



COMMUNITY-POLICE ENGAGEMENT COMMISSION

Agenda

Regular Meeting

Oct. 23, 2023, 2 p.m.

Council Chamber
1200 Carlsbad Village Dr.
Carlsbad, CA 92008
carlsbadca.gov

Welcome to the Community-Police Engagement Commission Meeting

We welcome your interest and involvement in the city's legislative process. This agenda includes information about topics coming before the Community-Police Engagement Commission and the action recommended by city staff. You can read about each topic in the staff reports, which are available on the city website.

How to watch

In Person



City Council Chamber
1200 Carlsbad Village Drive

Online



Watch the livestream at
carlsbadca.gov/watch

How to participate

If you would like to provide comments to the Commission, please:

- Fill out a speaker request form, located in the foyer.
 - Submit the form to the Clerk before the item begins.
 - When it's your turn, the Clerk will call your name and invite you to the podium.
 - Speakers have three minutes, unless the presiding officer (usually the chair) changes that time.
 - You may not give your time to another person, but can create a group. A group must select a single speaker as long as three other members of your group are present. All forms must be submitted to the City Clerk before the item begins and will only be accepted for items listed on the agenda (not for general public comment at the beginning of the meeting). Group representatives have 10 minutes unless that time is changed by the presiding officer or the Commission.
-
- **In writing:** Email comments to clerk@carlsbadca.gov. Comments received by noon the day of the meeting will be shared with the Commission prior to the meeting. When e-mailing comments, please identify in the subject line the agenda item to which your comments relate. All comments received will be included as part of the official record.

Reasonable accommodations

Reasonable Accommodations Persons with a disability may request an agenda packet in appropriate alternative formats as required by the Americans with Disabilities Act of 1990. Reasonable accommodations and auxiliary aids will be provided to effectively allow participation in the meeting. Please contact the City Manager's Office at 442-339-2821 (voice), 711 (free relay service for TTY users), 760-720-9461 (fax) or manager@carlsbadca.gov by noon on the day of the meeting to make arrangements. City staff will respond to requests by the start of the meeting and will seek to resolve requests before the start of the meeting in order to maximize accessibility.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

APPROVAL OF MINUTES:

Minutes of the Special Meeting held on July 10, 2023

PRESENTATIONS:

PUBLIC COMMENT: *The Brown Act allows any member of the public to comment on items not on the agenda. Please treat others with courtesy, civility, and respect. Members of the public may participate in the meeting by submitting comments as provided on the front page of this agenda. The Commission will receive comments in the beginning of the meeting. In conformance with the Brown Act, no action can occur on these items.*

CONSENT CALENDAR: None.

PUBLIC HEARINGS: None.

DEPARTMENTAL REPORTS

1. **PRESENTATION OF CARLSBAD POLICE DEPARTMENT POLICIES:** Receive a presentation regarding Carlsbad Police Department policies. The presentation will include:
 - Breadth of the Policy Manual
 - Specific policies that are countywide
 - Explanation of Special Orders and how they amend policy
 - Overview of where the policies can be found on the City website.(Staff contact: Christie Calderwood, Police Department)

Recommended Action: Receive the presentation.

2. **PRESENTATION OF POTENTIAL NEW POLICY COVERING SURVEILLANCE CAMERA USE FOR INVESTIGATIONS:** Receive a presentation regarding a potential new policy covering surveillance camera use for investigations and provide feedback to staff. The presentation will include an explanation of the current policy as well as an explanation of a new potential policy. (Staff contact: Mickey Williams, Police Department)

Recommended Action: Receive the presentation and provide feedback to staff.

3. **PRESENTATION OF POLICE DEPARTMENT 3-YEAR STRATEGIC PLAN:** Receive a presentation regarding the Police Department 3-Year Strategic Plan. (Staff contact: Mickey Williams, Police Department)

Recommended Action: Receive the presentation.

4. COMMUNITY-POLICE ENGAGEMENT COMMISSION WORK PLAN: Participate in a facilitated discussion regarding the creation of the Community-Police Engagement Commission Annual Work Plan. (Staff contact: Sheila Cobian, City Manager Department and David Graham, Administrative Services Department)

Recommended Action: Participate in a discussion.

COMMISSION MEMBER COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS: *This portion of the agenda is for the Commission to make brief announcements, brief reports of their activities and requests for future agenda items.*

STAFF COMMENTS:

ADJOURNMENT:



COMMUNITY-POLICE ENGAGEMENT COMMISSION

Special Meeting

Minutes

July 10, 2023, 2 p.m.

Council Chamber
1200 Carlsbad Village Drive
Carlsbad, CA 92008

CALL TO ORDER: 2 p.m.

ROLL CALL: Cannon, Connolly, Frazee, Novak, Zepeda.

PLEDGE OF ALLEGIANCE: Director of Legislative & Constituent Services Sheila Cobian led the Pledge of Allegiance.

APPROVAL OF MINUTES: None.

PRESENTATIONS:

Staff and Commissioner introductions.

Staff members were introduced and Commission Members provided brief statements.

DEPARTMENTAL REPORTS:

Item No. 5 was heard before Item Nos. 1 through 4.

5. **APPROVAL OF THE COMMUNITY-POLICE ENGAGEMENT COMMISSION REGULAR MEETING SCHEDULE** – Review and adopt Resolution No. 2023-003 approving the Community-Police Engagement Commission Regular Meeting Schedule as proposed by staff. (Staff contact: Sheila Cobian, City Manager Department)

City Manager's Recommendation: Adopt the resolution.

Director of Legislative & Constituent Services Sheila Cobian gave a brief overview of the item.

Motion by Commission Member Frazee, seconded by Commission Member Zepeda, to adopt Resolution No. 2023-003 approving the Community-Police Engagement Commission Regular Meeting Scheduled as proposed by staff. Motion carried unanimously, 5/0.

1. **CHAIR AND VICE CHAIR SELECTION** – Accept nominations from the floor and adopt Resolution Nos. 2023-001 and 2023-002 appointing a Chair and Vice Chair for the Community-Police Engagement Commission for terms ending December 2024. (Staff contact: Sheila Cobian, City Manager Department)

City Manager's Recommendation: Adopt resolutions appointing a Chair and Vice Chair.

Director of Legislative & Constituent Services Sheila Cobian gave a brief overview of the item.

Motion by Commission Member Zepeda, seconded by Commission Member Novak, to adopt Resolution No. 2023-001 appointing Patrick Connolly as Chair for the Community-Police Engagement Commission. Motion carried unanimously, 5/0.

Motion by Commission Member Frazee, seconded by Subcommittee Member Connolly, to adopt Resolution No. 2023-002 appointing Michael Zepeda as Vice Chair for the Community-Police Engagement Commission. Motion carried unanimously, 5/0.

PUBLIC COMMENT: None.

DEPARTMENTAL REPORTS:

Item Nos. 2 through 4 were heard following Public Comment.

2. **RALPH M. BROWN ACT AND PUBLIC RECORDS ACT PRESENTATION** – Receive a presentation regarding the Ralph M. Brown Act and Public Records Act. (Staff contact: Sheila Cobian, City Manager Department and Allegra Frost, City Attorney Department)

City Manager’s Recommendation: Receive the presentation.

Assistant City Attorney Allegra Frost presented the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

The Commission received the presentation.

3. **OVERVIEW OF THE CARLSBAD POLICE DEPARTMENT** – Receive an overview of the Carlsbad Police Department and provide feedback to staff regarding future Commission presentation topics. (Staff contact: Mickey Williams, Police Chief)

City Manager’s Recommendation: Receive the presentation and provide feedback to staff.

Police Chief Mickey Williams presented the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

The Commission received the presentation.

4. **HOMELESSNESS ACTION PLAN PRESENTATION** – Receive a presentation regarding the Homelessness Action Plan. (Staff contact: Chris Shilling and Jessica Klein, Housing & Homeless Services Department)

City Manager’s Recommendation: Receive the presentation.

Homeless Services Manager Chris Shilling and Senior Program Manager Jessica Klein presented the report and reviewed a PowerPoint presentation (on file in the Office of the City Clerk).

In response to Commission Member Frazee, Homeless Services Manager Shilling explained that there is a person that is a P.E.R.T. (Psychiatric Emergency Response Team) clinician and social workers who assist police to perform initial engagement.

In response to Chair Connolly, Police Chief Williams explained that the arrests and citation statistics are the total number of actual arrests or citations that are made, not the number of people that are arrested.

The Commission received the presentation.

COMMISSION COMMENTARY AND REQUESTS FOR CONSIDERATION OF MATTERS: *This portion of the agenda is for the Commission to make brief announcements, brief reports of their activities and requests for future agenda items.*

Commission Member Frazee requested clarification on subject matter jurisdiction.

Commission Member Novak requested inclusion in the Department Policy Review section to add human resource recruitment and retention information.

Motion by Commission Member Frazee, seconded by Commission Member Novak, to direct staff to bring an item forward that contains the ordinance that established the Community Police Engagement Commission to allow for a discussion of topics that the commission may like to see in future meetings and what the commission's authority is. Motion carried unanimously, 5/0.

ADJOURNMENT: Chair Connolly adjourned the duly noticed meeting at 4:11 p.m.

Ana Marie Alarcon, CMC
Deputy City Clerk



Community-Police Engagement Commission

Staff Report

Meeting Date: Oct. 23, 2023

To: Community-Police Engagement Commission

From: Sheila Cobian, Director of Legislative & Constituent Services

Staff Contact: Christie Calderwood, Assistant Police Chief
christie.calderwood@carlsbadca.gov, 442-339-2216

Subject: Presentation of Carlsbad Police Department Policies

District: All

Recommended Action

Receive a presentation regarding Carlsbad Police Department policies. The presentation will include:

- Breadth of the Policy Manual
- Specific policies that are countywide
- Explanation of Special Orders and how they amend policy
- Overview of where the policies can be found on the City website

Executive Summary

Staff will provide the presentation and respond to Commissioner questions.

