

City of Carpinteria
City Council Regular Meeting Agenda
Monday, December 8, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013

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

Attendance/Viewing Options:

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

Public Comments

- Provide a live public comment in City Council Chambers at City Hall (5775 Carpinteria Ave.).
- Provide a live comment through the City's Zoom webinar platform (through the link provided above). To make public comments through this platform please use the "raise your hand" feature to notify staff that you would like to make a public comment during designated public comment times. Once it is your turn to provide a public comment, staff will unmute your microphone and you will be given a designated amount of time to provide your comment. At the end of your comment, staff will once again mute your microphone.
- Submit a written comment (as either a general public comment or on a specific agenda item) to be distributed to Council Members by **12:00 P.M. on the day of the meeting** by either submitting your comment via (1) email to PublicComment@carpinteriaca.gov, or (2) the **eComment** link on the City's agenda website available at <https://carpinteriaca.gov/city-hall/agendas-meetings/>. Please reference the agenda item to which your comment pertains. Although

written comments become part of the record, they will not be read aloud at the meeting.

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

Levine Act Warning

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

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

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

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

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Employee Service Awards.
2. Presentation from Downtown “T” Business Advisory Board (DTBAB) Chair Andre Jackson and Vice Chair Kristina Calkins.

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

RECONVENE THE REGULAR MEETING OF THE CITY COUNCIL

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS: NONE

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

CITY MANAGER'S REPORT

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

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

PLANNING COMMISSION ACTIONS

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

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

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

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

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

3. Approve the minutes of the regular meeting held November 24, 2025.
4. Receive and file the Warrant Register for the period of November 17, 2025 through November 28, 2025, pursuant to Carpinteria Municipal Code Section 2.08.150(F).
5. Adopt Resolution No. 6429, amending Resolution No. 6385 and approving the term extension of the Ad Hoc E-Conveyance Committee.
6. Authorize the City Manager to execute the Vendor Agreement for recurring animal control services between the City of Carpinteria and Animal Medical Clinic for the period from July 1, 2025 to June 30, 2028, for an amount not-to-exceed \$72,000 for the three-year term of the Agreement. *(Requires a roll call vote.)*
7. Authorize the City Manager to execute the Vendor Agreement for online permit processing and project management software with GovWell Technologies Inc. for an amount not-to-exceed \$99,000 for the three-year term of the Agreement. *(Requires a roll call vote.)*

ADMINISTRATIVE MATTERS:

8. Authorization to issue the Notice Inviting Bids for the Franklin Creek Trail Improvement Project.

Recommendation: Authorize the Public Works Director to advertise the Notice Inviting Bids for the Franklin Creek Trail Improvement Project (Project No. 15037).

Staff Presenter: John L. Ilasin, Public Works Director

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

PUBLIC HEARING: NONE

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS:

9. Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025.

Recommendation: Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025.

Staff Presenter: Pam Greer, Finance Manager

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

10. Adoption of Resolution No. 6428, concerning the formation of the Standing Affordable Housing Committee, and appointment of two Councilmembers to the Committee.

Recommendation: Adopt Resolution No. 6428 approving the formation of the Standing Affordable Housing Committee and appoint two Councilmembers to serve on the Committee to assist staff in developing program recommendations for City Council consideration.

Staff Presenter: Nick Bobroff, Community Development Director

- 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 Van Antwerp)
 - 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)
 - b. Immigration Response & Support Committee (Solórzano & Mayer)
- 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

CLOSED SESSION MATTER

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

PUBLIC COMMENT ON CLOSED SESSION MATTER

TEMPORARY ADJOURNMENT TO CLOSED SESSION

RECONVENE IN OPEN SESSION

CLOSED SESSION REPORT

ADJOURNMENT

The December 22, 2025 City Council meeting has been cancelled and the next regular City Council meeting will be held on January 12, 2026 at 5:30 p.m.

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

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

This agenda was posted on Thursday, December 4, 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: December 8, 2025

Service Award

Presented to

Rosendo Aispuro

In Recognition of five years of Loyal and Dedicated Service to the City of Carpinteria.

**5 Years of Service
2020-2025**

*Your service embodies the values of our organization, significantly contributing to our mission and goals, leaving a lasting impact on our community.
Thank you for your outstanding service and continued dedication.*

*Presented this 8th day of December, 2025
at a meeting of the City Council of the City of Carpinteria
With gratitude and respect,*

Natalia Alarcon, Mayor

Michael Ramirez, City Manager



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Presentation from Downtown “T” Business Advisory Board (DTBAB) Chair Andre Jackson and Vice-Chair Kristina Calkins

STAFF RECOMMENDATION

Receive and file the DTBAB – City Council Update Presentation.

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

DISCUSSION

The City Council will receive a presentation from the Downtown “T” Business Advisory Board Chair Andre Jackson and Vice Chair Kristina Calkins about DTBAB history, activities, projects, and future:

- Parking Business Improvement Area (PBIA)
- Downtown “T” Business Advisory Board (DTBAB)
- Downtown T Promotion
- Community Projects
- Questions

FINANCIAL CONSIDERATIONS

There are no financial considerations presented.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

There are no legal nor risk management considerations presented.

OPTIONS

1. Receive and file the presentation (staff recommendation).
2. Provide direction to staff.

PRINCIPAL PARTIES EXPECTED AT MEETING

Andre Jackson – DTBAB Chair
Kristina Calkins – DTBAB Vice Chair

ATTACHMENTS

A. DTBAB Presentation Slides

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


Signature

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


Signature

ATTACHMENT A

DTBAB Presentation Slides



Downtown T Business Advisory Board -Annual City Council Status Update-

CITY COUNCIL MEETING | 11-10-2025

ANDRE JACKSON – CHAIR

KRISTINA CALKINS – VICE CHAIR

STEPHON DOWNES – STAFF LIAISON

Downtown T Business Advisory Board -Annual City Council Status Update-



AGENDA

- **Parking Business Improvement Area (PBIA)**
- **Downtown “T” Business Advisory Board (DTBAB)**
- **Downtown T Promotion**
- **Community Projects**
- **Questions**

Parking Business Improvement Area History (District No. 4)



When:

- Formed in 1986 through Ordinance No. 393 pursuant to the California Parking and Business Improvement Area Law of 1979

Where:

- Carpinteria Avenue: From Holly Avenue to Palm Avenue and
- Linden Avenue: From Carpinteria Avenue to Dorrance Way

Why:

- Enhance downtown experience and support local businesses through parking improvements, community event sponsorship, maintenance, and advertising

How:

- Collection of annual assessment on 126 businesses at rate of \$126.45



Downtown T Business Advisory Board (DTBAB) History



When:

- Formed in 1990 through Resolution No. 1882 pursuant to the PBIA Act of 1989 as the Parking and Business Improvement Advisory Board (PBIAAB)
- In 2019, Board was restructured from a five-member body to seven and renamed DTBAB

Why:

- PBIA Act of 1989 required an Advisory Board to make recommendation to City Council on assessments, expenditure of revenues, and annual report of activities

How:

- Board members, selected through an application process, are appointed by the City Council and serve a 2-year term



Downtown T Business Advisory Board Structure

General Structure:

- Seven-member voting body with three alternatives
- Holds public meeting the first Thursday of every month at 8:30am in the City Council Chambers

Assessment Paying Members:

- Must be business owner within the District
- Eligible for Chair/Vice-Chair

At-Large Member:

- Maximum of three, not eligible for Chair/Vice Chair

Member Type	Boardmember	Business
Assessment Paying	Andre Jackson (Chair)	Corktree Cellars
Assessment Paying	Kristina Calkins (Vice Chair)	Carpinteria Arts Center
Assessment Paying	Mary Beth Radley	Homestead Antiques & Trading
Assessment Paying	Kevin Murphy	Murphy's Vinyl Shack
At-Large	Lorraine McIntire	
At-Large	Kathy Quigley	



Downtown T Business Advisory Board Mission

Mission:

- To make recommendations to the City Council on assessments and use of funds collected by the district; and provide strategic planning, marketing and promotion of local businesses within the Downtown “T” to foster economic vitality.



To ensure the mission is achieved, DTBAB recommends an annual Budget to City Council requesting funds for fiscal year activities to foster economic vitality.

Activity	Purpose	Budget
Independence Day Parade	Contribution for annual parade	\$1,850
Holiday Spirit Parade	Contribution for annual parade	\$1,850
District Community Sponsorships	Discretionary budget for community events (i.e. Chalk Walk)	\$7,900
City Banner Laundering	Funds to clean City event banners	\$600
Advertisements	CVN ads for events such as Downtown Trick-or-Treat	\$800
Downtown T Map Printing	Contribution for Downtown portion of City map printing	\$800
Music Licensing	License for outdoor music	\$1,550
Banner Hardware	Supplies & Material for hanging banners	\$530
Halloween Candy	Annual Downtown Trick-or-Treat event	\$220

Downtown T Business Advisory Board Community Promotion



- August 3rd, 2023 the board unanimously adopted a set of criteria to guide the approval of Downtown Community Sponsorship proposals.
- These criteria aim to ensure that sponsored events and projects support local vitality, promote inclusivity, and contribute meaningfully to the community.

All proposed sponsorships must meet the following:

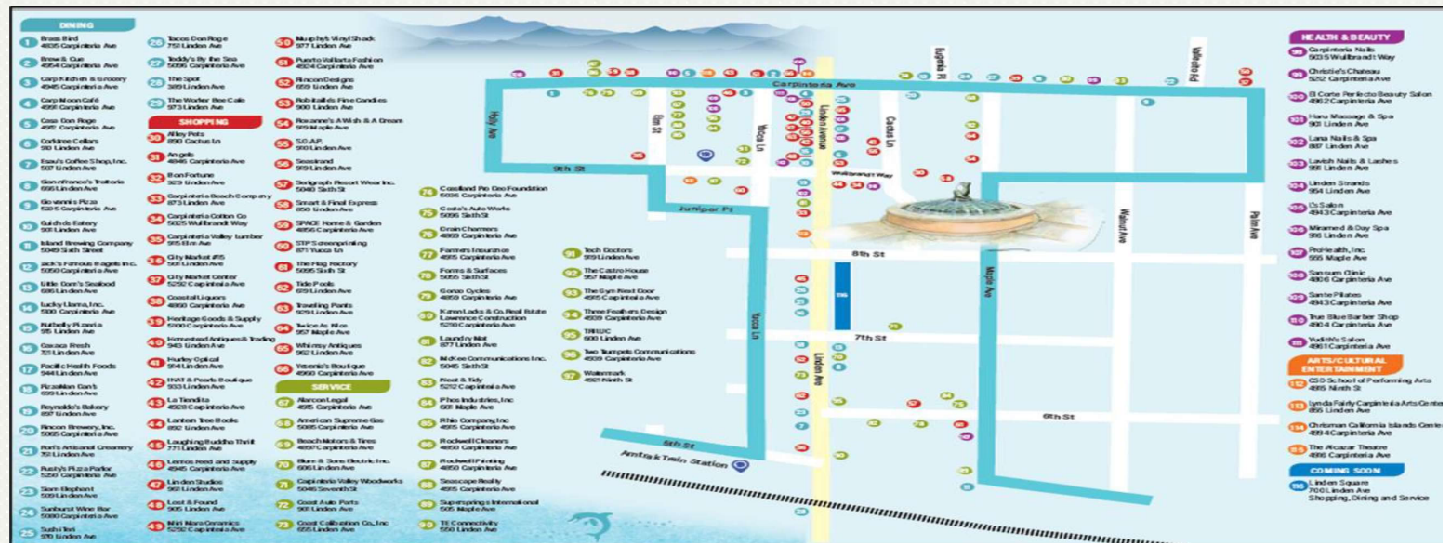
1. Attracts People to Downtown T – Boosts foot traffic and benefits downtown businesses
 2. Minimal Disruption to Local Business – Events should support, not hinder, everyday business operations.
 3. Self-Promoting – Organizers are responsible for their own marketing and outreach.
 4. Inclusive for Community – Events must be equitable and welcoming to all.
 5. Proven Model of Success – Demonstrated success or strong potential for positive impact.
 6. Charitable Focus – Contributes to the well-being of the community in a meaningful way.
- With this framework in place, the board has led and supported several initiatives

Downtown T Business Advisory Board Community Projects



City Map Project:

- In September 2023, DTBAB with the assistance of Bie & Bie Production sponsored and created the Downtown T portion of the City Map proposed by the City's General Government Department.
- The Maps are available for the community when visiting the Downtown T to help explore the area and businesses within

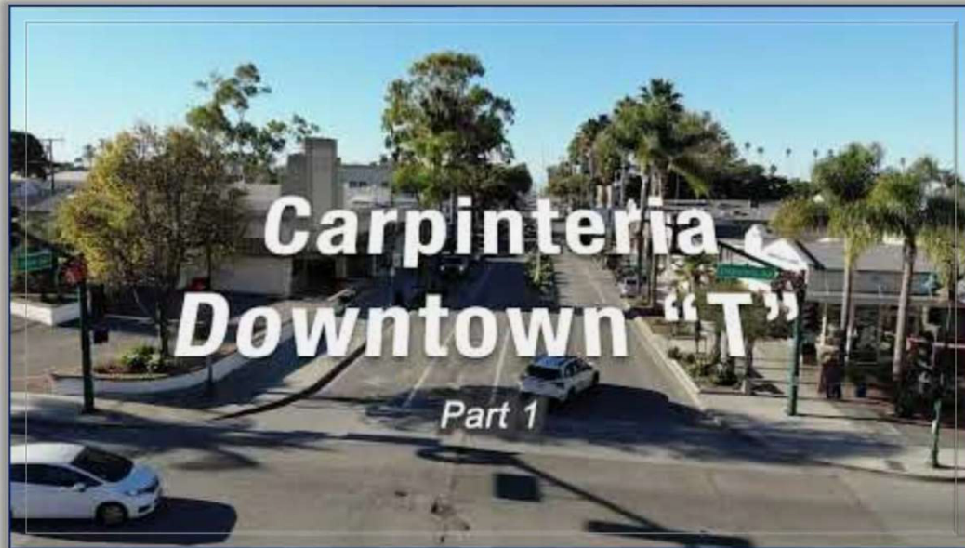




Downtown T Business Advisory Board Community Projects

Meet the Business on the Downtown T Promotional Video:

- In November 2023, following a proposal from Nimmer Pictures, the Board vote unanimously to allocate funds for the production of a promotional video of the Downtown T.



Downtown T Business Advisory Board Community Projects



Downtown T Events

- Often in conjunction with the City Council and the General Government Department, DTBAB sponsors multiple community events in a calendar year, including the Holiday Parade, Independence Day Parade, and Chalk Walk



Downtown T Business Advisory Board On

Future:

- DTBAB is committed to its mission, and looks forward to another year promotion.

On-going:

- The Board will continue to release newsletters to keep the community and district up to date on all events and activities.
- As always, the Board encourages public engagement and participation at the monthly meeting.
- As a reminder, DTBAB meetings are the 1st Thursday of every month in City Hall at 8:30am





2025
ISSUE 5

**DTBAB
NEWSLETTER**

Original designed by
McCracken

UPCOMING EVENTS



**May 17th & 18th –
Carp Chalk Walk**

Through sponsorship with the City of Carpinteria, DTBAB has partnered with the Lynda Fairly Carpinteria Arts Center and Muralism.org to host this 2-day free event. Anyone is encouraged to participate including business owners, the public, and guests. Business logos will be created by artists on the sidewalk in front of your location and a box of chalk will be given to each business for their customers to color in.

More info:
<https://carpinteriaartscenter.org/carpchalkwalk>

WHAT'S NEW

Congratulations To Our Returning and Newest Downtown "T" Board Members!

On February 24th, the City Council voted to appoint five returning members and one new member to the Downtown T Business Advisory Board (DTBAB). On March 6th, the City Clerk administered the oath of office confirming all six Board members, followed by the Chair and Vice Chair elections.

Chair:	Andre Jackson, Owner – Corktree Cellars
Vice Chair:	Kristina Calkins, Executive Director – The LPCAC
Member:	Kevin Murphy, Owner – Murphy's Vinyl Shack
Member:	Mary Beth Radley, Owner – Homestead Antiques
Member:	Lorraine McIntire – CPA
Member:	Michelle Carlen – Alignment Advising
Member:	Kathy Quigley

We are looking forward to working with our business community in the upcoming term. We continue to seek additional volunteers for this Board. If interested, you may contact staff liaison, Stephen Downes (stephend@carpinteriacca.gov).

Goodbye from At-Large Member Michelle Carlen

After serving two years in two separate terms, Michelle has submitted her resignation as she is moving out of the area for an opportunity to work with the Gilroy Chamber of Commerce as President & CEO. "It's my distinct privilege to have been an active part of the Carpinteria community and participant in the DTBAB. Carpinteria has much to be proud of and it is my hope that the great work of this Board will continue to create positive economic impact to the Downtown "T" businesses."

Monthly DTBA Meetings

Your annual PBIA Assessment funds DTBAB recommended promotions. We invite you to participate in our regularly scheduled monthly meeting held at City Hall at 5775 Carpinteria Ave. on the **first Thursday of every month at 8:30 AM**. All meetings are subject to the Brown Act and open to the public.

Mission: To make recommendations to the City Council on assessments and use of funds collected by the district; and provide strategic planning, marketing and promotion of local businesses within the Downtown "T" to foster economic vitality.

Questions



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

REGULAR MEETING AGENDA
MONDAY, DECEMBER 8, 2025
5:30 P.M.

1. Call to order and roll call.
2. Confirmation of legal noticing and procedural requirements of meeting.
3. Public Comment – This is the time for public comments on matters not otherwise on the agenda but within the subject matter of the Carpinteria Library Board of Trustees.
4. Approval of minutes of the regular meeting held November 10, 2025.
5. Carpinteria Community Library Monthly Report – December 2025.

