

City of Carpinteria
Ad Hoc Social Justice & Racial Equity Program Planning Committee
Special Meeting Agenda
August 21, 2020 at 10:30 A.M.
Council Chamber, 5775 Carpinteria, Carpinteria, CA 93010

THE CITY OF CARPINTERIA HAS DETERMINED THIS MEETING TO BE AN ESSENTIAL PUBLIC MEETING THAT WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-29-20 AND N-33-20 AND SANTA BARBARA COUNTY HEALTH OFFICER'S ORDER

In response to the spread of the COVID-19 virus, Governor Newsom has temporarily suspended the requirement for local agencies to provide a physical location from which members of the public can observe and offer public comment, and has ordered all Californians to stay home except as needed to maintain continuity of operations of certain critical infrastructure.

In compliance with these orders, and to minimize the potential spread of the COVID-19 virus, the City of Carpinteria is not permitting public access to the City Council Chambers for this meeting. Instead, you are strongly encouraged to participate in the alternative methods explained below:

VIRTUAL VIEWING OF PUBLIC MEETINGS

This meeting is available to view live. Instructions and links are provided below.

PUBLIC COMMENTS

If you wish to make a general public comment or to make a comment on a specific agenda item, via the **eComment** link on the City's agenda website the following methods are available. Please note that the **eComment** link does not become active until an agenda is posted.

- Distribution to Board Members. If you wish to submit a hard copy of written comments to board members (as either general public comment, as applicable, or on a specific agenda item), please submit your comment via the **eComment** link on the City's agenda website (<https://carpinteria.ca.us/city-hall/agendas-meetings>) at least **three (3) hours prior to the start time of the meeting**. Please note that these comments will not be read into the record during the meeting.
- Read Into the Record During Meeting. If you would like your comment read into the record during the meeting (as either general public comment, as applicable, or on a specific agenda item), please specify this in your comment. Please submit your comment of less than 250 words via the **eComment** link on the City's agenda website (<https://carpinteria.ca.us/city-hall/agendas-meetings>) at least **three (3) hours prior to the start time of the meeting**. Every effort will be made to read your comment into the record, but some comments may not be read due to time

limitations. Please also note that if you submit a written comment *that is over 250 words or do not specify that you would like this comment read into the record* during the meeting, consistent with the City's practice when it receives written public comments on agenda items, your comment will be forwarded to board members for their consideration.

- Real-Time Public Comment Through Zoom Webinar. Members of the public attending the public meeting through the City's Zoom Webinar platform (see link provided below) have the option of providing real-time public comments on agenda matters. To make public comments through this platform please use the "raise your hand" feature to notify staff that you would like to make a public comment during designated public comment times. Once it is your turn to provide a public comment, staff will unmute your microphone and you will be given a designated amount of time to provide your comment (typically, the practice has been up to three (3) minutes per speaker on each item). At the end of your comment, staff will once again mute your microphone.

The situation with COVID-19 is constantly evolving and the City will provide updates to any changes to this policy as soon as possible. The public is referred to the City's web at www.carpinteria.ca.us for the latest COVID-19 policies and information. The City of Carpinteria thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

VIRTUAL VIEWING OF PUBLIC MEETINGS:

This meeting is available to view live via Zoom Webinar by **CLICKING HERE!** Alternatively, you can join by following one of these methods: (1) log on to www.zoom.us, download the application, select "Join Meeting", and enter Webinar ID 893 0936 9765; OR (2) call +1 (669) 900-9128 and enter Webinar ID 893 0936 9765.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: Public Comment will be heard concerning only the agenzized business matters below when the item is taken up.

ADMINISTRATIVE MATTERS

1. Discussion of meeting schedule for ad hoc committee.

Recommendation: Schedule meetings to occur every other week (day and time up for discussion) with additional meetings to be scheduled as necessary.

- a. Staff presentation
- b. Public comment
- c. Discussion
- d. Action

2. Notice of LOCC webinar titled “Advancing Racial Equity: An Introduction”.

Recommendation: Consider attending LOCC webinar titled “Advancing Racial Equity: An Introduction” scheduled for August 27, 2020 (see attached flyer).

- a. Staff presentation
- b. Public comment
- c. Discussion

OTHER BUSINESS

3. Draft Request for Qualifications (RFQ”) for racial equity and social justice program planning consultant.

Recommendation: Review and provide direction on draft for Qualifications (RFQ”) for racial equity and social justice program planning consultant (see attached draft RFQ).

