City of Carpinteria
City Council Regular Meeting Agenda
Monday, July 28, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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

AMENDED AGENDA
(REVISED ITEM NO. 10 & 14 TITLE/RECOMMENDATION)

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 Proclaiming Tuesday, August 5, 2025 as "National Night Out" in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

2. Introduction of New Employee: Ryan Ayerle, Public Works Manager.

TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE ANNUAL MEETING OF THE CARPINTERIA PUBLIC IMPROVEMENT CORPORATION (CPIC)

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

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 special meeting held July 10, 2025, the regular meeting held July 14, 2025, and the special meeting held July 15, 2025.

4. Receive and file the Expenditures for the period beginning July 7, 2025 and ending July 18, 2025.

5. Receive and file the Report of Contracts Executed by the City Manager for the Period of June 3, 2025 through July 7, 2025.

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

7. Receive and file the Quarterly Review of the Pension Stabilization Trust.

ADMINISTRATIVE MATTERS: NONE

PUBLIC HEARING:

8. Annual Review of Fire Protection Mitigation Fee Program.

   Recommendation: Adopt Resolution No. 6416, approving the update of the Fire Protection Mitigation Fee Schedule for Development and accepting the Carpinteria-Summerland Fire Protection District's Annual Report.

   Staff Presenter: Stephon Downes, Management Analyst II

   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:

9. Formation of an ad hoc committee to advise on the City of Carpinteria's ("City") response to U.S. Immigration and Customs Enforcement ("ICE") activity.

   Recommendation: Adopt Resolution No. 6417, approving the formation of an ad hoc committee to advise on the City's response to ICE activity and appoint two councilmembers to this committee.

   Staff Presenter: Jena S. Acos, Legal Counsel

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

10. Support for pending state and federal legislation promoting law enforcement transparency and accountability.

    Recommendation: Authorize staff to draft and submit letters in support of Senate Bill 627 (No Secret Police Act—California), Senate Bill 805 (No Vigilantes Act – California), H.R. 673 (ICE Security Reform Act – federal), S.2212 (the VISIBLE Act – federal), and H.R. 4176 (No Secret Police Act of 2025 – federal).

    Staff Presenter: Jena S. Acos, Legal Counsel

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

11. Code Compliance Quarterly Report Q2, 2025.

    Recommendation: Receive and file the Q2 Code Compliance Quarterly Report.

    Staff Presenter: David Hernandez, Code Compliance Supervisor

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

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

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

Staff Presenter: Michael Ramirez, City Manager

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

13. Presentation of the Final Strategic Plan for Fiscal Years 2025 – 2027.

Recommendation: Receive and file the Strategic Plan for Fiscal Years 2025 – 2027 as the finalized version.

Staff Presenter: Michael Ramirez, City Manager

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

14. Local State of the City Format.

Recommendation: Receive and file report, and provide feedback to staff as determined appropriate.

Staff Presenter: Juliza Briones, Program Manager

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

15. Consider authorizing the execution of a revised 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. This MOA is being brought back to Council due to recent changes made to the original agreement.

Recommendation: Authorize the City Manager to execute the revised Memorandum of Agreement (MOA) between the City of Carpinteria and the Santa Barbara County Office of Emergency Management for the ReadySBC alerts system activation and the City's access to the Genasys Emergency Zone Mapping Solution, reflecting the recent changes to the original agreement. *(Requires a roll call vote.)*

Staff Presenter: Juliza Briones, Program Manager

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

16. Designation of Voting Delegate and Alternate for the League of California Cities 2025 Annual Conference and Expo.

Recommendation: Designate Councilmember Nomura as the City's voting delegate and designate Vice Mayor Solórzano as the City's alternate voting delegate for the League of California Cities 2025 Annual Conference and Expo in Long Beach.

Staff Presenter: Brian C. Barrett, City Clerk

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

17. Consideration of policy establishing a process for determining which members of the City Council should have priority for attending events subject to the Brown Act.

Recommendation: Adopt Council Member Attendance Policy for Events Subject to the Brown Act.

Staff Presenter: Jena S. Acos, Legal Counsel

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 of August 11, 2025 has been cancelled and the next regular City Council meeting will be held on August 25, 2025 at 5:30 p.m.

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

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

This agenda was posted on Wednesday, July 23, 2025, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

Agenda Section: Presentations
Agenda Item No.: 1
Council Meeting Date: July 28, 2025

A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA PROCLAIMING TUESDAY, AUGUST 5, 2025 AS "NATIONAL NIGHT OUT" IN THE CITY OF CARPINTERIA

WHEREAS, *the National Association of Town Watch (NATW) sponsors a national community-building campaign entitled "National Night Out" on Tuesday, August 5, 2025; and*

WHEREAS, *the National Night Out campaign provides an opportunity for neighbors in Carpinteria to join over 38 million people across 17,000 communities from all 50 states, U.S. territories, and military bases worldwide; and*

WHEREAS, *National Night Out is an annual campaign that promotes strong law enforcement-community partnerships and neighborhood camaraderie to make our neighborhoods safer, more caring places to live and work;*

NOW, THEREFORE, *the City Council of the City of Carpinteria hereby proclaims Tuesday, August 5, 2025 as "National Night Out" in the City of Carpinteria and invites all neighbors in Carpinteria to join the Santa Barbara County Sheriff's Department, the Carpinteria-Summerland Fire Protection District, the City, and the National Association of Town Watch in support of the National Night Out event on August 5, 2025 from 5 – 7 pm at Linden Field.*

IN WITNESS THEREOF*, the Mayor hereunto set their hand and caused the official seal of the City of Carpinteria, California, to be affixed this 28th day of July, 2025.*

Natalia Alarcon, Mayor
City of Carpinteria

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk

CARPINTERIA PUBLIC IMPROVEMENT CORPORATION (CPIC)
5775 Carpinteria Avenue
Carpinteria, CA 93013

MEETING AGENDA
MONDAY, JULY 28, 2025
5:30 P.M.

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1. Call to order and roll call.

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

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

4. Confirmation of Officers for Fiscal Years 2025-26 and 2026-27.

5. Approval of minutes of regular annual meeting held July 22, 2024.

6. Receive and File the CPIC Annual Report.

7. New Business.

8. Adjournment.

The CPIC agenda and associated staff report will be available on Thursday, July 24, 2025 on the City's Website: https://carpinteriaca.gov/city-hall/agendas-meetings/. The CPIC agenda and staff report are part of the City Council agenda for its regular meeting of July 28, 2025. Please see "TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE ANNUAL MEETING OF THE CARPINTERIA PUBLIC IMPROVEMENT CORPORATION (CPIC)." 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.

Posted: July 22, 2025
Published: July 24, 2025

CARPINTERIA PUBLIC IMPROVEMENT CORPORATION (CPIC)
5775 Carpinteria Avenue
Carpinteria, CA 93013

ANNUAL MEETING MINUTES
MONDAY, JULY 22, 2024

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1. Call to order and roll call.

President Clark called the meeting to order at 5:50 pm.

Directors present: Director Roy Lee
Director Wade T. Nomura
Director Mónica J. Solórzano
Vice President Natalia Alarcon
President Al Clark

Staff members present: Michael Ramirez, Chief Executive Officer
Jena Shoaf Acos, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria
Brian C. Barrett, Secretary

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

Secretary Barrett acknowledged that all legal noticing and procedural requirements of the meeting were met.

3. Public Comment

There was no public comment.

4. Approval of minutes of regular annual meeting held July 24, 2023.

There was no public comment.

Motion by Vice President Alarcon, seconded by Director Nomura, to approve the minutes of the regular annual meeting held July 24, 2023. Upon voice vote, the motion carried unanimously.

5. Receive and File the CPIC Annual Report.

Secretary Barrett presented the Annual Report.

There was no public comment.

Motion by Director Nomura, seconded by Vice President Alarcon, to receive and file the CPIC annual report. Upon voice vote, the motion carried unanimously.

6. New Business.

There was no new business.

7. Adjournment.

President Clark adjourned the meeting at 5:53 p.m.

____

Brian C. Barrett, CMC, CPMC
CPIC Secretary

City of Carpinteria

CARPINTERIA PUBLIC IMPROVEMENT CORPORATION
BOARD MEETING
July 28, 2025

ITEM FOR BOARD CONSIDERATION

Carpinteria Public Improvement Corporation Annual Report

STAFF RECOMMENDATION

Receive and file the annual report.

Sample Motion: I move to receive and file the annual report.

BACKGROUND / DISCUSSION

The Carpinteria Public Improvement Corporation (CPIC) was established in July 1988 as a public nonprofit corporation to provide a funding mechanism for the development of certain capital improvements through a lease-purchase arrangement with the City and the issuance of Certificates of Participation (COPs).

In July 1988, the CPIC issued $2,015,000 in COPs, to be repaid through semi-annual lease payments by the City. The $2 million in proceeds (net of a $99,960 issuance discount), along with interest earnings, funded a variety of capital improvements, including the construction of the community swimming pool, expansion of El Carro Park, improvements to City Hall, and construction of Parking Lot No. 3. All projects were completed by the end of Fiscal Year 1989–90. The COPs were fully repaid as of March 1, 2018.

Although there are currently no outstanding bonds or COPs issued by the CPIC, annual Board meetings must continue to be held to maintain the active status of the CPIC entity. State law requires the Board to consider the CPIC's annual report at a public meeting. This staff report serves as the annual report, and the Board meeting was properly noticed in accordance with legal requirements in the local newspaper.

FINANCIAL CONSIDERATIONS

No fiscal impact as a result of this action.

Staff Contact: Brian C. Barrett, Secretary
805) 755-4403, brianb@carpinteriaca.gov

Brian C. Barrett
Signature

Reviewed by: Michael Ramirez, Chief Executive Officer
(805) 755-4450, michaelr@carpinteriaca.gov

Michael Ramirez
Signature

Roy Lee
County Supervisor, First District

Agenda Section: Public Information

Agenda Item No.: N/A

Council Meeting Date: July 28, 2025

Date: July 23, 2025

To: Michael Ramirez, City Manager + Honorable Carpinteria City Council

From: Supervisor Roy Lee

Subject: 7/28 Agenda for Report from First District Supervisor Roy Lee

CC: Brian Barrett, City Clerk

Updates from District 1 at Carpinteria City Council Meeting, presented by District Director Daisy Weber:

1. County Response to Recent ICE activity:
   a. Actions from County Board of Supervisors set out on 7/15 – see below
   b. To date, the BOS has allocated $345,000 to the Immigrant Legal Defense Center for legal and mental health resources ($240k allocated on 6/17, $105k allocated on 5/13)
   c. BOS Back in session on 8/19
   d. D1 office will continue to meet groups, constituents, and employers during break
   e. Resources link: [Legal Organizations/Referrals EN & SP]

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Roy Lee
County Supervisor, First District

1.a) July 15, 2025 County Board of Supervisors - Direction:

1.Direct CEO to write to ICE or other federal agencies, under the Freedom of Information Act, to include the follow:

- *We are formally seeking transparency from federal agencies by requesting detailed records on all ICE activities and arrests in our jurisdiction, including the following:*
- *We want to know exactly when and where ICE raids and arrests have happened in our county.*
- *We're asking for the names of people who have been detained and the specific reasons why they were picked up.*
- *We want to see the rules and policies federal agents are following during these raids—especially how they identify themselves and what guidelines they're supposed to follow.*

2. Direct staff to return to the Board with an amendment to the Legislative Platform to advocate for improved immigration reform, include provisions regarding due process detained by ICE and identification of enforcement officials.

3. Return with information on State Senate Bill 805, AB 627 for the BOS to take a position.

4. Explore enacting an ordinance prohibiting voluntarily sharing of personal, identifying or locational information with ICE unless compelled by a judicial order.

5. Have the Chair request ICE to appear before the BOS at a public hearing to answer questions

(Not part of the motion: County Counsel will explore joining the ACLU lawsuit)

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Agenda Section: City Manager's Report
Agenda Item No.: N/A
Council Meeting Date: July 28, 2025

MEMORANDUM

Council Meeting Date:	**July 28, 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 Selection
- Community Engagement Library Specialist – Full Time
  - Pending Selection
- Community Garden Coordinator – Part Time
  - Pending Background Check

New Employees

- Ryan Ayerle, Public Works Manager.
  - Starts: July 28, 2028

Staff Training/Development

July 22, 2025, the City hosted training sessions conducted by California Joint Insurance. Authority (CJPIA). The morning session, "HR as a Strategic Business Partner," focused not on what, but on how it delivers its services. The afternoon session," Workplace Harassment Prevention Training for Supervisors," addressed employer and employee liability related to both lawful and unlawful workplace conduct. City staff in attendance included Assistant City Manager Ryan Kintz, Human Resources Assistant Javier Gutierrez, Management Analyst Ryan Benson, and Management Analyst II Teresa Ilasin.

UPDATES ON DEVELOPMENT APPLICATIONS

None.

OTHER CITY/COMMUNITY UPDATES

Immigration Support Services – Request for Proposals Update & Immigration Resource Webpage

In response to recent federal immigration enforcement actions, the City of Carpinteria released a Request for Proposals (RFP) on July 16, 2025, seeking qualified nonprofit organizations to provide immigration support services for local residents. A total of $10,000 in General Fund support is available, with individual awards of up to $2,500 depending on the number and quality of proposals received. A new immigration resource webpage has also been launched to provide centralized information about available services and organizations supporting the immigrant community.

Community Pool – Sunday Swim Lessons

Sunday swim lessons are scheduled to begin on August 3 and will run weekly from 10:30 a.m. to 3:40 p.m. The program will offer a combination of group lessons—covering Levels 1, 2, and 3—and private instruction.

AgeWell Program Highlights

The Parks, Recreation and Community Services Department continues to expand AgeWell offerings to engage older adults in enriching and social opportunities. Upcoming events include:

- **Mahjong Basics Seminar** – July 31 at 1:00 PM, Veterans Hall Meeting Room. Learn the rules, tiles, and strategies of Mahjong—perfect for beginners and those curious to try something new.
- **Saturday Excursion: Puppy Park Picnic** – August 2 from 11:00 AM to 1:00 PM at El Carro Park. A casual and fun picnic where participants can meet and mingle with fellow pet lovers and their furry companions.
- **Bingo Bash** – August 7 at 1:00 PM, Veterans Hall Meeting Room. A lively afternoon of bingo, snacks, music, and prizes.
- **Men's Longevity Group** – A four-session wellness series focused on healthy aging for men, running Wednesdays from August 6–27, 5:30–6:45 PM, Veterans Hall Meeting Room.
- **Lecture Series: "Shark Myths & Facts"** – August 21 at 1:00 PM, Veterans Hall Meeting Room. Presented by Christina Furio, State Park Interpreter I, this engaging talk will explore common shark myths and fascinating facts.

Community Services Support Grant Program Update

In response to City Council's request to evaluate and potentially narrow the focus of the Community Services Support Grant (CSSG) Program, staff conducted a review of the current eligibility criteria. The review confirmed that the existing criteria are already broad enough to support nonprofit organizations addressing a range of emerging community needs, including the recent concern regarding resident impacts from ICE activity. Specifically, the criteria include a provision for supporting **City Council Initiatives and Emergent Needs**, which allows for targeted funding in response to evolving priorities or urgent issues identified by the Council.

The CSSG Program provides vital funding to nonprofit organizations that enhance quality of life in Carpinteria through essential services and innovative programming. Program goals (i.e., funding categories) include:

- **Community Collaboration**: Support City Council Strategic Goals and priorities such as outreach, education, affordable housing, equity and inclusion, and improved services for youth, seniors, and individuals experiencing homelessness.
- **Social Services**: Address community needs beyond the City's immediate service scope, including health, wellness, transportation, and childcare.
- **Community Events**: Fund special events that align with or promote Council's Strategic Goals.
- **City Council Initiatives and Emergent Needs**: Allow for funding of projects initiated by the City or in response to urgent or emerging community issues.

City of Carpinteria
City Council Minutes
Special Meeting
Thursday, July 10, 2025

Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person and Virtual

CALL TO ORDER

Mayor Alarcon called the meeting to order at 6:11 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
Lieutenant Rich Brittingham, Santa Barbara County Sheriff's Department
Juliza Briones, Program Manager

PLEDGE OF ALLEGIANCE

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

CITY COUNCIL BUSINESS:

The City Council met to consider the following items:

1. Consider Statement and Proclamation from the City Council Regarding Recent Federal Immigration and Customs Enforcement (ICE) Activity.

   Recommendation: Consider issuing a statement and adopting a Proclamation regarding the City Council's position on recent U.S. Immigration and Customs Enforcement (ICE) activity in the City of Carpinteria.

Assistant City Manager Kintz presented the item.

Speakers in-person: Erica Reyes representing Congressman Salud Carbajal, Gunnar Langenhuizen representing Assemblymember Gregg Hart, Teresa Alvarez representing Carpinteria Children's Project, Andy Patrick, Jesus Cardona, Kate Munster, David Rosso, Phoenix Hocking, Deidre Sklar, Marianne Garrity, First District Supervisor Roy Lee and Daisy Weber, Catherine Overman, Jorge Gonzalez, Mandi de Witte, Wendi Dunn, Rogelio Delgado, Jacqueline Inda representing Casa de La Raza, Esteban Figler, Ian Bauche representing Senator Monique Limón, Marie Eaton, Jonnie Williams, Ruth Dickinson, Ted Rhodes, Alexandra VanAntwerp, Miguel Avila, Lisa Lloyd, Ivan Vega representing Future Leaders of America, Natalie Vilcher, Karen Arreola, Jennifer Sanchez, Giti White, Mia Martel, Sara Bacon, Fred Shaw, Diana Ornelas, Andrea Carrillo, and Lilly (no last name provided)

Speakers via Zoom: Rose Muñoz, Tricia Humbles, Susan Allen, Lorraine McIntire, Janie (no last name provided), Ana Garcia, Julissa Peña, and Cynthia Macias (did not speak)

Emails distributed: Brian and Michele Banks

The following distributed emails did not identify which agenda item to which they were addressing: Ann Sly, Gina Marchand, Charisse Cordero, Lily U., Alan Koch, and Nicole Lieu

Each City Councilmember made a statement regarding the recent ICE activity.

Lieutenant Brittingham made a statement on behalf of the Sheriff's Department regarding the recent ICE activity.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to issue the statement and adopt the Proclamation regarding the City Council's position on recent U.S. Immigration and Customs Enforcement activity in the City of Carpinteria.

Councilmember Nomura requested the motion be modified to include the Proclamation title.

Vice Mayor Solórzano modified the motion to issue the statement and adopt the Proclamation entitled "A Proclamation of Commitment to California Values Act and to Providing a Safe and Welcoming Community for All Residents, Visitors, and Workers" regarding the City Council's position on recent U.S. Immigration and Customs Enforcement activity in the City of Carpinteria. Councilmember Nomura seconded the modified motion.

Upon voice vote, the modified motion carried unanimously.

2. Consider Appropriation of Funds for Response Efforts to Support the Local Immigrant Community.

   Recommendation: (a) Consider authorizing the appropriation of $5,000 (or another dollar amount) from the General Fund to support nonprofit organizations serving residents impacted by recent federal immigration enforcement actions and (b) Provide direction on priority criteria for the selection of nonprofit organizations to receive funding.

Assistant City Manager Kintz presented the item.

Speakers in-person: Mia (no last name provided and did not speak), Deborah Dentler representing Carpinteria Immigrant Rights Coalition, Jennifer Sanchez, Dorothy Largay, Davis Mersereau, Jacqueline Inda representing Casa de La Raza, Sarah Bacon, Diana Ornelas representing United Boys and Girls Club of Santa Barbara County, Jessica Ramirez representing Carpinteria Children's Project, Christie Boyd, Teresa Alvarez representing Carpinteria Children's Project, and Anonymous

Speakers via Zoom: Walid Afifi, Lennea Lopez, Athziry Rojas, Hayley Fedders, and Lorraine McIntire

Emails distributed: Susan Williams

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to authorize the appropriation of $10,000 from the General Fund to support nonprofit organizations serving residents impacted by recent federal immigration enforcement actions and to request staff to come back at the next Council meeting for the Council to discuss narrowing the focus of the community service grant program so that it aligns with the needs.

City Manager Ramirez noted that the next Council meeting agenda has already been posted and requested the following meeting.

Vice Mayor Solórzano modified the motion to authorize the appropriation of $10,000 from the General Fund to support nonprofit organizations serving residents impacted by recent federal immigration enforcement actions and to request staff to come back at the July 28th Council meeting for the Council to discuss narrowing the focus of the community service grant program so that it aligns with the needs. Councilmember Nomura seconded the modified motion.

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

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

ABSENT: None
ABSTAIN: None

The motion carried unanimously.

Mayor Alarcon recessed to a break at 8:58 pm and reconvened the meeting at 9:11 pm.

3. Consider Additional City Responses to U.S. Immigration and Customs Enforcement (ICE) Activity.

   Recommendation: Receive a report on recent federal immigration enforcement activity in the community and provide direction to staff regarding additional actions the City may take in response.

Legal Counsel Acos presented the item.

Speakers in-person: Becki and Doug Norton representing Carpinteria Immigrant Rights Coalition, Leslie Varela, Jaime Diamond, Carol Kernahan (did not speak), Jacqueline Inda representing Casa de La Raza, Lisa Burke (did not speak), Marisol Alarcon, Hayley Fedders (did not speak), Olivia Uribe Mutal, and Davis Mersereau (did not speak),

Speakers via Zoom: Hayley Fedders, Peter Dugré, Davis Mersereau, RV, Justin Shores, Susan Allen, and Lorraine McIntire

Emails distributed: Anonymous

The Council deliberated and there was Council consensus for the following:

- Provide an opportunity at a future community meeting for the Sheriff's Department to talk about the limitations they face and the ways they can be more responsive to what residents are asking in regards to ICE activity and give the Sheriff's Department an opportunity to build up the trust with the community (City Manager Ramirez acknowledged he would discuss with the Sheriff's Department).
- Setup an ad hoc committee in response to ICE activity.
- Bring item back to Council on a future agenda regarding the preparation of advocacy letters in support of proposed legislation.
- Look into the City joining the American Civil Liberties Union (ACLU) lawsuit against the Trump administration.
- Reach out to the County of Santa Barbara to see if there is any coordination that can be done in regards to ICE activity.
- Help local non-profits by equipping them appropriately to nimbly prepare and respond.
- Include resources on the City's website (City Manager Ramirez noted that the City working through existing organizations could facilitate those efforts and not create

multiple different channels for information and the ad hoc committee could consider all of these things on whether it should be the City or existing organizations).

There was consensus of the Council for staff to bring back the creation of the ad hoc committee and prioritize the above bullet points.

Motion by Councilmember Nomura, seconded by Vice Mayor Solórzano, to direct staff to return with policies and actions for the City Council in consideration of the items that have been presented and discussed including an ad hoc committee. Upon voice vote, the motion carried unanimously.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 10:34 pm.

____
Natalia Alarcon, Mayor

ATTEST:

____
Brian C. Barrett, CMC, CPMC
City Clerk

City of Carpinteria
City Council Minutes
Regular Meeting
Monday, July 14, 2025

Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person and Virtual

CALL TO ORDER

Mayor Alarcon called the meeting to order at 5:34 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
Jeanette Gant, Parks, Recreation & Community Services Director
Juliza Briones, Program Manager
Lexi Persoon, Aquatics Program Coordinator
Lieutenant Rich Brittingham, Santa Barbara County Sheriff's Department
David Hernandez, Code Compliance Supervisor
Nick Bobroff, Community Development Director
Syndi Souter, Senior Planner
John L. Ilasin, Public Works Director
DeLayni Millar, Environmental Program Specialist
Shay Darrington, Engineering Technician
Mindy Fogg, Principal Planner

PLEDGE OF ALLEGIANCE

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

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449

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

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. A Proclamation Designating July 2025 as Park and Recreation Month in the City of Carpinteria. *(Requires taking public comment and approval prior to the City Council reading and presenting the proclamation.)*

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Clark, to approve the Proclamation Designating July 2025 as Park and Recreation Month in the City of Carpinteria. Upon voice vote, the motion carried unanimously.

Mayor Alarcon and the Council presented the proclamation to Parks, Recreation and Community Services Director Gant and her team.

2. Certificates of Commendation Awarded to Carpinteria Emergency Response Team (CERT) trainees and trainers.

Program Manager Briones introduced the item.

There was no public comment.

Mayor Alarcon and the Council presented the Certificates of Commendation to the Carpinteria Emergency Response Team (CERT) trainees and trainers.

3. Introduction of New Employee: Lexi Persoon, Aquatics Program Coordinator.

Parks, Recreation and Community Services Director Gant introduced Lexi Persoon, Aquatics Program Coordinator who provided remarks.

4. Annual Member Agency Update Presentation from Central Coast Community Energy.

Das Williams, Senior Advisor for Policy and Legislative Affairs and Spencer Brandt, Community Relations Manager, both with Central Coast Community Energy provided the presentation.

Speakers in-person: Mike Modugno

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

Mayor Alarcon temporarily adjourned the meeting at 6:12 pm.

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

Mayor Alarcon reconvened the meeting at 6:25 pm.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department provided a law enforcement report for the month of June.

There was no public comment.

CITY MANAGER'S REPORT

a. City Employee Updates

   City Manager Ramirez provided an update on City recruitments.

b. Updates on Capital Improvement Projects

   None.

c. Updates on Development Applications

   See City Manager's Report.

d. Other City/Community Updates

   City Manager Ramirez provided the coordinated public safety strategy held over the July 4th weekend, the activities that occurred, and the recommendations for future consideration. Lieutenant Brittingham with the Santa Barbara County Sheriff's Department and Mike LoMonaco, Fire Marshall with the Carpinteria-Summerland Fire Protection District provided remarks. City Manager Ramirez also spoke on recreation and AgeWell events.

Speakers in-person: Kathleen Reddington and Lisa Stark

PLANNING COMMISSION ACTIONS

Community Development Director Bobroff reported on the Planning Commission Actions from its meeting of July 7, 2025.

Speakers in-person: Hans Betzel (Mayor Alarcon referred Mr. Betzel to the Public Comment on Matters not on the Agenda Section for his comments.)

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Phoenix Hocking, Erick Trigueros, Kathy White, Rogelio Delgado, Becki Norton representing Carpinteria Immigrant Rights Coalition, Deborah Dentler representing Carpinteria Immigrant Rights Coalition, Doug Norton representing Carpinteria Immigrant Rights Coalition (did not speak), Carol Kernahan representing Carpinteria Indivisible, Amrita Salm representing HopeNet of Carpinteria, Susan Mailheau, Das Williams, Kathleen Reddington, and Hans Betzel

Emails distributed: Gina Marchand, Scott Grieve representing Linden Meadows Homeowners Association, Lucy Graham, Jacqueline Inda representing Casa de La Raza, Justin Shores, Melanja Jones, and Patricia French

Community Development Director Bobroff responded to Mr. Betzel's comments regarding the Carpinteria Valley Water District's proposed Carpinteria Advanced Purification Project.

CONSENT CALENDAR:

Speakers in-person: Alan Koch (for Item No. 8)

Emails distributed: Alan Koch and Victor Garza (both for Item No. 8)

Councilmember Clark requested pulling Item No. 8 from the Consent Calendar. There was consensus of the Council to pull Item No. 8 from the Consent Calendar and hear it under the Consideration of Any Items Removed from the Consent Calendar and/or Other Agenda Items Requested To Be Advanced Section later in the agenda, after Item No. 15.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 5 through 7. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

5. Approve the minutes of the regular meeting held June 23, 2025.

6. Receive and file the Expenditures for the period beginning June 16, 2025 and ending July 3, 2025.

7. Authorize the City Manager to execute Amendment No. 1 to the Agreement with Encompass Consultant Group, Inc. for the 2023 Pavement Maintenance and Rehabilitation Project in an amount not-to-exceed $48,710 for a total amended agreement amount of $379,440. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

9. Review of 2024 Carpinteria home sales prices and setting of the 2025 in-lieu affordable housing fee pursuant to Carpinteria Municipal Code Chapter 14.75, Inclusionary Housing Requirement.

   Recommendation: Receive and file the report on the City's home sales prices for the 2024 calendar year and the 2025 affordable housing in-lieu fees for condominiums and single-family dwellings.

Senior Planner Souter presented the staff report and PowerPoint presentation.

Speakers in-person: Rogelio Delgado

Councilmember Nomura requested for more frequent reporting on the Housing Fund balance instead of annually.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to receive and file the report on the City's home sales prices for the 2024 calendar year, and the 2025 affordable housing in-lieu fees for condominiums and single-family dwellings. Upon voice vote, the motion carried unanimously.

Mayor Alarcon recessed to a break at 7:54 pm and reconvened the meeting at 8:05 pm.

10. Authorization for the City Manager to execute an Agreement with Integral Consulting, Inc. to provide consulting design services for the Carpinteria Living Shoreline Project.

    Recommendation: Authorize the City Manager to execute an Agreement with Integral Consulting, Inc. to provide consulting design services in an amount not-to-exceed $1,619,993 for the Carpinteria Living Shoreline Project. *(Requires a roll call vote.)*

Public Works Director Ilasin and Environmental Program Specialist Millar provided the staff report.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Clark, to authorize the City Manager to execute an Agreement with Integral Consulting, Inc. to provide consulting design services in an amount not-to-exceed $1,619,993 for the Carpinteria Living Shoreline Project. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

11. A Maintenance Agreement with Precision Concrete Cutting for Sidewalk Repairs through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority.

    Recommendation: Authorize the City Manager to execute a Maintenance Agreement with Precision Concrete Cutting for sidewalk repairs in the amount of $62,157.41 through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority. *(Requires a roll call vote.)*

Public Works Director Ilasin presented the staff report.

There was no public comment.

Motion by Councilmember Mayer, seconded by Vice Mayor Solórzano, to authorize the City Manager to execute a Maintenance Agreement with Precision Concrete Cutting for sidewalk repairs in an amount not-to-exceed $62,157.41 through the Cooperative Purchasing Contract by the California Joint Powers Insurance Authority. 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.

12. Award of Construction Contract to Toro Enterprises, Inc. for the Carpinteria High School Area Crosswalk Safety Improvements Project.

    Recommendation: Award a Construction Contract to Toro Enterprises, Inc. in the Total Base Bid amount of $471,437 for the Carpinteria High School Area Crosswalk Safety Improvements Project. *(Requires a roll call vote.)*

Public Works Director Ilasin introduced Engineering Technician Darrington who provided the staff report.

There was no public comment.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to award a Construction Contract to Toro Enterprises, Inc. in the Total Base Bid amount of $471,437 for the Carpinteria High School Area Crosswalk Safety Improvements Project. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

13. A Construction Contract for the Linden Avenue Improvements Project to Toro Enterprises, Inc.

    Recommendation: (1) Award a Construction Contract to Toro Enterprises, Inc. in the Total Base Bid amount of $908,610 for the Linden Avenue Improvements Project, (2) Authorize the City Manager to execute Amendment No. 1 to the Agreement with Stantec Consulting Services, Inc. to provide engineering support services during construction in an amount not-to-exceed $25,900 for a total amended agreement amount of $179,863 for the Linden Avenue Improvements Project, and (3) Approve a budget appropriation in the amount of $385,000 to the Capital Improvements Fund of the Fiscal Year 2025/26 Capital Improvements Program Budget for the Linden Avenue Improvements Project. *(Requires a roll call vote.)*

Engineering Technician Darrington presented the staff report.

Speakers in-person: Kathleen Reddington

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to (1) award a construction contract to Toro Enterprises, Inc. in the total base bid amount of $908,610 for the Linden Avenue Improvements Project, (2) authorize the City Manager to execute Amendment No. 1 to the Agreement with Stantec Consulting Services, Inc. to provide engineering support services during construction in an amount not-to-exceed $25,900 for a total amended agreement amount of $179,863 for the Linden Avenue Improvements Project, and (3) approve a budget appropriation in the amount of $385,000 to the Capital Improvements Fund of the Fiscal Year 2025/26 Capital Improvements Program Budget for the Linden Avenue Improvements Project. The roll call vote on the motion was as follows:

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

The motion carried unanimously.

14. Appointment of CalPERS Retired Annuitant David Durflinger as an Extra Help – Public Works Director, for the period July 28, 2025 through October 31, 2025.

    Recommendation: Appoint CalPERS retired annuitant David Durflinger to the position of Extra Help – Public Works Director on a temporary, interim basis pursuant to Government Code Section 21224, for the period of July 28, 2025 through October 31, 2025.

Assistant City Manager Kintz provided the staff report and requested that the Council modify the motion presented in the staff report to have the start of Mr. Durflinger's appointment be July 15, 2025 to allow a smooth transition.

There was no public comment.

Motion by Councilmember Clark, seconded by Councilmember Mayer to approve the appointment of retired annuitant David Durflinger as an Extra-Help Public Works Director for the period of July 15, 2025 through October 31, 2025. Upon voice vote, the motion carried unanimously.

PUBLIC HEARING:

15. (1) Adoption of Resolution No. 6413, thereby initiating proposed amendments to the City's Local Coastal Program and Carpinteria Municipal Code, Title 14: Zoning, to amend the City's zoning map to rezone APNs 001-180-032 and 001-180-040 from Industrial/Research Park ("M-RP") to Residential/Mixed Use ("RMU") and (2) Direct staff to initiate negotiations with the property owner of APNs 001-180-032 and -040 concerning possible terms for a Development Agreement related to the rezoning and future redevelopment of the subject properties.

    Recommendation: Consider a request to rezone two parcels (APNs 001-180-032 and 001-180-040) from M-RP to RMU. Approval and adoption of Resolution No. 6413 (Attachment A) would initiate the amendments to the Carpinteria Local Coastal Program, and Carpinteria Municipal Code Title 14: Zoning. If the Council elects to initiate the rezone, the Council should also provide direction to staff concerning entering into a negotiation and possible terms for a Development Agreement between the City and property owner.

Principal Planner Fogg presented the staff report and PowerPoint presentation.

Laurel Perez, President of SEPPS Land Use Consulting, Brian Cearnal with Cearnal Collective LLP, and Victor Schaff, site owner provided the Applicant's presentation.

Mayor Alarcon opened the public hearing at 9:56 pm.

Speakers in-person: Kathleen Reddington, Angel Sungleris, Katherine Salant, and Susan Mailheau (did not speak)

Speakers via Zoom: Susan Allen, David Allen, Amrita Salm, Kenneth Triguero, Patrick Crooks, Patrick O'Connor, and Rogelio Delgado

Emails distributed: Victor Garza, David Allen, Susan Mailheau, and Amrita Salm

Mayor Alarcon closed the public hearing at 10:29 pm.

Motion by Councilmember Mayer, seconded by Councilmember Clark, to decline to adopt Resolution No. 6413 and allow Site #21 to be considered in the next phase of Housing Element rezones. Upon voice vote, the motion carried with Vice Mayor Solórzano opposed.

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

8. Authorize the City Manager to execute Amendment No. 1 to the Agreement with Walker Parking Consultants for updating the Draft Downtown Carpinteria Parking Management Plan in an amount not-to-exceed $24,825 for a total amended agreement amount of $62,790. *(Requires a roll call vote.)*

Public Works Director Ilasin presented the staff report.

There was no public comment received after this item was pulled from the Consent Calendar and heard under this section of the agenda. For comments on this item heard earlier in the meeting, see the Consent Calendar section.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to authorize the City Manager to execute Amendment No. 1 to the Agreement with Walker Parking Consultants for updating the Draft Downtown Carpinteria Parking Management Plan in an amount not-to-exceed $24,825 for a total amended agreement amount of $62,790. 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.

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

16. Resolution No. 6414, approving the application for the Land and Water Conservation Fund Grant for the Carpinteria Community Pool Project.

    Recommendation: Adopt Resolution No. 6414, approving the submission of a Land and Water Conservation Fund grant application for the Carpinteria Community Pool Project. *(Requires a roll call vote.)*

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

There was no public comment.

Motion by Councilmember Nomura, seconded by Councilmember Clark, to adopt Resolution No. 6414, as read by title only. 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.

17. Professional Services Agreement with Clifford Moss to Support Community Outreach and Education Related to the City's Fiscal Sustainability Efforts.

    Recommendation: Authorize the City Manager to execute a professional services agreement with Clifford Moss in an amount not-to-exceed $100,000 to provide strategic outreach and education services related to the City's long-term funding needs and overall fiscal sustainability efforts. *(Requires a roll call vote.)*

Assistant City Manager Kintz presented the staff report.

There was no public comment.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to authorize the City Manager to execute a professional services agreement with CliffordMoss in an amount not-to-exceed $100,000 – with $46,000 allocated in Fiscal Year 2025-26 and $54,000 in Fiscal Year 2026-27 – to provide strategic outreach consulting services related to the City's long-term funding needs. 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.

LEGISLATIVE UPDATE

Legal Counsel Acos reported on Senate Bill 445, Assembly Bill 339, and Senate Bill 707 (which was not included in the Legislative Update Report).

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

There were no Committee Reports, Inquiries nor Other Matters Presented by Councilmembers.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers are expected to be in attendance at the July 28, 2025 Council meeting.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 11: 36 pm.

____
Natalia Alarcon, Mayor

ATTEST:

____
Brian C. Barrett, CMC, CPMC
City Clerk

City of Carpinteria
City Council Minutes
Special Meeting
Tuesday, July 15, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

In-Person and Virtual

CALL TO ORDER

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

ROLL CALL

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

Staff members present:
Michael Ramirez, City Manager
Cody T. Sargeant, on behalf of Brownstein Hyatt Farber Schreck, LLP acting as City Attorney of the City of Carpinteria
Brian C. Barrett, City Clerk
Nick Bobroff, Community Development Director

PLEDGE OF ALLEGIANCE

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

PUBLIC HEARING:

1. Consideration of an appeal (filed by Frank Arredondo on May 15, 2025) of the Planning Commission's decision to accept and certify an Environmental Impact Report (EIR), select the "Proposed Project Plus Hilda and Hazel Pipeline Removal Alternative" as the preferred Project, and approve the Development Plan and Coastal Development Permit (21-2128-DP/CDP) for the proposed Chevron Carpinteria Oil and Gas Processing Facilities Decommissioning and Remediation project (collectively, "Planning Commission Action").

   Recommendation: Consider the filed appeal at a public hearing and adopt Resolution No. 6415 (Attachment A) thereby denying the appeal, and upholding the Planning Commission's Action.

Mayor Alarcon asked the Council if there were any ex-parte communications to disclose.

Vice Mayor Solórzano disclosed that on July 14th at about 2 pm she attended a meeting at the Chevron Decommissioning site with the following individuals: Chevron Regulatory Affairs Manager Ryan Jones, Corporate Affairs Advisor Mark Korte-Nahabedian, Facility Manager Kevin Duganne, and Padre Associates Environmental Consultants Simon Poulter. She stated that she was shown the decommissioning site and presented with information about the decommissioning process.

Councilmember Mayer disclosed that she was invited to visit the Chevron facility and view the decommissioning plan and did so today with Chevron Facility Managers Ryan Jones and Kevin Duganne as well as Mark Korte-Nahabedian, Chevron Corporate Affairs. They met at Site 1 this afternoon and Simon Poulter of Padre Associates also showed her a history of the plant in photos before leading the group on a walk around the perimeter of the site. She said Mr. Poulter explained what remediation would be needed and provided a high-level summary of their cultural resources management plan. She noted that they did not discuss tonight's appeal and this was a learning session for her. She stated that the site visit concluded at 2 pm.

