150.00	150.00	0.00	0.00%
101-311-5122	Life Insurance	54.67	55.70	34.00	100.00	100.00	0.00	0.00%
101-311-5123	Disability Insurance	82.65	83.91	50.05	100.00	100.00	0.00	0.00%
101-311-5130	PERS CLASSIC Contribution	1,859.33	1,894.41	1,158.61	2,400.00	2,400.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-311-5131	PERS PEPRA Contribution	653.01	724.28	452.87	850.00	850.00	0.00	0.00%
101-311-5132	PERS Prepay UAAL	3,459.14	3,288.54	2,810.86	4,300.00	4,300.00	0.00	0.00%
101-311-5140	Medicare Tax	379.96	393.03	221.63	400.00	400.00	0.00	0.00%
101-311-5150	Flexible Benefits Program	129.72	139.56	156.38	300.00	300.00	0.00	0.00%
101-311-5151	Fitness Benefit	15.30	75.30	30.00	150.00	150.00	0.00	0.00%
101-311-5152	Cell Phone Allowance	78.00	78.00	45.50	100.00	100.00	0.00	0.00%
101-311-5201	Professional Services	0.00	0.00	350.00	2,000.00	2,000.00	0.00	0.00%
101-311-5512	Meetings & Travel	118.09	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 311 - Housing:		**36,330.86**	**36,094.25**	**21,817.44**	**41,500.00**	**41,200.00**	**-300.00**	**-0.72%**
SubProgram: 321 - Development Review and Building								
101-321-5100	Regular Wages	338,268.06	404,680.47	231,228.64	439,550.00	439,550.00	0.00	0.00%
101-321-5104	Overtime Pay	1,647.16	2,839.00	30.10	1,500.00	100.00	-1,400.00	-93.33%
101-321-5106	Other Pay	12,810.41	18,597.43	14,372.12	23,850.00	23,850.00	0.00	0.00%
101-321-5108	Bilingual Pay	1,111.68	2,180.25	926.24	2,250.00	2,000.00	-250.00	-11.11%
101-321-5120	Health Insurance	54,491.95	65,839.24	32,796.29	69,300.00	63,300.00	-6,000.00	-8.66%
101-321-5121	Dental Insurance	4,430.21	6,232.50	3,717.46	7,250.00	7,250.00	0.00	0.00%
101-321-5122	Life Insurance	924.27	1,177.46	741.22	1,400.00	1,400.00	0.00	0.00%
101-321-5123	Disability Insurance	1,338.62	1,596.77	952.17	1,800.00	1,800.00	0.00	0.00%
101-321-5130	PERS CLASSIC Contribution	24,957.98	26,843.13	10,933.69	30,250.00	28,000.00	-2,250.00	-7.44%
101-321-5131	PERS PEPRA Contribution	9,112.55	15,154.59	11,802.59	18,300.00	18,300.00	0.00	0.00%
101-321-5132	PERS Prepay UAAL	45,971.89	45,451.40	26,095.60	54,550.00	52,550.00	-2,000.00	-3.67%
101-321-5140	Medicare Tax	5,065.38	6,078.72	3,516.42	6,400.00	6,400.00	0.00	0.00%
101-321-5150	Flexible Benefits Program	4,408.70	5,200.54	3,029.33	5,400.00	5,400.00	0.00	0.00%
101-321-5151	Fitness Benefit	436.48	504.12	166.50	2,500.00	2,500.00	0.00	0.00%
101-321-5152	Cell Phone Allowance	1,248.00	962.00	338.01	1,400.00	1,400.00	0.00	0.00%
101-321-5201	Professional Services	69,721.89	83,780.87	96,378.52	100,000.00	200,000.00	100,000.00	100.00%
101-321-5440	Utility - Communications/Telep	341.04	411.81	415.63	750.00	750.00	0.00	0.00%
101-321-5500	Printing & Advertising	5,302.91	2,583.18	216.06	3,500.00	3,500.00	0.00	0.00%
101-321-5510	Dues & Subscriptions	1,564.18	165.00	145.00	500.00	500.00	0.00	0.00%
101-321-5512	Meetings & Travel	1,777.56	2,162.56	0.00	4,100.00	4,100.00	0.00	0.00%
101-321-5560	Supplies & Materials	151.78	182.10	0.00	2,300.00	2,300.00	0.00	0.00%
101-321-5581	Vehicle Operations & Maintena	533.56	20.00	235.70	1,000.00	1,000.00	0.00	0.00%
101-321-5582	Fuel Expense	0.00	785.81	292.85	1,600.00	1,600.00	0.00	0.00%
Total SubProgram: 321 - Development Review and Building:		**585,616.26**	**693,428.95**	**438,330.14**	**779,450.00**	**867,550.00**	**88,100.00**	**11.30%**
SubProgram: 331 - Code Compliance								
101-331-5100	Regular Wages	223,123.63	169,275.87	102,816.37	189,300.00	189,300.00	0.00	0.00%
101-331-5104	Overtime Pay	473.82	774.16	123.15	500.00	500.00	0.00	0.00%
101-331-5106	Other Pay	10,360.25	9,168.83	2,631.64	9,450.00	9,450.00	0.00	0.00%
101-331-5120	Health Insurance	58,492.39	44,085.72	27,114.77	48,350.00	48,350.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-331-5121	Dental Insurance	4,366.15	3,389.72	1,992.80	3,650.00	3,650.00	0.00	0.00%
101-331-5122	Life Insurance	718.60	516.40	352.90	650.00	650.00	0.00	0.00%
101-331-5123	Disability Insurance	913.16	670.34	399.81	750.00	750.00	0.00	0.00%
101-331-5130	PERS CLASSIC Contribution	18,560.84	13,530.82	8,058.41	17,000.00	17,000.00	0.00	0.00%
101-331-5131	PERS PEPRA Contribution	4,536.67	4,790.55	3,173.74	5,700.00	5,700.00	0.00	0.00%
101-331-5132	PERS Prepay UAAL	33,580.16	23,535.65	19,590.80	30,650.00	30,650.00	0.00	0.00%
101-331-5140	Medicare Tax	3,396.45	2,584.89	1,528.51	2,750.00	2,750.00	0.00	0.00%
101-331-5150	Flexible Benefits Program	3,596.96	1,963.97	1,551.58	2,650.00	2,650.00	0.00	0.00%
101-331-5151	Fitness Benefit	375.65	763.54	380.68	1,200.00	1,200.00	0.00	0.00%
101-331-5152	Cell Phone Allowance	1,969.50	1,033.50	480.99	900.00	900.00	0.00	0.00%
101-331-5171	Uniform Allowance	749.25	224.86	87.18	1,000.00	1,000.00	0.00	0.00%
101-331-5201	Professional Services	1,864.00	322.00	0.00	0.00	0.00	0.00	0.00%
101-331-5301	Contract Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-331-5440	Utility - Communications/Telep	654.18	643.06	319.22	750.00	750.00	0.00	0.00%
101-331-5500	Printing & Advertising	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
101-331-5510	Dues & Subscriptions	200.00	200.00	200.00	500.00	500.00	0.00	0.00%
101-331-5512	Meetings & Travel	2,088.14	1,673.54	1,587.99	3,200.00	3,200.00	0.00	0.00%
101-331-5560	Supplies & Materials	172.16	67.55	603.32	700.00	700.00	0.00	0.00%
101-331-5581	Vehicle Operations & Maintena	1,062.16	1,022.35	714.66	2,000.00	2,000.00	0.00	0.00%
101-331-5582	Fuel Expense	3,618.43	2,565.96	1,643.80	3,000.00	3,000.00	0.00	0.00%
	Total SubProgram: 331 - Code Compliance:	**374,872.55**	**282,803.28**	**175,352.32**	**325,150.00**	**325,150.00**	**0.00**	**0.00%**
SubProgram: 341 - Animal Care and Control								
101-341-5100	Regular Wages	55,644.46	28,177.68	18,058.23	32,750.00	32,750.00	0.00	0.00%
101-341-5106	Other Pay	787.53	426.62	123.84	1,400.00	1,400.00	0.00	0.00%
101-341-5120	Health Insurance	18,757.97	9,920.11	6,212.10	11,100.00	11,100.00	0.00	0.00%
101-341-5121	Dental Insurance	1,407.85	862.50	509.17	950.00	950.00	0.00	0.00%
101-341-5122	Life Insurance	163.01	86.96	56.32	150.00	150.00	0.00	0.00%
101-341-5123	Disability Insurance	239.45	120.93	71.58	150.00	150.00	0.00	0.00%
101-341-5130	PERS CLASSIC Contribution	4,053.44	1,007.95	610.40	1,300.00	1,300.00	0.00	0.00%
101-341-5131	PERS PEPRA Contribution	1,514.98	1,581.51	1,065.41	1,950.00	1,950.00	0.00	0.00%
101-341-5132	PERS Prepay UAAL	7,411.72	1,755.40	1,484.24	2,300.00	2,300.00	0.00	0.00%
101-341-5140	Medicare Tax	820.21	414.27	263.81	500.00	500.00	0.00	0.00%
101-341-5150	Flexible Benefits Program	1,026.44	360.87	312.65	550.00	550.00	0.00	0.00%
101-341-5151	Fitness Benefit	151.16	190.26	97.79	250.00	250.00	0.00	0.00%
101-341-5152	Cell Phone Allowance	617.50	266.50	143.00	100.00	300.00	200.00	200.00%
101-341-5201	Professional Services	20,037.74	23,707.12	10,746.07	24,000.00	24,000.00	0.00	0.00%
101-341-5500	Printing & Advertising	0.00	542.57	0.00	500.00	500.00	0.00	0.00%
101-341-5510	Dues & Subscriptions	250.00	150.00	300.00	900.00	900.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-341-5560	Supplies & Materials	346.39	342.36	356.79	1,000.00	1,000.00	0.00	0.00%
Total SubProgram: 341 - Animal Care and Control:		**113,229.85**	**69,913.61**	**40,411.40**	**79,850.00**	**80,050.00**	**200.00**	**0.25%**
SubProgram: 401 - Public Works Administration								
101-401-5100	Regular Wages	117,412.00	157,494.27	96,636.92	173,900.00	173,900.00	0.00	0.00%
101-401-5104	Overtime Pay	20.92	0.00	0.00	0.00	0.00	0.00	0.00%
101-401-5106	Other Pay	6,807.84	4,360.83	2,409.50	9,350.00	9,350.00	0.00	0.00%
101-401-5120	Health Insurance	16,590.01	22,385.67	14,389.59	21,700.00	21,700.00	0.00	0.00%
101-401-5121	Dental Insurance	1,376.03	1,732.29	1,136.69	2,100.00	2,100.00	0.00	0.00%
101-401-5122	Life Insurance	321.20	438.80	269.18	500.00	500.00	0.00	0.00%
101-401-5123	Disability Insurance	396.24	553.33	347.36	650.00	650.00	0.00	0.00%
101-401-5130	PERS CLASSIC Contribution	11,182.83	13,299.55	6,620.87	13,350.00	13,350.00	0.00	0.00%
101-401-5131	PERS PEPRA Contribution	1,418.95	4,121.59	3,568.29	6,500.00	6,500.00	0.00	0.00%
101-401-5132	PERS Prepay UAAL	20,567.44	23,181.14	16,094.04	24,050.00	24,050.00	0.00	0.00%
101-401-5140	Medicare Tax	1,795.41	2,335.21	1,430.70	2,550.00	2,550.00	0.00	0.00%
101-401-5150	Flexible Benefits Program	1,205.06	1,843.45	1,264.77	2,300.00	2,300.00	0.00	0.00%
101-401-5151	Fitness Benefit	114.88	509.40	281.36	1,050.00	1,050.00	0.00	0.00%
101-401-5152	Cell Phone Allowance	585.00	585.00	341.26	550.00	800.00	250.00	45.45%
101-401-5201	Professional Services	43,347.50	27,916.75	58,355.37	40,000.00	58,400.00	18,400.00	46.00%
101-401-5213	Emergency Procurement	259,344.66	0.00	0.00	0.00	0.00	0.00	0.00%
101-401-5301	Contract Services	4,929.02	5,556.51	0.00	0.00	0.00	0.00	0.00%
101-401-5440	Utility - Communications/Telep	0.00	545.99	416.29	750.00	750.00	0.00	0.00%
101-401-5500	Printing & Advertising	0.00	1,156.52	1,702.93	2,500.00	2,500.00	0.00	0.00%
101-401-5510	Dues & Subscriptions	1,281.99	3,659.40	2,221.59	5,950.00	5,950.00	0.00	0.00%
101-401-5512	Meetings & Travel	7,287.70	2,850.84	5,316.45	7,650.00	8,750.00	1,100.00	14.38%
101-401-5560	Supplies & Materials	10,001.48	4,470.73	526.20	900.00	900.00	0.00	0.00%
Total SubProgram: 401 - Public Works Administration:		**505,986.16**	**278,997.27**	**213,329.36**	**316,300.00**	**336,050.00**	**19,750.00**	**6.24%**
SubProgram: 403 - Capital Improvements								
101-403-5100	Regular Wages	80,178.31	120,070.30	87,727.65	157,650.00	157,650.00	0.00	0.00%
101-403-5104	Overtime Pay	311.80	511.08	1,094.93	500.00	2,500.00	2,000.00	400.00%
101-403-5106	Other Pay	4,840.10	3,215.19	1,636.15	8,250.00	8,250.00	0.00	0.00%
101-403-5108	Bilingual Pay	0.00	5.00	142.50	0.00	300.00	300.00	0.00%
101-403-5120	Health Insurance	12,132.12	19,054.34	17,159.43	26,400.00	26,400.00	0.00	0.00%
101-403-5121	Dental Insurance	1,183.42	1,674.23	1,475.78	2,800.00	2,800.00	0.00	0.00%
101-403-5122	Life Insurance	200.74	317.55	237.04	450.00	450.00	0.00	0.00%
101-403-5123	Disability Insurance	258.78	423.45	322.58	600.00	600.00	0.00	0.00%
101-403-5130	PERS CLASSIC Contribution	7,416.08	8,824.78	5,022.39	10,100.00	10,100.00	0.00	0.00%
101-403-5131	PERS PEPRA Contribution	1,089.76	3,989.92	3,839.44	7,000.00	7,000.00	0.00	0.00%
101-403-5132	PERS Prepay UAAL	13,641.65	15,278.85	12,021.40	18,250.00	18,250.00	0.00	0.00%
101-403-5140	Medicare Tax	1,233.72	1,801.92	1,312.20	2,300.00	2,300.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101-403-5150	Flexible Benefits Program	737.43	1,480.50	1,388.91	2,400.00	2,400.00	0.00	0.00%
101-403-5151	Fitness Benefit	48.72	418.65	223.74	1,100.00	1,100.00	0.00	0.00%
101-403-5152	Cell Phone Allowance	312.00	312.00	182.02	300.00	400.00	100.00	33.33%
Total SubProgram: 403 - Capital Improvements:		**123,584.63**	**177,377.76**	**133,786.16**	**238,100.00**	**240,500.00**	**2,400.00**	**1.01%**
SubProgram: 405 - Facilities								
101-405-5100	Regular Wages	0.00	1,161.58	33,398.30	58,750.00	58,750.00	0.00	0.00%
101-405-5104	Overtime Pay	0.00	0.00	67.55	5,000.00	100.00	-4,900.00	-98.00%
101-405-5106	Other Pay	0.00	0.00	530.70	3,100.00	3,100.00	0.00	0.00%
101-405-5120	Health Insurance	0.00	0.00	5,078.09	9,150.00	9,150.00	0.00	0.00%
101-405-5121	Dental Insurance	0.00	0.00	425.33	800.00	800.00	0.00	0.00%
101-405-5122	Life Insurance	0.00	0.00	79.62	150.00	150.00	0.00	0.00%
101-405-5123	Disability Insurance	0.00	0.00	102.82	200.00	200.00	0.00	0.00%
101-405-5130	PERS CLASSIC Contribution	0.00	85.30	2,622.92	5,300.00	5,300.00	0.00	0.00%
101-405-5131	PERS PEPRA Contribution	0.00	38.23	1,006.99	1,750.00	1,750.00	0.00	0.00%
101-405-5132	PERS Prepay UAAL	0.00	0.00	6,386.19	9,550.00	9,550.00	0.00	0.00%
101-405-5140	Medicare Tax	0.00	16.66	488.18	900.00	900.00	0.00	0.00%
101-405-5150	Flexible Benefits Program	0.00	0.00	294.20	600.00	600.00	0.00	0.00%
101-405-5151	Fitness Benefit	0.00	0.00	59.44	300.00	300.00	0.00	0.00%
101-405-5152	Cell Phone Allowance	0.00	0.00	0.00	200.00	0.00	-200.00	-100.00%
101-405-5301	Contract Services	0.00	0.00	24,052.17	35,000.00	36,000.00	1,000.00	2.86%
101-405-5345	Equipment Repairs/Replaceme	0.00	0.00	1,505.72	5,000.00	5,000.00	0.00	0.00%
101-405-5350	Landscape Maintenance	0.00	0.00	5,194.00	12,500.00	12,500.00	0.00	0.00%
101-405-5356	Tree Maintenance	0.00	0.00	396.67	2,500.00	2,500.00	0.00	0.00%
101-405-5357	Tree Replacement	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
101-405-5362	Janitorial Services	0.00	0.00	16,531.08	59,900.00	37,900.00	-22,000.00	-36.73%
101-405-5510	Dues & Subscriptions	0.00	0.00	0.00	1,750.00	1,750.00	0.00	0.00%
101-405-5560	Supplies & Materials	0.00	0.00	1,022.33	3,500.00	3,500.00	0.00	0.00%
101-405-5561	Janitorial Supplies	0.00	0.00	3,903.80	8,000.00	8,000.00	0.00	0.00%
101-405-5567	Landscaping Supply Repairs & I	0.00	0.00	0.00	2,500.00	1,500.00	-1,000.00	-40.00%
101-405-5568	Minor Equipment	0.00	0.00	996.56	2,000.00	2,000.00	0.00	0.00%
101-405-5761	Major Equipment	0.00	0.00	7,483.41	20,500.00	23,500.00	3,000.00	14.63%
Total SubProgram: 405 - Facilities:		**0.00**	**1,301.77**	**111,626.07**	**249,900.00**	**225,800.00**	**-24,100.00**	**-9.64%**
SubProgram: 431 - Street Maintenance								
101-431-5761	Major Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 431 - Street Maintenance:		**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 451 - Watershed Management								
101-451-5100	Regular Wages	60,522.32	77,555.62	40,310.42	72,950.00	72,950.00	0.00	0.00%
101-451-5104	Overtime Pay	534.14	1,017.28	411.55	1,000.00	1,000.00	0.00	0.00%

Budget Comparison Report

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101-451-5106	Other Pay	3,144.86	2,974.11	1,307.15	4,200.00	4,200.00	0.00	0.00%
101-451-5108	Bilingual Pay	0.00	10.00	0.00	0.00	0.00	0.00	0.00%
101-451-5120	Health Insurance	10,399.98	14,774.93	7,585.21	12,900.00	12,900.00	0.00	0.00%
101-451-5121	Dental Insurance	1,025.14	1,422.84	733.42	1,350.00	1,350.00	0.00	0.00%
101-451-5122	Life Insurance	194.86	253.32	134.63	250.00	250.00	0.00	0.00%
101-451-5123	Disability Insurance	235.06	313.41	164.96	300.00	300.00	0.00	0.00%
101-451-5130	PERS CLASSIC Contribution	5,663.65	6,820.32	3,407.52	6,800.00	6,800.00	0.00	0.00%
101-451-5131	PERS PEPRA Contribution	770.85	1,984.52	1,078.50	2,050.00	2,050.00	0.00	0.00%
101-451-5132	PERS Prepay UAAL	10,429.25	11,739.02	8,163.50	12,300.00	12,300.00	0.00	0.00%
101-451-5140	Medicare Tax	927.65	1,199.44	599.69	1,100.00	1,100.00	0.00	0.00%
101-451-5150	Flexible Benefits Program	1,093.03	1,353.49	653.24	1,150.00	1,150.00	0.00	0.00%
101-451-5151	Fitness Benefit	79.88	261.50	57.20	550.00	550.00	0.00	0.00%
101-451-5152	Cell Phone Allowance	273.00	273.00	159.26	300.00	300.00	0.00	0.00%
101-451-5301	Contract Services	6,180.42	13,419.79	0.00	25,000.00	25,000.00	0.00	0.00%
101-451-5500	Printing & Advertising	3,267.00	3,215.00	2,274.00	3,400.00	3,400.00	0.00	0.00%
101-451-5510	Dues & Subscriptions	13,551.82	13,799.95	11,218.02	13,700.00	13,700.00	0.00	0.00%
101-451-5512	Meetings & Travel	2,302.59	3,337.12	2,433.23	4,500.00	4,500.00	0.00	0.00%
101-451-5560	Supplies & Materials	1,604.90	1,182.61	0.00	1,500.00	1,500.00	0.00	0.00%
Total SubProgram: 451 - Watershed Management:		**122,200.40**	**156,907.27**	**80,691.50**	**165,300.00**	**165,300.00**	**0.00**	**0.00%**
SubProgram: 461 - Resource Conservation								
101-461-5560	Supplies & Materials	0.00	5.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 461 - Resource Conservation:		**0.00**	**5.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 501 - Parks and Recreation Administration								
101-501-5100	Regular Wages	69,027.04	54,287.03	35,854.71	102,550.00	102,550.00	0.00	0.00%
101-501-5102	Part-time Wages	5,960.79	0.00	3,537.85	13,500.00	13,500.00	0.00	0.00%
101-501-5104	Overtime Pay	0.00	633.15	0.00	500.00	0.00	-500.00	-100.00%
101-501-5106	Other Pay	4,029.76	11,069.98	794.42	6,200.00	6,200.00	0.00	0.00%
101-501-5120	Health Insurance	10,133.52	11,725.86	4,658.53	18,000.00	15,000.00	-3,000.00	-16.67%
101-501-5121	Dental Insurance	973.10	1,032.76	411.12	1,900.00	1,900.00	0.00	0.00%
101-501-5122	Life Insurance	152.66	114.10	82.45	250.00	250.00	0.00	0.00%
101-501-5123	Disability Insurance	198.15	196.78	118.39	350.00	350.00	0.00	0.00%
101-501-5130	PERS CLASSIC Contribution	7,821.81	6,657.61	4,471.26	14,700.00	13,000.00	-1,700.00	-11.56%
101-501-5131	PERS PEPRA Contribution	456.01	0.00	0.00	0.00	0.00	0.00	0.00%
101-501-5132	PERS Prepay UAAL	14,827.46	12,300.79	11,041.30	26,500.00	26,500.00	0.00	0.00%
101-501-5140	Medicare Tax	1,138.81	948.16	578.83	1,500.00	1,500.00	0.00	0.00%
101-501-5150	Flexible Benefits Program	709.13	459.42	373.50	1,000.00	1,000.00	0.00	0.00%
101-501-5151	Fitness Benefit	0.00	210.00	135.00	450.00	450.00	0.00	0.00%
101-501-5152	Cell Phone Allowance	312.00	91.00	113.76	600.00	600.00	0.00	0.00%
101-501-5440	Utility - Communications/Telep	0.00	331.13	160.44	750.00	750.00	0.00	0.00%

