

AGENDA
COMMUNITY ACTIVITIES AND CULTURAL COMMISSION
CARMEL-BY-THE-SEA

Regular Meeting
City Hall Council Chambers
East side of Monte Verde
between Ocean & 7th

Tuesday
May 12, 2015
9:30 a.m.

Donna Jett, Chair
Kristy Downing, Vice Chair
Stacy Meheen
Judy Refuerzo
Bobby Richards

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Appearances
Anyone wishing to address the Commission on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Community Activities & Cultural Commission agenda will not receive action at this meeting. Presentation will be limited to three minutes, or as established by the Community Activities & Cultural Commission.
4. Approval of Minutes of the April 14, 2015 Regular Meeting. (pp. 1 - 6)
5. Orders of Business
 - A. Review proposed Fire Fighters Association request for a special event permit to show a family movie in Devendorf Park, consider a request for a waiver of fees, and make a Recommendation(s) (pp. 7 - 27)
 - B. Receive Draft J.O. Lumberyard / Vista Lobos Facility Guidelines and Use Fees, provide direction to staff, and make recommendations to the City Council. (pp. 28 – 42)
 - C. Discuss Community Activities and Cultural Commission participation in the 2016 Centennial, develop ideas for projects, and appoint a commissioner to represent the CA&CC at a City Council workshop on Monday, July 6, 2015. (pp. 43 – 44)
 - D. Discuss letter from North Monterey County High School band Director D. L. Johnson regarding an offer to present a band program and provide direction (pp. 45 - 47)
 - E. Consider appointment of a Community Activities and Cultural Commission representative(s) to serve on an ad hoc committee for the Forest Theater Master Plan (p. 48)
6. Announcements from the Chair and Commissioners
7. Announcements from the staff – receive and discuss reports, provide direction as necessary
 - A. Action taken by the City Council at its April 7, 2015 meeting regarding Community Activities and Cultural Commission and staff recommendations regarding directives issued by the City Council at its September 9, 2014 meeting discussion of Car Week.
 - B. Action taken by the City Council at its May 5, 2015 meeting regarding Community Activities and Cultural Commission and staff recommendations regarding fee waivers for Run in the Name of Love and Concours on the Avenue.
8. Review of Special Event Permits 2015

Special Event Permits – 2015

- 19th Annual Breakfast with the Bunny and Bunnyland, Sat., April 4, 2-15 – Devendorf Park
- Monterey Vintners Winemakers' Celebration, Sat., May 2, Dolores between ocean and 7th Avenues –
After-action Report.

AGENDA
COMMUNITY ACTIVITIES AND CULTURAL COMMISSION
CARMEL-BY-THE-SEA

- 35th Annual Surfabout Contest, May 2 & 3, 2015, Carmel Beach – **After-action Report**
- 22nd Annual Carmel Art Festival, May 14-17, 2015 – Mission between Ocean and 6th
- Memorial Day Ceremony, Mon., May 25, 2015 11:00 am, Devendorf Park – **Update**
- 5th Annual Run in the Name of Love, Sun., June 21, 2015, 8:00 am, Race Start on San Carlos Street – Finish at Del Mar. – **Update**
- 13th Annual 4th of July Celebration, Sat., July 4, 2015, 12:00 Noon Devendorf Park – **Update**
- 9th Annual Concours on the Avenue, Tues., August 10 & 11, 2015, various location and Devendorf Park.
- 18th Annual Pebble Beach Tour d'Elegance, Thurs., Aug 13, 2015 11:30 am - Ocean Avenue and Devendorf Park.
- Carmel Chamber of Commerce Refreshment Lounge, Thurs., Aug 13th, 2015
- 55th Annual Sandcastle Contest, Sunday, October 4, 2015, Carmel Beach
- 7th Annual Carmel Art and Film Festival , Wed-Sun., Oct. 21-25, 2015 – various locations
- 100 Year Anniversary of the Carmel Fire Department, Saturday, Oct., 24, 2015, 11:00 am. 6th Street between Mission and San Carlos, in front of the Fire Station.
- 99th City Birthday Party and Parade, Sat., Oct 31, 2015, 11:00 Parade, 12:00 Lunch, 3:00 Pumpkin Roll.
- Veteran's Day Ceremony, Wed., Nov 11, 2015, Devendorf Park
- 45th Annual Homecrafters' Marketplace., Nov. 21, 2015, 9:00 am to 3:00 pm – Sunset Center
- Holiday Tree Lighting, Fri., December 4, 2015 4:30 pm – Ocean Avenue and Devendorf Park.

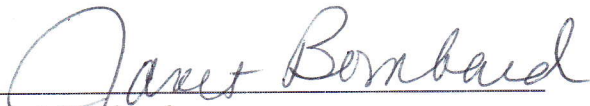
10. Future Agenda Items

11. Adjournment

AFFIDAVIT OF POSTING

I, Janet Bombard, Library and Community Activities Director for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea City Hall bulletin board, posted at the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office and distributed to members of the media on May 8, 2015.

Dated this 8th day of May, 2015, at the hour of 2 p.m.



Janet Bombard
Library and Community Activities Director

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA

REGULAR MEETING, APRIL 14, 2015

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commission Members Downing, Meheen, Richards, Refuerzo, Jett
ABSENT: None
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Margi Perotti, Community Activities Assistant
Paul Tomasi, Police Commander

II. PLEDGE OF ALLEGIANCE

Members of the audience joined Commission Members in the Pledge of Allegiance.

III. TOUR OF INSPECTION

Chair Jett adjourned to the Tour of Inspection of the Vista Lobos JO Lumberyard Community Room. The Commission returned from the Tour of Inspection at 9:35 and Chair Jett reconvened the meeting.

VI. APPEARANCES

Monta Potter from the Chamber of Commerce appeared and read a letter regarding complaints the Chamber has received over the past nine months. Scott McKenzie appeared and objected to fire rings and the management of beach activities.

V. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS

Chair Jett reported the City Council has hired Otto construction for the remodel of the Forest Theater and the Theater is scheduled to be open in October.

Commissioner Meheen reported her husband was hit by a car while riding his bike and asked everyone to be especially careful driving, beware of bikes and to share the road.

VI. ANNOUNCEMENTS FROM STAFF – receive and discuss reports, provide direction as necessary.

- a. Action taken by the City Council at its April 6, 2015 meeting regarding the request for a fee waiver for the August 13, 2015 Chamber of Commerce Concours Café. Staff member Bombard reported the Council approved the fee waiver.
- b. Action taken by the City Council at its April 6, 2015 meeting regarding the Pebble Beach Tour d'Elegance vintage car parade/display and luncheon on Thursday August 13, 2015.
- c. Action taken by the City Council at its April 7, 2015 meeting regarding Community Activities and Cultural Commission and staff recommendations regarding directives

- issued by the City at its September 9, 2014 meeting discussion of Car Week (This item continued to the next regular meeting)
- d. Verbal report given regarding Special Event Permits.

VII. APPROVAL OF MINUTES

A. Approve the minutes of the March 24, 2015 Special Meeting.

It was moved by Downing and seconded by Richards to approve the minutes of the March 24, 2015 special meeting. The motion carried by the following roll call vote:

- AYES: Downing, Meheen, Richards, Refuerzo
- NOES: None
- ABSENT: None
- ABSTAIN: Jett

B. Approve the minutes of the March 10, 2015 Regular Meeting.

It was moved by Meheen and seconded by Downing to approve the minutes of the March 10, 2015 regular meeting. The motion carried by the following roll call vote:

- AYES: Downing, Meheen, Richards, Refuerzo
- NOES: None
- ABSENT: Jett
- ABSTAIN: None

VIII. ORDERS OF BUSINESS

A. Receive draft J.O. Lumberyard/Vista Lobos Facility Guidelines and Use Fees and provide direction.

This item moved to the end of the meeting. Following discussion, Chair Jett continued this item to the next regular meeting.

B. Consideration of a request for a waiver of fees and provide a recommendation to the City Council regarding the 5th Annual Run in the Name of Love 5K and 2K event to be held June 21, 2015.

Commissioner Richards recused himself from the meeting as he was one of the founding members of Run in the Name of Love

Staff member Bombard presented the staff report and addressed questions of the Commission. Chair Jett opened the public hearing.

Susan Love addressed questions of the Commission. She explained how the event originated – the sudden death of her son and how it came to fall under the umbrella of the Big Sur Marathon. She reported that 44 different cities will be represented this year, it is advertised by flyers around the state and on the web site. It has become known as the most beautiful 5k run. The money that is raised benefits the Just Run Kids program and over 18,000 kids are involved in this program. She also mentioned that there are only two sporting events in the city and this is one of them.