Fiscal Analysis

This action has no fiscal impact.

Environmental Evaluation

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. [Carlsbad PD Policy Manual](#) (on file in the Office of the City Clerk)

[Carlsbad PD Policy Manual](#)
(on file in the Office of the City Clerk)



Community-Police Engagement Commission

Staff Report

Meeting Date: Oct. 23, 2023

To: Community-Police Engagement Commission

From: Sheila Cobian, Legislative & Constituent Services Director

Staff Contact: Mickey Williams, Police Chief
mickey.williams@carlsbadca.gov, 442-339-3130

Subject: Presentation of Potential New Policy Covering Surveillance Camera Use for Investigations

District: All

Recommended Action

Receive a presentation regarding a potential new policy covering surveillance camera use for investigations and provide feedback to staff. The presentation will include an explanation of the current policy as well as an explanation of a potential new policy.

Executive Summary

Staff will provide the presentation, respond to Commissioner questions, and request feedback on the potential new policy.

Fiscal Analysis

This action has no fiscal impact.

Environmental Evaluation

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. Aug. 3, 2023, Council Memorandum – Police Department Mobile Camera Use
2. Draft Proposed New Policy – Surveillance Camera Use for Investigations Policy

To the members of the:
 CITY COUNCIL
 Date 8/3/23 CA CC
 CM ACM DCM (3)

Council Memorandum

August 3, 2023

To: Honorable Mayor Blackburn and Members of the City Council
From: Mickey Williams, Chief of Police
Via: Scott Chadwick, City Manager
Re: **Police Department Mobile Camera Use (Districts – All)**

This memorandum provides information related to the use of mobile video cameras by the Carlsbad Police Department. The Police Department operates mobile video cameras for the purpose of enhancing public safety.

Background

The Police Department is committed to Constitutional Policing and only utilizes cameras in an ethical manner that is consistent with relevant laws, specifically the 4th Amendment to the United States Constitution, which protects persons from unreasonable search and/or seizure by law enforcement.

The Police Department operates video cameras in an effort to effectively allocate and deploy resources, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations to detect or deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist city officials in providing services to the community. The cameras only record images and do not record sound.

Surveillance cameras are valuable tools that can aid police investigations in the following ways:

- To piece together the sequence of events leading up to a crime.
- To monitor activity around high value or high threat areas.
- To assist in identifying, apprehending, and prosecuting offenders.
- To assist in gathering evidence for criminal and civil court actions.
- To help emergency services personnel maintain public order.
- To monitor pedestrian and vehicle traffic activity.
- To assist in providing effective public services.

Law and Policy:

The use of all cameras by the Police Department is governed by law and department policy. The Police Department only deploys cameras in locations that are lawful under applicable law.

Furthermore, the Police Department has several policies that require department employees to abide by legal requirements when engaged in departmental activities such as deploying cameras.

Policy 100.5 CONSTITUTIONAL REQUIREMENTS; All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Policy 322.2 POLICY; It is the policy of the Carlsbad Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property. (It should be noted that an illegal use of a camera by law enforcement would likely be considered an illegal search.)

Policy 503.4 PRIVACY; The use of the Sky Watch Tower potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during the Sky Watch Observation Tower operations.

Policy 378.2 POLICY; Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

Police Department Policy 378 also provides operational guidelines, storage, and review or release direction for cameras and/or video recordings within the Public Safety Camera System.

Next Steps

The Police Department will continue to serve and protect the community in a manner consistent with Constitutional Policing.

Additionally, at the next Community Police Engagement Commission meeting, the Police Chief will present a draft department policy that specifically addresses the deployment of cameras for investigative purposes. This new policy will provide additional departmental direction with respect to mobile camera deployment for the purposes related to crime or incident investigation. This additional policy will serve a different purpose than the existing Policy 378 which primarily addresses public safety cameras at public facilities. The presentation to the Commission will provide an opportunity for the Commissioners and community to provide input on this proposed policy amendment prior to implementation.

Council Memo - Police Department Mobile Camera Use (Districts – All)

August 3, 2023

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cc: Geoff Patnoe, Assistant City Manager
Cindie McMahon, City Attorney

DRAFT Proposed New Policy**SURVEILLANCE CAMERA USE FOR INVESTIGATIONS POLICY****PURPOSE**

It is the purpose of this policy to provide guidelines for conducting video surveillance operations and establishing internal control processes and procedures to ensure the protection of individuals' civil rights and to ensure the efficiency and the effectiveness of video surveillance operations.

POLICY

It is the policy of the Carlsbad Police Department that all uses of surveillance cameras will be conducted in a manner that observes and complies with every person's clearly established rights under the United States and California Constitutions, and applicable law.

Covert and non-covert video camera surveillance use is imperative for investigating some crimes and collecting intelligence required for legitimate law enforcement purposes. However, the use of video cameras for surveillance purposes may not be appropriate and, if used, can have associated risks. It is the policy of the Carlsbad Police Department to employ video surveillance methods only where they can be justified in accordance with principles and operational protocols established in this policy.

SURVEILLANCE CAMERA DEFINED

A surveillance camera is a camera that is deployed on a temporary basis in furtherance of a law enforcement investigation, or to collect intelligence related to a legitimate law enforcement concern. A surveillance camera may be covert or non-covert based on the law enforcement objective and intent.

OPERATIONAL GUIDELINES**A. AUTHORIZATION BY DEPARTMENT SUPERVISOR REQUIRED**

The scope, intent and use of video camera surveillance must be approved, prior to the deployment of a video camera, by a sergeant or higher-ranking supervisor.

A request and approval to use a video camera for surveillance purposes shall consider, but shall not necessarily be limited to, the following issues:

- a. Specific facts and circumstances upon which the use of the video camera surveillance is believed to be appropriate.
- b. Identification of objectives and anticipated results of the operation.

c. Anticipated duration of the operation and timeline for activities, where applicable.

d. Risks associated with the operation, including the following:

1. Risk of personal injury, property damage, or financial loss.
2. Potential damage to departmental image/reputation that may result in a loss of the public's trust, support, or both.
2. Risk of civil liability.
3. Risk of violating legal rights, including privileged or confidential communications (e.g., attorney-client privilege).
4. Other potential risks to officers, suspects, third parties, or the department.
5. Risk of not undertaking the video surveillance.

B. LIMITATIONS ON THE USE OF VIDEO CAMERA SURVEILLANCE

The following prohibitions shall be observed when deploying video surveillance cameras.

The following are prohibited:

- a. Illegal means of collection, maintenance, and dissemination of information.
- b. The use of video camera surveillance in an unprofessional or unethical manner.
- c. The use of video camera surveillance to invade the privacy of individuals, to look into private areas or areas where the reasonable expectation of privacy exists (absent a valid court order).
- d. The use of video camera surveillance to harass, intimidate or discriminate against any individual or group.
- e. Collection of information on persons' political or religious beliefs or sexual activities that is not or cannot be linked reasonably to a criminal activity.
- f. Dissemination of information of investigative interest to any individual or organization that does not have a legitimate law enforcement purpose.
- g. Conducting video surveillance on advocacy groups or others engaged in expressive association without a compelling state interest or a reasonable suspicion of criminal activity. However, in the event of planned or unplanned public protest or gathering, the use of video camera surveillance may be utilized for situational awareness intelligence provided the camera usage does not view an area of reasonable expectation of privacy.
- h. Video camera surveillance shall not exceed the scope or intent of activities as approved by a police department supervisor.

C. NOTIFICATION OF RECORDINGS

The decision whether to notify persons of recordings of a lawful and approved video camera surveillance operation shall be at the discretion of the approving supervisor for the operation. It is the intent of the department to not unnecessarily record persons without their knowledge. However, due to investigative purposes and/or practical limitations, it may not be reasonable to provide notice of recordings.

D. MEDIA STORAGE

All media will be stored in a secure area with access restricted to authorized persons. Recordings not otherwise needed for official reasons shall be retained for a period of not less than one year and thereafter should be erased with the written consent of the City Attorney. Any recordings needed as evidence in a criminal or civil proceeding shall be transferred and booked into evidence in accordance with current evidence procedures.

E. REVIEW OF VIDEO IMAGES

The review of video images shall only be conducted for legitimate law enforcement purposes and must be consistent and aligned with the authorization obtained from a department supervisor as referenced earlier in this policy.

F. RELEASE OF VIDEO IMAGES

Video recordings shall only be released with the authorization of the Chief of Police or his/her designee, and in a manner consistent with applicable law.



Community-Police Engagement Commission

Staff Report

Meeting Date: Oct. 23, 2023

To: Community-Police Engagement Commission

From: Sheila Cobian, Legislative & Constituent Services Director

Staff Contact: Mickey Williams, Police Chief
mickey.williams@carlsbadca.gov, 442-339-3130

Subject: Presentation of Police Department 3-Year Strategic Plan

District: All

Recommended Action

Receive a presentation regarding the Police Department 3-Year Strategic Plan.

Executive Summary

Staff will provide the presentation and respond to Commissioner questions.

Fiscal Analysis

This action has no fiscal impact.

