

City of Carpinteria
City Council Regular Meeting Agenda
Monday, June 9, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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

Attendance/Viewing Options:

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

Public Comments

- Provide a live public comment in City Council Chambers at City Hall (5775 Carpinteria Ave.).
- Provide a live comment through the City's Zoom webinar platform (through the link provided above). To make public comments through this platform please use the "raise your hand" feature to notify staff that you would like to make a public comment during designated public comment times. Once it is your turn to provide a public comment, staff will unmute your microphone and you will be given a designated amount of time to provide your comment. At the end of your comment, staff will once again mute your microphone.
- Submit a written comment (as either a general public comment or on a specific agenda item) to be distributed to Council Members by **12:00 P.M. on the day of the meeting** by either submitting your comment via (1) email to PublicComment@carpinteriaca.gov, or (2) the **eComment** link on the City's agenda website available at <https://carpinteriaca.gov/city-hall/agendas-meetings/>. Please reference the agenda item to which your comment pertains. Although written comments become part of the record, they will not be read aloud at the meeting.

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

Levine Act Warning

Applicants and their agents before the City Council are subject to the campaign disclosure provisions detailed in Government Code Section 84308. No City Council Member may accept, solicit, or direct a contribution of more than \$500 from any party for 12 months following the date a final decision is rendered by the City. No City Council Member may accept, solicit, or direct any contribution from an agent of the party during the same time frame. This prohibition commences when an item involving the entitlement has been placed on the City Council's agenda for a public meeting, when the City Council Members knows the action is within the City Council's jurisdiction and it is reasonably foreseeable that it will come before the City Council as a decisionmaker, or when the proceeding is before the City Council for its decision. A party to a City proceeding—which includes both applicants and agents—shall disclose on the record of the proceeding any contribution of more than \$500 made to any Council Member by the applicant, or any donations made by the agent, during the preceding 12 months. No party to a City proceeding, or agent, shall make a contribution to a Council Member during the proceeding and for 12 months following the date a final decision is rendered by the City. Prior to rendering a decision on a City proceeding, any Council Member who received contribution of more than \$500 within the preceding 12 months from any party, or who received any donations from an agent, to a proceeding shall disclose that fact on the record of the proceeding, and shall be disqualified from participating in the proceeding. However, if any Council Member receives a contribution that otherwise would require disqualification, and returns the contribution within 30 days of knowing about the contribution and the relevant proceeding, the Council Member shall be permitted to participate in the proceeding. If you believe that these provisions apply to you or a Council Member, please inform the City Clerk at the earliest possible opportunity. Failure to do so may affect the City's ability to process your application.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

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

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

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. A Proclamation Recognizing June as Pride Month in the City of Carpinteria and Celebrating Pacific Pride Foundation's 50th Anniversary. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*
2. A Proclamation Honoring June 19, 2025, "Juneteenth Independence Day" in Recognition of June 19, 1865, When Enslaved Africans Learned of Their Freedom in the Southwestern States. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

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

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

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

CITY MANAGER'S REPORT

The City Manager will report to the City Council regarding various City and/or community events and/or matters of interest. There will be no City Council discussion except to ask questions or refer matters to staff; and no action will be taken unless listed on a subsequent agenda or as otherwise specified below.

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

PLANNING COMMISSION ACTIONS: NONE

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

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

This is a time for public comments on matters not otherwise on the agenda but within the subject matter jurisdiction of the City Council. The Mayor may establish reasonable regulations for public comment based on the time available and/or the number of persons waiting to speak. Typically, the Council's practice has been to limit each speaker to three minutes. The audio-visual system in the Council Chamber is not available for speaker use during the general Public Comment period.

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

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

3. Approve the minutes of the regular meeting held May 27, 2025.
4. Receive and file the Expenditures for the period beginning May 19, 2025 and ending May 30, 2025.
5. Authorize the City Manager, pending City Council approval of the Fiscal Year 2025/26 – 2026/27 Two-Year Budget, to execute a two-year Agreement with New Beginnings to continue the Safe Parking Program in an amount not-to-exceed amount of \$88,374, and adopt Resolution No. 6404 amending Resolution No. 6365 to remove the "pilot" designation from the Safe Parking Program Policy. *(Requires a roll call vote.)*
6. Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Via Real Stormwater Project with Toro Enterprises, Inc. and Authorize the City Manager to release the construction contract bonds after one year of acceptance of the work by the City in accordance with the warranty required by the construction contract. *(Requires a roll call vote.)*
7. Authorize the City Manager to execute Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project in an amount not-to-exceed \$54,809 for a total amended agreement amount of \$426,999. *(Requires a roll call vote.)*
8. Adopt Resolution No. 6403, approving the Stand-Alone Credit Card Usage Policy referenced in Section "O" of the Procurement Policy.

ADMINISTRATIVE MATTERS: NONE

PUBLIC HEARING:

9. Public Hearing on City Workforce Vacancies and Recruitment/Retention Efforts Pursuant to Government Code Section 3502.3 (AB 2561 Compliance).

Recommendation: Conduct a public hearing pursuant to Government Code Section 3502.3 to receive a presentation on the City's current workforce vacancies, recruitment and retention efforts, and any identified obstacles to hiring, as required by Assembly Bill 2561. *(Requires a roll call vote.)*

Staff Presenter: Ryan Kintz, Assistant City Manager

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

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. Capital Improvement Plan Projects and Departmental Goals, Objectives, and Performance Measures for Fiscal Years 2025/26 and 2026/27.

Recommendation: Receive and file report and presentation, and direct staff as appropriate.

Staff Presenter: Michael Ramirez, City Manager

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

11. Authorize the execution of a Memorandum of Agreement (MOA) between the City of Carpinteria and the Santa Barbara County Office of Emergency Management regarding the activation of the ReadySBC alerts system, as well as the City's access to and use of Genasys, Emergency Zone Mapping Solution.

Recommendation: Authorize the City Manager to execute the Memorandum of Agreement between the City of Carpinteria and the Santa Barbara County Office of Emergency Management concerning the activation of the Ready SBC alerts system and the Genasys EVAC, emergency zone mapping solution. *(Requires a roll call vote.)*

Staff Presenter: Juliza Briones, Program 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 Monday, June 23, 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 Thursday, June 5, 2025, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.



**A PROCLAMATION OF THE CITY COUNCIL OF
THE CITY OF CARPINTERIA RECOGNIZING JUNE
AS PRIDE MONTH IN THE CITY OF CARPINTERIA
AND CELEBRATING PACIFIC PRIDE
FOUNDATION'S 50TH ANNIVERSARY**

WHEREAS, the month of June is recognized as Lesbian, Gay, Bisexual, Transgender, Queer, and more (LGBTQ+) individuals as "Pride Month," commemorating the June 1969 Stonewall Riots, a catalyst in the fight for LGBTQ+ rights in the United States; and

WHEREAS, the City of Carpinteria recognizes and honors the struggle for liberation against discrimination threatening the rights of LGBTQ+ people to feel safe in their own community; and

WHEREAS, the rainbow progress flag, as shown below, is widely recognized as a symbol of pride, inclusion, and support for social movements advocating for LGBTQ+ people, and explicitly acknowledges the intersection of racial justice with sexuality and gender justice!



; and

WHEREAS, all human beings are born free and equal in dignity and rights; LGBTQ+ individuals have had immeasurable impact on the cultural, civic, and economic successes of our country; and

WHEREAS, the City of Carpinteria is committed to ongoing support of the visibility, dignity, and equity of LGBTQ+ people in our community through partnerships with organizations such as Pacific Pride Foundation and Carp PRIDE; and

WHEREAS, while society at large increasingly supports LGBTQ+ equity, it is essential to acknowledge that the need for education and awareness remains vital in order to end discrimination and prejudice and provide resources to our citizens, peers, educators, and community leaders; and

WHEREAS, this nation was founded on the principle that every individual has infinite dignity and worth, and the City Council of the City of Carpinteria calls upon the people of this municipality to embrace this principle and work to eliminate prejudice everywhere it exists; and

WHEREAS, celebrating Pride Month influences awareness and provides support and advocacy for the LGBTQ+ community, and is an opportunity to take action and engage in dialogue to strengthen alliances, build acceptance, and advance equal rights; and

WHEREAS, Pacific Pride Foundation has become the foremost resource for the LGBTQ+ community, providing high quality, compassionate health and social service programs, both in Santa Barbara County and the coastal communities of California between Los Angeles and San Francisco; and

WHEREAS, Pacific Pride Foundation is celebrating its 50th Anniversary.

NOW, THEREFORE, the City Council of the City of Carpinteria hereby designates June as "**PRIDE MONTH**" so that all future Junes will be recognized as PRIDE Month in Carpinteria, not just June 2025 and commends Pacific Pride Foundation's efforts to create a thriving and visible LGBTQ+ community and celebrates its 50th Anniversary.

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 9th day of June, 2025.

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



Natalia Alarcon, Mayor
City of Carpinteria



**A PROCLAMATION OF THE CITY COUNCIL OF
THE CITY OF CARPINTERIA HONORING JUNE 19,
2025, "JUNETEENTH INDEPENDENCE DAY"
IN RECOGNITION OF JUNE 19, 1865, WHEN
ENSLAVED AFRICANS LEARNED OF THEIR
FREEDOM IN THE SOUTHWESTERN STATES**

WHEREAS, on June 19, 1865, Union troops led by General Gordon Granger arrived in Galveston, Texas, and issued General Order Number Three, which proclaimed that "The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free," thereby marking the official enforcement of emancipation in Texas and establishing that former enslaved people were to be recognized as having equal rights under the law; and

WHEREAS, now in 2025, due to the horrors of chattel slavery, African American and Black people have yet to achieve true equality and equity in American society; and

WHEREAS, racism and white supremacy have tainted the foundation of America, beginning with the arrival of enslaved Africans in 1619 and the subsequent establishment of chattel slavery, and with the denial of the humanity of those enslaved by the authors of the Declaration of Independence who declared, "all men are created equal," while holding men and women of African descent in bondage; and

WHEREAS, systemic racism negatively impacts the physical, mental, and emotional well-being of the over 10,000 Black residents of Santa Barbara County; and

WHEREAS, we must confront the harsh reality of racism and anti-Blackness in our communities, intentionally work toward solutions, be a beacon of hope shining light on how to address the ongoing crisis of loss of Black lives in the United States, and condemn all actions carried out in the spirit of racism and all activities that sustain systemic racism; and

WHEREAS, Juneteenth allows us to remember the freeing of enslaved people, reflect on the condition of the lives of their descendants in our present day, and commit ourselves to being anti-racist as we work to end systemic racism in our communities; and

WHEREAS, the City Council of the City of Carpinteria formally recognized Juneteenth on January 9, 2023, by adoption of Resolution No. 6184, directing that Juneteenth be observed as a City holiday on June 19th of every year.

NOW, THEREFORE, the City Council of the City of Carpinteria hereby celebrates the Juneteenth Holiday on June 19, 2025, and encourages all residents to use this time to learn about the legacy of Black people, their contributions, and stand in solidarity to end racism, bigotry, and hate.

IN WITNESS WHEREOF, the Mayor has hereunto set their hand and caused the official seal of the City of Carpinteria, California, to be affixed this 9th day of June, 2025.

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



Natalia Alarcon, Mayor
City of Carpinteria

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

REGULAR MEETING AGENDA
MONDAY, JUNE 9, 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 May 12, 2025.
5. Carpinteria Community Library Monthly Report – June 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, June 5, 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 June 9, 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, June 4, 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, MAY 12, 2025

1. Call to order and roll call.

President Alarcon called the meeting to order at 6:13 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 Jody Thomas, City 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

There was no public comment.

4. Approval of minutes of the regular meeting held April 14, 2025 and the special meeting held April 16, 2025.

There was no public comment.

Motion by Vice President Solórzano, seconded by Boardmember Nomura, to approve the minutes of the regular meeting held April 14, 2025 and the special meeting held April 16, 2025. Upon voice vote, the motion carried unanimously.

5. Carpinteria Community Library Monthly Report – May 2025.

Recommendation: Receive and file the report.

Chief Executive Officer Ramirez announced that this meeting is City Librarian Thomas' last Library Board of Trustees meeting before she retires.

City Librarian Thomas presented the staff report.

There was no public comment.

The Library Board of Trustees commended City Librarian Thomas for her dedication and outstanding contributions to the Library.

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

6. New Business & Discussion.

There was no new business nor discussion.

7. Adjournment.

President Alarcon adjourned the meeting at 6:33 pm.

Brian C. Barrett, CMC, CPMC, Secretary



City of Carpinteria

LIBRARY BOARD OF TRUSTEES AGENDA STAFF REPORT June 9, 2025

ITEM FOR LIBRARY BOARD OF TRUSTEES CONSIDERATION

Carpinteria Community Library Monthly Report – June 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 2025 initiative, "One Community, One Book" program, centered around *Solito* by Javier Zamora finished on May 19, 2025. This title and its related programming explored the themes of immigration and personal experiences of being an immigrant in the United States.

The community programs included a keynote author talk on May 1, a Spanish book club discussion on May 7, a panel discussion titled "I Am Carpinteria" on May 15, and an English book club discussion on May 19. Approximately 450 complimentary copies of the featured book, available in both English and Spanish, were distributed to local residents. While all events garnered positive feedback, the author conversation and the "I Am Carpinteria" panel discussion stood out as the most celebrated, collectively attracting around 200 attendees and receiving significant acclaim from participants.

The Carp Reads program was made possible through the generous support of the Friends of the Carpinteria Library, who sponsored the author talk and book giveaway. The Alcazar Theater was a valued partner holding the panel discussion.

In recognition of Mental Health Awareness Month, the Library, in collaboration with Girls Inc., hosted a Youth Mental Health Panel on May 7. This event aimed to create a safe and engaging environment for young individuals to share their experiences and perspectives on mental health. Participants discussed the challenges they face, the resources that have been beneficial, and the areas where additional support is needed.

The Carpinteria Community Library is pleased to announce the launch of the 2025 Summer Reading Program, "Take Me To Your Reader", which will run from June 13 through August 2. Centered around the theme of space exploration, the program invites community members of all ages to embark on a literary journey through the solar system while discovering the elements that shape the universe.

The program aims to provide an enriching, family-friendly experience through a variety of educational and engaging activities. Participants may pick up complimentary reading logs at the library to track their progress and earn weekly prizes for time spent reading.

The following events are scheduled for the month of June:

- **Summer Reading Blast Off! Bubble Party** – June 13 at 5:00 PM at the Veterans Hall Courtyard. A festive kickoff celebration featuring bubbles and interactive fun.
- **Family Movie Night** – June 20 at 5:30 PM in the Library Community Room. A family-friendly film screening with complimentary popcorn.
- **TaleWise Science Heroes: Adventure of the Missing Color** – June 27 at 3:00 PM in the Library Community Room. A dynamic science-themed storytelling event for children and families.
- **Moxi "Stomp Rockets!" Stop by anytime for science fun!** – July 11 at 2:00 PM at the Veterans Hall Courtyard. A lively educational experience for children focused on the principles of movement and power

The Carpinteria Community Library looks forward to welcoming participants to a summer of discovery, learning, and enjoyment.

The Library is pleased to announce a partnership with Women Economic Ventures (WEV) to offer the inaugural financial literacy course in Spanish, titled "Financial Empowerment." This course will be conducted over two sessions on Mondays, June 16 and June 23 in the Library Community Room. Interested individuals can register in person at the Library or through the Library's website.

The library is launching a Basic ESL Class on Saturdays from 9:30 to 11:00 am, June 21 to August 9 in the Library Community Room. This class aims to offer an alternative to the interested students who are not able to attend the Santa Barbara City College ESL class during the week. Registration is open to any Carpinteria resident and interested participants can register with the Library in person or over the phone, this class is offered free of charge.

Staff Updates:

The City Librarian: Eric Castro has been appointed the new City Librarian. He has extensive library experience and has worked at the Carpinteria Community Library since the City of Carpinteria took over its administration in April 2022.

Seasonal part time position: Interviews were conducted on May 27. A conditional offer has been extended to the selected candidate.

Community Engagement Library Specialist: Recruitment for a full-time Community Engagement Library Specialist opened on May 16, and applications will be accepted until June 11, 2025.

Library Outreach:

On May 27, the Carpinteria Library welcomed three second-grade classes from Canalino Elementary School, all participating in the Spanish Immersion program. During their visit, the students explored the organization of the children's book section, engaged in a bilingual question-and-answer session with library staff, and enjoyed a captivating story time. They were also encouraged to take part in the upcoming Summer Reading Program. The students had the opportunity to browse through a variety of books and check out their favorites. A total of 71 students, accompanied by their teachers and several parents, participated in this engaging experience.

Looking ahead, the Library is excited to host students from Aliso Elementary on June 3, further fostering a love for reading and learning within the community.

Library Strategic Plan Update: Strategic planning consultant Akilah Manuel provided the Library Director with preliminary data from her findings and is scheduled to meet on June 6 to share updates and discuss next steps in the planning process.

Literacy Program: The process of pairing tutors with learners is ongoing, and staff are pleased to report that there are currently 17 active tutor-learner pairs. In response to the increasing demand for tutors, the library is organizing a new tutor training session scheduled for June 19 from 5 to 7 PM in the Library Community Room.

Operations:

Juneteenth Closure: On June 19, 2025, the Library will be closed for the holiday.

Restroom renovation: Contractors are completing renovations in the Library restrooms, including new flooring, updated plumbing, new toilets, new tile, and updated electrical systems. The Library will remain partially open through Tuesday, June 10, 2025, and will return to full operation on Wednesday, June 11, 2025, with brand new restrooms available for patrons.

Patio refresh: Public Works staff have completed a redesign of the Library courtyard. The old patio has been demoed and construction on the new patio will begin soon. 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.

Software update: The Library is currently testing a new public computer administration software designed to replace the existing system, PC Reservation. While PC Reservation has served the Library well over the years, it has become increasingly outdated in today's rapidly evolving technological landscape. This initiative is being carefully coordinated and will be implemented following a comprehensive evaluation by all public libraries within the Black Gold Cooperative Library System.

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

No attachments

Staff contact:

Eric Castro, City Librarian

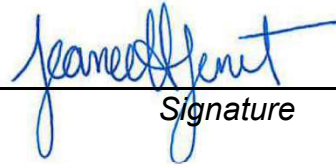
(805) 684-4314, ericc@carpinteriaca.gov



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

MEMORANDUM**Memorandum**

Date: June 5, 2025
To: Michael Ramirez, City Manager
From: Chief Rich Brittingham
Subject: City of Carpinteria – May 2025 Monthly Report
cc: Ryan Kintz, Assistant to the City Manager

**City of Carpinteria
Chief's Recap****Thurs, 05/08/25 5500 Blk Carp Av (CARP) 240PC (Assault)**

Two transient males got into a verbal argument. One male swung a bat at the reporting party and left. Suspect was not located.

Thurs, 05/08/25 5000 Blk 6th St. (CARP) OAA (Other Agency Assist)

A 3-year-old child was bitten in the arm by a Shepard mix dog while walking in front of a local business on 6th St. Medics assessed the child's injury which was a redness and slightly broken skin on her forearm. Dog owner and the father of the child exchanged information.

Tues, 05/13/25 Via Real/Santa Monica (CARP) Narc/Gun Violation

A traffic stop was initiated for vehicle code violations. During an open-air search around the vehicle, canine Draco alerted the presence of narcotics. A search of the vehicle revealed over 9 ounces of suspected fentanyl and a loaded handgun. Two

MEMORANDUM

suspects were taken into custody and booked into SBCJ.

Wed, 05/14/25 4100 Blk Carpinteria Av (CARP) 69, 245, 594, 243(b), 602 PC

The suspect was at a local motel and started damaging the room (broke the bathroom sink off the counter). Management requested he leave, but he refused. Deputies arrived and advised him to leave, or he would be subject to arrest for trespassing. The suspect refused and locked himself in the bathroom. Deputies used a key to open the door. When the door was opened, the suspect threw the porcelain, toilet water tank cover at deputies. The suspect was tased and was eventually taken into custody after some continued resistance: kicking one of the deputies and pulling away. The suspect caused over \$1,000 damage to the room. One of the deputies suffered minor scuffs to his shins from being kicked by the suspect.

Sat, 05/24/25 1100 Blk Casitas Pass (CARP) 417 (Brandishing a Firearm)

A reporting party called in juveniles brandishing a firearm on Casitas Pass Rd. Multiple callers were calling and providing updates as the suspects fled to the carp creek bike path. They were found in Legoland by deputies then fled from deputies when contacted. They were apprehended at gunpoint shortly after nearby. When they were contacted it was discovered that the gun was a spring action BB gun. Juveniles were released to parents without incident.

Community Outreach

- Chief Brittingham and PIO Zick attended the Grand Opening of Linden Square.
- Deputies attended Coffee with a Cop on Saturday, 05/24/25, at Carp Moon Café.
- Chief Brittingham assisted MOVE with E-bike/bicycle presentations to 9th graders at Carpinteria HS on Monday, 06/02/25.

MEMORANDUM

Criminal Investigations Bureau City of Carpinteria Investigations

Case Overview (May 2025 Stats)

Number of new cases forwarded to investigations: 30

Number of cases suspended: 3

Number of cases assigned: 0

Number of cases closed by arrest: 0

Number of cases closed by other: 26

Number submitted for complaint: 1

Number of current active cases: 14

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

- Violent Crimes or potential for violent crimes:
Remember, there are guns and drugs out there, and drugs can alter someone's sense of judgment. If you find yourself in an unexpected altercation, leave the area and call 911.
*** Also, pointing a gun, or even a fake gun or BB gun, at someone is against the
-

MEMORANDUM

law. Juveniles in the possession of fake/BB/Pellet guns is very dangerous, as responding deputies are responding to a person with a gun call, assuming the gun is real! Monitor the "guns" that juveniles are bringing outside and prevent them from using them in public.

**Today, toy guns and BB/pellet guns look very real.

- Dog Safety:
Remember, you are responsible for your dog. **Carpinteria Municipal Code 6.04.230** – Dog Leash Requirements. This section states that dogs must be on leash and the leash must be continuously held in the responsible person's hand. (No securing the dog to a fixed object).** No Dogs allowed on the Beach between Linden and Ash, on or off leash.

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

May 4, 2025 to May 11, 2025

Sunday 05/04/2025

0816 PC 459 Shepard Mesa Cole

RP & his wife discovered a signed poster, worth approximately \$15,000- \$20,000, had been stolen from their residence between May of last year and 04-30-2025.

1347 459 4600 block Ninth St (CARP) Schoenneman

An unknown HMA suspect entered the victims open garage and stole his \$1,000 "Specialized" mountain bike with full suspension. The suspect also left the small Huffy bike he rode to the residence on the driveway. The Huffy, which was likely stolen as well, was booked at the station for safekeeping.

2034 PC 488 5003 Carpinteria Ave (CARP) Van Duzer

██████ stole an unknown amount of money out of the tip jar located at Giovannis Pizza. Smith was located across the street in a parking lot in a parked vehicle. Staff wished to sign for citizen's arrest. Staff was unable to determine which bills were missing from the tip jar however was adamant that she stole money. ██████ cited and released at scene.

Monday 05/05/2025

0805 602 900 block Yucca Ln (CARP) Schoenneman

RP called in to report he was being stalked. RP suspected a group of unknown juvenile subjects from a neighboring apartment complex would climb onto his roof and "Talk" about him during the night, which disturbed his peace. Based on RP's statement and lack of a credible threat made by the unknown juvenile suspects, they are in violation of trespassing.

0859 PC 476 7300 block Shepard Mesa (CARP) Cole

On 04-09 -2025, the Victim mailed a check for \$4,256 addressed to JP Morgan out of the Montecito Post Office. On 05-03-2025, he discovered his check had been forged with the name "██████" and made out to "Funeral Services."

1339 PC 488 1260 Franciscan Pl (CARP) Goodwin

RP called to report a pink push car was taken on 04/28/2025. RP didn't want prosecution for theft, just a report for documentation.

1705 PC 647(f) 5550 Carp Ave (CARP) Schoenneman

██████ was reported to be lying on the lawn by Motel 6 North and the bus stop on Carpinteria Avenue. Upon arriving Deputies found the subject was intoxicated and requested medics for transport. ██████ refused to be checked by medics and was ultimately arrested for violation of PC 647(f).

Tuesday 05/06/2025

1537 166(a)(4) PC 5775 Carpinteria Ave (CARP) Rodriguez

RP came to the station to report a violation of a court order & custody agreement.

2307 11364HS 4098 Via Real(CARP) Oliver

██████████ was cited for 11364 HS -- Possession of a Methamphetamine Pipe and released to the Crisis Stabilization Unit to be provided with resources.

Thursday 05/08/2025

0800 065 Hwy 101/ Santa Monica (Carp) Martinez

██████████ was issued a citation for a LA County Traffic warrant during a traffic stop.

1020 240PC 5500 Blk Carp Av (Carp) Martinez

Two transient males got into a verbal argument. One male swung a bat at the reporting party and left.

1230 594PC/484PC 5600 Blk Carp Av (Carp) Martinez

Unknown suspect/s drilled holes into a parked vehicles gas tank and stole gas.

1858 OAA 5049 6th St. Island Brew (Carp) Nova

A 3 year old child was bitten in the arm by a Shepard mix dog while walking in front of Island Brew. Medics assessed the child's injury which was a redness and slightly broken skin on her forearm. Dog owner and the father of the child exchanged information.

2038 245, 243(d) PC 5700 Via Real (CARP) James

Suspect, ██████████, attacked a family member with a golf club causing great bodily injury to his head, face and chest. The ██████████ was arrested for violation of 243(d) PC and 245(a)(1) PC. ██████████ was transported to jail and an EPO was granted for the victims.

Friday 05/09/2025

1134 015F 700 block Oak Ave (CARP) PEREYRA

RP located a beach cruiser at the end of Oak Ave. It was abandoned about six weeks ago. The bicycle was booked for safekeeping.

1153 015F 900 block Walnut St. (CARP) PEREYRA

Battalion Chief from Carpinteria Fire dropped off a bicycle and miscellaneous property that was recently recovered during a vehicle accident. The BC stated they were unable to contact the owner. Deputies went to the owners residence and attempted contact without success. Deputy left a business card advising him his property is at the Carpinteria station.

Saturday 05/10/2025

0806 647(f) Drugs 850 Linden Ave (CARP) PEREYRA

Deputies responded to Smart & Final for a call of a "high" subject who was screaming & laying down in the parking lot. I contacted ██████████ who denied being under the influence of any substance, stating he was "sober as a bird." Through field sobriety test I determined he was under the influence of a controlled substance, he was arrested and booked at the Santa Barbara County Main Jail.

2038 11377 HS Bailard/Carp Ave (CARP) Hernandez/Oliver

██████████ was contacted in the parking lot of the Carp Bluffs and he consented to a search of his person and vehicle. ██████████ was found in possession of two bindles of meth and booked into SBJ.

2315 009J 1000 block Palmetto (CARP) Oliver

Deputies responded to a missing Juvenile, who last seen at his residence & left to walk his girlfriend home (unknown address across the street.)

Commander's Recap

Coastal Patrol Bureau

May 11, 2025 to May 17, 2025

Monday 05/12/2025

1324 PC 422 956 Maple Avenue (CARP) Schoenneman

Deputies responded to reports of a male subject that threatened to burn the building down. Upon learning the description of the subject, he was recognized as [REDACTED]. After a brief search, [REDACTED] was contacted at his residence and when questioned admitted to being near 956 Maple, and stated he wanted to speak to the fire department about "lighters." Based on the RP's statement and a positive field ID, [REDACTED] was placed under arrest for criminal threats and subsequently transported to SBJ.

Tuesday 05/13/2025

1202 PC 273.6 Holly AVE (CARP) Cole

Deputies responded for a violation of a criminal protective order

1449 647(f) Drugs 1018 Casitas Pass Rd (CARP) Schoenneman

Deputies were dispatched to check the welfare of [REDACTED] at Albertsons. After speaking with [REDACTED], it was determined he was under the influence of drugs and unable to care for himself in a public place. [REDACTED] was placed under arrest and transported to SBJ without issue.

2039 OAA 9 Ricon Point (CARP) Oliver

Deputies responded to an OAA with the US Coast Guard for an unmanned kayak near Carpinteria Pier. Deputies later found the kayak tumbling in the surf, brought it to shore, and inspected it for signs of use/occupancy. There were no signs of a life jacket, fishing equipment, or other equipment in, on, or near the kayak. The US Coast Guard will continue to search the area via helicopter and boat for anyone or anything related to the kayak.

0230 Narc/Gun Violation Via Real/Santa Monica (CARP) K9 - Covarrubias

A traffic stop was initiated for vehicle code violations. During an open-air search around the vehicle, canine Draco alerted the presence of narcotics. A search of the vehicle revealed over 9 ounces of suspected fentanyl and a loaded handgun. Two suspects were taken into custody and booked into SBCJ.

Wednesday 05/14/2025

0813 PC 459 4912 Carpinteria Avenue (CARP) Cole

[REDACTED] entered the business and stole approximately \$10.00. Once arrested, a pipe with a usable amount of methamphetamine were located. [REDACTED] was arrested & transported to SBJ.

1407 602/647(f) 5141 Carpinteria Av (CARP) Schoenneman

Deputies were dispatched to the Carpinteria Library for two male subjects passed out on the lawn. [REDACTED] left the area when asked without issue. [REDACTED], however, was intoxicated in public and was arrested and booked into SBJ.

1115 69, 245, 594, 243(b), 602 4160 Carpinteria Av (CARP) Squad D

██████████ was at The Reef motel and started damaging the room (broke the bathroom sink off the counter). Management requested he leave, but he refused. Deputies arrived and advised him to leave, or he would be subject to arrest for trespassing. ██████████ refused and locked himself in the bathroom. Deputies used a key to open the door. When the door was opened, ██████████ threw the porcelain, toilet water tank cover at deputies. ██████████ was tased and was eventually taken into custody after some continued resistance: kicking one of the deputies and pulling away. ██████████ caused over \$1,000 damage to the room. One of the deputies suffered minor scuffs to his shins from being kicked by ██████████.

Thursday 05/15/2025

0804 PC 422 / 273.6 Holly AVE (CARP) Long

Deputies responded again to the same location for a violation of a criminal protective order

Friday 05/16/2025

1208 647(f) Drugs 600 block Linden Av. (CARP) Brady

While on foot patrol deputies ran into ██████████. ██████████ had been the subject a call for service earlier in the day where he was not located. On that incident ██████████ was called in as a subject disturbing and under the influence. During the contact, ██████████ displayed objective symptomology of being under the influence of a CNS stimulant and was subject to a DAR exam. ██████████ was unable to complete a DAR exam due to his level of intoxication. ██████████ was ultimately arrested for 647(f) PC. His refusal to provide Urine and his use of drugs were violations of his bail release terms and a violation of 166(a)(4) PC.

0916 647(h) PC 466 PC 1300 block Santa Monica Rd (CARP) Pereyra

Deputies dispatched to a prowler attempting to gain access to the reporting parties home. Deputies were provided footage of the suspect via Ring Camera. Suspect was gone on arrival and deputies were unable to locate after a thorough search of the property and surrounding neighborhoods. Deputy Pereyra located the suspect later in the shift on the other side of town and found him (██████████) to be in possession of Burglary tools and admitting to prowling on the victim's property and trying the doorknob on the residence.

2148 415D 4200 block Carpinteria Ave (CARP) James

Deputies responded to a domestic disturbance for reports of a male and female arguing and screaming. It was determined that the couple had been in a dating relationship for 1.5 years and the female half found out the male half was engaged to another woman, and they had an infant together. The verbal argument was loud and attracted the attention of many neighbors as the female half was attempting to knock on the door of the male's house and speak with his fiancé. Parties were separated and relaying similar stories. There did not appear to be any physical violence, the female half was advised not to return to the residence and all parties went their separate ways.

Commander's Recap

Coastal Patrol Bureau

May 18, 2025 to May 24, 2025

Monday 05/19/2025

1206 VAI Linden Ave / Wullbrandt Wy (Carp) Goodwin

Vehicle vs. Ped TC. The ped suffered a head injury and momentary loss of consciousness and was transported to SB Cottage ER.

Tuesday 05/20/2025

1137 602.5 3800 block Via Real Yu/Goodwin/Pereyra

Deputies dispatched to a check the welfare of a female, later identified as [REDACTED], pushing boxes and a mattress. Upon arrival, the property owner stated [REDACTED] had entered his property and was seen sleeping on a mattress and did not receive permission to be there. The property owner requested prosecution and [REDACTED] was arrested in violation of PC 602.5 - Unauthorized Entry of a Dwelling.

1841 532 PC 5400 block Hales Lane (Carp) Van Duzer

Victim called a phone number on a pop-up screen while on the internet. Pop-up stated the victim's identity and bank accounts were stolen. Victim contacted suspect who told her to go to the bank and withdraw \$20,000 so suspect could put her cash in a "security box". Victim parked in Albertson's parking lot on Casitas Pass to meet with suspect. Suspect drove into parking lot to meet with victim. Victim exchanged code word "Mission Impossible" with suspect and handed over \$20,000. Suspect took money and drove away.

Wednesday 05/21/2025

0959 030/OD 3300 block Foothill Road (Carp) Pereyra

On the evening of 05/20/2025 a male & female injected heroin mixed with cocaine and "shot up". They were up for a while and then both fell asleep. At about 0100 hours, the male woke up and found the female unresponsive. He administered Narcan and CPR, she was still unconscious. He continued to administer CPR on and off until he called for assistance at 0959 hours, stating "time went by so fast." Deputies responded to a deceased female.

Thursday 05/22/2025

1506 VAN Casitas Pass / Via Real (CARP) Rodriguez

Two vehicles involved in a very minor TC. They were going to exchange information but one of the vehicles was a work truck and the employer required a report.

Saturday 05/24/2025

1135 647(f) PC 4800 block Carpinteria Av. (Carp) Pereyra/Brady

[REDACTED] was contacted after being called in as a transient disturbing. Upon arrival she was actively smoking a cigarello and was detained per CMC 8.52.050. Upon interviewing witnesses and RP, it was found she had been singing, dancing, yelling, and going in and out of traffic prior to law enforcement arrival.

While speaking her she displayed objective symptomology of being under the influence of a CNS stimulant and was subsequently arrested for 647(f) PC – Public Intoxication (Drugs). She was booked at SBJ without incident.

1540 417/008 1114 Casitas Pass Squad B

Dispatch received multiple calls stating juveniles were brandishing a firearm on Casitas Pass Rd. As Deputies were enroute, the callers provided updates as the suspects fled to the carp creek bike path. They were found in Legoland by deputies then fled from deputies when contacted. They were apprehended at gunpoint shortly after nearby. When they were contacted it was discovered that the gun was a spring action BB gun. Juveniles were released to their parents.

2130 065/Narc 6300-blk Carp Ave Hernandez

Traffic stop initiated for expired registration and inoperable brake light. A records check revealed [REDACTED] had two outstanding warrants for his arrest. When he exited the vehicle he admitted to possessing meth. He was arrested and booked.

2358 Narc Canalino/Calle Ocho Hernandez

[REDACTED] was stopped for not having a rear facing red bicycle light. He stated he was not sure if he was in possession of narcotics or paraphernalia. During a search of his person, a used meth pipe was found in his pocket. Subject cited.

Commander's Recap

Coastal Patrol Bureau

May 25, 2025 to May 31, 2025

Monday 05/26/2025

0730 019 1000 block Via Real Goodwin

RP called to report a vehicle stolen. Due to a civil dispute, it's uncertain if the vehicle was actually stolen or the registered owner picked it up. Deputies tried multiple times to contact the registered owner but were unsuccessful.

Tuesday 05/27/2025

2245 488 PC 4410 Via Real (CARP) Van Duzer

Suspect entered 7-11 and stole a case of beer. Suspect ran from business and entered waiting vehicle which fled northbound Santa Monica Rd. RP was able to provide a license plate of the fleeing vehicle.

Wednesday 05/28/2025

1124 Lost Property 5096 Carpinteria Ave (CARP) Rodriguez

RP called from out of state to report that he lost his passport in Carpinteria, possibly near the 5000 block of Carpinteria Ave

1230 065 5026 Via Real (CARP) Schoenneman

RP called to report [REDACTED] was trespassing on the church property. RP also advised [REDACTED] might have an out of county warrant. [REDACTED] was contacted in his vehicle and arrested on the warrant and transported to jail.

1612 666.1 PC 1018 Casitas Pass (CARP) Skall, Carovano

[REDACTED] entered Albertsons and stole numerous bottles of liquor after putting them into a duffle bag in a shopping cart. A customer who witnessed this called to report it and took a picture of [REDACTED]. [REDACTED] was located in front of the laundromat with the duffle of alcohol. Surveillance was reviewed and confirmed the theft, which was \$548.44 (after \$222 store savings deductions). [REDACTED] was booked at SBCJ. At least three local theft-related convictions were located since 2021.

Thursday 05/29/2025

1328 Fraud 915 Linden Ave(Carp) Pereyra

An employee received a call from a man claiming to be from the fire department. He told him the restaurant needed to pay for a FedEx shipment of fire extinguishers and fire alarm equipment. The Suspect told the Employee, If he did not pay the \$2,900, the Business would be fined for \$10,000. The Employee sent the \$2,900 via an app.

2056 240 PC, 148 PC 4100 block Via Mancina (CARP) Skall

Deputies responded to a domestic dispute involving two intoxicated individuals. Upon initial contact, one subject was non-compliant and physically resisted deputies' efforts to detain and separate her

from the other subject. Both were uncooperative with deputies, but the female was arrested and booked at SBCJ.

Friday 05/30/2025

0030 273.5 P.C., Corporal inj. 5200 Blk Carp Ave (Carp) James

Deputies responded to a domestic that occurred in a vehicle. The victim sustained a bloody swollen lip and nose and broken blood vessels in her right eye as well as severe swelling/bruising to her right cheek area. The suspect was located sleeping in his vehicle behind the 4100 block of Carp Ave and arrested. EPO obtained. Booked at SBJ.

Saturday 05/31/2025

2127 11364 HS 100 block Ash Ave (Carp) Wreede

██████████ was called in as being 415. Deputies found ██████████ in the Salt Marsh Preserve and found him to be in possession of drug paraphernalia. ██████████ was cited and released.

MEMORANDUM



Council Meeting Date: June 9, 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/>.

- Environmental Program Manager – Full-Time
 - Pending Screening
- Public Works Manager – Full-Time
 - Pending Interviews
- Recreation Leader – Part-Time (Two Positions)
 - Beach Boat House (Equipment Rentals):
 - Pending Selection
 - Library (Summer Reading Program)
 - Pending Selection
- Community Engagement Library Specialist – Full Time
 - Deadline to Apply: June 11, 2025
- Aquatics Program Coordinator – Full Time
 - Deadline to Apply: June 15, 2025
- Community Garden Coordinator – Part Time
 - Deadline to Apply: Open Continuous with First Review Deadline: June 15, 2025

City Staff Participation in Community Events

Coffee with a Cop

Assistant City Manager Ryan Kintz and Program Manager Juliza Briones participated in the *Coffee with a Cop* event on Saturday, May 24, 2025, coordinated with the Santa

Barbara County Sheriff's Office. The event drew over thirty community members, along with five deputies and a mental health crisis support representative from the Santa Barbara County Behavioral Wellness Team. It was especially important for the City to be present and actively engage with residents, providing answers and listening to their concerns firsthand. This direct interaction helped build trust and strengthened collaboration between city leadership, law enforcement, and the community.

UPDATES ON DEVELOPMENT APPLICATIONS

NOP and Scoping Meeting for the Surfliner Inn Project

The first step in the Environmental Impact Report process for the Surfliner Inn Project began on May 29th with the release of the Notice of Preparation (NOP) and next week, staff will hold a Public Scoping Meeting.

- 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

All of this information is 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

Draft CLUP/GP Update Release

The Community Development Department (CDD) has been working with the WSP consulting team on the City's Coastal Land Use Plan / General Plan (CLUP/GP) Update. This update represents a significant milestone in shaping the future of our community, outlining key goals, policies, and strategies that will guide the City's growth and development over the coming decades. The full Draft CLUP/GP document is scheduled to be released for public review on **June 10, 2025** for a 60-day public comment period. CDD staff will also hold a public workshop on Tuesday, **July 8, 2025** to provide an overview of the CLUP/GP and to receive public feedback. The workshop will be held at 6:00 p.m. at the Carpinteria Community Library. This information is posted on the City's project webpage at

<https://carpinteriaca.gov/city-hall/community-development/planning/general-plan-local-coastal-plan-update/>.

Anyone can be added to the interested parties list by emailing GPUUpdate@carpinteriaca.gov or by signing up for notices here: https://mailchi.mp/997a036a45a2/thecurrent_cityofcarpinteria.

Improved Resources for Reuniting with Lost Pets

Over the past month, Code Compliance staff have been busy at work improving the City's Animal Control webpage to provide expanded resources to help connect individuals with lost and adoptable pets. Through the new webpage, people can report lost and found pets, gain access to helpful resources such as local animal shelters and rescue organizations, and learn helpful tips and tools for finding a lost pet. One of the improved features of the webpage is its integration with the "Love Lost" web portal hosted by Petco, which allows individuals to report lost or found pets, and includes a real-time interactive map displaying location-based information for lost and found pets, along with contact information for the reporting party. The City's updated lost pets webpage can be found at the following link: <https://carpinteriaca.gov/city-hall/community-development/animal-care-and-control/lost-pets/>

CycleMAYnia Wraps with Strong Focus on E-Bike Safety

On Monday, June 2, the City collaborated with MOVE Santa Barbara County and the Santa Barbara County Sheriff's Office to deliver three engaging presentations on e-bike safety to local students at Carpinteria High School. These presentations focused on the rules of the road, responsible riding practices, and the importance of wearing helmets and using proper signaling. This joint effort reinforces our ongoing commitment to promoting transportation safety and educating the public—particularly youth—on how to use e-bikes safely and confidently.

In addition to these in-person events, the City has led an extensive digital outreach campaign throughout the month of May, sharing educational content, safety tips, and local resources on our social media channels and website. These initiatives are part of our broader participation in CycleMAYnia, a month-long celebration of biking in Santa Barbara County that aims to inspire safe and sustainable transportation choices.

Public Information Officer Attends Spanish-Language Media Roundtable

On May 29, Public Information Officer Juliza Briones participated in the State of the News Media: Spanish-Language Journalist event, held in coordination with Countywide Public Information Officers. The event brought together key members of the Spanish-language and bilingual news media and Public Information Officers to strengthen relationships, improve communication strategies, and ensure inclusive outreach across our communities.

Panelists included Fernando Martinez, Board of Directors at Tu Tiempo Digital; Jose Fierros, Program Director at Radio Bronco; Carlos Hernández, Editor-in-Chief of El Latino Central Coast Newspaper; Sandra Iveth Santos, Anchor for Telemundo 23 / KION News Channel 46; Ryder Christ, News Director at KEYT News Channel 3-11-12; and Nelson Rasse, Station Manager at Lazer Media.

The event provided an excellent opportunity to exchange information directly with all panelists. As a result, we are taking steps to ensure each of these media outlets is added to our distribution lists for press releases and newsletters, so they remain fully informed

and connected to everything happening in Carpinteria. Strengthening these media relationships supports our broader goal of reaching and engaging all segments of our community.

Countywide Genasys Emergency Response Training

City Program Manager Juliza Briones, Chief Rich Brittingham of the Santa Barbara County Sheriff's Office, and Dave Baker of the Carpinteria-Summerland Fire Protection District recently participated in a series of intensive Genasys emergency preparedness trainings hosted by the County Office of Emergency Management. These included a hands-on training on May 21, a "Train the Trainer" session on May 27, and a multi-jurisdictional simulation drill on May 28. While each session was time-intensive, they were vital in preparing local teams to respond effectively during emergencies.

The May 28 simulation featured a realistic, scenario-based exercise using the Genasys EVAC platform. Participants worked through the full local activation workflow—identifying threats, selecting zones, issuing protective actions, and requesting alerts/map activations—while strengthening interagency communication and decision-making. These exercises provided valuable experience using the tools and protocols that will guide real-world emergency responses.

The "Train the Trainer" course further equipped designated Super Users to train personnel within their agencies, helping ensure consistent standards and readiness across the region. These sessions will directly support future emergency operations, as Genasys becomes a core platform for evacuation planning and public alerting countywide.



City Representation at Santa Monica Debris Basin Tabletop Exercise

City Program Manager Juliza Briones represented the City of Carpinteria in the recent Santa Monica Debris Basin Tabletop Exercise, a simulation designed to test response

protocols in the event of debris basin failure. During the exercise, the scenario depicted a failure of the debris basin, requiring rapid coordination and communication among multiple agencies. Specific protocols for escalating notifications, updating involved agencies, and activating the County Emergency Operations Center were emphasized. This drill enhances Carpinteria's preparedness for dam-related emergencies and ensures robust multi-agency coordination.

City of Carpinteria Fix-it Fair

On Saturday, May 31, the City of Carpinteria hosted its first-ever Fix-it Fair. This free event offered community members the opportunity to have their broken or worn-out items repaired with help from local repair experts—strengthening community connections and promoting sustainability. More than 50 community members attended, supported by 13 skilled volunteers offering repairs in everything from clothing, skateboards, and bicycles to books, household appliances, guitars, and kitchen knives. Thanks to the efforts of volunteers, an estimated 150 pounds of potential waste was diverted from the landfill. The Fix-it Fair was well-received by the public and local media, with coverage in Noozhawk and Coastal View News, where it earned two halos. The City plans to continue hosting Fix-it Fairs on an annual basis.



Juneteenth Holiday Closures

In observance of the Juneteenth holiday, City Hall, the Community Pool, the Carpinteria Library, and the AgeWell program will be closed on Thursday, June 19. Despite these closures, beach operations will continue as scheduled. Lifeguards will be on duty, and the Junior Lifeguard program will proceed as planned.

**City of Carpinteria
City Council Minutes
Regular Meeting
Tuesday, May 27, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Mayor Alarcon called the meeting to order at 5:33 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
	Jody Thomas, City Librarian
	Nick Bobroff, Community Development Director
	Stephon Downes, Management Analyst II
	Jeanette Gant, Parks, Recreation & Community Services Director

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. Mayoral Recognition to Diana Ornelas, Carpinteria Club Director of the United Boys & Girls Clubs of Santa Barbara County for receiving the 2025 Pacific Trainer of the Year Award by the Boys & Girls Clubs of America.

Speakers in-person: Michael Baker, representing United Boys & Girls Clubs of Santa Barbara County

Ms. Ornelas provided remarks and Mayor Alarcon and the Council presented her with a Mayoral Recognition and congratulated her.

2. Retirement Recognition for Jody Thomas, City Librarian.

Speakers in-person: Fred Shaw and Gabby Edwards, representing Friends of the Library

City Librarian Thomas provided remarks and Mayor Alarcon and the Council presented her with a Mayoral Recognition and congratulated her on her retirement and wished her well.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

First District Supervisor Roy Lee provided the following updates:

- City Librarian Thomas will be recognized by the Board of Supervisors at their meeting next Tuesday
- Local resident Teresa Martinez was sworn in as a Santa Barbara Superior Court Judge
- Update on County Onshore Oil and Gas Phaseout
- Update on Pro-Housing Designation
- May 21st Carpinteria Town Hall Follow-Up
- Upcoming June 3rd Board of Supervisors Meeting regarding Cannabis:
 - Cannabis Business License Fee Ordinance Amendment
 - Chapter 50 Cannabis Licensing Ordinance Amendment
 - Cannabis Tax Revenue and Uses Budget Direction

There was no public comment.

CITY MANAGER'S REPORT

- a. City Employee Updates

City Manager Ramirez reported on City recruitments, staff training/development, and City staff participation in community events.

- b. Updates on Capital Improvement Projects

None.

c. Updates on Development Applications

Community Development Director Bobroff reported on the Notice of Preparation and Scoping Meeting for the Surfliner Inn Project and the City's Coastal Land Use Plan/General Plan Update Release.

d. Other City/Community Updates

City Manager Ramirez reported on the HOST Program 2025 Summer Season Kick-Off, CERT Training, Library Advisory Commission Youth Position, and AgeWell activities.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Matt Organista

Emails distributed: Davis Mersereau

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Mayer, seconded by Vice Mayor Solórzano, to approve the Consent Calendar Item Nos. 3 through 8. The roll call vote on the motion was as follows:

AYES: Councilmember Clark, Councilmember Mayer, Councilmember Nomura (Item Nos. 4 through 8), Vice Mayor Solórzano, and Mayor Alarcon
NOES: None
ABSENT: None
ABSTAIN: Councilmember Nomura (Item No. 3)

The motion carried.

