

City of Carpinteria
City Council Regular Meeting Agenda
Monday, May 12, 2025

Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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

Attendance/Viewing Options:

- Attend the in-person meeting in City Council Chambers at City Hall (5775 Carpinteria Ave.).
- View the meeting live through the City's website (<https://carpinteriaca.gov/city-hall/agendas-meetings/>).
- 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

PUBLIC COMMENT ON CLOSED SESSION MATTERS

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (3) of subdivision (d) of Section 54956.9: One case

TEMPORARY ADJOURNMENT TO CLOSED SESSION

CALL TO ORDER

ROLL CALL

CLOSED SESSION REPORT

PLEDGE OF ALLEGIANCE

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

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

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

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

2. A Proclamation Designating May 2025 as “Asian American & Pacific Islander Heritage Month” in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*
3. A Proclamation Designating May 18 through 24, 2025, as National Public Works Week in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*
4. Fiscal Year 2024-25 Community Services Support Grants Recipients Reports by Girls Inc. of Carpinteria, Boys and Girls Club of Carpinteria Valley, and Carpinteria Children’s Project.
5. Introduction of New Employee: Bret McNulty, Principal Planner.

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

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.

6. Approve the minutes of the regular meeting held April 28, 2025.

7. Receive and file the Expenditures for the period beginning April 21, 2025 and ending May 2, 2025.
8. Adopt Ordinance No. 792, (second reading) updating Carpinteria Municipal Code Chapter 2.04 to Remove Reference to Robert's Rules of Order for the Conduct of City Council Meetings. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Ordinance No. 793, an Ordinance of the City Council of the City of Carpinteria, California, amending Chapter 2.37 of Title 2 (Administration and Personnel) of the Carpinteria Municipal Code To Modify The Provisions Relating To The Appointment And Service Of Youth Representatives On The Library Advisory Commission.

Recommendation: Approve Ordinance No. 793, as read by title only (first reading). *(Requires reading of ordinance title and a roll call vote.)*

Staff Presenter: Jeanette Gant, Parks, Recreation & Community Services Director

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

PUBLIC HEARING: NONE

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

10. City of Carpinteria Equity Plan Update.

Recommendation: Receive and file report from Equity Praxis on the progress and status of the City of Carpinteria's Equity Plan.

Staff Presenter: Michael Ramirez, City Manager

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

11. Development of Policy for Councilmember Attendance at Events.

Recommendation: Receive presentation from staff and provide direction regarding development of policy for Councilmember attendance at events where Brown Act limitations may apply.

Staff Presenter: Jena Acos, City Attorney

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

12. Third Quarter Department Reports for the Fiscal Year 2024/25 Budget.

Recommendation: Receive and File Third Quarter Department Reports for Fiscal Year 2024/25 Budget.

Staff Presenter: Michael Ramirez, City Manager

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

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

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

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

1. Appointees to Other Government Agencies

- a. Beach Erosion Authority for Clean Oceans and Nourishment (BEACON) (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
 - a. E-Conveyance Committee (Mayer & Alarcon)
- 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 on Tuesday, May 27, 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, May 7, 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
MAY 2025 AS
“ASIAN AMERICAN & PACIFIC ISLANDER
HERITAGE MONTH”
IN THE CITY OF CARPINTERIA**

WHEREAS, Asian American and Pacific Islander Heritage Month is a time to recognize the significant contributions of Asian Americans and Pacific Islanders (AAPI) who serve as leaders in business, government, law, education, science, athletics, the arts, and many other fields, and to acknowledge the challenges, including discrimination and violence, that the AAPI community has faced—and continues to face—in the pursuit of equity and inclusion; and

WHEREAS, in 1978, a joint congressional resolution established Asian/Pacific American Heritage Week to commemorate two historical milestones in Asian/Pacific American history: the arrival of the first Japanese immigrants to the United States on May 7, 1843, and the contributions of Chinese workers to the construction of the transcontinental railroad, completed on May 10, 1869; and

WHEREAS, generations of brave women and men made the journey across the Pacific Ocean in search of better lives and opportunities for their families, and in doing so, contributed significantly to the economic prosperity and cultural fabric of communities across California and the United States; and

WHEREAS, according to the U.S. Census Bureau, the AAPI community is 6.4% of Santa Barbara County's population; and

WHEREAS, Carpinteria's history is deeply connected to Asian American families who were instrumental in the early development of agriculture in the Carpinteria Valley and who played a vital role in the founding and growth of the Carpinteria community.

NOW, THEREFORE, the City Council of the City of Carpinteria hereby declares the month of May as Asian American and Pacific Islander Heritage Month in the City of Carpinteria and calls upon all residents to join in honoring and recognizing the rich heritage, history, and ongoing contributions of the AAPI community.

IN WITNESS THEREOF, the Mayor has hereunto set their hand and caused the official seal of the City of Carpinteria, California, to be affixed this 12th day of May, 2025.

ATTEST:

Natalia Alarcon, Mayor
City of Carpinteria

Brian C. Barrett, CMC, CPMC
City Clerk





City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Proclamation Designating National Public Works Week

STAFF RECOMMENDATION

Approve the Proclamation designating May 18 through 24, 2025, as National Public Works Week.

Sample Motion: I move to approve the Proclamation designating May 18 through 24, 2025, as National Public Works Week.

BACKGROUND

National Public Works Week is an annual observance that celebrates the vital contributions of public works professionals in planning, building, operating, and maintaining the infrastructure, facilities, and services essential to resilient and sustainable communities across North America. These services support public health, safety, mobility, and quality of life.

Public works personnel—whether employed by government or the private sector—are responsible for transportation systems (e.g., streets, highways, bridges, transit), public buildings and spaces (e.g., parks, beaches, civic buildings), essential utilities (e.g., water, wastewater, solid waste), conservation efforts (e.g., energy, groundwater), and fleet services (e.g., emergency vehicles, equipment).

The first National Public Works Week was celebrated in 1960 and officially recognized by the U.S. Senate that same year. President John F. Kennedy issued a formal proclamation in 1962. It continues to be promoted by the American Public Works Association (APWA) and Canadian Public Works Association.

Public works personnel are also recognized as first responders, as defined by Homeland Security Presidential Directive 8 (HSPD-8) issued in 2003. They play a critical role in emergency preparedness, response, and recovery alongside law enforcement, fire, and EMS—particularly within the City of Carpinteria, Santa Barbara County Sheriff's Department, and the Carpinteria-Summerland Fire Protection District.

In 2017, the APWA adopted a Public Works First Responder symbol (Figure 1), acknowledged by public safety organizations such as the International Association of Fire Chiefs. In 2020, the Carpinteria City Council designated the symbol as an official City insignia for use on City public works personnel uniforms, vehicles, and equipment.

Figure 1: Public Works First Responder Symbol



This proclamation provides an opportunity for the City Council to recognize public works professionals and raise public awareness of their role in the community, particularly as first responders.

DISCUSSION

The year 2025 marks the 65th anniversary of National Public Works Week. The theme selected by the APWA and Canadian Public Works Association is “**People, Purpose, Presence.**” This theme reflects the core values that drive public works professionals—serving people, fulfilling a sense of purpose, and maintaining a steady presence in our daily lives, often behind the scenes.

Staff recommends approval of the attached proclamation (Attachment A) to honor the dedicated service of Carpinteria’s public works professionals and align with the national observance.

POLICY CONSISTENCY

This action is consistent with City Council policy and **Resolution No. 5402** (2012), which establishes procedures for adopting ceremonial recognitions, including proclamations that promote public awareness or education for designated days, weeks, or months.

FINANCIAL CONSIDERATIONS

There are no financial considerations.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal and risk management considerations.

OPTIONS

1. Approve the Proclamation designating May 18 through 24, 2025, as National Public Works Week.
2. The City Council could choose not to approve the recommendation and provide further direction to staff.

PRINCIPAL PARTIES EXPECTED AT MEETING

City public works personnel.

ATTACHMENTS

Attachment A: Proclamation

Staff contact:

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


Signature

Reviewed by:

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


Signature

ATTACHMENT A

Proclamation

PROCLAMATION

A PROCLAMATION OF THE CARPINTERIA CITY COUNCIL DESIGNATING MAY 18 THROUGH 24, 2025, AS NATIONAL PUBLIC WORKS WEEK IN THE CITY OF CARPINTERIA

WHEREAS, National Public Works Week is an annual observance to celebrate the tens of thousands of individuals who work on public works including infrastructure, facilities, and services that are vital to sustainable and resilient communities and support health, safety, and quality of life all across North America; and

WHEREAS, public works could not be provided without the commitment, dedication, and technical expertise of the public works personnel employed at all levels of government and the private sector, to plan, design, construct, operate, and maintain the nation's transportation infrastructure, public facilities, public spaces, public services, public resources and conservation, and fleet and equipment; and

WHEREAS, in 1960, the United States Senate adopted a resolution affirming the first National Public Works Week; and

WHEREAS, in 1962, President John F. Kennedy signed the Presidential Proclamation of National Public Works Week; and

WHEREAS, in 2003, President George W. Bush defined, through Homeland Security Presidential Directive 8 (HSPD-8), the term first responder to also include public works personnel; and

WHEREAS, as first responders in accordance with HSPD-8, public works personnel are among those responsible for the protection and preservation of life, property, evidence, and environment, during those critical early stages of incident response; and

WHEREAS, in November 2017, the Board of Directors of the American Public Works Association passed a motion to launch a campaign to promote public works personnel as first responders and approved the adoption of the Public Works First Responder symbol as shown herein:

Public Works First Responder Symbol



; and

WHEREAS, on May 11, 2020, the Carpinteria City Council designated the Public Works First Responder symbol, as shown herein, as a permanent official City of Carpinteria symbol for City public works personnel in acknowledgement of their duties as a first responder, to be affixed to City public works personnel uniforms, vehicles, and equipment; and

WHEREAS, as first responders, City public works personnel were called upon to respond to emergencies including the COVID-19 pandemic and winter storms; and

WHEREAS, the year 2025 marks the 65th Anniversary of National Public Works Week and is sponsored by the American Public Works Association and Canadian Public Works Association; and

WHEREAS, it is in the public interest for the Carpinteria community to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works.

NOW, THEREFORE, BE IT PROCLAIMED, the Carpinteria City Council does hereby designate the week of May 18 through 24, 2025, as National Public Works Week in the City of Carpinteria.

IN WITNESS THEREOF, I have hereunto set my hand and caused the official seal of the City of Carpinteria, California, to be affixed this 12th day of May, 2025.

Natalia Alarcon, Mayor
City of Carpinteria

ATTEST:

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



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Fiscal Year 2024-25 Community Services Support Grants Recipients Reports by Girls Inc. of Carpinteria, Boys and Girls Club of Carpinteria Valley, and Carpinteria Children's Project

STAFF RECOMMENDATION

Receive and file reports provided by Community Services Support Grants recipients: Girls Inc. of Carpinteria, Boys and Girls Club of Carpinteria Valley, and Carpinteria Children's Project.

BACKGROUND

As part of the Fiscal Year 2024-25 Community Services Support Grant Program, the City awarded \$30,000 to Girls Inc. of Carpinteria, \$30,000 to the Boys & Girls Club of Carpinteria Valley, and \$25,000 to the Carpinteria Children's Project. This report provides the City Council with an update on the programs and services these organizations have delivered with the support of City grant funding.

DISCUSSION

To enhance transparency and strengthen the City's connection with partner agencies, the City requested these recipients to provide an update to the City Council on how grant funds were used to benefit the Carpinteria community. The updates reflect each agency's efforts to deliver essential services aligned with the City's goals of improving quality of life, supporting youth and families, and addressing community needs.

- **Girls Inc. of Carpinteria** used the grant to support core programming and essential services such as a 24/7 food pantry, after-school academic enrichment, and its designation as a Santa Barbara County Resilience Hub. These services reach more than 3,000 non-duplicated individuals annually, including vulnerable families and youth.
- **Boys and Girls Club of Carpinteria Valley** (United Boys & Girls Clubs) used the funding to support its Power Hour program—an academic support initiative offered

daily to hundreds of youth. With professional staff and a credentialed educator on site, the Club helps bridge the opportunity gap for low-income children, many of whom are English learners and qualify for free or reduced-price meals.

- **Carpinteria Children's Project** directed its funding to early childhood education and wraparound family services, focusing on early literacy, parenting support, and mental health resources. CCP continues to act as a hub for family support services, particularly for families experiencing socio-economic challenges.

These organizations have each prepared a presentation summarizing their achievements and impact, which are included as attachments to this report (Attachment A).

FINANCIAL CONSIDERATIONS

ATTACHMENTS

Attachment A: Presentations – Girls Inc., Boys and Girls Club of Carpinteria Valley, and Carpinteria Children's Project

Staff contact: Ryan Benson, Management Analyst
(805) 755-4442, ryanb@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



**UNITED
BOYS & GIRLS CLUBS**
OF SANTA BARBARA COUNTY

GREAT FUTURES START HERE

For decades, United Boys & Girls Clubs have been opening doors of opportunity and preparing young people for a great future.





OUR MISSION

To enable all young people, **especially those who need us most**, to reach their full potential as productive, caring, and responsible citizens.

VISION

To be the premiere youth service organization in Santa Barbara County Offering:

- *Best in class staff
- *Cutting-edge programming
- *Mission-driven collaborations
- *Advocacy for ALL youth
- *Long-term financial stability



VALUES

BE Accountable	BE Resourceful
BE Inclusive	BE Safe
BE Engaged	BE Great!

OUR SITES



CLUB LOCATIONS

- Carpinteria
- Westside Santa Barbara
- Goleta
- Lompoc
- Camp Whittier

SCHOOL BASED SITES

- Buellton
- Solvang
- Hapgood
- Fillmore

72%

OF MEMBERS
QUALIFY FOR FREE
OR REDUCED LUNCH

\$40

A YEAR
MEMBERSHIP

290

DAYS OPEN
EACH YEAR THAT
EQUALS 14
CENTS A DAY

\$141,690

SCHOLARSHIP
DOLLARS
AWARDED LAST
YEAR

OUR PROGRAMS



Health & Life Skills

Focusing on overall well-being, these programs teach youth about healthy habits, nutrition, personal safety, and making positive life choices. It aims to equip young people with the skills they need for a healthy and fulfilling life.



Sports, Fitness & Recreation

Promoting a healthy and active lifestyle, these programs offer a variety of sports leagues, fitness activities, and recreational opportunities. It emphasizes teamwork, skill development, and the importance of staying active.



Education & Career

These programs focus on academic success, homework assistance, tutoring, and college and career readiness. It helps youth develop critical thinking, study habits, and skills to succeed in school and beyond.



**UNITED
BOYS & GIRLS CLUBS**
OF SANTA BARBARA COUNTY



Character & Leadership

Designed to build responsible, respectful, and caring citizens, this program emphasizes leadership skills, community service, and positive decision-making. It empowers youth to become active and engaged members of their communities.



Camp Whittier

A natural outdoor escape offering year-round camping experiences that build teamwork, self-confidence, and resilience. Camp Whittier provides a fun, safe environment for youth to connect with nature and participate in outdoor activities.



The Arts

Encouraging creativity and self-expression, these programs include visual arts, music, dance, and drama. It provides youth with opportunities to explore their artistic talents and develop an appreciation for the arts.

POWER HOUR PROGRAM

The Boys & Girls Clubs of America's (BGCA) Power Hour program is designed to help young people achieve academic success by providing homework help, tutoring, and engaging learning activities. It aims to create a safe and supportive environment where kids can complete their homework with guidance from trained staff and encourage them to become self-directed learners. Power Hour also offers opportunities for continued learning, such as leisure reading or engaging in high-yield activities once homework is completed.

Homework Help and Tutoring:

Provides assistance with completing assignments and developing academic skills.

High-Yield Learning Activities

Offers engaging activities to reinforce learning and encourage exploration of various subjects.

Self-Directed Learning:

Promotes the development of study habits and encourages students to take ownership of their learning.

**Total Current
Members:**

1,569

**Average Daily
Attendance:**

490

Staff Total:

116

**Other Youth
Served YTD:**

1,449

Club:

Total Members:

Attendance:

Teens:

Carpinteria:

220

38

61

Santa Barbara:

314

104

177

Goleta:

264

60

104

Buellton:

164

95

4

Solvang:

45

13

1

Hapgood:

78

62

0

Fillmore:

59

34

0

Lompoc:

425

84

129

Zero Hunger Food Program:

This Month

YTD

Suppers Served:

3,080

10,141

Lunches Served:

16

637

Breakfast Served:

16

385

**YTD Total
Meals**

11,163





“THE CLUB PROVIDED ME WITH ALL THE RESOURCES I NEEDED TO DEVELOP A STRONG FOUNDATION, AND IT MOLDED ME INTO THE BEST VERSION OF MY YOUNG SELF.”

I can 100% say that without the Boys and Girls Club, I would not be where I am today. Most likely, I would have gotten further entangled in gang activity or drugs as so many of the other kids around my neighborhood did. It's not their fault; it's just all they know. The Club provided me with all the resources I needed to develop a strong foundation, and it molded me into the best version of my young self. From there, I went on to be the first college graduate in my family. I was on the Dean's List several times and graduated on the Chancellor's Honors list with a Bachelor of Science and Economics.

— Luis Mendez, Club Kid Alumnus
Current UBGC Board Member
Technical Account Manager, Yardi

IMPACT

United Boys & Girls Clubs are a vital asset to our community that provide affordable after-school programming at little or no cost to families in need. Support for our programs is an important investment to raise healthy and empowered young people.





Carpinteria Children's Project

Successful Children, Healthy Families, Strong Community



Mission

Carpinteria Children's Project connects families to early education, quality care, diverse resources and support services necessary for their children to thrive, flourish and succeed.

Carpinteria Children's Project (CCP) is a nonprofit dedicated to strengthening families and preparing children for school and life success.

- Serving Carpinteria families since 2009
- Located at the former Main Elementary School campus
- Programs include early childhood education, health navigation, family support, and community partnerships.

About Us



Early Childhood Education



Toddler Program

Serves 18-3 year olds



Early Preschool Program

Serves 3 and 4 year olds

We are more than just preschool...

Early Learning accessible to all

CCP has options for all family budgets.

- Affordable full pay options
- Scholarships that range from 40% to 100% depending on availability of funds.
- Alternative Payment (voucher from the state for parents working or going to school)



Family Support: Family Resource Center

We are community!



Family Resource Center

Provides resources and referrals for families to programs that support mental health, CalFresh and Medi-Cal enrollment, case management and more.



Partner Network

Comprised of on-site partners including CALM, FSA, CommUnify, Hospice, SBDPH, District Supervisor's Office, SBDSS



Partnership with CUSD

We work closely with CUSD to serve families in need of mental health services, basic needs, case management, and parenting support.



Community partnerships

We work closely with the City of Carpinteria, Public Library, and local Service Clubs.

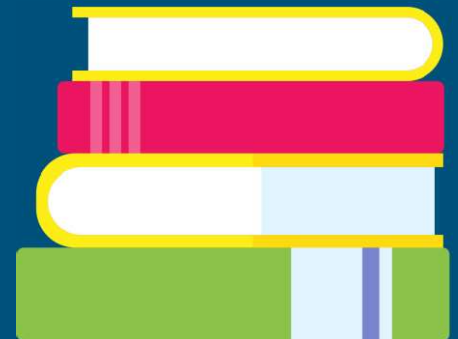


Partnerships that support families, the community and culture.

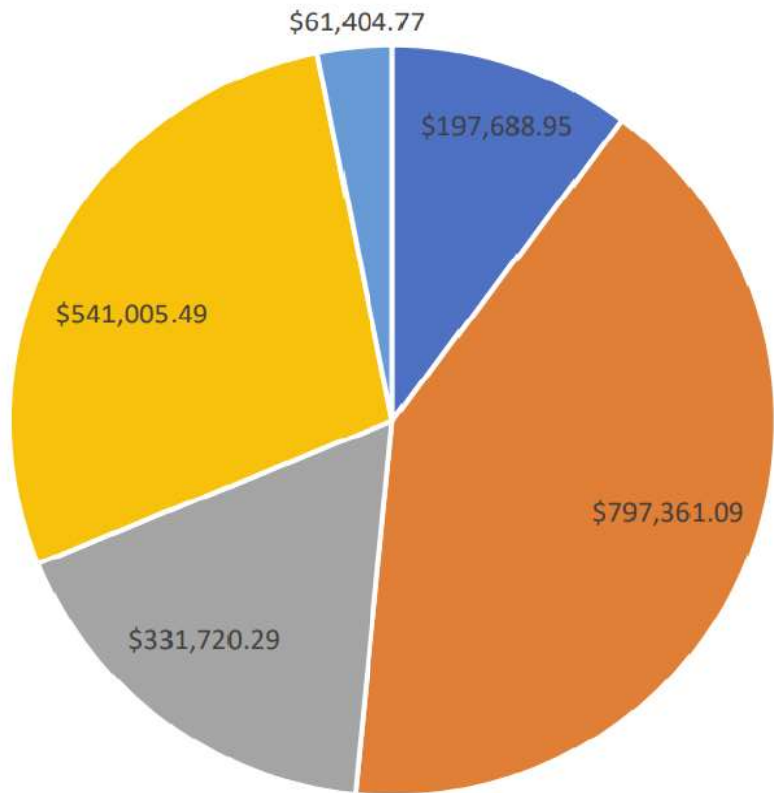
How is this all possible?

Carpinteria Children's Project is made possible by wonderful funders and partners. Most who have supported our work from the beginning.

- James S. Bower Foundation
- Wood-Claeyssens Foundation
- La Centra-Summerlin Foundation
- Linked Foundation
- Cottage Health
- First 5
- City of Carpinteria
- Individual donations



Carpinteria Children's Project
Sources of Revenues - Fiscal 2024
Revenues total - \$1,929,180



Revenue

- Contributions from individuals
- Foundation & government grants
- Contracts & reimbursements
- Tuition
- Interest & dividends

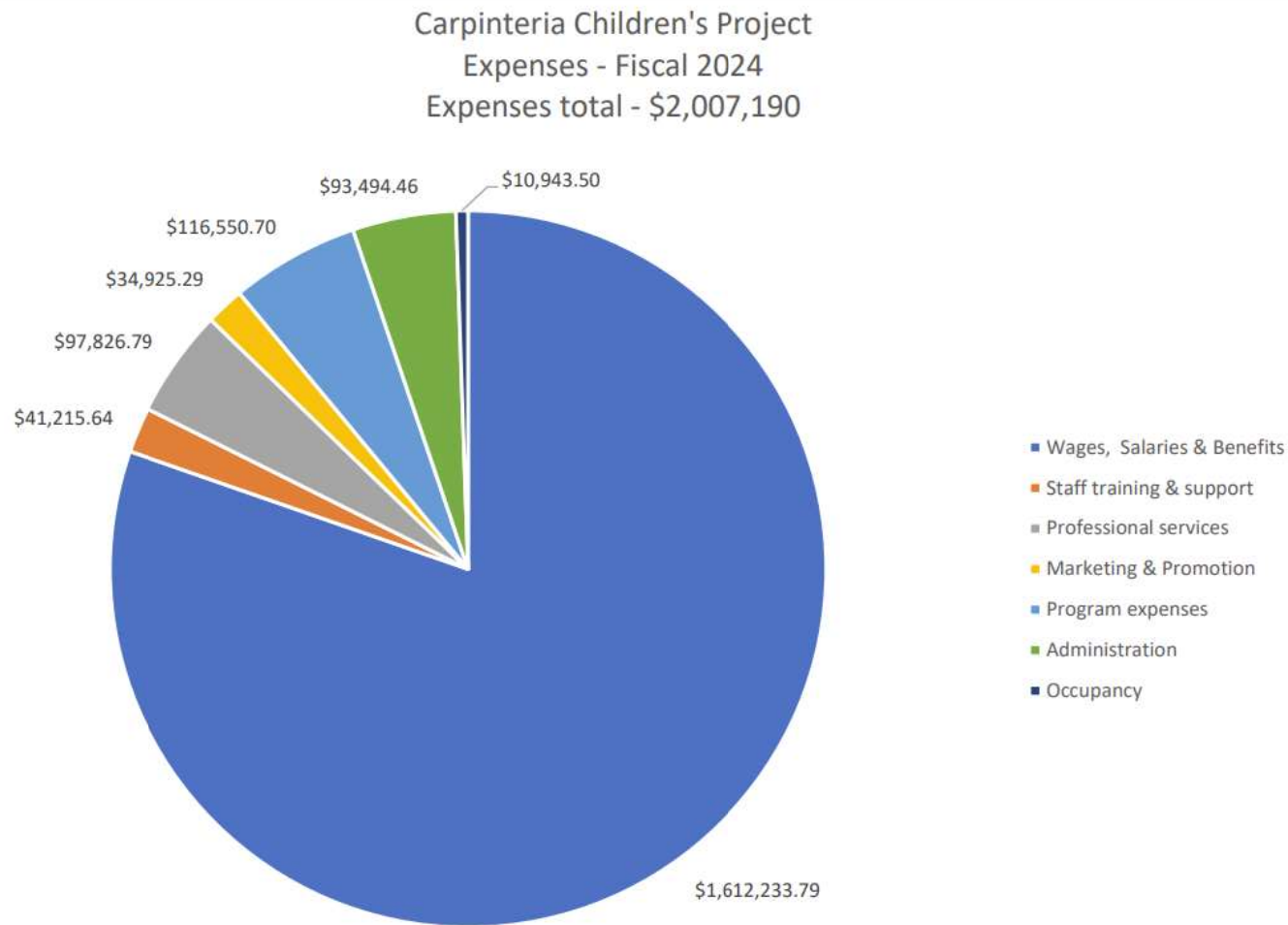
Teamwork makes the dream work!

Staff

We have wonderful staff of 26, mostly teachers, who are committed and dedicated to helping children and families. The majority of our staff has been with us for years. CCP has an 80% retention rate.



Expenses





Mom and child who received FRC services and attended our state preschool



Parker and her brother both attended CCP.



Family Strengthening Field Trip to Sky Zone



Let's go above and beyond!

**Carpinteria Children's Project approved
a three year strategic plan dedicated to
improving our programing,
strengthening our board, and
increasing and diversifying our
funding.**



Thank you!

Families

Partners &
funders

Board

CCP Staff

Volunteers

We are in this together and we can't do it without each other!

Girls Inc. of Carpinteria Presentation will be available at May 12, 2025 Council meeting.

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

REGULAR MEETING AGENDA
MONDAY, MAY 12, 2025
5:30 P.M.

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. Approval of minutes of the regular meeting held April 14, 2025 and the special meeting held April 16, 2025.
5. Carpinteria Community Library Monthly Report – May 2025.

Recommendation: Receive and file the report.
6. New Business & Discussion.
7. Adjournment.

The Carpinteria Library Board of Trustees agenda and any associated staff reports will be available on Thursday, May 8, 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 May 12, 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, May 7, 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, APRIL 14, 2025

1. Call to order and roll call.

President Alarcon called the meeting to order at 6:15 pm.