Environmental Evaluation

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. Police Department 3-Year Strategic Plan

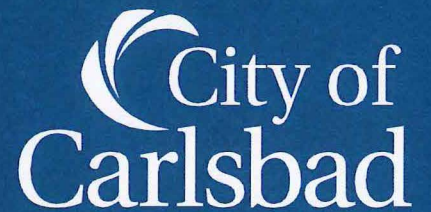


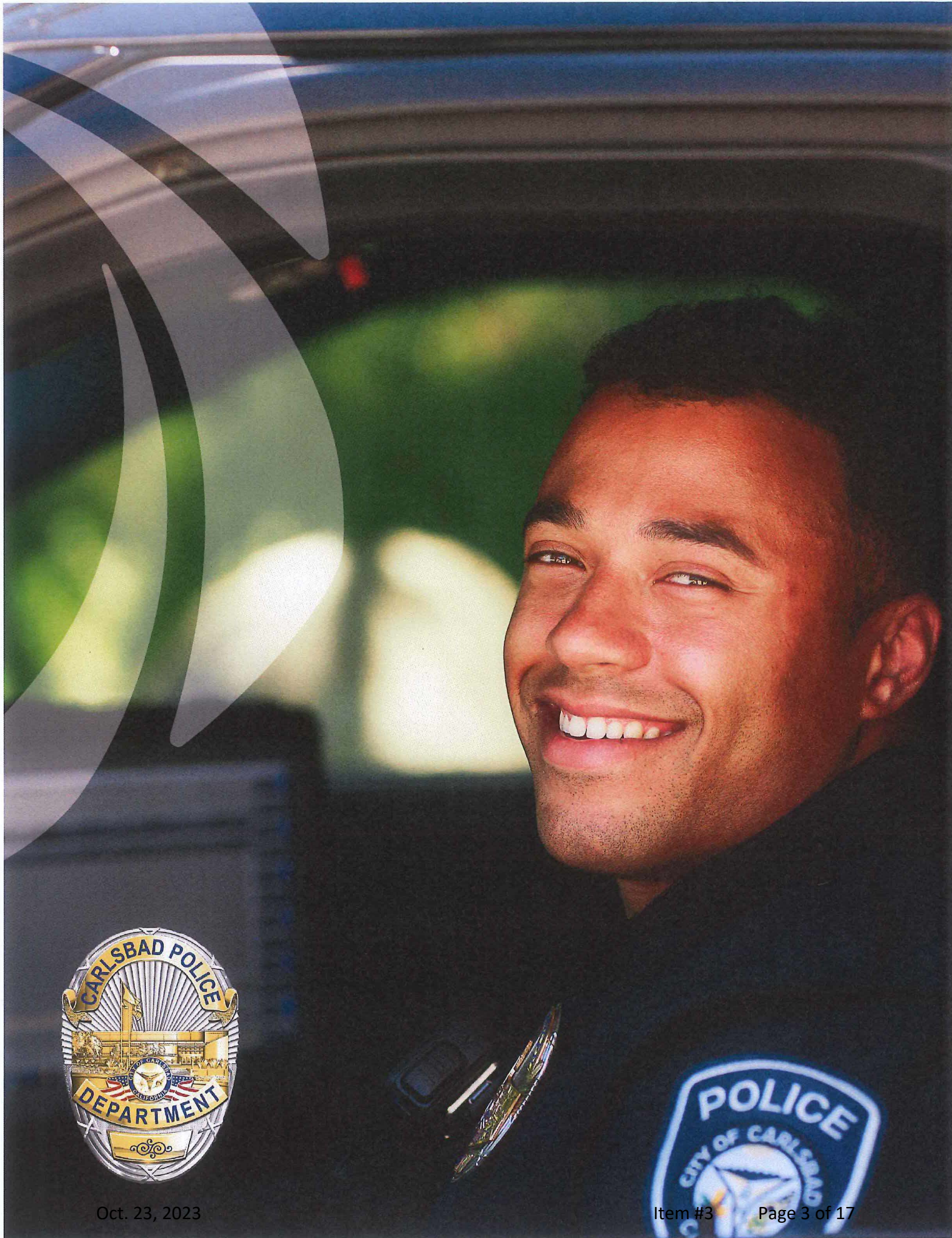
Carlsbad Police Department

STRATEGIC PLAN

FY 2022-2025

Attachment A



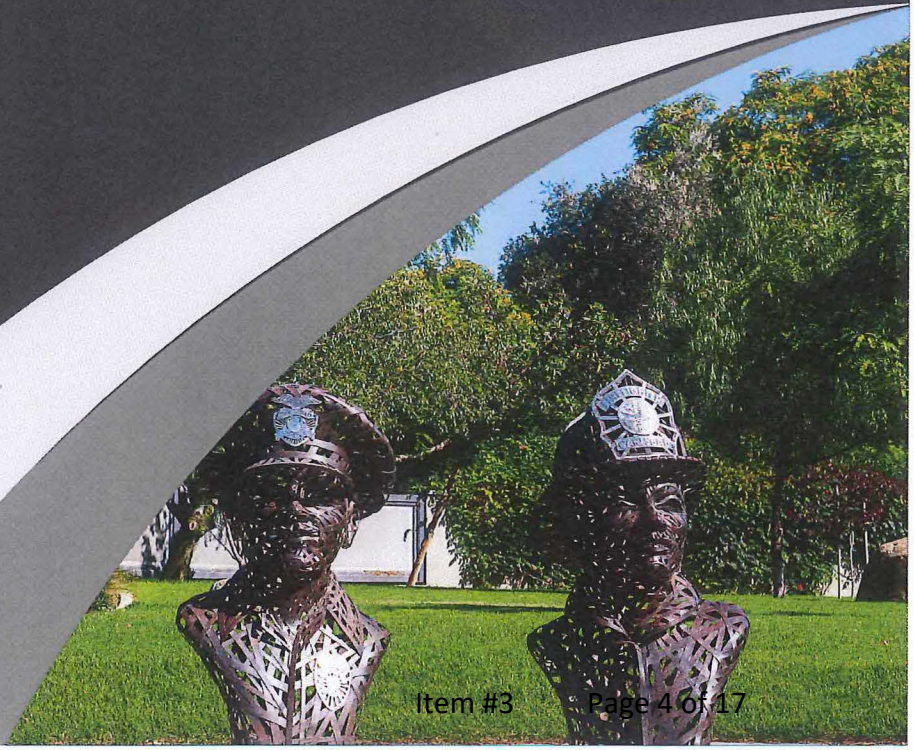


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3	Planning Process
5	Six Pillars-Action Items
12	Implementation And Evaluation Of Plan



MESSAGE FROM THE CHIEF

Welcome to the Carlsbad Police Department's Strategic Plan for fiscal years 2022-2025. The Plan is intended to provide a roadmap to ensure that the community receives the highest level of service from the Police Department, while providing for a work environment that values our department members and provides an opportunity for a sustainable work-life balance. This Plan is aligned with community feedback received during numerous outreach events and is intended to build upon the trusting relationship that exists between the community and the Carlsbad Police Department.

The last few years have brought significant challenges for the city, community, and Police Department. Between the COVID pandemic response, increased scrutiny of law enforcement nationally and locally, and the turbulent economy, the need to be nimble while providing the highest levels of service and maintaining transparency and trust, has never been more important. This Plan is intended to address the community's and employees' needs, desires, and preferences, and is intentionally aligning the department to meet these concerns.

Thank you for taking the time to review the Police Department's Strategic Plan. I hope you find the Plan to be reassuring and informational. The Police Department will remain dedicated to serving as guardians for the community while maintaining the friendly, small-town feel, of our Police Department.

LA)Mwww

Mickey Williams

Police Chief

Carlsbad Police Department



OUR VISION

Embrace the future and honor the past in pursuit
of a safer tomorrow

OUR VALUES

Leading with:

Commitment: Dedication to duty and responsibility

Honesty: Sincere and truthful in our endeavors

Respect: Treat everyone with dignity

Accountability: Responsible and transparent in our actions and words

Compassion: Concern and sympathy for others ensures our organizational success

MISSION STATEMENT

To protect and serve the community with
integrity, professionalism and valor

PLANNING PROCESS

The development of the three-year Strategic Plan was a multi-faceted project that sought to gather a wide range of input from the community, police department, and city leadership.

Information and input were obtained and incorporated into the Strategic Plan from the following sources:

- The President's Task Force on 21st Century Policing final report
- (4) Meet the Chief community events; one event for each Council District
- (4) 'Conversation with our Community' events; one event for each Council District
- (4) Virtual townhall meetings; one event for each Council District
- An online community engagement survey
- City Council's priority regarding Quality of Life and Safety
- Police Department staffing and functions analysis prepared by the Center for Public Safety Management
- 3-day Police Department team-building event attended by all members of the Police Department, supervisors and above, in May 2022





As a result of the community engagement, we learned that the community seeks enhanced transparency and communication from the Police Department. Additionally, the community requested that law enforcement focus on quality-of-life issues related to drug offenses, homelessness, and e-bike/mobility safety issues. There was also input seeking enhancements in mental health and de-escalation training for officers.

From department supervisors and employees, we learned that they remain remarkably dedicated to providing the highest levels of service while seeking a sustainable work-life balance that provides for an impactful career and enjoyable personal life.



SIX PILLARS - ACTION ITEMS

The President’s Task Force on 21st Century Policing, commissioned by President Obama, published an authoritative reference for the improvement of professional policing. We will utilize the six Pillars, or areas of focus, that were identified by the President’s Task Force as a framework to improve our law enforcement services, while providing for our Police Department members’ health and wellbeing.

Under each Pillar are several action items to be pursued by the Police Department. Each action item is provided an expected fiscal year of completion. It should be noted that many factors may influence the priority of these action items over time to include funding, community and/or employee feedback, or the manifestation of unforeseen challenges.

PILLAR #1

Building Trust and Legitimacy

Pillar One discusses building trust between the police and the community we serve. There is a distinct discussion regarding the need to move from a 'warrior' mindset within officers to a 'guardian' mindset.