3. Approve the minutes of the regular meeting held May 12, 2025.
4. Receive and file the Expenditures for the period beginning May 5, 2025 and ending May 16, 2025.
5. Receive and file the Report of Contracts Executed by the City Manager for the Period of April 8, 2025 through May 6, 2025.
6. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for April 2025.

7. Adopt Ordinance No. 793 (second reading), 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. *(Requires a roll call vote.)*
8. Adopt Resolution No. 6402, approving an amendment to the City's Investment Policy to change the investment reporting frequency from quarterly to monthly.

ADMINISTRATIVE MATTERS:

9. Approval of the First Amendment to the Agreement with Two Trumpets Communications, LLC, Extending the Contract Term Through June 30, 2029, and Increasing the Total Contract Amount to \$427,500 for Public Outreach and Communications Support Services.

Recommendation: Approve the First Amendment to the Agreement for Consultant Services with Two Trumpets Communications, LLC, extending the term of the agreement through June 30, 2029, and increasing the not-to-exceed contract amount by \$342,000, for a total amended amount of \$427,500, for continued public outreach and communications support services. *(Requires a roll call vote.)*

Assistant City Manager Kintz provided the staff report and PowerPoint presentation.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute the First Amendment to the Agreement for Consultant Services with Two Trumpets Communications, LLC, extending the agreement through June 30, 2029, and increasing the total not-to-exceed contract amount to \$427,500 for continued public outreach and communications support services. 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.

10. Amendment No. 2 to the Maintenance Agreement with Showscapes Inc. (dba Treescapes) for a One-Year Term Extension and Associated Costs to Provide Landscape Maintenance Services.

Recommendation: Authorize the City Manager to execute Amendment No. 2 to the Maintenance Agreement with Showscapes Inc. (dba Treescapes) for a one-year term extension to provide landscape maintenance services in an amount not-to-exceed \$267,600 for a total amended agreement amount of \$1,229,010. *(Requires a roll call vote.)*

Management Analyst II Downes presented the staff report.

Speakers via Zoom: Susan Allen

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute Amendment No. 2 to the Maintenance Agreement with Showscapes Inc. (dba Treescapes) for a one-year term extension to provide landscape maintenance services in an amount not-to-exceed \$267,600 for a total amended agreement amount of \$1,229,010 and with the understanding that any feedback provided by the Council to the Public Works Director be communicated to Showscapes and integrated into their services. 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.

PUBLIC HEARING:

11. Resolution No. 6398, concerning the continuation of Street Lighting District No. 1 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution No. 6398, concerning the continuation of Street Lighting District No. 1 for Fiscal Year 2025-26.

Management Analyst II Downes provided the staff report.

Mayor Alarcon opened the public hearing at 6:57 pm and being there was no public comment, closed the public hearing at 6:57 pm.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to adopt Resolution No. 6398, as read by title only. Upon voice vote, the motion carried unanimously.

12. Resolution No. 6399, concerning the continuation of Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution No. 6399, concerning the continuation of Lighting, Landscaping and Right-of-Way Improvement District No. 3 for Fiscal Year 2025-26.

Management Analyst II Downes presented the staff report.

Mayor Alarcon opened the public hearing at 6:58 pm and being there was no public comment, closed the public hearing at 6:59 pm.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to adopt Resolution No. 6399, as read by title only. Upon voice vote, the motion carried unanimously.

13. Resolution No. 6400, concerning the continuation of Parking and Business Improvement Area Assessment District No. 4 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution No. 6400, concerning the continuation of the Parking and Business Improvement Area Assessment District No. 4 including establishing the annual general business assessment amount of \$126.45 for Fiscal Year 2025-26.

Management Analyst II Downes provided the staff report.

Mayor Alarcon opened the public hearing at 7:01 pm and being there was no public comment, closed the public hearing at 7:01 pm.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to adopt Resolution No. 6400, as read by title only. Upon voice vote, the motion carried unanimously.

14. Resolution No. 6401, concerning the continuation of Assessment District No. 5 for Fiscal Year 2025-26.

Recommendation: Adopt Resolution No. 6401, concerning the continuation of Assessment District No. 5 for Fiscal Year 2025-26.

Management Analyst II Downes presented the staff report.

Mayor Alarcon opened the public hearing at 7:02 pm and being there was no public comment, closed the public hearing at 7:02 pm.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to adopt Resolution No. 6401, as read by title only. Upon voice vote, the motion carried unanimously.

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

15. Community Pool Facility Needs Assessment.

Recommendation: Receive and file the Community Pool Facility Needs Assessment and direct staff as appropriate.

Parks, Recreation & Community Services Director Gant introduced the item and Consultant Bo Ilgenfritz with Counsilman-Hunsaker provided the PowerPoint presentation.

There was no public comment.

Motion by Councilmember Nomura, seconded by Vice Mayor Solórzano, to receive and file the Community Pool Facility Condition Assessment. Upon voice vote, the motion carried unanimously.

LEGISLATIVE UPDATE

Legal Counsel Acos reported on the following bills:

- Senate Bill 496
- Senate Bill 569
- Assembly Bill 1
- Assembly Bill 476
- Assembly Bill 650
- Assembly Bill 846
- Assembly Bill 888
- Assembly Bill 1383
- Assembly Bill 1022
- Senate Bill 79

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to accept the Legislative Update and direct the City Attorney to draft an opposition letter to SB 79 and a support letter for AB 650 on behalf of the City.

Legal Counsel Acos noted that the City may have previously submitted a letter regarding SB 79 and/or AB 650 and asked if the Council could give the City Attorney's Office discretion in determining if it would be useful to send a letter again.

Vice Mayor Solorzano modified the motion to accept the Legislative Update and direct the City Attorney to draft an opposition letter to SB 79 and a support letter for AB 650 on behalf of the City and give the City Attorney's Office discretion to determine if it would be useful to send another letter if one has already been sent. Councilmember Nomura seconded the modified motion.

Upon voice vote, the modified motion carried unanimously.

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Mayer reported on a BEACON meeting where discussion centered on the 2025 Sand Summit (an update on the regional dredging and sediment management) and she reported on the City Council/First District Supervisor Committee meeting which topics First District Supervisor Roy Lee brought up earlier in the Council meeting.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the June 9, 2025 Council meeting.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 8:02 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 May 19, 2025 and ending May 30, 2025.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of May 19, 2025, through May 30, 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 May 19, 2025, and ending May 30, 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: 05/19/2025 - 05/30/2025

Vendor Number Payable #	Vendor Name Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank Payment Type: Regular					
019901	AFLAC Invoice	MAY 2025 EMPLOYEE PREMIUMS	05/22/2025	179.85	105810
1KJ6-HM1N-C4XY	AMAZON CAPITAL SERVICES INC Invoice	COMBINATION LOCKS FOR BEACH TOWERS	05/22/2025	147.09	105811
1W6J-7D9X-CQ37	Invoice	SET OF 4 FOLDING CHAIRS FOR HOST PROGRAM			
INV0007528	ANA MONTEJANO Invoice	PARK DEPOSIT REFUND	05/22/2025	100.00	105812
1032700	BROWNSTEIN HYATT FARBER SCHRECK Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25	05/22/2025	78,581.42	105813
1032701	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032702	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032703	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032704	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032705	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032706	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
1032768	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 3/31/25			
62352	COASTAL VIEW NEWS Invoice	HOST TEAM AD 5/8/25	05/22/2025	346.00	105814
66425	COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUMBING Invoice	ASH AVE RESTROOM VALVE REPAIR 4/23/25	05/22/2025	1,522.00	105815
INV0007529	ELIA RAMIREZ Invoice	PARK DEPOSIT REFUND	05/22/2025	100.00	105816
MAY25 209-188-2500-061589-5	FRONTIER COMMUNICATIONS Invoice	MAY25 PHONE & INTERNET-LG TOWER	05/22/2025	667.84	105817
MAY25 805-566-1944-032923-5	Credit Memo	MAY25 PHONE & INTERNET BEACH STORE CLOSED ACCT			
MAY25 805-566-3374-042524-5	Invoice	MAY25 PHONE & INTERNET-BEACH STORE			
MAY25 805-684-4314-063022-5	Invoice	MAY25 PHONE & INTERNET SERVICES FOR LIBRARY			
MAY25 805-684-7613-042205-5	Invoice	MAY25 PHONE & INTERNET FOR LG TOWER & BOATHOUSE			
MAY25 PREMIUMS	GUARDIAN Invoice	MAY25 PREMIUMS	05/22/2025	8,845.82	105818
6456May25	INFOARMOR INC Invoice	MAY25 IDENTITY THEFT EMPLOYEE PREMIUMS	05/22/2025	63.80	105819
INV0007530	JACK'S BISTRO Invoice	EMPLOYEE RECOGNITION-PUBLIC WORKS WEEK	05/22/2025	1,114.64	105820
INV0007532	JAYNE DIAZ Invoice	JUN25 MEDICAL REIMBURSEMENT	05/22/2025	790.53	105821
INV0007531	JULIZA BRIONES Invoice	REIMBURSE TRAVEL CA EMERGENCY SERVICE CONFERENCE	05/22/2025	194.41	105822
INV0007533	LARRY DRIGGERS Invoice	JUN25 MEDICAL REIMBURSEMENT	05/22/2025	790.53	105823
15836	LIN CONSULTING INC. Invoice	APR25 ENGINEERING CARP & PALM AVE INTERSECTION	05/22/2025	1,500.16	105824
INV0007535	MARIBEL MARQUEZ Invoice	PARK DEPOSIT REFUND	05/22/2025	100.00	105825
	MARY ANN COLSON		05/22/2025	790.53	105826

INV0007534	Invoice	JUN25 MEDICAL REIMBURSEMENT			
	MIRTA VELASQUES		05/22/2025	100.00	105827
INV0007537	Invoice	PARK DEPOSIT REFUND			
	MONICA GALLARDO		05/22/2025	100.00	105828
INV0007536	Invoice	PARK DEPOSIT REFUND			
	PACIFIC PLUMBING SPECIALITIES		05/22/2025	757.94	105829
11367-0	Invoice	SINK FAUCET FOR VIOLA PARK			
	PATRICIA LUNA		05/22/2025	100.00	105830
INV0007538	Invoice	PARK DEPOSIT REFUND			
	RECDESK LLC		05/22/2025	11,025.00	105831
RD-001212	Invoice	RECDESK ANNUAL SUBSCRIPTION 5/1/25-4/30/26			
	SANTA BARBARA COUNTY APCD		05/22/2025	250.00	105832
VIOLATION 13425	Invoice	MUTUAL SETTLEMENT VIOLATION 13425			
	SITEONE LANDSCAPE SUPPLY (ALL AROUND)		05/22/2025	156.12	105833
152572285-001	Invoice	HERBICIDE FOR ALL PARK LOCATIONS			
	SO CA EDISON		05/22/2025	20.74	105834
APR25 700474689651	Invoice	APR25 ELECTRICITY-4683 9TH ST			
	TERESA CHAVEZ		05/22/2025	200.00	105835
INV0007539	Invoice	PARK DEPOSIT REFUND (2 SITES)			
	TERESA MEJIA		05/22/2025	100.00	105836
INV0007540	Invoice	PARK DEPOSIT REFUND			
	TRANSAMERICA EMPLOYEE BENEFITS		05/22/2025	687.24	105837
2505727317	Invoice	MAY25 EMPLOYEE PREMIUMS			
	ULINE INC.		05/22/2025	550.53	105838
192049365	Invoice	32X48 DRUM FOR HAZARDOUS WASTE RESPONSE			
	WEST COAST ARBORISTS INC		05/22/2025	13,202.00	105839
228217	Invoice	TREE MAINTENANCE 4/1/25-4/15/25			
	WILLDAN FINANCIAL SERVICES		05/22/2025	6,480.00	105840
010-62078	Invoice	SERVICES TO UPDATE SOLID WASTE FEE AB 939 INCREASE			
	YADIRA OROZIO		05/22/2025	300.00	105841
INV0007541	Invoice	VETS HALL DEPOSIT REFUND			
	MISSIONSQUARE		05/29/2025	11,571.49	105842
INV0007599	Invoice	MISSIONSQUARE Employee Contributions			
INV0007600	Invoice	Deferred Compensation Contribution-Part Time Emp			
INV0007601	Invoice	MissionSquareEmployee Contributions			
INV0007602	Invoice	MISSIONSQUARE Employee Contributions			
	SEIU LOCAL 620		05/29/2025	235.32	105843
INV0007603	Invoice	Employee Union Dues Contribution			
	ALL LANGUAGES INTERPRETING & TRANSLATING INC.		05/29/2025	1,637.50	105844
31793	Invoice	2 INTERPRETERS FOR CC MTGS 4/14/25, 4/28/25			
	AMAZON CAPITAL SERVICES INC		05/29/2025	5,352.10	105845
116L-CCQ9-6VMK	Invoice	ZIP BOOKS-D. MANRIQUEZ-OSBORN			
11M7-T3LL-7TCP	Invoice	BOOKS FOR LIBRARY			
11Q6-R66G-N7D4	Invoice	BOOKS FOR LIBRARY			
11VV-R9LJ-7HYH	Invoice	BOOKS FOR LIBRARY			
13H4-VV7K-TQJH	Invoice	HDMI CONVERTER & CABLE FOR COUNCIL CHAMBERS			
13RX-3WNC-3FXQ	Invoice	ZIP BOOKS-D. MACKENZIE			
14HL-DFD4-9XC6	Invoice	ZIP BOOKS-C. CAMPOS			
16DM-LRYR-D1C3	Invoice	BOOKS FOR LIBRARY			
16TF-FHTT-HJK4	Invoice	HERMAN MILLER LARGE CHAIR FOR R. KINTZ			
16TF-TR41-1D7R	Invoice	ZIP BOOKS-E. CASTRO			
16YK-47RD-XXLF	Invoice	BOOKS FOR LIBRARY			
16YK-WJG3-97W1	Invoice	ZIP BOOKS-J. GROVES			
17GY-Y974-XXR9	Invoice	SOFTBALLS, BAT TAPE, ICE PACKS FOR SOFTBALL LEAGUE			

17LD-MCLG-TMFM	Invoice	DRAWER ORGANIZER FOR LIBRARY			
199V-XY13-97WD	Invoice	ZIP BOOKS-D. DEMOULPIED			
19D9-PG4H-9P97	Invoice	SCREEN PROTECTOR FOR NINTENDO SWITCH			
19XL-73PL-FQ1Q	Invoice	BOOKS FOR LIBRARY			
1CFN-RWPY-C77Q	Invoice	BOOKS FOR LIBRARY			
1CKX-NHPY-6LTF	Credit Memo	BOOKS FOR LIBRARY			
1FRC-M6XJ-9W9K	Invoice	BOOKS FOR LIBRARY			
1G37-NQFV-MYF3	Invoice	BOOKS FOR LIBRARY			
1GFY-4WFF-MRTG	Invoice	BOOKS FOR LIBRARY			
1GGX-9X9G-GYY7	Invoice	ZIP BOOKS-C. DIMONT			
1HC6-LTLX-FJX1	Invoice	BOOKS FOR LIBRARY			
1HLC-TDKD-7YVY	Invoice	ERGONOMIC OFFICE CHAIR			
1J1C-RG1N-LY1P	Invoice	ZIP BOOKS-J. ARMBRUST			
1JQL-DGDM-VYHX	Invoice	BOOKS FOR LIBRARY			
1JVR-V4MM-46RP	Invoice	ZIP BOOKS-Y. DAVISSON			
1K43-9FLC-H3KC	Invoice	ZIP BOOKS-C. KROMAN			
1KN9-7WC9-H7CM	Invoice	BOOKS FOR LIBRARY			
1N76-4FRK-TCWQ	Invoice	FOLDING CHAIRS, STOPWATCH FOR SWIM TEAM			
1NKX-DJCK-6JPD	Invoice	ZIP BOOKS-J. ANDERSON			
1NLD-LLY9-H3TN	Invoice	BOOKS FOR LIBRARY			
1NPX-T7JM-46YL	Invoice	BOOKS FOR LIBRARY			
1NXP-K7XD-NXK9	Invoice	14 COPIES OF MEMOIR A READ WITH JENNA PICK			
1PPH-19YN-96JD	Invoice	ERGONOMIC OFFICE CHAIR			
1PVW-KXY1-4V6M	Invoice	BOOKS FOR LIBRARY			
1QN9-M7XQ-F19R	Invoice	TONER CARTRIDGE FOR LIBRARY PRINTER			
1QP6-G7RJ-NY7D	Invoice	ZIP BOOKS-S. HARVEY			
1VMV-X36Y-CNCG	Invoice	ZIP BOOKS-R. EPSTEIN			
1VPG-WCXL-QRT6	Invoice	FIRST AID SUPPLIES FOR EMERGENCY PREPAREDNESS			
1WL7-9PM9-XMPK	Invoice	SOLAR LIGHTS FOR MENTAL HEALTH MONTH SIGNS			
1WP3-RT4K-MXMG	Invoice	ZIP BOOKS-J. WHITE			
1X9Q-D3HM-7F7X	Invoice	ZIP BOOKS-R. COOK			
1X9Y-K7VR-YMTW	Invoice	ZIP BOOKS-D. NORTON			
1XG6-NH17-CMVL	Invoice	BOOKS FOR LIBRARY			
1XVH-7YDR-GL4W	Invoice	ZIP BOOKS-I. ARESCO			
1XWD-4CCW-FJWD	Invoice	ZIP BOOKS-E. JACOBSON			
1XWR-M13T-99NL	Invoice	SOLITO BOOKS IN ENGLISH, SPANISH			
1Y1Q-1CMM-73NN	Invoice	ZIP BOOKS-D. MANRIQUEZ-OSBORN			
	Void		05/29/2025	-	105846
	Void		05/29/2025	-	105847
	Void		05/29/2025	-	105848
APR25 L4672004	BAKER & TAYLOR LLC		05/29/2025	229.12	105849
	Invoice	BOOKS FOR LIBRARY			
500	BIE & BIE PRODUCTIONS INC		05/29/2025	1,250.00	105850
	Invoice	2025 DTBAB MERCHANTS MAP REVISIONS			
672472	BIG GREEN CLEANING COMPANY		05/29/2025	210.00	105851
	Invoice	HOMELESS CAMP CLEANUP CARP AVE BRIDGE 4/3/25			
92044	CANNON		05/29/2025	7,140.00	105852
	Invoice	APR25 VIA REAL STORMWATER PROJECT			
40515865	CANON FINANCIAL SERVICES INC		05/29/2025	1,249.52	105853
	Invoice	MAY25 MAINT & SERVICE CANON PRINTERS			
563441	CARPINTERIA VALLEY LUMBER CO		05/29/2025	363.07	105854
563654	Invoice	UTILITY KNIFE FOR M. GONZALEZ			
563663	Invoice	MATERIALS FOR TOILET REPAIR AT ASH AVE			
564005	Invoice	PRUNER, GOLVES FOR WEEDING CREW			
564174	Invoice	MATERIALS FOR LIBRARY RESTROOM REMODEL			
	Invoice	MATERIALS FOR LIBRARY RESTROOM REMODEL			
INST458624	CCI OFFICE TECHNOLOGIES		05/29/2025	230.68	105855
	Invoice	INK CARTRIDGE FOR POSTAGE MACHINE			
62353	COASTAL VIEW NEWS		05/29/2025	795.00	105856
62382	Invoice	ABOP AD 5/8/25			
	Invoice	ORDINANCE 793 AD 5/15/25			

62383	Invoice	ORDINANCE 792 AD 5/15/25			
62384	Invoice	NOTICE OF PUBLIC HEARING AD 5/15/25			
	COFFMAN SCOTT		05/29/2025	833.50	105857
25-006	Invoice	HAZWOPER TRAINING 4/28/25			
	COMMUNIFY-A COMMUNITY ACTION AGENCY		05/29/2025	9,610.00	105858
INV0007595	Invoice	FY24-25 SC TASK FORCE ON YOUTH GANGS			
	COUNSILMAN/HUNSAKER AND ASSOCIATES INC		05/29/2025	10,000.00	105859
26878	Invoice	POOL AUDIT SERVICES 4/16/25-5/15/25			
	ELITE GENERAL ENGINEERING		05/29/2025	51,152.51	105860
25028	Invoice	SIDEWALK REPAIR AT 4939 CARPINTERIA AVE			
25029	Invoice	SIDEWALK REPAIR AT LINDEN PARKING LOT			
25043	Invoice	PUBLIC WORKS DRIVEWAY GATE INSTALL			
	EVERSHADE EXTERIOR CLEANING SOLUTIONS		05/29/2025	9,675.00	105861
11222	Invoice	APR25 CLEANING OF TRASH CANS AT CARP & LINDEN AVE			
	FABIOLA SORIANO		05/29/2025	300.00	105862
INV0007547	Invoice	VETS HALL DEPOSIT REFUND			
	HOME DEPOT CREDIT SERVICES		05/29/2025	3,328.86	105863
3305762	Invoice	NEW COMMERCIAL REFRIGERATOR FOR VETS HALL			
	MISSION UNIFORM SERVICE		05/29/2025	516.15	105864
523833451	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 5/12/25			
523833452	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 5/12/25			
523871978	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 5/19/25			
523871979	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 5/19/25			
523871980	Invoice	TOWEL & MAT REPLACEMENT POOL 5/19/25			
523871990	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 5/19/25			
523871991	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 5/19/25			
	MNS ENGINEERS INC		05/29/2025	4,080.00	105865
89784	Invoice	APR25 LINDEN AVE CONSTRUCTION STAKING			
	NOAH ALVARA		05/29/2025	141.77	105866
INV0007604	Invoice	REPLENISH PETTY CASH			
	OVERDRIVE INC.		05/29/2025	582.37	105867
01352C025157184	Invoice	MAY25 EBOOKS/AUDIOBOOKS FOR LIBRARY			
01352C025157723	Invoice	MAY25 EBOOKS/AUDIOBOOKS FOR LIBRARY			
01352C025160000	Invoice	MAY25 EBOOKS/AUDIOBOOKS FOR LIBRARY			
	PROPAC INC.		05/29/2025	2,752.30	105868
386991	Invoice	30 CERT KITS, SAFETY VESTS FOR EMERGENCY PREPAREDN			
	QUADIENT FINANCE USA INC		05/29/2025	500.00	105869
MAY25 7900 0440 8110 0954	Invoice	POSTAGE FOR CITY HALL 5/22/25			
	ROCKWELL PRINTING		05/29/2025	880.58	105870
46831	Invoice	ENGRAVED NAMEPLATE B. MCNULTY			
46874	Invoice	VARIOUS FLYERS FOR COMMUNITY EVENTS PROMOTIONS			
46878	Invoice	BUSINESS CARDS - E. CASTRO			
	ROGERS ANDERSON MALODY & SCOTT LLP (RAMS)		05/29/2025	12,950.00	105871
77696	Invoice	FY24/25 AUDIT SERVICES PROGRESS BILLING			
	SANTA BARBARA COUNTY SHERIFFS DEPT		05/29/2025	516,750.00	105872
2517	Invoice	MAY25 CONTRACTED LAW ENFORCEMENT SERVICE			
	SITEONE LANDSCAPE SUPPLY (ALL AROUND)		05/29/2025	5.42	105873
153576885-001	Invoice	CHAINSAW CHAIN OIL			
	SO CA EDISON		05/29/2025	442.84	105874
MAY25 700163777874	Invoice	MAY25 ELECTRICITY-6145 CARPINTERIA AVE			
MAY25 700827247063	Invoice	MAY25 ELECTRICITY-5781 CARPINTERIA AVE PED PED			
	STAPLES ADVANTAGE		05/29/2025	221.86	105875
6032049464	Invoice	COPY PAPER, LABELS, NOTE PADS			
	SUSTAINABLE SUPPLY LLC		05/29/2025	5,417.60	105876

-40179047	Invoice	BABY CHANGING STATION FOR LIBRARY RESTROOM REMODEL			
	TERESA RODRIGUEZ		05/29/2025	100.00	105877
INV0007548	Invoice	PARK DEPOSIT REFUND			
	TORO ENTERPRISES INC		05/29/2025	402,957.29	105878
18794	Invoice	MAR25 VIA REAL STORMWATER PROJECT			
RET14080	Invoice	RETENTION RELEASE 2022 PAVEMENT REHAB PROJECT			
	WAXIE SANITARY SUPPLY		05/29/2025	713.51	105879
83226291	Invoice	BATH TISSUE, HAIR & BODY LOTION FOR COMMUNITY POOL			
	WESTERN EXTERMINATOR COMPANY		05/29/2025	91.90	105880
77343349	Invoice	MAY25 PEST CONTROL AT VETS HALL 5/5/25			
	WEX BANK (CHEVRON)		05/29/2025	1,700.35	105881
104849701	Invoice	MAY25 FUEL FOR CITY VEHICLES			
	CalPERS		05/22/2025	15,599.01	DFT0003471
4/26/25-5/9/25 PEPRA	Invoice	PEPRA CONTRIBUTIONS 4/26/25-5/9/25			
	CalPERS		05/22/2025	15,317.44	DFT0003472
4/26/25-5/9/25 CLASSIC	Invoice	CLASSIC CONTRIBUTIONS 4/26/25-5/9/25			
	CalPERS		05/22/2025	34.11	DFT0003473
4/26/25-5/9/25 PEPRA RETRO	Invoice	PEPRA CONTRIBUTIONS 4/26/25-5/9/25 RETRO			
	CalPERS		05/22/2025	13.13	DFT0003474
4/26/25-5/9/25 CLASSIC RETRO	Invoice	CLASSIC CONTRIBUTIONS 4/26/25-5/9/25 RETRO			
	CalPERS		05/29/2025	15,752.67	DFT0003475
5/10/25-5/23/25 PEPRA	Invoice	PEPRA CONTRIBUTIONS 5/10/25-5/23/25			
	CalPERS		05/29/2025	13,636.53	DFT0003476
5/10/25-5/23/25 CLASSIC	Invoice	CLASSIC CONTRIBUTIONS 5/10/25-5/23/25			
	CalPERS		05/29/2025	87.78	DFT0003477
5/10/25-5/23/25 PEPRA RETRO	Invoice	PEPRA CONTRIBUTIONS 5/10/25-5/23/25 RETRO			
	EDD-SDI		05/29/2025	2,340.41	DFT0003478
PR11 5/29/25	Invoice	PR11 5/29/25 EDD SDI TAX DEPOSIT			
	EDD-SIT		05/29/2025	7,139.72	DFT0003479
PR11 5/29/25	Invoice	PR11 5/29/25 EDD PIT TAX DEPOSIT			
	INTERNAL REVENUE SERVICE		05/29/2025	22,910.34	DFT0003480
PR11 5/29/25	Invoice	PR11 5/29/25 FEDERAL TAX DEPOSIT			



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Safe Parking Program Agreement with New Beginnings and Adoption of Resolution No. 6404 Amending Resolution No. 6365 to Remove the Pilot Designation from the Safe Parking Program Policy

STAFF RECOMMENDATION

Authorize the City Manager, pending City Council approval of the Fiscal Year 2025/26 – 2026/27 Two-Year Budget, to execute a two-year Agreement with New Beginnings to continue the Safe Parking Program in an amount not to exceed \$88,374, and adopt Resolution No. 6404 amending Resolution No. 6365 to remove the "pilot" designation from the Safe Parking Program Policy.

I move to authorize the City Manager to execute a two-year Agreement with New Beginnings for the Safe Parking Program in an amount not to exceed \$88,374, and to adopt Resolution No. 6404 amending Resolution No. 6365 to remove the "pilot" designation from the Safe Parking Program Policy.
(This motion requires a roll call vote.)

BACKGROUND

On October 24, 2022, the City Council approved a two-year pilot Safe Parking Program in partnership with New Beginnings to provide overnight parking for individuals experiencing homelessness. The program launched in July 2023 after final agreement execution on June 22, 2023, and approval from the Land Trust for Santa Barbara County on January 25, 2023, allowing the use of the Carpinteria Bluffs Nature Preserve parking area.

Due to consistent demand, the Council approved an amendment on January 27, 2025, authorizing an increase in parking spaces from 6 to 12, pending insurance and cost review. The Land Trust confirmed that this expansion remained within the scope of their original approval.

The program has proven effective in providing a managed and safe environment for vehicle dwellers while connecting them with services and permanent housing. Staff is now

recommending Council transition the Safe Parking Program from a pilot to a regular program by approving a new two-year agreement.

The purpose of this report is to request City Council authorization, pending City Council approval of the Fiscal Year (FY) 2025/26 – 2026/27 Two-Year Budget, for the City Manager to execute a two-year Agreement with New Beginnings to continue operation of the Safe Parking Program in an amount not to exceed \$88,374, and to adopt Resolution No. 6404 amending Resolution No. 6365 to remove the “pilot” designation and formally establish the Safe Parking Program as an ongoing City program.

These actions will establish the Safe Parking Program as a permanent City-supported initiative and ensure the continuation of safe overnight parking and supportive services for individuals experiencing homelessness.

The proposed new two-year Agreement with New Beginnings is provided as Attachment A, and the proposed Resolution No. 6404 to remove the “pilot” designation from the Safe Parking Program Policy is provided as Attachment B.

DISCUSSION

The Safe Parking Program provides designated overnight parking spaces for individuals residing in vehicles. Participants are assigned spaces at a managed parking lot in the City, where they can park from 7:00 PM to 7:00 AM. The program currently accommodates up to 12 vehicles nightly and includes access to restrooms and ongoing monitoring to ensure community compatibility.

Key Program requirements include:

- Verification of driver’s licenses, vehicle registration, and insurance.
- Adherence to program rules (e.g., maintaining cleanliness, noise limits).
- Monitoring by New Beginnings staff to ensure compliance and safety.
- Provision of case management and housing navigation support to transition participants to permanent housing.

New Beginnings provides monthly reports to the City, detailing the number of participants served, rule violations, complaints received, and progress in housing placement.

Since January 2025 (when the City Council last received an update¹), additional program data has been collected and reflects continued positive outcomes. As previously reported, there have been no significant rule violations or major complaints about the program’s operation. Additional key statistics regarding the Safe Parking Program since its inception are provided in Table 1 below.

¹ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1572&meta_id=100016

Table 1: Safe Parking Program Statistics for 2025

Time Period	Number of New Participants	New Vehicles Registered	Clients Transitioned to Permanent Housing	Average Length of Stay
January 2025	3	1	0	~4–5 months
February 2025	2	0	0	~4–5 months
March 2025	2	0	0	~4–5 months
April 2025	1	1	0	~4–5 months
May 2025	3	1	0	~4–5 months

Staff contacted the Land Trust for Santa Barbara County and formally requested their support for transitioning the Safe Parking Program from a "pilot" to a permanent City-supported program. The Land Trust provided a letter of support for this action (Attachment C), affirming that the program continues to align with the terms of the Conservation Easement and its long-term conservation goals for the site. The Land Trust also expressed appreciation for the City's ongoing efforts to provide housing-focused, well-managed services in this location.

Based on consistent program performance, strong community compatibility, demonstrated success in engaging participants and supporting housing navigation, and continued community need, staff recommends that the City Council, pending City Council approval of the FY 2025/26 – FY 2026/27 Two-Year Budget, authorize the City Manager to execute a new two-year Agreement with New Beginnings to continue operation of the Safe Parking Program in an amount not to exceed \$88,374, and adopt Resolution No. 6404 amending Resolution No. 6365 to remove the "pilot" designation and formally establish the Safe Parking Program as an ongoing City program.

Formalizing the program as a permanent initiative will ensure continued stability of services, enhance the City's homelessness response efforts, and support key regional priorities to promote housing stability and public safety.

POLICY CONSISTENCY

The Safe Parking Program aligns with the City's goals to promote public health and safety and supports the Community Action Plan to Address Homelessness in Santa Barbara County. The program contributes to the following strategic objectives:

1. Increasing access to safe, affordable housing.
2. Delivering tailored supportive services.
3. Strengthening support systems for housing stability.
4. Building provider capacity to address specific population needs.

FINANCIAL CONSIDERATIONS

Staff has programmed funding for this agreement in the FY 2025-26 and FY 2026-27 budgets. Pending City Council approval of the Two-Year Budget, these funds will fully cover the cost of the Safe Parking Program for the term of the new two-year agreement.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The Safe Parking Program is consistent with the City's enforcement of Chapters 8.20 and 12.24 of the Carpinteria Municipal Code, which govern sleeping and camping regulations. Providing a designated space for vehicle dwellers enhances the City's ability to manage unsanctioned camping activities in public areas while mitigating associated legal risks.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

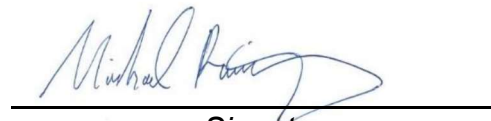
- A. Agreement with New Beginnings
- B. Resolution No. 6404 (Removing Pilot Designation from Safe Parking Program Policy)
- C. Letter of Support from Land Trust for Santa Barbara County

Staff contact: 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

Agreement with New Beginnings

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of _____ by and between the City of Carpinteria, a municipal corporation (“**City**”), and the New Beginnings (“**Consultant**”) (collectively, the “**Parties**”) at Carpinteria, California, with reference to the following facts:

- A. City has determined that it is necessary and appropriate to engage a non-design professional to carry out the services described herein; and
- B. Consultant has represented itself as being fully qualified and available to perform the consultant services required or necessary under this Agreement in a fully competent, professional and timely manner; and
- C. City desires to contract with Consultant and Consultant is willing to perform the consultant services, subject to the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. SERVICES.

- 1.1 **Basic Services.** City hereby retains Consultant to perform the services described and set forth in the attached Exhibit A (“**Basic Services**”), which is incorporated by this reference as though set forth in full. Consultant hereby agrees to perform said services within the designated time frames and accepts this retention. Consultant shall complete the Basic Services according to a schedule of performance which is also set forth in Exhibit A. The Parties agree and acknowledge that time is of the essence in performance of this Agreement.
- 1.2 **Additional Services.** In addition to the Basic Services, City may elect to have Consultant perform additional services that are beyond the current scope of the Basic Services, but within the expertise of Consultant (“**Additional Services**”). Such Additional Services shall be mutually agreed to in advance and specified in a writing, which shall also specify the basis for the Consultant’s fee for such additional services. Basic Services and Additional Services are referenced collectively as “**Services.**”

2. PERFORMANCE.

- 2.1 **Standard of Performance.** Consultant shall faithfully, competently and diligently perform the obligations and responsibilities required by this Agreement, applying best management practices and the same standards of care utilized by persons commonly engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement. Consultant shall not engage the assistance of

subcontractors for performance of the Services unless previously agreed to in writing by the City.

- 2.2 **Labor and Materials.** Consultant shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Services. Consultant shall give its attention and supervision to the fulfillment of the provisions of this Agreement by its employees and subcontractors and shall be responsible for the timely performance of the Services required by this Agreement. Consultant is an independent contractor of City. Any and all employees of the Consultant engaged by the Consultant in the performance of any work or services required of the Consultant under this Agreement, shall be considered employees or agents of the Consultant only and not of the City, and any and all claims that may or might arise under any workers compensation or other law or contract on behalf of said employees while so engaged shall be the sole obligation and responsibility of the Consultant. Consultant is solely responsible for the professional quality, accuracy and timely completion and/or submission of all work related to the Basic Services.
- 2.3 **Review of Service.** Consultant shall furnish City with reasonable opportunities from time to time to ascertain whether the Services of Consultant are being performed in accordance with this Agreement. All work done and materials furnished shall be subject to final review and approval by City; Consultant is not providing final approval or review, which is solely City's function and role. City review and approval of such work and Services shall not, however, relieve Consultant of any of its obligations under this Agreement.
- 2.4 **Contract Administration.** The City Manager or his/her designee shall represent the City in all matters relating to the administration of this Agreement. The City Manager or his/her designee shall have the authority to act on the City's behalf to review and approve all products submitted by Consultant and may execute all necessary documents to authorize Consultant to perform Additional Services as provided for herein. The City Manager or his/her designee shall have the authority to render decisions within guidelines established by the City Council and shall be available during working hours as often as may be reasonably required to render decisions and to furnish information. The following individual(s) will serve as the primary contact(s) for Consultant in the administration of this Agreement:
- Ryan Kintz, Assistant City Manager
- 2.5 **Representations and Warranties.** Consultant represents and warrants to City that: (i) its fulfillment of its obligations and, as applicable, performance the Services under this Agreement, will not violate any applicable or breach any contracts with third parties and (ii) it has the right, power and authority to fulfill its obligations, and, as applicable perform the Services, and enter into this Agreement; (iii) the Services contemplated hereunder will be performed by adequately trained, competent personnel, in a professional manner, with such personnel having the requisite skill and expertise necessary to perform and complete the Services in accordance with industry standards and in accordance with the terms and conditions of this Agreement; and (iv) the Services and all deliverables provided hereunder will conform to the specifications agreed-to by the parties.

3. **TERM.** This Agreement shall be effective as of the date first above written and shall continue until all Services to be provided by Consultant are completed to the satisfaction of the City, but in no event later than June 30, 2027, unless terminated earlier as provided for herein.
4. **COMPENSATION.**
- 4.1 **Basic Services.** For Basic Services, City shall pay Consultant on a time and materials basis, not to exceed amount of \$88,374.00 as full compensation for all labor, materials, equipment, tools, transportation, and Services. This compensation shall be paid in accordance with the payment rates and schedule as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based on the actual time spent on the tasks and the actual price of the necessary materials. In the event a term or condition in any document or attachment conflicts with a term or condition of this Agreement the term or condition in this Agreement shall control. Should such conflict arise the priority of documents shall be as follows: This Agreement, the City's Request For Proposal together with attachments, Consultant's proposal together with attachments.
- 4.2 **Additional Services.** Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to the Basic Services, unless such services are authorized Additional Services agreed to in advance and in writing in the method provided for herein. Consultant will submit fee estimates for such Additional Services upon request of City.
- 4.3 **Invoices.** Should City reasonably determine that Consultant has not fulfilled any services or met the timelines established in Exhibit A, City shall notify Consultant of the failure in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product or performance of Services. The City, at its discretion may provide the Consultant five (5) days to cure the breach. City may withhold the accompanying payment without penalty until such time as Consultant cures the breach. In the alternative, upon Consultant's failure to meet any deadlines the City may modify the Services schedule. Should Consultant or its representatives fail to cure the breach within five (5) days, or fail to reasonably agree to such modified schedule, City may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Consultant.
- 4.4 **Withholding.** City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work or performance of Services is found to be substantially inadequate. City shall notify Consultant in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product or performance of Services.
- 4.5 **Taxes/Insurance/Licenses.** Consultant shall be solely responsible for the payment of any federal, state, or local income tax, social security tax, workers' compensation insurance, state disability insurance, and any other taxes or insurance which Consultant is responsible for paying as an independent contractor under federal, state or local law. At all times during the term of this Agreement, Consultant and any approved subcontractors performing Services under this Agreement shall have in full force and effect all licenses necessary for

the performance of Services hereunder, including without limitation, business licensing from City, all at the sole cost of Consultant.

5. RECORDS.

- 5.1 **Financial Records.** Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts and other such information required by City that relate to the performance of Services under this Agreement. Consultant shall also maintain adequate records of Services provided in sufficient detail to permit an evaluation of Services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.
- 5.2 **Access to Records.** Consultant shall (i) provide free access to the representatives of City or its designees at reasonable times to books and records as set forth in section 5.1; (ii) shall give City the right to examine and audit said books and records; (iii) shall permit City to make transcripts therefrom as necessary; and (iv) shall allow inspection of all work, data, documents, proceedings and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of four (4) years after receipt of final payment.
- 5.3 **Original Records.** All original agreements, data, documents, designs, drawings, exhibits, maps, models, computer files, reports, studies, surveys, notes, and other work, materials or documents prepared or used to prepare Consultant's work product in the course of providing the Services pursuant to this Agreement shall be referred to as "**Consultant Work Product**". Upon completion of, or in the event of termination or suspension of this Agreement, all completed and incomplete Consultant Work Product shall become the sole property of City once the Consultant has received payment. City may duplicate, disclose, disseminate, use, reuse or otherwise dispose of Consultant Work Product in whole or in part in any manner it deems appropriate, without the permission of Consultant. With respect to computer files, Consultant shall make available to the City, at Consultant's office and upon reasonable written request by City, the necessary computer software and hardware for purposes of accessing, compiling, transferring and printing computer files. Consultant may retain copies of such Consultant Work Product as a part of its record of professional activity, except for Consultant Work Product marked as "DRAFT" or "CONFIDENTIAL".

6. TERMINATION.

- 6.1 **Termination Without Cause.** This Agreement may be terminated by either party for any reason upon ten (10) days prior written notice by the terminating party to the other party. In the event of a termination, the date of termination shall be deemed to be the first business day occurring after the expiration of the notice period. Upon receipt of said notice, Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise.
- 6.2 **Termination With Cause.** Either party may terminate this Agreement with cause, effective immediately upon written notice of such termination to the other party and failure

of the breaching party to correct within five (5) days of receiving such notice, based upon the occurrence of any of the following events:

- Material breach of this Agreement;
- Cessation of Consultant to be licensed, as required by applicable law;
- Failure to substantially comply with any applicable federal, state or local law or regulation;
- Filing by or against Consultant of any petition under any law for the relief of debtors; and,
- Filing of a criminal complaint against Consultant for any crime, other than minor traffic offenses.

6.3 **Performance Upon Termination.** In the event this Agreement is terminated pursuant to this Section, City shall pay Consultant for the outstanding balance owed for work performed up to the time of termination. Upon termination of the Agreement, Consultant shall submit an invoice to City as provided for herein and shall submit to the City all of its files for any billable or non-billable matters in which the Consultant is involved under the scope of this Agreement.

6.4 **Termination Upon Mutual Consent.** This agreement may also be terminated by mutual consent of the parties and in accordance with the terms and conditions of any plan of termination established by the parties. In the event of a termination by mutual consent, the date of termination shall be such date as is agreed upon by the parties. The parties may agree to suspend or terminate a portion of this Agreement and such suspension or termination shall not make void or invalidate the remainder of this Agreement.

7. **DISPUTE RESOLUTION.** Except as explicitly provided in Exhibit C relating to claims by Consultant, if any dispute, claim or disagreement shall arise relative to the interpretation or enforcement of this Agreement, the parties shall use commercially reasonable efforts to settle the dispute, claim or disagreement. To this end, they shall consult and negotiate with each other in good faith and, recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If they do not reach such a solution within a period of thirty (30) days, then, upon notice by either party to the other, the dispute, claim or disagreement shall be submitted to final, binding arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules. The arbitrator shall have the authority to assess arbitration costs and expenses against either or both parties. The decision in the arbitration shall be binding on all parties, and judgment on any arbitration award may be entered in any court of competent jurisdiction.

8. **INSURANCE.** Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in the attached Exhibit D, which is incorporated by this reference as though set forth in full.

9. **INDEMNIFICATION.** To the fullest extent permitted by law, Consultant shall indemnify, defend and hold harmless City and any of its officials, directors, employees and agents (“**Indemnified Parties**”) from and against any and all losses, liabilities, damages, costs, charges, payments, claims, and expenses, including attorney’s fees and costs of defense, which arise out of,

are a consequence of, or are in any way attributable to, in whole or in part, this Agreement, including but not limited to any activities associated with carrying out the agreed to Services by Consultant, its agents, employees, subcontractors, consultants, assigns or by any individual or entity for whom Consultant is legally liable.

10. **RELEASE OF INFORMATION.**

10.1 **Confidentiality**. All information gained by Consultant in performance of this Agreement shall be considered confidential and shall not be released except to the City, directly or indirectly, by Consultant without City's prior written authorization. Consultant, its officers, employees, subcontractors or sub-consultants shall not voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the Services performed under this Agreement unless requested by the City Attorney or authorized in writing by the City Manager. Response to a subpoena or court order shall not be considered "voluntary" provided that Consultant shall give City prompt written notice of any such court order or subpoena. The provisions of this Paragraph shall survive the termination of this Agreement.

10.2 **Notice and Cooperation**. Consultant shall promptly notify the City Manager and City Attorney in writing if Consultant, its officers, employees, agents, subcontractors or subconsultants are served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any person or party related to this Agreement and/or Consultant's related Services. City has no obligation to, but may exercise discretion to represent Consultant and/or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with City and to provide the City an opportunity to review any response to discovery requests provided by Consultant. However, City's right to review any such response does not grant or imply a right of City to control, direct, dictate or rewrite said response.

11. **RELATIONSHIP TO CITY.**

11.1 **Independent Contractor**. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees or agents are in any manner officers, employees or agents of City. Consultant shall not incur or have the power to incur any debt, obligation or liability whatever against City, or bind City in any manner.

11.2 **No Employee Privileges**. No City employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages or other compensation to Consultant for performing Services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing Services hereunder.

- 11.3 **Consultant Duty to City.** Consultant understands and agrees that its responsibility to provide complete and accurate Services is owed solely to City and that its accountability under this contract shall likewise be solely to City and not to any City applicants or any other third person or entity.
- 11.4 **Interest of Consultant.** Consultant represents and warrants to City that it presently has no interests, and covenants that it shall not acquire any interests, direct or indirect, financial or otherwise, which would conflict with the performance of the services to be provided by Consultant under this Agreement. Consultant further covenants that, in the performance of this Agreement, no subcontractor or employee having such an interest shall be employed by Consultant. Consultant certifies that no one who has or will have any financial interest under this Agreement is: (a) an officer or employee of City, or (b). an officer or employee of the applicant and any of its consultants. Consultant agrees to comply with any applicable conflict of interest code.
- 11.5 **Undue Influence.** Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement or financial inducement. No officer or employee of City will receive compensation, directly or indirectly, from Consultant or any officer, employee or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling City to any and all remedies at law or in equity.
- 11.6 **Third Party Beneficiaries.** This Agreement is entered into solely for the benefit of the City and the Consultant and will not confer any rights upon any person not expressly a party to this Agreement.

12. GENERAL PROVISIONS.

- 12.1 **Assignment of Rights.** Contractor agrees to assign City all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act or under the Cartwright Act arising from purchases of goods, services, or materials pursuant to this Agreement.
- 12.2 **Further Assurances.** City and Consultant each agree to cooperate with one another, to use their best efforts, to act in good faith, and to promptly perform such acts and execute such documents or instruments as are reasonably necessary and proper to consummate the transactions contemplated by this Agreement.
- 12.3 **Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given on the date of service if personally served or on the second day after mailing if mailed by first-class mail, registered or certified, return receipt requested, postage prepaid and properly addressed as follows:

To City:
Michael Ramirez, City Manager
City of Carpinteria

To Consultant:
Kristine J. Schwarz, Executive Director
New Beginnings

5775 Carpinteria Avenue
Carpinteria, CA 93013-2698
P: (805) 684-5405

530 E. Montecito Street, Suite 101
Santa Barbara, CA 93103
P: (805) 963-7777

Any party may change their address for the purpose of this paragraph by giving the other party written notice of the new address in the above manner.