The Event just received the Nation Youth Fitness Program Award from Running USA. She would like to have the City of Carmel-by-the-Sea become a partner in this program.

Scott McKenzie appeared and supported the event and agreed this event is important to the community. He asked that the City look at the negative aspects of the event and fix them.

Barbara Livingston appeared and said since they are making a profit they must pay their own way, she does not support the fee waiver.

Skip Lloyd appeared and then retracted his statement.

Monta Potter feels this event enhances the Carmel experience. It is charming and not an imposition to residents, the money goes to a non-profit that supports children. The Community likes this event.

Rich Pepe appeared and disagreed with Barbara Livingston. He supports a fee waiver for this event. There is no intrusion to the residents; he stated it is an event that came from the heart – it is an event by a Carmel resident for Carmel. People stay in the Community, revenues stay in the community. He stated the Commission should be encouraging events such as these in the Community.

There being no further discussion the public hearing was closed.

Following discussion it was moved by Downing to send a recommendation to the City Council supporting the fee waiver request because the benefits to the community outweighs the cost of the event and look at the working on the on the permit application. Motion failed – no second.

Following additional discussion, it was moved by Downing to send a recommendation to the City Council to “consider the fee waiver request even though it is not consistent with the Fee Waiver Policy”, seconded by Meheen and carried by the following roll call vote:

AYES:	Downing, Meheen, Refuerzo, Jett
NOES:	None
ABSENT:	Richards
ABSTAIN:	None

C. Review proposed 2015 Concours on the Avenue event and make recommendations to the City Council regarding said event.

Commissioner Richards recused himself as he is involved in the event.

Staff member Tomasi presented the staff report and addressed questions of the Commission.

Chair Jett opened the public hearing.

Sue McCloud appeared and stated one Policy doesn't fit all events. She stated when the event was conceived it was in partnership with the City. She feels the City should continue with this partnership. She addressed signage (54 signs) and flags as being the same as last year and stated the event is free to the public. She felt the charges for using the “grass” in Devendorf Park was too much; in addition, Doug Freedman had provided portable toilets in the past and no one used them, so he stopped getting them. He also had shuttles in the past, but stopped because people were not using them.

Jill Sheffield appeared and stated permit fees are waived to bring world class events and revenue to cities. She stated Doug Freedman contracts to have the city toilets cleaned, covers trash cans, and empties and collects garbage during the event. The City should look at the revenue gained by the City during this week, not monies spent. The publicity is free for Carmel-by-the-Sea and the event increases awareness of the Carmel Foundation: over \$280,000 has been raised over the last 8 years. They received \$90,000 one year and this last year they received \$25,000. She feels the City should take responsibility and waive fees for this year. Loosing this event would be a significant loss to the City. The City should also eliminate the requirements for increased police, toilets and dumpsters.

John Hagstrom appeared and said he works for the event organizer. He stated this event generates millions of dollars in free advertisement for the City of Carmel. He was just in Grosmont England for a car event and they knew about this event. The event is also educational for kids.

Skip Lloyd appeared and stated no one is against this event. He stated the flag issue will be decided by the Planning Commission and there were other opportunities for the event organizer to make money, possibly by brand partnership. The money added could be used to cover the City's fees. This should be a policy decision by the City Council and Planning Commission to hold this event.

Barbara Livingston appeared and asked why would someone would put on an event for 9 years, lose money and endure great aggravation? The Carmel foundation is averaging \$33,000 per year so there is profit somewhere, and Livingston feels residents and businesses should not subsidize events. She stated it should be fair across the board.

Scott McKenzie stated the Commission needs to understand the system, the input and outputs and how they are measured. He feels a systems engineering analysis of these events should be done. He feels the study should optimize the event and make it an even better world class event.

Larry Chazen stated everyone agrees it's a world class event, and stated "you guys are throwing in a monkey wrench- trying to mess up something that was working fine". He stated Carmel needs this event.

Rich Pepe appeared and stated both sides have good points. Freedman is trying to make it work. Signs and use of the park are sold to sponsors, creating revenue. He doesn't like to compare this event to the City's infrastructure problems. The City should give him what he wants.

Mike Brown appeared and stated that this may be a quality event, but this is a quality City and we made it that way, not this event. This is "hell week" for resident and business owners. Traffic snarls and he has to close his business because no one can get to him. He stated the City has bills, the money is there and the event organizer should pay.

Chair Jett closed the public hearing and stated the Commission had received several letters in support of the event and objecting to the event. In addition, a petition with 31 names on it supporting the event was received.

Following discussion, it was moved by Downing and seconded by Refuerzo to make a recommendation that the Planning Commission look at the size, quantity and design of the signs. The motion carried by the following roll call vote:

AYES: Downing, Meheen, Refuerzo, Jett
NOES: None
ABSENT: Richards
ABSTAIN: None

It was moved by Downing and seconded by Refuerzo to make a recommendation to the City Council to allow the event organizer to use the park for two days only (Monday and , and let the park rest on Wednesday. The motion carried by the following roll call vote:

AYES: Downing, Meheen, Refuerzo, Jett
NOES: None
ABSENT: Richards
ABSTAIN: None

It was moved by Downing and seconded by Meheen to make a recommendation to the City Council to review the fee waiver policy to take into consideration the size of the event and the revenue and benefit to the City. In addition, convey to the City Council that the Community Activities and Cultural Commission is supportative of the event. The motion carried by the following roll call vote:

AYES: Downing, Meheen, Refuerzo, Jett
NOES: None
ABSENT: Richards
ABSTAIN: None

It was moved by Jett and seconded by Downing to make a recommendation to the City Council to underwrite the associated fees up to an amount of \$29,000 for the Concours on the Avenue event in 2015 and review costs to the City in 2016. The motion passed by the following roll call vote:

AYES: Downing, Meheen, Refuerzo, Jett
NOES: None
ABSENT: Richards
ABSTAIN: None

IX. FUTURE AGENDA ITEMS.

A. Jett wanted the North Monterey County Marching Band be placed on the next agenda for discussion.

X. ADJOURNMENT

There being no further business to come before the Commission, Chair Downing adjourned the meeting at 12:10 a.m.

Respectfully submitted,

Margi Perotti, Community Activities Assistant

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

May 12, 2015

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Library and Community Activities Director
Subject: Review proposed Fire Fighters Association request for a special event permit to show a family movie in Devendorf Park, consider a request for a waiver of fees, and make recommendation(s)

EXECUTIVE SUMMARY:

The Monterey Fire Fighters Association has applied for a Special Event Permit for a family movie night in Devendorf Park to be held Friday, July 31, 2015 from 6:00 to 10:00 p.m. The Fire Fighters Association is requesting a waiver of fees for the event in the amount of \$2,496.

ANALYSIS/DISCUSSION:

The Monterey Fire Fighters Association has previously held two successful family movie night events in Monterey. The stated intent of this event is to bring the community and families together, and foster interaction between children, families, and friends. The Fire Fighters Association is expecting attendance of approximately 150 people.

The movie will be projected onto an inflatable movie screen, and will utilize outdoor movie speakers for sound. A 10' X 10' Firefighters Association Canopy will also be erected in the park.

Free popcorn, cotton candy and water will be served during the event.

Event organizers will place garbage and recycling cans throughout the park, and will haul away and dispose of all garbage and recycling.

The Monterey Fire Fighters Association is asking for a waiver of event fees in the amount of \$2,496. The attached checklist (Attachment A), using City Policy C12-02, "Event Fee Waivers", was developed to aid the CA&CC in its consideration of the fee waiver request.

Additional issues based on City Policy C12-02 that the commission may wish to consider regarding the fee waiver request include the following:

- A survey of businesses affected by the event has not been undertaken; however, with the exception of Grasings Restaurant and Vesuvio, the area businesses will be closed by 6:00 p.m. Does the commission wish to ask that the Firefighters Association obtain acceptance of the proposed event from the two restaurants?