Community Development Director Bobroff and Consultant Luis Perez with MRS Environmental Inc. provided the staff presentation.

Staff responded to questions from the Council.

Mayor Alarcon opened the public hearing at 6:09 pm.

Appellant Frank Arredondo provided the appellant presentation.

Applicant Mark Korte-Nahabedian, Corporate Affairs Advisor with Chevron provided the applicant presentation.

Speakers in-person: Susan Mailheau and Patricia French

Speakers via Zoom: Susan Allen

Emails distributed: Eleanor Fishburn, representing Barbareño Band of Chumash Indians, Matthew Vestuto, representing Barbareño/Ventureño Band of Mission Indians, Mati Waiya, representing Coastal Band of the Chumash Nation, Ryan Jones, representing Regulatory Affairs Manager with Chevron, Mark Korte-Nahabedian representing Chevron, Sam Cohen, representing Santa Ynez Band of Chumash Indians, Frank Arredondo, representing Ksen' SKu' Mu' Chumash, Valerie Bentz, and Anonymous

Mayor Alarcon asked staff, the Appellant, and Applicant, respectively, if they had any responses to what was heard during the public hearing.

Staff provided a response.

Appellant Frank Arredondo provided a response.

Applicant Mark Korte-Nahabedian, Corporate Affairs Advisor with Chevron provided a response.

Mayor Alarcon closed the public hearing at 7:17 pm.

The City Council deliberated.

Motion by Vice Mayor Solórzano, seconded by Councilmember Nomura, to adopt Resolution No. 6415 to deny the appeal, accept and certify the EIR, select the "Proposed Project Plus Hilda and Hazel Pipeline Removal Alternative" as the preferred Project, and approve the Development Plan and Coastal Development Permit (21-2128-DP/CDP) for the Chevron Carpinteria Oil and Gas Facility Decommissioning Project. The roll call vote 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.

ADJOURNMENT

Mayor Alarcon adjourned the meeting at 7:29 pm.

____
Natalia Alarcon, Mayor

ATTEST:

____
Brian C. Barrett, CMC, CPMC
City Clerk

Agenda Section: Consent Calendar
Agenda Item No.: 4
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Expenditures for the period beginning July 7, 2025 and ending July 18, 2025.

STAFF RECOMMENDATION

Receive and file Warrant Register for the period of July 7, 2025, through July 18, 2025, pursuant to Carpinteria Municipal Code 2.08.150(F).

DISCUSSION

As part of each regular City Council agenda, a list of all checks disbursed since the last reporting period (Attachment A) is presented to the City Council pursuant to C.M.C. 2.08.150(F). This 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 documents the City's fiscal activity since the previous reporting period and confirms that expenditures remain within the approved budget.

ATTACHMENTS

Attachment A: Warrant Register for the period beginning July 7, 2025, and ending July 18, 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: 07/07/2025 - 07/18/2025

Vendor Number / Payable #	Vendor Name / Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank					
Payment Type: Regular					
	ENCOMPASS CONSULTANT GROUP INC		07/11/2025	(7,512.50)	105932
	ADVANTAGE TELECOM		07/10/2025	69.90	106079
170069	Invoice	JUL25 EMERGENCY PHONE LINE SERVICE			
	AJA FORNER		07/10/2025	30.00	106080
Q2 APR-JUN 2025	Invoice	LIBRARY ADVISORY COMMISSION STIPEND APR-JUN 2025			
	ALEXANDRA VANANTWERP		07/10/2025	120.00	106081
Q2 APR-JUN 2025	Invoice	PLANNING COMMISSION MEETINGS APR-JUN 2025			
	AMAZON CAPITAL SERVICES INC		07/10/2025	4,320.20	106082
1147-N3CT-GMKP	Invoice	ENVELOPES, PENS FOR CITY HALL			
11V3-THW3-T6Q7	Invoice	SAFETY CONES FOR JUNIOR GUARD PROGRAM			
161Q-CNNK-WL4R	Invoice	STAPLE GUN KIT FOR PARKS & REC STAFF			
1713-PCMN-KFNP	Invoice	6 DOOR METAL LOCKER FOR COMMUNITY LIBRARY			
17D1-D6MP-7CHC	Invoice	3 CASES SUNSCREEN, LABEL MAKER, SUPPLIES-JUNIOR GU			
17VJ-WVKF-9K3P	Invoice	SOLAR STRING LIGHTS FOR VETS HALL			
19KK-HJ11-CHPP	Invoice	BATTERIES, 10X14 AREA RUG FOR AGE WELL PROGRAM			
1GK6-WJGY-FMXG	Invoice	2 EA BIN STORAGE ORGANIZER FOR COMMUNITY POOL			
1GLN-GVQH-CQ36	Invoice	2 REPLACEMENT IPHONE 15 CASES			
1HVX-K4Q9-6LTR	Invoice	CASH DROP SAFE FOR COMMUNITY POOL			
1KRK-19NW-PRKX	Invoice	JUNIOR GUARD COMPETITION PRIZES			
1KVL-4HVJ-RMQX	Invoice	20 FOOT FAN DUSTER FOR COMMUNITY POOL			
1KW4-QWPL-XW1N	Invoice	BOOKS FOR LIBRARY			
1L1W-D4XF-W3X1	Invoice	WORLD WALL MAP FOR AGE WELL PROGRAM			
1MCD-XHHJ-1YMW	Invoice	ZIP BOOKS-T. BRYAN			
1P1L-T7QX-6VXP	Invoice	GATE LOCK FOR AGE WELL PROGRAM			
1QWQ-LFTQ-WV49	Invoice	ETHERNET SWITCH FOR M. RAMIREZ COMPUTER			
1RHD-PY4V-CGH4	Invoice	2 UPS BACKUPS FOR CITY HALL COMPUTERS			
1RPD-LKF6-JT3G	Invoice	BUNGEE CORDS FOR JUNIOR GUARD PROGRAM			
1RTT-QDCC-7WQP	Invoice	MEMORY CARD FOR PICTURES & VIDEOS-JUNIOR GUARDS			
1RWL-L91X-113M	Invoice	BOOKS FOR LIBRARY			
1T7M-339J-3KYR	Invoice	BOOKS FOR LIBRARY			
1V67-JVGD-7X31	Invoice	2 EA WALKIE TALKIE CASES, DRY BAGS FOR JUNIOR GUAR			
1WCP-GKGQ-RK36	Invoice	2 EA HDMI ADAPTERS FOR M. RAMIREZ COMPUTER			
1XD7-F4X6-YMK1	Invoice	INFANT & KIDS LIFE JACKET FOR COMMUNITY POOL			
1Y6R-QW7N-1QFG	Invoice	1EA 8 FOOT SURFBOARD FOR JUNIOR GUARDS			
	Void		07/10/2025	-	106083
	AMY BLAKEMORE		07/10/2025	75.00	106084
Q2 APR-JUN 2025	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2025			
	ANIMAL MEDICAL CLINIC		07/10/2025	4,842.02	106085
565295	Invoice	OCT24 EMERGENCY OUT OF CONTRACT VET SERVICES			
565742	Invoice	OCT24 EMERGENCY OUT OF CONTRACT VET SERVICES			
566038	Invoice	NOV24 EMERGENCY OUT OF CONTRACT VET SERVICES			
566047	Invoice	NOV24 EMERGENCY OUT OF CONTRACT VET SERVICES			
566726	Invoice	DEC24 EMERGENCY OUT OF CONTRACT VET SERVICES			
566727	Invoice	DEC24 EMERGENCY OUT OF CONTRACT VET SERVICES			
567433	Invoice	JAN25 EMERGENCY OUT OF CONTRACT VET SERVICES			
570679	Invoice	MAY25 EMERGENCY OUT OF CONTRACT VET SERVICES			
571306	Invoice	JUN25 EMERGENCY OUT OF CONTRACT VET SERVICES			
571315	Invoice	MAY25 DOG LICENSING ISSUANCE			
571318	Invoice	MAY25 CONTRACTED VET SERVICES			
572215	Invoice	JUN25 DOG LICENSING ISSUANCE			
572216	Invoice	JUN25 CONTRACTED VET SERVICES			
	BAY ALARM		07/10/2025	434.46	106086

22271191	Invoice	SECURITY/FIRE MONITORING 7/1/25-9/30/25 POOL			
22283103	Invoice	JUN25 SERVICE CALL AT COMMUNITY POOL			
	BRANDYN MOORE		07/10/2025	30.00	106087
INV0007745	Invoice	REIMBURSE LIVESCAN EXPENSE			
	BRIAN BANKS		07/10/2025	650.00	106088
1691	Invoice	JUN25 PROFESSIONAL PLANNING SERVICES			
	BRIAN BARRETT		07/10/2025	456.00	106089
INV0007746	Invoice	REIMBURSE JUN25 TRAVEL-MMCA CONFERENCE			
	BROWNSTEIN HYATT FARBER SCHRECK		07/10/2025	75,060.50	106090
1039004	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 5/31/25			
1039005	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 5/31/25			
1041156	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 5/31/25			
1041160	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 5/31/25			
1041161	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 5/31/25			
	CALIFORNIA JPIA		07/10/2025	120,620.00	106091
PROP00022	Invoice	FY25/26 ALL RISK PROPERTY INSURANCE POLICY			
	CANNON		07/10/2025	8,579.15	106092
92287	Invoice	MAY25 VIA REAL STORMWATER PROJECT			
92399	Invoice	MAY25 PROFESSIONAL PLAN CHECK SERVICES			
	CANON FINANCIAL SERVICES INC		07/10/2025	1,249.52	106093
41206430	Invoice	JUN25 MAINT & SERVICE CANON PRINTERS			
	CARPINTERIA GLASS COMPANY		07/10/2025	116.80	106094
37695	Invoice	REPAIR WINDOW AT VETS HALL 6/16/25			
	CARPINTERIA VALLEY WATER DISTRICT		07/10/2025	21,866.73	106095
CARP CITY JUN25 SERVICE	Invoice	JUN25-WATER FOR MULTIPLE LOCATIONS			
	CELESTE THOMPSON		07/10/2025	135.00	106096
INV0007748	Invoice	PARK RESERVATION CANCELLATION REFUND			
	CITY OF SANTA BARBARA CD-RHMP		07/10/2025	6,250.00	106097
INV0007752	Invoice	FY24/25 Q4 RENTAL HOUSING MEDIATION SERVICES			
	COASTAL VIEW NEWS		07/10/2025	190.00	106098
62543	Invoice	NOTICE OF PUBLIC MEETING AD 6/26/25			
	COX BUSINESS		07/10/2025	135.99	106099
JUL25 001 3011 028450702	Invoice	JUL25 VETS HALL INTERNET-PHONE SERVICE			
	DANIELLE MANRIQUEZ-OSBORN		07/10/2025	60.00	106100
Q2 APR-JUN 2025	Invoice	LIBRARY ADVISORY COMMISSION STIPEND APR-JUN 2025			
	DAVID ALLEN		07/10/2025	120.00	106101
Q2 APR-JUN 2025	Invoice	PLANNING COMMISSION MEETINGS APR-JUN 2025			
	ENVIRONMENTAL SCIENCE ASSOCIATES		07/10/2025	43,291.75	106102
209251	Invoice	JUN25 PROFESSIONAL SERVICES			
	FIRST NATIONAL BANK OF OMAHA		07/10/2025	19,264.07	106103
JUN25 0853	Invoice	CREDIT CARD PAYMENT-JG			
JUN25 1754	Invoice	CREDIT CARD PAYMENT-EC			
JUN25 3409	Invoice	CREDIT CARD PAYMENT-JS			
JUN25 3696	Invoice	CREDIT CARD PAYMENT-LM			
JUN25 4480	Invoice	CREDIT CARD PAYMENT-NB			
JUN25 4545	Invoice	CREDIT CARD PAYMENT-BB			
JUN25 5788	Invoice	CREDIT CARD PAYMENT-RK			
JUN25 6160	Invoice	CREDIT CARD PAYMENT-JI			
JUN25 7146	Invoice	CREDIT CARD PAYMENT-VC			
JUN25 7794	Invoice	CREDIT CARD PAYMENT-JB			
JUN25 9341	Invoice	CREDIT CARD PAYMENT-MR			
JUN25 9893	Invoice	CREDIT CARD PAYMENT-JT			
	FREDERICK W SHAW		07/10/2025	60.00	106104
Q2 APR-JUN 2025	Invoice	LIBRARY ADVISORY COMMISSION STIPEND APR-JUN 2025			

	GLENN D LA FEVERS		07/10/2025	120.00	106105
Q2 APR-JUN 2025	Invoice	PLANNING COMMISSION MEETINGS APR-JUN 2025			
	GLYNN BIRDWELL		07/10/2025	30.00	106106
Q2 APR-JUN 2025	Invoice	LIBRARY ADVISORY COMMISSION STIPEND APR-JUN 2025			
	HINDERLITER DE LLAMAS		07/10/2025	1,454.72	106107
SIN051153	Invoice	CONTRACT & AUDIT SERVICES-SALES TAX Q4/2024			
	IMPULSE ADVANCE COMMUNICATIONS		07/10/2025	1,632.15	106108
133572	Invoice	JUL25 PHONE SERVICES			
	ISAAC ELECTRIC INC.		07/10/2025	3,500.00	106109
250169	Invoice	ELECTRICAL REMODEL AT COMMUNITY LIBRARY			
	JANE L BENEFIELD		07/10/2025	120.00	106110
Q2 APR-JUN 2025	Invoice	PLANNING COMMISSION MEETINGS APR-JUN 2025			
	JOHN MOYER		07/10/2025	60.00	106111
Q2 APR-JUN 2025	Invoice	PLANNING COMMISSION MEETINGS APR-JUN 2025			
	KATRINA FRANCES BARRAZA		07/10/2025	60.00	106112
Q2 APR-JUN 2025	Invoice	LIBRARY ADVISORY COMMISSION STIPEND APR-JUN 2025			
	LAFCO		07/10/2025	4,370.00	106113
INV0007747	Invoice	FY26 DISTRIBUTION OF LAFCO BUDGET PAYMENT			
	LIEBERT CASSIDY WHITMORE		07/10/2025	18,095.27	106114
288932	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 2/28/25			
295089	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 4/30/25			
295090	Invoice	PROFESSIONAL LEGAL SERVICES THROUGH 4/30/25			
	LISA COULTER WOOLF		07/10/2025	25.00	106115
Q2 APR-JUN 2025	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2025			
	MCCORMIX CORP		07/10/2025	107.69	106116
30139	Invoice	FUEL FOR CITY VEHICLES			
	MISSION UNIFORM SERVICE		07/10/2025	305.80	106117
524043745	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 6/16/25			
524043746	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 6/16/25			
524043748	Invoice	TOWEL & MAT REPLACEMENT POOL 6/16/25			
524043749	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 6/16/25			
524043750	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 6/16/25			
	MRS ENVIRONMENTAL INC		07/10/2025	2,820.02	106118
600-2025-06	Invoice	JUN25 OIL & GAS ON CALL ENVIRONMENTAL SERVICES			
	ODP BUSINESS SOLUTIONS LLC		07/10/2025	91.54	106119
428128699001	Invoice	2 CASES COPY PAPER FOR CITY HALL			
	PATRICK O'CONNOR		07/10/2025	75.00	106120
Q2 APR-JUN 2025	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2025			
	POLICORE INC.		07/10/2025	11,093.37	106121
403605	Invoice	IT SERVICES-CITY HALL-JUN25			
403606	Invoice	IT SERVICES-LIBRARY-JUN25			
403607	Invoice	IT SERVICES-POOL-JUN25			
	POWER MACHINERY CENTER		07/10/2025	147.38	106122
W96335	Invoice	SCHEDULED MAINTENANCE ON FORKLIFT 6/11/25			
	PROCORE		07/10/2025	13,145.48	106123
INV0007763	Invoice	CLOSE OUT PROJECT EP-20-6552			
INV0007764	Invoice	CLOSE OUT PROJECT EP-20-6551			
	PROPAC INC.		07/10/2025	516.18	106124
387361	Invoice	EVACUATION STAND UP KITS FOR EMERGENCY PREPAREDNES			
	QUADIENT FINANCE USA INC		07/10/2025	500.00	106125
JUN25. 7900 0440 8110 0954	Invoice	POSTAGE FOR CITY HALL 6/26/25			
	R J THOMAS MANUFACTURING COMPANY INC		07/10/2025	1,211.24	106126
280289	Invoice	BBQ GRILL COVER FOR MONTE VISTA PARK			

	RICHARD A LITTLE		07/10/2025	75.00	106127
Q2 APR-JUN 2025	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2025			
	RICHARD E JOHNSON		07/10/2025	75.00	106128
Q2 APR-JUN 2025	Invoice	ARCHITECTURAL REVIEW BOARD MEETINGS APR-JUN 2025			
	ROCKWELL PRINTING		07/10/2025	946.13	106129
46975	Invoice	NAME PLATE J. BRIONES			
47066	Invoice	26 EA 24X36 SIGNS FOR BEACH PROGRAMS			
47148	Invoice	200 EA NO FIREWORKS SIGNS			
	SANSUM CLINIC		07/10/2025	148.00	106130
90293	Invoice	PRE-SCREENING FOR LIFEGUARD 6/3/25			
	SANTA BARBARA TROPHY/ENGRAVING		07/10/2025	33.30	106131
2800	Invoice	NAME BADGES J. BRIONES, D. MILLAR			
2833	Invoice	NAME BADGE D. MILLAR			
	SITEONE LANDSCAPE SUPPLY (ALL AROUND)		07/10/2025	240.60	106132
154525413-001	Invoice	PARTS FOR IRRIGATION REPAIRS AT OAN ROUNDABOUT			
	SO CA EDISON		07/10/2025	4,605.22	106133
JUN25 700201069122	Invoice	JUN25 ELECTRICITY-101 ASH AVE			
JUN25 700230547624	Invoice	JUN25 ELECTRICITY-5103 CARPINTERIA AVE			
JUN25 700247140684	Invoice	JUN25 ELECTRICITY-1 CARPINTERIA TC1			
JUN25 700255596559	Invoice	JUN25 ELECTRICITY-100 LINDEN			
JUN25 700264659490	Invoice	JUN25 ELECTRICITY-1115 LINDEN AVE B PED			
JUN25 700274833982	Invoice	JUN25 ELECTRICITY-901 CACTUS LN EV EV			
JUN25 700465507084	Invoice	JUN25 ELECTRICITY-4950 9TH ST BT HM			
JUN25 700477662295	Invoice	JUN25 ELECTRICITY-901 CACTUS LN LGHT LGHT			
JUN25 700525378417	Invoice	JUN25 ELECTRICITY-931 WALNUT & 4851 5TH ST			
JUN25 700604790697	Invoice	JUN25 ELECTRICITY-CAPP AV/CSTS PAS 609			
JUN25 700814698495	Invoice	JUN25 ELECTRICITY-900 ELM AVE EV EV			
JUN25 700827356389	Invoice	JUN25 ELECTRICITY-5300 CARPINTERIA AVE TC1 TC1			
	SO CAL GAS		07/10/2025	1,641.93	106134
JUN25 006 514 2700 7	Invoice	NATURAL GAS 5305 CARPINTERIA AVE (POOL)			
JUN25 016 913 9500 6	Invoice	NATURAL GAS 5775 CARPINTERIA AVE (CITY HALL)			
	SOLID WASTE SOLUTIONS INC		07/10/2025	2,661.00	106135
227	Invoice	MAY25 SOLIDWASTE PROFESSIONAL SERVICES			
	STAPLES ADVANTAGE		07/10/2025	223.62	106136
603156031	Invoice	4 CASES COPY PAPER FOR CITY HALL			
	THE WHARF		07/10/2025	181.07	106137
429411	Invoice	BOOTS & INSOLES FOR R. ESTRADA			
	TRI-COUNTY OFFICE FURNITURE		07/10/2025	7,528.33	106138
202840	Invoice	3 EA STAND UP DESK FOR CITY HALL INTERNS			
400036	Invoice	6 EA 30X60 TABLES FOR AGE WELL PROGRAM			
	TVSB		07/10/2025	1,763.75	106139
NS2380	Invoice	JUN25 VIDEO PRODUCTION SERVICES			
	TYLER TECHNOLOGIES INC		07/10/2025	1,280.00	106140
025-514112	Invoice	FINANCIAL TUTORING COURSE 6/3/25			
025-515304	Invoice	PAYROLL TUTORING COURSE 6/11 & 6/12/25			
025-516159	Invoice	PAYROLL TUTORING COURSE 6/17/25			
	VILLAGE POOL SUPPLY		07/10/2025	627.10	106141
50906	Invoice	CHLORINE, ACID FOR POOL 6/12/25			
	WEX BANK (76)		07/10/2025	223.38	106142
105746844	Invoice	JUN25 FUEL FOR CITY VEHICLES			
	MISSIONSQUARE		07/10/2025	14,298.07	106143
INV0007773	Invoice	MISSIONSQUARE Employee Contributions			
INV0007774	Invoice	Deferred Compensation Contribution-Part Time Emp			
INV0007775	Invoice	MissionSquareEmployee Contributions			
INV0007776	Invoice	MISSIONSQUARE Employee Contributions			

	SEIU LOCAL 620		07/10/2025	235.32	106144
INV0007777	Invoice	Employee Union Dues Contribution			
	AMAZON CAPITAL SERVICES INC		07/17/2025	1,307.00	106145
113J-M9TJ-D7VK	Invoice	COLORING BOOKS, HERB SEEDS FOR LIBRARY			
16CT-LJDX-K3WN	Invoice	BOOKS FOR LIBRARY			
173N-G6JJ-X4X3	Invoice	ART BOARD FOR JUNIOR GUARD CAMP			
1CHQ-9QLQ-JKLQ	Invoice	BOOKS FOR LIBRARY			
1NPF-GGHK-DRH3	Credit Memo	TONER CARTRIDGES RETURNED			
1PGX-CWPT-3XCN	Invoice	BOOKS FOR LIBRARY			
1RLQ-HWYV-DM7H	Invoice	BOOKS FOR LIBRARY			
1V39-4KD4-JYMJ	Invoice	EMBROIDERY KITS, CRAFTS FOR LIBRARY			
1WP1-WGJ3-JRJ3	Invoice	BOOKS FOR LIBRARY			
1YLP-4FJP-3CMN	Invoice	WOODEN HONEYBEE TOYS FOR LIBRARY			
1YV3-9GTG-VQDK	Invoice	CRAFTSMAN BATTERY CHARGER FOR PUBLIC WORKS			
	AT&T MOBILITY		07/17/2025	765.25	106146
287303896883X07102025	Invoice	JUL25 CITY HALL CELL PHONES			
	BAKER & TAYLOR LLC		07/17/2025	346.77	106147
JUN25 L4672004	Invoice	BOOKS FOR LIBRARY			
	BIG GREEN CLEANING COMPANY		07/17/2025	3,893.27	106148
674435	Invoice	POWER WASH EXTERIOR AT VETS HALL 5/22/25			
674441	Invoice	POWER WASH EXTERIOR AT LIBRARY 5/20/25			
674447	Invoice	DEEP CLEAN GUEST GREETING SHED ON LINDEN 5/13/25			
674490	Invoice	BATH TISSUE FOR LIBRARY			
674586	Invoice	BATH TISSUE, SOAP, URINAL CARTRIDGES VETS HALL			
674773	Invoice	HOMELESS CAMP CLEANUP VIOLA 6/4/25			
	CALIFORNIA ASSOCIATION OF PUBLIC INFORMATION OFFICIALS		07/17/2025	300.00	106149
24778	Invoice	FY25/26 MEMBERSHIP J. BRIONES			
	CALIFORNIA JPIA		07/17/2025	476,972.00	106150
PRIM-00021	Invoice	FY25/26 WORKERS COMPENSATION LIABILITY POLICY			
	CANNON		07/17/2025	2,120.00	106151
92537	Invoice	JUN25 VIA REAL STORMWATER PROJECT			
	CARPINTERIA VALLEY LUMBER CO		07/17/2025	768.26	106152
566081	Invoice	LIBRARY RESTROOM REMODEL			
566167	Invoice	LIBRARY RESTROOM REMODEL			
566206	Invoice	LIBRARY RESTROOM REMODEL			
566219	Invoice	LIBRARY RESTROOM REMODEL			
566561	Invoice	LIBRARY RESTROOM REMODEL			
566567	Invoice	LIBRARY RESTROOM REMODEL			
566621	Invoice	LIBRARY RESTROOM REMODEL			
566634	Invoice	LIBRARY RESTROOM REMODEL			
566829	Invoice	LIBRARY RESTROOM REMODEL			
566844	Credit Memo	LIBRARY RESTROOM REMODEL			
566870	Invoice	OUTLET COVER FOR POOL			
567173	Invoice	3 EA 2X6 DOUGLAS FIR FOR LINDEN KIOSK			
567414	Invoice	SWIVEL HASP FOR LIFE GUARD TOWERS			
567418	Invoice	PAD LOCKS FOR LIFEGUARD TOWER 1			
567901	Invoice	MATERIALS FOR JUNIOR GUARD CAMP			
D42037	Credit Memo	UTILITY KNIFE FOR UNIT 420			
	Void		07/17/2025	-	106153
	CITY COUNTY COMMUNICATIONS & MARKETING ASSOCIATION		07/17/2025	400.00	106154
5102	Invoice	FY25/26 MEMBERSHIP J. BRIONES			
	COASTAL VIEW NEWS		07/17/2025	1,160.00	106155
62416	Invoice	NOTICE INVITING BIDS AD 5/22/25 & 5/29/25			
62511	Invoice	ABOP AD 6/12/25			
	COM3 CONSULTING INC		07/17/2025	5,200.00	106156
COM3-PM-0625	Invoice	APR-JUN25 PROJECT MANAGEMENT CARP BRIDGE			
	COTTON SHIRES AND ASSOCIATES INC		07/17/2025	1,200.00	106157
725007	Invoice	PROFESSIONAL ENGINEERING SVS THROUGH 6/30/25			

	COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUMBIN		07/17/2025	2,806.59	106158
66360	Invoice	LIBRARY RESTROOM REMODEL			
	COX BUSINESS		07/17/2025	780.88	106159
JUL25 001 3011 022093901	Invoice	JUL25 CITY HALL INTERNET-TV SERVICE			
JUL25 001 3011 028030701	Invoice	JUL25 POOL & GARDEN INTERNET-PHONE SERVICE			
	DAVID HUFF		07/17/2025	135.00	106160
INV0007786	Invoice	REIMBURSE FOR PRESCRIPTION EYEWEAR			
	DEWBERRY ENGINEERS INC.		07/17/2025	4,289.39	106161
22451805	Invoice	APR-MAY25 CARPINTERIA AVE BRIDGE REPLACEMENT			
	DOCUPRODUCTS		07/17/2025	1,100.82	106162
311059	Invoice	CANON DX4751/C5760I COPIER METER 4/13/25-7/12/25			
	EVERSHADE EXTERIOR CLEANING SOLUTIONS		07/17/2025	475.00	106163
11283	Invoice	JUN25 CLEANING OF TRASH CANS AT CARP & LINDEN AVE			
	FENCE FACTORY		07/17/2025	4,243.34	106164
241449	Invoice	FENCE REPAIR AT COMMUNITY GARDEN			
241450	Invoice	FENCE REPAIR AT COMMUNITY GARDEN			
241452	Invoice	FENCE REPAIR AT COMMUNITY GARDEN			
	FRONTIER COMMUNICATIONS		07/17/2025	64.49	106165
JUL25 805-566-3374-042524-5	Invoice	JUL25 PHONE & INTERNET-BEACH STORE			
	GRACENOTE		07/17/2025	77.92	106166
150036782	Invoice	JUL25 LISTING DISTRIBUTION SERVICES-GATV			
	GRAINGER		07/17/2025	397.71	106167
9541233772	Invoice	LIBRARY RESTROOM REMODEL			
	HILLYARD		07/17/2025	345.92	106168
605862446	Invoice	PULBIC WORKS SHOP CLEANING SUPPLIES			
	KANOPY		07/17/2025	207.00	106169
459267 - PPU	Invoice	JUN25 LIBRARY VIDEOS			
	LAWSON PRODUCTS INC		07/17/2025	52.87	106170
9312399739	Invoice	NUTS AND SCREWS FOR PUBLIC WORKS SUPPLIES			
	LIN CONSULTING INC.		07/17/2025	1,698.56	106171
15836-REPLACE	Invoice	APR25 ENGINEERING-REPLACE CHECK 105824			
15938	Invoice	JUN25 ENGINEERING CARP & PALM AVE INTERSECTION			
	MARTEN WALKKER		07/17/2025	1,700.00	106172
6-25-2025	Invoice	6 CUSTOM DOORS FOR STAGE AT VETS HALL			
	MARTHA MARQUEZ		07/17/2025	100.00	106173
INV0007791	Invoice	PARK DEPOSIT REFUND			
	MCCORMIX CORP		07/17/2025	111.47	106174
30566	Invoice	FUEL FOR CITY VEHICLES			
	MISSION UNIFORM SERVICE		07/17/2025	516.15	106175
524085108	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 6/23/25			
524085109	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 6/23/25			
524120700	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 6/30/25			
524120701	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 6/30/25			
524120703	Invoice	TOWEL & MAT REPLACEMENT POOL 6/30/25			
524120704	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 6/30/25			
524120705	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 6/30/25			
	ODP BUSINESS SOLUTIONS LLC		07/17/2025	1,551.34	106176
426311515001	Invoice	PAPER, HP INK CARTRIDGES FOR POOL			
426318122001	Invoice	PAPER SHREDDER FOR COMMUNITY POOL			
427500361001	Invoice	TOTE STORAGE BINS FOR EMERGENCY PREPAREDNESS			
428128698001	Invoice	TOTE STORAGE BINS FOR EMERGENCY PREPAREDNESS			
428792918001	Invoice	HP INK CARTRIDGES FOR PUBLIC WORKS			
	OVERDRIVE INC.		07/17/2025	3,676.25	106177
01352CO25203279	Invoice	JUN25 EBOOKS/AUDIOBOOKS FOR LIBRARY			

	POWER MACHINERY CENTER		07/17/2025	89.95	106178
W96334	Invoice	CLUB CAR SERVICE 6/11/25			
	QUADIENT FINANCE USA INC		07/17/2025	500.00	106179
JUL25 7900 0440 8110 0954	Invoice	POSTAGE FOR CITY HALL 7/10/25			
	REBECA MERCADO		07/17/2025	300.00	106180
INV0007795	Invoice	VETS HALL DEPOSIT REFUND			
	RISDON'S 76 SERVICE		07/17/2025	210.00	106181
JUN25 CITY	Invoice	JUN25 CAR WASHES FOR CITY VEHICLES			
	RRM DESIGN GROUP		07/17/2025	4,542.50	106182
2911-01-RC22-2	Invoice	MAY25 FRANKLIN CREEK TRAIL IMPROVEMENT			
	SANTA BARBARA COUNTY CLERK OF THE BOARD		07/17/2025	50.00	106183
INV0007797	Invoice	CEQA NOTICE OF EXEMPTION FEE PL-24-2281			
	SANTA BARBARA COUNTY CLERK OF THE BOARD		07/17/2025	50.00	106184
INV0007798	Invoice	CEQA NOTICE OF EXEMPTION FEE PK-25-001			
	SANTA BARBARA LOCKSMITH		07/17/2025	1,498.44	106185
148298	Invoice	SERVER ROOM DOOR LOCK INSTALLATION			
	SHOWSCAPES		07/17/2025	9,199.00	106186
388341233	Invoice	IRRIGATION REPAIR VETS HALL 6/27/25			
388341234	Invoice	IRRIGATION REPAIR CASITAS PASS 6/30/25			
388341253	Invoice	ENHANCEMENT PLANTING VETS HALL 6/30/25			
	SITEONE LANDSCAPE SUPPLY (ALL AROUND)		07/17/2025	2,009.79	106187
155423379-001	Invoice	PARTS FOR IRRIGATION REPAIR AT TRAIN STATION PARKI			
155553473-001	Invoice	PARTS FOR BACKFLOW INSTALLATION AT AVOCADO FARM			
	SO CA EDISON		07/17/2025	9,509.69	106188
MAY25 700405192484	Invoice	MAY25 ELECTRICITY-MULTIPLE LOCATIONS			
	SO CAL GAS		07/17/2025	162.43	106189
JUN25 140 914 3084 4	Invoice	NATURAL GAS 941 WALNUT AVE (VETS HALL)			
	SOLID WASTE SOLUTIONS INC		07/17/2025	1,081.75	106190
228	Invoice	JUN25 SOLIDWASTE PROFESSIONAL SERVICES			
	TKM ENGINEERING		07/17/2025	410.00	106191
1391	Invoice	JUN25 IMPACT DISCUSSION ON SURFLINER INN PROJECT			
	TWO TRUMPETS COMMUNICATIONS		07/17/2025	6,000.00	106192
1497	Invoice	JUN25 COMMUNICATIONS			
	ULINE INC.		07/17/2025	473.43	106193
194640324	Invoice	3 EA PLASTIC A-FRAM STANDS FOR 4TH OF JULY SIGNS			
	UNIQUE MANAGEMENT SERVICES INC		07/17/2025	65.00	106194
6141346	Invoice	JUN25 LOST LIBRARY BOOKS			
	VINCENT SEMONSEN		07/17/2025	315.00	106195
INV0007802	Invoice	APR-JUN25 BIOLOGICAL SERVICES			
	WATERS CARDENAS LAND SURVEYING LLP		07/17/2025	1,950.00	106196
7350-4398JC	Invoice	PROVIDE AS-BUILT BERM AND PDF OF CARP BEACH BERM			
	WAXIE SANITARY SUPPLY		07/17/2025	1,139.48	106197
83320848	Invoice	BATH TISSUE, TRASH BAGS CITY HALL 6/23/25			
83323817	Invoice	BATH TISSUE, TRASH BAGS PARKS 6/24/25			
	WHEN TO WORK INC		07/17/2025	1,248.00	106198
66913110-80-12-PRO-25	Invoice	WORK SCHEDULING SOFTWARE FOR POOL EMPLOYEES			
	ZWORLD GIS		07/17/2025	2,977.00	106199
2025-0197	Invoice	JUN25 MAPPING/GIS SERVICES			
	CalPERS HEALTH		07/10/2025	58,149.98	DFT0003492
100000017957174	Invoice	JUL25 HEALTH PREMIUMS			
	CalPERS HEALTH		07/10/2025	8,636.46	DFT0003493
100000017957175	Invoice	JUN25 HEALTH PREMIUMS			

6/21/25-7/4/25 CLASSIC	CalPERS Invoice	CLASSIC CONTRIBUTIONS 6/21/25-7/4/25	07/10/2025	12,821.33	DFT0003495
6/21/25-7/4/25 PEPRA	CalPERS Invoice	PEPRA CONTRIBUTIONS 6/21/25-7/4/25	07/10/2025	14,696.60	DFT0003496
PR14 7/10/25	EDD-SIT Invoice	PR14 7/10/25 EDD PIT TAX DEPOSIT	07/10/2025	8,482.29	DFT0003497
PR14 7/10/25	INTERNAL REVENUE SERVICE Invoice	PR14 7/10/25 FEDERAL TAX DEPOSIT	07/10/2025	27,376.50	DFT0003498
PR14 7/10/25	EDD-SDI Invoice	PR14 7/10/25 EDD SDI TAX DEPOSIT	07/10/2025	2,797.26	DFT0003499

Agenda Section: Consent Calendar
Agenda Item No.: 5
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Contracts Executed by the City Manager on behalf of the City for the Period of June 3, 2025 through July 7, 2025.

STAFF RECOMMENDATION

Receive and file Report of Contracts Executed by the City Manager for the Period of June 3, 2025 through July 7, 2025.

DISCUSSION

The City Manager is delegated authority by the Carpinteria Municipal Code (CMC), §2.08.150B, to execute contracts on behalf of the City in the amount of $50,000 or less. Pursuant to CMC §2.08.150C, a list of all contracts executed by the City Manager is provided for City Council information and appended to this Staff Report as Attachment A. Attachment A lists all contracts entered into on behalf of the City for goods, construction and services for the Period of June 3, 2025 through July 7, 2025.

FINANCIAL CONSIDERATIONS

All contracts entered into are within the appropriated budgeted amounts.

ATTACHMENTS

A. Report of Contracts Executed by the City Manager

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

Brian C. Barrett
Signature

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

Ryan Kintz
Signature

ATTACHMENT A

Report of Contracts Executed by the City Manager
Period of June 3, 2025 through July 7, 2025

VENDOR	PURPOSE	AMOUNT
Pollinator Habitat Project	Consultant Services Agreement to perform weed abatement on Santa Monica Creek Trail	$0.00
Fairbank, Maslin, Maullin, Metz & Associates (FM3 Research)	Consultant Services Agreement to conduct a survey of voters/property owners regarding City revenue measures	$36,500.00
Kaser Design	Amendment No. 1 to Consultant Services Agreement for Design and Production of of three sign types for Harbor Overlook, Tar Pits Park Interpretive Area, and Harbor Seal Rookery Beach Enforcement; Amendment extends term to June 30, 2026	$0.00
Explore Ecology	Consultant Services Agreement for Water Conservation Education in Summer 2025	$7,256.00
Solid Waste Solutions	Solid Waste Staff Augmentation Services for FY 2025-26	$50,000.00
Medallion Protective Services	Consultant Services Agreement to provide high-visibility unarmed security patrols along Carpinteria City Beach and its adjacent park areas to deter the use of illegal fireworks and support public safety through presence, education, and coordinated response with local law enforcement on July 4 and 5, 2025 from 4 pm to midnight	$3,000.00
Farm Cart Foundation dba Farm Cart Organics	Fourth Amendment to Agreement for Services between City of Carpinteria and Empov, Inc. DBA Farm Cart Organics for Retail Produce Cart at 5103 Carpinteria Avenue - Concessionaire shall pay City $132.46/month for six-month extension of Agreement	($794.76)

Agenda Section: Consent Calendar
Agenda Item No.: 6
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Monthly City Treasurer's Report on Compliance with the Statement of Safekeeping and Investment of Public Funds.

STAFF RECOMMENDATION

Receive and file the report.

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

BACKGROUND / DISCUSSION

The City Council of Carpinteria serves as the trustee of the City's public funds and is authorized to make investment decisions in accordance with the Prudent Investor Standard. The Prudent Investor Standard of the California Government Code Section 53600.3 states:

> *When investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, a trustee shall act with care, skill, prudence and diligence under circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated need of the City that a prudent person in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the City.*

The standard of prudence to be used by investment officials shall be applied in the context of managing the overall portfolio.

Trustees are those persons authorized to make investment decisions on behalf of a local agency. Trustees or City Investment Officials, acting in accordance with investment policy and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk changes or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

The purpose of this agenda item is to provide the City Council with the required monthly Treasurer's Report (Attachment A).

POLICY CONSISTENCY

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

FINANCIAL CONSIDERATIONS

Cash Statement: On June 30, 2025, the City held cash and cash investments as shown in Table 1 below.

Table 1

CASH ACTIVITY FOR THE MONTH:	
Cash and Investment Beginning of the Month	$ 15,544,894.89
Cash Receipts	(3,461,392.72)
Cash Disbursements	3,476,172.71
Cash and Investment End of the Month	$ 15,559,674.88

Investments:

Changes in the market value of treasury securities are inversely proportional to changes in interest rates demanded in the open market (i.e., when rates rise, market values fall, when rates fall, market values rise). The sensitivity of a portfolio's market value to these changes in market rates is a function of its days to maturity and coupon rate. Securities with longer maturities and/or lower coupon rates are more sensitive to changes in market interest rates. As a security matures, changes in its value become less sensitive to market rate fluctuations.

