



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL AGENDA

Mayor Steve G. Dallas, Council Members Carolyn Hardy,
Jan Reimers, Bobby Richards, and Carrie Theis

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

Contact: 831.620.2000 www.ci.carmel.ca.us/carmel

REGULAR MEETING
Tuesday, January 03, 2017
CLOSED SESSION
3:30 p.m.
OPEN SESSION
4:30 p.m.

CALL TO ORDER AND ROLL CALL

CLOSED SESSION

- A. REAL PROPERTY NEGOTIATIONS – LEASE
Pursuant to Government Code Section 54956.8
Between Chip Rerig, Carrie Theis, and Carolyn Hardy and Sunset Cultural Center, Inc.
- B. LITIGATION ONE MATTER
BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA
54956.9(c)
Order Instituting Investigation and Order to Show Cause on the Commission's Own Motion into the Operations and Practices of Pacific Gas and Electric Company with respect to Facilities Records for its Natural Gas Distribution System Pipelines. Investigation 14-11-008 (Filed November 20, 2014)
- C. Antonio Simonelli & Jacqueline Simonelli, Plaintiff v. City of Carmel-by-the-Sea, et al., Defendant -
Monterey County Superior Court Case No. M123079

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

- A. Centennial Committee recognition – Merv Sutton
- B. Centennial Committee Update
- C. Recognition of past Board and Commission Members
- D. Presentation by Carmel Area Wastewater District

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

ANNOUNCEMENTS

- A. Announcements from Closed Session
- B. Announcements from City Council Members
- C. Announcements from City Administrator
- D. Announcements from City Attorney

CONSENT AGENDA Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council, Board or Commission or the public may ask that any items be considered individually for purposes of Council, Board or Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Check Register for November 2016. (p. 4)
2. Monthly Reports for November 2016. (p. 14)
3. SR 2017-001 Consider resolutions authorizing Special Event Support Program grant funding in an amount not to exceed \$4,000 for the Run in the Name of Love event and for an amount not to exceed \$3,000 for the Monterey Winemakers Celebration event. (p.56)
4. SR 2017-002 Consideration of the disbursement of funds to Carmel Chamber of Commerce. (p. 84)
5. SR 2017-003 Consider a resolution accepting a donation of \$1,000 from the Carmel Woods Neighborhood Association for the maintenance of the World War I monument. (p.90)
6. SR 2017-004 Receive and file a report on the Fiscal Year 2016-2017 Quarter One Financial Performance. (p. 93)
7. SR 2017-005 Consider a resolution authorizing and approving the City of Carmel-by-the-Sea current pay rates and ranges (salary schedule) for At-Will classifications as of January 1, 2017. (p. 100)
8. Consideration of resolutions authorizing the City Administrator to execute amendments to professional services agreements with Fasulo Investigations and Wildan Engineering for code compliance and building inspection services for a total not to exceed amount of \$106,800. (p. 105)
9. SR 2017-007 Consideration of resolutions authorizing the City Administrator to execute amendments to professional services agreement with Viva International LLC and with Krista Brassfield for project management assistance for a total not to exceed amount of \$73,000. (p. 111)
10. SR 2017-008 Consideration of a resolution approving the Fiscal Year 2017-2018 budget schedule. (p. 117)
11. SR 2017-009 Consider resolutions authorizing the City Administrator to execute a memorandum of understanding with the County of Monterey for tobacco retail license administrative and enforcement services and approving the fee schedule for tobacco retail licenses for the period of January 3, 2017 through June 30, 2018. (p. 121)

ORDERS OF BUSINESS Orders of Business are agenda items that require City Council, Board or Commission discussion, debate, direction to staff, and/or action.

12. SR 2017-010 Consider a resolution approving the City Council Discretionary Funds Grant Program. (p. 130)
13. SR 2017-011 Consideration of City Council Goals for 2017. (p.145)

PUBLIC HEARINGS

14. SR 2017-012 Consideration of an Ordinance (First Reading) amending Municipal Code sections 17.14 and 17.68 to: 1) Require a conditional use permit for certain land uses, 2) Add new land use definitions, 3) Add use permit voting requirements, and 4) Add an allowance for authorization of temporary uses on private property. (p. 172)
15. SR 2017-013 Consideration of an Ordinance (Second Reading) amending Title 8 and Title 15 of the Carmel Municipal Code and adopting the 2016 California Building, Residential, Energy, Fire, Mechanical, Plumbing, Electrical, and California Green Codes with Amendments. (p. 190)
16. SR 2017-014 Consideration of an Ordinance (First Reading) of an ordinance amending Title 5, Business Taxes, Licenses and Regulations, of the Municipal Code amending Chapter 5.04 (General Licensing Provisions), Chapter 5.16 (Bingo Games) and Chapter 5.28 (Filming). (p.203)

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on Thursday, December 29, 2016 in accordance with the applicable legal requirements.

Leslie Fenton, Deputy City Clerk

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council, Board or Commission regarding any item on this agenda, after the posting of the agenda and received by 12:00PM the day of the Council meeting, will be available for public review in the City Clerk's Office located at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, during normal business hours. In addition, such writings or documents will be available for public review at the respective meeting. Documents or and writings received at the meeting or after 12:00PM the day of the meeting will be made available for public review the following business day.

SPECIAL NOTICES TO PUBLIC

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

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



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL Staff Report

January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Wood, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Check Register for November, 2016

RECOMMENDATION

Approve Summary of Check Register

BACKGROUND / SUMMARY

Attached is the Summary Report of Check Register for November, 2016

FISCAL IMPACT

The City issued 158 checks to various vendors totaling \$1.6 million for the month of November.

PRIOR CITY COUNCIL ACTION

None.

ATTACHMENTS

Check Register for the Month of November, 2016

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Contracts Paid	
						to Date	Amount
133981	11/3/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	60.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	65.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	40.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	44.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	80.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133981	11/3/2016	AILING HOUSE PEST CONTROL	55.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	60.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	65.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	40.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	44.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
134041	11/17/2016	AILING HOUSE PEST CONTROL	55.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
		Vendor Total ----->	858.00				
134042	11/17/2016	ALHAMBRA	100.33	01 72053	FY 16/17 BOTTLE WATER SERVICE FOR FIRE DEPT		
		Vendor Total ----->	100.33				
134043	11/17/2016	ALHAMBRA	72.96	01 67053	FY 16-17 WATER SERVICE CITY HALL		
		Vendor Total ----->	72.96				
134044	11/17/2016	ALHAMBRA	183.99	01 74053	FY 16/17 BOTTLE WATER SERVICE FOR POLICE DEPT		
		Vendor Total ----->	183.99				
133878	11/10/2016	AMERICAN SUPPLY COMPANY	(171.76)	01 76045	CHK 133878 Reversed		
134045	11/17/2016	AMERICAN SUPPLY COMPANY	5,735.40	01 76045	80 CASES OF MUTT MITTS		
		Vendor Total ----->	5,563.64				
134046	11/17/2016	AMERICAN MESSAGING	100.23	01 76050	PAGECOPY USAGE		
		Vendor Total ----->	100.23				
133982	11/3/2016	AT&T	3,272.12	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133982	11/3/2016	AT&T	20.42	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133982	11/3/2016	AT&T	631.40	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133982	11/3/2016	AT&T	38.26	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
134047	11/17/2016	AT&T	81.82	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
		Vendor Total ----->	4,044.02				
134048	11/17/2016	ANNA AUBUCHON	32.56	01 69030	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	27.95	01 80038	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	10.85	01 80400	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	19.45	01 80038	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	14.00	01 67033	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	20.00	01 67033	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	6.80	01 80038	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	6.40	01 67043	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	25.00	01 67033	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	22.95	01 80038	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
134048	11/17/2016	ANNA AUBUCHON	13.78	01 67428	PETTY CASH REIMB FOR ADMIN SVCS JULY-NOV 2016		
		Vendor Total ----->	199.74				
134049	11/17/2016	BAYSTAR EXPRESS	130.35	01 76043	FY16/17 COPY PAPER FOR ALL DIVISIONS OF PUBLIC WKS		
134049	11/17/2016	BAYSTAR EXPRESS	325.87	01 67043	FY 16/17 COPY PAPER FOR CITY HALL SHARED		
		Vendor Total ----->	456.22				
134050	11/17/2016	BOUND TREE MEDICAL LLC	91.80	07 73603	FY 16/17 MEDICAL SUPPLIES FOR AMBULANCE		
134050	11/17/2016	BOUND TREE MEDICAL LLC	246.19	07 73603	FY 16/17 MEDICAL SUPPLIES FOR AMBULANCE		
		Vendor Total ----->	337.99				
133983	11/3/2016	BRANSON, MIKE	30.36	01 76030	MILEAGE FOR TRAINING-M.BRANSON 10/5		
		Vendor Total ----->	30.36				
134051	11/17/2016	TOM BROCATO	2,095.82	01 80400	CENTENNIAL EXP REIMBURSEMENT FOR PARADE PROPS,MAPS		
		Vendor Total ----->	2,095.82				
134052	11/17/2016	BURGHARDT-DORE ADVERTISING, INC.	1,176.48	01 85200	FY 16-17 DESTINATION MARKETING PER AGREEMENT		

134052	11/17/2016	BURGHARDT-DORE ADVERTISING, INC.	2,400.00	01 85200	FY 16-17 DESTINATION MARKETING PER AGREEMENT		
134052	11/17/2016	BURGHARDT-DORE ADVERTISING, INC.	354.60	01 85200	FY 16-17 DESTINATION MARKETING PER AGREEMENT		
134052	11/17/2016	BURGHARDT-DORE ADVERTISING, INC.	920.00	01 85200	FY 16-17 DESTINATION MARKETING PER AGREEMENT		81,402.02
		Vendor Total ----->	4,851.08				
133984	11/3/2016	BURKE, WILLIAMS & SORENSEN, LLP	20,735.16	01 61051 0069	GENERAL PERSONNEL MATTERS LEGAL JULY2016		
133984	11/3/2016	BURKE, WILLIAMS & SORENSEN, LLP	9,446.68	01 61051 0005	GENERAL PERSONNEL MATTERS LEGAL AUG 2016		
133984	11/3/2016	BURKE, WILLIAMS & SORENSEN, LLP	15,771.00	01 61051 0005	GENERAL PERSONNEL MATTERS LEGAL JULY2016		
133984	11/3/2016	BURKE, WILLIAMS & SORENSEN, LLP	852.50	01 61051 0069	GENERAL PERSONNEL MATTERS LEGAL AUG 2016		
133984	11/3/2016	BURKE, WILLIAMS & SORENSEN, LLP	2,100.00	01 61051 0068	GENERAL PERSONNEL MATTERS LEGAL JULY2016		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	3,434.72	01 61051 0068	PROF FEES: LABOR RELATIONS- EMPLOY SERVICES		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	840.00	01 61051 0005	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	476.00	01 61051 0005	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	3,852.38	01 61051 0068	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	3,658.00	01 61051 0068	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	654.50	01 61051 0005	PROF FEES: GEN PERSONNEL MATTERS		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	540.00	01 61051 0068	PROF FEES: TRAVEL		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	1,484.00	01 61051 0005	PROF FEES: LABOR RELATIONS- EMPLOY SERVICES		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	2,192.50	01 61051 0068	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	336.00	01 61051 0005	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	20.00	01 61051 0068	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
134053	11/17/2016	BURKE, WILLIAMS & SORENSEN, LLP	588.00	01 61051 0069	PROF FEES: LABOR RELATIONS/EMPLOY LAW		
		Vendor Total ----->	66,981.44				
134054	11/17/2016	CALIFORNIA PEACE OFFICERS	125.00	01 74033	MEMBERSHIP FOR PAUL TOMASI		
		Vendor Total ----->	125.00				
133985	11/3/2016	CAL-AM WATER COMPANY	9,016.00	01 64026	FY 16-17 WATER SERVICE ALL FACILITIES: INDOOR		
134139	11/18/2016	CAL-AM WATER COMPANY	7,001.53	01 64026	FY 16-17 WATER SERVICE ALL FACILITIES: INDOOR		
		Vendor Total ----->	16,017.53				
133758	11/28/2016	CALIFORNIA MUNICIPAL CONSULTANTS, LLC	(5,026.50)	01 69053	CK# 133758 Reversed		
		Vendor Total ----->	(5,026.50)				
134055	11/17/2016	CALTRONICS	20.72	01 72053	FY 16/17 COPY MACHINE SERVICE FOR FIRE/AMBULANCE		
134055	11/17/2016	CALTRONICS	20.72	07 73053	FY 16/17 COPY MACHINE SERVICE FOR FIRE/AMBULANCE		
		Vendor Total ----->	41.44				
133986	11/3/2016	CALTRONICS BUSINESS SYSTEMS	649.48	01 69053	FY 16-17 KONICA COPIER CONTR: CN85676 MODEL 85676		
133986	11/3/2016	CALTRONICS BUSINESS SYSTEMS	304.77	01 69053	FY 16-17 KONICA COPIER CONTR: CN85676 MODEL 85676		
		Vendor Total ----->	954.25				
133987	11/3/2016	CARMEL PINE CONE	390.00	01 67040	FY 2016-2017 LEGAL NOTICING		
133987	11/3/2016	CARMEL PINE CONE	225.00	01 67040	FY 2016-2017 LEGAL NOTICING		
134056	11/17/2016	CARMEL PINE CONE	390.00	01 67040	FY 2016-2017 LEGAL NOTICING		
134056	11/17/2016	CARMEL PINE CONE	195.00	01 67040	FY 2016-2017 LEGAL NOTICING		
		Vendor Total ----->	1,200.00				
134057	11/17/2016	CARMEL YOUTH CENTER, INC.	20,000.00	13 70914	CAPITAL PROJECT: CARMEL YOUTH CENTER REPAIRS		
		Vendor Total ----->	20,000.00				
134058	11/17/2016	CARMEL CHAMBER COMMERCE	425.00	01 60033	NON-PROFIT MEMBERSHIP PLAN-10 OR MORE		
		Vendor Total ----->	425.00				
133988	11/3/2016	CARMEL PRINT AND COPY	239.73	01 80400	CENTENNIAL EXPENSE-400 BOOKLETS SINGLE PASS FOLD		
		Vendor Total ----->	239.73				
133989	11/3/2016	CARMEL OFFICE SUPPLY	143.38	01 76039	BLDG PLAN CIR 24/36		
133989	11/3/2016	CARMEL OFFICE SUPPLY	47.00	01 76039	BLDG PLAN CIR 24/36		
		Vendor Total ----->	190.38				
133990	11/3/2016	CATE ELECTRICAL CO., INC.	215.12	01 76050	ELECTRICAL REPAIR FOR FIRE STATION		
133990	11/3/2016	CATE ELECTRICAL CO., INC.	350.00	01 76050	CITY EV CHARGER REPAIR		
		Vendor Total ----->	565.12				
134059	11/17/2016	CDW-G GOVERNMENT INC.	71.15	01 65045	FY 16/17 IT MATERIALS, SUPPLIES AND HARDWARE		
134059	11/17/2016	CDW-G GOVERNMENT INC.	99.31	01 65045	FY 16/17 IT MATERIALS, SUPPLIES AND HARDWARE		
		Vendor Total ----->	170.46				
134060	11/17/2016	CENTRAL VALLEY TOXICOLOGY INC	78.00	01 74053	DRUG SCREENING FOR CASE #CG1600581		
		Vendor Total ----->	78.00				
133991	11/3/2016	CINTAS CORPORATION	154.37	01 76053	WEEKLY FEE FOR PW UNIFORM SERVICE AND SUPPLIES		
133991	11/3/2016	CINTAS CORPORATION	72.37	01 76053	WEEKLY FEE FOR PW UNIFORM SERVICE AND SUPPLIES		

134061	11/17/2016	CINTAS CORPORATION	136.54	01 76053	WEEKLY FEE FOR PW UNIFORM SERVICE AND SUPPLIES	
134061	11/17/2016	CINTAS CORPORATION	89.69	01 76053	WEEKLY FEE FOR PW UNIFORM SERVICE AND SUPPLIES	
134061	11/17/2016	CINTAS CORPORATION	83.52	01 76053	WEEKLY FEE FOR PW UNIFORM SERVICE AND SUPPLIES	
		Vendor Total ----->	536.49			
133992	11/3/2016	CITY OF MONTEREY	12,733.53	01 76049	FY 16/17 REPAIR FOR ALL CITY VEHICLES	
134062	11/17/2016	CITY OF MONTEREY	411.43	01 74053	PRVT OFFICE SUPPLIES	
134062	11/17/2016	CITY OF MONTEREY	7,753.94	07 73053	JULY-SEPTEMBER 2016 CONTRACTED OVERTIME	
134062	11/17/2016	CITY OF MONTEREY	171,457.84	01 72053 0006	FY 16/17 MONTHLY FIRE SERVICE FEE AGREEMENT	
134062	11/17/2016	CITY OF MONTEREY	7,587.67	07 73053 0006	FY1617 AGREEMENT TO PROVIDE AMBULANCE SVCS	876,690.26
		Vendor Total ----->	199,944.41			2,057,494.00
133993	11/3/2016	COASTAL TPA, INC	1,605.60	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN	
134063	11/17/2016	COASTAL TPA, INC	2,661.00	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN	
134063	11/17/2016	COASTAL TPA, INC	437.00	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN	
134063	11/17/2016	COASTAL TPA, INC	1,542.60	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN	
134063	11/17/2016	COASTAL TPA, INC	1,954.22	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN	
		Vendor Total ----->	8,200.42			
133994	11/3/2016	CODESP	975.00	01 67100	HR SUBSCRIBERSHIP FEE SERVICES THROUGH 6/30/17	
		Vendor Total ----->	975.00			
134064	11/17/2016	COMMUNITY HOSPITAL OF THE	60.00	01 74053	FY 16/17 BLOOD DRAWS FOR POLICE DEPT CASES	
		Vendor Total ----->	60.00			
134065	11/17/2016	COMCAST	136.48	01 74053	FY 2016-17 BUSINESS CABLE SERVICE AT POLICE DEPT	
		Vendor Total ----->	136.48			
133995	11/3/2016	COMCAST	77.38	01 65053	FY 16-17 BUSINESS CLASS CABLE CITY HALL	
		Vendor Total ----->	77.38			
133996	11/3/2016	CONNEX SAFETY PRODUCTS	226.44	01 76057	QUOTE 2 XXL JACKETS FOR MICHAEL FEHER/ROB C.	
		Vendor Total ----->	226.44			
133997	11/3/2016	COPIES BY-THE-SEA	171.93	01 69039	FY 16/17 PLANNING, HRB, AGENDA PACKETS - COPIES	
133997	11/3/2016	COPIES BY-THE-SEA	1,529.41	01 67039	FY 16-17 PRINTING SERVICES:AGENDAS/REGULAR	
		Vendor Total ----->	1,701.34			
133998	11/3/2016	CORBIN WILLITS SYSTEM	720.79	01 65053	FY 16-17 MOM ACCOUNTING SOFTWARE-ENHANCEMENT	
		Vendor Total ----->	720.79			
133999	11/3/2016	GRAVEN LANDSCAPING INC.	670.00	50 24050 0577	CARPENTER STREET PROJECT/LANDSCAPE LABOR	
		Vendor Total ----->	670.00			
134000	11/3/2016	CVS PHARMACY	569.87	01 67130	FY1617 EMPLOYEE IMMUNIZATION PRGM - FLU SHOTS	
		Vendor Total ----->	569.87			
134001	11/3/2016	CYPRESS COAST FORD L/M	22,778.39	40 64801	BUILD/PLANN INSPECTOR/SHARED VEHICLE 2017FORD #21	
		Vendor Total ----->	22,778.39			
134002	11/3/2016	STEVE DALLAS	481.48	01 60207	LEAGUE OF CA CITIES ANNUAL CONFERENCE EXPENSE	
		Vendor Total ----->	481.48			
134003	11/3/2016	DAVE'S REPAIR SERVICE	2,184.04	01 76053	ANNUAL TANK MONITOR CERTIFICATION	
134003	11/3/2016	DAVE'S REPAIR SERVICE	80.00	01 76053	FY 16/17 MONTHLY SITE INSPECTION FEE FOR THE FUEL TANK	
		Vendor Total ----->	2,264.04			
134004	11/3/2016	DAVID SANDYS CPA,CLPF	200.00	01 63053	FY 2016-2017 STIPEND FOR TREASURER SERVICES	2,400.00
		Vendor Total ----->	200.00			2,400.00
134066	11/17/2016	DE LAGE LANDEN FINANCIAL SERVICES INC	403.00	01 67053	KONICA COPIER CONTRACT# 25181534 MODEL BHCS52DS	
		Vendor Total ----->	403.00			
134067	11/17/2016	DMT IMAGING	1,125.00	01 80400	CENTENNIAL EXP-STILL PHOTOGRAPHY/SECOND SHOOTER	
		Vendor Total ----->	1,125.00			
134005	11/3/2016	DOUG THOMPSON	500.00	01 80400	CENTENNIAL EXPENSE-MONTHLY NEWS COLUMN OCT 2016	
		Vendor Total ----->	500.00			
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	195.00	01 76053	PROJECT MANAGER-16003 CM SUPPORT	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	3,640.00	13 70903	PROJECT MANAGER FOREST THEATER RENOVATIONS	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	455.00	13 70919	PROJECT MANAGER-SUNSET CENTER WATER DAMAGE	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	1,690.00	13 70909	PROJECT MANAGER-16039 SUNSET CENTER DOORS	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	1,170.00	13 70913	PROJECT MANAGER-16041 PAINTING OF MURPHY HOUSE	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	390.00	01 76050	PROJECT MANAGER-16043 FUEL ISLAND REPAIR	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	130.00	13 78902	PROJECT MANAGER-16050 BEACH STAIR MAINTENANCE	
134068	11/17/2016	EAGLE PROJECT MANAGEMENT LLC	325.00	13 78904	PROJECT MANAGER-16051 FOURTH AVE. IRRIGATION METER	26,455.00
		Vendor Total ----->	7,995.00			69,999.99