- Per City Policy C12-02, the CA&CC may make a formal request to the City Administrator to waive fees up to \$5,000 for new events. Because there are no identified issues that require City Council approval (such as serving alcohol, street closures, etc.), the commission could, should it decide to recommend a fee waiver, ask the City Administrator to administratively waive the event fees. If the City Administrator chooses not to agree with the request, the fee waiver request will then go before the City Council.
 - The total dollar amount of fee waivers authorized each fiscal year shall not exceed \$27,500. The amount of fees waived for fiscal year 2015/16 so far totals \$18,347 for Concours on the Avenue. Should the commission decide to recommend the fee waiver, and should it be granted, the FY 2015/16 fee waivers will total \$20,843.
-

ATTACHMENTS:

- Attachment A: Fee Waiver checklist based on City Policy C12-02, "Event Fee Waivers" (p.9)
- Attachment B: Special Event Permit Application (pp. 10-20)
- Attachment C: Documentation required for a fee waiver, per City Policy C12-02 (pp 21-25)
- Attachment D: City Policy C12-02, "Event Fee Waivers" (pp. 26-27)

DOCUMENTATION REQUIRED WITH WAIVER REQUEST: MONTEREY FFA

	YES	NO
Detailed scope of the event	X	
Proposed budget for the event	X	
Anticipated economic impact to the City and community	X	
Anticipated positive and negative impacts of the event on the community	X	
What charitable contributions will be made (if any), either directly or indirectly, to the community? N/A – the event is free so will not make a profit		
What is the anticipated amount or percentage of the contribution(s) and to what organization(s) will it be made? N/A. See above.		
Written survey of businesses and/or residents affected by the event indicating their acceptance of the proposed event.		X

GUIDELINES

	YES	NO
The number of years for which an organization will be eligible for ongoing waivers of fees for the same event shall be no more than three years from the inception of the event	X	
Charitable contributions will be made to charitable organizations within the 93921 zip code area N/A		
The total dollar amount of fee waivers authorized each fiscal year shall not exceed \$27,500	X	
The City shall waive no more than \$5,000 in fees for a special event	Request for \$2046	
Priority will be given to organizations that provide educational and/or community programs and events that are open to the general public free of charge	X	

EVENT DESCRIPTION

DATE OF REQUEST: 3/1/15

DATE OF EVENT: 5/29/15

- EVENT TYPE
- Athletics/Recreation
 - Festival/Celebration
 - Parade/Procession/March
 - Other Free Outdoor Movie Event
 - Exhibits/Art
 - Film Permit
 - Parking Stall
 - Wedding

EVENT TITLE MONTEREY FIREFIGHTERS ASSOCIATION FREE OUTDOOR MOVIE EVENT

EVENT DESCRIPTION

Please be as specific and detailed as possible. Include ALL equipment to be utilized for the event, including tents, tables, chairs, sound equipment, props, generators, etc. Attach additional information on a separate page if needed.

The event will be held at Devendorf Park in between Junipero and Mission and 6th and Ocean. Event consists of a large inflatable 20-25 foot outdoor movie screen. We will play the movie with a projector and use outdoor movie speakers for sound. The use of a quiet generator will be used to provide power to the inflatable screen, projector and sound equipment. Generator will not be used if there is power at the park and permission is granted to use it. Monterey Firefighters Association canopy will be erected at the park and free popcorn and cotton candy will be available to the community. Popcorn and cotton candy machines will be powered by quiet generator unless there is power at the park and permission is granted to use it. The popcorn and cotton candy machines will sit on tables and a hand full of chairs will be available for volunteers. Several garbage cans and recycling bins will be placed throughout the event for trash and recyclables, unless provided by the City.

Is this an annual event? Yes No How many years have you been holding this event? N/A

Total Anticipated Attendance 149+

APPLICANT AND SERVICE PROVIDER INFORMATION

Applicant Name Monterey Firefighters Association L3707

Address: Street 16 Shirl Pat Way

City Monterey State CA ZIP 93940

Telephone Day 408-710-4900 Evening N/A Fax N/A Cell N/A

Please list any professional event organizers, event service providers, or commercial fund-raisers hired by you that are authorized to work on your behalf to plan, produce and/or manage your event. Attach additional names and information on a separate page if needed. Note: Any person, firm or business conducting or carrying on any type of business within the City must have a City of Carmel-by-the-Sea business license.

1. Service Provider Name FUNFLICKS

Address: Street 540 Atascadero Rd

City Morro Bay State CA ZIP 93442

Telephone Day 805-242-1378 Evening _____ Cell _____ Fax _____

City of Carmel-by-the-Sea Business License Number: N/A

2. Service Provider Name N/A

Address: Street N/A

City N/A State N/A ZIP N/A

Telephone Day N/A Evening N/A Cell N/A Fax N/A

City of Carmel-by-the-Sea Business License Number: N/A

3. Service Provider Name N/A

Address: Street N/A

City N/A State N/A ZIP N/A

Telephone Day N/A Evening N/A Cell N/A Fax N/A

City of Carmel-by-the-Sea Business License Number: _____

SPECIAL EVENT LOCATION

SPECIAL EVENT LOCATION

Please be as specific and detailed as possible. Include street names, intersections, parks, and/or any other pertinent directional details. Attached additional page if necessary.

The event will be held at Devendorf Park in between Junipero and Mission and 6th and Ocean. Requesting reservation of all parking stalls on 6th St between Junipero and Mission, and the north side of Ocean between Junipero and Mission, for volunteers and set up personnel. Parking reserve time should be from 1700-2300hrs.

EVENT SCHEDULE / TIMELINE

Please note that all time are estimated for the event schedule/timeline;

5:00 PM - Setup event

8:00 PM - Start movie

10:30 PM - Start taking down canopy, concessions, and remove garbage including recycling

11:00 PM -Event completed

SCHEDULE

	Date	From	To	Number of Hours
Set up / Load in	5/29/15	7:00 PM	8:00 PM	1
Time of event	5/29/15	8:00 PM	11:00 PM	3
Take down/ Load out	5/29/15	11:00 PM	11:30 PM	2
TOTAL HOURS REQUIRED		7:00 PM	11:30 PM	6

NARRATIVE TIMELINE

Please provide a narrative timeline of your event. Attach additional information on a separate page if needed.

Please note that all times are estimated for the event narrative timeline

Volunteers will show up at 6:30 PM to start set up. At 7:00 PM Canopy, popcorn, and cotton candy machines will be set up. Set up will be completed by 7:45 PM. Outdoor movie equipment will arrive at 7:00 PM and setup complete by 7:30 PM. The movie will start at 8:00 PM, or just after sunset. Start time may slightly vary. While the movie is playing, garbage and recycling duties will be conducted by Volunteer off duty firefighters. As the movie comes to an end, canopy, popcorn, and cotton candy machines will be taken down and secured. Final clean up will start once the public have left the park. Outdoor movie equipment will be taken down and secured.

ADMISSION

Yes No Will this event require admission, entry or participation fees?

If so, please list any and ALL required admission, entry or participation fees:

N/A

PROPOSED SIGNAGE

Use this space to enter any information on any proposed signage. Note that for any such signage, specifics on number of signs, material of the signs, location(s), size, mounting fashion and a photo or rendering of any proposed signage is required in the application. Signage may need Planning Department Approval.

N/A

SITE PLAN/ ROUTE MAP

Use the maps following this page to indicate the site plan(s) and/or route map(s) of your event. Include the following information in your site plan / route:

N/A

- An outline of the entire event venue, including the names of all streets, intersections, or areas that are part of the venue. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures.
- The location of all fencing, barriers and/or barricades. Indicate any removable fencing for emergency areas.
- The provisions for minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of all portable restrooms, including accessible portable restrooms. Note: portable toilets are not permitted on Scenic Avenue or the beach.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, booths, cooking areas, trash containers and dumpsters, and other temporary structures. Note: portable toilets are not permitted on Scenic Avenue or the beach.
- A detail or close-up of a food booth or cooking area configuration, including booth identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity. Note: generators are not permitted on the beach or Scenic Ave.
- Placement of vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations within tents and tent structures.
- The location of first aid facilities and ambulances if applicable.
- Identification of all event components that meet accessibility standards.
- Attach additional detailed map information on separate page(s) as necessary.

RESERVING PARKING STALLS

Use the map on page 9 to mark the location of the parking stall(s) you wish to reserve. Note: parking stalls on Scenic Avenue and in the Del Mar parking lot are not reservable.

Please indicate specifically how the parking stall(s) will be used. Required information must include, but is not limited to, the following: how many stalls, the number of days the reservation will cover, whether the stalls will be for private or public use, start and end times each day, how many cars are expected to use the space(s), etc.

All parking stalls be reserved on 6th St between Junipero and Mission. One day reservation (May29th) for volunteers and set up personnel. Parking reserve time should be from 5:00 PM to 11:00 PM. There may be 1-10 vehicles using the stalls.

Yes No Will you be erecting any structures (stanchions, etc.) or placing any objects such as carpeting in the road? If yes, a temporary encroachment permit - which will be issued to in conjunction with your special event permit - will be necessary. Attach a copy of a site plan detailing all structures/objects and their placement to this document.

Yes No Will you be using a valet service to manage parking in the reserved stalls? If yes, please provide the following information and attach a copy of the valet parking plan to this document.