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

The Carpinteria Library Board of Trustees agenda and any associated staff reports will be available on Thursday, December 4, 2025 on the City's Website: <https://carpinteriaca.gov/city-hall/agendas-meetings/>. The Carpinteria Library Board of Trustees agenda and staff reports are part of the City Council agenda for its regular meeting of December 8, 2025. Please see ["TEMPORARY ADJOURNMENT FOR THE PURPOSE OF HOLDING THE MONTHLY MEETING OF THE CARPINTERIA LIBRARY BOARD OF TRUSTEES."](#) Details and procedures on how to provide public comment and participate in the meeting through telephonic means are available on the posted City Council agenda at <https://carpinteriaca.gov/city-hall/agendas-meetings/>.

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Brian Barrett, City Clerk at brianb@carpinteriaca.gov or (805) 755-4403. Notification two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting. This agenda was posted on Wednesday, December 3, 2025, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

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

REGULAR MEETING MINUTES
MONDAY, NOVEMBER 10, 2025

1. Call to order and roll call.

President Alarcon called the meeting to order at 5:46 pm.

Boardmembers present: Boardmember Al Clark
Boardmember Julia Mayer
Boardmember Wade T. Nomura
Vice President Mónica J. Solórzano
President Natalia Alarcon

Staff members present: Michael Ramirez, Chief Executive Officer
Jena Shoaf Acos, Legal Counsel
Ryan Kintz, Assistant Chief Executive Officer
Eric Castro, City Librarian
Brian C. Barrett, Secretary

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

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

3. Public Comment

Speakers in-person: Rogelio Delgado

4. Approval of minutes of the regular meeting held October13, 2025.

There was no public comment.

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

5. Carpinteria Community Library Monthly Report – November 2025.

Recommendation: Receive and file the report.

City Librarian Castro presented the staff report.

There was no public comment.

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

6. New Business & Discussion.

Boardmember Nomura requested more detailed minutes to include information that is presented at the meeting. The Library Board of Directors briefly discussed, but took no action on Boardmember Nomura's request.

7. Adjournment.

President Alarcon adjourned the meeting at 6:08 pm.

Brian C. Barrett, CMC, CPMC, Secretary



City of Carpinteria

LIBRARY BOARD OF TRUSTEES AGENDA STAFF REPORT December 08, 2025

ITEM FOR LIBRARY BOARD OF TRUSTEES CONSIDERATION

Carpinteria Community Library Monthly Report – December 2025

STAFF RECOMMENDATION

Receive and file the report.

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

BACKGROUND

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

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

DISCUSSION

Program and Collection Updates:

The following programs and collaborations were offered during November 2025:

- **November 17 – Monthly Book Club**

The group discussed *The Giver of Stars* by Jojo Moyes, a historical fiction novel inspired by the true story of the horseback librarians of Depression-era Kentucky. The conversation focused on their remarkable journeys through the Appalachian Mountains and their impact on local communities. The next meeting is scheduled for December 15 at 4:00 p.m. at the library.

- **November 20 – Carpinteria Head Start Cafecito**

Head Start parents held their first *Cafecito* at the library where 22 parents of young children gathered to share experiences, challenges, and aspirations related to parenting, work, and family life.

- **November 21 – Family Movie Night**

Families attended a screening of a stop-motion animated adventure comedy, *The Fantastic Mr. Fox*, film that highlighted themes of diversity, creative problem-solving, and self-acceptance. Children and parents enjoyed a fun evening together at the library.

- **November 22 – Artesanía Para la Familia: Native American Celebration**

The library hosted a craft activity and a screening of *Homecoming: Journey to Limuw*, a documentary following members of the Chumash community on a traditional tomol journey to their homeland in Limuw (Santa Cruz Island). The event provided cultural education for families.

- **November 24 – Spanish Computer Class Thanksgiving Potluck**

Students in the Spanish Computer Class surprised their instructor with a Thanksgiving-themed Mexican potluck. Participants shared traditional dishes and expressed gratitude for the opportunity to learn new skills and build community connections.

- **November 25 – New Bilingual Storytime Launch**

The library has expanded its early literacy offerings by adding a bilingual English/Spanish story time on the fourth Tuesday of each month at 4:30 p.m. This program complements the existing Monday weekly story time and the third-Saturday of the month sessions.

- **December 6 – Frosty Fest (Upcoming)**

Families are invited to enjoy games, treat decorating, crafts, and more. Participants are encouraged to wear their favorite holiday outfit, with a prize awarded for the most original.

For more information about ongoing library programs and events, please visit the library's event calendar at <https://carpinterialibrary.org/events/month/>.

Staff Updates:

Part-Time Library Technician: 49 applications have been received and Human Resources is reviewing and selecting the candidates to move to the next phase of the selection process.

Library Outreach:

November 18 – CCP Family Literacy Night

Library staff participated in the Carpinteria Children's Project (CCP) Family Literacy Night, engaging with 41 attendees, including parents and young children. Staff shared information about early literacy resources, upcoming library programs, and bilingual services. Families explored hands-on literacy activities, received book recommendations, and learned how the library can support reading at home. The event strengthened the library's partnership with CCP and helped connect families—particularly those with young learners—to essential library services.

2024–25 Public Libraries Survey (PLS)

The Carpinteria Community Library has once again participated in the annual Public Libraries Survey (PLS). This national effort contributes to the dataset maintained by the Institute of Museum and Library Services (IMLS), which provides essential insights into how libraries serve their communities. Below is a summary of key context and highlights:

About the Public Libraries Survey

- Conducted annually since 1988, the PLS provides a national census of America's public libraries.
- Data is collected from approximately 9,000 public library systems, representing more than 17,000 individual libraries—including main libraries, branches, and bookmobiles—across all 50 states, the District of Columbia, and U.S. territories.
- Recent PLS findings affirm that public libraries remain among the most trusted, visited, and utilized community institutions in the United States. With more than 800 million in-person visits, millions of programs, and rising circulation in both digital and physical formats, libraries continue to demonstrate their vital role nationwide.

Carpinteria Community Library – FY 2024–25 Highlights

According to the PLS Benchmarking Tables, Carpinteria's data for the fiscal year show strong engagement and service levels. The following summarizes the Library's FY 2024–25 performance as reported in the annual Public Libraries Survey:

- **2,410** total open hours

- **4,432** registered library cardholders
- **71,280** in-person visits
- **124,511** website visits
- **13,785** print materials
- **16,081** total items in the collection
- **33,551** electronic materials circulated
- **62,181** print materials circulated
- **5,958** items loaned to libraries outside its system
- **6,183** items borrowed from other libraries at patron request
- An estimated **730** reference questions answered
- **647** programs offered
- **9,761** total program attendees
- Library service delivered by **4.0 FTE** dedicated staff members

These figures reflect a highly active year of service, demonstrating strong community engagement and the continued growth of the collection, programs, and digital resource use. An infographic produced by Counting Opinions is included for reference.

POLICY CONSISTENCY

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

FINANCIAL CONSIDERATIONS

All resources and activities are budgeted in the FY2025-2026 Library budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

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

OPTIONS

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

PRINCIPAL PARTIES EXPECTED AT MEETING

None

ATTACHMENTS

A. FY 2024-2025 Public Libraries Service Infographic

Staff contact:

Eric Castro, City Librarian

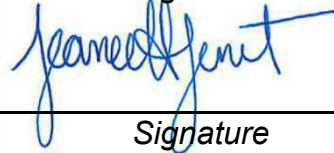
(805) 684-4314, ericc@carpinteriaca.gov



Signature

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

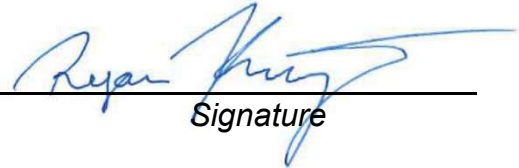
(805) 755-4449, jeanetteg@carpinteriaca.gov



Signature

Reviewed by: Ryan Kintz, Assistant City Manager

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



Signature

Reviewed by: Michael Ramirez, City Manager

(805) 755-4450, michaelr@carpinteriaca.gov



Signature

ATTACHMENT A

FY 2024-2025 Public Libraries Service Infographic



CARPINTERIA COMMUNITY

Annual
Report
2025



The library had **2,410**
open hours in 2024/2025!



4,432 people have a
card at our library



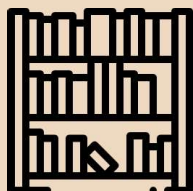
71,280 people walked
through our doors last year



In addition to **124,511**
website visits



Print materials totaled
13,785



The collection contained
16,081 items



There were **33,551** check
outs of electronic
materials



Contributing to a total of
95,732 checkouts!



We lent our items to
libraries outside of our
system **5,958** times



Our service is delivered by **4.00** dedicated FTE staff



730 Reference questions
were asked



And brought in **6,183**
items upon patron
request



647 total programs
offered



9,761 people
attended in total!

READ

<https://carpinterialibrary.org/>
5141 CARPINTERIA AVE.
CARPINTERIA, CA, 93013

For questions or comments, please email support@countingopinions.com

Powered by Counting Opinions

MEMORANDUM



Council Meeting Date: December 8, 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/>.

- Aqua Instructor Coach (Aerobics) – Part-Time
 - Apply Immediately – Open Until Filed
- Facilities Attendant – Part-Time
 - Pending Selection

New Employees

- Abby Garcia, Recreation Leader II – Part-Time
 - Starts: December 9, 2025

UPDATES ON DEVELOPMENT APPLICATIONS

Upcoming December 11th Architectural Review Board Meeting

At the upcoming December 11th Architectural Review Board (ARB) Meeting, the ARB will be considering the following items:

- Final review of a new single-family dwelling proposed for 4949 Dorrance Way;
- Final review of a new single-family dwelling proposed for 4934 Dorrance Way; and
- Continued preliminary review of a proposed new rooftop wireless communications facility at 912 Linden Avenue.

The agenda and staff reports for the items are available on the city website: <https://carpinteriaca.gov/city-hall/agendas-meetings/> The meeting will be held at 5:30 p.m. in the Council Chambers at city hall.

OTHER CITY/COMMUNITY UPDATES

City of Carpinteria Emergency Preparedness Program Update

This year, the City of Carpinteria's Emergency Preparedness Program took a more active role in the Santa Barbara County CERT Collaborative. This regional group provides CERT members across the County with opportunities to expand their knowledge and skills to respond effectively in emergencies.

As part of this year's program, the City, along with CERT programs from the cities of Santa Barbara and Goleta, the Red Cross, and the Foodbank, hosted a Thanksgiving social on November 20th at the Red Cross Center in Santa Barbara. The event encouraged members to connect and learn about upcoming trainings and opportunities across the South Coast.

Key updates shared included:

- FEMA-approved Train the Trainer course, December 15–18
 - So far four community members and two City staff are registered to attend
- Program Manager training, December 18–19
 - Two City staff are registered to attend
- CERT Conference, late August 2026
- Countywide CERT drill, October 2026

The City is proud to support this regional effort, which strengthens collaboration and ensures our communities are better prepared for emergencies.

Community Garden

Composting Systems

Throughout the month of November, the Community Garden's composting systems diverted **178.5 pounds** of food and garden scraps from the landfill.

AgeWell

Winter Break Notice

The AgeWell team will observe a winter break from December 24 through January 2. During this time, the AgeWell office will be closed and all regular programs will pause.

**AgeWell December Lecture Series: “Tech Talk Q&A” with Chris Welding, and
“Understanding Diabetes”**

AgeWell’s December Lecture Series includes a “Tech Talk Q&A” with Chris Welding on Thursday, December 11 at 1:00 p.m. in the Veterans Hall meeting room, and “Understanding Diabetes” on Thursday, December 18 at 1:00 p.m. in the Veterans Hall meeting room.

UPDATES ON CAPITAL IMPROVEMENT PROJECTS

None

MEMORANDUM

Date: December 2, 2025
To: City Council
From: Nick Bobroff, Community Development Director
Subject: December 1, 2025 Planning Commission Action



On Monday, December 1st, the Planning Commission considered the following hearing request with all five Commissioners in attendance:

1) Burgess-Birk Residence Remodel & Addition

Planner: Syndi Souter
Project: 25-2328-CUP/CDP/ARB
Address: 748 Maple Avenue

Hearing the request of Dylan Chappell, architect, for Gordon Burgess and Selena Burgess-Birk, to consider Project 25-2328-CUP/CDP/ARB (application filed January 28, 2025) for approval of a revision to the Conditions of Approval for a Conditional Use Permit and a Coastal Development Permit to remodel and construct a total of 1,836 square-feet of additions to an existing legal-nonconforming 997 square-foot single-family residence under the provisions of Carpinteria Municipal Code (CMC) §14.14 – Planned Residential Development District and §14.62 – Conditional Use Permit; and to approve an Exemption pursuant to §15301, §15302, and §15332 of the California Environmental Quality Act (CEQA) Guidelines. The application involves APN 003-321-011, addressed as 748 Maple Avenue.

The Planning Commission voted 5-0 to conceptually deny the request to revise the adopted project conditions of approval related to the proposed removal of an existing street tree, and directed staff to return to a future meeting with Findings and Resolution for denial.

Subsequent to the hearing, the applicant formally withdrew their request for consideration of a revision to the adopted project conditions of approval. With the request formally withdrawn, no additional action is required of the Planning Commission, and the Commission's previous action at the November 3rd hearing to approve the project upon the condition that the street tree be protected in place, remains in effect.

**City of Carpinteria
City Council Minutes
Regular Meeting
Monday, November 24, 2025
Council Chamber, 5775 Carpinteria Avenue, Carpinteria, CA 93013
In-Person and Virtual**

CALL TO ORDER

Vice Mayor Solórzano called the meeting to order at 5:30 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)
Councilmembers absent:	Mayor Natalia Alarcon (District No. 2)
Staff members present:	Michael Ramirez, City Manager Cody Sargeant, 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 Deputy Erica Pereyra, Santa Barbara County Sheriff's Department Jeanette Gant, Parks, Recreation & Community Services Director John L. Ilasin, Public Works Director Juliza Briones, Program Manager Stephon Downes, Management Analyst II

PLEDGE OF ALLEGIANCE

Councilmember Mayer led those present in the salute to the flag.

COUNCILMEMBER(S) REQUEST FOR REMOTE PARTICIPATION UNDER AB 2449

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

AGENDA MODIFICATIONS: NONE

INTRODUCTIONS, PROCLAMATIONS AND PRESENTATIONS:

1. Presentation by the Santa Barbara County Sheriff's Department about Fraud Schemes.

Lieutenant Brittingham with the Santa Barbara County Sheriff's Department introduced Deputy Erica Pereyra with the Santa Barbara County Sheriff's Department who provided the PowerPoint presentation.

Speakers in-person: Rogelio Delgado

The presentation was received and filed.

2. Presentation by Southern California Edison entitled "Outage Preparedness and Safety Resources: What Residents Need to Know".

Natalie Yanez, Government Relations Manager with Southern California Edison presented the PowerPoint presentation.

Speakers in-person: Rogelio Delgado

Documents distributed: Natalie Yanez

The presentation was received and filed.

PUBLIC INFORMATION REPORTS AND ANNOUNCEMENTS

Daisy Weber, District Director, on behalf of First District Supervisor Roy Lee, provided updates on the following:

- Update on Housing in Unincorporated Carpinteria
 - Local Coastal Plan Rezone – Back to the Board of Supervisors for approval of Coastal Commission modifications sometime in early February 2026.
 - Modifications that pertain to the Bailard and Van Wingerden 1 & 2 Sites:
 - At least 32% of the total units shall be affordable, which shall consist of (1) at least 20% of units shall be affordable to very low-and/or low-income households, and (2) at least 12% of the units shall be affordable to very low-, low-, and/or moderate-income households. The applicant shall record a restrictive covenant that ensures the continued affordability of all very low-, low-, and moderate-income rental and for sale units for the life of the housing development.

- Bailard Project – Working with City staff and Housing Authority of Santa Barbara County to coordinate public meetings.
- Cannabis Updates
 - December 18th – deadline for operators to file for an extension for carbon scrubber installation.
- Update on Santa Claus Lane
- Update on Winter Storm Preparedness and Flood Control

Speakers in-person: Rogelio Delgado

Speakers via Zoom: Karl Sonkin

CITY MANAGER'S REPORT

a. City Employee Updates

Assistant City Manager Kintz reported on City recruitments and staff training.

b. Updates on Capital Improvement Projects

Public Works Director Ilasin provided updates on the Carpinteria High School Area Crosswalk Safety Improvements Project and the Linden Avenue Improvements Project – Carpinteria Avenue to Linden Avenue Overcrossing.

c. Updates on Development Applications

None.

d. Other City/Community Updates

City Manager Ramirez said he confirmed with the Santa Barbara County Sheriff's Department that the disruption in access to crime statistics, as highlighted by Lieutenant Brittingham during his presentation on November 10th was due to formatting changes by the Department of Justice on how crime is reported. He also reported on the possibility of an in-person or virtual presentation to share resources about substance abuse programs and/or information that could be shared with the Council and community.

The Council was interested in receiving a presentation and more information on resources about substance abuse programs in particular about meth and fentanyl.

Parks, Recreation & Community Services Director Gant provided an update on an upcoming AgeWell event and the upcoming closure of the Community Pool, AgeWell, and the Library due to the Thanksgiving holiday.

There was no public comment.

PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Speakers in-person: Rogelio Delgado, John Rohner representing Southern California Gas, Susan Allen, Teresa Alvarez (did not speak), Kellie Wolfe and Timothy Maias representing Aliso School (neither spoke), Connie Fourgurean representing Jazzercise, Robin Karlsson representing Jazzercise, Teresa Till representing Jazzercise, Beth Scerni representing Jazzercise, and Adriana Morales representing Jazzercise

Documents distributed: Jaime and Linda Anderson, Case Van Wingerden, Connie Fourgurean, Lori Noricks, Pauline Tran, Stephanie Lucich, Jennie Van Wingerden, Cindi Warszynski, Victoria Swanson, Adriana Morales de Meja, Beth Scerni, June Van Wingerden, Molli Sipe, Inta Zemjanis, Aurora Zemjanis, and Gail Fenton

City Manager Ramirez responded to comments from Jazzercise representatives regarding the lack of City staff available to open/close the Vets Hall for Jazzercise during the Thanksgiving holiday. The Council briefly discussed.

CONSENT CALENDAR:

There was no public comment.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to approve the Consent Calendar Item Nos. 3 through 6. Upon voice vote, the motion carried unanimously with Mayor Alarcon absent.

3. Approve the minutes of the regular meeting held November 10, 2025.
4. Receive and file the Expenditures for the period beginning November 3, 2025 and ending November 14, 2025.
5. Receive and file the Report of Contracts Executed by the City Manager for the Period of October 7, 2025 through November 3, 2025.
6. Receive and file the Monthly City Treasurer's Report on Compliance with Statement of Safekeeping and Investment of Public Funds for October 2025.

ADMINISTRATIVE MATTERS:

7. Authorize Participation in County-Led Multi-Jurisdictional Hazard Mitigation Plan Update.

Recommendation: Authorize the City Manager to submit a Letter of Intent to the Santa Barbara County Office of Emergency Management to participate in the

County-led update of the Multi-Jurisdictional Hazard Mitigation Plan, including preparation of the City's hazard mitigation annex. *(Requires a roll call vote.)*

Program Manager Briones presented the staff report.

There was no public comment.

Motion by Councilmember Clark, seconded by Councilmember Nomura, to authorize the City Manager to submit a Letter of Intent to the Santa Barbara County Office of Emergency Management to participate in the County-led update of the Multi-Jurisdictional Hazard Mitigation Plan including preparation of the City's hazard mitigation annex. The roll call vote on the motion was as follows:

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

The motion carried.

PUBLIC HEARING:

8. Annual Report of the Development Impact Fee Program and Updating the Capital Improvement Plan.

Recommendation: Adopt Resolution No. 6427, approving and accepting the Annual Report of the Development Impact Fee Program and updating the Capital Improvement Plan.

Management Analyst II Downes provided the staff report and PowerPoint presentation.

Public Works Director Ilasin noted a typographical error on page 3 of the staff report in that subsection (a) under section 6 should be labeled in numerical sequential order as section 7 and so forth and that this error does not materially change the update before the City Council. He also clarified that this section 6(a) comes from the California Government Code and is not reported in Exhibit 4 to Resolution No. 6427. He explained that it's not required to be reported when sufficient funds are not collected. He stated that the next annual report will explicitly explain this and that the capital projects don't have sufficient funds, so the City is not required to report on the approximate date the construction will commence and why the project was delayed, etc.

Vice Mayor Solórzano opened the public hearing at 8:14 pm and being there was no public comment, closed the public hearing at 8:14 pm.

Motion by Councilmember Mayer, seconded by Councilmember Nomura, to adopt Resolution No. 6427, as read by title only. Upon voice vote, the motion carried unanimously with Mayor Alarcon absent.

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

MATTERS CONTINUED FROM PREVIOUS MEETINGS: NONE

OTHER BUSINESS: NONE

LEGISLATIVE UPDATE: NONE

COMMITTEE REPORTS, INQUIRIES AND OTHER MATTERS PRESENTED BY COUNCILMEMBERS

Councilmember Mayer reported on a recent BEACON meeting where they received a presentation by the California Beach Resiliency Plan.

Vice Mayor Solórzano reported on last week's meeting of the Santa Barbara Metropolitan Transit District Board where they received an update on the Terminal 2 Phase 1 Operational Implementation at 5353 Overpass Road in Goleta, FY 25/26 First Quarter Performance Report, and did the annual election of Boardmembers and the current leadership of the Board was voted in again.

ATTENDANCE OF COUNCILMEMBERS FOR FUTURE MEETINGS

All Councilmembers present are expected to be in attendance at the December 8, 2025 Council meeting.

ADJOURNMENT

Vice Mayor Solórzano adjourned the meeting at 8:17 pm.

Mónica J. Solórzano, Vice Mayor

ATTEST:

Brian C. Barrett, CMC, CPMC
City Clerk



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Warrant Register for the period beginning November 17, 2025 and ending November 28, 2025.

STAFF RECOMMENDATION

Receive and file the Warrant Register for the period of November 17, 2025, through November 28, 2025, pursuant to Carpinteria Municipal Code Section 2.08.150(F).

DISCUSSION

As part of each regular City Council agenda, a list of all checks (Attachment A) disbursed since the last reporting period is presented to the City Council pursuant to C.M.C. 2.08.150(F). The report is provided for City Council and public information and serves as staff's verification that the expenditures have been reviewed and are within budgeted appropriations.

FINANCIAL CONSIDERATIONS

The warrant register is designed to communicate the City's fiscal activity since the prior reporting period and ensure expenditures are within the approved budget.

ATTACHMENTS

Attachment A: Warrant Register for the period beginning November 17, 2025, and ending November 28, 2025.

Staff contact:

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



Signature

Staff contact:

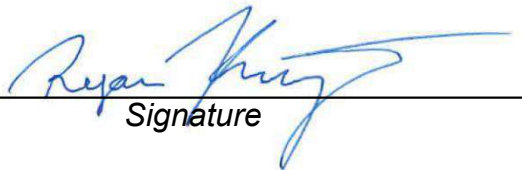
Licette Maldonado, Administrative Services Director
(805) 755-4448, LicetteM@carpinteriaca.gov



Signature

Reviewed by:

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



Signature

Reviewed by:

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



Signature

ATTACHMENT A

**Warrant Register for the period beginning
November 17, 2025, and ending November 28, 2025**



Warrant Register

Carpinteria, CA

Date Range: 11/17/2025 - 11/28/2025

Vendor Number Payable #	Vendor Name Payable Type	Payable Description	Payment Date	Payment Amount	Number
Bank Code: AP Bank-AP Bank Payment Type: Regular					
	ID WORKS LLC		11/26/2025	(27.31)	106033
	WATER GEAR INC		11/26/2025	(1,856.98)	106293
	MICHAEL RAMIREZ		11/20/2025	103.00	106927
INV0008356	Invoice	REIMBURSE 2025 COASTAL COMMISSION MEETING			
	LICETTE MALDONADO		11/20/2025	272.20	106928
INV0008325	Invoice	REIMBURSE 2025 CSMFO WEEKEND TRAINING			
	ALL LANGUAGES INTERPRETING & TRANSLATING INC.		11/20/2025	1,495.00	106929
32196	Invoice	2 INTERPRETERS FOR CC MTGS 10/13, 10/27/25			
	AMAZON CAPITAL SERVICES INC		11/20/2025	190.62	106930
1FVJ-4MDF-D441	Invoice	SPECIAL PAPER, NOTARY SEALS, COVERS-CITY CLERK			
	ASTRA BACKFLOW INC		11/20/2025	202.93	106931
INV-008559	Invoice	PARTS TO REBUILD BACKFLOW ON LINDEN & WULLBRANDT			
	BIG GREEN CLEANING COMPANY		11/20/2025	15,801.00	106932
683185	Invoice	NOV25 CONTRACTED CLEANING SERVICES			
	BRIAN BARRETT		11/20/2025	182.06	106933
INV0008354	Invoice	REIMBURSE 2025 CAL CITIES LAW SEMIAR			
	BUREAU VERITAS NORTH AMERICA INC		11/20/2025	6,290.19	106934
RI 25049342	Invoice	OCT25 PLAN CHECK SERVICES			
RI 25049343	Invoice	OCT25 MONTHLY PERMIT TECH SERVICES			
RI 25049344	Invoice	OCT25 ON-SITE INSPECTIONS			
	CARPINTERIA GROUNDWATER SUSTAINABILITY AGENCY		11/20/2025	755.62	106935
FY25/26 001-070-068	Invoice	001-070-068 MISC.			
FY25/26 001-261-004	Invoice	001-261-004 EL CARRO			
FY25/26 001-291-001	Invoice	001-291-001 RINCON BLUFFS			
FY25/26 004-005-004	Invoice	004-005-004 FOOTHILL			
FY25/26 004-005-005	Invoice	004-005-005 EL CARRO			
	CARPINTERIA VALLEY LUMBER CO		11/20/2025	145.86	106936
576496	Invoice	PADLOCK SET FOR VETS HALL COURTYARD			
576772	Invoice	TOOLS FOR TILE REPAIR AT COMMUNITY POOL			
576911	Invoice	PIGSKIN GLOVES, UTILITY KNIFE FOR PUBLIC WORKS			
576946	Invoice	MATERIAL FOR DOOR REPAIR AT COMMUNITY GARDEN			
	CITY OF SANTA BARBARA CD-RHMP		11/20/2025	6,562.50	106937
INV0008335	Invoice	FY25/26 Q1 RENTAL HOUSING MEDIATION SERVICES			
	COUNTY SANITATION COMPANY INC STEWARTS & SELZER PLUMBING		11/20/2025	1,440.85	106938
66888	Invoice	REPAIR LEAK AT COMMUNITY POOL 10/22/25			
	EASY LIFT TRANSPORTATION		11/20/2025	1,000.00	106939
7672	Invoice	NOV25 COMMUNITY TRANSPORTATION SERVICES			
	ELITE GENERAL ENGINEERING		11/20/2025	32,348.00	106940
25134	Invoice	SIDEWALK ADA REPAIR @ 6180 VIA REAL 11/3-11/4/25			
25139	Invoice	SIDEWALK REPAIR AT CAMINO TRILLADO 11/3/25			
	ESRI		11/20/2025	1,225.00	106941
900102886	Invoice	ONLINE VIEWER ANNUAL SUBSCRIPTION 11/2/25-11/1/26			
	EXPLORE ECOLOGY		11/20/2025	1,165.41	106942
4084	Invoice	WATER REDUCTION EDUCATION OUTREACH			
	FRONTIER COMMUNICATIONS		11/20/2025	393.62	106943

NOV25 805-684-4314-063022-5	Invoice	NOV25 PHONE-INTERNET FOR LIBRARY		
NOV25 805-684-7613-042205-5	Invoice	NOV25 PHONE & INTERNET FOR LG TOWERS		
INV0008319	GOLD COAST WATER POLO CLUB	11/20/2025	300.00	106944
	Invoice	VENTURA COUNTY 2025 WATER POLO LEAGUE FEE		
9702844532	GRAINGER	11/20/2025	258.95	106945
	Invoice	FISH TAPE MEASURE, GREASE, LUBRICANT FOR SHOP		
OCT25 6035 3225 0552 1587	HOME DEPOT CREDIT SERVICES	11/20/2025	523.29	106946
	Invoice	OCT25 CREDIT CARD PAYMENT		
INV0008320	HOUSING TRUST FUND OF SANTA BARBARA COUNTY	11/20/2025	600.00	106947
	Invoice	WORKFORCE HOMEBUYER SERVICES TORRES/PLESETZ		
INV0008321	JAYNE DIAZ	11/20/2025	790.53	106948
	Invoice	DEC25 MEDICAL REIMBURSEMENT		
INV0008350	JULIA MAYER	11/20/2025	103.00	106949
	Invoice	REIMBURSE 2025 CA COASTAL COMMISSION MEETING		
103885276	KIMBALL MIDWEST	11/20/2025	464.62	106950
	Invoice	TOOLS FOR PUBLIC WORKS SHOP		
INV0008322	LARRY DRIGGERS	11/20/2025	790.53	106951
	Invoice	DEC25 MEDICAL REIMBURSEMENT		
16070	LIN CONSULTING INC.	11/20/2025	1,301.76	106952
	Invoice	OCT25 ENGINEERING CARP & PALM AVE INTERSECTION		
SEP25 9800 338916 4	LOWE'S	11/20/2025	393.68	106953
	Invoice	SEP25 CARD PAYMENT		
212261	MAR CO EQUIPMENT COMPANY	11/20/2025	675.05	106954
	Invoice	AIR FILTER, FUEL FILTER, BELT FOR SWEEPER 10/30/25		
INV0008323	MARY ANN COLSON	11/20/2025	790.53	106955
	Invoice	DEC25 MEDICAL REIMBURSEMENT		
34218	MCCORMIX CORP	11/20/2025	236.67	106956
	Invoice	FUEL FOR CITY VEHICLES		
524890431	MISSION UNIFORM SERVICE	11/20/2025	307.44	106957
524890432	Invoice	TOWEL & MAT REPLACEMENT LIBRARY 11/3/25		
524890434	Invoice	TOWEL & MAT REPLACEMENT VETS HALL 11/3/25		
524890435	Invoice	TOWEL & MAT REPLACEMENT POOL 11/3/25		
524890436	Invoice	MAT REPLACEMENT, UNIFORM CLEANING 11/3/25		
	Invoice	TOWEL & MAT REPLACEMENT CITY HALL 11/3/25		
600-2025-10	MRS ENVIRONMENTAL INC	11/20/2025	27,900.02	106958
	Invoice	OCT25 OIL & GAS ON CALL ENVIRONMENTAL SERVICES		
INV0008355	NOAH ALVARA	11/20/2025	203.20	106959
	Invoice	REIMBURSE 2025 CMRTA CONFERENCE		
COC 110425-03	PRECISION CONCRETE CUTTING	11/20/2025	6,005.25	106960
	Invoice	SIDEWALK REPAIR ZONE 4		
5113 - A86447	RISDON'S 76 SERVICE	11/20/2025	2,122.24	106961
	Invoice	2 EA. TIRES, REPLACE REAR BREAKS UNIT 424 10/27/25		
2709	SANTA BARBARA COUNTY SHERIFFS DEPT	11/20/2025	546,217.00	106962
	Invoice	OCT25 CONTRACTED LAW ENFORCEMENT SERVICE		
388343153	SHOWSCAPES	11/20/2025	22,575.00	106963
388343154	Invoice	NOV25 LANDSCAPE MAINTENANCE		
	Invoice	NOV25 MONTHLY CHEMICAL CHARGE		
INV10551	SILVER STATE COMMERCIAL REFRIGERATION LLC	11/20/2025	15,650.83	106964
INV12046	Invoice	SEP25 MAINTENANCE-CITY HALL 9/30/25		
INV12589	Invoice	OCT25 CITY HALL CONTROL ROOM AC REPAIR 10/23/25		
INV3782	Invoice	OCT25 MAINTENANCE-CITY HALL 10/27/25		
INV3979	Invoice	JUL25 MAINTENANCE-LIBRARY/VETS HALL 7/1/25		
	Invoice	JUL25 MAINTENANCE-CITY HALL 7/30/25		

INV7286	Invoice	AUG25 MAINTENANCE-CITY HALL LOBBY 8/20/25		
INV7571	Invoice	AUG25 MAINTENANCE LIBRARY/VETS HALL 8/20/25		
OCT25 700474689651	SO CA EDISON		11/20/2025	22.61 106965
	Invoice	OCT25 ELECTRICITY-4683 9TH ST		
232	SOLID WASTE SOLUTIONS INC		11/20/2025	696.25 106966
	Invoice	OCT25 SOLIDWASTE PROFESSIONAL SERVICES		
INV0008324	TERRA STEPHAN		11/20/2025	100.00 106967
	Invoice	PARK DEPOSIT REFUND		
489368	THE WHARF		11/20/2025	144.49 106968
	Invoice	WORK BOOTS T. SURIEL 11/10/25		
1434	TKM ENGINEERING		11/20/2025	512.50 106969
	Invoice	OCT25 ENGINEERING TRAFFIC STUDY PL-25-2356		
229962	TRI-CO REPROGRAPHICS		11/20/2025	30.81 106970
	Invoice	SCANNING, LARGE FORMAT 10/22/25		
25-10-039	TRUE NORTH COMPLIANCE SERVICES INC		11/20/2025	6,787.46 106971
	Invoice	OCT25 BP PLAN CHECK/INSPECTION SERVICES		
1537	TWO TRUMPETS COMMUNICATIONS		11/20/2025	6,000.00 106972
	Invoice	OCT25 COMMUNICATIONS		
1020250175	UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA		11/20/2025	252.98 106973
25-261273	Invoice	NOV25 NEW TICKET CHARGES & DATABASE		
	Invoice	NOV25 CA STATE REGULATORY FEE		
2025-0258	ZWORLD GIS		11/20/2025	2,977.00 106974
	Invoice	OCT25 MAPPING/GIS SERVICES		
INV0008387	MISSIONSQUARE		11/26/2025	8,820.25 106975
INV0008388	Invoice	MISSIONSQUARE Employee Contributions		
INV0008389	Invoice	Deferred Compensation Contribution-Part Time Emp		
INV0008390	Invoice	MissionSquareEmployee Contributions		
	Invoice	MISSIONSQUARE Employee Contributions		
INV0008391	SEIU LOCAL 620		11/26/2025	235.32 106976
	Invoice	Employee Union Dues Contribution		
958873	AFLAC		11/26/2025	150.25 106977
	Invoice	NOV25 EMPLOYEE PREMIUMS		
117W-YDQ4-FHG7	AMAZON CAPITAL SERVICES INC		11/26/2025	1,071.83 106978
11KY-WDGX-H366	Invoice	BOOKS FOR LIBRARY		
14XL-PWDW-FYCP	Invoice	BOOKS FOR LIBRARY		
17QY-CCWV-CHGG	Invoice	BOOKS FOR LIBRARY		
19M4-79MX-9191	Invoice	HOLIDAY CRAFT SUPPLIES FOR AGE WELL PROGRAM		
1GX3-JVY4-DCQN	Invoice	BOOKS FOR LIBRARY		
1J3F-JRDEN-CGLC	Invoice	BOOKS FOR LIBRARY		
1JKY-MK6T-FRDT	Invoice	PHOTO ALBUM FOR CERT PROGRAM SCRAPBOOK		
1JLM-NRWN-6GG1	Invoice	HOLIDAY CRAFT SUPPLIES FOR AGE WELL PROGRAM		
1K3Q-L3JD-FLHD	Invoice	ZIP BOOKS-S. MORTON		
1K6W-VK9Y-FXPV	Invoice	BOOKS FOR LIBRARY		
1K7V-XKY1-K7MM	Invoice	BOOKS FOR LIBRARY		
1L3G-K1NG-CNL3	Invoice	BOOKS FOR LIBRARY		
1M9X-PMVC-FD19	Invoice	BOOKS FOR LIBRARY		
1NLR-RHXH-FKNT	Invoice	IPHONE CASE FOR T. SURIEL		
1P6L-M6NH-DNRR	Invoice	LAMINATING PAPER FOR CITY HALL		
1PLJ-77CJ-9PRP	Invoice	BOOKS FOR LIBRARY		
1R1G-VLFG-D3J3	Invoice	ZIP BOOKS-M. GILCREST		
1R7P-RY4X-C1WG	Invoice	ZIP BOOKS-B. HOWELL		
1T76-DP64-17DH	Invoice	ZIP BOOKS-D. CLARK		
1T7M-DWCC-CT4N	Invoice	ZIP BOOKS-P. HOCKING		
1VGG-TKXL-YRF6	Invoice	BOOKS FOR LIBRARY		
1X77-6GN7-LFRK	Invoice	BOOKS FOR LIBRARY		
1XHD-D36G-44MK	Invoice	BOOKS FOR LIBRARY		
1XM9-H1G3-3H1L	Invoice	ZIP BOOKS-S. WEST		
	Invoice	ZIP BOOKS-M. GILCREST		