FY 22/23 ongoing

1. Further develop a culture of 'service' within the department consistent with the 'guardian' mindset.
 2. Engage in robust community engagement that is not related to a specific crisis or enforcement related event.
 3. Actively engage in efforts to further develop diversity within the ranks of the PD.
-

FY 23/24 ongoing

4. Provide Racial and Identity Profiling Act (RIPA) data report annually to the community.
5. Conduct a regularly scheduled survey with the community regarding trust in the Carlsbad Police Department.

PILLAR #2

Policy and Oversight

Pillar Two discusses the need for law enforcement to collaborate with the community to develop clear and comprehensive policies that increase community engagement and foster cooperation.

FY 22/23

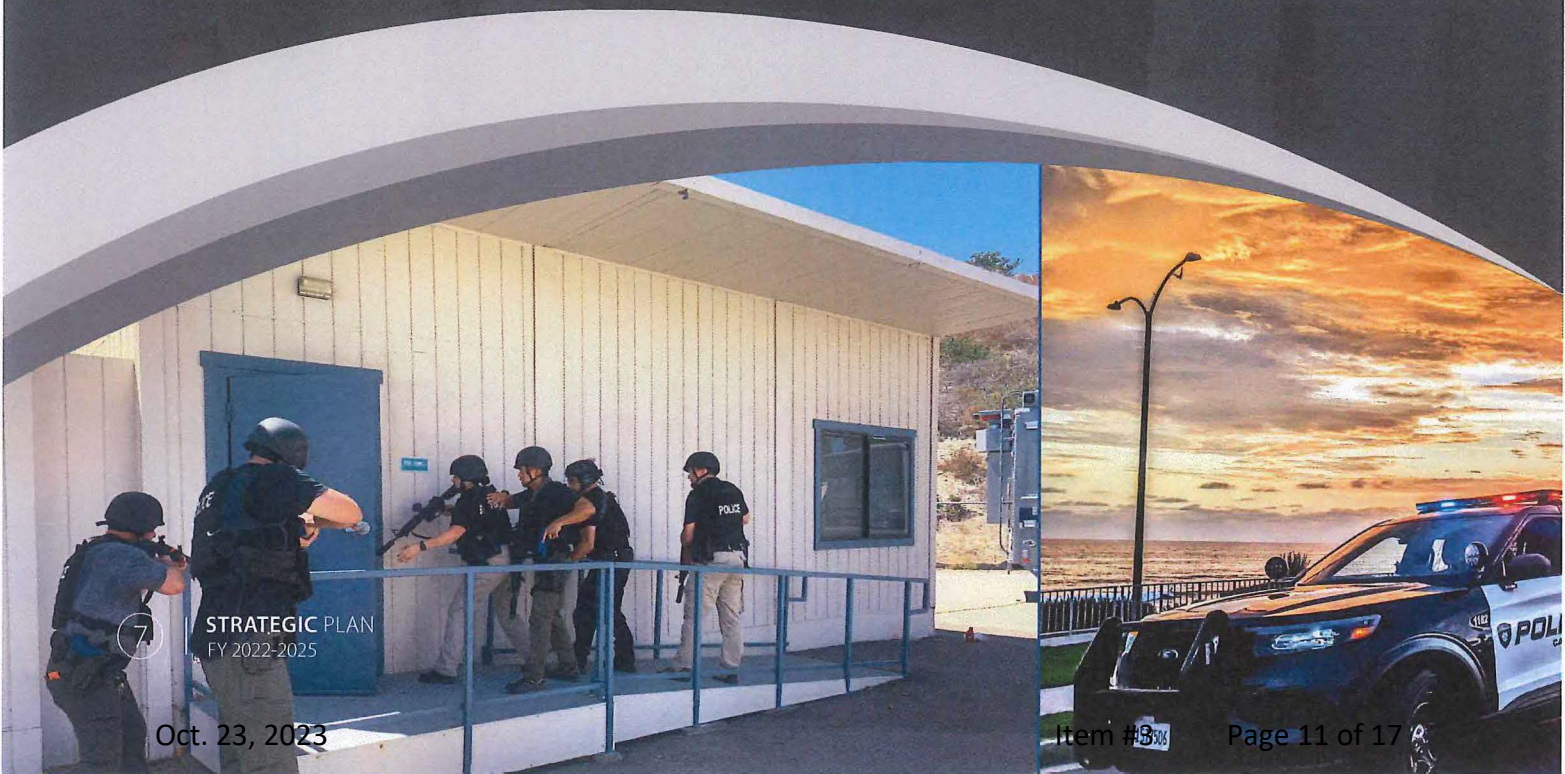
1. Create a Community-Police Engagement Commission.
2. Create a specific use of force policy for protests, demonstrations and riots.
3. Review and modify as appropriate the special assignment and promotional selection process.
4. Formalize and standardize unit/shift expectations.

FY 22/23 ongoing

5. Encourage a culture of de-escalation and thoughtful crisis management.

FY 23/24

6. Review and modify as appropriate the employee evaluation process.
7. Review and modify as appropriate the employee recognition and awards policy.



PILLAR #3

Technology and Social Media

Pillar Three focuses on the use of technology and social media by law enforcement from a perspective of building legitimacy and trust with the community.

FY 22/23

1. Create new recruitment videos for both officers and dispatchers.

FY 22/23 ongoing

2. Create and maintain an internal website 'landing page' with links to important employee, crime trends, and departmental information.

FY 23/24

3. Create a succession plan including redundancy in our social media and PIO functions to enhance transparency within the Police Department.

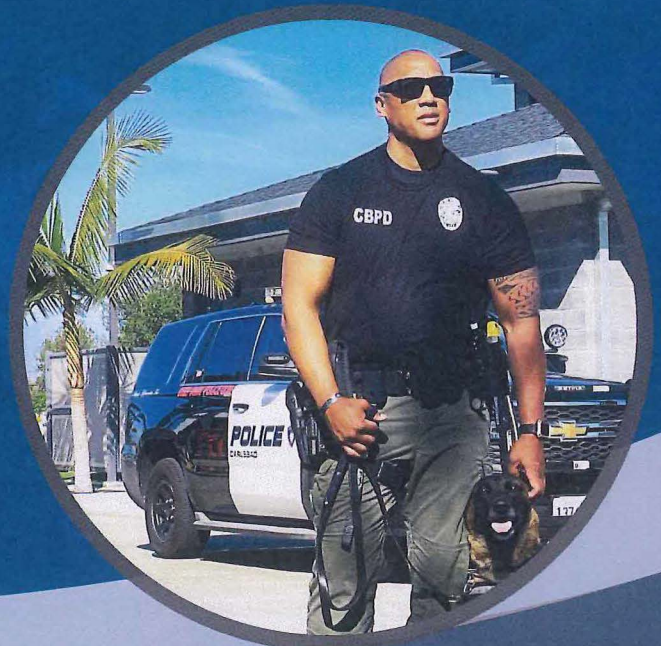
4. Create a voluntary community security video registration program.

FY 24/25

5. Develop a 'real-time' crime center with new technology to include the new Computer Aided Dispatch system.

6. Implement Live911 technology.

7. Research scheduling platform options for the department that may be more efficient and implement if feasible.



Oct. 23, 2023



STRATEGIC PLAN
FY 2022-2025

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PILLAR #4

Community Policing & Crime Reduction

Pillar Four concerns the need for law enforcement to collaborate closely with the community to identify issues and prepare strategic responses that co-produce public safety.

FY 22/23

1. Leverage online mapping and intelligence to maximize effectiveness to address overdose investigations.
2. Update the quarterly Crime Analysis and Response (CARs) program.

FY 22/23 ongoing

3. Further develop and continue to offer a citizen police academy twice a year.
4. Provide Active Shooter refresher training within the department as well as schools, businesses and community groups as appropriate.
5. Evaluate department response times for emergency calls for service in an effort to provide the highest level of service for the community.

FY 23/24

6. Evaluate and consider reorganization opportunities for the Investigative Bureau with attention towards addressing crime trends, operational efficiency, and enhancing community service.

FY 23/24 ongoing

7. Work with high schools to offer voluntary police ride-alongs as a portion of school curriculum.

FY 24/25

8. Research and consider the potential creation of a Community Oriented Policing Team.



PILLAR #5

Training & Education

Pillar Five addresses the need for law enforcement to provide comprehensive crisis intervention training, leadership training, and specialized training to place our employees in a position to provide high quality service to our community.

FY 22/23 ongoing

1. Enhance our current training practices with a focus on providing comprehensive crisis management training, employing best practices from each training specialty, as appropriate for the specific circumstances of an incident.

2. Provide annual LGBTQ+ training for employees.

3. Provide leadership training opportunities to employees, sworn and professional, and encourage higher education consistent with the City's tuition reimbursement program.

FY 23/24

4. Formalize the training protocol for employees who are assigned to new positions.

5. Formalize critical incident debriefing protocol and documentation to ensure that the department maximizes the learning potential of unique incidents.

6. Create a position that will provide consistency in training scheduling and coordination, employee onboarding, and lead the effort to build upon the department's service culture.

FY 23/24 ongoing

7. Seek opportunities to include community input and collaboration when creating training curriculum.

FY 24/25

8. Formalize new supervisor mentoring and training program.



PILLAR #6

Officer Wellness & Safety

Pillar Six discusses the need for law enforcement to promote employee wellness and safety at every level of our organization.