Company name _____ Telephone number _____

Address _____ City _____ State _____ Zip _____

SECURITY PLAN

If applicable, have you hired a licensed professional security company to develop and manage your event's security plan? Yes No

Security Organization _____

Address Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

Private Patrol Operator License # _____ Attach a copy of the security company's valid Private Patrol Operator's License issued by the State of California to your application.

Please describe your security plan including crowd control, internal security or venue safety, or attach the plan to this application.

The 9-1-1 system will be activated for any police matters.

MEDICAL PLAN

If applicable, have you hired a licensed professional emergency medical services provider to develop and manage your event's medical plan? Yes No

Medical Services Provider _____

Address Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

Please describe your medical plan including your communications plan, the number, certification levels (MD, RD, Paramedic, EMT) and types of resources that will be at your event and the manner in which they will be managed and deployed. Include hours of setup and dismantle of medical aid areas. You may attach the plan to this application if necessary.

Multiple off duty EMT and Paramedics will be at the event. 9-1-1 will be activated for any medical needs.

SAFETY EQUIPMENT

Yes No Will your event involve the use of traffic safety equipment? If yes, please list all equipment.

Only equipment used by the City to block off Ocean from Junipero and Mission. As well as 6th from Junipero and Mission will be used.

Equipment Company _____

Address Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

ENTERTAINMENT AND RELATED ACTIVITIES

Yes No Are there any musical entertainment features related to your event? If yes, complete the following information or provide an attachment listing all band/performers, type of music, sound check and performance schedule.

Number of Stages _____

Number of Performers / Bands _____

Performer(s)/Band name(s) and music type(s) _____

Yes No Will sound checks be conducted prior to the event?

If yes, start time _____ Finish time _____

Yes No Will sound amplification be used?

If yes, start time 7:00 PM Finish time 11:00 PM

Yes No Do you plan to have a patron dance component to either live or recorded music at your event?

If yes, please describe _____

Please describe the sound equipment that will be used for your event:

Two large outdoor speakers will be used for amplification within sound limits to show the movie.

ALCOHOL

Yes No Does your event involve the use of alcoholic beverages? *CMC Section 17.20.200L: Commercial Activity Prohibited on Carmel Beach Lands. It is unlawful to conduct sales or undertake commercial activities on Carmel Beach, along the bluff, or in Del Mar parking area west of Scenic Road.*

If yes, then please check all that apply:

- Free/Host Alcohol
- Alcohol Sales
- Host and Sale Alcohol
- Beer
- Beer and Wine
- Beer, Wine and Distilled Spirits

Please describe your security plan to ensure the safe sales or distribution of alcohol at your event:

[Empty text box for security plan description]

Permit will be required from Bureau of Alcohol Control. Please attached.

FOOD CONCESSIONS OR PREPARATION

Yes No Does your event include food concession and/or preparation areas? If yes, please describe how food will be served and/or prepared:

Popcorn will be popped in an industrial popcorn machine and served in popcorn bags. Cotton candy will be made with an industrial cotton candy machine and served on cotton candy sticks. All ingredients for both concessions come pre-made. There is no actual mixing or making of ingredients on site. Popcorn and cotton candy pre-mixed bags are added to the machines which make the popcorn and cotton candy.

Yes No Do you intend to cook food in the event area? If yes, please specify method(s) and all equipment that will be used:

[Empty text box for cooking equipment description]

MERCHANDISE

Yes No Will items or services be sold at your event? If yes, please describe the items or services, and attach a complete list of vendors.

[Empty box for describing items or services and attaching a list of vendors]

PORTABLE REST ROOMS

Yes No Do you plan to provide portable rest room facilities at your event (not applicable for Beach events)?

If No: Please explain: With permission we plan on using restrooms on site at the park.

If Yes: Total number of portable toilets _____

Number of ADA accessible portable toilets _____

Restroom Company _____

Address Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

Multi Day Event: What time and how often will units be pumped? _____

Estimate approximately 1 toilet for each 100 people.

SANITATION AND RECYCLING

- 1. Describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event. (Note: Per Municipal Code Section 8.74, the use of single-use carryout plastic bags is prohibited at any special event. Additionally, cups, plates, or any type of food or liquid containers made of styrofoam are not permitted.)

Several garbage cans and recycling bins will be placed throughout the event for trash and recyclables, unless provided by the City. The Monterey Firefighters Association will cleanup all garbage and recyclable goods.

Number of Dumpsters: _____ Number of Trash Cans: _____
 (One for every increment of 400 people)

Sanitation Company _____

Address Street _____

City _____ State _____ ZIP _____

Telephone Day _____ Evening _____ Cell _____ Fax _____

Equipment Setup: Date _____ Time _____ Equipment Pickup: Date _____ Time _____

MITIGATION OF IMPACT

Yes No Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities.

If no, please explain: No

Yes No Do you have a sample of the notice that you propose to distribute two weeks prior to your event? If yes, please attach. If no, please explain: Waiting on Special event permit before spending funds on flyers for notice of event.

INSURANCE REQUIREMENTS

The City of Carmel-by-the-Sea requires liability coverage for One Million Dollars (\$1,000,000) or more. ALL property and locations that are to be utilized / insured must be listed and reflect the City's interest in the insured property. The policy must read as follows: The City of Carmel-by-the-Sea, it's public officials, officers, agents, and employees are names as additionally insured in respect to <EVENT> on <DATE>. This information is typed in the "Description of Operations/Locations/Vehicles/Exclusions Added by Endorsement/Special Provisions. A separate, "Additionally Insured" endorsement page, with the same wording as above, is also required. Proof of Workers Compensation is also required, if applicable. The policy must specify commencement and expiration dates for coverage of the event. NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address, phone and fax must be included. The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/Additionally insured Endorsement.

Please attach a copy of your proof of insurance to this document.

REQUEST FOR WAIVER OF EVENT FEES

Yes No Do you intend to request a waiver of event fees? If yes, please answer the following questions:

Yes No Is the Host Organization / Applicant a commercial entity?

Yes No Is the Host Organization a bona fide tax exempt, nonprofit entity? If yes, attach a copy of your IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, non-profit status.

Yes No Are patron admission, entry or participation fees required? If yes, please provide amounts:

Yes No Are vendor fees required?

If yes, please provide amounts: _____

\$ 0 Estimated gross receipts including ticket, entry, vendor, product and sponsorship sales from this event. Please explain how this amount was computed: _____

\$ _____ Estimated expenses for this event. *see attached documentation*

\$ _____ What is the projected distribution or net dollar amount the Host Organization will receive from this event? *see attached documentation*

The following additional required documentation must be attached to this document:

- Proposed budget for the event
- Anticipated economic impact on the City and community
- Anticipated positive and negative impacts of the event on the community
- What charitable contributions will be made (if any), either directly or indirectly, to the 93921 zip code area? What is the anticipated amount or percentage of the contribution(s) and to what organization(s) will it be made?
- Written survey of businesses and/or residents affected by the event indicating their acceptance of the proposed event

Additional required documentation for established events that have previously received fee waivers:

- Past financial statements since inception of event
- Documentation showing actual charitable contributions to organizations within the 93921 zip code area since inception of event

Guidelines

- The number of years for which an organization will be eligible for ongoing waivers of fees for the same event shall be no more than three years from the inception of the event
- Charitable contributions will be made to charitable organizations within the 93921 zip code area
- The total dollar amount of fee waivers authorized each fiscal year shall not exceed \$27,500
- The City shall waive no more than \$5,000 in fees for a special event
- Priority will be given to organizations that provide educational and/or community programs and events that are open to the general public free of charge

Detailed Scope of the Event

The Monterey Firefighters Association IAFF Local 3707 is requesting a fee waiver for the Special Event Permit fee, Fees associated with street closures, Fees associated with events at a City Park, and Parking Stall Fees for the proposed Movie in the Park. This event will be open to all community residents including children and visitors. The Movie in the Park is designed as a fun, safe event where families can get together and watch a movie and strengthen relationships with friends and neighbors. We propose to show the Walt Disney movie Big Hero 6. The movie is 102 minutes long and is about a bond that develops between a young boy Hiro Hamada, and a plus sized inflatable robot named Baymax. These two team up with a group of friends to form a band of high tech heroes. This movie is rated PG and is a fun, family oriented film.

The event is scheduled to take place on July 31st, 2015. We plan to hold the event at Devendorf Park from 6:00 PM to 10:00 pm. Cleanup should take no longer than 30 minutes and will be conducted by our off duty firefighters.