Boardmembers present:	Boardmember Al Clark Boardmember Julia Mayer Boardmember Wade T. Nomura Vice President Mónica J. Solórzano President Natalia Alarcon
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Staff members present:	Michael Ramirez, Chief Executive Officer Jena Shoaf Acos, Legal Counsel Ryan Kintz, Assistant Chief Executive Officer Eric Castro, Community Outreach Librarian Brian C. Barrett, Secretary
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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

Speakers in-person: Rogelio Delgado

Since Mr. Delgado's comments were not within the subject matter of the Library Board of Trustees, President Alarcon advised Mr. Delgado to make public comment after the City Council has reconvened.

4. Approval of minutes of the regular meeting held March 10, 2025.

There was no public comment.

Motion by Vice President Solórzano, seconded by Boardmember Nomura, to approve the minutes of the regular meeting held March 10, 2025. Upon voice vote, the motion carried unanimously.

5. Carpinteria Community Library Monthly Report – April 2025.

Recommendation: Receive and file the report.

Community Outreach Librarian Castro presented the staff report.

There was no public comment.

Motion by Boardmember Mayer, 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 6:29 pm.

Brian C. Barrett, CMC, CPMC, Secretary

CARPINTERIA LIBRARY BOARD OF TRUSTEES
Carpinteria City Council Chambers
5775 Carpinteria Avenue
Carpinteria, CA 93013

SPECIAL MEETING MINUTES
WEDNESDAY, APRIL 16, 2025

1. Call to order and roll call.

President Alarcon called the meeting to order at 3:02 pm.

Boardmembers present:	Boardmember Julia Mayer Boardmember Wade T. Nomura Vice President Mónica J. Solórzano President Natalia Alarcon
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Boardmembers absent:	Boardmember Al Clark
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Staff members present:	Michael Ramirez, Chief Executive Officer Jeanette Gant, Parks, Recreation & Community Services Director Brian C. Barrett, Secretary
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2. Confirmation of legal noticing and procedural requirements of meeting.

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

3. Library Strategic Planning City Council Workshop.

Recommendation: Akiliah Manuel of Tiny Footprint Farm, LLC will facilitate a visioning session with the Library Board of Directors as part of the strategic planning process for the City's Library. Feedback from the Library Board of Directors will be incorporated into the plan, which will be completed and presented at the August 11th meeting Library Board of Trustees meeting.

There was no public comment.

Consultant Akiliah Manuel of Tiny Footprint Farm, LLC facilitated a visioning session with the Library Board of Directors as part of the strategic planning process for the City's Library. She posed the question that if the Library Board of Directors had no constraints what could the library accomplish in 10 years? The Boardmembers and Parks,

Recreation and Community Services Director Gant each compiled their top five priorities as shown below:

President Alarcon

1. Maintenance
2. Funding
3. Expansion
4. Consistent Increased Programming
5. Robust Youth Programming

Vice President Solórzano

1. Robust Bilingual Programming
2. Extended Hours
3. Enough Staff to Focus on Library Users
4. Robust Programming Calendar
5. Onsite Support for Library Users Experiencing Homelessness

Boardmember Mayer

1. Become Community Center with More Space
2. More Educational Classes
3. Unlimited Offerings in Multiple Languages
4. Partner with Carpinteria Unified School District
5. Summer Reading Program for Teens

Boardmember Nomura

1. Expand Digital Library / Less Books
2. More Motivation to Youth for Literature
3. Unlimited Inventory for Multiple Languages
4. Multilevel Architectural Show Piece
5. Gathering Area for Building Appreciation

Parks, Recreation & Community Services Director Gant

1. Expansion in Size, Staffing, and Selection
2. More Afterschool Programs
3. Mobile Library / Book Mobile
4. Full-Time Literacy Coordinator
5. All Programs Offered in At Least 2 Languages

The Board then determined the top five priorities out of all the priorities presented above and Consultant Manuel noted the top five priorities as the following:

1. Library Expansion / Extended Hours
2. Unlimited Languages Inventory
3. Cultural Awareness and Peace
4. On Site Support for Patrons Experiencing Homelessness
5. More Educational Opportunities and Partnerships

Boardmember Mayer remarked that the more the Library is made into a community center, the harder it will be to make the Library a quiet place for folks to study and learn.

Boardmember Nomura commented on the two facets of appreciation for literature: (1) writing for entertainment/education and (2) writing of yourself (i.e., telling your story).

Consultant Manuel said she would incorporate the Board's feedback into the Strategic Plan which will be compiled and presented at the August 11, 2025 Library Board of Trustees meeting.

4. Adjournment.

President Alarcon adjourned the meeting at 3:58 pm.

Brian C. Barrett, CMC, CPMC, Secretary



City of Carpinteria

LIBRARY BOARD OF TRUSTEES AGENDA STAFF REPORT May 12, 2025

ITEM FOR LIBRARY BOARD OF TRUSTEES CONSIDERATION

Carpinteria Community Library Monthly Report – May 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 Carp Reads program began on Tuesday, April 1, 2025, featuring *Solito* by Javier Zamora. This title and its related programming explore the themes of immigration and personal experiences of being an immigrant in the United States. *Solito* recounts Zamora's experience as a child immigrating from El Salvador to the United States, told from the perspective of a child.

The keynote speaker, Javier Zamora, spoke in conversation with the City Librarian at the Veterans Hall on May 1. There were approximately 120 in attendance. A total of 300 books have been picked up from the Library so far. Additionally, a panel discussion titled "I Am Carpinteria" will feature several community members who are also immigrants, sharing their personal stories. This event, held in partnership with the Alcazar Theater, is scheduled for Thursday, May 15, at 6:00 p.m. at The Alcazar. As with all Library programs, Carp Reads events are at no cost to participants and open to the public.

Program details and complimentary copies of the book continue to be available at the Carpinteria Library while supplies last. This program is made possible through the generous support of the Friends of the Carpinteria Library, who are sponsoring the author talk and book giveaway. The Alcazar Theater is a valued partner in presenting this community-focused initiative.

Staff Updates:

The City Librarian: The application period closed on April 9, interviews were conducted the last week of April, and a candidate for the position has been identified. The recruitment yielded a large number of applicants and a strong applicant pool for interviews.

Library Technician: Joseph Davisson was hired as the new part time Library Technician. He has years of library experience as a Library Tech and grew up in Carpinteria.

Seasonal part time position: The recruitment for a seasonal summer position has closed. This position will provide support for the summer reading program during June and July.

Library Outreach:

The Carpinteria Library recently partnered with the Sheriff's Department to host a fraud prevention presentation in Spanish on April 21, aimed at highlighting common scams targeting the Spanish-speaking community. The presentation, led by Deputy Erica Pereyra, covered a wide range of topics including identity theft, counterfeit money scams, and digital fraud. The 12 attendees had the opportunity to learn about recent fraud trends, how to protect themselves from becoming victims, and what steps to take if they suspect fraudulent activity.

On April 24, Library staff participated in Girls Inc.'s Literacy Night, which focused on the theme of financial literacy. A total of 40 attendees took part in activities designed to promote financial health and learning. Also on April 24, Librarian Jody Thomas attended a community meeting at Canalino School addressing the topic of smartphones and social media. The Library plans to host a follow-up meeting on this topic, and centered around the book *The Anxious Generation* on May 20, in keeping with the Mental Health Awareness Month of May. The Library will be partnering with Girls Inc on May 7, hosting a Youth Mental Health Panel at 4:00pm at the Library. It will be a thoughtful panel discussion on youth mental health, featuring some Girls Inc Eureka! girls along with other local voices. Through personal stories and open conversation, there will be an exploration of the emotional challenges young people face today—and how literacy and storytelling can be powerful tools for resilience, and self-expression. This free, family-friendly event invites kids, teens, parents, and caregivers to engage in meaningful dialogue and walk away with tools to better support youth well-being in our community.

Eric Castro participated in Artesanía Para La Familia Día de los Niños event, at Aliso School on April 10, as well as the Día de los Niños at Carpinteria Children's Project on April 26. Día

de los Niños, or Day of the Children, is a celebration of children, families, and the importance of reading across various cultures that is celebrated in many Latin American countries. The events featured storytelling, crafts, music, and other activities to promote a love of reading and learning among children in the community.

The Library hosted a special program in partnership with the Santa Barbara Chapter of the Vietnam Veterans of America to mark the 50th anniversary of the end of the Vietnam War. The event featured a screening of *Last Days in Vietnam*, an Academy Award–nominated documentary highlighting the final two months before the U.S. withdrawal from Vietnam on April 30, 1975, with 30 attendees.

On May 3, the Library also held an independent learning workshop, which brought together educators and parents interested in alternatives to traditional education. The keynote speaker was Kent Ferguson, founder of Santa Barbara Middle School and the School Down-Under in New Zealand. The event drew 32 attendees.

Library Strategic Plan Update: Work on the Library’s Strategic Plan is ongoing. A community survey was made available to gather public input, and a community conversation was held at the Library at the end of April. In addition, the Library Board of Trustees participated in a visioning session with the strategic planning consultant, Akilah Manuel, to help shape the plan’s direction and priorities.

Literacy Program: Initial assessment interviews have been completed to determine each learner’s proficiency level and identify their individual goals. The process of matching tutors with learners is now underway, and several pairs have already been established.

Operations:

Restroom renovation: New, commercial grade toilets have been installed in the Library restrooms. In addition, tile has been chosen, fixtures ordered, and contractors have been identified to perform renovation work in the library restrooms including replacing the subflooring. The Library may need to be closed for a few days to get the tile work completed; more details to come as a contractor is selected and the work is scheduled.

Patio refresh: Public Works staff have completed a redesign of the Library patio. The updated design includes an expanded wooden deck and additional handrails for safety. This project will be funded through donations made to the Friends of the Library in honor of Brad Smith, a beloved member of the Friends’ Board and a longtime supporter of the Library.

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

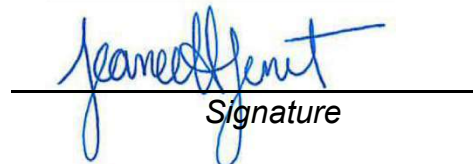
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Staff contact:

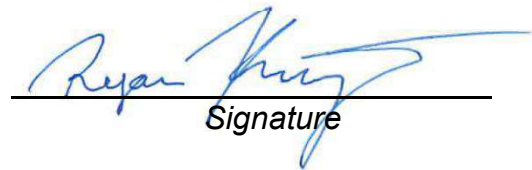
Eric Castro, Community Engagement Librarian
(805) 684-4314, ericc@carpinteriaca.gov


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

SANTA BARBARA SHERIFF'S OFFICE

MEMORANDUM

Memorandum



Date: May 7, 2025
To: Carpinteria City Council
From: Chief Rich Brittingham
Subject: City of Carpinteria – April 2025 Monthly Report
cc: Michael Ramirez, City Manager
Ryan Kintz, Assistant to the City Manager

City of Carpinteria Chief's Recap

Fri, 04/04/25 **Casitas Pass Rd. (Arco)** **E-bike T/C**

The driver of a vehicle was travelling southbound on Casitas Pass Rd attempting to make a left-hand turn into the ARCO parking lot. Traffic heading northbound was backed up due to traffic. A semi-truck traveling northbound left space for vehicles to enter and exit the ARCO driveway. The driver began turning left into the parking lot and did not see a juvenile riding on an e-bike, traveling northbound in the bike lane. The driver was unable to stop in time, causing a collision. The juvenile sustained minor abrasions on her left knee and was evaluated by medical personnel. The juvenile was subsequently transported to the hospital for further evaluation.

Thurs, 04/10/25 **4200 Blk Via Real** **E-Bike T/C**

An out-of-the-area driver was pulling out of the Chevron (4290 Via Real) in his rental vehicle. A juvenile was riding his e-bike at a high rate of speed on the sidewalk in front of this location and struck the front side of the driver's rental vehicle, causing some damage. No injuries.

MEMORANDUM

Thurs, 04/17/25 1000 Blk Casitas Pass Rd.

A deputy investigated a report of an unknown female suspect entering a local bank and impersonating another customer to withdraw \$15,000. The suspect presented the bank teller with a fake ID card to pretend to be a customer. The unknown suspect also had the victim's banking information and signed a withdrawal slip forging the victim's signature. The suspect successfully withdrew \$15,000 and left the bank. The suspect is also in violation of PC 470(d) Forgery, and PC 530.5(a) False Impersonation.

Fri, 04/25/25 4100 Via Real E-Bike T/C

An intoxicated 39-year-old male was riding his e-bike at a high rate of speed on the sidewalk, eastbound on Via Real. The subject failed to navigate the change in direction in the sidewalk and change of road conditions (concrete to broken asphalt), causing him to lose control of the e-bike, go over the handlebars and fall face first to the ground. The subject suffered major trauma to his face, an almost severed nose, and was transported to SBCH.

Wed, 04/30/25 532 PC (Fraud) 6100 Blk Carpinteria Ave

An unknown suspect called the victim and informed her that her bank account had been "Hacked" and that she would need to withdraw \$20,000 immediately to "Keep it safe." The victim followed the unknown suspect's instructions, withdrew the cash, and gave it to two unknown male subjects who met her in the parking lot of the above-mentioned address. After the victim provided the male suspects with the cash, she tried contacting the unknown suspect for further instructions and has been unable to reach the suspect. The victim then spoke with her husband who helped her realize she had been scammed.

MEMORANDUM

Community Outreach

- Deputy Pereyra gave the Spanish Fraud Presentation on 04/21/25. 10 adults were present and actively participated. There was over a 30-minute question and answer dialogue after presentation. Some shared their own experiences. The interaction was well received by the community.
 - Coming soon:
 - E-bike safety committee presentations
 - Continued Elderly Scam presentations
-

Criminal Investigations Bureau City of Carpinteria Investigations

Case Overview (April 2025 Stats)

Number of new cases forwarded to investigations: 24

Number of cases suspended: 1

Number of cases assigned: 6

Number of cases closed by arrest: 2

Number of cases closed by other: 20

Number submitted for complaint: 0

Number of current active cases: 15

SANTA BARBARA SHERIFF'S OFFICE

MEMORANDUM

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

- Scams-
Community members continue to fall victim to scams. Please be vigilant when giving out information or money. Hang up, call a family member, and then call the legitimate business back. There is no rush!
- E-Bike/Bicycle Safety
Bicycle collisions still frequently occur. The bicycle/E-bike safety presentations will be coming soon!

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

April 6, 2025 to April 12, 2025

Sunday 04/06/2025

1324 019 1400 block Chapparral DR (Carp) Cole

Deputies were dispatched to investigate a possible 415 (disturbance) involving 7-8 individuals. The RP believed the incident might be gang related. The involved parties were seen entering a white sedan, with some also in a white van. Deputies located the van on Dahlia Court and conducted a traffic stop. During the stop, six juveniles were contacted. The juveniles were not very forthcoming about the incident but mentioned that they had chased a male from Ventura out of the neighborhood. They further indicated that no physical altercation occurred, and that the confrontation was solely verbal. The juvenile driving the vehicle was unlicensed and was cited. Deputies gathered each juvenile's information, and a 019 report will be authored.

Monday 04/07/2025

0921 594 850 Linden Av (CARP) Schoenneman

The owners of Smart and Final came to the station to report the discovery of graffiti on the back of the building (Maple Ave).

1904 Parole Search Ogan RD (CARP) Oliver

Deputies conducted a parole search on Ogan Road. Items were seized related to the parole terms and forwarded to his parole officer for follow-up.

2330 Incident 4800 block Ninth Street (CARP) Van Duzer

RP called to report on 04/03/2025, a known subject entered his property and stood in the entry way of his front door. The subject did not enter the residence. RP told the man to leave his property and the man did without incident. Due to previous issues the RP wanted an incident report.

0232 065 5700 BLK Via Real (CARP) Van Duzer

Deputies contacted [REDACTED]. A records check indicated he had multiple misdemeanor warrants. [REDACTED] was transported and booked into jail without further incident.

Tuesday 04/08/2025

0735 VAI 4400 Carpinteria Ave (Carp) Goodwin

Deputies responded to the Sea Breeze Mobile Home Park for a reported Pedestrian V. Vehicle. Deputies found the pedestrian was a 5-year-old juvenile who was walking with her care giver to Aliso Elementary School. AMR1 arrived and provided medical treatment to the juvenile and her father arrived at the scene later and transported her to SBCH. After investigating, it was determined that the driver of the vehicle was mostly at fault for making an unsafe turn.

1123 487 1222 Cravens Ln (CARP) Schoenneman

RP called to report that his firearm, a Glock 21, had been stolen from his storage unit. Upon inspecting the storage unit, there were no signs of forced entry and only his elderly father, and storage facility staff had the combination. The stolen firearm was entered into CLETS.

Wednesday 04/09/2025

0030 11357(a)(2) HS Carpinteria Av/Vallecito (CARP) Oliver

Deputies conducted a traffic enforcement bike stop on [REDACTED]. A search of his belongings revealed multiple marijuana products, for which he was cited and the products were seized.

1836 273.6 PC 4700 block Ninth St. (CARP) James

Deputies were called for a violation of a served domestic violence restraining order. The subject was located, arrested and transported to jail without further incident.

Thursday 04/10/2025

1200 647(f)PC Via Real/Santa Ynez (Carp) Brady

[REDACTED] was contacted passed out near the Via Real Santa Ynez bus stop. He was on the sidewalk blocking the road and had 8 empty 50ml containers of Fireball Whiskey around him and one full one on his person. He had no idea where he was and was arrested for 647(f) PC.

1730 11-82 E-bike 4290 Via Real (Carp) Skall

RP was pulling out of the Chevron in his rental vehicle when a juvenile, was riding his e-bike at a high rate of speed on the sidewalk, struck the front side of the vehicle, causing some damage.

Friday 04/11/2025

1831 ? Noise Island Brew (Carp) Skall

RP called to complain about the live music at Island Brew. The music was a very reasonable volume, and there were no other complainants, but the RP believed Island Brew was in violation of their permit. Upon review of CC's 5.40 Live Performance and 9.70 Public Nuisance, it appeared there was no violation. RP called about 90min later regarding the same thing.

Saturday 04/12/2025

2047 422 PC 1220 Franciscan Court (Carp) Van Duzer

Deputies responded for an ongoing neighbor dispute. Report taken, follow-up to be completed by patrol to obtain statement from the suspect.

2205 Missing Diver Santa Cruz Island (SB County) Oliver / Cintron

39 area units were advised the US Coast Guard was conducting a search of Santa Cruz Island for a missing diver and requested SBSO assistance. It was a male left the Santa Barbara Harbor on 4-9-25, at approximately 0900 hours on his boat. It is believed he was alone on the vessel. When he failed to appear at work, they contacted the US Coast Guard. The Coast Guard had been searching for him since 0800 hours. At approximately 1538 hours, the boat was located floating south of Santa Cruz Island, vacant. On board, Coast Guard located personal effects, his clothing was folded neatly, and one dive tank was missing. The vessel's batteries were dead, so the boat was towed to Santa Barbara Harbor. At the harbor they recharged the batteries and per the boat's GPS, the boat was last anchored north of Santa Cruz Island. They believe at some point the boat broke anchor and floated south with the tide. Coast Guard stated they had boats and aircraft checking the island but requested a land search by SBSO. Search and Rescue was contacted, and a team will fly to the Island on the morning of 4-13-25, to begin the land search. A missing person's report was authored, and he was entered into MUPS. At this time, the investigation will remain with the US Coast Guard and SBSO Search and Rescue.

Commander's Recap

Coastal Patrol Bureau

April 13, 2025 to April 19, 2025

Monday 04/14/2025

1457 PC 532 5775 Carp Ave (CARP) Cole

Victim arrived at the Carpinteria station to report fraud. Victim was expecting a transfer from an auction company in New York. Victim discovered someone had impersonated him via email and forged a docu sign changing the location for the money to be sent to a bank in Kentucky.

Tuesday 04/15/2025

1412 PC 487 3300 Via Real (Polo Fields/ CARP) Rodriguez

Theft of two chairs worth about \$1,900 total were stolen from an event at the Polo Fields in January of 2025.

1948 273A PC 1300 block Camino Trillado Mendez

Deputies responded for a family dispute that resulted in a battery. The report was submitted to the DA's office for review and a report was submitted to CWS.

Wednesday 04/16/2025

1152 030 6800 Blk Casitas Pass Rd (CARP) Schoenneman

A missing 33-year-old male out of Santa Paula was found deceased in his parked vehicle. The decedent had likely been deceased for over 24 hours. No indications of foul play were found upon the decedent's remains or at the scene and he was transported to the coroner's bureau.

1147 009A 5400 block Eighth Street (CARP) Cole

RP called to report her 78 year old husband missing.

0212 Traffic/008 Santa Ynez Over (Carp) Skall

A vehicle driving without lights and with too many people seated in the backseat was stopped on the Santa Ynez Over. The car was occupied by 6 San Fernando HS students, with a 15yo unlicensed driver. 5 out of the 6 occupants were not wearing seatbelts, and one was seated on another's lap in the backseat. All 5 were issued citations for seatbelt violations, and the driver was cited for VC12500. The driver was transported back to the Carp State Beach campground where they were staying, and the licensed 18yo drove the rest there.

Thursday 04/17/2025

1446 PC 459 1023 Casitas Pass RD (CARP) Cole

Deputies responded to investigate a report of an unknown female suspect entering Montecito Bank In Trust and impersonating another customer to withdraw \$15,000. The suspect presented the bank teller with a fake ID card in order to pretend to be a customer. The unknown suspect also had the Victims banking information and signed a withdrawal slip forging the signature. The suspect successfully withdrew \$15,000 and left the bank. The suspect is also in violation of PC 470(d) and PC 530.5(a).

Commander's Recap

Coastal Patrol Bureau

April 20, 2025 to April 26, 2025

Sunday 04/20/2025

0628 594.3 4900 block 9th St (CARP) Schoenneman

RP called in to report a glass door being shattered. The glass was tempered, so it remained in place. The suspect(s) were unknown.

2328 DUI El Carro/Linden (CARP) Hernandez

Traffic stop was initiated due to the vehicle driving above the speed limit on Linden. The driver admitted to consuming two beers and FSTs were conducted. Based on the investigation, the driver was arrested for DUI and during a consent search of the vehicle and passenger, the passenger was found in possession of two bindles of meth. Both booked at SBCJ.

Monday 04/21/2025

1953 10851VC 5436 Carpinteria Ave(CARP) Oliver

BOL was given of recently stolen vehicle from Starbucks on Upper State Street. CHP located the vehicle in the Casitas Plaza Shopping Center after receiving information from victim's friend who was tracking the vehicle with an app. Suspect, [REDACTED] was observed walking away from the area of the vehicle and based on the investigation, it was suspected he was the driver. Deputies arrested [REDACTED] for 10851 VC.

Tuesday 04/22/2025

1547 019 5600 block Carpinteria Ave (Carpinteria) Goodwin

RP contacted the Sheriff's Department wanting to report her ex-neighbor that came by her residence unannounced and asked her on a date. RP thought this was strange behavior since she was only in contact with the neighbor in passing and conversation was never past 'Hi' and 'Bye'. The Male was contacted by Deputies and advised not to contact her in the future.

Friday 04/25/2025

2005 VAI 4160 Via Real (CARP) James

An intoxicated 39-year-old male was riding his e-bike at a high rate of speed on the sidewalk, eastbound on Via Real. When approaching the Sandyland Reef Motel, the subject failed to navigate the change in direction in the sidewalk and change of road conditions (concrete to broken asphalt), causing him to lose control of the e-bike, go over the handlebars and fall face first to the ground. The subject suffered major trauma to his face, an almost severed nose, and was transported to SBCH.

2259 DUI 7th St/Reynolds (CARP) Hernandez

Traffic stop was initiated of a vehicle driving without headlights. During the investigation, it was determined the 20-year-old driver had a 0.065% BAC, in violation of 23152(a)VC & 23140VC; subject booked into SBJ.

Saturday 04/26/2025

1709 11550/11364 HS 5348 El Carro Lane (CARP) Van Duzer

Deputies responded to a narcotics investigation located at El Carro Park. Deputies observed the suspect (later identified as [REDACTED]) holding a narcotic pipe. Suspect consented to a urine test. Urine sample returned positive for multiple narcotics. Subject arrested for 11550 H&S and 11364 H&S.

2205 23152(a/b)VC/4060BP 900 block Pear St (CARP) Oliver

Deputies responded to a DUI driver who stopped her vehicle on Pear St. The front right bumper, tire, and quarter panel had significant damage. The RP followed the vehicle from the 101 freeway in Summerland. The Driver could not conduct FST's without falling and had a BAC of .175% (PAS), .16%, and .15%. The driver was also in possession of several prescription pills without a prescription. She was arrested for 23152(a/b) VC and 4060 BP.

Commander's Recap

Coastal Patrol Bureau

April 27, 2025 to May 3, 2025

Sunday 04/27/2025

1017 459.5 850 Linden Ave (CARP) Schoenneman

Deputies were dispatched to Smart and Final for a theft. The suspect was gone upon arrival. Security camera footage and a citizen's arrest form were obtained. Later the same day, deputies were dispatched to a disturbance at AM/PM. Upon locating the suspect, he was identified as the shoplifting suspect from Smart and Final. The suspect, [REDACTED], was arrested and booked into SBJ.

2150 647(f) Linden Ave/ Nipomo Drive (CARP) Van Duzer

[REDACTED] was contacted as he was stumbling down a sidewalk almost falling into bushes. [REDACTED] was unable to formulate any type of coherent sentence. Subject placed under arrest for 647 (f) PC.

Monday 04/28/2025

2145 25400 (A)(1) Holly Ave/ Carpinteria Ave (CARP) Van Duzer

Vehicle was observed travelling westbound Carpinteria Avenue approaching Holly Avenue with expired registration. Traffic stop conducted for 4000(a)(1) VC. Deputy asked driver if he had firearm in vehicle due to multiple DROS returns. Driver advised he had one in his bag. A loaded, unsecured FN five seven was recovered from a satchel on the front passenger floor board of the vehicle. Two children were also inside of the vehicle. Driver arrested for 25400 (a)(1) PC.

2333 3056 PC 4410 Via Real, 7-11 (CARP) Hernandez

[REDACTED] was observed in front of the store, smoking a cigarette; while approaching he entered the store. [REDACTED] is known to be on active parole so he was contacted. [REDACTED] was uncooperative and was detained in handcuffs pending further investigation. He refused access to his cell phone, which is a term of his parole so his parole officer authorized a detainer. [REDACTED] was arrested and booked into SBCJ.

Tuesday 04/29/2025

0727 hrs 422 PC 4200 Via Real (Motel 6) CARP Cole

Deputies responded to a man making threats to a woman. After Deputies investigation concluded, [REDACTED] was arrest& booked in SBJ without further incident for 422 PC and 422.6 PC.