	Void	11/26/2025	-	106979
OCT25 L4672004	BAKER & TAYLOR LLC Invoice	11/26/2025 BOOKS FOR LIBRARY	23.75	106980
25125-1	C & W CONSTRUCTION SPECIALTIES INC Invoice	11/26/2025 CARP @ BAILARD, VIA REAL GUARDRAIL REPAIR	8,378.50	106981
002975	CA DEPT OF JUSTICE Invoice	11/26/2025 OCT25 FINGERPRINT APPLICATIONS	32.00	106982
200035797	CALIFORNIA ASSOCIATION OF CODE ENFORCEMENT OFFICERS Invoice	11/26/2025 2026 CODE ENFORCEMENT DUES D. HERNANDEZ	100.00	106983
42128903	CANON FINANCIAL SERVICES INC Invoice	11/26/2025 NOV25 MAINT & SERVICE CANON PRINTERS	1,249.52	106984
FY25/26 GRANT	CARPINTERIA ARTS CENTER Invoice	11/26/2025 FY25/26 COMMUNITY SERVICE GRANT	10,000.00	106985
FY25/26 GRANT	CARPINTERIA WOMANS CLUB Invoice	11/26/2025 FY25/26 COMMUNITY SERVICE GRANT	1,500.00	106986
62971 62976	COASTAL VIEW NEWS Invoice Invoice	11/26/2025 STAY INFORMED AD 11/13/25 NOTICE OF PUBLIC HEARING AD 11/13/25	541.00	106987
INV0008386	CRYSTAL STURGEON Invoice	11/26/2025 PARK DEPOSIT REFUND	100.00	106988
06928	ENCOMPASS CONSULTANT GROUP INC Invoice	11/26/2025 OCT25 PAVEMENT MAINTENANCE	3,685.00	106989
213644	ENVIRONMENTAL SCIENCE ASSOCIATES Invoice	11/26/2025 OCT25 PROFESSIONAL SERVICES	3,509.88	106990
11/18/2025	FIRST RESPONSE NOTARY SHREDDING INC Invoice	11/26/2025 25 BOXES SHREDDED 11/18/25	236.00	106991
300068551-2025	GFOA Invoice	11/26/2025 CITY MEMBERSHIP 12/1/25-11/30/26	500.00	106992
NOV25 PREMIUMS	GUARDIAN Invoice	11/26/2025 NOV25 PREMIUMS	8,611.70	106993
EH 40986 #2 GH 41819	ID WORKS LLC Invoice Invoice	11/26/2025 SETUP CHARGE PAID CHECK #105994 CITY UNIFORM FOR T. SURIEL	197.19	106994
6456Nov25	INFOARMOR INC Invoice	11/26/2025 NOV25 IDENTITY THEFT EMPLOYEE PREMIUMS	27.90	106995
INV0045	MICHAEL LAZARO DBA CARPINTERIA EVENTS Invoice	11/26/2025 2025 HOLIDAY SPIRIT PARADE	8,500.00	106996
90683 91832 91875	MNS ENGINEERS INC Invoice Invoice Invoice	11/26/2025 JUN25 ENGINEERING SERVICES-VENTURE TOWNHOME OCT25 ENGINEERING SERVICE-333 LINDEN OCT25 ENGINEERING SERVICE-435 CONCHA LOMA	5,758.35	106997
50676 50745	NEW BEGINNINGS COUNSELING CENTER Invoice Invoice	11/26/2025 SEP25 SAFE PARKING PROGRAM OCT25 SAFE PARKING PROGRAM	4,595.37	106998
446744065001 446744799001 446744800001	ODP BUSINESS SOLUTIONS LLC Invoice Invoice Invoice	11/26/2025 COPY PAPER, LEGAL PADS, NOTE PADS CITY HALL 2025 1099 FORMS FOR FINANCE STENO PADS FOR CITY HALL	191.24	106999
01352DA25356744	OVERDRIVE INC. Invoice	11/26/2025 NOV25 EBOOKS/AUDIOBOOKS FOR LIBRARY	59.99	107000
403673	POLICORE INC. Invoice	11/26/2025 IT SERVICES-CITY HALL OCT25	8,640.00	107001

403674	Invoice	IT SERVICES-LIBRARY OCT25			
403675	Invoice	IT SERVICES-POOL OCT25			
	QUADIENT FINANCE USA INC		11/26/2025	500.00	107002
NOV25-7900 0440 8110 0954	Invoice	POSTAGE FOR CITY HALL 11/19/25			
	SANTA BARBARA COUNTY BEHAVIORAL WELLNESS		11/26/2025	2,766.00	107003
COC 11142025	Invoice	FY25/26 MOBILE CRISIS SERVICES			
	SANTA BARBARA COUNTY CLERK OF THE BOARD		11/26/2025	50.00	107004
INV0008357	Invoice	CEQA NOTICE OF EXEMPTION FEE PL-25-2333			
	SO CA EDISON		11/26/2025	592.13	107005
NOV25 700163777874	Invoice	NOV25 ELECTRICITY-6145 CARPINTERIA AVE			
NOV25 700827247063	Invoice	NOV25 ELECTRICITY-5781 CARPINTERIA AVE PED PED			
	STAPLES ADVANTAGE		11/26/2025	161.04	107006
6048036235	Invoice	ENVELOPES, COFFEE CREAMER CITY HALL			
6048036236	Invoice	2025 W-2 FORMS FOR FINANCE			
6048212744	Invoice	W-2 ENVELOPES FOR FINANCE			
	SWRCB		11/26/2025	10,920.00	107007
SW-0322599	Invoice	STATE WATER RESOURCES BOARD ANNUAL PERMIT FEE			
	TORO ENTERPRISES INC		11/26/2025	2,698.00	107008
19438	Invoice	OCT25 CARPINTERIA HIGH SCHOOL CROSSWALK			
	TRANSAMERICA EMPLOYEE BENEFITS		11/26/2025	667.97	107009
2505881055	Invoice	NOV25 EMPLOYEE PREMIUMS			
	TYLER TECHNOLOGIES INC		11/26/2025	320.00	107010
025-534554	Invoice	PROJECT ACCTG, AP, PO TUTORING 10/30/25			
	UNIQUE MANAGEMENT SERVICES INC		11/26/2025	68.95	107011
6146348	Invoice	OCT25 LOST LIBRARY BOOKS			
	WATER GEAR INC		11/26/2025	1,856.98	107012
5231	Invoice	GOGGLES, SWIM CAPS FOR RESALE AT COMMUNITY POOL			
	WEX BANK (CHEVRON)		11/26/2025	1,363.30	107013
108726417	Invoice	NOV25 FUEL FOR CITY VEHICLES			
	WSP USA INC		11/26/2025	15,841.25	107014
40272318	Invoice	GENERAL PLAN UPDATE THROUGH 10/31/25			
	CalPERS		11/26/2025	64.48	DFT0003565
11/8/25-11/21/25 PEPRA RETRO	Invoice	CALPERS PEPRA RETRO CONTRIBUTIONS 11/8/25-11/21/25			
	CalPERS		11/26/2025	13,252.39	DFT0003566
11/8/25-11/21/25 CLASSIC	Invoice	CALPERS CLASSIC CONTRIBUTIONS 11/8/25-11/21/25			
	CalPERS		11/26/2025	17,423.42	DFT0003567
11/8/25-11/21/25 PEPRA	Invoice	CALPERS PEPRA CONTRIBUTIONS 11/8/25-11/21/25			
	EDD-SDI		11/26/2025	2,357.57	DFT0003568
PR24 11/26/25	Invoice	PR24 11/26/25 EDD SDI TAX DEPOSIT			
	EDD-SIT		11/26/2025	7,954.59	DFT0003569
PR24 11/26/25	Invoice	PR24 11/26/25 EDD PIT TAX DEPOSIT			
	INTERNAL REVENUE SERVICE		11/26/2025	24,295.26	DFT0003570
PR24 11/26/25	Invoice	PR24 11/26/25 FEDERAL TAX DEPOSIT			



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Extension of the Ad Hoc E-Conveyance Committee Term

STAFF RECOMMENDATION

Adopt Resolution No. 6429 amending Resolution No. 6385 and approving the term extension of the Ad Hoc E-Conveyance Committee.

Sample Motion: I move to adopt Resolution No. 6429, as read by title only.

BACKGROUND

At the City Council meeting on April 14, 2025, the City Council adopted Resolution No. 6385, forming an Ad Hoc E-Conveyance Committee consisting of Councilmembers Natalia Alarcón and Julia Mayer. The Committee was tasked with working alongside staff to evaluate community concerns related to e-bikes and other electric mobility devices, review regulatory options, analyze safety trends, and guide development of a draft Electric Mobility Device Ordinance for future Council consideration.

Since its formation, the Committee has met regularly with staff from the Sheriff's Office, Public Works, Parks, Recreation and Community Services, and Risk Management. Discussions have included sidewalk riding concerns, youth safety, speed-related issues, best practices from peer jurisdictions, and potential enforcement and outreach strategies.

Under Resolution No. 6385, the Committee was scheduled to dissolve upon completion of its work and presentation of final recommendations to the City Council, but no later than December 31, 2025, unless extended by action of the City Council. As work on the draft ordinance and related program components remains underway, an extension is needed to allow the Committee to complete its assigned tasks.

A draft Resolution No. 6429 extending the Committee term is included as **Attachment A**.

DISCUSSION

The Committee continues to support development of a comprehensive Electric Mobility Device Ordinance by reviewing operational rules, enforcement considerations, public education approaches, and alignment with local safety priorities. Additional Committee input is needed to complete several remaining items, including:

- Refinement of draft ordinance language
- Review of enforcement options with the Sheriff's Office
- Evaluation of youth safety components and diversion/education programs
- Support for finalizing outreach and communication strategies
- Preparation of a complete ordinance package for presentation to the City Council

Staff recommends extending the Committee's term to allow time for this remaining work to be completed.

Proposed Term

The Ad Hoc E-Conveyance Committee will continue its work and will be dissolved upon completion of its assigned tasks and submission of its final recommendations to the City Council, but no later than December 31, 2026, unless extended by further Council action.

No changes are proposed to the Committee's roles, responsibilities, or membership.

POLICY CONSISTENCY

The extension of an existing ad hoc committee is consistent with the City Council's authority to establish committees for discrete matters requiring further study and supports the Council's interests in transportation safety and responsible local regulation.

FINANCIAL CONSIDERATIONS

If approved, the Ad Hoc Committee will continue to be supported by existing staff resources. No additional funding is requested.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

An ad hoc committee composed of less than a quorum of the City Council is not subject to certain Brown Act requirements. Such committees dissolve upon completion of their assigned work unless extended by Council action. Legal Counsel will continue to advise staff and the Committee as the draft ordinance is finalized.

OPTIONS

1. Adopt Resolution No. 6429 amending Resolution No. 6385 and approving the term extension of the Ad Hoc E-Conveyance Committee.
2. Adopt Resolution No. 6429 with modifications to the term.
3. Decline to extend the Committee.

PRINCIPAL PARTIES EXPECTED AT MEETING

Members of the Ad Hoc E-Conveyance Committee (as needed).

ATTACHMENTS

Attachment A — Draft Resolution No. 6429 Extending the Ad Hoc E-Conveyance Committee

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



Signature

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



Signature

ATTACHMENT A

Draft Resolution No. 6429 Extending the Ad Hoc E-Conveyance Committee

RESOLUTION NO. 6429

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA AMENDING RESOLUTION NO. 6385 AND APPROVING THE EXTENSION OF THE AD-HOC E-CONVEYANCE COMMITTEE

WHEREAS, the City Council from time to time finds it beneficial to form a committee of its membership in order to address a particular subject or work matter and to make related recommendations to the City Council; and

WHEREAS, on April 14, 2025, the City Council created the Ad-Hoc E-Conveyance Committee via Resolution No. 6385; and

WHEREAS, Resolution No. 6385 states that the Ad-Hoc E-Conveyance Committee shall be dissolved upon completion of its work, but no later than December 31, 2025; and

WHEREAS, staff recommends extending the E-Conveyance Committee's term to allow for additional Committee input on several remaining items, including:

- Refinement of draft ordinance language
- Review of enforcement options with the Sheriff's Office
- Evaluation of youth safety components and diversion/education programs
- Support for finalizing outreach and communication strategies
- Preparation of a complete ordinance package for presentation to the City Council; and

WHEREAS, the Ad-Hoc E-Conveyance Committee will continue its work and will be dissolved upon completion of its assigned tasks and submission of its final recommendations to the City Council, but no later than December 31, 2026, unless extended by further Council action.

NOW, THEREFORE, BE IT RESOLVED as follows:

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

SECTION 2. The Carpinteria City Council hereby extends the term of the Ad-Hoc E-Conveyance Committee to be dissolved upon completion of its work, but no later than December 31, 2026, unless extended by further Council action.

PASSED, APPROVED AND ADOPTED on the 8th day of December, 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 December 8, 2025.

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

APPROVED AS TO FORM:

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



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Authorization to enter into a Vendor Agreement for recurring animal control services between the City of Carpinteria and Animal Medical Clinic for the period from July 1, 2025 to June 30, 2028, for an amount not to exceed \$72,000 for the three-year term of this Agreement.

STAFF RECOMMENDATION

Authorize the City Manager to execute the Vendor Agreement for recurring animal control services for the period from July 1, 2025 to June 30, 2028, for an amount not to exceed \$72,000, for the three-year term of the Agreement.

Sample Motion: I move to authorize the City Manager to sign the Vendor Agreement for recurring animal control services for the period from July 1, 2025 to June 30, 2028, for an amount not to exceed \$72,000 for the three-year term of the Agreement.

(motion requires a roll call vote)

BACKGROUND

As part of the Community Development Department's Code Compliance Division, animal control services are provided to the community. Recognizing the City lacks the proper facilities and staffing to provide all required animal control services in-house, the City has historically contracted with an outside service provider to assist in the provision of recurring animal control services to the community.

Since 2008, the City has contracted with Animal Medical Clinic (AMC) to provide these recurring animal control services to the City. Recurring animal control services are defined as including basic services (i.e., boarding facilities, supplies, animal attendants, supervisors, and administrative personnel), impound services, medical services, adoption services, euthanasia services, licensing services, emergency services, and additional services. This scope of services is more fully defined in Exhibit A, Scope of Services, to the proposed Vendor Agreement (Attachment A).

The purpose of this agenda item is to request the City Council to authorize the City to enter into new three-year agreement for recurring animal control services with Animal Medical Clinic with an effective date of July 1, 2025, to align with the start of the fiscal year. The proposed agreement would also allow for up to a maximum of two additional one-year extensions, upon mutual agreement by both parties, for a maximum total possible Agreement term of five years.

DISCUSSION

The City has had a Vendor Agreement in place with AMC going back to 2008 to provide recurring animal control services support to City staff. This Agreement was most recently extended for an additional one-year term in April 2024.

In compliance with the City's Procurement Policy, Vendor Agreements should now be reviewed and evaluated every three to five years to ensure the City is continuing to receive the best value for, and performance level of, services contracted. In keeping with this Policy, City staff contacted AMC to determine their interest in continuing to provide animal control support services to the City. City staff also investigated other potential animal control services providers in the greater South Coast area that may be able to provide these types of services to the City; however, no other vendor offers 24/7 boarding, impound, and medical care capacity required for full-service animal control support.

Ultimately, City staff determined that a sole source agreement with AMC was appropriate for this circumstance, as it would provide for continuity of service at the highest level for the community as AMC remains the only animal hospital in Carpinteria with the necessary staffing and facilities to provide 24-7 animal control support services. AMC also remains willing to continue providing said services at the same monthly base rate previously agreed to.