As of June 30, 2025, the portfolio's average days to maturity was 2.24 years, the average coupon rate was 2.9%, the average yield to maturity was 3.87%, the par value was $9,500,000, and the market value was $9,463,632.58.

The City does not intend, nor does it have any foreseeable need, to sell its securities. The City's investment policy intends to hold all securities to maturity, and securities so held are redeemed at par value, resulting in no net market gain or loss.

Attachment A provides the City Council with the Treasurer's Report, detailing all investments and cash activity for the month.

The City of Carpinteria can meet all expenditure obligations that might reasonably be anticipated for the next six-month period from July 1, 2025, to January 1, 2026.

LEGAL

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

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A: City of Carpinteria Monthly Treasurer's Report

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

Licette Maldonado
Signature

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

Ryan Kintz
Signature

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

Michael Ramirez
Signature

ATTACHMENT A

City Treasurer’s Monthly Report

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended June 2025

CASH ACTIVITY FOR THE MONTH:

Cash and Investment Beginning of the Month	$ 15,544,894.89
Cash Receipts	(3,461,392.72)
Cash Disbursements	3,476,172.71
Cash and Investment End of the Month	$ 15,559,674.88

CASH AND INVESTMENT PORTFOLIO:

Type of Investment/Coupon/CUSIP #	Institution/Issuer	Yield to Maturity	Maturity Date	# Days to Maturity	Par Value	Market Value (1)	Book Value (2)
Demand Deposit - General Checking	Montecito Bank	N/A	N/A	N/A	528,509.38	528,509.38	528,509.38
Demand Deposit - Premier Public Money Market	Montecito Bank	N/A	7/1/2025	1	2,656,526.47	2,656,526.47	2,656,526.47
Demand Deposit - Section 125 Checking	Montecito Bank	N/A	N/A	N/A	2,457.48	2,457.48	2,457.48
Demand Deposit - Payroll Checking	Montecito Bank	N/A	N/A	N/A	5,000.00	5,000.00	5,000.00
Local Agency Investment Fund	State of California	0.22%	7/1/2025	1	1,546,984.49	1,546,984.49	1,546,984.49
Demand Deposit - Money Market	Charles Schwab	N/A	7/1/2025	1	1,536,406.30	1,536,406.30	1,536,406.30
Treasury Note, 0.25%, (91282CAM3)	U.S. Government	1.32%	9/30/2025	92	250,000.00	247,490.23	240,265.00
Treasury Note, 3.0%, (9128285J5)	U.S. Government	4.09%	10/31/2025	123	250,000.00	248,896.48	242,136.63
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.20%	12/31/2025	184	250,000.00	245,234.37	241,955.00
Treasury Note, 0.375%, (91282CBC4)	U.S. Government	1.37%	12/31/2025	184	250,000.00	245,234.38	240,365.00
Treasury Note, 3.875%, (91282CGE5)	U.S. Government	3.77%	1/1/2026	185	250,000.00	249,638.65	250,641.19
Treasury Note, 1.625%, (912828P46)	U.S. Government	1.56%	2/15/2026	230	250,000.00	246,044.90	250,595.69
Treasury Note, 0.5%, (91282CBQ3)	U.S. Government	1.28%	2/25/2026	240	250,000.00	243,974.60	242,113.19
Treasury Note, 0.75%, (91282CBT7)	U.S. Government	1.28%	3/31/2026	274	250,000.00	243,828.13	244,459.30
Treasury Note, 0.75%, (91282CCF6)	U.S. Government	1.34%	5/31/2026	335	250,000.00	242,597.65	243,702.50
Treasury Note, 0.875%, (91282CCJ8)	U.S. Government	1.35%	6/30/2026	365	250,000.00	242,373.03	244,821.96
Treasury Note, 1.625%, (91282YQ7)	U.S. Government	4.00%	10/31/2026	488	250,000.00	242,705.08	227,869.30
Treasury Note, 2%, (91282U24)	U.S. Government	4.31%	11/15/2026	503	250,000.00	243,750.00	228,317.27
Treasury Note, 1.25%, (91282CDK4)	U.S. Government	1.28%	11/30/2026	518	250,000.00	241,064.45	249,602.02
Treasury Note, 1.5%, (912828Z78)	U.S. Government	3.64%	1/31/2027	580	250,000.00	241,142.58	231,040.31
Treasury Note, 2.25%, (912828V98)	U.S. Government	4.29%	2/15/2027	595	250,000.00	243,886.70	229,819.14
Treasury Note, 2.5%, (91282CEF4)	U.S. Government	3.96%	2/16/2027	596	250,000.00	244,648.43	235,031.06
Treasury Note, 2.75%, (91282CEN7)	U.S. Government	3.71%	4/30/2027	669	250,000.00	245,546.88	241,094.62
Treasury Note, 3.25%, (91282CEW7)	U.S. Government	3.70%	6/30/2027	730	250,000.00	247,734.38	245,668.13
Treasury Note, 3.125%, (91282CFH9)	U.S. Government	4.19%	8/31/2027	792	250,000.00	246,914.05	238,232.21
Treasury Note, 4.125%, (91282CFU0)	U.S. Government	4.02%	10/31/2027	853	250,000.00	252,275.38	250,962.10
Treasury Note, 2.25%, (9128283F5)	U.S. Government	4.01%	11/15/2027	868	250,000.00	241,738.28	232,267.50
Treasury Note, 3.875%, (91282CGC9)	U.S. Government	4.01%	12/31/2027	914	250,000.00	251,054.68	248,750.00
Treasury Note, 4%, (91282CGPO)	U.S. Government	3.99%	2/29/2028	974	250,000.00	251,865.23	249,990.24
Treasury Note, 3.625%, (91282CGT2)	U.S. Government	4.15%	2/29/2028	974	250,000.00	249,560.53	244,990.00

CITY OF CARPINTERIA TREASURER'S REPORT
For the Month Ended June 2025

Treasury Note, 4%, (91282CHK0)	U.S. Government	4.14%	3/31/2028	1005	250,000.00	252,128.90	248,593.75
Treasury Note, 4.125%, (91282CHQ7)	U.S. Government	4.13%	7/31/2028	1127	250,000.00	253,027.33	249,920.00
Treasury Note, 4.375%, (91282CHX2)	U.S. Government	4.23%	8/31/2028	1158	250,000.00	254,921.88	251,445.00
Treasury Note, 4.625%, (91282CJA0)	U.S. Government	4.52%	9/30/2028	1188	250,000.00	256,953.13	251,015.00
Treasury Note, 4.875%, (91282CJF9)	U.S. Government	4.51%	10/31/2028	1219	250,000.00	259,003.90	253,583.99
Treasury Note, 4.375%, (91282CJN2)	U.S. Government	4.20%	11/30/2028	1249	250,000.00	255,234.38	251,775.00
Treasury Note, 3.75%, (91282CJR3)	U.S. Government	4.50%	12/31/2028	1280	250,000.00	250,234.38	242,177.50
Treasury Note, 4.25%, (91282CKD2)	U.S. Government	4.48%	2/28/2029	1339	250,000.00	254,433.58	247,505.21
Treasury Note, 4.125%, (91282CKG5)	U.S. Government	4.13%	3/31/2029	1370	250,000.00	253,417.95	247,724.61
Treasury Note, 4.5%, (91282CKT7)	U.S. Government	4.50%	5/31/2026	335	250,000.00	256,855.45	251,259.77
Treasury Note, 4.25%, (91282CKX8)	U.S. Government	4.25%	6/30/2029	1461	250,000.00	254,687.50	248,750.00
Treasury Note, 4.125%, (91282CLR0)	U.S. Government	4.34%	10/31/2029	1584	250,000.00	253,613.28	247,675.78
Treasury Note, 4.125%, (91282CMA6)	U.S. Government	4.13%	11/30/2029	1614	250,000.00	253,691.40	247,333.99
Treasury Note, 4.375%, (91282CMD0)	U.S. Government	4.34%	12/31/2029	1645	250,000.00	256,230.45	250,341.80
					15,775,884.12	**15,739,516.70**	**15,559,674.88**

REPORT ON COMPLIANCE WITH STATEMENT OF SAFEKEEPING AND INVESTMENT OF PUBLIC FUNDS

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

REPORT OF ABILITY TO MEET REQUIRED EXPENDITURES FOR THE NEXT SIX MONTHS

Based upon currently budgeted revenues and expenditures, the City currently has sufficient liquid financial resources to meet anticipated expenditures during the period 7/01/25 through 01/01/26.

WEIGHTED AVERAGE MATURITY OF PORTFOLIO

As of June 30, 2025 the weighted average days to maturity of the City's investment portfolio is 2.24 years.

FOOTNOTES TO REPORT/DEFINITION OF TERMS:

(1) The market value of U.S. Goverment Securities was provided by the custodial agent, Charles Schwab.
For the Local Agency Investment Fund the market value represents the contract value.

For all other investments, the market value is equal to book value.

(2) Book value of demand deposits equals the bank balance minus outstanding checks plus deposits-in-transit.

Yield to Maturity (YTM): The percentage rate of return for the note assuming that the City holds the asset until its maturity date. It is the sum of all its remaining coupon payments.
Par Value: Equals face value of security (value of the security when it reaches maturity).
Market Value: The last price for which a security was bought or sold. In this case, the value as of the last day of the month of this report.
Book Value: The amount at which the security is carried in the City's accounting records (adjusted at year-end for GASB 40 reporting purposes).

Agenda Section: Consent Calendar
Agenda Item No.: 7
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Quarterly Review of Pension Stabilization Trust.

STAFF RECOMMENDATION

Receive and file the report.

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

BACKGROUND/DISCUSSION

The purpose of the Pension Stabilization Trust is to accumulate, hold, and distribute pension plan assets for the exclusive benefit of retiree pensions within the meaning of IRS Code Section 115. Plan assets are irrevocable and may not be used for any purpose other than the purpose of the Trust. Withdrawal of plan assets is not permitted except to transfer to another trust or to reimburse the City for pension costs paid.

The City's primary objective in establishing the Pension Trust is to control long-term costs and volatility in the annual operating budget. The trust provides more flexibility for the City to level out contributions and mitigate year-to-year contribution volatility.

Plan contributions transfer assets to the Trust, and accordingly, plan assets are not carried on the City's books and are not subject to the City's investments policy. Discretionary Trustee Benefit Trust Company (BTC), with the advice of Morgan Stanley Wealth Management Consulting Group, actively manages plan assets consistent with the Investment Policy Statement. The City's individual trust account is part of a larger Multiple Employer Trust administered by Keenan Financial Services and BTC, referred to as the California Public Entity Pension Stabilization Trust. BTC also provides the City with monthly, quarterly (Attachment A), and annual statements of activity of the City's account. The Pension Stabilization Trust utilizes a Board of Authority that provides management and oversight of the Trust with participation by one individual per public agency. The fees are asset-based, paid monthly, deducted directly from the Trust account, and totaled 30 bps[1] annually. This is competitive with other comparable plans.

[1] Basis points pertain to interest rates. One basis point is equal to one one-hundredth of one percentage point (0.01%). Therefore, 100 basis points would be equivalent to 1%.

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

POLICY CONSISTENCY

This matter concerns actions aimed at improving the City's long-term financial position and is consistent with the City's fiduciary responsibilities and goal to deliver services that meet community needs efficiently and effectively.

FINANCIAL CONSIDERATIONS

Portfolio Summary:

As of June 30, 2025, the City held investments as shown in Table 1 below.

Table 1

	Year to Date (YTD)	
Beginning Value	**$1,103,731.69**	
Net Withdrawals	0.00	
Interest	0.00	
Dividends	17,152.80	
Change in Market Value	50,887.11	
Management Fees	(1,687.80)	
Ending Value	**$1,170,083.80**	
Market Value		**Asset Allocation**
Fixed Income	782,291.46	66.9%
Equities	349,868.33	29.9%
Alternatives	37,924.01	3.2%
Total Account	**$1,170,083.80**	**100.0%**

Inception date: 6/30/18
YTD: 1/1/2025 - 6/30/2025

Investments:

As of June 30, 2025, the portfolio's estimated market value was $1,170,083.80 quarter-to-date (net of fees) of 3.78%, year-to-date (net of fees) of 5.64%, last 12 months (net of fees) of 8.76%, and inception to date (net of fees) of 4.04%. Attached for City Council review is the statement from Benefit Trust as of June 30, 2025.

On June 30, 2018, an initial deposit of $1,000,000 was made into the investment account. A second deposit of $52,900 was added on September 18, 2018, followed by a third deposit of $76,850 on January 15, 2020. Throughout the investment period, several disbursements have occurred. On October 13, 2021, disbursements of $64,031 and $28,666 were made for fiscal years 2021 and 2022, respectively. Additionally, a significant disbursement of $200,000 was made in fiscal year 2024 to help offset the increase in unfunded accrued liability (UAL) contributions. Per the adopted budget, an additional $200,000 withdrawal is scheduled for July 2025 to further offset UAL cost increases. These transactions represent the key events in the timeline of deposits and disbursements associated with this investment.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The establishment of the Pension Stabilization Trust Fund is being developed consistent with Section 115 of the Internal Revenue Code. Establishing the Irrevocable Pension Stabilization Trust Fund mitigates financial risk associated with expected increases in the CalPERS pension rates over the next decade.

ATTACHMENTS

A - June 30, 2025 Performance Report

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

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

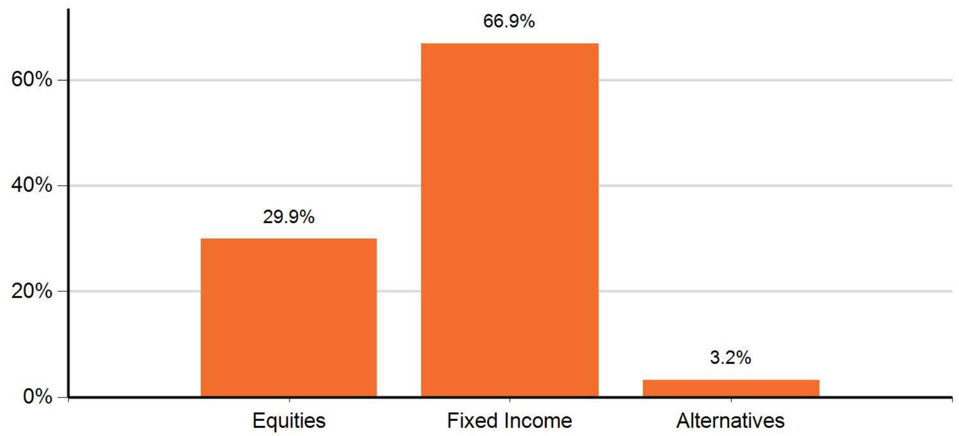
Reviewed by:
Michael Ramirez, City Manager Michael Ramirez
michaelr@carpinteriaca.gov; (805) 755-4450 *Signature*

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

Portfolio Summary

Net of Fees | US Dollar
6/30/2025

Asset Allocation



Portfolio Summary

		Year to Date
Beginning Value	$	1,103,731.69
Net Contributions		-
Interest		-
Dividends		17,152.80
Change in Market Value		50,887.11
Management Fees		(1,687.80)
Ending Value	$	1,170,083.80

YTD: 12/31/2024 - 6/30/2025

Performance

	Market Value	Current Yield	Month to Date	Quarter to Date	Year to Date	Last 12 Months	Last 3 Years	Last 5 Years	Inception* to Date
Fixed Income	782,291.46	4.1	1.18	0.77	3.50	5.77	3.35	-0.22	1.91
Equities	349,868.33	1.9	4.61	11.17	11.08	16.61	17.97	12.58	10.08
Alternatives	37,924.01	2.9	0.20	1.53	4.25	10.28	4.90	7.72	4.27
Total Account	**1,170,083.80**	**3.4**	**2.19**	**3.85**	**5.79**	**9.08**	**7.66**	**3.81**	**4.35**
Total Account (Net of Fees)		**3.4**	**2.17**	**3.78**	**5.64**	**8.76**	**7.34**	**3.50**	**4.04**
S&P 500 TR			*5.08*	*10.94*	*6.20*	*15.14*	*19.70*	*16.64*	*14.39*
MSCI EAFE			*2.22*	*12.07*	*19.91*	*18.34*	*16.57*	*11.62*	*7.52*
MSCI ACWI Ex US Net			*3.39*	*12.01*	*17.87*	*17.69*	*13.99*	*10.11*	*6.57*
BBG Agg (US)			*1.54*	*1.20*	*4.02*	*6.08*	*2.55*	*-0.73*	*1.78*
BBG Global Agg			*1.89*	*4.52*	*7.27*	*8.91*	*2.75*	*-1.14*	*0.58*
50% MSCI ACWI/ 50% BBG Agg			*3.02*	*6.30*	*7.10*	*11.14*	*9.87*	*6.41*	*6.46*

* Inception date: 6/30/2018

Performance for periods greater than one year are annualized.

PORTFOLIO APPRAISAL

CITY OF CARPINTERIA CA–MUNI-PST
BENEFIT TRUST ACCOUNT 7440

June 30, 2025

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
FIXED INC MUTUAL FUNDS								
TAXABLE BOND FUND								
12,282.543	COMMUNITY CAPITAL TR COM ACT INV INST	CRAN.X	9.30	114,176.73	9.52	116,929.81	10.0	3.4
25,418.477	NORTHERN BOND INDEX	NOBO.X	9.16	232,946.85	9.24	234,866.73	20.1	3.8
24,666.855	TARGET PIGM CORE BOND R6	TPCQ.X	8.72	215,151.13	8.73	215,341.64	18.4	4.4
19,400.656	WELLS FARGO FDS TR WF CORE BOND R6	WTRI.X	11.08	214,980.73	11.09	215,153.28	18.4	4.4
				777,255.44		782,291.46	66.9	4.1
				777,255.44		782,291.46	66.9	4.1
DOMESTIC EQUITY MUTUAL FUNDS								
LARGE CAP FUND								
1,813.095	COLUMBIA FDS SER TR I	COFY.X	28.13	51,005.92	38.80	70,348.09	6.0	0.7
463.169	STATE STR INSTL INVT TR GBL ALCP EQ K	SSGL.X	108.30	50,159.35	121.03	56,057.34	4.8	2.6
167.730	STATE STREET INST INV TR EQUITY 500 INDEX A	SSSY.X	347.69	58,317.28	465.96	78,155.47	6.7	1.5
				159,482.55		204,560.90	17.5	1.5
SMALL CAP FUNDS								
775.208	ALGER FDS SMALL CP FOCUS Z	AGOZ.X	20.34	15,764.40	19.89	15,418.89	1.3	0.0
186.400	UNDISCOVERED MANAGERS FDS BEHAVR VAL R6	UBVF.X	72.66	13,544.59	82.11	15,305.30	1.3	2.0
				29,308.99		30,724.19	2.6	1.0
				188,791.54		235,285.09	20.1	1.5
INTERNATIONAL MUTUAL FUNDS								
INTERNATIONAL EMERGING MARKET FUND								
175.920	AMERICAN FUNDS NEW WORLD F-2	NFFF.X	70.51	12,404.88	88.69	15,602.34	1.3	1.0
INTERNATIONAL FUND								
336.328	AMERICAN FUNDS NEW PERSPECTIVE F2	ANWF.X	46.49	15,635.07	69.50	23,374.80	2.0	0.7
1,006.890	HARTFORD INTERNATIONAL VALUE Y	HILY.X	16.80	16,919.93	23.02	23,178.61	2.0	2.6

"#carp-pst."

PORTFOLIO APPRAISAL

CITY OF CARPINTERIA CA–MUNI-PST
BENEFIT TRUST ACCOUNT 7440
June 30, 2025

Quantity	Security	Security Symbol	Unit Cost	Total Cost	Price	Market Value	Pct. Assets	Cur. Yield
1,737.160	THORNBURG INVESTMENT INCOME BUILDER	TIBO.X	22.10	38,399.92	30.18	52,427.49	4.5	4.2
				70,954.92		98,980.89	8.5	3.0
				83,359.79		114,583.24	9.8	2.7
ALTERNATIVE INVESTMENT FUNDS								
ALTERNATIVE FUND								
1,496.000	COHEN & STEERS RLTY INCM NEW SHS CL Z	CSZI.X	15.48	23,151.69	17.73	26,524.08	2.3	3.0
557.454	PRUDENTIAL GLOBAL REAL ESTATE	PGRQ.X	22.80	12,709.98	20.45	11,399.93	1.0	2.7
				35,861.67		37,924.01	3.2	2.9
				35,861.67		37,924.01	3.2	2.9
TOTAL PORTFOLIO				**1,085,268.44**		**1,170,083.80**	**100.0**	**3.4**

"#carp-pst."

Agenda Section: Public Hearing
Agenda Item No.: 8
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Annual Review of Fire Protection Mitigation Fee Program.

STAFF RECOMMENDATION

Adopt Resolution No. 6416, approving the updated Fire Protection Mitigation Fee Schedule for Development and accepting the Carpinteria-Summerland Fire Protection District's Annual Report.

Sample Motion: I move to adopt Resolution No. 6416, as read by title only.

BACKGROUND

The State Legislature passed into law the Mitigation Fee Act (AB 1600) that established California Government Code Section 66000 et seq. The City and County of Santa Barbara (County) subsequently adopted ordinances imposing Fire Protection Fees on any new development within the jurisdictions of the City and County, respectively. The mitigation fees are collected by the City and County for the benefit of the Carpinteria-Summerland Fire Protection District (District), which uses the fees to fund facilities and equipment. The City ordinance is codified in Chapter 8.26 of the Carpinteria Municipal Code. The County ordinance is codified in Chapter 15, Article IIIA of County Code. The District's Development Impact Fee Calculation and Nexus Report and Master Facilities Plan for the Carpinteria-Summerland Fire Protection District (dated August 10, 2016) is the initial report that served as the nexus study in accordance with the Mitigation Fee Act. Each year, the City and County are required to receive and review an annual report provided by the District. The annual review includes the District's Development Impact Fee (DIF) fund description, Fee Schedule, Master Facilities Plan, and current fee ledger. Resolution No. 6342 (adopted August 26th, 2024) was the City Council's last approval and acceptance of the District's Annual Report.

The purpose of this agenda matter is for the City Council to consider adoption of Resolution No. 6416, Updating the Fire Protection Mitigation Fee Schedule for Development, and accepting the Carpinteria-Summerland Fire Protection District's Annual Report.

DISCUSSION

The District Board approved the Annual Report, as provided in Attachment A, and updated the Fee Schedule at its meeting of July 1, 2025. This City staff report serves as the Annual Report for the Fire Protection Mitigation Fee Program. Should the City Council adopt Resolution No. 6416, as provided in Attachment B, it would also approve the adjustments of the fire protection mitigation fees.

Table 1 below shows the comparison of both the current Fee Schedule as adopted by the City Council on August 26, 2024 and the proposed Fee Schedule with adjustments supported by the Annual Report. The fire protection mitigation fees are adjusted on July 1 of each fiscal year by a percentage equal to the Construction Cost Index as published by Engineering News Record for the preceding twelve months in accordance with Carpinteria Municipal Code Section 8.26.040.

Table 1
Fire Protection Development Impact Fee Schedule
(Current and Proposed)

Type of Development	2024-2025 Fees (Current)	2025-2026 Fees (Proposed)
Estate Residential Dwelling	$2,761.00 First 2,700 Sq. Ft. (1)	$2,854.87 First 2,700 Sq. Ft. (2)
Detached Residential Dwellings	$2,612.00 Per Unit	$2,700.81 Per Unit
Attached Multiple Residential	$2,323.00 Per Unit	$2,401.98 Per Unit
ADU < 750 Sq. Ft.	$0.00 (3)	$0.00 (3)
ADU ≥ 750 Sq. Ft.	$0.682 Per Sq. Ft. (3)	$0.705 Per Sq. Ft. (3)
Mobile Homes	$4,774.00 Per Unit	$4,936.32 Per Unit
Senior Assisted Living Units	$3,336.00 Per Unit	$3,449.42 Per Unit
Commercial Lodging	$2,208.00 Per Unit	$2,283.07 Per Unit
Retail/Service/Office Uses	$4.990 Per Sq. Ft.	$5.16 Per Sq. Ft.
Industrial/Manufacturing Uses	$0.462 Per Sq. Ft.	$0.478 Per Sq. Ft.
Institutional Uses	$0.366 Per Sq. Ft.	$0.378 Per Sq. Ft.

Notes:
(1) Plus $0.682/Square Foot beyond 2,700 Sq. Ft. (FY 2024–25)
(2) Plus $0.705/Square Foot beyond 2,700 Sq. Ft. (FY 2025–26)
(3) Fees per 2019 AB 68, AB 881 and SB 13; Government Code Section 65852.2
(4) Estate Residential applies to custom homes typically over 2,700 sq. ft.; Detached Residential applies to standard single-family homes.
Source: Carpinteria-Summerland Fire Protection District – Development Impact Fees Nexus Calculation Report and Revised Master Facilities Plan, July 2024

POLICY CONSISTENCY

The recommendation is consistent with Mitigation Fee Act and Carpinteria Municipal Code Chapter 8.26.

The recommendation is also consistent with the Public Facilities & Services Element of the General Plan and Local Coastal Plan Policies:

PF-5b. The City will require proposed new developments to pay a fair share of the cost of needed public facilities and services.

PF-5c. The City will ensure that new development will not adversely impact services and facilities provided to existing development.

FINANCIAL CONSIDERATIONS

Collection of fire protection mitigation fees provides for a portion of the revenue necessary for the Carpinteria-Summerland Fire Protection District to fund equipment acquisitions and construct facilities as outlined in the District's Facilities Master Plan. The fees are historically adjusted on an annual basis (July 1st) in accordance with Carpinteria Municipal Code Section 8.26.040 by using the Construction Cost Index percentage of the preceding twelve months as listed in the Engineering News Record. For fiscal year 2025-2026, fees will be adjusted by an increase of approximately 3.4%. Table 2 below shows examples of fee payments.

Table 2
Fire Protection Development Impact Fee Comparison

Proposed Development	Units/Size	2024-2025 Fee (Current)	2025-2026 (Proposed Fee)
Example Residential Projects			
Detached Residential	1 Unit	$2,612.00	$2,700.81
Multi-family	2 Units	$4,646.00	$4,803.96
Commercial	6,668 Sq. Ft.	$33,273.32	$34,406.88
Residential	6 Units	$15,672.00	$16,204.86
Multi-family	23 Units	$53,429.00	$55,245.54

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Notice of Public Hearing appeared in The Coastal View News on July 17 and 24, 2025.

On February 10, 2004, the City of Carpinteria and the Carpinteria-Summerland Fire Protection District executed an indemnification and hold harmless agreement. The purpose of the agreement was for the District to indemnify and hold harmless the City and City agents, officers, and employees from claims related to the imposition, administration, and collection of the District's fire protection mitigation fees. This agreement continues to be in effect.

OPTIONS

1. Adopt Resolution No. 6416, approving the Fire Protection Mitigation Fee Schedule for Development, and approving and accepting the Carpinteria-Summerland Fire Protection District's Annual Report. (Staff recommendation)
2. Direct staff to amend Resolution No. 6416, as determined appropriate, and adopt the resolution as amended.
3. Decline to adopt Resolution No. 6416 which retains the current Fire Protection Mitigation Fee Schedule. However, the current fees would not be commensurate with the increased service demands of the Carpinteria-Summerland Fire Protection District caused by any future development.

PRINCIPAL PARTIES EXPECTED AT MEETING

Carpinteria-Summerland Fire Protection District

ATTACHMENTS

Attachment A: Carpinteria-Summerland Fire Protection District Annual Report
Attachment B: Resolution No. 6416

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

Signature

Reviewed by:
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(805) 880-3402; johni@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

Carpinteria-Summerland Fire Protection District Annual Report

CARPINTERIA-SUMMERLAND
FIRE PROTECTION DISTRICT

STAFF REPORT

To:	Carpinteria-Summerland Fire Protection District Board of Directors
From:	Robert Kovach, Fire Chief
By:	Michael LoMonaco, Fire Marshal
Date:	June 30, 2025
Topic:	Annual Review of Fire Protection Mitigation Fees

Summary
AB 1600, passed into law in 1989, allows for government agencies to impose Development Impact Fees (DIF). The law was codified in Government Code section 66000 et seq., also called the Mitigation Fee Act. Development Impact Fees or Mitigation Fees are intended to assist local fire agencies in delivering the increasing service demand caused by additional development. In 2003, the City of Carpinteria and the County of Santa Barbara adopted ordinances imposing fire protection mitigation fees on any new development within the Carpinteria-Summerland Fire Protection District. The City's ordinance is codified in Chapter 8.26 of the Carpinteria Municipal Code. The County ordinance is codified in Chapter 15, Article IIIA, of the County Code.

AB 1600 requires that projects to be financed with DIF must be identified in a Master Facilities Plan. Periodic review and adjustment of the DIF ensure that the district collects sufficient funds to construct and purchase additional facilities and equipment to serve new residential and commercial developments.

Discussion
Government Code Section 66002 requires that an annual report be prepared that reviews the District's Master Facilities Plan and the estimated costs for constructing public facilities. The estimated costs for construction are adjusted each year by the Consumer Price Indexes Pacific Cities and U.S. City Average, which was 3.4 % for FY 2024-2025. In accordance with Carpinteria Municipal Code 8.26.040 and Santa Barbara County Code 15-67, the fees are automatically adjusted.

During FY 2024-2025, fund revenue was $99,660.24 due to various new estates and developments; the interest generated was $8,102.43. Total expenditures during this period were $43,417.01. The ending fund balance was $610,105.87.

Conclusion
Note and file the 2025 Annual Review of the Fire Protection Mitigation Fees and direct the Fire Chief to forward the report to Santa Barbara County and Carpinteria City as required by County Code Section 15-67 (a) and Municipal Code Section 8.26.040.

Financial Impact
The proposed fees account for a 3.4% increase.

Attachments
Exhibit A – Development Impact Fees
Exhibit B – CSFPD Fund 3633 Balance

EXHIBIT A DEVELOPMENT IMPACT FEES

Current Fees

2024-2025 Fire Protection Development Impact Fee Schedule	
Type of Development	
Estate Residential Dwelling	$2,761.00 First 2,700 Sq. Ft. (1)
Detached Residential Dwellings	$2,612.00 Per Unit
Attached Multiple Residential	$2,323.00 Per Unit
ADU<750 Sq. Ft.	$0.00 (2)
ADU≥750 Sq. Ft.	$0.682 Per Sq. Ft. (2)
Mobile Homes	$4,774.00 Per Unit
Senior Assisted Living Units	$3,336.00 Per Unit
Commercial Lodging	$2,208.00 Per Unit
Retail/Service/Office Uses	$4.99 Per Sq. Ft.
Industrial/Manufacturing Uses	$0.462 Per Sq. Ft.
Institutional Uses	$0.366 Per Sq. Ft.
Notes: (1) Plus $0.682/Sq. Ft. Beyond 2,700 Sq. Ft. (2) Fees per 2019 AB 68, AB 881, and SB 13; Government Code Section 65852.2 Source: Carpinteria-Summerland Fire Protection District-Development Impact Fees Nexus Calculation Report and Revised Master Facilities Plan, July 2024	
Consumer Price Indexes Pacific Cities and U.S. City Average 2023 3.5%	

Fee schedule effective July 2, 2025

2025-2026 Fire Protection Development Impact Fee Schedule	
Type of Development	
Estate Residential Dwelling	$2,854.87 First 2,700 Sq. Ft. (1)
Detached Residential Dwellings	$2,700.81 Per Unit
Attached Multiple Residential	$2,401.98 Per Unit
ADU < 750 Sq. Ft.	$0.00 (2)
ADU ≥ 750 Sq. Ft.	$0.705 Per Sq. Ft. (2)
Mobile Homes	$4,936.32 Per Unit
Senior Assisted Living Units	$3,449.42 Per Unit
Commercial Lodging	$2,283.07 Per Unit
Retail/Service/Office Uses	$5.16 Per Sq. Ft.
Industrial/Manufacturing Uses	$0.478 Per Sq. Ft.
Institutional Uses	$0.378 Per Sq. Ft.
Notes: (1) Plus $0.705/Sq. Ft. Beyond 2,700 Sq. Ft. (2) Fees per 2019 AB 68, AB 881, and SB 13; Government Code Section 65852.2 Source: Carpinteria-Summerland Fire Protection District-Development Impact Fees Nexus Calculation Report and Revised Master Facilities Plan, July 2024	
Consumer Price Indexes Pacific Cities and U.S. City Average 2024 3.4%	

EXHIBIT B **Carpinteria Summerland FPD Fund 3633**

Fire Protection District Development Impact Fees – Ledger FY 2024-/2025**

	Ledger @				Ledger@
	July 1, 2024	Credits	Interest	Debits	June 24, 2025
Fund 3633 Fire Protection Capital Improvements	$545,760.21	$99,660.24	$8,102.43	$ 43,417.01	$610,105.87

** Totals are unaudited and require review before the final report is complete.

ATTACHMENT B

Resolution No. 6416

RESOLUTION NO. 6416

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA UPDATING THE FIRE PROTECTION MITIGATION FEE SCHEDULE FOR DEVELOPMENT AND APPROVING AND ACCEPTING THE CARPINTERIA-SUMMERLAND FIRE PROTECTION DISTRICT'S ANNUAL REPORT

WHEREAS, on March 22, 2004, the City Council of the City of Carpinteria, California ("City") adopted Ordinance 599, creating and establishing the authority for imposing and charging a fire protection mitigation fee, as codified in Carpinteria Municipal Code Chapter 8.26, and Resolution No. 4857 which established the level of Fire Protection Mitigation Fees; and

WHEREAS, the Carpinteria-Summerland Fire Protection District (District) prepared an analysis of the need for new facilities and improvements required, in the form of a revised 2008 Master Facilities Plan, which set forth the relationship between new development, the needed facilities, and their cost estimates; and

WHEREAS, on September 12, 2016, the City Council received and considered a Report by Revenue and Cost Specialists, LLC, dated August 10, 2016, which analyzes the impacts of future development on the District's fire protection facilities and improvements; and

WHEREAS, by Resolution No. 6342, adopted August 26, 2024, the City Council last approved the District's Annual Report and adjusted Fire Protection Mitigation Fee Schedule for Development; and

WHEREAS, Carpinteria Municipal Code Section 8.26.050 allows the Fire Protection Mitigation Fee to be set and revised periodically by resolution of the City Council; and

WHEREAS, the updated Report and all documents filed with the City Clerk were available for public review on July 25, 2025, and a notice of hearing was published on July 17, 2025, and July 24, 2025, in a newspaper of general circulation within the jurisdiction of the City.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1.

The City Council finds that new development in the City will generate additional demands on fire protection facilities serving the City and will contribute to the impact upon such facilities.

SECTION 2.

The City Council finds the cost estimates set forth in the District's Master Facilities Plan are reasonable cost estimates for the public facilities contained in the Master Facilities Plan and determines that there is a continued need for these improvements and that the improvements are consistent with objectives and policies described in the City's General/Local Coastal Land Use Plan and Environmental Impact Report, Fire Hazard, Objective S-5.

SECTION 3.

The City Council finds that the fees expected to be generated by new development will not exceed the costs for construction of fire protection facilities and improvements set forth in the Master Facilities Plan.

SECTION 4.

The City Council finds as follows:

a. The purpose of the fees is to finance the acquisition and construction of certain fire protection capital improvements, including structures, fire apparatus, and fire equipment.

b. The use to which the fees are to be put is to finance the acquisition and construction of certain fire protection capital improvements, including structures, fire apparatus, and fire equipment.

c. The City Council finds that there is a reasonable relationship between the need for the public facilities for which fees are collected and the type of development project on which the fee is imposed, as described in the Fund Description, Development Impact Fee Schedule, Cost Calculation Report, and DIF Fund Ledger (Exhibits 1–4).

d. The City Council finds that there is a reasonable relationship between the use of the fees and the type of development project on which the fee is imposed, as described in the Fund Description, Development Impact Fee Schedule, Cost Calculation Report, and DIF Fund Ledger (Exhibits 1–4).

SECTION 5.

The City Council approves the District's adopted Master Facilities Plan as shown in Exhibit 3.

SECTION 6.

The City Council approves the District's Fire Protection Development Impact Fee Schedule as shown in Exhibit 2.

SECTION 7.

As to funds on deposit in the Fire Mitigation Fees Fund, the City Council finds as follows:

a. The purpose of the Fire Mitigation Fees is to finance necessary District infrastructure, fire apparatus and equipment as detailed further in Exhibit 3.

b. A reasonable relationship between the Mitigation Fee and its purpose exists, in that the District nexus calculation report demonstrates that the fee assessed to new development is in proportion to such development's impacts on necessary District infrastructure.

c. The sources and amounts of funding anticipated to complete financing for the Master Facilities identified in the District's Master Facilities Plan are identified as shown in Exhibit 3.

d. All projects on the District's Master Facilities Plan are expected to be completed with development fees, when sufficient funds are collected within the 20-year span of the plan, as shown on Exhibit 3.

PASSED, APPROVED AND ADOPTED on July 28, 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 July 28, 2025.

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

APPROVED AS TO FORM:

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

EXHIBIT 1 TO RESOLUTION NO. 6416

FUND DESCRIPTION

Master Facilities Plan: Fees collected for the actual and estimated costs to acquire certain fire protection capital improvements, including structures, fire apparatus and fire equipment.

