

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

Regular Meeting City Hall East Side Monte Verde between Ocean and Seventh Avenues	Tuesday October 14, 2014 9:30 a.m.	Dixie Dixon, Chair Kristy Downing Donna Jett, Vice Chair Ruth Rachel Judy Refuerzo
--	--	--

I. Roll Call

II. Pledge of Allegiance

III. 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.

IV. Approval of minutes for the meeting of July 8, 2014 (pp. 1 – 6)

V. Orders of Business

- A. Receive Report on the November 22, 2014 Homecrafters' Marketplace event (pp. 7 - 16)**
- B. Provide recommendations to the City Council regarding 2015 City Key Initiatives (pp. 17 – 18)**
- C. Provide direction regarding rescheduling the November, 2014 Community Activities and Cultural Commission regular meeting (p. 19)**

VI. Announcements from the Chair and/or Commissioners

VII. Announcements from the Staff – Receive and Discuss Reports, provide direction as necessary.

- A. Receive Farmers Market Update**
- B. Receive report on City Council directives regarding special events (pp. 20 – 21) note: see Item 8.C**
- C. Community Activities and Cultural Commission appointments (pp. 22 -25)**

Special Event Permits - 2014

- 18th Annual Breakfast with the Bunny & Bunnyland, Sat., April 19, 2014, Devendorf Park
- Monterey Vintners Winemakers' Celebration, Sat., May 3, Dolores btwn Ocean & 7th
- 21st Annual Carmel Art Festival, May 15-18, 2014, Devendorf Park
- Memorial Day Ceremony, Mon., May 26, 2014, 11:00 a.m., Devendorf Park
- 34th Annual Surf-About, Sat & Sun, June 7-8, Carmel Beach
- 4th Annual Run in the Name of Love, Sun, June 15, 2014, 8 a.m., Sunset Center
- 12th Annual 4th of July Celebration, Fri., 12 Noon, Devendorf Park
- 8th Annual C-B-T-S, Concours on the Ave., Tues., Aug. 12, 2014
- 17th Annual Pebble Beach Concours d'Elegence, Thurs., Aug. 14, 2014, 11:30 a.m.
- 20th Annual PG Auto Rally, Fri., Aug. 15, 2014, 6 p.m., Ocean Avenue
- 54th Annual Sandcastle Contest, Sun., Oct. 19, Carmel Beach – **Help needed**
- 6th Annual Carmel Art & Film Festival, Wed-Sun, Oct. 15-29, 2014, various locations
- 98th City Birthday Party & Parade, Sat., Oct. 25, 2014, 11 Parade, 12 Lunch – **Help needed**
- Carmel High School Homecoming Parade, Fri. Oct. 31, 3 p.m., Ocean Avenue
- Veteran's Day Ceremony, Tues., Nov. 11, 2014, Devendorf Park – **Help needed**
- 44th Annual Homecrafters' Marketplace, Sat., Nov 22, 2014, 9 a.m.-3 p.m., Sunset Center
Help needed
- Holiday Tree Lighting, Fr., Dec. 5, 2014, 4:30 p.m., Ocean Ave. & Devendorf Park
Help needed

IX. Adjournment

**The date of the next regular meeting of the Community Activities & Cultural Commission is
to be determined**

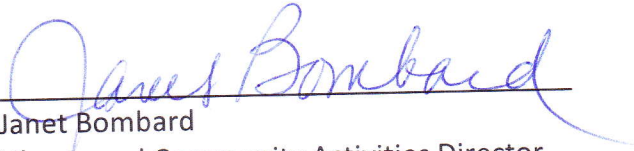
Any writings or documents provided to a majority of the Community Activities & Cultural Commission regarding any item on this agenda will be made available for public inspection by calling the Community Activities Department at 831/624-1366.

The City of Carmel-by-the-Sea does not discriminate against persons with disabilities. Carmel-by-the-Sea City Hall is an accessible facility. The City of Carmel-by-the-Sea telecommunications device for the Deaf/Speech Impaired (T.D.D.) number is 1-800-735-2929.

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 October 10, 2014.

Dated this 10th, day of October 2014 at the hour of 10:45 a.m.



Janet Bombard
Library and Community Activities Director

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

SEPTEMBER 23, 2014

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commission Members Dixon, Rachel, Refuerzo, Downing
ABSENT: Jett
STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Chilone Payton

II. PLEDGE OF ALLEGIANCE

Members of the audience joined Commission Members in the pledge of allegiance.

III. APPEARANCES

None.

IV. APPROVAL OF MINUTES

Commissioner RACHEL moved **ratification of the minutes from the July 8, 2014**, meeting and seconded by Commissioner REFUERZO and **carried** by the following roll call vote:

AYES: Dixon, Rachel, Refuerzo
NOES: NONE
ABSENT: Jett
ABSTAIN: Downing

V. ORDERS OF BUSINESS

A. Receive and discuss City Council Farmers Market Ad Hoc Committee recommendations, and provide direction regarding CA&CC Farmers Market recommendations to be forwarded to the City Council

Chair Dixon discussed the original intent of the Farmers Market and discussed the revisions made by the CA&CC which correspond to the proposed changes by the Ad Hoc Committee.