The Monterey Firefighters Association started providing family night, Movie in the Park at the Colton Hall lawn in the City of Monterey. Our Association plan to provide free popcorn, cotton candy, and water which is a large draw to the kids in the community. This has been provided with the prior events we have conducted. We have partnered past events with organizations in the Community including; City of Monterey who cosponsored the event and graciously waived all fees, Old Monterey Business Association and the Monterey Fire Chief Officers Association. This year we planned to expand this event to the City of Carmel-By-the Sea and the City of Pacific Grove.

The Proposed projected budget below outlines our costs if the event fees are waived. The Monterey Firefighters Association would like to thank you for this opportunity to bring this great event into our Community. If you have any questions, comments, and/or concerns, please do not hesitate to contact President Justin Cooper or Event Director Raul Pantoja.

Sincerely,

Justin Cooper, President
Monterey Firefighters Association
IAFF Local 3707 (831) 277-3851

Raul Pantoja, Community Event Director
Monterey Firefighters Association
IAFF Local 3707 (408) 710-4900

ATTACHMENT C

A Proposed Budget

All funds provided for this event is from the Monterey Firefighters Association and the proposed budget is listed below;

Disney's Big Hero 6 July 31st, 2015 Location: City of Carmel-By-the-Sea

EXPENDITURES

Processing Fee	\$155.00
Sound Permit	\$27.00
Devendorf Park Permit	\$401.00
After 4 Hours Devendorf Park Permit	\$300.00
Damage Deposit	\$351.00
8 A Frame's	\$200.00
4 Barricades	\$260.00
12 Traffic Cones	\$36.00
12 No Parking signs	\$36.00
Street Closure (No charge for neighborhood function)	\$730.00
City Permit Total Potential Costs	\$2,496.00
Portable Restrooms at site	\$0.00
Funflicks Outdoor movie and license	\$994.72
Movie License Rio 2	\$350.00
Hodeges Rental for 500 Servings Each (Popcorn and Cotton Candy)	\$223.00
Copy King (Posters, Flyers)	\$319.92
Graphic Design	\$200.00
TOTAL	\$4,583.64

PAID BY/OR WAIVED

City Permit waived	\$2,496.00
Portable Restrooms at site	\$0.00
Hodges Rental Monterey Firemen's Association Paid	\$478.18
TOTAL WAIVED FEES	\$2,974.18

TOTAL Cost to Monterey Firefighters Association	\$1,609.46
--	-------------------

Past Financial Statements for established events

The past financial statement for the established event that was held in Monterey is also listed below;

Disney's Frozen June 13th, 2014

Location: City of Monterey

EXPENDITURES

City Permit	\$500.00
Street Closure	\$0.00
Portable Restrooms	\$0.00
Funflicks Outdoor movie and license	\$760.32
Movie License Frozen	\$374.00
Hodeges Rental for 500 Servings Each (Popcorn and Cotton Candy)	\$223.00
Copy King (Posters, Flyers)	\$193.50
Graphic Design	\$0.00
TOTAL	\$2,050.82

PAID BY/OR WAIVED

City Permit waived	\$500.00
Street Closure	\$0.00
Portable Restrooms	\$0.00
Hodges Rental Monterey Firemen's Association Paid	\$223.00
Old Monterey Business Association	\$300.00
TOTAL WAIVED FEES	\$1,023.00

TOTAL Cost to Monterey Firefighters Association	\$1,027.82
--	-------------------

Disney's Rio 2 September 27th, 2014

Location: City of Monterey

EXPENDITURES

City Permit	\$500.00
Street Closure	\$0.00
Portable Restrooms	\$0.00
Funflicks Outdoor movie and license	\$994.72
Movie License Rio 2	\$350.00
Hodges Rental for 750 Servings Each (Popcorn and Cotton Candy)	\$478.18
Copy King (Posters, Flyers)	\$319.92
Graphic Design	\$200.00
Dept of Health event Permit	\$256.00
Dept of Health food vendor Permitx2	\$312.00
My Museum Wheelie Mobilee	\$250.00
Copy King (Posters, Flyers) Redo Monterey logo	\$278.43
TOTAL	\$3,939.25

PAID BY/OR WAIVED

City Permit waived	\$500.00
Street Closure	\$0.00
Portable Restrooms	\$0.00
Hodges Rental Monterey Firemen's Association Paid	\$478.18
Dept of Health event permit waived	\$256.00
Dept of Health food vendor permit x2 waived	\$312.00
My Museum Sponsored 1/2 Wheelie Mobilee	\$125.00
Old Monterey Business Association	\$400.00
TOTAL WAIVED FEES	\$2,071.18

TOTAL Cost to Monterey Firefighters Association	\$1,868.07
--	-------------------

What will be the Economic Impact on the Community?

I truly believe the Economic Impact to the Community will be minimal, and will benefit the residents within the community including our children. With the temporary closure of the Forest Theater, this event will foster a fun family oriented event taking place in the Community. Economic impact should be minimal to the surrounding businesses which may see an positive

influx of local residents eating out at restaurants before the movie's projected start time which is 8:00 PM. Looking at past events at Monterey, residents and visitors purchased coffee from a local coffee shop prior to arriving at the event. In addition, the Monterey event brought in mobile food a vendor which is not being requested for the Carmel-By-The-Sea event.

Additionally other City Departments have volunteered time in the past events. This has included the Police Department and Recreation Department. Any other Department including Council Members and the City Manager are welcome to help out with the event and can contact the President of our Association Justin Cooper, or the project coordinator Raul Pantoja.

What is Overall Impact of the Community?

From the prior event at Monterey brought the community and families together and fostered interaction among children, family and friends. This event would provide the same positive family oriented atmosphere. The proposed street closure around Devendorf Park would have minimal traffic impacts to the Community during the proposed time period for residents or visitors.

This is one event that our Firefighters Association provides to give back to the community in which we serve. This event has taken place twice in Monterey and both were huge successes. We showed Frozen and Rio 2 both in Monterey supported by the City Council.

What Charitable Contributions to the Community will be made either directly or indirectly?

Charitable Contributions made directly or indirectly to the Community include our Association covering costs associated with bringing this event to the Community. The costs are outlined in the proposed budget. Indirect contributions included building stronger partnerships within the Community potentially leading to future collaboration of events. Additionally with the temporary closure of the Forest Theater this event is not intended to take the place of the Forest Theater but to also enhance a potential partnership in the future with supporting a similar event to take place there.

CITY COUNCIL POLICY C12-02
EVENT FEE WAIVERS
Revised July 1, 2014

- I. Purpose
- II. Community Event Fees
- III. Application Process
- IV. Documentation Required with Waiver Request
- V. Additional Documentation Required for Established Events
- VI. Guidelines

I. Purpose

The City supports and encourages events that have a significant economic, charitable, or community benefit. The City will consider waiving certain fees in order to promote the City and special events. The City is regularly being approached to waive fees for Community Events. This policy is designed to outline the process and criteria for the submittal, and review by Council, of fee waiver requests.

II. Community Event Fees

Fees eligible for Waivers:

- Special Event Permit Fee
- Fees associated with street closures
- Fees associated with events on the beach or at City Parks
- Parking stall fees

Fees not eligible for Waivers:

- Grant writing expenses
- Damage deposits
- Overtime costs for City personnel
- Costs for personnel with which the City contracts in order to facilitate the event

III. Application Process

- An applicant shall submit in writing a request for a fee waiver to the Community Activities Director
- All special event fee waiver requests will first be considered by the Community Activities and Cultural Commission (CA&CC) at a regularly scheduled meeting.
 - a. In the case of requests for fee waivers for new events - or established events that have previously received a waiver of fees and are within the three-year window outlined in the Guidelines below - the Community Activities and Cultural Commission may make a formal request to the City Administrator to waive eligible fees up to \$5000 instead of securing Council approval
 - b. Requests for fee waivers from events going into their fourth year or more must come to the City Council after being reviewed by the Community Activities and Cultural Commission.
- The City Administrator shall be given authority to apply this policy for waivers up to \$5000

ATTACHMENT D

- Staff or the applicant can appeal a waiver request to the City Council.
- Events proposed for co-sponsorship must be placed on a City Council agenda

IV. Documentation Required With Waiver Request

- Detailed scope of the event
- Proposed budget for the event
- Anticipated economic impact to the City and community
- Anticipated positive and negative impacts of the event on the community
- What charitable contributions will be made (if any), either directly or indirectly, to the community? What is the anticipated amount or percentage of the contribution(s) and to what organization(s) will it be made?
- Written survey of businesses and/or residents affected by the event indicating their acceptance of the proposed event

V. Additional Documentation Required for Established Events That Have Received Fee Waivers

- Past financial statements since inception of event
- Documentation showing actual charitable contributions to organizations within the 93921 zip code area since inception of event

VI. Guidelines

- The number of years for which an organization will be eligible for ongoing waivers of fees for the same event shall be no more than three years from the inception of the event
- Charitable contributions will be made to charitable organizations within the 93921 zip code area
- The total dollar amount of fee waivers authorized each fiscal year shall not exceed \$27,500
- The City shall waive no more than \$5,000 in fees for a special event
- Priority will be given to organizations that provide educational and/or community programs and events that are open to the general public free of charge

The City Administrator also indicated that there is no prohibition against charging higher fees to non-residents for the use of City facilities.