1304 hrs 065 6307 Carpinteria Ave(Procore) CARP Schoenneman

Security called saying there was a female who came in and smelled like alcohol and was not making sense. Security said the female was asking for a ride somewhere. They called deputies because she was sitting in a vehicle, and they were afraid she would drive off. Deputies arrived and discovered [REDACTED] had a warrant for her arrest. [REDACTED] was arrested and booked into jail.

Wednesday 04/30/2025

0935 532 6187 Carpinteria Ave (CARP) Schoenneman

An unknown suspect called the victim and informed her that her bank account had been "Hacked" and that she would need to withdraw \$20,000 immediately to "Keep it safe." The victim followed the unknown suspects instructions, withdrew the cash, and gave it to two unknown male subjects who met her in the parking lot of the above-mentioned address. After the victim provided the male suspects with the cash, she tried contacting the unknown suspect for further instructions and has been unable to reach her. The victim then spoke with her husband who helped her realize she had been scammed.

25-4265 VC 20002 4191 Carpinteria AVE CARP Cole

Deputies were dispatched to a hit-and-run involving a white Enterprise flatbed semi-truck with green stripes and a load of cargo strapped to the bed. The truck had been parked in the 4200 block of Carpinteria Avenue. One of the reporting parties heard a loud bang and saw the driver of the flatbed truck, along with the driver of a possibly white box truck parked behind it, exit their vehicles and walk around briefly. Both drivers then re-entered their vehicles and left the scene, heading eastbound on Carpinteria Avenue. Shortly afterward, it was discovered that the driver of the Enterprise flatbed truck had caused damage to the irrigation main. City workers responded and shut off the water flow. At this time, the suspect/driver has not been identified.

Friday 05/02/2025

1812 211 PC Carp Creek Bike Path (CARP) James

Victim called to report an unknown suspect approached him on a bike, punched and kicked him and took his green iPhone 11 from his bag. The victim described the suspect as an unknown age HMA wearing a black hat and black pants. The victim tracked his missing phone to 1000 Concha Loma. Deputies walked the area but were unable to find the phone or the suspect.

MEMORANDUM



Council Meeting Date: May 12, 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/>.

- Aquatics Part-Time Summer Positions
 - Apply Immediately – Open Until Filled
 - Beach Lifeguard
 - Pool Lifeguard
 - Swim/Water Polo Coach
- Environmental Program Manager – Full-Time
 - Deadline to Apply: June 1, 2025
- Public Works Manager – Full-Time
 - Pending Screening
- Recreation Leader – Part-Time (Two Positions)
 - Pending Screening
 - Beach Boat House (Equipment Rentals)
 - Library (Summer Reading Program)

New Employees

- Eric Castro – Full-Time City Librarian
 - Starts: June 3, 2028

Staff Training/Development

- **Customer Service Training:** On May 1, 2025, several City staff members attended an in-person training titled Customer Service & De-Escalation for Public Agencies: Strategies for Success, presented by California Joint Powers Insurance Authority (CJPIA). Designed for employees who regularly interact with the public, the course focused on enhancing customer service skills for both external and internal interactions. Key topics included understanding the root causes of challenging situations, effective de-escalation techniques, and strategies for building trust with customers.
- **Hazardous Waste Operations and Response Certified:** On May 1, 2025, Public Works Department staff from the Engineering, Maintenance, and Sustainability and Environment divisions received their individual Hazardous Waste Operations and Response (HAZWOPER) recertification, which meets federal Occupational Safety and Health Administration (OSHA) and California OSHA's stringent HAZWOPER standards, respectively. As HAZWOPER certified, these Public Works Department individuals are qualified to handle hazardous substances and respond to hazardous substance emergencies as one of the Carpinteria community's First Responders. Public Works Department staff maintains their individual HAZWOPER certification in order to operate the City's ABOP Program (anti-freeze, battery, oil, and paint).
- **Higher Education:** Management Analyst Stephon Downes received news of acceptance into the Master of Business Administration Program from the E.J. Ourso College of Business at Louisiana State University. Stephon is currently in the Public Works Department and provides administrative support, such as contract administration and budgeting, to the Engineering, Maintenance, and Sustainability and Environment divisions. Stephon aspires to be a city manager one day!

UPDATES ON DEVELOPMENT APPLICATIONS

Save the Dates - NOP and Scoping Meeting for the Surfliner Inn Project

Last month, the City executed an agreement with Environmental Science Associates (ESA) to prepare the Environmental Impact Report (EIR) for the Surfliner Inn Project. The first steps in the EIR process are to publish a Notice of Preparation (NOP) and hold a Public Scoping Meeting (see flowchart below). City Staff and ESA have tentatively scheduled those first steps to occur in the coming weeks:

- NOP 30-day Comment Period: May 29 through June 27, 2025
- Public Scoping Meeting: Monday, June 16, 2025 at 5:30 p.m. in the Council Chambers

The NOP serves as a formal request for public input on the scope and content of the EIR. During the 30-day NOP comment period, responsible agencies and members of the public will be encouraged to submit comments related to the project's potential environmental issues, mitigation measures, and alternatives. The Public Scoping Meeting is proposed to be held within that 30-day comment period to further enhance transparency and public participation. While no project decisions are made at the Scoping Meeting, attendees will have the opportunity to ask clarifying questions about the project and/or the process, and to raise issues regarding the potential environmental impacts in a public setting. This proactive involvement will help ensure that the EIR comprehensively addresses all relevant environmental concerns, leading to more informed decision-making and better project outcomes. All of this information will be prominently posted on the City's project webpage at <https://carpinteriaca.gov/city-hall/community-development/linden-inn-project/> and anyone who would like to be added to the interested parties list should email Mindy Fogg at mindyf@carpinteriaca.gov.



OTHER CITY/COMMUNITY UPDATES

May Day Celebration

The recent May Day celebration was a wonderful success. Attendees enjoyed fresh berry shortcake and participated in festive activities such as crafting May baskets and flower crowns.



HCD Releases Official State Income Limits for 2025

Each year, the California Department of Housing and Community Development (HCD) releases the official State Income Limits, which set the annual income amounts that categorize residents as acutely low-, extremely low-, very low-, low-, or moderate-income households. These categories are used to determine eligibility for various types of affordable housing units and housing assistance programs. The 2025 income limits became effective April 23, 2025. Income limits are calculated for each County and vary depending on the number of people in each household. In Santa Barbara County, the Area Median Income (based off a household of four people) is \$119,100, and did not

change from 2024; however, income limits for extremely low-, very low-, and low-income households increased.

2025 State Income Limits, Santa Barbara County

Number of Persons in Household:		1	2	3	4	5	6	7	8
Santa Barbara County Area Median Income: \$119,100	Acutely Low	12500	14300	16050	17850	19300	20700	22150	23550
	Extremely Low	37100	42400	47700	52950	57200	61450	65700	69900
	Very Low Income	61800	70600	79450	88250	95350	102400	109450	116500
	Low Income	98850	113000	127100	141200	152500	163800	175100	186400
	Median Income	83350	95300	107200	119100	128650	138150	147700	157200
	Moderate Income	100050	114300	128600	142900	154350	165750	177200	188650

For additional details and methodology, visit <https://www.hcd.ca.gov/grants-and-funding/income-limits/state-and-federal-income-rent-and-loan-value-limits>.

City of Carpinteria Fix-it Fair

The City of Carpinteria is hosting the Fix-it Fair on May 31st. Instead of throwing away your old or broken items, the Fix-it Fair is a second chance for your items to live again and perhaps save some money from complete replacement. It also would reduce waste going into the landfill. The event's purpose is to demonstrate how repair is a viable option. Attendees will learn how to fix their items with help from a variety of local experts- from electric guitars and amps to locks and keys. You can also connect with repair businesses which are available year-round. There is a limit of two (2) items per person. The event will be held on Saturday, May 31, 2025, from noon to 4 p.m. in the Veterans Memorial Building, 941 Walnut Ave. If you are a creator, repairer, or anyone with skills and an interest in volunteering time, please submit your interest in the City website at <https://carpinteriaca.gov/public-works/sustainability-and-environment-division/solid-waste-program/fixitfair/>.

AgeWell Lecture Series with "CommUnify"

CommUnify will be the featured presenter for the upcoming AgeWell Lecture Series on Thursday, May 15, from 1:00 PM to 2:00 PM. The presentation will highlight the wide range of programs CommUnify offers to support older adults in Santa Barbara county, including home safety modifications, utility assistance, and resources accessible through the 2-1-1 helpline. As a special bonus, CommUnify will host a drawing at the conclusion of the session, with four attendees receiving a free tablet. The AgeWell Lecture Series is held in the Veterans Hall meeting room and is free to attend.

MEMORANDUM

Date: May 6, 2025
To: City Council
From: Nick Bobroff, Community Development Director
Subject: May 5, 2025 Planning Commission Action



On Monday, May 5th, the Planning Commission considered the following hearing request with Commissioners Allen, Benefield, La Fevers, Moyer, and Van Antwerp in attendance:

1) Decommissioning and Remediation of the Chevron Carpinteria Oil & Gas Processing Facility Project

Planner: Luis Perez, MRS Environmental, Inc.

Applicant: Walid Masri, Chevron West Coast Decommissioning Program

Project: 21-2128-DP/CDP

Location: 5619, 5663, 5675 and 5731 Carpinteria Avenue

Hearing on the request of Walid Masri, on behalf of the Chevron West Coast Decommissioning Program, to consider Project 21-2128-DP/CDP (application filed October 25, 2021) for approval of a Development Plan and a Coastal Development Permit to decommission and remediate the Carpinteria Oil and Gas Processing Facilities under the provisions of the Coastal Dependent Industry (M-CD) and Recreation (REC) Zone Districts; and to certify the Environmental Impact Report (State Clearinghouse No. 2022080026) pursuant to the California Environmental Quality Act (CEQA) Guidelines. The EIR and all documents referenced therein may be reviewed at the Community Development Department, 5775 Carpinteria Avenue, Carpinteria. The EIR is also available for review at the Carpinteria Public Library, 5141 Carpinteria Avenue, Carpinteria. The application involves APNs 001-170-003, -004, -014, -020, -021, -022, and -023, addressed as 5619, 5663, 5675 and 5731 Carpinteria Avenue.

The Planning Commission voted 4-0-1 (Allen recused) to:

- *Accept and certify the Environmental Impact Report prepared for the project as having satisfied the procedural and statutory requirements of CEQA, including acceptance of minor non-substantive corrections thereto;*
- *Select the "Proposed Project Plus Hilda and Hazel Pipeline Removal Alternative" as the preferred Project;*
- *Adopt Resolution PC-25-001, approving the Development Plan and Coastal Development Permit for the Project; and*
- *Amend the adopted Project Conditions of Approval as follows:*
 - *Revise Condition No. 10 (Mitigation Measure Bio.1g, Harbor Seal Rookery Monitoring and Protection), in part, to read: Plan Requirements/Timing: The Carpinteria Harbor Seal Rookery Monitoring and Protection Plan shall be approved by the City prior to the issuance of Grading permits, and fully*

implemented during all Project-related activities within 1,000 feet of periods when the haul-out/rookery is active (December 1 through May 31)...

- *Revise Condition No. 40 (Mitigation Compliance, Monitoring and Reporting Requirement), in part, to read: The mitigation monitoring program shall include, but not be limited to the following elements for the entirety of the project:*
 - *Copies of all required regulatory agency permits and approvals, or a written determination from the applicable regulatory agencies that such permit(s) are not necessary, shall be submitted to the City prior to initiation of Project activities.*

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, April 28, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Alarcon called the meeting to order at 5:31 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
Erin Maker, Environmental Program Manager
Robert Howard, Public Works Supervisor
Ryan Benson, Management Analyst I
John L. Ilasin, Public Works Director
Stephon Downes, Management Analyst II
David Hernandez, Code Compliance Supervisor

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. Presentation of Carpinteria Valley Association's Climate Change Essay Contest Winners – Evelyn Calkins (First Place), Anna Morrison (Second Place), and Luke Donahue (Third Place).

There was no public comment.

Mike Wondolowski representing the Carpinteria Valley Association introduced the winners of the Carpinteria Valley Association's Climate Change Essay Contest – Evelyn Calkins (First Place), Anna Morrison (Second Place), and Luke Donahue (Third Place).

Mayor Alarcon and the Council presented Mayoral Recognition Certificates to each winner.

2. A Proclamation Designating April 2025 as "Healthy People Healthy Trails Month" 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 Vice Mayor Solórzano, seconded by Councilmember Nomura, to approve the Proclamation Designating April 2025 as "Healthy People Healthy Trails Month" in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mark Wilkinson representing the Santa Barbara County Trails Council provided remarks and Mayor Alarcon and the Council presented the proclamation to him.

3. 15-Year Service Award to Erin Maker, Environmental Program Manager.

There was no public comment.

Mayor Alarcon and the Council presented the 15-Year Service Award to Environmental Program Manager Maker who provided remarks. The Council congratulated Ms. Maker on her 15-Year Service Award and on her new position as the Clean Water Project Manager for the County of Santa Barbara and wished her well.

4. Retirement Recognition for Robert Howard, Public Works Supervisor.

There was no public comment.

Mayor Alarcon and the Council presented the Retirement Recognition to Public Works Supervisor Howard who provided remarks. The Council congratulated Mr. Howard on his retirement and wished him well.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

First District Supervisor Roy Lee provided the following updates:

- Townhall meeting on Wednesday, May 21st from 5:00 pm to 6:30 pm at the Veterans Memorial Building where Sheriff's Department, Fire District, and City staff are invited to participate.
- County's status-quo budget set at \$1.69 billion.

There was no public comment.

CITY MANAGER'S REPORT

a. City Employee Updates

Assistant City Manager Kintz provided an update on City recruitments.

City Manager Ramirez provided remarks on outgoing employees Environmental Program Manager Maker and Public Works Supervisor Howard.

b. Updates on Capital Improvement Projects

City Manager Ramirez reported that the Via Real Stormwater Project and Chaney Avenue Emergency Repairs Project were both substantially complete.

c. Updates on Development Applications

See City Manager's Report.

d. Other City/Community Updates

City Manager Ramirez reported on upcoming Public Works, Library, and AgeWell events.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Mike Damron, representing Carpinteria Cemetery District

Emails distributed: Victor Garza

CONSENT CALENDAR:

Vice Mayor Solórzano requested pulling Item No. 13 from the Consent Calendar for discussion and questions.

There was no public comment regarding the pulling of Item No. 13 from the Consent Calendar.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to pull Item No. 13 from the Consent Calendar.

Councilmember Nomura requested the motion be modified to include when this pulled item would be heard.

Vice Mayor Solórzano modified the motion to pull Item No. 13 from the Consent Calendar and place it under the Consideration of Any Items Removed from Consent Calendar and/or Other Agenda Items Requested To Be Advanced Section heard later in the agenda. Councilmember Nomura seconded the modified motion. Upon voice vote, the modified motion carried unanimously.

There was no public comment regarding the approval of the remaining items on the Consent Calendar (Item Nos. 5 through 12 and 14).

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to approve the remaining Consent Calendar Item Nos. 5 through 12 and 14.

City Clerk Barrett read aloud the title of Ordinance No. 792 into the record.

The roll call vote on the motion was as follows:

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

The motion carried unanimously.

5. Approve the minutes of the regular meeting held April 14, 2025.
6. Receive and file the Expenditures for the period beginning April 7, 2025 and ending April 18, 2025.
7. Receive and file the Report of Contracts Executed by the City Manager for the Period of March 4, 2025 through April 7, 2025.
8. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for March 2025.

9. Receive and file the Quarterly Review of the Pension Stabilization Trust.
10. Approve Ordinance No. 792, updating Carpinteria Municipal Code Chapter 2.04 to Remove Reference to Robert's Rules of Order for the Conduct of City Council Meetings. *(Requires reading of ordinance title and a roll call vote.)*
11. Adopt Resolution No. 6395, authorizing signers on City bank accounts.
12. Adopt Resolution No. 6396, as read by title only, authorizing certain officers to order the deposit or withdrawal of monies in the Local Agency Investment Fund (LAIF).
14. Adopt Resolution Nos. 6380, 6381, and 6382, congratulating the Carpinterian of the Year for 2024, the Junior Carpinterian of the Year for 2024, and the Volunteer of the Year for 2024, respectively.

ADMINISTRATIVE MATTERS:

15. Scope of Work Modification for The Alcazar Theatre's FY 2024/25 Community Services Support Grant Award.

Recommendation: Authorize The Alcazar Theatre to apply its unused FY 2024/25 Community Services Support Grant funds toward the "I Am Carpinteria" Forum, a community event held in collaboration with the Carpinteria Community Library on May 15, 2025.

Councilmember Nomura recused himself from this item due to potential public perception and left the Council Chambers at 6:12 pm. Legal Counsel Acos noted that Councilmember Nomura recused himself because his wife works for The Alcazar Theatre.

Management Analyst I Benson provided the staff report.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Mayer, to authorize The Alcazar Theatre to apply its unused FY 2024/25 Community Services Support Grant funds toward the "I Am Carpinteria" Forum, a community event held in collaboration with the Carpinteria Community Library on May 15, 2025 and to direct staff to edit the Community Services Support Grants Program to allow for grantees to request modifications and for staff to be able to review and approve of those modifications during the course of the grant life. Upon voice vote, the motion carried unanimously with Councilmember Nomura absent due to his recusal.

Councilmember Nomura returned to the dais at 6:22 pm.

City Clerk Barrett requested that Item No. 16 be moved to the Consideration of Any Items Removed from Consent Calendar and/or Other Agenda Items Requested To Be Advanced Section later in the agenda due to Carpinteria Valley Water District General Manager Bob McDonald being delayed.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to move Item No. 16 to the Consideration of Any Items Removed from Consent Calendar and/or Other Agenda Items Requested To Be Advanced Section later in the agenda. Upon voice vote, the motion carried unanimously.

17. Report on Street Lighting District No. 1 for Fiscal Year 2025-2026.

Recommendation: Adopt Resolution Nos. 6388 and 6389, acting to accept and file the mandatory Annual Report and set the matter of the continuation of Street Lighting District No. 1 for Fiscal Year 2025-26 for public hearing at the regular City Council meeting of May 27, 2025.

Management Analyst II Downes presented the staff report.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to adopt Resolution Nos. 6388 and 6389, as read by title only. Upon voice vote, the motion carried unanimously.

18. Report on Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution Nos. 6390 and 6391, acting to accept and file the mandatory Annual Report of the City Engineer and set the matter of the continuation of Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2025-26 for public hearing at the regular City Council meeting of May 27, 2025.

Management Analyst II Downes provided the staff report.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to adopt Resolution Nos. 6390 and 6391, as read by title only. Upon voice vote, the motion carried unanimously.

19. Report on Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution Nos. 6392 and 6393, acting to accept the mandatory Annual Report and Budget and set the matter of the continuation of Parking and Business Improvement Area District No. 4 for Fiscal Year 2025-26 for public hearing at the regular City Council meeting of May 27, 2025.

Management Analyst II Downes provided the staff report and noted an error in Section 7 of Resolution No. 6393 which misstated that the time for hearing protests was Monday, May 26, 2025 when it should be stated as Tuesday, May 27, 2025.

Vice Mayor Solórzano requested a presentation from the Downtown "T" Business Advisory Board.

Councilmember Nomura requested an audit or report back on how Parking and Business Improvement Area District No. 4 funds are spent.

Speakers via Zoom: Lorraine McIntire

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to adopt Resolution Nos. 6392 and 6393, as read by title only and correct the time for hearing protests to be Tuesday, May 27, 2025 in Section 7 of Resolution No. 6393. Upon voice vote, the motion carried unanimously.

20. Report on Winter Protection Berm Assessment District No. 5 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution No. 6394 to accept the mandatory Annual Report and Budget and to schedule a public hearing on the continuation of Assessment District No. 5 for Fiscal Year 2025-26 at the regular City Council meeting on May 27, 2025.

Management Analyst II Downes presented the staff report.

There was no public comment.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to adopt Resolution No. 6394 to accept the mandatory Annual Report and Budget and to schedule a public hearing on the continuation of Assessment District No. 5 for Fiscal Year 2025-26 at the regular City Council meeting on May 27, 2025. 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

The Council moved and heard Item Nos. 13 and 16 under this section of the agenda.

13. Authorize the City Manager to execute a Professional Services Agreement with California Consulting, Inc. for grant writing and grant administration services in an amount not-to-exceed \$50,000.

City Manager Ramirez presented the staff report.

Speakers in-person: Patrick O'Connor

Motion by Vice Mayor Solórzano, seconded by Councilmember Clark, to authorize the City Manager to execute a Professional Services Agreement with California Consulting, Inc. for grant writing and grant administration services in an amount not-to-exceed \$50,000. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

16. Development Permit Application Authorization concerning the Carpinteria Advanced Purification Project.

Recommendation: Authorize the City Manager to sign City Permit Application No. 24-2313-CUP/CDP on behalf of the City of Carpinteria as property owner for the Carpinteria Advanced Purification Project. *(Requires a roll call vote.)*

Public Works Director Ilasin provided the staff report and Bob McDonald, Carpinteria Valley Water District General Manager responded to questions of the Council.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to sign City Permit Application No. 24-2313-CUP/CDP on behalf of the City of Carpinteria as property owner for the Carpinteria Advanced Purification Project. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

Mayor Alarcon recessed to a break at 7:41 pm and reconvened the meeting at 7:52 pm.

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

21. Code Compliance First Quarter Report for 2025.

Recommendation: Receive and file the First Quarter of 2025 Code Compliance Report.

Code Compliance Supervisor Hernandez presented the staff report and PowerPoint presentation.

Speakers in-person: Susan Allen

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to receive and file the First Quarter of 2025 Code Compliance Quarterly Report. Upon voice vote, the motion carried unanimously.

22. Potential Local State of the City Event.

Recommendation: Direct staff to plan and execute, or assist with planning and execution of, a local State of the City event; accept staff recommendations; and provide direction where requested.

City Manager Ramirez and Assistant City Manager Kintz provided the staff report.

Speakers in-person: Fred Shaw

The Council provided feedback on the local State of the City Event and City Manager Ramirez noted staff would bring back an event proposal to receive further input from the Council and he summarized the Council's current feedback on the event:

- Take more time to prepare for the event which will be held on a weekday evening and consider all the pros and cons with holding the event at the Veterans Memorial Building or at City Hall.
- The event will be sponsored by the City.
- Look at low cost options for food, activities for youth, and Spanish translation services.
- Hear presentations from the Mayor and City Manager, show the City video, hold a question and answer panel with department heads and Council with questions

submitted by the public in advance and get feedback from the public on what they'd like to see for the next local State of the City event.

LEGISLATIVE UPDATE

Legal Counsel Acos reported on the following bills:

- Assembly Bill 650 which CalCities and the City Attorney's Office recommend the Council send a letter of support for this bill.
- Senate Bill 634 which CalCities and the City Attorney's Office recommend the Council send a letter of opposition regarding this bill.
- Senate Bill 79 which was presented at the last City Council meeting and the Council voted to send an opposition letter regarding this bill.
- Federal Bill proposed by Congressman Salud Carbajal called the California Clean Coast Act which would not allow offshore drilling off the coast of California in the future.

There was no public comment.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to direct staff to draft letters as recommended and bring back a summary of Congressman Carbajal's bill. Upon voice vote, the motion carried unanimously.

Legal Counsel Acos noted that the summary of Congressman Carbajal's bill would be heard at the next Council meeting.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Vice Mayor Solórzano reported on the Santa Barbara Metropolitan Transit District's community meeting at the Carpinteria Library last week where updates on fares and routes were discussed. She also reported that the Public Engagement Committee met for the first time on April 21st and discussed plans for Spanish language outreach from the City and options for the possible local State of the City event.

Councilmember Mayer reported on the Economic Vitality Committee meeting where the group established goals and plans for the Committee and will be meeting monthly.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the regular Council meeting on May 12th.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 8:47 pm.