EXHIBIT 2 TO RESOLUTION NO. 6416

FEE SCHEDULE

Fee schedule effective July 2, 2025

2025-2026 Fire Protection Development Impact Fee Schedule	
Type of Development	
Estate Residential Dwelling	\$2,854.87 First 2,700 Sq. Ft. (1)
Detached Residential Dwellings	\$2,700.81 Per Unit
Attached Multiple Residential	\$2,401.98 Per Unit
ADU < 750 Sq. Ft.	\$0.00 (2)
ADU ≥ 750 Sq. Ft.	\$0.705 Per Sq. Ft. (2)
Mobile Homes	\$4,936.32 Per Unit
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Retail/Service/Office Uses	\$5.16 Per Sq. Ft.
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Institutional Uses	\$0.378 Per Sq. Ft.
Notes: (1) Plus \$0.705/Sq. Ft. Beyond 2,700 Sq. Ft. (2) Fees per 2019 AB 68, AB 881, and SB 13; Government Code Section 65852.2 Source: Carpinteria-Summerland Fire Protection District-Development Impact Fees Nexus Calculation Report and Revised Master Facilities Plan, July 2024	
Consumer Price Indexes Pacific Cities and U.S. City Average 2024 3.4%	

EXHIBIT 3 TO RESOLUTION NO. 6416

Schedule 3.1
Carpinteria-Summerland Fire District
2024-25 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Fire Suppression/Medic Facilities, Vehicles & Equipment

Carpinteria-Summerland Fire Protection District Master Suppression Facilities Plan Fire Suppression Facilities, Vehicles and Equipment		Estimated Cost	Construction Needs Supported by the Existing Community		Infrastructure Need to Accommodate Increased Development	
			Percent Need	Apportioned Dollar Cost	Percent Need	Apportioned Dollar Cost
FD-001	Station 61 Reconfiguration/Remodel	**$620,000.00**	80%	$496,000	20%	$124,000
FD-002	Secure Land for Station 62	$3,000,000.00	80%	$2,400,000	20%	$600,000
FD-003	Purchase Land for Station 63	$1,524,545.00	0%	$0	100%	$1,524,545
FD-004	Construction for Station 62	$14,000,000.00	87.5%	$12,250,000	12.5%	$1,750,000
FD-005	Locution tation Alerting System	$99,000.00	80%	$79,200	20%	$19,800
FD-006	Aquire Squad Vehicle for Station 61	$250,000.00	0%	$0	100%	$250,000
FD-007	AquireType 3 Fire Engine	$400,000.00	0%	$0	100%	$400,000
FD-008	Construct Temporary Station 63	$700,000.00	0%	$0	100%	$700,000
FD-009	Expand Station 61 Tool & PPE Shed	$99,000.00	50%	$49,500	50%	$49,500
FD-010	Acquire Flat Bed Utility Truck	$60,000.00	0%	$0	100%	$60,000
FD-011	Construct Station 63	$12,000,000.00	75%	$9,000,000	25%	$3,000,000
	Total Infrastruture Master Plan Capital Needs	$32,752,545.00	74.12%	$ 24,274,700.00	25.88%	$ 8,477,845.00
	Total Mitigating Financial Resources					
	Existing Development Fee Fund Balance	$ 331,600.00	0%	$ -	100%	$ 331,600.00
	Sale of Land - Station #2	$ 2,000,000.00	0%	$ -	100%	$ 2,000,000.00
	Sub-Total Off-Setting Revenues	$2,331,600	0%	$ -	100%	$ 2,331,600.00
	Total Net General Plan Project Cost	$ 30,420,945.00	79.8%	$ 24,274,700.00	20.2%	$ 6,146,245.00

Schedule 3.1 - (Reflecting 3.4% CPI Adjustment for FY 25/26)
Carpinteria-Summerland Fire District
2025-26 Development Impact Cost Calculation
Allocation of Project Cost Estimates
Fire Suppression/Medic Facilities, Vehicles & Equipment

Carpinteria-Summerland Fire Protection District Master Suppression Facilities Plan Fire Suppression Facilities, Vehicles and Equipment		Fiscal Year 25/26 CPI	Estimated Cost	Construction Needs Supported by the Existing Community		Infrastructure Need to Accommodate Increased Development	
				Percent Need	Apportioned Dollar Cost	Percent Need	Apportioned Dollar Cost
FD-001	Station 61 Reconfiguration/Remodel	3.4%	$ 641,080.00	80%	$ 512,864.00	20%	$ 128,216.00
FD-002	Secure Land for Station 62	3.4%	$ 3,102,000.00	80%	$ 2,481,600.00	20%	$ 620,400.00
FD-003	Purchase Land for Station 63	3.4%	$ 1,576,379.53	0%	$ -	100%	$ 1,576,379.53
FD-004	Construction for Station 62	3.4%	$ 14,476,000.00	87.5%	$ 12,666,500.00	12.50%	$ 1,809,500.00
FD-005	Locution tation Alerting System	3.4%	$ 102,366.00	80%	$ 81,892.80	20%	$ 20,473.20
FD-006	Aquire Squad Vehicle for Station 61	3.4%	$ 258,500.00	0%	$ -	100%	$ 258,500.00
FD-007	AquireType 3 Fire Engine	3.4%	$ 413,600.00	0%	$ -	100%	$ 413,600.00
FD-008	Construct Temporary Station 63	3.4%	$ 723,800.00	0%	$ -	100%	$ 723,800.00
FD-009	Expand Station 61 Tool & PPE Shed	3.4%	$ 102,366.00	50%	$ 51,183.00	50%	$ 51,183.00
FD-010	Acquire Flat Bed Utility Truck	3.4%	$ 62,040.00	0%	$ -	100%	$ 62,040.00
FD-011	Construct Station 63	3.4%	$ 12,408,000.00	75%	$ 9,306,000.00	25%	$ 3,102,000.00
	Total Infrastruture Master Plan Capital Needs	3.4%	$ 33,866,131.53	74.12%	$ 25,100,039.80	25.88%	$ 8,764,554.84

EXHIBIT 4 TO RESOLUTION NO. 6416
FEE ACCOUNTING

Carpinteria-Summerland FPD Fund 3633

Fire Protection District Development Impact Fees – Ledger FY 2024-/2025**

	Ledger @				Ledger@
	July 1, 2024	Credits	Interest	Debits	June 24, 2025
Fund 3633 Fire Protection Capital Improvements	$545,760.21	$99,660.24	$8,102.43	$43,417.01	$610,105.87

** Totals are unaudited and require review before the final report is complete.

Agenda Section: Other Business
Agenda Item No.: 9
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Formation of an ad hoc committee to advise on the City of Carpinteria's response to U.S. Immigration and Customs Enforcement (ICE) activity.

STAFF RECOMMENDATION

Adopt Resolution No. 6417, approving the formation of an ad hoc committee to advise on the City's response to ICE activity and appoint two council members to this committee.

Sample Motion: I move to (1) adopt Resolution No. 6417 approving the formation of an ad hoc committee to advise on the City's response to ICE activity and (2) appoint Councilmember _______ and Councilmember _______ to this ad hoc committee.

BACKGROUND

In January 2025, the administration of President Donald J. Trump issued several orders and notices directing ICE agents to increase its enforcement of immigration law.[1] These orders have led to "immigration raids" where ICE agents detain individuals they believe have entered the country legally. For months, these raids and deportations have occurred across the country.

Since early June these raids have intensified in and around Los Angeles, where masked federal agents, sometimes dressed in military-style clothing, conduct indiscriminate immigration operations. A special City Council meeting was scheduled for July 10, to discuss the City's immediate response to these events. On the morning of this meeting, ICE agents conducted an immigration raid at Glass House Farms just outside the City's border. A protest ensued where federal agents threw smoke grenades to disperse the crowd. The federal agents present, including ICE agents, detained an unknown number of agricultural workers and protesters.

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[1] *See* The White House, *Securing Our Borders*, https://www.whitehouse.gov/presidential-actions/2025/01/securing-our-borders/; The White House, *Declaring a National Emergency at the Southern Border of the United States*, https://www.whitehouse.gov/presidential-actions/2025/01/declaring-a-national-emergency-at-the-southern-border-of-the-united-states/; Department of Homeland Security Notice 9110-9M; *Statement from a DHS Spokesperson on Directives Expanding Law Enforcement and Ending the Abuse of Humanitarian Parole*, https://www.dhs.gov/news/2025/01/21/statement-dhs-spokesperson-directives-expanding-law-enforcement-and-ending-abuse.

Later that evening, the City Council held a pre-scheduled special meeting to discuss the City's response to the ICE raids. Hundreds of Carpinteria community members attended to share their experience at that morning's raid and to condemn ICE's actions. As part of this meeting, the City Council took various actions, including: (1) adopting a proclamation to continue to uphold the California Values Act to ensure that all residents, workers, and visitors, regardless of immigration status, can engage with City services without fear of local enforcement based solely on immigration status;[2] (2) authorize the appropriation of $10,000 from the General Fund to support nonprofit organizations serving residents impacted by recent federal immigration enforcement actions and to request staff to come back at the July 28, 2025, Council meeting for the Council to discuss narrowing the focus of the community service grant program so that it aligns with the needs of the community ; and (3) directing City staff to agendize creation of an ad hoc committee to advise on the City's continued response to ICE activity and its impacts on the City's residents.

The purpose of this agenda matter is for the City Council to consider forming an ad hoc committee to advise on the City's response to ICE activity.

DISCUSSION

Formation of Ad Hoc Committee

Based on the discussion at the City Council's July 10, 2025 Special City Council Meeting, staff has prepared Resolution No. 6417, which proposes formation of an ad hoc committee to advise on the City's continued response to ICE activity. The following section summarizes the committee's proposed type, membership, and roles and responsibilities.

- **Type of Committee**. Staff is proposing that this committee be formed as an ad hoc committee, which allows the committee to move forward without a set meeting schedule and without complying with the requirements of the Brown Act. This will allow the ad hoc committee to meet and respond to issues more quickly. Recommendations for future actions will be presented to the City Council at an open and public meeting.

- **Membership**. An ad hoc committee must be staffed with less than a quorum of City Council members. Because the City Council has five members, the ad hoc committee can be staffed with no more than two City Councilmembers. As part of the resolution under consideration, staff is requesting the City Council to appoint up to two councilmembers to this committee.

- **Roles and Responsibilities**. As contemplated in the attached resolution, staff is proposing the ad hoc committee be tasked with researching and recommending to the City Council how the City should respond to the ICE activity. The ad hoc committee will consider topics including, but not limited to, better understanding

[2] Senate Bill (SB) 54, Reg. Sess. 2017-2018. Cal. Gov. Code § 7284, *et seq*.

the Santa Barbara County Sherriff Office's procedures for responding to reports of ICE raids, coordinating community response with local organizations, supporting proposed state and federal legislation regarding ICE activities, participating in the American Civil Liberties Union ("ACLU") lawsuit,[3] reviewing authorization of funding as approved by the City Council, and coordinating any responses with Santa Barbara County and other jurisdictions (both locally and statewide) facing similar actions. The committee would report recommendations to the City Council for deliberation and final action.

- **Termination**. Staff proposes termination of the ad hoc committee upon completion of the tasks outlined above or on January 21, 2029, whichever comes first.

POLICY CONSISTENCY

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

FINANCIAL CONSIDERATIONS

If approved, it is anticipated that the ad hoc committee may initially be supported primarily by City staff with no additional cost. It is also expected that consultant services may ultimately be determined to be desirable to assist the City in carrying out certain work related to the implementation of the commitments included in Resolution No. 6417. Any recommendation for consultant services, including related costs, would be considered separately by the City Council.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Council from time-to-time finds it beneficial to form committees from its membership to address a particular subject or work matter and to make recommendations to the City Council. When consisting of less than a quorum of the Council, i.e., two members, such committees are considered "ad hoc" and are not subject to certain Brown Act requirements, including opening meetings to members of the public. Once an "ad hoc" committee's proscribed work is complete, it dissolves automatically without the need for further action by the City Council.

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

[3] *Vasquez Perdomo v. Noem*, Case No. 2:25-cv-05605-MEMF-SP, U.S. District Court for the Central District of California.

OPTIONS

A. Adopt Resolution No. 6417 approving the formation of an ad hoc committee to advise on the City's response to ICE activity and appoint two council members to this committee.

B. Decline to adopt Resolution No. 6417 and direct staff as appropriate.

ATTACHMENTS

A. Resolution No. 6417

Staff Contact: Jena Acos, Legal Counsel
(805) 882-1427, jacos@bhfs.com

Brian E. Barrett for
Signature

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

Signature

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

Signature

ATTACHMENT A

Resolution No. 6417

RESOLUTION NO. 6417

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA APPROVING THE FORMATION OF AN AD COMMITTEE OF THE CITY COUNCIL TO ADVISE ON THE CITY'S RESPONSE TO U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT ACTIVITY

WHEREAS, in January 2025, the administration of President Donald J. Trump issued several orders and notices directing U.S. Immigration and Customs Enforcement ("ICE") agents to increase its enforcement of immigration law. For months, these immigration raids and deportations have occurred across the country; and

WHEREAS, the California state legislature has proposed the No Secret Police Act (Senate Bill (SB) 627) and No Vigilantes Act (SB 805). The No Secret Police Act will prohibit law enforcement officers at all levels of government from covering their faces during operations in California and require the wearing of uniforms or badges for clear identification. The No Vigilantes Act strengthens California's laws against impersonation of law enforcement and other public safety officials by expanding the definition of impersonation and increasing penalties; and

WHEREAS, the American Civil Liberties Union ("ACLU") has filed a lawsuit in the United States District Court for the Central District of California challenging the constitutionality of the Trump administration's ICE raids in Los Angeles. The case is titled *Vasquez Perdomo v. Noem* with case number 2:25-cv-05605-MEMF-SP; and

WHEREAS, on July 10, 2025, ICE agents conducted an immigration raid at Glass House Farms just outside the City of Carpinteria's ("City") border. A protest ensued where federal agents threw smoke grenades to disperse the crowd. The federal agents present, including ICE agents, detained an unknown number of agricultural workers and protesters; and

WHEREAS, during a special City Council meeting on July 10, 2025, the City Council adopted a proclamation to continue to uphold the California Values Act to ensure that all residents, workers, and visitors, regardless of immigration status, can engage with City services without fear of local enforcement based solely on immigration status; and

WHEREAS, during this same meeting the City Council directed staff to move forward with agendizing formation of an ad hoc committee to advise the City Council on the City's continued response to ICE activity ("Ad Hoc Committee"); and

WHEREAS, the City Council believes it to be in the City's best interest to create an Ad Hoc Committee for the reasons set forth above.

NOW, THEREFORE, BE IT RESOLVED as follows:

SECTION 1. The recitals above are true and correct.

SECTION 2. The City Council hereby creates the Ad Hoc Committee consisting of councilmembers ________________________ and ________________________.

SECTION 3. The Ad Hoc Committee shall have the following roles and responsibilities: to investigate the possible options for the City's response to ICE activity and provide recommendations to the City on the best path forward. These options include, but are not limited to, better understanding the Santa Barbara County Sherriff Office's procedures for responding to reports of ICE raids; coordinating community response with local organizations; supporting proposed state and federal legislation regarding ICE activities (i.e., the No Secret Police Act (SB 627) and No Vigilantes Act (SB 805)); participating in the American Civil Liberties Union ("ACLU") lawsuit of *Vasquez Perdomo v. Noem*; reviewing authorization of funding as approved by the City Council; and coordinating any responses with Santa Barbara County and other jurisdictions (both locally and statewide) facing similar actions. The Ad Hoc Committee shall not be limited by this list of suggested actions and shall have the latitude to investigate and recommend other options to the City Council for responding to ICE activities.

SECTION 4. Unless otherwise amended by action of the City Council, the Ad Hoc Committee shall be terminated upon completion of its responsibilities outlined in Section 3 above or on January 21, 2029, whichever comes first.

PASSED, APPROVED, AND ADOPTED on this 28th day of July, 2025, by the following vote:

AYES: COUNCILMEMBER(S):

NOES: COUNCILMEMBER(S):

ABSENT: COUNCILMEMBERS(S):

ABSTAIN: COUNCILMEMBERS(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 was adopted at a regular meeting of the City Council of the City of Carpinteria held on July 28, 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

Agenda Section: Other Business
Agenda Item No.: 10
Council Meeting Date: July 28, 2028

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Support for pending state and federal legislation promoting law enforcement transparency and accountability.

STAFF RECOMMENDATION

Authorize staff to draft and submit lrs in support of Senate Bill 627 (No Secret Police Act—California), Senate Bill 805 (No Vigilantes Act – California), H.R. 673 (ICE Security Reform Act – federal), S.2212 (the VISIBLE Act – federal), and H.R. 4176 (No Secret Police Act of 2025 – federal).

Sample Motion: I move to express support for [Senate Bill 627, Senate Bill 805, H.R. 673, S.2212, and/or H.R. 4176] and direct staff to draft and submit letters in support of the legislation to the appropriate authorities stating Carpinteria's position.

BACKGROUND

At the July 10, 2025, special City Council meeting, staff presented a report on recent federal immigration enforcement activities and requested council direction on actions the City may want to take in response. The staff report relayed that the City of Downey, as part of its effort to update their legislative platform, would be submitting a letter in support of proposed legislation advancing immigration reform. Other city councils including those for the cities of Altadena, Culver City, Pasadena, and Eureka (among others), have approved submitting similar letters in support of legislation related to immigration reform or transparency in law enforcement. The Council expressed an interest in potentially doing the same and requested an item return at a future meeting for further deliberation of support of relevant state and federal legislation.

A summary of the bills previously provided to the Council on July 10 is reproduced below:

Bill	Authors	Summary	Links
California			
No Secret Police Act (SB 627)	Senators Scott Wiener (D-San Francisco) and Jesse Arreguín (D-Berkeley)	This bill prohibits law enforcement officers at all levels (local, state, and federal) from covering their faces during operations in California. It also requires officers to wear uniforms or badges that clearly identify them by name or other official identifier. Exceptions: SWAT teams, medical-grade masks (e.g., N95s), and protective gear used during wildfires or health emergencies.	• Bill text • Press release
No Vigilantes Act (SB 805)	Introduced by Senators Pérez and Wiener (Principal coauthor: Assembly Member Elhawary) (Coauthors: Senators Arreguín and Gonzalez) (Coauthor: Assembly Member Lee)	Seeks to strengthen California's laws against impersonation of law enforcement and other public safety officials by expanding the definition of impersonation and increasing penalties. The bill also requires all law enforcement officers—including federal agents and contractors operating in California—to visibly display a name or badge number during official duties, and mandates that vendors verify a buyer's affiliation before selling official uniforms or badges. It further prohibits bounty hunters from engaging in immigration enforcement and from disclosing a defendant's immigration status. Exceptions: undercover work does not have to visibly display a name or badge number during official duties.	• Bill text • Press release
Federal			
ICE Security Reform Act (H.R. 673 (2025))	Rep. Robert Garcia (D-CA)	The reform would allow Homeland Security Investigations ("HIS") to focus on public safety, law enforcement, and national security missions independently from ICE, with increased oversight and accountability. ICE would continue to operate as a smaller agency.	• Bill text • Press release
The VISIBLE Act	Senators Cory Booker (D-NJ), Alex Padilla (D-CA), Patty Murray (D-WA)	Aims to improve transparency and public trust in immigration enforcement by requiring officers—including those from ICE and CBP—to display clearly visible identification, such as their agency name and badge number, during public-facing operations. It also prohibits non-medical face coverings that obscure identity, except in cases involving environmental hazards or covert operations. The bill does not limit	• Bill text • One-pager of bill • Press release

Additionally, staff is presenting for the first time, H.R. 4176 (No Secret Police Act of 2025), introduced by Congressman Daniel Goldman (D-NY), which would prohibit federal officers, particularly from the Department of Homeland Security and Immigration and Customs Enforcement (ICE), from conducting public operations while wearing face coverings or items concealing their identify, and without displaying official insignia or a uniform. This bill would also require agents to provide identification when detaining or arresting someone. The text of the bill is available here and the related press release is available here.

As discussed at the July 10 City Council meeting, these legislative measures generally respond to urgent calls for transparency and accountability by public officials and align with City values of public safety and inclusivity. The City Council's support for these bills would affirm its commitment to ensuring the safety and security of its residents in public spaces, free from intimidation or surveillance by unidentified officers.

The City Council may choose to direct staff to submit letters in support of one or more of the bills described above.

POLICY CONSISTENCY

The City aims to protect public safety, maintain community cohesion, and ensure the judicious use of resources in a manner that reflects community needs. This agenda item is consistent with the City of Carpinteria's Mission Statement by supporting transparency, equity, and public participation in local governance.

FINANCIAL CONSIDERATIONS

There are no fiscal impacts associated with this action.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Staff's recommendations align with state law mandates, such as the California Values Act. The City Attorney's Office will be in attendance at the meeting to provide additional guidance or answer any questions that arise.

OPTIONS

Provide direction to staff on whether to submit letters of support to the relevant authority for any of the following bills:

(1) Senate Bill 627 (No Secret Police Act—California)

(2) Senate Bill 805 (No Vigilantes Act – California)

(3) H.R. 673 (ICE Security Reform Act – federal)

(4) S.2212 (the VISIBLE Act – federal)

(5) H.R. 4176 (No Secret Police Act of 2025 – federal)

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

Agenda Section: Other Business
Agenda Item No.: 11
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Code Compliance Quarterly Report Q2, 2025.

STAFF RECOMMENDATION

Receive and file the Q2 Code Compliance Quarterly Report.

BACKGROUND

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

At the request of the City Council, Code Compliance staff provides a quarterly report summarizing the recent types and number of compliance efforts addressed by the Code Compliance division. Where appropriate or noteworthy, the quarterly report can be used to highlight current issue areas, trends (both positive and negative), or particularly significant cases that have been addressed.

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

Figure 1. Code Compliance Contact Information

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

DISCUSSION

The following discussion and attached presentation (Attachment A) summarizes the reported Code Compliance activities for the second quarter (April through June) of 2025. Starting with the next quarterly report (scheduled to be presented in October), staff will be transitioning to reporting on the fiscal year calendar. This organizational change will help to simplify tracking and reporting of Code Compliance activities as it relates to progress on City Council Strategic Plan goals and priorities.

Dozens of service requests are received monthly, in addition to numerous code violations identified by Code Compliance staff during routine patrols. Those initial service requests and officer-initiated contacts that require further investigation or action by Code Compliance staff are logged as "cases." Code Compliance responds to and/or investigates each case to determine the appropriate course of action to best resolve these issues. Code Compliance staff logged **154 total cases opened this quarter, up 18 from last quarter's 136 cases.** This quarter's caseload is summarized by type below and is graphically depicted in slide 3 of Attachment A:

Code Enforcement Topic Counts
For Date Period From 04/01/2025 Through 06/30/2025

Topic	Count
Parking	71
Graffiti	15
Animal Violations	14
Zoning	13
Zoning- Sign Regulations	13
Homeless Contact	10
Animal Control Services	10
Public Parks and Beaches	3
Public Nuisance	2
Business Licensing	2
Health and Safety	1
Total	154

Code Compliance routinely patrols City streets and parks, monitoring for typical parking and animal-related code violations (e.g., 72-hour parking, off-leash dogs), as well as other violations like unpermitted signs, construction, and homeless encampments. The department also responds to public service requests submitted online (GoGov - preferred and most efficient), as well as by email, phone, and in person. During Q2, the most common service requests and contacts were for Parking (71), Animal Control Services (24), and Graffiti (15). As detailed on slide 4 of Attachment A, the 154 opened cases resulted in 137 recorded violations.[1] Specifically, in Q2, staff conducted 98 initial inspections, 89 follow-up inspections, and made 25 contacts. This resulted in addressing

[1] Following the opening and investigation of a case, Code Compliance staff may find that a violation has not occurred or cannot be documented. In other cases, an open case may result in finding more than one violation. Accordingly, the number of cases and violations do not directly correlate.

60 time-limit parking violations, 12 off-leash dog violations, issuance of 20 Notices of Violations, and issuing 15 notices to abate graffiti.[2]

Slides 5 and 6 in Attachment A break down the way service requests are being generated and the types of requests that are being reported to the Code Compliance Division through the GoGov software.

In Q2 there were 142 community-initiated service requests. Members of the public can access the online service request portal both through the City's website and/or the City's smartphone app (search "Carpinteria" in the app store). The system allows for better tracking of requests, automatic notifications to requestors when service is complete, and even allows requestors to leave feedback on the quality of service provided. Public outreach to encourage utilization of the online service request system remains ongoing. Slide 7 in Attachment A shows public feedback received in Q2 from users of the online service request system; these survey results from the public are a great metric and can help guide improvements in how staff resolves various code compliance matters going forward.

Code Compliance cases, excluding parking and animal control-related compliance activities, are summarized in Slide 8 of Attachment A. These cases include zoning violations, graffiti, public nuisances, homeless contacts, and business license violations, among others.

Zoning compliance efforts include incidents like residents building without permits, unpermitted use of property, and businesses operating without a business license. When a violation is found to have occurred, several code compliance tools are used to gain voluntary compliance such as a "stop work order," "compliance order," or "notice of violation." If voluntary compliance is not gained, staff has the ability to issue Administrative Citations in the amount of $100, $200, and up to $500 per day for each day that a violation continues to exist. Staff opened **13 zoning cases** this quarter; 5 were resolved within the requested time frame, and 2 stop work orders were issued. Additionally, staff resolved **13 sign regulation violations.**

During the past quarter, Code Compliance staff received 37 noise complaints, 29 related to live entertainment at Island Brewing Company. While these complaints are not formally logged as cases, they highlight an ongoing concern raised by a few households regarding live entertainment noise.

There were **10 contacts with people experiencing homelessness,** at par with last quarter, but still significantly down over past years. This reduction is believed to be partly due to the combined efforts of the Parks Division, Public Works Department, and Code Compliance staff, including contacts, outreach, and enforcement; which help reduce the number of violations. Also contributing to the reduction is the centralized location of the lunch program where service providers can assist helping people in need connect with a

[2] The remaining 30 reported violations not included in the provided summary fall into a variety of "other" categories as shown in the "Code Enforcement Violation Counts" table included in slide 4 of Attachment A to this report.

wide range of services. Typically, organizations like Good Samaritan, New Beginnings, Behavioral Wellness, and AmeriCorps attend weekly.

Even though staff have seen an overall reduction in contacts and calls for service there is still a small group of people experiencing homelessness that are resistant to services and tend to repeatedly return to sensitive habitat areas as seen on slide 9 (map). Enforcement efforts, along with collaboration from Public Works for clean-up, continue to remain a priority.

Staff dedicates approximately 10 hours a month to attend meetings and trainings related to people experiencing homelessness, and/or doing outreach in the field and working with outside agencies who assist people in getting off the street and into housing. Staff's enforcement and outreach approach, along with connecting those in need to the providers previously listed, has seen a dramatic reduction in contacts this year. Slide 10 of Attachment A provides a visual summary of the three site clean-ups and related contacts conducted in Q2.

There were **18 Health and Safety, Public Parks & Beaches, Animal Services, and Business Licensing-related** cases this quarter. These include public contacts for smoking in public, open containers, abandoned shopping carts, and others. To highlight some of our significant work this quarter:

- Animal Control Staff successfully assisted a fledgling owl that was not quite ready to fly, ensuring its safety and eventual release.
- City staff brought a challenging Potentially Dangerous Dog case to a successful resolution in Santa Barbara County Superior Court, enhancing community safety.

In Q2, **476 parking tickets were issued, representing a potential $30,023 in fines, and 71 service requests were received for alleged 72-hour parking violations—an increase from 304 tickets issued last quarter**. Certain areas of the city, such as neighborhoods with higher density housing, generate more service requests related to 72-hour parking violations. These areas may require increased monitoring and enforcement actions to gain compliance. Slides 11 and 12 (map) of Attachment A break down the 476 issued parking citations by type of violation and location, with the vast majority attributed to: (1) parking in "no parking" areas; (2) 72-hour parking violations; and (3) registration violations.

Slide 13 of Attachment A shows the typical animal control-related contacts and/or service requests including off-leash reports, stray dogs, and disposal of dead animals. This quarter included **4 animal impounds, 11 off-leash Contacts, 1 dog bite, and 1 in protective custody.** The City Dog License Program is a mandatory program that requires all dogs 4 months and older to be licensed. The program aims to accomplish two goals: (1) To ensure all dogs are currently vaccinated. (2) Identification of lost or stolen dogs. Code Compliance staff routinely perform license checks when contacts are made for other animal violations like off-leash contacts, dog bites, and animal noise complaints.

Residents can purchase a dog license by visiting City Hall during normal business hours with your current rabies vaccination record or visit one of our off-site partners. [3]

As a reminder, citizens who wish to volunteer to foster or walk our adoptable pets can go to the City's website to learn more about becoming a volunteer, or contact Code Compliance staff directly for questions on becoming a foster volunteer. If interested in adopting a pet, please see the Animal Control page of the city's website for information on currently available pets.[4] Code Compliance staff have also recently completed updates to the City's Animal Control webpage to provide enhanced resources for advertising and locating lost and found pets.[5]

POLICY CONSISTENCY

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

This report is intended to promote transparency by informing the City Council and the public about the services provided by the Code Compliance Division.

FINANCIAL CONSIDERATIONS

No financial analysis is included as a part of this report.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

No legal issues are presented as a part of this report.

OPTIONS

The City Council could provide feedback and/or additional direction to staff regarding future reports.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A: Code Compliance Second Quarter 2025 Presentation

[3] Animal Medical Clinic, 1037 Casitas Pass Rd. and Lemos Feed & Pet Supply, 4945 Carpinteria Ave.
[4] Please visit Carpinteria's Animal Care and Control page here: https://carpinteriaca.gov/city-hall/community-development/animal-care-and-control/
[5] The new Lost Pets webpage can be found at: https://carpinteriaca.gov/city-hall/community-development/animal-care-and-control/lost-pets/

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

David Hernandez

Signature

Reviewed by: Nick Bobroff, Community Development Director
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Signature

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

Ryan Kintz

Signature

Reviewed by: Michael Ramirez, City Manager
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Signature

ATTACHMENT A
Code Compliance Second Quarter 2025 Presentation

Code Compliance

QUARTERLY REPORT

April. 1 – June 30, 2025

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

Code Compliance Supervisor	David Hernandez	(805) 755-4418	davidh@carpinteriaca.gov
Code Compliance Officer II	Henry Menendez	(805) 755-4413	henrym@carpinteriaca.gov

Code Enforcement Topic Counts

For Date Period From 04/01/2025 Through 06/30/2025

Topic	Count
Parking	71
Graffiti	15
Animal Violations	14
Zoning	13
Zoning- Sign Regulations	13
Homeless Contact	10
Animal Control Services	10
Public Parks and Beaches	3
Public Nuisance	2
Business Licensing	2
Health and Safety	1
Total	154

Code Enforcement Action Counts
For Date Period From 04/01/2025 Through 06/30/2025

Action	Count
Inspection	98
Re-Inspection	89
Contact	25
Notice of Violation	20
Case Notes	18
Re-marked Vehicle	13
Vehicle Tow	11
Marked Vehicle	10
Administration Citation	9
Off-Leash Contact	8
Site Clean Up	5
Cited Vehicle	5
Other	3
Animal Impound	3
Welfare Check	2
Quarantine	2
Stop Work Order	2
Animal Bite Report	1
VAP Letter	1
HDL Referral	1
Protective Custody	1
Total	327

Code Enforcement Violation Counts
For Date Period From 04/01/2025 Through 06/30/2025

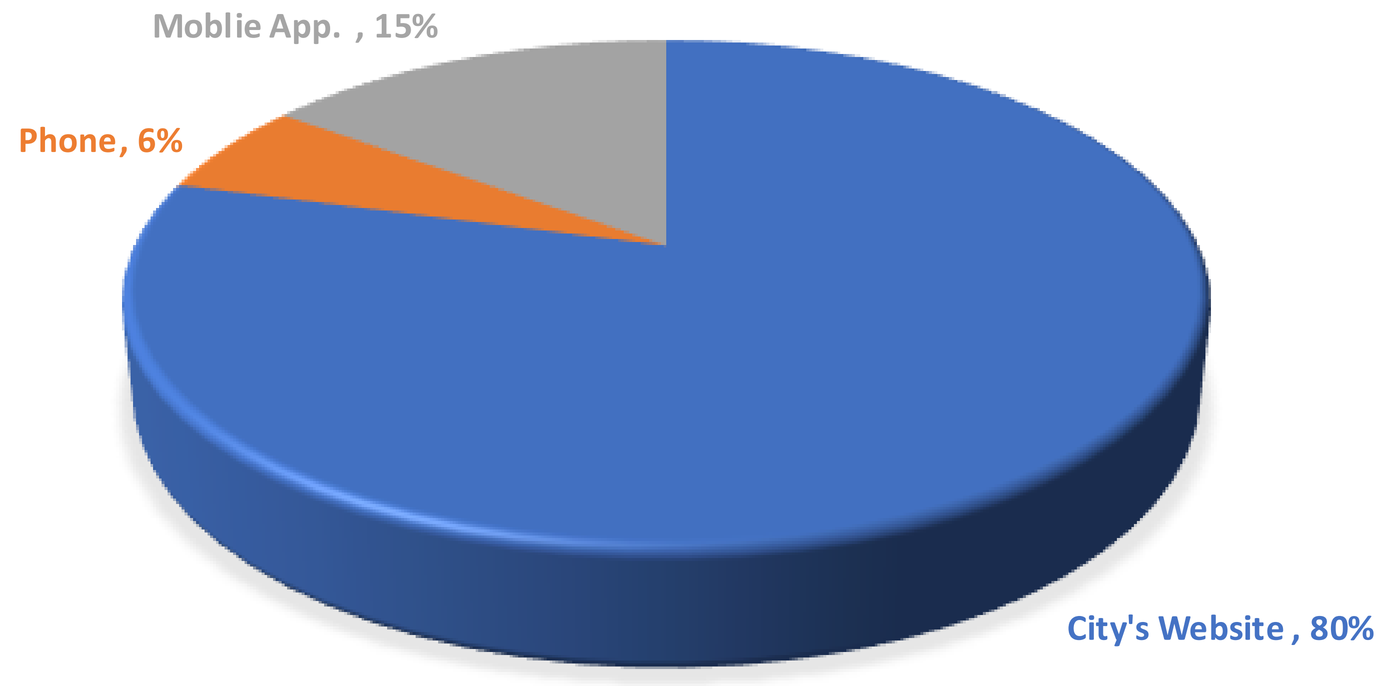
Violation	Count
Parking time limit.	60
Notice to abate graffiti	15
Prohibited signs	13
Dog leash required	12
Parking	7
License and tax payment required	3
Dogs prohibited	3
Dog license required	3
Abandoned Vehicles	2
License required.	2
Permit—Required when	2
Equine, bovine, bovidae, suidae, leporidae and fowl—Permit requirements—Special permit for 4H type projects.	2
Accessory structures	1
Public and other places where smoking shall be prohibited	1
Owner's duty to divulge identity—Failure deemed unlawful	1
Animal control director—Hindering prohibited	1
Development Plan	1
Signs requiring permit	1
Owner's duty to display license	1
Fences, walls, and landscape plantings.	1
General street and sidewalk obstructions	1
Hours during which construction may occur	1
Public nuisance defined	1
Home occupations	1
Compliance orders	1
Total	137

Types of Requests Reported

For Dates Period 04/01/2025 Through 06/30/2025

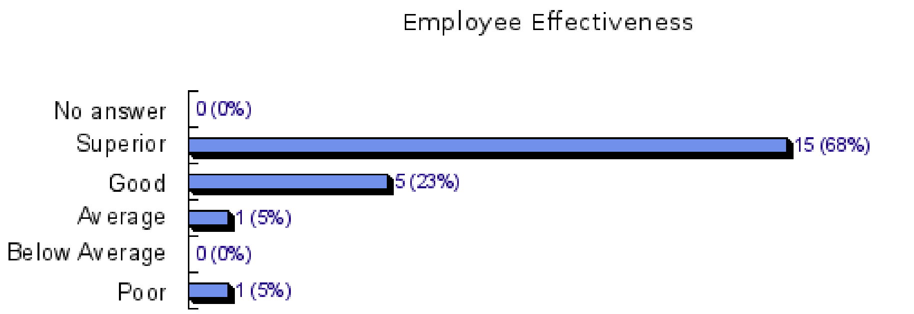
Topic	Count
Abandoned Vehicle	66
Animals	2
Building and Safety	7
Building Inspection	5
Fences	2
Noise	37
Other Request	10
Overgrown Weeds	1
Permits	2
Planning	3
Short Term Rental Complaints	1
Signs	6
Total - Community Development	**142**

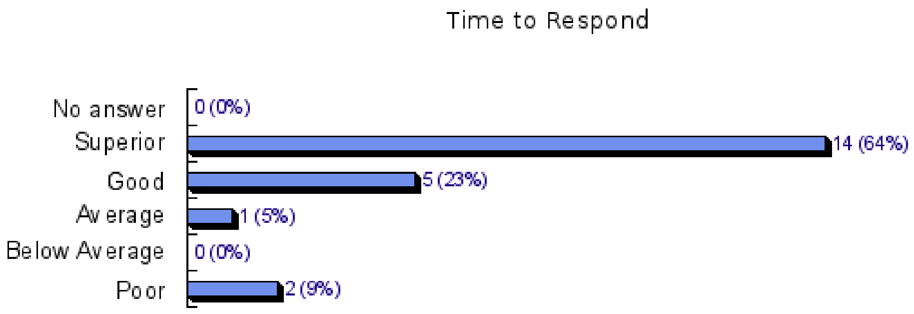
HOW REQUESTS ARE REPORTED - FOR DATE PERIOD FROM 04/01/2025 THROUGH 06/30/2025 PERCENTAGE

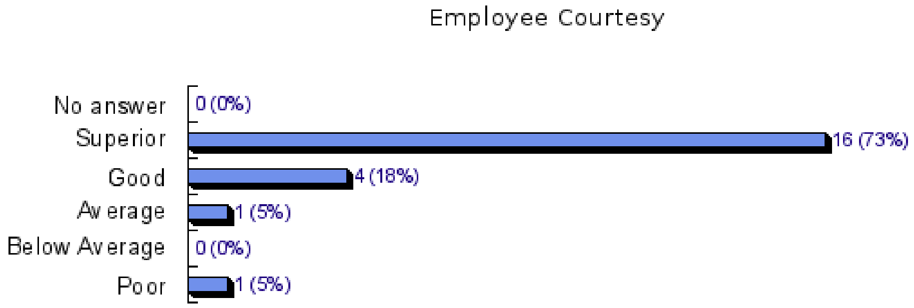


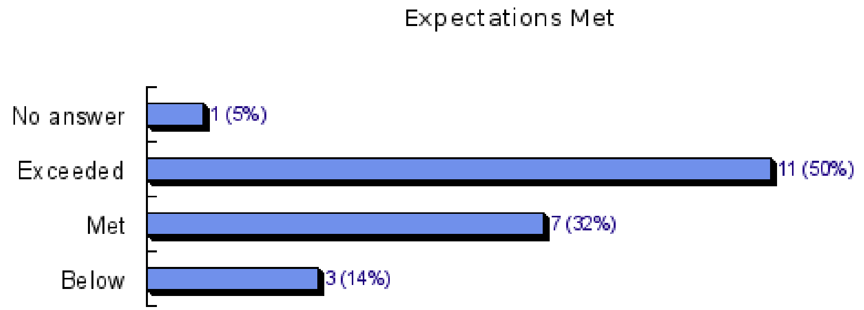
Customer Satisfaction Survey Results
For Date Period From 04/01/2025 Through 06/30/2025

22 Surveys filled out this time period. 110 Requests closed this time period with 108 surveys sent.





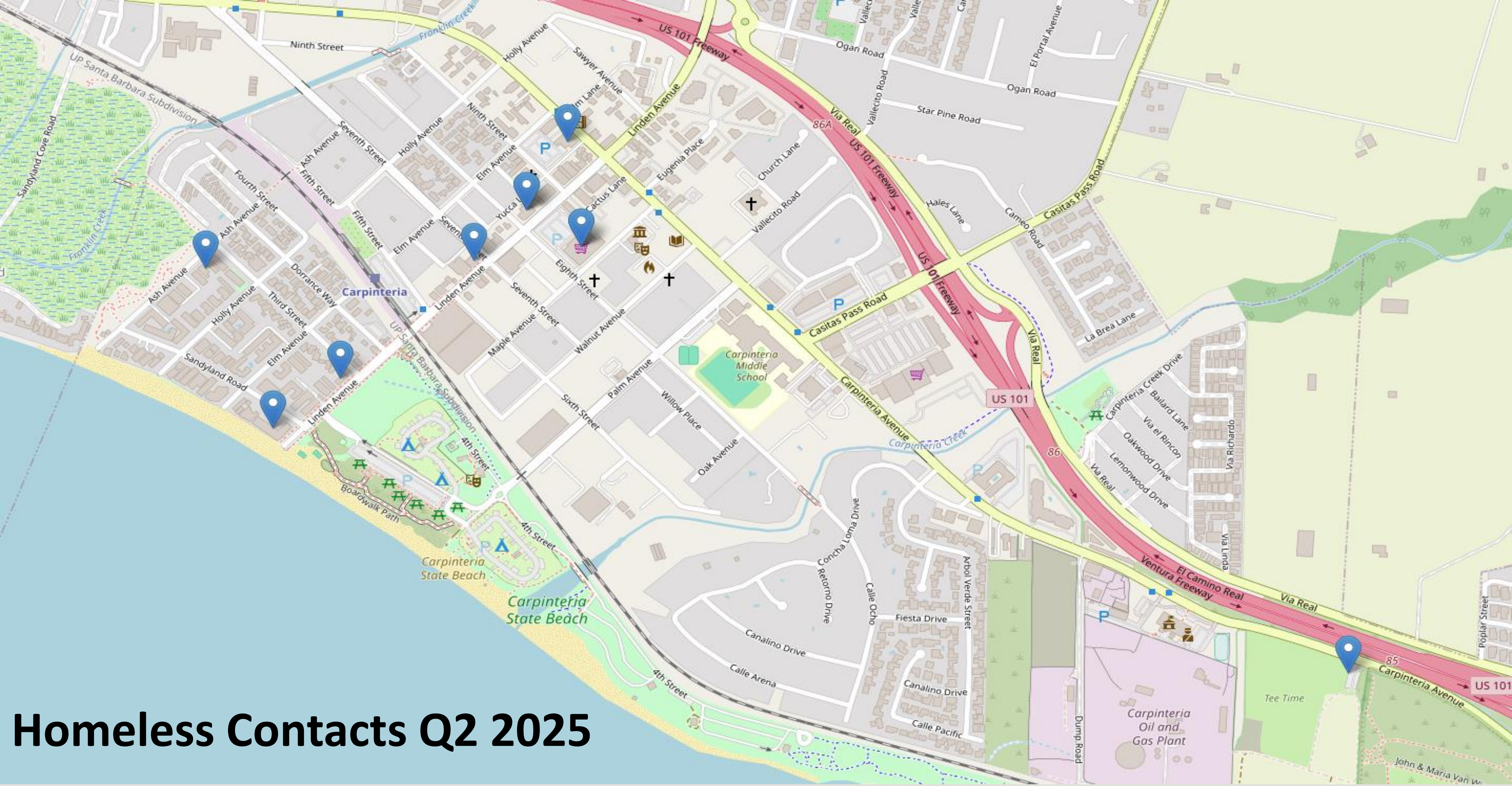




Total Code Cases Opened by Type

For Dates Period 04/01/2025 Through 06/31/2025

Topic	Count
Business Licensing	2
Graffiti	15
Health and Safety	11
Parking	71
Public Nuisance	2
Zoning	13
Zoning- Sign Regulations	13
Total	**127**



Homeless Contacts Q2 2025



STX



FREE
CARPINTERIA

SMART CUT

Total Citations Issued by Type

For Dates Period 04/01/2025 Through 06/30/2025

Violation Description	Violations Issued	Value
72 HOUR PARKING	76	$8,626
90-MINUTE PARKING	18	$675
COMM VEH PRKD RES AREA OVER 10K	5	$188
CURRENT TABS REQ (SIGN OFF REQ)	22	$715
DISPLAY FOR SALE	5	$188
DISPLAY OF VEH PLATES (SIGN OFF REQ)	16	$520
DOUBLE PARKIN	2	$75
FAILURE TO FOLLOW POSTED SIGN	19	$827
GREEN CURB (24 MIN)	5	$188
NO PARKING AREAS	218	$9,483
PARKED IN FRONT OF DRIVEWAY	1	$38
PARKED IN HANDICAPPED SPACE	1	$258
PARKED ON SIDEWALK	1	$38
PASSENGER LOADING ZONE	8	$300
POSITION OF PLATES	3	$96
REGISTRATION REQUIED	47	$6,698
REPAIRING VEHICLE	1	$64
RIGHT SIDE PARALLEL PARK 18 INCHES	2	$75
T PRKG SINGLE SPACE REQUIRED	4	$150
TWO-HOUR PARKING	20	$750
VIOL/1 HR TRK PARKING IN RES ZONE	2	$75
Totals	476	$30,023

72hr Vehicles Violation Q2 2025

Animal Control by Type

For Dates Period 04/01/2025 Through 06/30/2025

Topic	Action Type	
Animal Control Services	Animal Bite Report	1
Animal Control Services	Quarantine	2
Animal Control Services	Welfare Check	2
Animal Control Services	Animal Impound	4
Animal Control Services	Protective Custody	1
Animal Violations	Off-Leash Contact	11
Total	**21 Actions**	

Agenda Section: Other Business
Agenda Item No.: 12
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

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

STAFF RECOMMENDATION

Receive and File Fourth Quarter Department Reports for Fisal Year 2024/25 Budget.