- 12.4 **Legal Responsibilities.** Consultant shall keep itself informed of state, federal and laws and regulations which in any manner affect those employed by it or in any way affect the performance of its Service pursuant to this Agreement. The Consultant shall reasonably observe and comply with such laws and regulations. The City and its officers and employees shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this Section.
- 12.5 **Licenses.** At all times during the term of this Agreement, Consultant shall have in full force and effect, all licenses, certifications, or related credentials required by law for the performance of Services described in this Agreement. Consultant represents that it and/or its employees, agents and subcontractors engaged in such activities possess such licenses, certifications, or credentials and that such licenses certifications, or credentials are current, active, and not in a state of suspension or revocation.
- 12.6 **Labor Conditions.** City is a public entity in the state of California, and therefore, City and Consultant are subject to the provisions of the Government Code and the Labor Code of the state of California. All provisions of law applicable to public contracts and/or this Agreement are incorporated herein by this reference and are made a part of this Agreement to the same extent as if they were fully stated in the Agreement and shall be complied with by Consultant.
- 12.7 **Labor Requirements.** Consultant shall abide by all federal and California laws and regulations regarding wages, including, without limitation, the Fair Labor Standards Act and the California Labor Code, which, in part, mandate that 8 hours' labor constitutes a legal days' work, and require Consultant to pay the general prevailing wage rates. The California statutory provisions for penalties for failure to pay prevailing wages will be enforced and the statutory provisions for penalties for failure to comply with California's wage and hour laws will be enforced. In addition, Consultant is required to comply with the statutory requirements relating to employment of apprentices. Consultant also must secure the payment of workers' compensation to its employees as provided by California law. Consultant acknowledges its obligation to secure payment of Workers' Compensation before beginning work as set forth in the attached Exhibit E (together, "Acknowledgement of Workers' Compensation Obligation" and "Declaration of Exemption from Workers' Compensation") which is incorporated by this reference as though set forth in full. Additionally, Consultant is required to comply with all statutory requirements relating to certified payroll records, including the maintenance of the records, their certification, and their availability for inspection.
- 12.8 **Discrimination.** No person shall be excluded from employment in the performance of this Agreement on the grounds of race, creed, color, sex, age, marital status, sexual orientation

or place of national origin. Consultant shall comply with all local, state, and federal laws relating to equal employment opportunity rights.

- 12.9 **Assignment.** Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of City, which shall have the sole discretion to consent to any proposed assignment. Because of the personal nature of the Services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.
- 12.10 **Waiver.** No waiver of a provision of this Agreement shall constitute a waiver of any other provision, whether or not similar. No waiver shall constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.
- 12.11 **Force Majeure.** Neither Consultant nor City shall be liable for any delays resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority.
- 12.12 **Construction of Terms.** All parts of this Agreement shall in all cases be construed according to their plain meaning and shall not be construed in favor or against either of the parties. If any term, provision, covenant or condition of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, in whole or in part, the remainder of this Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated thereby. In the event of any provision shall be adjudged invalid, void or unenforceable, the parties hereto agree to enter into a supplemental agreement to effectuate the intent of the parties and the purposes of this Agreement.
- 12.13 **Controlling Law.** The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement, with venue proper only in the County of Santa Barbara, State of California.
- 12.14 **Authorization.** All officers and individuals executing this and other documents on behalf of the respective parties hereby certify and warrant that they have the capacity and have been duly authorized to execute said documents on behalf of the entities indicated.
- 12.15 **Entire Agreement.** This Agreement, along with its attached exhibits, which are incorporated herein by this reference, constitutes the entire Agreement between the parties and supersedes all prior and contemporaneous agreements, representations and understandings of the parties. This Agreement may be altered, amended or modified only by a supplemental writing executed by the parties to this Agreement and by no other means. Each party waives any future right to claim, contest, or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreement, course of conduct, waiver or estoppel.
- 12.16 **Counterparts.** This Agreement may be executed in counterparts, each of which shall remain in full force and effect as to each party.

12.17 **Severability.** In the event that any term or provision of this Agreement shall be held to be invalid, void or unenforceable, then the remainder of this Agreement shall not be affected, impaired or invalidated, and each such term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties have executed this Agreement at the place and as of the date first written above.

"CITY"
City of Carpinteria

"CONSULTANT"
New Beginnings

By: _____
Michael Ramirez, City Manager

By: _____
Kristine J. Schwarz, Executive Director

APPROVED AS TO FORM:
City of Carpinteria

ATTEST:
City of Carpinteria

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

By: _____
Brian C. Barrett, CMC, CPMC
City Clerk

EXHIBIT A

BASIC SERVICES TO BE PERFORMED



NEW BEGINNINGS

530 E. Montecito Street, Suite 101
Santa Barbara, California 93103
805.963.7777 Fax: 805.963.8135

www.sbnbcc.org

Board of Directors

Jacqueline Kurta, MFT, Psy.D.
President

Dan Engel
Vice President

Diane Pannkuk, M.B.A.
Secretary

Ziad Elkunji
Treasurer

Suzanne Grimmesey, MFT
Stasia Huiner, M.B.A.

Julie LeVay
Scott Sanford
Ronnie Shahbazian

Advisory Council

Hon. Susan Rose - Chairperson
Alberto Arroyo
Jim Baxter
Marc Borowitz
Patty Bryant
Brynn Crowe
Patricia Duffy
Allan Ghitlerman (In Memoriam)
Mary Howe-Grant, Ph.D.
Kathryn LePage, M.A.
Karen Lehrer, MFT
Seymour Lehrer
Mike McCarthy
Bruce W. McRoy, J.D.
Fred Morguelan, Ph.D.
Marilyn Rickard Schafer
Das Williams
Michael Young
Maria Zate

Judi Weisbart
Fundraising Consultant

Management Team

Kristine Schwarz, MFT, LPCC
Executive Director

Shana Burns, MFT
Clinical Director

Michael Dzerski
Finance Director

Victoria Garfield
Grants Administration Director

Joel Goforth, MA
Homeless Services Director

Brenda Lang
Operations Director

Cassie Roach, MSW
Safe Parking Program Director

Victor Virgen
Veteran Services Director

June 5, 2025

Ryan Kintz
Assistant City Manager
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria, CA 93013

Dear Ryan,

Per our discussion, New Beginnings is proposing continuing the operation of a Safe Parking Program in the City of Carpinteria. The expectation is that we will continue providing Safe Parking services at Viola Fields, with a maximum of 12 spaces in the lot. The lot will be operated in a manner consistent with our existing Safe Parking Program which has operated effectively and successfully in Santa Barbara since 2004. All program participants will be enrolled in and permitted through the program, and all participants will be provided with housing navigation and general case management, with an ultimate goal of eventually transitioning all participants into permanent and traditional housing.

In support of this ongoing program, New Beginnings is requesting to renew its contract for services with the City of Carpinteria. This contract will help to fund the operation of the shelter component of the program which provides shelter case management, nightly lot monitoring, equipment, connectivity, training, insurance, supervision, and supplies consistent with our current model of operation. Any additional support and/or activities under this ongoing program may result in a revised cost to operate the program. All rapid rehousing housing navigation services and housing financial assistance provided to program participants will be provided with match funds through our rapid rehousing projects, e.g., CoC, HHAP, CERF and HOME TBRA. Please see an itemized cost proposal below.

The ongoing project will provide monthly reporting with information including but not limited to:

- Number served at each lot by month;
- Number on waiting list monthly and number of people contacted in Carpinteria and made aware of the program;
- Number of complaints received by New Beginnings about lots / clients in Carpinteria;
- Number violating program rules and the type of violation;
- Number of clients exited from program and the basis for exit;

Our mission is to strengthen our community by helping people live healthy and productive lives.



NEW BEGINNINGS

- Number of clients receiving information about services and housing; and
- Number of clients housed and what type of housing.

We appreciate the City of Carpinteria's efforts to bring safe parking lots to its city and we look forward to working with you to make this a successful program for you and the members of your community.

Kind Regards,

Kristine J. Schwarz, MFT, LPCC
Executive Director

Proposed contract:

Fixed annual costs regardless of number of lots:

Client Liaison (Lot Monitor) salary, non-exempt (one monitor @ approximately .5 FTE @ \$18.00 per hour**)	\$18,720
Insurance and benefits @ 25%	\$ 4,680
Weekly Supervision, 2 hours per week @ \$52 per hour x 52 weeks)	\$ 5,408
Training	\$1,000
Equipment and connectivity	\$2,260
Supplies (locks, jumper cables, etc.)	\$ 1,000

Adjustable costs based on number of lot locations and spaces:

Mileage (at IRS reimbursement rate) average cost per lot per year	\$ 1,250
Lot Liability Insurance @ calculated annual rate for 12 spaces	\$ 3,452



NEW BEGINNINGS

Porta Potty Rental per unit @ \$200 per unit (depending on unit) per month (estimate for one unit for one lot for one year)	\$ 2,400
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Sub-Total	\$40,170
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Indirect Costs @ 10%	\$ 4,017
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TOTAL:	<u>\$44,187</u>
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**If city requires additional services of the lot monitor that regularly exceed .5 FTE, this cost would need to be increased. As well, all staff receive an annual 3-5% COLA and merit increase.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

(See Exhibit A)

EXHIBIT C

RESOLUTION OF CONSTRUCTION CLAIMS

The following pertains to Public Contract Code Sections 20104 through 20104.6 (Resolution of Construction Claims)

1. This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between a contractor and a local agency.
2. This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.
3. "Public work" means "public works contract" as defined in Section 1101 but does not include any work or improvement contracted for by the state or the Regents of the University of California.
4. "Claim" means a separate demand by the contractor for (a) a time extension, (b) payment of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (c) an amount the payment of which is disputed by the local agency.
5. The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.
6. This article applies only to contracts entered into on or after January 1, 1991.
7. For any claim subject to this Agreement, the following requirements apply:
 - a. The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.
 - b. (1) For claims of less than fifty thousand dollars (\$50,000), the City shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the City may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the City and the claimant.

- (3) The City's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.
- c. (1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the City shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the City may have against the claimant.
- (2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the City and the claimant.
- (3) The City's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.
- d. If the claimant disputes the City's written response, or the City fails to respond within the time prescribed, the claimant may so notify the City, in writing, either within 15 days of receipt of the City's response or within 15 days of the City's failure to respond within the time prescribed, respectively, and demand an informal conference to meet and confer for settlement of the issues in dispute. Upon a demand, the City shall schedule a meet and confer conference within 30 days for settlement of the dispute.
- e. Following the meet and confer conference, if the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.
- f. This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.

The following procedures are established for all civil actions filed to resolve claims subject to this article:

8. Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waived by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both

parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

9. (a) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act (Title 4 (commencing with Section 2016.010) of Part 4 of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

(b) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(c) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of the trial de novo.
10. The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.
11. The City shall not fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.
12. In any suit filed under Section 20104.4, the City shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.
13. Pursuant to California Public Contract Code Section 7201, the City may not retain greater than five (5%) percent of contract price.

EXHIBIT D

INSURANCE REQUIREMENTS

Prior to the beginning of and throughout the duration of the Work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, Consultant agrees to amend, supplement or endorse the existing coverage to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to City.

Consultant shall provide the following types and amounts of insurance:

Commercial General Liability Insurance using Insurance Services Office “Commercial General Liability” policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Business Auto Coverage on ISO Business Auto Coverage form CA 00 01 including symbol 1 (Any Auto) or the exact equivalent. Limits are subject to review, but in no event to be less than \$1,000,000 per accident. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant’s employees will use personal autos in any way on this project, Consultant shall provide evidence of personal auto liability coverage for each such person.

When applicable, Workers Compensation on a state-approved policy form providing statutory benefits as required by law with employer’s liability limits no less than \$1,000,000 per accident or disease.

Excess or Umbrella Liability Insurance (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop down provision providing primary coverage above a maximum \$25,000 self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a “pay on behalf” basis, with defense costs payable in addition to policy limits. Policy shall contain a provision obligating insurer at the time insured’s liability is determined, not requiring actual payment by the insured first. There shall be no cross liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Consultant, subconsultants or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than \$1,000,000 per occurrence.

Professional Liability or Errors and Omissions Insurance as appropriate shall be written on a policy form coverage specifically designed to protect against acts, errors or omissions of the consultant and “Covered Professional Services” as designated in the policy must specifically include work performed under this agreement. The policy limit shall be no less than \$1,000,000 per claim and in the aggregate. The policy must “pay on behalf of” the insured and must include a provision establishing the insurer’s duty to defend. The policy retroactive date shall be on or before the effective date of this agreement.

Insurance procured pursuant to these requirements shall be written by insurers that are admitted carriers in the state of California and with an A.M. Bests rating of A- or better and a minimum financial size VII.

General conditions pertaining to provision of insurance coverage by Consultant. Consultant and City agree to the following with respect to insurance provided by Consultant:

1. Consultant agrees to have its insurer endorse the third party general liability coverage required herein to include as additional insureds City, its officials, employees, volunteers and agents, using standard ISO endorsement No. CG 2010-0413. Consultant also agrees to require all contractors and subcontractors to do likewise.
2. No liability insurance coverage provided to comply with this Agreement shall prohibit Consultant, or Consultant's employees or agents, from waiving the right of subrogation prior to a loss. Consultant agrees to waive subrogation rights against City regardless of the applicability of any insurance proceeds, and to require all contractors and subcontractors to do likewise.
3. All insurance coverage and limits provided by Contractor and available or applicable to this agreement are intended to apply to the full extent of the policies. Nothing contained in this Agreement or any other agreement relating to the City or its operations limits the application of such insurance coverage.
4. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.
5. No liability policy shall contain any provision or definition that would serve to eliminate so-called "third party action over" claims, including any exclusion for bodily injury to an employee of the insured or of any contractor or subcontractor.
6. All coverage types and limits required are subject to approval, modification and additional requirements by the City, as the need arises. Consultant shall not make any reductions in scope of coverage (e.g., elimination of contractual liability or reduction of discovery period) that may affect City's protection without City's prior written consent.
7. Proof of compliance with these insurance requirements, consisting of certificates of insurance evidencing all of the coverages required and an additional insured endorsement to Consultant's general liability policy, shall be delivered to City at or prior to the execution of this Agreement. In the event such proof of any insurance is not delivered as required, or in the event such insurance is canceled at any time and no replacement coverage is provided, City has the right, but not the duty, to obtain any insurance it deems necessary to protect its interests under this or any other agreement and to pay the premium. Any premium so paid by City shall be charged to and promptly paid by Consultant or deducted from sums due Consultant, at City option.
8. Certificate(s) are to reflect that the insurer will provide 30 (thirty) days notice to City of any cancellation of coverage. Consultant agrees to require its insurer to modify such certificates to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, or that any party will "endeavor" (as opposed to being required) to comply with the requirements of the certificate.

9. It is acknowledged by the parties of this agreement that all insurance coverage required to be provided by Consultant or any subcontractor, is intended to apply first and on a primary, non-contributing basis in relation to any other insurance or self insurance available to City.
10. Consultant agrees to ensure that subcontractors, and any other party involved with the project who is brought onto or involved in the project by Consultant, provide the same minimum insurance coverage required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with subcontractors and others engaged in the project will be submitted to City for review.
11. Consultant agrees not to self-insure or to use any self-insured retentions or deductibles on any portion of the insurance required herein and further agrees that it will not allow any contractor, subcontractor, Architect, Engineer or other entity or person in any way involved in the performance of work on the project contemplated by this agreement to self-insure its obligations to City. If Consultant's existing coverage includes a deductible or self-insured retention, the deductible or self-insured retention must be declared to the City. At that time the City shall review options with the Consultant, which may include reduction or elimination of the deductible or self-insured retention, substitution of other coverage, or other solutions.
12. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City will negotiate additional compensation proportional to the increased benefit to City.
13. For purposes of applying insurance coverage only, this Agreement will be deemed to have been executed immediately upon any party hereto taking any steps that can be deemed to be in furtherance of or towards performance of this Agreement.
14. Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any insurance requirement in no way imposes any additional obligations on City nor does it waive any rights hereunder in this or any other regard.
15. Consultant will renew the required coverage annually as long as City or its employees or agents face an exposure from operations of any type pursuant to this Agreement. This obligation applies whether or not the Agreement is canceled or terminated for any reason. Termination of this obligation is not effective until City executes a written statement to that effect.
16. Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Proof that such coverage has been ordered shall be submitted prior to expiration. A coverage binder or letter from Consultant's insurance agent to this effect is acceptable. A certificate of insurance and/or additional insured endorsement as required in these specifications applicable to the renewing or new coverage must be provided to City within five days of the expiration of the coverages.
17. The provisions of any workers' compensation or similar act will not limit the obligations of Consultant under this Agreement. Consultant expressly agrees not to use any statutory immunity defenses under such laws with respect to City, its employees, officials and agents.

18. Requirements of specific coverage features or limits contained in this section are not intended as limitations on coverage, limits or other requirements nor as a waiver of any coverage normally provided by any given policy. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be limiting or all-inclusive.
19. These insurance requirements are intended to be separate and distinct from any other provision in this agreement and are intended by the parties here to be interpreted as such.
20. The requirements in this Section supersede all other sections and provisions of this Agreement to the extent that any other section or provision conflicts with or impairs the provisions of this Section.
21. Consultant agrees to be responsible for ensuring that no contract used by any party involved in any way with the project reserves the right to charge City or Consultant for the cost of additional insurance coverage required by this agreement. Any such provisions are to be deleted with reference to City. It is not the intent of City to reimburse any third party for the cost of complying with these requirements. There shall be no recourse against City for payment of premiums or other amounts with respect thereto.
22. The City's failure to comply with reporting requirements should not affect coverage required under the Agreement.
23. The consultant's insurance is primary to that of any insurance claimed by the City.

Consultant agrees to provide immediate notice to City of any claim or loss against Consultant arising out of the work performed under this agreement. City assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve City.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/4/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CalNonprofits Insurance Services 1500 41st Avenue, Suite 228 Capitola CA 95010		CONTACT NAME: Brandon Fujii PHONE (A/C, No, Ext): 831-824-5020 E-MAIL ADDRESS: brandon@cal-insurance.org		FAX (A/C, No): 831-462-8529
		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Nonprofits Insurance Alliance of California		10023
		INSURER B : Arch Insurance Company		11150
		INSURER C : Service American Indemnity Company		39152
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 535110270

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y	01-CP-0018606-01-02	1/18/2025	1/18/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		01-CP-0018606-01-02	1/18/2025	1/18/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0		01-UB-0018606-01-02	1/18/2025	1/18/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☒ N	SATIS0599900	3/7/2025	3/7/2026	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Improper Sexual Conduct & Abuse		01-CP-0018606-01-02	1/18/2025	1/18/2026	Each Occ./Aggregate \$1M/\$1M
A	Social Service Professional Liab		01-CP-0018606-01-02	1/18/2025	1/18/2026	Each Claim/Aggregate \$1M/\$2M
B	D&O/Employment Practices		NFP0121488-08	1/1/2025	1/1/2026	Each Claim/Aggregate \$1M/\$1M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: CITY LOTS: Viola Fields 12 spaces at 6145 Carpinteria CA 93013.

The City of Carpinteria Calle Real Campus is included as Additional Insured with respect to General Liability as required by written contract per Endorsement Form(s) CG 20 26 12 19 attached.

CERTIFICATE HOLDER**CANCELLATION**

City of Carpinteria
5775 Carpinteria Avenue
Carpinteria CA 93013
United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable limits of insurance;

whichever is less.

This endorsement shall not increase the applicable limits of insurance.

EXHIBIT E

WORKERS' COMPENSATION REQUIREMENTS

The Consultant is required to sign and file either a statement acknowledging its obligation to secure payment of Workers' Compensation before beginning work, or a declaration confirming that as a sole proprietor consultant is exempt from Workers' Compensation Requirements.

ACKNOWLEDGEMENT OF WORKERS' COMPENSATION OBLIGATION

I, Kristine J. Schwarz, hereby acknowledge my obligation to secure payment of Workers' Compensation before beginning work.

New Beginnings

By: _____
Kristine J. Schwarz, Executive Director

Dated: _____

ATTACHMENT B

**Resolution No. 6404 (Removing Pilot Designation from Safe Parking
Program Policy)**

RESOLUTION NO. 6404

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, AMENDING RESOLUTION NO. 6365 TO REMOVE THE PILOT DESIGNATION FROM THE SAFE PARKING PROGRAM POLICY

WHEREAS, on October 24, 2022, the City Council adopted Resolution No. 6171, establishing the Safe Parking Pilot Program for purposes of providing temporary overnight accommodations for people experiencing homelessness and living from a vehicle that is safe and appropriate for the participants; and

WHEREAS, with the adoption of Resolution No. 6171, the City Council also approved the Administrative Policies and Procedures for the Program prepared by staff pursuant to the City Council's direction on August 8, 2022; and

WHEREAS, on January 13, 2023, the Council heard an update on the Safe Parking Program and the potential expansion of the program from 6 available parking spaces to 12 parking spaces; and

WHEREAS, the City Council directed staff to seek the additional six potential parking spaces, increasing the total available parking spaces for the Safe Parking Program from six to twelve; and

WHEREAS, on January 27, 2025 the Council adopted Resolution No. 6365 which amended Resolution No. 6171 to expand the program from 6 available parking spaces to 12 parking spaces; and

WHEREAS, the Council wishes to remove the "pilot" designation from the Safe Parking Program Policy; and

WHEREAS, with the Council's direction, the Safe Parking Pilot Program Administrative Policies and Procedures must be amended to remove the "pilot" designation from the Safe Parking Program Policy; and

WHEREAS, the Amended Administrative Policies and Procedures for the Safe Parking Program are attached as Exhibit 1; and

NOW, THEREFORE, BE IT RESOLVED as follows:

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

SECTION 2. The Carpinteria City Council hereby resolves that the Safe Parking Program provides homeless individuals and families with vehicles a safe place to temporarily park overnight in order to facilitate the transition to permanent housing.

SECTION 3. The City Manager is authorized to designate public property for use for camping or lodging pursuant to CMC 8.20.020 and 12.24.020(14).

SECTION 4. The Amended Administrative Policies and Procedures attached hereto as Exhibit 1, dated June 9, 2025, serve to minimize any potential impacts on the adjacent neighborhood and real properties and assure the use is transitional and designed to assist vehicle dwellers in obtaining safe and decent housing alternatives.

SECTION 5. The Safe Parking Program and the Amended Administrative Policies and Procedures attached as Exhibit 1 are hereby approved, and the City Manager is directed to implement the Program consistent with CMC 8.20.020 and 12.24.020(14) and Exhibit 1.

SECTION 6. In carrying out the authority granted to the City Manager in CMC 8.20.020 and 12.24.020(14), and designations shall be made consistent with the criterion and conditions described in the Amended Administrative Policies and Procedures attached as Exhibit 1.

SECTION 7. The City Manager is hereby authorized to negotiate and execute an amendment with New Beginnings Counseling Center for Program management services. The exact sites within the City and the express rules and regulations and conditions for the use of such lots by New Beginnings may be established by the City Manager as a part of the amendment, provided that any such selection of sites and/or establishment of rules and regulations and conditions for use shall be consistent with the Amended Administrative Policies and Procedures attached as Exhibit 1. The agreement shall also function as a license for use of the public property, which such license may be revoked, in the sole and absolute discretion of the City, upon any violation of its terms or at the termination of the Program as may be determined appropriate by the City Manager.

SECTION 8. The Safe Parking Program shall operate for a period not to exceed 2 years (24 months), from the date the first site is established and operates to serve clients(s). Data on the program shall be collected during the operation of the Safe Parking Program sufficient to understand the effectiveness of the program and issues with neighborhood compatibility/impacts.

SECTION 9. This action is categorically exempt pursuant to Section 15301 (Existing Facilities) of the California Environmental Quality Act (CEQA).

PASSED, APPROVED AND ADOPTED on the 9th day of June, 2025, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

Mayor, City of Carpinteria

ATTEST:

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

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on June 9, 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

Safe Parking Program

Amended Administrative Policies and Procedures

(Exhibit 1 to City Council Resolution No. 6404)

I. DESIGNATION OF PUBLIC PROPERTY FOR OVERNIGHT ACCOMODATIONS.

A. Authority. These Amended Administrative Policies and Procedures are established pursuant to Carpinteria Municipal Code (CMC) Sections 8.20.020 and 12.24.020(14), concerning the City's authority to designate property(ies) as locations for camping and lodging, and City Council Resolution No. 6365.

B. Purpose. The Program is intended to provide locations for temporary camping and lodging for people experiencing homelessness and living from a vehicle that is safe and appropriate for the participants, minimizes any potential impacts on the adjacent neighborhoods and real properties, and assures the use is transitional and designed to assist vehicle dwellers in obtaining safe and decent housing alternatives.

C. Process. Consistent with the authority established in the CMC and the direction provided in City Council Resolution No. 6365, the City Manager, or their designee, shall consider and make determinations regarding the designation of property for use as temporary camping and lodging as part of the Program.

D. Final Determination. Actions of the City Manager regarding the designations described in Subsection I.C above are determined to be ministerial in nature, are final, and not subject to appeal.

II. CONDITIONS/CRITERIA FOR DESIGNATION OF PROPERTY.

A. The City Manager or their designee shall consider the conditions and criteria set forth in this Section II when designating property for use as temporary camping and lodging as part of the Program.

1. At the City Manager's sole discretion, locations shall be determined to be suitable for the temporary use including, but not limited to, availability of restrooms.
2. No more than twelve parking spaces shall be designated for use by the Program at any single location.

3. Appropriate City staff representatives shall be consulted, including but not limited to Law and Code Enforcement, Parks, Recreation and Community Services, and Public Works.

III. PROGRAM MANAGEMENT.

- A.** The City Council may, in its discretion, authorize the City Manager to enter into an amendment (Amended Program Management Agreement) for the purposes of retaining a nonprofit social service organization to administer the Program (Program Manager).
- B.** The City Manager and the Program Manager shall collaborate to develop an agreement for Program participants (Participation Agreement). Program participants shall be required to sign such Participation Agreement prior to participating in the Program.
- C.** The City Manager shall establish and implement Program criteria concerning eligibility for participation in the Program, including but not limited to the following:
 1. The vehicle owner(s), and/or all occupants of a vehicle, have agreed in writing to abide by all Program rules and policies and have signed the Participation Agreement.
 2. Participants hold a valid driver's license, vehicle registration and auto insurance meeting California minimum requirements, and vehicles are operational.
 3. Certification on an initial and on-going basis (such as every 90 days) that the vehicle owner(s), and/or all occupants of a vehicle, meet certain maximum income criteria requirements and that each has agreed to meet with a person or persons who is engaged by either the City or Program Manager to assist participants with obtaining relevant supportive services (Case Manager) at least once per month for purposes of engaging with the Program. The Program shall follow a Housing First Approach. A Housing First Approach means an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Supportive services are proactively offered to help such individuals achieve and maintain housing stability, but such individuals are not required to participate in services as a condition of Program participation.
 4. Certification that the vehicle owner(s), and/or all occupants of the vehicle, have agreed and continue to abide by the Rules and Regulations (defined

below in Section III.D), particularly with respect to compliance with the law and with respect to minimizing any adverse impact on the neighboring property owners and on the safe and healthy use of the site upon which the vehicle is located.

5. The participant has signed an acknowledgement that they may be excluded from the Program for violation of the rules and regulations (defined below in Section III.D) and/or violation of state and local laws during our outside of Program operating hours.
 6. The participant shall display on the vehicle windshield dated permits in order to establish the right of the owner of the vehicle to participate in this Program and to have their vehicle parked overnight at a particular permitted and designated location.
- D.** The City Manager, in consultation with the Program Manager, shall establish and implement rules and regulations applicable to the Program (Rules and Regulations). The City Manager shall also consult with appropriate City staff representatives, including but not limited to Law and Code Enforcement, Parks, Recreation and Community Services, and Public Works. The Rules and Regulations should address, without limitation, the following:
1. The Program's logistical parameters, such as the hours of operation, whether children are permitted, whether pets or service animals are permitted, how often participants' vehicle permits must be renewed, noise limitations, etc.
 2. Compliance with all applicable local, state, and federal laws.
 3. Impermissible activities at the Program site(s), such as the use or presence of drugs or alcohol and violent behavior.
 4. The City's right to enter and inspect the Program site(s) during business hours to ensure compliance with these policies and procedures and applicable law.

ATTACHMENT C

Letter of Support from Land Trust for Santa Barbara County



June 5, 2025

Ryan Kintz
Assistant City Manager, City of Carpinteria
5775 Carpinteria Ave.
Carpinteria, CA 93013

Re: Safe Parking Pilot Program at Carpinteria Bluffs Nature Preserve

Dear Mr. Kintz,

The Land Trust has reviewed the proposal for the extension of the Safe Parking Program operated by New Beginnings at the Viola Fields parking lot at the Carpinteria Bluffs Nature Preserve, which our organization holds a Conservation Easement over (recorded 10/16/2000, amended 8/9/2004). Based on the information provided, we believe that this program remains consistent with the terms of the easement and will provide significant community benefit.

We originally approved the pilot program in January 2023. Since then, the program has operated successfully, and we are not aware of any issues that might impact the conservation values of the preserve. For these reasons, we support the extension of the program and expansion to 12 overnight spaces.

As you are aware, the easement prohibits night-time lighting (Section 5e), places restrictions on temporary structures (Section 4k), and restricts overnight camping (Section 5m). However, based on the requirements of the program, we have determined that sleeping in vehicles in a controlled, supervised manner as a client of this program can reasonably be considered different enough from overnight camping to allow this use, and the program does not require additional night-time lighting or structures. We do ask that the site remain a non-RV site to further distinguish between general camping and this program's intended use, and it is our understanding that that is the City's intention as well.

Thank you for your ongoing stewardship of the Carpinteria Bluffs.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alison Petro'.

Alison Petro
Land Stewardship Director



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Closeout of Via Real Stormwater Project.

STAFF RECOMMENDATION

1. Authorize the Mayor to execute the Closeout Agreement and Release of Claims for the Via Real Stormwater Project with Toro Enterprises, Inc.
2. Authorize the City Manager to release the construction contract bonds one year after the City's acceptance of the work, in accordance with the warranty provisions outlined in the construction contract.

BACKGROUND

The Via Real Stormwater Project is part of the City's 5-Year Capital Improvement Plan and is located along a section of east Via Real and the entire length of Poplar Street. The location map is shown as Attachment A. The objectives of the project are to:

1. Reduce flood hazards on the critical arterial road, Via Real, and adjacent private properties, including mobile home parks and multi-family dwellings.
2. Improve access to these private properties.
3. Minimize soil erosion.
4. Enhance the quality of stormwater entering the Carpinteria Creek watershed.

The Federal Emergency Management Agency (FEMA) awarded \$603,931 in federal-aid funds from the Hazard Mitigation Grant Program (HMGP) for the project. This amount includes \$90,075 for the design phase and \$513,856 for the construction phase, covering 75% of the project costs at that time. HMGP funding covers up to 75% of project costs, requiring a 25% match from local funds. Additionally, the California Natural Resources Agency awarded \$366,262 in state-aid funds from the Urban Flood Protection Grant Program for the project's construction phase, which does not require any local matching funds.

The project design phase was completed in February 2022 with an engineer's estimate of \$1,392,383. The City issued notices inviting bids on two separate occasions, with bids

received in December 2022 and April 2023. On both occasions, the bids were allowed to expire due to the bid amounts being well over the engineer's estimate and the amount of available funding. On June 12, 2023, staff updated the City Council about the status of the project. At that time, Council directed staff to seek additional funding and explore other options that would allow the project to move forward, including possibly removing some design elements.

In August 2023, staff submitted a request for time extension and additional funds to both FEMA and the California Natural Resources Agency. In March 2024, FEMA granted a 16-month time extension. California Governor's Office of Emergency Services (Cal OES), the grant administrator for FEMA, allocated an additional \$375,000 of HMGP funds for an amended total amount of \$888,855 for construction, as well as \$33,993 for staff management. In February 2024, the California Natural Resources Agency granted a 14-month time extension and allocated an additional \$1,000,000 of Urban Flood Protection Grant Program funds for an amended total amount of \$1,366,262.

In April 2024, the Public Works Director issued a Notice Inviting Bids. On July 8, 2024, the City Council awarded the construction contract to Toro Enterprises, Inc. in the Total Base Bid amount of \$3,116,428. On July 9, 2024, the Notice of Award was issued to Toro Enterprises, Inc., in order to begin the process of executing the construction contract including furnishing the required performance bond, payment bond, and certificates of insurance and insurance endorsements. Staff confirmed the construction contract was fully executed and issued the Notice to Proceed to Toro Enterprises, Inc. for starting construction on August 26, 2024.

The purpose of this agenda matter is for the City Council to authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Via Real Stormwater Project with Toro Enterprises, Inc. and authorize the City Manager to release the construction contract bonds after one year of acceptance of the work by the City in accordance with the warranty required by the construction contract.

DISCUSSION

The general scope of work for the Via Real Stormwater Project included a bioretention basin, storm drains, bioswales, and upgrades to concrete sidewalks, curbs, gutters, and curb ramps. During the course of construction, the contract change orders shown in Table 1 below were directed by the Public Works Director:

Table 1: Contract Change Orders

Contract Change Order No.	Brief Description	Cost
1	Electric conduit, waterline, and storm drain	(\$4,107.43)
2	Utility conflict and headwall	(\$28,564.37)
3	Pavement grind and overlay	\$119,144.49

4	Reinforced concrete box, jute netting, and fence	\$125,097.48
5	Balancing Contract Change Order	(\$21,650.00)

The Balancing Contract Change accounts for any increases and decreases in quantity of bid items for the final amount of work.

Table 2 summarizes the breakdown of the funding sources for the total construction budget:

Table 2: Funding Summary

Funding Type	Amount
Capital Improvement Projects Fund	\$3,623,000
Budget Adjustment Allocation from ST-25-001	\$10,000
Budget Adjustment Allocation from ST-22-001	\$9,000
Total Funding	\$3,642,000

Table 3 summarizes the actual costs:

Table 3: Cost Summary

Cost Type	Amount
Construction Contract (Total Base Bid)	\$3,116,428
Construction Contract Contingency	\$78,000
Contract Change Orders	\$189,920
Construction Management and Inspection	\$235,000
Acceptance/Materials Testing Services	\$24,650
Archeology and Native American Monitoring Services	\$67,800
Total	\$3,633,798

The total project cost of \$3,633,798 is within the approved project funding of \$3,642,000.

The Public Works Director finds the work as being in conformance with the contract documents and determined the construction was completed on April 18, 2025. Therefore, staff recommends for the City Council to authorize the Mayor to sign the Closeout Agreement and Release of Claims as shown as Attachment B.

POLICY CONSISTENCY

General Plan and Local Coastal Plan

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

Circulation Element

Objective C-8: To encourage and facilitate pedestrian and bicycle pathways.

Policies:

CD-8a: To design streets with safe and pleasant pedestrian ways that are spatially separated from vehicular traffic by elements such as trees, other plantings, and streetlights.

CD-8b: To provide convenient pedestrian routes in the Downtown District and adjacent neighborhoods that extended into other neighborhoods.

Sustainable Community Policy (Resolution No. 5500)

The project is also consistent with the following policies of Sustainable Community Policy:

Environmental Stewardship

Pollution Prevention: Develop and implement standards to reduce runoff and pollution in local streams and watersheds.

Community Health, Safety, and Wellness

Support residents and property owners' needs related to infrastructure improvements and maintenance to ensure safe and viable neighborhoods.

National Pollutant Discharge Elimination System

The project is consistent with the National Pollutant Discharge Elimination System Phase II Municipal Small Separate Storm Sewer System Permit and Regional Water Quality Control Board (RWQCB) Post-Construction Stormwater Management Requirements for Development Projects (RWQCB Resolution No. R3-2013-0032), respectively.

Capital Improvement Plan Study Session of March 19, 2024

Finally, the project is consistent with the City Council's prioritization as a critical infrastructure pursuant to the Capital Improvement Plan Study Session on March 19, 2024.

FINANCIAL CONSIDERATIONS

No Additional Funding Requested.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The recommendation is consistent with the formal bidding procedures of the Uniform Construction Cost Accounting Act (Public Contract Code Section 22030 et al.).

OPTIONS

1. Authorize the Mayor to sign the Closeout Agreement and Release of Claims for the Via Real Stormwater Project with Toro Enterprises, Inc. and authorize the City Manager to release the construction contract bonds after one year of acceptance of the work by the City in accordance with the warranty required by the construction contract.
2. The City Council has the option to decline approval of the recommendation and provide alternative directions to staff. However, this decision could result in potential delay of reimbursement for remaining federal- and state-aid funds.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

Attachment A: Location Map
Attachment B: Closeout Agreement and Release of Claims

Staff contact:

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


Signature

Reviewed by:

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


Signature

Reviewed by:

Michael Ramirez, City Manager
(805) 755-4400; michaelm@carpinteriaca.gov


Signature

ATTACHMENT A

Location Map



Vicinity Map

Via Real Stormwater Project
Carpinteria, CA

Geosyntec
consultants

Santa Barbara August 2018

Legend

- Project Location Coordinates
- Stream
- Existing Storm Drain
- Staging Area
- Project Footprint

N

0 650 Feet

ATTACHMENT B

Closeout Agreement and Release of Claims

CLOSEOUT AGREEMENT AND RELEASE OF CLAIMS

THIS AGREEMENT AND RELEASE OF CLAIMS (Agreement) is made in Carpinteria, California, this 9th day of June, 2025, by and between the City of Carpinteria, (Owner), and Toro Enterprises, Inc. (Contractor).

KNOW ALL PERSONS BY THESE PRESENTS:

1. That the undersigned, as the authorized representative of Contractor, and for each of its successors, assigns and partners, for and in consideration of Three Million One Hundred Sixteen Thousand Four Hundred Twenty-Eight Dollars and Zero Cents (\$3,116,428.00), for the original Contract amount, and the sum of One Hundred Eighty-Nine Thousand Nine Hundred Twenty Dollars and Seventeen Cents (\$189,920.17) for Contract Change Order Nos. 1 through 5, receipt of which is acknowledged, does release and forever discharge Owner, and each of its successors, assigns, council members, officers, agents, servants, volunteers and employees, from any and all rights, claims, causes of action, demands, debts, obligations, liabilities, actions, damages, costs and expenses (including but not limited to attorneys', paralegal and experts' fees, costs and expenses) and other claims, which may be asserted against Owner by reason of any matter or thing which was the subject matter of or basis for:

- A. The performance of all terms and conditions of that certain agreement dated July 8, 2024, for Owner, project described as Via Real Stormwater Project.
- B. Contract Change Order Nos. 1 through 5, as approved by the parties, dated January 7, 2025; February 4, 2025; June 9, 2025; June 9, 2025; and June 9, 2025; respectively.

2. Nothing contained in this Agreement shall waive or alter the rights, privileges, and powers of Owner or the duties, liabilities and obligations of Contractor and its surety(ies) in respect to any portion of the Contract.
3. Owner has received the following claims from Contractor: None. Except as expressly provided in this section, Owner has received no other claims from Contractor.
4. Upon execution of this Agreement, Owner agrees to promptly record a Notice of Completion with the Santa Barbara County Recorder.
5. Contractor and Owner agree that the total adjusted Contract Price and time of performance after the execution of change orders, is as follows:

Original Contract Price	<u>\$3,116,428.00</u>
Original Working Days	<u>120 days</u>
Adjusted Contract Price	<u>\$3,306,348.17</u>
Adjusted Working Days	<u>140 days</u>

6. The current amount owing to Contractor is:

Adjusted Contract Price:	<u>\$3,306,348.17</u>
Less: Amount Previously Paid (Request Nos. 1 through 8)	<u>\$(3,141,030.76)</u>
Retention	<u>\$(165,317.41)</u>
BALANCE:	<u>\$0.00</u>

The retention will be released to Contractor at the expiration of thirty-five (35) calendar days after the date of recording a Notice of Completion with the Santa Barbara County Recorder or when all stop notices have been released, whichever last occurs. The release provided pursuant to this Agreement shall not apply to Contractor's right to the retention amount until and to the extent such amounts are received by Contractor.

7. It is understood and agreed by Contractor that the facts with respect to which the release provided pursuant to this Agreement is given may turn out to be other than or different from the facts as now known or believed to be, and Contractor expressly assumes the risk of the facts turning out to be different than they now appear, and agrees that the release provided pursuant to this Agreement shall be, in all respects, effective and not subject to termination or rescission by any such difference in facts and Contractor expressly waives any and all rights it has or may have under California Civil Code Section 1542, which provides as follows:

"A general release does not extend to claims which the creditor does not know or suspect to exist in its favor at the time of executing the Release which if known by it must have materially affected its settlement with the debtor."

8. The release made by Contractor is not to be construed as an admission or admissions of liability and Contractor denies any such liability. Contractor agrees that it will forever refrain and forebear from commencing, instituting or prosecuting any lawsuit, action or other proceeding against Owner based on, arising out of, or in any way connected with the subject matter of this release.
9. Except as specifically provided in this Agreement, the Contractor releases Owner from all claims, including but not limited to those of its Subcontractors for all delay and impact costs, if any.
10. The Contractor represents and warrants to Owner that Contractor has not assigned or transferred or purported to assign or transfer to any person, firm, corporation, association or entity any of the rights, claims, warranties, demands, debts, obligations, liabilities, actions, causes of action, damages, costs, expenses and other claims and Contractor agrees to indemnify and hold harmless Owner, its successors, assigns, council members, officers, agents, servants, volunteers and employees, from and against, without limitation, any and all rights, claims, warranties, demands, debts, obligations, liabilities, actions, causes of action, damages, costs, expenses and other claims, including but not limited to attorneys', paralegal and experts' fees, costs and expenses arising out of or connected with any such assignment or transfer or purported assignment or transfer.
11. The parties acknowledge that they have been represented by counsel of their own choice in connection with the preparation and execution of this Agreement. The parties acknowledge and represent that they understand and voluntarily consent and agree to each and every provision contained in this Agreement.
12. The persons executing this Agreement represent and warrant to the other party that the execution and performance of the terms of this Agreement have been duly authorized by all individual, corporate, partnership, or other entity requirements and that such persons have the right, power, legal capacity and authority to execute and enter into this Agreement.
13. The parties further acknowledge and represent that no promise, inducement or agreement, not expressed in this Agreement, have been made and that, with respect to the matters considered, this Agreement contains the entire agreement among the parties and that the terms of the Agreement are contractual and not a mere recital.

APPROVED AS TO FORM:

CITY OF CARPINTERIA
a Municipal Corporation

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

By _____
Mayor

APPROVED AS TO CONTENT:

John L. Ilasin, City Engineer

ATTEST:

Brian C. Barrett, CMC, CPMC, City Clerk

CONTRACTOR

By_____

Title



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project

STAFF RECOMMENDATION

Authorize the City Manager to execute Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project in an amount not to exceed \$54,809, for a total amended agreement amount of \$426,999.

Sample Motion: I move to authorize the City Manager to execute Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project in an amount not to exceed \$54,809, for a total amended agreement amount of \$426,999.

(The motion requires a roll call vote.)

BACKGROUND

In February 2022, the City submitted applications to Santa Barbara County Association of Governments (SBCAG) for the Franklin Creek Trail Improvement Project under both the Safe Route to Schools and Measure A Bicycle and Pedestrian Grant programs. The general scope of work of the project includes accessible surfacing, safety fencing, and adjacent accessibility connection improvements along the east side of Franklin Creek Trail between Carpinteria Avenue and Seventh Street. The project received letters of support from the Carpinteria Unified School District, County of Santa Barbara Public Works Department, and SBBike + COAST (now named MOVE Santa Barbara County). On June 16, 2022, the SBCAG Board of Directors approved both Measure A Cycle 5 funds in the total amount of \$275,188 for the project and a Cooperative Agreement for its implementation. On July 11, 2022, the City Council approved and authorized the Mayor to sign the Measure A Project Cooperative Agreement with SBCAG.

On August 18, 2022, staff issued a Request for Proposal (RFP) for consulting design services. On September 8, 2022, staff received one proposal from RRM Design Group (San Luis Obispo, CA). Staff evaluated the proposal and determined RRM Design Group

to be responsive to the RFP, including demonstrating an understanding of the City's needs related to the Project, a significant amount of relevant experience, and favorable reference checks. Staff requested a fee proposal from RRM Design Group.

On October 10, 2022, the City Council authorized the City Manager to execute an Agreement with RRM Design Group to provide consulting design services in an amount not-to-exceed \$372,190 for the Franklin Creek Trail Improvement Project. The agreement set the term limit at June 30, 2023. On September 21, 2023, the City Manager executed Amendment No. 1 to extend the term of the original Agreement to June 30, 2024. On July 1, 2024, the City Manager executed Amendment No. 2 to extend the term of the original Agreement to June 30, 2025. Both said amendments were only for time extensions.

The purpose of this agenda item is for the City Council to authorize the City Manager to execute Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project in an amount not to exceed \$54,809 for a total amended agreement amount of \$426,999.

DISCUSSION

On April 17, 2025, the Franklin Creek Trail Improvement Project was submitted as Project 24-2281-DP/CDP/ARB to the Architectural Review Board (ARB) for review, and staff received ARB's review comments at that time. A copy of the draft ARB Meeting Minutes from April 17, 2025, is provided in Attachment A. Staff evaluated ARB's review comments, and staff determined ARB's review comments are mainly design preferences. For example, ARB prefers a pavement material other than the proposed asphalt concrete material and the incorporation of new interpretative signage and additional native planting materials. Based on staff's evaluation, the design modifications would be technically feasible but would warrant significant design modifications. These design modifications would consequently affect the original scope of work and current budget of the Agreement with RRM Design Group. Also, the upcoming project schedule milestone of submittal to the Planning Commission in July 2025 would be affected should the design modifications not be made beforehand.

At this time, the budget is not sufficient to incorporate ARB's preferences. As presented to the ARB at the time, the current design (i.e. before any design modifications) conforms to both of the City's construction standards¹ and Adopted Street Tree Management Plan². Further, the current design already received acceptance by the County of Santa Barbara (County), on whose land the project is approved to be situated³.

RRM Design Group submitted a proposal for additional services to perform the design modifications. The proposed Amendment No. 3, as shown in Attachment B, provides a copy of RRM Design Group's said proposal. The general scope of the additional services

¹ Ordinance No. 739

² Adopted by the City Council on July 12, 2021

³ Real Property License Agreement executed on September 5, 2023

includes an investigation into alternative pavement materials; incorporation of new interpretive signage and additional native planting materials; and modifications to the grading and drainage plans and technical reports (e.g. soils engineering report), accordingly. Amendment No. 3 also proposes a one-year time extension and fee amount not to exceed \$54,809.

Should the City Council approve Amendment No. 3, the project should meet the submittal deadline to the Planning Commission. Amendment No. 3 would not affect the existing Measure A Cycle 5 grant funds.

POLICY CONSISTENCY

The recommendation is to effectively proceed with work on the project in order to enhance Franklin Creek Trail for pedestrians and bicyclists. With that, the recommendation may be found consistent with the following objectives and policies of the General Plan and Local Coastal Plan:

Circulation Element

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

Policies:

C-7b. Develop safe and direct pedestrian accessibility between residential areas, schools, parks, and shopping areas in both new and existing urban areas.

Objective C-8: Support and develop safe, direct and well-maintained bicycle and pedestrian systems and recreational boating facilities that serve all segments of the public.

Policies:

C-8a. Integrate the development of bicycle routes and pedestrian pathways in additional areas of the city, and encourage the utilization of such routes for commuting as well as recreational purposes.

C-8f. Encourage pedestrian movement by providing pedestrian facilities that are direct and convenient, particularly in the beach and downtown areas.

Open Space, Recreation & Conservation Element

Objective OSC-14: Provide for adequate park and recreation facilities to meet the needs of the community and visitors.

Policies:

OSC-14a. Increase coastal and recreational access for all segments of the population, including the disabled and elderly, while protecting natural resources, particularly environmentally sensitive habitat areas.

Objective OSC-15: Maintain the existing trail system and provide additional recreation and access opportunities by expanding the trail system.

Policies:

OSC-15a. The City's trail system shall be maintained and expanded upon based upon Figure C-3, the Trails Map, and, if approved by the Coastal Commission in an amendment to its Local Coastal Plan, the Trails Master Plan or similar implementing document.

OSC-15b. Support enhancement of access trails along creekways designated as open space up to the foothills of the Santa Ynez mountain range. This should include exploring trail development for public use along the Edison easement behind Carpinteria High School, ending on the first ridge above the city. This should be linked to the old Franklin trail, leading to the ridge up to East Camino Cielo. Trail restoration and enhancement of easement areas should be pursued to restore the natural beauty along these trails by negotiating with property owners, the school district, and the National Forest, to redesign trails and adopt protective fencing methods.

Finally, the recommendation is consistent with the Capital Improvement Plan.

FINANCIAL CONSIDERATIONS

No additional funding requested. There is sufficient budget in 301-403-5780 – Capital Improvements Program Fund.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The process undertaken by the City for this matter is consistent with the City's Procurement Policy (Resolution No. 6341) and California Government Code Section 4525 et al. for procuring professional or consulting services.