FY 22/23

1. Study the current 12-hour patrol shifts from a perspective of officer wellness and safety and modify as appropriate.
 2. Research options for consolidated officer training days to limit disruption of officers' scheduled days off.
 3. Review the work processes in Dispatch to identify opportunities to transfer work duties elsewhere in the Department.
-

FY 22/23 ongoing

4. Implementing vehicle telematics to increase driving safety.
 5. Monitor and regulate change affecting the Police Department personnel to prevent undue stress upon the department.
-

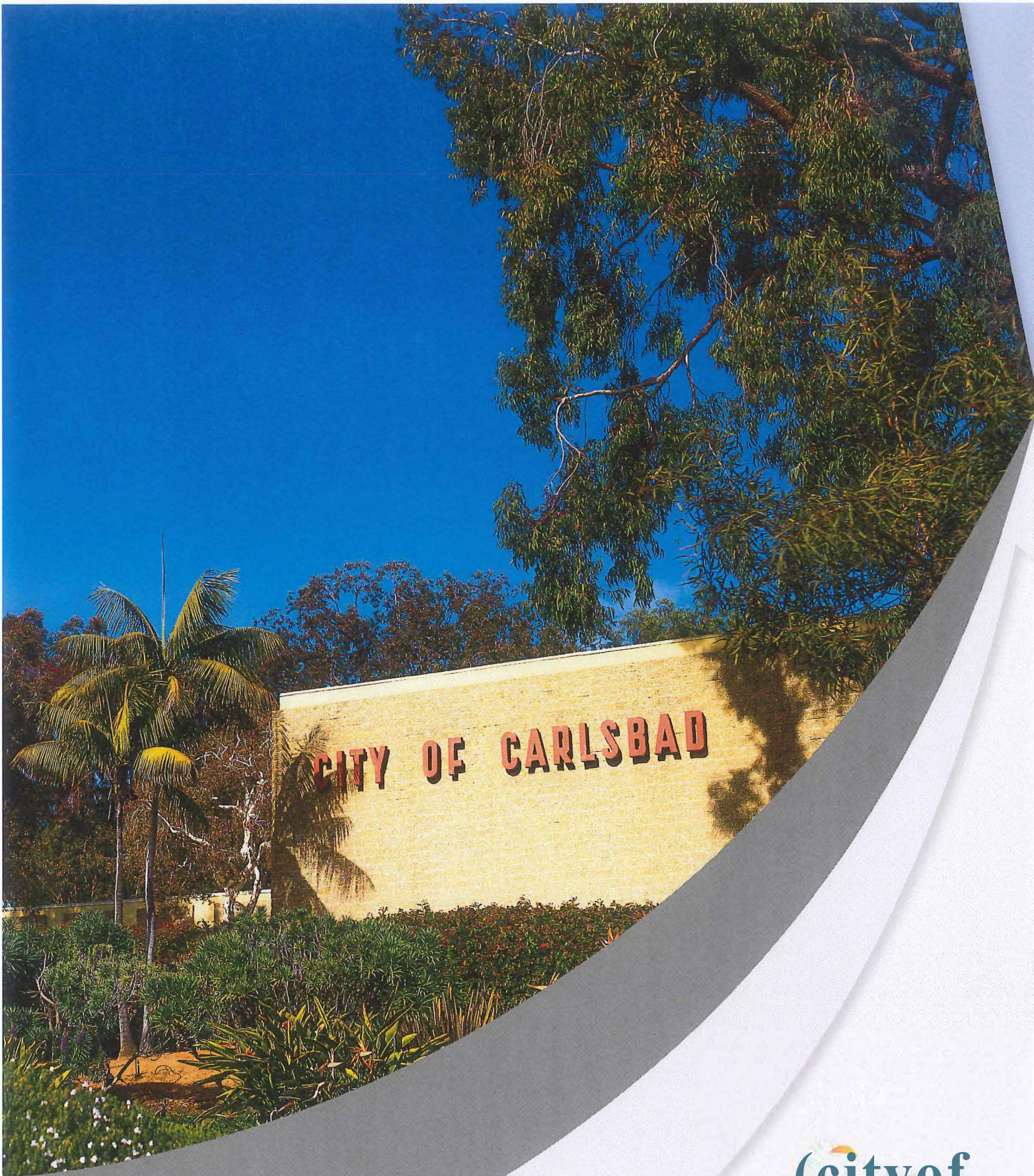
FY 23/24 ongoing

6. Create and provide a 'family police academy' offered to employees' families at least once a year.



IMPLEMENTATION AND EVALUATION OF PLAN

This Strategic Plan is a living, breathing document that will guide the actions of the Carlsbad Police Department over the next three years. In fact, you might find that some of these action items have already begun in 2022. This Plan will be referred to, updated and adjusted as circumstances and conditions dictate. However, the Plan will provide a roadmap to department personnel regarding priorities and goals as we work hard to protect and serve the community over the next three years while creating a healthy, sustainable work-life balance for employees.



(city of
Carlsbad

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Oct. 23, 2023

Item #3

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Community-Police Engagement Commission

Staff Report

Meeting Date: Oct. 23, 2023

To: Community-Police Engagement Commission

From: Sheila Cobian, Legislative & Constituent Services Director

Staff Contact: Sheila Cobian, Legislative & Constituent Services Director
sheila.cobian@carlsbadca.gov, 442-339-2917

David Graham, Chief Innovation Officer
david.graham@carlsbadca.gov, 442-339-5992

Subject: Community-Police Engagement Commission Work Plan

District: All

Recommended Action

Participate in a facilitated discussion regarding the creation of the Community-Police Engagement Commission Annual Work Plan.

Executive Summary

The Carlsbad Municipal Code requires that each City board and commission submit an annual work plan and a subsequent report of the board or commissions activities to the City Council. The work plan should include the activities that the board or commission anticipates undertaking in the coming year. The City Council will review, amend if necessary and approve the work plan.

The purpose of the work plan is to encourage increased dialogue between the City's boards and commissions and the City Council. It also helps to ensure that the boards and commissions are working in line with the priorities of the City Council.

Fiscal Analysis

This action has no fiscal impact.

Environmental Evaluation

This action does not require environmental review because it does not constitute a project within the meaning of the California Environmental Quality Act under California Public Resources Code Section 21065 in that it has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment.

Exhibits

1. Carlsbad Municipal Code Chapter 2.30 – Community Police Engagement Commission
2. Carlsbad Municipal Code Section 2.15.020 – Boards and Commissions – General Functions, Powers and Duties
3. Sample Commission Work Plans

Carlsbad, California Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.30 COMMUNITY-POLICE ENGAGEMENT COMMISSION

2.30.010 Created.

2.30.020 Purpose.

2.30.030 Membership—Term—Qualification.

2.30.040 Training.

2.30.050 Meetings.

2.30.060 Duties.

2.30.080 Powers delegated to commission to be advisory.

2.30.010 Created.

A community-police engagement commission is created. (Ord. CS-441 § 3, 2022)

2.30.020 Purpose.

The purpose of the commission is to provide a cooperative and collaborative forum for the community and police leadership to learn and discuss the challenges of modern-day policing and provide a community perspective about public safety challenges. The commission will work collaboratively with the police chief to provide advice, support, and recommendations relating to current or newly considered policies and programs with an overarching goal of building trust and fostering strong police-community relations.

The commission shall have no authority to direct the conduct of any department, including the police department, to review or advise upon personnel matters related to individual peace officers or to review confidential peace officer personnel files. It is not the purpose of this commission to review or comment upon items staff will present to the city council, unless the item is referred to the commission by the city council or city manager. (Ord. CS-441 § 3, 2022)

2.30.030 Membership—Term—Qualification.

The community-police engagement commission shall consist of five members to be appointed pursuant to Section 2.15.050(A) with staggered terms as provided in Section 2.15.060. In addition to those qualifications provided by Section 2.15.030, the city council may consider the following additional criteria in appointing members to the commission:

1. A demonstrated ability to be open minded, impartial, objective, and unbiased;
2. An absence of any real or perceived bias, prejudice, or conflict of interest;

3. A record of community involvement;
4. An ability to build constructive working relationships and communicate effectively with diverse groups;
5. A demonstrated commitment to the purpose of the commission with an eye toward fostering positive police-community relationships;
6. Attendance at the Carlsbad Citizens Police Academy.

Persons with ongoing litigation against the city related to police matters shall be ineligible to serve on the commission. In addition, current Carlsbad Police Department employees and their parents or children are ineligible to serve on the commission. (Ord. CS-441 § 3, 2022)

2.30.040 Training.

A. Following appointment to the commission, members shall receive training on the following:

1. The authority and responsibilities associated with their role as a commission member;
2. City policies and legal requirements governing commission meetings; and
3. Carlsbad Police Department policies, procedures, and practices.

B. In addition, as soon as reasonably practical, ideally within the first six months of their appointment, commission members shall attend or observe the following:

1. Police officer use of force training, including defensive tactics and scenario-based training;
2. Police officer implicit bias training;
3. Police officer training related to interaction with people in mental health crisis;
4. At least two ride-alongs with the Carlsbad Police Department, one of which should be with the homeless outreach team; and
5. A presentation from the city's homeless services coordinator. (Ord. CS-441 § 3, 2022)

2.30.050 Meetings.

The community-police engagement commission shall establish a regular time and place of meetings and shall hold not less than one meeting per quarter. The majority of the appointed members shall constitute a quorum for the purpose of transacting the business of the commission.