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

BACKGROUND

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

On February 26, 2024, City Council adopted five primary goals[1] (and several associated priorities), including to Enhance Public Outreach, Education, and Transparency**.** With this direction, City Manager Ramirez proposed, and later established, a quarterly reporting structure to include detailed updates on City programs with the goal of keeping the City Council and public well informed of program progress, successes, and challenges, if any.

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

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

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

On October 28, 2024, the City Council received a presentation on the First Quarter Department Reports for Fiscal Year 2024/25. The City Council provided feedback to staff and received and filed these reports. On February 10, 2025, the Council received the Second Quarter Department Reports for Fiscal Year 2024/25. On May 12, 2025, the Council received the Third Quarter Department Reports for Fiscal Year 2024/25. The Fourth Quarter Department Reports for Fiscal Year 2024/25 are provided in Attachment A.

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

DISCUSSION:

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

1. Q4 Department Overview: This section delivers a high-level summary of each department's activities and priorities.

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

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

- **Funding Source(s):** Identification of all relevant funding sources supporting the program.
- **Policy Alignment:** Inclusion of applicable policies, such as:
    - **City Council Goals** (with specific goal name and number).
    - **State or Federal Mandates** (policy title and brief reference).
    - **Other City Policies** (any additional relevant City policies).
    - **Best Practices** (industry best practices with a short summary and reference).

- **Strategic Goal & Status:** Specification of the strategic goal supported by the program and current status (Completed, Delayed, On Track, or Not Started).
- **Actions Taken This Quarter:** Key actions completed during the reporting period.
- **Challenges:** Significant issues encountered during the quarter.
- **Next Steps:** Upcoming work with targeted completion timelines, specified by the quarter (e.g., "Q4").

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

ATTACHMENTS

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

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Ryan Kintz
Signature

Reviewed by: Michael Ramirez, City Manager
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Michael Ramirez
Signature

ATTACHMENT A

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

GENERAL GOVERNMENT DEPARTMENT

General Government Department

I. Executive Summary

The General Government Department continued to advance major policy, administrative, and community initiatives in the fourth quarter of Fiscal Year (FY) 2024–25. Notable progress was made in finalizing and implementing elements of the FY 2025–27 Strategic Plan, conducting emergency preparedness training, and improving internal HR processes. Despite delays in a few areas due to staffing constraints or interdepartmental coordination, most strategic objectives remained on track. Several high-priority efforts have been transitioned into the FY 2025–26 work plan, positioning the department to maintain momentum and meet evolving community needs.

II. Key Highlights

Major Milestones Achieved:

- Drafted Strategic Plan for FY 2025–27 and participated in the regional State of the City event.
- Finalized agreements with FM3 and HdL for polling and revenue analysis; finalized Engineer's Reports for Assessment Districts.
- Completed onboarding of 24 employees (22 part-time, 2 full-time); updated Conditions of Employment for Miscellaneous and Management employees.
- Conducted de-escalation training for designated staff.
- Completed CERT training series for residents in collaboration with the Fire District; scheduled final CERT drill for July.
- Finalized annual distribution of Community Service Support Grants and opened application window for FY 2025–26 cycle.
- Continued to coordinate law enforcement engagement events including Coffee with a Cop, National Night Out, and E-bike safety presentations.
- Finalized volunteer handbook; coordinated ongoing communications through multilingual newsletters, social media, and printed outreach materials.

Significant Issues or Challenges Encountered:

- Agenda management software procurement was delayed and deferred to FY 2026–27 due to competing IT and software needs.
- Emergency preparedness initiatives including citywide exercises and FEMA training compliance experienced delays; deferred to FY 2025–26.
- Internal DEI education and audit efforts were postponed, with an updated schedule for FY 26, Q1.
- Continued limited engagement from the Spanish-speaking community, prompting development of an updated outreach strategy.

Upcoming Priorities for the Next Quarter

- Present final public-facing Strategic Plan for FY 2025–27 to Council and initiate implementation.
- Launch internal Communications Plan and public engagement strategy for Spanish-speaking residents.
- Implement contract and COI review improvements; finalize and train staff on agreement flow processes.
- Conduct polling and outreach in support of revenue measures and assessment district updates.
- Resume HR check-ins and begin implementation of professional development and leadership programs.
- Complete emergency preparedness exercises and compliance training requirement
- The General Government Department remains focused on executing its strategic initiatives while addressing challenges to ensure continued progress in serving the Carpinteria community effectively.

III. Financial Summary

	Current Budget	* Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
41 - Taxes	$ 124,000	$ 92,508	$ 31,492	25%
43 - Intergovernmental	195,000	194,663	337	0%
44 - Fines & Forfeitures	1,200	400	800	67%
45 - Charges for Services	1,700	1,414	286	17%
46 - Interest	1,300	1,502	(202)	-16%
47 - Special Assessments	15,000	17,527	(2,527)	-17%
48 - Miscellaneous Revenue	18,100	17,190	910	5%
Revenue Total:	**$ 356,300**	**$ 325,206**	**$ 31,094**	**9%**
Expenditure				
51 - Personnel Services	$ 2,154,225	$ 1,960,309	$ 193,916	9%
52 - Professional Services	7,413,400	7,084,051	329,349	4%
53 - Contract Services	38,200	37,778	422	1%
54 - Utilities	1,400	1,173	227	16%
55 - Other Operating Expenses	698,750	677,947	20,803	3%
56 - Non-Operating Expenses	199,050	191,496	7,554	4%
Expenditure Total:	**$ 10,505,025**	**$ 9,952,753**	**$ 552,272**	**5%**

* Preliminary – Fiscal Year Close in Progress

Budget Overview

- Major Expenditures:
  - None
- Variance:
  - None

Major Financial Changes or Concerns

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

IV. Community Engagement and Outreach

- **Engagement Activities**:
  - Attendance at State of the City events and ongoing planning for a local event.
  - National Night Out, Coffee with a Cop, and E-bike safety event.
  - Coordination of public safety education and CERT trainings.
  - Continued release of bilingual biweekly newsletters and multilingual program promotion.
  - Drafting of Communications Plan and branding guidelines.
  - Initial planning for Volunteer Recognition Lunch (Fall 2025).

- **Feedback Received:**
  - Public and Council input on vision and values during Strategic Plan process.
  - Community support for continued CERT and emergency readiness programs.
  - Input from internal staff on HR benefits and professional development offerings.

- **Response to Feedback:**
  - Incorporated community feedback into draft Strategic Plan and related mission, vision, and value statements.
  - Transferred several initiatives into FY 2025–26 for completion and follow-up.
  - Initiated steps toward improved training, engagement, and communication strategies.

Legislative & Policy

Funding source(s): General Fund

AUTHORITY

Carpinteria Municipal Code: Chapter 2.04[1] – Sections 2.04.630 and 2.04.640

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: N/A

- **Status:** N/A
- **Actions Taken This Quarter:**
  - Adoption of Housing Element Zoning Amendments
  - Adoption of Resolution No. 6387 updating the Budget and Fiscal Policy to include a 2-year budget cycle.
  - Adoption of Resolution No. 6385 forming the Ad Hoc E-Conveyance Committee
  - Provided staff direction to create a local State of the City event to increase public outreach and transparency regarding the City's budget, programs, and fiscal position
  - Adoption of City's 2-year Budget.
  - Mayor-presentation at Santa Barbara South Coast Chamber of Commerce State of the City event
- **Challenges:**
  - None
- **Next Steps:**
  - Consideration of policy for Councilmember attendance at events where Brown Act limitations may apply.
  - Response to Immigration and Custom Enforcement activity in Carpinteria
  - Participation in local State of the City event and 60th Anniversary activities

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

Commissions, Boards, and Committees

Funding source(s): General and Library Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

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

City Administration

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

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

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

- **Status:** ***Complete*** (with additional work to be completed as part of FY 2025-2027 Strategic Plan.)
- **Actions Taken This Quarter:**
  - Began drafting the City's Strategic Plan document for fiscal years 2025-2027.
- **Challenges:**
  - None
- **Next Steps:**
  - Present final draft of Strategic Plan document to City Council
  - Develop work plan and process for ongoing development of new or revised City Vision, Mission, and Values statements.

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

- **Status:** ***Complete*** (with additional work to be completed as part of FY 2025-2027 Strategic Plan.)
- **Actions Taken This Quarter:**
  - City Manager and Mayor participation in Santa Barbara South Coast Chamber of Commerce State of the City event.
  - Continued planning for local State of the City event.
- **Challenges:**
  - None
- **Next Steps:**
  - Upon Council approval of event format, promote and hold local State of the City event.
  - Coordinate additional community presentations related to the City's budget (e.g., presentations to local service organizations).

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Completed RFP for outreach consultant and selected consultant.
  - Completed contract with FM3 to begin polling process.
  - Engaged HdL to complete revenue analysis.
- **Challenges:**
  - Delays occurred to ensure proper analysis, polling, messaging completed in advance of revenue measures being placed on the ballot.
- **Next Steps:**
  - Conduct polling, outreach and education to residents.

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Finalized engineer reports for Assessment Districts.
  - Completed RFP for outreach consultant and selected consultant.
  - Completed contract with FM3 to begin polling process.
- **Challenges:**
  - Delays occurred to ensure proper analysis, polling, messaging completed in advance of revenue measures being placed on the ballot.
- **Next Steps:**
  - Conduct polling, outreach and education to property owners prior to ballots going out.

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

- **Status:** ***Partially Completed.***
- **Actions Taken This Quarter:**
  - Engaged HdL to complete revenue analysis and received analysis from HdL.
- **Challenges:**
  - Competing work priorities and aligning timing of presentations to City Council.
- **Next Steps:**
  - Present revenue analysis to the City Council.

Records Management

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline agenda packet process.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Received agenda management software demonstrations from different providers.
- **Challenges:**
  - Not included in Adopted Fiscal Year 2025/26 Budget, but included in Fiscal Year 2026/27 Adopted Budget.
  - Delayed due to competing software priorities throughout the organization.
- **Next Steps:**
  - Procure agenda management software (TBD).
  - Develop electronic routing and review of staff reports (TBD).

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - None.
- **Next Steps:**
  - Purchase an Electronic Records Management System for the efficient retention and retrieval of official City documents.

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

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

Elections

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

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

Strategic Goal: Assist Council Candidates in Filing Nomination Papers.

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

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

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

Strategic Goal: Certification of Election and City Council Reorganization.

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

Staff Recruitment, Retention, and Development

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

Strategic Goal: Optimize recruitment process.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Continued to utilize targeted recruitment efforts to attract candidates for specialized senior-level positions.
  - Onboarded 22 new part-time and 2 full-time employees.
- **Challenges:**
  - Limited staffing and resources.
- **Next Steps:**
  - Create internal procedures manual to include step-by-step instructions on internal procedures for part-time and full-time recruitments (FY 2025-26 Q2).

Strategic Goal: Enhance employee benefits program.

- **Status:** ***Partially Completed***
- **Actions Taken This Quarter:**
  - Updated Conditions of Employment for Miscellaneous and Management Personnel.
  - Leave benefits were restructured to offer more flexible accrual and utilization, supporting better employee work-life balance and well-being.
  - Improved health insurance contributions: Adjustments to the City's contributions toward health benefits improve affordability and overall coverage, enhancing access to care for employees and their families.
- **Challenges:**
  - Separate Memorandum of Understanding for SEIU bargaining unit represented employees.
  - Budget constraints.
- **Next Steps:**
  - Draft comprehensive Personnel Rules and Regulations which will serve as the Employee Handbook.
  - Draft an employee benefits survey to assess satisfaction and identify priority areas for improvement (FY 2025-26 Q3).

- Complete paperwork to expand the deferred compensation program to include a 403(b) and a payroll deduction Roth IRA (FY 2025-26 Q2).

Strategic Goal: Enhance employee development

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - May 1, 2025: Provided de-escalation training to designated staff.
- **Challenges:**
  - Limited resources and availability for training due to the staffing constraints.
- **Next Steps:**
  - Expand leadership opportunities for staff through project or committee involvement and the development of employee goals in the evaluation process (Current and ongoing FY 2025-26).
  - Develop a structured professional development plan for all employees, ensuring equal opportunities for growth across departments (FY 2025-26 Q3 and ongoing).
  - Explore online learning platforms and webinars to provide flexible training options (FY 2025-26 Q2 and ongoing).
  - Encourage cross-training to build institutional knowledge and reduce dependency on individual staff members (FY 2025-26 Q2 and ongoing).

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Established regular HR check-ins with department leaders to provide ongoing support, address concerns, and share best practices
- **Challenges:**
  - Limited staff availability.
- **Next Steps:**
  - Resume regular HR check-ins with department leaders.
  - Identify employees and schedule for upcoming CJPIA webinars including: November 6, 2025: Difficult Conversations; March 26: A Guide to Implementing Public Employee Discipline; and April 23: You're a Supervisor – Now What?.

Risk Management

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Conducted the LossCAP evaluation with CJPIA.
  - Finalized FY 25-27 program goals.
  - Initiated Certificate of Insurance (COI) review process improvements.
  - Finalized agreement/contract flow process.
- **Challenges:**
  - None.
- **Next Steps:**
  - For the next budget cycle:
    - Implement the improved agreement/contract flow process.
    - Finalize LossCAP Report (CJPIA task) and implement CJPIA LossCAP.
    - Train staff on COI review process improvements.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Implemented a claims lessons-learned analysis phase to the Workers' Compensation claims process.
  - Worked with human resources and CJPIA to audit necessary employee trainings.
- **Challenges:**
  - None.
- **Next Steps:**
  - For the next budget cycle:
    - Revitalize the safety committee.

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Initiated a claims analysis phase for all third-party claims.
- **Challenges:**
  - Updating Americans with Disability Acts (ADA) transition database is a time-consuming and complex undertaking that spans across General Government and Public Works departments.
- **Next Steps:**
  - For the next budget cycle:
    - Continue to update DACTrak. This is a progress tracker important for grant and other state and federal funding reporting requirements.
    - Improve playground inspection process.

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

- **Status:** ***Delayed - Partially Completed***
- **Actions Taken This Quarter:**
  - Furthered the asset audit for property insurance purposes.
- **Challenges:**
  - Time constraints with competing priorities.
- **Next Steps:**
  - For the next budget cycle:
    - Finalize asset audit with the Administrative Services Department and ensure there is a proper process for acquisition and surplus of capital assets.
    - Ensure all necessary vendors have the City's proof of insurance.

Emergency Preparedness

Funding source(s): General and Revolving Funds

AUTHORITY

City Council Resolution: No. 5559 – Emergency Operations Plan

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Held planning meetings with CERT Collaborative and LISTOS and scheduled future training opportunities for residents.
- **Challenges:**
  - None.
- **Next Steps:**
  - Final CERT Drill scheduled for July 1, 2025.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Held 7 of the 8 three-hour long CERT Basic Courses for Carpinteria residents in collaboration with CERT Collaborative and Carpinteria-Summerland Fire Protection District.
- **Challenges:**
  - Basic LISTOS trainings in both English and Spanish are still postponed due to LISTOS organizational changes at the local level. Planning for courses to return in Fall 2025.
- **Next Steps:**
  - None.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Not Completed. Added to FY 25-26 Workplan***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - Limited capacity of new Program Manager.
- **Next Steps:**
  - Moved to Workplan for FY 25-26.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Completed February 26, 2026.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Strategic Goal: Start internal Safety Committee Meetings.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Strategic Goal: Start external Safety Committee Meetings.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - Talks with Santa Barbara County Office of Emergency Management (OEM), Carpinteria Unified School District, Carpinteria-Summerlin Fire District, Santa Barbara Sheriff's Department, and other non-profits have been ongoing in the area of emergency management.
  - Continued coordination with Carpinteria-Summerland Fire District for training on new digital platform, Genesys EVAC, to increase communications to the Carpinteria public in the event of an emergency.
- **Challenges:**

- None.
- **Next Steps:**
  - None.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Not Completed. Added to FY 25-26 Workplan.***
- **Actions Taken This Quarter:**
  - 80% of staff has taken required courses. Working to achieve 100% compliance in the next fiscal year.
- **Challenges:**
  - None.
- **Next Steps:**
  - Added to FY 25-26 work plan.

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

- **Status:** ***Not Completed. Added to FY 25-26 Workplan.***
- **Actions Taken This Quarter:**
  - 80% of staff has taken required courses. Working to achieve 100% compliance in the next fiscal year.
- **Challenges:**
  - None.
- **Next Steps:**
  - Added to FY 25-26 work plan.

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

- **Status:** ***Not Completed. Added to FY 25-26 Workplan***
- **Actions Taken This Quarter:**
  - Continued to coordinate with Santa Barbara OEM and Carpinteria-Summerland Fire Protection District for future EOC trainings.
- **Challenges:**
  - None.
- **Next Steps:**
  - City-wide exercise tentatively scheduled for Fall 2025.

Communication and Community Promotions

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

AUTHORITY

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

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - None.
- **Next Steps:**
  - Conducting research on vendors and platforms to support GATV broadcast system to provide Spanish closed-captioning to all City-broadcasted meetings

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Supported and enhanced community engagement by promoting a wide range of City programs and initiatives including:
    - Smoke-Free Multi-Unit Housing, changes in rental fees, General Plan workshops, Junior Lifeguards, CERT trainings, E-Bike education, the Fix-It Fair, recruitment campaigns, and volunteer opportunities—through coordinated public outreach efforts. Utilized diverse communication channels such as in-person events, social media, the City website, newsletters, and printed materials to increase public

awareness, drive participation, and foster meaningful connections between the City and its residents.

- Coordinated and distributed biweekly newsletters in both English and Spanish, highlighting upcoming City events, programs, City Council meetings, and volunteer opportunities across the community to ensure broad and inclusive outreach.
- Streamlined the City's phone tree to improve engagement with the public, including the Spanish-speaking community. As a result, all Spanish-language inquiries are now directed immediately to the bilingual Program Manager for more efficient assistance.

- **Challenges:**
  - Engagement from Spanish speaking community has been limited, and efforts are underway to explore alternative methods of outreach and engagement moving forward.
- **Next Steps:**
  - In consultation with the newly formed Public Engagement Committee, conduct a needs analysis and Communications Plan to identify best practices for engaging Carpinteria's Spanish speaking community.
  - Added to FY 25-26 Workplan.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Continued collaboration and communication efforts with LISTOS, CERT Collaborative, and other Spanish speaking organizations in and around the City.
- **Challenges:**
  - None.
- **Next Steps:**
  - Added to FY 25-26 Workplan.

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - Drafted a City branding and style guide that includes key colors, elements, and guidelines to ensure clear and cohesive communication across both digital and print outreach platforms.
  - Drafted Communication and Social Media policies.
- **Challenges:**
  - None.
- **Next Steps:**
  - Not implemented yet. Will implement in FY25-26.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Drafted standardized reporting template utilizing metrics.
  - Created a Media Tracking record to track and review stories in relation to City programs and initiatives.
- **Challenges:**
  - None.
- **Next Steps:**
  - Added to FY 25-26 Workplan. Will continue to improve on reporting and tracking purposed to improve outreach.

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - Researched limited available polling tools and their features, costs, and user feedback.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

AUTHORITY

City Council Goal #1: Strengthen Community Institution Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Evaluate and update existing volunteer materials.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Drafted new volunteer handbook.
- **Challenges:**
  - None.
- **Next Steps:**
  - Added to FY-25-26 Workplan.

Strategic Goal: Revisit and enhance volunteer training.

- **Status:** ***Not Completed. Added to FY 25-26 Workplan***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - None.

- **Next Steps:**
  - None.

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Strategic Goal: Develop new ways to recognize volunteer contributions.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Initial planning for Volunteer Recognition Lunch was conducted. Will be held in Fall of 2025.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Strategic Goal: Implement improved support initiatives for volunteers.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - None.
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Economic Vitality

Funding source(s): General Fund and Measure X

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Engage and support the Economic Vitality Committee

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - Limited staff capacity; emerging priorities.
- **Next Steps:**
  - Prepare agenda; schedule committee meeting

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

- **Status:** ***Discontinued (Q3)***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - No major challenges, however, it was determined that economic vitality related activities would be best reported on a more frequent basis via these quarterly reports and meetings of the Economic Vitality Committee.
- **Next Steps:**
  - None

Community Services Support Grants

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Implemented Council's Directive for End of Year Reporting.
- **Challenges:**
  - None.
- **Next Steps:**
  - Work on next budget cycle's goals and priorities.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Opened the application window for the FY 25/26 grant cycle, ensuring all new requirements were communicated to new applicants.
- **Challenges:**
  - None.
- **Next Steps:**
  - Work on next budget cycle's goals and priorities.

Law Enforcement

Funding source(s): General Fund and Measure X

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Provided monthly law enforcement reports to the City Council.
  - May 24: Participated in Coffee with a Cop event
  - Assisted City staff in development of a fireworks-related response plan
  - Assisted City staff in coordination of National Night Out event
  - June 2: Participated in E-bike safety presentation at Carpinteria High School
- **Challenges:**
  - None
- **Next Steps:**
  - Continue communication and engagement efforts
  - Coordination with City staff on enforcement and education plan related to E-conveyance

Racial Equity and Social Justice

Funding source(s): Measure X

AUTHORITY

City Council Resolution: No. 5981.[1]

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - May 12: Provided Equity Plan Update to City Council
- **Challenges:**
  - Staff capacity; emerging priorities
- **Next Steps:**
  - Finalize draft Strategic Equity Plan for presentation to City Council (FY 26, Q1).
  - Conduct internal DEI audit including public policy review, budgeting and resource allocation, policy evaluation, and staff diversity (FY 26, Q1).

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - Pending staff participation in internal DEI audit to be conducted by Equity Praxis in FY 26, Q1.
- **Next Steps:**
  - Participate in internal DEI audit

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Received Equity Plan Update
- **Challenges:**
  - No major challenges, however, overall project timeline has been extended for completion in FY 26, Q1.
  - **Next Steps:** Present comprehensive program report to City Council and community.

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

ADMINISTRATIVE SERVICES DEPARTMENT

Administrative Services Department

I. Executive Summary

The Administrative Services Department continues to support the City Council's goals of enhancing public outreach, ensuring fiscal sustainability, and investing in a high-performance team. This quarter marked the successful completion and adoption of the Two-Year Budget for Fiscal Years 2025–27, ensuring alignment with strategic priorities and long-term fiscal responsibility.

Additional accomplishments include the development and adoption of the Credit Card Policy, the update of the Master Fee Schedule with applied inflation factors, and the finalization and implementation of the Procurement Manual, reinforcing transparent and consistent financial practices.

The Remote Work Policy remains in draft form, with next steps focused on finalization and procurement of necessary resources. The department is also preparing to launch the Microsoft 365 implementation, which will modernize systems and improve collaboration across the organization.

The department remains committed to continuous improvement, operational efficiency, and excellence in service delivery to support Citywide goals.

II. Key Highlights

- **Major Milestones Achieved:**
  - Completed the Two-Year budget for Fiscal Years 2025-27.
  - Developed and adopted the Credit Card Policy.
  - Updated and adopted the Master Fee Schedule with applied inflation factors.
  - Finalized and implemented the Procurement Manual.
- **Significant Issues or Challenges Encountered:**
  - None.
- **Upcoming Priorities for the Next Quarter**
  - Complete the Annual Audit in coordination with the City's external auditors.
  - Prepare the Annual Comprehensive Financial Report (ACFR).
  - Develop and update various City financial and administrative policies to ensure alignment with best practices and regulatory requirements.
  - Initiate the Microsoft 365 implementation kickoff, including planning, training, and phased rollout.

III. Financial Summary

	Current Budget	* Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	$ 10,000	$ 12,703	$ (2,703)	-27%
44 - Fines & Forfeitures	10,000	8,335	1,665	17%
45 - Charges for Services	62,000	66,049	(4,049)	-7%
Revenue Total:	**$ 82,000**	**$ 87,087**	**$ (5,087)**	**-6%**
Expenditure				
51 - Personnel Services	$ 714,900	$ 637,598	$ 77,302	11%
52 - Professional Services	225,200	190,109	35,091	16%
53 - Contract Services	142,450	127,523	14,927	10%
54 - Utilities	643,300	634,274	9,026	1%
55 - Other Operating Expenses	81,900	73,807	8,093	10%
57 - Capital Outlay	3,000	2,902	98	3%
Expenditure Total:	**$ 1,810,750**	**$ 1,666,213**	**$ 144,537**	**8%**

* Preliminary – Fiscal Year Close in Progress

Budget Overview

- Major Expenditures:
  - None
- Variance:
  - None

Major Financial Changes or Concerns

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

IV. Community Engagement and Outreach

Engagement Activities:

- None

Feedback Received:

- None

Response to Feedback:

- None

Financial Management Services

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Ensure the preparation and adoption of a balanced FY 2025-27 budget by June 30, 2025, that aligns with strategic priorities and promotes fiscal responsibility.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - **Revenue Projections and Financial Forecasting** – Analyzed current revenue trends and developed multi-year projections to guide budget decisions.
  - **Department Budget Submissions** – Established guidelines and provided departments with instructions for submitting their budget requests.
  - **One-on-One Budget Meetings** – Scheduled meetings with department heads to review budget proposals, discussed adjustments, and aligned requests with strategic priorities.
  - **Preliminary Budget Development** – Compiled initial budget figures, incorporating department requests and revenue projections for further review.
  - **Preliminary Budget Review** – Presented draft budget to the City Council Finance/Budget Committee for initial feedback and refinement.
  - **Final Budget Preparation** – Finalized and published the complete proposed budget document for Council consideration and public review.
  - **Council Budget Hearings** – Participated in formal budget hearings with City Council for presentation, discussion, and final adoption of the FY 2025–2027 budget.

- **Challenges:**
  - None

- **Next Steps:**
  - None

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

- **Status:** ***Completed (Q3)***

Strategic Goal: To evaluate current revenue streams.

- **Status:** ***Complete***
- **Actions Taken This Quarter:**
  - Assessment District, polling, and outreach and education activities reassigned to City Admin and rescheduled for FY 26.
- **Challenges:**
  - None
- **Next Steps:**
  - No

Central Services

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Complete*** (with additional work to be completed as part of FY 2025-2027 Strategic Plan.)
- **Actions Taken This Quarter:**
  - Adopted Credit Card Policy
  - Procurement Manual Implemented
- **Challenges:**
  - None
- **Next Steps:**
  - Review Cash Handling Policy
  - Draft Travel Policy

Management Information Services

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - No major challenges; however, the City's Human Resources Division is still in the process of developing a Remote Work Policy to establish guidelines for necessary resources and accommodations.
- **Next Steps:**
  - Finalize Remote Work Policy.
  - Order equipment/software needed to support remote work.

COMMUNITY DEVELOPMENT DEPARTMENT

Community Development

I. Executive Summary

Following last quarter's major achievement of receiving Housing Element certification from the Department of Housing and Community Development (HCD) and conditional certification of the Housing Element Zoning Amendment package to implement Program 1 of the Housing Element from the California Coastal Commission (CCC), the fourth quarter kicked off with the Community Development Department receiving the necessary final approvals from the City Council in April for the effectuation of the Housing Element Zoning Amendments package, which officially took effect in May. The Zoning Amendments package successfully rezoned sufficient properties to the new Residential/Mixed Use district to satisfy the City's immediate Regional Housing Needs Assessment (RHNA) shortfall. Related Housing Element implementation work remained ongoing throughout the fourth quarter, including continuing work on updates to various City housing-related regulations (i.e., Accessory Dwelling Units, Density Bonus, Special Needs/Supportive Housing), and to prepare an updated project application submittal checklist to help facilitate more efficient permit application submittal and review processes.

Other housing-related work efforts that continued to make important progress throughout the fourth quarter include the successful continuation of the Safe Parking Program with New Beginnings for an additional two years, following approval of a new Agreement by the City Council in June, and statistics provided by the Rental Housing Mediation Program (RHMP) staff demonstrating that the City continues to see an uptick in residents' usage of this important service provided by the City for resolving rental housing disputes and evictions (experiencing a 34% increase is use of RHMP services compared to the past year).

Advanced Planning staff briefly shifted gears away from the Housing Element this past quarter in order to finalize and release the long-awaited complete public draft of the City's General Plan/Coastal Land Use Plan Update in early June. The Plan is available for public review and comment through early August and a public workshop to solicit feedback on the draft Plan will be held on July 8th at the Carpinteria Public Library. Following the end of the public review period, the preparation of the Environmental Impact Report for the Plan will officially kickoff with the release of a Notice of Preparation (NOP) and scoping meeting in late summer/early fall.

Code Compliance/Animal Control staff also made strides toward satisfying several Annual Work Plan goals during the fourth quarter: In anticipation of the July 1st effectuation of the City's multifamily residential smoking prohibition, staff ramped up outreach and education efforts to make sure Carpinteria landlords, property managers, HOAs, and residents were prepared and aware of the new regulations. Frequently Asked Questions documents were prepared and published to the City website along with related supporting materials, and numerous advertisements and informational materials were published through the City website, newsletter, social media and in the Coastal View News. Two local newspapers also ran brief articles spotlighting the City's new smoking regulations, and Code Compliance staff has been making direct contact with some of the larger multifamily residential developments in the City to ensure they are prepared and in compliance with City regulations. Just prior to the close of the fourth quarter, Code Compliance staff also completed helpful updates to the City's website to improve and expand resources for reuniting pet owners with missing pets and to connect interested persons with adoptable pets in the area.

Continuing the trend from past quarters, the fourth quarter was again busy for CDD in terms of staff recruitment and professional development: Early in the quarter, the vacant Principal Planner position was successfully filled by Bret McNulty. Bret brings more than 20 years' experience as a land use planner in both the public and private sectors to the City, and has managed to successfully hit the ground running, quickly taking over several challenging development applications. This quarter also saw the department continue its emphasis on training and professional development, including having several CDD staff attend the annual Association of Environmental Professionals (AEP) conference (where Mindy Fogg and Megan Musolf participated as panelists in conference sessions), attending the central coastal section of the American Planning Association's (APA) Planner's Academy, and attending a seminar about sea level rise adaptation strategies put on by the U.S. Green Building Council (USGBC) and the Community Environmental Council (CEC).

The Department also continues to seek opportunities to improve processes for ongoing City services. At the end of the fourth quarter, CDD staff was coalescing around a group of top candidates for the City's new online permitting platform vendor and preparing to make a final selection early in the new fiscal year. Likewise, CDD staff has also been evaluating options to transition the City's inefficient and labor-intensive dog licensing program to an online platform operated by a third-party vendor. Efforts to improve the business licensing program remain underway and will carry over into the new fiscal year, however CDD staff had made meaningful progress to pare down the backlog of pending license applications.

II. Key Highlights

- **Major Milestones Achieved:**
  - Final City Council adoption of Housing Element Zoning Amendments Package and effectuation of new zoning regulations in April/May.
  - Release of complete public draft of the General Plan/Coastal Land Use Plan update in June.
  - Successful outreach and education campaign ahead of effectuation of Multifamily Residential Smoking Regulations on July 1st.
  - Successfully recruitment and onboarding of Bret McNulty to fill the vacant Principal Planner position.
  - Finalizing selection of vendor for new online permitting platform.
- **Significant Issues or Challenges Encountered:**
  - Significant workload related to pending development and permit applications resulted in temporary reassignment of advanced planning staff to current planning/development review and reduces capacity to continue work on other priority work plan efforts related to long range planning and housing goals.

- Ongoing vacant Code Compliance Officer position continues to stretch staff resources available to respond to community expectations for parking enforcement, animal control and park ranger duties.

Upcoming Priorities for the Next Quarter

- Commence legislative processes for Housing Element Program Implementation efforts (i.e., updates to ADU, Density Bonus, and Special Needs/Supportive Housing regulations).
- Finalize selection of vendor for online permitting platform and execute contract.
- Release RFP and select consultant to complete master building permit fee study.
- Complete updates to business license applications and publish applicant's guide to website.
- Complete updated project application submittal checklist.

III. Financial Summary

	Current Budget	* Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	$ 352,300	$ 373,740	$ (21,440)	-6%
43 - Intergovernmental	70,000	28,406	41,594	59%
44 - Fines & Forfeitures	95,000	76,008	18,992	20%
45 - Charges for Services	532,000	588,268	(56,268)	-11%
46 - Interest	15,500	15,479	21	0%
48 - Miscellaneous Revenue	6,000	6,737	(737)	-12%
Revenue Total:	**$ 1,070,800**	**$ 1,088,637**	**$ (17,837)**	**-2%**
Expenditure				
51 - Personnel Services	$ 1,605,825	$ 1,469,429	$ 136,396	8%
52 - Professional Services	373,000	352,819	20,181.46	5%
54 - Utilities	1,500	1,224	276.17	18%
55 - Other Operating Expenses	33,600	12,683	20,916.91	62%
Expenditure Total:	**$ 2,013,925**	**$ 1,836,155**	**$ 177,770**	**9%**

* Preliminary – Fiscal Year Close in Progress

Budget Overview

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

Major Financial Changes or Concerns

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

IV. Community Engagement and Outreach

Engagement Activities:

- CDD staff attended Architectural Review Board (ARB) meetings in April, and May.
- CDD staff utilized City social media channels and local media outlets on multiple occasions to share information about relevant topics, including new

"daylight" parking enforcement, smoking regulations, and upcoming public meetings concerning new development projects.

- In April, CDD staff attended the annual Association of Environmental Professionals (AEP) conference. Assistant Planner, Megan Musolf, and Principal Planner, Mindy Fogg, each participated as a panelist in a conference session. Megan participated in a panel about recent college graduates transitioning into a professional career, and Mindy participated in a panel concerning diversity and inclusion within the professional field.
- Also in April, Megan Musolf was featured as an interviewed guest on the AEP podcast to again share insights about the transition from college graduate to a young professional.
- In May, the Advanced Planning Division launched and sent out their first three community newsletters for the General Plan/Coastal Land Use Plan update.
- Senior Planner, Syndi Souter, gave a presentation to the Carpinteria Host Committee on new businesses and development in the Downtown T in May.
- CDD Director, Nick Bobroff, attended the Linden Square ribbon cutting ceremony and grand opening event in May. Coinciding with the grand opening, Nick and City Manager, Michael Ramirez, were featured in a Noozhawk article covering new development in the downtown.
- Associate Planner, Marysol Smith, and CDD Director, Nick Bobroff, met with the Downtown T Business Advisory Board (DTBAB) in June to discuss and answer questions about the City's business licensing and building permitting processes.
- CDD staff attended a community forum about sea level rise adaptation strategies in June hosted by the U.S. Green Building Council (USGBC) and the Community Environmental Council (CEC).
- Principal Planner, Bret McNulty, met with Carpinteria Valley Water District staff and the Linden Meadows residents in June to answer questions about the proposed Carpinteria Advanced Purification Project (CAPP).
- Principal Planner, Mindy Fogg, hosted a public scoping meeting in June for the Surfliner Inn Environmental Impact Report (EIR).
- CDD Director, Nick Bobroff, met with the Santa Barbara County Civil Grand Jury on several occasions ahead of the June publication of their report on affordable housing on the South Coast.
- Just ahead of the July 1st effectuation date, the Noozhawk featured an article and quoted CDD staff about the City's adopted multifamily residential smoking regulations.