Councilmembers Dallas and Theis were present to answer Commissioners' questions regarding the Ad Hoc Committee recommendations, which Councilmember Theis indicated were the result of 15 hours of public testimony at City Council meeting and City workshops.

Questions and discussions with the Ad Hoc Committee included why the recommendation was made to hold the market in the park during the summer and on the street during the winter; the number of market stalls that each venue could hold; the Ad Hoc Committee reasoning behind holding the market at different times in summer vs. winter, clarification on the number of booths reserved for local businesses, the issue of reusable bags, the current contract with West Coast Farmers Market Association, market advertising, market fees, and cottage foods.

The issue was opened to public comment.

Resident and business owner Richard Kreitman gave his opinion that the Farmers Market should be a year-round community event with the hours of 10 a.m. to 2 p.m. He feels restrictions on the market manager should be removed, that the market should include cottage foods, there should be a single booth for prepared foods, the current market manager should be given another year to run the market, and local businesses should be allowed to sell crafts in the market.

Business owner Todd Tice said the business community does not want to kill the market, but because the market is a business it needs to be a fair playing field. The hours should be earlier so town can be cleared out, but also to give people another reason to come downtown earlier. He feels extending market hours takes away from local businesses. Tice said he has no complaints about the market now that it is adhering to the guidelines, but it should be a Farmers Market only.

Stephen Moorer, Pacific Repertory Theatre, said it is confusing to have two different times and that businesses should be represented, but only artisan type businesses. Moorer said the market manager should have to provide reusable bags for a charge. He would like to see a new RFP issued for the market, and that the market should pay rent or a percentage of profits.

Jim Ockert, owner of Khakis of Carmel, likes the market in its current location; the shorter hours have helped considerably. When the market is on Mission, store traffic drops off - which is not acceptable - so he would like to see it kept in the park. He feels that the employees of local businesses aren't being considered in the market discussions. He would like to see a local market manager.

The issue was closed to public comment.

Commissioners further discussed the Ad Hoc Committee recommendations and proposed CA&CC recommendations to be forwarded to the City Council. A chart including the Ad Hoc Committee recommendations and the CA&CC recommendations is attached to these minutes.

VI. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS

Chair Dixon announced that her term will be up in October, and that she did not seek reappointment to the commission.

VII. ANNOUNCEMENTS FROM STAFF LIASON-RECEIVE AND DISCUSS REPORTS, PROVIDE DIRECTION AS NECESSARY.

Staff liaison Janet Bombard reviewed upcoming events with the commission. Commissioners volunteered to help with the following events:

City Birthday Party and Parade: Commissioner Downing will drive the CA&CC car in the parade. Chair Dixon will ride with her.

Veteran's Day: Commissioners Dixon, Rachel and Refuerzo will help

Homecrafters: All Commissioners will help

VIII. FUTURE AGENDA ITEMS

1. Homecrafters Marketplace
2. Car Week After Action Report
3. Report on City Council directives regarding events
4. Recommendations for 2015 City Key Initiatives
5. Farmers Market follow- up

IX. ADJOURNMENT

There being no further business to come before the Commission, Chair Dixon adjourned the meeting at **11:14 a.m.**

FARMERS MARKET AD HOC COMMITTEE RECOMMENDATIONS

1. Location and hours
 - A. November – April (winter)
 1. Mission Street only
 2. 10:00 a.m – 2:00 p.m.
 - B. May – October (summer)
 1. Devendorf Park only
 2. 9:00 a.m. – 1:00 p.m.
2. Allow seasonal fruit that may not be from the Tri-County area (e.g., stone fruit, melons, etc.)
3. 10% of booths will be dedicated to Carmel by the Sea businesses to try out on a rotating basis
4. Loosen PURVEYOR PARTICIPANT section of the Carmel Artisan Food Experience Guidelines so that restaurants are encouraged to use one market item in their dishes, but it will not be mandatory to work with a market vendor
5. No crafts
6. Allow the market to offer hot food (e.g., pizza) only during winter months. Preference will be given to Carmel by the Sea businesses, but if there are no CBTS vendors who wish to participate, the market may allow other local vendors to offer the service
7. Allow pre-packaged foods from Carmel by the Sea restaurants and businesses (e.g., coffee, sandwiches, baked goods)
8. Encourage chef demos
9. The majority of the produce sold at the market will be organic

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION FARMERS MARKET RECOMMENDATIONS