OPTIONS

1. Authorize the City Manager to execute Amendment No. 3 to the Agreement with RRM Design Group for the Franklin Creek Trail Improvement Project in an amount not to exceed \$54,809 for a total amended agreement amount of \$426,999. (Staff recommendation)
2. Decline to approve recommendations and direct staff as determined appropriate.
3. The City Council could choose to not proceed with procuring consultant services at this time and direct staff as determined appropriate. However, non-action would delay the project, which could consequently jeopardize the related grant funding.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

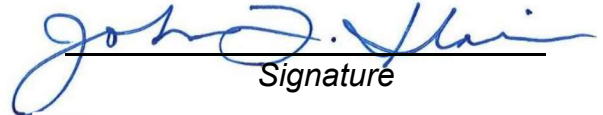
ATTACHMENTS

Attachment A: Draft ARB Meeting Minutes of April 17, 2025
Attachment B: Amendment No. 3

Staff contact:
Josefina Arechiga, Assistant Engineer
(805) 755-4441; Josefinaa@carpinteriaca.gov


Signature

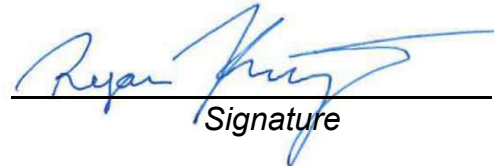
Reviewed by:
John L. Ilasin, Public Works Director
(805) 880-3402; johni@carpinteriaca.gov


Signature

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


Signature

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


Signature

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


Signature

ATTACHMENT A

Draft ARB Meeting Minutes of April 17, 2025

ACTION MINUTES

The meeting was called to order at 5:30 p.m. by Chair Blakemore

ROLL CALL

Boardmembers present: Amy Blakemore, Chair
Patrick O'Connor, Vice Chair
Richard Johnson
Richard Little

Boardmembers absent: Lisa Woolf

OTHERS PRESENT: 7 members of the public were in attendance

PUBLIC COMMENT: None

PROJECT REVIEW

Applicant Comments: None

Public Comments: None

Boardmember Comments: None

Ex Parte Communications Disclosure: None

- 1) Project: Franklin Creek Trail Improvement Project, Project 24-2281-DP/CDP/ARB
Address: Franklin Creek between Carpinteria Avenue and Seventh Street
Applicant: Josefina Arechiga, Assistant Engineer, City of Carpinteria Public Works Department
Planner: Syndi Souter

Request of Josefina Arechiga, Assistant Engineer, City of Carpinteria Public Works Department, to consider Project 24-2281-DP/CDP/ARB for preliminary review of a proposal to construct a new multi-use trail that would be located adjacent to Franklin Creek and extend from Carpinteria Avenue to Seventh Street. The two-lane multi-use trail would vary from 12-feet to 13-feet in width and would be approximately 900-feet in length. New landscaping, seating benches, night lighting, and trash receptacles are proposed along the trail. The proposal would require 50 cubic yards of cut, 300 cubic yards of fill, and the removal of six non-native trees. The project site is approximately 0.50 acres in size, zoned Planned Residential Development (PRD-15) and Commercial Planned Development (CPD), is within the Coastal Appeals (CA) and Flood Hazard (FH) Overlay Districts, and is shown as APNs 003-242-036, 003-243-032, 003-251-020, 003-252-018, 003-301-021, & 003-301-025.

Ex Parte Communications Disclosure: None

Staff Comments:

Syndi Souter provided a presentation outlining the project details. The City received a Safe Routes to School grant from the Santa Barbara County Association of Governments and funded by Measure A. The trail improvements will provide a formal connection to Alisal School. Syndi presented photos of the exiting Carpinteria Avenue and Seventh Street entrances to the existing informal trail. Syndi presented plans showing the alignment of the new trail along Franklin Creek. The trail improvements will provide dual access along the creek that includes pedestrian and bicycle access as well as Water District access for maintenance of facilities along the creek. Syndi reviewed the project's aerial showing the location of existing residences near the new trail route and highlighting the project's role in facilitating a safe and efficient route for school children living near the trail. This is driving the project. She reviewed the landscaping plan for the project and described trees to be removed and trees to be retained. She described the plantings along the trail and the street intersections, and reviewed an aerial showing the locations. She described the trees to be removed and those that will remain.

She asked for the ARB provide input on the planting palette to identify species they would think would be better for the trail.

She reviewed the City of Carpinteria policies applicable to the project and detailed in the staff report.

- *Objective CD-8 encourage and facilitate pedestrian and bicycle pathways.*
- *Objective CD-13 ensure that lighting for new development is sensitive to the character and natural resources of the city and minimizes photo pollution to the maximum extent feasible.*
- *Policy CF-AF: Encourage pedestrian movement by providing pedestrian facilities that are direct and convenient, particularly to the beach and downtown areas.*
- *Policy OF-C7A: Where oak trees and oak woodlands, because they are particularly sensitive to environmental conditions, as well as walnuts, sycamore, and other native trees shall be protected through appropriate development standards.*

Syndi asks that the ARB provide feedback to staff on the following items;

- The proposed Multiuse Trail design, the proposed tree removals, and the proposed landscaping species, the proposed products for the benching, fences, lighting, waste receptacles, and light fixtures, including night sky compliant.
- The light fixtures and waste receptacles were chosen because they are consistent with those found in downtown.

Applicant Comments:

The project team on hand to present the project and respond to questions from the ARB included;

- Adam John, Public Works Director,
- Project Manager Josefina Arechiga, Assistant Engineer from Public Works.
- Landscape architect Kayla Szubielski from RRM Design. attended the meeting to respond to ARB questions about the project.

Josefina described the grant funding for the project that includes; Community Development Block Grant and the Measure A Safe Routes to School and the South Coast Bicycle and Pedestrian programs from the 5th grant cycle. The city has also applied for two additional grants from the same program under the new cycle 6 grant cycle. The goal of the program is to provide a trail for pedestrians of all types, and most specifically a safe route to students attending Aliso school. As of now the trail is not compliant with safety standards and the purpose is to improve upon these conditions and create a positive contribution to the community.

Adam and John described how the creekside right of way was situated on County parcels. The city has entered a secondary use agreement to provide for the use of the parcels for the trail project. He explained that the city will now have control of the trail, amenities, and trees to provide maintenance. Prior to the project, it was difficult to obtain maintenance of the trees by the county. Now with the secondary use agreement, the city will have full control of the maintenance of the trees. The county is on board, as they only see the trail for access. This is also a capital item that is of great interest and will be regularly reviewed as a priority and critical infrastructure by the City Council.

Kayla discussed details of the trail surfacing in the multi-use trail alignment. It is defined as a multi-use trail under the Measure A grant. The types of materials must also support maintenance along the route and is the reason for the surface materials presented in the plan. She discussed how the sycamore trees were moved in relation to the interface of Carpinteria Avenue. She described the figure showing the retaining wall as the grade approaches to Carpinteria Avenue and 7th Street and explained that the design at these locations is not the same along the rest of the route's design and the rest of the alignment to 9th Street. She discussed how the sycamore area is being treated. She described how the width of the trail and setback areas provide for enough space for all the uses. She noted that the light pole will be at 10-feet high and the fixture at 12-feet. The RRM lighting team worked closely with the Planning Department to ensure the lighting design is compliant with the Coastal Commission and creekside review rules. We worked to ensure our photometrics would not intrude into the creek. The County rules limit lighting to the trail side and not the creekside and that is the reason for their location.

Public Comments:

Catherine Decker expressed concern with graffiti on the wood fence. She also wanted to know when construction will start.

Beth Anderson:

- Path should be left as natural as possible
- Meandering design around trees is nice; it should meander more instead of a freeway of cyclists.
- The County has been accessing already for maintenance and is not sure why City needs to improve maintenance.
- She asked if E-Bikes would be allowed.
- She expressed concerns with asphalt safety and maintenance.

Greg Miles

- Expressed that it is a great project and his house fronts the project.
- He expressed concerns with the maintenance of the corridor next to the channel.

- The fence is in bad shape. He asked if the 6-foot wood fence would remain as there is lots of graffiti.
- He is concerned about criminal activity.

Kaern Anigrati

- Her main concern is asphalt as the trucks already use the dirt roads.
- She has concerns about; on-going asphalt maintenance, graffiti, and homeless persons, and how often the garbage cans would be emptied.
- She is also concerned about the availability of funding for ongoing maintenance; if the project cannot be maintained.
- All the Eucalyptus trees should be removed.

Patrick Cooks

- He is on the Tree Advisory Board and he was first introduced to the project 1.5 years ago.
- The project is in an ESHA and native mature trees should remain.
- He noted that all plants in Santa Barbara are as native as possible.
- He expressed concern with asphalt maintenance.

Board member Discussion:

Richard Johnson

- Noted that the ADA seems to be driving the project and that maintenance is a part of it.
- He objects to fabric sheeting on chain link fencing as it encourages graffiti.
- Confirm that the fences spacing meets City municipal code.

Richard Little

- Expressed concerns similar to the public speakers, such as the potential for a bicycle racetrack arising on the trail path.
- He asked if another [trail] surface could be proposed.
- He is concerned about maintenance of project and hopes the city has staff and resources to maintain the trail.
- He is concerned with the potential for criminal activity.
- The trash cans are good, but need to be maintained.

Patrick O'Connor

- Expressed that it is a nice project.
- He stated that the city should explore alternative [trail] surfaces.
- He does not like [fabric?]
- He noted that another bench style would be a better choice.
- He is uncomfortable with the lack of definition between the adjacent uses and the creek project.

Amy Blakemore

- Asked that other materials be looked into and include granite-crete.
- Expressed that there is no need for fabric on fence. Black chain link is appropriate

In regards to planting,

- She wants the planting plan to lean more to native trees.

- She expressed that Jacaranda is messy; it may as well be oak, ironwoods, and coast live oak, etc.
- The pine is not great choice.
- This is a great project that has come a long way and will be a great community asset.

Richard Little:

ACTION: Motion by Boardmember, Richard Johnson seconded by Boardmember, Patrick O'Connor to recommend

That, preliminary consideration of alternative surface materials; confirm that the drainage plan is coordinated; adjust plant palette to include more native plants.

VOTE: 4-0

OTHER BUSINESS: None

CONSENT CALENDAR:

2) The Action Minutes of the Architectural Review Board Meeting of March 17, 2025.

ACTION: Motion by Boardmember, Richard Johnson, seconded by Boardmember, Patrick O'Connor to approve the minutes as drafted.

VOTE: 3-0, Amy Blackmore, abstained

MATTERS REFERRED BY THE PLANNING COMMISSION/CITY COUNCIL:

None.

MATTERS PRESENTED BY BOARDMEMBERS/STAFF:

Matters by Staff:

Planner Brian Banks informed the ARB that Planning staff is seeking comments on applicant proposed minor revision to the previously approved Palms – Deli/Market Update project to facilitate opening the Deli/Market. The change requires Director approval. Before approval, the Director is seeking any comments the ARB has on the proposal.

The purpose of the minor revision is to address an Environmental Health and Safety (EHS) Department required revision to the project identified during final plan check review. EHS regulations do not allow use of temporary portable outdoor restrooms and the existing storage shed. The applicant has proposed minor changes to address the EHS requirements to include,

- Addition of 257 SF to the rear of approved building to allow for a temporary restroom that would be removed once the approved restrooms are constructed, and new freezer/refrigerator storage area
- Demolition of the existing 101 SF shed.

The total new gross building area will be 157 SF. Brian presented the revised project plans for ARB review. The Director asked that the changes be reviewed by the ARD prior to being reviewed as a Director's Decision. We are asking that the ARD advise staff as whether any additional issues have been identified with the minor revision.

Public Comments: None

All Boardmembers, (3-0), found that no additional design related issues were identified with the minor project revision.

ADJOURNMENT

Chair Blakemore adjourned the meeting at 7:00 p.m. to the next scheduled meeting to be held at 5:30 pm on Thursday, May 1, 2025. All Boardmembers present expressed that they expect to attend.

Chair, Architectural Review Board

ATTEST:

Secretary, Architectural Review Board

ATTACHMENT B

Amendment No. 3

CITY OF CARPINTERIA
THIRD AMENDMENT TO AGREEMENT FOR DESIGN SERVICES

This Third Amendment for design services for the Franklin Creek Trail Improvement Project No. 15037 is made and effective as of the ____ day of June, 2025 between the City of Carpinteria, a municipal corporation ("City") and RRM Design Group ("Consultant"). This Amendment is made a part of the original Agreement for Consultant Services and amends Section 4.1 (Compensation) to increase compensation by Fifty Four Thousand Eight Hundred Nine Dollars and Zero Cents (\$54,809.00) for a modified not-to-exceed amount of Four Hundred Twenty-Six Thousand Nine Hundred Ninety-Nine Dollars and Zero Cents (\$426,999.00); and extends the term of the original Agreement to June 30th, 2026.

Consultant services for design services for the Franklin Creek Trail Improvement Project No. 15037 include items as noted in the Scope of Work (Attachment A-1), at the negotiated contract fee as stated in the Payments and Rate Schedule (Attachment A-2); and said attachments are made a part of this Amendment.

Authority to Execute this Amendment

The person or persons executing this Amendment on behalf of Consultant warrants and represents that he/she has the authority to execute this Amendment on behalf of the Consultant and has the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties have executed this Agreement at the place and as of the date first written above.

"CITY"
City of Carpinteria

"CONTRACTOR"
RRM Design Group, Inc.

By:_____
Michael Ramirez, City Manager

By:_____
Mike Sherrod, Principal-in-Charge

APPROVED AS TO FORM:
City of Carpinteria

ATTEST:
City of Carpinteria

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

By:_____
Brian C. Barrett, CMC, CPMC City
Clerk

ATTACHMENT A-1



Franklin Creek Trail Improvements Contract Amendment No. 03

Date: May 30, 2025	
Client: City of Carpinteria	Task ID Number: X.01, X.02, X.03
Project Name: Franklin Creek Trail Improvements	Project Number: 2911-01-RC22

RRM Design Group, a California Corporation ("RRM Design Group"), has entered into an agreement with City of Carpinteria (the "Client") dated October 10, 2022 (the "Prime Agreement") for the project: Franklin Creek Trail Improvements (the "Project"). This Contract Amendment authorized by the Client is subject to the Terms and Conditions of the Prime Agreement.

I. Background

The project necessitated additional project coordination with the Client and County of Santa Barbara (County), design research on fencing solutions, and responding to additional agency comments. While at the 90% construction documents, design changes needed to match the current plan level and specifications.

Changes and additional efforts included fencing and gate alternatives, alignment adjustments to meet County offsets (impacting all sheet series), additional agency comments, increased project coordination, revised Architectural Review Board (ARB) content, and lighting redesign to adjust fixture locations, spacing, and photometrics.

These items have begun to deplete the existing budget for 90% construction documents and project coordination. To address this, internal budget reallocations were approved by the Client on September 5, 2024, as listed in this amendment for the record by removing the Subtask B.09 Planning Commission - Final Schematic Package Presentation and Optional Subtask F.01 West of Seventh Street Concept Design scope from the project. These adjustments will allow the budget to be replenished and accommodate the additional work for Subtask C.02, Subtask E.01, and Subtask F.03 Lighting Design.

Following the internal adjustments, additional services are described to prepare a suitable pavement material summary with supporting amended geotechnical report, revised design plan package for Planning Commission addressing ARB comments, a revised 90% construction documents package, interpretive exhibits design and supplemental project coordination.



II. Amended Scope of Services

Remove following task from the contract:

Subtask B.09: Planning Commission Meeting – Final Schematic Package Presentation

~~RRM will work to support City staff in preparing for and presenting the final schematic design plan package to the Planning Commission at a regular meeting. RRM will attend the meeting in support of the City staff presentation and to be available to answer technical questions that may come up. The goal of this presentation is to communicate the final schematic design and share the project's key highlights. This other goal of this meeting is to seek the Commission's approval of the schematic design package and budget so we can proceed to the Final Design Phase. RRM will develop presentation support media/graphics as determined appropriate by the City/RRM team for the presentation.~~

~~Deliverables:~~

- ~~• Prepare for and attend presentation of the final schematic design plan package to the Planning Commission~~
- ~~• Support media/graphics~~

Subtask F.01: West of Seventh Street Concept Design

~~RRM will work with City staff to evaluate the feasibility of extending the trail to the west of Seventh Street between Franklin Creek and the Chapel Court Apartments to the railroad right of way. Using available data, maps and aerial imagery, RRM will prepare up to three conceptual layouts for the City's consideration and use.~~

~~Deliverables:~~

- ~~• West of Seventh Street conceptual layouts in pdf format (up to three (3) layouts)~~

III. Additional Scope of Services

Subtask X.01: Revised Design Plan Package

Based on comments and directions received from the Architectural Review Board (ARB) meeting and the Client team, RRM Design Group's (RRM) team will study alternative pavement material types for the multiuse trail, revise the planting plans with native trees and predominantly native shrubs, and revise the grading and drainage plans to show the adjacent development for reference at 4745 Carpinteria Avenue. The primary goal of this subtask is to address ARB comments and revise plans prior to the project presentation to the Planning Commission.



Pavement material types will be reviewed to confirm they are suitable for a multiuse trail and County Flood Control maintenance operations. Per Caltrans Chapter 1000, “The pavement material and structure of a bike path should be designed in the same manner as a highway. It is important to construct and maintain a smooth, well drained, all weather riding surface with skid resistant qualities, free of vegetation growth.”

Pavement material types to be studied include:

- Pervious colored concrete
- Granitecrete (decomposed granite admixture)
- Reinforced concrete paving
- Asphalt concrete with concrete retainer curbs (current project design)

The geotechnical engineer will review the Geotechnical Engineering and Engineering Geology Report, Franklin Creek Trail Improvements, Between 7th Street and Carpinteria Avenue, Carpinteria, California, by Earth Systems Pacific, dated March 29, 2023, Doc. No. 2303-018.SER, the current draft project plans dated March 14, 2025, and perform an analysis of the sections for the desired alternative pavement types. Then the geotechnical engineer will prepare an addendum to the referenced report. Based upon preliminary review of the report and plans, no additional exploration is planned. Note no infiltration testing was performed for the report, and none is planned for this scope. RRM’s team will summarize the pavement material types to present suitable pavement types to the City of Carpinteria (City) in a table format listing the material type, pavement section depth, and a few benefits and potential challenges for each.

Revised Design Plan Package:

RRM will revise the design plan package to address the ARB comments by showing the recommended pavement material based on the recommended pavement material type on the construction keynote plans, construction details and trail sections. Planting plans will be revised with native trees and predominantly native shrubs. RRM’s Civil Engineering team will review and show the topographic information for the adjacent development. If the planned grading varies from existing conditions, the proposed elevations will be adjusted for the trail project site accordingly. A revised design plan package will be used for the Planning Commission presentation.

Revised 90% Construction Documents Package:

RRM will revise the 90% construction document package to reflect the recent project changes including comments from County Flood Control, water district, planning department, coastal commission, ARB and Planning Commission.

Changes include adding and/or revising affected plans, details, specifications and project estimate to 90% level for trail fencing and gates, revising lighting layout and new fixture type, adjusting wall around drainage structure on southern property line by ninth street bridge, showing adjacent development on plans, adjusting trail elevation, potential new pavement material, and planting revisions.



Deliverables:

- Amended Geotechnical Report
- Suitable Pavement Material Summary
- Revised design plan package
- Revised 90% construction documents package

Subtask X.02: Interpretive Exhibits

RRM will design two interpretive exhibits to be installed along Franklin Creek Trail. The interpretive panels will be graphic in nature with supporting text for the City's desired content. Some examples may include historical, biological, or cultural information from the local area. Should historical content be requested, the City will provide a point of contact for the knowledge of and access to historical images and contextual information.

Sign design, materials, mounting, and layout will be coordinated with staff with consideration to coastal conditions, maintenance, and vandalism.

The scope of services to create the interpretive exhibit will include the following subtasks:

- Content Research and Acquisition

As needed, RRM will travel to Carpinteria to research historical, cultural, or biological information and locate sources for images. For any type of content, the goal is to find the following information and material:

Note: resolution of the images is essential for a professional quality exhibit and images need to be a minimum of 200dpi at the size they will be printed. In other words, if an image is 600dpi but its native size is only 2-inches x 3-inches, it will not reproduce sharply if the final output is larger than 2-inches x 3-inches. Therefore, RRM may need to borrow original images or reproductions so they can be scanned to the exact specifications required. RRM will return the original images or reproductions to their respective owners

- Draft Interpretive Panel

RRM will prepare two concept designs based on the City input on design parameters. This concept design will include draft text for the entire exhibit and imagery where possible. Some of the images might be low resolution placeholders that need to be purchased for use. Any associated costs for purchasing imagery will be discussed at this point

- Final Draft Interpretive Panel

Following the staff review of the drafts of the interpretive panels, RRM will prepare a final draft, incorporate staff feedback and securing any remaining imagery and permissions from photography/graphics sources, including any imagery that needs purchasing. The costs associated with the acquisition of said imagery will be paid for directly by the City



- Camera-Ready Graphic and Printer Coordination

With final approval from staff on the Final Draft Interpretive Panel, RRM will package all the camera-ready files for delivery to the decided upon vendor according to the production specifications and coordinate directly with the vendor during the fabrication process

Deliverables:

- Content research and acquisition
- Draft interpretive panel, PDF file and full-sized hard copy upon request
- Final draft Interpretive panel, PDF file and full-sized hard copy upon request
- Camera-ready interpretive exhibit and fabrication coordination

Subtask X.03: Supplemental Project Coordination

RRM's project manager will coordinate with the City and design staff, sub-consultants, and other agencies in support of the planning commission and construction document process. This task also includes project schedule creation and maintenance as tasks are completed, internal quality assurance and quality control (QA/QC), document review, and day-to-day project coordination efforts including general correspondence and telephone conferencing as required to support City staff during the project's development.

Deliverables:

- Memos, meeting minutes, project schedule maintenance and general correspondence for document control, compiled in electronic form
- Project schedule creation and maintenance



ATTACHMENT A-2

IV. Internal Budget Reallocations

The detailed breakdown of reallocations shown below involve internal budget moves previously authorized by the City, resulting in no net change to the overall contract amount.

		Contract Amount	Reductions	Additions	Contract Amount
A.01	Kickoff Meeting and Field Walk	\$ 4,520.00			\$ 4,520.00
A.02	Background Data Collection and Review	\$ 4,840.00	\$ 2,167.50		\$ 2,672.50
A.03	Geotechnical Investigation	\$ 16,530.00	\$ 2,230.00		\$ 14,300.00
A.04	Topographic Survey and Base Mapping	\$ 21,480.00			\$ 21,480.00
A.05	Utility Company Coordination	\$ 5,920.00			\$ 5,920.00
A.06	Utility Facility Positive Location	\$ 23,308.00	\$ 5,861.35		\$ 17,446.65
B.01	Draft Schematic Package (15% Plans)	\$ 7,160.00			\$ 7,160.00
B.02	Community Workshop #1 - Draft Schematic Package Presentation	\$ 3,980.00			\$ 3,980.00
B.03	Public Facility Site Acquisition / Development Committee Meeting	\$ 1,340.00			\$ 1,340.00
B.04	Refined Schematic Package (25% Plans)	\$ 19,360.00			\$ 19,360.00
B.05	Traffic Safety Committee - Refined Schematic Package Presentation	\$ 1,340.00			\$ 1,340.00
B.06	Architectural Review Board - Refined Schematic Package Presentation	\$ 1,340.00			\$ 1,340.00
B.07	Community Workshop #2 - Project Update Open House	\$ 3,980.00			\$ 3,980.00
B.08	Final Schematic Package (30% Plans)	\$ 10,480.00			\$ 10,480.00
B.09	Planning Commission - Final Schematic Package Presentation	\$ 2,680.00	\$ 2,680.00		\$ -
C.01	60% Draft Construction Documents	\$ 55,425.00			\$ 55,425.00
C.02	90% Draft Construction Documents	\$ 33,255.00		\$ 17,792.50	\$ 51,047.50
C.03	100% Draft Construction Documents	\$ 22,170.00			\$ 22,170.00
C.04	Bid-Ready Construction Documents	\$ 11,085.00			\$ 11,085.00
C.05	Stormwater Control Plan	\$ 1,880.00			\$ 1,880.00
D.01	Bidding Support	\$ 5,240.00			\$ 5,240.00
D.02	Construction Support	\$ 14,900.00			\$ 14,900.00
D.03	Construction Observation	\$ 12,840.00			\$ 12,840.00
D.04	Record Drawings	\$ 5,390.00			\$ 5,390.00
E.01	Project Coordination & Management	\$ 24,000.00		\$ 10,749.35	\$ 34,749.35
E.02	Project Meetings (4 in-person/8 virtual)	\$ 5,880.00			\$ 5,880.00
F.01	West of Seventh Street Concept Design	\$ 23,040.00	\$ 23,040.00		\$ -
F.02	Additional Council, Commission, or Community Meeting (2)	\$ 5,280.00			\$ 5,280.00
F.03	Lighting Design	\$ 21,048.00		\$ 7,437.00	\$ 28,485.00
	Reimbursables	\$ 2,499.00			\$ 2,499.00
Total Project		\$ 372,190.00	\$ 35,978.85	\$ 35,978.85	\$ 372,190.00



V. Compensation for Additional Services

Subtask X.01: Revised Design Plan Package	Fixed Fee: \$	26,369
Subtask X.02: Interpretive Exhibits	Fixed Fee: \$	19,600
Subtask X.03: Supplemental Project Coordination	Fixed Fee: \$	8,840
Total Amendment 03	\$	54,809
Total Current Contract	\$	372,190
Total Amended Contract	\$	426,999

VI. Limitations of Scope and Exclusions

Please note that the tasks to be performed by the RRM team are limited to those outlined above. This scope of services excludes the following:

- Geotechnical infiltration
- Permit, application, and imagery acquisition fees associated with interpretive exhibits





City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Adoption of Resolution No. 6403, approving the Stand-Alone Credit Card Usage Policy referenced in Section "O" of the City's Procurement Policy.

STAFF RECOMMENDATION

Adopt Resolution No. 6403, approving the Stand-Alone Credit Card Usage Policy referenced in Section "O" of the Procurement Policy.

Sample Motion: I move to adopt Resolution No. 6403, as read by title only.

BACKGROUND

Chapter 3.30 of the Carpinteria Municipal Code (CMC), which governs the City's Purchasing System, was reviewed by City staff, and recommended revisions were presented to the Budget/Finance Committee on May 23, 2024. These updates were subsequently affirmed through the adoption of Resolution No. 6341.

As part of the Fiscal Year (FY) 2023/2024 audit, the City's independent external auditor identified the absence of a formal Credit Card Usage Policy. This was noted as a gap in the City's procurement framework. The auditors recommended the development of such a policy to enhance transparency, accountability, and effective management of operational expenditures.

DISCUSSION

Resolution No. 6403 adopts a stand-alone Credit Card Usage Policy, as referenced in section "O" of the City's Procurement Policy. This policy was reviewed and discussed with the Budget/Finance Committee on May 29, 2025.

The Credit Card Usage Policy establishes clear procedures, responsibilities, and authorization requirements governing the use of City credit cards. Its adoption will:

- Strengthen internal controls,
- Promote consistency in credit card use across departments, and
- Support the City's commitment to fiscal responsibility and accountability.

POLICY CONSISTENCY

The proposed Credit Card Usage Policy is consistent with California state law and reflects best practices in public financial management.

FINANCIAL CONSIDERATIONS

There is no fiscal impact associated with this action. Minimal staff time is required to prepare and implement this Credit Card Usage Policy and is included in the adopted FY 2024/25 General Fund Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The proposed action ensures that the City's procurement framework is in full compliance with legal requirements and strengthens internal risk management controls.

OPTIONS

1. Adopt Resolution No. 6403, approving the Credit Card Usage Policy as submitted
2. Decline to adopt Resolution No. 6403 and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

A: Resolution No. 6403 – Credit Card Usage Policy

Staff contact:

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pamg@carpinteriaca.gov; (805) 880-34069



Signature

Licette Maldonado, Administrative Services Director

licettem@carpinteriaca.gov; (805) 755-4448



Signature

Reviewed by: Ryan Kintz, Assistant City Manager

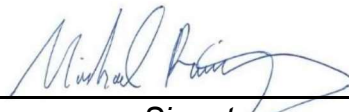
ryank@carpinteriaca.gov; (805) 755-4400



Signature

Reviewed by: Michael Ramirez, City Manager

michaelr@carpinteriaca.gov; (805) 755-4400



Signature

ATTACHMENT A

Resolution No. 6403 – Credit Card Usage Policy

RESOLUTION NO. 6403

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA ADOPTING A CREDIT CARD USAGE POLICY

WHEREAS, pursuant to Article XIII B of the California Constitution and Carpinteria Municipal Code (CMC) Title 3 (Revenue and Finance), it is the intent of the City Council to enhance the effectiveness and efficiency of the procurement process; and

WHEREAS, CMC Title 3 establishes a framework for the efficient procurement of supplies, equipment, and services at the lowest possible cost, while ensuring quality standards are met and maintaining sound financial control through clearly defined purchasing authority; and

WHEREAS, the City of Carpinteria Procurement Policy was adopted by the City Council on July 8, 2024, by Resolution No. 6341, which references a Credit Card Usage Policy in section "O"; and

WHEREAS, the City of Carpinteria seeks to establish a Credit Card Usage Policy to support the purchase of minor supplies and services on behalf of the City, enabling cost-effective purchasing, while ensuring compliance with the adopted Procurement Policy and ensuring fiscal responsibility.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

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

SECTION 2. The Credit Card Usage Policy, attached herein as Exhibit 1 and referenced in section "O" of the Procurement Policy, is hereby approved and adopted by the City Council.

SECTION 3. Pursuant to the City's Procurement Policy, the City Manager is designated as the Purchasing Officer and may delegate the administration of this Policy.

PASSED, APPROVED AND ADOPTED on June 9, 2025, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBER(S):

ABSTAIN: COUNCILMEMBER(S):

Mayor, City of Carpinteria

ATTEST:

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

I hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Carpinteria held on June 9, 2025.

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

APPROVED AS TO FORM:

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

EXHIBIT 1: CREDIT CARD USAGE POLICY

EXHIBIT 1 TO RESOLUTION NO. 6403:
Credit Card Usage Policy

CREDIT CARD USAGE POLICY

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CREDIT CARD USAGE POLICY

Date Adopted: 06/09/25

Last Revised: 05/01/25

CMC Section: 3.30

A. PURPOSE

To establish the City's policies and procedures for using credit cards for purchases of minor supplies and services on behalf of the City. It is the stated intent and policy of the City of Carpinteria City Council to issue City credit cards to appropriate City employees and authorize their use for official City business as authorized in the Procurement Policy. The credit cards will enable the City to take advantage of cost-reduction opportunities through internet and catalog purchasing which require the use of a credit card.

B. RESPONSIBILITY

1. Named Cardholder – The Named Cardholder is responsible for (1) completing the Credit Card User Agreement Form; (2) ensuring that the credit card is used appropriately and that all purchases are in compliance with the City's Procurement Policy; and (3) initiating and resolving all credit card charge disputes.
2. City Manager – The City Manager or Designee is responsible for (1) authorizing the issuance of credit cards; and (2) setting the credit limit and single transaction limit for each Named Cardholder.
 - a. The following positions are authorized positions and credit limits as follows. A larger limit may be requested and approved by the Purchasing Officer or Designee per the Procurement Policy.

Authorized Position	Credit Limit
City Manager	\$10,000
Executive Management	\$ 5,000
Mid-Management	\$ 2,500
Management	\$ 1,000
Supervisors/Lead (based on need)	Set by Purchasing Officer or Designee

3. Department Head – The Department Head is responsible for (1) safeguarding against misuse of credit cards under their control; (2) developing and implementing departmental procedures to ensure that purchases are appropriately reviewed, approved, and processed in a timely manner; (3) ensuring all supporting documentation is retained and reconciled to monthly statements and submitted to the Administrative Services Department; and (4) overseeing implementation of these guidelines.
4. Administrative Services Department – The Administrative Services Department is

responsible for (1) establishing the “master account” relationship with the issuing bank; (2) issuing credit cards as approved by the City Manager in accordance with these guidelines; (3) ensuring that the monthly “master account” is paid in full and posted to the general ledger on a timely basis; (4) assisting in the resolution of billing disputes; and (5) providing Human Resources with Named Cardholder.

5. Administrative Services Director – The Administrative Services Director is responsible for (1) authorizing form updates and day-to-day procedures, as needed.
6. Human Resources Division – Working with the Department head, the Human Resources Division is responsible for (1) retrieving credit cards upon employees separating from the City.

C. POLICY

1. The primary responsibility for ensuring the appropriate use of credit cards lies with the Named Cardholder. The credit card that is issued to each Named Cardholder is embossed with the employee’s full name and the words “City of Carpinteria”. No personal use of the City credit card is allowed. The Department Head may designate employee use of the card.
2. Credit cards are to be used when conducting authorized City business. Credit cards must not be used for any personal expenses even if the intent is to reimburse the City at a later date. Charging personal expenses on credit cards is a misuse of City funds and a serious breach of the City’s Procurement Policy. Doing so—even if the intent is to reimburse the City later—may result in disciplinary action, up to and including termination. The Named Cardholder will be held personally liable to the City for the amount of the purchase and there may be a deduction from the Named Cardholder’s paycheck for any inappropriate charges.
3. All purchases by a credit card shall be subject to the procurement policy, including those for travel and meals. Credit cards should never be used to circumvent established competitive purchasing procedures. If you have questions about procurement policies, please contact the Administrative Services Department.
4. Credit cards may be used to pay for travel expenses; however, the City’s Travel Policy still applies to all such credit card payments. Under the City’s Travel Policy, the City reimburses employees for the use of their private automobile in conducting City business; therefore, credit cards may not be used to purchase gasoline for privately owned automobiles. Lodging and employee meal expenses may be charged to the credit card within the per diem limit as established by the Travel Policy. See Section E, Restricted Uses, for a list of common prohibited charges. All other costs must be paid for separately by the City employee.

D. PROCEDURE

1. To request a new credit card, the New Credit Card Request Form must be completed and approved. In addition, the Credit Card User Agreement Form must

be completed and approved.

2. Before receiving a credit card, employees must sign the Credit Card User Agreement Form to acknowledge that they are familiar with, and will adhere to, the City's policies and procurement guidelines.
3. To activate the credit card, the Named Cardholder will call the number provided on the card and follow the instructions on the sticker located on the card to activate the credit card. An automated system will ask for the credit card number for verification purposes. Please follow all instructions.
4. **Reconciliation Process:**

Named Cardholders are responsible for reconciling their credit card activities on a monthly basis. The monthly cardholder statement received from the issuing bank or Administrative Services/Finance will detail charges made during the previous billing cycle.

- a. The Named Cardholder is required to reconcile each charge on the credit card statement to the corresponding original itemized receipt (and packing slips, when applicable) each month and within 5 days after receipt of the credit card statement.
- b. It is the responsibility of the Named Cardholder to ensure that there is a **receipt for every purchase**. It is understood that, on rare occasions, a receipt might be misplaced or damaged so that it cannot be included with the statement. Misplaced or lost receipts should be accompanied by an explanation on a memorandum, please contact Administrative Services for the memorandum form.

The Named Cardholder should make a diligent effort to obtain a duplicate receipt from the vendor if the original receipt is lost or damaged. If obtaining a duplicate receipt is not possible, please attach any available supporting documentation, such as a menu, to indicate what was purchased. Additionally, submit the Memorandum Form along with the credit card statement.

Please note that continued instances of lost receipts may trigger an audit by the Administrative Services Department, which may result in the revocation of the credit card.

- c. The recipient of the goods should sign the receipt, packing slip, or other documentation confirming that they received and checked the order.
- d. The business purpose of each expense must be noted in the space provided for each individual transaction and the appropriate budget account must be provided.
- e. Accidental charges to your credit card must be corrected within the monthly

reconciliation period.

- f. Credit cards are to be used exclusively for City-related accounts and must not be linked to any non-City entities.
 - g. The credit card statement requires approval by the Named Cardholder, and by the immediate Supervisor, Department Head, or designee, for all Named Cardholders. In the case of the Department Head, Assistant City Manager, and City Manager statement, each approving party is responsible for verifying that purchases are appropriate, necessary, and properly documented. The Administrative Services Director, or designee, will have the final review of all statements.
5. When making purchases by telephone, fax, or over the internet, request that a packing slip or receipt be sent to the Named Cardholder and print the confirmation information. The final invoice and packing slip should be attached to the credit card statement and signed by the individual that received and verified the order.

E. RESTRICTED USES

The following should **not** be considered a complete list, but provides examples of prohibited uses:

- Cash advances
- Personal use, including but not limited to spousal travel
- Gasoline (unless City issued fuel card is used)
- Split purchases to circumvent purchasing thresholds under Policy 3.30, Procurement Section J(4)
- Purchases that could be invoiced by the vendor
- Purchases from vendors that have existing purchase order and/or agreements
- Alcohol at a business function

F. DISCIPLINE FOR IMPROPER USE

Use of the credit card is a privilege and not a right. Named Cardholders are expected to maintain the highest standards of ethics when using the credit card. Depending on the severity of the violation, the “Three-Strike Rule” is in effect:

1. The first improper use of the credit card will result in a review of the policy and procedures with the Named Cardholder by Administrative Services Department.
2. The second improper use of the credit card will require a written memo to the Administrative Services Director explaining the reason and corrective action being taken.
3. The third instance of improper use will result in suspension of the card use or termination of the card use. A memo concerning the problem will be sent to the

Administrative Services Director, the Assistant City Manager, and the City Manager. Gross negligence or fraud by the Named Cardholder may result in additional discipline up to and including termination of employment.

G. DISPUTING A CHARGE

Disputed billing can result from failure to receive goods or services, incorrect accounts, duplicate charges, etc. The Named Cardholder should contact the vendor first and attempt to resolve any outstanding issues. If unable to resolve an issue with the vendor, the Named Cardholder must notify Administrative Services to contact the issuing bank in a case of unresolved disputes.

H. FRAUDULENT ACTIVITY

1. The issuing bank monitors accounts and transactions to prevent and halt fraudulent activity. If fraudulent activity is suspected, the issuing bank may contact the Named Cardholders by telephone to verify transactions or inform about the use (or attempted use) of their credit card in a fraudulent manner. **Use caution when receiving calls from the issuing bank.**
2. Named Cardholders should actively monitor for fraud by promptly responding to the issuing bank and by carefully reviewing their statement. If the Named Cardholder discovers a fraudulent transaction, the Named Cardholder should report it to the issuing bank immediately. An affidavit may be mailed to the Named Cardholder if the issuing bank deems it necessary. It may be necessary to close the current account to prevent additional fraud activity.

I. RETURNING ITEM(S)

It is essential that the vendor be contacted to return the item(s). Items should be returned directly to the vendor by whichever means they require. The Named Cardholder is responsible for retaining supporting documentation on file and is responsible for ensuring that a proper credit is posted for any returned item(s).

J. TERMINATION/CANCELLATION OF THE CREDIT CARD

Credit cards may be revoked at any time for any reason if a department or individual does not comply with policies and procedures stated in this document.

K. LOST OR STOLEN CREDIT CARDS

1. Should the Named Cardholder lose or have a credit card stolen, it is the Named Cardholder's responsibility to immediately notify the issuing bank. Failure to do so may result in the Named Cardholder being responsible for any fraudulent use of the card. Also, the Named Cardholder must notify the Administrative Services Director within one working day after discovery.
2. Contact the Administrative Services Department to obtain the issuing bank's contact information.

L. PAYMENT TO ISSUING BANK

After the Department Head has reviewed and approved the submitted credit card statement with supporting documentation, the Administrative Services Department will begin the payment process. Note that late submittal will incur late fees that will be charged to the department. The credit card statement cutoff is on the 25th of every month. Credit card payment packet (approved statement with documentations) should be submitted to the Administrative Services department no later than five (5) days after the statement is created so the City can maximize the offered rebate and avoid late fees.

M. REQUEST FOR SINGLE TRANSACTION LIMIT INCREASE

1. From time to time it may be necessary to increase a single transaction purchase limit on a temporary basis or increase the billing cycle transaction limit. If the need arises, the Named Cardholder will need to complete the Credit Card Increase Request Form and route the Purchasing Officer or Designee for approval.
2. Once the final approval has been received, Administrative Services will contact the issuing bank and increase the specified limit. For single transaction limits, a temporary timeframe should be set for a specific, clearly defined purchase that is clearly explained on the Credit Card Increase Request Form.

CITY OF CARPINTERIA
Administrative Policy Acknowledgement

New Credit Card Form
Temporary Credit Card Increase Request Form
Credit Card User Agreement

EMPLOYEE NAME _____ DATE _____

Job Title _____

Describe the purpose and justification of the request: _____

If requesting a single use credit limit increase, state the requesting limit _____.

I hereby acknowledge that I have read the City's Credit Card Use Policy. I have read this policy and clarified with my supervisor any questions regarding the provisions. I agree to comply with all the requirements contained therein and understand that appropriate disciplinary action may be taken if I am found to be in violation of the Policy.

I understand that the City will review credit card usage at least annually to ensure that designated employees continue to demonstrate a need for a City credit card.

Employee: _____
Print Name

Employee: _____ Date _____
Signature

Department: Choose an item.

Approval:

Department Head: _____ Date _____
Signature

Purchasing Officer or Designee: _____ Date _____
Signature



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Public Hearing on City Workforce Vacancies and Recruitment/Retention Efforts Pursuant to Government Code Section 3502.3 (AB 2561 Compliance)

STAFF RECOMMENDATION

Conduct a public hearing pursuant to Government Code Section 3502.3 to receive a presentation on the City's current workforce vacancies, recruitment and retention efforts, and any identified obstacles to hiring, as required by Assembly Bill 2561.

Sample Motion: I move to receive and file the presentation on City workforce vacancies and recruitment and retention efforts, in compliance with Government Code Section 3502.3 (AB 2561). *(This motion requires a roll call vote.)*

BACKGROUND

Assembly Bill 2561 (Chapter 264, Statutes of 2022) added Government Code Section 3502.3, which requires all public agencies subject to the Meyers-Milias-Brown Act to conduct an annual public hearing before their governing body to report on workforce vacancies, recruitment and retention efforts, and any obstacles to hiring. This hearing must occur once per fiscal year and prior to adoption of the agency's final budget.

Recognized employee organizations are entitled to present at the hearing, and additional reporting requirements apply when a bargaining unit has a vacancy rate of 20% or more. The intent of the law is to increase transparency regarding staffing challenges and to encourage workforce planning across local government.

DISCUSSION

As of June 5, 2025, the City of Carpinteria has 43 authorized full-time positions, with six (6) current vacancies:

- **Community Engagement Library Specialist**
Department: Parks, Recreation, and Community Services
Status: Applications close June 11, 2025

- **Environmental Program Manager**
Department: Public Works
Status: Application period closed June 1, 2025
- **Public Works Manager**
Department: Public Works
Status: Pending selection
- **Aquatics Program Coordinator**
Department: Parks, Recreation, and Community Services
Status: Accepting applications through June 11, 2025
- **Community Garden Coordinator**
Department: Parks, Recreation, and Community Services
Status: Open until filled
- **Parks and Facilities Maintenance Supervisor**
Department: Parks, Recreation, and Community Services
Status: Not yet open

The City's average time to fill a position is 60–90 days, and recruitment efforts include posting on the City's website, sending to internal staff, posting to LinkedIn, listservs, and outreach through professional organizations. The City does not currently have any bargaining units with a vacancy rate of 20% or more, and therefore is not subject to additional reporting thresholds under the statute.

Key initiatives from FY 2024–25 to support recruitment and retention included:

- Adopting updated salary schedules for all staff classifications (Resolution Nos. 6333, 6334, and 6336)
- Reclassifying the Public Works Supervisor to Public Works Manager to align with operational needs
- Expanding bilingual pay eligibility for SEIU-represented positions
- Enhancing employee evaluation tools and performance review processes
- Initiating quarterly all-staff meetings and launching an employee recognition program

Due to budget constraints, the City paused its internship program this year but continues to invest in benefits, training, and wellness efforts.

Identified challenges in the hiring process include:

- Lower compensation levels compared to neighboring jurisdictions
- Limited applicant pools for some positions, with compensation and cost of living noted as key barriers to recruitment

Staff reached out to the Service Employees International Union (SEIU) regarding the hearing. SEIU chose not to present at this time, but staff will provide both advance and follow-up notice of the hearing in accordance with the law.

There are no proposed staffing level changes in the FY 2025–26 budget. This hearing will not result in labor negotiations, compensation increases, or classification changes.

POLICY CONSISTENCY

This agenda item is in alignment with City Council Primary Goal #1: Enhance Public Outreach, Education and Transparency

FINANCIAL CONSIDERATIONS

There is no direct fiscal impact associated with this public hearing. Ongoing recruitment and retention activities are funded through the City's General Fund as part of the Human Resources operational program.

OPTIONS

Not applicable.

PRINCIPAL PARTIES EXPECTED AT MEETING

Unknown.

Staff contact: Teresa Ilasin, Management Analyst
(805) 755-458, teresai@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



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Capital Improvement Plan Projects and Departmental Goals, Objectives, and Performance Measures for Fiscal Years 2025/26 and 2026/27.

STAFF RECOMMENDATION

Receive and file report and presentation, and direct staff as appropriate.

Sample Motion: I move to receive and file the report and presentation; and direct staff as appropriate.

BACKGROUND

On March 24, 2025, City Council adopted City Council Goals and Priorities for fiscal years 2025/26 and 2026/27 (FY 2025-2027)¹. The adopted City Council Goals and Priorities are listed below:

Goal numbers are used for reference only and do not reflect order of importance

Primary Goal #1

Enhance Public Outreach, Education, and Transparency

Priorities

- a. Strengthen communication and engagement tools, with an emphasis on reaching youth seniors and the Spanish speaking community.
- b. Provide staff support and resources for City Council-led community outreach initiatives.
- c. Enhance partnerships with community organizations.

¹ https://carpinteria.granicus.com/MetaViewer.php?view_id=2&clip_id=1604&meta_id=102663

Primary Goal #2

Maintain a Small Beachside Town

Priorities

- a. Strengthen regional collaboration with the County and other regional agencies on planning and policy affecting the Carpinteria Valley and greater South Coast.
- b. Advance and sustain comprehensive long-range planning initiatives.
- c. Preserve neighborhood character and community livability, and address housing affordability.

Primary Goal #3

Enhance Quality of Life for Residents

Priorities

- a. Maintain and improve high-priority public infrastructure.
- b. Enhance existing and explore new recreational and community engagement opportunities.
- c. Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents.
- d. Uphold community standards through proactive education and compliance efforts.
- e. Invest in City staff and organizational excellence.
- f. Strengthen community institution collaboration.
- g. Support a balanced economy through a broad range of employment opportunities, business support strategies, and housing options for all income levels.

Primary Goal #4

Maintain the Fiscal Sustainability of the City

Priorities

- a. Explore ways to enhance and diversify revenue streams.
- b. Ensure efficient operations of the City.
- c. Drive cost recovery through targeted initiatives.

On March 25, 2025, City Council participated in a Capital Improvement Plan (CIP) Study Session where they approved prioritization criteria for City staff to utilize when selecting CIP projects for Council's consideration and potential approval as part of the FY 2025-2027 budget.

For ease of reference, **Table 1** below lists the approved criterion for selection of CIP projects.

Table 1

Criterion	Criterion Description
Strategic Alignment	How well does the project align with the City's Strategic Plan, General Plan, or Council priorities?
Deferred Maintenance - Service Levels - Fiscal Impact - Community Impact	Does the project address infrastructure that is aging or beyond its expected service life? Could deferring the project lead to increased risks, higher costs, reduced service levels, or negative impacts on the community?
Available Grant Funds	Is the project fully or partially funded by awarded or likely grant funding?
Available Local Funds	Is local matching or full funding available or programmed?
Community Benefit	What is the scale of community impact in terms of safety, access, equity, or economic benefit?

Utilizing the approved criterion, the projects listed below were presented to the City's Finance Committee on May 29, 2025.