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101-501-5500	Printing & Advertising	0.00	210.00	0.00	0.00	0.00	0.00	0.00%
101-501-5510	Dues & Subscriptions	83.40	0.00	1,126.45	550.00	1,150.00	600.00	109.09%
101-501-5512	Meetings & Travel	0.00	410.00	771.32	6,550.00	5,950.00	-600.00	-9.16%
101-501-5560	Supplies & Materials	58.58	96.10	162.20	2,000.00	2,000.00	0.00	0.00%
Total SubProgram: 501 - Parks and Recreation Administration:		**115,882.22**	**100,773.87**	**64,391.53**	**197,850.00**	**192,650.00**	**-5,200.00**	**-2.63%**
Total Fund: 101 - GENERAL FUND:		**10,924,118.84**	**11,718,075.55**	**6,941,945.08**	**13,145,150.00**	**13,408,205.00**	**263,055.00**	**2.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE								
SubProgram: 431 - Street Maintenance								
103-431-5761	Major Equipment	0.00	0.00	152,234.21	733,000.00	352,250.00	-380,750.00	-51.94%
Total SubProgram: 431 - Street Maintenance:		**0.00**	**0.00**	**152,234.21**	**733,000.00**	**352,250.00**	**-380,750.00**	**-51.94%**
SubProgram: 501 - Parks and Recreation Administration								
103-501-5762	Vehicle Purchase	35,333.02	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 501 - Parks and Recreation Administration:		**35,333.02**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R...		**35,333.02**	**0.00**	**152,234.21**	**733,000.00**	**352,250.00**	**-380,750.00**	**-51.94%**
Fund: 104 - MEASURE X FUND								
SubProgram: 121 - Legal Services								
104-121-5270	Legal Services	3,646.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 121 - Legal Services:		**3,646.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 161 - Communication and Community Promotions								
104-161-5201	Professional Services	60,000.00	66,600.00	39,600.00	85,000.00	85,000.00	0.00	0.00%
Total SubProgram: 161 - Communication and Community Pro...		**60,000.00**	**66,600.00**	**39,600.00**	**85,000.00**	**85,000.00**	**0.00**	**0.00%**
SubProgram: 162 - Economic Vitality								
104-162-5601	Community Services Grants	8,365.00	30,706.00	29,635.64	31,000.00	31,000.00	0.00	0.00%
Total SubProgram: 162 - Economic Vitality:		**8,365.00**	**30,706.00**	**29,635.64**	**31,000.00**	**31,000.00**	**0.00**	**0.00%**
SubProgram: 163 - Community Services Support								
104-163-5279	SB County Branch Library	-112,670.16	0.00	0.00	0.00	0.00	0.00	0.00%
104-163-5601	Community Services Grants	83,285.00	105,150.00	128,200.00	136,750.00	136,750.00	0.00	0.00%
104-163-5602	Community Services Agreemer	20,000.00	2,015.00	13,300.00	13,300.00	13,300.00	0.00	0.00%
Total SubProgram: 163 - Community Services Support:		**-9,385.16**	**107,165.00**	**141,500.00**	**150,050.00**	**150,050.00**	**0.00**	**0.00%**
SubProgram: 171 - Law Enforcement								
104-171-5254	SB County Sheriff	686,100.00	788,200.00	473,482.88	819,000.00	819,000.00	0.00	0.00%
Total SubProgram: 171 - Law Enforcement:		**686,100.00**	**788,200.00**	**473,482.88**	**819,000.00**	**819,000.00**	**0.00**	**0.00%**
SubProgram: 181 - Racial Equity								
104-181-5100	Regular Wages	33,818.09	14,201.30	6,537.81	25,300.00	12,650.00	-12,650.00	-50.00%
104-181-5106	Other Pay	2,226.14	1,369.61	644.51	1,600.00	800.00	-800.00	-50.00%
104-181-5120	Health Insurance	6,027.18	1,453.55	630.60	3,450.00	1,400.00	-2,050.00	-59.42%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
104-181-5121	Dental Insurance	571.97	233.87	84.73	400.00	200.00	-200.00	-50.00%
104-181-5122	Life Insurance	92.53	38.71	34.14	100.00	100.00	0.00	0.00%
104-181-5123	Disability Insurance	118.22	46.11	16.30	100.00	100.00	0.00	0.00%
104-181-5130	PERS CLASSIC Contribution	3,828.88	1,256.20	744.92	0.00	1,600.00	1,600.00	0.00%
104-181-5131	PERS PEPRA Contibution	0.00	339.63	39.14	2,050.00	2,050.00	0.00	0.00%
104-181-5132	PERS Prepay UAAL	7,048.06	2,012.01	1,753.31	0.00	3,500.00	3,500.00	0.00%
104-181-5134	Deferred Compensation	0.00	0.00	409.11	0.00	850.00	850.00	0.00%
104-181-5140	Medicare Tax	520.72	225.11	110.94	400.00	400.00	0.00	0.00%
104-181-5150	Flexible Benefits Program	324.24	123.45	30.77	200.00	200.00	0.00	0.00%
104-181-5151	Fitness Benefit	75.00	7.50	0.00	100.00	100.00	0.00	0.00%
104-181-5152	Cell Phone Allowance	195.00	58.50	26.00	150.00	100.00	-50.00	-33.33%
104-181-5153	Auto Allowance	0.00	0.00	180.00	0.00	270.00	270.00	0.00%
104-181-5154	Housing Allowance	0.00	0.00	700.00	0.00	1,050.00	1,050.00	0.00%
104-181-5201	Professional Services	71,173.00	29,028.00	0.00	58,100.00	58,100.00	0.00	0.00%
104-181-5440	Utility - Communications/Telep	348.76	263.86	0.00	0.00	0.00	0.00	0.00%
104-181-5512	Meetings & Travel	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 181 - Racial Equity:		**126,367.79**	**50,657.41**	**11,942.28**	**91,950.00**	**83,470.00**	**-8,480.00**	**-9.22%**
SubProgram: 221 - Management Information Services								
104-221-5201	Professional Services	0.00	0.00	0.00	2,650.00	2,650.00	0.00	0.00%
104-221-5360	Software Subscription/Mainter	39.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 221 - Management Information Services:		**39.00**	**0.00**	**0.00**	**2,650.00**	**2,650.00**	**0.00**	**0.00%**
SubProgram: 302 - Advance Planning								
104-302-5100	Regular Wages	12,470.39	135,239.25	116,178.40	212,250.00	212,250.00	0.00	0.00%
104-302-5104	Overtime Pay	0.00	24.88	131.18	100.00	200.00	100.00	100.00%
104-302-5106	Other Pay	320.04	5,350.53	5,031.37	16,200.00	16,200.00	0.00	0.00%
104-302-5120	Health Insurance	4,431.51	6,565.24	5,853.46	10,450.00	10,450.00	0.00	0.00%
104-302-5121	Dental Insurance	380.11	787.63	738.50	1,350.00	1,350.00	0.00	0.00%
104-302-5122	Life Insurance	60.94	371.45	339.15	650.00	650.00	0.00	0.00%
104-302-5123	Disability Insurance	79.04	477.94	439.53	800.00	800.00	0.00	0.00%
104-302-5131	PERS PEPRA Contribution	954.04	10,703.65	9,375.61	17,000.00	17,000.00	0.00	0.00%
104-302-5132	PERS Prepay UAAL	18.33	0.00	0.00	0.00	0.00	0.00	0.00%
104-302-5140	Medicare Tax	181.93	2,046.02	1,764.01	3,100.00	3,100.00	0.00	0.00%
104-302-5150	Flexible Benefits Program	215.68	1,663.26	1,562.92	2,650.00	2,650.00	0.00	0.00%
104-302-5151	Fitness Benefit	0.00	0.00	300.00	1,200.00	1,200.00	0.00	0.00%
104-302-5152	Cell Phone Allowance	130.00	536.25	455.00	800.00	800.00	0.00	0.00%
104-302-5201	Professional Services	70,497.54	33,680.00	0.00	100,000.00	0.00	-100,000.00	-100.00%
Total SubProgram: 302 - Advance Planning:		**89,739.55**	**197,446.10**	**142,169.13**	**366,550.00**	**266,650.00**	**-99,900.00**	**-27.25%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
SubProgram: 311 - Housing								
104-311-5201	Professional Services	90,480.00	40,376.59	16,025.60	42,000.00	42,000.00	0.00	0.00%
	Total SubProgram: 311 - Housing:	**90,480.00**	**40,376.59**	**16,025.60**	**42,000.00**	**42,000.00**	**0.00**	**0.00%**
SubProgram: 405 - Facilities								
104-405-5100	Regular Wages	0.00	1,249.05	37,033.75	63,500.00	63,500.00	0.00	0.00%
104-405-5104	Overtime Pay	0.00	0.00	36.54	1,000.00	100.00	-900.00	-90.00%
104-405-5106	Other Pay	0.00	0.00	676.72	3,350.00	3,350.00	0.00	0.00%
104-405-5120	Health Insurance	0.00	0.00	6,765.74	10,550.00	10,550.00	0.00	0.00%
104-405-5121	Dental Insurance	0.00	0.00	653.53	900.00	900.00	0.00	0.00%
104-405-5122	Life Insurance	0.00	0.00	103.71	200.00	200.00	0.00	0.00%
104-405-5123	Disability Insurance	0.00	0.00	130.07	250.00	250.00	0.00	0.00%
104-405-5130	PERS CLASSIC Contribution	0.00	85.30	2,615.87	5,300.00	5,300.00	0.00	0.00%
104-405-5131	PERS PEPRA Contribution	0.00	45.14	1,308.29	2,150.00	2,150.00	0.00	0.00%
104-405-5132	PERS Prepay UAAL	0.00	47.79	6,306.72	9,550.00	9,550.00	0.00	0.00%
104-405-5140	Medicare Tax	0.00	17.84	539.80	950.00	950.00	0.00	0.00%
104-405-5150	Flexible Benefits Program	0.00	0.00	377.87	700.00	700.00	0.00	0.00%
104-405-5151	Fitness Benefit	0.00	0.00	59.44	300.00	300.00	0.00	0.00%
104-405-5152	Cell Phone Allowance	0.00	0.00	318.50	250.00	500.00	250.00	100.00%
104-405-5170	Uniform Cleaning	0.00	0.00	413.50	0.00	1,000.00	1,000.00	0.00%
104-405-5171	Uniform Allowance	0.00	0.00	46.00	1,200.00	1,200.00	0.00	0.00%
104-405-5180	Individual Equipment/Safety	0.00	0.00	219.76	0.00	500.00	500.00	0.00%
104-405-5440	Utility - Communications/Telep	0.00	0.00	486.08	1,500.00	1,500.00	0.00	0.00%
104-405-5500	Printing & Advertising	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
104-405-5560	Supplies & Materials	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
	Total SubProgram: 405 - Facilities:	**0.00**	**1,445.12**	**58,091.89**	**107,150.00**	**108,000.00**	**850.00**	**0.79%**
SubProgram: 461 - Resource Conservation								
104-461-5100	Regular Wages	27,762.48	32,767.78	12,460.71	22,350.00	22,350.00	0.00	0.00%
104-461-5106	Other Pay	989.48	691.47	322.60	1,350.00	1,350.00	0.00	0.00%
104-461-5120	Health Insurance	2,984.37	3,521.61	1,159.81	2,100.00	2,100.00	0.00	0.00%
104-461-5121	Dental Insurance	239.40	276.48	74.02	150.00	150.00	0.00	0.00%
104-461-5122	Life Insurance	93.45	107.13	45.24	100.00	100.00	0.00	0.00%
104-461-5123	Disability Insurance	104.43	121.86	48.04	100.00	100.00	0.00	0.00%
104-461-5130	PERS Classic Contribution	3,086.73	3,709.69	1,590.80	3,200.00	3,200.00	0.00	0.00%
104-461-5131	PERS Pepra Contribution	48.18	287.90	0.00	0.00	0.00	0.00	0.00%
104-461-5132	PERS Prepay UAAL	5,655.03	6,481.29	3,863.70	5,800.00	5,800.00	0.00	0.00%
104-461-5140	Medicare Tax	412.97	477.09	178.71	350.00	350.00	0.00	0.00%
104-461-5150	Flexible Benefits Program	506.68	481.57	156.27	300.00	300.00	0.00	0.00%
104-461-5151	Fitness Benefit	79.88	150.00	27.20	150.00	150.00	0.00	0.00%
104-461-5152	Cell Phone Allowance	195.00	195.00	113.76	200.00	200.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
104-461-5301	Contract Services	43,555.35	34,708.25	0.00	2,000.00	1,500.00	-500.00	-25.00%
104-461-5345	Equipment Repairs/Replaceme	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
104-461-5500	Printing& Advertising	842.00	286.00	0.00	1,000.00	500.00	-500.00	-50.00%
104-461-5510	Dues & Subscriptions	875.00	908.00	0.00	0.00	1,000.00	1,000.00	0.00%
104-461-5512	Meetings & Travel	746.58	65.00	1,123.18	3,250.00	1,250.00	-2,000.00	-61.54%
104-461-5536	Equipment/Office Rent & Leas	1,200.00	0.00	0.00	0.00	0.00	0.00	0.00%
104-461-5560	Supplies & Materials	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
104-461-5761	Major Equipment	37,950.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 461 - Resource Conservation:		**127,327.01**	**85,236.12**	**21,164.04**	**42,900.00**	**42,900.00**	**0.00**	**0.00%**
SubProgram: 512 - Senior Services								
104-512-5100	Regular Wages	0.00	17,940.96	51,449.24	70,650.00	70,650.00	0.00	0.00%
104-512-5102	Part-Time Wages	0.00	14,864.48	11,679.25	22,700.00	22,700.00	0.00	0.00%
104-512-5106	Other Pay	0.00	1,316.21	3,440.82	2,500.00	5,100.00	2,600.00	104.00%
104-512-5120	Health Insurance	0.00	0.00	870.69	27,650.00	27,650.00	0.00	0.00%
104-512-5121	Dental Insurance	0.00	568.55	1,445.66	2,450.00	2,450.00	0.00	0.00%
104-512-5122	Life Insurance	0.00	46.08	146.69	250.00	250.00	0.00	0.00%
104-512-5123	Disability Insurance	0.00	65.86	201.40	500.00	500.00	0.00	0.00%
104-512-5130	PERS CLASSIC Contribution	0.00	62.13	1,775.52	0.00	4,000.00	4,000.00	0.00%
104-512-5131	PERS PEPRA Contribution	0.00	1,588.40	3,028.66	5,700.00	5,700.00	0.00	0.00%
104-512-5132	PERS Prepay UAAL	0.00	0.00	4,323.13	0.00	6,600.00	6,600.00	0.00%
104-512-5140	Medicare Tax	0.00	497.14	969.54	1,400.00	1,400.00	0.00	0.00%
104-512-5150	Flexible Benefits Program	0.00	333.96	898.69	1,350.00	1,350.00	0.00	0.00%
104-512-5151	Fitness Benefit	0.00	0.00	345.00	600.00	600.00	0.00	0.00%
104-512-5152	Cell Phone Allowance	0.00	0.00	68.26	0.00	200.00	200.00	0.00%
104-512-5201	Professional Services	0.00	0.00	0.00	10,000.00	10,000.00	0.00	0.00%
104-512-5205	Senior Programs	0.00	0.00	250.00	23,000.00	10,000.00	-13,000.00	-56.52%
104-512-5440	Utility - Communications/Telep	0.00	154.24	135.27	250.00	250.00	0.00	0.00%
104-512-5500	Printing & Advertising	0.00	0.00	0.00	3,800.00	3,800.00	0.00	0.00%
104-512-5510	Dues & Subscriptions	0.00	0.00	250.00	900.00	900.00	0.00	0.00%
104-512-5512	Meetings & Travel	0.00	0.00	1,678.91	7,900.00	7,900.00	0.00	0.00%
104-512-5560	Supplies & Materials	0.00	1,794.42	1,709.35	31,500.00	15,000.00	-16,500.00	-52.38%
104-512-5568	Minor Equipment	0.00	0.00	0.00	22,500.00	22,500.00	0.00	0.00%
Total SubProgram: 512 - Senior Services :		**0.00**	**39,232.43**	**84,666.08**	**235,600.00**	**219,500.00**	**-16,100.00**	**-6.83%**
Total Fund: 104 - MEASURE X FUND:		**1,182,679.19**	**1,407,064.77**	**1,018,277.54**	**1,973,850.00**	**1,850,220.00**	**-123,630.00**	**-6.26%**
Fund: 201 - TRAFFIC SAFETY FUND								
SubProgram: 331 - Code Compliance								
201-331-5102	Part-time Wages	18,292.76	14,944.33	6,540.93	24,500.00	24,500.00	0.00	0.00%
201-331-5131	PERS PEPRA Contribution	521.38	549.74	270.37	0.00	600.00	600.00	0.00%