1. The Farmers Market should be located in Devendorf Park and on Mission Street year-round. Market hours should be 9:00 a.m. to 1:00 p.m.
2. Allow non Tri-County vendors, but stress to Market Manager the City's preference for Tri-County vendors
3. One or more booths can be allocated for Carmel by the Sea businesses; however, give the Market Manager discretion to decide if the business is appropriate for the market
4. The CA&CC is in agreement with the Ad Hoc Committee recommendation .
5. No crafts. With regard to the reusable bag issue: the Market Manager will provide reusable bags at cost.
6. Allow the market to offer hot food year-round, given the CA&CC's recommendation to locate the market in both the park and on Mission Street. Preference will be given to Carmel by the Sea businesses, but if there are no CBTS vendors who wish to participate, the market may allow **peninsula-wide** vendors to offer the service
7. Allow pre-packaged foods from Carmel by the Sea restaurants and businesses (e.g., coffee, sandwiches, baked goods from peninsula-wide vendors
8. The CA&CC is in agreement with the Ad Hoc Committee recommendation .
9. The majority of the produce sold at the market will be organic *as monitored by the market manager*

10. Eliminate the requirement under the COMMUNICATIONS section of the Carmel Artisan Food Experience Guidelines that farmers post the ANDI * score for all items

11. Eliminate the requirement under the COMMUNICATIONS section of the Carmel Artisan Food Experience Guidelines requiring that dish purveyors and their partner farmers must provide to shoppers a card of approved standard design with the dish recipe on one side and the farmer information on the other

12. Allow the use of plastic table cloths on vendor tables.

13. Eliminate the fee for using city electricity or other utilities or services required under the FINANCIALS section of the Carmel Artisan Food Experience Guidelines

14. Make the Farmers Market an ongoing City-sponsored event, eliminating any City event fees for the event

15. Do not charge the Market any fees for the first six months. After six months phase into a market share agreement whereby the Market owner will begin paying the City a percentage of the Market's proceeds.

16. The market owner will undertake all advertising and marketing of the Market

17. Issue a new RFP for Farmers Market services

* ANDI stands for "Aggregate Nutrient Density Index," a scoring system that rates foods on a scale from 1 to 1000 based on nutrient content.

10. The CA&CC is in agreement with the Ad Hoc Committee recommendation .

11. The CA&CC is in agreement with the Ad Hoc Committee recommendation .

12. The CA&CC is in agreement with the Ad Hoc Committee recommendation .

13. The CA&CC is in agreement with the Ad Hoc Committee recommendation .

14. The CA&CC is in agreement with the Ad Hoc Committee recommendation .

15. One year from the signing of the contract, review the Farmers Market financial statements and consider if it is feasible to charge fees. Going forth, determine whether the market will pay fees regardless of who the Market owner may be.

16. The CA&CC is in agreement with the Ad Hoc Committee recommendation.

17. Extend the existing contract for another 6 months to give enough time for a new RFP to be issued

See next page for additional recommendations by the CA&CC

Additional Community Activities and Cultural Commission Recommendations:

A. The City Council should be given the following information in order to make its decision regarding the future of the Farmers Market:

- How many parking spaces the Farmers Market organizer will use
- How much money has the Farmers Market made since being in the park
- How much money did the Farmers Market make when it was on Mission

B. With respect to the issue of Cottage foods, the CA&CC has reservations about including them in the Farmers Market based on health and safety considerations

C. Farmers Market Guidelines and financial statements should be reviewed quarterly by the Community Activities and Cultural Commission, which will in turn make recommendations to the City Council based on those reviews regarding potential changes to the market

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

October 14, 2014

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Library and Community Activities Director
Subject: Receive Report on the November 22, 2014 Homecrafters' Marketplace event

SUMMARY: The Homecrafters' Marketplace Vendor Packet, which is sent to participating vendors, has been revised to incorporate the changes that staff was directed by the Commission to make. The Vendor Packet follows this report.

Local History Librarian Ashlee Wright, who has been working on the event since Chilone Payton's departure, will attend the meeting to give an update on the event.

**44th Annual HOMECRAFTERS' MARKETPLACE
RAIN OR SHINE
2014 PARTICIPANTS**

We are happy you will join us in Carmel-by-the-Sea for the 44th Annual HOMECRAFTERS' MARKETPLACE on Saturday, November 22, 2014. **Please refer to the email this packet was attached to for your booth number.**

The setup of your space is most important to the overall look of the show. We hope you will be creative in displaying your crafts. Setup times are staggered so as to facilitate an orderly setup process – **no late arrivals.**

The venue is held at the parking lots of the Sunset Center located on San Carlos between 9th and 10th Avenues. Show time is 9:00AM-3:00PM.

We would like to stress the importance of removing your vehicle from the venue as soon as possible on the morning of the show. After checking in, **please pull up to your space, and immediately unload your vehicle. After unloading, immediately move your vehicle to an off-site parking spot.** Start setting up only after your vehicle is removed from the area. All vehicles must be gone from the venue by 8:00 AM. Your space must be completely set up by 9:00AM.

Parking is available in the residential area surrounding the Sunset Center. (See enclosed map). There is also a public parking lot at Vista Lobos, located at Torres between 3rd and 4th, which is about 6 blocks from the Sunset Center. We want as much available parking as possible in order to make it easier for people to attend the show and frequent the restaurants and shops in the downtown area. The ideal situation is to have someone drive you in, help unload your vehicle, and then go park your vehicle off-site.