Feedback Received:

- Positive feedback from community members on the outcome and success of the Linden Square development.
- Kudos to Mindy Fogg for the excellent job she did in facilitating and overseeing the scoping hearing for the Surfliner Inn EIR.

- Request for closer coordination with the downtown business community on business licensing, new business activity, and new downtown development.
- Community requests for staff augmentation of Code Compliance services, including park ranger patrols.
- Community input concerning need to prioritize funding and construction of affordable housing.

Response to Feedback:

- CDD staff to work with other City departments and DTBAB to provide periodic updates on new business/development activity in downtown Carpinteria.
- CDD staff requested consideration of budgeting for additional Code Compliance Officer position as part of upcoming fiscal year budgets.
- CDD staff continuing to explore strategies for promoting and facilitating affordable housing with the intent to provide City Council with a menu of possible strategies for further consideration at a future date (Q4).

Administration

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Planning staff (Mindy Fogg, Syndi Souter, Marysol Smith, and Megan Musolf) attended the annual Association of Environmental Professionals (AEP) conference in April. Mindy and Megan each participated as panelists on discussion panels at the conference. Mindy also continues to serve as the AEP President.
  - All CDD staff attended a customer service and de-escalation training put on by the California Joint Powers Insurance Authority (JPIA) in April at city hall.
  - Bret McNulty was successfully hired in April to take over the role of Principal Planner in the Development Review division. Brian Banks was re-hired on a limited-term contract basis to provide training and support in transitioning Bret into his new position.
  - CDD staff attended the weekly American Planning Association (APA) central coast section online Planning Academy over four weeks in April/May. This year's Academy covered topics including active transportation, outreach/diversity, Affirmatively Furthering Fair Housing (AFFH), pending housing legislation, and planning for natural disasters.
  - Syndi Souter completed a weeklong webinar course covering the Subdivision Map Act (SMA) put on by the University of California at Davis in May. The training provides an overview of all aspects of the SMA, with an emphasis on practical applications for professional practitioners.
  - CDD Director, Nick Bobroff, along with Mindy Fogg and Megan Musolf attended a presentation on sea level rise adaptation strategies hosted by the U.S. Green Building Council (USGBC) and the Community Environmental Council (CEC) in May.
- **Challenges:** None
- **Next Steps:**
  - Upcoming scheduled trainings include:
    - The CA chapter American Planning Association (APA) annual conference to be held in October. Planners Mindy Fogg, Syndi Souter, Marysol Smith and Megan Musolf are all registered to attend. (FY 25/26, Q2)
    - Code Compliance Supervisor, David Hernandez, is registered to attend the annual CA Code Enforcement Officer (CACEO) conference to be held in October. (FY 25/26, Q2)

- Chief Building Inspector and Plans Examiner, Mitch Perkins, will be attending a course and completing examinations to obtain his Certified Building Official (CBO) designation. (FY 25/26)

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Obtained updated proposals and quotes from top vendors under consideration for new online permitting platform.
  - Continued to research and meet with permit platform vendors to evaluate product offerings and ability to meet City needs.
  - Successfully gained approval for FY25-27 budget, including allocation for initial permit platform software set-up costs and annual subscription cost.
- **Challenges:**
  - Final selection of vendor has been delayed. Completion of informal or formal bidding process to comply with City Procurement Policy prior to final selection of vendor and execution of a contract. In some cases, CDD staff will need to reduce scope of services to remain within the approved budget.
- **Next Steps:**
  - Complete bidding process, select preferred vendor and seek approval of contract from City Manager or City Council, depending upon final dollar amount. (FY25/26, Q1)

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Successfully gained approval of FY25-27 budget, including allocation for completing an updated Building Permit fee study.
  - Collected approximately $31,000 in Building Permit Technology Surcharge fees during FY24-25. The collected fees will be used to help offset annual subscription costs for the new CDD online permitting platform.
- **Challenges:** None
- **Next Steps:**
  - Prepare and circulate Request for Proposals (RFP) for Building Permit Fee Study. Select vendor and award contract. Receive updated building permit fee study and prepare City Council Resolution to adopt updated fee schedule. (FY25/26)

Advance Planning

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

AUTHORITY

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

State Mandate: California Planning and Zoning Law requires local jurisdictions to adopt and maintain a General Plan and Housing Element consistent with the requirements of Government Code section 65302.[1]

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Pursue Implementation of the adopted Housing Element.

- **Status:** ***Completed- Ongoing***
- **Actions Taken This Quarter:**
  - Final City Council adoption of Housing Element Zoning Amendments package to establish new Residential/Mixed Use (RMU) zone district, establish objective design standards for the RMU zone district, and rezone select sites to RMU, in April.
  - Throughout the quarter, CDD staff met with several property owners and prospective developers concerning opportunities for residential or mixed-use infill development under the new RMU zoning designation.
  - In May/June, CDD staff prepared an administrative draft of an updated project application submittal checklist to comply with current state housing law and to help facilitate a more efficient completeness review process for future housing development projects.
- **Challenges:**
  - Forward momentum on implementation of other Housing Element programs (e.g., updates to ADU, Density Bonus, and Special Needs/Supportive Housing regulations) has been slowed as other work efforts have taken recent priority (e.g., release of General Plan/Coastal Plan Update, current development projects). Work will recommence on these other implementation programs in the new fiscal year.
- **Next Steps:**
  - Complete legislative process to update ADU, Density Bonus, and Special Needs/Supportive Housing regulations to comply with current state laws (FY 25/26).
  - Finalize and publish updated project application submittal checklist (FY 25/26, Q1).

[1] Authority for and scope of General Plans: https://leginfo.legislature.ca.gov/faces/codes_displaySection.xhtml?lawCode=GOV&sectionNum=65302

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

- **Status:** ***Completed- Ongoing***
- **Actions Taken This Quarter:**
  - Finalized and published the complete public draft of the General Plan/Coastal Land Use Plan update for a 60-day public review period, starting on June 10th.
  - Continued preliminary work with General Plan/Coastal Land Use Plan update consultant team, WSP, Inc., to prepare for kick-off of Environmental Impact Report (EIR) process.
  - Submitted and received preliminary approval of proposed grant amendment to CA Coastal Commission in June to extend grant funding through end of 2026 calendar year, and to re-allocate funds to allow for additional consultant support.
- **Challenges:** None
- **Next Steps:**
  - Hold General Plan/Coastal Land Use Plan public workshop, scheduled for July 8th at the Carpinteria Public Library.
  - Release of Notice of Preparation (NOP) for Programmatic EIR. (FY 25/26, Q2)

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Coordination with the City Attorney's Office (CAO) to seek their assistance in updating the fines and penalties for Short-term Rentals (STRs) as part of a larger legislative update package to pursue in the new fiscal year.
- **Challenges:**
  - Updates to STR regulations delayed to other higher priority work efforts and limited staff capacity. Seeking CAO support to complete updates as part of the new fiscal year strategic plan.
- **Next Steps:**
  - Work with CAO to initiate and complete legislative process to update STR regulations relating to fines/penalties for STR violations, and ability to utilize legislative subpoenas for investigation of alleged STR violations. (FY 25/26)

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Certain aspects of the Downtown Design Overlay standards that were carried over into the Objective Design Standards as part of the Housing Element Zoning Amendments package were officially adopted by the City Council and took effect in May.

- **Challenges:**
  - Project timeline for completion is overdue and grant funding awarded for project has been fully expended despite project not yet completed. Completion of project will require additional allocation of staff resources and/or funds for additional consultant services.
  - Project focus has evolved over time from downtown-specific design standards to focus on development and adoption of objective design standards for projects containing multifamily housing, as required by state housing law.
- **Next Steps:**
  - Recommence work on objective design standards for other City districts and neighborhoods. (FY 25/26)

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

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Ongoing dialog with County of Santa Barbara and CA Coastal Commission (CCC) staff re: County Housing Element rezones and multifamily housing projects in unincorporated Carpinteria Valley.
- **Challenges:**
  - Limited staff capacity to devote to ongoing, in-depth engagement with the County re: cannabis land use matters.
  - County Housing Element rezones have been delayed in review with the CCC. Expected to be considered by CCC this Fall.
- **Next Steps:**
  - Review administrative draft MOA with LAFCO and County of Santa Barbara. (FY 25/26)
  - Continue engagement with County of Santa Barbara and CCC staff re: County Housing Element rezones and multifamily housing in unincorporated Carpinteria Valley. (Ongoing)

Housing

Funding source(s): Affordable Housing Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Not Completed- Ongoing***
- **Actions Taken This Quarter:**
  - Engaged with County of Santa Barbara staff re: application for Pro Housing Designation.
  - Ongoing research into funding strategies to support affordable housing initiatives.
- **Challenges:**
  - Funds allocated to Workforce Homebuyer Down Payment Loan Program have been fully expended until either existing outstanding loans are repaid and/or additional funds are allocated to the Program.
  - Lack of available funds for affordable housing development/programs.
- **Next Steps:**
  - Carry over efforts into FY 25-27 Strategic Plan

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - City Council Fair Housing Proclamation received by RHMP in April.
  - Annual total counts for RHMP services increased by 34% for FY 24/25 compared to FY 23/24 (102 instances of services provided versus 76 instances).
  - Updated and expanded information about RHMP services provided on City website.
- **Challenges:**
  - Identifying best strategies to reach target audiences.
- **Next Steps:**

- Continue coordination with RHMP staff for public outreach efforts as part or larger community events in FY25/26 and beyond.
- Provide annual briefing to City Council on RHMP statistics for past fiscal year.

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - City Council approval in June to execute two-year Agreement with New Beginnings to continue Safe Parking Program.
  - City and County continue discussions related to safe parking solutions for Recreational Vehicles (RVs)
- **Challenges:**
  - Limited available properties/sites available in the City to accommodate additional or expanded Safe Parking Program location.
  - Seeking second site for large vehicles (RVs, etc.).
- **Next Steps:**
  - Continue to search for additional sites for large vehicle Safe Parking Program.

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:** None
- **Challenges:**
  - Limited staff capacity and funding resources to devote to homelessness programs.
  - Challenge to find available sites within Carpinteria for transitional housing project.
- **Next Steps:**
  - Continue efforts with Dignity Moves to identify prospective sites for tiny home village.
  - Proceed with legislative process to update Special Needs/Supportive Housing regulations to facilitate and streamline permitting process. (FY 25/26)

Development Review and Building

Funding source(s): General Fund

AUTHORITY

City Council Goal #3: Take Steps to Address the Fiscal Sustainability of the City.
City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Implement Improvements to the Business Licensing Process.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Ongoing coordination efforts with third-party business licensing contractor to identify problems, and improve review-process workflow and efficiency.
  - Continued to work through Business License review backlog and provide guidance to customers/applicants.
  - Continue to meet with internal working group to improve Business Licensing review process.
  - Increased enforcement efforts to bring delinquent business licenses into compliance.
- **Challenges:**
  - Volume of pending business license applications and deviations from adopted workflows in review processes continue to overwhelm staff capacity and delay application review and approval timelines.
- **Next Steps:**
  - Finalize and launch updated applications.
  - Prepare and publish applicants guide for licensing.
  - Continue to identify and implement workflow and process improvements in application review and processing.

Strategic Goal: Implement Efficiency Improvements for Building Permit Review.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Finalizing selection of new vendor for online permitting platform.
  - Continuing to utilize existing building plan check and inspection services consultant for part-time permit technician assistance to address building permit backlogs, and to help implement process improvements, including but not limited to, transition to digital permitting.
  - Continuing to utilize existing building plan check and inspection services consultant for back-up inspection services support and on-call building official support.
- **Challenges:**
  - Volume of building permit applications continues to be higher than historic volumes (FY 24/25 saw a 34% increase in the number of issued building

permits compared to the prior FY). Demonstrates ongoing need for consultant support to meet demands.
- Limitations of outdated permit software constrain building permit process improvement efforts. Transition to new improved software will resolve this impediment.
- Building permit fees remain below area market rate and constrain budget availability for staff/consultant support. Demonstrates need for a comprehensive update to building permit fee schedule and methodologies.

- **Next Steps:**
  - Identify and pursue training opportunities for new Chief Building Inspector & Plans Examiner to support him in his new position. (FY 25-27)
  - Finalize permit platform vendor selection for awarding of contract. (FY 25/26, Q1)
  - Circulate RFP and select consultant for building permit master fee program update study. (FY 25/26, Q1)

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:** None
- **Challenges:**
  - Needed time to onboard and train new Chief Building Inspector and Plans Examiner. Refocusing supplemental training efforts and professional certifications in FY 25-27.
- **Next Steps:**
  - CASp training targeted for completion in FY 26/27.

Strategic Goal: Continue work towards Master Code Professional designation.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:** None
- **Challenges:**
  - Needed time to onboard and train new Chief Building Inspector and Plans Examiner. Refocusing supplemental training efforts and professional certifications in FY 25-27.
- **Next Steps:**
  - Certified Building Inspector training and examination targeted for completion in FY 25/26.

Code Compliance

Funding source(s): General Fund

AUTHORITY

City Council Goal #4: Strengthen Community Institution Collaboration.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Effectuation of multifamily smoking prohibition on July 1.
  - Public outreach efforts completed in May/June via social media, Coastal View News advertisement and article, Noozhawk article, City website, direct contacts with property managers/HOAs and with Future Leaders of America staff.
  - Publication in June of Frequently Asked Questions for landlords/property managers/HOAs, and for residents to City website.
- **Challenges:**
  - Lacking effective strategy to identify and contact landlords, property managers, and HOAs for smaller (<10 unit) multifamily residential developments.
- **Next Steps:**
  - Continue direct outreach efforts to affected properties and respond to complaints of violations of smoking regulations.

Strategic Goal: Entertainment Licensing Monitoring.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Reviewed and approved one additional live entertainment license (for Linden Square development) in June.
- **Challenges:**
  - Live entertainment continues to generate near weekly complaints and service requests from a small number of households.
- **Next Steps:**
  - Continue logging complaints, conduct periodic sound monitoring of live music events, and respond to direction from City Council.
  - Continue review and processing of applications for new live entertainment licenses.
  - As part of the General Plan/Coastal Land Use Plan update, changes to Noise Element policies will be considered that could address nuisance noise impacts from sources including, but not limited to, live entertainment. (FY 25-27)

Strategic Goal: GoGov Code Compliance Activity Tracking.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - First quarter report provided to City Council in April.
  - Second quarter report prepared for presentation to City Council in July.
- **Challenges:** None
- **Next Steps:**
  - Continue to refine the quarterly reports and provide more meaningful analysis of trends and statistics over time through a more robust dataset of case log entries.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and Adopt Code Compliance Officer Safety Standards.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:** None
- **Challenges:**
  - Other departmental work efforts took priority over completing and finalizing the administrative draft version of the Safety Standards. Efforts to finalize the Safety Standards will carry over into the new fiscal year.
- **Next Steps:**
  - Complete draft Safety Standards document and submit to City Manager for review and approval.

Animal Control

Funding source(s): General Fund

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

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

- **Status:** ***Completed- Ongoing***
- **Actions Taken This Quarter:**
  - Ongoing patrols of City parks and open spaces. Contacts for off-leash dogs remain on an upward trend (11 contacts for most recent quarter).
- **Challenges:**
  - Limited staffing capacity for regular patrols. Animal control staff encouraged to continue prioritizing random periodic patrols during weekly shifts.
- **Next Steps:**
  - Promote compliance with leash laws through City social media channels and local news (Coastal View News).
  - Continue to advocate for re-instatement of additional code compliance officer as part of future budget.

AUTHORITY

Best Practice: Promote animal welfare and safety.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Obtain Animal Control Officer Training / Certification.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Successfully obtained funding as part of FY25-27 budget for animal control officer training and certification courses.
- **Challenges:**
  - Animal control officer certification requires additional expenses not anticipated as part of FY 24/25 budget.
- **Next Steps:**
  - Pursue basic animal control officer safety training for Code Compliance Officer II position. (FY 25/26)
  - Pursue animal control officer certification for Code Compliance Supervisor position. (FY 26/27)

Strategic Goal: Enhance Effectiveness of, and Participation in, Dog Licensing Program.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - Research into online dog licensing vendors.
- **Challenges:**
  - Current dog licensing software is difficult to keep current and requires significant manual effort to maintain (e.g., paper renewals, etc.).
  - Limited staff capacity to devote to maintaining dog licensing program.
- **Next Steps:**
  - Pursue transition to online third party licensing vendor to administer dog licensing program.

Strategic Goal: Improve Effectiveness of Pet Adoption Program.

- **Status:** ***Completed- Ongoing***
- **Actions Taken This Quarter:**
  - Updated City website in June to provide expanded resources for reuniting lost pets with owners and connecting interested persons with available pets at local shelters.
- **Challenges:**
  - Limited dog foster volunteers and long-term boarding facilities, especially for large breed dogs.
- **Next Steps:**
  - Prepare administrative policy for pet foster/adoption process.
  - Finalize and execute Service Agreement with Santa Barbara Humane Society for additional kenneling support services.

PUBLIC WORKS

Public Works Department

I. Executive Summary

The Public Works Department has maintained an on-track status across its strategic objectives in the final quarter of Fiscal Year 2024-25. The Department focused largely on commitment to enhancing operational efficiency, community engagement, and maintaining critical infrastructure.

The Capital Improvement Program progressed towards its goal of increasing capital project revenues through a successful grant application to a South Coast Measure A Cycle 6 funding opportunity resulting in an award of $226,000 for the Franklin Creek Trail Improvement Project. While the Department is proud to announce the adoption of a $8.6 million Capital Improvements Budget for Fiscal Year 2025/26, a persistent challenge is the insufficient funding for pavement improvement projects.

The Solid Waste division has demonstrated I progress in operational efficiency through key actions such as ongoing outreach to ensure compliance with single-use plastic regulations, the successful execution of an Annual Household Hazardous Waste Day serving more than 350 residents, and the hosting of a Fix-it Fair that effectively diverted over 150 pounds of waste from landfills. Challenges encountered include high turnover rates in restaurants affecting compliance, the limited availability of non-plastic alternatives for certain food ware items, staffing shortages within the division, and existing language barriers that complicate outreach efforts.

Watershed Management remains on track with its efficiency objectives. This quarter saw the successful completion of a city-wide storm drain inspection, cleaning, and update to the Geographic Information System (GIS) mapping. Furthermore, a consultant agreement was executed for water conservation education to students attending local Carpinteria summer camps. The division faces challenges from new, resource-intensive requirements anticipated from the draft Phase II MS4 Permit, alongside delays in the implementation of Trash Implementation Plan regulations, which are contingent upon permit adoption and approval.

The Transportation, Parking, and Lighting division's strategic goal of increasing alternative transportation availability is an on-going effort. Delay of implementation is primarily attributed to a shortage of qualified transit drivers, which has consequently impacted the anticipated launch of the micro transit service, The Wave.

Within Street, Fleet, Parks, and Facilities Maintenance, operational and production efficiency remains on track. A notable achievement was the successful recruitment of a Public Works Manager, bringing the division closer to a full staffed status.

Public Works Administration Program is on track in its efforts to enhance departmental operational efficiency. This includes the continuous review of customer satisfaction surveys during weekly staff meetings to facilitate operational evaluation, accountability, transparency, and adjustments. The program also achieved completion of department-wide recertification for Hazardous Waste Operations and Emergency Response (HAZWOPER) training, contributing to the goal of a high-performance team. Challenges identified include two vacant mid-management staff positions (Public Works Supervisor and Environmental Program Manager).

Lastly, the Resource Conservation division's strategic goal to reduce greenhouse gas emissions has been marked as Delayed. No significant actions were undertaken this quarter towards achieving 100% energy-sustainable city facilities, primarily due to oversubscribed funding for solar and battery storage projects. The procurement of all-electric maintenance equipment and vehicles is also experiencing delays, influenced by battery technology deficiencies.

Common challenges observed across multiple programs include constraints in staffing capacity, often due to vacancies or work-related injuries, and uncertainties arising from external regulatory frameworks and funding. Looking ahead, the Department is committed to continuing community outreach initiatives, actively pursuing new grant opportunities, and adapting to evolving regulatory landscapes.

II. Key Highlights

- **Major Milestones Achieved:**
  - Confirmed $226,563 from Safe Routes to School Program and Bicycle and Pedestrian Program grants for Franklin Creek Trail Improvement Project.
- **Significant Issues or Challenges Encountered:**
  - Limited capacity to complete projects due to staffing constraints.
- **Upcoming Priorities for the Next Quarter**
  - Continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.

III. Financial Summary

	Current Budget	* Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
41 - Taxes	$ 407,600	$ 412,038	$ (4,438)	-1%
42 - Licenses & Permits	27,000	35,605	(8,605)	-32%
43 - Intergovernmental	8,671,100	4,267,893	4,403,207	51%
44 - Fines & Forfeitures	1,100	2,003	(903)	-82%
45 - Charges for Services	411,650	332,131	79,520	19%
46 - Interest	36,300	50,510	(14,210)	-39%
47 - Special Assesments	200,000	198,854	1,146	1%
48 - Miscellaneous Revenue	85,650	95,804	(10,154)	-12%
Revenue Total:	**$ 9,840,400**	**$ 5,394,837**	**$ 4,445,563**	**45%**
Expenditure				
51 - Personnel Services	$ 1,939,000	$ 1,853,772	$ 85,228	4%
52 - Professional Services	446,400	369,688	76,712	17%
53 - Contract Services	1,333,960	1,062,316	271,644	20%
54 - Utilities	5,400	4,951	449	8%
55 - Other Operating Expenses	522,190	340,570	181,620	35%
57 - Capital Outlay	15,316,950	11,054,780	4,262,170	28%
Expenditure Total:	**$19,563,900**	**$14,686,078**	**$ 4,877,822**	**25%**

* Preliminary – Fiscal Year Close in Progress

Budget Overview

- Major Expenditures:
    - East Via Real Stormwater Project: $670,902.63
    - Carpinteria Community Library – Restroom ($38,188.59)
        - Electrical - $3,500 | Tile - $24,982 | Plumbing - $9,706.59

Major Financial Changes or Concerns

- None.

IV. Community Engagement and Outreach

Engagement Activities:

- None. Again, a majority of the activities were conducted in the Capital Improvements Program (e.g., public workshops and construction notices) and Solid Waste Program (e.g., educational outreach of new solid waste laws).

Feedback Received:

- No major exceptions to said activities.

Response to Feedback:

- None to date.

Public Works Administration

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - Continued to review customer satisfaction surveys in weekly Department staff meetings and adjusting operational efficiency, as needed.
  - Completed Public Works Manager position recruitment.
- **Challenges:**
  - Two mid-management staff positions were vacant- Public Works Supervisor and Environmental Program Manager.
  - The Maintenance Division staff capacity was affected due to work-related injuries.
- **Next Steps:**
  - When finalized by the Human Resources Division, implement telework policy including development of hybrid work schedules to improve staffing flexibility while maintaining excellent customer service and departmental productivity.

Capital Improvements

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

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase capital project revenues.

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - Awarded a total of $226,563 from the two Measure A South Coast Cycle 6 grants, namely the Safe Routes to School Program and Bicycle and Pedestrian Program, for the Franklin Creek Trail Improvement Project.
  - Adoption of Fiscal Year 2025/26 Capital Improvements Program (CIP) Budget on June 23, 2025. Total Fiscal Year 2025/26 CIP Budget is approximately $8.6M.
- **Challenges:**
  - Pavement improvement projects, especially for the construction phase, are currently underfunded.
- **Next Steps:**
  - Continue to research and pursue any grant program for eligible pavement improvement projects as well as for other infrastructure project needs.

Transportation, Parking and Lighting

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

AUTHORITY

Transportation Committee – Resolution No. 5928

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To increase availability of alternative transportation.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - April 2025: SBMTD staff presented to City Council Meeting.
- **Challenges:**
  - According to the Santa Barbara Metropolitan District (SBMTD) General Manager Jerry Estrada, there is a shortage of qualified transit drivers resulting in delays to anticipated microtransit service, The Wave.
- **Next Steps:**
  - Follow-up with SBMTD staff for another presentation to the City Council within FY 26, Q2.

Solid Waste

Funding source(s): AB 939, Revolving, and Solid Waste Franchise Fees

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - Continued outreach to food and beverage providers to reach full compliance with City regulations related to single-use plastic take-out foodware and retail sale regulations regarding single-use plastic foodware and mylar ballons.
  - Held Annual Household Hazardous Waste Day on April 12, 2025, serving over 350 residents. This event ensures that residents have the opportunity to properly dispose of hazardous and bulky waste. Efficiency was increased and data collection streamlined by digitizing the check-in process.
  - Hosted a Fix-it Fair on May 31, 2025. The goal of this outreach event was to encourage the community to renew items rather than dispose of them. 55 community members attended the event and over 150lbs of waste was diverted from the landfill.
  - Added summer programming to the United Way "Fun in the Sun" summer education program at Aliso School, in coordination with Explore Ecology. The module run by Explore Ecology, funded by an SB 1383 grant, teaches students about organic waste in a hands-on learning environment.
- **Challenges:**
  - Restaurants have a high turnover rate, so regular site visits will be necessary for continued compliance. Additionally, some foodware items do not have non-plastic alternatives. Loss of division staff has significantly reduced frequency of site visits. One additional challenge is language barriers.
- **Next Steps:**
  - Schedule outreach events to educate the community on organic waste diversion, including residential composting workshops, in collaboration with Parks, Recreation, and Community Services.
  - Continue outreach to all businesses subject to Carpinteria Municipal Code Chapter 8.50.
  - Partner with the Promotores Network to provide outreach on solid waste programs to Spanish-speaking community.
  - Begin planning programming for California Coastal Clean-up Day (September 20, 2025) and Creek Week (September 20-27, 2025). Part of this effort will be coordinated with the General Government Department, as these events coincide with the City's 60th Anniversary.

Street, Fleet, and Parks and Facilities Maintenance

Funding source(s): Capital Improvement Fund, Gas Tax, General Fund, Library Fund, Local Transportation Fund, Measure A, Measure X, Park Maintenance Fund, Recreation Services Fund, R-O-W Assessment District, and Tidelands Trust

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - Completed Public Works Manager position recruitment.
- **Challenges:**
  - The Maintenance Division staff capacity was affected due to work-related injuries.
- **Next Steps:**
  - Reschedule annual equipment operation training within FY 26, Q2.

Watershed Management

Funding source(s): Development Impact Fees, Gas Tax, General Fund, Measure A, and Revolving Funds

AUTHORITY

Sustainability Community Policy – Resolution No. 5500; National Pollutant Discharge Elimination System (NPDES) Phase II Small Municipal Separate Storm Sewer System (MS4) Permit

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To enhance departmentwide operational and production efficiency.

- **Status:** ***On Track***
- **Actions Taken This Quarter:**
  - Conducted City-wide Storm Drain inspection, cleanout, and Geographic Information System (GIS) mapping update.
    - ✓ In May, the Public Works Department, through a coordinated effort among the Maintenance, Engineering, and Environmental Divisions, successfully completed a citywide inspection of all storm drains. The inspections included condition assessments, cleanouts, and comprehensive data collection (facility name, type, location, cross streets/landmarks, and quantity). The collected data was used to update the City's Geographic Information System (GIS) for more accurate storm drain mapping and infrastructure.
  - Execution of consultant agreement for water conservation education and outreach.
    - ✓ On June 18, the Public Works Department executed a consultant agreement with Explore Ecology to conduct water conservation education and outreach to K–6th grade students attending summer camps in Carpinteria. The program focuses on waste reduction and water quality education and includes lessons on waste minimization, food waste, and composting. Campers will also participate in a beach cleanup and learn about its significance to the local watershed.
- **Challenges:**
  - New requirements for cost reporting as well as those in the draft Phase II MS4 Permit are expected to require significant staff resources and funding. The true impacts of this are unknown at this time.
  - Trash Implementation Plan regulations. This action is delayed, as the permit has not yet been adopted and draft provisions could require updates to the Trash Implementation Plan. Additionally, these plans require Regional Water Quality Control Board Executive Officer Approval, which has not been obtained.
- **Next Steps:**
  - Continue engagement with the SWRCB about the draft Phase II MS4 Permit.
  - Continue construction inspections and development project tracking, as required by the Phase II MS4 Permit.

- Begin planning programming for California Coastal Clean-up Day (September 20, 2025) and Creek Week (September 20-27, 2025). Part of this effort will be coordinated with the General Government Department, as these events coincide with the City's 60th Anniversary.

Resource Conservation

Funding source(s): General Fund and Measure X

AUTHORITY

Sustainability Community Policy – Resolution No. 5500

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: To reduce greenhouse gas emissions.

- **Status:** ***Delayed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - Work is ***delayed*** toward development of 100% energy sustainable and resilient City facilities. Funding for solar and battery storage projects is oversubscribed and faces some uncertainty for future cycles. Staff continues to monitor funding opportunities.
  - Procurement of all-electric maintenance equipment and vehicles is still in progress; however, technological advances could cause delays in delivery of some products.
- **Next Steps:**
  - Continue to transition equipment to all-electric as funding and equipment availability allows.

PARKS, RECREATION & COMMUNITY SERVICES

Parks, Recreation and Community Services

I. Executive Summary

The Parks, Recreation, and Community Services Department continued its momentum in Q4 by enhancing community engagement, strengthening internal systems, and advancing key program initiatives. Several divisions made impactful progress, including continuation of new Library literacy and outreach programs, expanded senior engagement through AgeWell, and planning and launching of the busy summer aquatics season.

Library Services expanded its reach by completing new tutor training for the Literacy Program, and launching initiatives such as “Carp Reads”. Library staff also deepened community visibility through regular Coastal View News contributions and preparedness workshops. Staff development continues to be a strong focus, with training across emergency preparedness, community engagement, and compliance.

Administration worked to improve internal operations with finalization of the department’s employee handbook, implementation of bi-monthly meetings, and cross-departmental collaboration to streamline workflows and enhance the customer experience via RecDesk and website improvements. Full occupancy of the Community Garden, along with new school and nonprofit partnerships, highlighted the division's strong community integration.

At the Community Pool, the annual program calendar has been published and is regularly updated, supporting transparency and communication. Additionally, the division's Staff Policy and Procedures Handbook was completed and shared with all staff at pre-summer staff trainings.

Ocean Beach Services began the 2025 Junior Lifeguard Program and opened the Boat House for rentals. Like the pool, the staff handbook was completed and shared with staff at pre-summer staff trainings.

II. Key Highlights

- **Major Milestones Achieved:**
  - Selected and onboarded the new City Librarian.
  - Began recruitment for the new Community Engagement Library Specialist.
  - Launched the 2025 Library Summer Reading Program.
  - Maintained full occupancy in the Community Garden and expanded outreach to schools and nonprofits.
  - Hosted diverse AgeWell events, including Spanish-language programming and intergenerational collaborations.
  - Junior Lifeguard Program officially launched its 2025 summer session with 180 participants.

- Hosted Carpinteria Aquatics Club (CAC) Swim-A-Thon fundraiser, raising over $5,000 for CAC supplies (timing equipment, fins, kickboards, etc.)
- The Library and AgeWell partnered with Sheriff's Department to host a "Fraud Prevention Presentation" in both English and Spanish.
- Offered a Financial Empowerment class in Spanish in partnership with WEV – Women's Economic Ventures.
- Had 2,874 pool members check-in to swim.
- Hosted 1,069 drop in/day passes at the community pool.
- Completed and presented the Community Pool Facility Needs Assessment to City Council.

Significant Issues or Challenges Encountered:

- Limited staff availability to develop a Library e-newsletter.
- Community Garden Coordinator resigned; began recruitment for new Garden Coordinator.

Upcoming Priorities for the Next Quarter

- Finalize Staff Policy & Procedures Handbook across all divisions.
- Finalize department-wide cancellation and refund policies.
- Draft "Sponsorship, Donation, and Fundraising" policy.
- Pair learners with new literacy tutors and grow Carp Reads programming.
- Launch Library e-newsletter.
- Host "Carp Comp", a Junior Lifeguard competition featuring 12 agencies from across the County on Friday, July 11th.
- Junior Lifeguard "Swim-Paddle-Run" Fundraiser scheduled for July 30.
- Recruit, hire and onboard new Community Garden Coordinator.

III. Financial Summary

	Current Budget	* Fiscal Activity	Budget Remaining	Percentage Remaining
Revenue				
42 - License & Permits	$ 300	$ 249	$ 51	17%
43 - Intergovernmental	254,100	295,457	(41,357)	-16%
45 - Charges for Services	1,048,350	1,084,771	(36,421)	-3%
46 - Interest	16,400	16,273	127	1%
47 - Special Assessments	20,400	20,703	(303)	-1%
48 - Miscellaneous Revenue	211,900	120,719	91,181	43%
Revenue Total:	**$ 1,551,450**	**$ 1,538,172**	**$ 13,278**	**1%**
Expenditure				
51 - Personnel Services	$ 1,813,650	$ 1,562,502	$ 251,148	14%
52 - Professional Services	145,000	113,431	31,569	22%
53 - Contract Services	181,900	128,807	53,093	29%
54 - Utilities	33,200	30,675	2,525	8%
55 - Other Operating Expenses	289,900	210,094	79,806	28%
57 - Capital Outlay	39,000	16,921	22,079	57%
Expenditure Total:	**$ 2,502,650**	**$ 2,062,431**	**$ 440,219**	**18%**

* Preliminary – Fiscal Year Close in Progress

Budget Overview

- Major Expenditures:
  - None
- Variance:

- None

- **Major Financial Changes or Concerns**
  - Significant deviations from the budget
    - None
  - Upcoming financial challenges or adjustments
    - None

IV. Community Engagement and Outreach

- **Engagement Activities**:
  - AgeWell - Hosted Santa Barbara Metropolitan Transit District's informational session on a new on-demand transit service, The Wave.
  - Community Garden - Ongoing monthly garden e-newsletters
  - Library - Partnered with SB Sheriff Department to host a Fraud Prevention Presentation in Spanish at the Carpinteria Community Room.
  - As part of Carp Reads, the featured book Solito by Javier Zamora was celebrated with a special author talk event.
  - Hosted the "I Am Carpinteria" community forum, highlighting personal stories from recognized immigrants in Carpinteria.
  - Kicked off the Summer Reading Program with a festive party featuring the popular Bubble Guy.
  - Offered a Financial Empowerment class in Spanish in partnership with WEV – Women's Economic Ventures.
  - Launched Carp Reads program, including a book giveaway and upcoming author talk.
  - Began Basic ESL Summer Class.
  - Conducted outreach events for ESL learners.
  - Hosted Knitting Workshop in the Library Community Room.
  - Held family preparedness workshops for the community.
  - Published a quarterly Library column and monthly book recommendations in Coastal View News.

- **Feedback Received:**
  - None
- **Response to Feedback:**
  - None

Parks, Recreation & Community Services Administration

Funding source(s): General Fund, Measure X, Tidelands Fund, Recreation Fund, and Revolving Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline administration and maintain adherence to all relevant policies and standards. Provide exceptional services, foster a culture of accountability, and support sustainable growth within the organization.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Multiple Department staff participated in Customer Service & De-Escalation for Public Agencies: Strategies for Success training
  - AgeWell attended Cal Lutheran Nonprofit Support Center training “Creative Ways to Collect, Understand, and Share Data”
  - AgeWell attended the National Council on Aging “Age + Action” Conference
- **Challenges:**
  - None.
- **Next Steps:**
  - None.

Strategic Goal: Revise the mission statement for the Parks, Recreation & Community Services Department.

- **Status:** ***Not Completed***
- **Actions Taken This Quarter:**
  - None
- **Challenges:**
  - Due to multiple vacancies in the department throughout the year, staff were not able to work on this goal.
  - With multiple competing priorities, this goal was not address.
- **Next Steps:**
  - Move this strategic goal to FY 25/26.

Strategic Goal: Implement meeting & training schedule.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**

- Facilitated scheduled team meetings to share updates, address challenges, and align on goals.

- **Challenges:**
  - None.
- **Next Steps:**
  - Continue to meet regularly as a department and within each program.
  - Continue to provide ongoing staff trainings and meetings for program staff.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Modernize operations and improve customer experience. Enhance customer engagement and satisfaction through modern communication channels.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Continued refining policies, procedures, and workflows to support efficient operations and interdepartmental collaboration.
  - Made ongoing updates to RecDesk and City website to ensure information is clear, user-friendly, and easily accessible.
- **Challenges:**
  - None.
- **Next Steps:**
  - Continue to refine policies, procedures and workflows as needed to support efficient operations.

Strategic Goal: Create a vibrant, inclusive community garden that fosters food security, promotes healthy living, and cultivates a strong sense of place for all community members.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Continued distribution of the monthly community garden e-newsletter to keep members informed and engaged.
  - Initiated conversations with local community organizations to explore future collaborations for workshops and events.
  - Provided ongoing guidance and support to garden members on best gardening practices to encourage healthy, productive gardens.
- **Challenges:**
  - Garden Coordinator resigned; Began recruitment for new Garden Coordinator.
- **Next Steps:**
  - Recruit, hire, and onboard new Garden Coordinator.

AUTHORITY

City Council Goal #4: Strengthen Community Institution and Collaboration

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance the quality of life for seniors in Carpinteria by creating inclusive socialization and relationship-building opportunities that foster a strong sense of community and belonging, while simultaneously promoting holistic health through physical, mental, and emotional wellness initiatives.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Co-hosted Advance Care Directive Workshops in collaboration with Hospice
  - Attended Hospice Breakfast (participated in first half)
  - Attended SBCC Veterans-Focused Photo Course Gallery Reception
  - Hosted Veterans Quarterly Commission Meeting
  - Hosted Spanish-Language Fire Station Tour for Abuelas
  - Coordinated AgeWell Tour of Cate School
  - Hosted Communify Presentations
  - Attended Goleta Senior Expo
  - Held collaborative meeting with Hospice of Santa Barbara Volunteer Coordinator
  - Helped coordinate Spanish-Language Tour of the Carpinteria History Museum for Abuelas
  - Hosted May Day celebration.
  - Hosted Channel Islands Center Tour for AgeWell members
  - Participated in Carpinteria Nonprofit Collaborative Meeting on immigration support
- **Challenges:**
  - None.
- **Next Steps:**
  - Continue the AgeWell program and offering engaging and diverse programming for Carpinteria's Senior community.

Community Pool Services

Funding source(s): Measure X and Recreation Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Establish and maintain a comprehensive program planning and communication framework.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Annual program calendar for Community Pool activities and programs has been created and posted online. The annual calendar will undergo updates as needed for any programming changes that may occur.
- **Challenges:**
  - None.
- **Next Steps:**
  - Maintain and update calendar as needed.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Staff Policy and Procedures Handbook was finalized.
  - Staff handbook was reviewed by and distributed to staff at pre-summer staff training.
  - Held one American Red Cross Lifeguard training and certification course, resulting in 15 new pool lifeguards.
  - Held two American Red Cross Water Safety Instructor courses and certified 15 new swim instructors.
- **Challenges:**
  - None.
- **Next Steps:**
  - Continue to review and update handbook as needed.
  - Provide regular American Red Cross Lifeguard and Water Safety Instructor certification courses.