Fiscal Year 2025/26 CIP Projects

- Bluffs II Trail
- Carpinteria Ave. Bridge Replacement
- Carpinteria Library Improvements
- Carpinteria Community Pool Improvements
- Carpinteria High School Area Crosswalk Safety Improvements
- Dune and Shoreline Management Plan
- Franklin Creek Trail Improvements
- Linden Ave. Improvements/Carp Ave. to Linden Ave. Overcrossing
- Linden Ave. Beach-End Beautification (Linden Plaza)
- Rincon Multi-Use Trail
- 2023 Pavement Rehabilitation

Fiscal Year 2026/27 CIP Projects

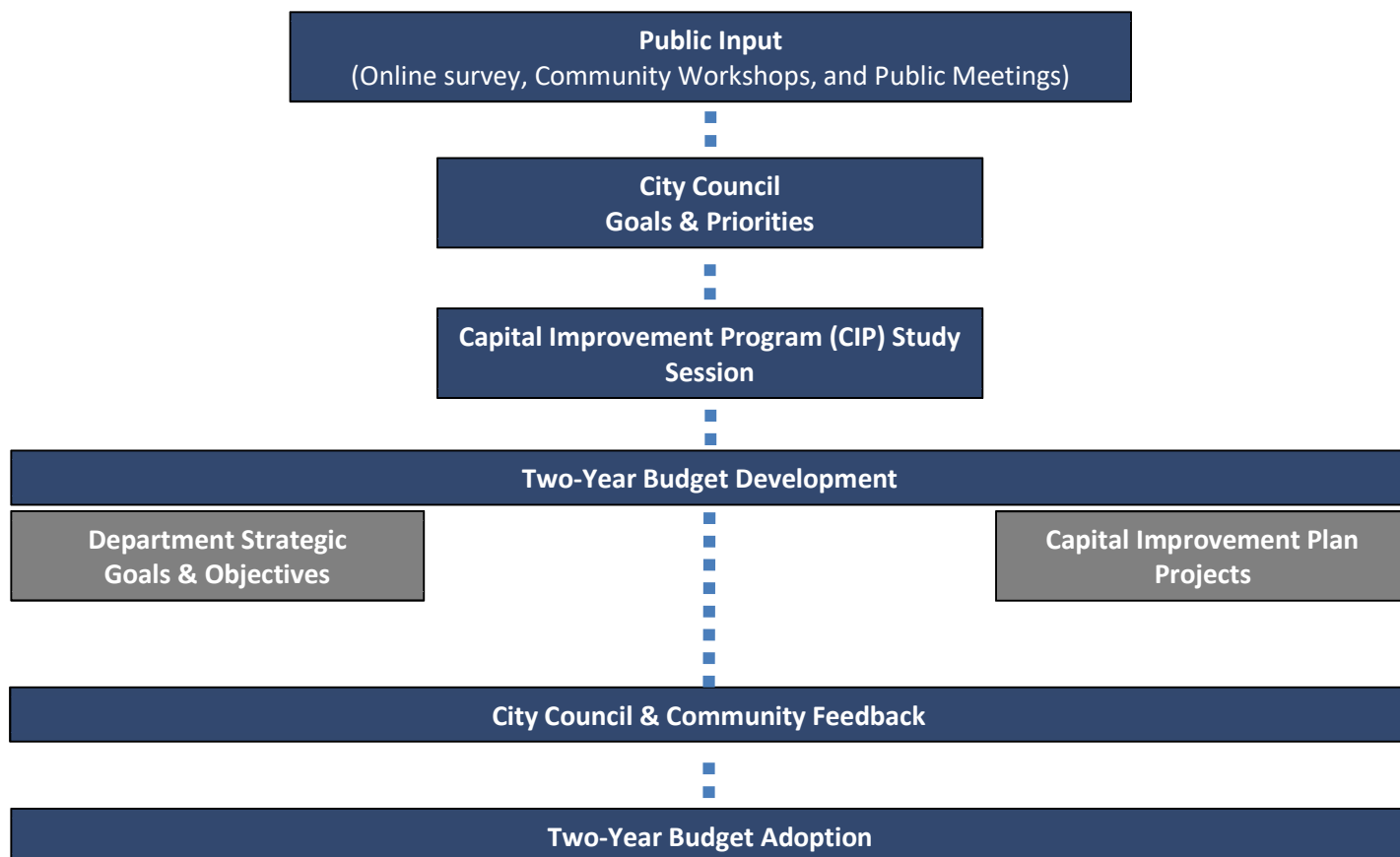
- Dune and Shoreline Management Plan
- Carpinteria Ave. Bridge Replacement

Project sheets for the projects listed above are included with this report as **Attachment A**. The project sheets list the criteria met and a *Justification/Priority Evaluation* for each project. In addition, each project sheet details previously spent funds for the project, approved current fiscal year funds, project funding sources (e.g., grants, Measure A, General Fund), and a breakdown of expenditures by project phase.

A complete list of all projects is available in the City's Five-Year CIP.²

Table 2 below provides a summarized visual representation of the strategic planning process to this point.

Table 2



² https://carpinteriaca.gov/wp-content/uploads/2024/11/2022-CIP_FINAL_1.pdf

The purpose of this agenda matter is to provide City Council and the public an opportunity to review and provide feedback on CIP projects and the department strategic goals and objectives that inform and make up the City's FY 2025-2027 budget. With the feedback received, staff can make adjustments, as needed, to the draft budget prior to presenting the final draft budget to City Council at its regular meeting on June 23, 2025.

DISCUSSION

With a depleting available fund balance due to statewide inflation, increased subsidies, rising operations and construction costs, and flattening revenues; a City Strategic Plan is essential to providing a clear roadmap for the community's future, aligning resources, policies, and initiatives with long-term goals. Cost recovery activities via updated fee schedules, modernized assessment districts, and grants and donation programs are a primary focus of FY 2025-2027 budget. Analysis, education, and outreach and engagement efforts related to necessary revenue generation are key.

Below is a list of City Council Goals and key initiatives planned for each. A complete list of department goals, objectives, and performance measures are included as **Attachment B**. In addition to department goals and objectives related to City Council Goals and Priorities, other categories include internal items and on deck items. Internal items include important work related to state and federal mandates, best practices, and other items, but may not directly connect to City Council Goals and Priorities. On deck items include goals and objectives that staff could pursue if funding becomes available and/or staff capacity allow.

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

Key Departmental Strategic Goals & Objectives

1. Strengthen communication and engagement tools, with an emphasis on reaching youth, seniors, and the Spanish-speaking community (CDD)
 - a. Expand Spanish Language Outreach for CDD-related Business
2. Provide staff support and resources for City Council-led community outreach initiatives (GG)
 - a. Assist councilmembers with planning, organization, and marketing of district engagement events
3. Strengthen partnerships with culturally connected organizations (PRCS)
 - a. Partner with NGOs connected to the Spanish-speaking community to offer relevant programming in Spanish
4. Multi-Language Translation for GoGov Platform (PW)

- a. Collaborate with GoGov Software to implement multi-language translation capabilities across the embedded City website platform, GoGov website, and mobile application to improve accessibility for non-English speakers.
- 5. Strengthen inclusive and transparent communication between the City and its diverse communities (GG)
 - a. Promote transparency and civic engagement by supporting a local State of the City events to public awareness of City initiatives.

Primary Goal #2: Maintain a Small Beachside Town

Key Departmental Strategic Goals & Objectives

- 1. Strengthen financial planning to support long-term sustainability (AS)
 - a. Update the Five-Year Financial Plan (FY 2027–2032)
- 2. Complete General Plan Update (CDD)
 - a. Achieve Meaningful Progress Towards Certification of the General Plan/ Coastal Land Use Plan (GP/CLUP) Update
- 3. Housing Element Implementation (CDD)
 - a. Complete Inclusionary Housing Ordinance Update
- 4. Streamline Residential Permitting Process (CDD)
 - a. Adopt Objective Design Standards for Residential Zone Districts

Primary Goal #3: Enhance Quality of Life for Residents

Key Departmental Strategic Goals & Objectives

- 1. Enhance Short-Term Rental (STR) Enforcement & Compliance (CDD)
 - a. Complete updates to STR & Home Stay Ordinances: Update fines & penalties for STR violations & allow for legislative subpoenas.
- 2. Implement the Library's Three-Year Strategic Plan (PRCS)
 - a. Facilitate the formal adoption and launch of the Library's three-year strategic plan.
- 3. Initiate and lead a capital fundraising campaign for community pool renovations, aligned with Community Pool Facility Condition Assessment recommendations (PRCS)
 - a. Develop a detailed fundraising plan, including target fundraising goals, timelines, donor prospect lists, and marketing strategies.
- 4. Expand equitable access to aquatic programs (PRCS)
 - a. Increase community access by offering Sunday swim lessons.

5. Deliver impactful community events to promote environmental sustainability and community connection (PW)
 - a. Host at least four annual community events focused on increasing awareness of existing programs and regulations, sustainability education, landfill diversion, local environmental initiatives, and community engagement.
6. Establish a Youth Aquatics Scholarship Program supported by donations and sponsorships to promote increased and equitable access to swim lessons and Junior Lifeguards (PRCS)
 - a. Develop and adopt a scholarship policy that defines eligibility criteria, application and verification process, and program funding mechanisms.

Primary Goal #4: Maintain the Fiscal Sustainability of the City

Key Departmental Strategic Goals & Objectives

1. Improve Permitting & Licensing Processes (CDD)
 - a. Launch Online Permitting & Licensing Platform
2. Explore ways to enhance and diversify revenue streams (GG)
 - a. Facilitate voter survey to identify the City's options regarding revenue measures that would need to be approved by either voters or property owners.
 - b. Analyze potential revenue mechanisms, including approval process and revenue potential, and present to City Council for approval.
 - c. Select outreach firm and create a public education/outreach plan for any and all selected revenue generation mechanisms and ballot measures.
3. Drive cost recovery through targeted initiatives (GG)
 - a. Align assessment district rates with actual service costs.
 - b. Identify and pursue outside funding opportunities for City priorities.
4. Develop and implement a formal Fundraising, Sponsorship, and Donation Policy (PRCS)
 - a. Research and draft a comprehensive policy that outlines guidelines, procedures, and ethical standards for accepting monetary and in-kind donations corporate sponsorships, and community fundraising efforts.
5. Explore Cost-Effective Pavement Strategies (PW)
 - a. Organize collaborative, internal and regional workshops and think tanks to evaluate innovative and non-traditional pavement maintenance strategies aimed at reducing costs. This may include establishing a regional pavement coalition through a Joint Powers Agreement, tailoring project scope to

accommodate grant compatible technologies, creating assessment districts, and utilizing reclaimed materials.

6. Feasibility Study: In-House vs. Outsourced Operations (PW)

- a. Conduct a comprehensive cost-benefit analysis of all major departmental operations (e.g., landscaping, janitorial, sidewalk maintenance, berm construction) to evaluate whether continued contracting or transitioning to in-house service delivery is the most financially prudent option.

7. On-Call Maintenance Contracts (PW)

- a. Reduce overall maintenance costs by securing on-call service agreements (e.g., HVAC, electrical, plumbing, locksmith, vehicle maintenance) through pre-negotiated rates and exclusive service discounts.

POLICY CONSISTENCY

This report can be found consistent with the City's interest in promoting good governance, including efficient use of public resources and public transparency.

FINANCIAL CONSIDERATIONS

Adjustments to the CIP Project list and department strategic goals and objectives may have impacts on the draft budget for FY 2025-2027; however, that budget is not yet approved

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal or risk management considerations associated with receipts and file of this report.

OPTIONS

1. Receive and file report and presentation, and direct staff as appropriate.
2. Do not receive and file the report and/or presentation, and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

None

ATTACHMENTS

Attachment A: CIP summaries for FY 2024-2027 and detailed project sheets.

Attachment B: Complete list of Departmental Goals, Objectives, and Performance Measures.

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Signature

Reviewed by: Ryan Kintz, Assistant City Manager
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Signature

ATTACHMENT A

CIP Summaries for FY 2024-2027 and Detailed Project Sheets

Capital Improvement Program
FY2024/25 Estimated Actuals and Funding Source

Project Name	Discretionary	Transfer From Other Fund				Grants	DIFs	Total
	Measure X	RMRA	Gas Tax	Tidelands Trust	Measure A			
Rincon Multi-Use Trail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,600	\$ -	\$ 1,600
Bluffs II trail	-	-	-	183,500	-	195,050	-	378,550
Dune and Shoreline Management	-	-	-	-	-	300,000	-	300,000
Linden Avenue Beach-End Beautification Project	-	-	-	91,800	-	358,000	-	449,800
Franklin Creek Trail	326,750	-	-	-	426,750	570,000	100,000	1,423,500
2022 Pavement Rehabilitation	3,497,500	354,150	460,000	-	1,121,525	402,600	140,275	5,976,050
2023 Pavement Maintenance and Rehabilitation	-	4,200	-	-	-	-	-	4,200
Chaney Avenue Emergency Repairs	358,000	-	-	-	-	-	-	358,000
Carpinteria Ave Bridge Replacement	39,250	-	-	-	-	460,850	11,500	511,600
Linden Ave Improv - Carp Ave to Linden	-	-	-	-	-	792,500	-	792,500
Carp High/Rincon High Crosswalk	-	-	-	-	60,650	500,000	129,000	689,650
East Via Real Stormwater Project	1,058,100	-	-	-	-	2,259,100	305,800	3,623,000
Former Venoco Pipeline Abandonment	-	-	-	-	-	471,050	-	471,050
Total CIP	\$ 5,279,600	\$ 358,350	\$ 460,000	\$ 275,300	\$ 1,608,925	\$ 6,310,750	\$ 686,575	\$ 14,979,500

**Capital Improvement Program
FY2025/26 Proposed Expenditure and Funding Source**

Project Name	Discretionary	Transfer From Other Fund					Grants	DIFs	Donations	Total
	General	Measure X	RMRA	Gas Tax	Tidelands Trust	Measure A				
Carpinteria Community Pool	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 59,000	\$ 11,000	\$ 70,000
Rincon Multi-Use Trail	-	-	-	-	-	-	380,000	-	-	380,000
Bluffs II trail	-	-	-	-	9,000	-	-	-	-	9,000
Dune and Shoreline Management	-	-	-	-	-	-	300,000	-	-	300,000
Franklin Creek Trail	-	-	-	-	-	429,000	-	-	-	429,000
Linden Avenue Beach-End Beautification Project	-	-	-	-	-	-	94,000	-	-	94,000
Carpinteria Library	-	18,000	-	-	-	-	32,000	-	-	50,000
2023 Pavement Maintenance and Rehabilitation	-	-	50,000	-	-	-	-	-	-	50,000
Carpinteria Ave Bridge Replacement	98,500	-	175,000	59,500	-	67,500	5,930,000	471,000	-	6,801,500
Linden Ave Improv - Carp Ave to Linden	-	-	-	-	-	-	2,000	-	-	2,000
Carp High/Rincon High Crosswalk	-	-	-	-	-	-	-	44,000	-	44,000
Total CIP	\$ 98,500	\$ 18,000	\$ 225,000	\$ 59,500	\$ 9,000	\$ 496,500	\$ 6,738,000	\$ 574,000	\$ 11,000	\$ 8,229,500

**Capital Improvement Program
FY2026/27 Proposed Expenditure and Funding Source**

Project Name	Discretionary	Transfer From Other Fund			Grants	DIFs	Total
	General	RMRA	Gas Tax	Measure A			
Dune and Shoreline Management	\$ -	\$ -	\$ -	\$ -	\$ 650,000	\$ -	\$ 650,000
Carpinteria Ave Bridge Replacement	98,500	175,000	59,500	67,500	5,930,000	471,000	6,801,500
Total CIP	\$ 98,500	\$ 175,000	\$ 59,500	\$ 67,500	\$ 6,580,000	\$ 471,000	\$ 7,451,500

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: PR-35

Public Works Code: 15013

Finance Number: PK-20-002

Project Name: Bluffs II Trail Project

Engineers Estimate: \$482,550

Category: Critical Infrastructure

Phase: Construction

Useful Life: 25 yr

Type: Trail

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Funds 3) Community Benefit

Description:

The general scope of work includes a new trail within a City easement (acquired in December 2018) across 6155 Carpinteria Avenue (APN 001-180-040). The objective of this project is to close a gap in the Carpinteria Coastal Vista Trail

Justification/Priority Evaluation:

The Bluffs II Trail is an undeveloped segment of the Carpinteria Coastal Vista Trail. The project seeks to complete the segment to ensure accessibility and connectivity for all community members.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority C (Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents). The project secured \$183,000 in grant funding. The project is intended to deliver community benefits by providing for trail accessibility and connectivity. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26 because of its grant funded status.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: PR-35

Public Works Code: 15013

Finance Number: PK-20-002

Project Name: Bluffs II Trail Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/2027	2027/28	2028/29	Total
Admin	1,000	-	-	-	-	-	1,000
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	59,000	-	-	-	-	-	59,000
Right-of-Way	-	-	-	-	-	-	-
Design	22,000	66,550	-	-	-	-	88,550
Project Mgmt.	-	-	-	-	-	-	-
Construction	13,000	280,000	9,000	-	-	-	302,000
Contingency	-	32,000	-	-	-	-	32,000
Total	95,000	378,550	9,000	-	-	-	482,550

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Tidelands	84,000	184,000	9,000	-	-	-	277,000
State Grant	11,000	194,550	-	-	-	-	205,550
Total	95,000	378,550	9,000	-	-	-	482,550

FY 2025/26 Budget Impact:

Project will utilize rollover funds from previous year to cover the majority of project cost, and proposes Tidelands Trust Fund to fill funding gap.

The budget impact on proposed funds include:

- Tidelands Trust Fund: Proposed use of 2% of annual fund revenue.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: HI-07

Public Works Code: 15016

Finance Number: TR-19-002

Project Name: Carpinteria Avenue Bridge Replacement Project

Engineer Estimate: \$15,345,600

Category: Critical Infrastructure

Phase: Construction

Useful Life: 100 yr

Type: Bridge

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Deferred Maintenance 3) Grant Funds
4) Local Funds 5) Community Benefit

Description:

The general scope of work includes removing and replacing Carpinteria Avenue Bridge over Carpinteria Creek, improving roadway approaches and pedestrian and bicycle facilities, relocating utility facilities, and restoring riparian areas. The objective of this project is to replace a structurally deficient bridge.

Justification/Priority Evaluation:

The Carpinteria Avenue Bridge serves as the City's main east-west roadway and emergency route to U.S. 101. In 2012, the California Department of Transportation rated the bridge as structurally deficient and unable to convey the 100-year flood of Carpinteria Creek.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority A (Maintain and improve high-priority public infrastructure), while mitigating deferred maintenance and leveraging a \$13,828,820 grant and local funds (development impact fees) for construction. The project is intended to provide for community benefit in the form of safety, mobility, and emergency preparedness. The project meets five of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: HI-07

Public Works Code: 15016

Finance Number: TR-19-002

Project Name: Carpinteria Avenue Bridge Replacement Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	738,000	-	-	-	-	-	738,000
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	3,000	-	-	-	-	-	3,000
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	404,000	200,000	50,000	50,000	-	-	704,000
Project Mgmt.	51,000	40,000	730,000	730,000	-	-	1,551,000
Construction	35,000	200,000	5,326,500	5,326,500	-	-	10,888,000
Contingency	-	71,600	695,000	695,000	-	-	1,461,600
Total	1,231,000	511,600	6,801,500	6,801,500	-	-	15,345,600

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
HBR Grant	1,086,000	461,000	5,930,000	5,930,000	-	-	13,407,000
Highway DIF	145,000	11,000	471,000	471,000	-	-	1,098,000
RMRA	-	-	175,000	175,000	-	-	350,000
Gas Tax	-	-	59,500	59,500	-	-	119,000
Measure A	-	-	67,500	67,500	-	-	135,000
Measure X	-	39,600	-	-	-	-	39,600
General Fund	-	-	98,500	98,500	-	-	197,000
Total	1,231,000	511,600	6,801,500	6,801,500	-	-	15,345,600

FY 2025/26 Budget Impact:

The project is 88.53% federal grant-funded with a 11.47% local match requirement. Proposed funding sources to satisfy match include Highways and Bridges Development Impact Fee (DIF), Road Maintenance and Rehabilitation Account (RMRA), Gas Tax, Measure A, and a transfer from District 1 Fund.

The budget impact on proposed funds include:

- Development Impact Fees Fund – 50% of available Highways and Bridges DIF
- RMRA – 50% of FY 2025/26 allocation
- Gas Tax – 25% of available fund balance
- Measure A – 7% of FY 2025/26 allocation

Capital Improvements Program

Fiscal Year 2025/26



CIP Code: GF-18

Public Works Code: 15055

Finance Number: PW-23-001

Project Name: Carpinteria Library Improvements Project

Engineers Estimate: \$1,189,000

Category: Critical Infrastructure

Phase: Construction

Useful Life: 50 yr

Type: Building

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Deferred Maintenance 3) Community Benefit

Description:

The general scope of work includes building system upgrades. The objective of this project is to upgrade electrical, mechanical, and plumbing systems; and remodeling.

Justification/Priority Evaluation:

The Carpinteria Community Library, as standard with building maintenance, requires updates and retrofits to maintain safe, functional, and modern operations. Identified deficiencies include plumbing, electrical systems, and accessibility for all recreational users.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority B (Enhance existing recreational opportunities). The project is intended to address deferred maintenance because the facility exceeds its optimal service life. Given the Carpinteria Community Library's role as a public resource that serves a wide range of users, the community benefit criterion is satisfied. The project meets three of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26

CIP Code: GF-18

Public Works Code: 15055

Finance Number: PW-23-001

Project Name: Carpinteria Library Improvements Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	38,000	-	-	-	-	-	38,000
Project Mgmt.	-	-	-	-	80,000	-	80,000
Construction	1,000	-	50,000	-	950,000	-	1,001,000
Contingency	-	-	-	-	70,000	-	70,000
Total	39,000	-	50,000	-	1,100,000	-	1,189,000

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Measure X	39,000	-	18,000	-	-	-	57,000
Gen Fac DIF	-	-	32,000	-	-	-	32,000
TBD	-	-	-	-	1,100,000	-	1,100,000
Total	39,000	-	50,000	-	1,100,000	-	1,189,000

FY 2025/26 Budget Impact:

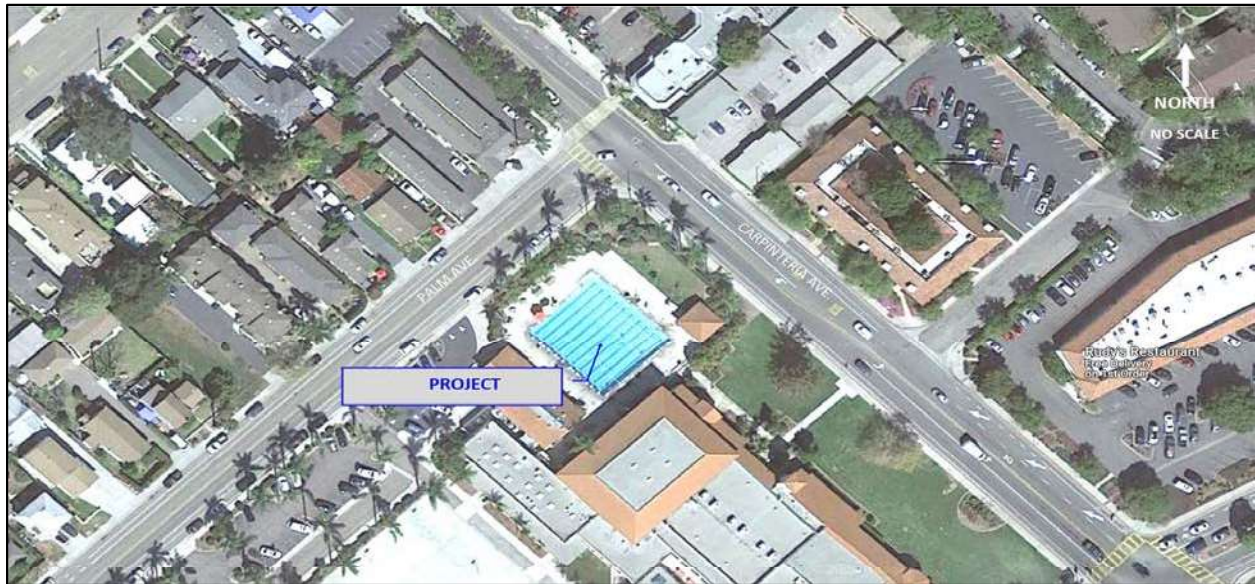
The project proposes use of General Government Facilities Development Impact Fee (DIF) and Measure X funds to begin construction.

The budget impact on proposed funds include:

- Measure X – 1% of the FY 2025/26 allocation
- Development Impact Fees Fund – 100% of General Government Facilities DIF

Capital Improvements Program

Fiscal Year 2025/26



CIP Code: PR-23

Public Works Code: 15074

Finance Number: TBD

Project Name: Carpinteria Community Pool Improvements Project

Engineers Estimate: \$1,070,000

Category: Critical Infrastructure

Phase: Design

Useful Life: 50 yr

Type: Building

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Deferred Maintenance 3) Local Funds
4) Community Benefit

Description:

The general scope of work includes building system upgrades and a new small pool. The objective of this project is to upgrade electrical, mechanical, and plumbing systems; remodeling; and provide for an additional pool area for smaller non-swimming lap water activities.

Justification/Priority Evaluation:

The Carpinteria Community Pool warrants rehabilitation to maintain safe, functional operations. In response, the Parks, Recreation, and Community Services Department commissioned a comprehensive needs assessment. Upon completion of the assessment, specific improvements will be identified. Preliminary observations indicate the need for system upgrades and building reconfiguration to accommodate expanded programming and staffing.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority B (Enhance existing recreational opportunities). Additionally, the project satisfies deferred maintenance criteria as systems have met optimal useful life. The pool serves as a public resource to a wide range of users. The project is intended to ensure the continuation of the community benefit. The design phase is funded through local funds (i.e. development impact fees and private donations). The project meets four of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26

CIP Code: PR-23

Public Works Code: 15074

Finance Number: TBD

Project Name: Carpinteria Community Pool Improvements Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	-	-	70,000	-	-	-	70,000
Project Mgmt.	-	-	-	-	80,000	-	80,000
Construction	-	-	-	-	950,000	-	950,000
Contingency	-	-	-	-	70,000	-	70,000
Total	-	-	70,000	-	1,000,000	-	1,070,000

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Aquatic DIF	-	-	59,000	-	-	-	59,000
Donation	-	-	11,000	-	-	-	11,000
TBD	-	-	-	-	1,000,000	-	1,000,000
Total	-	-	70,000	-	1,000,000	-	1,070,000

FY 2025/26 Budget Impact:

The project proposes the use of Aquatic Facilities Development Impact Fee (DIF) and private donations.

The budget impact on proposed funds include:

- Development Impact Fees Fund – 100% of Aquatic Facilities DIF
- Development Impact Fees Fund – 20% of Private Donations

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: TC-03

Public Works Code: 15125

Finance Number: TR-21-003

Project Name: Carpinteria High School Area Crosswalk Safety Improvements Project

Engineer Estimate: \$846,650

Category: Critical Infrastructure

Phase: Construction

Useful Life: 30 yr

Type: Pedestrian Safety

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Funds 3) Local Funds
4) Community Benefit

Description:

The general scope of work includes a new high intensity activated crosswalk system in front of Carpinteria High School. The objective of this project is to provide for a countermeasure to vehicular and pedestrian conflicts.

Justification/Priority Evaluation:

The proposed crosswalk improvement is located in front of Carpinteria High School, serving a student population of 600. The need for the project was identified in response to recurring pedestrian-vehicle incidents, with drivers citing sun glare as a contributing factor. To mitigate the naturally occurring hazard, the installation of high intensity activated crosswalk system is recommended.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority C (Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents). The project secured \$342,800 in grant funding and proposes to use restricted local funds (i.e. development impact fees) for construction. The project is intended to provide for a community benefit by improving pedestrian safety. The project meets four of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: TC-03

Public Works Code: 15125

Finance Number: TR-21-003

Project Name: Carpinteria High School Area Crosswalk Safety Improvements Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	1,000	-	-	-	-	-	1,000
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	112,000	129,000	-	-	-	-	241,000
Project Mgmt.	-	52,000	-	-	-	-	57,000
Construction	-	473,850	44,000	-	-	-	517,850
Contingency	-	34,800	-	-	-	-	34,800
Total	113,000	689,650	44,000	-	-	-	846,650

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
HSIP Grant	-	500,000	-	-	-	-	500,000
Traffic DIF	32,000	129,000	44,000	-	-	-	205,000
Measure A	81,000	60,650	-	-	-	-	141,650
Total	113,000	689,650	44,000	-	-	-	846,650

FY 2025/26 Budget Impact:

The construction phase of this project is 88.6% grant-funded and proposes the use of Traffic Control Development Impact Fee (DIF) to fund the remaining 11.4%.

The budget impact on proposed funds include:

- Development Impact Fees Fund – 19.84% of available Traffic Control DIF balance

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: PR-44

Public Works Code: 15119

Finance Number: PK-20-005

Project Name: Dune and Shoreline Management Plan (Carpinteria Living Shoreline Project)

Engineers Estimate: \$1,859,000

Category: Critical Infrastructure

Phase: Design

Useful Life: 100 yr

Type: Environmental

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Funds 3) Community Benefit

Description:

The general scope of work includes preparing and implementing the Dune and Shoreline Management Plan (Carpinteria Living Shoreline Project). The objective of this project is to protect landward resources and critical infrastructure in the beach neighborhood, areas north of Carpinteria Salt Marsh, and Downtown while minimizing beach erosion.

Justification/Priority Evaluation:

The Carpinteria Living Shoreline Project is identified as a sustainable, long-term solution to address coastal hazards impacting public infrastructure and community. Currently, hazard mitigation relies on a temporary earthen berm, which acts as a winter seasonal barrier between the ocean and developed areas. This project proposes a permanent, nature-based alternative that enhances shoreline resilience while reducing ongoing maintenance needs.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents) Priority A: (Maintain and improve high-priority public infrastructure). In addition, the project secured 100% grant funding for the design phase, which presents no financial burden to the City. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26 because of its long-term community benefit and fully-funded status.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: PR-44

Public Works Code: 15119

Finance Number: PK-20-005

Project Name: Dune and Shoreline Management Plan (Carpinteria Living Shoreline Project)

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	2,000	-	-	-	-	-	2,000
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	15,000	-	-	-	15,000
Environmental	42,000	-	60,000	50,000	50,000	-	202,000
Right-of-Way	-	-	25,000	-	-	-	25,000
Design	195,000	300,000	100,000	500,000	220,000	-	1,315,000
Project Mgmt.	-	-	100,000	100,000	100,000	-	300,000
Construction	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Total	239,000	300,000	300,000	650,000	370,000	-	1,859,000

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
State Grant	239,000	300,000	300,000	650,000	370,000	-	1,859,000
Total	239,000	300,000	300,000	650,5000	370,000	-	1,859,000

FY 2025/26 Budget Impact:

The design phase is 100% grant-funded with no local match requirements.

The budget impact on proposed funds include:

- None

Capital Improvements Program

Fiscal Year 2025/2026 – 2026/27



CIP Code: AT-05

Public Works Code: 15037

Finance Number: PK-23-001

Project Name: Franklin Creek Trail Improvement Project

Engineers Estimate: \$2,075,500

Category: Critical Infrastructure

Phase: Construction

Useful Life: 50 yr

Type: Trail

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Funds 3) Local Funds
4) Community Benefit

Description:

The general scope of work includes accessible surfacing, safety fencing, and adjacent accessibility connection improvements along east side Franklin Creek Trail between Carpinteria Avenue and Seventh Street. The objective of this project is to provide for a safe route to school.

Justification/Priority Evaluation:

The Franklin Trail is identified as a key, yet undeveloped, corridor within the City's multi-use trail network. Despite its informal status, the trail is regularly used by pedestrians including students from the nearby Aliso School as a safer and more direct route compared to adjacent streets. However, the existing conditions present several hazards, such as an uneven surface, absence of fencing, and lack of lighting, limit accessibility and raise safety concerns. The project seeks to address deficiencies through pedestrian facility upgrades to comply with Americans with Disabilities Act (ADA) standards and a safe route to school.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority C (Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents). The project secured \$999,000 in grant funding and is fully funded for Fiscal Year. The project is intended to deliver community benefits by trail accessibility and connectivity. The project meets four of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/2026 – 2026/27

CIP Code: AT-05

Public Works Code: 15037

Finance Number: PK-23-001

Project Name: Franklin Creek Trail Improvement Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	1,000	-	-	-	-	-	1,000
Design	222,000	-	-	-	-	-	222,000
Project Mgmt.	-	227,000	-	-	-	-	227,000
Construction		1,073,000	429,000		-	-	1,502,000
Contingency	-	123,500	-	-	-	-	123,500
Total	223,000	1,423,500	429,000		-	-	2,075,500

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
CDBG	-	570,000	-	-	-	-	570,000
Mea A Grant	56,000	-	429,000	-	-	-	485,000
Parks DIF	-	100,000	-	-	-	-	100,000
Measure A	167,000	427,000	-	-	-	-	594,000
Measure X	-	326,500	-	-	-	-	326,500
Total	223,000	1,423,500	429,000	-	-	-	2,075,500

FY 2025/26 Budget Impact:

The fiscal year cost is 100% grant-funded

The budget impact on proposed funds include:

- None

Capital Improvements Program

Fiscal Year 2025/26 - 2026/27



CIP Code: AT-23

Public Works Code: 15113

Finance Number: TR-21-001

Project Name: Linden Avenue Improvements Project-Carpinteria Avenue to Linden Avenue Overcrossing

Engineer Estimate: \$924,500

Category: Critical Infrastructure

Phase: Construction

Useful Life: 50 yr

Type: Pedestrian Safety

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Funds 3) Local Funds
4) Community Benefit

Description:

The general scope of work includes sidewalk widening, parkways, street trees, curb ramp upgrades in conform with Americans with Disabilities Act (ADA) standards, and Class II Bikeways (Bike Lanes). The objective of this project is to conform with the Bikeways Plan of the Circulation Element of the General Plan and Local Coastal Plan and the SBCAG Regional Active Transportation Plan.

Justification/Priority Evaluation:

The proposed project is located on Linden Avenue between Carpinteria Avenue and the Linden Avenue Overcrossing. Linden Avenue serves as one of the key arterial roadways and access to both Carpinteria City Beach and Carpinteria State Beach. Despite its high level of foot traffic, the corridor currently lacks adequate pedestrian safety features and ADA-compliant pedestrian facilities.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority C (Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents). The project secured 100% grant funding for design and construction. The project is intended to deliver community benefits by enhancing pedestrian safety, accessibility, and overall walkability. The project meets four of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26 - 2026/27

CIP Code: AT-23

Public Works Code: 15113

Finance Number: TR-21-001

Project Name: Linden Avenue Improvements Project- Carpinteria Avenue to Linden Avenue Overcrossing

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	130,000	-	-	-	-	-	130,000
Project Mgmt.	-	100,000	-	-	-	-	100,000
Construction	-	600,000	-	-	-	-	600,000
Contingency	-	92,500	2,000	-	-	-	94,500
Total	130,000	792,500	2,000	-	-	-	924,500

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
SBCAG Cir Funds	130,000	792,500	2,000	-	-	-	924,500
Total	130,000	792,500	2,000	-	-	-	924,500

FY 2025/26 Budget Impact:

The construction phase of this project is 100% grant-funded.

The budget impact on proposed funds include:

- None

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: PR-09

Public Works Code: 15056

Finance Number: PK-23-005

Project Name: Linden Avenue Beach-End Beautification Project (Linden Plaza Project)

Engineer Estimate: \$1,712,800

Category: Park

Phase: Design

Useful Life: 30 yr

Type: Plaza

FY Priority Level: 1

Priority Criteria Met: 1) Grant Funds 2) Community Benefit

Description:

The general scope of work includes beautification improvements at the Linden Avenue beach-end. The objective of this project is to provide for a more aesthetically pleasing urban park environment and transition to Carpinteria Beach.

Justification/Priority Evaluation:

In partnership with the California Department of Parks and Recreation, the project was identified as an opportunity to enhance the user and visitor experience for both the Carpinteria Beach and adjacent campground. The project proposes an improved, dedicated public space for recreation and relaxation that contributes to the overall appeal and functionality of the area.

The project met two of the five priority criteria including community benefit through the enhancement of a public recreational space and secured grant funding, respectively. Although three criteria were not met, the project's Priority Level 1 classification is assigned because of its 100% grant funding status which reduces financial impact on the City's budget.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: PR-09

Public Works Code: 15056

Finance Number: PK-23-005

Project Name: Linden Avenue Beach-End Beautification Project (Linden Plaza)

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	10,000	-	-	-	-	10,000
Environmental	-	10,000	-	-	-	-	10,000
Right-of-Way	-	10,000	-	-	-	-	10,000
Design	19,000	419,800	94,000	-	-	-	532,800
Project Mgmt.	-	-	-	-	80,000	-	80,000
Construction	-	-	-	-	1,000,000	-	1,000,000
Contingency	-	-	-	-	70,000	-	70,000
Total	19,000	449,800	94,000	-	1,150,000	-	1,712,800

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
State Parks Grant	19,000	358,000	94,000	-	1,150,000	-	1,621,000
Tidelands	-	91,800	-	-	-	-	91,800
Total	19,000	449,800	94,000	-	1,150,000	-	1,712,800

FY 2025/26 Budget Impact:

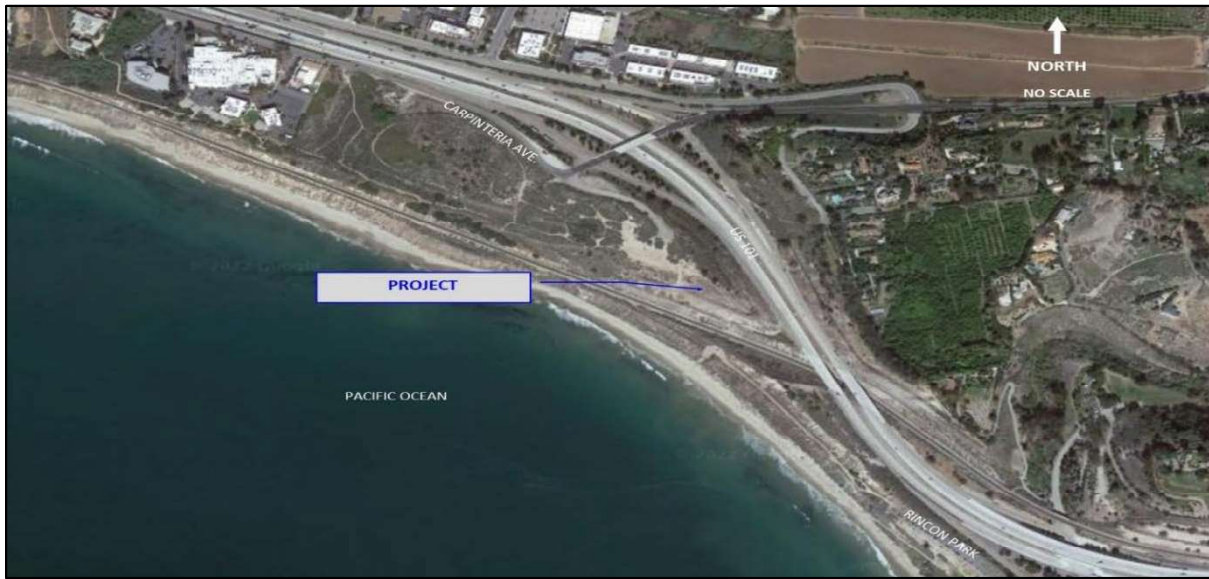
The project is 100% grant-funded.

The budget impact on proposed funds include:

- None

Capital Improvements Program

Fiscal Year 2025/26 - 2026/27



CIP Code: AT-10

Public Works Code: 15015

Finance Number: PK-19-004

Project Name: Rincon Multi-Use Trail Project

Engineer Estimate: \$8,040,600

Category: Critical Infrastructure

Phase: Design

Useful Life: 20-50 yr

Type: Trail

FY Priority Level: 1

Priority Criteria Met: 1) Strategic Alignment 2) Grant Fund 3) Community Benefit

Description:

The general scope of work includes a new multi-use trail between Carpinteria Avenue and Rincon County Park. The objective of this project is to close one of the gaps in the California Coastal Trail. The California Department of Transportation is required to complete this project per the Conditional Use Permit/Coastal Development Permit of the Highway 101 Linden Avenue and Casitas Pass Road Interchanges and Via Real Extension Project.

Justification/Priority Evaluation:

The Rincon Multi-Use Trail is an undeveloped segment of the California Coastal Trail. This project was identified due to the absence of a safe and accessible connection between the developed Coastal Trail and the City. Currently, pedestrians and bicyclists must travel along the highway or cross active railroad tracks.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents) Priority C (Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents). The project is intended to yield community benefits by enhancing mobility and promoting safe alternative transportation. The project meets three of the five priority criteria. The project is assigned a Priority Level 1 classification for Fiscal Year 2025/26.

Capital Improvements Program

Fiscal Year 2025/26 - 2026/27

CIP Code: AT-10

Public Works Code: 15015

Finance Number: PK-19-004

Project Name: Rincon Multi-Use Trail Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	130,000	-	-	-	-	-	130,000
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	32,000	1,600	-	-	-	-	33,600
Environmental	130,000	-	100,000	-	-	-	230,000
Right-of-Way	5,000	-	-	-	-	-	5,000
Design	1,262,000	-	280,000	-	-	-	1,542,000
Project Mgmt.	-	-	-	-	1,000,000	208,000	1,208,000
Construction	-	-	-	-	4,000,000	288,000	4,288,000
Contingency	-	-	-	-	404,000	200,000	604,000
Total	1,559,000	1,600	380,000	-	5,404,000	696,000	8,040,600

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Caltrans Grant	1,559,000	-	380,000	-	-	-	1,939,000
Measure X	-	1,600	-	-	-	-	1,600
TBD	-	-	-	-	5,404,000	696,000	6,100,000
Total	1,559,000	1,600	380,000	-	5,404,000	696,000	8,040,600

Fiscal Year 2025/26 Budget Impact:

The environmental document is anticipated to be funded by the California Department of Transportation.

The budget impact on proposed funds include:

- None

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27



CIP Code: ST-59 & ST-64 **Public Works Code:** 15133 & 15134 **Finance Number:** ST-23-001

Project Name: 2023 Pavement Rehabilitation Project

Engineer Estimate: \$7,007,200 **Category:** Critical Infrastructure **Phase:** Construction

Useful Life: 20 yr **Type:** Roadway **FY Priority Level:** 3

Priority Criteria Met: 1) Strategic Alignment 2) Deferred Maintenance 3) Community Benefit

Description:

The general scope of work includes pavement rehabilitation, pedestrian facility upgrades (e.g. curb ramps and sidewalks) as needed for compliance with the Americans with Disabilities Act (ADA), and drainage improvements. The objective of this project is to rehabilitate pavement using technologies and material recycling techniques that lower greenhouse gas emissions and reduce the cost of pavement maintenance through material choice and construction methods and to provide for ADA accessibility upgrades.

Justification/Priority Evaluation:

Consistent with roadway infrastructure management best practices, pavement rehabilitation is essential when streets exceed a useful service life. Using the City's Pavement Management System the streets that proposed in this project are identified as *poor* or *failed* condition, which warrants rehabilitation. In addition to pavement improvements, the project will include pedestrian facility upgrades for accessibility to comply with ADA standards.

The project aligns with Strategic Goal #3 (Enhance Quality of Life for Residents), Priority A (Maintain and improve high-priority public infrastructure) and addresses deferred maintenance needs. The anticipated outcomes include long-term community benefits through the delivery of safer, smoother roadways and accessible pedestrian facilities. The project meets three of the five priority criteria. However, it is recommended for programming contingency budget towards design revisions due to funding constraints and project cost for Fiscal Year 2025/26 and deferring construction to a subsequent fiscal year.

Capital Improvements Program

Fiscal Year 2025/26 – 2026/27

CIP Code: ST-59 & ST-64 **Public Works Code:** 15133 & 15134 **Finance Number:** ST-23-001

Project Name: 2023 Pavement Maintenance and Rehabilitation Project

Estimated Cost Per Fiscal Year:

Expenditures	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
Admin	-	-	-	-	-	-	-
Land Acquisition	-	-	-	-	-	-	-
Permits & Fees	-	-	-	-	-	-	-
Environmental	-	-	-	-	-	-	-
Right-of-Way	-	-	-	-	-	-	-
Design	253,000	4,200	50,000	-	-	-	307,200
Project Mgmt.	-	-	-	-	350,000	-	350,000
Construction	-	-	-	-	5,520,000	-	5,520,000
Contingency	-	-	-	-	830,000	-	830,000
Total	253,000	4,200	50,000	-	6,700,000	-	7,007,200

Funding Source Per Fiscal Year:

Funding Sources	Prior	2024/25	2025/26	2026/27	2027/28	2028/29	Total
RMRA	230,000	4,200	50,000	-	-	-	284,200
Street DIF	-	-	-	-	-	-	-
Measure A	23,000	-	-	-	-	-	23,000
TBD	-	-	-	-	6,700,000	-	6,700,000
Total	253,000	4,200	50,000	-	6,700,000	-	7,007,200

FY 2025/26 Budget Impact:

The project budget proposes \$50,000 of state funds (RMRA) for the design phase should any revision be necessary while awaiting construction.

The budget impact on proposed funds include:

- RMRA – 14% of FY 2025/26 Allocation

ATTACHMENT B

Complete list of Departmental Goals, Objectives, and Performance Measures

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

Community Development Department

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Improve & Update City Environmental Review Process	Update City Environmental Review Guidelines & Thresholds (Resolution No. 4082)	1. Prepare Draft Environmental Review Guidelines & Thresholds Manual 2. Present to Environmental Review Committee 3. Present to Planning Commission 4. Present to City Council for adoption by FY 27, Q4.	CDD Long Range Planning
Strengthen communication and engagement tools, with an emphasis on reaching youth, seniors, and the Spanish-speaking community.	Expand Spanish Language Outreach for CDD-related Business	1. Prepare key project applications & forms in Spanish and publish to city website 2. Explore options for Spanish translation of online permit platform by FY 27, Q4.	CDD Admin
Enhance partnerships with community organizations	Enhance Public Awareness of Rental Housing Mediation Program (RHMP) Services	1. Organize & hold at least 1 public outreach event w/ RHMP staff 2. Provide RHMP outreach materials to key constituent groups & service providers 3. Update City website with expanded RHMP materials 4. Share informational materials via City social media platforms at least 4x per year 5. Provide RHMP services update to City Council 1x per year. Complete tasks by FY 26, Q4	CDD Admin
Enhance partnerships with community organizations	Increase Public Awareness of Public & Multifamily Smoking Regulations	1. Publish outreach and educational materials to City website for property owners and tenants/residents 2. Publish advertisements/articles in CVN prior to and following ordinance taking effect 3. Pursue periodic social media postings 4. Mailed informational notice to large multifamily residential developments. Complete tasks by FY 26, Q4	CDD Code Compliance/Animal Control

General Government

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Strengthen community outreach and engagement to enhance emergency preparedness and resilience.	Develop, translate, and print City of Carpinteria emergency preparedness materials that align with ReadySBC messaging.	Develop, translate, and print City of Carpinteria emergency preparedness materials that align with ReadySBC messaging by FY 26, Q4.	GG Emergency Management/Communications
Strengthen community outreach and engagement to enhance emergency preparedness and resilience.	Conduct emergency preparedness outreach through a combination of digital and in-person efforts.	Outreach to at least 500 Carpinteria residents and businesses ensuring that at least 30% of those reached are Spanish speakers, in alignment with the city's demographic composition by FY 26, Q4.	GG Emergency Management/Communications

Strengthen community outreach and engagement to enhance emergency preparedness and resilience.	Coordinate logistics and outreach efforts for LISTOS and CERT trainings.	Facilitate at least one annual BASIC CERT training and one Spanish LISTOS training per fiscal year.	GG Emergency Management/Communications
Develop and update emergency response plans and coordinate staff training	Review existing emergency plans, identify critical gaps or outdated sections, prioritize necessary updates, and create new plans as necessary to ensure comprehensive emergency preparedness and compliance.	Revise and complete the City's Emergency Operations Handbook by FY 26, Q2. Develop and integrate an employee notification and reporting plan into the City's Emergency Operations Plan by FY 26, Q2.	GG Emergency Management/Communications
Develop and update emergency response plans and coordinate staff training	Ensure staff preparedness for disaster shelter operations.	Host at least one annual Shelter Training in partnership with the American Red Cross per fiscal year.	GG Emergency Management/Communications
Strengthen inclusive and transparent communication between the City and its diverse communities.	Develop, present, and implement a comprehensive Communications Strategy that focuses on enhancing outreach strategies, building meaningful partnerships, improving communication policies, and using data-driven tools to increase engagement, responsiveness, and trust.	Develop, present, and implement a comprehensive Communications Strategy by FY 26, Q2.	GG Emergency Management/Communications
Strengthen inclusive and transparent communication between the City and its diverse communities.	Increase the effectiveness and inclusivity of communication between the City and its Spanish-speaking and Latino populations.	Develop and implement at least one joint outreach program or event annually in partnership with Latino community organizations to promote city services and resources, ensuring that 100% of public outreach efforts are conducted Spanish each fiscal year.	GG Emergency Management/Communications
Strengthen inclusive and transparent communication between the City and its diverse communities.	Enhance the tracking and reporting systems for both digital and in-person engagement efforts.	Design and implement a unified tracking system for both digital and in-person engagement activities by FY 26, Q2, capturing key metrics such as attendance, participation rates, and feedback from community members. Produce quarterly reports summarizing the impact of these efforts, including metrics like engagement rates, participant demographics, and qualitative feedback, and share these reports with stakeholders to ensure transparency and accountability.	GG Emergency Management/Communications
Strengthen inclusive and transparent communication between the City and its diverse communities.	Promote transparency and civic engagement by supporting a local State of the City events to public awareness of City initiatives.	Plan and execute a City-hosted State of the City local event annually, adapting and sharing key messages and materials from the Chamber event to ensure accessibility for local residents each fiscal year.	GG Emergency Management/Communications
Enhance partnerships with community organizations.	Build a stronger connection with non-profits, especially through the Community Services Support Grants program.	Host one non-profit meetup per fiscal year.	
Provide staff support and resources for City Council-led community outreach initiatives	Assist councilmembers with planning, organization, and marketing of district engagement events.	Hold at least one engagement event per district per fiscal year.	