A map of the venue with the approximate placement of the booth space is included in this packet.

Please do not call requesting a change of booth space. All spaces have been assigned and it will be impossible to move you.

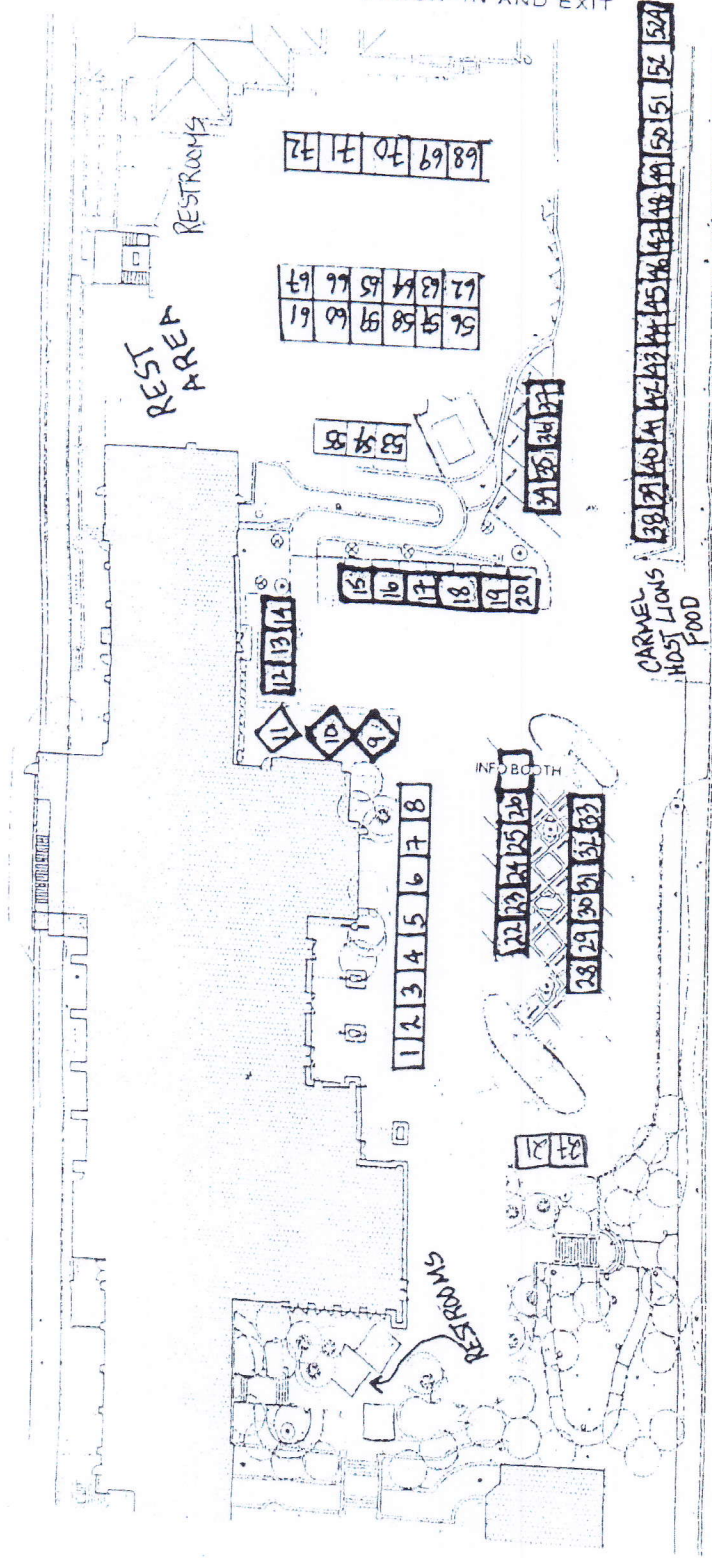
Please be patient and considerate of your fellow vendors. A set of rules that must be followed by all vendors is enclosed on a separate sheet. **Failure to comply with any of the Homecrafters' rules will result in your suspension from future Homecrafters' Marketplace events.**

Please call Ashlee Wright at 831/624.1615, or e-mail awright@ci.carmel.ca.us, if you have any further questions.