- a. Staff presentation
- b. Public comment
- c. Discussion
- d. Action

ADJOURNMENT

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

This agenda was posted on **Wednesday, August 19, 2020**, in the City Clerk's Office, on the City Hall Public Notices Board, and on the Internet.

AGENDA ITEM NO. 2

Webinar Flyer titled “Advancing Racial Equity An Introduction”



Advancing Racial Equity: An Introduction

Webinar

Thursday, August 27 · 10:00 a.m. – 11:30 a.m.

Please register by 9:00 a.m., August 27 at www.cacities.org/events.

As city leaders work to dismantle the barriers to equity and justice in California's cities, the League will be providing education and capacity-building resources to support you.

Join leadership from the League and the National League of Cities REAL Initiative as we set the stage for the work ahead to expand our knowledge and capacity to eliminate racial disparities, heal racial divisions and build more equitable communities.

Welcome Remarks:

John F. Dunbar, President, League of California Cities, and Mayor, Town of Yountville

Moderator:

Carolyn Coleman, Executive Director, League of California Cities

Presenter:

Leon Andrews, Director, Race Equity and Leadership (REAL), National League of Cities

Registration is provided at no charge for League Members. Non-member cities and all others will be charged \$100.

On June 19, 2020, the League board of directors released [this statement](#) denouncing systemic racism and committing to embed equity and justice in city institutions.

For questions about how to register for the webinar, please contact Megan Dunn at mdunn@cacities.org. For all other questions, please contact Jennifer Whiting at jwhiting@cacities.org.

AGENDA ITEM NO. 3

Draft RFQ for Racial Equity and Social Justice Program Planning Consultant

CITY OF CARPINTERIA

**REQUEST FOR QUALIFICATIONS
FOR
CONSULTANT TO ASSIST CITY IN DEVELOPING
RACIAL EQUITY AND SOCIAL JUSTICE PROGRAM**



Issued: [DATE]

**Response Deadline:
[DATE]**

ADDRESS ALL QUALIFICATION STATEMENTS TO:

**[NAME]
[TITLE]
[EMAIL]**

INTRODUCTION

The City of Carpinteria (“City”) issues this Request for Qualifications (“RFQ”) seeking qualified individuals or groups (“Consultant”) to assist the City in implementing its commitments made in Resolution No. 5981 to address social injustice and implement a racial equity and social justice program. Specifically, through its adoption of Resolution No. 5981, the City Council committed the City (1) collaborate with law enforcement to further community-oriented policing, build trust with the community and ensure the safety of all community members, (2) review and revise City policies to incorporate anti-racist policies into City government and ensure the equitable distribution of resources and public services, and (3) collaborate with, support, and amplify minority-owned businesses, community groups and non-profit organizations within the City and broader community (jointly referred to herein as the City’s “Resolution No. 5981 Commitments”).

To begin implementing its Resolution No. 5981 Commitments, on August 10, 2020, the City Council formed an ad hoc racial equity and social justice program planning committee (“Ad Hoc Planning Committee”) which is tasked with (1) researching and recommending to the City Council a consultant to assist the City with implementing its Resolution No. 5981 Commitments, (2) working with the consultant to develop a process, schedule, and budget for this work, and (3) further defining the role of a subsequent committee made up of two (or fewer) councilmembers and community stakeholders (“Blue Ribbon Committee”). Upon completion of these initial tasks, it is envisioned that Ad Hoc Planning Committee will be disbanded and the Blue Ribbon Committee will be formed to continue the City’s progress in this area. It is the City’s intention that the Consultant will continue to work with the Blue Ribbon Committee, including developing and overseeing a community survey to identify individuals and stakeholders to participate in the Blue Ribbon Committee and developing a program and actions to implement the City’s Resolution No. 5981 Commitments. This second set of work with the Blue Ribbon Committee will likely require a subsequent contract as it is not able to be adequately scoped at this time.

BACKGROUND

As part of the City’s efforts to recognize, confront, and mitigate systemic racism, the City is putting forth this RFQ to formally initiate the process by which the City will implement its commitments made in Resolution No. 5981, including development of a racial equity and social justice program. As discussed above, this process is likely to occur in various stages. While not included in the scope of this RFQ, the City notes the potential for the Consultant to partner with the City on a longer-term basis to help the City continue its program planning and efforts.