After review and direction by the Commission, the proposed policy revisions will go before the City Council.

Attachments:

Attachment A: Current Facility Use Guidelines and Fees

attachment B: Proposed revised Facility Use Guidelines and Fees

CITY OF CARMEL-BY-THE-SEA
FACILITY USE GUIDELINES
VISTA LOBOS

A. User Classifications I, II, and III

1. Class I:

- a. Official City activities and those of any other public agency which has a reciprocal use arrangement with the City of Carmel-by-the-Sea.
- b. Carmel-by-the-Sea Recreation Department programs, activities, or events.
- c. Community activities supervised by the Carmel-by-the-Sea Recreation Department during which the facility is open for general use to the community for activities such as checkers, chess, games, etc.
- d. Official City Support Groups.

2. Class II:

- a. Recognized nonprofit organizations, which must:
 - i. Have been granted a tax-exempt status by the Internal Revenue Service.
 - ii. Provide a recreation or social service program to residents of the community.
 - iii. Establish, to the satisfaction of the City, that it would not be practical to charge a fee for the program sufficient to cover reasonable operating costs.
- b. Resident associations serving residents within the incorporated limits of Carmel-by-the-Sea.

User fees for recognized nonprofit organizations and resident associations may be waived pursuant to established City Policy.

Facility Use Guidelines
VISTA LOBOS
Page 2.

3. Class III:

- a. Programs, activities, meetings, parties, or events not meeting the criteria of Classes I or II. These may include, but are not limited to: private parties, weddings, receptions, potluck dinners, political or union activities, recitals, commercial activities.

B. Security/Cleaning Deposit and Refund (if any):

1.	<u>Classification</u>	<u>Deposit</u>
	I	none
	II*	\$ 25.00
	III	\$100.00

* Class II groups will be charged a minimum cleaning deposit of \$25.00. Class II groups using the facility on a regularly scheduled basis may leave the deposit on account for an entire fiscal year.

- 2. Security/cleaning deposit, if any, is to be paid at the time the Facility Use Agreement is submitted.
- 3. Refundable deposits will be made on the regular days of the City's checkwriting schedule, with an attempt being made to refund within 14 days of the event; however, deposits will be refunded only after the facility has been inspected and found to be in a satisfactory condition by the Recreation Department staff. If additional cleaning is required to bring the facility into satisfactory condition, a private janitorial service will be hired to complete the cleaning and the costs thereof deducted from the user's deposit before the balance, if any, is refunded. If charges are incurred for damage to the building and/or its contents or for staff overtime or other maintenance costs, a deduction will be made from the user's deposit and the balance, if any, refunded. In the event that costs exceed the amount of deposit, the user will be billed for any remainder.

Facility Use Guidelines
VISTA LOBOS
Page 3.

C. Facility Use Fees for J. O.'s Lumberyard Room

- | | |
|----------------------------|--------------------------|
| 1. Class I | None |
| Class II | \$ 75/year
10/meeting |
| Class III (2-hour minimum) | |
| Resident | \$ 20/hour |
| Nonresident | 25/hour |

2. Facility use fee is to be paid at the time the Facility Use Agreement is submitted.

D. Reservations

1. Reservations will be taken by the City's Recreation Department (the designated facility manager) on a first-come, first-served basis at a maximum of 6 months and a minimum of 10 working days prior to the date of use.
2. Reservations are made by completing the Facility Use Agreement and paying the facility use fee and security/cleaning deposit, if any in advance. The facility is not considered reserved until all fees have been paid and the Use Agreement is signed and approved.
3. City-initiated and/or sponsored activities, programs, or meetings will be given priority use of the facility.

NEW Exception: A residents association, as defined in Section (A)(2)(b) above, may begin setup for meetings at 4:00 p.m., and may begin meetings at 4:30 p.m., one day per month.

4. The City of Carmel-by-the-Sea reserves the right to refuse use of the Vista Lobos facility to any person or group.

E. Energy Conservation

1. Due to the extraordinarily high costs associated with the heating of the Vista Lobos facility, it will be necessary to impose a fee on any user who fails to comply with item 7 of General Provisions for the Use of The Vista Lobos Facility (appearing on the reverse side of the Facility Use Agreement). If lights and heat are not turned off as part of securing the facility, an Energy Conservation Assessment of \$10.00 will be added to the amount, if any, withheld from the deposit or billed to the user.

Facility Use Guidelines
VISTA LOBOS
Page 4.

F. Cancellation

1. If the event is cancelled, the deposit, if any, will be refunded only if notice is given in advance of the scheduled event according to the following chart:

<u>Number of Days' Notice</u>	<u>Percentage of Refund</u>
14 or more	100
10 - 13	95
5 - 12	75
0 - 5	50

G. Setup and Cleanup

1. The user is responsible for setup and cleanup of the event.
2. The City will provide all appropriate materials for cleaning the facility.
3. Cleanup responsibilities include:
 - a. Cleaning, stacking, and returning tables and chairs to proper storage areas.
 - b. Removing all decorations and placing trash in available trash receptacles.
 - c. Sweeping all floors and mopping any spills as necessary.
 - d. Washing clean all counters and sinks.
 - e. Cleaning restrooms.

H. General Liability and Use of Alcohol

1. The established policy of the City of Carmel-by-the-Sea (Resolution No. 87-120) requires a minimum One Million Dollar (\$1,000,000.00) general liability coverage for individuals or organizations sponsoring programs or activities or providing host liquor at activities which involve the use of municipal facilities. A Certificate of Insurance is required as proof of this liability protection, and the policy shall name the City of Carmel-by-the-Sea and its employees as additional insureds against all potential liability.

EXCEPTION: Official City Support Groups shall comply with

Facility Use Guidelines
VISTA LOBOS
Page 5.

this requirement UNLESS the City Council adopts a Resolution of cosponsorship as set forth in the City's Support Groups Policy (Policy No. C89-47).

2. If the user of the facility imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcoholic Beverage Control, prior to the event the City shall be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control.
3. If alcohol is to be served, the legally responsible individual who signed the Facility Use Agreement must be at least 21 years of age.

I. General Provisions

1. General provisions governing the use of the facility appear on the back of the Facility Use Agreement and are a part thereof.
2. By signing and submitting the Facility Use Agreement, the user acknowledges responsibility to abide by all general provisions for use of the facility.

GENERAL PROVISIONS FOR USE OF THE VISTA LOBOS FACILITY

1. Approved users shall pick up the facility key at the Recreation Department office on the last working day before the event. The Recreation Department is located in the Lobos Landing Room at Vista Lobos, on Torres Street between Third and Fourth Avenues. Office hours are 9:30 a.m. to 6:00 p.m., Monday through Friday. The office is closed during the lunch hour, on weekends, and on all legal holidays.
2. Users must vacate the facility by 11:00 p.m.
3. No-fee parking is adjacent to the facility. Vehicles left after 11:30 p.m. are subject to citation.
4. The use of decorations is permitted; however, all decorations are to be removed immediately after use as part of the user's cleanup of the facility. Tape and thumbtacks are the only materials permitted for fastening decorations, displays, etc., and must also be removed at the time of cleanup.
5. All trash shall be placed in provided trash receptacles.
6. Smoking is not permitted inside Vista Lobos. Appropriate receptacles are provided outside the building for use by smokers.
7. All lights and heating shall be turned off prior to securing the facility.
8. The City is not liable for accidents, injuries, or loss of individual property in connection with the use of the facility, nor is it responsible for any items left on the premises.
9. Users shall observe, obey, and comply with all applicable City, County, State, and federal laws.
10. All City-owned equipment to be used must be listed on the Facility Use Agreement.
11. The individual signing the Agreement is responsible for all activities and the conduct of persons or groups using the facility during the term of the Agreement.
12. No event to be held at Vista Lobos shall be publicly advertised without the prior written consent of the Recreation Coordinator or his/her designee as to both method and content of any advertisement.
13. Police officer(s) or private security may be required at some activities as deemed necessary by the City. Charges for any such security shall be paid by the user.
14. Future use of the facility by a person or group will depend on that person or group's compliance with all provisions of this Agreement and to all policies and procedures governing use of the facility.