Budget Comparison Report

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201-331-5132	PERS Prepay UAAL	6.01	0.00	0.00	0.00	0.00	0.00	0.00%
201-331-5140	Medicare Tax	265.24	216.71	94.85	375.00	375.00	0.00	0.00%
Total SubProgram: 331 - Code Compliance:		**19,085.39**	**15,710.78**	**6,906.15**	**24,875.00**	**25,475.00**	**600.00**	**2.41%**
Total Fund: 201 - TRAFFIC SAFETY FUND:		**19,085.39**	**15,710.78**	**6,906.15**	**24,875.00**	**25,475.00**	**600.00**	**2.41%**
Fund: 202 - LIBRARY FUND								
SubProgram: 102 - Commissions Boards and Committees								
202-102-5590	Advisory Board Stipend	540.00	1,410.00	570.00	2,250.00	2,250.00	0.00	0.00%
Total SubProgram: 102 - Commissions Boards and Committees:		**540.00**	**1,410.00**	**570.00**	**2,250.00**	**2,250.00**	**0.00**	**0.00%**
SubProgram: 221 - Management Information Services								
202-221-5201	Professional Services	33,400.73	14,473.00	5,375.50	22,350.00	22,350.00	0.00	0.00%
202-221-5360	Software Subscription/Mainter	1,573.41	1,544.00	739.68	1,600.00	3,200.00	1,600.00	100.00%
202-221-5565	Computer Hardware/ Replacer	73.68	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
Total SubProgram: 221 - Management Information Services:		**35,047.82**	**16,017.00**	**6,115.18**	**26,950.00**	**28,550.00**	**1,600.00**	**5.94%**
SubProgram: 405 - Facilities								
202-405-5100	Regular Wages	0.00	8,368.07	22,699.92	40,300.00	40,300.00	0.00	0.00%
202-405-5104	Overtime Pay	0.00	11.27	666.84	0.00	1,000.00	1,000.00	0.00%
202-405-5106	Other Pay	0.00	285.28	231.37	1,900.00	1,900.00	0.00	0.00%
202-405-5108	Bilingual Pay	0.00	0.00	105.00	0.00	200.00	200.00	0.00%
202-405-5120	Health Insurance	0.00	144.50	6,966.95	12,900.00	12,900.00	0.00	0.00%
202-405-5121	Dental Insurance	0.00	9.97	562.42	1,100.00	1,100.00	0.00	0.00%
202-405-5122	Life Insurance	0.00	1.50	75.48	150.00	150.00	0.00	0.00%
202-405-5123	Disability Insurance	0.00	2.46	88.05	200.00	200.00	0.00	0.00%
202-405-5130	PERS CLASSIC Contribution	0.00	92.38	818.34	1,700.00	1,700.00	0.00	0.00%
202-405-5131	PERS PEPRA Contribution	0.00	27.60	1,292.80	2,300.00	2,300.00	0.00	0.00%
202-405-5132	PERS Prepay UAAL	0.00	206.73	1,891.47	3,000.00	3,000.00	0.00	0.00%
202-405-5140	Medicare Tax	0.00	16.65	334.33	600.00	600.00	0.00	0.00%
202-405-5150	Flexible Benefits Program	0.00	222.45	431.13	700.00	700.00	0.00	0.00%
202-405-5151	Fitness Benefit	0.00	0.00	0.00	300.00	300.00	0.00	0.00%
202-405-5152	Cell Phone Allowance	0.00	0.00	0.00	200.00	0.00	-200.00	-100.00%
202-405-5301	Contract Services	0.00	0.00	1,858.02	15,550.00	15,550.00	0.00	0.00%
202-405-5345	Equipment Repairs/Replaceme	0.00	0.00	0.00	20,000.00	20,000.00	0.00	0.00%
202-405-5350	Landscape Maintenance	0.00	0.00	1,459.33	2,500.00	2,500.00	0.00	0.00%
202-405-5362	Janitorial Services	0.00	0.00	5,211.16	20,650.00	20,650.00	0.00	0.00%
202-405-5400	Utility - Electric	0.00	0.00	3,915.36	7,300.00	7,300.00	0.00	0.00%
202-405-5410	Utility - Natural Gas	0.00	0.00	558.23	1,300.00	1,300.00	0.00	0.00%
202-405-5420	Utility - Sewer	0.00	0.00	2,128.21	2,200.00	2,200.00	0.00	0.00%
202-405-5430	Utility - Water	0.00	0.00	1,701.39	4,600.00	4,600.00	0.00	0.00%
202-405-5440	Utility - Communications/Telep	0.00	0.00	1,751.12	2,200.00	2,200.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
202-405-5560	Supplies & Materials	0.00	0.00	207.27	1,250.00	1,250.00	0.00	0.00%
202-405-5561	Janitorial Supplies	0.00	0.00	314.27	2,200.00	2,200.00	0.00	0.00%
202-405-5567	Landscaping Supply Repairs & I	0.00	0.00	0.00	1,250.00	1,250.00	0.00	0.00%
	Total SubProgram: 405 - Facilities:	**0.00**	**9,388.86**	**55,268.46**	**146,350.00**	**147,350.00**	**1,000.00**	**0.68%**
SubProgram: 501 - Parks and Recreation Administration								
202-501-5100	Regular Wages	27,273.74	15,076.11	9,282.04	16,750.00	16,750.00	0.00	0.00%
202-501-5106	Other Pay	1,786.11	1,533.57	239.47	1,050.00	1,050.00	0.00	0.00%
202-501-5120	Health Insurance	4,820.99	2,019.86	580.32	2,300.00	2,300.00	0.00	0.00%
202-501-5121	Dental Insurance	457.22	237.42	36.93	250.00	250.00	0.00	0.00%
202-501-5122	Life Insurance	73.62	41.89	22.66	50.00	50.00	0.00	0.00%
202-501-5123	Disability Insurance	93.54	49.83	26.92	50.00	50.00	0.00	0.00%
202-501-5130	PERS CLASSIC Contribution	3,089.36	1,914.23	1,183.80	2,400.00	2,400.00	0.00	0.00%
202-501-5132	PERS Prepay UAAL	5,699.89	3,308.38	2,882.10	4,350.00	4,350.00	0.00	0.00%
202-501-5140	Medicare Tax	419.13	239.00	138.14	250.00	250.00	0.00	0.00%
202-501-5150	Flexible Benefits Program	259.20	131.15	78.19	150.00	150.00	0.00	0.00%
202-501-5151	Fitness Benefit	59.99	0.00	30.00	100.00	100.00	0.00	0.00%
202-501-5152	Cell Phone Allowance	156.00	87.75	45.50	100.00	100.00	0.00	0.00%
	Total SubProgram: 501 - Parks and Recreation Administration:	**44,188.79**	**24,639.19**	**14,546.07**	**27,800.00**	**27,800.00**	**0.00**	**0.00%**
SubProgram: 550 - City Library								
202-550-5100	Regular Wages	184,432.62	193,048.68	120,708.77	216,200.00	216,200.00	0.00	0.00%
202-550-5102	Part-time Wages	88,668.49	99,720.09	55,024.22	131,000.00	131,000.00	0.00	0.00%
202-550-5104	Overtime Pay	93.56	0.00	0.00	0.00	0.00	0.00	0.00%
202-550-5106	Other Pay	10,035.67	9,953.50	11,024.30	17,950.00	17,950.00	0.00	0.00%
202-550-5120	Health Insurance	20,853.24	20,724.14	15,143.46	21,450.00	21,450.00	0.00	0.00%
202-550-5121	Dental Insurance	1,522.86	1,698.06	1,332.50	1,700.00	1,700.00	0.00	0.00%
202-550-5122	Life Insurance	739.20	781.71	452.56	850.00	850.00	0.00	0.00%
202-550-5123	Disability Insurance	780.54	823.61	484.43	900.00	900.00	0.00	0.00%
202-550-5130	PERS CLASSIC Contribution	11,670.93	14,690.44	8,500.20	17,100.00	17,100.00	0.00	0.00%
202-550-5131	PERS PEPRA Contribution	6,234.12	10,367.39	6,370.78	7,750.00	7,750.00	0.00	0.00%
202-550-5132	PERS Prepay UAAL	21,258.53	25,493.44	20,560.46	30,850.00	30,850.00	0.00	0.00%
202-550-5140	Medicare Tax	4,145.57	4,529.63	2,726.87	5,050.00	5,050.00	0.00	0.00%
202-550-5150	Flexible Benefits Program	2,593.68	2,645.52	1,562.92	2,650.00	2,650.00	0.00	0.00%
202-550-5151	Fitness Benefit	600.00	508.55	249.75	1,200.00	1,200.00	0.00	0.00%
202-550-5152	Cell Phone Allowance	1,560.00	1,560.00	910.00	1,600.00	1,600.00	0.00	0.00%
202-550-5202	Library Programs	2,033.36	4,666.35	3,638.24	15,000.00	15,000.00	0.00	0.00%
202-550-5203	Library Operating Services	50,877.04	67,970.69	49,137.63	80,000.00	80,000.00	0.00	0.00%
202-550-5221	Employee Training	0.00	155.23	38.44	1,200.00	1,200.00	0.00	0.00%
202-550-5301	Contract Services	568.00	1,016.67	2,973.74	4,500.00	4,500.00	0.00	0.00%
202-550-5500	Printing & Advertising	2,151.33	1,461.99	322.00	4,500.00	4,500.00	0.00	0.00%

Budget Comparison Report

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202-550-5510	Dues & Subscriptions	1,104.26	954.39	0.00	1,000.00	1,000.00	0.00	0.00%
202-550-5512	Meetings & Travel	956.63	2,131.90	2,629.51	4,500.00	4,500.00	0.00	0.00%
202-550-5520	Books	16,862.34	51,691.58	17,576.01	46,000.00	46,000.00	0.00	0.00%
202-550-5521	Periodicals	4,980.64	1,486.39	2,472.65	4,000.00	4,000.00	0.00	0.00%
202-550-5522	Digital Materials	38,582.30	50,252.83	21,713.63	40,000.00	40,000.00	0.00	0.00%
202-550-5523	Library of Things	1,467.05	2,056.71	3,778.24	7,000.00	7,000.00	0.00	0.00%
202-550-5536	Equipment/Office Rent & Lease	0.00	0.00	1,517.46	0.00	2,000.00	2,000.00	0.00%
202-550-5560	Supplies & Materials	15,526.78	10,089.11	4,635.14	25,000.00	23,000.00	-2,000.00	-8.00%
202-550-5568	Minor Equipment	9,858.47	240.77	0.00	1,000.00	1,000.00	0.00	0.00%
202-550-5761	Major Equipment	0.00	810.31	0.00	0.00	0.00	0.00	0.00%
	Total SubProgram: 550 - City Library:	**500,157.21**	**581,529.68**	**355,483.91**	**689,950.00**	**689,950.00**	**0.00**	**0.00%**
	Total Fund: 202 - LIBRARY FUND:	**579,933.82**	**632,984.73**	**431,983.62**	**893,300.00**	**895,900.00**	**2,600.00**	**0.29%**
Fund: 204 - PARK MAINTENANCE FUND								
SubProgram: 405 - Facilities								
204-405-5100	Regular Wages	0.00	681.62	34,710.75	62,300.00	62,300.00	0.00	0.00%
204-405-5102	Part-time Wages	0.00	0.00	12,793.82	11,250.00	23,850.00	12,600.00	112.00%
204-405-5104	Overtime Pay	0.00	9.78	897.68	2,000.00	2,000.00	0.00	0.00%
204-405-5106	Other Pay	0.00	0.00	732.07	3,100.00	3,100.00	0.00	0.00%
204-405-5108	Bilingual Pay	0.00	0.00	212.50	0.00	550.00	550.00	0.00%
204-405-5120	Health Insurance	0.00	0.00	10,815.81	20,000.00	20,000.00	0.00	0.00%
204-405-5121	Dental Insurance	0.00	0.00	962.34	1,850.00	1,850.00	0.00	0.00%
204-405-5122	Life Insurance	0.00	0.00	114.75	250.00	250.00	0.00	0.00%
204-405-5123	Disability Insurance	0.00	0.00	137.61	300.00	300.00	0.00	0.00%
204-405-5130	PERS CLASSIC Contribution	0.00	31.01	1,462.63	2,950.00	2,950.00	0.00	0.00%
204-405-5131	PERS PEPRA Contribution	0.00	32.89	1,861.07	3,400.00	3,400.00	0.00	0.00%
204-405-5132	PERS Prepay UAAL	0.00	0.00	3,449.84	5,250.00	5,250.00	0.00	0.00%
204-405-5140	Medicare Tax	0.00	9.76	704.32	1,150.00	1,150.00	0.00	0.00%
204-405-5150	Flexible Benefits Program	0.00	0.00	638.09	1,050.00	1,050.00	0.00	0.00%
204-405-5151	Fitness Benefit	0.00	0.00	15.00	500.00	500.00	0.00	0.00%
204-405-5152	Cell Phone Allowance	0.00	0.00	45.50	200.00	200.00	0.00	0.00%
204-405-5170	Uniform Cleaning	0.00	0.00	468.86	0.00	1,000.00	1,000.00	0.00%
204-405-5171	Uniform Allowance	0.00	0.00	1,552.06	1,950.00	1,950.00	0.00	0.00%
204-405-5180	Individual Equipment/Safety	0.00	0.00	333.55	1,650.00	1,650.00	0.00	0.00%
204-405-5301	Contract Services	0.00	0.00	5,775.00	16,700.00	16,700.00	0.00	0.00%
204-405-5345	Equipment Repairs/Replaceme	0.00	0.00	9.76	11,000.00	26,000.00	15,000.00	136.36%
204-405-5350	Landscape Maintenance	0.00	0.00	80,163.00	144,800.00	144,050.00	-750.00	-0.52%
204-405-5356	Tree Maintenance	0.00	0.00	4,878.33	19,500.00	19,500.00	0.00	0.00%
204-405-5357	Tree Replacement	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%
204-405-5361	Biohazard Services	0.00	0.00	2,640.00	0.00	8,500.00	8,500.00	0.00%

Budget Comparison Report

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204-405-5362	Janitorial Services	0.00	0.00	20,503.00	40,800.00	40,800.00	0.00	0.00%
204-405-5400	Utility - Electric	0.00	0.00	5,886.72	4,500.00	11,000.00	6,500.00	144.44%
204-405-5420	Utility - Sewer	0.00	0.00	3,203.36	6,800.00	6,800.00	0.00	0.00%
204-405-5430	Utility - Water	0.00	0.00	89,593.78	151,000.00	151,000.00	0.00	0.00%
204-405-5440	Utility - Communications/Telep	0.00	0.00	143.04	250.00	250.00	0.00	0.00%
204-405-5536	Equipment/Office Rent & Lease	0.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00%
204-405-5560	Supplies & Materials	0.00	0.00	10,922.43	15,750.00	15,750.00	0.00	0.00%
204-405-5561	Janitorial Supplies	0.00	0.00	6,548.80	8,500.00	10,050.00	1,550.00	18.24%
204-405-5567	Landscaping Supply Repairs & I	0.00	0.00	5,027.42	31,000.00	29,450.00	-1,550.00	-5.00%
204-405-5581	Vehicle Operations & Maintena	0.00	0.00	1,502.33	1,500.00	2,250.00	750.00	50.00%
204-405-5582	Fuel Expense	0.00	0.00	2,410.80	1,500.00	4,500.00	3,000.00	200.00%
	Total SubProgram: 405 - Facilities:	**0.00**	**765.06**	**311,116.02**	**578,750.00**	**625,900.00**	**47,150.00**	**8.15%**
SubProgram: 501 - Parks and Recreation Administration								
204-501-5100	Regular Wages	41,709.21	17,736.99	20,247.78	35,300.00	35,300.00	0.00	0.00%
204-501-5102	Part-time Wages	1,986.93	0.00	0.00	0.00	0.00	0.00	0.00%
204-501-5104	Overtime Pay	0.00	211.05	0.00	300.00	0.00	-300.00	-100.00%
204-501-5106	Other Pay	2,518.69	6,023.84	456.98	2,150.00	2,150.00	0.00	0.00%
204-501-5120	Health Insurance	6,181.07	3,704.88	2,474.47	6,000.00	6,000.00	0.00	0.00%
204-501-5121	Dental Insurance	591.31	340.27	214.83	650.00	650.00	0.00	0.00%
204-501-5122	Life Insurance	94.15	36.77	46.89	100.00	100.00	0.00	0.00%
204-501-5123	Disability Insurance	121.43	63.21	65.76	150.00	150.00	0.00	0.00%
204-501-5130	PERS CLASSIC Contribution	4,728.25	2,253.63	2,531.52	5,100.00	5,100.00	0.00	0.00%
204-501-5131	PERS PEPRA Contribution	152.01	0.00	0.00	0.00	0.00	0.00	0.00%
204-501-5132	PERS Prepay UAAL	8,857.20	4,152.98	6,199.36	9,150.00	9,150.00	0.00	0.00%
204-501-5140	Medicare Tax	666.25	344.67	298.29	550.00	550.00	0.00	0.00%
204-501-5150	Flexible Benefits Program	433.71	165.21	206.28	350.00	350.00	0.00	0.00%
204-501-5151	Fitness Benefit	0.00	70.00	75.00	150.00	150.00	0.00	0.00%
204-501-5152	Cell Phone Allowance	195.00	47.13	68.26	200.00	200.00	0.00	0.00%
	Total SubProgram: 501 - Parks and Recreation Administration:	**68,235.21**	**35,150.63**	**32,885.42**	**60,150.00**	**59,850.00**	**-300.00**	**-0.50%**
SubProgram: 531 - Ocean Beach Services								
204-531-5201	Professional Services	0.00	0.00	580.00	0.00	580.00	580.00	0.00%
204-531-5301	Contract Services	23,456.00	45,681.49	25,855.00	30,000.00	37,500.00	7,500.00	25.00%
204-531-5566	Sign Replacement	0.00	0.00	0.00	28,000.00	28,000.00	0.00	0.00%
	Total SubProgram: 531 - Ocean Beach Services:	**23,456.00**	**45,681.49**	**26,435.00**	**58,000.00**	**66,080.00**	**8,080.00**	**13.93%**
	Total Fund: 204 - PARK MAINTENANCE FUND:	**91,691.21**	**81,597.18**	**370,436.44**	**696,900.00**	**751,830.00**	**54,930.00**	**7.88%**
Fund: 205 - GAS TAX FUND								
SubProgram: 431 - Street Maintenance								
205-431-5100	Regular Wages	62,766.35	134,452.74	68,553.75	122,650.00	122,650.00	0.00	0.00%

Budget Comparison Report

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205-431-5104	Overtime Pay	3,315.41	3,454.43	1,795.51	3,500.00	3,500.00	0.00	0.00%
205-431-5106	Other Pay	4,156.73	6,113.64	3,029.90	6,950.00	6,950.00	0.00	0.00%
205-431-5108	Bilingual Pay	0.00	35.00	225.00	0.00	500.00	500.00	0.00%
205-431-5120	Health Insurance	14,306.50	34,513.81	18,143.04	32,350.00	32,350.00	0.00	0.00%
205-431-5121	Dental Insurance	1,391.38	3,607.36	1,940.26	3,550.00	3,550.00	0.00	0.00%
205-431-5122	Life Insurance	179.22	420.74	213.30	400.00	400.00	0.00	0.00%
205-431-5123	Disability Insurance	234.47	556.78	285.92	550.00	550.00	0.00	0.00%
205-431-5130	PERS CLASSIC Contribution	5,792.57	10,257.70	5,456.74	10,800.00	10,800.00	0.00	0.00%
205-431-5131	PERS PEPRA Contribution	898.05	4,491.35	2,016.48	3,800.00	3,800.00	0.00	0.00%
205-431-5132	PERS Prepay UAAL	9,816.67	17,417.82	12,880.31	19,500.00	19,500.00	0.00	0.00%
205-431-5140	Medicare Tax	1,029.60	2,158.92	1,062.13	1,800.00	1,800.00	0.00	0.00%
205-431-5150	Flexible Benefits Program	1,699.39	2,396.03	1,239.23	2,100.00	2,100.00	0.00	0.00%
205-431-5151	Fitness Benefit	5.00	323.45	112.50	1,000.00	1,000.00	0.00	0.00%
205-431-5152	Cell Phone Allowance	156.00	234.00	136.52	250.00	250.00	0.00	0.00%
205-431-5170	Uniform Cleaning	918.83	1,347.78	784.46	0.00	1,600.00	1,600.00	0.00%
205-431-5171	Uniform Allowance	543.99	2,082.68	1,959.40	1,950.00	2,200.00	250.00	12.82%
205-431-5180	Individual Equipment/Safety	61.31	1,742.52	367.07	1,650.00	1,650.00	0.00	0.00%
205-431-5201	Professional Services	0.00	3,600.00	0.00	0.00	0.00	0.00	0.00%
205-431-5345	Equipment Repairs/Replaceme	24,180.71	4,229.86	7,771.49	40,000.00	40,000.00	0.00	0.00%
205-431-5353	Storm Drain Maintenance	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
205-431-5440	Utility - Communications/Telep	697.42	944.22	983.30	1,100.00	1,700.00	600.00	54.55%
205-431-5500	Printing & Advertising	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
205-431-5510	Dues & Subscriptions	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
205-431-5512	Meetings & Travel	2,675.65	296.91	0.00	1,000.00	1,000.00	0.00	0.00%
205-431-5536	Equipment/Office Rent & Leas	8,164.56	4,966.00	3,600.00	7,500.00	7,500.00	0.00	0.00%
205-431-5560	Supplies & Materials	16,763.56	20,187.65	14,191.82	32,000.00	32,000.00	0.00	0.00%
205-431-5568	Minor Equipment	0.00	0.00	0.00	2,000.00	2,000.00	0.00	0.00%
205-431-5581	Vehicle Operations & Maintena	5,137.47	4,773.05	17,405.30	35,000.00	35,000.00	0.00	0.00%
205-431-5582	Fuel Expense	19,453.30	21,545.15	15,850.35	30,000.00	30,000.00	0.00	0.00%
205-431-5761	Major Equipment	19,518.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total SubProgram: 431 - Street Maintenance:	**203,862.14**	**286,149.59**	**180,003.78**	**368,400.00**	**371,350.00**	**2,950.00**	**0.80%**
	Total Fund: 205 - GAS TAX FUND:	**203,862.14**	**286,149.59**	**180,003.78**	**368,400.00**	**371,350.00**	**2,950.00**	**0.80%**
Fund: 206 - LOCAL TRANSPORTATION FUND								
SubProgram: 431 - Street Maintenance								
206-431-5100	Regular Wages	19,779.71	5,574.64	3,918.51	6,900.00	6,900.00	0.00	0.00%
206-431-5104	Overtime Pay	253.88	116.68	0.00	0.00	0.00	0.00	0.00%
206-431-5106	Other Pay	1,268.52	383.87	65.17	400.00	200.00	-200.00	-50.00%
206-431-5120	Health Insurance	4,560.08	1,255.03	693.80	550.00	1,000.00	450.00	81.82%
206-431-5121	Dental Insurance	451.93	219.52	56.21	150.00	150.00	0.00	0.00%