Natalia Alarcon, Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning April 21, 2025 and ending May 02, 2025.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of April 21, 2025, through May 02, 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 April 21, 2025, and ending May 02, 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: 04/21/2025 - 05/02/2025

Vendor Number Payable #	Vendor Name Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank Payment Type: Regular					
681639	AFLAC Invoice	APRIL 2025 EMPLOYEE PREMIUMS	04/24/2025	179.85	105650
4/15/25	ALICE WISSING Invoice	MINUTES FOR PLANNING COMMISSION MEETING 4/7/25	04/24/2025	160.00	105651
1N6Q-C6RR-MJMN	AMAZON CAPITAL SERVICES INC Invoice	ZIP BOOKS-T. FURUTA	04/24/2025	42.16	105652
INV0007381	ANGELICA PERALTA Invoice	PARK DEPOSIT REFUND	04/24/2025	200.00	105653
INV0007378	ANTHONY VEGA Invoice	PARK DEPOSIT REFUND	04/24/2025	100.00	105654
1028986	BROWNSTEIN HYATT FARBER SCHRECK Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25	04/24/2025	77,351.20	105655
1028987	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
1028988	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
1028989	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
1028990	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
1029906	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
RI 25015170	BUREAU VERITAS NORTH AMERICA INC Invoice	MAR25 ON-SITE INSPECTIONS	04/24/2025	13,047.91	105656
RI 25015171	Invoice	MAR25 MONTHLY PERMIT TECH SERVICES			
RI 25015172	Invoice	MAR25 MONTHLY INSPECTOR SERVICES			
INV0007382	CAROLINA CRUZ Invoice	PARK DEPOSIT REFUND	04/24/2025	100.00	105657
9026	CARPINTERIA ARTS CENTER Invoice	COMMUNITY ART PROJECT FOR CHALK WALK	04/24/2025	3,000.00	105658
25019	ELITE GENERAL ENGINEERING Invoice	CONCRETE WORK AT 5366 EL CARRO	04/24/2025	16,622.85	105659
25031	Invoice	CONCRETE WORK AT 4285 CARPINTERIA AVE			
APR25 805-684-4314-063022-5	FRONTIER COMMUNICATIONS Invoice	APR25 PHONE & INTERNET SERVICES FOR LIBRARY	04/24/2025	458.04	105660
APR25 805-684-7613-042205-5	Invoice	APR25 PHONE & INTERNET FOR LG TOWER & BOATHOUSE			
6456Apr25	INFOARMOR INC Invoice	APR25 IDENTITY THEFT EMPLOYEE PREMIUMS	04/24/2025	63.80	105661
INV0007383	INTERNATIONAL HOUSE OF PANCAKES Invoice	ALL CITY STAFF QUARTERLY MEETING 4/17/25	04/24/2025	626.64	105662
275	JUAN O'S MOBILE REPAIR Invoice	LUBE & OIL, REPLACE SEAT UNIT B1 4/3/25	04/24/2025	4,642.28	105663
276	Invoice	LUBE & OIL UNIT 326 4/3/25			
277	Invoice	LUBE & OIL UNIT 328 4/3/25			
278	Invoice	LUBE, OIL, REPAIR LEVER ASSEMBLY UNIT B2 3/14/25			
279	Invoice	LUBE & OIL, ALL FILTER REPLACEMENT UNIT 324/8/25			
Q1 JAN-MAR 2025	KATRINA FRANCES BARRAZA Invoice	LIBRARY ADVISORY COMMISSION STIPEND JAN-MAR 2025	04/24/2025	60.00	105664
288372	LIEBERT CASSIDY WHITMORE Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25	04/24/2025	4,663.50	105665

INV0007385	LINH N TRAN Invoice	PROJECT CLOSEOUT PL-21-2101	04/24/2025	219.40	105666
Q1 JAN-MAR 2025	LISA COULTER WOOLF Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS JAN-MAR 2025	04/24/2025	75.00	105667
INV0007386	MARICELA LEMUS Invoice	VETS HALL DEPOSIT REFUND	04/24/2025	300.00	105668
28262	MCCORMIX CORP Invoice	FUEL FOR CITY VEHICLES	04/24/2025	308.27	105669
INV0007387	REALITY CARPINTERIA Invoice	PARK DEPOSIT REFUND	04/24/2025	300.00	105670
INV0007388	SANTA BARBARA COUNTY CLERK OF THE BOARD Invoice	CEQA NOTICE OF EXEMPTION FILING FEE 24-2279	04/24/2025	50.00	105671
03/17/2025 3/17/25	SANTA BARBARA COUNTY PUBLIC HEALTH DEPT. Invoice Invoice	BUSINESS PLAN-FACILITY OVERSIGHT-HAZARD WASTE BUSINESS PLAN LEVEL 1 & STATE FACILITY OVERSIGHT	04/24/2025	1,455.00	105672
2504	SANTA BARBARA COUNTY SHERIFFS DEPT Invoice	APR25 CONTRACTED LAW ENFORCEMENT SERVICE	04/24/2025	516,750.00	105673
MAR25 700474689651	SO CA EDISON Invoice	MAR25 ELECTRICITY-4683 9TH ST	04/24/2025	21.19	105674
0021871 PROFORMA	WALSH MARINE PRODUCTS INC Invoice	6 EA/SWIM BUOY, 6 EA/CHAN MARKER WITH TAPE	04/24/2025	3,298.00	105675
76005642	WESTERN EXTERMINATOR COMPANY Invoice	APR25 PEST CONTROL AT VETS HALL 4/2/25	04/24/2025	91.90	105676
INV0007431 INV0007432 INV0007433 INV0007434	MISSIONSQUARE Invoice Invoice Invoice Invoice	MISSIONSQUARE Employee Contributions Deferred Compensation Contribution-Part Time Emp MissionSquareEmployee Contributions MISSIONSQUARE Employee Contributions	05/01/2025	12,340.04	105677
INV0007435	SEIU LOCAL 620 Invoice	Employee Union Dues Contribution	05/01/2025	235.32	105678
111C-QTJC-M1TK 111T-3HR3-C7KH 11ND-4F6H-M7V7 13LP-JKMW-JVDF 1DCV-LF9D-RM4X 1DJM-HF3J-QNFR 1DRM-PJRL-YK7W 1DWG-L4XL-KDH6 1FX4-G9GR-PK1G 1G1P-7H4X-LY4W 1G1T-FCD1-16JD 1G3G-DJN3-1Y9H 1HNT-V1XV-7YXX 1HYM-Y3GW-JDRP 1KFM-N47G-W7NX 1KW7-FM7Y-R4HL 1L7F-VWGP-6WKN 1L94-6HKQ-N1QT 1LR7-7VVP-YPKL 1MWP-NQ3P-CFQX 1N1G-YNCK-J1VT 1PRV-DL6H-KJQ9 1Q3G-QQ1V-T6CM 1Q7C-YL43-WRTV 1QGY-7DTN-36GR 1QQD-H6LD-4KKJ 1R7W-GMCJ-34MG	AMAZON CAPITAL SERVICES INC Invoice Credit Memo Invoice Invoice Credit Memo	ZIP BOOKS-J. ARMBRUST COFFEE MAKER FOR LIBRARY ZIP BOOKS-T. BRYAN DESK CALENDAR P. GREER ZIP BOOKS-T. ALEXANDER BASKET WEAVING KIT FOR AGE WELL PROGRAM BOOKS FOR LIBRARY TRIPOD, MEMORY CARD, MICROPHONE FOR COMMUNICATIONS WALKIE TALKIES, SPEAKERS, MICROPHONE JUNIOR GUARDS BOOKS FOR LIBRARY ZIP BOOKS-M. MURGUIA CRAFT SUPPLIES & GAMES FOR AGE WELL PROGRAM CRAFT SUPPLIES & GAMES FOR AGE WELL PROGRAM ZIP BOOKS-M. CARDENAS ZIP BOOKS-M. VALENT BOOKS FOR LIBRARY BOOKS FOR LIBRARY ZIP BOOKS-E. TERZIEFF 3 EA WOOD CANOE PADDLES FOR JUNIOR GUARDS PORTABLE COMPUTER MONITOR ZIP BOOKS-R. DEACON BASKET WEAVING KITS FOR AGE WELL PROGRAM ZIP BOOKS-S. HARVEY VINTAGE DRESS RETURNED TOOL ORGANIZER FOR COMMUNITY GARDEN MOUSE PAD, PENS, RULERS BOOKS FOR LIBRARY	05/01/2025	2,932.07	105679

1RC6-D9X4-RD4W	Invoice	ZIP BOOKS-D. MAULHARDT			
1RMG-W94C-TG37	Invoice	CRAFT SUPPLIES FOR AGE WELL PROGRAM			
1RY9-LYX9-36MK	Invoice	ZIP BOOKS-M. CARDENAS			
1VTC-9HXP-PWWW	Invoice	ZIP BOOKS-J. WEINBENDER			
1YGG-NKN1-M3GV	Invoice	ZIP BOOKS-M. BLAT			
1YGG-NKN1-WH99	Invoice	ZIP BOOKS-N. NARANG			
1YVF-KFQ9-63MJ	Invoice	ZIP BOOKS-A. STANFIELD			
	Void		05/01/2025	-	105680
	Void		05/01/2025	-	105681
MAR25 L4672004	BAKER & TAYLOR LLC		05/01/2025	855.32	105682
	Invoice	BOOKS FOR LIBRARY			
	CANON FINANCIAL SERVICES INC		05/01/2025	1,249.52	105683
39812457	Invoice	APR25 MAINT & SERVICE CANON PRINTERS			
	CARPINTERIA COMM ASSOC		05/01/2025	240.00	105684
INV0007406	Invoice	COMMUNITY AWARDS BANQUET J. MAYER			
INV0007407	Invoice	COMMUNITY AWARDS BANQUET A. CLARK			
	CARPINTERIA VALLEY LUMBER CO		05/01/2025	465.35	105685
560807	Invoice	PRESSURE TREATED BOARDS FOR LANDSCAPE STEPS SKATEP			
560826	Invoice	TOOLS TO INSTALL LANDSCAPE STEPS SKATEPARK			
561213	Invoice	ANGLE BROOM, PUSH BROOM FOR PUBLIC WORKS SHOP			
561650	Invoice	FLEX PIPE FOR SINK REPAIR AT VIOLA FIELDS			
561673	Invoice	CONCRETE REPAIR AT EL CARRO PARK			
561720	Invoice	SAFETY GEAR FOR J. CRUZ			
	COAST AUTO PARTS INC		05/01/2025	28.85	105686
790155	Invoice	CLEANING TOOLS FOR SWEEPER			
	COASTAL VIEW NEWS		05/01/2025	905.00	105687
62295	Invoice	NOTICE OF PUBLIC HEARING AD 4/17/25			
62308	Invoice	CERT AD 4/24/25			
62318	Invoice	NOTICE OF PUBLIC HEARING AD 4/24/25			
	COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUMBING		05/01/2025	1,820.00	105688
66197	Invoice	JETTED PLUMBING LINES AT VIOLA FIELDS 4/6/25			
66198	Invoice	JETTED PLUMBING LINES AT EL CARRO 4/6/25			
66199	Invoice	JETTED PLUMBING LINES AT VETS HALL 4/6/25			
	EDITH GONZALEZ		05/01/2025	65.00	105689
INV0007437	Invoice	PARK DEPOSIT & FEE REFUND			
	ELITE GENERAL ENGINEERING		05/01/2025	42,010.93	105690
25035	Invoice	CONCRETE WORK AT 5427 CAMEO DRIVE			
25036	Invoice	CONCRETE WORK AT 4772 MALIBU			
	ENCOMPASS CONSULTANT GROUP INC		05/01/2025	4,320.00	105691
06365	Invoice	MAR25 PAVEMENT MAINTENANCE			
	EVERYWHERE RIGHT NOW		05/01/2025	125.00	105692
4304	Invoice	ANNUAL RENEWAL GTRANSLATE SOFTWARE			
	FRONTIER COMMUNICATIONS		05/01/2025	63.48	105693
APR25 805-566-1944-032923-5	Invoice	APR25 PHONE & INTERNET-BEACH STORE			
	GRAINGER		05/01/2025	102.89	105694
9469712054	Invoice	FUSE FOR STREET LIGHT AT CASITAS PASS RD			
	JOSE CEBALLOS		05/01/2025	145.00	105695
INV0007436	Invoice	PARK DEPOSIT & FEE REFUND			
	KIMBALL MIDWEST		05/01/2025	117.33	105696
103250830	Invoice	VALVE ACTUATED PAINT MARKERS FOR PUBLIC WORKS			
	LOWE'S		05/01/2025	2,238.82	105697
MAR25 9800 338916 4	Invoice	MAR25 CARD PAYMENT			
	M KASER AND ASSOCIATES INC		05/01/2025	8,000.00	105698
202519	Invoice	SHORELINE SIGN PROJECT			
	MARBELEA GARCIA		05/01/2025	100.00	105699

INV0007428	Invoice	PARK DEPOSIT REFUND		
	MISSION UNIFORM SERVICE	05/01/2025	210.35	105700
523658711	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 4/14/25		
523658712	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 4/14/25		
	NEW BEGINNINGS COUNSELING CENTER	05/01/2025	4,114.61	105701
50305	Invoice	FEB25 SAFE PARKING PROGRAM		
50336	Invoice	MAR25 SAFE PARKING PROGRAM		
	ONIRACOM CORP	05/01/2025	2,000.00	105702
8745	Invoice	CITY OF CARPINTERIA 60TH ANNIVERSARY LOGO DESIGN		
	POLICORE INC.	05/01/2025	12,416.83	105703
403551	Invoice	IT SERVICES-CITY HALL FEB25		
403552	Invoice	IT SERVICES-CITY HALL MAR25		
	ROCKWELL PRINTING	05/01/2025	133.25	105704
46360	Invoice	APPROVAL STAMP FOR M. PERKINS		
	ROGERS ANDERSON MALODY & SCOTT LLP (RAMS)	05/01/2025	2,200.00	105705
77590	Invoice	FY23/24 AUDIT SERVICES-STATE CONTROLLER REPORT		
	ROSA CASAS	05/01/2025	300.00	105706
INV0007429	Invoice	VETS HALL DEPOSIT REFUND		
	ROTARY CLUB OF CARPINTERIA	05/01/2025	281.00	105707
2025421-8	Invoice	APRIL-JUNE 2025 MEMBERSHIP		
	RRM DESIGN GROUP	05/01/2025	2,017.50	105708
2911-01-0325	Invoice	MAR25 FRANKLIN CREEK TRAIL IMPROVEMENT		
	RYAN KINTZ	05/01/2025	286.80	105709
INV0007420	Invoice	TRAVEL REIMBURSEMENT CJIPIA EXECUTIVE ACADEMY		
	SANDRA ELIZARRARAZ	05/01/2025	100.00	105710
INV0007430	Invoice	PARK DEPOSIT REFUND		
	SANTA BARBARA LOCKSMITH	05/01/2025	25.89	105711
148774	Invoice	KEYS FOR PUBLIC WORKS YARD SHED		
	SO CA EDISON	05/01/2025	325.42	105712
APR25 700163777874	Invoice	APR25 ELECTRICITY-6145 CARPINTERIA AVE		
APR25 700827247063	Invoice	APR25 ELECTRICITY-5781 CARPINTERIA AVE PED PED		
	STAPLES ADVANTAGE	05/01/2025	157.83	105713
6029114980	Invoice	COPY PAPER, ENVELOPES		
	TINY FOOTPRINT FARM LLC	05/01/2025	5,500.00	105714
2	Invoice	STRATEGIC PLANNING PHASE 2 - LIBRARY		
	TORO ENTERPRISES INC	05/01/2025	27,042.70	105715
18822	Invoice	MAR25 CHANEY REPAIR		
	VICENTE LOPEZ	05/01/2025	270.00	105716
INV0007438	Invoice	PARK DEPOSIT & FEE REFUND		
	WAXIE SANITARY SUPPLY	05/01/2025	1,687.88	105717
53135518	Invoice	BATH TISSUE, TRASH BAGS, DOGGIE BAGS		
	WEST COAST ARBORISTS INC	05/01/2025	5,772.00	105718
227855	Invoice	TREE MAINTENANCE 3/16/25-3/31/25		
	WEX BANK (CHEVRON)	05/01/2025	1,449.57	105719
104224666	Invoice	APR25 FUEL FOR CITY VEHICLES		
	ZWORLD GIS	05/01/2025	4,340.00	105720
2025-0163	Invoice	2024 AERIAL IMAGERY REGIONAL COLLABORATIVE		
	CalPERS	04/24/2025	468.54	DFT0003458
100000017881288	Invoice	2025 REPLACEMENT CHARGES A. SIMONIAN		
	CalPERS	05/01/2025	60.14	DFT0003459
4/12/25-4/25/25 PEPRA RETRO	Invoice	PEPRA CONTRIBUTIONS 4/12/25-4/25/25 RETROS		

4/12/25-4/25/25 PEPPRA	CalPERS Invoice	05/01/2025 PEPPRA RETIREMENT CONTRIBUTIONS 4/12/25-4/25/25	14,967.81 DFT0003460
4/12/25-4/25/25 CLASSIC	CalPERS Invoice	05/01/2025 CLASSIC RETIREMENT CONTRIBUTIONS 4/12/25-4/25/25	15,291.19 DFT0003461
PR09 5/1/25	INTERNAL REVENUE SERVICE Invoice	05/01/2025 PR09 5/1/25 FEDERAL TAX DEPOSIT	23,865.61 DFT0003462
PR09 5/1/25	EDD-SIT Invoice	05/01/2025 PR09 5/1/25 EDD PIT TAX DEPOSIT	7,493.46 DFT0003463
PR09 5/1/25	EDD-SDI Invoice	05/01/2025 PR09 5/1/25 EDD SDI TAX DEPOSIT	2,411.33 DFT0003464



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Update to Carpinteria Municipal Code Chapter 2.04 to Remove Reference to Robert's Rules of Order for the Conduct of City Council Meetings.

STAFF RECOMMENDATION

Adopt Ordinance No. 792 (second reading).

Sample Motion: I move to adopt Ordinance No. 792. *(Requires a roll call vote.)*

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 and is intended to describe the Council Advisory Groups, their memberships and duties, and provide meeting guidelines and Rules of Conduct and Decorum.

On March 10, 2025, the City Council adopted 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. The Code of Conduct, like the Council Advisory Group Handbook, provides that meetings are to be conducted in accordance with Rosenberg's Rules of Order. Carpinteria Municipal Code (CMC) Chapter 2.04, however, still directs the City Council to primarily rely on Robert's Rules of Order. The City Council approved the first reading of Ordinance No. 792 which updated the CMC to eliminate references that state council meetings will be conducted according to Robert's Rules of Order on April 28, 2025.

The purpose of this agenda matter is for the Council to adopt Ordinance No. 792 upon second reading. The proposed Ordinance No. 792 is included as Attachment A.

DISCUSSION

With the adoption of the recently approved Code of Conduct and City Council Advisory Group Handbook that refer to the more informal Rosenberg's Rules of Order for the conduct of meetings, CMC Chapter 2.04 needs to be updated to remove references to Robert's Rules of Order as the applicable Code of Conduct. In addition, the time limits on public comment were updated to three minutes to align with the Code of Conduct and City Council Advisory Group Handbook. Updates to CMC Chapter 2.04 include the following:

- Amending Section 2.04.300, subsections A and C (Addressing council – Procedure – Restrictions.) to remove the time limit of five minutes for public comment and replace with three minutes and clarify that self-identification is not a prerequisite for making a public comment.
- Amending Section 2.04.320 (Point of Personal Privilege.) to remove its use to contest questions of a councilmember's integrity, character or motives, which instead may be addressed under Section 2.04.330.
- Amending Section 2.04.330 (Points of Order.) to clarify the circumstances under which this privilege may be used, including addressing questions of a councilmember's integrity, character or motives.
- Amending Section 2.04.340 (Privilege of closing the debate.) to make the presiding officer the person responsible for closing debate.
- Retitling and amending Section 2.04.480 from "Rules of debate – Table of Rules and Robert's Rules of Order to govern" to "Rules of debate – Rosenberg's Rules of Order to govern."
- Amending Section 2.04.490 (Rules of debate – informal procedures permitted when.) to remove reference to Rosenberg's Rules of Order in the conduct of City Council meetings.
- Removing Section 2.04.510 (Table of Rules.) and its accompanying table in their entirety. This section and accompanying table is not needed as it references Robert's Rules of Order.
- Amending Section 2.04.580 (Minutes of council.) to remove the requirement that the names and addresses of persons addressing the council be recorded in the minutes, and instead require that identification of persons addressing the council be recorded when provided.

POLICY CONSISTENCY

Updating CMC Chapter 2.04 to align with the recently adopted Code of Conduct and City Council Advisory Group Handbook 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 Ordinance No. 792 and is available to respond to any questions at the meeting.

OPTIONS

1. Approve Ordinance No. 792, as read by title only (first reading).
2. Amend Ordinance No. 792 and approve.
3. Decline to approve Ordinance No. 792 and direct staff as determined appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

- A. Ordinance No. 792 (with redline)

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

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

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



Signature



Signature



Signature

ATTACHMENT A

Ordinance No. 792

ORDINANCE NO. 792

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA AMENDING CARPINTERIA MUNICIPAL CODE CHAPTER 2.04 (CITY COUNCIL)

WHEREAS, Carpinteria Municipal Code (CMC) establishes City Council meeting procedures and rules of debate (CMC Chapter 2.04); and

WHEREAS, the CMC established Robert's Rules of Order as the parliamentary procedures that govern the conduct of City Council meetings; and

WHEREAS, Robert's Rules of Order are the most commonly referenced parliamentary procedures; however, they are formal, complex, and rather antiquated; and

WHEREAS, the more informal and modern procedures are spelled out in Rosenberg's Rules of Order which 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; and

WHEREAS, 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; and

WHEREAS, the City Council wishes to update CMC Chapter 2.04 to reflect that Rosenberg's Rules of Order shall govern the conduct of all meetings of the City Council and remove any references to Robert's Rules of Order in alignment with the recently adopted Council Advisory Group Handbook and Code of Conduct.

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

SECTION 1. INCORPORATION OF RECITALS.

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

SECTION 2. AMENDMENT OF CMC CHAPTER 2.04.

CMC Title 2 (Administration and Personnel), Chapter 2.04 (City Council) is hereby amended in part as follows (underlines shall denote additions, strikethroughs shall denote deletions):

- 1. Section 2.04.300 Addressing council – Procedure – Restrictions, subsections (A) and (C), are amended as follows:**

- A. Each person desiring to address the council shall fill out a speaker slip, although not a requirement to provide public comment, and approach the podium, ~~state his name and address~~ identify him- or herself for the record ~~if desired,~~ and state the subject which he wishes to discuss (unless he is speaking to an agenda item). ~~state whom he is representing if he represents an organization or other persons and,~~ Unless further time is granted by the presiding officer or majority of the council, the speaker shall limit his remarks to three minutes, and shall confine his remarks to the subject matter which he has previously stated or which is pending before the council. 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.
- C. Under agenda item F as specified in Section 2.04.070, a person speaking may be required to limit his total time as to all subjects to an aggregate of ~~five~~ three minutes.

2. 2.04.320 - Point of personal privilege is hereby amended as follows:

The right of a councilmember to address the council on a question of personal privilege shall be limited to cases in which ~~his integrity, character or motives are questioned, or where~~ the welfare of the council is concerned. A councilmember raising the point of personal privilege may interrupt another councilmember who has the floor only if the presiding officer recognizes the privilege.

3. 2.04.330 - Points of order is amended as follows:

The presiding officer shall determine all points of order subject to the right of any councilmember who requests full council ruling on the question., ~~and the question shall be: "Shall the decision of the presiding officer be sustained?"~~ The majority vote shall conclusively determine such question of order. Points of order shall be limited to cases in which a councilmember's integrity, character or motives are questioned, or anything not considered appropriate conduct for the meeting.

4. 2.04.340 - Privilege of closing the debate is amended as follows:

~~The councilmember moving the adoption of an ordinance, resolution or motion~~ presiding officer shall have the privilege of closing debate, subject to council majority voting the debate should be continued.

5. Section 2.04.480 Rules of debate – Table of Rules and Robert's Rules of Order to govern is amended in its entirety as follows:

~~2.04.480 – Rules of debate – Table of Rules and Robert's Rules of Order to govern.~~

~~Except as otherwise provided in this chapter or provided by law, Robert's Rules of Order, Newly Revised (1970 copyright, Library of Congress Card No. 71-106451) shall govern the conduct of regular meetings of the council; provided, however, the~~

~~Table of Rules relating to motions, as set forth in Section 2.04.510, shall state the procedures to be followed or the vote to be required for any motion, notwithstanding anything to the contrary contained in Robert's Rules of Order.~~

Except as otherwise provided in this Chapter or provided by law, the most current version of Rosenberg's Rules of Order shall govern the conduct of all meetings of the council.

6. Section 2.04.490 Rules of debate – Informal procedures permitted when. is amended as follows:

In the event of the use of informal procedures by the council or the failure of the council to act strictly in accordance with ~~Robert's Rosenberg's~~ Rules of Order ~~or the Table of Rules, as set forth in Section 2.04.510~~, such rules shall be deemed waived by all councilmembers, unless a councilmember expresses his objections at the time when such matter is pending.

7. 2.04.580 - Minutes of council.

The official minutes of the city council will be kept by the city clerk in the Minute Book, with the record of each particular type of business transacted set off in the paragraph with the proper subheads. The clerk shall be required to make a record only of such business actually passed upon by the council, and it shall not be required to record the remarks of any member of the council or any other person, except as specifically provided by this chapter. ~~Names and addresses~~ Identification of persons addressing the council (where provided), the title of the subject matter to which their remarks are relating and whether they spoke in support or opposition of the matter shall be entered in the minutes. The provisions of this section shall be directory and not mandatory.

8. Section 2.04.510 Table of Rules. and its accompanying table are deleted in their entirety. (strikethrough not shown)

PASSED, APPROVED AND ADOPTED on the 12th day of May, 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 Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on May 12, 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

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Ordinance No. 793, an Ordinance of the City Council of the City of Carpinteria, California, amending Chapter 2.37 of Title 2 (Administration and Personnel) of the Carpinteria Municipal Code To Modify The Provisions Relating To The Appointment And Service Of Youth Representatives On The Library Advisory Commission.

STAFF RECOMMENDATION

Approve Ordinance No. 793, as read by title only (first reading).

I move to approve Ordinance No. 793 on first reading, by title only, and to continue the second reading and adoption to the City Council meeting of May 27, 2025.
(Requires reading of the ordinance title and a roll call vote.)

BACKGROUND

On June 14, 2021, the City Council adopted Ordinance No. 747¹, establishing the Municipal Library, Library Board of Trustees, and the Library Division of the Parks, Recreation and Community Services Department (formerly the Parks, Recreation and Public Facilities Department). On October 11, 2021, the Library Board of Trustees approved Resolution No. 6074², which created the Library Advisory Commission (LAC) and established its bylaws.

Subsequently, on June 13, 2022, the City Council adopted Ordinance No. 756³, which superseded Resolution No. 6074 by incorporating its provisions into Chapter 2.37 of the Carpinteria Municipal Code (CMC), thereby formally establishing the Library Advisory Commission by ordinance. On May 28, 2024, the Council adopted Ordinance No. 782⁴, amending Chapter 2.37 of the CMC to modify the composition of the Library Advisory Commission to align reporting requirements with State Law and to allow for the inclusion of a Youth Representative position.

¹ https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=821

² https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=901

³ https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1052

⁴ https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1449

On February 3, 2025⁵, the City Council appointed positions to its Boards, Committees & Commissions. At the time, two youth applicants applied for the single Youth Representative position on the Library Advisory Commission. One applicant was appointed by the Council. During that meeting, Councilmember Mayer inquired whether only one youth position was permitted, which staff confirmed. Following the meeting, multiple Councilmembers expressed interest in exploring options to allow for broader youth participation on the Commission.

At the February 10, 2025⁶, meeting of the Library Board of Trustees, Councilmember Mayer again raised the topic, suggesting that the Library Advisory Commission consider ways to involve multiple youth, especially given their non-voting status and the potential for representing diverse youth perspectives in the community. City Librarian Jody Thomas confirmed that both she and the Commission were supportive of increasing youth participation and that any such change would require a municipal code amendment. Staff committed to bringing forward a proposed ordinance amendment to address this.

The purpose of this agenda item is to present a proposed amendment to Ordinance No. 793, which modifies Chapter 2.37 of the CMC to (1) designate the Library Advisory Commission as the appointing body for Youth Representatives and (2) authorize the appointment of multiple Youth Representatives, based on the number and qualifications of the applicants.

DISCUSSION

To support increased youth engagement in library programs and local government, staff recommend amending Chapter 2.37 of the CMC through Ordinance No. 793. The proposed amendment would authorize the Library Advisory Commission to appoint one or more Youth Representatives from within the library service area.

Youth Representatives would remain non-voting members of the Commission and would not receive a stipend for their service. Appointments would be made by the voting members of the Library Advisory Commission.⁷ Youth Representatives would be eligible to serve a term of two years, with the option to participate only during the academic school year. The number of Youth Representatives appointed would be determined at the discretion of the Commission, based on the number of applications received and the qualifications of the applicants.

This change will allow for greater flexibility and inclusivity, encouraging participation from a broader range of youth and fostering future civic involvement.

POLICY CONSISTENCY

⁵ https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1577

⁶ https://carpinteria.granicus.com/GeneratedAgendaViewer.php?view_id=2&clip_id=1580

⁷ The LAC is composed of five members representative of the library service area who are appointed by the Carpinteria Library Board of Trustees and serve two-year terms ending on January 31st of odd-numbered years. Commissioners receive a \$30 stipend for each LAC meeting they attend.

This agenda item aligns with the City's 2024 Work Plan, Primary Goal #4: "Strengthen Community Institution Collaboration," by identifying and implementing opportunities for meaningful youth engagement in City government.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. Minimal staff time to prepare the report is included in the Adopted FY 2025-26 General Fund Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Staff has consulted with the City Attorney's Office in order to ensure compliance with legal requirements and best practices.

