



## COMMUNITY-POLICE ENGAGEMENT COMMISSION

# Agenda

Special Meeting

Feb. 26, 2024, 2 p.m.

Council Chamber  
1200 Carlsbad Village Dr.  
Carlsbad, CA 92008  
[carlsbadca.gov](http://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](http://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.
- For non-agenda public comment, speakers must confine their remarks to matters within the Commission's subject matter jurisdiction.
- For public comment on agenda items, speakers must confine their remarks to the question or matter under consideration.
- 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 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.
- Failure to comply with the rules for public participation is disruptive conduct. Continuing disruptive conduct after being asked by the presiding official to cease may result in removal from the meeting.
- **In writing:** Email comments to [clerk@carlsbadca.gov](mailto: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](mailto: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 Regular Meeting held Jan. 22, 2024

**PRESENTATIONS:**

**PUBLIC COMMENT ON AGENDA ITEM ONLY:**

**DEPARTMENTAL REPORTS**

*This item was continued from the Regular Meeting held Jan. 22, 2024*

1. **COMMUNITY-POLICE ENGAGEMENT COMMISSION WORK PLAN:** Participate in a facilitated discussion creating the draft Community-Police Engagement Commission Annual Work Plan. (Staff contact: Kristina Ray, Communication & Engagement)

**Recommended Action:** Participate in a discussion and provide direction to staff for the creation of the Community-Police Engagement Commission Annual Work Plan.

**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

Regular Meeting

# Minutes

Jan. 22, 2024, 2 p.m.

Council Chamber  
1200 Carlsbad Village Drive  
Carlsbad, CA 92008

**CALL TO ORDER:** 2 p.m.

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

**PLEDGE OF ALLEGIANCE:** Commissioner Frazee led the Pledge of Allegiance.

**APPROVAL OF MINUTES:**

Minutes of the Special Meeting held on Oct. 23, 2023

Motion by Chair Connolly, seconded by Commissioner Frazee, to approve the minutes as presented. Motion carried 3/0/2 – (Cannon, Novak – Absent).

**PRESENTATIONS:** None.

**PUBLIC COMMENT:** None.

**CONSENT CALENDAR:** None.

**PUBLIC HEARINGS:** None.

**DEPARTMENTAL REPORTS:**

*This item was continued to a date certain of Feb. 26, 2024.*

1. **COMMUNITY-POLICE ENGAGEMENT COMMISSION WORK PLAN:** Participate in a facilitated discussion creating the draft Community-Police Engagement Commission Annual Work Plan. (Staff contact: Kristina Ray, Communication & Engagement)

**Recommended Action:** Participate in a discussion and provide direction to staff for the creation of the Community-Police Engagement Commission Annual Work Plan.

Director of Legislative Services Sheila Cobian explained that since there are only three of five commissioners present, the commission members can continue the item to a future date or receive the presentation.

Motion by Chair Connolly, seconded by Commissioner Zepeda to continue the item.

Chair Connolly announced that he would prefer the item be continued to a future meeting when all Commission Members were present.

Director of Legislative & Constituent Services Sheila Cobian announced the next scheduled meeting is Feb. 26, 2024 at 2 p.m.

Motion by Chair Connolly, seconded by Commissioner Zepeda to continue the item to a date certain of Feb. 26, 2024, at 2 p.m. Motion carried 3/0/2 – (Cannon, Novak – Absent).

2. **POLICE CHIEF’S REPORT ON RECENT COMMUNITY EVENTS:** Receive a report from the Chief of Police regarding recent events in the City of Carlsbad. (Staff contact: Mickey Williams, Police Department)

**Recommended Action:** Receive the report.

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

In response to an inquiry from Commissioner Frazee, Police Chief Williams explained that the investigative cameras are deployed on a temporary basis where a case-by-case analysis, initial approval and an ongoing assessment is used to determine usage.

In response to Commissioner Zepeda, Police Chief Williams explained that the community’s response related to officer involved shootings indicates that they trust the Police Department. Police Chief Williams further explained that the body worn camera videos are made available to the public through a private vendor that specialize in preparing critical incident videos.

Chair Connolly requested that Commissioners be sent a notification when critical incident videos are released to the public.

In response to an inquiry from Chair Connolly, Police Chief Williams explained that the involvement of the F.B.I. during officer involved shooting is in an oversight capacity and they confirm that the investigation is conducted lawfully. He further explained that that once the analysis of the shootings is completed, there will be an opportunity for a community briefing.

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.*

Chair Connolly requested at a future meeting, a simple explanation of qualified immunity for Police Officers in order for the public to understand what it is.

**ANNOUNCEMENTS:** This section of the Agenda is designated for announcements to advise the community regarding events that Members of the City Council have been invited to, and may participate in.

Director of Legislative and Constituent Services Sheila Cobian announced that Conflict of Interest Form 700 will be due on April 1, 2024.

Director of Legislative Services Sheila Cobian announced that the next meeting will be a Special Meeting held on Tues., Feb. 29, 2024 with the primary discussion being the Commission Workshop.

**ADJOURNMENT:** Chair Connolly adjourned the duly noticed meeting at 2:45 p.m.

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Ana Marie Alarcon, CMC  
Deputy City Clerk



## COMMUNITY-POLICE ENGAGEMENT COMMISSION

# Staff Report

**Meeting Date:** Feb. 26, 2024

**To:** Community-Police Engagement Commission

**From:** Sheila Cobian, Legislative & Constituent Services Director

**Staff Contact:** Kristina Ray, Communication & Engagement Director  
Kristina.ray@carlsbadca.gov, 442-339-2957

**Subject:** Community-Police Engagement Commission Work Plan

**District:** All

### Recommended Action

Participate in a facilitated discussion to create the Community-Police Engagement Commission Annual Work Plan.

### Background

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.

### Discussion

The purpose of the Community-Police Engagement 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.

During this meeting, commissioners will have an opportunity to discuss goals and tasks it would like to work on for the next 12 months to support this mission.

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)

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### **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)

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## 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