The proposed Vendor Agreement explains the scope of services covered by the Agreement (see Attachment A) and provides for a compensation schedule of \$1,600 per month base rate, with additional charges assessed on a per response basis for emergency or after-hours impound or boarding services call-outs (see Attachment A).

FINANCIAL CONSIDERATIONS

The City's anticipated contracting for recurring animal control services for an amount no to exceed \$24,000 has been allocated from the General Fund (101-341-5201) in the approved FY 2025-27 two-year budget. Future budgets would require a similar allocation to continue to contract for animal control services through years three through five of the proposed Agreement.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney has reviewed and approved the Vendor Agreement for recurring animal control services as to form.

OPTIONS

1. Authorize the City Manager to execute the agreement for recurring animal control services for the period from July 1, 2025 to June 30, 2028, for a not-to-exceed amount of \$72,000 for the three-year term of the agreement (staff recommendation).
2. Authorize the City Manager to execute the Agreement with City Council modifications.
3. Receive staff report and choose not to execute the Agreement, and direct staff to explore other options for providing the subject recurring animal control services.

PRINCIPAL PARTIES EXPECTED AT MEETING

M. Scott Smith, DVM, Owner, Animal Medical Clinic will attend virtually.

ATTACHMENTS

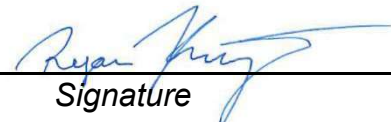
A: Proposed Vendor Agreement for recurring animal control services between the City of Carpinteria and Animal Medical Clinic

Staff Contact: Nick Bobroff, Community Development Director
(805) 755-4407 / nickb@carpinteriaca.gov



Signature

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



Signature

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



Signature

ATTACHMENT A

**Proposed Vendor Agreement for recurring animal control services
between the City of Carpinteria and Animal Medical Clinic**

AGREEMENT FOR CONSULTANT SERVICES

THIS AGREEMENT FOR CONSULTANT SERVICES (“Agreement”) is made and effective as of the 1st of July, 2025 by and between the City of Carpinteria, a municipal corporation (“**City**”), and the Animal Medical Clinic (“**Consultant**”) (collectively, the “**Parties**”) at Carpinteria, California, with reference to the following facts:

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

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

1. SERVICES.

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

2. PERFORMANCE.

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

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

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

3. **TERM.** This Agreement shall be effective as of the date first above written and shall continue in full force and effect through June 30, 2028, unless terminated earlier as provided for herein. Upon mutual written agreement, the term of this Agreement can be extended for up to two (2) additional one (1) year periods, for a not-to-exceed total term of five (5) years.
4. **COMPENSATION.**
- 4.1 **Basic Services.** For Basic Services, City shall pay Consultant on a time and materials basis, not to exceed amount of \$1,600 per month as full compensation for all labor, materials, equipment, tools, transportation, and Services. This compensation shall be paid in accordance with the payment rates and schedule as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based on the actual time spent on the tasks and the actual price of the necessary materials. In the event a term or condition in any document or attachment conflicts with a term or condition of this Agreement the term or condition in this Agreement shall control. Should such conflict arise the priority of documents shall be as follows: This Agreement, the City's Request For Proposal together with attachments, Consultant's proposal together with attachments.
- 4.2 **Additional Services.** Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to the Basic Services, unless such services are authorized Additional Services agreed to in advance and in writing in the method provided for herein. Consultant will submit fee estimates for such Additional Services upon request of City.
- 4.3 **Invoices.** Should City reasonably determine that Consultant has not fulfilled any services or met the timelines established in Exhibit A, City shall notify Consultant of the failure in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product or performance of Services. The City, at its discretion may provide the Consultant five (5) days to cure the breach. City may withhold the accompanying payment without penalty until such time as Consultant cures the breach. In the alternative, upon Consultant's failure to meet any deadlines the City may modify the Services schedule. Should Consultant or its representatives fail to cure the breach within five (5) days, or fail to reasonably agree to such modified schedule, City may immediately terminate this Agreement in writing, without penalty or incurring further obligation to Consultant.
- 4.4 **Withholding.** City reserves the right to withhold future payment to Consultant if any aspect of the Consultant's work or performance of Services is found to be substantially inadequate. City shall notify Consultant in writing of deficiencies believed to be substantially inadequate within thirty (30) days after receipt of product or performance of Services.
- 4.5 **Taxes/Insurance/Licenses.** Consultant shall be solely responsible for the payment of any federal, state, or local income tax, social security tax, workers' compensation insurance, state disability insurance, and any other taxes or insurance which Consultant is responsible for paying as an independent contractor under federal, state or local law. At all times during the term of this Agreement, Consultant and any approved subcontractors performing Services under this Agreement shall have in full force and effect all licenses necessary for

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

5. RECORDS.

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

6. TERMINATION.

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

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

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

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

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

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

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

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

including but not limited to any activities associated with carrying out the agreed to Services by Consultant, its agents, employees, subcontractors, consultants, assigns or by any individual or entity for whom Consultant is legally liable.

10. **RELEASE OF INFORMATION.**

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

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

11. **RELATIONSHIP TO CITY.**

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

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

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

12. GENERAL PROVISIONS.

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

To City:
Michael Ramirez, City Manager
City of Carpinteria

To Consultant:
M. Scott Smith, D.V.M.
Animal Medical Clinic

5775 Carpinteria Avenue
Carpinteria, CA 93013-2698
P: (805) 755-4450

1037 Casitas Pass Road
Carpinteria, CA 93013
(805) 684-8665

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

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

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

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

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

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

"CITY"
City of Carpinteria

"CONSULTANT"
Animal Medical Clinic

By: _____
Michael Ramirez, City Manager

By: _____
M. Scott Smith, D.V.M.

APPROVED AS TO FORM:
City of Carpinteria

ATTEST:
City of Carpinteria

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

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

EXHIBIT A

BASIC SERVICES TO BE PERFORMED

Basic Services. AMC shall provide the following services including boarding facilities, supplies, animal attendants, supervisors and administrative personnel, and any other equipment, supplies and personnel reasonably required to perform the following services.

Impound Services. AMC shall make boarding facilities available to the City of Carpinteria and shall provide impound and boarding services for stray, abandoned, impounded or lost animals found in the incorporated area of Carpinteria. Members of the public may surrender stray, abandoned, impounded or lost animals found in the incorporated area of Carpinteria directly to Animal Medical Clinic during Animal Medical Clinic's business hours. Upon receipt of such an animal, Animal Medical Clinic shall inform the City of Carpinteria by contacting the Code Compliance Supervisor and providing a description of the animal and if applicable the location where it was found. The City of Carpinteria may transfer stray, abandoned, impounded or lost animals in its possession to the Animal Medical Clinic.

Medical Services. Animal Medical Clinic shall provide medical services to treat and provide veterinarian care to stray, injured or sick animals impounded at Animal Medical Clinic. Animal Medical Clinic shall quarantine biting animals and animals suspected of carrying rabies, and provide vaccination services to animals impounded at Animal Medical Clinic.

Adoption Services. During Animal Medical Clinic business hours, Animal Medical Clinic shall provide for the surrender and reclaim of stray, abandoned, impounded or lost animals. Further, during Animal Medical Clinic business hours, Animal Medical Clinic shall make impounded animals available for adoption, to the extent permissible by law. Cats and other animals shall be made available for adoption pursuant to applicable law, including Food and Agricultural Code 31751 et seq. Dogs shall be made available for adoption pursuant to applicable law, including Food and Agricultural Code 30503 and 31101 et seq. Any animal relinquished by the purported owner shall be held for the same holding periods, except relinquished kittens or puppies may be available immediately for adoption. Animal Medical Clinic shall use its best efforts to advertise the opportunity to adopt animals. Means of advertisement for adoption shall be via the City of Carpinteria Scroll or website and/or The Coastal View and public outreach at Animal Medical Clinic. Animal Medical Clinic shall require all applicants for adoption of an animal to complete and submit a copy of the City's Animal Adoption Application, and shall submit a copy of the completed application to the City before approving or finalizing any adoption.

Foster Services. Animal Medical Clinic shall assist the City in administering and maintaining suitable records for any volunteers offering animal foster services. Animal Medical Clinic shall refer any individuals interested in offering animal foster services to the City for registration as an approved City volunteer prior to releasing any animals into the custody of the animal foster volunteer.

Euthanasia Services. Animal Medical Clinic may euthanize, as necessary, animals impounded at Animal Medical Clinic that are unclaimed by their owners and fail to be adopted, provided that the euthanasia complies with applicable law. Animal Medical Clinic shall provide dead animal disposal of such euthanized animals.

Licensing Services. Animal Medical Clinic shall issue dog licenses upon request.

Emergency Services. After Animal Medical Clinic business hours, Animal Medical Clinic shall, when available receive emergency calls from City of Carpinteria staff and members of the public about stray, abandoned, impounded or lost animals found in the incorporated area of Carpinteria in need of medical attention. Animal Medical Clinic shall respond to said emergency calls by providing impound services as described in the impound services section. If emergency medical services (i.e., surgery) are necessary and an owner of the animal cannot be found, Animal Medical Clinic shall immediately notify the City of Carpinteria and provide an estimate of the costs to provide such services in writing whenever possible. The City of Carpinteria shall promptly make a determination whether or not to approve the emergency medical services and shall inform Animal Medical Clinic of its decision in writing whenever possible. Notwithstanding the foregoing, if after diligent effort Animal Medical Clinic is unable to obtain a response from the City of Carpinteria regarding approval of the emergency medical services and action must be taken, Animal Medical Clinic shall exercise its professional judgement in providing services and shall carry out those actions which would best advance the animal's interest.

Additional Services. The City of Carpinteria may elect to have Animal Medical Clinic perform additional services beyond the basic services referenced above, but within the expertise of Animal Medical Clinic. Such additional services shall be mutually agreed to in advance and specified in a writing, which shall also specify the basis for Animal Medical Clinic's fee for such additional services.

EXHIBIT B

PAYMENT RATES AND SCHEDULE

Basic Services. For provision of the impound, medical, adoption and euthanasia services described herein, City of Carpinteria shall pay Animal Medical Clinic \$1,600 per month as full compensation for all labor, materials, equipment, tools, transportation and services rendered. For the provision of emergency impound services that occur between the hours of 6:00 P.M. to 7:30 A.M., including weekends, City of Carpinteria shall pay Animal Medical Clinic \$200 per response, that requires veterinarian emergency medical services. Animal Medical Clinic shall also provide a staff to respond to afterhours calls regarding a stray, abandoned, impounded or lost animal found in the incorporated area of Carpinteria in order to provide temporary boarding services in the event a Code Compliance Officer is unavailable. City of Carpinteria shall pay Animal Medical Clinic responder \$50/hour, per response, minimum of 2 hours per response. Fee incurred by Animal Medical Clinic in providing emergency medical services shall be billed to the animal's owner. If an owner cannot be identified, City of Carpinteria shall pay Animal Medical Clinic those fees incurred by Animal Medical Clinic in providing emergency medical services that the City of Carpinteria approved in advance or that Animal Medical Clinic incurred after diligently attempting to gain such approval. For provision of licensing services, City of Carpinteria shall pay Animal Medical Clinic \$5.00 for each dog license issued.

Additional Services. Animal Medical Clinic shall not be compensated for any services rendered in connection with their performance of this agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing in the method provided for herein. Animal Medical Clinic will submit fee estimates for such additional services upon request of City of Carpinteria.

EXHIBIT C

INSURANCE REQUIREMENTS

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

Consultant shall provide the following types and amounts of insurance:

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

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

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

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

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

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

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

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

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

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

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

EXHIBIT D

WORKERS' COMPENSATION REQUIREMENTS

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

ACKNOWLEDGEMENT OF WORKERS' COMPENSATION OBLIGATION

I, M. Scott Smith, D.V.M., hereby acknowledge my obligation to secure payment of Workers' Compensation before beginning work.

Consultant

By: _____
M. Scott Smith, D.V.M., owner

Dated: _____



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Authorization to enter into a Vendor Agreement for online permit processing and project case management software with GovWell Technologies Inc. for an amount not to exceed \$99,000 for the three-year term of this Agreement.

STAFF RECOMMENDATION

Authorize the City Manager to execute the Vendor Agreement for online permit processing and project management software for an amount not to exceed \$99,000 for the three-year term of the Agreement.

Sample Motion: I move to authorize the City Manager to sign the Vendor Agreement for online permit processing and project management software for an amount not to exceed \$99,000 for the three-year term of the Agreement.

(motion requires a roll call vote)

BACKGROUND

The Community Development Department's Development Review and Building Program relies on online permit processing software to prepare, track, and process building permits from application intake through the review and plan check process, and through issuance and final permit sign-off upon completing all required inspections. A well-functioning permit software system is integral to the efficient processing and tracking of the hundreds of building permit applications received by the City annually.

The City's current online permit platform was originally acquired in 2013 and a recurring Agreement with that vendor has been renewed annually since at a cost of approximately \$11,000 per year. While inexpensive by industry standards, the current platform has not been comprehensively updated since its initial implementation and is limited in its capabilities (e.g., no ability to allow for online submittals or issuance; no built-in plan review capabilities, no ability to accept online payments). The COVID-19 pandemic exposed the limitations of the City's current permit software as most jurisdictions transitioned to online-based permit systems that allowed all steps in the permit process

to be handled remotely rather than requiring in-person submittals, payments, and issuance of permits. Moreover, beginning on January 1, 2028, smaller jurisdictions such as Carpinteria, will be required to come into compliance with AB 2234, which among other things, will require all local jurisdictions to provide an online option to apply, complete and retrieve building permit applications.

Recognizing that the current online permit platform was no longer meeting the needs of the Community Development Department ("CDD"), nor keeping up with current market expectations, CDD staff began researching and evaluating options for a new online permitting vendor in FY 22-23. Budget limitations and other departmental workload commitments initially delayed efforts to move forward with acquisition of a new online permit platform prior to now. The additional time did, however, afford CDD staff the ability to identify, demo, and evaluate additional vendors and to find one that best met the City's needs and wants while remaining within the anticipated budget.

In the process of researching online permit vendors, CDD staff also found that most vendors offer some form of a project or case management software that could be used to help track and manage planning cases through their respective workflows. As this case management work is currently handled manually by CDD staff, the ability to transition these administrative tasks into an integrated software system that can help track and manage planning cases more efficiently would help improve productivity, internal coordination, and transparency in the planning process.

Anticipating the transition to a new online permitting platform and a likely increase in annual operating costs over the current platform, the City established and adopted a new Building Technology Surcharge fee as part of the comprehensively updated City fee schedule beginning in Fiscal Year (FY) 23-24. The Building Technology Surcharge fee charges five percent (5%) of the combined plan check and building permit fees, with the collected funds being used to help offset technology-based costs associated with managing the City's Development Review and Building Program. In its first year, the Surcharge generated approximately \$31,000 dollars to help defray these costs. For the current fiscal year, collected fees to-date remain on track to finish out the year with a similar fund balance.

CDD staff investigated more than a dozen online vendors, and completed a more in-depth review and staff demonstration of five of the vendors that emerged as offering the most capable platforms for the City's needs. Quotes were obtained for many of the vendors as well, with ongoing annual subscription costs ranging from approximately \$11,000 to \$60,000, and initial one-time implementation and start-up costs ranging from \$20,000 to \$100,000. Ultimately, CDD staff identified GovWell as providing the best combination of capabilities and functionalities within the range of the anticipated annual budget for these services.

Accordingly, the purpose of this agenda item is to request the City Council to authorize the City to enter into a three-year agreement for an online permit processing and project management platform with GovWell. The proposed agreement would also allow for annual renewals thereafter, subject to a five percent (5%) annual increase in subscription fees.

DISCUSSION

The proposed Vendor Agreement with GovWell (Attachment A) would cover two distinct software modules:

1. Building/Public Works Permits & Inspections Module. This module would allow for the management of all types of CDD and Public Works permits (e.g., Building Permits, Engineering Permits, Film Permits, Special Event Permits, etc.), coordinating and tracking inspections and plan reviews, and online submittals, payment and issuance of permits. The module includes an online portal allowing for customer access to tracking/status and public transparency (e.g., permit lookup, etc.).
2. Planning & Zoning Module. This module would allow for workflow management and processing of planning project applications and plan reviews. The module also includes an online portal allowing applicants and members of the public to track project status.

The Agreement also includes a Special Events Permits module at no additional subscription cost, which GovWell provides as part of its permitting suite.

A CDD staff person would be assigned as the primary City contact to work with GovWell staff to develop the City's customized workflows, provide all necessary source data, help coordinate integration with other City departments, and organize/schedule staff training. GovWell anticipates a two- to three-month lead time to complete the development and implementation of the first module (Building/Public Works Permits & Inspections) with the other module to follow shortly thereafter.

Upfront implementation/start-up costs and ongoing annual subscription costs for the two modules for the three-year term of this proposed Agreement are as follows:

1. Building/Public Works Permits & Inspections Module.
 - Deployment Services & Data Migration Fees (one time): \$14,000
 - Annual Subscription Fee: \$20,000
2. Planning & Zoning Module.
 - Deployment Services & Data Migration Fees (one time): \$4,000
 - Annual Subscription Fee: \$7,000

Taken together, the initial one-time start-up costs for both modules would total \$18,000. Total annual subscription costs for the two modules would be \$27,000. For the three-year term of the proposed Agreement, the total cost would add up to \$99,000 (\$18,000 one-time costs + [\$27,000 annual subscription x 3 years]).

In addition to evaluating multiple vendors and obtaining quotes, CDD staff also investigated the option of a cooperative purchasing agreement for the desired services. GovWell services are available through one of the cooperative purchasing procurement services of which the City is a member, however, the cost was approximately \$7,000 higher than the quoted price to contract directly with GovWell. Accordingly, staff believes they have obtained the most competitive price for the services offered.