OPTIONS

1. Approve Ordinance No. 793, as read by title only (first reading).
2. Amend Ordinance No. 793 and approve.
3. Do not approve nor adopt Ordinance No. 793

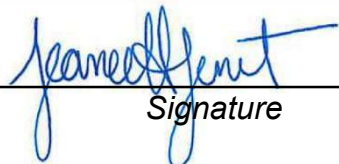
PRINCIPAL PARTIES EXPECTED AT MEETING

None

ATTACHMENTS

A: Ordinance No. 793

Staff contact:
Jeanette Gant, Parks, Recreation and Community
Services Director
(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

Ordinance No. 793

ORDINANCE NO. 793

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, CALIFORNIA, AMENDING CHAPTER 2.37 OF THE CARPINTERIA MUNICIPAL CODE TO MODIFY THE PROVISIONS RELATING TO THE APPOINTMENT AND SERVICE OF YOUTH REPRESENTATIVES ON THE LIBRARY ADVISORY COMMISSION

WHEREAS, on June 14, 2021, the City Council adopted Ordinance No. 747, establishing a Municipal Library, Library Board of Trustees, and the Library Division of the Parks, Recreation and Public Facilities department; and

WHEREAS, on October 11, 2021, the Library Board of Trustees approved Resolution No. 6074 establishing a Library Advisory Commission and adopting bylaws for its operation; and

WHEREAS, on June 13, 2022, the City Council adopted Ordinance 756, which superseded Resolution No. 6074 by incorporating the resolution's contents into Chapter 2.37 of the Carpinteria Municipal Code ("CMC"), thereby establishing the Library Advisory Commission by ordinance; and

WHEREAS, on May 28, 2024, the Council adopted Ordinance No. 782, amending Chapter 2.37 of the CMC to modify the composition of the Library Advisory Commission to align reporting requirements with State law and added the option to include a youth position to the Library Advisory Commission; and

WHEREAS, the City Council now desires to shift the authority for making appointment of the non-voting Youth Representative from the Library Board of Trustees to the Library Advisory Commission and allow for the appointment of multiple Youth Representatives to the Library Advisory Commission.

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

SECTION 1. INCORPORATION OF RECITALS

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

SECTION 2. AMENDMENT TO CODE

CMC Chapter 2.37 ("Library Advisory Commission") is hereby amended in part as follows:

CMC Section 2.37.010 is hereby amended to read as follows (strikeout indicates deletion, underlining indicates addition):

2.37.010 - Established – Membership.

The Carpinteria Community Library Advisory Commission (“commission”) shall be composed of five-members representative of the library service area with an option to expand as needed. Members will be appointed to two-year terms. All members of the commission shall be appointed through nomination by the president of the library board of trustees (“board”) and consent of the board, and shall serve at the pleasure of the board. The commission may also include ~~a Youth Representative~~ Youth Representatives from the library service area. The voting members of the Library Advisory Commission may appoint one or more Youth Representatives from within the library service area. Youth Representatives shall be non-voting members of the Commission and shall not receive a stipend for their service. Youth Representatives may serve a term of up to two years, with the option to participate only during the academic school year. The number of Youth Representatives appointed shall be determined at the discretion of the Commission, based on the number of applications received and the qualifications of the applicants. The commission shall invite a liaison representative from the Friends of the Carpinteria Library, Friends of the Montecito Library, the city representative to the Santa Barbara County Library Advisory Committee, and a representative from the office of the County Board of Supervisors First District to attend regular meetings.

Should additional libraries be added to the Carpinteria Library System in the future, additional voting members may be added to the commission.

The board president and board shall also, through its nomination and appointment process, seek to ensure a commission that is representative of the library service area population demographic; library user groups, including underrepresented user groups; and person(s) knowledgeable in library management and operations.

SECTION 3. SEVERABILITY

If any word, phrase, sentence, section, subsection, or other portion of this Chapter, or application thereof, is declared void, unconstitutional, or invalid for any reason, then such word, phrase, sentence, section, subsection, or other portion, or the prescribed application thereof, shall be severable, and the remaining provisions of this Chapter shall remain in full force and effect. The City Council hereby declares that it would have passed this Ordinance, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases is declared invalid or unconstitutional.

SECTION 4. CERTIFICATION

The City Clerk shall certify to the adoption of this ordinance and, within 15 days after its adoption, shall cause it to be published in accord with California Law.

PASSED, APPROVED AND ADOPTED on the 27th day of May, 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 Ordinance was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of Carpinteria held on May 27, 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

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

City of Carpinteria Equity Plan Update

STAFF RECOMMENDATION

Receive and file report from Equity Praxis on the progress and status of the City of Carpinteria's Equity Plan.

Sample Motion: I move to receive and file the report from Equity Praxis on the progress and status of the City of Carpinteria's Equity Plan.

BACKGROUND

On October 4, 2022, City Council approved a consultant services agreement between the City and Equity Praxis Group (EPG) for assistance with the City's Racial, Equity and Social Justice program.

On June 24, 2024, City Council adopted the fiscal year (FY) 2024-25 budget, including the Racial Equity and Social Justice program as authorized via Resolution No. 5981¹. Strategic goals include conducting an internal audit of the City organization, and continued Diversity, Equity, and Inclusion (DEI) education for application in City practices, policies, and procedures.

The purpose of this agenda matter is to receive a report from EPG on the status of their work, specifically as it relates to their approved consultant services agreement and the City's strategic program goals.

DISCUSSION

Since adopting Resolution No. 5981 in June of 2020 and creation of the Racial Equity and Social Justice program in FY 2021-22, there have been several delays to work progress. Reasons for these delays include the COVID-19 pandemic, dissolution of the

¹ https://carpinteriaca.gov/wp-content/uploads/2020/09/Resolution-No.-5981_Committments.pdf

consultant firm originally selected to provide deliverables now assigned to EPG, and staff vacancies and/or transitions on both the City and consultant sides. Recent delays are primarily due to City staffing vacancies and delays in scheduling, however, progress is being made.

The report by EPG will include the following:

- Brief introduction of Equity Praxis Group.
- Review of what has been accomplished so far.
- Current status, including a brief overview of the Equity Plan.
- Remaining deliverables per the current agreement.
 - ✓ Completion of a final draft Equity Plan for consideration and potential approval by City Council.
 - ✓ Internal DEI audit of the City organization that includes following: Review of Public policies; budgeting and allocation of resources; evaluation of policies; and staff diversity.
 - ✓ Development of a long term and sustainable staff development program that builds on the work of National League of Cities and others and informed by the Government Alliance on Racial Equity (GARE) materials.
 - ✓ Training and coaching on such subjects as: equity-based budgeting; how to build DEI into staff reports; neighbor-to-neighbor efforts and neighborhood leadership capacity building.

POLICY CONSISTENCY

This report can be found consistent with City Council Resolution No. 5981.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with receipt of this report.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The Trump administration signed two executive orders related to DEI: Executive Order 14151, [Ending Radical and Wasteful Government DEI Programs and Preferencing](#), signed by President Trump on January 20, 2025 (Executive Order 14151), and Executive Order 14173, [Ending Illegal Discrimination and Restoring Merit-Based Opportunity](#), signed by President Trump on January 21, 2025 (Executive Order 14173). These two executive orders are currently the subject of ongoing litigation. However, if they are deemed constitutional, entities—including the City—that receive federal funding will be required to certify, through their federal grant or contract awards, that they do not operate any programs “promoting DEI” that violate applicable federal anti-discrimination laws. Both of these executive orders are currently enforceable while the litigation is ongoing.

OPTIONS

1. Receive and file report from Equity Praxis on the progress and status of the City of Carpinteria's Equity Plan.

PRINCIPAL PARTIES EXPECTED AT MEETING

None

ATTACHMENTS

Attachment A: PowerPoint Presentation Slides

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



Signature

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



Signature

ATTACHMENT A

PowerPoint Presentation Slides



Council Update



May 12, 2025



René Castro, MSW

Senior Consultant

He, Him, El

Jarrold Schwartz, MSOD

Founder & Principal

He, Him, El

Equity Praxis Group (EPG) is a mission-driven consulting practice supporting organizations, communities, and individual leaders in fostering diversity, inclusion, equity, and justice (DIEJ).

EPG helps people put cutting edge DIEJ and organization development theory into practice in order to transform their organizations, communities, and, ultimately, our world.

- **Diversity**
- **Inclusion**
- **Equity**
- **Justice**
- **Cultural Proficiency**
- **Organization Development**
- **Systems Change**

Work Completed To-Date

- Data Gathering:
 - 5 community listening sessions
 - 8 individual interviews with community leaders 8 Individual Interviews
- Data Organizing & Analysis
 - Developed a draft report & PPT deck outlining themes
 - Presented themes to City Council, Sheriff, and DEI Committee and captured feedback
- Worked with City's Equity Team to develop a Draft Equity Plan

Current Work

- Working with Equity Team to finalize a draft plan to bring to the Council
- Current Draft Focus Areas:
 - Housing
 - Healthcare
 - Inclusion, Access, Equity
 - Economy & Business
 - Law Enforcement & Public Safety
 - Language Access & Cultural Inclusion

Upcoming Work

Work outlined in the original RFQ:

- “Conduct an internal DIE audit of the City of Carpinteria that includes following: Review of Public policies; budgeting and allocation of resources; evaluation of policies; and staff diversity
- Develop a long term and sustainable staff development program that builds on the work of National League of Cities and others and informed by the Government Alliance on Racial Equity (GARE) materials.
- Provide additional training, coaching on such subjects as: equity-based budgeting; how to build DEI into staff reports; neighbor to neighbor efforts and neighborhood leader capacity building.”



René Castro & Jarrod Schwartz

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City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Development of policy for the City's Councilmember attendance at events.

STAFF RECOMMENDATION

Receive presentation from staff regarding development of a policy for Councilmember attendance at events where Brown Act limitations may apply and provide direction to staff.

Sample Motion: I move to receive the staff presentation regarding development of a policy for Councilmember attendance at events where Brown Act limitations may apply based on the direction and comments provided by Councilmembers.

BACKGROUND

The Ralph M. Brown Act of California ("Brown Act")¹ requires local government business to be conducted at an open and public meeting, except in certain narrow exceptions. The Brown Act applies to all "legislative bodies" of local agencies, including the City of Carpinteria ("City") City Council and any standing committees.²

The Brown Act broadly defines a "meeting" as any event where "any congregation of a *majority of members* of a legislative body at the same time and location, including teleconference locations as permitted by [the Brown Act], to hear, discuss, or take action on any item that is within the subject matter jurisdiction of the body."³ Regular meetings, special meetings, emergency meetings, and adjourned meetings are all included in the

¹ Cal. Gov. Code § 54950, *et seq.* (enacting "sunshine" requirements for local government meetings to ensure the "people's business . . . [is] . . . conducted openly."); *see also*, Cal. Const., art. I, § 3, subd. (b)(7) (guaranteeing public access to meetings of public agencies).

² Gov. Code § 54952 (the Brown Act does not apply to advisory ad hoc committees in certain circumstances).

³ Gov. Code § 54952.2 (defining "meeting" as essentially any gathering of a quorum of Councilmembers to discuss or hear any potential item of City business, even if no action is taken). The Brown Act does not apply to local agency staff or employees, unless the staff or employee is acting as a communication conduit between Councilmembers to otherwise establish serial contact and a quorum. Gov. Code § 54952.2 (c); *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533

definition of a meeting under the Brown Act.⁴ The Brown Act generally provides the minimum requirements for the conduct of local agency meetings to ensure open and public meetings with public notice and opportunity to participate on items before the local agency takes action.⁵

The City defines a quorum as any three members of the City Council.⁶ Unless an exception applies, any “State of the City” address, collective briefing, study session, retreat, workshop, or informal gathering with three or more Councilmembers in attendance, which discusses information within the jurisdiction of the City Council, qualifies as a meeting under the Brown Act and requires prior public notice and opportunity for public participation.⁷

There are six limited event category exceptions under the Brown Act that avoid potential Brown Act violations:⁸

- *Individual contacts*: Contacts or conversations between a Councilmember and another person that do not turn into a series of communications between the other person and a majority of Councilmembers in violation of the Brown Act.⁹
- *Conference attendance*: Three or more Councilmembers may attend a conference or similar gathering open to the public that includes discussion of general interest issues to the public or City, provided the Councilmembers do not discuss the issues among themselves, other than as part of a scheduled program. Annual conferences of the City can be exempt from the Brown Act so long as the conference is open to the public and the attending Councilmembers do not discuss City issues among themselves unless as part of a panel.
- *Community meetings*: Three or more Councilmembers may attend open and publicized meetings held by an organization to address a local community issue, if attending Councilmembers do not privately discuss City issues among themselves. This exception allows for a majority of Councilmembers to attend a local club meeting or local candidate’s event so long as the event is open to the

⁴ Gov. Code §§ 54954(a), 54955, 54956, 54956.5.

⁵ Gov. Code § 54950, *et seq.*; see also Carpinteria Municipal Code § 2.04, *et seq.* (defining further the form and method of public meetings, notice, and a quorum).

⁶ Carpinteria Municipal Code § 2.04.050.

⁷ Gov. Code § 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964); CA Attorney General, “The Brown Act” (2003), p. 10.

⁸ Gov Code § 54952.2(c). Note of caution, when considering whether an narrow exception applies, the California Attorney General will commonly construe the Brown Act as broadly applicable and in favor of public access.

⁹ Gov. Code § 54952(b)(1) (excepting individual Councilmember activities where a Councilmember is acting on their own). Serial meetings occur when either Councilmember A contacts Councilmember B who then contacts Councilmember C to discuss an item and thereby establishing a quorum; or when any person or Councilmember contacts at least two or three Councilmembers to discuss the same item with a quorum of Councilmembers.

public and Councilmembers do not privately deliberate or take action during the event.

- *Other legislative body events:* Three or more Councilmembers may attend an open and publicized meeting of another local agency or legislative body, so long as the Councilmembers do not privately deliberate or take action on City issues.¹⁰
- *Standing committee meetings:* Three or more Councilmembers may attend an open and noticed standing committee meeting so long as Councilmembers who are not members of the standing committee observe only and do not speak or participate.¹¹
- *Social or ceremonial events:* Three or more Councilmembers may attend a social or ceremonial event if they do not discuss City business in private among themselves. This exception can permit the majority of Councilmembers' attendance at sporting events, parties, farewell gatherings, weddings, so long as no City business is discussed or action taken by the Councilmembers during the social occasion.

These exceptions, however, are not absolute. Each of the exceptions may still give rise to the appearance of a Brown Act violation or be lost upon impermissible private deliberations or conduct at the event. A straightforward way of avoiding a Brown Act issue when Councilmembers attend an otherwise excepted event would be to limit attendance to less than a quorum—e.g., to two Councilmembers.

Recently, there have been several events that more than a quorum of the City Council wished to attend and which could have led to a Brown Act violation. The City does not currently have a policy regarding Councilmember attendance at events (that could be subject to Brown Act requirements) and determining which Councilmembers should attend which events has been addressed on an ad hoc basis through discussions with the City Manager. The following discussion outlines policy options for Councilmembers to review and consider for the development of an attendance policy to avoid inadvertent Brown Act compliance issues.

DISCUSSION

Violations of the Brown Act have liability and enforcement risks, and it may not always be clear when event attendance could risk a Brown Act violation.

Recently, for example, the Attorney General issued an opinion stating that the Brown Act would be violated if the mayor of a city, as a member of the city council, attended the chamber of commerce's annual breakfast and delivered a "State of the City" address to

¹⁰ Gov. Code § 54952.2(c)(4). Councilmembers should also consider any additional due process considerations if attending and speaking or testifying at a legislative body event.

¹¹ Gov. Code § 54952.2(c)(6).

an audience comprised of public ticket purchasers and the majority of city councilmembers.¹² The conference exception of the Brown Act would not apply if a quorum of the city council was present because the event consisted of a single speech by the mayor specifically regarding the city. Additionally, the Brown Act's community meeting exception would not apply because the event required public attendees to first purchase tickets.¹³

Given how broadly the Brown Act can apply, and how narrow the exceptions are, staff recommends that Councilmembers consider directing staff to develop a policy for how to coordinate Councilmember event attendance (if Brown Act limitations apply to the event). To help jumpstart the conversation, staff has come up with the following options for discussion and looks forward to comments and direction from Councilmembers.

Mayor/Vice Mayor Priority. The Mayor or vice mayor would get first priority for attending events subject to Brown Act limitations.

First Come, First Serve. Under this approach, the first two Councilmembers to express interest in attending an event subject to Brown Act limitations would have priority to attend. For example, once an event is advertised to the Council, the first two Councilmembers to email the City Clerk expressing interest in attendance would have priority.

Attendance Based on Subject Matter. The City Manager would determine which two Councilmembers have priority to attend an event subject to Brown Act limitations based on the subject matter of the event and each Councilmembers' roles and participation on various committees. Any policy incorporating this approach could include direction for how such decisions are determined.

Rolling List. City staff could create a list of Councilmembers and as events (subject to Brown Act limitations) come up, the first two Councilmembers on the list could elect to attend or decline. If either Councilmember declines, the next Councilmember on the list would get to elect to attend or decline, and so forth. By declining to attend, the electing Councilmember is deemed to have exercised their turn and would next be considered after the rolling list cycles back to that Councilmember.

Random. Following advertisement to Councilmembers of an event (with Brown Act limitations), Councilmembers would notify the City Clerk of their respective interest in attending an event, and the City Clerk would randomly select (for

¹² Gov. Code § 54952.2(a); 107 Ops.Cal.Atty.Gen. 47 (2024) ("[T]he event would constitute a congregation of a majority of the councilmembers at the same time and location to hear—and potentially discuss—an item within their subject matter jurisdiction. As such, the event would constitute a 'meeting' of the city council within the meaning of [the Brown Act], and the meeting would have to comply with the open-meeting requirements of the Brown Act unless a statutory exception applies.")

¹³ 107 Ops.Cal.Atty.Gen. 47 (2024) (noting the event was publicly advertised and any member of the public could purchase a ticket).

example, picking numbers or drawing names from a hat) two Councilmembers from those who expressed interest to attend.

POLICY CONSISTENCY

The proposed policy development aligns with the City Council's obligation to comply with the Brown Act's open and public meeting requirements; and City Council's Primary Goal #1: Enhance Public Outreach, Education and Transparency.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with this action. Costs associated with this work includes staff time to develop a policy as directed by the Councilmembers, which is part of ordinary staff expenses included in the adopted Fiscal Year 2024-25 budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office has been working closely with staff on this agenda matter and will be available to answer questions concerning this matter at the meeting.

OPTIONS

Option 1: Direct staff to develop a policy for Councilmember attendance at events (where Brown Act limitations apply) based on Councilmember direction and comments.

Option 2: Take no action at this time. Decline to direct staff to develop a policy, requiring Councilmembers to consider Brown Act compliance on an ad hoc, case-by-case basis.

Option 3: Direct staff to develop an alternative approach.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

None.

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



Signature



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

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

STAFF RECOMMENDATION

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

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

BACKGROUND

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

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

On June 24, 2024, the City Council adopted the Fiscal Year (FY) 2024-25 Budget. Additionally, staff presented excerpts from each Departments FY 2024/25 Program

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

Sheets which included the planned goals, associated objectives, and performance measures for each respective department for the upcoming FY 2024-25.

On October 28, 2024, the City Council received a presentation on the First Quarter Department Reports for Fiscal Year 2024/25. The City Council provided feedback to staff and received and filed these reports. On February 10, 2025, the Council received the Second Quarter Department Reports for Fiscal Year 2024/25. The Third Quarter Department Reports for Fiscal Year 2024/25 are provided in Attachment A.

The purpose of this agenda item is to present to the City Council and the public the Third Quarter Department Reports for Fiscal Year 2024/25.

DISCUSSION:

The Third Quarter Department Reports for Fiscal Year 2024/25 provide a comprehensive overview of each department's key activities, priorities, and progress during the quarter. The quarterly reports are structured to offer clarity on departmental operations and alignment with City goals. Key sections include:

1. Q3 Department Overview: This section delivers a high-level summary of each department's activities and priorities.

- **Executive Summary:** A department-wide overview summarizing all programs, major accomplishments, and challenges faced during the quarter.
- **Key Highlights:** Notable milestones achieved, significant challenges encountered, and upcoming priorities.
- **Financial Summary:** Tables summarizing fiscal activity for the Quarter with additional text highlighting any major financial concerns or adjustments to ensure transparency in resource management.
- **Community Engagement & Outreach:** Summarizes key engagement activities, feedback received, and departmental responses to that feedback.

2. Individual Program Reports: Designed to provide detailed insights for each City program.

- **Funding Source(s):** Identification of all relevant funding sources supporting the program.
- **Policy Alignment:** Inclusion of applicable policies, such as:
 - **City Council Goals** (with specific goal name and number).
 - **State or Federal Mandates** (policy title and brief reference).
 - **Other City Policies** (any additional relevant City policies).
 - **Best Practices** (industry best practices with a short summary and reference).
- **Strategic Goal & Status:** Specification of the strategic goal supported by the program and current status (Completed, Delayed, On Track, or Not Started).

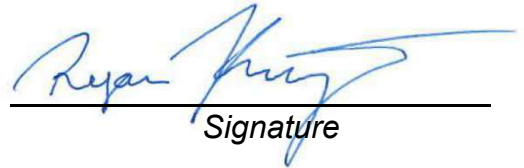
- **Actions Taken This Quarter:** Key actions completed during the reporting period.
- **Challenges:** Significant issues encountered during the quarter.
- **Next Steps:** Upcoming work with targeted completion timelines, specified by the quarter (e.g., "Q4").

These reports offer valuable insights into departmental performance, highlight progress toward the City's strategic goals, and emphasize continuous improvement through detailed program analysis and transparent resource management.

ATTACHMENTS

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

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

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



GENERAL GOVERNMENT DEPARTMENT

General Government Department

I. Executive Summary

The General Government Department continued to make strong progress toward several strategic priorities in the third quarter of fiscal year (FY) 2024–25, with a focus on transparency, fiscal sustainability, community engagement, and organizational development. This period was marked by successful facilitation of City Council goal-setting efforts, continued momentum on cost recovery and recruitment initiatives, and enhanced support for staff development. No major obstacles were reported, although staffing and resource limitations continue to be a common factor across programs. Work remains on track heading into Q4, with emphasis on strategic planning, personnel policies, and public outreach.

II. Key Highlights



Major Milestones Achieved:

- Approval of Safe Parking Program expansion from 6 spaces to 12; adoption of goals and priorities for FYs 2025 – 2027; and adoption of Resolution No. 6370, establishing a Code of Conduct to ensure the orderly functioning of City Council meetings and other public meetings.
- In collaboration with the Carpinteria-Summerland Fire District, engaged in planning efforts for the return of the CERT program to Carpinteria in Q4.
- Facilitated City Council Retreat/Strategic Planning Session and adoption of City Council Goals and Priorities; and Norms, Values, and Principals of Governance.



Significant Issues or Challenges Encountered:

- Timeline delays due to external coordination with the County on assessment district matters.
- Limited staffing and resource constraints affected HR and administrative functions.
- Complexity in coordinating benefit enhancements across multiple plans and payroll systems.
- Out-dated, overlapping documents required third-party legal assistance.
- Basic LISTOS trainings in both Spanish and English have been temporarily postponed due to LISTOS organizational changes at the local level.



Upcoming Priorities for the Next Quarter

- Draft the City's Strategic Plan document for FYs 2025–2027 with consultant support.
- Continue community education efforts, including planning for a local “State of the City” event and community budget presentations.
- Finalize Engineer's Reports for assessment districts and conduct outreach, pending budget approval.

- Expand staff training offerings and professional development opportunities.
- Complete internal procedures manual and new Personnel Rules and Regulations.
- Continue implementation of cost recovery plans and revenue enhancement recommendations.

The General Government Department remains focused on executing its strategic initiatives while addressing challenges to ensure continued progress in serving the Carpinteria community effectively.

III. Financial Summary

	Current Budget	Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
41 - Taxes	\$ 124,000	\$ 63,174	\$ 60,826	49%
43 - Intergovernmental	205,000	181,577	23,423	11%
44 - Fines & Forfeitures	1,200	400	800	67%
45 - Charges for Services	1,700	1,414	286	17%
46 - Interest	1,300	1,502	(202)	-16%
47 - Special Assessments	15,000	14,962	38	0%
48 - Miscellaneous Revenue	18,100	10,578	7,522	42%
Revenue Total:	\$ 366,300	\$ 273,609	\$ 92,691	25%
Expenditure				
51 - Personnel Services	\$ 2,153,975	\$ 1,421,101	\$ 732,874	34%
52 - Professional Services	7,466,000	5,085,447	2,380,553	32%
53 - Contract Services	58,200	23,796	34,404	59%
54 - Utilities	1,400	924	476	34%
55 - Other Operating Expenses	698,950	492,578	206,372	30%
56 - Non-Operating Expenses	186,550	179,886	6,664	4%
Expenditure Total:	\$10,565,075	\$ 7,203,731	\$ 3,361,344	32%



Budget Overview

- Major Expenditures:
 - Distribution of \$123,750 in Community Service Support Grants
- Variance:
 - None



Major Financial Changes or Concerns

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

IV. Community Engagement and Outreach



Engagement Activities:

- Council Retreat – Strategic Plan Workshop
- Continued social media engagement.
- Solicitation of applications for Boards, Commissions, and Committees.
- AB 1234 Ethic Training provided by our City Attorney's Office and made available to neighboring districts and legislative bodies.

**Feedback Received:**

- City staff and City Council received several comments regarding development of the City's strategic plan and potential revisions to the City's vision and mission statements. Safety, maintaining a small beach town, transportation, and economic vitality were just a few of the items discussed.

**Response to Feedback:**

- City Council received feedback and incorporated public comment into their discussions and revisions to the strategic plan for fiscal years 2025-2027, as well as to draft revisions to the City's Vision and Mission statements.

Legislative & Policy

Funding source(s): General Fund

AUTHORITY

Carpinteria Municipal Code: Chapter 2.04¹ – Sections 2.04.630 and 2.04.640

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: N/A



Status: N/A



Actions Taken This Quarter:

- Approval of Safe Parking Program expansion from 6 spaces to 12.
- Participated in Strategic Planning Retreat and adopted goals and priorities for fiscal years (FY) 2025 – 2027.
- Drafted and adopted City Council Norms, Values, and Principals of Governance.
- Appointments to Boards, Commissions, and Committees
- Facilitated stakeholder discussion regarding E-bike safety
- Adopted Resolution No. 6370, establishing a Code of Conduct to ensure the orderly functioning of City Council meetings and other public meetings.
- Active participation on various City Council committees, including the newly created Public Engagement Committee and recently re-engaged Economic Vitality Committee.