Parks, Recreation, and Commnity Services			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Advance inclusion and accessibility	Translate program applications and forms to Spanish.	Have Spanish applications and forms in Spanish online and on paper by FY 25/26 Q3.	PRCS AgeWell
Advance inclusion and accessibility	Translate program applications and forms to Spanish.	Have Spanish applications and forms in Spanish online and on paper by FY 25/26 Q3.	PRCS Garden
Advance inclusion and accessibility	Translate Community Garden signage to Spanish	Translate, create, and post bilingual garden signage by FY 25/26 Q3.	PRCS Garden
Advance inclusion and accessibility	Create surveys for rentals in English and Spanish	Create bilingual rental surveys and implement in RecDesk by FY 25/26 Q3.	PRCS Admin
Strengthen partnerships with culturally connected organizations.	Partner with NGOs connected to the Spanish-speaking community to offer relevant programming in Spanish	Partner with one organization for one offering by Q4 of each fiscal year.	PRCS AgeWell
Public Works			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Multi-Language Translation for GoGov Platform	Collaborate with GoGov Software to implement multi-language translation capabilities across the embedded City website platform, GoGov website, and mobile application to improve accessibility for non-English speakers.	Successful integration of translation features across all platforms. Measured by functional, user-accessible translation tools on the embedded platform, GoGov website, and mobile app.	PW Admin/Engineering
Promotion of Public Works Boards and Committees	Enhance visibility and community engagement with Public Works Boards and Committees (e.g., Downtown T Business Advisory Board, Tree Advisory Board, Traffic Safety Committee, Integrated Pest Management Advisory Committee) through targeted outreach and transparency efforts.	Quantified by the production of at least one promotional effort (e.g., flyer, post, article) per month per board/committee. Success measured by increased public participation and engagement.	PW Admin/Engineering
Modernization of Public Works Permit Workflow	Conduct market research to evaluate permitting software solutions for public agencies. Focus on features that improve efficiency, such as centralized workflows, real-time communication tools, status tracking, and robust data collection.	Performance measured by the successful selection, implementation, and launch of new permitting software. Success assessed through user feedback, improved processing time, and increased permit-handling capacity.	PW Admin/Engineering
Community Driven Capital Improvement Planning Workshops	Host annual Capital Improvement Plan (CIP) workshops dedicated to gathering community input on desired city projects, including infrastructure, recreational facilities, trails, sports courts, and technology enhancements.	Performance measured by the execution of at least one annual workshop, level of public participation, quality of feedback received, and development of a compiled list of community-prioritized projects for Council review and consideration.	PW Admin/Engineering
Increase public awareness of existing programs and regulations, as well as the resources available to the community.	Increase outreach by continuing to prioritize providing all materials in Spanish and English, as well as adding visual information to include the community at large	Have all outreach materials available in formats that are bilingual, with an emphasis on including visuals for greater inclusivity	PW Sustainability and Environment
Increase public awareness of existing programs and regulations, as well as the resources available to the community.	Work with Promotores to reach out to Spanish speaking community to raise awareness about disposal options for regular waste and hazardous waste	Target non-English speaking communities within Carpinteria by working with the Promotores, a network of community members who understand and respect the traditional beliefs of the Latino community and can help agencies integrate these cultural beliefs in their programs and services	PW Sustainability and Environment

Increase public awareness of existing programs and regulations, as well as the resources available to the community.	Contract with Explore Ecology to bring organic waste, composting, and water quality education programs to Carpinteria students	Work with Explore Ecology to integrate outreach programs into student learning, including the Replace the Waste program	PW Sustainability and Environment
Increase public awareness of existing programs and regulations, as well as the resources available to the community.	Collaborate with Carpinteria Library for Creek Week and other events to increase community engagement through reading	Collaborate with Library staff to curate a list of water/science related books for all ages	PW Sustainability and Environment
Increase public awareness of existing programs and regulations, as well as the resources available to the community.	Partner with PRCS to expand composting education, including holding workshops and having a demonstration project at the Community Garden	Enhance partnership with Community Garden as a resource for outreach	PW Sustainability and Environment

Council Goal #2: Maintain a Small Beachside Town			
Administrative Services			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Strengthen financial planning to support long-term sustainability	Update the Five-Year Financial Plan (FY 2027–2032)	1. Select and execute a contract with a qualified financial planning consultant by Q2, FY 2027 2. City Council adoption of Five-Year Financial Plan by Q3, FY 2027.	AS Admin Services Director
Community Development Department			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Improve Inter-Agency Coordination on Development Projects and Permits	Restart Monthly Inter Departmental Advisory Group (IDAG) Meetings	1. Contact relevant Departments & Agencies to identify staff & schedule 2. Prepare updated agenda & information sharing protocols 3. Begin holding monthly IDAG meetings by FY 26, Q2.	CDD Admin
Improve Coordination with County of Santa Barbara on Land Use Matters Affecting Carpinteria	Execute Memorandum of Agreement (MOA) Concerning Land Use Matters with County of Santa Barbara	1. Prepare admin draft MOA for City & County review 2. Share proposed MOA with LAFCO staff for preliminary review & approval 3. Obtain City Council approval for MOA 4. Effectuate MOA by FY 26, Q4.	CDD Admin
Complete General Plan Update	Achieve Meaningful Progress Towards Certification of the General Plan/ Coastal Land Use Plan (GP/CLUP) Update	1. Complete public review period including holding at least 1 public workshop 2. Release NOP for EIR & hold scoping meeting 3. Release Draft EIR for public review 4. Hold at least 1 adoption hearing with Planning Commission 5. Hold at least 1 adoption hearing with City Council 6. Submit to CCC for certification by FY 27, Q4	CDD Long Range Planning
Housing Element Implementaion	Complete ADU Ordinance Update	1. Review revised draft Ordinance with HCD & CCC staff 2. Present revised ordinance to Planning Commission 3. Obtain revised 1st reading approval from City Council 4. Submit LCPA application to CCC for de minimis review & certification 5. Obtain 2nd reading adoption from City Council by FY 26, Q4	CDD Long Range Planning
Housing Element Implementaion	Complete Density Bonus Ordinance Update	1. Present proposed Ordinance to City Council for 1st reading 2. Submit LCPA to CCC 3. Obtain 2nd reading adoption from City Council by FY 27, Q2	CDD Long Range Planning
Housing Element Implementaion	Adopt SB 9 Ordinance	1. Prepare admin draft Ordinance 2. Submit to HCD & CCC for initial review 3. Present proposed Ordinance to Planning Commission 4. Obtain 1st reading approval from City Council 5. Submit LCPA to CCC 6. Obtain 2nd reading adoption from City Council by FY 27, Q4	CDD Long Range Planning

Housing Element Implementaion	Complete Special Needs & Supportive Housing Ordinance Update	1. Present proposed Ordinance to Planning Commission 2. Obtain 1st reading approval from City Council 3. Submit LCPA to CCC 4. Obtain 2nd reading adoption from City Council by FY 27, Q2	CDD Long Range Planning
Housing Element Implementaion	Complete Inclusionary Housing Ordinance Update	1. Prepare draft Ordinance 2. Present proposed Ordinance to Planning Commission 3. Obtain 1st reading approval from City Council 4. Submit LCPA to CCC 5. Obtain 2nd reading adoption from City Council FY 27, Q4	CDD Long Range Planning
Streamline Residential Permitting Process	Adopt Objective Design Standards for Residential Zone Districts	1. Prepare draft objective standards 2. Present to ARB for review & feedback 3. Present proposed standards to Planning Commission 4. Obtain 1st reading approval from City Council 5. Submit LCPA to CCC 6. Obtain 2nd reading adoption from City Council by FY 27, Q4	CDD Long Range Planning

Council Goal #3: Enhance Quality of Life for Residents			
Administrative Services			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Invest in City Staff and organizational excellence	Modernize technology infrastructure to support staff productivity and collaboration.	1. Complete migration from legacy Microsoft environment to Microsoft 365 by Q2, FY 2026. 2. Conduct structured training sessions and distribute user guides for Microsoft 365 tools (Teams, OneDrive, SharePoint, Outlook) by Q4, FY 2026.	AS Accounting Technician
Invest in City Staff and organizational excellence	Promote Professional Development and Knowledge Sharing.	Admin Services staff to attend at least one professional training or conference annually (e.g., CSMFO, GFOA, CalPERS, GASB webinars by Q4 of each fiscal year.	AS Admin Services Director
Community Development Department			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Improve Safety & Living Conditions in Multifamily Residences	Develop & Implement Multifamily Housing Inspection Program	1. Research other jurisdictions' inspection programs 2. Develop proposed program 3. Obtain City Council approval 4. Begin implementation & notification/scheduling of inspections by FY 27, Q4	CDD Building and Safety
Enhance Short-Term Rental (STR) Enforcement & Compliance	Complete updates to STR & Home Stay Ordinances: Update fines & penalties for STR violations & allow for legislative subpoenas	1. Prepare draft Ordinance 2. Present proposed Ordinance to Planning Commission 3. Obtain 1st reading approval from City Council 4. Obtain 2nd reading adoption from City Council by FY 27, Q4	CDD Long Range Planning
Enhance Building & Safety Services Through Trainings & Certifications	Obtain Certified Building Official (CBO) Designation	1. Register for & attend required training(s) for CBO 2. Pass required exams by FY 26, Q4	CDD Building and Safety
Enhance Building & Safety Services Through Trainings & Certifications	Obtain Certified Accessibility Special (CAsp) Designation	1. Register for & attend required training(s) for CAsp 2. Pass required exams by FY 27, Q4	CDD Building and Safety
Improve Code Compliance Officer Safety	Adopt Code Enforcement Safety Standards (per SB 296)	1. Finalize draft policy 2. Complete internal reviews 3. Obtain City Manager approval by FY 26, Q3	CDD Code Compliance/Animal Control
Improve Code Compliance Officer Safety	Obtain Certified Animal Control Officer (CACO) Designation (per AB 1125)	1. Register for & attend required trainings 2. Pass required exams by FY 27, Q4	CDD Code Compliance/Animal Control
Improve Code Compliance Officer Safety	Complete CalAnimals Officer Academy Basic	1. Register for and complete required trainings by FY 26, Q4	CDD Code Compliance/Animal Control
Invest in City staff and organizational excellence	Complete Supervisor Academy for Code Compliance Supervisor	1. Complete required trainings by FY 26, Q4	CDD Code Compliance/Animal Control

Improve Business Licensing Program	Pursue Improvements to Efficiency of Business Licensing Program	1. Finalize updated BL, HO & CoO applications and post to city website 2. Prepare applicant's guide 3. Update work flows w/ HdL 4. Consider migrating City review work flow to new online permitting/licensing platform by FY 27, Q1	CDD Current Planning
Support Affordable Housing Production	Identify & Pursue Strategies for Affordable Housing Production	1. Research & present to City Council re: Pro Housing Designation 2. Research & present to City Council re: formation of housing trust fund & possible funding source(s) 3. Research additional strategies & present options to City Council by FY 27, Q4	CDD Long Range Planning
Streamline Permitting Processes	Update Planning Project Application & Checklists	1. Prepare draft updates to project applications in compliance w/ current law 2. Complete internal review 3. Publish updated applications to City website by FY 26, Q3	CDD Current Planning
General Government			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Coordinate staff training, in compliance with emergency response plans.	Collaborate with the Human Resources team to establish a framework for emergency preparedness and response training for staff.	Annually track percentage of staff trained in AED, CPR, and other protocols each fiscal year.	GG Emergency Management/Communications
Coordinate staff training in compliance with emergency response plans.	All staff to participate in one City-wide emergency exercise.	Conduct at least one City-wide Emergency Operations Center (EOC) training annually to enhance staff readiness, reinforce roles and responsibilities, and ensure effective coordination during emergency response operations each fiscal year.	GG Emergency Management/Communications
Invest in High-Performance Team at City Hall	Create a Comprehensive Personnel Rules and Regulations and replace outdated or overlapping documents, including the Conditions of Employment (COE) and existing outdated Personnel Rules, and maintain a separate Memorandum of Understanding (MOU) for bargaining unit employees.	Review and analyze existing COE, Personnel Rules, Employee Handbook, and MOUs. Identify duplications, gaps, and necessary updates. Complete draft of consolidated Personnel Rules and Regulations, removing benefit-related provisions. Circulate drafts of both documents for internal review and input. Present to City Council for adoption by resolution by FY 26, Q2.	
Invest in High-Performance Team at City Hall	Establish a standalone Benefits Resolution.	Create a standalone Benefits Resolution that captures all benefit-related language. Circulate documents for internal review and input. Present to City Council for adoption by resolution by FY 26, Q2.	
Invest in High-Performance Team at City Hall	Conduct a comprehensive Organizational Assessment and Classification and Compensation Study to ensure the City's job classifications and salary structure are competitive, equitable, and aligned with organizational needs and market standards.	RFP Process Develop and issue Request for Proposals (RFP) Review and evaluate proposals; select consultant and execute contract. Data Collection and Analysis Provide consultant with necessary data. Consultant conducts market survey, classification review, and internal equity analysis. Stakeholder Engagement Consultant meets with staff as needed to validate duties and classification accuracy. Draft Recommendations and Review Consultant presents draft findings and recommendations on classification alignments and compensation structure. City reviews, provides feedback, and refines recommendations. Final Report and Adoption Recommendations presented to City Council for review and direction by FY 27, Q4	
Improve transportation safety related to use of e-conveyance.	Develop and implement an e-conveyance education and enforcement strategy.	Develop and present plan to City's E-conveyance Committee by FY 26, Q1. Present plan to City Council for consideration and potential adoption by FY 26, Q2.	
Invest in City staff and organizational excellence	Create a Comprehensive Personnel Rules and Regulations and replace outdated or overlapping documents, including the Conditions of Employment (COE) and existing outdated Personnel Rules, and maintain a separate Memorandum of Understanding (MOU) for bargaining unit employees.	Review and analyze existing COE, Personnel Rules, Employee Handbook, and MOUs. Identify duplications, gaps, and necessary updates. Complete draft of consolidated Personnel Rules and Regulations, removing benefit-related provisions. Circulate drafts of both documents for internal review and input. Present to City Council for adoption by resolution by FY 26, Q2.	

Invest in City staff and organizational excellence	Establish a standalone Benefits Resolution.	Create a standalone Benefits Resolution that captures all benefit-related language. Circulate documents for internal review and input. Present to City Council for adoption by resolution by FY 26, Q2.	
Invest in City staff and organizational excellence	Conduct a comprehensive Organizational Assessment and Classification and Compensation Study to ensure the City's job classifications and salary structure are competitive, equitable, and aligned with organizational needs and market standards.	RFP Process Develop and issue Request for Proposals (RFP). Review and evaluate proposals; select consultant and execute contract. Data Collection and Analysis Provide consultant with necessary data. Consultant conducts market survey, classification review, and internal equity analysis. Stakeholder Engagement Consultant meets with staff as needed to validate duties and classification accuracy. Draft Recommendations and Review Consultant presents draft findings and recommendations on classification alignments and compensation structure. City reviews, provides feedback, and refines recommendations. Final Report and Adoption Recommendations presented to City Council for review and direction by FY 27, Q4.	
Parks, Recreation, and Commnity Services			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Implement the Library's Three-Year Strategic Plan	Facilitate the formal adoption and launch of the Library's three-year strategic plan.	Adoption of the Library's Strategic Plan by LBOT	PRCS Library
Implement the Library's Three-Year Strategic Plan		Assess feasibility and develop internal plan based on available resources and budget priorities.	PRCS Library
Initiate and lead a capital fundraising campaign for community pool renovations, aligned with Community Pool Facility Condition Assessment recommendations.	Develop a detailed fundraising plan, including target fundraising goals, timelines, donor prospect lists, and marketing strategies.	Fundraising plan completed and approved by Q3	PRCS Aquatics
Launch Initial Planning Phase for Rincon Bluffs Open Space	Issue RFP for conceptual design and EIR services	RFP drafted, reviewed, and released by FY 25/26 Q4	PRCS Admin
Launch Initial Planning Phase for Rincon Bluffs Open Space	Review proposals, conduct interviews as needed, and recommend a consultant for City Council approval	Consultant selection and City Council approval achieved by FY26/27 Q1	PRCS Admin
Launch Initial Planning Phase for Rincon Bluffs Open Space	Identify and secure funding sources to cover costs associated with the conceptual design and EIR .	Funding plan completed, identifying specific funding sources and amounts by FY26/27 Q3	PRCS Admin
Launch Initial Planning Phase for Rincon Bluffs Open Space	Execute a contract and initiate the conceptual design and EIR process	Contract executed (if funding available) by FY26/27 Q4	PRCS Admin

Enhance data-driven decision making for AgeWell programming.	Implement regular feedback collection methods (e.g., forums, surveys, suggestion boxes) to gather participant, volunteer, and staff input to guide program improvements and development, and increase participation.	Create and gather metrics to inform evaluation and next steps by FY 25/26 Q4.	PRCS AgeWell
Enhance data-driven decision making for AgeWell programming.	Use participant, staff, and volunteer feedback and data analysis to inform targeted enhancements to existing classes, events, and wellness services.	Implement any programmatic changes and improvements to existing programming by FY 26/27 Q1.	PRCS AgeWell
Enhance data-driven decision making for Community Garden programming.	Gather feedback from gardeners through surveys and informal conversations to measure program satisfaction and to identify needs and any areas for improvement.	Decide on feedback methods, and begin gathering feedback to inform improvement next steps by FY 25-26 Q4	PRCS Garden
Enrich Community Garden community programming	Explore different programming opportunities and collaborations with local and regional partners to co-host events, educational workshops, and other engagement opportunities.	Engage potential partners to co-host events, educational workshops, or other engagement opportunities by FY 26/27 Q1.	PRCS Garden
Enrich Community Garden community programming		Explore engagement initiatives and implement up to three events by FY 26/27 Q4. . Track data and gather feedback to inform additional/future programming.	
Expand equitable access to aquatic programs	Increase community access by offering Sunday swim lessons.	Average enrollment rate for Sunday swim lessons greater than or equal to 80% capacity	PRCS Aquatics
Expand Ocean Recreation Opportunities	Expand aquatics program activities by developing and offering kayaking, stand-up paddleboarding (SUP), and other ocean-based programs.	Program development - activity planning, budgeting and marketing by FY 25/26 Q3	PRCS Aquatics
Establish a Youth Aquatics Scholarship Program supported by donations and sponsorships to promote increased and equitable access to swim lessons and Junior Lifeguards.	Develop and adopt a scholarship policy that defines eligibility criteria, application and verification process, and program funding mechanisms.	Completion and formal adoption of the Youth Aquatics Scholarship Policy by FY 25/26 Q4.	PRCS Aquatics
Establish a Youth Aquatics Scholarship Program supported by donations and sponsorships to promote increased and equitable access to swim lessons and Junior Lifeguards.		Promote the scholarship opportunity to underserved and income-qualified families through targeted outreach.	PRCS Aquatics
Public Works			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
To increase capital projects revenues.	Objective 1: Secure federal- and/or state-aid funds at no less than 75% of project cost. Objective 2: Fund local match at no more than 25% of project cost.	Grant Applications: Apply for 100% funding for all project phases (design, right-of-way, and construction). Grant Applications: Confirm any local match requirements.	PW Admin/Engineering
To reduce greenhouse gas emissions.	Develop 100% energy sustainable and resilient City facilities.	Secure federal- and/or state-aid funds at no less than 75% of project cost and fund any local match at no more than 25% of project cost.	PW Sustainability and Environment
To increase landfill diversion.	Join the Community Hazardous Waste Collection Center.	100% enrollment.	PW Sustainability and Environment
To increase and diversify maintenance operations capabilities.	Possess at least one (1) special skill, e.g. carpentry, mechanical, electrical, plumbing, concrete finishing, equipment operation, etc.	- Number of training courses: Increase special skill training to no less than two (2) per year. - Job description changes: Stipulate one (1) special skill in position recruitment.	PW Maintenance
Deliver impactful community events to promote environmental sustainability and community connection.	Host at least four annual community events focused on increasing awareness of existing programs and regulations, sustainability education, landfill diversion, local environmental initiatives, and community engagement.	- Track and measure event success by collecting relevant data. - Develop feedback protocol to gauge public perception and approval.	PW Sustainability and Environment
To protect local watersheds.	Implement Trash Implementation Plan regulation.	Approval by Regional Water Quality Control Board.	PW Sustainability and Environment

Council Goal #4:
Maintain the Fiscal Sustainability of the City

Administrative Services

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Ensure timely grant reimbursement requests	Develop and implement a comprehensive Grant Management Policy outlining roles, responsibilities, and timelines.	City Council adoption of Grant Management Policy by Q4, FY 2026.	AS Admin Services Director
Ensure efficient operations of the City	Develop standard operating procedures to improve internal customer service and reduce external processing times.	Identify, improve, and implement at least two new or updated processes and procedures to streamline financial and administrative tasks by FY 26, Q4.	AS Finance Manager

Community Development Department

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Improve Permitting & Licensing Processes	Launch Online Permitting & Licensing Platform	1. Sign contract with vendor 2. Complete initial set-up & workflows 3. Complete beta test phase prior to iWorq license expiration 4. Finalize & launch permit platform prior to iWorq license expiration 5. Complete & launch licensing & zoning platforms by FY 26, Q3	CDD Admin
Achieve full cost recovery for Building & Safety Services	Update Building Permit Fee Schedule	1. Publish RFP & review proposals 2. Select vendor and execute Agreement 3. Complete fee study 4. Present findings & proposed updated fee schedule to City Council for adoption 5. Publish updated fee schedule by FY 27, Q2	CDD Admin
Improve Fines & Penalties Collections	Implement Data Ticket Services	1. Develop workflows to integrate w/ GoGov Code Compliance software & Finance Dept software 2. Launch use of Data Ticket for citation payments, collections & admin hearings by FY 26, Q2	CDD Code Compliance/Animal Control

General Government

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Streamline agenda review process	Implement agenda management software	Develop RFP. Issue RFP. Select. Implement by FY 27, Q4.	GG City Clerk
Explore ways to enhance and diversify revenue streams	Facilitate voter survey to identify the City's options regarding revenue measures that would need to be approved by either voters or property owners.	Complete voter survey by FY 26, Q1.	
Explore ways to enhance and diversify revenue streams	Analyze potential revenue mechanisms, including approval process and revenue potential, and present to City Council for approval.	Present analysis to City Council by FY 26, Q1.	
Explore ways to enhance and diversify revenue streams	Select outreach firm and create a public education/outreach plan for any and all selected revenue generation mechanisms and ballot measures.	Select outreach firm and Initiate public education/outreach campaign by FY 26, Q1.	
Drive cost recovery through targeted initiatives	Align assessment district rates with actual service costs.	Finalize engineer reports by FY 26, Q1. Complete Prop 218 process by FY 26, Q3.	
Ensure efficient operations of the City	Complete Office 365 Migration	Initiate and complete migration by FY 26, Q4.	
Ensure efficient operations of the City	Develop a City Council Legislative Policy Platform	Present legislative policy platform for potential City Council adoption by FY 27, Q2.	
Drive cost recovery through targeted initiatives	Identify and pursue outside funding opportunities for City priorities	Coordinate monthly meetings with grant writing firm and city departments to discuss applicable grants	

Parks, Recreation, and Community Services

Strategic Goals	Objectives	Performance Measures	Division Assigned to
Develop and implement a formal Fundraising, Sponsorship, and Donation Policy.	Research and draft a comprehensive policy that outlines guidelines, procedures, and ethical standards for accepting monetary and in-kind donations corporate sponsorships, and community fundraising efforts.	Completion and formal adoption of the Fundraising, Sponsorship and Donation Policy by FY 24-25 Q3	PRCS Admin
Develop and implement a formal Fundraising, Sponsorship, and Donation Policy.		Adopt and begin implementation of the policy, including the creation of promotional materials and staff training.	PRCS Admin

Public Works			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Explore Cost-Effective Pavement Strategies	Organize collaborative, internal and regional workshops and think tanks to evaluate innovative and non-traditional pavement maintenance strategies aimed at reducing costs. This may include establishing a regional pavement coalition through a Joint Powers Agreement, tailoring project scope to accommodate grant compatible technologies, creating assessment districts, and utilizing reclaimed materials.	Success will be measured by the identification and formal presentation of five or more feasible cost-reduction strategies, along with consensus on which to pursue by FY 27, Q2.	PW Admin/Engineering
Feasibility Study: In-House vs. Outsourced Operations	Conduct a comprehensive cost-benefit analysis of all major departmental operations (e.g., landscaping, janitorial, sidewalk maintenance, berm construction) to evaluate whether continued contracting or transitioning to in-house service delivery is the most financially prudent option.	Completion of a detailed report outlining cost-benefit findings and providing recommendations on whether to transition to in-house operations, transition to contract services, or maintain current practices by FY 26, Q2.	PW Admin/Engineering
On-Call Maintenance Contracts	Reduce overall maintenance costs by securing on-call service agreements (e.g., HVAC, electrical, plumbing, locksmith, vehicle maintenance) through pre-negotiated rates and exclusive service discounts.	Measured by execution of on-call agreements for each maintenance category, including a not-to-exceed limit, exclusivity clause, and discounted pricing structure by FY 26, Q2.	PW Admin/Engineering
Ensure programmatic records related to City infrastructure and community services are maintained, updated, and evaluated.	Draft and complete an updated Storm Drain Master Plan for the City's storm drain infrastructure. Tie updated Storm Drain Master Plan to storm drain development impact fees.	Adopt updated Storm Drain Master Plan to allow staff to seek grant funding and collect storm drain DIFs for improvement projects by FY 27, Q4.	PW Sustainability and Environment

Community Development Department (Internal Goals)			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Invest in City staff and organizational excellence	Pursue Professional Development Opportunities for all CDD Staff	1. Identify relevant training or professional development opportunities for all CDD staff 2. Budget for and enroll CDD staff in trainings 3. Document and report out attendance by CDD staff by Q4 of each FY	CDD Admin
Expand Homelessness Support Services	Pursue expanded homelessness support services & programs (e.g., Safe Parking Program, Tiny Home Village, etc.)	1. Continue to research & evaluate additional locations 2. Coordinate w/ service providers 3. Present to City Council (as applicable) for authorization & funding by FY 27, Q3	CDD Admin
General Government (Internal Goals)			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
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.	Coordinate with the County of Santa Barbara to ensure the City of Carpinteria's compliance with the Hazard Mitigation Plan by providing all required data and information for annexation into the countywide plan, and actively participating in planning meetings as needed.	Ensure all required data and documentation is submitted to the County by the established deadlines.	
Strengthen inclusive and transparent communication between the City and its diverse communities.	Promote transparency and civic engagement by supporting the annual State of the City events to public awareness of City initiatives.	Collaborate with the Mayor to develop and refine the Chamber State of the City speech annually, providing speaking support, presentation materials, and digital assets as needed each fiscal year.	GG Emergency Management/Communications
Enhance the City Volunteer Program.	Enhance volunteer materials and training.	Consolidate and update the volunteer handbook to ensure it aligns with current program standards and includes updated policies by FY 26, Q2.	GG Emergency Management/Communications
Enhance the City Volunteer Program.	Recognize volunteer contributions.	Organize and host an annual volunteer recognition event annually in collaboration with other city departments that engage volunteers, to celebrate and acknowledge volunteer contributions each fiscal year.	GG Emergency Management/Communications

Coordinate staff training in compliance with emergency response plans.	All staff and elected officials to complete required emergency trainings.	Ensure compliance with ICS 100 and 700, and EOC General and Section training for all City staff and elected officials by FY 26, Q2. New staff and elected officials must complete the required trainings within six months of their start date.	GG Emergency Management/Communications
Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.	Prepare requisite resolutions for City Council adoption to call and consolidate the November 3, 2026 General Municipal Election with the Statewide General Election for the election of Council candidates and place a revenue measure on the ballot.	Timely preparation and submission of resolutions to the City Council for the November 3, 2026 General Municipal Election, including a revenue measure.	GG City Clerk
Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.	Submit adopted Council resolutions and request for consolidation services to the County of Santa Barbara Clerk of the Board and Elections Division.	Submission of adopted resolutions and consolidation request to the County Clerk and Elections Division by the required deadlines.	GG City Clerk
Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.	County of Santa Barbara Board of Supervisors approve City's request for consolidation and direct the Elections Division to consolidate municipal election.	County Board of Supervisors' approval of the City's consolidation request by the established timeline.	GG City Clerk
Ensure legal and efficient elections process is conducted. Request Consolidation Services from the County of Santa Barbara Elections Division.	Prepare and post/publish all required notices as per State Elections Code.	Accurate posting and publication of all required legal notices in accordance with the State Elections Code.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Draft Election Fact Sheet and circulate to staff and public.	Completion and circulation of the Election Fact Sheet to staff and the public within the designated timeframe.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Prepare Candidate Handbook and Nomination Packets.	Preparation and distribution of Candidate Handbooks and Nomination Packets within the candidate filing period.	GG City Clerk

Assist Council Candidates in Filing Nomination Papers.	Walk candidates through candidate handbook, election timeline, resources, and required forms.	Completion of candidate orientations, covering the handbook, election timeline, resources, and forms by the required deadlines.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Review ballot designations and candidate statements and process nomination papers with County of Santa Barbara Elections Division for signature verification.	Review and submission of ballot designations, candidate statements, and nomination papers to the County for signature verification within the deadline.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Receive, review, and process campaign finance reports and forms.	Timely receipt and processing of all campaign finance reports and forms in compliance with FPPC guidelines.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Submit certified list of candidates, ballot designations, and candidate statements and forward to County Elections Division.	Submission of the certified list of candidates, ballot designations, and candidate statements to the County Elections Division by the established deadline.	GG City Clerk
Assist Council Candidates in Filing Nomination Papers.	Review ballot proofs.	Timely review and approval of ballot proofs for accuracy.	GG City Clerk
Process Documents for a revenue measure on the ballot.	Call and consolidate the November 3, 2026 General Municipal Election and submit a revenue measure to the voters.	Timely submission of a revenue measure for inclusion in the November 3, 2026 General Municipal Election.	GG City Clerk
Process Documents for a revenue measure on the ballot.	Post Notice of Last Day to File Arguments with City Clerk.	Posting of the Notice of Last Day to File Arguments with the City Clerk by the required deadline.	GG City Clerk

Process Documents for a revenue measure on the ballot.	Draft Argument In Favor of revenue measure for Council review.	Drafting and submission of the Argument In Favor of revenue measure to the Council for review within the designated timeline.	GG City Clerk
Process Documents for a revenue measure on the ballot.	City Attorney to prepare Impartial Analysis.	Receipt and submission of the City Attorney's Impartial Analysis within the required timeframe.	GG City Clerk
Process Documents for a revenue measure on the ballot.	Receive Arguments In Favor/Against revenue measure and any Rebuttals.	Timely receipt, review, and submission of all Arguments In Favor/Against and Rebuttals to the County Elections Division.	GG City Clerk
Process Documents for a revenue measure on the ballot.	Submit Arguments, Rebuttals, and Impartial Analysis to the County Elections Division.	Submission of all arguments, rebuttals, and impartial analysis to the County Elections Division by the specified deadline.	GG City Clerk
Process Documents for a revenue measure on the ballot.	Review ballot proofs.	Timely review and approval of ballot proofs for the revenue measure.	GG City Clerk
Certification of Election and City Council Reorganization.	Receive certified results from County Elections Division.	Receipt of certified election results from the County Elections Division within the required timeframe.	GG City Clerk
Certification of Election and City Council Reorganization.	Council adopts resolution declaring the results of the November 3, 2026 General Municipal Election.	Adoption of a resolution by the City Council declaring the election results in a timely manner.	GG City Clerk

Certification of Election and City Council Reorganization.	City Clerk swears in newly elected or reelected Councilmembers.	Swearing in of newly elected or reelected Councilmembers at the first available City Council meeting after certification.	GG City Clerk
Certification of Election and City Council Reorganization.	City Council selects Mayor and Vice Mayor for the next two years.	Successful selection of Mayor and Vice Mayor by the City Council immediately following the reorganization meeting.	GG City Clerk
Ensure full compliance to risk management mandates.	Adhere to California Tort Claims Act Requirements.	Oversee the claims management process through CJPIA as laid out in Resolution 5004. Track all claims from beginning to end, analyzing trends for improvement. Assess the claims intake process and make updates where necessary. Train relevant staff on City claims process.	
Ensure full compliance to risk management mandates.	Comply with General Cal/OSHA standards.	Identify and address Cal/OSHA compliance gaps with formalized corrective action plans. Maintain all required Cal/OSHA documentation and postings.	
Ensure full compliance to risk management mandates.	Ensure compliance to the Americans with Disability Act (ADA).	Update the City's ADA Transition Plan through DACTrak. Assess, and update where necessary, ADA accommodation process and grievance procedures. Identify ADA non-compliance and work towards compliance.	
Mitigate City risk through effective application of risk management best practices.	Manage insurance programs with CJPIA and respective insurance brokers efficiently and effectively.	Annually review and update property and vehicle schedules. Conduct a comprehensive asset audit to itemize all insurable City-owned items. Manage all insurance policy renewals in a timely manner, ensuring continuous coverage and, potentially, exploring other insurance options. Fulfill all evidence of coverage requests promptly and accurately. Regularly review insurance coverage limits based on risk assessments and market conditions.	

Identify, analyze, and evaluate risks to the City.	Conduct comprehensive risk assessments and audits.	Work towards implementing all of CJPIA's LossCAP mitigation recommendations. Work across departmental lines to identify departmental risk. Develop and maintain a City-wide risk matrix that prioritizes risks based on likelihood and impact.	
Mitigate City risk through effective application of risk management best practices.	Audit past policies, procedures, and agreements/contracts.	Review, assess, and update (where appropriate) all City policies and procedures. Create an overarching policy on the creation and management of City policies. Review and analyze all past agreements/contracts and monitor term-end dates.	
Mitigate City risk through effective application of risk management best practices.	Minimize workers' compensation claims and associated costs	Work with Human Resources to analyze root causes of claims, discover ways to mitigate, and ensure compliance with all mandated staff trainings. Work with Volunteer Coordinator to ensure appropriate screening, training, tracking, and safety protocols for all volunteers. Manage and maintain all City-owned AEDs and first-aid kits, ensuring they are operational and accessible. Track and analyze injury trends, implementing targeted safety programs based on our findings.	Workers' compensation is a major operational cost. Highlighting initiatives to reduce claims, improve safety, and manage costs effectively will demonstrate proactive financial stewardship and concern for employee well-being.
Mitigate City risk through effective application of risk management best practices.	Reduce liability and property claims and associated costs.	Analyze root causes of liability and property claims to identify and implement mitigation strategies. Ensure timely reporting of all liability claims to CJPIA claims adjuster (e.g., Carl Warren & Company) and review monthly summary reports for trends and lessons learned. Conduct and document regular safety inspections (playgrounds, parks, trees, facilities, streets, sidewalks) in accordance with the City's IIPP and other relevant schedules. Coordinate and actively participate in Risk Management Evaluations and audit inspections. Maintain confidential DMV pull-notice driving reports and ensure appropriate action is taken based on report findings.	

Mitigate City risk through effective application of risk management best practices.	Ensure contractual risk transfer and compliance.	Review and update City-mandated insurance requirements in contract templates, permits, and other agreements. Conduct thorough reviews of insurance and indemnification clauses in all significant contracts prior to execution. Train 100% of applicable staff per CJPIA recommended frequency on proper procedures for verifying evidence of insurance coverage from contractors, vendors, and permittees. Track and monitor contractor/vendor insurance documents to ensure 100% compliance with City agreement requirements.	
Mitigate City risk through effective application of risk management best practices.	Enhance cybersecurity and data protection	Collaborate with IT to conduct annual cybersecurity vulnerability assessments. Initiate development of a Cybersecurity Incident Response Plan.	
Mitigate City risk through effective application of risk management best practices.	Maintain compliance Injury Illness Prevention Program (IIPP) standards by implementing the City's IIPP.	Convene quarterly with the City's Safety Committee to review safety performance, incidents, and IIPP effectiveness. Incorporate IIPP training into new employee onboarding. Conduct regular workplace inspections to identify and mitigate hazards causing injury or illness. Ensure proper record-keeping for all IIPP-related documentation (training, inspections, and corrective actions).	
	Optimize recruitment process. Develop and optimize onboarding procedures and Employee Handbook.	Complete the Employee Handbook by March 2025. Achieve 100% onboarding completion rate – all new hires complete all onboarding steps within the designated timeframe (60-days).	
	Enhance employee benefits program.	Convert the City's wellness benefit in to a cafeteria plan by FY 26, Q4. Expand the deferred compensation program to include a loan option, 403(b) option, and a payroll deduction Roth IRA option by FY 26, Q2. Conduct HR wellness campaigns each quarter of the fiscal year.	
	Provide management staff tools and training to oversee department-level human resource functions.	Complete the Human Resources Guidelines Manual by FY 26, Q4. Identify and offer management-specific resources to Department Heads (e.g. conflict resolution, performance management, strategic decision making) each quarter.	

Improve operational efficiency	Develop a Legislative Policy Platform	Council adoption of Legislative Policy Platform by FY 26, Q4.	GG Admin
Parks, Recreation, and Community Services (Internal Goals)			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
Begin a Library e-newsletter	Continue monthly e-newsletter to share regular updates with garden members local opportunism and offerings, events and classes.		PRCS Library
Strengthen Community-Centered Library Services	To enhance the quality and relevance of library programs by actively gathering and using community feedback through user and participant surveys for at least 50% of library-hosted programs	50% of library programs for which participant feedback is collected.	PRCS Library
Improve program operations and administration	Evaluate effectiveness of current garden policies and procedures (plot assignment process, communication systems, payment process, volunteering requirements, etc.)		PRCS Garden
Establish a Sustainable Memorial Bench and Plaque Policy	Develop a fiscally responsible policy that clearly outlines the cost structure, maintenance responsibilities, and replacement terms for memorial benches and plaques	Draft a policy and have it approved by City Council	PRCS Admin

Public Works (Internal Goals)			
Strategic Goals	Objectives	Performance Measures	Division Assigned to
To expedite permit application process.	Establish Engineering Permit Application Flow Chart.	Track customer satisfaction survey statistics.	PW Admin/Engineering

On Deck

Community Development Department

On Deck	Justification
Complete Sea Level Rise Vulnerability Assessment & Adaptation Plan (SLRVAAP) Update	Will require consultant support
Adopt Soft Story Buildings Retrofit Ordinance	Some community opposition; need for additional outreach & research
Adopt Night Sky Lighting Ordinance	Higher priority long range planning work items
Wireless Communications Ordinance Update	Higher priority long range planning work items
Entertainment Licensing Ordinance Update	Pending direction from City Council
Explore options for Spanish translation of ARB & Planning Commission meetings, and other important CDD meetings/events	Will require additional budget expenditure for contractor services or need to be part of broader city hall program to expand translation services

Explore establishment of Voluntary Cooperative Agreements with STR host platforms	Requires additional legal assistance to craft VCAs. May require more extensive updates to STR regulations and/or licensing requirements
Amend mobile home park rent stabilization ordinance & explore additional mobile home park residency protections	Requires additional legal assistance to craft updated regulations in accordance with current state law.
Develop master address list for all city properties/residences	Labor intensive project requiring GIS mapping capabilities. May be excellent future intern project.
Develop objective coastal resource protection standards	Required by CCC as condition to 2025 Housing Element Zoning Amendments LCPA, but have 5 years to complete
<u>General Government</u>	
On Deck	Justification
Establish Memorandums of Understanding (MOUs) with at least one identified emergency shelter in Carpinteria, outlining roles, responsibilities, and operational procedures for shelter activation during a disaster.	Will be included in next workplan. Emergency Operations Plan Development (2025-2027 Workplan) will include and identify potential areas that should be used as an emergency shelter.
Second Revenue Measure for November 3, 2026 General Municipal Election	Additional City Revenue through approval of the voters
Electronic Content Management (ECM) System	Streamline search and retrieval of official City records

Parks, Recreation, and Community Services

On Deck

Justification

Concha park

Beach closure



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Authorize the execution of a Memorandum of Agreement (MOA) between the City of Carpinteria and the Santa Barbara County Office of Emergency Management regarding the activation of the ReadySBC alerts system, as well as the City's access to and use of Genasys, Emergency Zone Mapping Solution.

STAFF RECOMMENDATION

Authorize the City Manager to execute the Memorandum of Agreement between the City of Carpinteria and the Santa Barbara County Office of Emergency Management concerning the activation of the ReadySBC alerts system and the Genasys EVAC, Emergency Zone Mapping Solution.

Sample Motion: I move to authorize the City Manager to execute the Memorandum of Agreement between the City of Carpinteria and the Santa Barbara County Office of Emergency Management concerning the activation of the ReadySBC Alerts system and the Genasys EVAC Emergency Zone Mapping Solution. (This motion requires a roll call vote.)

BACKGROUND

Countywide Implementation of Genasys EVAC:

In June 2024, the County of Santa Barbara (County) approved a contract with Genasys, Inc. to implement Genasys EVAC, an emergency zone mapping solution, for use by all public safety agencies countywide. The Santa Barbara County Office of Emergency Management (COEM) has led efforts to implement the solution countywide, including the development of all-hazards emergency zones and the integration of local data that will aid first responders in their decision-making before, during, and after emergencies.

The Genasys solution is comprised of two elements:

- Genasys EVAC, an internal system accessed by first responders, dispatchers, emergency managers, Geospatial Information System (GIS) technicians, and other public safety personnel. The internal system holds the emergency zones, plus decision-support data viewable to internal users only, such as day and night

population and vehicle statistics, critical evacuation facilities, pre-identified sheltering and traffic control points/road closures, and more.

- Genasys PROTECT, the public-facing map accessed via www.protect.genasys.com and the Genasys PROTECT mobile app. The County will also be hosting the map 24/7 on www.ReadySBC.org/emergency. Residents can view the map to identify any zones activated during emergencies and enter an address to determine if they are impacted. Residents can also view activated sheltering locations, traffic control points and road closures, and important links to access more information.

The Genasys EVAC platform is a non-technical, easy to use solution designed for public safety users. The system supports streamlined coordination and clear communication on protective action decisions with co-responding agencies, the Emergency Operations Center (EOC), Sheriff's Dispatch, and the public. However, the Genasys EVAC platform is **NOT** an alerting software; the County plans to continue sending ReadySBC Alerts through Everbridge, a mass notification software solution. Genasys EVAC complements emergency alerts by visually depicting the impacted areas during an emergency.

The County has worked closely with partner agencies, including the Santa Barbara County Sheriff's Office (Sheriff) and the Carpinteria-Summerland Fire Protection District (CSFPD), to prepare for implementation of the system.

City of Carpinteria's Role in Zone Development:

Over the past nine months, the City of Carpinteria has actively participated in the zone development and data integration process, led by COEM. This collaborative effort prioritized creating accurate, data-informed emergency zones to support critical life safety decisions, such as evacuations, sheltering in place, and other protective actions. In Carpinteria, several GIS data layers were incorporated, along with identified evacuation and resource sites, critical facilities, pre-established traffic control points (based on historical data), and special consideration zones.

Key City and public safety leaders played a critical role in shaping the zones for the Carpinteria area. City Manager Michael Ramirez, Assistant City Manager Ryan Kintz, Fire Administrator Dave Baker with Carpinteria-Summerland Fire Protection District, and Chief Rich Brittingham with Santa Barbara County Sheriff's Office provided essential input based on historical emergency response data and subject matter expertise. Their leadership ensured that the zones reflected real-world considerations for all-hazard emergencies, law enforcement and fire agency response efforts, and community safety.

Internal users of the Genasys platform will include all eight cities within the County, the Carpinteria-Summerland and Montecito Fire Protection Districts, and key regional, state, and federal partners, such as Lompoc Federal Penitentiary, Los Padres National Forest, UC Santa Barbara, and Vandenberg Space Force Base. Numerous County departments and divisions—including Fire, Sheriff, Animal Services, Public Health, and others—have

also contributed data and expertise. Additional support came from state agencies such as the California Highway Patrol and California State Parks.

Preparation and Training:

To prepare for implementation, COEM and its partners developed new activation protocols and hosted a series of multi-agency trainings and exercises. The City of Carpinteria was an active participant in these sessions. City Program Manager Juliza Briones, Chief Rich Brittingham, and Fire Administrator Dave Baker took part in several intensive training events organized by OEM, including:

- May 21, 2025 – Hands-On Genasys EVAC Training: A technical session providing direct practice with the platform.
- May 27, 2025 – “Train the Trainer” Course: This session prepared designated Super Users to train additional internal agency staff, promoting consistent knowledge and operational readiness.
- May 28, 2025 – Multi-Jurisdictional Simulation Exercise: A scenario-based drill that walked participants through a full-scale local activation workflow—identifying threats, selecting zones, issuing protective actions, and initiating activation of the public-facing map. The exercise strengthened interagency coordination and real-time decision-making.

These trainings have played a vital role in preparing local teams for the platform’s operational launch and ensuring that emergency response personnel are equipped to act decisively and collaboratively during actual incidents. As Genasys EVAC becomes a core component of countywide emergency response and evacuation planning, the City of Carpinteria remains committed to maintaining high readiness and interagency coordination.

Public Outreach and Launch Planning:

As the platform nears public launch, extensive public education and media coordination are also underway. The City of Carpinteria and Santa Barbara County are preparing to officially launch Genasys EVAC on Tuesday, June 24, 2025. To prepare the public for this new communication tool and increase awareness, OEM is leading a countywide education and outreach campaign, which the City will support and amplify across all local communication channels.

Public outreach will include press releases, social media campaigns, newsletters, and other digital communications. These efforts will focus on how residents can access their emergency zones, where to find real-time emergency information, and how to sign up for ReadySBC Alerts.

While the Genasys EVAC platform interface is in English, incident-specific details will be manually entered onto the map in both English and Spanish. This dual-language standard is a core communication policy that all jurisdictions using Genasys EVAC have agreed to follow, ensuring that critical protective actions and emergency instructions are accessible to a broader segment of the community.

Later this year, OEM will coordinate with participating agencies, including the City of Carpinteria, to release additional public-facing resources such as public service announcements, and other preparedness tools to further strengthen community readiness.

