



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda  
Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

Department Name: Public Health  
Department No.: 041  
For Agenda Of: May 1, 2018  
Placement: Admin  
Estimated Time:  
Continued Item: No  
If Yes, date from:  
Vote Required: Majority

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**TO:** Board of Supervisors  
**FROM:** Department Van Do-Reynoso, MPH, PhD  
Director(s) Public Health Department  
Contact Info: Dawn M. Dunn, MPH, Tobacco Prevention Program 681-5407  
**SUBJECT:** Revenue Agreement with the City of Carpinteria for Tobacco Retail License Services

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors consider the following recommendations:

- a) Approve, ratify and authorize the Chair to execute an Agreement with the City of Carpinteria for tobacco retail license administration and enforcement services to be provided by the Public Health Department's Tobacco Prevention Program for the period of July 1, 2016 through June 30, 2021.
- b) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because it consists of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to execute an Agreement with the City of Carpinteria for Tobacco Retail License (TRL) services at the fee established by your Board via Resolution 12-288. Resolution 12-288 established a fee schedule for TRL services in incorporated and unincorporated cities within Santa Barbara County. The City of Carpinteria has elected to have its TRL program administered and enforced by the Public Health Department (PHD) Tobacco Prevention Program, and all contract terms and exhibits meet the criteria and specifications for the County to bill for TRL program services rendered to the City. The City of Carpinteria and PHD have been operating under a previous agreement that ended in 2016, and both parties would like to memorialize the TRL program with this new Agreement.

**Background:**

On December 11, 2012, your Board adopted Resolution 12-288 in the matter of establishing a fee schedule for the TRL program, pursuant to Chapter 37A of Santa Barbara County Code and California Health and Safety Code §101325. The established fee schedule enables the County to enter into agreements with local cities to provide for the administration and enforcement of that city's TRL ordinance. The annual fee for incorporated cities that choose to have TRL services provided by the County is \$379 per retail outlet.

On May 13, 2013, the City of Carpinteria enacted Ordinance No. 662 that amends Chapter 8.52 of the Carpinteria Municipal Code and established a requirement for a tobacco retail license. Fees were established for licenses pursuant to County Resolution 12-288, and subject to subsequent amendments by the County Board of Supervisors. Further, Section 8.52.290 of the Carpinteria Municipal Code provides that the City shall work with the County to administer and implement the provisions of Chapter 8.52 as per the terms of the attached Agreement.

**Fiscal and Facilities Impacts:** Budgeted: Yes

**Fiscal Analysis:**

There is no increase in the use of the County's General Fund resources as a result of executing this Agreement. Under this Agreement, the City of Carpinteria agrees to pay \$379 per tobacco retail license for administration and enforcement oversight services provided. Currently the City has 15 stores requiring a license, and the anticipated revenue amount for each fiscal year is \$5,685. The allotment is included in the Public Health Department FY 17-18 Adopted Budget.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please execute two (2) original Agreements and retain one (1) original Agreement and one (1) Minute Order for pick-up by the department. Please email [phdcu@sbcphd.org](mailto:phdcu@sbcphd.org) when available for pickup.

**Attachments:**

- A. Agreement for Tobacco Retailer License Program between County of Santa Barbara and City of Carpinteria.

**Authored by:**

Dawn M. Dunn, MPH