Each regular meeting agenda shall include an item allowing the police chief or designee to provide a police department update, including a report on any notable past or upcoming events the police department is planning for and relevant data, such as crime analysis and police response data. (Ord. CS-441 § 3, 2022)

2.30.060 Duties.

The commission's duties are to:

1. Promote productive communication and interaction between the City of Carlsbad Police Department and community;

2. Provide a forum for police leadership to inform the commission and public of police initiatives, challenges, and data relating to police activity;
3. Educate the community and receive community feedback regarding policing standards and expectations;
4. Create additional community access to public safety information;
5. Recommend changes or improvements to Carlsbad Police Department policies, procedures or training;
6. Review new or proposed Carlsbad Police Department programs to evaluate how those programs might impact the Carlsbad community, including disenfranchised and marginalized communities;
7. Provide a forum for presentations by police leadership on matters that receive high media interest or come to the attention of the commission. (Ord. CS-441 § 3, 2022)

2.30.080 Powers delegated to commission to be advisory.

Nothing in this chapter shall be construed as restricting or curtailing any of the powers of the city council, or as a delegation to the community-police engagement commission of any of the authority or discretionary powers vested and imposed by law in the city council. The city council declares that the public interest, convenience and welfare require the appointment of a community-police engagement commission to act in a purely advisory capacity to the city council for the purposes enumerated. Any power herein delegated to the commission to adopt rules and regulations shall not be construed as a delegation of legislative authority but purely a delegation of administrative authority. (Ord. CS-441 § 3, 2022)

Contact:

City Clerk: 442-339-2808

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Carlsbad, California Municipal Code

Title 2 ADMINISTRATION AND PERSONNEL

Chapter 2.15 BOARDS AND COMMISSIONS

2.15.020 General functions, powers, and duties.

- A. Each board or commission shall have the functions, powers, and duties as are granted to or bestowed upon it by this chapter, by ordinance or by resolution of the city council.
- B. The city council may, at any time, change the powers, functions and duties of any board or commission in any manner and to any extent as the city council deems necessary.
- C. Each board or commission shall provide to the city council for its approval an annual work plan of activities to be undertaken and a subsequent report of its accomplishments. If any board or commission seeks to amend its work plan prior to the annual approval date, then the board or commission may vote to submit the amendment to the city council for approval and may also request a joint meeting if the board or commission deems it necessary to discuss the proposed amendments.
- D. Each board or commission will provide periodic written reports to the city council which should include:
1. Recent activities of the board or commission;
 2. Attendance at the board or commission's meetings;
 3. Any ad hoc subcommittees which the board or commission has formed;
 4. Any proposed amendments to the board or commission's work plan; and
 5. Any matters which the board or commission wishes to bring to the attention of the city council or to have placed on a future city council agenda.
- E. Each board or commission may organize ad hoc subcommittees of a limited duration to advise the board or commission concerning its functions and duties.
- F. Each board or commission shall do such other things as may from time to time be requested or approved by the city council.
- G. Each board or commission shall meet in accordance with its approved regular meeting schedule, unless a meeting(s) is cancelled by the chair or the majority of the board or commission for a lack of agenda items, and each board or commission shall be subject to the Ralph M. Brown Act, [Government Code](#) Section 54950 et seq.
- H. All board or commission meetings shall be held in the city council chambers unless another public meeting room has been approved by the city clerk.
- I. The city manager shall designate a city employee as a liaison for each board or commission. (Ord. CS-337 § 3, 2018)

Contact:

City Clerk: 442-339-2808

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City of Carlsbad Parks & Recreation Commission Work Plan Fiscal Year 2022-23

I. Mission Statement

The Mission of the Parks & Recreation Commission is to promote community health and wellness while supporting a culture that embraces change and continuous improvement.

II. Composition

Consistent with Chapter 2.36 of the Carlsbad Municipal Code, the Parks & Recreation Commission shall consist of seven members appointed by the mayor with the approval of the city council. Members shall serve four-year terms. The Parks & Recreation Commission shall have the power, and it shall be the duty of the commission, to make recommendations to the city council and to advise the council in matters pertaining to the creation, operation, maintenance, management and control of community recreation programs, of playgrounds and indoor and outdoor recreations, activities and facilities. Further, it shall be the duty of the commission to advise and make recommendations to the city council on matters pertaining to planting, trimming, pruning, and care of all trees, shrubs or plants and to the removal of all objectionable trees, shrubs and plants in and upon any park of the city. The parks and recreation commission shall have the additional power, and it shall be the duty of the commission to review tree-related issues and to determine the needs of the city with respect to its tree planting, replacement, maintenance and preservation programs.

The commission will also make recommendations to the city council on policies, regulations or ordinances pertaining to the care and protection of public trees and the selection of specific species of trees for designation along city streets, including the development of a community forest management plan for the city. In addition, in accordance with Section 11.12.150 of the municipal code, the Parks & Recreation Commission shall hear appeals from decisions of the city manager acting through the parks and recreation director or designee, regarding the planting or removal of street trees.

III. FY 2022-23 Goals & Tasks

The Parks & Recreation Commission will focus on the following FY 2022-23 Goals and Tasks:

(Goals identified in numerals; Tasks to accomplish those Goals identified in alphas)

1. Advise City staff and City Council on projects and programs
 - a. Focus on progress and impact

2. Enhance accessibility, visibility and engagement
 - a. Ensure a quorum at all Commission meetings
 - b. Have Commissioners conduct site visits to parks, facilities and programs
 - c. Have individual Commissioners attend least two Parks & Recreation events
3. Broaden outreach and education
 - a. Connect with other relevant agencies and organizations
 - b. Invite educational presentations at Commission meetings

City of Carlsbad

Senior Commission Work Plan

Fiscal Year 2022-23

I. Mission Statement

The Mission of the Senior Commission is to champion an environment that promotes wellness, vitality and education that leads to a vibrant quality of life.

II. Composition

Consistent with Chapter 2.38 of the Carlsbad Municipal Code, the Senior Commission shall consist of five members appointed by the mayor with the approval of the city council. Members shall serve four-year terms. The Senior Commission shall have the responsibility to make recommendations to the city council and to advise the city council on the special needs and concerns of seniors, including the creation, operation, maintenance, management and control of senior programs, activities and facilities. The Senior Commission shall be authorized to and may receive donations, gifts, legacies, endowments or bequests made to the city or to the commission for or on behalf of the city. All donations, gifts, legacies, endowments or bequests so received by the commission shall be turned over to the city treasurer and shall be kept in a special fund to be designated as the senior fund. All moneys in the fund shall be used for promotion, supervision and operation of senior programs. No moneys in the fund shall be spent without prior council authorization.

III. FY -2022-23 Goals & Tasks

The Senior Commission will focus on the following FY 2022-23 Goals and Tasks:

(Goals identified in numerals; Tasks to accomplish those Goals identified in alphas)

1. Determine the needs of Adults 50+.
 - a. Participate in the needs assessment/master plan update
 - b. Continue annual assessment and feedback loop
 - c. Use informal feedback received from staff and volunteers throughout the year
2. Support the City of Carlsbad Age-Friendly Action Plan
 - a. Promote with City of Carlsbad communication tools
 - b. Align with internal and external organizations

3. Create Adult 50+ opportunities and collaborations beyond the Senior Center, through:
 - a. Public sites to include parks, community centers and libraries
 - b. Private locations such as theaters and senior living communities
 - c. Universities, hospitals, nonprofits and other organizations

4. Increase social inclusion, enhance connectivity and minimize isolation.
 - a. Foster technology friendly experiences
 - b. Offer intergenerational programs
 - c. Increase transportation to senior services
 - d. Enhance marketing and communication of resources to adults 50+

City of Carlsbad
Beach Preservation Commission Work Plan
Fiscal Year 2022-23

I. Mission Statement

The Mission of the City of Carlsbad Beach Preservation Commission is to advise the City Council and the City Manager on matters related to erosion prevention and protection/enhancement of the Carlsbad shoreline (e.g., littoral cells, sea level rise et.al.), and to study the best means to maintain beaches for the safety and optimum enjoyment of the public.

II. Composition

Consistent with City Council Resolution Nos. 93-178 and 2003-120, the Beach Preservation Commission shall be an advisory commission to the City Council and the City Manager, and its seven members shall be appointed Carlsbad residents. The Commission shall investigate and report on topics or studies related to beach erosion as directed by the City Council and City Manager. Commission Members shall serve on a volunteer basis, on staggered terms. Commission Members are expected to attend all meetings, held at dates/times set by the Commission or requested by the City Council or City Manager. The Commission shall be standing, but subject to termination by the City Council if it deems the existence of the Commission is no longer necessary to the City. The Commission name was changed from its original 'Beach Erosion' to 'Beach Preservation', based on the nature of coastal awareness shifting from strictly evaluating the effects of coastal erosion to a more encompassing view of shoreline preservation.

III. FY 2022-23 Goals & Tasks

The Beach Preservation Commission will focus on the following FY 2022-23 Goals/Tasks:

(Goals identified in numerals; Tasks to accomplish those Goals identified in alphas)

1. Gain a better understanding of local shoreline preservation and beach nourishment projects.
 - a. Study and investigate coastal erosion impacts to Carlsbad beaches through understanding of coastal processes and terminology, including:
 - Disruption of natural sand supply and sediment flow
 - High intensity storms and potential flooding
 - Hard stabilization structures or "coastal armoring"
 - Sand replenishment/beach nourishment
 - Living shorelines, shoreline buffers
 - Sea Level Rise impacts - littoral cell/Oceanside cell
 - b. Review informational documents for current and future Commission Members, with items to include:

- Minutes and information from regional planning partners such as SANDAG's Shoreline Preservation Working Group.
 - c. Invite a coastal planner (e.g., Scripps Institution of Oceanography) to provide an advertised presentation at a Beach Preservation Commission Meeting, with a focus on educating citizens on the means and ways sandy beaches are preserved in Carlsbad.
2. Encourage private and public representatives to be engaged and work together on protection and enhancement of local beaches.
- a. Schedule and carry-out plans for two beach clean-up events (i.e., one mid- and one post-summer) in the northern beaches of the City of Carlsbad.
 - b. Receive updates from representatives from the three lagoon foundations in Carlsbad (Agua Hedionda, Batiquitos, and Buena Vista Lagoons).
 - c. Receive updates from the California State Parks and Recreation Department on local erosion issues, prevention efforts, and any beach access improvements to our local beaches.
 - d. Upon receipt of updates from local jurisdictions (i.e. lagoon foundation, SANDAG, State Parks, California Fish and Wildlife, etc.), prepare comments as a Commission to submit to the City Council regarding any comments or concerns determined to be of interest to the Council.
 - e. Observe king tides and extreme low tides during the winter months (i.e., December – January) onsite at the Encinas Creek dip and the South Tamarack state beach.
3. Participate in outreach opportunities related to protection and enhancement of local beaches.
- a. Look for opportunities to engage the citizens and school children of the City of Carlsbad (e.g., high school environmental/marine science clubs, et. al.) in stewardship of our coastline through events such as annual beach cleanups to encourage efforts to keep our beaches clean throughout the year.
 - b. Work with other city departments to encourage outreach for the citizens of Carlsbad to educate them on potential erosion impacts and sea level rise as shown in the City of Carlsbad Local Coastal Plan. Invite a city planner to provide an advertised presentation at a Beach Preservation Commission Meeting, after the California Coastal Commission's review and comment on the Local Coastal Plan.
 - c. Observe and monitor local beaches and tidepools for issues contributing to degradation of beaches including feeding squirrels and other wildlife, pet waste issues, and trash.
 - d. Make periodic tours of all Carlsbad beaches to assess physical conditions, usage factors and safety considerations for the beaches and potentially impacted surrounding areas.
 - Resulting issues requiring action shall be reported to city staff.