10th AVENUE

CHECK-IN AND EXIT

MISSION STREET



38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

68	69	70	71	72
----	----	----	----	----

54	55	56	57	58	59	60	61
62	63	64	65	66	67	68	69

53	54	55
----	----	----

15	16	17	18	19	20
----	----	----	----	----	----

12	13	14
----	----	----

9	10	11
---	----	----

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

22	23	24	25	26
----	----	----	----	----

28	29	30	31	32
----	----	----	----	----

CARMEL HOST LIONS FOOD

INFO BOOTH

RESTROOMS

RESTROOMS

REST AREA

San Carlos Street

CARMEL-BY-THE-SEA
CRAFTS FAIR
 SUNSET CENTER

2014

CHECK-IN SAN CARLOS & 10th OFF SITE PARKING IN SURROUNDING NEIGHBORHOOD



44th Annual HOMECRAFTERS MARKETPLACE
2014 PARTICIPANTS
Saturday, November 22, 2014
NO RAIN DATE

PLEASE FOLLOW THESE RULES

1. The only entrance and exit to the venue will be on San Carlos and 10th Avenues. You will be directed to your space. Look for an orange cone with your booth number at the top. Please unload your car and then remove your car as quickly as possible, giving the vendors around you an opportunity to do the same. It is best to bring help with you to assist in unloading your car then staying behind while you find a place to park. **YOU WILL HAVE 15-MINUTES TO UNLOAD YOUR CAR AND MOVE IT AWAY FROM THE VENUE. PLEASE DO NOT BEGIN SET-UP UNTIL YOUR VEHICLE IS REMOVED.**
2. Check-in will begin at **5:30 a.m.**; you will not be allowed into the venue site before then. All vendors must be unloaded and have their cars out of the venue boundaries by **8:00 a.m.**
3. No vehicles will be allowed into the venue after 8:00a.m. All vendors must be completely set-up by 9:00 a.m. Late arrivals will not be allowed to participate in the show. There will be no refunds issued.
4. At 3:00 p.m. sharp you must start breaking down your booth. Please remove/take all garbage with you. All vendors must be out of the Sunset Center parking lot by 4:00 p.m., as the parking lots must be clean and open for Sunset Center patrons by 4:00 p.m.
5. You must be courteous to all other vendors. You must comply with all directions given by Marshalls, City staff, and police officers at all times. Failure to do so will result in your expulsion from the venue.
6. **FAILURE TO COMPLY WITH ANY OF THESE RULES WILL RESULT IN YOUR IMMEDIATE EXPULSION FROM THE SHOW AND FROM FUTURE HOMECRAFTERS' MARKETPLACE EVENTS.**

Your Check-In Time is

5:30 A.M.

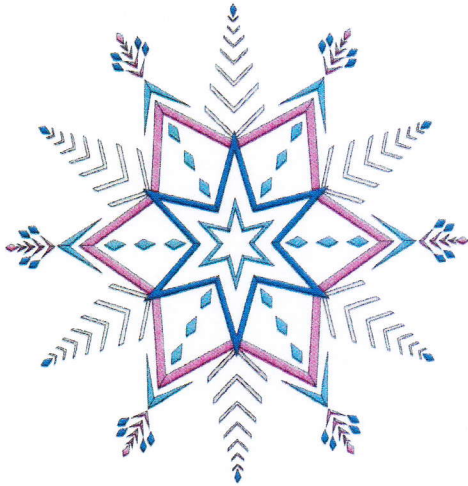
DO NOT arrive early as you will not be admitted into the venue. You will have 15 minutes to unload. DO NOT start setting up. Please, unload your vehicle by 5:45 A.M. and remove it from the venue. Then you may return and begin setting up.

EVERY BOOTH

SPACE

IS

10ft. by 10ft.