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206-431-5122	Life Insurance	67.04	19.63	11.43	50.00	50.00	0.00	0.00%
206-431-5123	Disability Insurance	81.41	27.16	16.07	50.00	50.00	0.00	0.00%
206-431-5130	PERS CLASSIC Contribution	1,803.50	452.25	0.34	0.00	0.00	0.00	0.00%
206-431-5131	PERS PEPRA Contribution	270.97	222.61	314.37	600.00	600.00	0.00	0.00%
206-431-5132	PERS Prepay UAAL	3,332.52	764.77	0.00	0.00	0.00	0.00	0.00%
206-431-5140	Medicare Tax	309.33	99.44	58.37	100.00	100.00	0.00	0.00%
206-431-5150	Flexible Benefits Program	338.10	210.00	86.42	150.00	150.00	0.00	0.00%
206-431-5151	Fitness Benefit	0.00	12.05	22.50	100.00	100.00	0.00	0.00%
206-431-5152	Cell Phone Allowance	78.00	0.00	0.00	0.00	0.00	0.00	0.00%
206-431-5302	Street Maintenance	281.31	4,000.00	0.00	4,000.00	4,000.00	0.00	0.00%
206-431-5560	Supplies & Materials	953.01	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
Total SubProgram: 431 - Street Maintenance:		**33,829.31**	**13,357.65**	**5,243.19**	**14,050.00**	**14,300.00**	**250.00**	**1.78%**
Total Fund: 206 - LOCAL TRANSPORTATION FUND:		**33,829.31**	**13,357.65**	**5,243.19**	**14,050.00**	**14,300.00**	**250.00**	**1.78%**
Fund: 207 - TIDELANDS TRUST FUND								
SubProgram: 101 - Legislative & Policy								
207-101-5510	Dues & Subscriptions	26,643.00	28,002.00	28,842.00	29,000.00	29,000.00	0.00	0.00%
Total SubProgram: 101 - Legislative & Policy:		**26,643.00**	**28,002.00**	**28,842.00**	**29,000.00**	**29,000.00**	**0.00**	**0.00%**
SubProgram: 221 - Management Information Services								
207-221-5360	Software Subscription/Mainter	0.00	1,080.00	1,080.00	1,800.00	1,800.00	0.00	0.00%
Total SubProgram: 221 - Management Information Services:		**0.00**	**1,080.00**	**1,080.00**	**1,800.00**	**1,800.00**	**0.00**	**0.00%**
SubProgram: 405 - Facilities								
207-405-5100	Regular Wages	0.00	574.58	22,699.92	40,300.00	40,300.00	0.00	0.00%
207-405-5102	Part-time Wages	0.00	0.00	3,346.46	5,650.00	5,650.00	0.00	0.00%
207-405-5104	Overtime Pay	0.00	0.00	666.84	100.00	1,000.00	900.00	900.00%
207-405-5106	Other Pay	0.00	0.00	231.37	1,900.00	1,900.00	0.00	0.00%
207-405-5108	Bilingual Pay	0.00	0.00	105.00	0.00	250.00	250.00	0.00%
207-405-5120	Health Insurance	0.00	0.00	6,966.95	12,900.00	12,900.00	0.00	0.00%
207-405-5121	Dental Insurance	0.00	0.00	562.42	1,100.00	1,100.00	0.00	0.00%
207-405-5122	Life Insurance	0.00	0.00	75.48	150.00	150.00	0.00	0.00%
207-405-5123	Disability Insurance	0.00	0.00	88.05	200.00	200.00	0.00	0.00%
207-405-5130	PERS CLASSIC Contribution	0.00	23.61	818.34	1,700.00	1,700.00	0.00	0.00%
207-405-5131	PERS PEPRA Contribution	0.00	27.60	1,292.80	2,300.00	2,300.00	0.00	0.00%
207-405-5132	PERS Prepay UAAL	0.00	0.00	1,891.47	3,000.00	3,000.00	0.00	0.00%
207-405-5140	Medicare Tax	0.00	7.95	382.85	700.00	700.00	0.00	0.00%
207-405-5150	Flexible Benefits Program	0.00	0.00	431.13	700.00	700.00	0.00	0.00%
207-405-5151	Fitness Benefit	0.00	0.00	0.00	300.00	300.00	0.00	0.00%
207-405-5152	Cell Phone Allowance	0.00	0.00	0.00	200.00	0.00	-200.00	-100.00%
207-405-5301	Contract Services	0.00	0.00	0.00	2,500.00	17,500.00	15,000.00	600.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
207-405-5345	Equipment Repairs/Replaceme	0.00	0.00	0.00	30,000.00	15,000.00	-15,000.00	-50.00%
207-405-5350	Landscape Maintenance	0.00	0.00	19,249.94	35,200.00	35,200.00	0.00	0.00%
207-405-5362	Janitorial Services	0.00	0.00	6,867.00	16,000.00	16,000.00	0.00	0.00%
207-405-5560	Supplies & Materials	0.00	0.00	1,990.96	8,000.00	8,000.00	0.00	0.00%
207-405-5561	Janitorial Supplies	0.00	0.00	1,182.29	6,000.00	6,000.00	0.00	0.00%
207-405-5567	Landscaping Supply Repairs & I	0.00	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
Total SubProgram: 405 - Facilities:		**0.00**	**633.74**	**68,849.27**	**171,400.00**	**172,350.00**	**950.00**	**0.55%**
SubProgram: 501 - Parks and Recreation Administration								
207-501-5100	Regular Wages	47,411.25	41,144.92	20,247.78	35,300.00	35,300.00	0.00	0.00%
207-501-5102	Part-time Wages	1,986.93	0.00	0.00	0.00	0.00	0.00	0.00%
207-501-5104	Overtime Pay	167.08	255.00	0.00	500.00	0.00	-500.00	-100.00%
207-501-5106	Other Pay	2,377.44	5,926.72	475.86	2,150.00	2,150.00	0.00	0.00%
207-501-5120	Health Insurance	8,094.91	10,979.07	2,482.06	6,000.00	6,000.00	0.00	0.00%
207-501-5121	Dental Insurance	750.68	871.32	215.53	650.00	650.00	0.00	0.00%
207-501-5122	Life Insurance	126.31	136.14	46.99	100.00	100.00	0.00	0.00%
207-501-5123	Disability Insurance	150.57	163.24	65.88	150.00	150.00	0.00	0.00%
207-501-5130	PERS CLASSIC Contribution	4,783.98	2,696.74	2,531.52	5,100.00	5,100.00	0.00	0.00%
207-501-5131	PERS PEPRA Contribution	549.50	1,567.52	1.47	1,950.00	1,950.00	0.00	0.00%
207-501-5132	PERS Prepay UAAL	8,979.39	4,844.35	6,206.56	9,150.00	9,150.00	0.00	0.00%
207-501-5140	Medicare Tax	753.42	675.66	298.53	550.00	550.00	0.00	0.00%
207-501-5150	Flexible Benefits Program	602.78	557.43	206.28	350.00	350.00	0.00	0.00%
207-501-5151	Fitness Benefit	74.88	130.00	75.00	150.00	150.00	0.00	0.00%
207-501-5152	Cell Phone Allowance	156.00	180.38	136.52	200.00	300.00	100.00	50.00%
Total SubProgram: 501 - Parks and Recreation Administration:		**76,965.12**	**70,128.49**	**32,989.98**	**62,300.00**	**61,900.00**	**-400.00**	**-0.64%**
SubProgram: 531 - Ocean Beach Services								
207-531-5100	Regular Wages	-197.76	371.79	10,963.70	19,900.00	19,900.00	0.00	0.00%
207-531-5102	Part-time Wages	53,411.97	72,309.60	38,636.40	82,600.00	82,600.00	0.00	0.00%
207-531-5104	Overtime Pay	164.77	0.00	69.86	0.00	100.00	100.00	0.00%
207-531-5106	Other Pay	0.00	0.00	0.00	750.00	750.00	0.00	0.00%
207-531-5120	Health Insurance	0.00	0.00	1,728.09	6,100.00	6,100.00	0.00	0.00%
207-531-5121	Dental Insurance	0.00	0.00	110.78	500.00	500.00	0.00	0.00%
207-531-5122	Life Insurance	0.00	0.00	33.98	100.00	100.00	0.00	0.00%
207-531-5123	Disability Insurance	0.00	0.00	47.63	150.00	150.00	0.00	0.00%
207-531-5131	PERS PEPRA Contribution	9.40	217.32	934.44	1,600.00	1,600.00	0.00	0.00%
207-531-5140	Medicare Tax	774.04	1,052.09	721.38	1,500.00	1,500.00	0.00	0.00%
207-531-5150	Flexible Benefits Program	0.00	0.00	226.11	400.00	400.00	0.00	0.00%
207-531-5151	Fitness Benefit	0.00	7.50	18.75	200.00	200.00	0.00	0.00%
207-531-5301	Contract Services	2,070.00	0.00	440.26	0.00	450.00	450.00	0.00%
207-531-5345	Equipment Repairs/Replaceme	3,079.67	3,907.65	0.00	9,000.00	8,550.00	-450.00	-5.00%

Budget Comparison Report

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207-531-5420	Utility - Sewer	1,161.18	1,853.92	785.41	2,100.00	2,100.00	0.00	0.00%
207-531-5430	Utility - Water	0.00	51.64	0.00	100.00	100.00	0.00	0.00%
207-531-5440	Utility - Communications/Telep	3,685.65	3,936.58	2,831.42	3,750.00	3,750.00	0.00	0.00%
207-531-5560	Supplies & Materials	1,712.24	1,939.56	753.70	4,000.00	4,000.00	0.00	0.00%
Total SubProgram: 531 - Ocean Beach Services:		**65,871.16**	**85,647.65**	**58,301.91**	**132,750.00**	**132,850.00**	**100.00**	**0.08%**
Total Fund: 207 - TIDELANDS TRUST FUND:		**169,479.28**	**185,491.88**	**190,063.16**	**397,250.00**	**397,900.00**	**650.00**	**0.16%**
Fund: 208 - STREET LIGHTING FUND								
SubProgram: 411 - Transportation, Parking and Lighting								
208-411-5100	Regular Wages	17,311.48	19,986.39	26,844.21	48,050.00	48,050.00	0.00	0.00%
208-411-5104	Overtime Pay	322.21	521.70	981.80	500.00	1,500.00	1,000.00	200.00%
208-411-5106	Other Pay	1,301.24	978.89	774.86	2,550.00	2,550.00	0.00	0.00%
208-411-5108	Bilingual Pay	0.00	5.00	75.00	0.00	200.00	200.00	0.00%
208-411-5120	Health Insurance	3,744.88	5,133.89	6,822.67	12,100.00	12,100.00	0.00	0.00%
208-411-5121	Dental Insurance	459.00	544.44	694.66	1,350.00	1,350.00	0.00	0.00%
208-411-5122	Life Insurance	53.56	63.85	76.75	150.00	150.00	0.00	0.00%
208-411-5123	Disability Insurance	67.61	83.31	108.87	250.00	250.00	0.00	0.00%
208-411-5130	PERS CLASSIC Contribution	1,280.10	1,578.98	1,988.89	4,000.00	4,000.00	0.00	0.00%
208-411-5131	PERS PEPRA Contribution	444.33	641.83	871.46	1,650.00	1,650.00	0.00	0.00%
208-411-5132	PERS Prepay UAAL	2,364.43	2,642.52	4,626.48	7,200.00	7,200.00	0.00	0.00%
208-411-5140	Medicare Tax	275.07	323.55	415.53	700.00	700.00	0.00	0.00%
208-411-5150	Flexible Benefits Program	371.13	374.88	532.20	900.00	900.00	0.00	0.00%
208-411-5151	Fitness Benefit	0.00	52.65	52.50	400.00	400.00	0.00	0.00%
208-411-5152	Cell Phone Allowance	39.00	39.00	22.76	50.00	50.00	0.00	0.00%
208-411-5400	Utility - Electric	120,769.91	139,048.02	56,973.66	151,000.00	151,000.00	0.00	0.00%
208-411-5560	Supplies & Materials	3,300.73	648.78	0.00	3,000.00	3,000.00	0.00	0.00%
Total SubProgram: 411 - Transportation, Parking and Lighting:		**152,104.68**	**172,667.68**	**101,862.30**	**233,850.00**	**235,050.00**	**1,200.00**	**0.51%**
Total Fund: 208 - STREET LIGHTING FUND:		**152,104.68**	**172,667.68**	**101,862.30**	**233,850.00**	**235,050.00**	**1,200.00**	**0.51%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND								
SubProgram: 441 - Right of Way Maintenance								
209-441-5100	Regular Wages	61,091.76	67,325.60	32,759.97	57,900.00	57,900.00	0.00	0.00%
209-441-5102	Part-time Wages	22,397.66	6,258.09	11,295.08	19,600.00	19,600.00	0.00	0.00%
209-441-5104	Overtime Pay	2,010.59	1,535.76	911.15	2,000.00	2,000.00	0.00	0.00%
209-441-5106	Other Pay	4,213.17	3,139.93	1,477.38	3,300.00	3,300.00	0.00	0.00%
209-441-5108	Bilingual Pay	0.00	15.00	122.50	0.00	300.00	300.00	0.00%
209-441-5120	Health Insurance	13,565.48	16,626.79	8,997.59	15,950.00	15,950.00	0.00	0.00%
209-441-5121	Dental Insurance	1,389.81	1,750.34	974.47	1,750.00	1,750.00	0.00	0.00%
209-441-5122	Life Insurance	173.98	211.11	104.21	200.00	200.00	0.00	0.00%
209-441-5123	Disability Insurance	224.22	273.07	138.39	250.00	250.00	0.00	0.00%

Budget Comparison Report

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209-441-5130	PERS CLASSIC Contribution	5,528.04	5,748.08	2,726.20	5,400.00	5,400.00	0.00	0.00%
209-441-5131	PERS PEPRA Contribution	794.46	1,877.62	884.90	1,650.00	1,650.00	0.00	0.00%
209-441-5132	PERS Prepay UAAL	9,475.36	9,826.60	6,432.10	9,750.00	9,750.00	0.00	0.00%
209-441-5140	Medicare Tax	1,299.22	1,169.08	671.20	1,150.00	1,150.00	0.00	0.00%
209-441-5150	Flexible Benefits Program	878.73	1,141.74	597.29	1,000.00	1,000.00	0.00	0.00%
209-441-5151	Fitness Benefit	0.00	121.80	45.00	450.00	450.00	0.00	0.00%
209-441-5152	Cell Phone Allowance	156.00	156.00	91.02	150.00	200.00	50.00	33.33%
209-441-5170	Uniform Cleaning	1,846.57	1,664.25	1,153.68	0.00	2,000.00	2,000.00	0.00%
209-441-5171	Uniform Allowance	512.02	1,982.90	1,427.92	1,950.00	1,950.00	0.00	0.00%
209-441-5180	Individual Equipment/Safety	303.27	134.59	544.05	1,650.00	1,650.00	0.00	0.00%
209-441-5301	Contract Services	7,693.94	1,086.15	4.50	5,000.00	5,000.00	0.00	0.00%
209-441-5345	Equipment Repairs/Replaceme	91.67	0.00	3,909.25	5,000.00	5,000.00	0.00	0.00%
209-441-5350	Landscape Maintenance	53,220.00	78,890.00	46,011.06	80,900.00	80,900.00	0.00	0.00%
209-441-5361	Biohazard Services	0.00	0.00	5,305.00	0.00	13,500.00	13,500.00	0.00%
209-441-5362	Janitorial Services	61,354.96	55,225.68	20,589.00	55,000.00	55,000.00	0.00	0.00%
209-441-5400	Utility - Electric	10,272.36	6,270.70	2,646.25	8,100.00	8,100.00	0.00	0.00%
209-441-5420	Utility - Sewer	6,485.24	5,476.12	2,644.40	6,100.00	6,100.00	0.00	0.00%
209-441-5430	Utility - Water	41,530.71	41,742.44	23,625.85	48,300.00	48,300.00	0.00	0.00%
209-441-5440	Utility - Communications/Telep	697.42	727.32	629.12	900.00	900.00	0.00	0.00%
209-441-5536	Equipment/Office Rent & Lease	0.00	0.00	0.00	20,000.00	20,000.00	0.00	0.00%
209-441-5560	Supplies & Materials	21,191.98	12,470.81	10,716.59	15,000.00	15,000.00	0.00	0.00%
209-441-5561	Janitorial Supplies	2,858.08	2,042.09	1,149.01	5,000.00	5,000.00	0.00	0.00%
209-441-5567	Landscaping Supply Repairs & I	17,468.30	12,768.95	3,992.44	20,000.00	20,000.00	0.00	0.00%
209-441-5568	Minor Equipment	0.00	10,816.87	0.00	1,500.00	1,500.00	0.00	0.00%
Total SubProgram: 441 - Right of Way Maintenance:		**348,725.00**	**348,475.48**	**192,576.57**	**394,900.00**	**410,750.00**	**15,850.00**	**4.01%**
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU...		**348,725.00**	**348,475.48**	**192,576.57**	**394,900.00**	**410,750.00**	**15,850.00**	**4.01%**
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT FUND								
SubProgram: 161 - Communication and Community Promotions								
210-161-5301	Contract Services	3,624.00	10,049.15	5,700.00	12,200.00	12,200.00	0.00	0.00%
210-161-5500	Printing & Advertising	457.52	346.00	346.00	800.00	800.00	0.00	0.00%
210-161-5510	Dues & Subscriptions	672.75	718.50	743.00	1,550.00	1,550.00	0.00	0.00%
210-161-5560	Supplies & Materials	805.47	656.29	40.08	750.00	750.00	0.00	0.00%
Total SubProgram: 161 - Communication and Community Pro...		**5,559.74**	**11,769.94**	**6,829.08**	**15,300.00**	**15,300.00**	**0.00**	**0.00%**
SubProgram: 162 - Economic Vitality								
210-162-5601	Community Services Grants	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 162 - Economic Vitality:		**2,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