134069	11/17/2016	ISAAC ECKEL			07 73030	38.44	REIMBURSEMENT TO PARAMEDIC ISAAC ECKEL		
		Vendor Total ----->				38.44			
134070	11/17/2016	ENGINEERED FIRE SYSTEMS INC			01 69053	1,450.00	FY 16/17 SPRINKLER SYSTEM REVIEWS		
		Vendor Total ----->				1,450.00			
132580	11/15/2016	F.I.T.			01 74050	(250.00)	Ck# 132580 Reversed		
134071	11/17/2016	F.I.T.			01 74050	250.00	CONSOLIDATE RADIO LICENSES-REPLACES LOST CK 132580		
		Vendor Total ----->				-			
134006	11/3/2016	ALFASUILO FASUILO INVESTIGATIONS			01 69053	3,446.50	FY 16-17 CODE COMPLIANCE SERVICES	30,789.75	32,000.00
		Vendor Total ----->				3,446.50			
134072	11/17/2016	FEDEX			01 67051	8.61	SHIPPING		
		Vendor Total ----->				8.61			
134007	11/3/2016	FIESTA PARADE FLOATS			01 80400	16,000.00	FY 16-17 CENTENNIAL EXPENSE-PARADE FLOATS	36,428.20	48,000.00
		Vendor Total ----->				16,000.00			
134073	11/17/2016	FIRST ALARM-MONTEREY CO.			01 72053	269.43	FIRE INSPECTION, DAILY TIMER TEST, UL FIRE		
		Vendor Total ----->				269.43			
134074	11/17/2016	FIRST ALARM SECURITY & PATROL			01 74053	1,068.12	FY 2016-17 AUGMENT STAFFING OF BEACH PATROL	19,677.55	35,000.00
		Vendor Total ----->				1,068.12			
134075	11/17/2016	GMI ENGINEERING			40 67906	16,000.00	FY 16-17 CONSULTING SERVICES-AV SYSTEM FOR COUNCIL	16,000.00	26,500.00
		Vendor Total ----->				16,000.00			
134076	11/17/2016	MYRNA GOESE			01 33405	588.98	USE PERMIT FEE REFUND 75% OF ORIGINAL FEE		
		Vendor Total ----->				588.98			
134077	11/17/2016	GOLDEN STATE PORTABLES			01 80400	3,077.51	CENTENNIAL EXPENSE-PORTABLE TOILETS AND SANITATION	12,262.53	30,200.00
		Vendor Total ----->				3,077.51			
134008	11/3/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING			01 69053	11,240.00	FY 16-17 AMENDMENT 1-CONTRACT PLANNING AND ENVIR.		
134008	11/3/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING			01 69053	2,000.00	FY 16-17 AMENDMENT 1-CONTRACT PLANNING AND ENVIR.	54,204.00	66,500.00
		Vendor Total ----->				13,240.00			
134078	11/17/2016	GRANITE ROCK COMPANY			01 76045	151.99	FY 16/17 MATERIALS & SUPPLIES FOR ALL PW DIVISIONS		
		Vendor Total ----->				151.99			
134079	11/17/2016	GRANICUS, INC.			50 24050 0804	521.90	FY 16-17 AGREEMENT TO PROVIDE SOFTWARE AND MANAGED	6,087.60	12,262.80
		Vendor Total ----->				521.90			
134080	11/17/2016	MAXINE GULLO			01 60030	512.64	LEAGUE OF CA CITIES CONFERENCE EXPENSES		
		Vendor Total ----->				512.64			
134009	11/3/2016	CAROLYN HARDY			01 60207	495.98	LEAGUE OF CA CITIES ANNUAL CONFERENCE EXPENSE		
		Vendor Total ----->				495.98			
134081	11/17/2016	BILL HILL			01 33405	154.99	REFUND DESIGN STUDY COLLECTED IN ERROR		
		Vendor Total ----->				154.99			
134082	11/17/2016	HODGES RENT ALL, INC.			01 80400	1,365.00	CENTENNIAL EXP-PARTY RENTAL TABLES & CHAIRS		
		Vendor Total ----->				1,365.00			
134083	11/17/2016	INNER WORKINGS			01 80400	704.77	CENTENNIAL EXP-STORAGE OF CENTENNIAL MERCHANDISE		
		Vendor Total ----->				704.77			
134010	11/3/2016	IVERSON TREE SERVICE			01 76050	2,000.00	STORM DAMAGE EMERGENCY		
		Vendor Total ----->				2,000.00			
134084	11/17/2016	JOHN JANKEI & ASSOCIATES INC			13 78918	1,710.00	FY 16-17 LANDSCAPE DESIGN AND ENVIRONMENTAL	6,539.70	8,000.00
		Vendor Total ----->				1,710.00			
134085	11/17/2016	KUSTOM SIGNALS, INC			01 74053	244.41	EXTENDED WARRANTY FOR RADAR UNIT		
		Vendor Total ----->				244.41			
134011	11/3/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	75.80	LEGAL PROF SERVICES; JULY CLAIM SAND		
134011	11/3/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	846.07	LEGAL-PROF SERVICES SEPT CLAIM PAC HARVEST		
134011	11/3/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	911.96	LEGAL PROF SERVICES; AUG CLAIM SAND		
134011	11/3/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	3,027.92	LEGAL PROF SERVICES; SEPT CLAIM SAND		
134086	11/17/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	5,029.59	PROF LEGAL SERVICES OCT 2016 PAC HARVEST SEAFOODS		
134086	11/17/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	323.10	PROF LEGAL SERVICES OCT 2016 DAME TRA V LAUB		
134086	11/17/2016	LAW OFFICES OF VINCENT P. HURLEY			01 61051	4,435.90	PROF LEGAL SERVICES OCT 2016 SAND		
		Vendor Total ----->				14,650.34			
134012	11/3/2016	MONTEREY BAY DIVISION			01 67043	26.00	MUNICIPAL REVENUE SOURCES HANDBOOK 2014		
134012	11/22/2016	MONTEREY BAY DIVISION			Ck# 134012 Reversed	(26.00)			
134087	11/17/2016	MONTEREY BAY DIVISION			01 67030	950.00	CLERK SEMINAR FOR ASHLEE WRIGHT AND LESLIE FENTON		
		Vendor Total ----->				950.00			
134013	11/3/2016	LEWIS A. LEADER			01 67051	1,050.00	FY 2016-17 PUBLIC INFORMATION OFFICER SERVICES	5,637.50	8,275.00

134088	11/17/2016	Vendor Total ----->>>	1,050.00	01 74053	ONE YEAR LAW ENFORCEMENT POLICY MANUAL UPDATE	
		LEXPOL LLC	4,984.00			
		Vendor Total ----->>>	4,984.00			
134014	11/3/2016	LIU OF NA	220.12	01 64021	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
134014	11/3/2016	LIU OF NA	880.50	01 76021	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
134014	11/3/2016	LIU OF NA	440.25	01 78021	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
134014	11/3/2016	LIU OF NA	220.12	01 82021	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
134014	11/3/2016	LIU OF NA	880.50	01 84021	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
134014	11/3/2016	LIU OF NA	5,153.79	01 21285	LIUNA PENSION FUND CONTRIBUTIONS EE/ER NOV2016	
		Vendor Total ----->>>	7,795.28			
134015	11/3/2016	MAPLETON COMMUNICATIONS, LLC	1,000.00	01 80400	CENTENNIAL EXPENSE-RADIO CAMPAIGN TO RUIN ON KWAV-	
		Vendor Total ----->>>	1,000.00			
134089	11/17/2016	MARINA BACKFLOW COMPANY	165.00	01 76050	FOREST AND BEACH-BACKFLOW TESTING AND REPAIR	
		Vendor Total ----->>>	165.00			
134016	11/3/2016	MEDIA SYSTEMS GROUP DBA BAY MEDIA	2,359.00	01 82053	SOUND REINFORCEMENT FOR HOLIDAY TREE-LIGHTING	
134090	11/17/2016	MEDIA SYSTEMS GROUP DBA BAY MEDIA	2,105.00	01 80400	CENTENNIAL EXP-SOUND REINFORCE FOR CENT PARADE-	
134090	11/17/2016	MEDIA SYSTEMS GROUP DBA BAY MEDIA	642.50	01 80400	CENTENNIAL EXP.ADD'L SOUND REINFORCEMENT FOR CENT	
		Vendor Total ----->>>	5,106.50			
134017	11/3/2016	MICHAEL BAKER INTERNATIONAL,INC	8,320.00	01 69053	FY 16-17 STAFFING SERVICE:CONTRACT PLANNER	
134091	11/17/2016	MICHAEL BAKER INTERNATIONAL,INC	3,660.00	01 69053	FY 16-17 STAFFING SERVICE:CONTRACT PLANNER	
134091	11/17/2016	MICHAEL BAKER INTERNATIONAL,INC	4,020.00	01 69053	FY 16-17 INCREASE AMEND I/RESOLUTION 2016-071	35,840.00
		Vendor Total ----->>>	16,000.00			73,420.00
134092	11/17/2016	MISSION LINEN SERVICE	54.63	01 72053	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	
134092	11/17/2016	MISSION LINEN SERVICE	54.63	01 72053	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	
134092	11/17/2016	MISSION LINEN SERVICE	54.63	01 72053	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	
134092	11/17/2016	MISSION LINEN SERVICE	54.63	01 72053	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	
		Vendor Total ----->>>	218.52			3,000.00
134018	11/3/2016	MONTEREY FIRE EXT. CO.	120.00	01 76053	FY1617 FIRE EXT SERVICE CITYWIDE	
134093	11/17/2016	MONTEREY FIRE EXT. CO.	48.00	01 76053	FY1617 FIRE EXT SERVICE CITYWIDE	
		Vendor Total ----->>>	168.00			
134094	11/17/2016	COUNTY OF MTRY SHERIFF-CORONER	15,750.34	01 74053	ACIS BILLING FOR QUARTER 1	
		Vendor Total ----->>>	15,750.34			
134095	11/17/2016	MITY COUNTY TELECOMM	111.00	01 72053	CELL NETWORK ACCESS FOR FIRE DEPT	
134095	11/17/2016	MITY COUNTY TELECOMM	333.00	01 74053	NETWORK ACCESS FEE, CELL NETWORK ACCESS FOR PD	
		Vendor Total ----->>>	444.00			
134096	11/17/2016	MONTEREY BAY PLANNING SERVICES	1,215.71	13 76904	CONSULTANT SERVICES: RIO PARK/LARSEN FIELD PROJECT	
		Vendor Total ----->>>	1,215.71			
134019	11/3/2016	MONTEREY COUNTY WEEKLY	1,747.00	01 80400	CENTENNIAL EXPENSE: FULL PAGE COLOR DISPLAY	
		Vendor Total ----->>>	1,747.00			
134097	11/17/2016	MONTEREY PENINSULA ENGINEERING	629,715.10	13 76901	FY 2016-17 PAVEMENT REHAB FPR VARIOUS STREETS	638,035.10
		Vendor Total ----->>>	629,715.10			792,276.00
134098	11/17/2016	MUNIR/MUNIR CONSTRUCTION	856.00	01 76050	FOREST THEATER STAIR REPAIR	
		Vendor Total ----->>>	856.00			
134099	11/17/2016	NATIVIDAD MEDICAL CENTER	31.00	01 74053	HS BLOOD DRAW	
		Vendor Total ----->>>	31.00			
134020	11/3/2016	NATIONAL PARKING AND VALET	820.00	01 80400	CENTENNIAL EXPENSES:PARKING SERVICES AT CARMEL	
134100	11/17/2016	NATIONAL PARKING AND VALET	182.41	01 64026	FINAL PG&E BILL PAID BY NATIONAL PARKING	
		Vendor Total ----->>>	1,002.41			
134021	11/3/2016	NEILL ENGINEERS CORP.	200.00	01 62053	FY 2016-2017 STIPEND FOR CITY ENGINEER SERVICES	1,000.00
		Vendor Total ----->>>	200.00			2,400.00
134101	11/17/2016	NEXTEL COMMUNICATIONS	50.60	01 65053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
134101	11/17/2016	NEXTEL COMMUNICATIONS	50.60	01 69053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
134101	11/17/2016	NEXTEL COMMUNICATIONS	151.79	01 67053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
134101	11/17/2016	NEXTEL COMMUNICATIONS	607.17	01 76053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
134101	11/17/2016	NEXTEL COMMUNICATIONS	690.24	01 74036	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
134101	11/17/2016	NEXTEL COMMUNICATIONS	152.12	01 82036	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS	
		Vendor Total ----->>>	1,702.52			
134022	11/3/2016	NICOLE NEDEFF	675.00	13 78920	FY 16-17 BIOLOGICAL AND ECOLOGICAL CONSULTING	975.00
		Vendor Total ----->>>	675.00			5,000.00