**CITY OF CARMEL-BY-THE-SEA
FACILITY USE GUIDELINES AND USE FEES
J.O. LUMBERYARD/VISTA LOBOS FACILITY**

Allowed Use:

Classes, Meetings, Social Gatherings, Events, Conferences

Fees/Deposits

Deposits and use fees are to be paid at the time the completed Facility/Area Use Agreement is submitted. Regular users of the J.O. Lumberyard facility will be billed on a monthly basis.

A. Facility Use Fees/Deposits for J.O. Lumberyard Room Only

Use	Cleaning Deposit	Key Deposit	Use Fee
2-hour minimum	\$100.00	\$25.00	\$25.00/hour

All users will be charged a minimum cleaning deposit of \$100.00. Groups using the facility on a regularly scheduled basis may leave the deposit on account for an entire fiscal year. The Department will review the groups using the facility on a regular basis once per year.

B. Facility Use Fees/Deposits for J.O. Lumberyard Room plus Kitchen Facility.

Use	Cleaning Deposit	Key Deposit	Use Fee
2-hour minimum	\$100.00	\$25.00	\$35.00/hour

C. Facility Use Fees/Deposits for the Deck at Vista Lobos

The deck at Vista Lobos may be reserved for special functions including, but not limited to, weddings, parties, catered dinners, etc. Groups may not exceed 25 people.

Use	Cleaning Deposit	No Restroom	Use Fee
2-hour minimum	\$100.00	\$00	\$25.00/hour

- No fires or barbequing on the wood deck.
- No alcoholic beverages are allowed on the deck
- If restroom facilities are needed the user must reserve the J.O. Lumberyard Room as defined in Section (A) of these guidelines.

D. Reservations of the Barbecue Area

Use	Cleaning Deposit	No Restroom	Use Fee
10:00 am to 6:00 pm	\$100.00	\$00	\$00.00

- No alcoholic beverages are allowed in the barbecue area

- If restroom facilities are needed the user must reserve the J.O. Lumberyard Room as defined in Section (A) of these guidelines.

Any person or group may use the barbecue area at Vista Lobos. Any person or group wishing to reserve the area for a special function will do so with the Community Activities Department. There is no user fee for the use of this area. However, any person or group reserving the area shall be required to pay a refundable cleaning deposit of \$100.00.

Insurance

The established policy of the City of Carmel-by-the-Sea (Resolution No. 87-120) requires a minimum One Million Dollar (\$1,000,000.00) general liability coverage for individuals or organizations sponsoring programs or activities, or providing host liquor at activities which involve the use of municipal facilities. A Certificate of Insurance is required as proof of this liability protection. In order for the certificate to be valid, it must contain the following:

- The renter's name must be listed as the one "insured".
- The Policy must not expire before the event date.
- The policy must be for \$1,000,000 per occurrence.
- The description must list the rental location, date of event and type of event planned.
- The City of Carmel-by-the-Sea, its officers, agents and employees at West side of Torres Street between 3rd and 4th Avenues, Carmel-by-the-Sea, CA 93924 must be listed as "additional insured" on a separate endorsement page.

Exception: Official City Support Groups shall comply with this requirement UNLESS the City Council adopts a Resolution of co sponsorship as set forth in the City's Support Groups Policy (Policy No. C89-47).

Reservations:

1. Reservations are made by completing the Facility/Area Use Agreement, paying the deposit(s) and use fees, and submitting insurance for approval by the City's insurance carrier 30 days in advance. Reservations are taken on a first come, first served basis at a maximum of 6 months prior to the date of use. The facility is not considered reserved until all fees have been paid, insurance has been approved, and the Agreement is signed by the Community Activities Department.
2. The person or organization to whom the Facility/Use Agreement is issued assumes all responsibility for use of the facility. Facility/Use Agreements cannot be transferred, assigned or sublet. The Facility/Use Agreement holder or their delegate must be in attendance at all times.
3. City-initiated and/or sponsored activities, programs, or meetings will be given priority use of the facility.
4. The City of Carmel-by-the-Sea reserves the right to refuse the use of the Vista Lobos facility to any person or group.

5. If the user of the facility imposes a cover charge, sells alcoholic beverages, or otherwise comes under the jurisdiction of the State Department of Alcohol Beverage Control, prior to the event the City shall be provided with evidence of a valid license from the State Department of Alcoholic Beverage Control. No alcohol may be served on the deck or barbeque areas.
6. If alcohol is to be served, the legally responsible individual who signs the Facility/Area Use Agreement must be at least 21 years of age.
7. The City is not liable for accidents, injuries, or loss of individual property in connection with the use of the facility, nor is it responsible for any items left on the premises.

Setup and Cleanup:

1. The user is responsible for set up and cleanup of the event (set up time and cleanup is part of the total rental time of the facility).
2. The City will provide all appropriate materials for cleaning the facility.
3. Cleanup responsibilities include, but are not limited to:
 - a. Cleaning, stacking, and returning tables and chairs to proper storage areas.
 - b. Removing all decorations and placing trash in available trash receptacles and recycle containers.
 - c. Sweeping all floors and deck areas and mopping any spills as necessary.
 - d. Washing clean all counters and sinks.
 - e. Cleaning restrooms.
 - f. Picking up all trash from the barbecue and deck areas. All trash shall be placed in provided trash receptacles.
 - g. The use of decorations is permitted; however, all decorations are to be removed immediately after use as part of the user's cleanup of the facility. Tape and thumbtacks are the only materials permitted for fastening decorations, displays, etc. and must be removed at the time of cleanup.
 - h. All lights and heating shall be turned off prior to securing the facility.
 - i. Users must vacate the facility by 10:00 pm.

Key Deposit

1. All users shall be required to pay a \$25.00 key deposit each time the facility key is picked up. The key shall be picked up at the Park Branch Library or a location designated by the Community Activities Department office on the first business day prior to the event, and returned within 24 hours of the end of the event to the Community Activities Department or the Police Department.
2. The key deposit will be refunded within 30 days. If the key is lost or not returned in accordance with these guidelines the deposit shall be forfeited and applied towards

making new keys and/or changing locks. If this expense is greater than the deposit, the user will be billed for the excess and shall not be permitted the use of the facility until the outstanding bill is paid in full. Access to the building is only permitted during the time and date in which you have reserved the room. No additional access is permitted.

3. Community Activities office hours are 8:30 am to 5:00 pm Monday through Friday. The office is closed during the lunch hour, on weekends and on all legal holidays.

Energy Conservation:

Due to the extraordinarily high costs associated with the heating of J.O. Lumberyard Room, it will be necessary to impose a fee on any user who fails to comply with item number 7 of the General Provisions for the Use of the Facility (attached to the Facility/Area Use Agreement). If lights and/or heat are not turned off as part of securing the facility, an Energy Conservation Assessment of \$50.00 will be added to the amount withheld from the deposit, if any, or billed to the user.

Occupancy:

The maximum occupancy inside the J.O. Lumberyard meeting room is 68 persons at any one time.

Changes/Revisions to your Use Permit:

1. A \$25.00 administrative fee will be assessed for all revisions to a use permit, with the exception of additional time added to an existing use permit.
2. If the user has scheduled time in the facility and cancels the event without notifying the City within 15 days prior to the event, full rental fee is due for the room.

Cancellation

1. One time use - If your meeting/event is cancelled, the deposit - if any - will be refunded only if notice is given in advance of the scheduled event according to the following chart:

Number of Days Notice	Percent of Refund
14 or more days	100%
10-13 days	95%
5-12 days	75%
0-5 days	50%

2. Regular Use – If your meeting/event is cancelled and you do not notify the City within 7-12 days prior to the event, you will be charged the full fee for the room rental.

** Exception – power failure at the facility.

Bulletin Board

1. Request for posting materials on the bulletin board shall be submitted to and approved by the Community Activities Department prior to being posted. Any material that does not have an approval stamp will be removed and disposed of.
2. Materials advertising commercial or for profit organizations will not be allowed.

Storage inside the J.O. Lumberyard building:

1. The closet storage areas may be utilized by regular users of the facility. A regular user is defined as using the space a minimum of 4 times per month.
2. There will be a \$15.00 per month fee for use of the storage area. Each organization/user is allowed only one space. The City of Carmel-by-the-Sea is not responsible for damaged, lost or stolen items in the storage area.
3. If a regular user of the facility is no longer using the facility (60 days non-use) and abandons items in the storage facility, the items will be disposed of in a manner the City of Carmel-by-the-Sea deems acceptable. A certified letter will be sent informing the user of the pending disposal of their items 30 days prior to disposal.
4. A list of all stored items must be submitted to the Community Activities Department. No flammable or illegal materials may be stored in the facility.

