

Boardmembers:

*Roxanne Barbieri – Chair
Lynda Lang – Vice Chair
Robyn Daniels
Joyce Donaldson
Gloria Tejada*



Location:

*Side Conference Room
5775 Carpinteria Avenue
Carpinteria, CA 93013*

**CITY OF CARPINTERIA
Downtown-T Business Advisory Board
Regular Meeting Agenda
Thursday, May 5, 2016
8:00 am**

CALL TO ORDER

ROLL CALL

PRESENTATIONS

PUBLIC COMMENT

This is the time for public comments on matters not otherwise on the agenda, but within the subject matter jurisdiction of the Downtown-T Business Advisory Board.

CONSENT CALENDAR

1. Minutes of the regular meeting held March 3, 2016.

OLD BUSINESS: NONE

BOARD/STAFF UPDATES

NEW BUSINESS:

2. Parking Lot No. 2

Recommendation: Discuss options for repaving Parking Lot No. 2 including removal of trees in Lot.

3. Downtown Landscape Plan

Recommendation: Consider contributing PBIA funds to prepare a Downtown Landscape Plan.

4. Businesses Delinquent in FY 2015-16 Assessment

Recommendation: Receive Board input on whether to send delinquent businesses to Small Claims Court or to the City's Collection Agency.

5. 2016 Parades

Recommendation: Discuss parades with Mike Lazaro.

ADJOURNMENT

NEXT REGULAR DTBAB MEETING – July 7, 2016

In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Brian Barrett, Management Analyst at 684-5405, extension 446 or the California Relay Service at (866) 735-2929. Notification of two business days prior to the meeting will enable the City to make reasonable arrangements for accessibility to this meeting.

**CITY OF CARPINTERIA
Downtown-T Business Advisory Board
Regular Meeting Minutes
Side Conference Room
Thursday, March 3, 2016**

CALL TO ORDER

The meeting was called to order at 8:01 am.

ROLL CALL

Boardmembers present: Boardmember Joyce Donaldson
Boardmember Gloria Tejada
Chair Roxanne Barbieri

Boardmembers absent: Boardmember Robyn Daniels
Vice Chair Lynda Lang

Staff members present: Brian C. Barrett, Management Analyst / DTBAB Staff Liaison

PRESENTATIONS: NONE

PUBLIC COMMENT

There was no public comment.

CONSENT CALENDAR

Motion by Boardmember Tejada, seconded by Boardmember Donaldson, to approve the Consent Calendar. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

1. Minutes of the regular meeting held January 7, 2016.

OLD BUSINESS: NONE

BOARD/STAFF UPDATES: NONE

NEW BUSINESS:

2. Assessment District No. 4 Draft Annual Report and Budget for FY 2016-2017

Recommendation: Review, finalize, and adopt the Annual Report and Budget and incorporate into the meeting minutes.

Staff Liaison Barrett presented the staff report, Annual Report, and proposed budget for FY 2016-17. He advised the Board on the following two recommendations to the City Council.

1. Parking Lot No. 1 and Parking Lot No. 2

Parking Lot Nos. 1 and 2 are paid off. No action taken by the Board.

Parking Lot No. 3

Board recommends the assessments for Parking Lot No. 3, based on the parking space shortfall per business to remain at \$51.00 per space for FY 2016-17.

Motion by Chair Barbieri, seconded by Boardmember Tejada, to recommend the assessments for Parking Lot No. 3, based on the parking space shortfall per business to remain at \$51.00 per space for FY 2016-17. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

2. The general business assessment fee is applicable to all businesses located within the boundaries of Assessment District No. 4, remain at \$119.25 per business and that the application of the inflationary index on the general assessment continue to be suspended for FY 2016-17.

Motion by Chair Barbieri, seconded by Boardmember Donaldson, to recommend that the general business assessment fee applicable to all businesses within the boundaries of Assessment District No. 4, remain at \$119.25 per business and that the application of the inflationary index on the general assessment continue to be suspended for FY 2016-17. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

Chair Barbieri inquired about when Parking Lot No. 2 would be resurfaced and the trees removed due to their damaging the lot. Staff Liaison Barrett responded that parking lot maintenance was within the Board's purview and that the resurfacing of Lot No. 2 may reactivate the special parking assessment for Lot No. 2. He acknowledged that he would place this item on the next agenda and have the City's Public Works Director and/or Civil Engineer attend the next meeting for discussion.

Greg Fehr, Chair of the Carpinteria First Committee, commented that that the Annual Report did not mention the merger of the Downtown-T Business Advisory Board and the Carpinteria First Committee. Staff Liaison Barrett affirmed he would incorporate the merger into the report.

Staff Liaison Barrett read aloud the following three proposals to the City Council for the Board to vote on.

1. Although delinquent in the payment of general business assessment fees, the delinquent merchants continue to receive the benefits funded by the business assessment fees. The Council is urged to continue to support staff in vigorously pursuing delinquent assessment fees, up to and including Small Claims proceedings, with any appeal made directly to the City Council.
2. Unpaid balances from an individual merchant continue to *not* be forgiven, but the balance due be carried forward and added to assessments billed to that business in the next fiscal year.
3. Any deficiencies in parking assessments continue to be financed through the City's General Fund. The Board has a duty to uniformly and equitably apply the parking fees throughout the Assessment District and does not feel the burden from a shortfall of funds between the parking fees assessed and collected and the amount charged for debt service and transfer created by vacancies and/or uncollected revenue should be placed on other businesses in the District.

Motion by Chair Barbieri, seconded by Boardmember Donaldson, to recommend the three presented proposals to the City Council. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

Motion by Chair Barbieri, seconded by Boardmember Tejeda, to approve and recommend the Annual Report and Budget to the City Council for adoption. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

3. Review Board's Mission Statement and Goals

Recommendation: Review the Board's mission statement and goals, and update as necessary.

The Board reviewed and discussed the mission statement and goals and determined that they were still valid. Staff Liaison Barrett mentioned that he would revise the mission statement to state Downtown-T Business Advisory Board instead of Parking and Business Improvement Area Advisory Board. Boardmember Donaldson noted that there should be periods placed after nos. 1 and 2 under the mission statement.

ADJOURNMENT

Motion by Boardmember Donaldson, seconded by Chair Barbieri, to adjourn the meeting. Upon voice vote, the motion carried with Boardmember Daniels and Vice Chair Lang absent.

The meeting was adjourned at 8:44 am.

ATTEST:

Roxanne Barbieri, Chair
Downtown-T Business Advisory Board

Brian C. Barrett, Staff Liaison
Downtown-T Business Advisory Board