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SubProgram: 431 - Street Maintenance								
210-431-5302	Street Maintenance	4,666.25	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 431 - Street Maintenance:		**4,666.25**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Total Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DIS...		**12,225.99**	**11,769.94**	**6,829.08**	**15,300.00**	**15,300.00**	**0.00**	**0.00%**
Fund: 211 - AB 939 SOLID WASTE FUND								
SubProgram: 421 - Solid Waste								
211-421-5100	Regular Wages	105,195.95	105,527.15	110,632.02	226,700.00	226,700.00	0.00	0.00%
211-421-5104	Overtime Pay	1,407.01	1,552.04	2,029.21	1,500.00	3,000.00	1,500.00	100.00%
211-421-5106	Other Pay	16,551.64	14,076.58	8,285.45	15,000.00	15,000.00	0.00	0.00%
211-421-5108	Bilingual Pay	0.00	15.00	392.50	0.00	800.00	800.00	0.00%
211-421-5120	Health Insurance	22,305.09	22,636.46	25,287.93	47,650.00	47,650.00	0.00	0.00%
211-421-5121	Dental Insurance	2,104.00	2,173.36	2,191.31	4,700.00	4,700.00	0.00	0.00%
211-421-5122	Life Insurance	360.90	365.89	342.66	700.00	700.00	0.00	0.00%
211-421-5123	Disability Insurance	454.33	453.99	456.14	900.00	900.00	0.00	0.00%
211-421-5130	PERS CLASSIC Contribution	9,538.67	10,592.66	7,715.24	14,600.00	14,600.00	0.00	0.00%
211-421-5131	PERS PEPRA Contribution	2,218.74	2,575.55	4,366.67	10,050.00	10,050.00	0.00	0.00%
211-421-5132	PERS Prepay UAAL	17,429.23	18,156.48	18,370.28	26,300.00	26,300.00	0.00	0.00%
211-421-5140	Medicare Tax	1,778.12	1,776.02	1,734.47	3,300.00	3,300.00	0.00	0.00%
211-421-5150	Flexible Benefits Program	2,009.60	1,890.55	1,865.86	3,650.00	3,650.00	0.00	0.00%
211-421-5151	Fitness Benefit	136.04	372.25	204.82	1,650.00	1,650.00	0.00	0.00%
211-421-5152	Cell Phone Allowance	390.00	390.00	227.50	500.00	500.00	0.00	0.00%
211-421-5201	Professional Services	35,477.24	47,327.92	8,626.75	15,000.00	15,000.00	0.00	0.00%
211-421-5301	Contract Services	26,978.72	41,990.85	9,235.57	37,000.00	37,000.00	0.00	0.00%
211-421-5362	Janitorial Services	6,950.00	7,910.98	0.00	0.00	0.00	0.00	0.00%
211-421-5440	Utility - Communications/Telep	0.00	0.00	0.00	300.00	300.00	0.00	0.00%
211-421-5500	Printing & Advertising	6,231.11	6,552.00	2,180.00	8,850.00	8,850.00	0.00	0.00%
211-421-5531	Employee/Public Relations	649.51	793.73	0.00	1,500.00	1,500.00	0.00	0.00%
211-421-5560	Supplies & Materials	33,666.37	6,691.07	33,225.56	34,700.00	34,700.00	0.00	0.00%
Total SubProgram: 421 - Solid Waste:		**291,832.27**	**293,820.53**	**237,369.94**	**454,550.00**	**456,850.00**	**2,300.00**	**0.51%**
SubProgram: 431 - Street Maintenance								
211-431-5259	Street Sweeping	218,868.84	169,229.98	54,936.00	48,000.00	54,950.00	6,950.00	14.48%
211-431-5430	Utility - Water	0.00	5,865.75	3,644.06	7,200.00	7,200.00	0.00	0.00%
211-431-5581	Vehicle Operations & Maintena	0.00	1,748.31	0.00	0.00	0.00	0.00	0.00%
211-431-5582	Fuel Expense	0.00	3,552.94	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 431 - Street Maintenance:		**218,868.84**	**180,396.98**	**58,580.06**	**55,200.00**	**62,150.00**	**6,950.00**	**12.59%**
Total Fund: 211 - AB 939 SOLID WASTE FUND:		**510,701.11**	**474,217.51**	**295,950.00**	**509,750.00**	**519,000.00**	**9,250.00**	**1.81%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 213 - RECREATION SERVICES FUND								
SubProgram: 221 - Management Information Services								
213-221-5201	Professional Services	6,450.00	1,335.00	593.42	10,550.00	10,550.00	0.00	0.00%
213-221-5360	Software Subscription/Mainter	8,880.68	10,500.00	1,156.00	13,250.00	13,250.00	0.00	0.00%
213-221-5565	Computer Hardware/Replacem	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 221 - Management Information Services:		**15,330.68**	**11,835.00**	**1,749.42**	**23,800.00**	**23,800.00**	**0.00**	**0.00%**
SubProgram: 405 - Facilities								
213-405-5301	Contract Services	0.00	0.00	1,324.12	6,000.00	6,000.00	0.00	0.00%
213-405-5345	Equipment Repairs/Replaceme	0.00	0.00	2,135.29	5,000.00	18,850.00	13,850.00	277.00%
213-405-5350	Landscape Maintenance	0.00	0.00	4,480.00	9,100.00	9,100.00	0.00	0.00%
213-405-5362	Janitorial Services	0.00	0.00	14,795.55	21,250.00	23,250.00	2,000.00	9.41%
213-405-5560	Supplies & Materials	0.00	0.00	3,406.51	5,000.00	5,000.00	0.00	0.00%
213-405-5561	Janitorial Supplies	0.00	0.00	314.27	2,000.00	2,000.00	0.00	0.00%
213-405-5562	Chemicals	0.00	0.00	9,948.90	45,000.00	45,000.00	0.00	0.00%
213-405-5567	Landscaping Supply Repairs & I	0.00	0.00	0.00	12,500.00	12,500.00	0.00	0.00%
213-405-5568	Minor Equipment	0.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
213-405-5764	Improvement	0.00	0.00	0.00	30,000.00	1,600.00	-28,400.00	-94.67%
Total SubProgram: 405 - Facilities:		**0.00**	**0.00**	**36,404.64**	**136,850.00**	**124,300.00**	**-12,550.00**	**-9.17%**
SubProgram: 503 - Vets Hall/Seaside								
213-503-5100	Regular Wages	1,717.60	21,583.15	19,675.13	33,900.00	33,900.00	0.00	0.00%
213-503-5102	Part-time Wages	7,232.02	15,198.65	9,583.63	44,300.00	22,000.00	-22,300.00	-50.34%
213-503-5104	Overtime Pay	45.11	267.43	444.54	300.00	800.00	500.00	166.67%
213-503-5106	Other Pay	1.90	1,060.30	222.55	1,700.00	1,700.00	0.00	0.00%
213-503-5108	Bilingual Pay	0.00	0.00	70.00	0.00	150.00	150.00	0.00%
213-503-5120	Health Insurance	174.30	5,453.92	5,726.76	10,200.00	10,200.00	0.00	0.00%
213-503-5121	Dental Insurance	19.34	463.78	487.88	900.00	900.00	0.00	0.00%
213-503-5122	Life Insurance	1.62	55.77	55.52	150.00	150.00	0.00	0.00%
213-503-5123	Disability Insurance	3.19	82.82	76.53	150.00	150.00	0.00	0.00%
213-503-5130	PERS CLASSIC Contribution	187.87	2,009.71	1,301.47	2,600.00	2,600.00	0.00	0.00%
213-503-5131	PERS PEPRA Contribution	158.61	360.05	718.61	1,300.00	1,300.00	0.00	0.00%
213-503-5132	PERS Prepay UAAL	476.77	3,374.31	3,179.14	4,650.00	4,650.00	0.00	0.00%
213-503-5140	Medicare Tax	130.25	548.55	427.05	1,150.00	1,150.00	0.00	0.00%
213-503-5150	Flexible Benefits Program	10.92	325.14	350.58	550.00	550.00	0.00	0.00%
213-503-5151	Fitness Benefit	0.00	70.00	30.00	250.00	250.00	0.00	0.00%
213-503-5152	Cell Phone Allowance	0.00	39.00	22.76	200.00	200.00	0.00	0.00%
213-503-5301	Contract Services	6,930.34	2,945.77	2,136.86	13,750.00	13,750.00	0.00	0.00%
213-503-5345	Equipment Repairs/Replaceme	5,408.24	2,283.98	0.00	2,000.00	2,000.00	0.00	0.00%
213-503-5350	Landscape Maintenance	8,967.60	9,366.80	1,459.67	8,200.00	8,200.00	0.00	0.00%
213-503-5356	Tree Maintenance	950.00	0.00	0.00	1,500.00	1,500.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
213-503-5357	Tree Replacement	0.00	0.00	0.00	500.00	500.00	0.00	0.00%
213-503-5362	Janitorial Services	17,718.00	22,152.34	16,016.97	21,750.00	26,750.00	5,000.00	22.99%
213-503-5400	Utility - Electric	6,819.48	6,475.99	3,915.38	6,900.00	6,900.00	0.00	0.00%
213-503-5410	Utility - Natural Gas	3,386.69	1,692.28	838.53	2,200.00	2,200.00	0.00	0.00%
213-503-5420	Utility - Sewer	3,622.00	3,841.68	3,502.05	4,300.00	4,900.00	600.00	13.95%
213-503-5430	Utility - Water	5,009.72	4,070.86	1,701.39	5,200.00	5,200.00	0.00	0.00%
213-503-5440	Utility - Communications/Telep	1,767.87	1,359.90	951.93	1,700.00	1,700.00	0.00	0.00%
213-503-5560	Supplies & Materials	1,236.34	1,957.61	1,549.67	2,200.00	3,200.00	1,000.00	45.45%
213-503-5561	Janitorial Supplies	874.83	1,419.95	497.39	2,000.00	2,000.00	0.00	0.00%
213-503-5567	Landscaping Supply Repairs & I	323.46	404.82	0.00	2,000.00	2,000.00	0.00	0.00%
213-503-5568	Minor Equipment	10,926.52	901.43	3,766.68	26,500.00	21,500.00	-5,000.00	-18.87%
213-503-5761	Major Equipment	0.00	0.00	0.00	15,000.00	14,000.00	-1,000.00	-6.67%
213-503-5763	Furniture & Fixtures	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
213-503-5764	Improvements	23,264.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 503 - Vets Hall/Seaside:		**107,364.59**	**109,765.99**	**78,708.67**	**218,000.00**	**196,950.00**	**-21,050.00**	**-9.66%**
SubProgram: 521 - Community Pool Services								
213-521-5100	Regular Wages	114,549.76	122,355.30	62,419.27	97,200.00	97,200.00	0.00	0.00%
213-521-5102	Part-time Wages	265,641.26	229,741.21	137,170.89	207,350.00	257,350.00	50,000.00	24.11%
213-521-5104	Overtime Pay	2,599.02	2,566.53	304.73	2,500.00	1,000.00	-1,500.00	-60.00%
213-521-5106	Other Pay	3,939.33	7,403.21	491.46	5,050.00	5,050.00	0.00	0.00%
213-521-5120	Health Insurance	26,995.47	35,936.25	8,088.46	22,300.00	22,300.00	0.00	0.00%
213-521-5121	Dental Insurance	2,429.73	2,385.08	518.81	2,050.00	2,050.00	0.00	0.00%
213-521-5122	Life Insurance	413.43	419.15	180.83	300.00	300.00	0.00	0.00%
213-521-5123	Disability Insurance	439.57	504.71	244.29	450.00	450.00	0.00	0.00%
213-521-5130	PERS CLASSIC Contribution	9,811.52	9,362.13	2,369.24	9,200.00	4,200.00	-5,000.00	-54.35%
213-521-5131	PERS PEPRA Contribution	3,691.35	4,279.84	3,738.84	2,700.00	7,700.00	5,000.00	185.19%
213-521-5132	PERS Prepay UAAL	18,840.25	16,049.65	5,737.48	16,550.00	11,300.00	-5,250.00	-31.72%
213-521-5140	Medicare Tax	5,635.41	5,263.55	2,909.41	4,450.00	5,200.00	750.00	16.85%
213-521-5141	Unemployment Insurance	6.56	920.00	368.00	0.00	500.00	500.00	0.00%
213-521-5150	Flexible Benefits Program	2,316.62	2,040.32	1,060.60	1,350.00	1,350.00	0.00	0.00%
213-521-5151	Fitness Benefit	505.44	649.98	134.97	600.00	600.00	0.00	0.00%
213-521-5152	Cell Phone Allowance	39.00	285.99	136.44	400.00	400.00	0.00	0.00%
213-521-5171	Uniform Allowance	1,954.91	0.00	0.00	2,000.00	2,000.00	0.00	0.00%
213-521-5221	Employee Training	241.80	5,037.00	1,332.00	2,500.00	2,500.00	0.00	0.00%
213-521-5236	Banking Fees	1,251.54	452.68	4,643.52	0.00	8,000.00	8,000.00	0.00%
213-521-5301	Contract Services	8,689.60	2,283.75	373.00	400.00	400.00	0.00	0.00%
213-521-5345	Equipment Repairs/Replaceme	37,021.57	23,481.03	0.00	0.00	0.00	0.00	0.00%
213-521-5350	Landscape Maintenance	7,680.00	7,680.00	0.00	0.00	0.00	0.00	0.00%
213-521-5362	Janitorial Services	20,055.56	21,190.16	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
213-521-5400	Utility - Electric	24,450.84	25,011.32	11,663.83	30,000.00	30,000.00	0.00	0.00%
213-521-5410	Utility - Natural Gas	63,110.43	37,781.12	14,688.49	46,000.00	46,000.00	0.00	0.00%
213-521-5420	Utility - Sewer	20,786.32	23,350.96	11,807.38	25,800.00	23,800.00	-2,000.00	-7.75%
213-521-5430	Utility - Water	28,643.27	27,064.97	16,317.46	31,100.00	31,100.00	0.00	0.00%
213-521-5440	Utility - Communications/Telep	4,115.79	3,612.41	2,315.65	4,050.00	4,050.00	0.00	0.00%
213-521-5500	Printing & Advertising	0.00	45.59	0.00	200.00	200.00	0.00	0.00%
213-521-5510	Dues & Subscriptions	700.00	914.00	0.00	0.00	0.00	0.00	0.00%
213-521-5512	Meetings & Travel	1,888.10	572.76	267.90	2,500.00	2,500.00	0.00	0.00%
213-521-5536	Equipment/Office Rent & Leas	257.00	0.00	0.00	0.00	0.00	0.00	0.00%
213-521-5546	Cash (Over)/Short	35.25	-321.81	0.00	0.00	0.00	0.00	0.00%
213-521-5550	Supplies for Resale	4,669.46	6,720.67	2,289.47	6,000.00	6,000.00	0.00	0.00%
213-521-5560	Supplies & Materials	5,312.34	8,042.36	1,911.89	7,100.00	7,100.00	0.00	0.00%
213-521-5561	Janitorial Supplies	1,401.06	1,219.82	0.00	0.00	0.00	0.00	0.00%
213-521-5562	Chemicals	44,809.99	18,559.43	0.00	0.00	0.00	0.00	0.00%
213-521-5567	Landscaping Supply Repairs & I	144.26	3,626.00	0.00	0.00	0.00	0.00	0.00%
213-521-5761	Major Equipment	37,595.44	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 521 - Community Pool Services:		**772,668.25**	**656,487.12**	**293,484.31**	**530,100.00**	**580,600.00**	**50,500.00**	**9.53%**
SubProgram: 522 - Junior Lifeguards								
213-522-5100	Regular Wages	26,634.71	33,422.21	18,272.71	84,700.00	84,700.00	0.00	0.00%
213-522-5102	Part-time Wages	74,929.32	55,380.42	34,955.71	61,750.00	61,750.00	0.00	0.00%
213-522-5104	Overtime Pay	5,158.41	751.90	116.40	1,000.00	500.00	-500.00	-50.00%
213-522-5106	Other Pay	459.74	2,020.76	0.00	3,250.00	3,250.00	0.00	0.00%
213-522-5120	Health Insurance	5,073.61	7,245.45	2,879.90	25,550.00	25,550.00	0.00	0.00%
213-522-5121	Dental Insurance	391.20	483.96	184.56	2,000.00	2,000.00	0.00	0.00%
213-522-5122	Life Insurance	83.66	105.60	56.42	400.00	400.00	0.00	0.00%
213-522-5123	Disability Insurance	96.22	141.52	79.45	500.00	500.00	0.00	0.00%
213-522-5130	PERS CLASSIC Contribution	1,052.56	1,144.51	0.00	750.00	750.00	0.00	0.00%
213-522-5131	PERS PEPRA Contribution	1,379.57	1,945.44	1,474.64	6,400.00	6,400.00	0.00	0.00%
213-522-5132	PERS Prepay UAAL	2,057.94	1,925.65	0.00	1,350.00	0.00	-1,350.00	-100.00%
213-522-5140	Medicare Tax	1,555.44	1,338.20	775.29	2,150.00	2,150.00	0.00	0.00%
213-522-5150	Flexible Benefits Program	135.06	592.46	376.71	1,650.00	1,650.00	0.00	0.00%
213-522-5151	Fitness Benefit	168.48	107.50	31.23	750.00	750.00	0.00	0.00%
213-522-5152	Cell Phone Allowance	0.00	22.75	0.00	50.00	0.00	-50.00	-100.00%
213-522-5345	Equipment Repairs/Replaceme	240.26	0.00	0.00	1,000.00	1,000.00	0.00	0.00%
213-522-5512	Meetings & Travel	2,976.76	0.00	0.00	2,500.00	2,500.00	0.00	0.00%
213-522-5548	Field Trips	2,148.50	3,506.67	0.00	0.00	0.00	0.00	0.00%
213-522-5560	Supplies & Materials	8,085.65	18,931.50	1,490.78	12,000.00	12,000.00	0.00	0.00%
Total SubProgram: 522 - Junior Lifeguards:		**132,627.09**	**129,066.50**	**60,693.80**	**207,750.00**	**205,850.00**	**-1,900.00**	**-0.91%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
SubProgram: 523 - Swim Team Aquatics								
213-523-5102	Part-time Wages	30,597.93	35,632.34	20,285.03	43,850.00	43,850.00	0.00	0.00%
213-523-5104	Overtime Pay	374.20	105.52	0.00	250.00	0.00	-250.00	-100.00%
213-523-5140	Medicare Tax	459.84	585.69	294.08	650.00	650.00	0.00	0.00%
213-523-5510	Dues & Subscriptions	2,539.16	708.00	425.49	2,500.00	2,500.00	0.00	0.00%
213-523-5512	Meetings & Travel	1,193.24	113.00	0.00	1,500.00	1,500.00	0.00	0.00%
213-523-5548	Field Trips	0.00	0.00	2,283.00	0.00	5,000.00	5,000.00	0.00%
213-523-5560	Supplies & Materials	5,504.70	2,303.54	308.89	2,000.00	2,000.00	0.00	0.00%
Total SubProgram: 523 - Swim Team Aquatics:		**40,669.07**	**39,448.09**	**23,596.49**	**50,750.00**	**55,500.00**	**4,750.00**	**9.36%**
SubProgram: 531 - Ocean Beach Services								
213-531-5102	Part-time Wages	7,190.15	0.00	7,685.82	5,000.00	10,000.00	5,000.00	100.00%
213-531-5104	Overtime Pay	111.38	105.52	0.00	200.00	0.00	-200.00	-100.00%
213-531-5140	Medicare Tax	116.60	69.07	111.43	100.00	200.00	100.00	100.00%
213-531-5440	Utility - Communications/Telep	0.00	0.00	427.84	0.00	1,000.00	1,000.00	0.00%
213-531-5560	Supplies & Materials	0.00	0.00	192.22	0.00	500.00	500.00	0.00%
Total SubProgram: 531 - Ocean Beach Services:		**7,418.13**	**174.59**	**8,417.31**	**5,300.00**	**11,700.00**	**6,400.00**	**120.75%**
SubProgram: 532 - Beach Store								
213-532-5440	Utility - Communications/Telep	553.28	606.86	-53.48	1,800.00	0.00	-1,800.00	-100.00%
213-532-5550	Supplies for Resale	8,132.95	5,476.83	0.00	1,000.00	0.00	-1,000.00	-100.00%
213-532-5560	Supplies & Materials	705.94	229.82	-147.56	500.00	0.00	-500.00	-100.00%
Total SubProgram: 532 - Beach Store:		**9,392.17**	**6,313.51**	**-201.04**	**3,300.00**	**0.00**	**-3,300.00**	**-100.00%**
SubProgram: 541 - Special Events								
213-541-5542	Softball League Expe	1,158.14	1,457.62	802.24	0.00	1,500.00	1,500.00	0.00%
213-541-5560	Supplies & Materials	246.33	338.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 541 - Special Events:		**1,404.47**	**1,795.62**	**802.24**	**0.00**	**1,500.00**	**1,500.00**	**0.00%**
SubProgram: 542 - Community Garden								
213-542-5102	Part-time Wages	23,397.41	16,909.16	10,378.10	25,000.00	20,000.00	-5,000.00	-20.00%
213-542-5140	Medicare Tax	339.28	245.18	150.49	400.00	300.00	-100.00	-25.00%
213-542-5345	Equipment Repairs/Replaceme	0.00	0.00	408.75	0.00	25,450.00	25,450.00	0.00%
213-542-5362	Janitorial Services	1,530.00	1,620.00	981.00	1,750.00	1,800.00	50.00	2.86%
213-542-5420	Utility - Sewer	788.40	732.99	400.85	900.00	900.00	0.00	0.00%
213-542-5430	Utility - Water	0.00	91.26	0.00	100.00	100.00	0.00	0.00%
213-542-5440	Utility - Communications/Telep	1,433.04	1,221.43	695.27	1,500.00	1,500.00	0.00	0.00%
213-542-5500	Printing & Advertising	0.00	91.99	0.00	0.00	0.00	0.00	0.00%
213-542-5560	Supplies & Materials	1,285.26	1,453.83	176.30	1,500.00	1,500.00	0.00	0.00%
Total SubProgram: 542 - Community Garden:		**28,773.39**	**22,365.84**	**13,190.76**	**31,150.00**	**51,550.00**	**20,400.00**	**65.49%**
Total Fund: 213 - RECREATION SERVICES FUND:		**1,115,647.84**	**977,252.26**	**516,846.60**	**1,207,000.00**	**1,251,750.00**	**44,750.00**	**3.71%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 214 - HOUSING FUND								
SubProgram: 311 - Housing								
214-311-5201	Professional Services	19,092.00	27,445.60	6,220.00	30,000.00	30,000.00	0.00	0.00%
214-311-5610	Housing Loan	186,625.00	158,875.00	0.00	0.00	0.00	0.00	0.00%
	Total SubProgram: 311 - Housing:	**205,717.00**	**186,320.60**	**6,220.00**	**30,000.00**	**30,000.00**	**0.00**	**0.00%**
	Total Fund: 214 - HOUSING FUND:	**205,717.00**	**186,320.60**	**6,220.00**	**30,000.00**	**30,000.00**	**0.00**	**0.00%**
Fund: 215 - MEASURE A FUND								
SubProgram: 163 - Community Services Support								
215-163-5601	Community Services Grants	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	0.00%
	Total SubProgram: 163 - Community Services Support:	**5,500.00**	**5,500.00**	**5,500.00**	**5,500.00**	**5,500.00**	**0.00**	**0.00%**
SubProgram: 221 - Management Information Services								
215-221-5360	Software Subscription/Mainter	8,445.00	6,250.00	6,250.00	6,250.00	6,250.00	0.00	0.00%
215-221-5565	Computer Hardware/Replacem	469.21	0.00	0.00	0.00	0.00	0.00	0.00%
	Total SubProgram: 221 - Management Information Services:	**8,914.21**	**6,250.00**	**6,250.00**	**6,250.00**	**6,250.00**	**0.00**	**0.00%**
SubProgram: 411 - Transportation, Parking and Lighting								
215-411-5100	Regular Wages	82,213.54	40,085.68	15,762.43	26,750.00	26,750.00	0.00	0.00%
215-411-5104	Overtime Pay	1,455.78	508.42	381.85	0.00	1,000.00	1,000.00	0.00%
215-411-5106	Other Pay	5,497.42	1,668.16	509.30	1,500.00	1,500.00	0.00	0.00%
215-411-5108	Bilingual Pay	0.00	5.00	0.00	0.00	0.00	0.00	0.00%
215-411-5120	Health Insurance	18,140.97	8,326.93	3,624.20	5,450.00	5,450.00	0.00	0.00%
215-411-5121	Dental Insurance	1,989.11	778.41	341.58	650.00	650.00	0.00	0.00%
215-411-5122	Life Insurance	239.57	117.93	42.34	100.00	100.00	0.00	0.00%
215-411-5123	Disability Insurance	318.42	158.26	63.15	150.00	150.00	0.00	0.00%
215-411-5130	PERS CLASSIC Contribution	6,315.45	2,649.46	1,184.26	2,400.00	2,400.00	0.00	0.00%
215-411-5131	PERS PEPRA Contribution	1,893.39	1,558.13	497.27	850.00	850.00	0.00	0.00%
215-411-5132	PERS Prepay UAAL	11,575.78	4,572.22	2,777.41	4,250.00	4,250.00	0.00	0.00%
215-411-5140	Medicare Tax	1,287.81	626.21	240.64	400.00	400.00	0.00	0.00%
215-411-5150	Flexible Benefits Program	1,395.26	730.31	309.28	500.00	500.00	0.00	0.00%
215-411-5151	Fitness Benefit	5.00	106.05	22.50	250.00	250.00	0.00	0.00%
215-411-5152	Cell Phone Allowance	156.00	78.00	45.40	50.00	100.00	50.00	100.00%
215-411-5204	Transit- Senior/ADA Transport	12,000.00	12,000.00	7,000.00	17,500.00	12,000.00	-5,500.00	-31.43%
215-411-5228	Engineering Services	201,638.14	133,449.02	154,093.16	251,000.00	301,000.00	50,000.00	19.92%
215-411-5301	Contract Services	7,000.00	0.00	7,000.00	8,000.00	8,000.00	0.00	0.00%
215-411-5500	Printing & Advertising	0.00	69.84	0.00	1,000.00	1,000.00	0.00	0.00%
215-411-5510	Dues & Subscriptions	3,092.54	2,513.06	2,052.96	3,000.00	3,000.00	0.00	0.00%
	Total SubProgram: 411 - Transportation, Parking and Lighting:	**356,214.18**	**210,001.09**	**195,947.73**	**323,800.00**	**369,350.00**	**45,550.00**	**14.07%**
SubProgram: 431 - Street Maintenance								
215-431-5302	Street Maintenance	115,429.38	130,737.50	35,640.31	166,400.00	166,400.00	0.00	0.00%