The City recognizes the value and many contributions of local individuals, organizations, and institutions that have long been working in our region to address social and racial equity. While this RFQ and the ultimate selection of the consultant is part of a public, ongoing process, the City welcomes and encourages local individuals and groups with such experience to respond and recognizes the value of local capacity and experience working within our community.

BACKGROUND ON THE CITY OF CARPINTERIA

The City of Carpinteria was incorporated in 1965 as a “General Law” City governed by an elected five-member city council. Carpinteria is a relatively small coastal city of 2.59 square miles in Santa Barbara County, with a population of fewer than 14,000 individuals. Carpinteria is home to well-known beaches, mountain views and a diverse economy including strong tourism and agriculture as well as light industry and research and development. Race and Hispanic origin based upon the 2010 Census Bureau Estimates are as follows: 45% Hispanic or Latino, 49% White alone, 2.8% Asian alone, 0.3% American Indian and Alaska Native alone, 0.5% Black or African American alone, 4.4% Two or More Races. 38.2% speak a language other than English at home, 7% with a disability, under age 65 years, and 8% of persons in poverty.

The City provides a range of municipal services including law enforcement, land use, development review and permitting; construction and maintenance of City streets, storm drains, bridges and similar infrastructure type assets; park maintenance and recreation program; and general administration. The City contracts the law enforcement services with County of Santa Barbara Sheriff Department.

RFQ RESPONSE REQUIREMENTS

The City welcomes all Consultants to submit responses to this RFQ. The City will review and assess responses based on the Consultant’s experience and how well the responses address the City’s goals and objectives.

The City requests the following specific information from Consultants:

- 1. Cover Letter.** Please include a cover letter which includes Consultant’s name, address, contact name for response, contact information (address, phone, cell, email, etc.). Please keep cover letter to one (1) page.
- 2. Experience.**
 - Please provide a statement of experience discussing applicable experiences, capabilities, and qualifications.
 - Please include a discussion of similar work you and/or your company or organization have facilitated with public agencies.
 - Please provide a statement (as applicable) of experience working within our region, The City, or other jurisdictions with similar economic and social dynamics.
 - Please include specific examples which highlight your work including specific results, achievements and/or press.
- 3. Work Approach and Schedule.** Please summarize your proposed work approach, implementation schedule, and availability.

4. **Compensation.** Please include the proposed compensation structure and payment schedule for your services.
5. **References.** Please provide a minimum of three (3) references, including contact information. The City is particularly interested in references from other public agencies. Please keep responses to two (2) pages).

RFQ RESPONSE PROCESS

Questions

Questions related to this RFQ should be emailed to [NAME, TITLE] at [EMAIL] no later than [TIME & DATE].

Response Deadlines

To be considered, final RFQ submissions must be received in electronic form no later than [TIME & DATE]. Please send completed RFQ responses by email in PDF format to [NAME, TITLE] at [EMAIL]. Please identify any proprietary and/or confidential information as such.

SUMMARY OF RFQ PROCESS DEADLINES

The following is the schedule for responding to this RFQ.

Event	Time (PST)	Day	Date
Issuance of RFQ			
Deadline for Questions			
Deadline for City to Respond to Questions			
RFQ Submission Deadline			
Selection Process, Contract Negotiations, and Contract Execution			

All inquiries, technical or otherwise, regarding this proposal process should be directed to [NAME, TITLE] at [EMAIL]. Contact with personnel of the City other than the above regarding this request for proposal may be grounds for elimination from the selection process.

During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please note that the above schedule is subject to change at the City’s discretion.

RFQ EVALUATION PROCESS

All submissions must be received by the posted deadline. At its discretion, the City may request Consultants that provide a timely and complete response to this RFQ to make a brief presentation to answer questions and better explain information provided in the RFQ. These presentations, if requested by the City, shall be held during a scheduled public meeting.

The evaluation and selection of the Consultant will be consistent with the City's authority and its interest in efficient, transparent and accountable local government decision-making.

Following the evaluation of responses the City may begin negotiations with preferred Consultant(s), re-issue the RFQ, and/or choose another direction that is deemed in the City's best interest. Responding to the RFQ is not a guarantee of a contract award and the City reserves the right to withdraw this RFQ and/or to decline to award a contract.

The City thanks you in advance for your thoughtful response. For more information about the City please visit our website at <https://carpinteria.ca.us/>.