DISCUSSION

The Genasys EVAC software will serve as a critical tool for coordinated emergency response and public communication across Santa Barbara County. It will be actively used by the COEM, Sheriff, and the CSFPD for managing and conveying decisions on protective actions. One of its key features is the ability to deliver real-time, public-facing interactive maps that clearly display evacuation zones and safety instructions.

All participating agencies will utilize Genasys EVAC to access decision-support data, coordinate operational efforts with co-responding partners, and issue timely and accurate protective actions. The platform enhances interagency coordination and provides a unified framework for emergency communication across jurisdictions.

The purpose of this Memorandum of Agreement (MOA) (Attachment A) is to define the roles and responsibilities of the City of Carpinteria and the County in the use of the Genasys EVAC system. It outlines the system's capabilities, operational requirements, usage restrictions, and the limitations of the product. Additionally, the MOA addresses the utilization of Homeland Security Grant Program (HSGP) funds to cover the costs of the software for the next 3 years for all participating Santa Barbara County agencies. The MOA also provides information on potential future cost considerations should grant funding no longer be available, as well as other relevant administrative provisions to guide ongoing participation. This MOA references and is supported by the County of Santa Barbara Public Alert and Warning Policy (Attachment B), which provides additional context and guidance regarding public alert protocols and procedures and is in the process of being updated to integrate Genasys EVAC emergency zone mapping policy concepts.

In addition to the mapping functions, the alerting components of the MOA provide significant operational and legal clarity. These include clearly defined roles and responsibilities for issuing alerts, legal and regulatory requirements, procedures for requesting support from the County, and a framework for understanding liability protections and administrative oversight. Together, these components ensure that the City is aligned with countywide standards and equipped to participate confidently in coordinated public alerting and protective action efforts. It is important to note that the

County has been supporting emergency alerting for the City of Carpinteria for the past 10 years without a formal agreement in place. This MOA both formalizes the County's ongoing commitment to providing emergency alert support upon request, and the City of Carpinteria's recognition of the vital importance of this collaboration.

The COEM acts as the designated alerting authority on behalf of the County and all incorporated cities, including the City of Carpinteria. In this role, COEM is responsible for the oversight and management of the ReadySBC Alerts system (powered by Everbridge) and its associated infrastructure, including:

- Managing users, permissions, and system training
- Developing and updating all alert and warning policies, protocols, and standard operating procedures
- Coordinating pre-scripted and pre-translated alert messages in multiple languages
- Working jointly with the Santa Barbara County Sheriff's Dispatch to share responsibility for issuing emergency alerts

This structure ensures consistency, compliance with legal requirements, and operational efficiency across jurisdictions during emergencies.

Participating agencies expected to sign an MOA include the cities of Buellton, Goleta, Guadalupe, Lompoc, Santa Barbara, Santa Maria, and Solvang; the Carpinteria-Summerland Fire Protection District and Montecito Fire Protection District; the Santa Barbara County Sheriff's Office and County Fire Department; UC Santa Barbara; the Lompoc Federal Penitentiary; and Vandenberg Space Force Base. Additional agencies, such as California State Parks, may choose to access the system at a later date and can execute their own MOAs to join the network when ready.

By entering into this agreement, the City ensures alignment with regional emergency management protocols and maintains access to a countywide platform that supports enhanced decision-making, interagency coordination, and public safety communication during critical incidents.

POLICY CONSISTENCY

The implementation of the Genasys EVAC emergency zone mapping platform aligns with both the City of Carpinteria's and County's broader emergency management and public safety policies. This project supports the goals outlined in the City's Emergency Operations Plan, the City of Carpinteria's and County's Multi-Jurisdictional Hazard Mitigation Plan, and related public safety initiatives focused on enhancing interagency coordination, improving emergency communication, and increasing community preparedness and resilience.

Furthermore, the City's active participation in the Genasys EVAC program reinforces our commitment to equitable emergency communication, including language access, and

compliance with federal and state grant requirements under the Homeland Security Grant Program (HSGP).

FINANCIAL CONSIDERATIONS

This Memorandum of Agreement (MOA) currently has no direct fiscal impact on the City of Carpinteria. The Genasys EVAC software is funded through the Homeland Security Grant Program (HSGP) for the current fiscal years, extending through 2027-28.

Should FEMA withdraw existing funding or if future grant funding becomes unavailable, COEM, in collaboration with all participating jurisdictions across the County, will evaluate alternative funding options. Any proposed funding strategies will be brought to the City Council for review and direction before any financial commitments are made.

The MOA includes terms and conditions that allow the City to terminate its use of and participation in the Genasys EVAC system in the event that sustainable funding cannot be secured in future years.

OPTIONS

1. Authorize the City Manager to execute the Memorandum of Agreement between the City of Carpinteria and the Santa Barbara County Office of Emergency Management concerning the activation of the ReadySBC Alerts system and the Genasys EVAC Emergency Zone Mapping Solution.
2. Request modifications to the proposed Memorandum of Agreement and authorize the City Manager to execute the revised agreement with the approved changes.
3. Decline to approve the Memorandum of Agreement and direct staff to explore alternative methods for emergency alerting and evacuation zone mapping for the City of Carpinteria.

PRINCIPAL PARTIES EXPECTED AT MEETING

Yaneris Muñiz, County of Santa Barbara Office of Emergency Management

ATTACHMENTS

- Attachment A: Memorandum of Agreement between Santa Barbara County Office of Emergency Management and City of Carpinteria Regarding Activation of the ReadySBC Alerts System and Access and Use of Emergency Zone Mapping Solution
- Attachment B: County of Santa Barbara Public Alert and Warning Policy

Staff contact: Juliza Briones, Program Manager
(805) 755-4401, julizab@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

Memorandum of Agreement between Santa Barbara County Office of Emergency Management and City of Carpinteria Regarding Activation of the ReadySBC Alerts System and Access and Use of Emergency Zone Mapping Solution

**MEMORANDUM OF AGREEMENT
BETWEEN
SANTA BARBARA COUNTY OFFICE OF EMERGENCY MANAGEMENT
AND
CITY OF CARPINTERIA
REGARDING ACTIVATION OF THE READYSBC ALERTS SYSTEM AND ACCESS TO
AND USE OF EMERGENCY ZONE MAPPING SOLUTION**

THIS MEMORANDUM OF AGREEMENT (hereafter “Agreement”) is made by and between the Santa Barbara County Office of Emergency Management, with an address at 4408 Cathedral Oaks Rd., Santa Barbara, CA 93110 (hereafter “SBC OEM”), and City of Carpinteria, with an address at 5775 Carpinteria Ave., Carpinteria, CA 93013, wherein SBC OEM and CITY OF CARPINTERIA (the “parties”) agree:

WHEREAS, the purpose of this Agreement is to set forth the terms and conditions for 1) activation processes of the County’s ReadySBC Alerts system powered by Everbridge and 2) access to and use of emergency zone mapping solution powered by Genasys EVAC (hereafter “Genasys EVAC”); and

WHEREAS, the County ReadySBC Alerts system allows for rapid dissemination of public alerts during emergencies and includes the following delivery methods: email; text message; voice phone calls; TTY/TDD for the deaf and hard of hearing; Nixle text message and email; Integrated Public Alert and Warning System (“IPAWS”) Wireless Emergency Alerts (“WEA”) and Emergency Alert System (“EAS”) notifications; and

WHEREAS, Genasys EVAC features 1) local, state, and federal sourced decision support data via a map-based platform to aid public safety agencies during emergencies, 2) pre-identified emergency zones that support streamlined protective actions decisions, such as evacuations and sheltering in place, and 3) a public-facing emergency zones map accessed via an online browser and mobile app; and

WHEREAS, SBC OEM is the Santa Barbara County Operational Area (SBC OA) emergency alerting authority and is responsible for overseeing local emergency alerting policies and standard operating procedures (SOPs), maintaining alerting software and hardware, training a cadre of qualified alert originators, and along with Sheriff’s Dispatch staff, disseminates alerts to inform the public of imminent or occurring hazards and necessary protective actions; and

WHEREAS, SBC OEM is the implementation and administrative agency of Genasys EVAC. SBC OEM is responsible for system and data management, contract management, development and maintenance of policies and SOPs, monitoring of appropriate use, and granting access to authorized public safety agencies and jurisdictions within the Santa Barbara SBC OA; and

WHEREAS, SBC OA cities, special districts, and other agencies charged with public health and safety responsibilities may request activation of the County ReadySBC Alerts system when a hazard or incident poses a threat to the community and protective actions are necessary to protect life and property; and

WHEREAS, the term “internal user access” refers to agencies utilizing SBC OEM’s instance of Genasys EVAC to facilitate internal and multi-jurisdictional, all-hazards protective action decision-making and convey those decisions to public safety partners, emergency alert originators, and the public; and

WHEREAS, CITY OF CARPINTERIA recognizes Genasys EVAC is intended to enhance capabilities to quickly and effectively convey protective action decisions to co-responders and the public, and is not intended to replace or address gaps in planning efforts; and

WHEREAS, CITY OF CARPINTERIA seeks to establish an agreement with SBC OEM in the event CITY OF CARPINTERIA wishes to activate the County ReadySBC Alerts system, and to directly access and utilize Genasys EVAC; and

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **RECITALS.** The above recitals are true and correct and are incorporated here by this reference.
2. **DESIGNATED REPRESENTATIVE.** Kelly Hubbard, Director of the Santa Barbara County Office of Emergency Management (phone number (805) 681-5524), is the representative of SBC OEM and will administer this Agreement for and on behalf of SBC OEM and the SBC OA. Michael Ramirez (phone number (805) 755-4450), City Manager is the authorized representative for CITY OF CARPINTERIA. Changes in designated representatives shall be made with advance written notice to the other party and does not require amendments to this Agreement.
3. **NOTICES.** Any notice or consent required or permitted to be given under this Agreement shall be given to the respective parties in writing, by personal delivery or email, or with postage prepaid by first class mail, registered or certified mail, or express courier service, as follows:

To SBC OEM:

Kelly Hubbard, Director
Santa Barbara County Office of Emergency Management
4408 Cathedral Oaks Road
Santa Barbara, CA 93110
Email: oem@countyofsb.org

To CITY OF CARPINTERIA:

Michael Ramirez, City Manager
City of Carpinteria
5775 Carpinteria Avenue
Carpinteria CA, 93013
Email: michaelr@carpinteriaca.gov

or at such other address or to such other person that the parties may from time to time designate in accordance with this Notices section. If sent by first class mail, notices and consents under this section shall be deemed to be received five (5) days following their deposit in the U.S. mail. This Notices section shall not be construed as meaning that either party agrees to service of process except as required by applicable law.

4. **TERM AND AMENDMENTS.** This Agreement is effective on the date of the last signature and shall remain in place until either party wishes to revise it or terminate it. Either party may terminate the Agreement in part or in whole for any reason with a 90-day written notification to the other party. Where applicable, the informing party must specify if the Agreement termination is related to County ReadySBC Alerts activation, internal user access to the Genasys EVAC system, or both. Any significant revisions to this Agreement will be communicated and coordinated between the designated representatives and result in a newly signed Agreement or amendments.

A. **Cities with contracted County Fire and Sheriff's Office services:** If CITY OF CARPINTERIA decides to terminate this Agreement, a written notification must be received by SBC OEM at least 90 days in advance of the intent to terminate. Termination of this Agreement may include but is not limited to, 1) the intent to no longer request activation of the County ReadySBC Alerts system and/or 2) no longer utilizing Genasys EVAC for protective action decision-making and public mapping purposes.

- i. CITY OF CARPINTERIA will be responsible for any potential costs associated with transferring the agency's data to them, if requested by CITY OF CARPINTERIA.
- ii. At the time of written notification for termination, CITY OF CARPINTERIA must also indicate if they will continue utilizing the pre-identified emergency zones and move this data into another map-based platform or will rescind their jurisdiction's pre-identified emergency zones.
- iii. If termination includes no longer using the Genasys EVAC system, CITY OF CARPINTERIA agrees to allow their zone (if zones will remain the same in another platform) and jurisdictional data to remain within Genasys EVAC system. This information will be utilized by the County and partner agencies to support CITY OF CARPINTERIA alert requests, mutual aid concepts, and situational awareness only. County agrees to remove zones and data from Genasys public-facing maps.
- iv. If the decision to terminate this Agreement includes rescinding pre-identified emergency zones for a City with County contracted public safety services, CITY OF CARPINTERIA agrees to consult and reach a consensus with County Fire and/or Sheriff's Office leadership on this decision and any alternatives. County Fire and Sheriff's Office may have contractual stipulations with the city on adequate pre-planning, protocols, and response tools in order to fulfill public safety duties, including those related to emergency and disaster response efforts.
- v. CITY OF CARPINTERIA must also issue a public statement notifying residents and stakeholders of the intent to terminate use of the County ReadySBC Alerts system and/or Genasys EVAC platform as soon as possible and within 30 days of the Agreement termination date. Notifications shall include where to find emergency zone information, how to receive local alerts from that agency, and considerations for that agency during an emergency.
- vi. These Agreement clauses do not apply in the event the County terminates its contract with Genasys and transitions all emergency zones and data to another platform.

B. **If the County terminates the use of Genasys EVAC or Genasys EVAC**

agreement expires and is not renewed:

- i. SBC OEM will coordinate with County Fire and Sheriff's Office to make formal recommendations for contract termination or planning upon expiration and non-renewal of the Genasys EVAC agreement. These County departments may consult with CITY OF CARPINTERIA and other impacted agencies prior to making any formal recommendations, but the County retains all rights to make final contract termination decisions.
- ii. In the event of a contract termination or non-renewal decision, CITY OF CARPINTERIA will be informed in writing and provided initial transition timelines. All attempts will be made to provide as much transition time as possible. SBC OEM will facilitate meetings with CITY OF CARPINTERIA and other impacted partners to discuss data and records transfer, coordinated public and stakeholder notification, and any modifications to alerting and mapping software or workflows.
- iii. The County may offer to coordinate and provide access to an alternative countywide map-based emergency zone mapping and/or public information software solution and establish a new MOA with CITY OF CARPINTERIA. However, the County is not required to provide an alternative software solution. If the County does not offer an alternative software solution, CITY OF CARPINTERIA understands it is responsible for pursuing their own data, mapping, and public information solutions at their discretion.

5. **AGENCY/JURISDICTION RESPONSIBILITIES ATTESTATION.** Attachment A of this Agreement requires the signatory for CITY OF CARPINTERIA to attest to and comply with Agency/Jurisdiction core responsibilities that are critical to countywide unity, standardization, and successful coordination on alerting concepts and the Genasys EVAC system.

6. **COUNTY OF SANTA BARBARA PUBLIC ALERT AND WARNING POLICY.**

CITY OF CARPINTERIA agrees to abide by the County of Santa Barbara Public Alert and Warning Policy when requesting alerts be sent on their behalf through the ReadySBC Alerts system, as well as access and authorized use guidelines for Genasys EVAC. SBC OEM coordinates updates to this policy on an annual basis or as needed and will distribute updated versions to stakeholders. The policy includes but is not limited to:

- A. Accessing decision-support data, GIS layers, and hazard simulation features within the Genasys EVAC internal user platform;
- B. Coordinating protective action decision consensus with co-responding agencies and jurisdictions, including any contract Cities;
- C. Confirming verbal and/or written approval from decision-makers (i.e., field Incident Commander, Risk Decision Teams);
- D. Submitting a request for activation of the ReadySBC Alerts system (including any Wireless Emergency Alerts), and general processes for activation of the public-

facing emergency zones map based on County, City, special district, and key partner agency protocols;

- E. CITY OF CARPINTERIA will be responsible for publishing any incident specific sheltering locations, traffic control points, road closures, or other emergency information as appropriate on the Genasys EVAC public-facing emergency zones map.
- F. CITY OF CARPINTERIA will be responsible for initiating and analyzing any hazard simulation features and data in Genasys EVAC in accordance with their emergency response protocols.

Additionally, CITY OF CARPINTERIA recognizes that Genasys EVAC is not an emergency alerting tool. Genasys' public-facing emergency zone map is intended to visually support emergency alerts. Therefore, the utilization of Genasys EVAC requires all cooperating agencies to still take separate action to address emergency alerting and public notification, including working closely with County Sheriff Dispatch and SBC OEM to coordinate primary emergency alerting processes when needed.

7. **AB 1638 REQUIREMENTS AND PRE-SCRIPTED BILINGUAL ALERT AND WARNING MESSAGES.** CITY OF CARPINTERIA recognizes and is familiar with California Assembly Bill (AB) 1638 requirements for providing timely, accurate, and accessible emergency information to all residents in English and any other locally prevalent non-English languages. Per the American Community Survey 5-Year Data (2019-2023), all jurisdictions within Santa Barbara County meet the 5% population threshold for Spanish speakers that speak English "less than very well". Therefore, agencies/jurisdiction are required to provide emergency information in at minimum English and Spanish to comply with AB 1638. Agencies are required to review language requirements every 5 years. To this end, CITY OF CARPINTERIA agrees to utilize SBC OEM provided pre-scripted bilingual English/Spanish alert and warning messages when activation of the ReadySBC Alerts system is requested. The pre-scripted messages may also be utilized for other incident communications such as social media, websites, etc. Additionally, Agencies will utilize identical bi or multilingual messages within Genasys EVAC. CITY OF CARPINTERIA recognizes these scripts have been vetted for compliance with federal Code of Regulation requirements, California State Alert and Warning guidance, and best practices. Ultimately, compliance with AB 1638 is the responsibility of XXXXXX.

- A. In the event CITY OF CARPINTERIA identifies other non-English speaking communities that make up 5% or more of their jurisdiction or service territory population (e.g., Mixteco speakers), CITY OF CARPINTERIA is responsible for coordinating and providing translated emergency alerting language and messaging to SBC OEM or Sheriff's Dispatch personnel for alerting and emergency mapping purposes.
- B. In the event CITY OF CARPINTERIA has an incident that falls outside of the SBC OEM pre-scripted alert and warning messages, that agency is responsible for coordinating and providing multilingual (English and Spanish required, as well as other languages as identified in 8.A.) alerting language and messaging to SBC OEM or Sheriff's Dispatch personnel for alerting and emergency mapping

purposes.

- C. CITY OF CARPINTERIA recognizes that any time it can pre-identify additional languages and/or additional incidents outside of SBC OEM's pre-scripted alert and warning messages in which they can provide 8.A. and/or 8.B. in advance can significantly increase the speed of which alerts can be sent to the public.

8. UNIFIED PUBLIC EDUCATION

- A. CITY OF CARPINTERIA recognizes the importance of collaborative public education and information efforts to reach all segments of the community with a unified message. CITY OF CARPINTERIA agrees to promote ReadySBC Alerts and Genasys EVAC as Santa Barbara County's primary alert and warning system and emergency zone mapping solution, respectively.
- B. CITY OF CARPINTERIA agrees to coordinate with SBC OEM on utilization of approved key messages, public education assets, website content and materials that are consistent with ReadySBC branding guidelines.
- C. SBC OEM agrees to host the Genasys EVAC public-facing emergency zones map 24/7/365 on the County's www.ReadySBC.org website. Additionally, Agencies can embed or post a link to the emergency zones map on their own website. During an incident, Agencies can:
 - i. Direct residents to access the map by navigating to www.ReadySBC.org. However, CITY OF CARPINTERIA is responsible for contacting the SBC OEM Duty Officer to request posting of active incident specific information on www.ReadySBC.org in accordance with the County Public Alert and Warning policy; or
 - ii. Embed or post a link to the emergency zones map on their own website and direct residents to access the map and incident specific information only on their site.

9. ASSOCIATED COSTS.

- A. The Everbridge software powering the ReadySBC Alerts system is currently funded by the County's General Fund. There is no associated cost to CITY OF CARPINTERIA with requesting emergency alert notifications from the County.
 - i. Should funding be cancelled, or not approved for future years, the County may request a cost share with participating agencies or may choose to cancel the program.
- B. The Genasys EVAC software-as-a-service is currently funded for 4 years (FY 24/25 through FY 27/28) through the Homeland Security Grant Program (HSGP).
 - i. Should Homeland Security Grant funding be cancelled, or not approved for future years, the County may request a cost share with participating agencies or may choose to cancel the program.
- C. Any costs associated with each party's role in executing, implementing, and maintaining the requirements and responsibilities stated within this Agreement are the responsibility of each respective party. Should there be associated costs

related to third-party software enhancements, data coordination, etc., the parties agree to discuss potential mutual benefits and the possibility of a cost-share agreement.

- D. Should funding considerations change, SBC OEM will work with participating agencies to amend this agreement, and terms as discussed and agreed to at that time.

10. **INDEMNIFICATION AND INSURANCE.** In lieu of and notwithstanding the pro rata risk allocation which might otherwise be imposed between the parties pursuant to California Government Code Section 895.6, the parties agree that all losses or liabilities incurred by a party shall not be shared pro rata but instead all parties agree that pursuant to California Government Code Section 895.4, each of the parties hereto shall fully indemnify and hold each of the other parties, their officers, board members, employees and agents, harmless from any claim, expense or cost, damage or liability imposed for injury (as defined by California Government Code Section 810.8) occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying party, its officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such party under this Agreement. No party, nor any officer, board member, employee or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of other parties hereto, their officers, board members, employees or agents, under or in connection with or arising out of any work, authority or jurisdiction delegated to such other parties under this Agreement.

Each party shall maintain its own insurance coverage, through commercial insurance, self-insurance or a combination thereof, against any claim, expense, cost, damage, or liability arising out of the performance of its responsibilities pursuant to this Agreement.

11. **NON-ASSIGNMENT.** The parties shall not assign, transfer or subcontract this Agreement or any of its rights or obligations under this Agreement without the prior written consent of the other party, and any attempt to so assign, subcontract or transfer without such consent shall be void and without legal effect and shall constitute grounds for termination.
12. **SECTION HEADINGS.** The headings of several sections and any Table of Contents appended hereto, shall be solely for convenience of reference and shall not affect the meaning, construction or effect hereof.
13. **SEVERABILITY.** If any one or more of the provisions contained herein shall for any reason be found to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
14. **ENTIRE AGREEMENT AND AMENDMENT.** In conjunction with the matters considered herein, this Agreement contains the entire understanding and agreement of the parties and there have been no promises, representations, agreements, warranties or undertakings by any of the parties, either oral or written, of any character or nature hereafter binding except as set forth herein. This Agreement may be altered, amended

or modified only by an instrument in writing, executed by the parties to this Agreement and by no other means. Each party waives their future right to claim, contest or assert that this Agreement was modified, canceled, superseded, or changed by any oral agreements, course of conduct, waiver or estoppel.

15. **SUCCESSORS AND ASSIGNS.** All representations, covenants and warranties set forth in this Agreement, by or on behalf of, or for the benefit of any or all of the parties hereto, shall be binding upon and inure to the benefit of such party, its successors, and assigns.
16. **COMPLIANCE WITH LAW.** Each party shall, at its sole cost and expense, comply with all County, State and Federal ordinances and statutes now in force or which may hereafter be in force with regard to this Agreement.
17. **CALIFORNIA LAW AND JURISDICTION.** This Agreement shall be governed by the laws of the State of California. Any litigation regarding this Agreement or its contents shall be filed in the County of Santa Barbara, if in state court, or the federal district court nearest to Santa Barbara County, if in federal court.
18. **EXECUTION OF COUNTERPARTS.** This Agreement may be executed in any number of counterparts and each of such counterparts shall for all purposes be deemed to be an original; and all such counterparts, or as many of them as the parties shall preserve undestroyed, shall together constitute one and the same instrument.
19. **AUTHORITY.** All signatories and parties to this Agreement warrant and represent that they have the power and authority to enter into this Agreement in the names, titles and capacities herein stated and on behalf of any entities, persons, or firms represented or purported to be represented by such entity(ies), person(s), or firm(s) and that all formal requirements necessary or required by any state and/or federal law in order to enter into this Agreement have been fully complied with.
20. **SURVIVAL.** All provisions of this Agreement which by their nature are intended to survive the termination or expiration of this Agreement shall survive such termination or expiration.

(Signatures on following page.)

Memorandum of Agreement between the Santa Barbara County Office of Emergency Management and the CITY OF CARPINTERIA.

IN WITNESS WHEREOF, the parties have executed this Agreement to be effective on the last date of signature below.

**SANTA BARBARA COUNTY OFFICE
OF EMERGENCY MANAGEMENT:**

CITY OF CARPINTERIA:

By: _____
Kelly Hubbard
SBC OEM Director

By: _____
Michael Ramirez
City Manager

Date:

Date:

APPROVED AS TO FORM:
Gregory Milligan
Risk Management

By: _____
Risk Manager

Date:

APPROVED AS TO FORM:
Rachel Van Mullem
County Counsel

By: _____
Deputy County Counsel

Date:

Attachment A

City of Carpinteria Responsibilities Attestation

General Requirements

1. Use of California Standard Statewide Evacuation Terminology

City of Carpinteria is responsible for utilizing California Governor's Office of Emergency Services (CalOES) standardized emergency terminology and definitions (per CalOES Memo dated 5/15/2020) for evacuation and other protective action communications, ensuring consistency and clarity in emergency messaging across agencies and jurisdictions.

Initials: _____

2. Assigned Point of Contact (POC)

CITY OF CARPINTERIA is responsible for assigning a designated Point of Contact that will coordinate with the SBC OEM Alerting Administrator on user access, data management, training and exercise activities, and more. The POC will be CITY OF CARPINTERIA's primary contact for alerting and emergency zone mapping concepts and responsible for actively coordinating and communicating with the SBC OEM Alerting Administrator on a continuous basis. If the POC changes, CITY OF CARPINTERIA will notify the SBC OEM Alerting Administrator within 3 days.

Initials: _____

3. Participation in County User Group

For purposes of ongoing administration, coordination, and continuous improvement, an Alerting and Emergency Zone Mapping User Group will be maintained and led by the SBC OEM Alerting Administrator. The Assigned POC will participate in the User Group as a standing member with authority to represent CITY OF CARPINTERIA on needs and issues related to alerting and emergency zone mapping systems. The User Group shall meet on a quarterly basis or more often as needed to coordinate ongoing administration, after-action activities, training, public outreach, any modifications to this Agreement, processes, guidelines and job aids.

Initials: _____

Data and Technological Management and Security

4. Local Data Management

CITY OF CARPINTERIA is responsible for maintaining and updating decision-support data specific to their jurisdictional emergency zones within the Genasys EVAC system. CITY OF CARPINTERIA will review their data and make any necessary changes at minimum every 2 years, to reflect the development of new infrastructure and homes, and following major emergencies as needed. SBC OEM

will provide support and coordination for maintaining and updating data that is applicable countywide. Types of data including but not limited to:

- Pre-identified evacuation critical facilities
- Critical infrastructure (e.g., shelters, hospitals)
- Traffic control points
- Zone-specific information, such as “Commonly Known As” information, zone boundary descriptions, and “Special Considerations”
- New residential or commercial development considerations

Initials: _____

5. Technological Management

Technological evaluation of the Genasys EVAC solution by County IT was conducted during the Request for Proposal (RFP) process to determine compatibility with the County’s existing computing environment. The County has taken an assertive technological posture to mitigate cybersecurity and privacy risks. However, CITY OF CARPINTERIA is responsible for conducting due diligence to determine if the Genasys EVAC solution is compatible with their existing technological environment. CITY OF CARPINTERIA is responsible for coordinating with its IT personnel to gather user account information, identify permission and role controls, and support County required security measures (i.e. password controls).

Initials: _____

6. Data Integrity and Security

CITY OF CARPINTERIA recognizes that the County of Santa Barbara’s instance of the Genasys EVAC system is populated with hyper-local data that includes the locations of critical facilities and vulnerable populations. This includes sensitive locations that are not publicly disclosed for safety and security purposes, such as shelters for domestic violence and human trafficking survivors. No personally identifiable information (PII) will be stored within Genasys EVAC. CITY OF CARPINTERIA is responsible for taking reasonable measures to protect the security of the Genasys EVAC system and any data accessed or inputted into the system. This includes preventing unauthorized access, data loss, or alteration.

Initials: _____

7. Procurement and Maintenance of Hardware and Devices

CITY OF CARPINTERIA is responsible for maintaining the necessary hardware and devices required by CITY OF CARPINTERIA to utilize the Genasys EVAC system, including computers, mobile devices, and any associated equipment needed for operational use.

Initials: _____

8. Security Breach Reporting

CITY OF CARPINTERIA is required to report to the County POC any suspected or known security breaches to hardware with user accounts or to user accounts as soon as possible, and no later than 24 hours. XXXXXX agrees to cooperate with the County on any follow-up steps to ensure security is maintained.

Initials: _____

Management & Users of System

9. Genasys EVAC Internal User Role Permissions

CITY OF CARPINTERIA will be granted access to use the following internal user role permission options in the Genasys EVAC system. CITY OF CARPINTERIA's Assigned POC is responsible for assigning role permissions to their internal users based on internal policies and protocols for the coordination and execution of emergency protective actions within their jurisdiction.

- **Viewer:**
 - View all zones and zone-specific data.
 - View critical evacuation facilities; sheltering, traffic control, road closure locations; and wildfire-related monitoring tools (e.g., Red Flag Warning area, heat detection data).
 - View and download PDF zone pre-plans.
 - View available custom layers integrated by Santa Barbara County users.
 - **NOTE: Viewers cannot modify any zone data, split/merge zones, or make any information visible in the public-facing emergency zone map.**
- **Editor: All Viewer permissions plus:**
 - Use the Internal Status Notification feature to internally change the status of a zone. This feature sends an internal email notification to agency leads and designated alerters with the requested zone changes.
 - Split and merge any pre-existing zones.
 - Modify zone-based data, critical evacuation facilities data, shelter, traffic control, and road closure data.
 - Make sheltering, traffic control point, and road closure locations visible in the public-facing emergency zone map.
 - Add custom layers and make them visible to all Santa Barbara County users.
 - **NOTE: Editors will be able to split/merge zones and modify data in the system for all of Santa Barbara County. There is not currently a way to restrict access by jurisdiction, but Editors are only authorized to make changes within their jurisdiction.**
- **Editor+Alerter: All Viewer and Editor permissions plus:**
 - Can make zone status changes directly visible in the public-facing emergency zones map.

- **Making zone status changes visible in the public-facing emergency zones map DOES NOT result in automatic dissemination of public emergency alerts.**
- **NOTE: Editors+Alerters will be able to change public-facing zone status in the system for all of Santa Barbara County. There is not currently a way to restrict access by jurisdiction, but Editors+Alerters are only authorized to make changes within their jurisdiction.**

Initials: _____

10. Data Changes Made by Agency Internal Users

CITY OF CARPINTERIA acknowledges that internal users will be able to view data inputted by all other Santa Barbara County agencies and jurisdictions utilizing Genasys EVAC. Based on their role permissions, Editors and Editor+Alerters will have the ability to make data changes, submit Internal Status Notifications, or make zone status changes live on the public-facing emergency zones map for all Santa Barbara County zones. CITY OF CARPINTERIA will ensure that their internal users:

- Do not make changes to areas outside their own jurisdiction's data and zones unless specifically requested by the outside jurisdiction, such as during an incident when in Unified Command.
- Do not make changes to CITY OF CARPINTERIA's data and zones outside of emergencies (aka "blue skies") unless expressly authorized to do so by CITY OF CARPINTERIA's leadership and/or CITY OF CARPINTERIA's Genasys EVAC POC.
- If they make any temporary changes to CITY OF CARPINTERIA's data and zones in the course of an emergency, internal users are responsible for restoring the data and zones to original settings.

Initials: _____

11. Management of Internal Users

CITY OF CARPINTERIA is responsible for managing its own internal users within the Genasys EVAC system, including:

- Maintaining a roster of current internal users and their role permissions.
- Coordinating with the SBC OEM Alerting Administrator to add and remove internal users and update role permissions for internal users.
 - This includes timely notification to terminate internal user access as needed. Timely notification means advance notification of the internal user's separation date from the agency whenever possible, but no later than 24 hours after a user's separation.
 - If there are any concerns about potential unauthorized or inappropriate access and use by a current internal user, CITY OF CARPINTERIA will contact the SBC OEM Duty Officer immediately to request the user's account be disabled.
- Assigning appropriate roles based on internal user responsibilities and functions.

- Providing any technological devices or internet service capabilities to internal users in order to access the Genasys EVAC when performing duties in the field or assigned work locations.
- Ensuring its internal users sign a County-provided User Agreement and complete the required training prior to access to the system.
- Ensuring its internal users are authorized to use Genasys EVAC on behalf of CITY OF CARPINTERIA in accordance with assigned duties.

Initials: _____

12. Agency Policy and Job Aids

CITY OF CARPINTERIA will create agency-specific internal policies, job aids, SOPs, or supporting documents on alerting coordination and Genasys EVAC utilization addresses the following minimum element:

- Agency personnel positions that will have access to the Genasys EVAC and at what role permission
- Agency personnel positions that are authorized to request activation of the ReadySBC Alerts system (*or their own alert system*)
- Protocols for protective action decision-making
- Who is the authority to approve protective actions
- English and non-English languages information will be disseminated in accordance with AB 1638 requirements and/or established agency language accessibility policies and plans.

Agency-specific documents will be consistent with the County Alert and Warning Policy, SBC OEM will provide job aid templates and other support resources as developed. SBC OEM provided job aids address step-by-step instructions for requesting activation of the ReadySBC Alerts system and utilizing Genasys EVAC. CITY OF CARPINTERIA is responsible for distributing printed and digital copies of the most current job aids to agency personnel. SBC OEM will provide final digital copies via a shared web-based file system that can be accessed by the POC and designated CITY OF CARPINTERIA representatives only. CITY OF CARPINTERIA will coordinate with the SBC OEM Alerting Administrator on any updates to job aids periodically and as needed.

Initials: _____

13. Training Requirements

CITY OF CARPINTERIA is responsible for managing and tracking internal user completion of required training, including but not limited to:

- System navigation,
- Data entry and preservation protocols,
- Security and safety considerations for the system,
- User roles and responsibilities, as well as capabilities,
- Activation and management of emergency alerts and emergency zone map changes.

Initial hands-on training and super user training will be provided by Genasys and SBC OEM as part of implementation. Following implementation, CITY OF CARPINTERIA is responsible for providing hands-on training to new users, refreshers to existing users, and ensuring their internal users understand their role and responsibilities within the Genasys EVAC system and requesting processes for ReadySBC Alerts. These training courses will be in alignment with SBC OEM provided training materials and policies. SBC OEM may elect to provide additional hands-on training on a periodic basis to CITY OF CARPINTERIA and other county agencies and jurisdictions.

Initials: _____

14. Genasys Internal User Agreements

CITY OF CARPINTERIA is responsible for collecting and managing signed **Genasys Internal User Agreement** from all internal users. This document is an acknowledgement of their responsibilities regarding the use of the system and compliance with all applicable policies. The County will provide an online file repository for CITY OF CARPINTERIA to store and organize completed Genasys Internal User Agreements. Any internal users who violate this agreement will immediately have their access disabled by the SBC OEM.

Initials: _____

15. Requesting ReadySBC Alerts and Publishing Zone Status Changes, Shelter Locations, and Traffic Control Points on Public-Facing Genasys Emergency Zones Map

CITY OF CARPINTERIA retains all responsibility to determine protective actions and to inform their residents appropriately within agreed upon protocols and policies, including how Genasys is utilized for this purpose and coordination of emergency alerts with the County.

CITY OF CARPINTERIA is responsible for publishing any incident specific sheltering locations, traffic control points, and road closures directly on the public-facing emergency zones map.

CITY OF CARPINTERIA is responsible for initiating and analyzing any hazard simulation features and data in Genasys EVAC in accordance with their emergency response protocols.

Initials: _____

By signing below, the signatory for CITY OF CARPINTERIA acknowledges and agrees to the responsibilities set forth in the Attachment A Attestation:

Full Name: _____

Signature: _____

Date: _____

ATTACHMENT B

County of Santa Barbara Public Alert and Warning Policy

County of Santa Barbara Public Alert & Warning Policy



Revised 9.8.23

County of Santa Barbara Public Alert & Warning Policy

Rev. 9.8.23

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County of Santa Barbara Public Alert & Warning Policy

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PURPOSE

To set a joint County of Santa Barbara Public Alert and Warning Policy between the Santa Barbara County Office of Emergency Management (OEM) and the Santa Barbara County Sheriff's Office Emergency Communications Center (ECC) on public alert and warning processes, best practices, and tools in accordance with local ordinances and operational plans, the State of California Alert and Warning Guidelines, the Federal Emergency Management Agency (FEMA) Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement, Federal Communications Commission (FCC) rules, and other applicable state and federal regulations. The County of Santa Barbara Public Alert and Warning Policy also sets guidance for the Santa Barbara County Operational Area (SBCOA) – including cities, special districts, emergency response agencies, and other agencies with public health and safety responsibilities – on appropriate use, access and coordination of alerts and warnings for specific populations, or within their jurisdiction. Alerts and warnings are intended to provide the public notification of imminent or occurring hazards and the protective actions to take before, during and after an emergency.

This document does not provide step-by-step instructions on how to utilize mass notification tools to send emergency alerts. Please refer to joint OEM and ECC job aids for specific instructions.

SCOPE

The ECC and OEM are committed to working seamlessly to alert and warn the public of hazards and threats. The County of Santa Barbara Public Alert and Warning Policy outlines the County's Emergency Notification System (ENS) program and the administration and management of this program, including but not limited to:

- Notification methods and tools and their appropriate application;
- Which agencies and personnel can activate the ENS, notification responsibilities, and expected coordination between the County and SBCOA partner agencies;
- Message element requirements per guidelines and regulations;
- Tier-based notification framework that guides alert originators on selecting appropriate notification delivery methods based on incident type and severity, size of the area impacted, amongst other factors;
- Circumstances and conditions in which accessing and utilizing the ENS does not align with best practices, or is a violation of local, state and federal policies and regulations;
- Training requirements for alert originators; and
- Proper management and utilization of community member contact data.

This policy is an extension of and supports the most current iteration of the Santa Barbara County Operational Area Emergency Operations Plan (EOP). All aspects of the County of Santa Barbara Public Alert and Warning Policy complement any ENS Memorandum of Understanding (MOU) established between the County and a SBCOA partner agency to access the County's ReadySBC Alerts emergency notification program and contact database.

This policy shall be effective upon the approval of the Santa Barbara County Director of Emergency Management and the County Undersheriff. Review of the County of Santa Barbara Public Alert and Warning Policy will occur on an annual basis and updated as needed to reflect changes in local policies, processes, and/or state and federal guidance and regulations. Any modifications to the County of Santa Barbara Public Alert and Warning Policy will be completed jointly between the ECC and the OEM and with input from SBCOA partner agencies.

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EMERGENCY NOTIFICATION SYSTEM (ENS)

ReadySBC Alerts

The County utilizes various notification channels to disseminate alerts and information to reach as many community members as possible prior to, during, and after an emergency. Collectively, these channels are referred to as the Emergency Notification System (ENS) and publicly branded as **ReadySBC Alerts** (formerly Aware and Prepare Alerts). Notifications are primarily disseminated using **Everbridge**, a web-based mass notification software solution that supports alerting through multiple channels, including the following:

- Short Message Service (SMS) text messages;
- Email;
- Phone calls to business and residential landlines, cell phones and VoIP (Voice over Internet) phones;
- TTY/TDD (for the deaf and hearing impaired);
- Nixle text messages and emails (referred to as “Community Engagement” by Everbridge);
- Social media (Facebook and Twitter);
- FEMA’s Integrated Public Alert and Warning System (IPAWS) tools:
 - Wireless Emergency Alerts (WEAs); and
 - Emergency Alert System (EAS) messages.



Figure 1. Example of “geo-fence” polygon in Everbridge

Within Everbridge, emergency notifications can be geographically targeted to impacted populations. Alert originators draw custom polygon “geo-fences” or use pre-established shape files or maps to send notifications to precise areas of concern. **SMS text messages** are received from the short code text number **88911**, and are received as a single text message in newer model mobile phones and multiple, separate messages in some older model phones.

Emails list the sender as “ReadySBC Alerts” and may contain links for additional information and images. **Phone call notifications** can be delivered as a manually recorded voice message or a “text-to-speech” message that converts entered text into an audio file.

TTY/TDD refers to text-based telecommunications equipment used by individuals who are deaf and hearing impaired in order to receive phone calls. When registering for ReadySBC Alerts, residents can select to receive notifications via TTY/TDD.

The phone number for all ReadySBC Alert calls is **805-979-2040** and will appear on a recipient’s caller ID. If a recipient missed a ReadySBC Alerts call or would like to rehear the voice message, the recipient can redial this phone number to listen to the most recent notification message, as long as the message is still active and has not expired or been stopped.

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Notifications will come from the same contact identifiers (i.e., phone numbers, contact name, email addresses) each time. Community members are encouraged to add the County's alerting "contact information" to their contacts so as to know when messages are public safety considerations. These are:

<u>Type of Notification</u>	<u>Contact Identifier</u>
ReadySBC Alert calls	805-979-2040
ReadySBC Alert emails	ReadySBC Alerts (noreply@everbridge.net)
ReadySBC SMS text messages	88911
Nixle email	ReadySBC Alerts (readysbc-alerts@emails.nixle.com)
Nixle SMS text messages	89361

Nixle

Nixle **is a zip code-based** notification tool used by the County to communicate basic information for larger scale incidents. To register for Nixle text messages, community members send a text message with their zip code(s) to 888-777. The short code text number for Nixle text messages is **89361**. Subscribers will receive a text message suggesting they subscribe for additional Nixle emails if they choose.

Nixle notifications cannot be sent to a portion of a zip code ("all or none" targeting). This means that subscribers will receive **any Nixle message related to a specific zip code they sign up for**. If using Nixle as a notification method, all ZIP codes that intersect with the selected notification area – and therefore all Nixle subscribers registered for these ZIP codes – will be notified. As a result, **an alert intended for up to a couple hundred people could potentially reach thousands**. This scenario frequently occurs during Shelter-in-Place incidents that impact a small geographic area, such as a neighborhood or a few blocks. Using Nixle in these cases will result in notification beyond the targeted population. Due to the lack to precision targeting associated with Nixle, requestors and alert originators should only use Nixle when most appropriate.

If the use of Nixle is warranted, alert originators should consider whether to use **Nixle "Community" (email only)** or **Nixle "Advisory" (text message and email)** depending on the urgency, severity, and visibility of the incident. For example, highly visible wildfires close to or within urban areas may attract attention or concerns from the community who may seek information and guidance on evacuation. In this case, Nixle can help community members stay informed and understand their risk in addition to reducing 9-1-1 call volume.

IPAWS, WEA and EAS

IPAWS is FEMA's national alerting system that provides authenticated emergency and life-saving information at the federal, state, and local level. Within the suite of IPAWS tools are Wireless Emergency Alerts (WEA) and Emergency Alert System (EAS).

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WEA is a text-like emergency message with a distinct tone and vibration that can be received by WEA-enabled mobile devices. Local cell towers broadcast the emergency message to any device within a geographically targeted area. In recent years, FEMA implemented WEA 2.0 enhancements that expanded alerts to 360 characters for newer model mobile devices (90-character WEA messages are still required) and added Spanish language fields. **To ensure the majority of WEA recipients receive the alert message in both English and Spanish, regardless of their device's language settings, the County utilizes the 360-character WEA fields to send bilingual alerts** (see *Figure 2* for an example of a bilingual WEA). In other words, the English and Spanish messages are **combined and entered together** into both 360-character WEA fields. Older model mobile devices may receive a 90-character WEA only in English or Spanish based on the device's language settings. WEA 3.0 enhancements provide for geographical targeting accuracy of up to 1/10th of a mile. However, due to various factors, including the size of the geo-fence and the configuration, position and number of cell towers in the area, WEA messages may reach recipients well outside of the targeted geographical area, and sometimes miss some within the targeted area.

Message from the Santa Barbara
County Office of Emergency
Management:

EVACUATION ORDER issued for
parts of Alisal Fire burn scar due
to an incoming storm with the
potential to produce flooding and
debris flow. Leave by Monday
12/13 at 12pm (noon). More info:
[ReadySBC.org](https://www.ready.sbc.org).

ORDEN DE EVACUACION para
partes del area quemada por
Incendio Alisal debido a una
tormenta con el potencial de
producir inundaciones y flujo de
escombros. ayase lunes 13 de
diciembre al mediodia. Visite
[ReadySBC.org](https://www.ready.sbc.org).

Figure 2. Example of bilingual WEA message.

EAS is utilized to transmit emergency information to TV and radio broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, direct broadcast satellite service providers, and wireline video service providers within the county.

Local broadcasters deliver alerts on a voluntary basis, but are required to transmit alerts from the U.S. President during a national emergency. When activated, an EAS message will appear as a scrolling "ticker tape" message across the bottom or top of a television screen, or delivered over local radio accompanied by a distinct alert tone. At this time, EAS cannot be customized to notify specific parts of the county, and **any EAS messages sent will broadcast throughout the entire county.**

The County Office of Emergency Management are the Administrators of IPAWS for the County and have established a Memorandum of Agreement (MOA) with FEMA to access WEA and EAS channels to send alerts. OEM Emergency Managers and Sheriff's Office Dispatch staff are currently trained and authorized as IPAWS alert originators for the County. The MOA was last updated in February 2023 and is in effect for a maximum of three (3) years after the date of the last signature. All relevant personnel changes and changes to contact information must be provided to FEMA within 5 business days of the change.

Other jurisdictions and agencies seeking to send WEA or EAS alerts within the SBCOA are not covered under the County's MOA with FEMA and must obtain direct authorization from FEMA to utilize IPAWS notification channels, or request the assistance from the County to send WEA and EAS notifications to the public on their behalf. The City of Santa Maria is the only other local jurisdiction within the Operational Area with a FEMA MOA for IPAWS and can send WEA messages solely within the boundaries of their jurisdiction. All uses of IPAWS within the OA must be closely coordinated with the OEM to avoid conflicting messages and potential system failures.

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The California Highway Patrol (CHP) is the only agency currently authorized to send WEAs for children and mentally/physically disabled persons that have been **abducted** (i.e., AMBER Alerts). Local law enforcement agencies are responsible for requesting these alerts from CHP. However, the Sheriff's Office may issue WEAs for **at-risk** missing children and disabled adults.

OEM and the National Weather Service (NWS) are the only agencies currently authorized to send EAS alerts for weather and non-weather emergency notifications for Santa Barbara County. **Local agencies are to seek assistance from the OEM Duty Officer if an EAS alert is needed.**

The County can disseminate WEA and EAS messages using Everbridge or **DASDEC**. **DASDEC** is a Federal Communications Commission (FCC) approved encoder/decoder device installed within the EOC, operated on 453.600MHz, and accessible via a web-based application. Santa Barbara County has been assigned a FIPS (Federal Information Processing Standard) location code 006083 used by IPAWS to recognize geographic warning areas.

Emergency Alert System (EAS) Plan

Per the Code of Federal Regulations, Title 47, Part 11, Subpart D, Section 11.55, EAS may be activated at the State and Local Area levels by EAS Participants at their discretion for day-to-day emergency situations posing a threat to life and property. The Santa Barbara County Local Emergency Alert System (EAS) Plan is governed by this regulation and the rules of the FCC. This plan outlines procedures for tv and radio broadcasters in Santa Barbara County on how to voluntarily rebroadcast EAS messages originated by NWS and OEM. The plan is managed by the Local Emergency Communications Committee (LECC) comprised of members from radio, television and government sectors and must be updated every two (2) years or as needed to reflect major changes or lessons learned following an activation. Refer to the most current EAS Plan revised June 2018.

ReadySBC.org, Public Information Maps, and Social Media Channels

During an active incident, OEM posts information on the County's emergency website **www.ReadySBC.org** (and in Spanish at **www.ReadySBC.org/es**), including evacuation maps, shelter locations, local assistance resources and more. To ensure the most current information is posted to the website, authorized alerting agencies will provide updates to the OEM Duty Officer and/or the Joint Information Center (JIC) periodically or as new developments occur. **Ideally, agencies should provide this information prior to sending emergency alerts as long as doing so will not impede timely public notification.**

OEM also utilizes **digital emergency public information mapping** to complement emergency alert information that depict areas of concern, areas subject to a protective action, emergency sheltering locations, road closures, and other pertinent emergency information. **These digital maps are interactive** and allow community members to input an address into a search bar to determine if their home, business or other important location is within or in proximity to an area of concern or under protective actions (e.g., evacuations). Maps are intended to be intuitive and easy-to-use by the whole community, including individuals with limited technical proficiency and low literacy, across desktop and mobile platforms. As much of the mapping information (i.e. protective action area descriptions, legend) is translated in Spanish whenever possible. A **splash screen** or pop-up informational box appears each time a map is accessed that contains messages on the status of any protective actions.