Challenges:

- None



Next Steps:

- Consider 2-year budget policy
- Review and approval annual (or biennial) budget
- Consideration and potential acceptance of California Coastal Commission modifications to Housing Element
- Mayor participation at South Coast Chamber of Commerce – State of the City event.
- Consideration of policy for Councilmember attendance at events where Brown Act limitations may apply.

¹https://library.municode.com/ca/carpinteria/codes/code_of_ordinances?nodeId=TIT2ADPE_CH2.04CICO_2.04.630LE_POESSOCO

Commissions, Boards, and Committees

Funding source(s): General and Library Funds

AUTHORITY

Best Practice: City Council-established “City Council Boards, Commissions, and Committees Review Committee”

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

 **Status:** *Completed*

 **Actions Taken This Quarter:**

- Compiled all applications received and facilitated City Council consideration of appointments to Council Advisory Groups at the special meeting held on February 3, 2025.
- Administered the Oath of Office to all newly appointed and reappointed Advisory Group members; distributed the City Council Advisory Group Handbook to each member.

 **Challenges:**

- None

 **Next Steps:**

- None

City Administration

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance public participation in the Annual Work Plan development process.

 **Status:** *Complete (Q2)*

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- On January 18, 2025, facilitated City Council Retreat/Strategic Planning Session
- On March 12, 2025, facilitated adoption of City Council Goals and Priorities; and Norms, Values, and Principles of Governance.
- Developed draft language for City Vision, Mission, and Values statements for consideration as part of the fiscal years (FY) 2025 – 2027 Strategic Plan.

 **Challenges:**

- None

 **Next Steps:**

- Work with Two Trumpets to begin drafting the City's Strategic Plan document for fiscal years 2025-2027 (current fiscal year example [here](https://carpinteriaca.gov/wp-content/uploads/2024/11/City-Work-Plan-Draft-Final-11.27.24.pdf)¹) (Q4).

Strategic Goal: Enhance community awareness and knowledge of the City's budget and related activities.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Preparation for South Coast Chamber of Commerce State of the City event including City Manager presentation on City budget.

 **Challenges:**

- No major challenges, however, certain factors have required staff to adjust the timeline for related activities.

 **Next Steps:**

¹ <https://carpinteriaca.gov/wp-content/uploads/2024/11/City-Work-Plan-Draft-Final-11.27.24.pdf>

- Add local State of the City event and other educational budget presentations to the FY 2025 – 2027 Strategic Plan (Q4).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Take steps to address subsidies of City assessment districts to make the districts fiscally stable and sustainable.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Completed the preliminary Engineer Reports.

 **Challenges:**

- Santa Barbara County timeline to place item on Board of Supervisors Agenda and outreach education has delayed this effort. This work will start in Q1 of Fiscal Year 2025/26, pending Council approval of budget.

 **Next Steps:**

- Finalize Engineer's Reports for Assessment Districts.
- Conduct polling, outreach and education to property owners pending City Council approve of Fiscal Year 2025/26 Budget.

Strategic Goal: Improve City's cost recovery to reduce program subsidies where appropriate.

 **Status:** *On Track and Complete*

 **Actions Taken This Quarter:**

- Collaborated with PRCS to present the Cost Recovery Analysis and Plan to the Finance Committee on March 13, 2025 (Task On Track).
- Partnered with Public Works to conduct the Proposition 218 hearing for the AB 939 Solid Waste Fee adjustment and adopt updated rates at the March 24, 2025 City Council meeting (Task Completed)

 **Challenges:**

- None

 **Next Steps:**

- In coordination with PRCS bring the cost recovery analysis and plan to City Council for review and adoption (Q4).

Strategic Goal: Research options to increase revenues and present to Council

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Presented potential revenue enhancement measures to the Finance Committee on February 27, 2025, and received feedback and direction.
- Conducted additional research on the preferred options identified by the Finance Committee.

**Challenges:**

- None

**Next Steps:**

- As per the Committee direction, hire consultant to complete a revenue enhancement analysis.
- Continue work with Finance Committee to develop formal recommendations for City Council consideration.

Records Management

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline agenda packet process.



Status: *Not Started*



Actions Taken This Quarter:

- None



Challenges:

- Delayed due to staffing constraints.



Next Steps:

- Procure agenda management software (Q4).
- Develop electronic routing and review of staff reports (Q4).

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



Status: *Completed*



Actions Taken This Quarter:

- City Council adopted an electronic signature policy for official documents at its meeting of March 24, 2025.



Challenges:

- None



Next Steps:

- Purchase an Electronic Records Management System for the efficient retention and retrieval of official City documents. (Anticipated Quarter 3 or 4)

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



Status: *Completed*



Actions Taken This Quarter:

- Compiled all applications received and presented to City Council to consider making appointments to City Council Advisory Groups at a special City Council meeting on February 3, 2025.
- City Clerk administered the oath of office to all appointed and re-appointed Council Advisory Group members and all received the City Council Advisory Group Handbook.



Challenges:

- None



Next Steps:

- None

Elections

Funding source(s): General Fund

AUTHORITY

Best Practice: To Collaborate with the County of Santa Barbara Elections Division to Manage and Oversee the November 5, 2024 General Municipal Election on Behalf of the City.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - None
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

Strategic Goal: Assist Council Candidates in Filing Nomination Papers.

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - None
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

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

-  **Status:** *Completed*
-  **Actions Taken This Quarter:**
 - None
-  **Challenges:**
 - None
-  **Next Steps:**
 - None

Strategic Goal: Certification of Election and City Council Reorganization.



Status: *Completed*



Actions Taken This Quarter:

- None



Challenges:

- None



Next Steps:

- None

Staff Recruitment, Retention, and Development

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Best Practice: Organizations that prioritize employee retention and professional development create a more engaged workforce, improve institutional knowledge retention, and enhance overall organizational performance. Investing in professional growth opportunities leads to higher job satisfaction, increased productivity, and reduced turnover (Society for Human Resource Management, 2024).

Strategic Goal: Optimize recruitment process.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Utilized targeted recruitment efforts to attract candidates for specialized senior-level positions.
- Created checklists for part-time and full-time recruitments.
- Began the development of comprehensive Personnel Rules and Regulations.

 **Challenges:**

- Limited staff resources.
- Out-dated overlapping documents required additional assistance from third-party legal.

 **Next Steps:**

- Continue to work with third-party legal to draft comprehensive Personnel Rules and Regulations which will serve as the Employee Handbook (Q4 and ongoing).
- Create internal procedures manual to include step-by-step instructions on internal procedures for part-time and full-time recruitments (Q4 and ongoing).

Strategic Goal: Enhance employee benefits program.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Initiated enhancements to the deferred compensation program to include 457 or 403(b) loan options, 403(b) plans, and a payroll-deduction Roth IRA.

 **Challenges:**

- Limited staffing and resources.
- Budget constraints.
- Complexity in coordinating benefit changes across employee units, multiple benefit providers, and the City's payroll system.
- Difficulty maintaining competitive benefits amid rising healthcare costs and evolving benefit expectations.

**Next Steps:**

- Explore cost-effective benefit enhancements, such as mental health programs offered through the Employee Assistance Program (EAP) or tuition reimbursement (Q4).
- Draft an employee benefits survey to assess satisfaction and identify priority areas for improvement (Q4).
- Incorporate wellness topics in at least two all-staff quarterly meetings (Q4 and ongoing).
- Consider increase to employer-paid tuition (January 2026).
- Complete paperwork to expand the deferred compensation program to include a 403(b) and a payroll deduction Roth IRA (January 2026).

Strategic Goal: Enhance employee development**Status:** *On Track***Actions Taken This Quarter:**

- Conducted Workplace Harassment Training in January and March of 2025.
- Human Resources staff continued researching and identifying development opportunities.

**Challenges:**

- Limited resources and availability for training due to the staffing constraints.

**Next Steps:**

- Scheduled De-escalation Training in May as part of ongoing customer service excellence efforts.
- Expand leadership opportunities for staff through project or committee involvement and the development of employee goals in the evaluation process (Q4 and ongoing).
- Develop a structured professional development plan for all employees, ensuring equal opportunities for growth across departments (Q4 and ongoing).
- Explore online learning platforms and webinars to provide flexible training options (Q4 and ongoing).
- Encourage cross-training to build institutional knowledge and reduce dependency on individual staff members (Q4 and ongoing).

Strategic Goal: Empower staff leaders to oversee department personnel matters.**Status:** *On Track***Actions Taken This Quarter:**

- Developed structured evaluation process for new hires to include check-in within two months of hire, six months, and eleven months.
- Continue to provide HR support for all personnel issues to Department Directors.

**Challenges:**

- Limited staff availability.

**Next Steps:**

- Research and identify webinars or trainings focused on personnel management and leadership development (Q4 and ongoing).
- Establish regular HR check-ins with department leaders to provide ongoing support, address concerns, and share best practices (Q4 and ongoing).

Risk Management

Funding source(s): General Fund

AUTHORITY

City Council Resolution: No. 5435, Adopting Injury and Illness Prevention Program, California Tort Claims Act, Cal/OSHA standards, and the Americans with Disabilities Act.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure comprehensive risk management practices to minimize the City's liability exposure.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Completed update to Injury, Illness and Prevention Plan.
- Worked with City Clerk to update the current agreement/contract routing flow to include a Risk Management signature guaranteeing all vendors meet instituted insurance requirements.
- Audited all insurance requirements for all departments; checking all insurance requirements with our risk consultant at California Joint Powers Insurance Authority Risk team to review current insurance requirements.
- Initiated a Risk Matrix with commonly-occurring events list with respective insurance requirements.
- Managed new and open Claims against the City.
- Reviewed existing and historic agreements and identified organizations that we have agreements with that do not have certificates of insurances on file.
- Conducted walk-throughs at City Hall and worked with Carpinteria Sheriff's Department to gather quotes to guarantee effective fire alarm monitoring, access security, and CCTV surveillance.
- Conducted an Automated External Defibrillator (AED) audit and coordinated with Carpinteria-Summerland Fire District to identify a reliable vendor to buy needed AEDs.

 **Challenges:**

- Keeping up with insurance requirements requires coordination across multiple departments. Staff is working on this by developing an agreement cover sheet that requires sign off by respective departments when insurance is obtained.
- Consolidating all certificates of insurance for City Clerk retention policy is a challenge, especially since each department has a process for certificates of insurance.

 **Next Steps:**

- Finalize and implement the agreement/contract flow document (Q4).
- Complete the Risk Management Evaluation under LossCAP with CJPIA (Q4).
- Schedule training with CJPIA on reading Certificates of Insurance (Q4).
- Work across department to establish a system for insurance verification for all current and future vendors (Q4).

- Advise staff on Claims Against the City process (Q4).
- Attend cyber-risk identification trainings (Q4).

Strategic Goal: Improve workplace safety and reduce the incidents of Workers' Compensation claims.

 On Track

 Actions Taken This Quarter:

- Completed the Injury Illness Prevention Plan (IIPP) update with CJPIA support and uploaded it on the City website.
- Continued to address open workman's compensation cases and bring to a resolution.
- Identified long-passed resolutions that cover volunteers under City's insurance.
- Looking into getting volunteers who are working with vulnerable peoples Livescan background checked.

 Challenges:

- System development of accurately tracking employee training records requires already-limited staff time.

 Next Steps:

- Implementing the IIPP (Q4)
- Complete the mandatory workplace harassment training for all staff (End of Q4).
- Work with Parks, Recreation & Public Facilities Department and Public Works Departments to monitor a maintenance and inspection program and schedule staff training to meet safety guidelines established by the U.S. Consumer Product Safety Commission as recommended by CJPIA (End of Q4).

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

 Delayed

 Actions Taken This Quarter:

- Updated the Americans with Disability Acts (ADA) transition database, DACTrak. This is a progress tracker important for grant and other state and federal funding reporting requirements.
- Initiated research and planning for the establishment of a Safety Committee to unify departments in risk management communications.

 Challenges:

- Updating DACTrak is a time-consuming and complex undertaking that spans across General Government and Public Works departments.

 Next Steps:

- Continue strengthening collaboration between General Government and Public Works specifically in the realm of rights-of-ways risk management and ADA compliance tracking (Q4).
- Work with Public Works Department to inspect and monitor City facilities, streets and sidewalks to identify hazardous conditions (End of Q4).

- Schedule meetings with the Health and Safety Committee for facility inspections and analysis of loss control, in compliance with Injury, Illness and Prevention Policy (End of Q4).

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



Status: *On Track*



Actions Taken This Quarter:

- Continuing through the asset audit to identify insurance coverage gaps.
- Received and approved the quote to insure all City bridges.
- Added 15+ City-owned parcels to our property insurance schedule.
- Removed outdated assets from the property insurance schedule.
- Compared the property listing to the asset database in Tyler Incode 10. Identified a discrepancy in what we have in Tyler and what is listed in our property insurance schedule with Alliant.
- Contacted Santa Barbara County for proof of insurance coverage, per the lease agreement for the Veterans Memorial Building.



Challenges:

- Some leases and agreements that we have with organizations specify we must have certificates of insurance on file. However, we are missing insurance certifications.



Next Steps:

- Finalize the asset audit and update property listing for insurance purposes (End of Q4).
- Ensure complete renewals of insurance (End of Q4).

Emergency Preparedness

Funding source(s): General and Revolving Funds

AUTHORITY

City Council Resolution: No. 5559 – Emergency Operations Plan

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Program Manager was hired in General Government, and was assigned to Emergency Management Program, effective February 17, 2025.
- Coordination with the County of Santa Barbara Office of Emergency Management meetings held on the first Wednesday of each month.

 **Challenges:**

- Onboarding and orientation of the new Program Manager was underway, presenting an initial adjustment period as they become fully acquainted with the responsibilities and scope of the role.

 **Next Steps:**

- Engage the public through creative means, such as, tabling at festivals and City events, as well as, putting on Emergency-preparedness workshops for the public (Q4).

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- In collaboration with the Carpinteria-Summerland Fire District, engaged in planning efforts for the return of the CERT program to Carpinteria in Q4. These efforts include completing the program application, securing a venue, and coordinating with the regional CERT collaborative to set dates and times.

 **Challenges:**

- Basic LISTOS trainings in both Spanish and English have been temporarily postponed due to LISTOS organizational changes at the local level, and there is currently limited capacity to offer these courses locally. The City is actively coordinating with the LISTOS organization and the Fire Captain of the

Carpinteria-Summerland Fire District to restore the program and continue efforts to enhance community preparedness.

 Next Steps:

- Continue to engage with the Carpinteria-Summerland Fire Department to revitalize the CERT program and to host at least 1 CERT training this fiscal year (Q4).
- Engage the Carpinteria public through creative means, such as, tabling at festivals and City events, as well as, putting on Emergency-preparedness workshops for the public (Q4).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate existing emergency plans and prioritize need and update.

 Status: *Delayed*

 Actions Taken This Quarter:

- Program Manager was hired in General Government, and was assigned to Emergency Management Program, effective February 17, 2025.
- Met with County Office of Emergency Management to discuss Emergency Operations Plan improvement process.

 Challenges:

- Vacancy onboarding and orientation of the new Program Manager was underway, presenting an initial adjustment period as they become fully acquainted with the responsibilities and scope of the role.

 Next Steps:

- Work with CalOES to close out the LHMP grant and ensure that all invoices and backing is accounted for in case of Federal Emergency Management Agency audit (Q4).
- Update the EOC Activation Handbook (Q4).
- Update the Emergency Operations Plan (Q4).
- Update the Employee Notification and Reporting Plan (Q4).

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

 Status: *On track*

 Actions Taken This Quarter:

- Collaborated with Red Cross and hosted Emergency Shelter Training at Veterans Memorial Building on February 26, 2025.

 Challenges:

- None.

 Next Steps:

- Identify organizations that the City can establish Memorandums of Understandings (MOUs) with for Sheltering and general partnerships in the event of an emergency.

Strategic Goal: Start internal Safety Committee Meetings.

 Status: *Delayed* **Actions Taken This Quarter:**

- The risk management team has been in contact with California Joint Powers Insurance Authority regarding the implementation of internal safety meetings.

 Challenges:

- Vacancy onboarding and orientation of the new Program Manager was underway, presenting an initial adjustment period as they become fully acquainted with the responsibilities and scope of the role.

 Next Steps:

- Risk Management team to implement a cross-departmental Safety Committee that incorporates emergency responsiveness (Q4).

Strategic Goal: Start external Safety Committee Meetings.

 Status: *Delayed* **Actions Taken This Quarter:**

- Talks with Santa Barbara County Office of Emergency Management (OEM), Carpinteria Unified School District, Carpinteria-Summerlin Fire District, Santa Barbara Sheriff's Department, and other non-profits have been ongoing in the area of emergency management.
- Continued coordination with Carpinteria-Summerland Fire District to establishing a new digital platform, Genesys, to increase communications to the Carpinteria public in the event of an emergency.

 Challenges:

- Vacancy onboarding and orientation of the new Program Manager was underway, presenting an initial adjustment period as they become fully acquainted with the responsibilities and scope of the role.

 Next Steps:

- Weekly meetings with Genesys consultants and Carpinteria-Summerland Fire District to ensure a smooth and comprehensive implementation (Q3).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

 **Status:** *On track*

 **Actions Taken This Quarter:**

- Made progress towards achieving all-staff ICS 100 and ICS 700 compliance.

 **Challenges:**

- None.

 **Next Steps:**

- Ensure all staff have taken the ICS 100 and ICS 700 training (End of Q4).

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Coordination with Santa Barbara OEM and Carpinteria-Summerland Fire District for future EOC trainings.

 **Challenges:**

 **Next Steps:**

- Train new hires in EOC responsibilities (Q4).

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

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Coordination with Santa Barbara OEM and Carpinteria-Summerland Fire District for future EOC trainings.

 **Challenges:**

- Vacancy onboarding and orientation of the new Program Manager was underway, presenting an initial adjustment period as they become fully acquainted with the responsibilities and scope of the role.

 **Next Steps:**

- Conduct an all-staff, elected officials, and CERT volunteer City-wide emergency exercise (Q4).

Communication and Community Promotions

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

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency.

Compliance with Dymally-Alatorre Bilingual Services Act (California Government Code § 7290-7299.8) and Executive Order 13166, which mandates meaningful access to services for individuals with limited English proficiency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Provide multilingual closed-captioning on City broadcasted meetings (City Council, Planning Commission, and Architectural Review Board).



Status: *Delayed*



Actions Taken This Quarter:

- Program Manager was hired in General Government, and was assigned to Communications, effective February 17, 2025.



Challenges:

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.



Next Steps:

- Configure the GATV broadcast system to provide Spanish closed-captioning to all City-broadcasted meetings (Q4).

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement.



Status: *On Track*



Actions Taken This Quarter:

- Supported public outreach efforts for various City programs and initiatives, including those related to solid waste management, updates to daylighting laws, recruitment, volunteer opportunities, and more.
- Streamlined the City's phone tree to improve engagement with the public, including the Spanish-speaking community. As a result, all Spanish-language inquiries are now directed immediately to the bilingual Program Manager for more efficient assistance.

**Challenges:**

- Engagement from Spanish speaking community has been limited, and efforts are underway to explore alternative methods of outreach and engagement moving forward.

**Next Steps:**

- In consultation with the newly formed Public Engagement Committee, conduct a needs analysis and identify best practices for engaging Carpinteria's Spanish speaking community.

Strategic Goal: Strengthen partnership with key non-profits and organizations within the Latino Community.

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

- Continued collaboration and communication efforts with LISTOS, CERT Collaborative, and other Spanish speaking organizations in and around the City.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Identify and reach out to at least five key non-profits and organizations within the Latino community (Q4).
- Establish bi-annual collaborative meetings to discuss mutual goals and initiatives (Q4).
- Develop joint outreach programs or events that promote community services and resources (Q4).

Strategic Goal: Develop and implement effective policies and procedures for communication.

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

- Drafted a City branding and style guide that includes key colors, elements, and guidelines to ensure clear and cohesive communication across both digital and print outreach platforms.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Finalize branding guidelines and present to department heads for review (Q4).

- Establish a Social Media policy (Q4).

Strategic Goal: Optimize communication tools and methodologies for improved outreach.



Status: *Delayed*



Actions Taken This Quarter:

- Worked with website contractor, Right Now Media, to have access to analytics page to assess website effectiveness.
- Performed basic analysis of website mapping to assess the number of pages associated with Carpinteria website.



Challenges:

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.



Next Steps:

- Create a standardized reporting template utilizing metrics (Q4).
- Implement a monthly review process to analyze engagement data and adjust strategies accordingly (Q4).
- Share engagement reports interdepartmentally to ensure transparency and accountability (Q4).

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



Status: *Delayed*



Actions Taken This Quarter:

- None.



Challenges:

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.



Next Steps:

- Research available polling tools and their features, costs, and user feedback (Q4)
- Develop a recommendation report on the feasibility of ongoing polling based on pilot results and community needs (Q4).

AUTHORITY

City Council Goal #1: Strengthen Community Institution Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate and update existing volunteer materials.



Status: *Delayed*



Actions Taken This Quarter:

- None.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Review, update, and consolidate all Volunteer-related forms (Q4).

Strategic Goal: Revisit and enhance volunteer training.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Revisit, audit, and enhance volunteer trainings (Q4).

Strategic Goal: Improve communication methods with volunteers and prospective volunteers.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Establish a clear system of communication between volunteers and the City (Q4).
- Work to develop a volunteer newsletter (Q4).

Strategic Goal: Develop new ways to recognize volunteer contributions.



Status: *Delayed*

**Actions Taken This Quarter:**

- None.

**Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

**Next Steps:**

- Establish a metrics-based system to monitor the effectiveness of the volunteer program (Q4).
- Initiate a Volunteer Recognition event (Q4).

Strategic Goal: Implement improved support initiatives for volunteers.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- Onboarding and orientation of the new Program Manager was underway presenting an initial adjustment period as they become full acquainted with the responsibilities and scope of the role.

 **Next Steps:**

- Distribute a volunteer feedback survey by June 2025 (Q4).
- Create a robust metrics-based system for onboarding, monitoring, and managing volunteers (Q4).

Economic Vitality

Funding source(s): General Fund and Measure X

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Engage and support the Economic Vitality Committee



Status: *On Track*



Actions Taken This Quarter:

- Held Economic Vitality Committee meeting on April 17, 2025.



Challenges:

- N/A



Next Steps:

- Continue to work with Economic Vitality Committee to develop formal recommendations for City Council consideration (Q4).

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



Status: *Discontinued*



Actions Taken This Quarter:

- None



Challenges:

- No major challenges, however, it was determined that economic vitality related activities would be best reported on a more frequent basis via these quarterly reports and meetings of the Economic Vitality Committee.



Next Steps:

- N/A

Community Services Support Grants

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Coordinated the End of the Year Reporting to Council for grantees awarded \$20,000 or more.

 **Challenges:**

- None.

 **Next Steps:**

- Implement Council's Directive for End of Year Reporting (End of Q4).

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Completed the analysis of the inherited process, conducted a survey of grant-management best practices and developed a new structured process for the Community Services Grant Program.
- Changed the grant timeline to ensure good fiscal management of City funds.
- Decreased risk requirements for grant awardees, where possible.
- Added an appeal process to the CSSG program.
- Instituted mandatory progress reporting as eligibility criteria future fiscal year funding.
- Met with the Finance Committee and received approval for the CSSG changes.
- Strengthened communication between the City and grantees by intentional calling and emailing through a dedicated CSSG email address.
- Initiated conversations about a City/Grantee meet-and-greet with City Staff and current/potential grantees.
- Compiled a list of new Carpinteria non-profits that are eligible for CSSG funding.

 **Challenges:**

- None.

**Next Steps:**

- Open the application window in April for the FY25/26 grant cycle (End of Q4).
- Ensure all current grantees are compliant with Carpinteria municipal code by having a business license on file with the City (End of Q4).

Law Enforcement

Funding source(s): General Fund and Measure X

AUTHORITY

Executed Agreement: Fulfillment of terms per contract with Santa Barbara County Sheriff's Office for law enforcement services (fiscal years 2023-2027)

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance local law enforcement communication and community policing efforts.



Status: *On Track*



Actions Taken This Quarter:

- Provided monthly law enforcement reports to the City Council.
- Scheduled elder-scam presentations, for Q4, in both English (April 3) and Spanish (April 21).
- Quarterly staff meeting / Meeting with CM



Challenges:

- Staff capacity/scheduling



Next Steps:

- Continue communication and engagement efforts (e.g., Coffee with a Cop, E-bike safety presentations through CUSD).
- Consider development of formal city-wide engagement efforts (Q4).

Racial Equity and Social Justice

Funding source(s): Measure X

AUTHORITY

City Council Resolution: No. 5981.¹

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Conduct an internal audit of the City organization.



Status: *On Track*



Actions Taken This Quarter:

- The City's Diversity, Equity, and Inclusion (DEI) consultant, Equity Praxis Group (EPG) met with the City's internal Equity Team on February 22 to review and prioritize the actions and strategies outlined in the draft Strategic Equity Plan.
- Scheduled program presentation by EPG for Q4.



Challenges:

- No major challenges, however, there was a slight delay in meeting with internal Equity Team due to scheduling conflicts.



Next Steps:

- Finalize draft Strategic Equity Plan for presentation to City Council (Q1, FY 25/26).
- Conduct internal DEI audit including public policy review, budgeting and resource allocation, policy evaluation, and staff diversity (Q1, FY 25/26).

Strategic Goal: Continue DEI education for application in City practices, policies, and procedures.



Status: *Delayed*



Actions Taken This Quarter:

- Received presentation from EPG and reviewed draft Strategic Equity Plan; internal Equity Team provided feedback to EPG.



Challenges:

- No major challenges, however, overall project timeline has been extended for completion in Q1, FY 25/26.



Next Steps:

- Staff participation in internal DEI audit.

¹ https://carpinteriaca.gov/wp-content/uploads/2020/09/Resolution-No.-5981_Committments.pdf

Strategic Goal: Provide a comprehensive program report to the City Council and community.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Scheduled program update by EPG for Q4.

 **Challenges:**

- No major challenges, however, overall project timeline has been extended for completion in Q1, FY 25/26.

 **Next Steps:**

- Receive program update by EPG (Q4).
- Schedule presentation of comprehensive program report to the City Council and community.



ADMINISTRATIVE SERVICES DEPARTMENT

Administrative Services Department

I. Executive Summary

The Administrative Services Department continues to make progress on several City Council Primary Goals, including enhancing public outreach, ensuring fiscal sustainability, and investing in a high-performance team.

Key initiatives include:

- Prepare the fiscal year's (FY) 2025-27 budget adoption by June 30, 2025, aligned with strategic priorities and fiscal responsibility. Upcoming steps include revenue forecasting, departmental budget submissions, and initial Council review of the preliminary budget.
- Prepare the Budget Document for FYs 2025-27
- Reviewing and drafting several key policies, including cash handling and procurement.

Policy updates and staff training remain priorities, with initial drafts of critical policies underway. However, progress has been slowed due to limited staffing capacity. Similarly, remote work support efforts are delayed (though a Remote Work Policy is currently in draft form), with next steps focused on finalization and procurement of necessary resources.