FINANCIAL CONSIDERATIONS

The current FY 2025-27 two-year budget has allocated \$25,000 for one-time start-up costs and \$43,000 per year for annual subscription costs from the General Fund (101-221-5360). Future budgets would require an ongoing allocation for the annual subscription renewals, although the total dollar amount may need to be adjusted to match anticipated costs.

As noted previously in the Background section, the anticipated annual revenue collected through the Building Technology Surcharge fee is intended to offset this annual cost. Based on last fiscal year's collected fees and the current year-to-date revenues, it is anticipated the Surcharge will fully offset annual subscription costs for the initial three-year term.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

The City Attorney has reviewed and approved the Vendor Agreement for an online permit processing and project management platform as to form.

OPTIONS

1. Authorize the City Manager to execute the agreement for an online permit processing and project management platform for a not-to-exceed amount of \$99,000 for the three-year term of the agreement (staff recommendation).
2. Authorize the City Manager to execute the Agreement with City Council modifications.
3. Receive staff report and choose not to execute the Agreement, and direct staff to explore other options for providing the subject online permit processing and project management platform services.

PRINCIPAL PARTIES EXPECTED AT MEETING

None

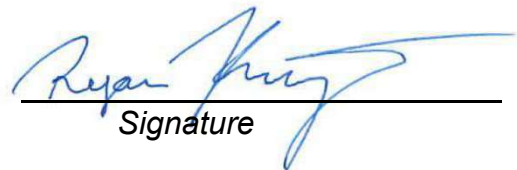
ATTACHMENTS

A: Proposed Vendor Agreement for online permit processing and project management platform services

Staff Contact: Nick Bobroff, Community Development Director
(805) 755-4407 / nickb@carpinteriaca.gov


Signature

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


Signature

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


Signature

ATTACHMENT A

**Proposed Vendor Agreement for online permit processing and
project management platform services**

GovWell Order Form

This Order Form, dated as of the Effective Date, is entered into by and between GovWell Technologies Inc. (“**GovWell**”) and the customer identified below (“**Customer**”), and is subject to the Terms of Service (as defined below), which are incorporated by reference herein.

Customer: City of Carpinteria, CA	Effective Date:
Customer Contact: Nick Bobroff	Contact Email: nickb@carpinteriaca.gov
Contact Phone: (805) 755-4407	Billing Contact:
Billing Email:	Billing Phone:

1. SOFTWARE MODULES AND SERVICES.

The table below outlines the GovWell software modules and services included in Customer’s purchase:

Software Module	Description	Annual Subscription Fee	Deployment Services Fees	Data Migration Services	Data Migration Fees
Building Permits + Public Works Permits & Inspections	Manage building & public works permits , inspections, and plan review. Includes online portal for improving access and transparency to the public.	\$20,000	\$12,000	Data Only	\$2,000
Special Events Permits	Manage permits for special events.	INCLUDED	INCLUDED	N/A	N/A
Planning & Zoning	Online planning & zoning applications, workflow management, and plan review.	\$7,000	\$2,000	Data Only	\$2,000
TOTALS		\$27,000	\$14,000		\$4,000

2. SCOPE OF WORK.

By signing this Order Form, the Customer agrees to the Scope of Work (“SOW”) attached as Exhibit A. The SOW outlines the specific services GovWell will provide, as well as the responsibilities of the Customer with respect to Deployment Services, Data Migration Services, Continuous Deployment Services, and Product Support. The Customer acknowledges that GovWell’s obligations are limited to the hours and scope defined in the table below. Any services requested beyond these limits may incur additional fees, as described in the SOW.

Item	Quantity / Scope
Deployment Services	40 hours
Data Migration Services	23 hours
Staff Training	6 hour long sessions conducted via Zoom
Continuous Deployment Services	20 hours / year
Product Support	Included for free.

3. INITIAL TERM

Three (3) years, beginning on the Effective Date.

4. SUMMARY OF FEES AND TERMS

Item	Description
Deployment & Data Migration Services Fees (one-time)	\$18,000
Annual Subscription Fees	\$27,000
Total Year 1 Cost	\$45,000
Annual Uplift	5% (not applicable during initial term)
Initial Term Invoice Schedule	Annual, invoiced on signing. Invoice schedule: • \$45,000, invoiced on Effective Date • \$27,000, due on July 1, 2026 • \$27,000, due on July 1, 2027
Renewal Procedure	Automatic 1 year renewal term, unless 60 days notice provided prior to renewal date

5. TERMS OF SERVICE.

The parties expressly acknowledge and agree that this Order Form, any appendices attached, and any amendments hereto signed by the parties, is subject to and conditioned upon Customer's agreement to the Terms of Service located at <http://www.govwell.com/terms> (as amended from time to time, the "**Terms of Service**"). By signing below, Customer expressly acknowledges and agrees that it has reviewed the Terms of Service and agrees to be bound thereby. In the event of any inconsistency or conflict between the terms of this Order Form and the Terms of Service, the terms of this Order Form shall take precedence and govern solely with respect to the specific services, fees, and terms outlined herein, unless otherwise stated in the Terms of Service. All other provisions of the Terms of Service shall remain in full force and effect. Customer further acknowledges and agrees that by signing below, the person signing this Order Form has the authority to execute this Order Form on behalf of Customer. This Order Form may not be amended or modified, except in a writing signed by both Customer and GovWell.

AGREED AND ACCEPTED on behalf of the parties by their duly authorized representatives as of the Order Form Effective Date.

CUSTOMER: CITY OF CARPINTERIA, CA

GOVWELL TECHNOLOGIES INC.:

By (Signature):

By (Signature):

Name (Printed):

Name (Printed):

Title:

Title:

Date signed:

Date signed:

Exhibit A: Scope of Work

Deployment Services, Data Migration Services, & Ongoing Support

This Scope of Work (“SOW”) outlines the services to be provided by GovWell in connection with the implementation of its software platform for the Customer, as well as the ongoing support and maintenance services that follow. It also defines the responsibilities of both the Customer and GovWell to ensure a smooth and effective onboarding experience and continued successful use of the platform. This SOW is incorporated into and governed by the terms of the applicable Order Form.

1. Deployment Services

GovWell and the Customer will collaborate to deploy the GovWell software platform for the Customer’s use. A dedicated GovWell Deployment Strategist will be assigned to the Customer to coordinate the deployment process and manage the activities necessary to ensure successful go-live of the platform (the “Deployment Services”).

1.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully deploy the GovWell platform.

- **Regular meetings with GovWell Deployment Strategist.** Mutual consultations between Customer and the GovWell Deployment Strategist will be conducted via Zoom to define and document Customer’s goals, timelines, and workflows; demonstrate deployment progress; and gather and incorporate Customer feedback throughout the deployment process.
- **System configuration.** GovWell will configure the software to reasonably align with the Customer’s expressed needs, including setup of the online portal, relevant modules, workflows, forms, document templates, fee structures, inspection settings, user roles and permissions, and other applicable system components. While every effort will be made to reflect the Customer’s requirements, configurations will be based on a commercially reasonable interpretation of those needs within the capabilities of the platform.
- **Staff training.** GovWell to conduct virtual training sessions for Customer staff via Zoom. Training sessions are limited to the quantity and duration specified in the Order Form. GovWell will also provide a library of digital training materials and guides, including video demonstrations of key functionality.
- **Integration with Geographic Information System (GIS).** GovWell will reach out to the Customer’s designated GIS contact to initiate integration efforts. The Customer is responsible for providing accurate contact information, facilitating introductions, and ensuring their GIS team provides all necessary data in a timely manner. GovWell’s ability to integrate is directly dependent on the completeness and responsiveness of the information shared by the Customer’s GIS team. Timely access and communication are essential to ensure a smooth integration.
- **Configuration of online payment processing through GovWell.** The Customer is responsible for completing all onboarding forms required by GovWell’s integrated payment processor, Finix. GovWell does not support the use of alternative payment processors.

1.2 Timeline

GovWell is committed to bringing the Customer live as quickly as possible and will make commercially reasonable efforts to do so. While the deployment timeline will be discussed and generally targeted during the deployment kickoff meeting, the inherently variable nature of deployment processes means that no specific timeline is guaranteed. GovWell is not responsible for delays resulting from incomplete or inaccurate inputs, delayed responses, or changes in the availability of key Customer personnel, including due to vacations, leave, or other time off.

1.3 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is necessary to achieve a smooth and effective deployment. Customer responsibilities include, but are not limited to:

- Assign a primary point of contact for each software module to coordinate deployment activities.
- Participate in scheduled virtual meetings with the GovWell Deployment Strategist.
- Submit all requested information and materials in the required formats and within specified timeframes.
- Review and test configurations, provide feedback and approvals to GovWell promptly.
- Complete all onboarding forms required by GovWell's integrated payment processor, Finix (GovWell does not support alternative payment processors).
- Facilitate an introduction to a point of contact responsible for GIS.

1.4 Exclusions & Terms

- Deployment Services do not include custom application development or third-party integrations (other than the ones specified in Section 1.1 (Scope)).
 - Additional Deployment Services beyond the initial scope may be subject to additional fees specified in section 4 of this SOW.
-

2. Data Migration Services

GovWell and the Customer will collaborate to migrate the Customer's data into the GovWell software platform for the modules specified in the Order Form. A dedicated GovWell Data Expert will be assigned to coordinate the data migration process and manage the activities necessary to prepare the Customer's data for use within the platform (the "Data Migration Services").

2.1 Scope

The following outlines the services and responsibilities included within the scope of this engagement. These items define the core activities that GovWell and the Customer will undertake to successfully migrate data into GovWell.

- Review and consultation with a GovWell Data Expert to determine project goals, which legacy data is relevant for migration, and appropriate mappings from into GovWell database model.
- Preparation of a written data migration plan for Customer approval.

- One-time import of structured tabular data into GovWell.

2.2 Customer Responsibilities

Customer acknowledges that active, timely participation from Customer is required to achieve a smooth and effective data migration. Customer responsibilities include, but are not limited to:

- **Primary point of contact.** Assign a primary point of contact to coordinate data migration activities in collaboration with GovWell representatives.
- **Data extraction and transfer.** Customer will extract or export source data from legacy systems and transfer to GovWell in structured file formats (e.g., CSV, Excel). GovWell requires two main exports: one export for analysis and planning, and a final export immediately prior to migration. If files are included in the Order Form, Customer will extract and transfer files and attachments to GovWell via SSH File Transfer Protocol or Secure File Transfer Protocol (SFTP). If Customer cannot export source data independently, Customer will be solely responsible for coordinating with their current software vendor to obtain the necessary data.
- **Meeting participation.** Participate in scheduled virtual meetings with a GovWell Data Expert to consult on project goals, answer questions, and facilitate the mapping of source data to the GovWell data model.
- **Migration Plan Approval.** The Customer is responsible for carefully reviewing the written data migration plan and must digitally approve it prior to execution. By approving the plan, the Customer acknowledges that the accuracy, completeness, and alignment of the migration with their expectations are their sole responsibility. GovWell is not liable for any errors, omissions, or outcomes resulting from decisions made or information provided by the Customer. In the event of adverse consequences arising from the approved plan, GovWell will make commercially reasonable efforts to remediate the issue; however, additional costs may apply.
- **Complete migration tasks.** GovWell will make reasonable efforts to place migrated records in the appropriate steps within workflows and minimize the work required by Customer. However, limitations in the source data—such as missing or incompatible information—may prevent certain records from being automatically mapped into the current workflows. In these cases, Customers may be responsible for manually moving records to the correct workflow steps, validating data accuracy, and relocating attachments as needed.

2.3 Exclusions & Terms

In connection with GovWell's standard data migration services, the following are not in scope:

- Verification of source data accuracy, completeness, or quality.
- Data cleaning or validation of source data (e.g., spelling corrections, field splitting, schema mismatch resolution).
- Digitization of physical documents.
- Transforming scanned or handwritten documents into structured data.
- Imports of data that lack sufficient detail to generate a complete and usable entity in GovWell, such as a permit without a permit number or an inspection without a date of completion.

- Training sessions for Customer residents or the public.
- Additional Deployment Services beyond the scope may be subject to additional fees specified in section 4 of this SOW.

2.4 Timelines

GovWell is committed to making the data migration process as smooth and efficient as possible and will make commercially reasonable efforts to support Customer throughout. While timelines will be established and generally targeted during the deployment kickoff meeting, the complexity and variability of data migration means that no specific timeline or outcome can be guaranteed. GovWell is not responsible for delays or limitations resulting from incomplete, inconsistent, or improperly formatted source data, lack of access to required systems, or delays in Customer responses or availability—including due to vacations, leave, or other time off taken by key Customer personnel. This also includes situations where third-party vendors fail to provide data in a timely manner or where the Customer provides critical data, such as large files or datasets, at the last minute (e.g., under 5 days before the scheduled migration). Such circumstances can impact the migration timeline and overall project success, and any resulting delays or additional costs will not be the responsibility of GovWell.

To maintain the integrity and accuracy of the data migration, all configuration changes must be completed prior to the migration process. Because many configuration changes commonly occur after go-live as the platform is fine-tuned to meet the Customer's needs (e.g. modifying the process for a Solar Panel permit or adding required inspections for an Electrical permit), GovWell schedules data migration to take place only after the platform has gone live with the finalized configuration. Performing data migration before finalizing these changes risks data inconsistencies and errors, which can lead to significant additional work and may result in additional fees. This approach helps ensure a clean, reliable migration and a stable platform for ongoing use.

There will be a minimum of five (5) business days between GovWell's receipt of final data and the point at which that data will be accessible and usable within the GovWell system.

Longer timeframes may result from:

- Incomplete or incorrect file formatting.
- Customer-requested changes to migration plan or platform configuration.
- Transfer issues or SFTP protocol delays.

2.5 Limitations

Customer acknowledges that GovWell is not responsible for the quality, completeness, or accuracy of the source data provided for migration. The quality of the source data can directly impact the quality of the data as it appears and functions within the GovWell platform. Data migrations are inherently imperfect, and not all data or structures from legacy systems can be mapped precisely to the new environment. While GovWell will make commercially reasonable efforts to ensure a successful and functional migration, some migrated records may not process as expected. This may include data appearing differently than in the original system, missing or partially mapped fields, or workflows and automations not functioning as intended.

2.6 Post-Migration Support and Customer Responsibilities

Customer is responsible for carefully reviewing the migration plan to ensure it aligns with their expectations and digitally signing prior to execution. Any data not listed in the migration plan will not be migrated by GovWell. Following the completion of the data migration, GovWell is committed to supporting Customer in addressing issues that may arise, including assisting with reasonable data adjustments if certain records did not migrate as intended.

GovWell will make good faith efforts to resolve issues resulting from errors or discrepancies within the scope of the approved plan. Any post-migration adjustments must be scheduled in advance and are subject to GovWell's availability. Significant or time-intensive requests may incur additional charges, as outlined in section 4 of the SOW.

2.7 Service Hours

Data migration service hours are limited to the number of hours specified in the applicable Order Form. These hours cover all activities related to the data migration process, including planning, execution, validation, issue resolution, and consultations. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in section 4 of this SOW.

2.8 Data Security

- If data that Customer intends to migrate contains Sensitive Personally Identifiable Information (SPII), Customer must notify GovWell in advance of sharing the data. SPII includes, but is not limited to, Social Security Numbers, Federal Tax Identification Numbers, Employer Identification Numbers, and other sensitive personal or organizational identifiers,
- All SPII must be transferred via GovWell's secure SFTP channel.
- GovWell is not responsible for data exposure resulting from insecure transmission methods (e.g., email).

3. Continuous Deployment & Product Support Services

GovWell will collaborate with the Customer to provide ongoing support and ensure the GovWell software platform continues to meet Customer's needs following deployment. A new GovWell Deployment Strategist will be assigned after go-live to coordinate support activities and manage the services necessary to ensure the continued successful use and optimization of the platform. In addition to this service, GovWell also offers regular product support channels to address general inquiries, technical issues, and troubleshooting needs.

3.1 Overview

Following the initial deployment, GovWell will provide ongoing support to help the Customer maintain effective use of the platform. This includes two types of services: (1) Continuous Deployment Services: for configuration changes, training, and strategic guidance, and (2) Product Support: for general inquiries, technical support and issue resolution. GovWell may adjust the nature and frequency of these support activities over time based on the Customer's usage of the platform and evolving needs.

3.2 Scope

Requests involving configuration changes, consultations, or training sessions may count against the Customer's allotted Continuous Deployment Services hours as outlined in the Order Form. Technical support inquiries—such as those related to login issues, bug reports, or basic troubleshooting—are not counted against service hours and are addressed through GovWell's regular support channels.

All major service requests submitted through any channel—regardless of whether routed through Deployment Strategists or general support—will be assessed for inclusion in Deployment Services hours. Any services requested beyond the allotted hours may be subject to additional fees, as outlined in Section 4 of this SOW. GovWell will notify Customer in advance of reaching their service hour limit.

The following activities are included in Continuous Deployment Services:

- Configuration changes: Any updates to settings, record types, workflows, fields, templates, etc.
- Consultations: Strategic guidance, best practices, and process mapping.
- Training sessions: Live or recorded training for new staff, refresher sessions, or training on specific modules or features.
- Other service-related tasks: Any request that requires a GovWell team member to perform work beyond a basic fix or answer—for example, correcting misentered data, adjusting a process flow, or preparing a custom report.

The following are not included in Continuous Deployment Services, and are covered by Product Support:

- Bug reports and resolution.
- Login/access issues.
- Basic troubleshooting and how-to questions (e.g., "How do I export a report?").