4. Tri-annually report out the progress on completing the Goals & Tasks of the Beach Preservation Commission's Work Plan.
 - a. Participate in the review of these goals and tasks during an agenda item scheduled every other meeting of the Beach Preservation Commission.

City of Carlsbad
January 2023 - June 2024
Housing Commission Work Plan

I. Mission Statement

The mission of the Housing Commission is to promote housing security and affordability for all segments of our community, including lower income families and people with special housing and supportive service needs.

II. Composition

The Housing Commission consists of five members who are appointed by the Mayor and confirmed by the City Council. Members shall serve four-year terms.

III. January 2023 - June 2024 Goals & Tasks

The Housing Commission will focus on the following goals and tasks:

1. Support and advise the City Council regarding efforts to address affordable housing.
 - a. As needed throughout this time frame, perform the functions of the Housing Commission consistent with Carlsbad Municipal Code Section 2.40.060, including responsibilities for the Carlsbad Public Housing Authority.
 - b. Review and recommend for approval to City Council the Public Housing Agency Annual Plan for fiscal year 2023-24.
 - c. Examine housing policy questions as may be referred by the City Council.
2. Support and advise the City Council regarding efforts to address homelessness.
 - a. Receive a report on the Homeless Response Plan Update and provide recommendations for prioritization of actions, if warranted.
3. Improve understanding of housing programs, policies and laws.
 - a. Receive legislative update offered or arranged by the City of Carlsbad.
 - b. Receive update on Housing Element progress and affordable housing sites, and inclusionary housing alternative compliance.
 - c. Participate in best practices session on addressing rental and homeownership affordable housing needs and homelessness.
 - d. Examine ways to reduce barriers to accessing affordable housing.
 - e. Examine smoke free requirements for city assisted affordable housing.
4. Housing Trust Fund
 - a. Review and provide input on requests for funding from the Housing Trust Fund.

5. Facilitate communication with the City Council and the broader Carlsbad community regarding matters which fall within the Commission's functions.
 - a. Prepare an annual work plan and present to City Council for approval.
 - b. Report to City Council and public on annual work plan accomplishments.
 - c. Provide an annual report to the City Council on the status and progress of affordable housing and homelessness programs.
 - d. Promote efforts to maximize public participation in city-organized information forums, workshops and public hearings related to goals above.

City of Carlsbad
Library Board of Trustees Work Plan
Fiscal Year 2022-2023

I. Mission Statement

The mission of the board of library trustees is to advise the city council in matters pertaining to library services, as well as the rules and regulations necessary to operate the library.

II. Composition

The board of library trustees shall consist of five members, appointed by the mayor with the approval of the city council.

III. FY 2022-2023 Goals & Tasks

The City of Carlsbad Library Board of Trustees has selected to focus on the following goals and tasks:

- Review and vote whether to approve rules and regulations of the library as developed and revised from time to time
 - Receive report and vote whether to approve an updated collection development policy and others as needed
- Review and vote whether to approve the library's response to the California Public Library survey submitted annually to the California State Library
 - Receive and discuss annual survey report
- Receive reports on and maintain knowledge of library services and programs:
 - Serve as a liaison from the community on its needs and interests
 - Serve as an ambassador to the community in promoting library services
- Receive an annual report on safety and security of library facilities
 - Receive report on city consultant's library facility security assessment
- Provide community perspective on issues and interests related to library service delivery and facilities

- Provide recommendations on the proposed budget and use of community contributions for the delivery of library services
 - Receive report and vote whether to support the conversion of part-time into full-time staff positions
 - Receive report and vote whether to support the annual budget submission
- Maintain awareness of and promote community support of the library, and of opportunities to collaborate with other community partners
- Promote progressive and innovative delivery of services to ensure the library remains in the forefront of community life
- Advise the city council on resource sharing among library jurisdictions, as needed
 - Receive report and vote whether to support the new Serra Cooperative Library System Link+ book-sharing service
- Provide community perspective in the strategic planning of library services
 - Support and advocate for a new Georgina Cole Library as part of the city hall building project
 - Review and discuss update to strategic plan
- Participate in relevant events, community meetings and conversations on behalf of the board of library trustees
- Serve on relevant city committees as a representative of the board of library trustees as requested (e.g., review website, Carlsbad Reads Together, etc.)
 - Continue service on Growth Management Citizens Committee

City of Carlsbad
Arts Commission Work Plan
Fiscal Year 2022-23

I. **Mission Statement**

The City of Carlsbad’s Arts Commission mission is to advise the City Council on arts and culture related matters and to serve as a resource to the Cultural Arts Office, providing insight, feedback and representing the community’s perspective. This mission is accomplished through the Arts Commission’s focus on the presentation of a diverse range of arts and cultural experiences, which showcase the full spectrum of artistic styles and traditions and appeals to and represents the interests of the greater community.

II. **Composition**

The Arts Commission shall consist of seven members, appointed by the Mayor with the approval of the City Council.

III. **FY 2022-23 Goals & Tasks**

The Arts Commission has selected to focus on the following goals and tasks:

- Provide to the City Council for its approval an annual work plan of activities to be undertaken and a subsequent report of its accomplishments.
- Monitor and report to the City Council the progress of the initiatives detailed in the Arts & Culture Master Plan, including adapting to current community needs and reassessing the current status of the ten-year timeline.
- Provide community perspective on issues and interests related to arts and culture in Carlsbad, as related to programming by Cultural Arts.
- Review and approve staff suggestions for updating the Arts Commission ordinance in the municipal code (Chapter 2.18).
- Commit to diversity, equity and inclusion, while fostering mutual respect for the beliefs and values of all individuals and groups in the arts, including hosting a presentation from the city’s new diversity, equity and inclusion manager and exploring the prospect for a collaborative townhall meeting in the future.
- Quarterly, identify one topic that deepens awareness of national trends and emerging priorities in the arts, relevant to the Arts & Culture Master Plan, inviting the community to participate through attendance and encouraging input.

- Research best practices to strengthen content knowledge to serve as an arts advocate in our community, such as studying the results of the Americans for the Arts Economic and Prosperity Study (AEP6).
- Arts Commissioners will attend one cultural arts event and one community-based arts event per quarter.
- Explore the possibility of regular reports at Arts Commission meetings by the Carlsbad Friends of the Arts and the Carlsbad Library & Arts Foundation.
- Serve on relevant committees, such as permanent Public Art and Business Outreach (including a focus on cultural tourism) as a representative of the Arts Commission.
- Participate in the Community Arts Grants process including the reassessment of funding priorities, recommending potential panelists to be vetted by city staff, auditing the work of the grant's panels, approving the final funding plan, and when possible, conducting site visits by attending grantee events and programs.

City of Carlsbad

Planning Commission Work Plan

Fiscal Year 2023-2024

I. Mission Statement

The Planning Commission holds regularly scheduled public hearings to consider land use matters, such as the general plan, local coastal program, growth management program, specific plans, master plans, amendments to the zoning ordinance, zone changes, special studies, and discretionary development permits for public and private projects.

For some actions, the Planning Commission acts in an advisory role and provides a recommendation to the City Council. In many cases the City Council has delegated to the Planning Commission the authority to take a final action on the item subject to appeal to the City Council. Prior to an item being considered by the Planning Commission the Planning Division staff complete its review of a proposed project for compliance with all applicable plans, policies, and laws and provides a written recommendation.

Planning Commissioners also serve on special committees or task forces as requested by the City Council.

II. Composition

The Planning Commission consists of seven members appointed by the City Council to a four-year term. There are also three ex officio members who shall be the City Planner, Assistant City Attorney, and City Engineer.

III. FY 2023-2024 Goals & Tasks

The City of Carlsbad Planning Commission has selected to focus on the following goals and tasks; covering the period from July 1, 2023 through June 30, 2024. The tasks are divided into the categories of Advance Planning & Special Projects, Current Planning Projects, and Training/City Representation:

Advance Planning & Special Projects

- Objective Design Standards and Streamlined Permitting for Multi-Family Residential Structures Outside of the Village and Barrio Master Plan area (Amend 2020-0003)
- Village & Barrio Master Plan Amendments directed by the City Council including Objective Design Standards and Streamlined Permitting for Multi-Family Residential and Mixed-Use Structures (Amend 2020-0009)
- Receive presentation and make recommendation on General Plan Amendment, Rezone, and Environmental Impact Report for Housing Element Program 1.1: Provide Adequate

Sites to Accommodate the Regional Housing Needs Assessment. This effort includes an update to the Safety Element.