134102	11/17/2016	ORANGE COMMERCIAL CREDIT		113.88	01 80400	CENTENNIAL EXP.-GENERAL LABOR		
134102	11/17/2016	ORANGE COMMERCIAL CREDIT		113.88	01 80400	CENTENNIAL EXPENSE-GENERAL LABOR		
134102	11/17/2016	ORANGE COMMERCIAL CREDIT		113.88	01 80400	CENTENNIAL EXPENSE-GENERAL LABOR		
		Vendor Total ----->		341.64				
134023	11/3/2016	OASIS CONSTRUCTION INC.		286.83	01 76050	FY 16/17-MONTHLY MAINT.DEVENDORF PK.POND/SUPPLIES		
134023	11/10/2016	OASIS CONSTRUCTION INC.		(286.83)	01 76050	Ck# 134023 Reversed		
		Vendor Total ----->		-				
134024	11/3/2016	OFFICE DEPOT, INC.		(15.42)	01 67043	FY 16-17 OFFICE SUPPLIES		
134024	11/3/2016	OFFICE DEPOT, INC.		16.99	01 67043	FY 16-17 OFFICE SUPPLIES		
134024	11/3/2016	OFFICE DEPOT, INC.		181.01	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
134024	11/3/2016	OFFICE DEPOT, INC.		2.39	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
134024	11/3/2016	OFFICE DEPOT, INC.		11.72	01 67043	FY 16-17 OFFICE SUPPLIES		
134024	11/3/2016	OFFICE DEPOT, INC.		23.96	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
134024	11/3/2016	OFFICE DEPOT, INC.		115.07	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
134024	11/3/2016	OFFICE DEPOT, INC.		59.62	01 67043	FY 16-17 OFFICE SUPPLIES		
134103	11/17/2016	OFFICE DEPOT, INC.		66.15	01 67043	FY 16-17 OFFICE SUPPLIES		
134103	11/17/2016	OFFICE DEPOT, INC.		145.81	01 67043	FY 16-17 OFFICE SUPPLIES		
134103	11/17/2016	OFFICE DEPOT, INC.		38.66	01 67043	FY 16-17 OFFICE SUPPLIES		
134103	11/17/2016	OFFICE DEPOT, INC.		252.62	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
134103	11/17/2016	OFFICE DEPOT, INC.		27.69	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
134103	11/17/2016	OFFICE DEPOT, INC.		43.24	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
		Vendor Total ----->		969.51				
134104	11/17/2016	OTTO CONSTRUCTION		27,290.27	13 70903	FY 16-17 FOREST THEATER RENOVATION-CARRY OVER	121,242.90	121,242.90
		Vendor Total ----->		27,290.27				
134025	11/3/2016	PACIFIC GAS & ELECTRIC CO		9,265.39	01 64026	FY 16-17 GAS & ELECTRIC SERVICE ALL FACILITIES		
		Vendor Total ----->		9,265.39				
134026	11/3/2016	PACIFIC GAS & ELECTRIC		18.14	01 64026	FY 16-17 GAS & ELECTRIC SERVICES SCENIC RESTROOMS		
		Vendor Total ----->		18.14				
134105	11/17/2016	PAIGE JOHNSON DESIGN INC		169.46	01 80400	CENTENNIAL EXPENSE-LOGO REPRODUCTION PRINTS		
		Vendor Total ----->		169.46				
134106	11/17/2016	PCS MOBILE		55,408.81	40 74802	LICENSE PLATE RECOGNITION SYSTEM		
		Vendor Total ----->		55,408.81				
134027	11/3/2016	PENINSULA MESSENGER SERVICE		4,655.00	01 60207	FY 2016-2017 MAIL SORTING AND DELIVERY SERVICE	22,715.00	56,000.00
		Vendor Total ----->		4,655.00				
134107	11/17/2016	PENINSULA WELDING & MEDICAL SUPPLY, INC		38.76	07 73603	FY 16/17 OXYGEN CYLINDER SERVICE FOR AMBULANCE		
134107	11/17/2016	PENINSULA WELDING & MEDICAL SUPPLY, INC		63.00	07 73603	FY 16/17 OXYGEN CYLINDER SERVICE FOR AMBULANCE		
		Vendor Total ----->		101.76				
134108	11/17/2016	MARGI PEROTTI		50.00	01 67428	FY 16/17 EMP SERVICE AWARD 25YR SEE CK133748		
		Vendor Total ----->		50.00				
134109	11/17/2016	PET SPECIALISTS OF MONTEREY		165.64	01 74053	EUTHANASIA OF ANIMAL		
		Vendor Total ----->		165.64				
134028	11/3/2016	PIE SERVICES (INC)		600.00	01 69053	CONTRACT SERVICES- AUGUST-SEPT. 2016 MONTHLY SERVICE		
		Vendor Total ----->		600.00				
134110	11/17/2016	LUKE POWELL		24.00	01 74030	MEAL ALLOWANCE FOR SGT POWELL WHILE ATTENDING TRAINING		
134110	11/28/2016	LUKE POWELL		(24.00)	01 74030	Ck# 134110 Reversed		
		Vendor Total ----->		-				
134111	11/17/2016	PRINTWORX		5,285.06	01 80400	CENTENNIAL EXPENSE-PROGRAMS		
		Vendor Total ----->		5,285.06				
134029	11/3/2016	PROSERVE FACILITY SERVICES		17,443.65	01 76053	FY1617 JANITORIAL SERVICES-CITYWIDE		
134112	11/17/2016	PROSERVE FACILITY SERVICES		17,443.65	01 76053	FY1617 JANITORIAL SERVICES-CITYWIDE		
134112	11/17/2016	PROSERVE FACILITY SERVICES		1,200.00	01 80400	CENTENNIAL EXP:MISC CLEANUP SERVICES		
134112	11/17/2016	PROSERVE FACILITY SERVICES		17,443.65	01 76053	FY1617 JANITORIAL SERVICES-CITYWIDE	88,800.19	202,783.00
		Vendor Total ----->		53,530.95				
134113	11/17/2016	PURCHASE POWER		1,856.79	01 80038	FY 16/17 POSTAGE FOR CITY HALL METER-SHARED		
134113	11/17/2016	PURCHASE POWER		464.20	01 67043	FY 16/17 POSTAGE FOR CITY HALL METER-SHARED		
		Vendor Total ----->		2,320.99				
134114	11/17/2016	ROBERT JAQUES		6,500.00	01 76055	FY 16-17 PROVIDE TECHNICAL ASSISTANCE PPEPARING	8,300.00	18,500.00
		Vendor Total ----->		6,500.00				
134115	11/17/2016	SALINAS VALLEY FORD SALES		133.11	01 76047	MIRRORS ON VEHICLE UNIT #6 PUBLIC WORKS		

134115	11/17/2016	SALINAS VALLEY FORD SALES		976.99	01 76049	QUOTE-MECHANICAL SERVICE PARTS/LABOR-PW-93 TRUCK	
		Vendor Total ----->	1,110.10				
134116	11/17/2016	SAME DAY SHRED	32.50	01 74053	FY 16/17 SHREDDING SERVICES FOR POLICE DEPT		
		Vendor Total ----->	32.50				
134117	11/17/2016	PATRICIA SAND	100.00	01 67428	FY16/17 EMP SERVICE AWARD 10 YR PAT SAND		
		Vendor Total ----->	100.00				
134030	11/3/2016	SCARBOROUGH LUMBER & BUILDING	22.44	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134030	11/3/2016	SCARBOROUGH LUMBER & BUILDING	19.35	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134030	11/3/2016	SCARBOROUGH LUMBER & BUILDING	70.01	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134118	11/17/2016	SCARBOROUGH LUMBER & BUILDING	21.64	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134118	11/17/2016	SCARBOROUGH LUMBER & BUILDING	14.50	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134118	11/17/2016	SCARBOROUGH LUMBER & BUILDING	61.96	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134118	11/17/2016	SCARBOROUGH LUMBER & BUILDING	74.56	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
134118	11/17/2016	SCARBOROUGH LUMBER & BUILDING	74.01	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
		Vendor Total ----->	358.47				
134119	11/17/2016	SILKE COMMUNICATIONS	156.83	01 74037	TK-5210 ANTENNA CONNECTOR		
		Vendor Total ----->	156.83				
134120	11/17/2016	STAGES UNLIMITED	2,188.00	01 80400	CENTENNIAL EXP-BLEACHERS FOR PARADE		
		Vendor Total ----->	2,188.00				
134031	11/3/2016	STAPLES CONSTRUCTION COMPANY INC.	18,379.75	13 78908	FY 16-17 CAP PROJECT-NEW STAIRWAY MTNP ENTRANCE	102,451.60	107,805.89
		Vendor Total ----->	18,379.75				
134032	11/3/2016	THE CHRISTMAS LIGHT PROS OF MTY	5,300.00	01 82053	HOLIDAY LIGHTING CONTRACT:INSTALL & REMOVE 700FT	5,300.00	5,300.00
		Vendor Total ----->	5,300.00				
134033	11/3/2016	THE MONEY BAND	1,500.00	01 80400	CENTENNIAL EXPENSE-ENTERTAINMENT 10/31/16		
134033	11/8/2016	THE MONEY BAND	(1,500.00)	01 80400	CK# 134033 Reversed		
134121	11/17/2016	THE MONEY BAND	750.00	01 80400	CENTENNIAL EXPENSE-ENTERTAINMENT 10/31/16		
		Vendor Total ----->	750.00				
134122	11/17/2016	TECHNOLOGY INTERGRATION GROUP	147,417.16	40 67912	CAPITAL PROJECT-UPGRADE IT SERVER SYSTEM	147,417.16	147,417.00
		Vendor Total ----->	147,417.16				
134123	11/17/2016	TRANSUNION RISK & ALTERNATIVE	37.00	01 74053	FY 16/17 INVESTIGATIVE SEARCHES FOR PD		
		Vendor Total ----->	37.00				
134124	11/17/2016	T-MOBILE	47.56	01 74053	FY 16/17 SERVICE TO PARKING CREDIT CARD MACHINE		
		Vendor Total ----->	47.56				
134125	11/17/2016	TOSHIBA FINANCIAL SERVICES	130.69	01 74053	FY 16/17 COPY MACHINE CONTRACT FEE FOR PD		
		Vendor Total ----->	130.69				
134126	11/17/2016	TRAK ENGINEERING, INC.	1,271.45	01 76046	FUEL PUMP KEY READER UNIT		
		Vendor Total ----->	1,271.45				
134034	11/3/2016	TRUCKSIS ENTERPRISES, INC.	4,145.80	01 80400	CENTENNIAL EXPENSE-40 PARADE BANNERS- GRAPHIC TIME		
		Vendor Total ----->	4,145.80				
133872	11/1/2016	TURF & INDUSTRIAL EQUIP.	(1,390.40)	01 80400	CK# 133872 Reversed		
134035	11/3/2016	TURF & INDUSTRIAL EQUIP.	(217.25)	01 80400	CENTENNIAL EXPENSE-CREDIT FOR GOLF CART		
134035	11/3/2016	TURF & INDUSTRIAL EQUIP.	1,390.40	01 80400	CENTENNIAL EXPENSE-GOLF CART RENTAL		
		Vendor Total ----->	(217.25)				
134036	11/3/2016	UNION BANK OF CALIFORNIA	52,437.57	08 91815	CBTS 2012 TAXABLE PENSION OBLIGATION BOND DEBT SERVICE		
		Vendor Total ----->	52,437.57				
134127	11/17/2016	UPBEAT PARADE PRODUCTIONS	4,500.00	01 80400	CENTENNIAL EXP-PARADE COORDINATOR FINAL PAYMENT	7,500.00	8,500.00
		Vendor Total ----->	4,500.00				
134037	11/3/2016	US BANK	1,442.01	01 74030	TRAUMA LIFE SUPPORT TRAINING FOR ECKEL INTERVIEW		
134037	11/3/2016	US BANK	56.93	01 74049	METH KITS FOR DRUG TESTING, PRINTER CARTRIDGE		
134037	11/3/2016	US BANK	947.24	01 82055	CAL CARD JANET BOMBARD-CENTENNIAL EXPENSES;HOME-		
134037	11/3/2016	US BANK	350.00	01 67030	TRAINING HR M GUILLO CALPELRA		
134037	11/3/2016	US BANK	757.00	01 67030	TRAINING HR M GUILLO CALPELRA		
134128	11/17/2016	US BANK	650.00	01 60030	CAL CARD M GUILLO 11/7/16		
134037	11/3/2016	US BANK	25.96	01 76045	C.WATERS CALCARD-NEW CELPHONE COVER-FM		
134037	11/3/2016	US BANK	115.42	01 67030	CAL CARD-FIM SVCS EXPENSES FOR LEAGUE OF CITIES		
134128	11/17/2016	US BANK	266.45	01 67428	CAL CARD M GUILLO 11/7/16		
134037	11/3/2016	US BANK	5.00	01 76030	M.BRANSON CAL CARD-PARKING FEE/TRAINING		
134128	11/17/2016	US BANK	22.00	01 67100	CAL CARD M GUILLO 11/7/16		
134037	11/3/2016	US BANK	705.90	01 74030	HOTEL LODGING FOR COMMANDER TOMASI WHILE AT		

134037	11/3/2016	US BANK	199.00	01 76030	ROB MULLANE CAL CARD-FRED PRYOR RENEWL/MI FIESTHAMEL		
134037	11/3/2016	US BANK	320.31	07 73030	TRAUMA LIFE SUPPORT TRAINING FOR ECKEL INTERVIEW		
134037	11/3/2016	US BANK	170.33	01 74043	METH KITS FOR DRUG TESTING, PRINTER CARTRIDGE		
134037	11/3/2016	US BANK	432.80	01 80400	CAL CARD JANET BOMBARD-CENTENNIAL EXPENSES HOME-		
134037	11/3/2016	US BANK	272.69	01 76045	C.WATERS CAL CARD-NEW CELPHONE COVER-FM		
134037	11/3/2016	US BANK	60.39	01 67035	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134037	11/3/2016	US BANK	262.00	01 74057	HOTEL LODGING FOR COMMANDER TOMASI		
134037	11/3/2016	US BANK	199.00	01 76030	ROB MULLANE CAL CARD-FRED PRYOR RENEWL/MI FIESTHAMEL		
134037	11/3/2016	US BANK	20.00	01 74030	METH KITS FOR DRUG TESTING, PRINTER CARTRIDGE		
134037	11/3/2016	US BANK	528.40	01 60207	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134037	11/3/2016	US BANK	79.61	01 74043	METH KITS FOR DRUG TESTING, PRINTER CARTRIDGE		
134037	11/3/2016	US BANK	147.95	01 65049	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134037	11/3/2016	US BANK	393.20	01 69030	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134037	11/3/2016	US BANK	30.00	01 80400	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134037	11/3/2016	US BANK	107.54	01 67033	CAL CARD:FIN SVCS EXPENSES FOR LEAGUE OF CITIES		
134128	11/17/2016	US BANK	200.00	01 74053	SCHEDULING PROGRAM RENEWAL, DOG FOOD FOR ACO,		
134128	11/17/2016	US BANK	14.87	01 74030	MEAL ALLOWANCE FOR DIMMAGGIO WHILE AT TRAINING		
134128	11/17/2016	US BANK	24.00	01 67043	FIN ADM SERVICES CAL CARD ENDING 7907		
134128	11/17/2016	US BANK	47.00	01 76046	FUEL FOR PATROL CAR		
134128	11/17/2016	US BANK	25.00	01 67033	CAL CARD M GUILLO 11/7/16		
134128	11/17/2016	US BANK	74.82	01 74049	LOCKING CABLE, MEMORY CARD, SPECIAL RESPONSE		
134128	11/17/2016	US BANK	19.34	01 74043	SCHEDULING PROGRAM RENEWAL, DOG FOOD FOR ACO,		
134128	11/17/2016	US BANK	85.37	01 76046	MEAL ALLOWANCE FOR DIMMAGGIO WHILE AT TRAINING,		
134128	11/17/2016	US BANK	631.54	01 60207	FIN ADM SERVICES CAL CARD ENDING 7907		
134128	11/17/2016	US BANK	299.47	01 74043	LOCKING CABLE, MEMORY CARD, SPECIAL RESPONSE		
134128	11/17/2016	US BANK	543.44	01 74030	SCHEDULING PROGRAM RENEWAL, DOG FOOD FOR ACO,		
134128	11/17/2016	US BANK	210.00	01 67034	FIN ADM SERVICES CAL CARD ENDING 7907		
134128	11/17/2016	US BANK	518.56	13 70916	LOCKING CABLE, MEMORY CARD, SPECIAL RESPONSE		
134128	11/17/2016	US BANK	286.82	01 80400	SCHEDULING PROGRAM RENEWAL, DOG FOOD FOR ACO,		
134128	11/17/2016	US BANK	2,040.00	01 80400	FIN ADM SERVICES CAL CARD ENDING 7907		
134128	11/17/2016	US BANK	20.02	01 76046	LOCKING CABLE, MEMORY CARD, SPECIAL RESPONSE		
134128	11/17/2016	US BANK	163.76	01 67051	SCHEDULING PROGRAM RENEWAL, DOG FOOD FOR ACO,		
134128	11/17/2016	US BANK	(81.54)	01 67033	FIN ADM SERVICES CAL CARD ENDING 7907		
134128	11/17/2016	US BANK	568.50	01 74030	LOCKING CABLE, MEMORY CARD, SPECIAL RESPONSE		
134128	11/17/2016	US BANK	147.95	01 65049	FIN ADM SERVICES CAL CARD ENDING 7907		
		Vendor Total ----->	14,406.05				
134129	11/17/2016	VERIZON WIRELESS	4.96	01 74036	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
134129	11/17/2016	VERIZON WIRELESS	180.08	07 73053	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
134129	11/17/2016	VERIZON WIRELESS	39.45	01 65036	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
134129	11/17/2016	VERIZON WIRELESS	(19.72)	01 69053	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
134129	11/17/2016	VERIZON WIRELESS	(33.26)	01 74036	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
134129	11/17/2016	VERIZON WIRELESS	152.85	01 65036	FY1617 POLICE,AMBULANCE AND IT DATA AND CELL		
		Vendor Total ----->	324.36				
134038	11/3/2016	WALLACE OFFICE MACHINE CO	95.00	01 67053	REPAIR IBM TYPEWRITER		
		Vendor Total ----->	95.00				
134039	11/3/2016	CLEVE WATERS IV	32.37	01 76030	PARKING & MILEAGE FOR TRAINING-CLEVE WATERS 10/5		
		Vendor Total ----->	32.37				
134040	11/3/2016	WARC WIENER	68.23	01 60207	LEAGUE OF CA CITIES ANNUAL CONFERENCE EXPENSES		
		Vendor Total ----->	68.23				
134130	11/17/2016	WILLDAN ENGINEERING	3,460.00	01 69053	FY 16-17 PROF FEES-STAFFING-CONTRACT PLANNER		
134130	11/17/2016	WILLDAN ENGINEERING	7,520.00	01 69053	AMENDMENT 1 INCREASE TO \$37400.00 TO DEC 31, 2016		31,020.00
		Vendor Total ----->	10,980.00				
134131	11/17/2016	EDWARD YBARRO	95.35	01 33408	REFUND DRIVEWAY FEES COLLECTED IN ERROR		
		Vendor Total ----->	95.35				
134132	11/17/2016	ZOOM IMAGING SOLUTIONS, INC.	8.09	01 74053	REPLACEMENT TONER WASTE BOTTLE		
		Vendor Total ----->	8.09				
134133	11/17/2016	ZOOM IMAGING SOLUTIONS, INC	19.30	01 67053	FY 16-17 CITY HALL COPIER MAINT-MODEL C52630		
134133	11/17/2016	ZOOM IMAGING SOLUTIONS, INC	99.93	01 67053	FY 16-17 CITY HALL COPIER MAINT-MODEL C52630		
		Vendor Total ----->	119.23				



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL Monthly Reports

January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ashlee Wright, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Monthly Reports: Contracts with the City Administrator, Community Planning and Building Department Reports, Police, Fire, Ambulance, Beach Reports, Public Records Act Requests, Forester Report, and City Treasurer's Investment Report

RECOMMENDATION

Accept the Reports.

ATTACHMENTS

1. Contracts executed within the City Administrator's signing authority for the month of November
2. Community Planning and Building Reports for the month of November
3. Police, Fire, Ambulance and Beach Reports for the month of November
4. Public Records Act Requests for the month of November
5. Forester Reports for the month of November
6. City Treasurer's Investment Report for the month of November



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

November 2016

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marc Wiener, Community Planning and Building Director
APPROVED BY:	Chip Rerig, City Administrator

NOVEMBER 2016 – DEPARTMENT ACTIVITY REPORT

I. PLANNING APPLICATIONS:

In November of 2016, 40 planning permit applications were received. A detailed listing of the applications is included as a separate attachment. A total of 491 planning applications have been submitted this year.

II. BUILDING APPLICATIONS/INSPECTIONS:

In November of 2016, 27 Building Permit applications were received. A total of 375 building permits applications have been submitted this year.

III. CODE COMPLIANCE CASES:

In November of 2016, 28 new code compliance cases were initialized. The Code Compliance Department has processed a total of 383 cases this year.

IV. YEAR-TO-DATE TRENDS

Table 1 includes the 2016 year-to-date totals (Jan – November), for Planning and Building Permit Applications, and Code Compliance cases with a comparison to 2015. As indicated in the table, there has been a 12.3% increase in planning permits. Building permit applications are down 11.8% and the number of Code Compliance cases is nearly identical to last year.