Budget Comparison Report

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215-431-5345	Equipment Repairs/Replaceme	216.91	0.00	0.00	0.00	0.00	0.00	0.00%
215-431-5400	Utility - Electric	12,228.35	17,933.33	0.00	17,250.00	17,250.00	0.00	0.00%
215-431-5566	Sign Replacement	27,209.41	32,694.51	11,588.80	47,000.00	47,000.00	0.00	0.00%
215-431-5761	Major Equipment	0.00	0.00	9,923.92	27,040.00	27,040.00	0.00	0.00%
215-431-5762	Vehicle Purchase	200,879.86	0.00	76,058.32	76,060.00	76,060.00	0.00	0.00%
Total SubProgram: 431 - Street Maintenance:		**355,963.91**	**181,365.34**	**133,211.35**	**333,750.00**	**333,750.00**	**0.00**	**0.00%**
SubProgram: 441 - Right of Way Maintenance								
215-441-5356	Tree Maintenance	178,349.05	152,232.57	88,716.00	117,600.00	117,600.00	0.00	0.00%
215-441-5357	Tree Replacement	0.00	495.00	0.00	30,000.00	30,000.00	0.00	0.00%
Total SubProgram: 441 - Right of Way Maintenance:		**178,349.05**	**152,727.57**	**88,716.00**	**147,600.00**	**147,600.00**	**0.00**	**0.00%**
SubProgram: 451 - Watershed Management								
215-451-5353	Storm Drain Maintenance	3,142.85	6,345.00	54,029.08	70,000.00	70,000.00	0.00	0.00%
Total SubProgram: 451 - Watershed Management:		**3,142.85**	**6,345.00**	**54,029.08**	**70,000.00**	**70,000.00**	**0.00**	**0.00%**
Total Fund: 215 - MEASURE A FUND:		**908,084.20**	**562,189.00**	**483,654.16**	**886,900.00**	**932,450.00**	**45,550.00**	**5.14%**
Fund: 216 - REVOLVING FUND								
SubProgram: 151 - Emergency Preparedness								
216-151-5301	Contract Services	12,677.50	12,689.30	0.00	10,000.00	10,000.00	0.00	0.00%
Total SubProgram: 151 - Emergency Preparedness:		**12,677.50**	**12,689.30**	**0.00**	**10,000.00**	**10,000.00**	**0.00**	**0.00%**
SubProgram: 405 - Facilities								
216-405-5567	Landscaping Supply Repairs & I	0.00	0.00	0.00	5,000.00	5,000.00	0.00	0.00%
216-405-5568	Minor Equipment	0.00	0.00	3,445.81	31,000.00	31,000.00	0.00	0.00%
216-405-5762	Vehicle Purchase	0.00	0.00	44,766.89	45,000.00	45,000.00	0.00	0.00%
Total SubProgram: 405 - Facilities:		**0.00**	**0.00**	**48,212.70**	**81,000.00**	**81,000.00**	**0.00**	**0.00%**
SubProgram: 421 - Solid Waste								
216-421-5201	Professional Services	0.00	9,256.16	0.00	7,000.00	7,000.00	0.00	0.00%
216-421-5301	Contract Services	11,223.54	16,271.83	9,264.40	68,000.00	68,000.00	0.00	0.00%
216-421-5512	Meetings & Travel	801.15	0.00	0.00	0.00	0.00	0.00	0.00%
216-421-5560	Supplies & Materials	4,447.21	0.00	0.00	24,000.00	29,000.00	5,000.00	20.83%
Total SubProgram: 421 - Solid Waste:		**16,471.90**	**25,527.99**	**9,264.40**	**99,000.00**	**104,000.00**	**5,000.00**	**5.05%**
SubProgram: 512 - Senior Services								
216-512-5568	Minor Equipment	0.00	956.54	0.00	3,000.00	3,000.00	0.00	0.00%
Total SubProgram: 512 - Senior Services :		**0.00**	**956.54**	**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00%**
SubProgram: 521 - Community Pool Services								
216-521-5345	Equipment Repairs/Replaceme	5,706.80	0.00	0.00	40,000.00	40,000.00	0.00	0.00%
216-521-5560	Supplies & Materials	0.00	0.00	0.00	4,000.00	4,000.00	0.00	0.00%
Total SubProgram: 521 - Community Pool Services:		**5,706.80**	**0.00**	**0.00**	**44,000.00**	**44,000.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
SubProgram: 522 - Junior Lifeguards								
216-522-5560	Supplies & Materials	0.00	622.59	11,438.87	0.00	18,800.00	18,800.00	0.00%
Total SubProgram: 522 - Junior Lifeguards:		**0.00**	**622.59**	**11,438.87**	**0.00**	**18,800.00**	**18,800.00**	**0.00%**
SubProgram: 523 - Swim Team Aquatics								
216-523-5560	Supplies & Materials	2,771.97	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
Total SubProgram: 523 - Swim Team Aquatics:		**2,771.97**	**0.00**	**0.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00%**
SubProgram: 531 - Ocean Beach Services								
216-531-5560	Supplies & Materials	15,536.20	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 531 - Ocean Beach Services:		**15,536.20**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 550 - City Library								
216-550-5345	Equipment Repairs/Replaceme	10,538.77	0.00	0.00	0.00	0.00	0.00	0.00%
216-550-5520	Books	1,928.14	8,763.85	1,563.83	5,500.00	5,500.00	0.00	0.00%
216-550-5568	Minor Equipment	24,777.67	29,698.71	0.00	0.00	0.00	0.00	0.00%
216-550-5761	Major Equipment	12,077.95	6,000.00	0.00	0.00	0.00	0.00	0.00%
216-550-5763	Furniture & Fixtures	25,840.00	0.00	9,743.40	25,000.00	25,000.00	0.00	0.00%
216-550-5764	Improvements	1,785.00	0.00	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 550 - City Library:		**76,947.53**	**44,462.56**	**11,307.23**	**30,500.00**	**30,500.00**	**0.00**	**0.00%**
Total Fund: 216 - REVOLVING FUND:		**130,111.90**	**84,258.98**	**80,223.20**	**270,500.00**	**294,300.00**	**23,800.00**	**8.80%**
Fund: 217 - PEG FEES								
SubProgram: 161 - Communication and Community Promotions								
217-161-5100	Regular Wages	10,273.21	2,825.09	167.20	2,950.00	2,950.00	0.00	0.00%
217-161-5104	Overtime Pay	31.21	3.16	0.00	0.00	50.00	50.00	0.00%
217-161-5106	Other Pay	882.70	0.00	219.39	150.00	250.00	100.00	66.67%
217-161-5108	Bilingual Pay	429.95	121.12	9.49	150.00	50.00	-100.00	-66.67%
217-161-5120	Health Insurance	3,453.52	963.69	172.89	1,100.00	1,100.00	0.00	0.00%
217-161-5121	Dental Insurance	304.44	78.46	6.62	100.00	100.00	0.00	0.00%
217-161-5122	Life Insurance	36.80	9.50	0.75	50.00	50.00	0.00	0.00%
217-161-5123	Disability Insurance	42.79	11.43	0.65	50.00	50.00	0.00	0.00%
217-161-5131	PERS Pepra Contribution	815.07	233.11	14.10	250.00	250.00	0.00	0.00%
217-161-5132	PERS Prepay UAAL	24.69	0.00	0.00	0.00	0.00	0.00	0.00%
217-161-5140	Medicare Tax	170.15	42.38	5.64	50.00	50.00	0.00	0.00%
217-161-5141	Unemployment Insurance	0.00	0.00	337.50	0.00	500.00	500.00	0.00%
217-161-5150	Flexible Benefits Program	259.29	46.44	5.58	100.00	100.00	0.00	0.00%
217-161-5151	Fitness Benefit	33.39	13.25	0.00	50.00	50.00	0.00	0.00%
217-161-5201	Professional Services	63,874.98	64,333.70	7,538.63	70,700.00	77,000.00	6,300.00	8.91%
217-161-5345	Equipment Repairs/Replaceme	3,415.11	1,282.38	4,145.94	10,000.00	10,000.00	0.00	0.00%
217-161-5510	Dues & Subscriptions	672.75	718.50	743.00	750.00	750.00	0.00	0.00%
217-161-5560	Supplies & Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

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217-161-5761	Major Equipment	0.00	32,369.38	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 161 - Communication and Community Pro…		**84,720.05**	**103,051.59**	**13,367.38**	**86,450.00**	**93,300.00**	**6,850.00**	**7.92%**
SubProgram: 201 - Financial Management Services								
217-201-5530	Interest Expense	666.09	337.97	0.00	0.00	0.00	0.00	0.00%
Total SubProgram: 201 - Financial Management Services:		**666.09**	**337.97**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
SubProgram: 221 - Management Information Services								
217-221-5360	Software Subscription/Mainter	33,140.26	11,265.48	0.00	11,700.00	12,500.00	800.00	6.84%
Total SubProgram: 221 - Management Information Services:		**33,140.26**	**11,265.48**	**0.00**	**11,700.00**	**12,500.00**	**800.00**	**6.84%**
Total Fund: 217 - PEG FEES:		**118,526.40**	**114,655.04**	**13,367.38**	**98,150.00**	**105,800.00**	**7,650.00**	**7.79%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND								
SubProgram: 403 - Capital Improvements								
301-403-5780	Major Capital Projects	4,596,278.33	3,593,465.77	6,583,518.71	18,569,550.00	14,729,500.00	-3,840,050.00	-20.68%
Total SubProgram: 403 - Capital Improvements:		**4,596,278.33**	**3,593,465.77**	**6,583,518.71**	**18,569,550.00**	**14,729,500.00**	**-3,840,050.00**	**-20.68%**
Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:		**4,596,278.33**	**3,593,465.77**	**6,583,518.71**	**18,569,550.00**	**14,729,500.00**	**-3,840,050.00**	**-20.68%**
Report Total:		**21,338,134.65**	**20,865,704.39**	**17,578,141.17**	**40,462,675.00**	**36,591,330.00**	**-3,871,345.00**	**-9.57%**

Group Summary

SubProgra…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND							
101 - Legislative & Policy	157,416.57	154,374.44	114,017.80	186,300.00	227,240.00	40,940.00	21.98%
102 - Commissions Boards and Committees	9,069.00	9,415.85	24,379.63	19,800.00	48,870.00	29,070.00	146.82%
111 - City Administration	502,445.92	635,040.28	352,396.23	749,130.00	789,655.00	40,525.00	5.41%
121 - Legal Services	996,821.50	767,093.50	226,009.50	765,000.00	765,000.00	0.00	0.00%
131 - Records Management	64,800.41	90,275.33	40,920.25	90,600.00	90,750.00	150.00	0.17%
132 - Elections	66,418.08	41,085.22	49,796.59	82,200.00	70,250.00	-11,950.00	-14.54%
141 - Staff Recruitment, Retention and Development	337,662.54	374,652.03	191,988.23	339,550.00	353,920.00	14,370.00	4.23%
142 - Risk Management	502,105.97	588,206.57	349,179.85	611,000.00	616,450.00	5,450.00	0.89%
151 - Emergency Preparedness	77,952.29	87,303.32	54,967.00	113,770.00	119,270.00	5,500.00	4.83%
161 - Communication and Community Promotions	97,299.22	84,226.69	58,453.17	130,600.00	132,800.00	2,200.00	1.68%
162 - Economic Vitality	22,926.34	16,774.71	5,935.44	34,850.00	25,800.00	-9,050.00	-25.97%
163 - Community Services Support	41,350.00	55,119.75	0.00	0.00	0.00	0.00	0.00%
171 - Law Enforcement	4,727,043.19	5,603,715.48	3,458,404.43	6,001,200.00	6,001,200.00	0.00	0.00%
201 - Financial Management Services	498,690.53	529,793.86	305,265.73	584,400.00	626,400.00	42,000.00	7.19%
211 - Central Services	217,758.64	318,120.59	136,635.15	262,000.00	270,850.00	8,850.00	3.38%
221 - Management Information Services	218,190.06	251,369.66	131,693.26	327,200.00	334,400.00	7,200.00	2.20%
301 - Community Development Administration	110,955.50	103,325.94	89,215.93	112,900.00	170,350.00	57,450.00	50.89%
302 - Advance Planning	297,510.15	210,579.30	72,950.97	341,250.00	290,750.00	-50,500.00	-14.80%
311 - Housing	36,330.86	36,094.25	21,817.44	41,500.00	41,200.00	-300.00	-0.72%
321 - Development Review and Building	585,616.26	693,428.95	438,330.14	779,450.00	867,550.00	88,100.00	11.30%
331 - Code Compliance	374,872.55	282,803.28	175,352.32	325,150.00	325,150.00	0.00	0.00%
341 - Animal Care and Control	113,229.85	69,913.61	40,411.40	79,850.00	80,050.00	200.00	0.25%
401 - Public Works Administration	505,986.16	278,997.27	213,329.36	316,300.00	336,050.00	19,750.00	6.24%
403 - Capital Improvements	123,584.63	177,377.76	133,786.16	238,100.00	240,500.00	2,400.00	1.01%
405 - Facilities	0.00	1,301.77	111,626.07	249,900.00	225,800.00	-24,100.00	-9.64%
431 - Street Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
451 - Watershed Management	122,200.40	156,907.27	80,691.50	165,300.00	165,300.00	0.00	0.00%
461 - Resource Conservation	0.00	5.00	0.00	0.00	0.00	0.00	0.00%
501 - Parks and Recreation Administration	115,882.22	100,773.87	64,391.53	197,850.00	192,650.00	-5,200.00	-2.63%
Total Fund: 101 - GENERAL FUND:	**10,924,118.84**	**11,718,075.55**	**6,941,945.08**	**13,145,150.00**	**13,408,205.00**	**263,055.00**	**2.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE							
431 - Street Maintenance	0.00	0.00	152,234.21	733,000.00	352,250.00	-380,750.00	-51.94%
501 - Parks and Recreation Administration	35,333.02	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R…	**35,333.02**	**0.00**	**152,234.21**	**733,000.00**	**352,250.00**	**-380,750.00**	**-51.94%**
Fund: 104 - MEASURE X FUND							
121 - Legal Services	3,646.00	0.00	0.00	0.00	0.00	0.00	0.00%

Budget Comparison Report

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161 - Communication and Community Promotions	60,000.00	66,600.00	39,600.00	85,000.00	85,000.00	0.00	0.00%
162 - Economic Vitality	8,365.00	30,706.00	29,635.64	31,000.00	31,000.00	0.00	0.00%
163 - Community Services Support	-9,385.16	107,165.00	141,500.00	150,050.00	150,050.00	0.00	0.00%
171 - Law Enforcement	686,100.00	788,200.00	473,482.88	819,000.00	819,000.00	0.00	0.00%
181 - Racial Equity	126,367.79	50,657.41	11,942.28	91,950.00	83,470.00	-8,480.00	-9.22%
221 - Management Information Services	39.00	0.00	0.00	2,650.00	2,650.00	0.00	0.00%
302 - Advance Planning	89,739.55	197,446.10	142,169.13	366,550.00	266,650.00	-99,900.00	-27.25%
311 - Housing	90,480.00	40,376.59	16,025.60	42,000.00	42,000.00	0.00	0.00%
405 - Facilities	0.00	1,445.12	58,091.89	107,150.00	108,000.00	850.00	0.79%
461 - Resource Conservation	127,327.01	85,236.12	21,164.04	42,900.00	42,900.00	0.00	0.00%
512 - Senior Services	0.00	39,232.43	84,666.08	235,600.00	219,500.00	-16,100.00	-6.83%
Total Fund: 104 - MEASURE X FUND:	**1,182,679.19**	**1,407,064.77**	**1,018,277.54**	**1,973,850.00**	**1,850,220.00**	**-123,630.00**	**-6.26%**
Fund: 201 - TRAFFIC SAFETY FUND							
331 - Code Compliance	19,085.39	15,710.78	6,906.15	24,875.00	25,475.00	600.00	2.41%
Total Fund: 201 - TRAFFIC SAFETY FUND:	**19,085.39**	**15,710.78**	**6,906.15**	**24,875.00**	**25,475.00**	**600.00**	**2.41%**
Fund: 202 - LIBRARY FUND							
102 - Commissions Boards and Committees	540.00	1,410.00	570.00	2,250.00	2,250.00	0.00	0.00%
221 - Management Information Services	35,047.82	16,017.00	6,115.18	26,950.00	28,550.00	1,600.00	5.94%
405 - Facilities	0.00	9,388.86	55,268.46	146,350.00	147,350.00	1,000.00	0.68%
501 - Parks and Recreation Administration	44,188.79	24,639.19	14,546.07	27,800.00	27,800.00	0.00	0.00%
550 - City Library	500,157.21	581,529.68	355,483.91	689,950.00	689,950.00	0.00	0.00%
Total Fund: 202 - LIBRARY FUND:	**579,933.82**	**632,984.73**	**431,983.62**	**893,300.00**	**895,900.00**	**2,600.00**	**0.29%**
Fund: 204 - PARK MAINTENANCE FUND							
405 - Facilities	0.00	765.06	311,116.02	578,750.00	625,900.00	47,150.00	8.15%
501 - Parks and Recreation Administration	68,235.21	35,150.63	32,885.42	60,150.00	59,850.00	-300.00	-0.50%
531 - Ocean Beach Services	23,456.00	45,681.49	26,435.00	58,000.00	66,080.00	8,080.00	13.93%
Total Fund: 204 - PARK MAINTENANCE FUND:	**91,691.21**	**81,597.18**	**370,436.44**	**696,900.00**	**751,830.00**	**54,930.00**	**7.88%**
Fund: 205 - GAS TAX FUND							
431 - Street Maintenance	203,862.14	286,149.59	180,003.78	368,400.00	371,350.00	2,950.00	0.80%
Total Fund: 205 - GAS TAX FUND:	**203,862.14**	**286,149.59**	**180,003.78**	**368,400.00**	**371,350.00**	**2,950.00**	**0.80%**
Fund: 206 - LOCAL TRANSPORTATION FUND							
431 - Street Maintenance	33,829.31	13,357.65	5,243.19	14,050.00	14,300.00	250.00	1.78%
Total Fund: 206 - LOCAL TRANSPORTATION FUND:	**33,829.31**	**13,357.65**	**5,243.19**	**14,050.00**	**14,300.00**	**250.00**	**1.78%**
Fund: 207 - TIDELANDS TRUST FUND							
101 - Legislative & Policy	26,643.00	28,002.00	28,842.00	29,000.00	29,000.00	0.00	0.00%
221 - Management Information Services	0.00	1,080.00	1,080.00	1,800.00	1,800.00	0.00	0.00%
405 - Facilities	0.00	633.74	68,849.27	171,400.00	172,350.00	950.00	0.55%

Budget Comparison Report

SubProgra…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
501 - Parks and Recreation Administration	76,965.12	70,128.49	32,989.98	62,300.00	61,900.00	-400.00	-0.64%
531 - Ocean Beach Services	65,871.16	85,647.65	58,301.91	132,750.00	132,850.00	100.00	0.08%
Total Fund: 207 - TIDELANDS TRUST FUND:	**169,479.28**	**185,491.88**	**190,063.16**	**397,250.00**	**397,900.00**	**650.00**	**0.16%**
Fund: 208 - STREET LIGHTING FUND							
411 - Transportation, Parking and Lighting	152,104.68	172,667.68	101,862.30	233,850.00	235,050.00	1,200.00	0.51%
Total Fund: 208 - STREET LIGHTING FUND:	**152,104.68**	**172,667.68**	**101,862.30**	**233,850.00**	**235,050.00**	**1,200.00**	**0.51%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND							
441 - Right of Way Maintenance	348,725.00	348,475.48	192,576.57	394,900.00	410,750.00	15,850.00	4.01%
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU…	**348,725.00**	**348,475.48**	**192,576.57**	**394,900.00**	**410,750.00**	**15,850.00**	**4.01%**
Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DISTRICT…							
161 - Communication and Community Promotions	5,559.74	11,769.94	6,829.08	15,300.00	15,300.00	0.00	0.00%
162 - Economic Vitality	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00%
431 - Street Maintenance	4,666.25	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 210 - PARKING AND BUSINESS IMPROVEMENT DIS…	**12,225.99**	**11,769.94**	**6,829.08**	**15,300.00**	**15,300.00**	**0.00**	**0.00%**
Fund: 211 - AB 939 SOLID WASTE FUND							
421 - Solid Waste	291,832.27	293,820.53	237,369.94	454,550.00	456,850.00	2,300.00	0.51%
431 - Street Maintenance	218,868.84	180,396.98	58,580.06	55,200.00	62,150.00	6,950.00	12.59%
Total Fund: 211 - AB 939 SOLID WASTE FUND:	**510,701.11**	**474,217.51**	**295,950.00**	**509,750.00**	**519,000.00**	**9,250.00**	**1.81%**
Fund: 213 - RECREATION SERVICES FUND							
221 - Management Information Services	15,330.68	11,835.00	1,749.42	23,800.00	23,800.00	0.00	0.00%
405 - Facilities	0.00	0.00	36,404.64	136,850.00	124,300.00	-12,550.00	-9.17%
503 - Vets Hall/Seaside	107,364.59	109,765.99	78,708.67	218,000.00	196,950.00	-21,050.00	-9.66%
521 - Community Pool Services	772,668.25	656,487.12	293,484.31	530,100.00	580,600.00	50,500.00	9.53%
522 - Junior Lifeguards	132,627.09	129,066.50	60,693.80	207,750.00	205,850.00	-1,900.00	-0.91%
523 - Swim Team Aquatics	40,669.07	39,448.09	23,596.49	50,750.00	55,500.00	4,750.00	9.36%
531 - Ocean Beach Services	7,418.13	174.59	8,417.31	5,300.00	11,700.00	6,400.00	120.75%
532 - Beach Store	9,392.17	6,313.51	-201.04	3,300.00	0.00	-3,300.00	-100.00%
541 - Special Events	1,404.47	1,795.62	802.24	0.00	1,500.00	1,500.00	0.00%
542 - Community Garden	28,773.39	22,365.84	13,190.76	31,150.00	51,550.00	20,400.00	65.49%
Total Fund: 213 - RECREATION SERVICES FUND:	**1,115,647.84**	**977,252.26**	**516,846.60**	**1,207,000.00**	**1,251,750.00**	**44,750.00**	**3.71%**
Fund: 214 - HOUSING FUND							
311 - Housing	205,717.00	186,320.60	6,220.00	30,000.00	30,000.00	0.00	0.00%
Total Fund: 214 - HOUSING FUND:	**205,717.00**	**186,320.60**	**6,220.00**	**30,000.00**	**30,000.00**	**0.00**	**0.00%**
Fund: 215 - MEASURE A FUND							
163 - Community Services Support	5,500.00	5,500.00	5,500.00	5,500.00	5,500.00	0.00	0.00%
221 - Management Information Services	8,914.21	6,250.00	6,250.00	6,250.00	6,250.00	0.00	0.00%
411 - Transportation, Parking and Lighting	356,214.18	210,001.09	195,947.73	323,800.00	369,350.00	45,550.00	14.07%