- Review and act on permits requested for city capital improvement projects. Major projects expected to be considered by the commission include:
 - Beach Access Repairs Public Works Project
 - Terramar Water and Sewer Improvements

Current Planning Projects

- Review and act on permits requested for private development projects. Major projects expected to be considered by the commission include:
 - Newage Carlsbad Luxury Resort
 - Hope Apartments
 - Legoland Plan Amendment
 - North County Plaza Mixed Use

Training and City Operations

- The Planning Division will work with the Planning Commission to meet one to two times each month for efficient and productive meetings
- Implement new Planning Commission Staff Report Template, re-evaluate after six months of use (Fall 2023)
- Receive Updates on New State Laws and City Council Actions applicable to the commission
- Hold a Planning Commission Workshop that could be combined with updates to State Laws or other topics as requested by the Planning Commission
- Members of the Planning Commission serve on the following committees:
 - Design Review Committee for the Village & Barrio Master Plan Objective Design Standards
 - Community Development Block Grant (CDBG) Advisory Committee
 - Agricultural Conversion Mitigation Fee Advisory Committee
 - Historic Preservation Commission Ex-Officio Member

City of Carlsbad
Historic Preservation Commission
FY 2023-24 Work Plan

I. Mission Statement

The mission of the Historic Preservation Commission shall be to advise the City Council, Planning Commission, and Housing Commission in all matters relating to the identification, protection, retention and preservation of historic resources in the City of Carlsbad and inform the public of all matters pertaining to the preservation of historic resources within the guidelines and codes that govern the Commission.

II. Work Plan Purpose

The Historic Preservation Commission developed this Work Plan during their meetings from January to March 2023. The Work Plan and complementary actions are intended to guide the Commission and city staff work efforts over the next fiscal year. The document allows the Commission, the City Council, and public to receive an update on projects that the Commission is undertaking (based on City Council direction) and allows the City Council to review projects or programs they may want to proceed with.

In addition to the Work Plan items, the Commission and city staff concurrently dedicates significant time and resources to projects not on the Work Plan.

III. Historic Preservation Commission's Accomplishments for FY 2022-23

In terms of accomplishments, this past year the Historic Preservation Commission's accomplishments are the following:

1. The Commission has held six regularly scheduled meetings over the past year (2022 calendar year).
2. Provided a recommendation to the City Council on suggested revisions to the Carlsbad Municipal Code governing the Historic Preservation Commission.
3. Provided a recommendation to the City Council on revisions to Title 22 to adopt a Mills Act Program.
4. Conducted tours of historic sites.
5. Explored ways of sharing information about historic site recognition.
6. Continued to educate the community about its history through support of school curriculum.

IV. Historic Preservation Commission's Work Plan for FY 2023-24

The following is to be included in the FY 2023-24 Work Plan.

1. Update the Historic Preservation Commission website.
2. Review the ongoing staff efforts to ensure the Mills Act is providing opportunities to advance preservation of historic properties.
3. Develop a uniform Plaque Program for historic locations.
4. Continue to educate the community about its history through support of school curriculum; 3rd grade historic art program.
5. Help create an oral history collection project in cooperation with Library's Carlsbad History Collection through recorded interviews of local long-time residents and through creating brief biographies about the city's past mayors to accompany photos in Council Chambers.
6. Develop recommendations to the City Council on historic preservation benefits and incentives (i.e., expanded use, development standards flexibility, preservation easements, official recognition and awards).
7. Further, the Commission shall study and report to the City Council upon any matter referred to it by the City Council and furnish any special information, reports or materials which the City Council may request.

V. Items "On-Deck" or Set-Aside for Future Year Work Plan(s)

The following is NOT to be included in the FY 2023-24 Work Plan; however, may be initiated during the course of the fiscal year and/or included in the work plans of future years.

1. Analyze the steps required to obtain Certified Local Government Status and provide a recommendation to the City Council.
 - Prepare and submit a Certified Local Government grant application to the State Office of Historic Preservation.
2. Foster partnership with the Carlsbad Historical Society and provide oversight for the ongoing effort to preserve the Magee House (i.e., Carlsbad Historical Society Museum).
3. Create/update a brochure for Historical Plaque Program buildings and structures.

City of Carlsbad
Traffic and Mobility Commission Work Plan
Fiscal Year 2023-24

I. **Mission Statement**

The Traffic and Mobility Commission is committed to enhancing safe mobility for the city and its residents by using data-driven decision-making and a forward-looking approach to transportation. We are transparent and do the right thing the right way.

II. **Duties**

The City Council has established a goal to have the City of Carlsbad become a leader in multimodal transportation systems and creative approaches to moving people and goods through and within the City of Carlsbad. Consistent with Carlsbad Municipal Code Chapter 2.28, the City of Carlsbad Traffic and Mobility Commission was established. The duties of the Traffic and Mobility Commission are defined as follows by the Carlsbad Municipal Code Section 2.28.050:

It shall be the duty of the Traffic and Mobility Commission to study matters concerning mobility and traffic safety, including implementation of the General Plan Mobility Element, and to make written recommendations to the City Council and Planning Commission regarding measures that should be taken to promote mobility and traffic safety within the city as follows:

- A. Review staff studies and reports, and make recommendations to the City Council and Planning Commission on mobility and traffic safety matters, including but not limited to those related to pedestrian, bicycle, vehicular and transit modes of travel, and parking and school safety;
- B. Provide a public forum to review community input regarding mobility and traffic safety matters, including but not limited to those related to pedestrian, bicycle, vehicular and transit modes of travel, and parking and school safety;
- C. Review and provide recommendations for revision to the city codes and plans on mobility and traffic safety matters, including but not limited to pedestrian, bicycle, vehicular and transit modes of travel, and parking and school safety.

III. **FY 2023-24 Goals & Objectives**

Consistent with Carlsbad Municipal Code Chapter 2.15, the Traffic and Mobility Commission will provide advisory recommendations within the scope of this work plan.

The Traffic and Mobility Commission will focus on the following FY 2023-24 Goals/Objectives:

1. **Goal:** Review staff recommendations on the multimodal transportation system, and

provide input based on data, best practices and public input.

- a) Objective: Review and provide input on mobility policies, programs, processes and informational reports including the Growth Management Program (GMP) Annual Monitoring Reports, status related to signal and traffic management center operations from the Signal Coordination (CIP) project, Traffic Impact Fee program and other reports within the purview of the commission. In addition, the Traffic and Mobility Commission will review the list of CIP projects as part of the Transportation Director's bi-annual transportation update report.
- Schedule:
 - Staff will present the annual GMP Monitoring Reports in the spring of each year.
 - Staff will provide an update to the city's traffic signal program in the spring of each year.
 - The update of the Traffic Impact Fee program is currently underway and is anticipated to be completed by Fall 2024.
- b) Objective: Review and provide input on mobility plans currently in process including the annual reporting on progress of the Sustainable Mobility Plan, Citywide Transportation Demand Management (TDM) Program and receive updates regarding the development of the city's traffic signal communication system.
- Schedule:
 - Staff will provide annual updates on the progress of the implementation of the Sustainable Mobility Plan in February of each year.
 - Staff will present an update on the traffic signal communication system in FY 2023-24.
 - Staff will provide an annual performance report on the city's TDM program including metrics regarding the number of active program participants, compliance with TDM plans, and other performance metrics.
- c) Objective: Review and provide input on Carlsbad Residential Traffic Management Program projects and proposed traffic control devices such as parking restrictions, speed limits, stop signs, roundabouts, traffic circles and traffic signal evaluations.
- Schedule:
 - Staff will present Residential Traffic Management projects and traffic control device evaluations on an on-going basis.
- d) Objective: Review and provide input to the new Mobility Systems Evaluation and

Monitoring (MSEM) manual including: Transportation Impact Analysis (TIA) Guidelines, Growth Management Program Annual Traffic Monitoring Manual, vehicle level of service (LOS) evaluation methods, multimodal (pedestrian, bicycle and transit) LOS evaluation methods and Vehicle Miles Traveled (VMT) Analysis Guidelines.

- Schedule:
 - Staff will return with proposed revisions to the TIA guidelines and vehicle level of service (LOS) evaluation methods in the Fall of 2023 with City Council adoption anticipated by end of 2023.
 - Staff are currently working with the T&MC ad-hoc committee to revise the MMLOS methodology and expects to return to the T&MC in summer 2023 to review and approve the proposed methodology updates.

e) Objective: Provide opportunities for public input on scheduled city projects that have the potential to improve mobility options.

- Schedule:
 - Staff will present mobility related projects and receive community input on an on-going basis.

2. **Goal:** Focus on mobility, including safety improvements, around school locations

a) Objective: Review and provide input on significant mobility and safety projects near schools. Proactively engage the school district in Safe Routes to School (SRTS) planning and work with the schools to develop SRTS and access plans.

b) Objective: Receive informational reports from the Carlsbad Police Department regarding school traffic education and enforcement.

- Schedule:
 - Staff will present mobility and safety projects near school sites on an on-going basis.
 - The Carlsbad Police Department will provide monthly updates during regularly scheduled meetings.

Annual Schedule of Items: The following list provides a tentative schedule of re-occurring agenda items that the Traffic and Mobility Commission will review each year.

First Quarter (January – March)

- Semi-Annual Transportation Report

- Growth Management Plan Circulation Section

Second Quarter (April – June)

- Active Transportation Monitoring Report
- Traffic and Mobility Commission Work Plan
- Semi-Annual Transportation Report

Third Quarter (July – September)

- Transportation Demand Management Program Update

Fourth Quarter (October – December)

- T&MC Annual Calendar

Other re-occurring programs to be presented as available:

- Pavement Management Program, annual resurfacing projects
- ADA Improvement Program, bi-annual projects
- ADA Transition Plan
- Sidewalk Improvement Program, bi-annual projects