Refund of Cleaning Deposit

Refundable deposits will be made on the regular days of the City's check writing schedule, with an attempt being made to refund within 30 days of the event; however, deposits will be refunded only after the facility has been inspected and found to be in a satisfactory condition by the Community Activities Department Staff. If additional cleaning is required to bring the facility into satisfactory condition, a private janitorial service will be hired to complete the cleaning, and the costs thereof deducted from the user's deposit before the balance, if any, is refunded. If charges are incurred for damage to the building and/or its contents or for staff overtime or other maintenance costs, a deduction will be made from the user's deposit and the balance, if any, refunded. In the event that costs exceed the amount of the deposit, the user will be billed for any remainder and will not be permitted to use the facility again until all outstanding charges, if any, are paid in full.

If at any time City staff is required to be on premises outside the normal department operating hours, the user shall be charged the City's hourly overtime reimbursement rate, as established by the Department of Community Activities, for a minimum of two hours. The determination of whether or not department staff is going to be required on premises shall

be determined by existing City Policy(s) and/or the Community Activities Department. These charges, if any shall be paid at the time the Facility/Area Use Agreement is submitted.

General Provisions for the Use of the Facility:

1. The City has banned use of foam plastic food and beverage containers. Foam food containers (AKA "Styrofoam") may not be used at your meeting or event. (MC 8.86)
2. Specific fire code regulations must be followed for candle usage. No open flames allowed.
3. The display of banners and/or signs is prohibited on the exterior of the building (MC 17.40).
4. Anyone violating the established rules and regulations, or constituting a public nuisance, may be required to leave the facility; your deposit may be withheld and you may be responsible for additional fees related to staff time, damages and losses to the City.
5. By signing and submitting the Facility/Area Use Agreement, the user acknowledges responsibility to abide by all general provisions for the use of the facility/area.
6. Users must vacate the facility by 10:00 p.m.
7. Smoking is not permitted inside Vista Lobos. Appropriate receptacles are provided outside the building for use by smokers.
8. No-fee parking is adjacent to the facility. Vehicles left after 11:30 p.m. are subject to citation.
9. No event to be held at Vista Lobos shall be publicly advertised without the prior written consent of the Community Activities Department Staff or his/her designee as to both method and content of any advertisement.
10. Police officer(s) or private security may be required at some activities as deemed necessary by the City. Charges for any such security shall be paid by the user.
11. The City is not liable for accidents, injuries, or loss of individual property in connection with the use of the facility, nor is it responsible for any items left on the premises.
12. All City-owned equipment to be used must be listed on the Facility/Area Use Agreement.
13. Users shall observe, obey, and comply with all applicable City, County, State and Federal laws.
14. Future use of the facility by a person or group will depend on that person or group's compliance with all provisions of this Agreement and to all policies and procedures governing use of the facility.

The individual signing the Agreement is responsible for all activities and the conduct of persons or groups using the facility during the term of the Agreement.

I have read, understand and agree to abide by the rules and regulations set forth in this document:

Print Name: _____ Sign: _____

Organization: _____

Date _____

DRAFT

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

May 12, 2015

To: Community Activities and Cultural Commissioners

From: Janet Bombard, Library and Community Activities Director

Subject: Discuss Community Activities and Cultural Commission participation in the 2016 Centennial, develop ideas for projects, and appoint a commissioner to represent the CA&CC at a City Council workshop on Monday, July 6, 2015

EXECUTIVE SUMMARY:

Mayor Burnett would like City commissions and boards to play an active role in the City's centennial celebration in 2016 (see Attachment A).

As part of the process, the Mayor has requested that the Community Activities and Cultural Commission discuss ideas for, and commission contributions to, the centennial celebration. Suggested possible contributions include hosting an event or presenting a history display. The commission may also come up with a project of its own choosing.

The Mayor has also asked that the CA&CC Chair or a representative of the commission present the CA&CC's ideas at a City Council workshop on Monday, July 6, 2015 at 5:30 p.m.

ATTACHMENTS:

Attachment A: Letter to City board and commission chairs from Mayor Burnett

ATTACHMENT A

Dear:

I would like to invite your group to have a role in Carmel-by-the-Sea's centennial in 2016. The anniversary year should be filled with many types of differing events commemorating the 100th birthday of our incorporation as a City on October 31, 1916. I appointed a Centennial Committee comprised of Sue McCloud, Barbara Livingston and Merv Sutton to develop plans for our anniversary and you may be working with them already. The committee held a public meeting in February to solicit ideas and valuable input from the community and I want to thank the committee members for their efforts to date and look forward to their continuing role in making 2016 a great year for Carmel-by-the-Sea.

If your group is not already doing so, the Council would ask that your group meet and discuss what contribution your organization would like to contribute to events in 2016 which will be a year-long city-wide celebration. The Council would like its boards, commissions and committees to work with it, the Centennial Committee and all community groups in having an active role in hosting events, displaying our history and presenting projects for 2016.

Your creative ideas will be a central part of our celebration. We would ask that you or a representative of your group bring your ideas and/or projects and programs to a City Council workshop on Monday, July 6th at 5:30 pm to present your concept(s) and to hear those of other community groups. Working with the Centennial Committee, we want to make sure there is no duplication of projects, programs or efforts and that each group has a distinctive role in the celebratory year.

Thank you in advance for your contributions to our celebration and the City Council looks forward to hearing your ideas on July 6th.

Sincerely,

Jason Burnett
Mayor

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

May 12, 2015

To: Community Activities and Cultural Commissioners

From: Janet Bombard, Library and Community Activities Director

Subject: Discuss letter from North Monterey County High School band Director D. L. Johnson regarding an offer to present a band program and provide direction

EXECUTIVE SUMMARY:

North Monterey County High School Director of Bands – Emeritus D.L. Johnson has offered any of his various band groups for City events or a park Concert.

The groups are available for short performances or full programs, free of charge.

Community Activities Coordinator Margi Perotti has contacted Mr. Johnson regarding possible use of the marching band during the City birthday parade, but has not yet received a reply. Commissioners may have additional ideas for band performances.

Janet Bombard

Subject: FW: Concert Offering:

Sent from my iPhone

Begin forwarded message:

From: "D.L. Johnson" <dljohnson@nmcusd.org>
Date: April 9, 2015 at 12:19:56 PM PDT
To: Jason@Burnettforcarmel.com
Cc: vbeach@ci.carmel.ca.us, dallasforcarmel@gmail.com, ctheis@ci.carmel.ca.us,
kktalm@aol.com
Subject: Concert Offering:

Hi Jason,

This is D.L. Johnson, North Monterey County High School Director of Bands—Emeritus, and a three year resident of Carmel By the Sea. After all the ups and downs in public education that has had a very negative effect on school music programs (except Carmel), I am happy to say the Band Programs in NMCUSD not only survived the holocaust but are now on an incredible upswing.

This year we have outstanding groups in Marching, Concert, and Jazz. The reputation of the NMCHS Band Program is that they like to get out into the communities around our area and perform. They just performed, by audition, the Disneyland Parade and did a recording session in the Disney Recording Studio last weekend. Rather than ask people come to us, we go to them. Our concert bands have performed three times at the Sunset Center, and our Jazz Band a couple of times in the park on Ocean and Junipero.

I am writing to let you know we have an unusually talented Wind Ensemble (small concert band of our 40 top students) this year, that we would like to offer for any occasion. We have even just set up and played. For example, our Jazz Band just performed in front of Bubba Gumps on the Friday of the AT&T week. They draw their own crowd. We are looking to do something similar with the Wind Ensemble for a group that would like a more formal performance between now and the end of the school year. Last year the Wind Ensemble performed for the State School Superintendents conference at the Intercontinental Hotel. We did a quick 20 minute short program hitting them with all our best. They received a standing ovation. We can even do a full program if requested.

As a resident of Carmel I would like to offer my group for any event you may have in mind. A Park Concert or at one of your event centers. There is no charge for using the group. Below gives you a short history of this program. Feel free to call or forward this on to your board.

ATTACHMENT A

D. L. Johnson

Director of Bands-Emeritus
North Monterey County High School

Life Is Not A Journey To The Grave With The Intention Of Arriving Safely In One Perfect And Well Preserved Piece... But To Skid In Broadside, Thoroughly Used Up, Worn Out And Defiantly Shouting: "Whoa Doggie! What A Ride!" It's Not What You Gather, But What You Scatter That Tells What Kind Of Life You Have.