Table 1 (Jan - November)

	<u>Planning</u>	<u>Building</u>	<u>Code Compliance</u>
2015 Year-To-Date	434	422	376
2016 Year-To-Date	491	375	383
% Difference	+12.3%	-11.8%	1.8%



City of Carmel-by-the-Sea, Planning Permit Report

11/01/2016 - 11/30/2016

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Owner Name	Applicant	Assigned To	Status
16491	Bench Dedication	Bench plaque installation on the south side of the new entrance to Mission Trail Nature Preserve at Mountain View	South side of the new entrance to Mission Trail Nature Preserve at Mountain View	11/30/2016		Friends of the Mission Trail Nature Preserve	Skip Lloyd	Catherine Tarone	In Review
16490	Municipal Project	New bus shelter on north side of Devendorf Park	Dolores 2 SE of 8th Ave.	11/29/2016		City of Carmel-by-the-Sea	City of Carmel-by-the-Sea	Marc Wiener	Open
16489	Design Study	replace wood fence with white stucco fence to match the house with iron driveway gate	NWC carpenter and 2nd	11/28/2016	12/13/2016	Randall Glenn Lopez	Randall Lopez	Matthew Sundt	Closed
16488	Design Study	landscaping	Junipero 2 SW of Vista	11/28/2016		Amanda and John Jaramillo	The Window box	Catherine Tarone	In Review
16487	Authorized Work	New landscaping on the property and in the right-of-way as per submitted landscape plan approved by the City Forester. CONTRACTOR: Eratio Valdez. Phone #: 601-4288.	Mission Street, 4 SW of 13th Avenue	11/22/2016	11/23/2016	Nathaniel Phillips	Eratio Valdez	Catherine Tarone	Approved
16486	Authorized Work	Replace approximately 40 feet of destroyed fence, with 5 ft high cedar fence	Monte Verde 2 SW of 7th Ave.	11/22/2016	11/22/2016	Beach Respite LLC	Bobby Richards	Catherine Tarone	Approved

		on the west side of property. Contact: Bobby Richards @ 831-917-5427							
16485	Business License	Primary Use: an office providing interior design services (NAICS #541410). This industry comprises establishments primarily engaged in planning, designing, and administering projects in interior spaces to meet the physical and aesthetic needs of people using them.	SW corner of Ocean and Mission Ste. 203	11/1/2016	11/23/2016		Helaine Tregenza	Catherine Tarone	Approved
16484	Historic Evaluation	Historic evaluation	San Antonio 2 SE of 13th	11/21/2016		Straine Kerry Kevin	Dale Byrne	Catherine Tarone	In Review
16483	Design Study	Renovate existing home.	4 Oak Knoll Way	11/21/2016		Bob and Consuelo Purvis	Carolynn Abst	Matthew Sundt	Corrections Required
16482	Historic Evaluation			11/18/2016					
16481	Preliminary Site Assessment	Preliminary Site Assessment	6th Ave. 2 SW of Santa Rita	11/16/2016	12/12/2016	John Giordano	John Mandurrago	Matthew Sundt	Approved
16480	Preliminary Site Assessment	prelim site assessment on the proeprty	Dolores 3 NW of 11th	11/16/2016	12/20/2016	Charles and Roseanne Simpson	Harlan Bradley	Catherine Tarone	Closed
16479	Authorized Work	Interior painting and replace flooring within the Patisserie restaurant in the Plaza. CONTACT: Al Saroyan 831-901-6800	Mission between Ocean and 7th	11/14/2016	11/14/2016	Magdy F Ibrahim	Al Saroyan	Shoshana Wangerin	Approved

16478	Design Study	Interior and exterior remodel to an existing 2-story SFD. New exterior materials and new floor layout	San Carlos 3 NW of Camino Del Monte	11/10/2016		Randy and Cheryl Berger	Clauio Ortiz Design Group	Matthew Sundt	Corrections Required
16477	Design Study		Dolores	11/10/2016		Neil Goodhue	David Fink		Pending Assignment
16476	Bench Dedication	Bench location anywhere along Scenic. A nice bench for elderly people with a back rest. Proposed material is a bench with a wood seat and back.	Anywhere along Scenic Road	11/10/2016			Loretta Nussbacher	Catherine Tarone	Open
16475	Design Study	New 4-ft wood fence at front of property line (along 3rd Ave). New 6-ft wood fence connecting the house and carport on west side and connecting the east property line and the carport. Wood fence that is 6 feet high is located at least 15 feet back from both Carpenter Street and 3rd Avenue. CONTRACTOR: Hare Construction/ Tom Kirchof Phone #: (209) 625-6876	NW Corner of Carpenter and 3rd	11/10/2016	12/9/2016	Richard Beale	Judah White	Catherine Tarone	Approved
16474	Banners	Install banners	Ocean Ave.	11/9/2016		Motor Club Events, LLC	Doug Freedman	Cortina Whitmore	Pending Assignment

16473	Design Study	Replace existing backyard lawn with artificial turf where existing natural turf currently exists.	San Antonio 2 NW of 9th	11/9/2016	11/28/2016	Joan and David O'Relly	Jose Escobero	Matthew Sundt	Approved
16472	Design Study	Construction of a new two-story SFD with a basement and detached garage. Proposing 556 sf of hardscape	Mission 2 NW of Vista	11/8/2016		Kenneth Wilson	Claudio Ortiz	Matthew Sundt	Corrections Required
16471	Authorized Work	Recoating existing asphalt driveway. (No additional asphalt will be added)	Forest, 4 SW of Ocean		11/8/2016	Carol Chludzinski	Carol Chludzinski	Ashley Hobson	Approved
16470	Business License	This business license approval is issued to the property owner(s) with a primary classification of NAICS 531110 (Lessor of Residential Dwellings and Buildings) and and NAICS 531120 (Lessor of nonresidential buildings).	Lincoln Street, 2 SW of Ocean Avenue (La Rambla, LLC.)	10/27/2016	11/21/2016	Myrna Goese	Myrna Goese	Catherine Tarone	Approved
16469	Design Study	The installation of new landscaping, new pervious stone patio and pathway to the rear door totaling 160 square feet for a total of 615 square feet of site coverage on the property. A bark pathway to the existing rear gate. The construction of a 15" high and 5" deep stone-clad retaining wall in the rear yard encircling the	Lincoln, 3 SW of 10th Avenue	11/8/2016	12/16/2016	Linda McCarthy	Carol Piper	Catherine Tarone	Approved

		patio area. The installation of Tolstoy shutters on either side of the rear door.							
16468	Design Study	Remove existing front lawn, replace with new entry walkway and drought tolerant plantings.	26125 Ladera Dr.	11/7/2016		Mike and Peggy Polosky	Deborah Halfpenny	Catherine Tarone	Corrections Required
16467	Preliminary Site Assessment	Preliminary Site Evaluation	Torres 4 NE of 6th	11/7/2016	11/22/2016	Michael and Roberta Voris	Brian Congleton	Matthew Sundt	Approved
16466	Design Study	Construction of a two story single family dwelling with detached garage	Mission 4 NE of 10th Ave.	11/4/2016		Anthony and Laura Consentino	Clauio Ortiz Design Group	Matthew Sundt	Corrections Required
16465	Authorized Work	Replace existing asphalt hardscape with pavers w/ no increase in square footage CONTRACTOR: Brian McEldowney 484-2222	NW corner 8th and San Carlos	11/2/2016	11/4/2016	Hill	Bill Hill	Matthew Sundt	Approved
16464	Design Study	Addition of 4 sf to an existing 1796 sf residence. Partial reroof	5051 Lobos St. Carmel, CA 93921	11/3/2016		Paul Everts Trust/ Anne Flynn Trust	Julie Paulson	Matthew Sundt	Corrections Required
16463	Authorized Work	New wood windows to replace aluminum windows throughout and replace 6" horizontal wood siding with 3" horizontal wood siding. CONTRACTOR: owner/builder	SW Dolores and 4th	11/3/2016	11/3/2016	Clyde Sturges	Clyde Sturges	Matthew Sundt	Approved
16462	Design Study	The construction of a Carmel stone edging wall measuring 10"	Lincoln, 4 NW of Santa Lucia	11/3/2016	11/18/2016	Kay and Jon Weatherford	Mario E. Callau	Catherine Tarone	Approved

		<p>wide, 16" high and extending for 65 linear feet along the driveway on the south side of the property. The installation of a Carmel stone retaining wall measuring 10" wide, one foot high, and extending for 15 feet at the front north end of the property. The applicant may place pots on top of the front entry columns provided that the total height of the columns, as measured from the top of the pot on top to the grade at the bottom of the column, does not exceed 6 feet in height.</p>							
16461	Authorized Work	<p>Repair existing stone wall and associated steps with a new stone veneer. Stone veneer will be installed directly over the existing stone and no stone removal required. Dimensions to remain the same. 6' tapering down to 1' extending for 45 linear feet. CONTRACTOR/OWNER: Charla Schenck. Phone #: (916) 802-5016.</p>	Junipero, 3 NW of 3rd Avenue	11/1/2016	11/8/2016	Len Ross LLC	Charla Schenck	Catherine Tarone	Approved

16460	Authorized Work	Power Washing rear deck. Contact K. Sonnergren @ 831-625-1731.	Monte Verde 3 SW of 4th	11/2/2016	11/2/2016	Karen Sonnergren	Karen	Shoshana Wangerin	Approved
16459	Design Study	Remove appr. 700 sq. ft. of asphalt walkway to repave with pavers	NW corner of 8th and San Carlos	11/2/2016		Bill and Danielle Hill	Bill Hill		Pending Assignment
16458	Design Study	New business-Interior design	SW corner of Ocean and Mission St.	11/1/2016		Helaine Tregenza	Helaine Tregenza	Catherine Tarone	Pending Assignment
16457	Design Study	Landscape and site coverage changes including the following changes to the front yard: a reduction in the existing stone path, the removal of a portion of the stepping stones, and the addition of a new gravel patio; and the following changes to the side/back yard: an addition to both existing stone patios and the removal of all stepping stones. This approval also includes extensive landscaping changes.	SE corner Perry Newberry and Escolle	11/1/2016	11/22/2016	Adrienne and Sanjeev Tandon	Adrienne Tandon	Ashley Hobson	Approved
16456	Authorized Work	New planter boxes attached to existing fences.	Monte Verde Street, 4 NE of Santa Lucia	11/1/2016	11/1/2016	Michael Shedlin	PO Box 6405, Carmel, CA 93921	Ashley Hobson	Approved
16455									
16454	Authorized Work	Landscape demolition and asbestos abatement. CONTACT: Eric Barstad, Monterey Bay Builders, Inc 831-601-5308, State License #	Guadalupe 5 SE of 3rd	11/1/2016	11/1/2016	Paul Johnson	Eric Barstad, with Monterey Bay builders, Inc	Shoshana Wangerin	Approved

		609063, CBL # 22896							
16453	Design Study	Remodel	Santa Rita 3 NE of 2nd	11/1/2016	11/18/2016	John and Lisa Craft	John and Lisa Craft	Matthew Sundt	Approved
16452	Design Study	The removal of 36 square feet from Deck 1 in the rear yard of the property and a 36 square-foot replacement and expansion of the front walkway behind the front 15-foot setback since site coverage is nonconforming. The new material of the walkway will be shadow grey quartzite pavers with grey grout. A new retaining wall that is 10 feet long and less than 3 feet in height finished in painted stucco and a shadow grey quartzite stone cap at the south west front yard. The replacement of an existing retaining wall with 3-foot high stucco retaining wall and stone cap. The removal of the red brick finish under three windows on the residence and the installation of painted stucco on the existing retaining wall at the front.	Dolores 2 NE of 3rd	11/1/2016	12/1/2016	Randall and Kay Morris	Jeff Reisdorf	Catherine Tarone	Approved



Permit Report

11/01/2016 - 11/30/2016

Permit #	Permit Type	Project Description	Property Location	Owner Name	Contact	Date Issued	Status
160375	Plumbing	Residential. Replace approximately 10 feet of gas line from gas meter to house (PG&E red-tagged).	Camino del Monte 3 NE of Junipero	Crowley	Phil, A&R Plumbing	11/30/2016	Finalized
160374	Building	Commercial re-roof. Apply a full fabric T272 polyester roof coating.	SWC Torres and 3rd	City of Carmel	John Martin	11/29/2016	Finalized
160373	Plumbing	Residential. Red-tagged for water heater (and for boulders in ROW) installed on exterior of residence. This permit is for installing a new water heater in existing location inside the SFD.	3rd 2 NW of Dolores	Porter	Brian Hicks	12/1/2016	Issued
160372	Building	Residential re-roof. Tear off wood shingles and replace with wood shingles.	San Carlos 2 NE of Vista	Heape	Wolfy's Roofing (Scott Townsend)	11/29/2016	Issued
160371	Building	Commercial interior tenant improvements of existing kitchen and basement to create a full line restaurant. Related plumbing,	SEC Dolores and 7th	CPines 7 LLC	Adam Jesselnick		In Review

		electrical, and FF&E.					
160370	Building	Residential re-roof. Tear off (partial) wood shake at garage and east side of main house. Install class B wood shakes with mineral cap sheet to form a class "A."	6th 2 NE of Santa Rita	Gibbs	Scudder Roofnig	11/21/2016	Issued
160369	Building	Residential bathroom remodel and finish update. Common bathroom finish update, guest suite bathroom finish update and tankless water heater install/replacement, front and garage door replacement (to match existing), and wood deck decking and wall paneling replacement (colors and textures to match existing).	Casanova 3 SW of 9th	Schemel	Michael Roesner	11/14/2016	Issued
160368	Building	Commercial interior remodel of 4 hotel rooms, one room will be accessible. Replacement of 3 existing metal windows with smaller wood windows.	SEC Dolores and 4th	Carmel Country Inns Inc	Alfred Seccombe		In Review
160367	Building	Residential construction of a new fence and arbor.	1 Pineridge Way	Olslund	Rune Olslund	11/30/2016	Issued
160366	Building	Commercial replacement of kitchen cabinets and appliances, new tile in bathroom shower, replace wood	SWC Mission and 3rd, Unit A-5	Pine Terrace Management	Richard Frye	11/15/2016	Issued

		throughout (case by case basis), new wood trim and plaster patch as necessary. NO exterior changes and NO structural changes.					
160365	Building	Commercial. Build four dressing rooms.	SWC Ocean and Mission	Porter	Chris Whitney	11/15/2016	Finalied
160364	Building	Commercial construction of new accessible restrooms. Provide improved accessibility to building entrance and main (2nd) floor of building.	NEC Mission and 8th	City of Carmel	Michael Doyle		In Review
160363	Building	Commercial replacement of leaknig stucco wall.	Dolores 5 SW of 5th	Carmel Art Association	Hal Leffel	11/14/2016	Issued
160362	Building	Residential interior addition of a new 14 sf powder room in an existing studio. Removing (E) window on the north side	Lincoln 3 SE of 12th	McKenna	Claudio Ortiz Design Group		In Review
160361	Building	Residential remodel. Remove (E) concrete porch (35.75 sf) and replace with new covered concrete porch (103 sf). Introduce new roof element over front porch and horizontal siding to match eaves and provide contrasting element to front entry wall. Remove existing exterior stair (49 sf) and replace with new interior stairway (49 sf). Use same roof pitch and fixed window details to	NEC of Torres and 10th	Hofer and McCaferry	Antony Zavitsanos		In Review

		stairway addition. Replace aluminum windows, doors, appliances, and water fixtures with new.					
160360	Plumbing	Residential. Fireplace in rear yard	25990 Junipero	Weigel	Ralf Weigel		In Review
160359	Building	Residential. Upper floor balcony extension.	Scenic 4 SE of Ocean	Minnis	Alan Turpen		In Review
160358	Electrical	Residential. 14-30 receptacle for electric vehicle, change sub panel bass from 42 circuit to 42-66 circuit, change 4-2-20 breakers.	Mission 3 SE of 4th	Carrico Trust	John Craft	11/10/2016	Finald
160357	Building	Residential re-roof. Tear off wood shake roof and reinstall the same to meet class A roof assembly.	Pine Ridge Way 2 SE of Forest	Nystrom	Ryan Roche	11/29/2016	Finald
160356	Electrical	Residential replacement of knob and tube wiring. Add 2 receptacles in the living room, 2 receptacles in the kitchen, and 2 receptacles in the bathroom.	Monte Verde 2 SE of 5th	Kevin and Leslie Marks	Scott Calley	12/14/2016	Issued
160355	Building	Residential interior remodel. Conversion of part of (E) garage and laundry to new bathroom. (E) bath remodel.	Santa Fe 4 NW of 9th	Carol Petty	IDG (Anatoly Ostretsov)	12/13/2016	Issued
160354	Building	Commercial installation of an awning.	San Carlos 4 NW of 6th	MDC Real Estate Investments	Acme Awning-Gale	12/9/2016	Issued
160353	Plumbing	Residential. Tub Replacement, re-do existing bathroom. Demolish old walls	Junipero 2 SW of 7th	Perrine (Garden Ct Realty)	Lewis Builders	11/4/2016	Finald

		(tile walls) and remove old bathtub					
160352	Plumbing	Residential. Run 3/4" dedicated gas line from meter to fireplace	Santa Rita 4 SW of 3rd	De Leeuw	A & R Plumbing	11/4/2016	Finaled
160351	Building	Residential re-roof. Remove roofing material, install OSB, synthetic underlayment, presidential comp shingles, shadow gray in color.	Carpenter 3 NW of 5th	Berthet	Angel Reneso	11/2/2016	Finaled
160350	Building	Residential remodel of 2 bathrooms, replace windows with wood, enlarge upper level deck, new entry arbor. (old permit BP # 13-253 expired)	2900 Santa Lucia	Atwell	Tony Scardina	11/1/2016	Issued
160349	Electrical	Residential addition of tesla wall connector.	North SAN ANTONIO AVE 3 NE of 4th	Dowler	John Craft	11/1/2016	Finaled