Ocean Beach Services

Funding source(s): General Fund, Measure X, and Tideland Trust Funds

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Streamline and Improve Customer Service for Boathouse Operations

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Boathouse opened Memorial Day weekend 2025
- **Challenges:**
  - NA
- **Next Steps:**
  - NA

AUTHORITY

Carpinteria Municipal Code (CMC) 2.20.080 establishing Ocean Beach Services.

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Develop and implement a comprehensive staff development and operations program for the City of Carpinteria Beach Lifeguard Program.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Staff Policy and Procedures Handbook was finalized.
  - Staff handbook was reviewed by and distributed to staff at pre-summer staff trainings.
  - Held one United States Lifesaving Association (USLA) training and certification course resulting in 8 new certified beach lifeguards.
  - Held annual pre-summer all staff training weekend in coordination with the Carpinteria Summerland Fire Protection District.
- **Challenges:**
  - None.
- **Next Steps:**
  - Continue to review and update handbook as needed.

Strategic Goal: Ensure the continuation and success of the Junior Lifeguard Program.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**

- 2025 Junior Lifeguard Program began June 16, 2025 with 180 participants.

- **Challenges:**
  - None
- **Next Steps:**
  - Continue 2025 summer season.
  - Distribute post program survey to gather feedback.

Library Services

Funding source(s):
Measure X, Santa Barbara County, Friends of the Carpinteria Library

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

Strategic Goal: Enhance community engagement and literacy to reach a wider audience, promote lifelong learning, and foster a sense of community through shared literary experiences.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Lead multiple Literacy Program tutor trainings, resulting in 17 active tutor-learner pairs.
  - Hosted the "I Am Carpinteria" community forum, highlighting personal stories from recognized immigrants in Carpinteria.
  - As a part of the "Carp Reads" program, hosted a special author talk event with Javier Zamora to discuss this years selected book, *Solito*.
- **Challenges:**
  - Limited space in the Library for additional tutor-learner pairs to work.
- **Next Steps:**
  - Continue Literacy Program
  - Continue community engagement activities and programs

Strategic Goal: Boost Library Utilization and Program Participation.

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - Welcomed Canalino Elementary students for a visit to the Library, promoting library resources and reading.
  - Welcomed 18,552 visitors to the Library in Q4.
  - Offered 104 programs with 2,233 total participants.
  - Participated in 13 outreach events and connected with 536 people.
- **Challenges:**
  - Full time position vacancy as a result of the retirement of the City Librarian and promotion of Eric Castro.
- **Next Steps:**
  - Work with Human Resources to fill the vacant Community Engagement Librarian Specialist.

AUTHORITY

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

DEPARTMENTAL STRATEGIC GOALS AND STATUS

- **Status:** ***Completed***
- **Actions Taken This Quarter:**
  - City Librarian attended the Santa Barbara County Library Advisory Committee (LAC)
  - City Librarian attended monthly Black Gold Directors meetings
  - City Librarian attended monthly Black Gold Operations Committee meetings
- **Challenges:**
  - City Librarian retirement and Community Engagement Librarian Specialist position vacant for most of Q4.
- **Next Steps:**
  - Resume quarterly library staff trainings beginning FY 25/26 Q1 (scheduled for August 7, 2025)

Agenda Section: Other Business
Agenda Item No.: 13
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Presentation of the Final Strategic Plan for Fiscal Years 2025–2027

STAFF RECOMMENDATION

Receive and file the Strategic Plan for Fiscal Years 2025–2027 as the finalized version.

Sample Motion: I move to receive and file the Strategic Plan for Fiscal Years 2025–2027 as the finalized version.

BACKGROUND

On March 24, 2025, the City Council adopted its Goals and Priorities for Fiscal Years 2025/26 and 2026/27 (FY 2025–2027). These goals were developed to guide strategic planning, resource allocation, and policy direction over the two-year budget cycle.

Subsequently, on June 9, 2025, the City Council received and filed the strategic plan goals aligned with these priorities.

The adopted City Council Goals and Priorities are outlined below. Goal numbers are provided 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.

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.

The purpose of this agenda item is to present the final version of the Strategic Plan (Attachment A), which includes department-specific goals, objectives, and performance measures. This version is more accessible and easier to follow than the previous plan, offering both the City Council and community members a clear and user-friendly reference to track progress and understand priorities throughout the two-year budget cycle.

DISCUSSION

The Strategic Plan for Fiscal Years 2025–2027 serves as the City's guiding framework for aligning priorities, resources, and initiatives over the two-year budget cycle. Developed in accordance with the City Council's adopted Goals and Priorities, the Strategic Plan translates high-level direction into actionable objectives and measurable outcomes across all departments.

This final public-facing version reflects the culmination of staff's work to refine, organize, and format the plan into a user-friendly document that enhances transparency, promotes accountability, and supports ongoing monitoring of progress. It provides a foundation for informed decision-making by Council and staff and enables the community to clearly understand how the City plans to deliver on its commitments.

While the City Council previously adopted the Goals and received the draft plan, this finalized version incorporates updated formatting to better demonstrate the important connection between community input, City Council goals, and City department goals and objectives.

Finalizing the plan at this time ensures full alignment with the FY 2025–2027 Budget, adopted on June 23, 2025, and enables a coordinated start to implementation in the first year of the budget cycle.

POLICY CONSISTENCY

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

In addition, this report is consistent with the City's commitment to good governance, including transparent communication, effective performance management, and the efficient use of public resources.

FINANCIAL CONSIDERATIONS

There are no additional budgetary impacts associated with this item. The FY 2025–2027 Budget, adopted on June 23, 2025, already incorporates all items outlined in the Strategic Plan. All associated programs, initiatives, and resource allocations have been reviewed and approved as part of that budget process.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

Staff did not identify any legal or risk concerns with this item. The City Attorney will be available at the City Council meeting to address any legal concerns.

OPTIONS

1. Receive and file the Strategic Plan for Fiscal Years 2025–2027 as the finalized version.

2. Do not receive and file the Strategic Plan for Fiscal Years 2025–2027 as the finalized version, and provide staff direction as desired.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

Attachment A: Final Strategic Plan for Fiscal Years 2025–2027

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Juliza Briones
Signature

Reviewed by: Ryan Kintz, Assistant City Manager
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Ryan Kintz
Signature

Reviewed by: Michael Ramirez, City Manager
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Michael Ramirez
Signature

ATTACHMENT A

Strategic Plan FY 2025-27

City of Carpinteria

Strategic Plan

Fiscal Years
2025/26-2026/27

carpinteriaca.gov

City Manager's Message

To the Residents and City Council of Carpinteria,

I am pleased to present the City of Carpinteria's Strategic Plan for Fiscal Years 2025–2027, which was received and filed by the City Council on June 9, 2025. This plan outlines the City's priorities and vision for the next two years and serves as a roadmap for how we deliver services, invest resources, and respond to community needs.

The Strategic Plan is fully aligned with the FY 2025–2027 Operating and Capital Budget, adopted on June 23, 2025. It reflects our ongoing commitment to thoughtful planning, responsible governance, and community-focused outcomes. This Plan helps guide our work during a milestone year, as the City celebrates 60 years of incorporation on September 28, 2025.

The Plan is organized around four key goals established by the City Council:

- Enhance public outreach, education, and transparency
- Maintain a small beachside town
- Enhance quality of life for residents
- Maintain the fiscal sustainability of the City

In addition to guiding our day-to-day operations, the Strategic Plan affirms the City's broader commitment to good governance—including the efficient use of public resources, long-term financial planning, and transparency in decision-making. By clearly linking goals to actions, we aim to keep the public informed, engaged, and confident in how their local government operates.

These goals reflect the values of our community and shape the daily efforts of our City departments. They also help us make intentional choices about how to allocate limited time, funding, and staffing. As we often remind ourselves: "You can do anything, but you can't do everything." This plan helps us stay focused on current priorities.

This document is designed to make our work more transparent and accessible to the public. It summarizes key objectives and initiatives across departments and demonstrates how each supports the Council's overarching goals. Whether we are enhancing parks and open spaces or expanding community engagement, this Plan connects the City's efforts to the needs and aspirations of our residents.

On behalf of the City's staff and leadership team, thank you to the City Council for your clear direction—and to the residents of Carpinteria for your trust, input, and continued partnership. We are honored to serve this incredible community and excited for the work ahead.

Respectfully,

Michael Ramirez

City Manager
City of Carpinteria

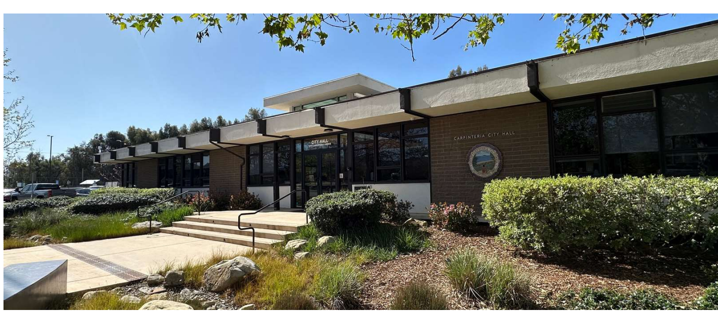
Executive Summary

The Carpinteria City Council has identified five primary goals for FY 2025/26-2026/27 (FY 25-27). The goals are numbered for reference only and do not indicate order of priority. The following pages outline the process used to develop these goals and detail how City staff will support their implementation through the end of the fiscal period on June 30, 2027.

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

Primary Goal #2
Maintain a Small Beachside Town

Primary Goal #3
Enhance Quality of Life for Residents



Primary Goal #4
Maintain the Fiscal Sustainability of the City

Process

With guidance from the City's strategic planning consultant, the City of Carpinteria has developed a comprehensive Strategic Plan and Work Plan for FY 25-27. This new two-year plan reflects a more inclusive, forward-thinking approach to goal-setting and organizational planning. The process featured a range of public engagement opportunities designed to ensure broad community input, including the following:

	November - December	January
Public Participation	**Online Community Survey** (Nov. - Jan.) **On-Site Community Workshop #1** (English) **On-Site Community Workshop #2** (Spanish) **Virtual Community Workshop #3** (Bilingual)	Jan. 18, 2025: **In-Person City Council Retreat** to discuss Vision, Mission, Values and City Council Goals
Council Input	**City Council Online Questionnaire** **City Council One-on-One Interviews**	

Primary Goal #1:

Enhance Public Outreach, Education, and Transparency

The Carpinteria City Council recognizes that its outreach and education efforts must better reflect the city's diverse population. To address this, the Council is prioritizing enhanced public outreach, transparency, and engagement—especially with youth, seniors, and Spanish-speaking residents—to foster greater civic participation, ensure more inclusive decision-making, and build stronger community connections.

Priorities:

Provide staff support and resources for City Council-led community outreach initiatives

Strengthen communication and engagement tools, with an emphasis on reaching youth, seniors, and the Spanish-speaking community

Enhance partnerships with community organizations

Translating Goals Into Actions

To support the City Council's Primary Goal—**Enhance Public Outreach, Education, and Transparency**—outlined in FY 25-27 Strategic Plan, each City department has developed targeted strategic goals:

General Government

Program	Strategic Goal	Objectives
Emergency Preparedness	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.
		Conduct emergency preparedness outreach through a combination of digital and in-person efforts.
		Coordinate logistics and outreach efforts for LISTOS and CERT trainings.
	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.
		Ensure staff preparedness for disaster shelter operations.
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.
		Increase the effectiveness and inclusivity of communication between the City and its Spanish-speaking and Latino populations.
		Enhance the tracking and reporting systems for both digital and in-person engagement efforts.
		Promote transparency and civic engagement by supporting a local State of the City event to increase public awareness of City initiatives.
Administration	Provide staff support and resources for City Council-led community outreach initiatives.	Assist councilmembers with planning, organization, and marketing of district engagement events.
Community Services Support Grants Program	Enhance partnerships with community organizations.	Build a stronger connection with non-profits, especially through the Community Services Support Grants Program.
		Fulfill current contract agreements with community service- based contracts and agreements, and engage with non-profits assisting the Spanish-speaking community.

Community Development

Program	Strategic Goal	Objectives
Advanced Planning	Improve and Update City Environmental Review Process.	Update City Environmental Review Guidelines & Thresholds (Resolution No. 4082).
Administration	Strengthen communication and engagement tools, with an emphasis on reaching youth, seniors, and the Spanish-speaking community.	Expand Spanish Language Outreach for Community Development Department-related business.
	Enhance partnerships with community organizations.	Enhance public awareness of Rental Housing Mediation Program (RHMP) Services.
Code Compliance/ Animal Control	Enhance partnerships with community organizations.	Increase public awareness of public and multifamily smoking regulations.

Parks, Recreation, and Community Services

Program	Strategic Goal	Objectives
Administration	Advance inclusion and accessibility.	Translate AgeWell, Community Garden, and Rental applications and forms to Spanish.
		Translate Community Garden Signage into Spanish.
		Create surveys for rentals in English and Spanish.
	Strengthen partnerships with culturally connected organizations.	Partner with NGOs connected to the Spanish speaking community to offer relevant programming in Spanish.

Public Works

Program	Strategic Goal	Objectives
Administration/ Engineering	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.
	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.
	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.
	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.
Sustainability/ Environment	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.
		Work with Promotores to reach out to Spanish speaking community to raise awareness about disposal options for regular waste and hazardous waste.
		Contract with Explore Ecology to bring organic waste, composting, and water quality education programs to Carpinteria students.
		Collaborate with Carpinteria Community Library for Creek Week and other events to increase community engagement through reading.
		Partner with PRCS to expand composting education, including holding workshops and having a demonstration project at the Community Garden.

Primary Goal #2:

Maintain a Small Beachside Town

The Carpinteria City Council is committed to preserving the city's unique small beachside town character while planning thoughtfully for the future. To achieve this, the Council is strengthening regional collaboration, advancing long-range planning efforts, and focusing on policies that protect neighborhood character, support community livability, and address housing affordability across the Carpinteria Valley and South Coast.

Priorities:

Strengthen regional collaboration with the County and other regional agencies on planning and policy affecting the Carpinteria Valley and Greater South Coast.

Advance and sustain comprehensive long-range planning initiatives.

Preserve neighborhood character and community livability and address housing affordability.

60TH ANNIVERSARY EST. 9/28/1965

Translating Goals Into Actions

To support the City Council's Primary Goal—**Maintain a Small Beachside Town**—outlined in the FY 25-27 Strategic Plan, each City department has developed targeted strategic goals:

Community Development

Program	Strategic Goal	Objectives
Administration	Improve Inter-Agency Coordination on Development Projects and Permits.	Restart monthly Inter Departmental Advisory Group (IDAG) Meetings.
		Execute Memorandum of Agreement (MOA) Concerning Land Use Matters with County of Santa Barbara.
Advanced Planning	Advance and sustain comprehensive long-range planning initiatives.	Achieve meaningful progress towards certification of the General Plan/Coastal Land Use Plan (GP/CLUP) Update.
		Complete ADU Ordinance Update.
		Complete Density Bonus Ordinance Update.
		Adopt SB 9 Ordinance.
		Complete Special Needs & Supporting Housing Ordinance Update.
	Streamline residential permitting process.	Adopt objective design standards for residential zone districts.

Primary Goal #3:

Enhance Quality of Life for Residents

The Carpinteria City Council is committed to enhancing residents' quality of life by investing in essential infrastructure, expanding community and recreational opportunities, and improving accessibility for all. The Council is also focused on upholding community standards, strengthening local partnerships, and supporting a balanced economy with diverse jobs, business support, and housing options for all income levels.

Priorities:

Maintain and improve high-priority infrastructure.

Enhance existing and explore new recreational and community engagement opportunities.

Improve pedestrian, bicycle, and ADA accessibility while enhancing mobility options for all residents.

Primary Goal #3:

Enhance Quality of Life for Residents (cont.)

Priorities (cont.):

Uphold community standards through proactive education and compliance efforts.

Invest in City staff and organizational excellence.

Strengthen community institution collaboration.

Support a balanced economy through a broad range of employment opportunities, business support strategies and housing options for all income levels.

Translating Goals Into Actions

To support the City Council's Primary Goal—**Enhance Quality of Life for Residents**—outlined in the FY 25-27 Strategic Plan, each City department has developed targeted strategic goals:

General Government

Program	Strategic Goal	Objectives
Emergency Preparedness	Coordinate staff training, in compliance with emergency response plans.	Coordinate with the Human Resources Team to establish a framework for emergency preparedness and
		All staff to participate to participate in an annual City-wide emergency exercise.
Economic Vitality	Reinvigorate the City's commitment to fostering economic vitality through a more active and strategically focused Economic Vitality Committee.	Clarify the mission, vision, and roles of the Economic Vitality Committee to guide its efforts in promoting a vibrant and resilient local economy.
Staff Recruitment and Retention	Update and streamline the City's personnel policies.	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.
	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.
City Administration	Improve transportation safety related to use of e-conveyance.	Develop and implement an e-conveyance education and enforcement strategy.

Community Development

Program	Strategic Goal	Objectives
Building & Safety	Improve safety and living conditions in multifamily residences.	Develop and implement multifamily housing inspection program.
	Invest in City staff and organizational excellence.	Obtain Certified Building Official (CBO) designation.
		Obtain Certified Accessibility Special (CASp) designation.
Advanced Planning	Enhance short-term rental (STR) enforcement & compliance.	Complete updates to STR & Home Stay Ordinances: Update fines and penalties for STR violations & allow for legislative subponeas.
	Support affordable housing production.	Identify and pursue strategies for affordable housing production.
Code Compliance/ Animal Control	Invest in City staff and organizational excellence.	Adopt Code Enforcement safety standards (per SB 296).
		Obtain Certified Animal Control Officer (CACO) designation (per AB 1125).
		Complete CalAnimals Officer Academy Basic training.
	Invest in City staff and organizational excellence.	Complete Supervisor Academy for Code Compliance Supervisor.
Current Planning	Improve Business Licensing Program.	Pursue improvements to efficiency of Business Licensing Program.
	Streamline permitting process.	Update Planning Project application and checklists.

Enhance Quality of Life for Residents (cont.)

Parks, Recreation, and Community Services

Program	Strategic Goal	Objectives
Library	Implement the Library's 3-Year Strategic Plan.	Facilitate the formal adoption and launch of the Library's three-year strategic plan.
Aquatics	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.
	Expand equitable access to aquatic programs.	Increase community access by offering Sunday swim lessons.
	Expand ocean recreation opportunities.	Expand aquatics program activities by developing and offering kayaking, stand-up paddleboarding (SUP), and other ocean-based programs.
	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. Promote the scholarship opportunity to underserved and income-qualified families through targeted outreach.
Administration	Launch initial Planning Phase for Rincon Bluffs (Bluffs III) Open Space.	Recommend a consultant for conceptual design and EIR services, and initiate conceptual design and EIR process.
AgeWell	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.
		Use participant, staff, and volunteer feedback and data analysis to inform targeted enhancements to existing classes, events, and wellness services.
Garden	Enrich Community Garden community programming	Gather feedback from gardeners through surveys and informal conversations to measure program satisfaction and to identify needs and any areas for improvement.
		Explore different programming opportunities and collaborations with local and regional partners to co-host events, educational workshops, and other engagement opportunities.

Public Works

Program	Strategic Goal	Objectives
Administration/ Engineering	Increase capital projects revenues.	Secure federal- and/or state-aid funds at no less than 75% of project cost.
		Fund local match at no more than 25% of project cost.
Sustainability/ Environment	Reduce greenhouse gas emissions.	Develop 100% energy sustainable and resilient City facilities.
	Increase landfill diversion.	Join the Community Hazardous Waste Collection Center.
	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.
	To protect local watersheds.	Implement Trash Implementation Plan regulation.
Maintenance	To increase and diversify maintenance operations capabilities.	Ensure maintenance staff possess at least one (1) special skill, e.g. carpentry, mechanical, electrical, plumbing, concrete finishing, equipment operation, etc.

Administrative Services

Accounting Technician	Invest in City staff and organizational excellence	Modernize technology infrastructure to support staff productivity and collaboration.
Administrative Services Director		Promote professional development and knowledge sharing.

Primary Goal #4:

Maintain the Fiscal Sustainability of the City

The Carpinteria City Council is committed to maintaining the City's long-term fiscal sustainability while ensuring efficient and effective operations. To achieve this, the Council is exploring opportunities to enhance and diversify revenue streams, driving cost recovery through targeted economic initiatives, and prioritizing sound financial management practices that support the City's ability to serve the community now and into the future.

Priorities:

Explore ways to enhance and diversify revenue streams.

Ensure efficient operations of the City.

Drive cost recovery through targeted initiatives.

Translating Goals Into Actions

To support the City Council's Primary Goal—**Maintain the Fiscal Sustainability of the City**—outlined in the FY 25-27 Strategic Plan, each City department has developed targeted strategic goals:

General Government

Program	**Strategic Goal**	**Objectives**
City Clerk	Streamline agenda review process	Implement agenda management software
Administration	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.
		Analyze potential revenue mechanisms, including approval process and revenue potential, and present to City Council for approval.
		Select outreach firm and create a public education/outreach plan for any and all selected revenue generation mechanisms and ballot measures.
	Drive cost recovery through targeted initiatives	Align assessment district rates with actual service costs.
		Identify and pursue outside funding opportunities for City priorities.
	Ensure efficient operations of the City	Develop a City Council Legislative Policy Platform.

Community Development

Administration	Improve permitting and licensing processes.	Launch online permitting and licensing platform.
	Achieve full cost recovery for Building and Safety services.	Update Building Permit Fee schedule.
Code Compliance/ Animal Control	Improve fines and penalties collections.	Implement data ticket services.

Parks, Recreation, and Community Services

Program	Strategic Goal	Objectives
Administration	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.
		Adopt and begin implementation of the policy, including the creation of promotional materials and staff training.

Public Works

Program	Strategic Goal	Objectives
Administration/ Engineering	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.
	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.
	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, etc.

Administrative Services

Program	Strategic Goal	Objectives
Administration	Ensure timely grant reimbursement requests.	Develop and implement a comprehensive Grant Management Policy outlining roles, responsibilities, and timelines.
	Ensure efficient operations of the City.	Develop standard operating procedures to improve internal customer service and reduce external processing times.
		Complete Office 365 Migration.

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Local State of the City Format

STAFF RECOMMENDATION

Receive and file report, and provide feedback to staff as determined appropriate.

Sample Motion: I move to receive and file the report; and provide feedback to staff as determined appropriate.

BACKGROUND

"State of the City" and similar-type events in local government trace their roots back to the tradition of the State of the Union address, which dates back to President George Washington's 1790 address to Congress. Over time, governors adopted similar State of the State addresses, and eventually, mayors and city managers followed suit with State of the City presentations. These local versions started becoming more common in the mid-20th century, particularly as cities began to adopt more formalized public relations and civic engagement practices.

Primary Purpose of State of the City Events:

1. Transparency & Accountability

   They provide a formal platform for city leaders to report on the city's accomplishments, challenges, and overall condition, helping residents understand how tax dollars are spent and what is being prioritized.

2. Civic Engagement & Communication

   These events serve to engage residents, local businesses, nonprofits, and other stakeholders in the city's goals and direction. They offer a direct communication channel between government and the public.

3. Vision & Agenda Setting

   Leaders use the event to outline future priorities, announce new initiatives, and set the tone for the coming year. It often acts as a kickoff for upcoming budgets, policy efforts, or major projects.

4. Public Relations

   They are also used to generate goodwill, celebrate community achievements, and recognize outstanding individuals or groups.

The City of Carpinteria has participated in several State of the City, or similar, events over the years, such as the State of the City event hosted in 2015[1], the State of the Community event hosted by the Carpinteria Valley Chamber of Commerce in 2018[2] and, most recently, the Santa Barbara South Coast Chamber of Commerce (SBSCCC) State of the City event held on April 11, 2025, at the Hilton Santa Barbara Beachfront Resort.

Organization:

In Southern California, State of the City, or similar, events are commonly organized by city governments in collaboration with local chambers of commerce, civic organizations, or community groups. For example, in Long Beach, the Mayor's Office partners with local organizations to host their event, while Ventura works with the Ventura Chamber of Commerce to organize its annual gathering. Thousand Oaks teams up with the Greater Conejo Valley Chamber of Commerce, and Pasadena typically organizes its event independently, often followed by public forums.

In our coastal region, Goleta recently hosted a *local* State of the City event in addition to participating in the regional event organized by the Santa Barbara South Coast Chamber of Commerce. The Goleta local State of the City event attracted community leaders, stakeholders, residents, and City staff, creating an opportunity for locals to connect with each other and with City leadership. The event featured live music, city information tables, mingling opportunities, refreshments, and presentations from the Mayor and City Manager. The program began with remarks from the Mayor, followed by a presentation from the City Manager, who provided updates on the City's finances, capital improvement projects, and the City's ongoing commitment to meeting residents' needs. The event concluded with a question and answer session where City staff addressed various topics ranging from parking and public safety to future development and infrastructure projects.

Accessibility:

While the regional State of the City event hosted by SBSCCC provides valuable visibility and fosters collaboration across the South Coast, there are notable barriers to local

[1] https://www.youtube.com/watch?v=kUUV1Ch_blo
[2] https://www.coastalview.com/news/state-of-the-community-gives-carpinteria-report/article_c45b99fe-5edb-11e8-9623-2387d1f879b7.html

participation, including the cost of attendance ($150 for members, $200 for non-members), the time of the event (e.g., 11AM to 2PM on a weekday), and travel to the event venue. Additionally, the format of the SBSCCC event limits the inclusion of all City Council members due to potential violations of the Brown Act. Hosting this as an official City Special Meeting, however, would allow for full participation by the entire Council, ensuring transparency and compliance with state open meeting laws while maximizing engagement from local leadership.

Given these barriers, there is a desire to provide a local State of the City event with a focus on increasing accessibility for all residents.

On April 21, staff met with the Public Engagement Committee to discuss the potential local State of the City event. On April 28, staff was given direction by City Council to proceed with planning of the event. On July 2, staff met with the Public Engagement Committee and received additional feedback on event format.

The purpose of this agenda item is to present the final format for the local State of the City event based on feedback received from the City Council and Public Engagement Committee, and to receive additional feedback from the City Council, as desired, prior to finalizing event logistics.

DISCUSSION

Based on the input and direction received from the City Council and Public Engagement Committee, staff has developed a revised format for the local State of the City event. This new approach is designed to be more informative, welcoming, and truly reflective of the Carpinteria community. Staff believes this format effectively addresses nearly all previous concerns and represents a much-improved framework.

Event Timeline Overview

The proposed State of the City event will follow a structured timeline designed to maximize community engagement and accessibility:

1. Welcome: Mayor to welcome attendees and provide event overview.

2. Presentation: The City Manager and Department Heads will lead a presentation highlighting Carpinteria’s 60-year history alongside future plans.

3. Public Comment: A required public comment period, both in-person and via Zoom, will be held, as this is a Special City Council Meeting.

4. Q&A Session: A question-and-answer session will follow, addressing pre-submitted questions from the public.

5. Visiting City Tables: After the meeting concludes, attendees are invited to visit City service and program tables set up outside to learn more about local offerings.

Outreach and Promotion

To ensure broad community awareness and participation, the City will publicize the event through multiple channels. This includes announcements in the local newspaper, posts on City social media platforms, inclusion in City newsletters, and distribution of bilingual flyers to reach both English- and Spanish-speaking residents. These efforts aim to engage a diverse audience and encourage widespread attendance.

Event Focus and Format

The event will be fully focused on the City itself. While nonprofit organizations and other community groups are welcome to attend, tabling opportunities will be reserved specifically for City services and programs. This focused approach was recommended to ensure the event remains focused and time-sensitive. Given the Veterans Hall's capacity, concentrating on City offerings helps maintain an inviting atmosphere where participants can easily access information without feeling crowded or overwhelmed.

The centerpiece of the event will be a special presentation led by the City Manager and Department Heads. While the exact content is still being developed, the presentation is intended to tell the unique story of how Carpinteria has evolved over the past 60 years, celebrating its milestones, challenges, and achievements. To enhance this storytelling experience, the event will highlight special historical photos and newspaper clippings, including a display of the framed newspaper from the City's founding day. This approach is designed to make the event feel like a limited-edition, special occasion that honors the City's rich history while also looking forward to the future through strategic plans and upcoming initiatives.

Public Engagement and Accessibility

Following the presentation, a public comment period will be held to allow attendees to share their thoughts and questions. This will be followed by a Q&A session using pre-submitted questions from the public. As this will be a Special Council Meeting, public comment will also be provided to allow live input from attendees. After the meeting, participants will be encouraged to visit City tabling opportunities set up outside, where they can learn more about City programs, events, and services.

To ensure the event is open and accessible to everyone, the City has coordinated with SBTV—the current provider for streaming Council meetings—to provide live streaming of the event on YouTube. The Veterans Hall, having been vetted as a reliable venue, will host the event. This location offers a meaningful historical connection as it was the site of the City's first Council meeting prior to the establishment of the current Council Chambers, providing a nostalgic and fitting backdrop for this milestone celebration. Additionally, Veterans Hall is ADA compliant, ensuring full access for individuals using wheelchairs or requiring other accommodations. Spanish interpretation services have also been secured to support the Special Meeting and State of the City presentation.

Event Timing and Logistics

This special 60th Anniversary State of the City event will coincide with the City's 60th birthday and serve as a cornerstone of the City's 60th Anniversary Week of Celebration. The proposed date is Monday, September 29, at 5:30 p.m. The event would be convened as a Special Council Meeting to enable full Council participation and encourage community involvement.

POLICY CONSIDERATIONS:

The proposed event reflects the City's ongoing commitment to increasing accessibility and aligns with City Council Primary Goal #1: Enhance Public Outreach, Education, and Transparency.

FINANCIAL CONSIDERATIONS:

There are no new financial considerations associated with the receipt of this report. Because the event is planned to be held during this fiscal year—outside the typical fiscal cycle—the necessary funding has already been budgeted and included in the Communications and Community Promotions program for FY 2025-26. This differs from previous suggestions made last fiscal year, ensuring all costs related to this event are accounted for within the current budget cycle.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS:

None.

PRINCIPAL PARTIES EXPECTED AT THE MEETING:

None.

OPTIONS:

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

2. Direct staff to plan and execute, or assist with planning and execution of, a local State of the City event; do not accept staff recommendations; and direct staff as appropriate.

3. Direct staff to not plan and execute, or assist with planning and execution of, a local State of the City event; and provide direction as appropriate.

ATTACHMENTS

None.

Staff Contact:
Juliza Briones, Program Manager
805-754-4401; julizab@carpinteriaca.gov

Signature

Staff Contact:
Ryan Kintz, Assistant City Manager
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Signature

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

Signature

Agenda Section: Other Business
Agenda Item No.: 15
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Consider authorizing the execution of a revised 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. This MOA is being brought back to Council due to recent changes made to the original agreement.

STAFF RECOMMENDATION

Authorize the City Manager to execute the revised Memorandum of Agreement (MOA) between the City of Carpinteria and the Santa Barbara County Office of Emergency Management for the ReadySBC alerts system activation and the City's access to the Genasys Emergency Zone Mapping Solution, reflecting the recent changes to the original agreement.

Sample Motion: I move to authorize the City Manager to execute the revised 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

The County of Santa Barbara is implementing Genasys EVAC, an emergency zone mapping platform designed to support public safety agencies with real-time evacuation and protective action decisions. The system includes an internal tool for first responders and a public-facing map available at ReadySBC.org/emergency.

Over the past nine months, the City of Carpinteria has actively participated in the zone development process, collaborating with the County Office of Emergency Management and local public safety partners to ensure zones are accurate and informed by historical data and community needs. City staff have also taken part in technical trainings and multi-agency exercises in preparation for launch.

Genasys EVAC will go live to the public on August 6, 2025, accompanied by a countywide outreach campaign to educate residents on the platform and how to stay informed during emergencies.

For additional background and details, please refer to the staff report provided for the June 9, 2025, City Council meeting.

DISCUSSION

Genasys EVAC is a vital tool for coordinated emergency response and public communication across Santa Barbara County, used by COEM, the Sheriff's Office, and Carpinteria-Summerland Fire Protection District to manage protective actions and provide real-time, public-facing interactive evacuation maps.

The original Memorandum of Agreement (MOA) was approved by the City Council on June 9, 2025, and defines the roles and responsibilities of the City and County regarding use of the Genasys EVAC system, including operational requirements, system capabilities, and funding provisions supported by Homeland Security Grant Program funds.

Since the original approval, the County of Santa Barbara has decided **not to require a separate Internal User Agreement**. As a result, revisions to the MOA were necessary to remove references to that agreement and to incorporate essential elements into the MOA itself. These changes are primarily internal and do **not** affect the public-facing map, user access, or emergency alert functions in any way. All other aspects of the MOA remain unchanged.

This update formalizes these internal adjustments while maintaining the City's continued alignment with countywide emergency management protocols and ongoing participation in this critical regional platform.

The platform will launch publicly on Wednesday, August 6, 2025.

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 revised 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 revised 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: Revised 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

Staff contact: Juliza Briones, Program Manager
(805) 755-4401, julizab@carpinteriaca.gov

Juliza Briones
____
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

Revised 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
[JURISDICTION/AGENCY NAME]
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 [JURISDICTION/AGENCY FULL NAME], with an address at [PHYSICAL ADDRESS] (hereafter "SHORT AGENCY NAME"), wherein SBC OEM and SHORT AGENCY NAME (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, SHORT AGENCY NAME 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, SHORT AGENCY NAME seeks to establish an agreement with SBC OEM in the event SHORT AGENCY NAME wishes to activate the County ReadySBC Alerts system, and to directly access and utilize Genasys EVAC.

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 herein by this reference.

2. **<u>DESIGNATED REPRESENTATIVE.</u>** Kelly Hubbard, Director of the Santa Barbara County Office of Emergency Management (phone number (805) 681-5526), is the representative of SBC OEM and will administer this Agreement for and on behalf of SBC OEM and the SBC OA. XXNAMEXXXX (phone number XXXXXX), XXXTITLEXXX is the authorized representative for SHORT AGENCY NAME. Changes in designated representatives shall be made with advance written notice to the other party and does not require amendments to this Agreement.

3. **<u>NOTICES.</u>** 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:	Office of Emergency Management Director County of Santa Barbara 4408 Cathedral Oaks Road Santa Barbara, CA 93110 Email: oem@countyofsb.org
To XXXXXX:	XXXXXX Email:

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. **<u>TERM AND AMENDMENTS.</u>** 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,

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 XXXXXX 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. XXXXXX will be responsible for any potential costs associated with transferring the agency's data to them, if requested by XXXXXX.

   ii. At the time of written notification for termination, XXXXXX 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, XXXXXX 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 XXXXXX 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, XXXXXX 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. XXXXXX 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 XXXXXX 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, XXXXXX 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 XXXXXX 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 XXXXXX. However, the County is not required to provide an alternative software solution. If the County does not offer an alternative software solution, XXXXXX 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 XXXXXX 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.** XXXXXX 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. XXXXXX 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. XXXXXX will be responsible for initiating and analyzing any hazard simulation features and data in Genasys EVAC in accordance with their emergency response protocols.

Additionally, XXXXXX 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.** XXXXXX 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, XXXXXX 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. XXXXXX 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 XXXXXX identifies other non-English speaking communities that make up 5% or more of their jurisdiction or service territory population (e.g., Mixteco speakers), XXXXXX 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 XXXXXX 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. XXXXXX 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. XXXXXX recognizes the importance of collaborative public education and information efforts to reach all segments of the community with a unified message. XXXXXX 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. XXXXXX 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, XXXXXX 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. <u>ASSOCIATED COSTS.</u>

A. The Everbridge software powering the ReadySBC Alerts system is currently funded by the County's General Fund. There is no associated cost to XXXXXX 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. *Remove if not applicable: Agencies with their own alerting software: XXXXXX funds any contracts and staffing pertaining to their alerting software and program. There is no expectation that SBC OEM or the County shares in the cost of XXXXXX's alerting software and program.*

C. 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.

D. 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.

E. 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. **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 XXXXXX.

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:	XXXXXX **:**

By:	_______________ Kelly Hubbard SBC OEM Director	By:	_______________ XXXXXX XXXXXX
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

[Agency/Jurisdiction] Responsibilities Attestation

General Requirements

1. **Use of California Standard Statewide Evacuation Terminology**

   XXXXXX 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)**

   XXXXXX 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 XXXXXX'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, XXXXXX 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 XXXXXX 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**

   XXXXXX is responsible for maintaining and updating decision-support data specific to their jurisdictional emergency zones within the Genasys EVAC system. XXXXXX 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, XXXXXX is responsible for conducting due diligence to determine if the Genasys EVAC solution is compatible with their existing technological environment. XXXXXX 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) as identified in SBC OEM policies and procedures governing implementation, access to, and use of the Genasys system.

Initials: ___________

6. **Data Integrity and Security**

XXXXXX 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. XXXXXX 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. Agency’s POC agrees to immediately notify the SBC OEM if they suspect security breaches, unauthorized access of their team member accounts or related systems, or they identify technical issues.

Agency will terminate individual user access for inappropriate use of system, lack of protection of data integrity and security, or if the User no longer requires access due to a change in job responsibilities.

Initials: ___________

7. **Procurement and Maintenance of Hardware and Devices**

XXXXXX is responsible for maintaining the necessary hardware and devices required by XXXXXX to utilize the Genasys EVAC system, including computers, mobile devices, and any associated equipment needed for operational use.

Initials: ___________

8. **Security Breach Reporting**

XXXXXX 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**

    - XXXXXX will be granted access to internal user role permission options in the Genasys EVAC system as identified in SBC OEM policies and procedures governing implementation, access to, and use of the Genasys system. XXXXXX'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.

Initials: ___________

10. **Data Changes Made by Agency Internal Users**

XXXXXX 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 users may 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. XXXXXX will ensure that their internal users:

- Do not make temporary (i.e. incident) 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 XXXXXX's data and zones outside of emergencies (aka "blue skies") unless expressly authorized to do so by XXXXXX's leadership and/or XXXXXX's Genasys EVAC POC.

- If they make any temporary changes to XXXXXX's data and zones in the course of an emergency, internal users are responsible for restoring the data and zones to original settings.
- Do not make permanent changes to data within the system that is considered county-wide baseline data, without express authorization and approval of their Agency POC AND SBC OEM Genasys Administrator, including but not limited to zone boundaries and descriptions and county-identified facilities (e.g. TEPs, Shelters, Hospitals) within that agencies jurisdiction.

Initials: ___________

11. Management of Internal Users

XXXXXX 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, XXXXXX 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 are authorized to use Genasys EVAC on behalf of XXXXXX in accordance with assigned duties.

Initials: ___________

12. Agency Policy and Job Aids

XXXXXX 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. XXXXXX 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 XXXXXX representatives only. XXXXXX will coordinate with the SBC OEM Alerting Administrator on any updates to job aids periodically and as needed.

Initials: ___________

13. Training Requirements

XXXXXX is responsible for managing and tracking internal user completion of required training prior to Genasys EVAC access, 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.

XXXXXX is responsible for providing training as identified in SBC OEM policies and procedures governing implementation, access to, and use of the Genasys system. This includes 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. SBC OEM may provide additional hands-on training on a periodic basis to participating agencies and jurisdictions.

Initials: ___________

AGENCY USING COUNTY ALERTING SUPPORT

14. Requesting ReadySBC Alerts and Publishing Zone Status Changes, Shelter Locations, and Traffic Control Points on Public-Facing Genasys Emergency Zones Map

XXXXXX 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.