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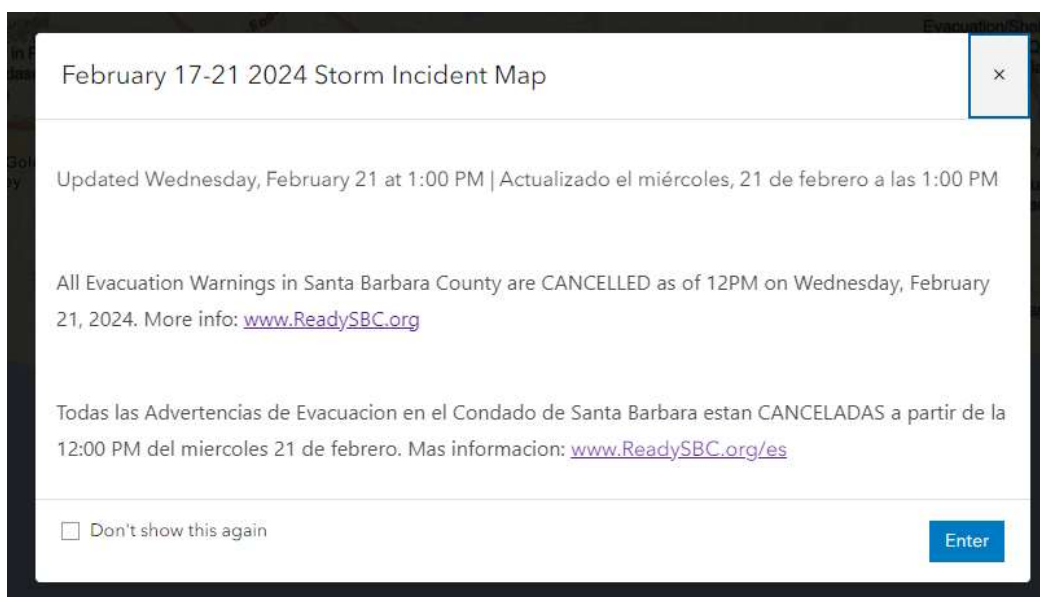


Figure 3. Example of emergency public information map splash screen.

Social media has become a critical component to publicize preparedness messaging, hazard awareness, and emergency information to both the media and the public. The County consistently utilizes several accounts and platforms – such as **Facebook, X (formerly Twitter), Instagram, and Nextdoor** – to echo emergency alerts and help amplify information quickly and broadly throughout the county. Information is posted in both English and Spanish whenever possible, especially on Facebook and other social media platforms more commonly used by the Spanish-speaking community.

While a powerful communication medium, social media is highly dependent on the public following and paying attention to authorized accounts when an incident is imminent or occurring. Moreover, vulnerable community members, such as seniors and low-income residents, may not utilize social media or have access to the technology to do so. **Accordingly, social media is not a substitute for emergency alerts, door-to-door, or other targeted notification methods.**

Agency	Social Media Handle
Office of Emergency Management	Twitter: @SBCountyOEM Facebook: @SantaBarbaraCountyOEM
County Sheriff's Office	Twitter: @sbsheriff ; @SBSOPIO Facebook: @santabarbarasheriff Instagram: @santabarbaracountysheriff
County Fire Department	Twitter: @SBCFireInfo Facebook: @santabarbaracountyfire Instagram: @santabarbaracountyfire
Public Health Department	Twitter: @SBCountyPublicHealth Facebook: @SBCountyPublicHealth Instagram: @sbcpublichealth

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County of Santa Barbara	Twitter: @countyofsb ; @csbenespanol Facebook: @countyofsb Instagram: @countyofsb Nextdoor: County of Santa Barbara
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Figure 4. Table of County social media accounts commonly used during emergencies.

Contact Information Sources and Confidentiality

The ReadySBC Alerts organization in Everbridge houses community member contact information, referred to as “**Confidential Information**”, that is aggregated from multiple sources:

- **ReadySBC.org subscriptions.** Once an account is established, subscribers can enter their notification method preferences, including text message, phone call, email, and TTY/TDD, that can be associated with up to five (5) locations within the county. Subscribers must provide at least one notification method and one physical address to be alerted.
- **Nixle phone numbers (for text messages only) and email addresses.** Community members can register for zip-code based Nixle notifications by texting their zip code to 888-777. Other than a phone number and an email address, no other personal information is collected from the subscriber. Nixle is NOT recommended as the sole alerting method residents should register for.
- **Local White and Yellow Pages** resident and business telephone numbers.
- **911 Emergency Service Listing (ESL) or “E911”** data that includes listed and unlisted landline records for Frontier Communications customers.
- **Everbridge’s Resident Connection** database of verified mobile, landline and Voice over Internet (VoIP) telephone records from multiple sources, including telecommunication companies.

Most of the contact information accessible to the County are listed and unlisted landline phone numbers obtained from the “E911” database, White and Yellow Pages, and the Resident Connection database. In order to receive emergency alerts through mobile phone calls, text messages, and emails, community members must register their contact information on ReadySBC.org (in Spanish, ReadySBC.org/es).

All contact information within Everbridge is considered Confidential Information and protected against unauthorized use and access. In compliance with California Public Utilities Code Sections 2872 and 2891.1, Confidential Information and use of the ENS can be accessed for events or information directly related to public safety only. **Authorized alerting agencies may not access Confidential Information or use the ENS for purposes that could be considered “telemarketing”, “community news”, “political announcements”, or for other non-emergency functions.** Additionally, Confidential Information in the ENS may not be examined for investigative purposes in order to identify individual citizens or their contact information except for the purposes of analysis in order to determine if the system is functioning properly.

Personnel authorized to utilize the ENS system will take all reasonably feasible precautions to protect Confidential Information, safeguard and periodically update user passwords, and prevent any unauthorized use of the system. Authorized users are prohibited from saving ENS system passwords to their browser. Personnel are prohibited from accessing Confidential Information for personal reasons outside of professional responsibilities, such as information on friends and

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family, or searching for information on celebrities and other public figures. **Unauthorized access, use, or modification of Confidential Information, or in transit to/from the ENS, may constitute a violation of civil and criminal laws.** Anyone who accesses the ENS without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the information system, may be subject to penalties, fines or imprisonment.

The ENS, its information, and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. All ENS users must sign a confidentiality agreement that documents these expectations and responsibilities.

ENS Appropriate Use

Authorized alerting agencies are responsible for ensuring the ENS is utilized appropriately in accordance with federal, state and local policies, guidelines and regulations. Generally, appropriate use of the ENS generally falls within two (2) categories:

- 1) The need to disseminate **critical, time-sensitive public health and safety information and protective actions** for potential, imminent, and in-progress incidents, as well as follow-up, corrective, cancellation, and disaster recovery notifications.
- 2) Communicating with **emergency response employees, volunteers and other stakeholders regarding an emergency**, including notifications to report for duty as a disaster service worker.

On occasion, agencies may receive requests to activate the ENS for situations that do not rise to the level of an emergency or can be managed more quickly and effectively by other notification means. For example, door-to-door notifications can be more efficient during emergencies that impact a very small number of community members. Certain emergencies with advance warning may be adequately managed through traditional media sources, social media and press conferences.



When considering if a request constitutes an appropriate use of the ENS, determine if the situation meets the following criteria:

- **Severity.** Is there a significant threat to life and property?
- **Public protection.** Is there a need for community members to take a protective action in order to reduce loss of life or substantial loss of property?
- **Timing.** Does the situation require immediate public knowledge in order to avoid adverse impact?
- **Alternate methods.** Are other means of disseminating the information inadequate to ensure proper and timely delivery of the information and protective action?

If the answer to ALL of these questions is “YES”, ENS activation may be warranted.

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NOTIFICATION RESPONSIBILITIES

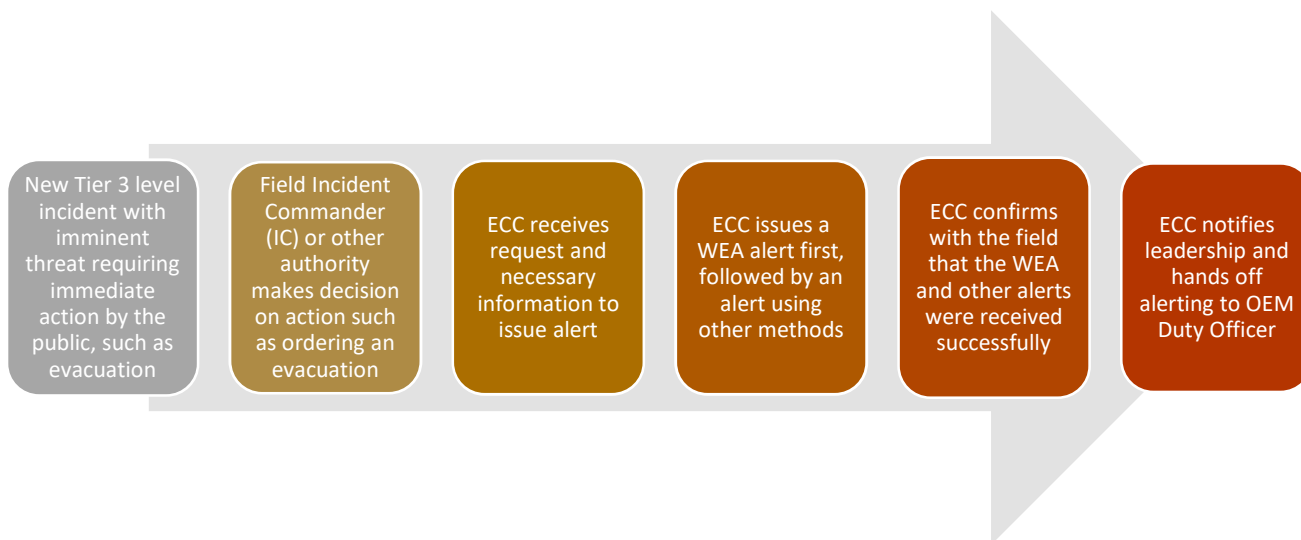
With the exception of hazardous material incidents involving petroleum refineries, there are no other enacted laws that require local governments to provide alert and warning notifications through specific methods or for specific events, hazards or threats. However, national and international best practices dictate that alert and warning capabilities should be carried out by local government as quickly and efficiently as possible, and utilizing an array of dissemination pathways in order to notify the public of necessary protective actions and save lives. Notification responsibilities within Santa Barbara County are informed by best practices, considerations of evacuation authority, lessons learned from past emergencies and disasters, and an agreed upon approach of shared responsibility.

Notifications within a city, Vandenberg Space Force Base (VSFB), the Chumash Band of Indians reservation, or a local higher institution of education (e.g., UC Santa Barbara, Santa Barbara City College), are the responsibility of that jurisdiction. Additionally, many school districts have their own alerting systems for students and parents. However, not all local jurisdictions have an ENS and may request assistance from Santa Barbara County to disseminate notifications within their jurisdiction on their behalf.

New Tier 3 Incidents (Highest Urgency)

The ECC is responsible for sending notifications/alerts for **NEW Tier 3 level incidents** when there is an imminent threat with no prior notice requiring immediate action by the public. Please refer to the Public Emergency Notification Matrix on page 17 of the County of Santa Barbara Public Alert and Warning Policy for notification tiers.

The diagram below illustrates an example scenario where the ECC receives a request to issue a Tier 3 alert for an evacuation that includes a WEA and other notification methods, followed by a “hand-off” to OEM:



Once the OEM Duty Officer confirms that he/she is available to take over sending alerts, an **official hand-off of the alerting responsibilities** from the ECC to OEM should occur. If the ECC is facing challenges in successfully creating and sending the notifications, the ECC can

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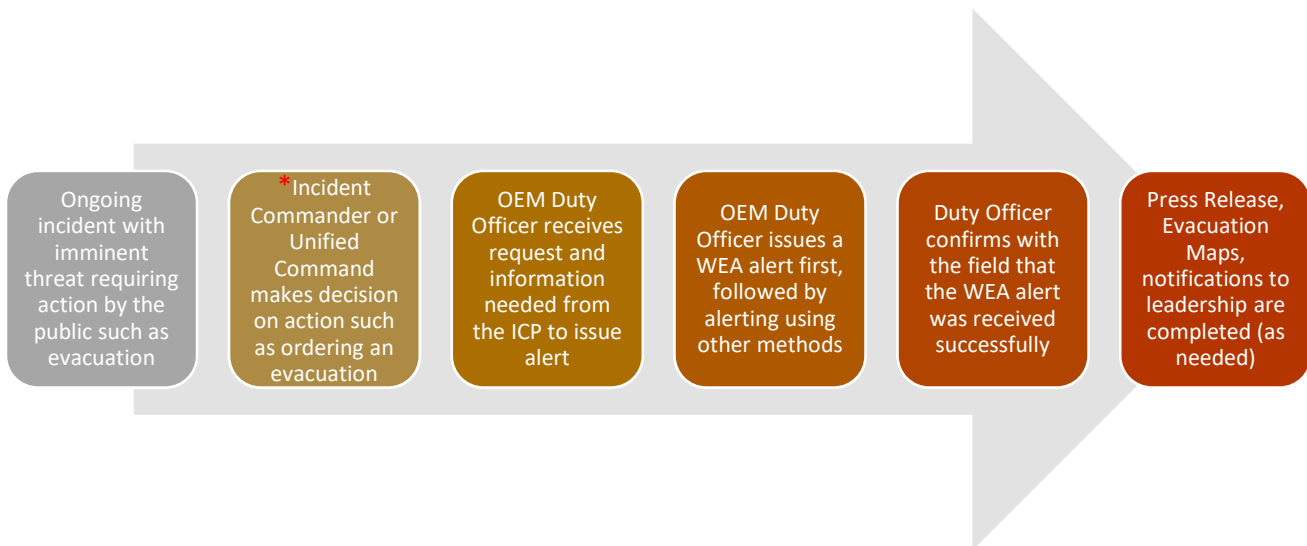
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request assistance from OEM. This assistance can include troubleshooting issues, guidance through the notification process, and assuming responsibility of new imminent threat alerting if the OEM Duty Officer is available and ready to begin sending alerts.

After the hand-off occurs, **ECC will email the Sheriff's Operations Commander, the Sheriff's Communications Manager and the OEM Duty Officer** (dutyofficer@sbcoem.org) to document the hand-off. At this point, the OEM Duty Officer will issue any notifications needed, including Tier 3 alerts, updates and "stand down" notifications.

Ongoing/Advance Warning Tier 3 Incidents

The OEM Duty Officer is responsible for sending notifications/alerts for **ONGOING** incidents when there is an imminent threat requiring protective action by the public and for notification of hazards in which there is advance warning (e.g., evacuation warnings/orders due to potential major flooding or debris flow, Public Safety Power Shutoffs). The diagram below illustrates an example of the alerting process for an ongoing threat requiring evacuations:



*Depending on the type of incident, actions may be determined by preapproved policy or based on consultation with the OEM Director and/or Director of Emergency Services.

Tier 1 and 2 (Low to Moderate Threat) Alerts

The OEM Duty Officer is responsible for sending notifications/alerts for incidents when there is **NOT** an imminent threat requiring action by the public. Typically, these types of incidents fall into Tiers 1 and 2. Please refer to the Public Alert Notification Matrix on page 17 for more information.

Tier 1 and 2 Procedure:

1. ECC or OEM receives notification of a low to moderate threat as defined by Tiers 1 and 2 in the definitions section of this document.
2. If notification of the threat is received by the ECC, the ECC will communicate this information to the OEM Duty Officer via the **24/7 Duty Officer line: (805) 696-1194**.
3. The OEM Duty Officer will then send out the alert as appropriate.

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REQUIRED MESSAGE ELEMENTS

The County recognizes that message content and characteristics – including style, length, delivery, and type of recommended protective action – can influence public response. **Messages must be clear, succinct, and disseminated by an authority that is known and credible in the county.** In accordance with the State of California Alert and Warning Guidelines, the county strives to disseminate alert messages that prompt appropriate and timely public protective action. Whenever possible, **messages include the following five (5) elements:**

1. Source	Identify who—agency/authority—the alert or warning is coming from. This should be a source that is familiar to and trusted by the community.
2. Hazard	Describe the threat and its impacts
3. Location	Articulate the impact boundaries in common language, i.e. use street names, landmarks, neighborhood name, etc...
4. Protective Action	Say what protective action to take, the time to do it, how to accomplish it and how doing it reduces the impact.
5. Time	Expected duration, if known, or “until further notice”

Source: State of California Alert & Warning Guidelines – March 2019

Per the Code of Federal Regulations (47 CFR §10.420 – WEA Message Elements), a WEA alert message “shall include five mandatory CAP elements – Event Type; Area Affected; Recommended Action; Expiration Time (with time zone); and Sending Agency.”



If incident information received from the field is incomplete and there is an imminent threat, alert originators should **act with prudence and send out an alert with the best information available.** When possible, attempts should be made to seek clarification. However, when dealing with uncertain or conflicting information about a threat and clarification cannot be obtained, **choose to err on the side of protecting the public.**

Pre-Scripted Message Coordination

The use of **approved pre-scripted message templates** will support faster alerting, consistent use of standardized terminology, and succinct, clear and accessible messages in line with best practices and include required message elements. SBCOA authorized alerting agencies are encouraged to work collaboratively to develop pre-scripted message templates that include bilingual English/Spanish translations for relevant local hazards.

The County has established various pre-scripted message tools and translation aids:

- **Pre-scripted Public Alert and Warning Message Matrix** for the most common types of emergencies and protective actions in English and Spanish divided by delivery method and max character length.
- **Message templates** uploaded to Everbridge for the most frequently used or relevant hazards and protective actions.
- **The Message Alert Generator (MAG)**, an English-to-Spanish message converter for emergency alerts and notifications.

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In some instances, custom written messages may be necessary to address nuanced, complex or unusual incidents. Alert originators must still ensure the five (5) required messaging elements are included in the emergency alert.

ENS ACCESS AND COORDINATION FOR OPERATIONAL AREA PARTNERS

Government agencies within the SBCOA are responsible for preparing for a disaster, including establishing methods for alerting and warning the public of necessary protective actions. Cities, special districts, and other agencies charged with public health and safety responsibilities can request activation of any portion of the Emergency Notification System or ReadySBC Alerts when a hazard or incident poses a threat to the community and protective actions are necessary to protect life and property. City law enforcement agencies, public safety answering points (PSAPs), and other agencies with public health and safety responsibilities may obtain direct access to the ReadySBC Alerts organization in Everbridge to disseminate emergency notifications within their jurisdiction by entering into an ENS MOU with the County.

Prior to alert dissemination and when feasible, **authorized alerting agencies should inform all critical stakeholders of the notification content and potential implications, recognizing that timely notification during emergencies takes priority to preserve life and public safety.**

Alert and warning notifications that extend across multiple jurisdictions **MUST** be communicated and coordinated with the impacted and neighboring SBCOA agencies. When feasible, SBCOA agencies should coordinate with Public Information Officers (PIOs) and/or the Joint Information Center (when activated) to support concurrent messaging through other communication mediums (e.g., social media, press releases).

ENS ACTIVATION PROCEDURE

The County ENS can be activated at the request of the following agencies and personnel:

- Field Incident Commander(s);
- Fire and law agencies;
- Cities, special districts, and other agencies charged with public health and safety responsibilities (e.g., schools, water utilities);
- National Weather Service (NWS) to further amplify their own emergency notifications;
- County Director of Emergency Services or their designee; and
- OEM Director or their designee.

For incidents in which there is a co-responding agency(ies) with authority for issuing protective actions (e.g., County Sheriff and Fire Department), **concurrency on type and level of protective action (e.g., Evacuation Warning vs. Order) and area to be notified should be established prior to making a request.** The requestor must provide the following information in order for proper notifications to occur:

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For a new, imminent threat with no prior notice (e.g., wildfire, active shooter)

Contact the ECC at 805-692-5722 (*not a public number*) and provide:

REQUIRED

- **Issuing agency** and contact information
- **Type of hazard**
- **Location of the hazard** (street names, community/city), indicated as North/South/East/West street boundaries or a radius from a specific address or cross streets
- **Protective action** the public should take
- **Expected duration** (e.g., “until further notice”)

ONCE ESTABLISHED/WHEN APPLICABLE

- **Temporary evacuation point (TEP)** location
- **Evacuation routes**

The local jurisdiction shall provide updates, corrections, and cancellations of emergency alerts as appropriate.

For ongoing/advance warning threats

Contact the OEM Duty Officer at 805-696-1194 (*not a public number*) and provide the same information listed above.

Request updates, corrections, and cancellations emergency alerts as appropriate.



NOTE: Requestors are advised that it may take between **20 to 30 minutes** to disseminate all emergency alerts from the time of the initial request. Accordingly, requestors should consider requesting an emergency alert as soon as it is deemed necessary and commence other notifications methods (e.g., door-to-door, loud speakers) until alerts can be disseminated.

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Limitations of Alerting Methods

Each alerting tool has limitations that can present challenges in the message development and dissemination process, as well as how the public processes and acts in response to the alert. Alert originators should have a clear understanding of how each alerting tool's limitations affects the alerting process.

Delivery Method	Character Limitation/Notes	Target Area
ReadySBC Alerts and Nixle Emails	No character limits, though brevity increases chance recipients will read entire message. Can include images and other attachments.	Defined by selected map area (Everbridge polygon).
SMS Text Message	Limit to 360 characters or less for bilingual text messages.	Defined by selected map area (Everbridge polygon).
Nixle Text Message	138 characters.	By zip codes within the selected map area (Everbridge polygon) or communities included. Cannot define specific area smaller than zip code.
Twitter	140 characters if message generated and transmitted through Everbridge; 280 if posted directly on Twitter..	Anyone following OEM's Twitter account.
Voice calling	Bilingual message recording should be kept to less than 60 seconds to avoid voicemail cutoffs.	Defined by selected map area (Everbridge polygon).
WEA	WEA 1.0 – 90 characters WEA 2.0 – 360 characters	Defined by selected map area (Everbridge polygon), cell tower location, and the configuration and range of cell towers in the area.
EAS	2-minute time limit on messages.	County TV and radio programmers who participate (see EAS Plan for list). Participant can choose not to send alerts and warnings.

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Public Emergency Notification Matrix

Level of Notification	Description	Examples	Delivery Method(s)
Tier 1 – Low Urgency*	Lower Level Hazards	• Winter Storm Warning/Warming Centers • Excessive Heat Warning/Cooling Centers • High Wind Warning • Flood Watch • Flash Flood Watch • Coastal Flood Watch • Tsunami Watch • Diablo Canyon Unusual Event	• ReadySBC Alerts opt-in emails only • Social media • Website • Nixle Community⁺⁺
*Tier 1 alerts will only be issued between 0800 & 2000hrs (8am to 8pm).			
Tier 2 – Moderate Urgency**	Higher Level Hazards: Condition is imminent or occurring & protective actions may be needed.	• Flood Warning • Flash Flood Warning • Coastal Flood Warning • Tsunami Advisory • Diablo Canyon Alerts & Site Area Emergency • Water Quality Notices • Public Health Officer protective actions	• Text, email, phone, TTY/TDD (all Everbridge contact layers) • Social media • Website • Nixle Advisory⁺⁺
** For Tier 2 hazards, use discretion on whether or not to send notifications outside the hours of 0800-2000 hrs.			
Tier 3 – High Urgency Requires Immediate protective action.	Severe threats requiring protective actions. Immediate threat to life and/or property.	• Shelter-In-Place Orders • Evacuation Warnings & Orders • CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive agents) incidents • Diablo Canyon General Emergency • Suspect making explicit violent threats • Wildfire • Active shooter • Mudslide/debris flow • Tsunami Warning • Public Health Officer protective actions • Dam failure • At-risk missing person – WEA ONLY (e.g., dementia patient, mentally disabled person)⁺ • NWS issues WEA for severe weather conditions (<i>send other notifications except WEA</i>)	• Text, email, phone, TTY/TDD (all Everbridge contact layers) • Social Media • Website • Nixle Advisory⁺⁺ • WEA⁺⁺⁺ • EAS (<i>primarily for large scale or countywide emergencies</i>)
+For missing at-risk persons, use WEA only; do not use additional notification methods (e.g., phone call, email). A cancellation WEA is not necessary in these cases. ++Nixle may not be appropriate based on type of incident, size of the area impacted and time of day. +++There may be situations where an immediate threat to life exists but <u>a WEA is not appropriate</u>. The ECC Supervisor or OEM Duty Officer has discretion on which notification methods are appropriate. If a WEA is necessary, all other notification methods (except Nixle & EAS) must also be used. WEA is issued first, followed by all other methods.			
Authorizations	Tier 1 & 2: OEM Duty Officer	Tier 3: Immediate incident response: OEM Duty Officer; ECC Supervisor; Field Incident Commander; Agencies with public health/safety responsibilities <u>Upon activation of Unified Command and/or EOC:</u> Incident Commander; OEM Director; Director of Emergency Services	

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Alerting in English and Spanish

All alerts should be in both English and Spanish. The following methods of translation from English to Spanish will be utilized IN THIS ORDER:

1. Imminent threat Tier 3 alert will utilize **pre-scripted English and Spanish templates or the Mass Alert Generator (MAG) tool** and then cut and paste into the alert.
2. Request the assistance of a bilingual colleague with **experience translating emergency alerting concepts**. If a colleague is not immediately available, contact other public safety partner agencies known to have bilingual personnel and ask if they are available to assist.
3. Send request to the **Emergency Alerting Translation Team** via email and notify them by text message that a translation is needed. A member of the Team available to immediately translate will immediately reply all "I will complete translation." The other Team members will stand down. The Team member who accepted the translation will reply all to the email with the translated alert.
4. If no Emergency Alerting Translation Team members reply to the text, a contractor will be utilized.
5. **At no time should an alert requiring immediate action be delayed because of delays in translation.**

ADDITIONAL ALERTING CONSIDERATIONS

Update and Cancellation Messages

As an incident progresses, new information may become available. Alert originators may need to send update notifications and/or post information through social media and ReadySBC.org. Some examples that may require update notifications include:

- Evacuation upgrades and expansions (i.e., Evacuation Warning upgraded to Evacuation Order);
- Evacuation route availability;
- Location of support services (e.g., Temporary Evacuation Points, animal shelter, decontamination); or
- Activation of County Call Center phone number and online information.

Notifications must clearly indicate that the message is an update for an ongoing incident and/or replaces previous instructions. Examples:

"The Evacuation Warning issued for the wildfire along Highway 154 in Santa Barbara has been **upgraded** to an Evacuation Order. Residents must leave immediately."

"Update: The Evacuation Order for the Cave Fire have been **expanded** to include the area east of Patterson Ave, west of Turnpike Rd, south of Cathedral Oaks Rd, and north of Hollister Ave in Goleta. Evacuate immediately."

Alert originators must ensure a **cancellation message** is sent to notify the public the incident has been resolved, including lifting or ending evacuations or a shelter-in-place. This may occur hours after an incident first begins. **In the event there are multiple protective actions in place, the cancellation message must clearly indicate if part or all of the actions have been cancelled.**

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If an incident is not yet resolved by the end of a shift, the alert originator must notify the oncoming shift supervisor of the need to send any notifications updates, including a cancellation message once the incident is resolved.

Alert originators should NOT use the “Send Follow-up” feature within Everbridge at this time. Use a new notification template for all updates and cancellation messages, but utilize the same maps/polygons from initial notifications.

ENS Appropriate Use for Police Activity

Unless there is an **immediate and credible threat to the public**, such as an active shooter, or a suspect making explicit violent threats towards others and beyond any initial victim(s), and protective action is necessary, **then ENS should not be used for police activity**. Examples of police activity in which ENS activation is NOT appropriate include:

- **Suspects on the loose** following an armed robbery, police chase, etc.
- **Barricaded subjects** (door-to-door notifications should be conducted if there are concerns for neighbors or others in the vicinity)
- **“Be on the lookout/BOLO” messages** (use of the ENS for BOLOs violates public data use agreements)

Diablo Canyon Power Plant Emergency Classification Levels (ECL)

Pacific Gas and Electric (PG&E) established Emergency Classification Levels (ECL) terms to communicate the release potential and significance of an incident at the Diablo Canyon Power Plant, located within San Luis Obispo County, to various potentially affected parties including the County of Santa Barbara. PG&E and the San Luis Obispo County Office of Emergency Services (SLO OES) are responsible for notifying residents within the County of San Luis Obispo of an incident, as well as their contingent counties. Upon notification from PG&E or the SLO OES that an event has occurred at Diablo Canyon Power Plant, the County of Santa Barbara will notify potentially impacted residents within its jurisdiction via the ReadySBC Alerts system. Attachment A of the County of Santa Barbara Public Alert and Warning Policy lists the technical and public information definition of each ECL term and the respective Notification Tier level in accordance with County of Santa Barbara Public Emergency Notification Matrix.

Ensuring Notification to Whole Community

Alert originators must consider the type of population in the incident area and determine if WEA utilization is appropriate. This includes various populations that may not be listed in the Everbridge contact database and as a result may not receive a notification using traditional contact methods (i.e., phone call, text, email), and are less likely to receive information through other communication channels. Examples include:

- Areas and communities frequented by tourists and students
- Visitors to commercial areas (e.g., grocery stores, gas stations, restaurants)
- Commuters from surrounding counties
- Youth and young adults with cell phones
- Unhoused/homeless populations
- Immigrants, particularly those working outside of their neighborhoods in agriculture, landscaping and hospitality sectors

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- Non-English speaking communities that are unaware of or able to understand information through government and traditional media communication channels
- Undocumented populations
- Isolated communities with historically vulnerable communications infrastructure (e.g., Cuyama Valley, Los Alamos)

Utilizing WEA increases the likelihood that individuals with a mobile device within the incident area will be notified. As such, it is **HIGHLY RECOMMENDED** that WEA be utilized for high urgency/severity hazards and threats, including advising the community of protective actions such as evacuations and sheltering, or any other time sensitive life-safety information.

AUTHORIZED USERS

ENS system administrators are responsible for authorizing and documenting system access to designated alert originators for their respective agencies. Personnel authorized to activate the ENS system will take all reasonably feasible precautions to protect Confidential Information and prevent any unauthorized use of the system. Access may also be granted to personnel responsible for data management and post-incident analysis, such as GIS analysts and IT support personnel. Each authorized user will:

- Have his/her/their own password.
- Not share passwords.
- Ensure passwords meet stringent security measures in accordance with the FEMA MOA and County ICT requirements.
- Change their password every 90 days.
- Log off the system before leaving their workstation.
- Never save his/her/their password to ENS web browser or phone application.
- Complete required training per the County of Santa Barbara Public Alert and Warning Policy.

Below is a list of current designated alert originators by agency and job title, and their alerting tool access level:

Authorized Alert Originators and Access Level	ReadySBC Alerts organization (Everbridge)	IPAWS – WEA (Everbridge)	IPAWS – WEA & EAS (Everbridge and DASDEC)
Sheriff's Office ECC Dispatch Supervisors and Managers	✓	✓	
Sheriff's Office ECC Dispatchers	✓	✓	
OEM Director	✓	✓	✓
OEM Emergency Managers	✓	✓	✓
Montecito Fire Protection District – Dispatchers	✓		
City of Santa Maria Police Department – Dispatchers		✓ *	

* The City of Santa Maria obtained FEMA IPAWS access for the dissemination of WEAs. The City established their own Everbridge account to send WEAs and other notifications separate from the County's Everbridge and IPAWS tools.

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NOTE: Various other agencies within Santa Barbara County may utilize alerting tools and solutions to notify individuals within their jurisdiction, but these do not include the use of ReadySBC Alerts or IPAWS tools. Examples of agencies include but are not limited to K-12 schools, institutions of higher education, utility providers, special districts and cities.

ORIENTATION AND TRAINING REQUIREMENTS

To ensure effective, efficient and correct use of alert and warning capabilities, designated alert originators must complete the following orientation and trainings within prior to using the system. ENS access and passwords will be issued upon completion of required training and not before.

Alert Originator Requirements

Alert Originators are defined as staff who have been designated the authority and have the training required to compose and disseminate emergency alerts within their agency's ENS. Alert Originators accessing the County's ReadySBC Alerts system, including SBCOA partners that have entered into an ENS MOU with the County for direct access to the system, are required to complete the trainings listed below. SBCOA agencies utilizing their own alerting system are responsible for establishing training requirements for their alert originators, though are encouraged to adopt the County's requirements for consistency and ease of coordination across public safety agencies.

- Santa Barbara County Alert & Warning Training (in-person; 4 hours)
- Everbridge Mass Notification Message Sender Certification (online; 2.5 hours)
- IS-100.C: Introduction to the Incident Command System (online; 2 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>
- IS-200.C Basic Incident Command System for Initial Response (online; 4 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-200.c>
- IS-700.B: An Introduction to the National Incident Management System (online; 3.5 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-700.b>
- IS-800.D: National Response Framework, An Introduction (online; 3 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-800.d>

Any Alert Originators that will utilize IPAWS tools must also complete:

- IS-247.B: IPAWS for Alert Originators (online; 2 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-247.b>

Each Alert Originator must read and sign the **IPAWS-OPEN Rules of Behavior** (Appendix C of the IPAWS Memorandum of Agreement) that establishes individual responsibilities regarding accessing, storing, receiving and/or transmitting information using IPAWS.

Practitioner Requirements

Practitioners are defined as staff responsible for developing alert messaging scripts, plans and tools, and are authorized to exercise discretion in alert dissemination, such as OEM Duty Officers and ECC Supervisors. Practitioners will complete all Alert Originator requirements indicated in the County of Santa Barbara Public Alert and Warning Policy, plus additional trainings and review of authority documents and videos.

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Trainings:

- IS-251.A: IPAWS for Alerting Administrators (online; 2 hours)
<https://training.fema.gov/is/courseoverview.aspx?code=IS-251.a>

Required Readings/Videos:

- A Guide to Public Alerts and Warnings for Dam and Levee Emergencies
<https://www.publications.usace.army.mil/Portals/76/Users/182/86/2486/EP%201110-2-17.pdf?ver=2019-06-20-152050-550>
- WEA Messages: Impact on Physiological, Emotional, Cognitive and Behavioral Responses
<https://www.dhs.gov/sites/default/files/publications/UCLA%20-%20WEA%20Final%20Report%2008-11-2016-508.pdf>
- Best Practices in Wireless Emergency Alerts
https://www.dhs.gov/sites/default/files/publications/Wireless%20Emergency%20Alerts%20Best%20Practices_0.pdf
- PrepTalks Discussion Guide: Modernizing Public Warning Messages, Dr. Dennis Mileti
<https://www.fema.gov/blog/preptalks-dr-dennis-mileti-modernizing-public-warning-messaging>

ONGOING TRAINING, TESTING AND EXERCISE

The ECC, OEM and any SBCOA agencies with alerting capabilities will collaborate on regular training, testing and exercises of all components of the ENS to ensure the ability to send emergency notification information across the entire county. Especially for systems not in use daily, testing should be coordinated prior to execution to ensure appropriate rules and regulations are followed.

Exercises and testing should assess every component of the alert and warning program and identify the appropriate testing cycles for each piece. Systems that are used daily (e.g. social media) may not require system testing frequencies as aggressive as those that are used infrequently or are more complex (e.g. WEA). It is an industry best practice to conduct a system-wide test periodically to highlight flaws in system interoperability and compatibility.

Large-scale tests can have the effect of renewing the public's knowledge of the system(s) being used as well as encouraging citizen opt-ins for those systems that allow them.

EAS Testing

Required to occur on the first Wednesday of each month on alternating daytime and nighttime hours (10:50AM and 4:50AM, respectively). Please refer to the Local Area EAS Plan.

WEA Testing

Required monthly through the Everbridge Training organization. For instructions on the County's required WEA testing, please refer to the Monthly WEA Testing Job Aid (*confidential*).

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IPAWS Message Viewer

The FEMA IPAWS Program Management Office (PMO) has developed an IPAWS Message Viewer that can be used by authorized alerting authorities to practice writing and sending IPAWS messages in a closed non-production demonstration and training environment at the IPAWS Lab at JITC (Joint Interoperability Testing Command).

To start using the IPAWS Message Viewer in a web browser, open the website below and enter your training COG ID where it says “[insert COGID#]” for the IPAWS Message Viewer:

[https://ipaws-open.net/ALERT_SERVICES/postedmessages.php?COGID=\[insert COGID#\]](https://ipaws-open.net/ALERT_SERVICES/postedmessages.php?COGID=[insert COGID#])

Santa Barbara County “Live” COG ID: **300396**

LINK: https://ipawsopen-lab.net/ALERT_SERVICES/postedmessages.php?COGID=300396

Santa Barbara County “Test” COD ID: **200396**

LINK: https://ipawsopen-lab.net/ALERT_SERVICES/postedmessages.php?COGID=200396

Annual Community Awareness Test

On an annual basis, OEM will conduct a Tier 2 live test of the County’s ENS in collaboration with SBCOA partner agencies. A press release and public information will be disseminated in the weeks prior to support countywide awareness of the test. The message of the test will remind community members to update their contact information via ReadySBC.org to ensure they are notified during actual emergencies.

DEFINITIONS AND ACRONYMS

Advisory: Highlights special conditions that are less serious than a warning, shelter in place, or evacuation. They are for events that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property (*definition from California Alert & Warning Guidelines, March 2019*).

Alert Originator: Staff who have been designated the authority and have the training to compose and disseminate emergency alerts within their agency’s ENS.

DASDEC: A Federal Communications Commission (FCC) approved and FEMA compliant encoder/decoder device used to send Emergency Alert System (EAS) messages via a web-based application. The DASDEC device is installed within the Santa Barbara County Emergency Operations Center (EOC) and is operated on 453.600MHz radio frequency.

Everbridge: A emergency notification software solution supported by Everbridge, Inc. The County of Santa Barbara and the City of Santa Maria utilize Everbridge as its primary tool to disseminate emergency alerts simultaneously through multiple notification channels, including landline and mobile phone calls, text messages, emails, TTY/TDD, social media, and IPAWS notification tools such as WEA and EAS. May be referred to as the “Emergency Notification System”.

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Emergency Alert System (EAS): A nationwide public safety system that enables government officials to target emergency alerts to specific geographic areas through radio and television in the area they are located. OEM has integrated its EAS capabilities into the Everbridge emergency notification platform, which opens up a new communication channel and includes an additional message that is embedded in the Everbridge notification workflow. OEM also utilizes DASDEC (Digital Alert System Decoder) to transmit EAS messages. *See also DASDEC and IPAWS.*

Emergency Alert Translation Team: A team of approved Spanish translators who are capable of quickly translating written alerts from English to Spanish and have been trained on the alerting limitations and requirements.

Emergency Notification System (ENS): Often used synonymously with the term “Everbridge” or “ReadySBC Alerts”, this is any software platform currently in use that provides the basic capability to deliver emergency messaging to the public using various delivery paths

Evacuation Order: There is a hazard in the area that poses an immediate threat to life. Anyone in the area should evacuate immediately. An area under an Evacuation Order is lawfully closed to the public. An evacuation center will be established and announced shortly.

Evacuation Warning: There is a hazard in the area that poses a potential threat to life and/or property and you may need to evacuate. Residents should remain alert, prepare essential items and pets, and be ready to leave at a moment’s notice. Do not wait for an evacuation order; leave if you feel unsafe or threatened by the hazard. People with disabilities, access and functional needs should leave at this time. People with large animals should also leave now.

FIPS Codes: Federal Information Processing Standards Codes (FIPS Codes) are a standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities. The entities covered include: states, counties, American Indian and Alaska Native areas, etc. FIPS codes are used by IPAWS as one method to specify geographic warning areas. The entirety of Santa Barbara County is assigned the FIPS code 006083 with regions within the county assigned distinct sub-FIPS codes.

Handoff: The process of transferring alerting responsibilities between the ECC and the OEM Duty Officer.

Integrated Public Alert and Warning System (IPAWS): Established by Presidential Executive Order 13407. In the event of a national emergency, the President will be able to use the IPAWS to send a message to the American people quickly and simultaneously through multiple communications pathways. IPAWS is also being made available to United States Federal, State, local, territorial and tribal government officials as a way to alert the public via the Emergency Alert System (EAS), the Wireless Emergency Alert system (WEA), NOAA Weather Radio and other National Weather Service dissemination channels, the Internet, existing unique warning systems, and emerging distribution technologies.

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Nixle: A zip code-based notification tool. Because an entire (and not part) of zip code is notified, Nixle is primarily used to communicate basic information for larger scale incidents. To register, community members send a text message with their zip code(s) to 888-777 to register. Subscribers will receive a text message suggesting they subscribe for additional Nixle emails if they choose. Alert Originators can elect to send Nixle “Community” (email only) or Nixle “Advisory” (text message and email) notifications depending on the urgency, severity, and visibility of the incident.

OEM: Santa Barbara County Office of Emergency Management. Serves as the Santa Barbara County Operational Area (SBCOA) Coordinator to bring cities, special districts, non-profits and other organizations together for emergency and disaster preparedness, mitigation, response and recovery activities. More information available at www.sbcoem.org.

Practitioner: Staff responsible for developing alert messaging scripts, plans and tools, and are authorized to exercise discretion in alert dissemination, such as OEM Duty Officers and ECC Supervisors.

ReadySBC Alerts (formerly Aware & Prepare Alerts): Refers to the County’s Emergency Notification System (ENS) which is currently powered by the Everbridge software platform. It is often used synonymously with the term “Everbridge”, though they are not interchangeable. Nixle alerts fall under the umbrella of ReadySBC Alerts and are originated from the Everbridge platform. For the purposes of this document, ReadySBC Alerts, or any variation of this moniker, refers to an alert originating from the Everbridge platform (or the County’s ENS). This includes all alerts (Tiers 1-3).

Shelter-In-Place Order: Finding a safe location indoors and staying there until the public is given an “all clear” or told to evacuate. The public may be asked to shelter in place because of an active shooter, tornado, flash flooding, chemical, and radiological hazards, amongst others.

Tier 1 Alert: Low urgency hazards. There is a chance the condition will happen or is currently happening, but generally do not cause significant impacts to the community.

Tier 2 Alert: Moderate urgency hazards. The situation is imminent or occurring, and the public may need to take, or prepare to take, proper protective measures.

Tier 3 Alert: High urgency hazards. There is an expected or immediate threat to life and/or property, and people will need to take protective action such as sheltering-in-place or evacuation.

Warning:

In the context of general emergency alerts – Communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm (*definition from California Alert & Warning Guidelines, March 2019*).

National Weather Service (NWS) definition – Hazardous weather event is occurring, imminent or likely, and weather conditions may pose a threat to life or property and protective action is needed.

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Watch: Conditions are favorable for a specific hazardous weather event to occur.

Wireless Emergency Alerts (WEA): WEA is a nationwide public safety system that allows enabled mobile devices to receive geographically-targeted, text-like messages (currently 90- and 360-characters max length) to specific geographic areas through cell towers. The towers broadcast the emergency alerts for reception by WEA-enabled mobile devices. WEA capabilities are integrated into the Everbridge mass notification platform. See also *Integrated Public Alert and Warning System (IPAWS)*.

AUTHORITY

Federal

FEMA IPAWS Program Management Office Memorandum of Agreement (MOA); Attachment 1

Wireless Emergency Alerts – Code of Federal Regulations, Title 47, Part 10

Emergency Alert System (EAS) Operations During a State or Local Area Emergency – Code of Federal Regulations, Title 47, Section 11.55

National Weather Service Los Angeles/Oxnard (LOX) Office – LOX Hazards Quick Reference Guide: https://www.wrh.noaa.gov/lox/fastpage/QuickReference_public.pdf

FEMA Best Practices in Wireless Emergency Alerts – September 2013
https://www.dhs.gov/sites/default/files/publications/Wireless%20Emergency%20Alerts%20Best%20Practices_0.pdf

State

Standardized Emergency Management System (SEMS) – California Code of Regulations, Title 19, Division 2, Chapter 1

Activation of the Emergency Alert System for Abductions (AMBER Alerts) – California Government Code, Title 2, Chapter 7, Article 6.5, Section 8594

Integrated Alerting and Notification System for Petroleum Refinery Events – California Health and Safety Code, Division 20, Chapter 6.5, Article 2, Section 25536.6

State of California Alert & Warning Guidelines – March 2019
<http://calalerts.org/documents/2019-CA-Alert-Warning-Guidelines.pdf>

Local

Santa Barbara County Emergency Alert System (EAS) Local Area Plan – June 2018

Santa Barbara County Code of Ordinances – Chapter 12, Section 12-7(f)

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REFERENCES

California State Auditor Report, December 2019: "California Is Not Adequately Prepared to Protect Its Most Vulnerable Residents from Natural Disasters". Accessed 9/21/20:

<http://auditor.ca.gov/pdfs/reports/2019-103.pdf>

Santa Barbara County Grand Jury Report, June 10, 2020: "Public Alerts for Public Safety Power Shutoffs and Emergencies". Accessed 11/15/22: [https://sbcgj.org/wp-](https://sbcgj.org/wp-content/uploads/2022/02/PSPS.pdf)

[content/uploads/2022/02/PSPS.pdf](https://sbcgj.org/wp-content/uploads/2022/02/PSPS.pdf)

ATTACHMENTS

1. Attachment A: Diablo Canyon Power Plant Emergency Classification Levels (ECL) Quick Reference Sheet
2. Attachment B: Revision Record

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Attachment A

Diablo Canyon Power Plant Emergency Classification Levels (ECL) Quick Reference Sheet

The following terms and technical definitions are sourced from PG&E's Diablo Canyon Power Plan (DCPP) Emergency Plan (E-Plan), Section 4 – Emergency Conditions (section footer indicates last revision date of 5.01 or May 2001). PG&E utilizes these terms to communicate the release potential and significance of a DCPP incident to various potentially affected parties and trigger the appropriate emergency response activities. Public information definitions were developed for each term (source: <https://diablocanyonpublic.info/dc/nuclearinformation.html>). **The terms are listed in the order of least to most severe event.** Also noted for each term is the respective Notification Tier in accordance with the County of Santa Barbara Public Emergency Notification Matrix (revised September 22, 2022).

ECL	Technical Definition	Public Information Definition	Notification Tier
Unusual Event	No releases of radioactive material requiring off-site response or monitoring are expected unless further degradation of safety systems occur.	A minor, unplanned event has taken place, or a security threat may have occurred. No risk to public health and safety.	Tier 1
Alert	Release at this level would ordinarily not require near-term protective measures, such as evacuation, beyond the site boundary. County protective action decisions (PADs) within the Low Population Zone (LPZ) might be made as a precautionary action if a release near the Technical Specification maximum was actually expected and the potential existed for a release of extended duration or for escalation to a more severe emergency classification level. The need for near-term protective action beyond the boundary of the LPZ would be unnecessary.	A plant safety system has been damaged or may have been damaged, or a security event may have taken place that involves risk to site personnel or damage to site equipment.	Tier 2
Site Area Emergency	Any releases are not expected to result in exposure levels which exceed EPA Protection Action Guidelines exposure levels beyond the site boundary.	A radiological release may be expected to occur or has occurred, or a security event may have taken place that damaged plant equipment. The release would not be expected to exceed federal exposure limits beyond the plant site boundary, an area about 1,000 yards from the reactor.	Tier 2
General Emergency	Releases can be reasonably expected to exceed EPA Protective Action Guidelines exposure levels offsite for more than the immediate site area.	A significant release of radioactivity has occurred or may occur, or a security event may have taken place that results in loss of physical control of the plant. Protective actions may be directed in several of the Protective Action Zones.	Tier 3

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Attachment B

Revision Record

The County of Santa Barbara Public Alert and Warning Policy is reviewed on an annual basis by the Office of Emergency Management and Sheriff's Office and with input from SBCOA partner agencies. Any changes to the County of Santa Barbara Public Alert and Warning Policy will be documented in the table below.

Date	Name	Agency	Page/Area	Modification Description
9/8/23	Yaneri Muñoz	County OEM	Page 9, Social Media	Add County's Nextdoor account to list of social media handles