Total Records: 27

12/20/2016



Case Report

11/01/2016 - 11/30/2016

Case #	Case Date	Case Type:	Status	Date Received	Problem Description	Date Closed
16385	11/23/2016	Planning/Building Violation	Closed	11/23/2016	Tree protection for unknown reasons	12/1/2016
16384	11/30/2016	Planning/Building Violation	Closed	11/1/2016	Unauthorized use of business	11/1/2016
16383	11/23/2016	Planning/Building Violation	Closed	11/23/2016	Fire code violation, blocking doorway	
16382	11/28/2016	Right of way Violation	Closed	11/28/2016	Boulders in ROW	12/1/2016
16381	11/1/2016	Planning/Building Violation	Closed	11/1/2016	2 handicapped stalls painted on roadway without authorization	12/13/2016
16380	11/29/2016	Planning/Building Violation	Closed	11/29/2016	Portable toilet in ROW and uncovered	11/29/2016
16379	11/6/2016	Other	Closed	11/6/2016	Too much cardboard in carts and onto sidewalk	11/7/2016
16378	11/15/2016	Planning/Building Violation	Open	11/15/2016	Exterior lights too bright	
16377	11/17/2016	Planning/Building Violation	Closed	11/17/2016	New exterior work to patio and new fountain being installed without permits.	11/21/2016
16376	11/11/2016	Planning/Building Violation	Closed	11/11/2016	Construction hours violation, no permit for work	11/12/2016
16375	11/15/2016	Planning/Building Violation	Closed	11/15/2016	Numerous violations on open permit	11/18/2016
16374	11/15/2016	Business License Violation	Closed	11/15/2016	Landscaper/handyman working without license	11/15/2016
16373	11/15/2016	Right of way Violation	Closed	11/15/2016	Open house sign in ROW	11/15/2016
16372	11/15/2016	Tree Violation	Open	11/16/2016	Trees planted in ROW	

					without plans or permits	
16371	11/22/2016	Other	Open	11/22/2016	Transient lodging	
16370	11/22/2016	Other	Open	11/22/2016	Transient lodging	
16369	11/9/2016	Sign Violation	Closed	11/9/2016	Open house sign in ROW	11/9/2016
16368	11/8/2016	Business License Violation	Closed	11/8/2016	No business license	11/18/2016
16367	11/7/2016	Other	Open	11/7/2016	Report of trash being dumped somewhere in the area.	
16366	11/9/2016	Planning/Building Violation	Closed	11/9/2016	Burning trash in fireplace	11/11/2016
16365	11/7/2016	Planning/Building Violation	Closed	11/7/2016	No plans or permits for interior construction	11/7/2016
16362	11/18/2016	Other	Open	11/18/2016	Transient lodging	
16361	11/17/2016	Other	Open	11/17/2016	Transient lodging	
16360	11/14/2016	Other	Open	11/14/2016	Transient lodging	
16359	11/14/2016	Other	Open	11/14/2016	Transient lodging units A and B	
16358	11/14/2016	Other		11/14/2016	Transient lodging units A and B	
16357	11/10/2016	Other	Open	11/10/2016	Transient lodging	
16356	11/10/2016	Other	Open	11/10/2016		

Total Records: 28

12/20/2016



Permit Report

11/01/2016 - 11/30/2016

Permit #	Permit Date	Assigned To	Permit Type	Date Submitted	Date Issued	Project Description	Property Location	Contractor	Status
160152	11/30/2016	Rob Culver	Temp Ench	11/30/2016		Patch asphalt paving between new driveway and existing asphalt edge	26126 Ladera Dr.	Lewis Builders, INC.	In Review
160151	11/28/2016	Rob Culver	Temp Ench	11/28/2016	11/28/2016	excavate 4'x4' bellhole to cut off gas service at main. PM # 31284246. CONTACT: Melody Driver 831-233-0847	Mission 4 SW of 7th	PGE - Melody Driver	Approved
160150	11/22/2016	Matthew Sundt	Driveway	11/22/2016	12/6/2016	Replace failing decomposed granite driveway with pavers. CONTACT: Red Roots Masonry/ Amador Banuelos @ (408) 438-1453	Torres 2 NE of 3rd	Red roots Masonary	Approved
160149	11/17/2016		Driveway	11/17/2016		Replace existing asphalt parking lot with new interlocking concrete pavers	Junipero between 7th and 8th	Stowe Contracting	In Review
160148	11/17/2016	Rob Culver	Temp Ench	11/17/2016	11/28/2016	Excavate 4'x4' bellhole to replace gas	Monte Verde 4 NW of Santa Lucia	PGE	Approved

						service. PM # 31282962. CONTACT: Melody Driver 831-233-0847			
160147	11/15/2016		Driveway	11/15/2016		Repave and replace driveway with existing material (Asphalt)	Se corner of Santa Fe and 2nd	Tom Nassetta Valley Grading & Paving	In Review
160146	11/9/2016		Driveway	11/9/2016		Remove driveway to trim or remove tree roots	Santa Rita 5 SE of 2nd		In Review
160145	11/8/2016	Rob Culver	Temp Ench	11/8/2016	11/9/2016	Excavate 4'x4' bellhole to cut off gas service. PM # 31281753. CONTACT: Melody Driver - PGE: 831-233-0847	Vizcaino 10 SE of Mtn View	PGE - Melody Driver	Approved
160144	11/8/2016	Rob Culver	Temp Ench	11/8/2016	11/8/2016	Park truck across sidewalk and use parking place through the date of 12/9/2016. CONTRACTOR: Mc Eldowney and Sons Inc 831-484-2222	NW Corner of San Carlos and 8th	Mc Eldowney and Sons Inc	Approved
160143	11/8/2016	Rob Culver	Temp Ench	11/8/2016	11/8/2016	Sewer lateral replacement 5'x5'. CONTRACTOR: Rooter King 831-394-5315	NW Corner of Carmelo and 7th	Rooter King	Approved
160142	11/1/2016	Catherine Tarone	Driveway	11/1/2016	12/2/2016	Stone walkway, driveway remove and replace, asphalt to pavers. CONTACT: Jeff Reisdorf/ JDR Construction	Dolores 2 NE of 3rd	JDR Construction	Approved

						(831) 521 4977			

Total Records: 11

12/20/2016



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

November 2016

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Tomasi, Police Commander
APPROVED BY:	Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance November Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of November 2016 the ambulance exceeded the performance measure at 97% with (1) code-3 call over 5 minutes.

52 calls for service in CBTS Average response time: 2:51 min.

33 Code 3 calls for service –one call over 5:00 min.

- **CFS: 1600001336-Ocean & Del Mar (5:55 min) Ambulance responded from outside City due a prior call for service.**

MONTEREY FIRE REPORT

Summary of Monterey Fire November Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of November 2016 the fire department was unable to meet the performance measure achieving a 93% response rate with (3) code-3 calls over 5 minutes.

73 total calls for service in CBTS Average response time: 3:16 min.

46 total Code-3 calls

(3) Code 3 calls with a response time over 5 minutes:

- **CFS 16-0007440- Junipero & 7th (8:22 min); Carmel units on another call, responding engine from Station 1.**

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.

- **CFS 16-0007219- San Carlos & 7th (8:16 min); Carmel unit on another call, responding engine from Station 3.**
- **CFS 16-0007390- Torres & 10th (7:55 min); Carmel units on another call, responding engine from Station 1.**

BEACH FIRES

There were 7 illegal beach fires reported during the month of November. The Fire pits were removed from the beach in early November.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY DISTRICT

27015 CARMEL-BY-THE-SEA FIRE AMBULANCE



Alarm Dates: 11/01/2016 to 11/30/2016

CITY OF CARMEL-BY-THE-SEA -- RESPONSES BY DISTRICT

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
ALL CALLS FOR CARMEL					
1600001321	11/2/2016	7:57:11 AM	8:01:32 AM	0:04:21	13TH AV/SAN ANTONIO AV
1600001322	11/2/2016	8:17:07 AM	8:18:32 AM	0:01:25	7TH AV/LINCOLN ST
1600001324	11/3/2016	1:31:07 PM	1:33:12 PM	0:02:05	OCEAN AV/DEL MAR AV
1600001325	11/3/2016	3:32:24 PM	3:32:32 PM	0:00:08	DOLORES ST/OCEAN AV
1600001326	11/5/2016	7:25:33 AM	7:30:06 AM	0:04:33	3650 RIO RD
1600001328	11/5/2016	9:16:00 PM	9:18:30 PM	0:02:30	MISSION ST/OCEAN AV
1600001331	11/6/2016	4:33:05 AM	4:36:38 AM	0:03:33	SAN CARLOS ST/12TH AV
1600001335	11/7/2016	12:22:01 PM	12:22:29 PM	0:00:28	LINCOLN ST/5TH AV
1600001336	11/7/2016	2:27:53 PM	2:33:48 PM	0:05:55	OCEAN AV/DEL MAR AV
1600001339	11/8/2016	12:19:03 AM	12:22:57 AM	0:03:54	SAN CARLOS ST/12TH AV
1600001342	11/9/2016	4:47:39 AM	4:51:28 AM	0:03:49	TORRES ST/9TH AV
1600001346	11/9/2016	6:47:44 PM	6:50:37 PM	0:02:53	JUNIPERO AV/4TH AV
1600001350	11/10/2016	1:05:30 PM	1:07:42 PM	0:02:12	SAN CARLOS ST/12TH AV
1600001351	11/10/2016	7:56:37 PM	7:59:24 PM	0:02:47	SAN CARLOS ST/11TH AV
1600001353	11/11/2016	9:47:08 AM	9:49:55 AM	0:02:47	TORRES ST/5TH AV
1600001354	11/11/2016	3:44:54 PM	3:47:46 PM	0:02:52	MISSION ST/10TH AV
1600001358	11/13/2016	8:03:59 AM	8:08:35 AM	0:04:36	MISSION/12TH
1600001361	11/14/2016	4:07:19 PM	4:10:14 PM	0:02:55	SCENIC RD/OCEAN AV
1600001366	11/15/2016	4:02:29 PM	4:05:20 PM	0:02:51	LINCOLN AND 7TH
1600001370	11/16/2016	7:18:23 AM	7:23:18 AM	0:04:55	DOLORES ST/13TH AV
1600001373	11/16/2016	12:04:53 PM	12:07:59 PM	0:03:06	LINCOLN ST/7TH AV
1600001375	11/16/2016	10:03:42 AM	10:06:57 AM	0:03:15	DOLORES ST/7TH AV
1600001376	11/17/2016	1:33:19 AM	1:38:28 AM	0:05:09	SAN CARLOS ST/12TH AV
1600001377	11/17/2016	4:12:13 AM	4:16:01 AM	0:03:48	JUNIPERO AV/4TH AV
1600001381	11/17/2016	11:19:58 PM	11:24:47 PM	0:04:49	VIZCAINO/MOUNTAIN VIEW AV
1600001384	11/18/2016	1:18:26 PM	1:18:46 PM	0:00:20	JUNIPERO AV/6TH AV
1600001386	11/18/2016	5:55:04 PM	5:57:35 PM	0:02:31	MISSION ST/4TH AV
1600001387	11/18/2016	6:48:09 PM	6:48:12 PM	0:00:03	MISSION ST/11TH AV
1600001388	11/19/2016	12:06:25 PM	12:08:31 PM	0:02:06	TORRES ST/MOUNTAIN VIEW AV
1600001397	11/20/2016	2:24:33 PM	2:27:11 PM	0:02:38	MONTE VERDE ST/9TH AV
1600001398	11/21/2016	9:05:30 AM	9:07:00 AM	0:01:30	6TH AV/MISSION ST
1600001399	11/21/2016	11:18:14 AM	11:22:46 AM	0:04:32	SCENIC RD/12TH AV
1600001403	11/21/2016	3:40:32 PM	3:42:00 PM	0:01:28	6TH AV/MISSION ST
1600001405	11/22/2016	10:52:45 PM	10:54:58 PM	0:02:13	OCEAN AV/MISSION ST
1600001406	11/22/2016	11:19:13 PM	11:19:24 PM	0:00:11	MISSION/OCEAN
1600001407	11/23/2016	4:46:41 PM	4:49:46 PM	0:03:05	OCEAN AV/MISSION ST

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1600001408	11/23/2016	7:16:27 PM	7:18:09 PM	0:01:42	DOLORES ST/6TH AV
1600001410	11/24/2016	9:16:51 AM	9:21:53 AM	0:05:02	CARPENTER ST/1ST AV
1600001411	11/24/2016	11:24:40 AM	11:28:22 AM	0:03:42	LINCOLN ST/8TH AV
1600001412	11/24/2016	12:34:13 PM	12:37:39 PM	0:03:26	LINCOLN ST/9TH AV
1600001413	11/24/2016	4:42:56 PM	4:44:06 PM	0:01:10	JUNIPERO AV/OCEAN AV
1600001417	11/25/2016	6:49:16 AM	6:54:00 AM	0:04:44	MISSION ST/12TH AV
1600001418	11/25/2016	11:18:36 AM	11:21:46 AM	0:03:10	OCEAN AV/SAN CARLOS ST
1600001419	11/26/2016	6:53:26 PM	6:57:25 PM	0:03:59	CAMINO REAL ST/13TH AV
1600001420	11/26/2016	9:16:19 PM	9:19:06 PM	0:02:47	OCEAN AV/MONTE VERDE ST
1600001422	11/27/2016	11:41:44 AM	11:44:22 AM	0:02:38	JUNIPERO AV/4TH AV
1600001423	11/27/2016	1:25:20 PM	1:26:00 PM	0:00:40	6TH AV/MISSION ST
1600001431	11/29/2016	7:36:15 AM	7:41:03 AM	0:04:48	MONTE VERDE ST/12TH AV
1600001432	11/29/2016	10:07:19 AM	10:09:42 AM	0:02:23	JUNIPERO AV/3RD AV
1600001434	11/29/2016	10:57:09 AM	11:00:22 AM	0:03:13	MISSION ST/3RD AV
1600001435	11/29/2016	11:37:21 AM	11:38:26 AM	0:01:05	MISSION ST/OCEAN AV
1600001437	11/29/2016	4:20:22 PM	4:21:47 PM	0:01:25	SAN CARLOS ST/8TH AV
Subtotal	52		Average Response Time	0:02:51	

RESPONSES BY DISTRICT

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
Carmel Highlands					
1600001352	11/10/2016	9:22:56 PM	9:32:39 PM	0:09:43	131 CYPRESS WY
1600001356	11/12/2016	6:44:04 AM	6:53:05 AM	0:09:01	73 FERN CANYON RD
1600001389	11/19/2016	1:10:10 PM	1:17:45 PM	0:07:35	1 POINT LOBOS STATE RE
1600001394	11/19/2016	10:06:59 PM	10:16:22 PM	0:09:23	120 HIGHLANDS DR
1600001429	11/28/2016	8:31:02 PM	8:40:39 PM	0:09:37	87 CORONA RD
Subtotal	5		Average Response Time	0:09:30	Carmel Highlands

Cypress Fire

1600001315	11/1/2016	10:19:23 AM	10:23:47 AM	0:04:24	24742 SAN CARLOS ST
1600001318	11/1/2016	11:57:45 AM	12:00:37 PM	0:02:52	23625 HOLMAN HW
1600001319	11/1/2016	9:55:56 PM	10:02:17 PM	0:06:21	3775 RIO ROAD
1600001320	11/2/2016	6:02:08 AM	6:12:10 AM	0:10:02	2942 CUESTA WY
1600001323	11/2/2016	7:09:00 PM	7:15:22 PM	0:06:22	4200 MARGUERITA WY
1600001326	11/5/2016	7:25:33 AM	7:30:06 AM	0:04:33	3650 RIO RD
1600001329	11/6/2016	1:10:31 AM	1:15:52 AM	0:05:21	25315 FLANDERS DR
1600001330	11/6/2016	2:14:12 AM	2:18:29 AM	0:04:17	4000 RIO RD
1600001332	11/6/2016	7:16:30 PM	7:20:34 PM	0:04:04	26509 OLIVER RD
1600001333	11/6/2016	8:53:18 PM	8:55:38 PM	0:02:20	JUNIPERO AV/10TH AV
1600001334	11/6/2016	11:47:32 PM	11:54:26 PM	0:06:54	82 HIGH MEADOW LN
1600001337	11/7/2016	7:39:32 PM	7:43:42 PM	0:04:10	26270 DOLORES ST
1600001338	11/7/2016	8:34:22 PM	8:42:20 PM	0:07:58	2310 BAY VIEW AV
1600001341	11/8/2016	6:10:31 PM	6:15:26 PM	0:04:55	3650 RIO ROAD
1600001343	11/9/2016	7:43:36 AM	7:47:46 AM	0:04:10	26509 OLIVER RD
1600001347	11/10/2016	5:17:22 AM	5:24:51 AM	0:07:29	26245 CARMEL RANCHO BLVD
1600001357	11/12/2016	9:21:23 PM	9:25:51 PM	0:04:28	26337 CARMELO ST

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1600001359	11/14/2016	1:00:44 PM	1:07:44 PM	0:07:00	5 CROSSROADS MALL
1600001362	11/14/2016	8:22:02 PM	8:27:03 PM	0:05:01	26270 DOLORES
1600001371	11/16/2016	8:14:51 AM	8:20:41 AM	0:05:50	26245 CARMEL RANCHO BL
1600001382	11/18/2016	2:55:00 AM	3:01:39 AM	0:06:39	5 CROSSROADS MALL
1600001383	11/18/2016	6:39:00 AM	6:45:05 AM	0:06:05	26619 FISHER DR
1600001385	11/18/2016	3:56:08 PM	3:56:39 PM	0:00:31	CARMEL VALLEY RD/CARMEL RAN
1600001390	11/19/2016	5:04:24 PM	5:04:26 PM	0:00:02	275 CROSSROADS MALL
1600001396	11/20/2016	6:46:44 AM	6:55:05 AM	0:08:21	24225 SAN PEDRO LN
1600001399	11/21/2016	11:18:14 AM	11:22:46 AM	0:04:32	4200 MARGUERITA WY
1600001401	11/21/2016	1:08:57 PM	1:15:30 PM	0:06:33	25391 CARMEL KNOLLS DR
1600001402	11/21/2016	2:56:19 PM	3:01:51 PM	0:05:32	4200 MARGUERITA WY
1600001404	11/22/2016	1:05:43 PM	1:11:01 PM	0:05:18	26485 CARMEL RANCHO BL
1600001409	11/23/2016	10:58:38 PM	11:02:39 PM	0:04:01	24809 SANTA FE ST
1600001414	11/24/2016	6:54:45 PM	6:58:16 PM	0:03:31	26270 DOLORES ST
1600001415	11/24/2016	10:03:05 PM	10:08:55 PM	0:05:50	4435 CARMEL VALLEY RD
1600001421	11/27/2016	1:16:14 AM	1:22:13 AM	0:05:59	HWY 1/VALLEY WY
1600001421	11/27/2016	1:16:14 AM	1:22:13 AM	0:05:59	4000 RIO RD
1600001422	11/27/2016	11:41:44 AM	11:44:22 AM	0:02:38	26245 CARMEL RANCHO BL
1600001426	11/28/2016	12:42:42 PM	12:47:45 PM	0:05:03	26265 CARMELO ST
1600001436	11/29/2016	1:32:05 PM	1:37:56 PM	0:05:51	4230 MARGUERITA WY
Subtotal	37		Average Response Time	0:05:10	Cypress Fire
Monterey					
1600001344	11/9/2016	9:03:24 AM	9:12:09 AM	0:08:45	245 WASHINGTON ST
1600001355	11/12/2016	12:27:06 AM	12:36:19 AM	0:09:13	1260 2ND ST
1600001365	11/15/2016	8:44:40 AM	8:47:49 AM	0:03:09	966 CARMELO ST
1600001393	11/19/2016	8:21:40 PM	8:22:00 PM	0:00:20	HWY 1/AGUAJITO RD
1600001428	11/28/2016	5:57:23 PM	6:02:50 PM	0:05:27	100 BARNET SEGAL LN
1600001250	10/18/2016	10:11:00 AM	10:11:12 AM	0:00:12	SOLEDAD AND MUNRUS
Subtotal	6		Average Response Time	0:04:31	Monterey
Seaside					
1600001364	11/15/2016	8:24:20 AM	8:34:00 AM	0:09:40	DEL MONTE AND CANYON DEL RE
1600001364	11/15/2016	8:24:20 AM	8:34:00 AM	0:09:40	DEL MONTE AND CANYON DEL RE
1600001367	11/15/2016	7:16:01 PM	7:26:00 PM	0:09:59	DEL MONTE AND CANYON DEL RE
1600001416	11/25/2016	2:05:31 AM	2:17:00 AM	0:11:29	DEL MONTE AND CANYON DEL RE
1600001425	11/28/2016	11:49:30 AM	11:51:00 AM	0:01:30	DEL MONTE AND CANYON DEL RE
1600001427	11/28/2016	5:35:01 PM	5:36:00 PM	0:00:59	DEL MONTE AND CANYON DEL RE
Subtotal	6		Average Response Time	0:07:13	Seaside
Pebble Beach					
1600001380	11/17/2016	11:56:51 AM	12:02:44 PM	0:05:53	1518 CYPRESS DR
Subtotal	1		Average Response Time	0:05:53	Pebble Beach
Pacific Grove					
1600001379	11/17/2016	8:54:48 AM	9:02:30 AM	0:07:42	551 GIBSON AV
Subtotal	1		Average Response Time	0:07:42	Pacific Grove