The City of Carmel-by-the-Sea

Proudly Presents

The

**44th ANNUAL
HOMECRAFTERS'
MARKETPLACE**

Carmel's Famous Holiday Craft Show

SATURDAY, NOVEMBER 22, 2014

RAIN OR SHINE

9:00AM-3:00PM

SUNSET CENTER PARKING LOT

Located on

SAN CARLOS

Between

9TH AND 10TH AVENUES

FOR MORE INFORMATION CONTACT

Ashlee Wright 831/624.1615 or awright@ci.carmel.ca.us

The City of Carmel-by-the-Sea

Proudly Presents the

44th ANNUAL HOMECRAFTERS' MARKETPLACE

Holiday Craft Show

SATURDAY, NOVEMBER 22, 2014

NO RAIN DATE

9:00AM - 3:00PM

SUNSET CENTER PARKING LOTS

on

San Carlos btwn 9th & 10th Avenues

FOR MORE INFORMATION CALL 831/624.1615

25

The City of Carmel-by-the-Sea

Proudly Presents the

44th ANNUAL HOMECRAFTERS' MARKETPLACE

Holiday Craft Show

SATURDAY, NOVEMBER 22, 2014

NO RAIN DATE

9:00AM - 3:00PM

SUNSET CENTER PARKING LOTS

on

San Carlos btwn 9th & 10th Avenues

FOR MORE INFORMATION CALL 831/624.1615

The City of Carmel-by-the-Sea

Proudly Presents the

44th ANNUAL HOMECRAFTERS' MARKETPLACE

Holiday Craft Show

SATURDAY, NOVEMBER 22, 2014

NO RAIN DATE

9:00AM - 3:00PM

SUNSET CENTER PARKING LOTS

on

San Carlos btwn 9th & 10th Avenues

FOR MORE INFORMATION CALL 831/624.1615

The City of Carmel-by-the-Sea

Proudly Presents the

44th ANNUAL HOMECRAFTERS' MARKETPLACE

Holiday Craft Show

SATURDAY, NOVEMBER 22, 2014

NO RAIN DATE

9:00AM - 3:00PM

SUNSET CENTER PARKING LOTS

on

San Carlos btwn 9th & 10th Avenues

FOR MORE INFORMATION CALL 831/624.1615



Single Use Plastic Bag Ordinance

Communities throughout the state and across the country are recognizing the environmental impacts that single-use carryout bags, especially plastic bags, can have on the environment. Ordinances banning single-use bags are becoming more common as communities seek to address problems related to litter and solid waste. Due to the fact that plastic takes a long time to break down or decompose (frequently estimated to be hundreds of years), plastic litter causes a cumulatively adverse impact on both the natural and manmade environments.

On July 3rd, 2012 the City Council of the City of Carmel-by-the-Sea adopted the **Single-Use Carryout Plastic Bag Ordinance** that applies to commercial establishments in the downtown. The ordinance went into effect on **February 3rd, 2013**. The purpose of this notice is to alert you to some of the requirements of the ordinance. Some of the highlights of the ordinance include the following:

- Retail establishments cannot provide single-use plastic bags to a customer at the check stand, cash register, point of sale or other point of departure for the purpose of transporting food or merchandise out of the establishment.
- Banned plastic bags do not include bags without handles used to transport produce, bulk food/candy, meat etc., to hold prescription medication, or to segregate food or merchandise that could damage or contaminate other food or merchandise when placed together in a reusable bag or paper bag.
- Use of reusable bags is strongly encouraged.
- Restaurants and certain non-profit organizations are exempt (see Section 8.74.030 of the City's Municipal Code).

A full version of the ordinance can be found at <http://www.codepublishing.com/CA/carmel.html> (click on "Title 8" then "8.74") or by visiting City Hall during normal business hours. For questions or requests for more information please contact the Department of Community Planning and Building at 831-620-2010.

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

October 14, 2014

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Library and Community Activities Director
Subject: Provide recommendations to the City Council regarding 2015 City Key Initiatives

SUMMARY: In January of each year the City Council adopts key initiatives that will be implemented during that calendar year. As part of the process, the City Council solicits recommendations for key projects from City Boards and Commissions. Council typically adopts between five and ten initiatives each year; unfinished projects are carried over to the next calendar year.

Criteria for Key Initiatives include the following:

1. The focus of the projects is City-wide; they are not department or board/commission specific
2. Projects should provide a high level of benefit to the community
3. Projects should be management strategies as opposed to ordinary course of business

The Key Initiatives proposed by the CA&CC last year were:

1. Explore undergrounding utilities throughout the City, where possible
2. Develop a schedule and/or alternatives (sale of the building, for example) to repair and maintain City buildings:

The City Council's Key Initiatives for 2014/ 2015 are as follows:

1. Develop a comprehensive list of parking solutions and implement solutions in accordance with Parking Management Plan priorities and goals
2. Maintain a leadership role in developing a long-term solution to the region's water supply and develop additional local water conservation and water supply alternatives
3. Implement the Shoreline Management and Forest Management Plans focusing on beach fires and the key priorities and including the Del mar Master plan and Mission Trail Nature Preserve Master Plan

4. Revitalize the Scenic Pathway and improve Rio Park and Rio Road entrance to the Mission Trail nature Preserve and begin development of a regional trail plan
5. Implement year 1 of the Information Technology Strategic Plan
6. Adopt a Facility Use Plan and consider long-term highest and best use of the City's facilities
7. Coordinate a campus plan and transition corridor with the update of the Sunset center's strategic plan
8. Complete the design of the Forest Theater renovation to enable construction documents and fundraising to commence for future year construction
9. Focus on community beautification projects including trash can replacement, median beautification, and signage updates; adopt a new waste hauler franchise agreement
10. Investigate the five options for Flanders to move toward reaching a final resolution
11. PG&E: Seek resolution of investigation following March 3rd, 2014 house explosion. Ensure PG&E fully addresses the needs of the affected neighborhoods and the whole community
12. Community Outreach: Ensure senior staff has time to get out into the community to listen and ensure we are providing high quality customer service

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Staff Report

October 14, 2014

To: Community Activities and Cultural Commissioners
From: Janet Bombard, Library and Community Activities Director
Subject: Provide direction regarding rescheduling the November, 2014 Community Activities and Cultural Commission regular meeting

SUMMARY: The regular date of the November CA&CC meeting will fall on November 11, which is Veterans' Day.

Because the November meeting is when the new Community Activities and Cultural Commissioner will be sworn in, it will be important to reschedule the meeting.

Potential meeting dates include November 12 (Wednesday), November 13 (Thursday), November 14 (Friday), and November 18 (Tuesday).

See item 8.C

Sharon Friedrichsen, Director of Public Works gave the staff report and introduced Eric Sabolsice with CALAM who spoke regarding Water Conservation & Water leaks; he reviewed the statewide water restrictions.