Despite these challenges, the department remains dedicated to maintaining fiscal discipline, improving operational efficiency, and investing in the City's workforce, ensuring continued progress toward long-term strategic goals.

II. Key Highlights



Major Milestones Achieved:

- Completed annual employee benefit updates.
- Finalized and submitted the FY 2023/24 Annual Comprehensive Financial Report to GFOA.
- Submitted three required State Controller Reports.
- Completed FY 2024/25 Midyear Budget Review.
- Launched the FY 2025–27 Budget Kickoff process.
Revised the City's Budget and Fiscal Policy to support a two-year budget cycle.



Significant Issues or Challenges Encountered:

- Unforeseen staffing challenges have affected the progress of projects.

Upcoming Priorities for the Next Quarter

- Budget Development for FY's 2025-27.
- Draft Budget Document.
- New and updating City policies.

III. Financial Summary

	Current Budget	Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	\$ 10,000	\$ 8,357	\$ 1,643	16%
44 - Fines & Forfeitures	7,500	5,674	1,826	24%
45 - Charges for Services	58,000	49,737	8,263	14%
Revenue Total:	\$ 75,500	\$ 63,768	\$ 11,732	16%
Expenditure				
51 - Personnel Services	\$ 715,650	\$ 446,290	\$ 269,360	38%
52 - Professional Services	234,550	123,389	111,161	47%
53 - Contract Services	177,950	97,817	80,133	45%
54 - Utilities	649,250	414,253	234,997	36%
55 - Other Operating Expenses	79,050	44,561	34,489	44%
57 - Capital Outlay	6,000	-	6,000	100%
Expenditure Total:	\$ 1,862,450	\$ 1,126,311	\$ 736,139	40%

Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None

Major Financial Changes or Concerns

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

IV. Community Engagement and Outreach

Engagement Activities:

- None

Feedback Received:

- None

Response to Feedback:

- None

Financial Management Services

Funding source(s): General Fund

AUTHORITY

City Council Goal #1: Enhance public outreach, education and transparency.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure the preparation and adoption of a balanced FY 2025/26 budget by June 30, 2025, that aligns with strategic priorities and promotes fiscal responsibility.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- **Budget Kickoff and Timelines** – Communicate key budget deadlines and expectations to department heads to ensure a smooth and timely process.
- **Capital Improvement Budget Meeting** – Conduct a meeting to review planned capital projects, assess funding availability, and prioritize infrastructure investments.

 **Challenges:**

- None

 **Next Steps:**

- **Revenue Projections and Financial Forecasting** – Analyze current revenue trends and develop multi-year projections to guide budget decisions.
- **Department Budget Submissions** – Establish guidelines and provide departments with instructions for submitting their budget requests.
- **One-on-One Budget Meetings** – Schedule meetings with department heads to review budget proposals, discuss adjustments, and align requests with strategic priorities.
- **Preliminary Budget Development** – Compile initial budget figures, incorporating department requests and revenue projections for further review.
- **Preliminary Budget Review** – Present draft budget to the City Council Finance/Budget Committee for initial feedback and refinement.
- **Final Budget Preparation** – Finalize and publish the complete proposed budget document for Council consideration and public review.
- **Council Budget Hearings** – Participate in formal budget hearings with City Council for presentation, discussion, and final adoption of the FY 2025–2027 budget.

Strategic Goal: Demonstrate compliance with best practices for budgeting and financial reporting.

 **Status:** *Completed*

 **Actions Taken This Quarter:**

- Submitted the State Controller Reports
 - City Financial Report
 - Carpinteria Public Improvement Corporation
 - Carpinteria Street Lighting District
- Submitted the FY 2023/24 Annual Comprehensive Financial Report (ACFR) for the GFOA Certificate of Achievement for Excellence in Financial Reporting.

 **Challenges:**

- None

 **Next Steps:**

- None

Strategic Goal: To evaluate current revenue streams.

 **Status:** *On Track and Complete*

 **Actions Taken This Quarter:**

- Estimated Measure B revenue to understand its financial impact and adjust projections accordingly.
- Completed proposition 218 notice process and public hearing to adopt new AB 939 rates.
- Completed preliminary Engineer's Reports for Assessment Districts.

 **Challenges:**

- None

 **Next Steps:**

- Finalize Engineer's Reports for Assessment Districts.
- Conduct polling, outreach and education to property owners pending City Council approve of Fiscal Year 2025/26 Budget.

Central Services

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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



Status: *Delayed*



Actions Taken This Quarter:

- None



Challenges:

- Limited staff capacity due to the vacancy of the Finance Manager position.



Next Steps:

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

Management Information Services

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Provide resources to all staff to accommodate remote work.



Status: *Delayed*



Actions Taken This Quarter:

- None



Challenges:

- No major challenges, however, the City's Human Resources Division is still in process of developing a Remote Work Policy to establish guidelines for necessary resources and accommodations.



Next Steps:

- Finalize Remote Work Policy.
- Order equipment/software needed to support remote work.

The seal of the City of Carpinteria, California, is a circular emblem. It features a central illustration of a person in a small boat on a body of water, with mountains in the background. The text "CITY OF CARPINTERIA, CALIFORNIA" is written in a circle around the top, and "INCORPORATED 1965" is written around the bottom. The seal is surrounded by a decorative border of purple grapes and green leaves.

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development

I. Executive Summary

The third quarter of the current fiscal year marked the culmination of the Community Development Department's (CDD) efforts to complete and finalize its Housing Element: On January 30th, the City received certification of its Housing Element by the Department of Housing and Community Development (HCD), following the successful adoption of the Housing Element Zoning Amendments package by the City Council in Q2. Subsequently, on March 14th, the California Coastal Commission (CCC) conditionally certified the City's Housing Element Zoning Amendments package. The remaining step to complete effectuation of the Housing Element Zoning Amendments package is to return the Ordinances to the City Council (scheduled for April 14th) for acknowledgement and acceptance of the CCC's conditional certification and recommended modifications to the ordinances.

Additional long range planning work remains underway and progress continued throughout Q3 towards the release of the public draft of the complete General Plan/Coastal Land Use Plan (GP/CLUP) update, and amendments of other housing-related regulations concerning Accessory Dwelling Units (ADUs), Density Bonus Law, and Special Needs/Supportive Housing. Other housing-related efforts from this past quarter include the successful expansion of the City's Safe Parking Pilot Program from a six-vehicle maximum to a 12-vehicle maximum; completion of several projects to expand knowledge of and access to the City's Rental Housing Mediation Program (RHMP) services offered through a partnership with the City of Santa Barbara; and continued research on strategies to help fund and support construction of affordable housing.

This quarter was also productive in terms of staff recruitment and professional development: Early in the quarter, the vacant Chief Building Inspector and Plans Examiner position was successfully filled by Mitch Perkins. Mitch brings to the City tremendous experience as a practicing structural engineer with an extensive background in building/structural design and inspection. This quarter ended with the recruitment underway to fill the Department's vacant Principal Planner position. Several promising candidates continued into the final round of interviews just as the quarter was coming to a close and CDD is looking forward to filling this position early in Q4. Q3 was also filled with quite a few training and conferencing events that all CDD staff were able to participate in to varying degrees.

Work also continued in Q3 on several other Departmental goals including evaluating and narrowing down the field for the City's new online permitting and licensing platform with the target of being ready to select a new vendor by end of Q4; developing outreach materials for the upcoming multifamily smoking ban going into effect at the end of Q4 on July 1st; and working through the ongoing business license applications backlog and pursuing process improvements for the licensing program.

II. Key Highlights



Major Milestones Achieved:

- Obtained certification of Housing Element by HCD in January.
- Obtained conditional certification of Housing Element Zoning Amendments package by CCC in March.
- Successful recruitment, hiring, and onboarding of Mitch Perkins to fill the Chief Building Inspector and Plans Examiner position.
- Received approval for expansion of Safe Parking Program from current six vehicles maximum to 12 vehicles.



Significant Issues or Challenges Encountered:

- Vacancy of Principal Planner position resulted in reduced capacity in the Development Review and Building Program.



Upcoming Priorities for the Next Quarter

- Obtain City Council acknowledgement and acceptance of CCC certification and modifications to the City's Housing Element Zoning Amendments package (scheduled for April). This would mark the final step in the ordinance adoption process.
- Recommence work on ADU, Density Bonus, and Special Needs/Supportive Housing Ordinances, and schedule for respective public hearing dates.
- Release complete public draft of General Plan/Coastal Land Use Plan update and begin scoping process for the Programmatic Environmental Impact Report (PEIR).
- Finalize and make selection for new online permitting and licensing platform.
- Launch multifamily smoking regulations public outreach campaign ahead of ordinance taking effect on July 1, 2025.
- Successfully recruit for and fill vacant Principal Planner position.

III. Financial Summary

	Current Budget	Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	\$ 305,350	\$ 212,699	\$ 92,651	30%
43 - Intergovernmental	200,000	18,450	181,550	91%
44 - Fines & Forfeitures	87,500	42,827	44,673	51%
45 - Charges for Services	454,000	340,101	113,899	25%
46 - Interest	15,500	10,356	5,145	33%
48 - Miscellaneous Revenue	6,000	626	5,374	90%
Revenue Total:	\$ 1,068,350	\$ 625,059	\$ 443,291	41%
Expenditure				
51 - Personnel Services	\$ 1,605,825	\$ 735,899	\$ 869,926	54%
52 - Professional Services	498,250	112,767	385,483.05	77%
54 - Utilities	1,500	637	863.08	58%
55 - Other Operating Expenses	33,600	6,896	26,704.36	79%
Expenditure Total:	\$ 2,139,175	\$ 856,198	\$ 1,282,977	60%

**Budget Overview**

- Major Expenditures: None
- Variance: Actual revenues continue to outperform anticipated revenues in adopted budget, primarily due to updated permit fees and several large projects submitted for permitting.

**Major Financial Changes or Concerns**

- Significant deviations from the budget: None
- Upcoming financial challenges or adjustments
 - CDD will request funding to reinstate an additional Code Compliance Officer I/II position as part of the upcoming fiscal year budget.
 - CDD will request funding for building permit cost of service and fee update study to bring permit fees in line with area market and ensure full cost recovery.

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

- Attended Architectural Review Board (ARB) meetings in January, February, and March.
- Held joint Architectural Review Board, Planning Commission and City Council meetings in February (for the annual legislative update) and in March (for conceptual review of a multifamily housing project).
- CDD Director attended annual Radius Group Commercial Real Estate and Economic Forecast presentation in March.
- CDD staff participated in the CCC Strategic Plan workshop with other local government staff to help inform CCC priorities over upcoming years.
- CDD Director participated in County Board of Supervisors workshop held in Carpinteria regarding updates to commercial cannabis regulations in March.

**Feedback Received:**

- Positive feedback received from community members and First District Supervisor, Roy Lee, for comments made on behalf of City at County cannabis workshop and hearings.
- Community requests for staff augmentation of Code Compliance services.
- Generally positive feedback from the building community concerning the newly hired Chief Building Inspector and Plans Examiner, and the ongoing support provided from building plan check and inspection consultant services.
- Community input concerning need to prioritize funding and construction of affordable housing.

**Response to Feedback:**

- CDD staff continued to engage in County decision-making process for cannabis regulations updates.
- CDD staff will request consideration of budgeting for additional Code Compliance Officer position as part of next fiscal year budget.

- CDD staff secured additional funding to maintain consultant building plan check and inspection services in support of CDD staff.
- CDD staff continuing to explore strategies for promoting and facilitating affordable housing with the intent to provide City Council with a menu of possible strategies for further consideration at a future date (Q4).

Administration

Funding source(s): General Fund, Measure X, State-Awarded Grants

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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



Status: *On Track*



Actions Taken This Quarter:

- Code Compliance Supervisor, David Hernandez and CDD Director, Nick Bobroff, attended the League of California Cities Multifamily Housing Inspection and Enforcement Legal Updates webinar in January.
- All CDD staff attended a mandatory Workplace Harassment Prevention Training in January.
- Associate Planner, Marysol Smith, and CDD Director, Nick Bobroff attended a training on the Community Development Block Grant (CDBG) Public Service Awards Grant Program put on by County of Santa Barbara Community Services Department staff in February.
- Assistant Planner, Megan Musolf, and CDD Director, Nick Bobroff, attended a webinar put on by the American Planning Association (APA) and the Department of Housing and Community Development (HCD) concerning preparation and submittal of the Housing Element Annual Progress Report in February.
- Successfully completed onboarding for the City's new Chief Building Inspector and Plans Examiner, Mitch Perkins, in February. Onboarding included training in CDD processes and workflows, and shadowing contract building inspection staff to facilitate project hand-off.
- Required CDD staff completed their biannual ethics training in March.
- Code Compliance Supervisor, David Hernandez, and Code Compliance Officer II, Henry Menendez, attended an all-day training of Legal Updates to California's Sidewalk Vending Laws, put on by the CA Association of Code Enforcement Officers (CACEO) and County of Ventura in March.
- Assistant Planner, Megan Musolf, and CDD Director, Nick Bobroff, participated in a local government webinar for the California Coastal Commission's (CCC) Strategic Plan update in March.
- CDD Director, Nick Bobroff, along with City Manager, Michael Ramirez and Assistant City Manager, Ryan Kintz, attended the Radius Group South Coast Commercial and Multifamily Real Estate and Economic Forecast presentation in March.



Challenges:

- None

**Next Steps:**

- CDD staff to attend AEP conference in April 2025 (Q4)
- Senior Planner, Syndi Souter, to attend Subdivision Map Act training in May 2025 (Q4).
- Successfully complete recruitment for new Principal Planner (Q4).

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



Status: *On Track*

**Actions Taken This Quarter:**

- CDD staff attended several follow-up meetings with GovWell software sales representatives to learn more about their platform modules (building permits, planning & zoning, licensing).
- CDD staff attended a refresher demonstration from CloudPermit and received an updated quote for their platform.
- Continue to issue streamlined instant solar permits through SolarApp+ software. CDD issued another 11 building permits via the online permitting platform in Q3.



Challenges: None

**Next Steps:**

- Continue evaluation and ranking of software platforms (Q4).
- Obtain current quotes for top software platform vendors (Q4).
- Select vendor and execute contract for new permit platform (Q4).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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



Status: *On Track*

**Actions Taken This Quarter:**

- Continued to collect “building technology” surcharge on all issued building permits. The Surcharge generated approximately \$5,500 in Q3 (~\$26,500 year-to-date) that will help pay for annual costs for the City’s new online permitting platform.
- Began researching neighboring jurisdiction’s building permit fee schedules & cost of service studies.

**Challenges:**

- Despite recent citywide efforts to update the City fee schedule, building permit fees remain out of date and have not kept pace with inflation over the years since the last comprehensive update.

**Next Steps:**

- Continue collecting “building technology” surcharge on issued building permits (Q4).

- Monitor building permit fees calculated by City consultants to ensure correct fees are charged (Q4).
- Explore options for completing a comprehensive building permit fee study for next fiscal year (Q4).

Advance Planning

Funding source(s): General Fund, Measure X, State-Awarded Grants

AUTHORITY

City Council Goal #2: Accommodate city growth while maintaining a small beachside town.

State Mandate: California Planning and Zoning Law requires local jurisdictions to adopt and maintain a General Plan and Housing Element consistent with the requirements of Government Code section 65302.¹

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Pursue Implementation of the adopted Housing Element.



Status: *On Track*



Actions Taken This Quarter:

- Obtained Housing Element certification from the CA Department of Housing and Community Development (HCD) in January.
- Received conditional certification of Housing Element Zoning Amendments package by CA Coastal Commission (CCC) in March.
- Prepared staff report and hearing materials for City Council acceptance of CCC certification, including suggested modifications, to Housing Element Zoning Amendments package for April City Council meeting.
- Administrative draft ordinance completed to address special needs and supportive housing amendments to City Zoning Code.
- Completed revised administrative draft of ADU Ordinance amendments to address comments from HCD / CCC coordinated review process.
- Completed revised administrative draft of Density Bonus Ordinance amendments to address CCC comments.



Challenges:

- Scope and complexity of Housing Element rezones is staff/labor intensive. Paused or delayed other work efforts to prioritize this effort.



Next Steps:

- Schedule acceptance and acknowledgement of CCC certification and modifications to Housing Element Zoning Amendments package for City Council review (Q4).
- Schedule revised ADU Ordinance amendments for Planning Commission review (Q4).
- Schedule updated Density Bonus Ordinance amendments for City Council first reading (Q4).

¹ Authority for and scope of General Plans:

https://leginfo.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV§ionNum=65302

- Schedule Special Needs and Supportive Housing Ordinance amendments for Planning Commission review (Q4).

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Preparation of updated public draft of complete General Plan/Coastal Land Use Plan (GP/CLUP) update underway. Changes incorporate comments received from General Plan Update Committee (GPUC) meetings over past year revised administrative drafts of each GP/CLUP element.
- Consultant team began preparation of Notice of Preparation (NOP) for the required Programmatic Environmental Impact Report (PEIR) for the GP/CLUP update.

 **Challenges:**

- Limited consultant capacity to devote to this project. Staff and consultant have worked together to establish timelines and schedule to keep project on track going forward.
- Grant funding supporting this effort will expire at end of 2025, despite work effort likely carrying into 2026 and beyond. Staff will work with grantor to explore options for an extension and/or additional funding to help support ongoing work efforts.

 **Next Steps:**

- Release of complete public draft of the GP/CLUP update (Q4).
- Release Notice of Preparation (NOP) and hold scoping hearing(s) in support of the preparation of PEIR (Q4).

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

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Evaluated relocation assistance payment amount and reported to City Council re: no recommended change in January.

 **Challenges:**

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

 **Next Steps:**

- Begin work on STR Ordinance updates (Q4).

Strategic Goal: Continued Progress Toward Completion of the Downtown Design Overlay.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Those aspects of the Downtown Design Overlay standards that were carried over into the Objective Design Standards as part of the Housing Element Zoning Amendments package were certified by HCD in January and by the CCC in March.

 **Challenges:**

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

 **Next Steps:**

- Recommence work on objective design standards for other City districts and neighborhoods (Q4).

Strategic Goal: Engage in County Land Use Decisions Affecting Carpinteria Sphere of Influence.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Met with County staff in February to discuss and begin drafting of a Memorandum of Agreement (MOA) between the City and County to formalize communication between both parties concerning pending projects in City Sphere of Influence and/or Planning Area.
- Engaged in ongoing dialog with CCC staff re: County Housing Element rezones in Carpinteria Valley.
- Remain engaged in County planning processes including attending the County Board of Supervisors cannabis workshop at Carpinteria City Hall and submitting a comment letter to the Board of Supervisors re: cannabis odor control ordinance revisions in March.

 **Challenges:**

- Limited staff capacity to devote to ongoing, in-depth engagement with the County re: cannabis land use matters.

 **Next Steps:**

- Review administrative draft MOA with LAFCO and County of Santa Barbara (Q4).
- Continue engagement with CCC re: County Housing Element rezones (Q4).
- Continue engagement with County of Santa Barbara re: cannabis ordinance amendments and Bailard Multifamily Housing Project (Q4).

Housing

Funding source(s): Affordable Housing Fund

AUTHORITY

City Council Goal #2: Accommodate City Growth while Maintaining a Small Beachside Town.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Explore options for the development of affordable housing.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Conducting research of other jurisdictions' efforts to fund and support affordable housing initiatives, e.g., housing trust fund, etc.
- Researching Pro-housing Designation requirements and application process as a strategy to qualify for affordable housing grant programs.

 **Challenges:**

- Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended until either existing outstanding loans are repaid and/or additional funds are allocated to the Program.

 **Next Steps:**

- Continue research of successful affordable housing strategies (Q4).
- Attend next quarterly Joint Affordable Housing Task Force meeting (Q4).

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Increase Community Awareness of Rental Housing Mediation Program (RHMP) services.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Staff continues to refer interested parties to the RHMP services. Use of RHMP services by Carpinteria tenants and landlords remains on pace with previous year's numbers (36 instances at end of Q3).
- Updated and expanded information on City website re: RHMP services.
- Coordinating with RHMP re: April Fair Housing Month proclamation and planning for future RHMP outreach/informational event in Carpinteria.

 **Challenges:** None

**Next Steps:**

- Schedule April Fair Housing Month proclamation for City Council (Q4).
- Schedule and hold RHMP outreach/informational event (Q4).
- Develop and provide public outreach materials for use on City social media platforms (Q4).
- Distribute RHMP pamphlets at key City locations (e.g., library, etc.) (Q4).

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



Status: *On Track*

**Actions Taken This Quarter:**

- City Council approved expansion of Safe Parking Program from 6 vehicles to 12 vehicles maximum in January as an amendment to the Agreement with New Beginnings.

**Challenges:**

- Limited available properties/sites available in the City to accommodate additional or expanded Safe Parking Program location.
- Seeking second site for large vehicles (RVs, etc.).

**Next Steps:**

- Return to Council with proposed contract extension to continue Safe Parking Program past initial two-year pilot phase (Q4).
- Continue to search for secondary sites for large vehicle Safe Parking Program (Q4).

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



Status: *On Track*

**Actions Taken This Quarter:**

- Completed administrative draft of Special Needs and Supportive Housing Ordinance Amendments.



Challenges: None

**Next Steps:**

- Continue efforts with Dignity Moves to identify prospective sites for tiny home village (Q4).
- Schedule Special Needs and Supportive Housing Ordinance Amendments for Planning Commission review (Q4).

Development Review and Building

Funding source(s): General Fund

AUTHORITY

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

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Implement Improvements to the Business Licensing Process.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- Ongoing coordination efforts with third-party business licensing contractor to identify problems, and improve review-process workflow and efficiency.
- Continued to work through Business License review backlog and provide guidance to customers/applicants.
- Established internal working group to improve Business Licensing review process.
- Evaluating options for integration of Business License review process into new online permitting platform.

 **Challenges:**

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

 **Next Steps:**

- Finalize and launch updated applications (Q4).
- Prepare and publish applicants guide for licensing (Q4).
- Continue to identify and implement workflow and process improvements in application review and processing (Q4).

Strategic Goal: Implement Efficiency Improvements for Building Permit Review.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Successfully hired and onboarded the new Chief Building Inspector and Plans Examiner, Mitch Perkins, in February.
- Successfully completed a mid-year budget adjustment to allocate additional funds to continue ongoing inspection and plan check consultant support.
- Continuing to utilize existing building plan check and inspection services consultant for part-time permit technician assistance to address building permit backlogs, and to help implement process improvements, including but not limited to, transition to digital permitting.
- Continuing to utilize existing building plan check and inspection services consultant for back-up inspection services support and on-call building official support.

- Continued research and evaluation of new permit tracking platforms (see Community Development Department (CDD) Administration Program for more details).

**Challenges:**

- Volume of building permit applications continues to be higher than historic volumes. Demonstrates ongoing need for consultant support to meet demands.
- Limitations of outdated permit software constrain building permit process improvement efforts. Transition to new improved software will resolve this impediment.
- Building permit fees remain below area market rate and constrain budget availability for staff/consultant support. Demonstrates need for a comprehensive update to building permit fee schedule and methodologies.

**Next Steps:**

- Identify and pursue training opportunities for new Chief Building Inspector & Plans Examiner to support him in his new position (Q4).
- Continue to research and evaluate online permitting platforms and make selection for awarding of contract (Q4).
- Continue gathering information in support of future building permit fee study and schedule (Q4).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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



Status: *Delayed*



Actions Taken This Quarter: None

**Challenges:**

- Recruitment and hiring for the new Chief Building Inspector and Plans Examiner position stalled this effort. Now that the new Chief Building Inspector and Plans Examiner is onboarded, staff is reevaluating the timeline and approach for completing this goal.

**Next Steps:**

- Work with new Chief Building Inspector and Plans Examiner to establish realistic plan and timeframe to pursue completion of this goal (Q4).

Strategic Goal: Continue work towards Master Code Professional designation.



Status: ***Not Started***



Actions Taken This Quarter: None



Challenges:

- Recruitment and hiring for the new Chief Building Inspector and Plans Examiner position stalled this effort. Will work with newly hired Chief Building Inspector and Plans Examiner to reevaluate this goal.



Next Steps:

- Work with new Chief Building Inspector and Plans Examiner to reevaluate ability to complete this goal, or consider realigning goal to a revised target to better align with new hire's current level of experience (Q4).

Code Compliance

Funding source(s): General Fund

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Multi-family Smoking Ordinance Implementation and Outreach.



Status: *On Track*



Actions Taken This Quarter:

- Drafting of outreach/education materials have begun by Code Compliance staff.
- Separate draft FAQs for property owners/landlords and tenants are under development.
- Updates to multifamily smoking regulations on City website were completed.
- Coordination with Future Leaders of America on respective outreach efforts.



Challenges:

- Lack of staff capacity and competing priorities has delayed ability to make more extensive progress on this effort. Working with Code Compliance and Long Range Planning staff to prioritize outreach efforts.



Next Steps:

- Develop and launch outreach and educational materials for multifamily residential smoking ban (Q4).
- Ban takes effect (end of Q4).

Strategic Goal: Entertainment Licensing Monitoring.



Status: *On Track*



Actions Taken This Quarter:

- Provided entertainment licensing and monitoring update report to City Council in January. Council received and filed report with no recommended changes to current licensing program.



Challenges:

- Live entertainment continues to generate near weekly complaints and service requests from a small number of households.



Next Steps:

- Continue logging complaints, conduct periodic sound monitoring of live music events, and respond to directions from City Council (Q4).

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

- Continued logging and tracking of code compliance cases in GoGov and provided quarterly Code Compliance report to City Council in January.

 Challenges:

- Incomplete logged data from past years limits the ability to provide meaningful long-term trends analysis until additional years of complete data is captured. Data accuracy, including staff time devoted to different tasks, has improved as Code Compliance staff has become better at inputting data.

 Next Steps:

- Continue to improve reporting and trend analysis as part of quarterly reports (ongoing).
- Provide City Council with next quarterly report (Q4).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS**Strategic Goal:** Develop and Adopt Code Compliance Officer Safety Standards. **Status:** *On Track* **Actions Taken This Quarter:**

- Code Compliance staff have gathered examples from other jurisdictions and begun preparation of an administrative draft.

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

- Complete administrative draft Code Compliance Officer Safety Standards and circulate for internal staff review (Q4).

Animal Control

Funding source(s): General Fund

AUTHORITY

Other City Policy: Enhance public safety through animal control-related education, outreach, and enforcement.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Continued periodic weekly patrols of open space areas and contacts with off-leash dog owners. This quarter saw a substantial increase in off-leash dog contacts (13) compared to the past quarter (1), reflecting more time devoted to parks patrols.

 **Challenges:**

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

 **Next Steps:**

- Ramp up public outreach/education efforts regarding leash laws through social media, Coastal View News, etc. (Q4).
- Advocate for reinstatement of additional Code Compliance Officer as part of next fiscal year budget (Q4) to allow for assignment of Code Compliance staff to regular park patrol duties.