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
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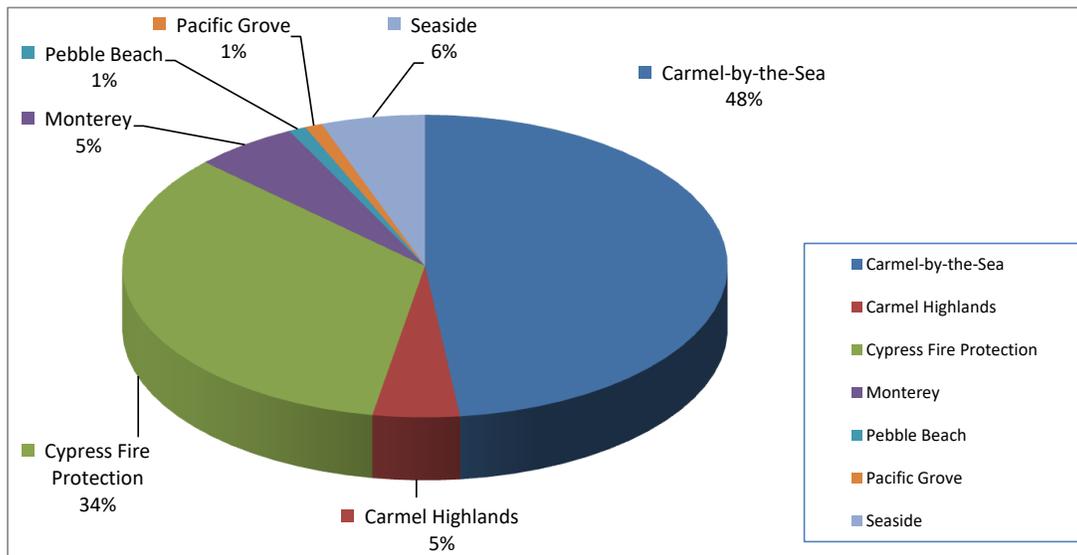
<i>TOTAL All CALLS</i>	108	<i>TOTAL AVERAGE RESPONSE TIME</i>	0:04:20	<i>ALL CALLS</i>	
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CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
NOVEMBER 2016

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-by-the-Sea	52	0:02:51
Carmel Highlands	5	0:09:30
Cypress Fire Protection	37	0:05:10
Monterey	6	0:07:13
Pebble Beach	1	0:05:53
Pacific Grove	1	0:00:12
Seaside	6	0:07:42
Total Responses	108	0:04:20

Percent of code 3 response medical calls < 5min 96.97%





RESPONSE SUMMARY REPORT BY INCIDENT TYPE

27060 CARMEL-BY-THE-SEA

Alarm Date From: 11/1/2016 To: 11/30/2016



INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET	
113 Cooking fire, confined to container						
16-0007222	11/16/2016	10:03:42	10:06:57	0:03:15	DOLORES	7TH
Subtotal	1	Average Response Time		0:03:15		
311 Medical assist, assist EMS crew						
16-0006945	11/3/2016	15:32:24	15:33:33	0:01:09	DOLORES	OCEAN
16-0007088	11/10/2016	19:56:37	19:59:24	0:02:47	11TH	SAN CARLOS
16-0007369	11/22/2016	23:19:13	23:19:16	0:00:03	MISSION	OCEAN
16-0007440	11/26/2016	19:13:42	19:22:04	0:08:22	* 7TH	JUNIPERO
Subtotal	4	Average Response Time		0:03:05		
3111 Medical Call No Aid Given						
16-0006942	11/3/2016	13:31:07	13:33:12	0:02:05	DEL MAR	OCEAN
16-0007027	11/7/2016	14:41:43	14:45:45	0:04:02	DEL MAR	OCEAN
16-0007049	11/9/2016	4:47:39	4:51:10	0:03:31	9TH	TORRES
16-0007219	11/16/2016	12:23:51	12:32:07	0:08:16	* 7TH	SAN CARLOS
Subtotal	4	Average Response Time		0:04:29		
321 EMS call, excluding vehicle accident with injury						
16-0006921	11/2/2016	8:17:07	8:18:50	0:01:43	SEVENTH	LINCOLN
16-0006999	11/5/2016	21:16:00	21:18:02	0:02:02	MISSION	OCEAN
16-0007006	11/6/2016	4:33:05	4:36:49	0:03:44	SAN CARLOS	12TH
16-0007019	11/6/2016	20:53:18	20:55:52	0:02:34	10TH	JUNIPERO
16-0007035	11/8/2016	0:19:03	0:22:48	0:03:45	12TH	SAN CARLOS
16-0007086	11/10/2016	16:22:52	16:26:26	0:03:34	OCEAN	SCENIC
16-0007095	11/11/2016	9:47:08	9:50:08	0:03:00	TORRES	5TH
16-0007189	11/15/2016	16:03:41	16:05:20	0:01:39	7TH	LINCOLN
16-0007205	11/16/2016	7:18:23	7:22:54	0:04:31	13TH	DOLORES
16-0007216	11/16/2016	12:04:53	12:07:38	0:02:45	LINCOLN	7TH
16-0007292	11/19/2016	12:06:25	12:08:46	0:02:21	MOUNTAIN VIEW	TORRES
16-0007295	11/19/2016	13:11:43	13:13:35	0:01:52	7TH	DOLORES
16-0007310	11/19/2016	22:40:00	22:44:00	0:04:00	7TH	LINCOLN
16-0007323	11/20/2016	14:24:33	14:27:28	0:02:55	MONTE VERDE	9TH
16-0007334	11/21/2016	11:18:14	11:22:34	0:04:20	12TH	SCENIC
16-0007388	11/23/2016	19:16:27	19:18:09	0:01:42	6TH	DOLORES
16-0007389	11/23/2016	19:27:09	19:31:56	0:04:47	SANTA LUCIA	
16-0007390	11/23/2016	19:35:04	19:42:59	0:07:55	* 10TH	TORRES
16-0007400	11/24/2016	11:24:40	11:26:58	0:02:18	LINCOLN	8TH
16-0007405	11/24/2016	16:42:56	16:44:41	0:01:45	JUNIPERO	OCEAN

16-0007415	11/25/2016	6:51:52	6:54:03	0:02:11	12TH	MISSION
16-0007439	11/26/2016	18:53:26	18:56:41	0:03:15	13TH	CAMINO REAL
16-0007502	11/29/2016	11:37:21	11:39:21	0:02:00	MISSION	OCEAN
Subtotal	23	Average Response Time		0:03:04		
381	Rescue or EMS standby					
16-0006909	11/1/2016	11:58:51	12:01:17	0:02:26	OCEAN	SANTA FE
Subtotal	1	Average Response Time		0:02:26		
412	Gas leak (natural gas or LPG)					
16-0007064	11/9/2016	18:47:44	18:50:09	0:02:25	4TH	JUNIPERO
Subtotal	1	Average Response Time		0:02:25		
424	Carbon monoxide incident					
16-0006910	11/1/2016	12:43:49	12:45:44	0:01:55	11TH	SAN ANTONIO
Subtotal	1	Average Response Time		0:01:55		
445	Arcing, shorted electrical equipment					
16-0007138	11/13/2016	8:04:35	8:08:35	0:04:00	11TH	MISSION
Subtotal	1	Average Response Time		0:04:00		
463	Vehicle accident, general cleanup					
16-0007059	11/9/2016	13:32:41	13:37:09	0:04:28	2ND	SANTA RITA
Subtotal	1	Average Response Time		0:04:28		
510	Person in distress, Other					
16-0006900	11/1/2016	4:27:29	4:31:53	0:04:24	JUNIPERO	4TH
16-0007234	11/17/2016	1:33:19	1:38:11	0:04:52	SAN CARLOS	12TH
16-0007235	11/17/2016	4:12:13	4:15:52	0:03:39	JUNIPERO	4TH
Subtotal	3	Average Response Time		0:04:18		
511	Lock-out					
16-0006950	11/3/2016	18:58:03	18:59:12	0:01:09	5TH	TORRES
16-0007311	11/20/2016	2:25:30	2:29:21	0:03:51	12TH	MISSION
Subtotal	2	Average Response Time		0:02:30		
520	Water problem, Other					
16-0007180	11/15/2016	8:20:29	8:26:03	0:05:34	* JUNIPERO	RIDGEWOOD
Subtotal	1	Average Response Time		0:05:34		
522	Water or steam leak					
16-0007025	11/7/2016	12:22:01	12:24:21	0:02:20	5TH	LINCOLN
16-0007072	11/10/2016	6:47:10	6:53:39	0:06:29	* CARMELO	SANTA LUCIA
16-0007198	11/15/2016	19:50:03	19:50:20	0:00:17	6TH	MISSION
16-0007293	11/19/2016	12:30:45	12:34:42	0:03:57	4TH	SANTA RITA
16-0007399	11/24/2016	9:16:51	9:21:35	0:04:44	CARPENTER	1ST
16-0007490	11/29/2016	7:36:15	7:41:03	0:04:48	12TH	MONTE VERDE
Subtotal	6	Average Response Time		0:03:46		

550	Public service assistance, Other					
16-0007259	11/17/2016	23:19:58	23:24:40	0:04:42	MOUNTAIN VIEW	VIZCAINO
Subtotal	1	Average Response Time		0:04:42		
551	Assist police or other governmental agency					
16-0007105	11/11/2016	15:44:54	15:47:46	0:02:52	10TH	MISSION
Subtotal	1	Average Response Time		0:02:52		
552	Police matter					
16-0007066	11/9/2016	19:29:30	19:39:23	0:09:53	* 6TH	JUNIPERO
16-0007367	11/22/2016	22:52:45	22:54:38	0:01:53	MISSION	OCEAN
Subtotal	2	Average Response Time		0:05:53		
553	Public service					
16-0007079	11/10/2016	12:09:31	12:12:49	0:03:18	4TH	DOLORES
16-0007200	11/16/2016	1:48:11	1:49:49	0:01:38	9TH	MONTE VERDE
16-0007278	11/18/2016	18:48:09	18:52:16	0:04:07	MISSION	11TH
Subtotal	3	Average Response Time		0:03:01		
554	Assist invalid					
16-0006906	11/1/2016	10:49:40	10:52:48	0:03:08	4TH	JUNIPERO
16-0006982	11/5/2016	3:45:34	3:47:19	0:01:45	8TH	SAN CARLOS
16-0007068	11/9/2016	20:48:04	20:49:59	0:01:55	1ST	TORRES
16-0007276	11/18/2016	17:55:04	17:57:35	0:02:31	MISSION	5TH
16-0007455	11/27/2016	11:41:44	11:44:18	0:02:34	4TH	JUNIPERO
Subtotal	5	Average Response Time		0:02:23		
611	Dispatched & cancelled en route					
16-0007082	11/10/2016	13:05:30	13:09:07	0:03:37	12TH	SAN CARLOS
Subtotal	1	Average Response Time		0:03:37		
622	No Incident found on arrival at dispatch address					
16-0007170	11/14/2016	16:07:19	16:10:14	0:02:55	OCEAN	SCENIC
Subtotal	1	Average Response Time		0:02:55		
671	HazMat release investigation w/no HazMat					
16-0007500	11/29/2016	10:57:09	11:00:22	0:03:13	3RD	MISSION
Subtotal	1	Average Response Time		0:03:13		
710						
16-0007442	11/26/2016	21:16:19	21:19:02	0:02:43	MONTE VERDE	OCEAN
Subtotal	1	Average Response Time		0:02:43		
730	System malfunction, Other					
16-0007202	11/16/2016	2:27:09	2:29:24	0:02:15	6TH	
Subtotal	1	Average Response Time		0:02:15		

743 Smoke detector activation, no fire - unintentional						
16-0006920	11/2/2016	7:57:11	8:00:57	0:03:46	THIRTEENTH	SAN ANTONIO
16-0007386	11/23/2016	16:46:41	16:49:19	0:02:38	MISSION	OCEAN
Subtotal	2	Average Response Time		0:03:12		

744 Detector activation, no fire - unintentional						
16-0007401	11/24/2016	12:34:13	12:37:31	0:03:18	LINCOLN	9TH
16-0007493	11/29/2016	10:07:19	10:09:42	0:02:23	3RD	JUNIPERO
Subtotal	2	Average Response Time		0:02:50		

745 Alarm system activation, no fire - unintentional						
16-0007418	11/25/2016	11:18:36	11:21:12	0:02:36	OCEAN	
16-0007497	11/29/2016	10:24:16	10:26:06	0:01:50	5TH	SAN CARLOS
Subtotal	2	Average Response Time		0:02:13		

7451 Medical Alarm Device activation, no medical						
16-0007507	11/29/2016	16:20:22	16:21:47	0:01:25	8TH	SAN CARLOS
Subtotal	1	Average Response Time		0:01:25		

TOTAL **73** **TOTAL AVERAGE RESPONSE TIME** **0:03:16**

* Over 5 minute responses:

- 16-0007440 Delay caused by Carmel units being committed on a medical. E6411 responded from Station 1.
- 16-0007219 Delay caused by 3 medical calls in Carmel within a short time frame. E6413 responded from Station 3.
- 16-0007390 Delay caused by Carmel units being committed on a medical. E6411 responded from Station 1.
- 16-0007180 Code 2 response, non emergency.
- 16-0007072 Code 2 response, non emergency.
- 16-0007066 Code 2 response, non emergency.



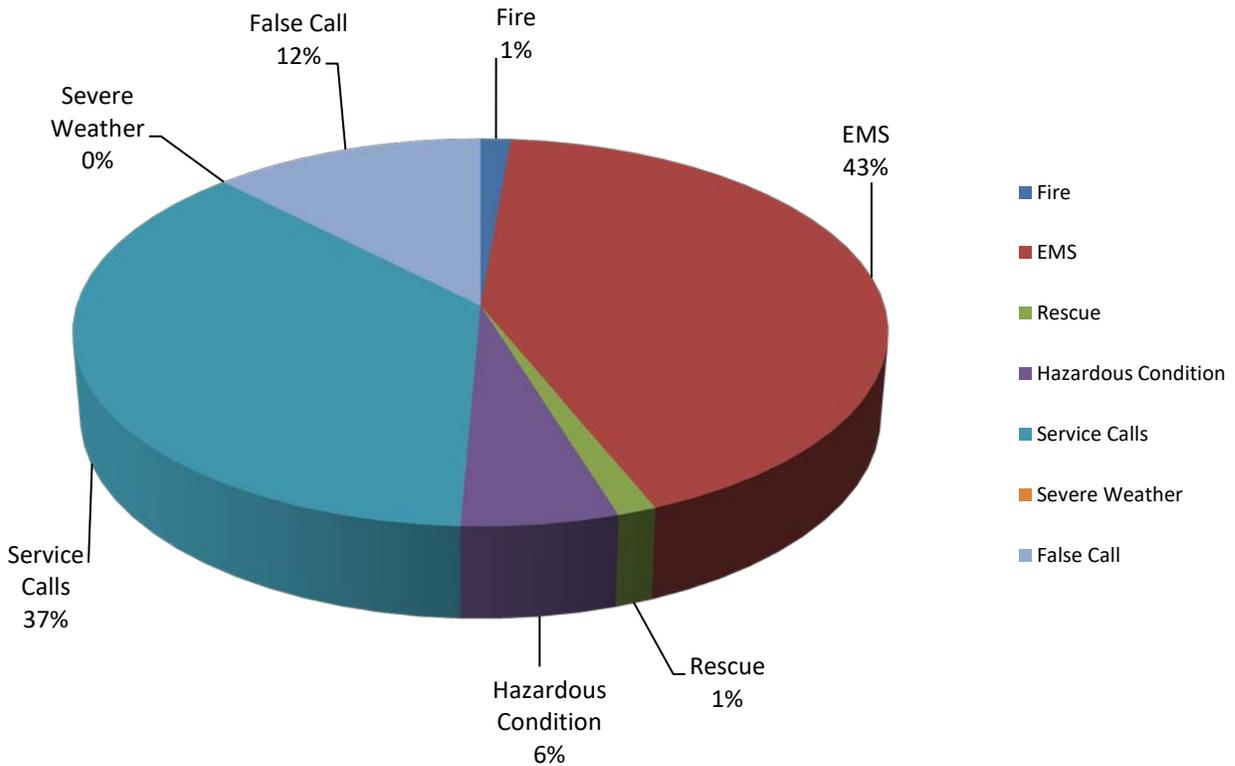
CARMEL-BY-THE-SEA
NOVEMBER 2016

Response Summary Report by Incident Type



Type of Call	Number	Average Response Time
Fire	1	3:15
EMS	31	3:15
Rescue	1	2:26
Hazardous Condition	4	3:12
Service Calls	27	3:34
Severe Weather	0	0:00
False Call	9	2:33

Total Responses 73 3:16



Total Code 3 Calls: 46

Response Times for Code 3
Calls ≤ 5 minutes: 93%

Public Records Request Log November 2016

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2016-109	11/7/16	11/17/16		Completed	11/10/16	Paterson	Copies of documents involving the aforementioned "utility conflicts" associated with MTNP Mt. View entrance project	Rob M. Mike B.
2016-110	11/02/16	11/12/16		Completed	11/08/16 Emailed	Amelia Menzel	Bid tabulation for On-Call tree-services RFP and results	Received a phone call from Ms. Menzel on 11/03/16 also requesting results and awards.
2016-111	11/16/16	11/26/16		Completed	11/18/16	Afrah Aden SEIU-United Service Workers West	Copies of contacts btw. City and First Alarm from January 1990 to present	
2016-112	11/23/16	12/3/16		Completed	12/5/16	Leigh Cloven Pinnacle Environmental	UST, LUST, hazardous material/waste storage, generation, inspection or incident/clean-up info for Carmel Inn Resort	2016-112
2016-113	11/28/16	12/8/16		Completed	12/5/16	Yanet Zepeda ENGEO Inc.	Property info – Carpenter bt. 1 st & 2 nd Storage tanks, wells, sewage disposal, solid waste, haz materials APN 010-021-002, 003-033	2016-113
2016-114	11/28/16	12/8/16		Completed	12/5/16	Paterson	Copies of landscape plans, planting timeline schedule, materials related to handrails – MTNP Mt. View Entrance Project	Rob Mike B.