Council Member Talmage requested information on the maintenance of the hydrants in the downtown area. Will they flow if an emergency arises?

Mayor Burnett requested the Fire Department locate specific hydrants to test full flow in the City. Council requests assurance from CALAM regarding the water flow in the City hydrants.

Mayor Burnett asked for public comments, the following citizens spoke: Barbara Livingston, Karen Ferlito, and Mr. Veranda requested all reports from CALAM.

Motion by Council Member Talmage, seconded by Mayor Pro Tem Beach to request a comprehensive review of the maintenance value and hydrants in the city, Fire Chief to provide selective pressure testing; plus options for the 11 acre feet of water.

Council Member Talmage, seconded by Mayor Pro Tem Beach to amend the motion to add, Mr. Veranda's tests to be supplied to him regarding his property and forward the information to Council to be placed on a future agenda. Passed 4/0/1

AYES:	4	Council Members: Dallas, Beach, Talmage, Burnett
NOES:	0	Council Members:
ABSENT:	1	Council Member: Theis

Mayor Pro Tem Beach requested a map of hydrants in the City plus one that shows the schedule of testing of each hydrant.

At this time, Council moved to Item 8.D

ACTION: Receive Report and file.

Item 8.C: Discussion of Car Show Week:

1. Public Safety and Emergency Response
2. Parking
3. Red Carpets

Mayor Burnett open this item to public comments, the following citizens spoke: Karen Ferlito traffic problems, cigarette butts; Carl Everson, Monta Potter, Jill Sheffield, Barbara Livingston, Carolina Bayne, parking on one side of the street for safety reasons. Rich Dudley, Todd Theis, and Carolyn Hardy; seeing no other comments, Mayor closed the public comment period.

Mayor Pro Tem Beach read public comments from Linda Anderson and one other resident.

List of concerns during discussion of Council:
Plan for the Peninsula event, master schedule.
Separate set of standards for small and large events.
Cigarette holders, trash cans.
Right-of-way blocked by boulders, better connectivity on pedestrian level.
More trash can, port-a potties, police, cleanup of natural resources.
Health and Safety be foremost.
Parking on one side of street.

Agenda Item: 7.A

Council Member Talmage summarized as follows:

- 1) Public safety and access – Mayor and Community feels we are not where we need to be for safety and access. Parking in streets.
- 2) Parking shuttles
- 3) Quality events
- 4) Cleanliness, trash cigs
- 5) Coordinate with other events in the peninsula.
- 6) Blue sky ideas – any solutions

Direction of Council for the CA&CC staff to review the benefit from this work and bring it back to Council for review.

Council recesses at 8:17 p.m., returned at 8:35 p.m. and heard Item 8.B.

****Item 8.D:** Update on Friday's PG&E Gas Leak and Related Activities.

Commander Tomasi gave a brief review of timeline regarding the emergency call of a gas leak.

Paul Bruno with MPE spoke to Council regarding the gas leak and took full responsibility for the incident. PG&E response was a success and actions taken were appropriate.

Dawn with PG&E supplied a Summary and Timeline of the El Camino Real dig-in (on file in the City Clerk's office).

Kelly Ball, Gas Superintendent with PG&E spoke briefly on the incident and the process they took to stop the flow of gas.

9. FUTURE AGENDA ITEMS

Item 9.A: Agenda Forecast and Workshop Dates

City Administrator reported on the upcoming items for October City Council meeting as follows: Forester report; Intersection study; Review the Car Show week concerns and progress, options of 2015 for Fire Department; review reports from CALAM water leaks, workshop and Town Hall meeting dates.

10. RECONVENE TO CLOSED SESSION (IF NECESSARY)

Agenda Item: 7.A

City of Carmel-by-the-Sea

POST OFFICE BOX CC
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2000

October 8, 2014

Ms. Judy Refuerzo
PO Box 5041
Carmel-by-the-Sea, CA 93921

Dear Ms. Refuerzo:

On behalf of the City Council of the City of Carmel-by-the-Sea, it is my pleasure to officially advise you of your re-appointment to the Community Activities & Cultural Commission for a term continuing to October 31, 2018. This action was taken by the City Council during the regular meeting held October 7, 2014. The staff member responsible for the Commission is Janet Bombard, Library and Community Activities Director. I have given her a copy of your application information and advised her of your re-appointment.

Your Statement of Economic Interests, Value Statement and Ethic Training documentation are on file in the Office of the City Clerk, therefore, no need for further processing.

We wish to express our appreciation to you for your continued commitment and dedication to the Community Activities & Cultural Commission of the City of Carmel-by-the-Sea.

Best Regards,

Lori Frontella, MMC
Interim City Clerk

Cc: Janet Bombard, Library & Community Activities Director
Mayor and Members of the Council



**CITY OF CARMEL-BY-THE-SEA
BOARD & COMMISSION APPLICATION**

RECEIVED

SEP 05 2014

CITY OF
CARMEL BY-THE-SEA

*Interview
9-24-14*

Instructions:

Please respond to all questions on this application. Print or type your responses. You are encouraged to attach a cover letter to this application further explaining your qualifications for the position and why you are interested in serving.

