



# CITY OF CARMEL-BY-THE-SEA

## COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Chair Judy Refuerzo, Commissioners Linda Calafiore,  
Bonnie Folster, Donna Jett, Paul Wylde

All meetings are held in the City Council Chambers  
East Side of Monte Verde Street  
Between Ocean and 7<sup>th</sup> Avenues

### SPECIAL MEETING

6/19/2017  
9:00 a.m.

#### CALL TO ORDER AND ROLL CALL

#### PLEDGE OF ALLEGIANCE

**PUBLIC APPEARANCES** Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes of the meeting.

#### ORDERS OF BUSINESS

1. Consider a second draft letter to the City Council requesting revisions to the special events grant process outlined in City Policy C16-01 (pp. 1-2)

#### ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7<sup>th</sup> Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5<sup>th</sup> Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 6/16/2017 in accordance with the applicable legal requirements.

A handwritten signature in blue ink that reads "Janet Bombard".

Janet Bombard, Library and Community Activities Director

#### SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal business hours.

#### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

**CHALLENGING DECISIONS OF CITY ENTITIES** The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Carmel-by-the-Sea is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Carmel-by-the-Sea, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.



# CITY OF CARMEL-BY-THE-SEA

## Community Activities and Cultural Commission

### Staff Report

June 19, 2017  
Orders

**TO:** Community Activities and Cultural Commissioners

**FROM:** Janet Bombard, Library and Community Activities Director

**SUBJECT:** Consider a second draft letter to the City Council requesting revisions to the special events grant process outlined in City Policy C16-01 and make a recommendation to the City Council

### RECOMMENDATION

Consider the attached draft letter and make a recommendation to the City Council.

### BACKGROUND / SUMMARY

At the June 13, 2017 meeting the Community Activities and Cultural Commission considered a draft letter proposing suggestions for revisions to the special events grant process outlined in City Policy C16-01.

At that meeting the Commission decided to hold a special meeting to consider a new draft letter (Attachment 1) that will be sent to the City Council.

### ATTACHMENTS

1. Draft letter requesting revisions to the special events grant process outlined in City Policy C16-01



June 14, 2017

Dear Mayor and City Council:

We the Community and Activities and Cultural Commission want to convey our concerns about the current grant funding process delineated in Special Events Policy C16-01, especially as it applies to the reoccurring non-profit event operators and the granting of funds to offset the Carmel by the Sea event fees.

Our commission did not create this policy, which prioritized the grant process. We were given it to implement. During the last fiscal year we were conscientious in applying this policy during several grant periods. This required much time and effort on our part, by staff, and even more so on the organizations applying for grants.

As we believe you are painfully aware, many of the applicants and members of our community were not supportive of the grant limits our Commission imposed. The City Council subsequently overturned our grant limitations, in effect ignoring Policy C16-01 themselves. This begs the question: Why then have the policy?

We believe the policy needs to be rethought and redone. Also, as currently written, it is confusing and the objectives are not clear.

Our commission members have several ideas about how to modify the policy and we are at your disposal to assist in any way possible. We know that we serve in an advisory capacity and this letter is intended only to convey our advice on this matter.

Sincerely,

The Community Activities and Cultural Commission