Public Records Request Log November 2016

2016-115	11/28/16	12/8/16	Completed	12/9/15	Paterson	Settlement agreement bt. City & Da Silva, legal documents, insurance policy	Vince Hurley's office
2016-116	11/28/16	12/8/16	Completed	12/5/16	Paterson	Copies of BFS landscape architects drawings, budgets for projects and invoices & checks, job order contract (JOC) materials associated w/project	Rob Mike B.



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department

November 2016

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Mike Branson, City Forester
APPROVED BY:	Chip Rerig, City Administrator

NOVEMBER 2016 FORESTER REPORT

During the month of November, forestry staff and contractors continued to work on removing dead trees in the community. Even with a normal rainfall year, there are still definite effects of the drought on the trees in Carmel-by-the-Sea. There were fewer private tree removal and pruning applications in November than the previous months.

City staff, in coordination with Craven Landscaping, planted a new 48" box Deodar cedar in Devendorf Park as a Centennial tree for the City. This project was proposed by the Forest and Beach Commission as a Centennial project and as a possible future City holiday tree.

Staff planted three new trees, and the Friends of Carmel Forest (FOCF) also planted three new trees in November. Staff is actively seeking ways to increase the number of trees that are planted each year.

The City Council awarded tree service contracts to five tree care firms: West Coast Arborists, Iverson's Tree Service, Tope's Tree Service, John Ley's Tree Service, and Native Sisters Tree Service.

The Mission Trail Nature Preserve (MTNP) Mt. View entrance project was completed with a target ribbon cutting in mid-January. The Friends of Mission Trail Nature Preserve are intending to provide native plants to enhance the area. The project has been well received by the public.

The first phase of invasive plant and tree removal in MTNP was accomplished by West Coast Arborists by removing the eucalyptus grove on the north side of the Flanders Mansion driveway. The project took almost two weeks to complete and cost approximately \$27,000.

Due to high surf and a shrinking beach, all of the City-provided fire devices were removed from the beach for the winter season. Staff will monitor the beach and weather for an appropriate time to place the devices next spring.

Marshall Plan

To date, funds from the Marshall Plan are being used for landscape design contracts with Scott Hall for the Scenic Pathway and Joni Janecki's work at San Antonio and Fourth, installation of new rod and cable fencing along the Scenic Pathway, short-term repairs to the Scenic Pathway landscape barriers, revitalization of the Ocean Avenue medians landscaping, and contracts for removal of dead trees, stump grinding, and supplemental tree watering.

NOVEMBER DATA TABLES

CITY ACTIVITY

	Upper Canopy	Lower Canopy	November total	Totals to date (2016)	Total Trees last year (2015)
Removals	10	1	9	132	162
Planting	3	1	2	44	123

Trees under care by staff	239
Trees planted by the Friends of Carmel Forest	58 of 100 goal

PRIVATE ACTIVITY

	Permits issued	Upper canopy trees	Lower canopy trees	November tree total	Total Trees to date (2016)	Total Trees last year (2015)	Permits to Date	Permits last year (2015)
Removal Permits	6	3	4	7	139	154	107	119
Planting Requirement	4	2	2	4	66	45	64	45
Pruning Permits	2	1	3	4	28	24	23	24

CONSTRUCTION ACTIVITY

	Permits issued	Upper canopy	Lower canopy	November tree total	Total Trees to date (2016)	Total Trees last year (2015)	Total Permits to date (2016)	Total Permits last year (2015)
Removal Permits	1	0	4	4	30	15	24	11
Pruning Permits	0	0	0	0	19	7	5	5
Planting Requirement	1	1	1	2	15	17	13	8



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Administrative Services

November 2016

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Wood, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator

Cash and Investments Report:

This month's Cash and Investments Report for the month of November 2016 shows another month over month net decrease in cash of \$695,000, with over \$948,000 spent on capital projects. Another \$52,000 was spent on debt service. It is anticipated that the City's first allocation of secured property taxes for the fiscal year, which should be to be received in the second half of December, will reverse the trend of monthly cash outflow.

Overview of Investment Returns:

The City's investment returns for November continue to perform similarly to those of the past several months, which includes another small uptick on the LAIF deposits, this time of .024% over October. This makes it 22 consecutive months of LAIF interest rate increases (from .262% in January 2015 to .678%, a cumulative increase of .416%).

City of Carmel-by-the-Sea

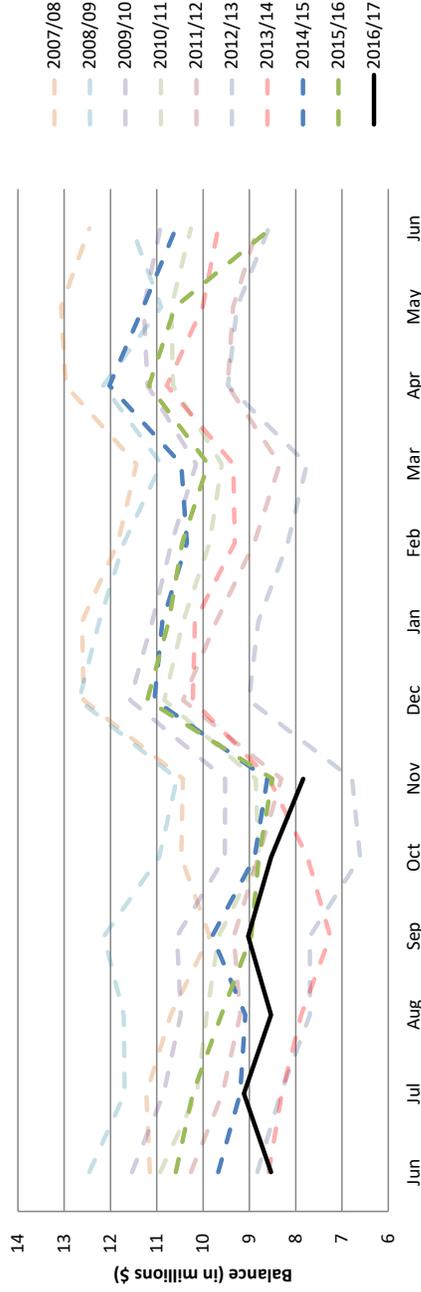
Statement of Cash and Investments

11/30/2016

Cash	Yield	Institution	10/31/2016	Dr.	Cr.	11/30/2016
General Checking		Wells Fargo	\$ 849,812.84	\$ 1,886,377.72	\$ 2,300,112.76	\$ 436,077.80
Payroll Checking		Wells Fargo	\$ (45,018.85)		24,341.59	\$ (69,360.44)
Ambulance Checking		Wells Fargo	\$ 354,106.24	35,373.34	200,068.36	\$ 189,411.22
Ambulance Checking (CRFA)		Union Bank	\$ 36,173.09			\$ 36,173.09
Ambulance Savings (CRFA)		Union Bank	\$ 40,546.35	1.65		\$ 40,548.00
Section 125 Flex Checking		Wells Fargo	\$ 109,885.05	5,142.15		\$ 115,027.20
Workers' Compensation Checking		Wells Fargo	\$ 115,762.95		101,546.11	\$ 14,216.84
LAIF	0.678%	LAIF	\$ 4,590,715.78			\$ 4,590,715.78
Wells Fargo Securities Money Market Acct		Wells Fargo	\$ 799,107.06	164.83		\$ 799,271.89
TVI Money Market Acct		TVI	\$ 36,898.85	252,195.93	248,000.00	\$ 41,094.78
Bond Reserve		Union Bank	\$ 400,637.79			\$ 400,637.79
			\$ 7,288,627.15	\$ 2,179,255.62	\$ 2,874,068.82	\$ 6,593,813.95

Investments	Yield	Maturity	Purchase Value	Market Value
Cert of Deposit - Goldman Sachs Bk, New York, NY	1.55%	10/17/2017	\$ 250,000	\$ 251,761
Cert of Deposit - Capital One	1.15%	5/9/2018	\$ 248,000	\$ 247,707
Cert of Deposit - Ally Bank	1.20%	11/5/2018	\$ 248,000	\$ 247,484
Cert of Deposit - Wells Fargo Bank	1.25%	5/20/2019	\$ 249,000	\$ 250,322
Cert of Deposit - Discover Bank	1.50%	11/2/2020	\$ 248,000	\$ 247,063
			\$ 1,243,000	\$ 1,244,337

Carmel-by-the-Sea Total Cash & Investments - Monthly Balances FY07/08 to Present



Combined Cash & Inv

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	8,531,627	9,118,761	8,531,627	9,024,342	8,531,627	7,836,814							
2015/16	10,589,739	10,221,529	9,604,640	8,561,105	8,794,838	8,502,541	11,207,299	10,739,496	10,453,204	9,892,993	11,167,299	10,602,085	8,531,627
2014/15	9,671,754	9,200,451	9,085,748	9,806,455	8,889,874	8,611,874	11,054,920	10,878,284	10,351,799	10,474,294	12,023,214	11,292,804	10,589,739
2013/14	8,584,539	8,298,949	7,879,228	7,254,219	7,744,671	8,571,509	10,224,338	10,178,847	9,314,915	9,348,476	10,784,489	10,006,551	9,671,754
2012/13	8,828,311	8,322,265	7,691,079	7,692,321	6,608,566	6,782,117	9,010,649	8,809,197	8,168,763	7,760,949	9,465,341	9,265,046	8,584,539
2011/12	10,261,276	9,581,440	9,198,460	9,336,003	8,805,107	8,309,314	10,435,482	9,713,203	8,895,904	8,343,155	9,471,082	9,349,956	8,828,311
2010/11	10,925,553	10,135,273	9,921,312	9,661,764	8,804,952	8,863,841	10,838,669	10,430,439	9,860,495	9,598,671	10,648,922	10,684,770	10,261,276
2009/10	11,537,721	10,855,237	10,484,028	10,564,358	9,528,547	9,522,714	11,577,768	11,100,491	10,683,138	10,152,843	11,201,805	11,280,821	10,925,553
2008/09	12,458,777	11,692,483	11,713,062	12,142,023	10,951,314	10,565,710	12,678,333	12,246,034	11,709,722	10,904,872	12,158,656	10,904,872	11,537,721
2007/08	11,148,657	11,223,334	10,702,966	9,859,635	10,471,238	10,438,041	12,580,212	12,613,174	11,840,611	11,439,573	12,968,316	13,068,546	12,458,777

Investments

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	1,243,000	1,243,000	1,243,000	1,243,000	1,243,000	1,243,000							
2015/16	1,993,183	1,243,000	1,243,000	1,745,000	1,243,000	1,243,000	1,495,000	1,495,000	1,495,000	1,495,000	1,495,000	1,243,000	1,243,000
2014/15	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183
2013/14	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183
2012/13	-	-	-	-	750,000	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183

Cash only

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	7,288,627	7,875,761	7,288,627	7,781,342	7,288,627	6,593,814							
2015/16	8,596,556	8,978,529	8,361,640	7,216,105	7,551,838	7,259,541	9,712,299	9,244,496	8,958,204	8,397,993	9,672,299	9,359,085	7,288,627
2014/15	7,678,571	7,207,268	7,092,565	7,813,272	6,896,691	6,618,691	9,061,737	8,885,101	8,358,616	8,481,111	10,030,031	9,299,621	8,596,556
2013/14	6,591,356	6,305,766	5,886,045	5,261,036	5,751,488	6,578,326	8,231,155	8,185,663	7,321,732	7,355,293	8,791,306	8,013,368	7,678,571
2012/13	8,828,311	8,322,265	7,691,079	7,692,321	5,858,566	4,788,934	7,017,466	6,816,014	6,175,580	5,767,766	7,472,158	7,271,863	6,591,356

PMIA Average Monthly Effective Yields

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1985	10.579	10.289	9.743	10.025	10.18	9.743	9.656	9.417	9.572	9.482	9.488	9.371
1986	9.252	9.09	8.225	8.621	8.369	8.225	8.141	7.844	7.512	7.586	7.432	7.439
1987	7.365	7.157	7.289	7.044	7.294	7.289	7.464	7.562	7.712	7.825	8.121	8.071
1988	8.078	8.05	7.929	7.94	7.815	7.929	8.089	8.245	8.341	8.397	8.467	8.563
1989	8.698	8.77	9.204	8.992	9.227	9.204	9.056	8.833	8.801	8.771	8.685	8.645
1990	8.571	8.538	8.538	8.497	8.531	8.538	8.517	8.382	8.333	8.321	8.269	8.279
1991	8.164	8.002	7.169	7.666	7.374	7.169	7.098	7.072	6.859	6.719	6.591	6.318
1992	6.122	5.863	5.323	5.692	5.379	5.323	5.235	4.958	4.76	4.73	4.659	4.647
1993	4.678	4.649	4.554	4.605	4.427	4.554	4.438	4.472	4.43	4.38	4.365	4.384
1994	4.359	4.176	4.248	4.333	4.434	4.623	4.823	4.989	5.106	5.243	5.38	5.528
1995	5.612	5.779	5.934	5.96	6.008	5.997	5.972	5.91	5.832	5.784	5.805	5.748
1996	5.698	5.643	5.557	5.538	5.502	5.548	5.587	5.566	5.601	5.601	5.599	5.574
1997	5.583	5.575	5.58	5.612	5.634	5.667	5.679	5.69	5.707	5.705	5.715	5.744
1998	5.742	5.72	5.68	5.672	5.673	5.671	5.652	5.652	5.639	5.557	5.492	5.374
1999	5.265	5.21	5.136	5.119	5.086	5.095	5.178	5.225	5.274	5.391	5.484	5.639
2000	5.76	5.824	5.851	6.014	6.19	6.349	6.443	6.505	6.502	6.517	6.538	6.535
2001	6.372	6.169	5.976	5.76	5.328	4.958	4.635	4.502	4.288	3.785	3.526	3.261
2002	3.068	2.967	2.861	2.845	2.74	2.687	2.714	2.594	2.604	2.487	2.301	2.201
2003	2.103	1.945	1.904	1.858	1.769	1.697	1.653	1.632	1.635	1.596	1.572	1.545
2004	1.528	1.44	1.474	1.445	1.426	1.469	1.604	1.672	1.771	1.89	2.003	2.134
2005	2.264	2.368	2.542	2.724	2.856	2.967	3.083	3.179	3.324	3.458	3.636	3.808
2006	3.955	4.043	4.142	4.305	4.563	4.7	4.849	4.946	5.023	5.098	5.125	5.129
2007	5.156	5.181	5.214	5.222	5.248	5.25	5.255	5.253	5.231	5.137	4.962	4.801
2008	4.62	4.161	3.777	3.4	3.072	2.894	2.787	2.779	2.774	2.709	2.568	2.353
2009	2.046	1.869	1.822	1.607	1.53	1.377	1.035	0.925	0.75	0.646	0.611	0.569
2010	0.558	0.577	0.547	0.588	0.56	0.528	0.531	0.513	0.5	0.48	0.454	0.462
2011	0.538	0.512	0.5	0.588	0.413	0.448	0.381	0.408	0.378	0.385	0.401	0.382
2012	0.385	0.389	0.383	0.367	0.363	0.358	0.363	0.377	0.348	0.34	0.324	0.326
2013	0.300	0.286	0.285	0.264	0.245	0.244	0.267	0.271	0.257	0.266	0.263%	0.264%
2014	0.244	0.236	0.236	0.233	0.228	0.228	0.244	0.26	0.246	0.254%	0.261%	0.267%
2015	0.262%	0.266%	0.278%	0.283%	0.290%	0.299%	0.32%	0.33%	0.337%	0.357%	0.374%	0.400%
2016	0.446%	0.467%	0.506%	0.525%	0.552%	0.576%	0.588%	0.614%	0.634%	0.654%	0.678%	



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-001
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Janet Bombard, Library and Community Activities Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consider resolutions authorizing Special Event Support Program grant funding in an amount not to exceed \$4,000 for the Run in the Name of Love event and for an amount not to exceed \$3,000 for the Monterey Winemakers Celebration event.

RECOMMENDATION

1. Adopt a resolution authorizing Special Event Support Program grant funding for the Run in the Name of Love event in an amount not to exceed \$4,000.
2. Adopt a resolution authorizing Special Event Support Program grant funding for the Monterey Winemakers Celebration in an amount not to exceed \$3,000.

BACKGROUND / SUMMARY

BACKGROUND

As part of its Fiscal Year 2016/17 budget the City Council approved a line item of \$27,500 to fund special events taking place in the City between July 1, 2016 and June 30, 2017.

In the past, the Council had considered fee waivers for events within the City; however, recent court decisions found that allowing City Councils the discretion to waive permit fees without specified criteria was unconstitutional because it allowed a City Council to engage in the exercise of “unbridled discretion”.

At its June 7, 2016 meeting, the City Council adopted City Policy C16-01: City of Carmel-by-the Sea Special Events Policy. One of the sections of City Policy C16-01 defines and outlines an annual Special Event Support Program and establishes a Community Promotions Fund, the purpose of which is to provide financial support for special events that take place in the City in the form of credits toward their City fees. The Special Events Support Program, with its clearly defined goals, criteria, and evaluation measures, results in a legal granting process that provides equal opportunity to all interested Event Organizers.

FISCAL YEAR 2016/17 GRANTS PROGRAM

The official Fiscal Year 2016/17 Special Event Support grant application period opened on September 29, 2016 and ran through November 7, 2016. Staff sent the Special Event Support guidelines and application to all event organizers who had applied for a special event in the City during the past three years. The media received a press release, the Carmel Pine Cone published two ads, and the City’s website included the guidelines and application. The Carmel Pine Cone also wrote an incidental article featuring the grant application period.

Three organizations submitted applications:

- Big Sur International Marathon (Run in the Name of Love event)
- Carmel Art Association (Carmel Art Festival event)
- Monterey County Vintners and Growers Association (Monterey Winemakers Celebration event)

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION REVIEW AND RECOMMENDATIONS

The Community Activities and Cultural Commission (CA&CC) reviewed the applications at its December 13, 2016 regular meeting. Commissioners commended the three events, and appreciated hearing from the event organizers and discussing their applications with them.

After discussion of the events' applications and funding requests, the CA&CC voted to send grant funding recommendations for the Run in the Name of Love and Monterey Winemakers Celebration events to the City Council for its consideration at the January 3, 2017 meeting.

With regard to the Carmel Art Festival application, the CA&CC wanted to see the following budget issues resolved before sending a recommendation to the City Council:

- The budget as presented did not accurately reflect all sources of revenues and expenses.
- The Art Association's written request to use Devendorf Park for the event was not reflected in the budget.
- The budget contained an expense line item for a donation to charity. It was the Commission's opinion that donations to charity should be disbursed based on disposable income after the event, not listed as a budgeted event expense.