Board or Commission Selection:

Check one or more board or commission. Members shall not serve simultaneously on more than one Council-appointed Board or Commission.

Community Activities & Cultural Commission	<input type="checkbox"/>	Forest & Beach Commission	<input type="checkbox"/>
Harrison Memorial Library Board of Trustees	<input type="checkbox"/>	Historic Resources Board	<input type="checkbox"/>
Planning Commission	<input checked="" type="checkbox"/>		

Personal Information:

Name: Last	First	Initial
RICHARDS	ROBERT	J
Location of Residence: SANTA FE 3 N.W. OCEAN AVE		
Mailing Address: P.O. BOX 5402 CARMEL CA 93921		
Business Address: S. E CORNER OCEAN AVE & CAMINO REAL		
Home Phone: 831-9175427	Business Phone: 831-624-7372	
Cell Phone:	Fax Number: 831-624-1424	
Email Address: bobbyrichards6@gmail.com		
Registered Voter in Carmel-by-the-Sea Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		

Reason for Interest in the Position:

I AM A RESIDENT OF THIS COMMUNITY, I ALSO
 DEPEND ON THE SUCCESS OF OUR TOWN FOR MY LIVELYHOOD AND BUSINESS.
 MY HOME AND RENTAL PROPERTIES ARE DEPENDANT ON MAINTAINING
 THE CHARM OF THEIR NEIGHBORHOODS.

Statement of Qualifications for Position:

I HAVE OWNED AND REMODELED SEVERAL HOMES.
 I UNDERSTAND SOME OF THE DIFFICULTIES WHILE GOING
 THROUGH THE REQUIRED PROCESSES. I FEEL I CAN
 HELP BOTH APPLICANTS AS WELL AS THE NEIGHBORHOOD.

City of Carmel-by-the-Sea

POST OFFICE BOX CC
CARMEL-BY-THE-SEA, CA 93921
(831) 620-2000

October 8, 2014

Robert Richards
PO Box 5402
Carmel by-the-Sea, CA 93921

RE: New Appointment Information

Dear Commission Member Richards:

On behalf of the City Council of the City of Carmel-by-the-Sea, it is my pleasure to officially advise you of your appointment to the Community Activities & Cultural Commission. This action was taken by the City Council during the regular meeting held October 7, 2014. The staff member responsible for the Commission is Janet Bombard, Library and Community Activities Director. I have given her a copy of your application information and advised her of your appointment.

As an appointed official there are local and State regulations that you must abide by. Below is an overview of the materials and forms enclosed necessary in order to serve on the Commission.

Statement of Economic Interests – Form 700

As an Advisory Committee Member, the Political Reform Act requires that officials designated in a local agency's conflict of interest code must file an assuming office statement of economic interests.

The packet looks intimidating but it's quite simple to fill out once you review the instructions for each Schedule form. Keep in mind that Investments, interests in real property, and business positions held on the date you assumed office must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed office is reportable. Reportable items are only limited within the City of Carmel-by-the-Sea.

If you have any questions regarding the form, or the filing procedure, I encourage you to contact the Fair Political Practices Commission (FPPC) at (866) 275-3772. They will answer any questions you may have and help you fill out the form. Per FPPC regulations I am unable to assist you with filling out the form.

Value Statement

The City Council adopted a **Statement of Values** on July 14, 1998, to assure integrity, honest, courtesy and fairness in all relationships, private and public, and to best represent the type of government desired by all. Attached is that statement

October 8, 2014

Page 2

RE: New Appointment Information

AB1234 Ethic Training for Local Officials

Assembly Bill No. 1234 requires that all local agencies that provide compensation, salary, or stipend to, or reimburses the expenses of, members of a legislative body must provide ethics training to local agency officials. The training program is offered on-line at a cost-free basis and satisfies the requirements of AB 1234. The training program may be accessed at the links below, and at the end of the training a certification of completion must be printed.

AB1234 LINK:

<http://www.localethics.fppc.ca.gov>

Note: This is a self-serve training program. It is your obligation to print and sign a certificate and provide it to the City Clerk's Office. Please allow ample time to ensure that you are able to complete the training by the due date. You may do the training in one session, or at different intervals. You are required to attend 2 hours of training, so please be sure to keep track of the time. If your training is less than 2 hours, it will not be valid.

Oath of Office

The Oath of Office will be administered to you at your first meeting in November.

All of the items mentioned in this letter are **due within 30 days** to the City Clerk's Office. If you should have any questions or require additional assistance, please contact me at (831) 624-2007 or via email at lfrontella@ci.carmel.ca.us . Thank you.

Sincerely,



Lori Frontella, MMC
Interim City Clerk

Cc:
Mayor and Members of the Council
Janet Bombard, Library & Community Activities Director ✓