XXXXXX is responsible for publishing any incident specific sheltering locations, traffic control points, and road closures directly on the public-facing emergency zones map.

XXXXXX is responsible for initiating and analyzing any hazard simulation features and data in Genasys EVAC in accordance with their emergency response protocols.

Initials: ___________

Full Name: ___________________________

Signature: ____________________________

Date: ________________________________

Agenda Section: Other Business
Agenda Item No.: 16
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Designation of Voting Delegate and Alternate for the League of California Cities 2025 Annual Conference and Expo.

STAFF RECOMMENDATION

Designate Councilmember Nomura as the City's voting delegate and designate Vice Mayor Solórzano as the City's alternate voting delegate for the League of California Cities 2025 Annual Conference and Expo in Long Beach.

Sample Motion: I move to designate Councilmember Nomura as the City's voting delegate and designate Vice Mayor Solórzano as the City's alternate voting delegate for the League of California Cities 2025 Annual Conference and Expo in Long Beach.

BACKGROUND/DISCUSSION

The League of California Cities 2025 Annual Conference and Expo is scheduled for October 8 –10, 2025, in Long Beach. A key component of the Annual Conference is the General Session, scheduled for Friday, October 10, at the Long Beach Convention Center. At this meeting, the League membership considers and takes action on resolutions that establish League policy.

In order to vote at the League's Annual General Session, the City Council must designate a voting delegate. In the event that the designated voting delegate is unable to serve in that capacity, the City Council may appoint up to two alternate voting delegates.

As of the writing of this report, Councilmember Nomura (the City's representative to the Channel Counties Division of the League), Vice Mayor Solórzano (the City's alternate representative to the Channel Counties Division of the League) plan to attend the Annual Conference this year.

The Fiscal Year 2025–2026 Adopted Budget includes $8,000 ($2,000 per Councilmember for four Councilmembers) for attendance at the League of California Cities Annual Conference.

The purpose of this agenda item is to recommend the designation of Councilmember Nomura as the City's voting delegate and Vice Mayor Solórzano as the City's alternate voting delegate for the League of California Cities 2025 Annual Conference and Expo in Long Beach.

ATTACHMENTS

A. League of California Cities Letter, Voting Procedures and Delegate Form

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

Brian C. Barrett
Signature

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

Ryan Kintz
Signature

ATTACHMENT A

League of California Cities Letter, Voting Procedures and Delegate Form

LEAGUE OF CALIFORNIA CITIES

Council Action Advised by September 24, 2025

DATE: Wednesday, July 16, 2025

TO: Mayors, Council Members, City Clerks, and City Managers

RE: DESIGNATION OF VOTING DELEGATES AND ALTERNATES
League of California Cities Annual Conference and Expo, Oct. 8-10, 2025
Long Beach Convention Center

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy.

Taking place on Oct. 10, the General Assembly is comprised of voting delegates appointed by each member city; every city has one voting delegate. Your appointed voting delegate plays an important role during the General Assembly by representing your city and voting on resolutions.

To cast a vote during the General Assembly, your city must designate a voting delegate and up to two alternate voting delegates, one of whom may vote if the designated voting delegate is unable to serve in that capacity. Voting delegates may either be an elected or appointed official.

Action by Council Required. Consistent with Cal Cities bylaws, a city's voting delegate and up to two alternates must be designated by the city council. Please note that designating the voting delegate and alternates **must** be done by city council action and cannot be accomplished by individual action of the mayor or city manager alone.

Following council action, please submit your city's delegates through the online submission portal by Wed., Sept. 24. When completing the Voting Delegate submission form, you will be asked to attest that council action was taken. You will need to be signed in to your My Cal Cities account when submitting the form.

Submitting your voting delegate form by the deadline will allow us time to establish voting delegate/alternate records prior to the conference and provide pre-conference communications with voting delegates.

Conference Registration Required. The voting delegate and alternates must be registered to attend the conference. They need not register for the entire conference; they may register for Friday only. Conference registration is open on the Cal Cities website.

For a city to cast a vote, one voter must be present at the General Assembly and in possession of the voting delegate card and voting tool. Voting delegates and alternates need to pick up their conference badges before signing in and picking up the voting delegate card at the voting delegate desk. This will enable them to receive the special sticker on their name badges that will admit the voting delegate into the voting area during the General Assembly.

Please view Cal Cities' event and meeting policy in advance of the conference.

Transferring Voting Card to Non-Designated Individuals Not Allowed. The voting delegate card may be transferred freely between the voting delegate and alternates, but *only* between the voting delegate and alternates. If the voting delegate and alternates find themselves unable to attend the General Assembly, they may *not* transfer the voting card to another city official.

Seating Protocol during General Assembly. At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

The voting delegate desk, located in the conference registration area of the Long Beach Convention Center in Long Beach, will be open at the following times: Wednesday, Oct. 16, 8:00 a.m.-6:00 p.m. and Thursday, Oct. 17, 7:30 a.m.-4:00 p.m. On Friday, Oct. 18, the voting delegate desk will be open at the General Assembly, starting at 7:30 a.m., but will be closed during roll calls and voting.

The voting procedures that will be used at the conference are attached to this memo. Please share these procedures and this memo with your council and especially with the individuals that your council designates as your city's voting delegate and alternates.

Once again, thank you for submitting your voting delegate and alternates by Wednesday, Sept. 24. If you have questions, please contact Zach Seals at zseals@calcities.org.

Attachments:

- General Assembly Voting Guidelines
- Information Sheet: Cal Cities Resolutions and the General Assembly

General Assembly Voting Guidelines

1. **One City One Vote.** Each member city has a right to cast one vote on matters pertaining to Cal Cities policy.

2. **Designating a City Voting Representative.** Prior to the Cal Cities Annual Conference and Expo, each city council may designate a voting delegate and up to two alternates; these individuals are identified on the voting delegate form provided to the Cal Cities Credentials Committee.

3. **Registering with the Credentials Committee.** The voting delegate, or alternates, may pick up the city's voting card at the voting delegate desk in the conference registration area. Voting delegates and alternates must sign in at the voting delegate desk. Here they will receive a special sticker on their name badge and thus be admitted to the voting area at the General Assembly.

4. **Signing Initiated Resolution Petitions**. Only those individuals who are voting delegates (or alternates), and who have picked up their city's voting card by providing a signature to the credentials committee at the voting delegate desk, may sign petitions to initiate a resolution.

5. **Voting.** To cast the city's vote, a city official must have in their possession the city's voting card and voting tool; and be registered with the credentials committee. The voting card may be transferred freely between the voting delegate and alternates but may not be transferred to another city official who is neither a voting delegate nor alternate.

6. **Voting Area at General Assembly.** At the General Assembly, individuals with a voting card will sit in a designated area. Admission to the voting area will be limited to the individual in possession of the voting card and with a special sticker on their name badge identifying them as a voting delegate.

7. **Resolving Disputes**. In case of dispute, the credentials committee will determine the validity of signatures on petitioned resolutions and the right of a city official to vote at the General Assembly.

How it works: Cal Cities Resolutions and the General Assembly

Developing League of California Cities policy is a dynamic process that engages a wide range of members to ensure Cal Cities represents cities with one voice. These policies directly guide Cal Cities' advocacy to promote local decision-making, and lobby against statewide policies that erode local control.

The resolutions process and General Assembly is one way that city officials can directly participate in the development of Cal Cities policy. If a resolution is approved at the General Assembly, it becomes official Cal Cities policy. Here's how resolutions and the General Assembly work.

Prior to the Annual Conference and Expo

General Resolutions

Sixty days before the Annual Conference and Expo, Cal Cities members may submit policy proposals on issues of importance to cities. The resolution must have the concurrence of at least five additional member cities or individual members.

Policy Committees

The Cal Cities President assigns general resolutions to policy committees where members review, debate, and recommend positions for each policy proposal. Recommendations are forwarded to the Resolutions Committee.

During the Annual Conference and Expo

Petitioned Resolutions

The petitioned resolution is an alternate method to introduce policy proposals during the annual conference. The petition must be signed by voting delegates from 10% of member cities, and submitted to the Cal Cities President at least 24 hours before the beginning of the General Assembly.

Resolutions Committee

The Resolutions Committee considers all resolutions. General Resolutions approved[1] by either a policy committee or the Resolutions Committee are next considered by the General Assembly. General resolutions not approved, or referred for further study by both a policy committee and the Resolutions Committee do not go to the General Assembly. All Petitioned Resolutions are considered by the General Assembly, unless disqualified.[2]

General Assembly

During the General Assembly, voting delegates debate and consider general and petitioned resolutions forwarded by the Resolutions Committee. Potential Cal Cities bylaws amendments are also considered at this meeting.

Who's who

Cal Cities policy development is a member-informed process, grounded in the voices and experiences of city officials throughout the state.

The **Resolutions Committee** includes representatives from each Cal Cities diversity caucus, regional division, municipal department, and policy committee, as well as individuals appointed by the Cal Cities president.

Voting delegates are appointed by each member city; every city has one voting delegate.

The **General Assembly** is a meeting of the collective body of all voting delegates —one from every member city.

Seven **policy committees** meet throughout the year to review and recommend positions to take on bills and regulatory proposals. Policy committees include members from each Cal Cities diversity caucus, regional division, and municipal department, as well as individuals appointed by the Cal Cities president.

[1] The Resolution Committee can amend a general resolution prior to sending it to the General Assembly.
[2] Petitioned Resolutions may be disqualified by the Resolutions Committee according to Cal Cities Bylaws Article VI. Sec. 5(f).

For more information visit www.calcities.org/general-assembly

Agenda Section: Other Business
Agenda Item No.: 17
Council Meeting Date: July 28, 2025

City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Consideration of policy establishing a process for determining which members of the City Council should have priority for attending events subject to the Brown Act.

STAFF RECOMMENDATION

Adopt Council Member Attendance Policy for Events Subject to the Brown Act.

Sample Motion: I move to adopt the Council Member Attendance Policy for Events Subject to the Brown Act.

BACKGROUND

The Brown Act requires local agency business to be conducted at an open and public meeting, except in certain narrow exceptions. The Brown Act applies to all "legislative bodies" of local agencies, including the City of Carpinteria ("City") City Council, newly elected members of the Council who have not yet assumed office, appointed bodies (e.g., planning commission), and standing committees.[1]

The Brown Act broadly defines a "meeting" as "any congregation of a *majority of the members* of a legislative body at the same time and location, including teleconference locations as permitted by [the Brown Act], to hear, discuss, or take action on any item that is within the subject matter jurisdiction of the body."[2] Regular meetings, special meetings, emergency meetings, and adjourned meetings are all included in the definition of a meeting under the Brown Act.[3] The Brown Act generally provides the minimum requirements for the conduct of local agency meetings to ensure open and public

[1] Gov. Code § 54952 (the Brown Act does not apply to advisory ad hoc committees).
[2] Gov. Code § 54952.2 (defining "meeting" as essentially any gathering of a quorum of Council Members to discuss or hear any potential item of City business, even if no action is taken). The Brown Act does not apply to local agency staff or employees, unless the staff or employee is acting as a communication conduit between Council Members to otherwise establish serial contact and a quorum. Gov. Code § 54952.2 (c); *Wolfe v. City of Fremont* (2006) 144 Cal.App.4th 533.
[3] Gov. Code §§ 54954(a), 54955, 54956, 54956.5.

meetings with public notice and opportunity to participate on items before the local agency takes action.[4]

The City defines a quorum as any three members of the City Council.[5] Unless an exception applies, any "State of the City" address, collective briefing, study session, retreat, workshop, or informal gathering with three or more Council Members in attendance, which discusses information within the jurisdiction of the City Council, qualifies as a meeting under the Brown Act and requires prior public notice and opportunity for public participation.[6]

There are six exceptions to the definition of a "meeting" under the Brown Act:[7]

- *Individual contacts*: Contacts or conversations between a Council Member and another person that do not turn into a series of communications between the other person and a majority of Council Members.[8]

- *Conference attendance*: Three or more Council Members may attend a conference or similar gathering open to the public that includes discussion of general interest issues to the public or City. Attending Council Members, however, may not discuss business that is within the agency's subject matter jurisdiction, unless as part of the scheduled program.

- *Community meetings*: Three or more Council Members may attend open and publicized meetings held by an organization to address a local community issue, if attending Council Members do not discuss City issues among themselves. This exception allows for a majority of Council Members to attend a local club meeting or local candidate's event, so long as the event is open to the public and Council Members do not privately deliberate or take action during the event.

- *Other legislative body events*: Three or more Council Members may attend an open and publicized meeting of another local agency or legislative body, so long as the Council Members do not deliberate or take action on City issues, unless as part of the scheduled program.[9]

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[4] Gov. Code § 54950, et seq.; see also Carpinteria Municipal Code § 2.04, et seq. (defining further the form and method of public meetings, notice, and a quorum).
[5] Carpinteria Municipal Code § 2.04.050.
[6] Gov. Code § 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964); CA Attorney General, "The Brown Act" (2003), p. 10.
[7] Gov Code § 54952.2(c). Note of caution, when considering whether an narrow exception applies, the California Attorney General will commonly construe the Brown Act as broadly applicable and in favor of public access.
[8] Gov. Code § 54952(b)(1) (excepting individual Council Member activities where a Council Member is acting on their own). Serial meetings occur when either Council Member A contacts Council Member B who then contacts Council Member C to discuss an item and thereby establishing a quorum; or when any person or Council Member contacts at least two or three Council Members to discuss the same item with a quorum of Council Members.
[9] Gov. Code § 54952.2(c)(4). Council Members should also consider any additional due process considerations if attending and speaking or testifying at a legislative body event.

- *Standing committee meetings*: Three or more Council Members may attend an open and noticed standing committee meeting, so long as Council Members who are not members of the standing committee observe only and do not speak or participate.[10]

- *Social or ceremonial events*: Three or more Council Members may attend a social or ceremonial event if they do not discuss City business among themselves. This exception can permit the attendance of a majority of Council Members at sporting events, parties, farewell gatherings, weddings, so long as no City business is discussed or action taken by the Council Members during the social occasion.

It is important to note that these exceptions are not absolute. Each of the exceptions may still give rise to a Brown Act violation. A straightforward way of avoiding a Brown Act issue when Council Members attend an otherwise excepted event would be to limit attendance to less than a quorum (i.e., to two Council Members).

DISCUSSION

The purpose of this agenda matter is for the City Council to consider adopting a policy for establishing a process to determine which members of the City Council have priority for attending events subject to the Brown Act ("Policy"). Community engagement sits at the heart of the City Council's role, and this Policy is intended to ensure that Council Members can actively engage with their constituents while remaining compliant with the Brown Act.

Summary of Council Direction to Staff

On May 12, 2025, the City Council instructed staff to develop a policy that establishes a process for determining which members of the City Council should have priority for attending events subject to the Brown Act. Staff raised several options for assigning priority: Mayor/Vice Mayor priority; first come, first served; attendance-based on subject matter and Council Member interest or expertise; rolling list; or random assignment. The City Council expressed interest in assigning priority to the Mayor and based on subject matter/expertise. The City Council also requested the Policy include tips on how to best comply with the Brown Act. The City Council expressed disapproval of the first come, first served approach and no preference on the other options. Given this direction, staff prepared the Policy under consideration today.

Summary of Attendance Policy

The success of this Policy relies on open communication among Council Members and with the City Manager. The procedures below provide a suggested framework to assign priority for attending events subject to the Brown Act. In situations not addressed by the framework, the City Manager may exercise discretion in assigning attendance priority.

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[10] Gov. Code § 54952.2(c)(6).

The Policy can be broken down into two primary steps:

1. **Notification of Event**. Within 24 hours of receiving an invitation to attend an event, a Council Member will notify the City Manager and City Clerk of the event.

2. **Assignment of Priority for Council Member Attendance**. If a Council Member is invited to an event that will occur after the next City Council meeting and there is enough time to agendize the matter,[11] the City Manager will add the event to the next City Council meeting agenda for discussion. For all other scenarios, the City Manager will coordinate with the Mayor to assign priority based on the following prioritized approach: Mayor and Vice Mayor priority for ceremonial events; Mayor and Council Member with relevant subject matter expertise priority for non-ceremonial events; and random priority of interested Council Members for all other events. The City Manager or their designee will have the discretion to determine what is a ceremonial event.

The Policy Appendix includes a summary of best practices for Brown Act compliance.

POLICY CONSISTENCY

The adoption of a policy for City Council Member attendance at events is consistent with City Council's authority and its interest in efficient, transparent, and accountable decision-making.

FINANCIAL CONSIDERATIONS

This action has no fiscal impact. Minimal staff time will be required to coordinate with the City Council and manage attendance priority, which is covered under routine staff responsibilities included in the adopted Fiscal Year 2025–2027 Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney's Office has worked closely with staff on this item and will be available at the meeting to answer any legal questions.

OPTIONS

A. Adopt the Council Member Attendance Policy for Events Subject to the Brown Act.

B. Decline to adopt the Policy and direct staff as appropriate.

ATTACHMENTS

A. Draft Council Member Attendance Policy for Events Subject to the Brown Act

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[11] "At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting . . . ." Gov. Code § 54954.2(a)(1).

Staff Contact: Jena Acos, Legal Counsel
(805) 882-1427, jacos@bhfs.com

Brian E. Barrett for
Signature

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

Ryan Kintz
Signature

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

Michael Ramirez
Signature

ATTACHMENT A

Draft Council Member Attendance Policy for Events Subject to the Brown Act

CITY OF CARPINTERIA

Council Member Attendance Policy for Events Subject to the Brown Act

Table of Contents

COUNCIL MEMBER ATTENDANCE POLICY FOR EVENTS SUBJECT TO THE BROWN ACT

PURPOSE AND APPLICABILITY

The purpose of this policy ("Policy") is to promote transparency and public outreach in compliance with the Ralph M. Brown Act of California ("Brown Act").[1] Because the Brown Act limits the attendance of Council Members at certain events (without complying with noticing and public comment requirements), this Policy will establish a process for determining which members of the City Council have priority for attending certain events subject to the Brown Act.

Community engagement sits at the heart of the City Council's role. Council Members should remain mindful of the Brown Act, but this Policy should empower Council Members to actively engage with their community.

This Policy only applies to the City Council. Other standing committees may choose to use this Policy as a guide, but it is not written for that use.

BACKGROUND

The Brown Act requires local agency business to be conducted at an open and public meeting, except in certain narrow exceptions. The Brown Act applies to all "legislative bodies" of local agencies, including the City of Carpinteria ("City") City Council, newly elected members of the council who have not yet assumed office, appointed bodies (e.g., planning commission), and standing committees.[2]

The Brown Act broadly defines a "meeting" as "any congregation of a *majority of the members* of a legislative body at the same time and location, including teleconference locations as permitted by [the Brown Act], to hear, discuss, or take action on any item that is within the subject matter jurisdiction of the body."[3] Regular meetings, special meetings, emergency meetings, and adjourned meetings are all included in the definition of a meeting under the Brown Act.[4] The Brown Act generally provides the minimum requirements for the

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

[2] Gov. Code § 54952 (the Brown Act does not apply to advisory ad hoc committees).

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

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

conduct of local agency meetings to ensure open and public meetings with public notice and opportunity to participate on items before the local agency takes action.[5]

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

There are six exceptions to the definition of a "meeting" under the Brown Act:[8]

- *Individual contacts*: Contacts or conversations between a Council Member and another person that do not turn into a series of communications between the other person and a majority of Council Members.[9]

- *Conference attendance*: Three or more Council Members may attend a conference or similar gathering open to the public that includes discussion of general interest issues to the public or City. Attending Council Members, however, may not discuss business that is within the agency's subject matter jurisdiction, unless as part of the scheduled program.

- *Community meetings*: Three or more Council Members may attend open and publicized meetings held by an organization to address a local community issue, if attending Council Members do not discuss City issues among themselves, unless as part of the scheduled program. This exception allows for a majority of Council Members to attend a local club meeting or a local candidate's event, provided the event is open to the public and Council Members do not deliberate or take action during the event.

- *Other legislative body events*: Three or more Council Members may attend an open and publicized meeting of another local agency or legislative body, provided the Council Members do not deliberate or take action on City issues, unless as part of the scheduled program.[10]

---

[5] Gov. Code § 54950, et seq.; see also Carpinteria Municipal Code § 2.04, et seq. (defining further the form and method of public meetings, notice, and a quorum).
[6] Carpinteria Municipal Code § 2.04.050.
[7] Gov. Code § 54952.2; 43 Ops.Cal.Atty.Gen. 36 (1964); CA Attorney General, "The Brown Act" (2003), p. 10.
[8] Gov Code § 54952.2(c). Note of caution, when considering whether an narrow exception applies, the California Attorney General will commonly construe the Brown Act as broadly applicable and in favor of public access.
[9] Gov. Code § 54952(b)(1) (excepting individual Council Member communications where a Council Member is acting on their own). Serial meetings occur when either Council Member A contacts Council Member B who then contacts Council Member C to discuss an item and thereby establishes a quorum; or when any a Council Member contacts at least two other Council Members to discuss the same item; or when any person contacts a quorum of Council Members and discusses the opinions of the other Council Members.
[10] Gov. Code § 54952.2(c)(4). Council Members should also consider any additional due process considerations if attending and speaking or testifying at a legislative body event.

- *Standing committee meetings*: Three or more Council Members may attend an open and noticed standing committee meeting, provided Council Members who are not members of the standing committee observe only and do not speak or participate.[11]

- *Social or ceremonial events*: Three or more Council Members may attend a social or ceremonial event if they do not discuss City business among themselves. This exception can permit a majority of Council Members to attend sporting events, parties, farewell gatherings, and weddings, provided no City business is discussed or action taken by the Council Members during the social occasion.

It is important to note that these exceptions are not absolute. Each of the exceptions may still give rise to a Brown Act violation. A straightforward way of avoiding a Brown Act issue when Council Members attend an otherwise excepted event would be to limit attendance to less than a quorum (i.e., to two Council Members).

POLICY

The following procedures provide a framework to help the City Manager assign priority for attending events subject to Brown Act limitations. If a situation arises that falls outside this framework, the City Manager (in consultation with the City Attorney's Office) should apply his or her best judgment in assigning priority. The success of this Policy relies on open communication among Council Members and with the City Manager.

A. Definitions

1. Event. Shall mean any gathering, function, or meeting that is open to Council Member attendance and may fall within the jurisdiction of the City Council and/or that may raise Brown Act considerations.

2. Ceremonial Event. Shall mean a public, formal event with cultural or social significance to the City of Carpinteria. The City Manager or their designee will have the discretion to determine what is a ceremonial event.

3. Non-Ceremonial Events. Shall mean any Event that is not ceremonial in nature, including public or informal gatherings that do not have cultural or social significance to the City of Carpinteria. The City Manager or their designee shall have the discretion to determine whether an event is non-ceremonial.

4. City. Shall mean the City of Carpinteria and other such districts, authorities, or agencies as may be governed by the members of the City of Carpinteria City Council.

5. Subject Matter Expertise. Shall mean a Council Member's demonstrated experience, background, or committee assignment related to the topic of the event, as determined by the City Manager.

[11] Gov. Code § 54952.2(c)(6). While attendance of a quorum is technically allowed under the Brown Act, we recommend caution when exercising this exception as a 1996 Attorney General Opinion opined that a quorum of a legislative body of a local agency may not attend, as a member of the public, an open and noticed meeting of an advisory committee of that body without violating the Brown Act's notice and participation requirements applicable to meetings of the parent legislative body. (*See* 79 Ops.Cal.Atty.Gen. 69 (1996).)

6. Quorum. Shall mean a majority of the members of the City Council, which in the City of Carpinteria means three (3) Council Members. When a quorum is present at the same time and location—physically or via teleconference—and discusses, deliberates, or takes action on any matter within the subject matter jurisdiction of the City Council, such gathering is considered a "meeting" under the Brown Act and must comply with applicable noticing and public participation requirements.

B. Notification to Staff

Within 24 hours of receiving an invitation to attend an event, a Council Member will notify the City Manager and City Clerk of the event. This notification will begin the process for determining which Council Members have priority to attend the event.

C. Policy for Events that Will Occur After the Next City Council Meeting

If a Council Member is invited to an event that will occur after the next City Council meeting and there is enough time to agendize the matter, the City Manager will add the event to the next City Council meeting agenda for discussion.[12] The City Council may choose to use the priority framework described in Section D of this Policy to decide who should attend the event. Alternatively, the City Council may exercise its discretion to decide which Council Member(s) should have priority to attend the event in question.

If the event will occur after the next City Council meeting but there is not enough time to amend the agenda, then the City Manager will coordinate with the Mayor to decide which Council Member(s) will have priority to attend the event in accordance with Section D.

D. Policy for Events that Will Occur Before the Next City Council Meeting

For an event that will occur before the next City Council meeting, the City Manager will coordinate with the Mayor to decide which Council Member(s) will have priority to attend the event. The City Manager will prioritize Council Member attendance in the following way:

- Personal Invitations. If only two Council Members are invited to the event, then those two Council Members shall have priority to attend.

- Ceremonial Events. If more than two Council Members are invited to a ceremonial event, then the Mayor and Vice Mayor shall have priority for attending. Ceremonial events include, but are not limited to, the "State of the City" address and ribbon cutting ceremonies. The City Manager will have the discretion to determine what is a ceremonial event.

- Non-Ceremonial Events/Subject-Matter Priority. If more than two Council Members are invited to a non-ceremonial event, then the Mayor and the Council Member with the relevant subject matter experience shall have priority for attending. This priority will depend on the subject matter of the event and each Council Member's roles and

[12] "At least 72 hours before a regular meeting, the legislative body of the local agency, or its designee, shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting . . . ." Gov. Code § 54954.2(a)(1).

participation on various committees. If either member does not want to attend the event, then the Council Member with the next most relevant subject matter experience will have priority.

- Random Selection. If a Council Member with priority does not wish to attend the event or there is no Council Member with relevant subject matter expertise, then the City Manager will send an email to the remaining Council Members offering an invitation to the event, an event description, and a deadline for expressing interest in attending the event. The City Manager will then randomly select a Council Member from those who expressed interest to attend.

In all cases, no more than two Council Members may attend an event, to avoid triggering Brown Act meeting requirements, unless the event qualifies for an applicable exception

This Policy may be reviewed and amended by the City Council at its discretion to ensure continued compliance with the Brown Act and evolving community engagement needs

For other best practices on how to comply with the Brown Act, see the Appendix.

APPENDIX

Tips for How to Comply with the Brown Act at Events

The following are some best practices to ensure compliance with the Brown Act:

- If you attend an open and publicized meeting of: (1) another body of the local agency or (2) a legislative body of another local agency:
    - **DON'T discuss business of a specific nature** that is within the City's subject matter jurisdiction.
    - **DO sit separate from other council members at other local agency meetings**, as this helps avoid discussion of local agency business and the appearance of a Brown Act violation.
    - **DO exercise caution in giving public comment** at meetings of other legislative bodies because you will be viewed as speaking for the City. If you do choose to provide public comment as a member of the public, state for the record that you are making the comment in your personal capacity and not in your role as a public official.
    - **DO be mindful of discussing issues with a subordinate body** of the City Council to avoid improperly influencing the outcome of the proceeding. A discussion between less than a quorum of one legislative body and less than a quorum of another legislative body may seem permissible, but this type of communication could also create a Brown Act violation.

- If you are asked about a proposed project or development application:
    - **DO remember that these "quasi-judicial" matters trigger specific due process requirements**. Take care to avoid expressing prejudice or bias for or against the matter.
    - **DO disclose *ex parte* communications**. *Ex parte* communications include any oral, written or sensory information received outside of a public meeting. When disclosing *ex parte* communications before the council, sufficient detail must be provided (i.e., the who, what, when, where, and why of the *ex parte* communication). Once the matter is heard by the council, however, *ex parte* communications are prohibited.

- If you are asked for your opinion or position on certain issues:
    - **DON'T** criticize or single out an individual or mischaracterize their viewpoint.
    - **DO focus on interests, rather than positions**. Talk about your general interests and those of your constituents, rather than taking an immutable position.
    - **DO take a listening role**. Avoid actively engaging the other person in a back and forth, and instead remind the person you are here to listen to their position and may consider it.

When in doubt, contact the City Attorney for further guidance.

Agenda Section: Legislative Update
Agenda Item No.: N/A
Council Meeting Date: July 28, 2025

LEAGUE OF CALIFORNIA CITIES

Take Action

Home / Advocacy / Take Action

Support SB 346 (Durazo) Transient Occupancy Taxes: Short-term Rental Facilitator

What the Bill Does: Enables enforcement of local ordinances related to short-term rentals, including the collection and remittance of transient occupancy taxes (TOT) by providing cities with the physical address of each short-term rental listed on the facilitator's website and full audit authority of TOT dollars. This bill ensures that the correct amount of TOT is being collected and remitted and allows for more effective enforcement against unlicensed units.

Action Requested: Ask your Assembly Member to **Support SB 346 (Durazo) Local Agencies: transient occupancy taxes: short-term rental facilitator (as amended 7/7/25).** SB 346 is a Cal Cities-sponsored bill that will be heard on the Assembly floor when the Legislature returns from summer recess in early August. Please talk to your Assembly Member in the district AND send a letter of support for SB 346.

What else you need to know: Unfortunately, short-term rental providers are engaging in an all-out lobbying blitz to oppose SB 346 and mislead the public about the impact on consumers. City officials should talk to their Assembly Members ASAP about the impacts of short-term rentals in their communities and why it is important that short-term rentals pay their fair share of TOT in the communities they do business in.

Links and Attachments: Cal Cities letter; sample city support letter

Where to Send Letter: *See sample letter for legislative portal link. Send copy to cityletters@calcities.org, and your regional manager's email.*

Support Climate Safe Infrastructure Priorities in Cap-and-Trade Reauthorization

The Legislature is moving forward to reauthorize the state's Cap-and-Trade Program, which is set to expire in 2030. High-emitting businesses, which represent roughly three-quarters of the state's emissions, are required by the state to reduce greenhouse gases. However, they can buy a limited number of credits each year — the "cap" — from the California Air Resources Board (CARB) to cover their emissions. The process creates a market price for the credits, with auction proceeds going toward the state's Greenhouse Gas Reduction Fund.

Cal Cities is leading a coalition alongside local government, transportation, and labor partners to urge state leaders to prioritize climate-safe infrastructure improvements during their negotiations, which will last through the end of the legislative session. Strong city voices today will help ensure future investments prioritize funding to cities.

Contact your legislators to request support for climate safe infrastructure projects and program funding from the Greenhouse Gas Reduction Fund, as part of the Cap-and-Trade reauthorization negotiations.

Cities are strongly encouraged to submit a letter of support to their legislators as well as Senator Monique Limón and Assembly Member Jacqui Irwin — the two lawmakers leading the negotiations.

Supporting documents: coalition priorities; sample city letter

How to contact your Legislator: Find Your California Representatives

Questions? Contact your Regional Public Affairs Manager or Legislative Advocate Melissa Sparks-Kranz at msparkskranz@calcities.org

Oppose SB 445 (Wiener): Transportation Projects: Permitting

SB 445 makes sweeping changes to the state's process for permitting local projects and significantly impairs local governments' ability to manage public infrastructure, ensure worker and public safety, and coordinate across infrastructure sectors. Most concerningly, the bill grants project proponents—public or private—the authority to advance projects that could significantly alter or relocate critical infrastructure such as water, wastewater, and power, without consulting the affected city.

Call or text your Assembly Member **today** to **OPPOSE SB 445 (Wiener), which was amended this week to remove local discretion on infrastructure projects.** SB 445 is currently in the Assembly Committee on Transportation, awaiting a hearing.

How to contact your Legislator: Find Your California Representatives

Supporting documents: Cal Cities Opposition Letter; Sample SB 445 City Opposition Letter

Questions? Contact your Regional Public Affairs Manager *or* Damon Conklin, Legislative Advocate, dconklin@calcities.org

Oppose SB 79 (Wiener): The wrong way to go about solving our housing crisis

SB 79 (Wiener) requires cities to ministerially approve higher-density residential projects — up to 7 stories — near public transit stops, regardless of zoning codes. SB 79 limits the use of local development standards and allows transit agencies land-use authority over residential and commercial development on property they own or lease, without any requirement that developers build housing, let alone affordable housing. This one-size-fits-all mandate overrides local planning, bypasses environmental review, and silences public input. Cities must **oppose SB 79** to preserve balanced, community-driven development.

Call or text your Assembly Member **today** to **OPPOSE** SB 79 (Wiener) **Transit-oriented Development.** SB 79 will be heard in the Assembly Housing and Community Development Committee on July 2.

How to contact your Assembly Member: Find Your California Representatives

Supporting documents: Cal Cities Opposition Letter

Questions? Contact your Regional Public Affairs Manager or Jason Rhine, Senior Director, Legislative Affairs.

Cal Cities SB 79 Opposition Letter

SB 79 Sample City Opposition Letter

Oppose AB 339 (Ortega) Local public employee organizations: notice requirements.

AB 339 (Ortega) requires the governing body of a public agency, board, or commission to give a recognized employee organization written notice regarding contracts to perform services that are within the scope of work of the job classifications represented by the recognized employee organization. As currently drafted, AB 339 is impractical in its execution, unworkable for ensuring provision of public services, and disincentivizes reaching final agreement in local labor negotiations.

Send a letter **today** to **OPPOSE AB 339 (Ortega) Local public employee organizations: notice requirements.** AB 339 is scheduled to be heard in the Senate Labor, Public Employees and Retirement (PERS) Committee on Wednesday, June 18. If your city is represented by a Senator on the Senate PERS Committee, please CALL them to request their NO vote.

Where to send your letter: See sample city letter link for legislative portal submission instructions. Send a copy to *cityletters@calcities.org and your RPAM's email.*

Supporting documents: Cal Cities Opposition Letter

Questions? Contact your Regional Public Affairs Manager *or* Johnnie Piña.

AB 339 Sample City Opposition Letter

Make phone calls ASAP requesting the appropriations committees to support or oppose Cal Cities' priority bills!

Links to each bill, including sample letters, are included in the summaries below.

The Legislature moves all bills with fiscal implications through the appropriations committees twice a year, which will determine if a bill is heard on the floor of either house. Cal Cities hosted a Legislative Appropriations Webinar with more information on Cal Cities priority bills. If you have questions or feedback, please contact your regional public affairs manager.

SENATE APPROPRIATIONS COMMITTEE

SUPPORT BILLS

SB 496 (Hurtado) Advance Clean Fleets Reform.
This measure would create a formal appeals process for denied extension requests, broaden the definition of emergency vehicles, and remove the "pay to play" requirement for extensions under the Advanced Clean Fleets rule.

SB 569 (Blakespear) Homeless Encampment Collaboration Act.
This measure would increase communication between the Department of Transportation and local governments to address encampments on state property. This would include a dedicated local government liaison to facilitate communication, provide guidance on best practices, and oversee delegated maintenance agreements.

OPPOSE BILL

SB 79 (Wiener) Transit-Oriented Development.
This measure would require cities to ministerially approve housing up to 7 stories high and with a density of 120 homes per acre near public transit, regardless of local zoning laws. It also gives transit agencies full land-use authority on land they own without any requirement to build housing.

Call the Senate Appropriations Committee Today!

Senate Committee Members	Phone Number
Sen. Anna Caballero (Chair)	(916) 651-4014
Sen. Kelly Seyarto (Vice-Chair)	(916) 651-4032
Sen. Christopher Cabaldon	(916) 651-4003
Sen. Megan Dahle	(916) 651-4001
Sen. Tim Grayson	(916) 651-4009
Sen. Laura Richardson	(916) 651-4035
Sen. Aisha Wahab	(916) 651-4410

ASSEMBLY APPROPRIATIONS COMMITTEE

SUPPORT BILLS

AB 1 (Connolly) Residential property insurance: wildfire risk.
This measure would require the Department of Insurance to include wildfire mitigation in the next draft of the Catastrophe Modeling regulations.

AB 476 (Gonzalez) Metal Theft.
This measure would deter theft of metal used in public utility infrastructure by increasing the criminal fines that may be imposed for the unlawful purchase or unlawful possession of stolen public agency materials.

AB 650 (Papan) Planning and zoning: housing element: regional housing needs allocation.
This measure would allow local governments to begin the housing element update process six months earlier and create more clarity and certainty in the housing element review process. It would require the Department of Housing and Community Development to provide detailed feedback when responding to housing element drafts.

AB 846 (Connolly): Endangered species: incidental take: wildfire preparedness activities.

The bill would expedite environmental permits for cities with local wildfire preparedness projects in fire-risk areas near urban communities.

AB 888 (Calderon) California Safe Homes Grant Program.
This bill would create the California Safe Homes Grant Program which would provide funding to individuals, cities, counties and special districts for roof hardening and home hardening.

OPPOSE BILLS

AB 1383 (McKinnor) Public Employees' Retirement Benefits.
AB 1383 would upend many of the reforms put in place in 2013 by PEPRA.

Specifically, this measure would:

- Increase the pensionable compensation cap.
- Reduce the retirement age for public safety from 57 to 55 prospectively.
- Add a fourth safety tier that is 3% @ 55 years old, prospective and subject to bargaining;
- Allow local agencies to adjust their local formula in a prospective manner.
- Permit authorized employee representatives to bargain with the employer over the employee share of payment for the normal cost.

While we recognize and appreciate the intent of the bill to support the recruitment and retention of essential public safety professionals, the bill would impose increased local pension obligations and undo critical pension reform.

AB 1022 (Kalra) Parking: Ability to Tow.
This measure would prohibit the towing or immobilizing of vehicles that have accrued 5 or more delinquent parking citations. Specifically, AB 1022 would:

- Eliminates the option for parking enforcement to immobilize or tow an out-of-state vehicle.
- Remove the tool for agencies to rightfully obtain a warrant to perform a tow.
- Reward bad behavior for those who purposely ignore tickets without any repercussions, regardless of income levels.

This legislation would severely limit cities' ability to enforce parking regulations, causing a cascade of fiscal damage: lost revenue, increased administrative costs, clogged courtrooms, decreased compliance, harm to local businesses, public safety risks, and overall reduced effectiveness of municipal government operations.

Call the Assembly Appropriations Committee Today!

Assembly Committee Members	Phone Number
Asm. Buffy Wicks (Chair)	(916) 319-2014
Asm. Kate Sanchez (Vice Chair)	(916) 319-2071
Asm. Joaquin Arambula	(916) 319-2031
Asm. Blanca Pacheco	(916) 319-2064
Asm. Lisa Calderon	(916) 319-2056
Asm. Jessica Caloza	(916) 319-2052
Asm. Diane Dixon	(916) 319-2072
Asm. Sade Elhawary	(916) 319-2057
Asm. Mike Fong	(916) 319-2049
Asm. Gail Pellerin	(916) 319-2028
Asm. Mark Gonzalez	(916) 319-2054
Asm. Gregg Hart	(916) 319-2037
Asm. Jose Luis Solache Jr.	(916) 319-2062
Asm. Tri Ta	(916) 319-2070
Asm. David Tangipa	(916) 319-2008

For more information, please contact your regional public affairs manager.

Help provide greater clarity to the housing element process by supporting AB 650 (Papan)!

AB 650 (Papan) would help ensure that cities have the necessary resources, feedback, and time to site and plan for housing, as required by state law. The Assembly Committee on Housing and Community Development will hear the bill on April 24. Cities should call or mail their legislators and tell them to **vote YES on AB 650**. Please send letters to cityletters@calcities.org and your regional public affairs manager.

AB 650 Sample City Support Letter