AUTHORITY

Best Practice: Promote animal welfare and safety.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Obtain Animal Control Officer Training / Certification.

 **Status:** *Not Started*

 **Actions Taken This Quarter:** None

 **Challenges:**

- Animal Control Officer certification will incur an additional expense not anticipated in current fiscal year budget. Postpone to next fiscal year and request sufficient budget for training.

 **Next Steps:**

- Pursue training / certification for at least one Code Compliance Officer as part of new fiscal year budget (Q4).

Strategic Goal: Enhance Effectiveness of, and Participation in, Dog Licensing Program. **Status:** *Delayed* **Actions Taken This Quarter:**

- Research for new permit platform includes consideration for licensing modules in support of migrating various City licensing programs, including dog licensing, to the new online platform.
- Continuing to work with local veterinary offices and businesses to support City in dog licensing efforts.

 Challenges:

- Limited staff capacity. Working with other City staff to complete minor website updates, and to develop and launch social media materials.
- Current dog licensing software is difficult to maintain and keep current. Annual licensing renewals not readily supported by current software.

 Next Steps:

- Update website information (Q4).
- Develop social media materials (Q4).
- Continue research into online permitting and licensing platforms (Q4) with aim to be ready to recommend awarding of contract to new vendor for next fiscal year.

Strategic Goal: Improve Effectiveness of Pet Adoption Program. **Status:** *On Track* **Actions Taken This Quarter:**

- Two domesticated birds were successfully rehomed during Q3.
- Continued work to establish arrangements with County Animal Control Services and/or Santa Barbara Humane Society to support City staff with kenneling of impounded animals and adoption.

 Challenges:

- Planned remodel and expansion of Animal Medical Clinic (AMC) facilities temporarily resulted in closure of kenneling facilities for large dogs forcing City staff to seek temporary alternative arrangements. City has reached out to County Animal Control Services and Santa Barbara Humane Society, and received commitments from both to support and assist City with both temporary and ongoing kenneling needs.
- Limited dog foster volunteers; particularly for large breed dogs.

 Next Steps:

- Prepare administrative policy re: pet adoption outreach and advertising (Q4).
- Continue outreach efforts to build animal foster/volunteer corps (Q4).
- Finalize and execute Service Agreement with Santa Barbara Humane Society for kenneling support services (Q4).



PUBLIC WORKS

Public Works Department

I. Executive Summary

Within this reporting period, the three (3) Parks and Facilities Attendant positions were outfitted with mobile smart phones to utilize GoGov and for use during rental events at Veterans Memorial Building. Review of customer satisfaction surveys continue to be conducted in weekly Department staff meetings, and adjustments of operational efficiency are made as needed.

The Capital Improvements Program goal is to increase capital project revenues. Within this reporting period, Department staff researched California Department of Parks and Recreation grant opportunities such as the Land and Water Conservation Fund Grant Cycle and Outdoor Recreation Legacy Partnership Program, respectively, for both parks and alternative transportation (e.g., trails) capital projects in the Capital Improvement Plan. The City's grant applications were able to demonstrate a technical need; however, the applications were scored low in the critical area of *disadvantaged communities* due to distance formulas utilized when determining the City's status, negatively impacting the City's ability to secure grant funds. This remains the major challenge to date in advancing the goal.

Within this reporting period, a funding application was accepted for replacement of one of the Maintenance Division tractors with an all-electric tractor. Under Central Coast Community Energy's Feel Electrification Incentive Program, Department staff developed a fleet electrification roadmap for City vehicles. However, work is delayed toward development of 100% energy sustainable and resilient City facilities. Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Department staff continues to monitor funding opportunities. Further, procurement of all-electric maintenance equipment and vehicles is still in progress; however, technological advances could cause delays in delivery of some products.

The Solid Waste Program goal is to reduce waste and increase landfill diversion. Within this reporting period, all four (4) commercial accounts for curbside organic collection service (that previously were not in compliance) were contacted and brought into compliance. Department staff continued outreach to food and beverage providers to reach full compliance with City regulations related to single-use plastic take-out foodware and retail sale regulations regarding single-use plastic foodware and mylar balloons. Further, Department staff continued work with the General Government Department toward full cost recovery (i.e., elimination of general fund subsidies) for solid waste programming, specifically through proposed revisions to AB 939 fees on residential and commercial solid waste rates.

The Watershed Management Program goal is to protect local watersheds, and there is one (1) quantifiable objective. Within this reporting period, a revision was made to the development and construction tracking database as well as associated documents.

Further, an evaluation of cost reporting was conducted in compliance with new State Water Resources Control Board (SWRCB) regulations. The major challenge to date is new requirements for cost reporting, as well as those in the draft Phase II MS4 Permit, which are expected to require significant staff resources and additional funding.

Within this reporting period, two (2) maintenance staff, one from the Street Maintenance Program and the other from the Parks and Facilities Maintenance Program, completed landscape irrigation skills training in November 2024. Further, the part-time Parks and Facilities Attendant staff were trained in special event hospitality skills for public facility rentals (e.g., Veterans Memorial Building rentals). The major challenge to date is the limited staff capacity to complete service requests.

II. Key Highlights

Major Milestones Achieved:

- Applied for Safe Routes to School Program and Bicycle and Pedestrian Program grants for Franklin Creek Trail Improvement Project.
- Awarded \$342,270 from Highway Safety Improvement Program Cycle 12 grant for Carpinteria High School Area Crosswalk Safety Improvements Project.
- Adoption of 5% increase to AB 939 fees.

Significant Issues or Challenges Encountered:

- Limited capacity to complete projects due to staffing constraints.

Upcoming Priorities for the Next Quarter

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

III. Financial Summary

	Current Budget	Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
41 - Taxes	\$ 393,550	\$ 233,169	\$ 160,381	41%
42 - Licenses & Permits	21,800	23,600	(1,800)	-8%
43 - Intergovernmental	8,753,100	1,990,425	6,762,676	77%
44 - Fines & Forfeitures	2,100	578	1,522	72%
45 - Charges for Services	401,650	256,948	144,702	36%
46 - Interest	36,300	45,201	(8,901)	-25%
47 - Special Assessments	198,400	117,926	80,474	41%
48 - Miscellaneous Revenue	83,550	82,348	1,202	1%
Revenue Total:	\$ 9,890,450	\$ 2,750,194	\$ 7,140,256	72%
Expenditure				
51 - Personnel Services	\$ 1,939,000	\$ 1,347,530	\$ 591,470	31%
52 - Professional Services	472,900	320,909	151,991	32%
53 - Contract Services	1,305,450	642,211	663,239	51%
54 - Utilities	7,050	5,539	1,511	21%
55 - Other Operating Expenses	568,350	265,780	302,570	53%
57 - Capital Outlay	15,503,950	9,715,921	5,788,029	37%
Expenditure Total:	\$ 19,796,700	\$ 12,297,891	\$ 7,498,809	38%

Budget Overview

- Major Expenditures:
 - Equipment Replacement – Community Pool Lights (\$21,175)

- Emergency Repair – Chaney Ave Groundwater Seepage (\$343,235)
- Variance: Budget intended for Community Garden sprinkler system installation was utilized for replacement of Community Pool lights.

 Major Financial Changes or Concerns

- None.

IV. Community Engagement and Outreach

 Engagement Activities:

- None. Again, a majority of the activities were conducted in the Capital Improvements Program (e.g., public workshops and construction notices) and Solid Waste Program (e.g., educational outreach of new solid waste laws).

 Feedback Received:

- No major exceptions to said activities.

 Response to Feedback:

- None to date.

Public Works Administration

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

✚ **Status:** *On Track*

✚ **Actions Taken This Quarter:**

- Continuing to review customer satisfaction surveys in weekly Department staff meetings and adjusting operational efficiency, as needed.
- Department is currently coordinating with the General Government Department in drafting telework policy.

✚ **Challenges:**

✚ None. **Next Steps:**

- When finalized by the Human Resources Division, implement telework policy, including development of hybrid work schedules to improve staffing flexibility while maintaining excellent customer service and departmental productivity.

Capital Improvements

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase capital project revenues.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Applied for two Measure A South Coast Cycle 6 grants, namely the Safe Routes to School Program and Bicycle and Pedestrian Program, for the Franklin Creek Trail Improvement Project.
- Received notification from the California Department of Transportation about the Carpinteria High School Area Crosswalk Safety Improvements Project being selected for receiving state-aid grant funds in the amount of \$342,270 from the Highway Safety Improvement Program Cycle 12.

 **Challenges:**

- Pavement improvement projects are currently underfunded.

 **Next Steps:**

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

Street, Fleet, and Parks and Facilities Maintenance

Funding source(s): Capital Improvement Fund, Gas Tax, General Fund, Library Fund, Local Transportation Fund, Measure A, Measure X, Park Maintenance Fund, Recreation Services Fund, R-O-W Assessment District, and Tidelands Trust

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

✚ **Status:** *Delayed*

✚ **Actions Taken This Quarter:**

- None.

✚ **Challenges:**

- Limited staff capacity to complete service requests impacting service levels and opportunities for added training.

✚ **Next Steps:**

- Reschedule annual equipment operation training within Q4.
-

Transportation, Parking and Lighting

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

AUTHORITY

Transportation Committee – Resolution No. 5928

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase availability of alternative transportation.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- According to the Santa Barbara Metropolitan District (SBMTD) General Manager Jerry Estrada, there is a shortage of qualified transit drivers resulting in delays to anticipated microtransit service, The Wave.
- A Transportation Committee Meeting was not scheduled for Q3.

 **Next Steps:**

- In lieu of a Transportation Committee Meeting in Q3, staff is coordinating with SBMTD staff for a presentation in a City Council Meeting within Q4.

Solid Waste

Funding source(s): AB 939, Revolving, and Solid Waste Franchise Fees

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Adoption of a 5% increase to AB 939 fees, allowing the City to enhance certain program offerings and fully fund others.
- Continued outreach to food and beverage providers to reach full compliance with City regulations related to single-use plastic take-out foodware and retail sale regulations regarding single-use plastic foodware and mylar balloons.
- Planning for implementation of a “fix-it” fair, which will occur May 31, 2025. This outreach event encourages the community to renew items rather than dispose of them.

 **Challenges:**

- Restaurants have a high turnover rate, so regular site visits will be necessary for continued compliance. Additionally, some foodware items do not have non-plastic alternatives.

 **Next Steps:**

- Schedule outreach events to educate the community on organic waste diversion, including residential composting workshops, in collaboration with Parks, Recreation, and Community Services.
- Continue outreach to all businesses subject to Carpinteria Municipal Code Chapter 8.50.
- Adding summer programming to the United Way “Fun in the Sun” summer education program at Aliso School, in coordination with Explore Ecology. The module run by Explore Ecology, funded by an SB 1383 grant, teaches students about organic waste in a hands-on learning environment.

Watershed Management

Funding source(s): Development Impact Fees, Gas Tax, General Fund, Measure A, and Revolving Funds

AUTHORITY

Sustainability Community Policy – Resolution No. 5500; National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Revision of development and construction tracking database as well as associated documents.
 - ✓ A new tracking sheet was developed and is in utilization, and associated documents for inspections and maintenance agreements are in the process of being updated.
- Evaluation of cost reporting in compliance with new State Water Resources Control Board (SWRCB) regulations.
 - ✓ This action is ongoing. The SWRCB recently adopted a cost reporting requirement for all municipalities, which will be implemented under the new draft Phase II MS4 Permit. This requirement is expected to take significant staff resources to meet. In anticipation of that, staff began preparing for this in Q2. Tracking will eventually include all departments that work on any element of Phase II MS4 Permit implementation and will be due in the fifth year of that permit. Estimated time spent on this by agencies involved in the pilot program were 1 full-time employee for 3 months per year.

 **Challenges:**

- New requirements for cost reporting as well as those in the draft Phase II MS4 Permit are expected to require significant staff resources and funding. The true impacts of this are unknown at this time.
- Trash Implementation Plan regulations. This action is delayed, as the permit has not yet been adopted and draft provisions could require updates to the Trash Implementation Plan. Additionally, these plans require Regional Water Quality Control Board Executive Officer Approval, which has not been obtained.

 **Next Steps:**

- Continue engagement with the SWRCB about the draft Phase II MS4 Permit.
- Continue revision of construction inspections and development project tracking, as required by the Phase II MS4 Permit.

Resource Conservation

Funding source(s): General Fund and Measure X

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To reduce greenhouse gas emissions.

 **Status:** *Delayed*

 **Actions Taken This Quarter:**

- None

 **Challenges:**

- Work is *delayed* toward development of 100% energy sustainable and resilient City facilities. Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Staff continues to monitor funding opportunities.
- Procurement of all-electric maintenance equipment and vehicles is still in progress; however, technological advances could cause delays in delivery of some products.

 **Next Steps:**

- Continue to transition equipment to all-electric as funding and equipment availability allows.

PARKS, RECREATION & COMMUNITY SERVICES



Parks, Recreation and Community Services

I. Executive Summary

The Parks, Recreation, and Community Services Department continued its momentum in Q3 by enhancing community engagement, strengthening internal systems, and advancing key program initiatives. Several divisions made impactful progress, including the launch of new Library literacy and outreach programs, expanded senior engagement through AgeWell, and comprehensive planning for the upcoming beach season.

Library Services expanded its reach by onboarding a new Literacy Coordinator, completing new tutor training, and launching initiatives such as “Carp Reads,” and a monthly book-to-movie series. Library staff also deepened community visibility through regular Coastal View News contributions and preparedness workshops. Staff development continues to be a strong focus, with training across emergency preparedness, community engagement, and compliance.

Administration worked to improve internal operations with continued development of the department’s employee handbook, implementation of weekly meetings, and cross-departmental collaboration to streamline workflows and enhance the customer experience via RecDesk and website improvements. Full occupancy of the Community Garden, along with new school and nonprofit partnerships, highlighted the division's strong community integration.

At the Community Pool, the annual program calendar has been published and regularly updated, supporting transparency and communication. However, progress on the division's Staff Policy and Procedures Handbook remains delayed due to workload balancing.

Ocean Beach Services continued its planning and logistics for the 2025 Junior Lifeguard Program, including supply inventory and schedule finalization. Like the pool, handbook development is still underway but affected by limited staff capacity.

II. Key Highlights



Major Milestones Achieved:

- Onboarded and began training new Literacy Coordinator; completed new tutor training with 16 participants.
- Onboarded new Program Manager.
- Planned and advertised new Library programming, including “Carp Reads,” monthly book-to-movie events, and a new book club.
- Contributed monthly book recommendations and quarterly updates in Coastal View News.
- Expanded RecDesk reservation platform to include aquatics, special events, and field rentals.

- Maintained full occupancy in the Community Garden and expanded outreach with schools and nonprofits
- Hosted diverse AgeWell events, including Spanish-language programming and intergenerational collaborations.
- Finalized 2025 Junior Lifeguard Program schedule and began equipment inventory and procurement.
- Published and updated the Community Pool's annual program calendar.



Significant Issues or Challenges Encountered:

- Delay in Staff Policy & Procedures Handbook completion due to time constraints across divisions.
- Limited staff availability to develop a Library e-newsletter.



Upcoming Priorities for the Next Quarter

- Finalize Staff Policy & Procedures Handbook across divisions.
- Finalize department-wide cancellation and refund policies.
- Draft "Sponsorship, Donation, and Fundraising" policy.
- Complete recruitment for the new City Librarian.
- Collaborate with General Government on updating the City's Volunteer Handbook.
- Pair learners with new literacy tutors and grow Carp Reads programming.
- Launch Library e-newsletter and promote Summer Reading Program.

III. Financial Summary

	Current Budget	Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	\$ 300	\$ 150	\$ 150	50%
43 - Intergovernmental	258,100	101,507	156,593	61%
45 - Charges for Services	1,005,350	764,623	240,727	24%
46 - Interest	12,400	16,273	(3,873)	-31%
47 - Special Assessments	20,400	13,382	7,018	34%
48 - Miscellaneous Revenue	205,300	120,693	84,607	41%
Revenue Total:	\$ 1,501,850	\$ 1,016,628	\$ 485,222	32%
Expenditure				
51 - Personnel Services	\$ 1,814,600	\$ 1,095,250	\$ 719,350	40%
52 - Professional Services	160,730	72,032	88,698	55%
53 - Contract Services	109,400	28,501	80,899	74%
54 - Utilities	33,200	23,972	9,228	28%
55 - Other Operating Expenses	321,000	124,530	196,470	61%
57 - Capital Outlay	39,000	9,960	29,040	74%
Expenditure Total:	\$ 2,477,930	\$ 1,354,245	\$ 1,123,685	45%



Budget Overview

- Major Expenditures:
 - None
- Variance:
 - None



Major Financial Changes or Concerns

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

- None

IV. Community Engagement and Outreach



Engagement Activities:

- Launched Carp Reads program, including a book giveaway and upcoming author talk.
- Offered a new book club in March.
- Held family preparedness workshops for the community.
- Conducted outreach events for ESL learners.
- Published a quarterly Library column and monthly book recommendations in Coastal View News.
- AgeWell hosted PEARLS mental wellness check-ins (Spanish-speaking).
- Promoted AgeWell at Cycling Without Age panel at the Alcazar Theatre.
- Attended:
 - Friendship Center's Healthy Aging Hub opening
 - Children's Creative Project's "All In for Kids" breakfast
 - Carpinteria Nonprofit Collaborative meeting
 - County Master Plan on Aging workgroups
- Ongoing Community Garden engagement, including:
 - Monthly garden e-newsletters
 - Partnerships with schools (Canalino, SBHS) and Santa Barbara Botanic Garden



Feedback Received:



Response to Feedback:

-

Parks, Recreation & Community Services

Administration

Funding source(s): General Fund, Measure X, Tidelands Fund, Recreation Fund, and Revolving Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Participated in City Hall Front Desk team check-in meetings and collaboration. Collaborating across departments for improved workflow and alignment.
- Continue to create 'how to guides' for various workflows within the department.

 **Challenges:**

- None.

 **Next Steps:**

- Meet with Risk Management to review policies and procedures that need to be included in the staff handbook (Q4).
- Plan the first all-staff department meeting (Q4).
- Continue to draft employee handbook and collect relevant and necessary materials (Q4).

Strategic Goal: Revise the mission statement for the Parks, Recreation & Community Services Department.

 **Status:** *Not Started*

 **Actions Taken This Quarter:**

- None.

 **Challenges:**

- None.

 **Next Steps:**

- Solicit ideas from staff for a mission statement (Q4).
- Begin drafting a mission statement (Q4).

Strategic Goal: Implement meeting & training schedule.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Weekly meetings have been established and are ongoing.

**Challenges:**

- None

**Next Steps:**

- Schedule a department-wide all staff meeting.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Modernize operations and improve customer experience. Enhance customer engagement and satisfaction through modern communication channels.



Status: *On Track*

**Actions Taken This Quarter:**

- Expanded reservation options in the RecDesk portal to include aquatics programming, special events, and field rentals.
- Continuing to update RecDesk and City website to improve clarity, transparency, efficiency, and accessibility for staff and customers.
- Collaborating across departments for improved workflow and alignment.

**Challenges:**

- None.

**Next Steps:**

- Continue to monitor reservations, seek feedback on the process from users, and make improvements and changes as needed.

Strategic Goal: Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.



Status: *On Track*

**Actions Taken This Quarter:**

- Continued monthly garden e-newsletter.
- Shared regular updates with garden members on local opportunities and offerings, from events to classes.
- Exploring partnerships with local community groups, including nonprofits (Santa Barbara Botanic Garden) and schools (Canalino, Santa Barbara High School), to expand offerings, share resources, and build community.
- All garden beds are occupied.

**Challenges:**

- None

**Next Steps:**

- Continue outreach and collaboration explorations.
- Collaborate with the Sustainability division of the Public Works Department on educational workshops and sessions.
- Collaborate with AgeWell for partnered programming.

AUTHORITY

City Council Goal #4: Strengthen Community Institution and Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.



Status: *On Track*



Actions Taken This Quarter:

- Staff toured Ventura Adult Center
- Met with Children's Creative Project to discuss Abuela Collaborations
- Met with Carpinteria Valley Museum of History to explore future collaborations.
- Collaborated with SBCC to offer Nutrition Class
- Hosted Veteran's Commission quarterly meeting
- Attended two County of Santa Barbara Master Plan on Aging work groups: Awareness of Community Resources
- Attended Carpinteria Nonprofit Collaborative meeting
- Hosted chocolate tasting party, sponsored by Visiting Angels
- Hosted Volunteer Appreciation event for volunteers
- Promoted AgeWell on the Cycling Without Age panel at the Alcazar
- Attended the Friendship Center's Healthy Aging Hub opening reception
- Hosted Community Sock Hop Dance
- Hosted Grey Panthers Senior Activist Q&A
- Hosted first Spanish-speaking Abuelos collaborative meeting with Children's Creative Project
- Hosted Family Service Agency's Spanish-speaking PEARLS check-in meetings
- Hosted first Male Longevity Class series with over 20 participants per session
- Attended Children's Creative Project's "All in for Kids" Breakfast



Challenges:

- None.



Next Steps:

- Continue developing engaging programming and foster diverse engagement with our community.
- Continue exploring partnerships and collaborations for offerings, and resource-sharing.

Community Pool Services

Funding source(s): Measure X and Recreation Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Establish and maintain a comprehensive program planning and communication framework.



Status: *On Track*



Actions Taken This Quarter:

- An annual program calendar for Community Pool activities and programs has been created and posted online. The annual calendar will undergo updates as needed for any programming changes that may occur.



Challenges:

- None.



Next Steps:

- Maintain and update calendar as needed.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program.



Status: *Delayed*



Actions Taken This Quarter:

- Work continues on the creation of a Staff Policy and Procedures Handbook.
- Staff continue work on formalizing and memorializing existing policies and procedures, and implementing new policies and procedures as needed.



Challenges:

- Staff must balance handbook development with their daily responsibilities in operating the Community Pool, limiting the time and capacity available to dedicate to this project.



Next Steps:

- Finalize Staff Policy & Procedures Handbook (Q4).

Ocean Beach Services

Funding source(s): General Fund, Measure X, and Tideland Trust Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline and Improve Customer Service for Boathouse Operations

✚ Status: **Completed**

AUTHORITY

Carpinteria Municipal Code (CMC) 2.20.080 establishing Ocean Beach Services.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.

✚ Status: **Delayed**

✚ **Actions Taken This Quarter:**

- Work continues on the creation of a Staff Policy and Procedures Handbook.
- Past policies and procedures have been inputted and updated.
- Working on formalizing and memorializing policies and procedures that are best practice but have not been documented in the past.

✚ **Challenges:**

- Staff must balance handbook development with their daily responsibilities in operating the Community Pool, limiting the time and capacity available to dedicate to this project.

✚ **Next Steps:**

- Finalize Staff Policy & Procedures Handbook (Q4).

Strategic Goal: Ensure the continuation and success of the Junior Lifeguard Program.

✚ Status: **On Track**

✚ **Actions Taken This Quarter:**

- Held approximately 100 Junior Guard (JG) Swim Test dates.
- Completion the 2025 JG calendar including competition dates and field trips
- Inventoried and ordered supplies.

✚ **Challenges:**

- None.

✚ **Next Steps:**

- Revise participant survey for Summer 2025 to allow for data collection versus open-ended questions which cannot be quantified.
- Finalize scheduling for spring and summer seasons.
- Continue inventorying and purchasing of equipment and supplies as needed.

Library Services

Funding source(s):

Measure X, Santa Barbara County, Friends of the Carpinteria Library

AUTHORITY

City Council Goal #1: Enhance public outreach, education, and transparency.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Literacy Coordinator onboarded.
- 16 participants completed tutor training for the Literacy Program
- Planning for Carp Reads program to begin April 1, 2025
- Added additional new patrons to total nearly 600 new library cards this FY
- Began working on the Library Strategic Plan

 **Challenges:**

- None

 **Next Steps:**

- Pair Literacy Program learners with new tutors
- Organize and increase literacy materials (Q4)
- Promote Carp Reads, books, and programming
- Promote Summer Reading Program

Strategic Goal: Boost Library Utilization and Program Participation.

 **Status:** *On Track*

 **Actions Taken This Quarter:**

- Quarterly Library Column in the Coastal View News (CVN)
- Provided monthly book recommendations in CVN
- Offered a new book club program in March
- Introduced a monthly book-to-movie program in February
- Provided family preparedness workshops in the community
- Full-time staff attended community meeting regarding immigration
- Hosted outreach events to ESL learners
- Hosted Volunteer Appreciation event for volunteers
- City Librarian spoke at the Community Church

**Challenges:**

- Staff capacity to create a digital newsletter

**Next Steps:**

- Create a paper Library calendar
- Create e-newsletter and send out
- Carp Reads activities, including book giveaway, author talk, and other events

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Prioritize staff training and development initiatives to ensure a skilled and motivated workforce capable of delivering high-quality services and programs.

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

- Held Q3 Library staff training
- Community Engagement Librarian attended Creando Enlaces conference for Spanish speaking library staff
- City-wide Emergency Operations training
- All staff participated in Workplace Harassment training
- Participated in Black Gold trainings

**Challenges:**

- None

**Next Steps:**

- Hold Q4 Library staff training
- Onboard new Library Tech
- Onboard new City Librarian

[118H1172]


(Original Signature of Member)

119TH CONGRESS
1ST SESSION

H. R. _____

To permanently prohibit oil and gas leasing off the coast of the State
of California, and for other purposes.

IN THE HOUSE OF REPRESENTATIVES

Mr. CARBAJAL introduced the following bill; which was referred to the
Committee on _____

A BILL

To permanently prohibit oil and gas leasing off the coast
of the State of California, and for other purposes.

1 *Be it enacted by the Senate and House of Representa-*
2 *tives of the United States of America in Congress assembled,*

3 **SECTION 1. SHORT TITLE.**

4 This Act may be cited as the “California Clean Coast
5 Act of 2025”.

1 **SEC. 2. PROHIBITION OF OIL AND GAS LEASING IN AREAS**
2 **OF THE OUTER CONTINENTAL SHELF LO-**
3 **CATED OFF THE COAST OF CALIFORNIA.**

4 Section 8 of the Outer Continental Shelf Lands Act
5 (43 U.S.C. 1337) is amended by adding at the end the
6 following:

7 “(q) PROHIBITION OF OIL AND GAS LEASING IN
8 AREAS OF THE OUTER CONTINENTAL SHELF LOCATED
9 OFF THE COAST OF CALIFORNIA.—

10 “(1) IN GENERAL.—Notwithstanding any other
11 provision of this Act or any other law and except as
12 provided in paragraph (2), beginning on the date of
13 enactment of this subsection, the conduct of oil and
14 gas preleasing, leasing, and related activities is pro-
15 hibited in areas of the outer Continental Shelf lo-
16 cated off the coast of the State of California.

17 “(2) EFFECT.—Nothing in this subsection af-
18 fects any rights under leases issued under this Act
19 before the date of enactment of this subsection.”.