Budget Comparison Report

SubProgra…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
431 - Street Maintenance	355,963.91	181,365.34	133,211.35	333,750.00	333,750.00	0.00	0.00%
441 - Right of Way Maintenance	178,349.05	152,727.57	88,716.00	147,600.00	147,600.00	0.00	0.00%
451 - Watershed Management	3,142.85	6,345.00	54,029.08	70,000.00	70,000.00	0.00	0.00%
Total Fund: 215 - MEASURE A FUND:	**908,084.20**	**562,189.00**	**483,654.16**	**886,900.00**	**932,450.00**	**45,550.00**	**5.14%**
Fund: 216 - REVOLVING FUND							
151 - Emergency Preparedness	12,677.50	12,689.30	0.00	10,000.00	10,000.00	0.00	0.00%
405 - Facilities	0.00	0.00	48,212.70	81,000.00	81,000.00	0.00	0.00%
421 - Solid Waste	16,471.90	25,527.99	9,264.40	99,000.00	104,000.00	5,000.00	5.05%
512 - Senior Services	0.00	956.54	0.00	3,000.00	3,000.00	0.00	0.00%
521 - Community Pool Services	5,706.80	0.00	0.00	44,000.00	44,000.00	0.00	0.00%
522 - Junior Lifeguards	0.00	622.59	11,438.87	0.00	18,800.00	18,800.00	0.00%
523 - Swim Team Aquatics	2,771.97	0.00	0.00	3,000.00	3,000.00	0.00	0.00%
531 - Ocean Beach Services	15,536.20	0.00	0.00	0.00	0.00	0.00	0.00%
550 - City Library	76,947.53	44,462.56	11,307.23	30,500.00	30,500.00	0.00	0.00%
Total Fund: 216 - REVOLVING FUND:	**130,111.90**	**84,258.98**	**80,223.20**	**270,500.00**	**294,300.00**	**23,800.00**	**8.80%**
Fund: 217 - PEG FEES							
161 - Communication and Community Promotions	84,720.05	103,051.59	13,367.38	86,450.00	93,300.00	6,850.00	7.92%
201 - Financial Management Services	666.09	337.97	0.00	0.00	0.00	0.00	0.00%
221 - Management Information Services	33,140.26	11,265.48	0.00	11,700.00	12,500.00	800.00	6.84%
Total Fund: 217 - PEG FEES:	**118,526.40**	**114,655.04**	**13,367.38**	**98,150.00**	**105,800.00**	**7,650.00**	**7.79%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND							
403 - Capital Improvements	4,596,278.33	3,593,465.77	6,583,518.71	18,569,550.00	14,729,500.00	-3,840,050.00	-20.68%
Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:	**4,596,278.33**	**3,593,465.77**	**6,583,518.71**	**18,569,550.00**	**14,729,500.00**	**-3,840,050.00**	**-20.68%**
Report Total:	**21,338,134.65**	**20,865,704.39**	**17,578,141.17**	**40,462,675.00**	**36,591,330.00**	**-3,871,345.00**	**-9.57%**

Fund Summary

Fund	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101 - GENERAL FUND	10,924,118.84	11,718,075.55	6,941,945.08	13,145,150.00	13,408,205.00	263,055.00	2.00%
103 - MAJOR ASSET REPLACEMENT AND R...	35,333.02	0.00	152,234.21	733,000.00	352,250.00	-380,750.00	-51.94%
104 - MEASURE X FUND	1,182,679.19	1,407,064.77	1,018,277.54	1,973,850.00	1,850,220.00	-123,630.00	-6.26%
201 - TRAFFIC SAFETY FUND	19,085.39	15,710.78	6,906.15	24,875.00	25,475.00	600.00	2.41%
202 - LIBRARY FUND	579,933.82	632,984.73	431,983.62	893,300.00	895,900.00	2,600.00	0.29%
204 - PARK MAINTENANCE FUND	91,691.21	81,597.18	370,436.44	696,900.00	751,830.00	54,930.00	7.88%
205 - GAS TAX FUND	203,862.14	286,149.59	180,003.78	368,400.00	371,350.00	2,950.00	0.80%
206 - LOCAL TRANSPORTATION FUND	33,829.31	13,357.65	5,243.19	14,050.00	14,300.00	250.00	1.78%
207 - TIDELANDS TRUST FUND	169,479.28	185,491.88	190,063.16	397,250.00	397,900.00	650.00	0.16%
208 - STREET LIGHTING FUND	152,104.68	172,667.68	101,862.30	233,850.00	235,050.00	1,200.00	0.51%
209 - RIGHT-OF-WAY MAINTENANCE DIST...	348,725.00	348,475.48	192,576.57	394,900.00	410,750.00	15,850.00	4.01%
210 - PARKING AND BUSINESS IMPROVEM...	12,225.99	11,769.94	6,829.08	15,300.00	15,300.00	0.00	0.00%
211 - AB 939 SOLID WASTE FUND	510,701.11	474,217.51	295,950.00	509,750.00	519,000.00	9,250.00	1.81%
213 - RECREATION SERVICES FUND	1,115,647.84	977,252.26	516,846.60	1,207,000.00	1,251,750.00	44,750.00	3.71%
214 - HOUSING FUND	205,717.00	186,320.60	6,220.00	30,000.00	30,000.00	0.00	0.00%
215 - MEASURE A FUND	908,084.20	562,189.00	483,654.16	886,900.00	932,450.00	45,550.00	5.14%
216 - REVOLVING FUND	130,111.90	84,258.98	80,223.20	270,500.00	294,300.00	23,800.00	8.80%
217 - PEG FEES	118,526.40	114,655.04	13,367.38	98,150.00	105,800.00	7,650.00	7.79%
301 - CAPITAL IMPROVEMENT PROJECTS ...	4,596,278.33	3,593,465.77	6,583,518.71	18,569,550.00	14,729,500.00	-3,840,050.00	-20.68%
Report Total:	**21,338,134.65**	**20,865,704.39**	**17,578,141.17**	**40,462,675.00**	**36,591,330.00**	**-3,871,345.00**	**-9.57%**



Carpinteria, CA

Budget Comparison Report
Account Detail

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND								
Expense								
101-999-5901	To Capital Asset Reserve 103	611,576.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-999-5905	To Park Maintenance 204	189,021.74	227,253.68	223,442.59	429,400.00	442,030.00	12,630.00	2.94%
101-999-5907	To ROW 209	80,810.73	102,813.64	127,781.49	196,450.00	204,850.00	8,400.00	4.28%
101-999-5908	To Revolving Fund 216	0.00	12,689.30	0.00	0.00	0.00	0.00	0.00%
101-999-5909	To Recreation Services 213	407,426.01	409,814.90	0.00	0.00	0.00	0.00	0.00%
101-999-5911	To Capital Improvement 301	0.00	1,163,136.32	0.00	0.00	0.00	0.00	0.00%
101-999-5912	To General Reserve 102	1,046,209.00	0.00	0.00	0.00	0.00	0.00	0.00%
101-999-5913	To AB 939 211	0.00	4,458.78	142,608.58	213,250.00	159,101.00	-54,149.00	-25.39%
101-999-5917	To Library Fund 202	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00%
	Total Expense:	**2,365,043.48**	**1,950,166.62**	**493,832.66**	**839,100.00**	**805,981.00**	**-33,119.00**	**-3.95%**
	Total Fund: 101 - GENERAL FUND:	**2,365,043.48**	**1,950,166.62**	**493,832.66**	**839,100.00**	**805,981.00**	**-33,119.00**	**-3.95%**
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS								
Revenue								
102-999-4916	From General 101	1,046,209.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**1,046,209.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Expense								
102-999-5905	To Park Maintenance 204	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
102-999-5911	To Capital Improvement 301	1,286,402.44	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Expense:	**1,286,402.44**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS:	**-240,193.44**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE								
Revenue								
103-999-4916	From General 101	611,576.00	0.00	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**611,576.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Expense								
103-999-5916	To Peg 217	0.00	32,221.37	0.00	0.00	0.00	0.00	0.00%
	Total Expense:	**0.00**	**32,221.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R...	**611,576.00**	**-32,221.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 104 - MEASURE X FUND								
Expense								
104-999-5905	To Park Maintenance 204	120,000.00	120,000.00	0.00	0.00	0.00	0.00	0.00%
104-999-5907	To ROW 209	50,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00%
104-999-5909	To Recreation Services 213	80,000.00	80,000.00	330,316.28	659,250.00	721,850.00	62,600.00	9.50%
104-999-5911	To Capital Improvement 301	1,145,578.39	1,263,798.65	2,855,527.73	5,218,100.00	5,029,600.00	-188,500.00	-3.61%
104-999-5913	To AB 939 211	0.00	190,304.00	0.00	0.00	0.00	0.00	0.00%
104-999-5916	To Peg 217	0.00	0.00	0.00	47,777.00	26,490.00	-21,287.00	-44.55%
104-999-5917	To Library Fund 202	425,047.52	487,129.15	338,074.24	652,800.00	589,195.00	-63,605.00	-9.74%
	Total Expense:	**1,820,625.91**	**2,191,231.80**	**3,523,918.25**	**6,577,927.00**	**6,367,135.00**	**-210,792.00**	**-3.20%**
	Total Fund: 104 - MEASURE X FUND:	**1,820,625.91**	**2,191,231.80**	**3,523,918.25**	**6,577,927.00**	**6,367,135.00**	**-210,792.00**	**-3.20%**
Fund: 202 - LIBRARY FUND								
Revenue								
202-999-4916	From General 101	30,000.00	30,000.00	0.00	0.00	0.00	0.00	0.00%
202-999-4918	From Measure X 104	425,047.52	487,129.15	338,074.24	652,800.00	589,195.00	-63,605.00	-9.74%
	Total Revenue:	**455,047.52**	**517,129.15**	**338,074.24**	**652,800.00**	**589,195.00**	**-63,605.00**	**-9.74%**
	Total Fund: 202 - LIBRARY FUND:	**455,047.52**	**517,129.15**	**338,074.24**	**652,800.00**	**589,195.00**	**-63,605.00**	**-9.74%**
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND								
Expense								
203-999-5911	To Capital Improvement 301	49,501.25	574,622.25	184,357.95	380,500.00	358,350.00	-22,150.00	-5.82%
	Total Expense:	**49,501.25**	**574,622.25**	**184,357.95**	**380,500.00**	**358,350.00**	**-22,150.00**	**-5.82%**
Total Fund: 203 - ROAD MAINTENANCE REHABILITATION FUN...		**49,501.25**	**574,622.25**	**184,357.95**	**380,500.00**	**358,350.00**	**-22,150.00**	**-5.82%**
Fund: 204 - PARK MAINTENANCE FUND								
Revenue								
204-999-4916	From General 101	189,021.74	227,253.68	223,442.59	429,400.00	442,030.00	12,630.00	2.94%
204-999-4917	From General Reserves 102	0.00	0.00	0.00	0.00	0.00	0.00	0.00%
204-999-4918	From Measure X 104	120,000.00	120,000.00	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**309,021.74**	**347,253.68**	**223,442.59**	**429,400.00**	**442,030.00**	**12,630.00**	**2.94%**
	Total Fund: 204 - PARK MAINTENANCE FUND:	**309,021.74**	**347,253.68**	**223,442.59**	**429,400.00**	**442,030.00**	**12,630.00**	**2.94%**
Fund: 205 - GAS TAX FUND								
Expense								
205-999-5911	To Capital Improvement 301	0.00	0.00	460,000.00	460,000.00	460,000.00	0.00	0.00%
	Total Expense:	**0.00**	**0.00**	**460,000.00**	**460,000.00**	**460,000.00**	**0.00**	**0.00%**
	Total Fund: 205 - GAS TAX FUND:	**0.00**	**0.00**	**460,000.00**	**460,000.00**	**460,000.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 207 - TIDELANDS TRUST FUND								
Expense								
207-999-5911	To Capital Improvement 301	20,222.50	4,573.15	0.00	275,300.00	275,300.00	0.00	0.00%
	Total Expense:	**20,222.50**	**4,573.15**	**0.00**	**275,300.00**	**275,300.00**	**0.00**	**0.00%**
	Total Fund: 207 - TIDELANDS TRUST FUND:	**20,222.50**	**4,573.15**	**0.00**	**275,300.00**	**275,300.00**	**0.00**	**0.00%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND								
Revenue								
209-999-4916	From General 101	80,810.73	102,813.64	127,781.49	196,450.00	204,850.00	8,400.00	4.28%
209-999-4918	From Measure X 104	50,000.00	50,000.00	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**130,810.73**	**152,813.64**	**127,781.49**	**196,450.00**	**204,850.00**	**8,400.00**	**4.28%**
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU...		**130,810.73**	**152,813.64**	**127,781.49**	**196,450.00**	**204,850.00**	**8,400.00**	**4.28%**
Fund: 211 - AB 939 SOLID WASTE FUND								
Revenue								
211-999-4916	From General 101	0.00	4,458.78	142,608.58	213,250.00	159,101.00	-54,149.00	-25.39%
211-999-4918	From Measure X 104	0.00	190,304.00	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**0.00**	**194,762.78**	**142,608.58**	**213,250.00**	**159,101.00**	**-54,149.00**	**-25.39%**
	Total Fund: 211 - AB 939 SOLID WASTE FUND:	**0.00**	**194,762.78**	**142,608.58**	**213,250.00**	**159,101.00**	**-54,149.00**	**-25.39%**
Fund: 213 - RECREATION SERVICES FUND								
Revenue								
213-999-4901	From Revolving 216	23,320.26	17,570.77	0.00	0.00	0.00	0.00	0.00%
213-999-4916	From General 101	407,426.01	409,814.90	0.00	0.00	0.00	0.00	0.00%
213-999-4918	From Measure X 104	80,000.00	80,000.00	330,316.28	659,250.00	721,850.00	62,600.00	9.50%
	Total Revenue:	**510,746.27**	**507,385.67**	**330,316.28**	**659,250.00**	**721,850.00**	**62,600.00**	**9.50%**
	Total Fund: 213 - RECREATION SERVICES FUND:	**510,746.27**	**507,385.67**	**330,316.28**	**659,250.00**	**721,850.00**	**62,600.00**	**9.50%**
Fund: 215 - MEASURE A FUND								
Expense								
215-999-5911	To Capital Improvement 301	437,738.40	497,753.93	1,121,524.99	1,660,125.00	1,608,925.00	-51,200.00	-3.08%
	Total Expense:	**437,738.40**	**497,753.93**	**1,121,524.99**	**1,660,125.00**	**1,608,925.00**	**-51,200.00**	**-3.08%**
	Total Fund: 215 - MEASURE A FUND:	**437,738.40**	**497,753.93**	**1,121,524.99**	**1,660,125.00**	**1,608,925.00**	**-51,200.00**	**-3.08%**
Fund: 216 - REVOLVING FUND								
Revenue								
216-999-4916	From General 101	0.00	12,689.30	0.00	0.00	0.00	0.00	0.00%
	Total Revenue:	**0.00**	**12,689.30**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Budget Comparison Report

Account Number		FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Expense								
216-999-5909	To Recreation Services 213	23,320.26	17,570.77	0.00	0.00	0.00	0.00	0.00%
	Total Expense:	**23,320.26**	**17,570.77**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
	Total Fund: 216 - REVOLVING FUND:	**-23,320.26**	**-4,881.47**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 217 - PEG FEES								
Revenue								
217-999-4902	From Major Asset Replacemen	0.00	32,221.37	0.00	0.00	0.00	0.00	0.00%
217-999-4918	From Measure X 104	0.00	0.00	0.00	47,777.00	26,490.00	-21,287.00	-44.55%
	Total Revenue:	**0.00**	**32,221.37**	**0.00**	**47,777.00**	**26,490.00**	**-21,287.00**	**-44.55%**
	Total Fund: 217 - PEG FEES:	**0.00**	**32,221.37**	**0.00**	**47,777.00**	**26,490.00**	**-21,287.00**	**-44.55%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND								
Revenue								
301-999-4904	From Gas Tax 205	0.00	0.00	460,000.00	460,000.00	460,000.00	0.00	0.00%
301-999-4906	From Measure A Fund 215	437,738.40	497,753.93	1,121,524.99	1,660,125.00	1,608,925.00	-51,200.00	-3.08%
301-999-4907	From Tidelands Trust Fund 207	20,222.50	4,573.15	0.00	275,300.00	275,300.00	0.00	0.00%
301-999-4916	From General 101	0.00	1,163,136.32	0.00	0.00	0.00	0.00	0.00%
301-999-4917	From General Reserves 102	1,286,402.44	0.00	0.00	0.00	0.00	0.00	0.00%
301-999-4918	From Measure X 104	1,145,578.39	1,263,798.65	2,855,527.73	5,218,100.00	5,029,600.00	-188,500.00	-3.61%
301-999-4919	From RMRA 203	49,501.25	574,622.25	184,357.95	380,500.00	358,350.00	-22,150.00	-5.82%
	Total Revenue:	**2,939,442.98**	**3,503,884.30**	**4,621,410.67**	**7,994,025.00**	**7,732,175.00**	**-261,850.00**	**-3.28%**
	Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:	**2,939,442.98**	**3,503,884.30**	**4,621,410.67**	**7,994,025.00**	**7,732,175.00**	**-261,850.00**	**-3.28%**
	Report Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Group Summary

Account Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Fund: 101 - GENERAL FUND							
Expense	2,365,043.48	1,950,166.62	493,832.66	839,100.00	805,981.00	-33,119.00	-3.95%
Total Fund: 101 - GENERAL FUND:	**2,365,043.48**	**1,950,166.62**	**493,832.66**	**839,100.00**	**805,981.00**	**-33,119.00**	**-3.95%**
Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS							
Revenue	1,046,209.00	0.00	0.00	0.00	0.00	0.00	0.00%
Expense	1,286,402.44	0.00	0.00	0.00	0.00	0.00	0.00%
Total Fund: 102 - GENERAL RESERVE - SPECIAL PROJECTS:	**-240,193.44**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR RESERVE							
Revenue	611,576.00	0.00	0.00	0.00	0.00	0.00	0.00%
Expense	0.00	32,221.37	0.00	0.00	0.00	0.00	0.00%
Total Fund: 103 - MAJOR ASSET REPLACEMENT AND REPAIR R…	**611,576.00**	**-32,221.37**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 104 - MEASURE X FUND							
Expense	1,820,625.91	2,191,231.80	3,523,918.25	6,577,927.00	6,367,135.00	-210,792.00	-3.20%
Total Fund: 104 - MEASURE X FUND:	**1,820,625.91**	**2,191,231.80**	**3,523,918.25**	**6,577,927.00**	**6,367,135.00**	**-210,792.00**	**-3.20%**
Fund: 202 - LIBRARY FUND							
Revenue	455,047.52	517,129.15	338,074.24	652,800.00	589,195.00	-63,605.00	-9.74%
Total Fund: 202 - LIBRARY FUND:	**455,047.52**	**517,129.15**	**338,074.24**	**652,800.00**	**589,195.00**	**-63,605.00**	**-9.74%**
Fund: 203 - ROAD MAINTENANCE REHABILITATION FUND							
Expense	49,501.25	574,622.25	184,357.95	380,500.00	358,350.00	-22,150.00	-5.82%
Total Fund: 203 - ROAD MAINTENANCE REHABILITATION FUN…	**49,501.25**	**574,622.25**	**184,357.95**	**380,500.00**	**358,350.00**	**-22,150.00**	**-5.82%**
Fund: 204 - PARK MAINTENANCE FUND							
Revenue	309,021.74	347,253.68	223,442.59	429,400.00	442,030.00	12,630.00	2.94%
Total Fund: 204 - PARK MAINTENANCE FUND:	**309,021.74**	**347,253.68**	**223,442.59**	**429,400.00**	**442,030.00**	**12,630.00**	**2.94%**
Fund: 205 - GAS TAX FUND							
Expense	0.00	0.00	460,000.00	460,000.00	460,000.00	0.00	0.00%
Total Fund: 205 - GAS TAX FUND:	**0.00**	**0.00**	**460,000.00**	**460,000.00**	**460,000.00**	**0.00**	**0.00%**
Fund: 207 - TIDELANDS TRUST FUND							
Expense	20,222.50	4,573.15	0.00	275,300.00	275,300.00	0.00	0.00%
Total Fund: 207 - TIDELANDS TRUST FUND:	**20,222.50**	**4,573.15**	**0.00**	**275,300.00**	**275,300.00**	**0.00**	**0.00%**
Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FUND							
Revenue	130,810.73	152,813.64	127,781.49	196,450.00	204,850.00	8,400.00	4.28%
Total Fund: 209 - RIGHT-OF-WAY MAINTENANCE DISTRICT FU…	**130,810.73**	**152,813.64**	**127,781.49**	**196,450.00**	**204,850.00**	**8,400.00**	**4.28%**
Fund: 211 - AB 939 SOLID WASTE FUND							
Revenue	0.00	194,762.78	142,608.58	213,250.00	159,101.00	-54,149.00	-25.39%