4. Out-of-Scope Services & Hourly Rates

GovWell is committed to delivering successful Deployment, Data Migration, Continuous Deployment, and Product Support services within the scope and hours outlined in the Order Form. GovWell understands that needs may evolve and additional work may sometimes be necessary to ensure a smooth experience. If the required effort exceeds the included hours or scope, GovWell will communicate with the Customer before proceeding. Any work beyond the agreed scope will only move forward with mutual consent and may be billed at GovWell's standard rates as a last resort.

- Deployment Services: \$150 per hour
- Data Migration Services: \$200 per hour
- Continuous Deployment Services: \$150 per hour



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Authorization to issue the Notice Inviting Bids for the Franklin Creek Trail Improvement Project.

STAFF RECOMMENDATION

Authorize the Public Works Director to advertise the Notice Inviting Bids for the Franklin Creek Trail Improvement Project (Project No. 15037).

Sample Motion: I move to authorize the Public Works Director to advertise the Notice Inviting Bids for the Franklin Creek Trail Improvement Project (Project No. 15037).

BACKGROUND

On June 16, 2022, the Santa Barbara County Association of Governments (SBCAG) Board of Directors approved funding from the Measure A Cycle 5 Safe Routes to School Grant Program and Measure A Cycle 5 Bicycle and Pedestrian Program in the amount of \$275,188 for the Franklin Creek Trail Improvement Project. On July 11, 2022, the City Council authorized the Mayor to sign the Measure A Cycle 5 Project Cooperative Agreement with SBCAG. On October 10, 2022, the City Council authorized the City Manager to enter into an Agreement with RRM Design Group to provide consulting design services for the Franklin Creek Trail Improvement Project. On October 16, 2025, the project received approval from the Architectural Review Board. On July 7, 2025, the project received approval from the Planning Commission. On September 22, 2025, the City Council authorized the Mayor to sign the Measure A Cycle 6 Project Cooperative Agreement with SBCAG for Safe Routes to School Grant Program and Measure A Cycle 5 Bicycle and Pedestrian Program funds, respectively, which total \$226,563.

The purpose of this agenda matter is for the City Council to authorize the Public Works Director to advertise the Notice Inviting Bids for the Franklin Creek Trail Improvement Project.

DISCUSSION

The general scope of work of Franklin Creek Trail Improvement Project consists of a new multi-use trail adjacent to Franklin Creek from Carpinteria Avenue to Seventh Street. The multi-use trail will be comprised of pervious concrete and span approximately 900 feet. The multi-use trail will also include safety fencing, landscaping, lighting, solid waste (trash and recycling) receptacles, and accessibility improvements.

The design phase is considered substantially complete pending final review by the Community Development Department Building Division. Should authorization to proceed with the Notice Inviting Bids be approved, staff estimates the issuance date in January 2026. The bidding period is tentatively scheduled to remain open for three weeks. Should the City identify a lowest qualified bidder, the Public Works Department will return to council in February and request authorization for the City Manager to execute a construction contract, and commence the construction phase of the project in March, pending a mutually agreed Notice to Proceed agreement.

The proposed revenue (funding source) and expense (budget line items) are shown on the tables below.

Revenue	
Measure A	\$549,000
Measure A Cycle 5 Grant	\$275,188
Measure A Cycle 6 Grant	\$226,553
Community Development Block Grant (CDBG)	\$570,000
Measure X	\$326,500
Park and Recreation Development Impact Fees (DIF)	\$100,000
Total	\$2,075,500

Expense	
Design (Preliminary Engineering and Right-of-Way)	\$223,000
Construction Management, Inspection, and Materials Testing	\$227,000
Construction	\$1,502,000
Contingency	\$123,500
Total	\$2,075,500

POLICY CONSISTENCY

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

Circulation Element

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

Policies:

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

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

Policies:

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

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

Open Space, Recreation & Conservation Element

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

Policies:

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

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

Policies:

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

OSC-15b. Support enhancement of access trails along creekways designated as open space up to the foothills of the Santa Ynez mountain range. This should include exploring trail development for public use along the Edison easement behind Carpinteria High

School, ending on the first ridge above the city. This should be linked to the old Franklin trail, leading to the ridge up to East Camino Cielo. Trail restoration and enhancement of easement areas should be pursued to restore the natural beauty along these trails by negotiating with property owners, the school district, and the National Forest, to redesign trails and adopt protective fencing methods.

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

FINANCIAL CONSIDERATIONS

No Additional Funding Requested. The project anticipates a combination of revenue sources including Measure A, Measure A Cycle 5, Community Development Block Grant (CDBG), Measure X, and Development Impact Fees. Once the bids are received and analyzed by staff, a recommendation will be presented to the City Council at a future date. The project is currently programmed in the Fiscal Year 2025/26 Capital Improvement Program Budget.

LEGAL AND RISK MANAGEMENT CONSIDERATIONS

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

OPTIONS

1. Authorize the Public Works Director to advertise the Notice Inviting Bids for the Franklin Creek Trail Improvement Project (Project No. 15037). (Staff recommendation)
2. The City Council could choose to not approve the recommendation and direct staff as determined appropriate; however, non-action would delay the project and/or may forfeit the grant funds.

PRINCIPAL PARTIES EXPECTED AT MEETING

None.

ATTACHMENTS

None.

Staff contact:

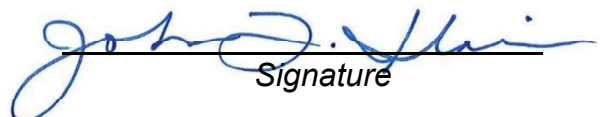
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Reviewed by:

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Signature



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2025.

STAFF RECOMMENDATION

Receive and file the Annual Comprehensive Financial Report for the fiscal year ended June 30, 2025.

Sample Motion: I move to receive and file the ACFR and various reports.

BACKGROUND

The purpose of the annual financial audit is to assess whether the City's financial statements are presented fairly and in accordance with applicable laws and regulations. The audit serves as a vital check to assure decision-makers and the public that the City's financial reports are reliable. It also provides management and the Council with insights into any deficiencies in internal controls that may exist.

The City was recognized with the Government Finance Officers Association's (GFOA) Certificate of Achievement for Excellence in Financial Reporting for its Annual Comprehensive Financial Report (ACFR) for the 2023/24 fiscal year. This marks the 27th consecutive year that the City's ACFR has received this prestigious distinction. We believe that the 2024/25 ACFR also meets the GFOA's Certificate of Achievement Program requirements and it has been submitted to the GFOA for review and eligibility for this recognition.

The various reports included in this staff report are listed below:

1. Annual Comprehensive Finance Report
2. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards
3. Independent Auditor's report on the calculation of the appropriations limit (GANN Limit).

4. Letter to Those Charged with Governance

The ACFR has been distributed to Councilmembers under separate cover. The ACFR can also be viewed on the web via the following link:

<https://carpinteriaca.gov/city-hall/administrative-services-finance/>

DISCUSSION

The auditors have issued an unmodified ("clean") opinion of the financial statements in the Annual Comprehensive Financial Report (ACFR), meaning that, in their opinion, the statements present fairly, in all material respects, the financial position of the City in conformity with generally accepted accounting principles.

The Finance/Budget Committee met and reviewed the ACFR on December 3, providing an opportunity for detailed discussion and review of the financial statements and auditor findings.

For further details, please refer to the attached Independent Auditors' Report on Internal Controls, Auditor's report on appropriations limit calculation (GANN Limit), and Letter to Those Charged with Governance (Attachments B–D).

POLICY CONSISTENCY

Resolution No. 6405 adopted June 23, 2025, approves the Budget and Fiscal Policies. The following table outlines the 2025 General Fund balance components (including reserves and Measure X), detailing the allocation among various reserves and a comparison to the prior year's levels.

Fund Balances	FY 2025	FY 2024	Variance
Nonspendable	\$ 4,244	\$ 6,074	\$ (1,830)
Restricted:			
Pension Stabilization	1,170,084	1,270,124	(100,040)
Committed:			
Major Asset Replacement and Repair Reserve	986,944	1,080,447	(93,503)
Financial and Economic Uncertainty Reserve	5,616,222	5,327,794	288,428
General Reserve - Special Projects	883,874	832,645	51,229
Assigned:			
Improvements and services	1,435,996	5,171,629	(3,735,633)
Nonspendable/Restricted/Committed/Assigned	10,097,364	13,688,713	(3,591,349)
Unassigned Fund Balance (AFB)	3,310,955	2,495,282	815,673
Total Fund Balance	\$ 13,408,319	\$ 16,183,995	\$ (2,775,676)

The General Fund includes a restricted fund balance of \$1.2 million for Pension Stabilization, which represents resources set aside to help mitigate annual increases in the City's CalPERS unfunded liability.

The General Fund's total fund balance is \$13.4 million, of which \$5.6 million is committed as a reserve for financial and economic uncertainties. This amount is consistent with the City Council's reserve policy, which requires maintaining reserves equal to 40% of the General Fund's operating budget and subsidy transfers.

The Capital Asset Replacement Fund, with a balance of \$987 thousand, and the Special Projects Fund, with a balance of \$884 thousand, are both below the \$1 million reserve policy requirement.

FINANCIAL AND RISK MANAGEMENT CONSIDERATIONS

The following table illustrates original and final budgets versus actual for the General Fund (including reserves and Measure X) for Fiscal Year 2024/25.

	Budget Amounts		Actual	Variance
	Original	Final		
Revenues	\$16,860,750	\$17,752,350	\$18,244,338	\$ 491,988
Expenditures	(15,852,000)	(15,213,325)	(14,417,353)	(795,972)
Net Transfers	(6,695,127)	(7,288,736)	(6,602,661)	(686,075)
Changes in fund balances	(5,686,377)	(4,749,711)	(2,775,676)	(1,974,035)
Fund Balance - Beginning of year	16,183,995	16,183,995	16,183,995	-
Fund Balance - End of year	\$10,497,618	\$11,434,284	\$13,408,319	\$(1,974,035)

The final budget projected a \$4.7 million decrease in fund balance, resulting in an anticipated ending fund balance of \$11.4 million. Actual activity, however, produced a \$2.8 million decrease in fund balance, yielding a higher ending fund balance of \$13.4 million.

General Fund revenues exceeded the final budget by \$492 thousand. Key positive variances included \$265 thousand in Interest Income and fair market value adjustments, \$70 thousand in additional Property Tax revenue, and \$72 thousand in higher-than-expected Transient Occupancy Tax receipts. These gains were partially offset by a \$29 thousand shortfall in Franchise revenue and a \$26 thousand decrease in Intergovernmental (grant) revenues.

General Fund expenditures were \$796 thousand lower than budgeted, driven primarily by \$335 thousand in reduced Personnel Costs due to vacancies, \$235 thousand in savings from Professional Services, and \$90 thousand in lower-than-anticipated Other Operating Expenses.

For additional details on the General Fund's budget-to-actual performance, please refer to Attachment A, page 54 of the ACFR.

The table below summarizes the budgeted and actual ending fund balances for each of the City's funds.

FUND		Budget Fund Balances	Audited Fund Balances	Variance
101	General Fund	\$ 2,571,390	\$ 3,310,955	\$ 739,565
101	General Reserve - Economic Uncertainties	5,685,674	5,616,222	(69,452)
101	General Fund (Nonspendable/Restricted)	1,076,198	1,174,328	98,130
102	General Reserve - Special Projects	848,645	883,874	35,229
103	Capital Asset Replacement GF	798,197	986,944	188,747
104	Measure X Fund	454,180	1,435,996	981,816
201	Traffic Safety Fund	107,747	109,148	1,401
202	Library Fund	-	(61)	(61)
203	Road Maintenance Rehab Fund	38,042	69,239	31,197
204	Park Maintenance Fund	-	64	64
205	Gas Tax Fund	127,555	176,011	48,456
206	Local Transportation Fund	6,466	12,620	6,154
207	Tidelands Trust Fund	318,766	640,542	321,776
208	Street Lighting Fund	600,462	624,641	24,179
209	R-O-W Assessment District Fund	-	163	163
210	PBIA Fund	24,198	25,299	1,101
211	AB 939 Fund	-	61,482	61,482
213	Recreation Services Fund	-	77	77
214	Housing Fund	450,389	468,930	18,541
215	Measure A Fund	30,532	618,150	587,618
216	Revolving Fund	-	-	-
217	Peg Fees Fund	-	6,796	6,796
301	Capital Improvement Projects Fund	2,172,536	1,638,311	(534,225)
Total All Funds		\$ 15,310,977	\$ 17,859,731	\$ 2,548,754

Overall, the City's combined ending fund balance across its 23 funds was \$17.9 million, reflecting a \$2.5 million increase over the budgeted fund balance of \$15.3 million. At year-end, all funds reported a zero or positive balance, with the exception of the Library Fund, which showed a \$61 deficit. This minor deficit was due solely to timing differences between revenues received and expenditures recorded and is expected to be resolved in the following fiscal period.

For additional details on the General Fund's budget-to-actual performance and other fund activity, please refer to Attachment A in the Management's Discussion and Analysis, beginning on page 5 of the ACFR.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

Attachment A:	Annual Comprehensive Financial Report
Attachment B:	Auditor's report on internal controls
Attachment C:	Auditor's report on appropriations limit calculation (GANN Limit)
Attachment D:	Auditor's required Letter to Those Charged with Governance

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Reviewed by: Michael Ramirez, City Manager
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Signature

ATTACHMENT A

Annual Comprehensive Financial Report – (distributed under separate cover)

ATTACHMENT B

Auditor's report on internal controls

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Honorable City Council
City of Carpinteria, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*), the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carpinteria (the City), as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the entity's basic financial statements, and have issued our report thereon dated November 21, 2025.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the entity's internal control over financial reporting (internal control) as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the entity's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the entity's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
November 21, 2025

ATTACHMENT C

Auditor's report on appropriations limit calculations

Independent Accountant's Report

To the Honorable City Council
City of Carpinteria, California

We have performed the procedures enumerated below to the accompanying Appropriations Limit Worksheet of the City of Carpinteria, California (the City) for the year ended June 30, 2025. The management of the City is responsible for the accompanying Appropriations Limit Worksheet.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. These procedures, which were suggested by the League of California Cities and presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*, were performed solely to assist you in meeting the requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit Worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

Finding: The County growth factor was erroneously calculated as 0.9972 rather than 1.0028, (based on the County's growth factor of .28) causing the City's calculation to be understated by \$127,442.

3. We agreed the current year information presented in the accompanying Appropriations Limit Worksheet to the other documents referenced in number one above.

Finding: See finding on number 2 above.

4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit Worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

Finding: No exceptions were noted as a result of our procedures.

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accompanying Appropriations Limit Worksheet for the year ended June 30, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City of Carpinteria, California, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
November 21, 2025

City of Carpinteria
Appropriations Limit Worksheet
2024 – 2025

Per capita personal income change	3.62%
Population change:	
County population growth	0.28%
CPI change converted to a ratio	1.0362
Population change converted to a ratio	1.0028
2023 - 2024 Limit	<u>\$ 21,962,508</u>
2024 - 2025 Limit	
(\$21,962,508 x 1.0362 x 1.0028)	<u>\$ 22,821,272</u>
Per resolution	\$ 22,693,830
Variance	\$ 127,442

Independent Accountant's Report

To the Honorable City Council
City of Carpinteria Street Lightning District No. 1, California

We have performed the procedures enumerated below to the accompanying Appropriations Limit Worksheet of the City of Carpinteria Street Lightning District No.1, California (the City) for the year ended June 30, 2025. The management of the City is responsible for the accompanying Appropriations Limit Worksheet.

The City has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of meeting the requirements of Section 1.5 of Article XIII-B of the California Constitution. These procedures, which were suggested by the League of California Cities and presented in the publication entitled *Agreed-upon Procedures Applied to the Appropriations Limitation Prescribed by Article XIII-B of the California Constitution*, were performed solely to assist you in meeting the requirements. This report may not be suitable for any other purpose. The procedures performed may not address all the items of interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

The procedures and the associated findings are as follows:

1. We obtained the completed worksheets and compared the limit and annual adjustment factors included in those worksheets to the limit and annual adjustment factors that were adopted by resolution of the City Council. We also compared the population and inflation options included in the aforementioned documents to those that were selected by a recorded vote of the City Council.

Finding: No exceptions were noted as a result of our procedures.

2. For the accompanying Appropriations Limit Worksheet, we added last year's limit to total adjustments and agreed the resulting amount to this year's limit.

Finding: The County growth factor was erroneously calculated as 0.9972 rather than 1.0028, (based on the County's growth factor of .28) causing the City's calculation to be understated by \$4,503.

3. We agreed the current year information presented in the accompanying Appropriations Limit Worksheet to the other documents referenced in number one above.

Finding: See note on number 2 above.

4. We agreed the prior year appropriations limit presented in the accompanying Appropriations Limit Worksheet to the prior year appropriations limit adopted by the City Council during the prior year.

Finding: No exceptions were noted as a result of our procedures.

We were engaged by the City to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on accompanying Appropriations Limit Worksheet for the year ended June 30, 2025. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the City and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of the City Council and management of the City of Carpinteria Street Lightning District No.1, California, and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record and its distribution is not limited.

Rogers, Anderson, Malody & Scott, LLP.

San Bernardino, California
November 21, 2025

City of Carpinteria
Carpinteria Street Lightning District No. 1
Appropriations Limit Worksheet
2024 – 2025

Per capita personal income change	3.62%
Population change:	
County population growth	0.28%
CPI change converted to a ratio	1.0362
Population change converted to a ratio	1.0028
2023 - 2024 Limit	<u>\$ 776,040</u>
2024 - 2025 Limit	
(\$776,040 x 1.0362 x 1.0028)	<u>\$ 806,384</u>
Per resolution	\$ 801,881
Variance	\$ 4,503

ATTACHMENT D

Auditor's required Letter to Those Charged with Governance

November 21, 2025

To the Honorable Mayor and Members of the City Council
City of Carpinteria, California

We have audited the financial statements of the City of Carpinteria (the City) as of and for the year ended June 30, 2025, and have issued our report thereon dated November 21, 2025. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated April 1, 2025, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of the entity solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding significant control deficiencies over financial reporting and material noncompliance noted during our audit in a separate letter to you dated November 21, 2025.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We have evaluated whether certain nonattest services performed by our firm during the audit have created a significant threat to our independence in relation to the entity. We have identified a threat to our independence (preparation of the entity's financial statements, creating a self-review threat) that if not reduced to an acceptable level, would impair our independence. In order to reduce the threat to an acceptable level, we have applied the following safeguard:

Prior to the issuance of the entity's financial statements, another partner or manager, independent of the engagement, will review the financial statements.

Significant Risks Identified

We have identified the possibility of the following significant risks:

Management's override of internal controls over financial reporting – Management override of internal controls is the intervention by management in handling financial information and making decisions contrary to internal control policy.

Revenue recognition – Revenue recognition is a generally accepted accounting principle that refers to the conditions under which an entity can recognize a transaction as revenue. Auditing standards indicate that recognizing revenue is a presumed fraud risk and usually classified as a significant risk in most audits.

These significant risks are presumptive in most audits and merit attention by the auditors due to the direct impact over financial reporting and internal control processes. Although identified as significant risks, we noted no matters of management override of controls or deviations from generally accepted accounting principles which caused us to modify our audit procedures or any related matters which are required to be communicated to those charged with governance due to these identified risks.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the entity is included in Note 1 to the financial statements. The City adopted GASB Statement No. 101, *Compensated Absence*, and GASB Statement No. 102, *Certain Risk Disclosures* during 2025. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates and Related Disclosures

Accounting estimates and related disclosures are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the entity's financial statements are:

Management's estimate of the net pension liability and related deferred inflows and outflows of resources are based on actuarial reports by independent actuaries. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Management's estimate of the liability for other post-employment benefits (OPEB) and related deferred inflows and outflows of resources are based on actuarial reports provided by independent actuaries. We evaluated the key factors and assumptions used to develop the estimate in determining that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users.

The most sensitive disclosures affecting the entity's financial statements relate to:

The disclosure of net pension liability and related deferred inflows and outflows of resources in the basic financial statements is based on actuarial assumptions. Actual future liabilities and actuarial deferred inflows and outflows may vary from disclosed estimates.

The disclosures of the other post-employment benefits (OPEB) liability and related deferred inflows and outflows of resources in the basic financial statements is based on actuarial assumptions. Actual future liabilities and actuarial deferred inflows and outflows may vary from disclosed estimates.

The disclosure of leases and subscription liabilities, right-to-use assets, and asset amortization in the basic financial statements is based on certain terms and assumptions in the agreements which could differ from actual amounts.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements noted.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion unit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the entity's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated November 21, 2025.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the entity, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the entity's auditors.

Other Information Included in Annual Reports

Pursuant to professional standards, our responsibility as auditors for other information, whether financial or nonfinancial, included in the entity's annual reports, does not extend beyond the information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we have:

Read the transmittal letter and statistical section and considered whether a material inconsistency existed between the other the information and the basic financial statements, or the other information otherwise appears to be materially misstated. Our opinions on the basic financial statements do not cover the other information, and we do not express an opinion or any form of assurance thereon.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This report is intended solely for the information and use of the City Council and management of the entity and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Rogers, Anderson, Malody & Scott, LLP.

CITY of CARPINTERIA, CALIFORNIA



November 21, 2025

Rogers, Anderson, Malody & Scott, LLP

This representation letter is provided in connection with your audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carpinteria (the City) which comprise the statement of financial position as of June 30, 2025, and the respective change in financial position for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the financial statements of the various opinion units are presented fairly, in all material respects, in accordance with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 21, 2025:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 1, 2025, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- The financial statements referred to above have been fairly presented in accordance with U.S. GAAP and include all properly classified funds, required supplementary information, and notes to the basic financial statements.
- We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- The methods, data and significant assumptions used by us in making accounting estimates and their related disclosures, are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of U.S. GAAP.
- All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.

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- All component units, as well as joint ventures with an equity interest, if any, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus as amended*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- Nonexchange and exchange financial guarantees, either written or oral, under which it is more likely than not that a liability exists have been properly recorded, or if we are obligated in any manner, are disclosed
- We have reviewed, approved, and taken responsibility for the financial statements and related notes.
- We have reviewed and approved the various adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements and the effects of material adjustments are summarized in the attached schedule.
- We have evaluated all of our lease and subscription agreements and have given you our assessment as to whether each agreement is subject to GASB Statement No. 87, *Leases* and GASB Statement No. 96, *Subscription Based Information Technology Arrangements*.
- With regard to investments and other instruments reported at fair value:
 - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
 - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
 - The disclosures related to fair values are complete, adequate, and in accordance with U.S. GAAP.
 - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.
- With regard to pensions and OPEB:
 - We believe that the actuarial assumptions and methods used to measure pension and OPEB liabilities and costs for financial accounting purposes are appropriate in the circumstances.
 - We are unable to determine the possibility of a withdrawal liability from CalPERS and are not currently contemplating withdrawing from the cost-sharing pension plan

- Increases in benefits, elimination of benefits and all similar amendments have been disclosed in accordance with U.S. GAAP and are included in the most recent actuarial valuation or disclosed as a subsequent event.
- We have conducted a comprehensive risk assessment and disclosed all material concentrations and constraints in accordance with GASB Statement No. 102, *Certain Risk Disclosures*. These disclosures provide sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the government's vulnerability to the risk of a substantial impact associated with the concentration or constraint, if applicable.
- We have evaluated the concentrations and constraints, including those that occur subsequent to the statement of net position date but before the financial statements are issued and have been properly disclosed in the financial statements as subsequent events.
- With respect to preparation of the financial statements, we have performed the following:
 - Made all management decisions and performed all management functions;
 - Assigned a competent individual to oversee the services;
 - Evaluated the adequacy of the services performed;
 - Evaluated and accepted responsibility for the result of the service performed; and
 - Established and maintained internal controls, a process to monitor the system of internal controls.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
 - A written acknowledgement of all the documents that we expect to issue that will be included in the annual report and the planned timing and method of issuance of that annual report;
 - A final version of the annual report (including all the documents that, together, comprise the annual report) in a timely manner prior to the date of the auditor's report.
- The financial statements and any other information included in the annual report are consistent with one another, and the other information does not contain any material misstatements.
- All information provided in electronic form are true representations of the original documents.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have provided to you our analysis of the entity's ability to continue as a going concern, including significant conditions and events present, concentrations and constraints, and we believe that our use of the going concern basis of accounting is appropriate.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other

instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), analysts, regulators, or others.

- We have no knowledge of any instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that has a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, abuse or waste that you have reported to us.
- We have a process to track the status of audit findings and recommendations.
- We have identified for you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
- We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The entity has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the entity will make a payment on any guarantee.
- There are no:
 - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
 - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62

- Continuing disclosure consent decree agreements or filings with the Securities and Exchange Commission and we have filed updates on a timely basis in accordance with the agreements (Rule 240, 15c2-12).
- The entity has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Use of a Specialist

- We agree with the findings of specialists in evaluating the entity's net pension and net other post-employment benefit liabilities and related deferred amounts and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

Cybersecurity

- There have been no cybersecurity breaches or other cyber events whose effects should be considered for disclosure in the financial statements, as a basis for recording a loss contingency, or otherwise considered when preparing the financial statements.

Supplementary Information in Relation to the Financial Statements as a Whole

With respect to supplementary information accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America.
- We believe the supplementary information, including its form and content, is fairly presented in accordance with accounting principles generally accepted in the United States of America.
- The methods of measurement or presentation have not changed from those used in the prior period.
- We believe any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
- When the supplementary information is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
- We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and that indicates the auditor reported on such supplementary information.
- We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.

Required Supplementary Information

With respect to the required supplementary information accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the required supplementary information in accordance with U.S. GAAP.
- We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with U.S. GAAP.
- The methods of measurement or presentation have not changed from those used in the prior period.
- We believe the significant assumptions or interpretations underlying the measurement or presentation of the required supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.

Accounting Estimates and Related Disclosures

- The significant judgments made in making the accounting estimates have taken into account all relevant information of which we are aware.
- We have consistently and appropriately selected and applied methods, assumptions, and data when making accounting estimates.
- The assumptions we used in making and disclosing accounting estimates appropriately reflect our intent and ability to carry out specific courses of action on behalf of the entity, when relevant to the accounting estimates and disclosures.
- The disclosures related to accounting estimates, including those disclosures describing estimation uncertainty, are complete and are reasonable in the context of the applicable financial reporting framework.
- We have obtained and applied appropriate specialized skills and expertise in making accounting estimates, if needed.
- We are not aware of any events subsequent to the date of the financial statements that require adjustment to our accounting estimates and related disclosures included in the financial statements.

Signature: 

Title: City Manager

Signature: 

Title: Admin Services Director



City of Carpinteria

COUNCIL AGENDA STAFF REPORT

ITEM FOR COUNCIL CONSIDERATION

Adoption of Resolution No. 6428, concerning the formation of the Standing Affordable Housing Committee, and appointment of two Councilmembers to the Committee.

STAFF RECOMMENDATION

Adopt Resolution No. 6428 approving the formation of the Standing Affordable Housing Committee and appoint two Councilmembers to serve on the Committee to assist staff in developing program recommendations for City Council consideration.

Sample Motion: I move to adopt Resolution No. 6428, as read by title only, approving the formation of the Standing Affordable Housing Committee to include Councilmembers _____ and _____.

BACKGROUND

Over the past year on several occasions, the Council has contemplated the formation of an Affordable Housing Committee to help formulate and guide City strategies to support the production of affordable housing. Most recently, on October 13, 2025, the Council requested staff to return to a future meeting with an update on the possible formation of such a committee. Accordingly, the City Manager's Report for the October 27th meeting included a brief description of options for how and when the Council could move forward with agendizing the matter for discussion. At that meeting, the Council moved, on a 4-1 vote, to direct staff to agendize a matter to allow formal discussion on the formation of an Affordable Housing Committee.

The purpose of this agenda item is for the City Council to consider formation of a Standing Affordable Housing Committee. This Committee would collaborate and engage with City staff and local organizations to identify housing initiatives that would result in increased housing units, affordability, and accessibility. Its goal would be to present housing program recommendations for City Council consideration, in order to more successfully implement the City's Housing Element and Strategic Plan Goals.

DISCUSSION

Formation of a Standing Committee

The City Council has formed and maintains various Standing Committees to meet on certain subject area matters. Joint and Standing Committees are subject to the Brown Act, have a set meeting schedule, and there is no termination date. Typically, their scope is much broader. In order to effectively carry out the work, Committees may meet with representatives of other agencies. For example, the City Council Utilities Committee routinely meets with representatives of the Carpinteria Sanitary District and the Carpinteria Valley Water District. Such joint meetings are subject to all applicable open meeting rules of the Brown Act.

Membership

Standing Committees consist of less than a quorum of City Councilmembers (two Councilmembers). As part of Resolution No. 6428 under consideration, staff is requesting the City Council appoint two Councilmembers to serve on the Committee. Committee meetings would be open to the public, where interested parties and stakeholders could participate and provide comments and feedback to the Committee and City staff.

Meeting Schedule

Once the Committee is officially formed, the City Manager's Office will organize a meeting schedule which will be made public. Staff recommends that this Committee plan to initially meet on a quarterly schedule; however, the Council may provide additional feedback on meeting frequency.

Responsibilities of the Standing Affordable Housing Committee:

In considering the formation of a Standing Affordable Housing Committee, staff proposes the following five topics as the primary responsibilities for the Committee:

- A. *Strategies*. Assist staff in identifying, studying, prioritizing and developing strategies, ordinances and programs to support production of affordable housing in Carpinteria. Examples could include, but are not limited to, recommendations for updating the City's inclusionary housing ordinance, or providing incentives for deed-restricted affordable ADUs.
- B. *Funding*. Assist staff in exploring and pursuing funding or revenue sources for affordable housing development, and the possible formation of an affordable housing trust fund to administer said funds.
- C. *Attending events*. Attending affordable housing-related conferences, trainings, meetings, or other events, and reporting key information/takeaways to staff and/or the Council.

- D. *State requirements.* Assist staff in the ongoing development and implementation of required Housing Element programs for meeting Regional Housing Needs Assessment (RHNA) allocations and affirmatively furthering fair housing.
- E. Other related matters, as directed by the Council.

Importantly, this Committee would not be responsible for the review or conditioning of individual housing projects. Such adjudicative actions would remain in the purview of the Planning Commission and full Council. Rather, the nature of this Committee would be broader in scope and policy-based, identifying housing strategies that could apply Citywide.

POLICY CONSISTENCY

The creation of a Standing Affordable Housing Committee is consistent with the following Goals and Programs in the City's 2025-2027 Strategic Plan:

- Primary Goal #1 - Enhance Public Outreach, Education and Transparency
 - This Committee would allow members of the public to attend meetings and understand how housing policy is shaped in the City.
- Primary Goal #2 - Maintain a Small Beachside Town
 - Making meaningful progress on housing program implementation allows the City to plan for increased housing while ensuring new development is complementary to the character and scale of Carpinteria.
- Primary Goal #3 - Enhance Quality of Life for Residents
 - The City strives to provide housing opportunities for residents and community members of all income levels.

FINANCIAL CONSIDERATIONS

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

Financial considerations for affordable housing programs recommended by the Committee would be analyzed in further detail on a case-by-case basis.

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. While consisting of less than a quorum of the Council, i.e., two Councilmembers, committees that are assigned continuing subject matter jurisdiction by the Council are considered "standing" and are subject to open

meeting law, i.e., Brown Act, requirements. Legal Counsel is available to advise on Brown Act compliance at this meeting.

An Affordable Housing Committee may help the City to maintain steady progress on implementation of the 2023-2031 Housing Element, and it is in the City's interest to do so. The City is obligated to continue to make meaningful progress on the implementation of its Housing Element Programs and toward meeting its RHNA allocation in order to maintain its certification status.

OPTIONS

1. Adopt Resolution No. 6428 approving the formation of the Standing Affordable Housing Committee and appoint two Councilmembers to serve on the Committee to assist staff in developing housing recommendations for City Council consideration. (Staff recommendation)
2. Decline to form Committee at this time and direct staff as appropriate.

PRINCIPAL PARTIES EXPECTED AT MEETING

There are no principal parties expected at the meeting.

ATTACHMENTS

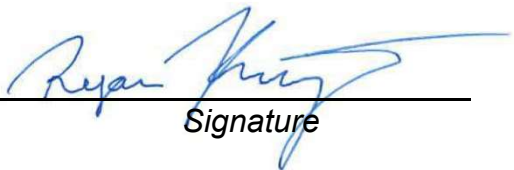
Attachment A: Resolution No. 6428, forming the Standing Affordable Housing Committee

Staff contact:
Nick Bobroff, Community Development Director
(805) 755-4407; nickb@carpinteriaca.gov



Signature

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



Signature

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



Signature

ATTACHMENT A

Resolution No. 6428

RESOLUTION NO. 6428

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARPINTERIA, ESTABLISHING THE STANDING AFFORDABLE HOUSING COMMITTEE

WHEREAS, the City Council from time to time finds it beneficial to form a committee of its membership in order to address a particular subject or work matter and to make related recommendations to the City Council; and

WHEREAS, the City Council acknowledges the housing affordability and availability crisis in the Santa Barbara south coast, demonstrated by significant increases in housing costs, with the fair market rent for a one-bedroom unit in Carpinteria increasing 67 percent from 2019 to 2025 according to Small Area Fair Market Rent data published by the U.S. Department of Housing and Urban Development;¹ and

WHEREAS, the City is implementing the programs from its 2023-2031 Housing Element, as required by State Housing Element Law (Government Code §65580 *et seq.*), in order to ensure housing is available for the community at all income levels; and

WHEREAS, an Affordable Housing Committee may aid City staff in identifying strategies and solutions for producing affordable housing in Carpinteria, and staff is recommending the Council create such a committee; and

WHEREAS, this resolution serves to establish the Standing Affordable Housing Committee, which consists of not more than two City Councilmembers, to work with staff and community stakeholders to present recommendations for housing program implementation for the City Council's consideration.

NOW, THEREFORE, BE IT RESOLVED as follows:

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

¹ Source: U.S. Housing and Urban Development at <https://www.huduser.gov/portal/datasets/fmr/smallarea/index.html#year2025>

SECTION 2. The Carpinteria City Council hereby creates the Standing Affordable Housing Committee consisting of Councilmembers _____ and _____. Committee meetings will be open to the public, where interested parties and stakeholders may participate and provide comments.

SECTION 3. The Standing Affordable Housing Committee shall have the following responsibilities:

- A. *Strategies.* Assist staff in identifying, studying, prioritizing and developing strategies, ordinances and programs to support production of affordable housing in Carpinteria.
- B. *Funding.* Assist staff in exploring and pursuing funding sources for affordable housing development, and the possible formation of an affordable housing trust fund to administer said funds.
- C. *Attending events.* Attending affordable housing-related conferences, trainings, meetings, or other events, and reporting key information/takeaways to staff and/or the Council.
- D. *State requirements.* Assist staff in the ongoing development and implementation of required Housing Element programs for meeting Regional Housing Needs Assessment (RHNA) allocations and affirmatively furthering fair housing.
- E. Other related matters, as directed by the Council.

SECTION 4. The Standing Affordable Housing Committee, in coordination with the City Manager or their designee shall determine the frequency, place and times of its meetings.

PASSED, APPROVED AND ADOPTED on this 8th day of December, 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 December 8, 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