Budget Comparison Report

Account Typ…	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
Total Fund: 211 - AB 939 SOLID WASTE FUND:	**0.00**	**194,762.78**	**142,608.58**	**213,250.00**	**159,101.00**	**-54,149.00**	**-25.39%**
Fund: 213 - RECREATION SERVICES FUND							
Revenue	510,746.27	507,385.67	330,316.28	659,250.00	721,850.00	62,600.00	9.50%
Total Fund: 213 - RECREATION SERVICES FUND:	**510,746.27**	**507,385.67**	**330,316.28**	**659,250.00**	**721,850.00**	**62,600.00**	**9.50%**
Fund: 215 - MEASURE A FUND							
Expense	437,738.40	497,753.93	1,121,524.99	1,660,125.00	1,608,925.00	-51,200.00	-3.08%
Total Fund: 215 - MEASURE A FUND:	**437,738.40**	**497,753.93**	**1,121,524.99**	**1,660,125.00**	**1,608,925.00**	**-51,200.00**	**-3.08%**
Fund: 216 - REVOLVING FUND							
Revenue	0.00	12,689.30	0.00	0.00	0.00	0.00	0.00%
Expense	23,320.26	17,570.77	0.00	0.00	0.00	0.00	0.00%
Total Fund: 216 - REVOLVING FUND:	**-23,320.26**	**-4,881.47**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Fund: 217 - PEG FEES							
Revenue	0.00	32,221.37	0.00	47,777.00	26,490.00	-21,287.00	-44.55%
Total Fund: 217 - PEG FEES:	**0.00**	**32,221.37**	**0.00**	**47,777.00**	**26,490.00**	**-21,287.00**	**-44.55%**
Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND							
Revenue	2,939,442.98	3,503,884.30	4,621,410.67	7,994,025.00	7,732,175.00	-261,850.00	-3.28%
Total Fund: 301 - CAPITAL IMPROVEMENT PROJECTS FUND:	**2,939,442.98**	**3,503,884.30**	**4,621,410.67**	**7,994,025.00**	**7,732,175.00**	**-261,850.00**	**-3.28%**
Report Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

Fund Summary

Fund	FY 2022/23 Total Activity	FY 2023/24 Total Activity	FY 2024/25 YTD Activity Through Jan	Parent Budget FY 2024/25 FY 2025 AB	Comparison 1 Budget FY 2024/25 FY2025 MY	Comparison 1 to Parent Budget Increase / (Decrease)	%
101 - GENERAL FUND	2,365,043.48	1,950,166.62	493,832.66	839,100.00	805,981.00	-33,119.00	-3.95%
102 - GENERAL RESERVE - SPECIAL PROJEC…	-240,193.44	0.00	0.00	0.00	0.00	0.00	0.00%
103 - MAJOR ASSET REPLACEMENT AND R…	611,576.00	-32,221.37	0.00	0.00	0.00	0.00	0.00%
104 - MEASURE X FUND	1,820,625.91	2,191,231.80	3,523,918.25	6,577,927.00	6,367,135.00	-210,792.00	-3.20%
202 - LIBRARY FUND	455,047.52	517,129.15	338,074.24	652,800.00	589,195.00	-63,605.00	-9.74%
203 - ROAD MAINTENANCE REHABILITATI…	49,501.25	574,622.25	184,357.95	380,500.00	358,350.00	-22,150.00	-5.82%
204 - PARK MAINTENANCE FUND	309,021.74	347,253.68	223,442.59	429,400.00	442,030.00	12,630.00	2.94%
205 - GAS TAX FUND	0.00	0.00	460,000.00	460,000.00	460,000.00	0.00	0.00%
207 - TIDELANDS TRUST FUND	20,222.50	4,573.15	0.00	275,300.00	275,300.00	0.00	0.00%
209 - RIGHT-OF-WAY MAINTENANCE DIST…	130,810.73	152,813.64	127,781.49	196,450.00	204,850.00	8,400.00	4.28%
211 - AB 939 SOLID WASTE FUND	0.00	194,762.78	142,608.58	213,250.00	159,101.00	-54,149.00	-25.39%
213 - RECREATION SERVICES FUND	510,746.27	507,385.67	330,316.28	659,250.00	721,850.00	62,600.00	9.50%
215 - MEASURE A FUND	437,738.40	497,753.93	1,121,524.99	1,660,125.00	1,608,925.00	-51,200.00	-3.08%
216 - REVOLVING FUND	-23,320.26	-4,881.47	0.00	0.00	0.00	0.00	0.00%
217 - PEG FEES	0.00	32,221.37	0.00	47,777.00	26,490.00	-21,287.00	-44.55%
301 - CAPITAL IMPROVEMENT PROJECTS …	2,939,442.98	3,503,884.30	4,621,410.67	7,994,025.00	7,732,175.00	-261,850.00	-3.28%
Report Total:	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**

City of Carpinteria

COUNCIL AGENDA STAFF REPORT
March 10, 2025

ITEM FOR COUNCIL CONSIDERATION

A resolution confirming the City's continued compliance with the California Values Act (SB 54; Gov. Code § 7284 et seq.)

STAFF RECOMMENDATION

Adopt Resolution No. 6372, reaffirming the City's commitment to compliance with the California Values Act (SB 54) requirements.

Sample Motion: I move to adopt Resolution No. 6372, as read by title only, reaffirming the City's commitment to compliance with the California Values Act (SB 54) requirements.

BACKGROUND

At its regular meeting on February 10, 2025, the City Council directed staff to return with policies and actions for the City Council to consider related to federal immigration enforcement. This matter has been prepared in response to that direction.

Federal Immigration Enforcement

In his first term, President Donald Trump issued Executive Order 13768, *Enhancing Public Safety in the Interior of the United States* (82 FR 8799), which sought to strip sanctuary jurisdictions of federal funding unless deemed necessary for law enforcement purposes. The executive order defined a "sanctuary jurisdiction" as any jurisdiction that "willfully refuses to comply with 8 U.S.C. § 1373," which provides that state and local governments cannot prevent the U.S. Citizenship and Immigration Services from receiving information regarding the citizenship or immigration status of any individual. Particularly, 8 U.S.C. § 1373 governs only information sharing and does not extend to broader cooperation, such as assisting U.S. Immigration and Customs Enforcement ("ICE") in arrests. The statute does not require states or localities to actively participate in immigration enforcement; rather, it simply prohibits policies that restrict communication with federal immigration agencies.

That executive order was signed within the first week of President Trump's first term in office, and by the following week, several jurisdictions filed suit to prevent the U.S. government from enforcing the order.[1]

In the first case, the City of San Francisco sued on the grounds that the order violated the Tenth Amendment of the U.S. Constitution, arguing that the order unconstitutionally infringed on state sovereignty.[2] The city sought and won a nationwide preliminary injunction, effectively halting implementation of the order on April 25, 2017. The district court went on to issue a summary judgement in favor of the plaintiffs, permanently enjoining the Administration from withholding funds from sanctuary jurisdictions.[3]

California Values Act

Following the lawsuit, California lawmakers enacted SB 54, the "California Values Act" (also referred to throughout this staff report as "SB 54"),[4] which restricts state and local law enforcement agencies from using their resources to assist federal immigration enforcement, except in limited circumstances. Specifically, the California Values Act prohibits the use of personnel, facilities, equipment, or funds for immigration enforcement activities. However, it provides exceptions for cooperation in serious criminal cases, including (1) individuals convicted of serious or violent felonies (e.g., murder, rape, robbery), and (2) participation in joint task forces with federal agencies for criminal investigations not primarily focused on immigration enforcement. Notably, the California Values Act does not prevent ICE from operating within the state or halt deportations.

The Trump Administration sued California, arguing that SB 54 violated 8 U.S.C. § 1373[5] by restricting law enforcement from cooperating with ICE. However, in *United States v. California* (2019), the Ninth Circuit upheld SB 54, ruling that the federal government cannot force states to participate in federal immigration enforcement, reaffirming state sovereignty under the Tenth Amendment.[6] The Ninth Circuit ruled that "California has the right, pursuant to the anticommandeering rule [derived from the Tenth Amendment], to

[1] The guidelines under 82 FR 8799 were ultimately removed by former President Biden in January 2021. (See, Executive Order 13993, *Revision of Civil Immigration Enforcement Policies and Priorities*, 86 Federal Register 7051, January 20, 2021.)

[2] *City & County of San Francisco v. Trump* (N.D. Cal. 2017) 275 F.Supp.3d 1196. The Tenth Amendment generally enshrines the concept of federalism, whereby the federal government and the individual states share power, with the former holding only those powers expressly delegated to it by the Constitution. The anti-commandeering doctrine arises from the Tenth Amendment and prohibits the federal government from "commandeering" state resources in service of federal purposes.

[3] *Id*. at p. 1212 (granting summary judgement), available at https://www.cand.uscourts.gov/filelibrary/3225/Order-Granting-Motion-for-Summary-Judgment.pdf.

[4] The California Values Act is codified at Gov. Code § 7284 et seq.

[5] 8 U.S.C. § 1373 is one of the original "anti-sanctuary" laws and was passed in 1996 before "sanctuary" was a common term, and states that no state or local official can prohibit any other state or local official from communicating immigration information to the federal government.

[6] *United States v. California* (9th Cir. 2019) 921 F.3d 865 available at https://oag.ca.gov/system/files/attachments/press-docs/9th_cir_ca_opinion%20SB%2054.pdf.

refrain from assisting with federal efforts."[7] When the prior Trump Administration asked the Supreme Court to review that decision, the Court denied the request, leaving the Ninth Circuit's decision and SB 54 in place.

Current Immigration-Related Executive Orders, Presidential Proclamations, and Enforcement Efforts

Since taking office for his second term on January 20, 2025, President Donald Trump has again made immigration one of his top priorities, issuing several executive orders and proclamations aimed at immigration policies and citizenship, including: *Protecting the Meaning and Value of American Citizenship* (Executive Order 14160, 90 FR 8449); *National Emergency Concerning the Southern Border of the United States* (Proclamation 9844, 90 FR 8327); *Securing Our Borders* (Executive Order 14165, 90 FR 8467); *Protecting the United States from Foreign Terrorists and Other National Security and Public Safety Threats* (Executive Order 14161, 90 FR 8451); and *Protecting the American People Against Invasion* (Executive Order 14159, 90 FR 8443).

These orders and proclamations have led to an increase in immigration enforcement efforts across the country, and again a focus on "sanctuary" jurisdictions. Specifically, Executive Order 14159 provides the following: "The Attorney General and Secretary of Homeland Security shall, to the maximum extent possible under law, evaluate and undertake any lawful actions to ensure that so-called **'sanctuary' jurisdictions**, **which seek to interfere with the lawful exercise of Federal law enforcement operations**, **do not receive access to Federal funds**."[8]

President Trump has also said of sanctuary jurisdictions: "We're trying to end them, and a lot of the people in those communities don't want them."[9]

Lawsuits Against "Sanctuary" Jurisdictions

On February 5, 2025, newly-confirmed U.S. Attorney General, Pam Bondi, issued a memo (the "Sanctuary City AG Memo") stating that the sanctuary jurisdictions should not receive access to federal grants administered by the DOJ.[10] Similar to some of the executive orders, the Sanctuary City AG Memo references the Supremacy Clause, stating that federal law trumps state and local law and invalidates any inconsistent state and local laws.

Further, on February 6, 2025, the Trump Administration sued the state of Illinois, the city of Chicago, and Cook County for allegedly thwarting federal efforts to enforce immigration

[7] *Id*. at p. 873.
[8] 90 FR 8443 (emphasis added).
[9] See discussion at https://www.nbcnews.com/politics/donald-trump/live-blog/trump-administration-executive-orders-presidential-agenda-live-updates-rcna188605.
[10] *Sanctuary Jurisdiction Directives* (Feb. 05, 2025) available at https://www.justice.gov/ag/media/1388531/dl?inline#:~:text=So-called%20%22sanctuary%20jurisdictions%22,other%20applicable%20federal%20immigration%20laws.

laws.[11] The lawsuit seeks to invalidate state and local laws (the Way Forward Act, the TRUST Act, Chicago's Welcoming City Act, and Cook County Ordinance 11-0-73), which the DOJ alleges are preempted by federal immigration law and impede the federal government's ability to carry out its immigration enforcement activities.

On February 12, 2025, the U.S. Attorney General announced plans to file a lawsuit against the New York Governor, Kathy Hochul, and state Attorney General Letitia James over immigration enforcement. Reports suggest the Trump administration is targeting Illinois and New York in particular because they have some of the strongest protections for immigrants in the nation. This litigation is ongoing.

Additionally, San Francisco and Santa Clara counties, King County, Washington, and the cities of Portland, Oregon, and New Haven, Connecticut filed a federal lawsuit challenging the Trump Administration's immigration-related executive orders and DOJ policies. On February 27, 2025, 11 additional cities joined this lawsuit against the Trump Administration.

DISCUSSION

California Law Requirements

The California Values Act is still current law in California, and has been upheld by the Ninth Circuit.[12] The Supreme Court denied review of that decision, leaving the Ninth Circuit's decision and SB 54 in place. Similar cases have also provided localities with immunity when failing to cooperate with federal immigration enforcement if their decision was a policy choice protected by discretionary immunity.[13] In a statement on January 22, 2025, California Attorney General Bonta reiterated that the California Values Act is California law.[14]

As such, under California State law, California law enforcement agencies[15] are generally prohibited from investigating, interrogating, detaining, detecting, or arresting persons for immigration enforcement purposes. Additionally, law enforcement is generally prohibited from assisting federal agencies from immigration enforcement activities, subject to certain limited exceptions, including transfers of persons pursuant to a judicial warrant and providing certain information to federal authorities regarding serious and violent felons in custody.

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[11] February 06, 2025 Complaint available at https://news.wttw.com/sites/default/files/article/file-attachments/gov.uscourts.ilnd_.473062.1.0.pdf.

[12] *United States v. California* (9th Cir. 2019) 921 F.3d 865 available at https://oag.ca.gov/system/files/attachments/press-docs/9th_cir_ca_opinion%20SB%2054.pdf.

[13] See *Steinle v. City of SF* (2019) 919 F.3d 1154.

[14] See California Attorney General Rob Bonta statement here: https://oag.ca.gov/news/press-releases/attorney-general-bonta-president-cannot-bully-california-carrying-out-his-mass.

[15] A "California law enforcement agency" means a state or local law enforcement agency, including school police or security departments. "California law enforcement agency" does not include the Department of Corrections and Rehabilitation. (Gov. Code § 7284.4.)

Since President Trump's second inauguration, cities throughout California have passed resolutions, ordinances, or made official public statements reaffirming their commitment to the California Values Act.[16]

City Law Enforcement Compliance

The City does not have its own law enforcement force. Instead, the City has contracted with Santa Barbara County ("County") to provide law enforcement service within the City (the "Law Enforcement Agreement"). As the law currently stands, County law enforcement acts in limited circumstances when it comes to ICE raids or other Trump Administration deportation efforts.

The Santa Barbara County Sheriff's Office ("Sherriff's Office") also has Policy 428 in place. Policy 428 prohibits the Sheriff's Office from coordinating with federal immigration agencies, and essentially reiterates the requirements under SB 54.[17] Further, at the February 10, 2025 City Council meeting, Lieutenant Rich Brittingham stated that the Sheriff's Office will likely receive notice if ICE is coming to the area, but there will be no active coordination. He also noted that presently the Sheriff's Office will continue with business as usual.

City's Immigration-Related Initiatives

In addition to complying with the requirements of the California Values Act, the City supports informing its constituents on immigration-related matters. To ensure that residents are aware of their legal rights and protections, the City provides "Know Your Rights" handouts at the local library and has information posted on the City website[18], offering accessible information on current laws and public rights related to immigration enforcement. The City is also in the process of developing a formal policy that will establish clear guidelines on how City staff and employees engage with federal agencies in matters related to immigration enforcement. This policy aims to enhance transparency, ensure legal compliance, and strengthen public trust in the City's commitment to protecting the rights of its diverse community.

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[16] See, e.g., Los Angeles, Cal., Ordinance No. 188441 (Dec. 19, 2024), available at https://clkrep.lacity.org/onlinedocs/2023/23-0243_ord_%20188441_12-19-24.pdf, L.A. Chief Legis. Analyst, Staff Report re *Prohibition of the Use of City Resources for Immigration Enforcement*, Council File No. 23-0243 (Feb. 13, 2025), available at https://clkrep.lacity.org/onlinedocs/2023/23-0243_rpt_cla_2-13-25.pdf; Berkeley Police Dep't, Berkeley Police Department Committed to Ensuring Our Community Is Safe, City of Berkeley (Feb. 27, 2025), available at https://berkeleyca.gov/community-recreation/news/berkeley-police-department-committed-ensuring-our-community-safe-and; Long Beach City Council, *Recommendation to Strengthen the City's Values Act and Reaffirm Commitment to SB 54*, Council Meeting (Jan. 7, 2025), available at https://longbeach.primegov.com/meetings/ItemWithTemplateType?id=55769&meetingTemplateType=2.

[17] See Santa Barbara County Sheriff's Office Santa Barbara SO Policy Manual, p. 362, available at https://www.sbsheriff.org/wp-content/uploads/2024/06/Lexipol_20240408_SBSO-Policy-Manual.pdf.

[18] This information can be access here: https://carpinteriaca.gov/know-your-rights/.

POLICY CONSISTENCY

The proposed actions are consistent with current State law and City policies.

FINANCIAL CONSIDERATIONS

The U.S. Attorney General Bondi's Sanctuary City AG Memo aims to prohibit any sanctuary jurisdictions from accessing federal grants administered by the DOJ. While the City itself has not identified itself as a sanctuary jurisdiction, the California Values Act could put the City at risk of being unable to access federal funding. Litigation related to sanctuary jurisdictions is ongoing and it is unclear whether any funding will be frozen in California jurisdictions.

That being said, compliance with state law is required. Staff's recommendation is to continue compliance with state law and the California Values Act.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The U.S. Attorney General is filing lawsuits in many jurisdictions related to immigration enforcement, and could possibly try to challenge the California Value's Act on different grounds in an attempt to invalidate it. However, compliance with current state law is required. Staff's recommendation is to continue compliance with state law. The City Attorney has assisted in the preparation of the attached resolution and will be available to answer questions at the meeting.

OPTIONS

1. Adopt Resolution No. 6372, affirming continued compliance with California Values Act.
2. Do not adopt the Resolution No. 6372 and provide direction to staff as appropriate.
3. Take other action as directed to staff.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

A. Resolution No. 6372

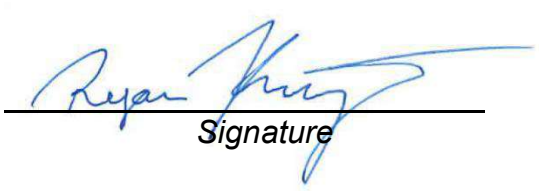
Staff contact:
Jena Shoaf Acos, on behalf of
Brownstein Hyatt Farber Schreck, LLP
Acting as City Attorney of the City of Carpinteria



Signature

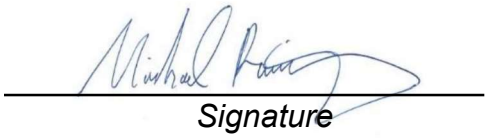
for

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

Resolution No. 6372

RESOLUTION NO. 6372

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA REAFFIRMING THE CITY'S COMMITMENT TO COMPLIANCE WITH THE CALIFORNIA VALUES ACT (SB 54) REQUIREMENTS

WHEREAS, Senate Bill 54 (de León), (the "California Values Act"), codified as California Government Code Section 7284 *et seq*., was signed into law by Governor Jerry Brown on October 5, 2017, and took effect on January 1, 2018; and

WHEREAS, the California Values Act was adopted by the California State Legislature to ensure that state and local resources are not spent to support mass deportations, separate families, or compromise public safety by undermining trust between immigrant communities and local government; and

WHEREAS, the City of Carpinteria ("City") is a diverse community of people from a variety of cultural backgrounds, economic statuses, gender identities, sexual orientations, immigration statuses, religions, and ethnicities; and

WHEREAS, on January 22, 2025, California Attorney General Bonta reiterated that the California Values Act is California law that was upheld by the Ninth Circuit; and

WHEREAS, the City has historically upheld the California Values Act, ensuring that all residents, regardless of immigration status, can engage with City services without fear of local enforcement actions based solely on immigration status; and

WHEREAS, multiple cities throughout California have passed or are in the process of passing resolutions reaffirming their commitment to following California law and the California Values Act; and

WHEREAS, the City does not have its own law enforcement force, and instead contracts with Santa Barbara County ("County") to provide law enforcement service within the City; and

WHEREAS, the County Sheriff's Office ("Sheriff's Office") is familiar with the California Values Act and acknowledges that it is following it; and

WHEREAS, the Sheriff's Office also has Policy 428 in place which reiterates the requirements under the California Values Act and generally prohibits the Sheriff's Office from carrying out federal functions; and

WHEREAS, the City is committed to working with our partners and elected representatives at the County, State, and Federal levels of government to support policies that affirm the rights of City residents, workers, and visitors; and

WHEREAS, in light of recent actions by the federal government under the new presidential administration, including increased ICE raids and the expansion of immigration enforcement powers, the City recognizes the importance of supporting our residents who may become the targets of deportation, family separation, and the violation of civil liberties; and

WHEREAS, the City fully embraces the system of democracy, checks and balances, the rule of law, and federalism enshrined in the United States Constitution and Bill of Rights and will do everything in its power to protect these sacred institutions and concepts within the City.

NOW, THEREFORE, BE IT RESOLVED, as follows:

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

SECTION 2. The City Council declares and affirms that the City of Carpinteria is a welcoming community, and is a place of unity, trust, and dignity for all residents.

SECTION 3. The City commits to protecting the rights, liberties, and freedoms of Capinteria residents, workers, and visitors, regardless of color, religion, sex, sexual orientation, marital status, immigration status, national origin, race, ethnicity, and/or English proficiency.

SECTION 4. The City Council confirms that the City of Carpinteria is committed to protecting all residents, workers and visitors as authorized by law, including SB 54, and is focused on ensuring safety and dignity of all, regardless of status or class.

PASSED, APPROVED AND ADOPTED on March 10, 2025, 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 March 10, 2025.

_____
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