The CA&CC asked the Carmel Art Festival to address the budget issues and return to the January Commission meeting with its request.

During its deliberations, the Community Activities and Cultural Commission took under consideration the previous fiscal year's special event permit fees paid by the applicant organizations. Following are the requests, with the amounts that the Community Activities and Cultural Commission voted to recommend for funding by the City Council at its January 3, 2017 meeting:

Organization	Event	Requested Funding	CA&CC Recommended Funding
Big Sur Marathon	Run in the Name of Love	\$4,000	An amount not to exceed \$4,000 (FY 15/17 event fees totaled \$3,724)
Monterey County Vintners and Growers Association	Monterey Winemakers Celebration	\$10,000	An amount not to exceed \$3,000 (FY 15/17 event fees totaled \$2,887)

FISCAL IMPACT

The total amount allocated to special event funding in the Fiscal Year 2016/17 budget is \$27,500. The Fiscal Year 2017/18 Special Event Support Grant funding application period will open in February, 2017 and include all special events, including the Car Week events, which were funded from a different budget line item this fiscal year. Depending on the total amount of requests, and the amount the Council decides to allocate to the Community Promotions Fund budget line item, recommended funding amounts such as those listed above will likely be reduced going forward.

PRIOR CITY COUNCIL ACTION

There is no prior City Council Action. This is the first year of the Special Event Support Program grants.

ATTACHMENTS

1. Resolution authorizing funding for the Run in the Name of Love event in an amount not to exceed \$4,000
2. Resolution authorizing funding for the Monterey Winemakers Celebration in an amount not to exceed \$3,000
3. City Policy C16-01, pages 10 – 13, outlining the Special Event Support Program
4. Run in the Name of Love Special Event Support Grant application
5. Monterey Winemakers Celebration Special Event Support Grant application

ATTACHMENT 1

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2017-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING SPECIAL EVENT SUPPORT PROGRAM GRANT FUNDING IN AN
AMOUNT NOT TO EXCEED \$4,000 FOR THE RUN IN THE NAME OF LOVE EVENT TO
BE HELD IN THE CITY DURING FISCAL YEAR 2016/17**

WHEREAS, City Policy C16-01 defines and outlines an annual Special Event Support Program grant in the form of credits toward City special event fees; and

WHEREAS, Fiscal Year 2016/17 funding for the Special Event Support Program grant totals \$27,500; and

WHEREAS, three grant applications were received by the deadline, two of which were forwarded with recommendations by the Community Activities and Cultural Commission; and

WHEREAS, the total amount of funding as recommended by the Community Activities and Cultural Commission is not to exceed \$4,000.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize an amount not to exceed \$4,000 in Special Event Support Program credits toward City special event fees for the Big Sur International Marathon's Run in the Name of Love event.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January, 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

ATTACHMENT 2

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2017-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING SPECIAL EVENT SUPPORT PROGRAM GRANT FUNDING IN AN
AMOUNT NOT TO EXCEED \$3,000 FOR THE MONTEREY WINEMAKERS CELEBRATION
EVENT TO BE HELD IN THE CITY DURING FISCAL YEAR 2016/17**

WHEREAS, City Policy C16-01 defines and outlines an annual Special Event Support Program grant in the form of credits toward City special event fees; and

WHEREAS, Fiscal Year 2016/17 funding for the Special Event Support Program grant totals \$27,500; and

WHEREAS, three grant applications were received by the deadline, two of which were forwarded with recommendations by the Community Activities and Cultural Commission; and

WHEREAS, the total amount of funding as recommended by the Community Activities and Cultural Commission is not to exceed \$7,000.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize an amount not to exceed \$3,000 in Special Event Support Program credits toward City special event fees for the Monterey County Vintners and Growers Association's Monterey Winemakers Celebration event.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January, 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

the original submitted application and shall include the reasons for disagreeing with the responses and include any supporting documents.

Upon receipt of the appeal, the City Council will hear the matter at an upcoming meeting. The decision of the City Council is final.

REVOCAION OF PERMIT

Any conditions not met as set out in the approval of the application may be grounds for revocation of the permit by the City.

COST RECOVERY

Through permit review, the Staff Committee will estimate direct costs (labor, equipment and materials) for trash, portable toilets, and City departments Public Safety (Police and Ambulance), Forest and Beach, Community Activities, Public Works and Administration. Permit applications will be billed for staff hours, equipment, and associated costs.

Fees are established by Resolution of the City Council. These fees shall apply to short-term use for special events. Exceptions: Cost recovery will not be required for City-sponsored events (e.g., Fourth of July celebration, Sandcastle contest, Halloween parade and birthday party, Tree-lighting Ceremony).

SPECIAL EVENT SUPPORT PROGRAM

A Special Event Support Program is funded annually through the City's budget process by a "Community Promotions Fund." With clearly defined, goals, criteria, and evaluation measures, the program will result in a granting process that provides equal opportunity for all interested Event Organizers, and a reporting process that demonstrates transparency and accountability for public funds.

TYPE OF EVENTS FOR SUPPORT PROGRAM

- Community & charitable event – Either small- or large-scale event that serves or benefits locally-based organizations and causes, and/or provides recreational, cultural, and social benefits to Carmel residents. City-based organizations and events that serve the Carmel community specifically receive priority in funding.
- Large-scale event – An event based in the City of Carmel that is attended by 2,000 or more people and/or requires the closure of more than two City blocks, calls attention to and promotes the City regionally, attracts visitors as well as residents, has a major impact on the commercial and residential communities, and provides measurable economic benefits to the City of Carmel; or one that requires extensive staff time for pre-event processing, preparation, monitoring, and post-event rehabilitation of the village.
- Off-season event – Any event that is held off-season, between the months of November and March (inclusive), when the City is not already impacted by a major event, holiday or peak visitor time also receives priority in funding.
- Small-scale event - An event that draws fewer than 2,000 people and/or requires the closure of no more than two City blocks, and, in the judgment of the Community Activities Director, requires less than two hours of total staff time for pre-event preparation and/or post-event rehabilitation of the event venue, and does not exceed six hours in duration (including time required for set-up and take-down).

ELIGIBILITY CRITERIA

To be eligible to receive City support, applicants must demonstrate that:

- The event takes place within the City.
- The event is scheduled to take place during the Fiscal Year for which the event was funded and the exact date(s), time(s) and location within the City have been determined.
- The event is not financially dependent upon receiving City support.
- The event directly or indirectly benefits the Carmel community by supporting its schools, cause-related or non-profit organizations.
- The applicant has no outstanding debt due to the City.
- The event is accessible to the community/public, but need not be free of charge.
- Participation in the organization requesting funding not be predicated on a person's race, color, religion, ethnicity, national origin, age, sex, sexual orientation, marital status, political affiliation, disability or medical condition.
- Carmel-by-the-Sea residents are served by the organization.

INELIGIBILITY

The City will not provide support to:

- Individuals.
- Events that benefit for-profit enterprises.
- Invitation-only events that are not open to the general public.
- Event Organizers and organizations that have not fulfilled previous special event obligations.

QUALIFICATION CRITERIA

To qualify for consideration to receive City special event support, all applications must comply with the following:

- Are submitted by the deadlines (see Table 3, "Required Timeline"), in the format required, and are 100% complete. Applications that are late, incomplete, or do not fully comply with the instructions will not be considered.
- Must include a copy of the complete event budget with explanation of income and expenses, a proposed promotion/marketing plan and mutually agreed upon performance measures for evaluating the event's marketing and economic impact on the City of Carmel.
- Must show anticipated direct or indirect charitable contributions to the Carmel community in support of its schools, cause-related or non-profit organizations. Additionally, for established events having previously received partial city funding, provide documentation that shows actual charitable contributions since inception of the event.
- Include non-profit tax ID number if the event is organized by a non-profit organization.

EVALUATION MEASURES

After qualification, applications will be reviewed and evaluated based on the following:

Community & charitable events

- The Event Organizers meet the above qualifying criteria.
- The event directly or indirectly benefits the Carmel community by supporting its schools, cause-related or non-profit organizations; offering educational, cultural or arts experiences; or providing recreational or social activities.
- The event benefits a City- or sphere-of-influence-based non-profit organization.
- The event serves, involves, calls attention to and promotes the City of Carmel, its residents, non-profits, schools and/or organizations.

Small and Large-scale events

- The Event Organizers meet the above qualifying criteria.
- The event enhances the quality of life within the City with cultural, social, recreational or educational activities of interest to the community.
- The event benefits a City- or sphere-of-influence-based non-profit organization.
- The event attracts visitors to the City.
- The event calls attention to and promotes the City as a highly desirable place to live, visit, work, play, and do business.
- The event directly or indirectly benefits or promotes City of Carmel businesses.

GRANTING PROCESS & SELECTION COMMITTEE

Deadlines for funding requests correspond to the City's budgeting cycle. The Staff Committee will evaluate all qualified applications received by the deadline and funding recommendations will be made based upon the application and the amount of funding that the City Council allocates to the "Community Promotions Fund". Results will be presented to the Community Activities & Cultural Commission for review and its recommendations will be given to the City Council for final funding determination. The Council can approve, amend or deny any recommendation.

FUNDING LEVELS

Combined event support shall not exceed the amount budgeted annually for the "Community Promotions Fund" nor exceed the limits in the following categories:

Total funding for small-scale events	Up to 60% of available funds
Total funding for all large-scale events	Up to 40% of available funds

FUNDING

Grants provide funding support through a "Community Promotions Fund" for qualified events to advertise and promote the City, and/or provide recreational, cultural, social benefits to residents, and offset City fees associated with executing an event in the City of Carmel. The purpose is not to fund the entirety of an event and grant awards may not cover all of an event's cost.

The City expects to receive more applications and/or requests for grant support amounts in excess of what it can provide. There is no guarantee that the City will be able to provide all, part or any of the financial support requested by each applicant. Thus, applicants should not make commitments on the expectation of receiving City support. Recurring events do not automatically receive funding each year. Event Organizers of recurring events must apply each year to be considered.

Successful applicants will be awarded grants in the form of credits toward their City fees. Grants awarded are not intended to cover all of an Event Organizer's costs associated with City oversight. If event costs (fees) are higher than the grant funding, the City will be owed the difference. If event costs incurred are lower than was projected during the grant process, the City will keep the difference.

The City shall retain the right to withhold or revoke funds where a recipient violates any terms of this Special Event Support Program policy, or any special event permit requirement. Compliance with this requirement shall be determined by the Community Services Director.

OTHER REQUIREMENTS

Successful applicants (while grants are under review) will be expected to follow the City's separate Special Event Permit process and submit all necessary forms, insurance and fees as required. Applications that do not meet the requirements and are not submitted within the

specified deadlines (see Table 3, "Required Timeline") risk forfeiting the City's Special Event support.

Successful grant recipients will be required to enter into an agreement with the City and consent to the City's terms and conditions which will include language granting the City the right to audit financials. The agreement will also include measurable objectives and performance measures for evaluating an event's marketing and economic impact. Event Organizers will be required to demonstrate how the event met, or did not meet, the objectives and measures in a required, post-event report. The Event Organizers who are funded will be required to submit such a report to the City within 60 days of the event's conclusion.

EVENT DETAILS

PERMITS

The Event Organizer is responsible for obtaining all necessary required permits. Depending on the event, these may include, but are not limited to, the following:

- Sign or banner approval from the City's Community Planning and Building Department.
- Encroachment permits from the City's Community Planning and Building Department.
- Monterey County Environmental Health Department permit.
- Department of Alcoholic Beverage Control (ABC) permit.

The Event Organizer is also responsible for ensuring that event vendors obtain all required permits including, but not limited to, Temporary Event Food Permit and Temporary Seller's Permit. Event Organizer must also ensure that event vendors have a current City of Carmel-by-the-Sea business license.

ALCOHOL

The sale of alcohol is allowed by permit only. The Event Organizer:

- Must obtain a permit from the State of California Alcoholic Beverage Control (ABC).
- Must post signs at all exits that "Alcohol is NOT Allowed Beyond this Point."
- Will be responsible for maintaining controls as specified by the Alcoholic Beverage Control Board.

Hours of sale will be regulated by the Carmel-by-the-Sea Police Department. Police may close the sale of alcohol at any time during the event in the interest of public safety or if they determine that these controls are not being followed.

The ABC Permit application must be submitted to the City for approval at least 30 days prior to the event. A copy of the temporary license must be provided to the Community Activities Department at least 10 days in advance of the event.

CROWD MANAGEMENT / EVENT SECURITY / TRAFFIC CONTROL

The Event Organizer must develop an event security plan in cooperation with the Police Department, and should incorporate an on-site private security plan for final Police Department approval. The plan should also include how vehicular and pedestrian traffic will be directed, whether there will be shuttle buses, and location of pick-up and drop-off areas. The City may require the Event Organizer to retain uniformed police personnel as needed for traffic, alcohol control and event security.

STREET CLOSURES

Permits will not be issued for such thoroughfares as San Antonio Street, Junipero Avenue,

For internal use only

DATE:

TRACKING NUMBER:



CITY OF CARMEL-BY-THE-SEA

SPECIAL EVENT SUPPORT GRANT APPLICATION

FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017

Please complete the entire application, answering all requests for information and mail or hand deliver five (5) complete packets including application form, event budget, promotional/marketing plan, and proposed performance measures.

APPLICANT INFORMATION

Name Susan Love Email Address susan@bsim.org
 Organization Name Big Sur International Marathon
 Address P.O. Box 222620
 City Carmel State CA Zip 93922
 Telephone Number 831-625-6226 Cell Number 831-818-3989
 Website address bsim.org Non-Profit Tax I.D. # 77-00-48388

EVENT INFORMATION

Event Title Run in the Name of Love
 Number of expected attendees 1,000 Requested grant amount 4,000
 Event Start Date 6/18 Time 7 AM PM Event End Date 6/18 Time 11 AM PM
 Event Category: (check one)
 Athletic/Recreation Art/Exhibit Car Show Festival/Celebration Parade/Procession
 Performance Run/Walk Other (please specify) _____

Event Description: Provide a narrative description of the full scope of your event in the space below. Be as specific and detailed as possible. Attach an additional page as necessary.

Attached

SPECIAL EVENT SUPPORT GRANT APPLICATION
FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017
Page 2

SPECIAL EVENT SUPPORT GRANT SCREENING QUESTIONNAIRE

- 1. Will your event take place in the City of Carmel-by-the-Sea? Yes No
- 2. Will your event take place between July 1, 2016 and June 30, 2017? Yes No
- 3. Does your application include a copy of your complete event budget? Yes No
- 4. Does your application include a copy of your proposed promotion/marketing plan? Yes No
- 5. Does your application include a copy of your proposed performance measures? Yes No

If you answered "No" to any of the above questions, please provide a brief explanation:

- 6. Is this the first year the event will take place in the City of Carmel? Yes No
- 7. If not, how many years has the event been held in the City? 6
- 8. Will the event benefit a City or sphere-of-influence-based non-profit organization? Yes No

If you answered "No", please provide a brief explanation:

9. What are the anticipated direct or indirect charitable contributions from your event that will support Carmel's schools, cause-related, or non-profit organizations? _____

Attached

- 10. Has your event previously received City funding support in the form of reduced fees? Yes No
If you answered "Yes" to this question, attach the following documentation to this application: A. name of charitable organization(s), B. amount(s) of actual charitable contribution(s) since the inception of the event.

If you did not attach documentation, please provide a brief explanation:

- 11. Is your event financially dependent upon receiving City support? Yes No
- 12. Does your organization have an outstanding debt to the City of Carmel-by-the-Sea? Yes No
- 13. Will admission be charged (including any sort of pre-payment/registration or sponsorship plan)? Yes No
- 14. Will your event be open to the community/public? Yes No

SPECIAL EVENT SUPPORT GRANT APPLICATION
FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017

15. Does your organization serve Carmel-by-the-Sea residents? Yes No

If you answered yes, please explain how:

Attached

16. Will your event be sponsored, hosted and organized by a non-profit organization? Yes No

17. Will your event benefit any for-profit enterprises? Yes No

18. Will your event serve, involve, call attention to and promote the City of Carmel, its residents, non-profits, schools and/or organizations? Yes No

19. Will your event attract visitors to the City? Yes No

20. Will the event directly or indirectly benefit or promote City of Carmel businesses? Yes No

If you answered yes, please explain how:

Attached

OTHER REQUIREMENTS

17. Successful applicants will be expected to follow the City's separate Special Event Permit process and submit all necessary forms, insurance and fees as required.

18. Successful grant recipients will be required to enter into an agreement with the City and consent to the City's terms and conditions which will include language granting the City the right to audit financials. The agreement will include a mutually agreed-upon promotion/marketing plan that will incorporate promotion of the City on the event/event organizer's website, and performance measures for evaluating the event's marketing and economic impact.

19. Event organizers will be required to demonstrate how the event met, or did not meet, the objectives and measures in a required, post-event report. Event organizers who are funded will be required to submit such a report to the City within 60 days of the event's conclusion.

ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge.

I certify that participation in this organization is not predicated on a person's race, color, religion, ethnicity, national origin, age, sex, sexual orientation, marital status, political affiliation, disability or medical condition.

I understand that this Special Event Support grant application is for preliminary review only, and does not guarantee that my event will be approved to move forward through the Special Event Grant process. If approved, I understand that any change in the scope of the event must be reported to the Community Activities Department and additional permits and fees may be required.

Applicant Signature Susan Love Date 10/17/16

Please print name Susan Love

SCOPE OF THE EVENT – RUN IN THE NAME OF LOVE

The Big Sur International Marathon will once again orchestrate and present to our community the seventh annual Run in the Name of Love. Deemed “one of the premier events in Carmel-by-the-Sea,” this unique event affords runners and walkers the opportunity to honor or to pay tribute to someone who is or was a very special person in their lives. Participants enjoy the charm of the area, historic sites, the natural beauty of the course (including views of sandy, white beaches, the dramatic Pacific Ocean, Point Lobos, and Pebble Beach), and a memorable finish celebration.

Run in the Name of Love is scheduled for June 18th, 2017 and is composed of a 5K run and a 2K walk. Dogs will be permitted in the Walk. The start is staged in the courtyard at Carmel-by-the-Sea’s Sunset Center on San Carlos and end on Scenic Road at Ocean Avenue. The set-up begins at 5:30 AM. The 5K, with an expected number of 800 participants, will begin at 8:25 AM and the 2K, with an expected number of 200 participants, will begin at 8:45 AM. As in the past six years, the finish celebration (awards, raffle, and refreshments) will be located in the Del Mar Parking Lot. Set-up of the announcer platform, tables, porta-potties, fencing, and tents has begun at approximately 4:30 AM. The timing system company has arrived at 7:00 to prepare and to set-up their equipment. At 10:50 AM the race organizers and the Military from DLI will begin to dismantle the equipment, remove all items and insure that the parking lot is left in a pristine condition. The parking lot will reopen to the public at 11:30.

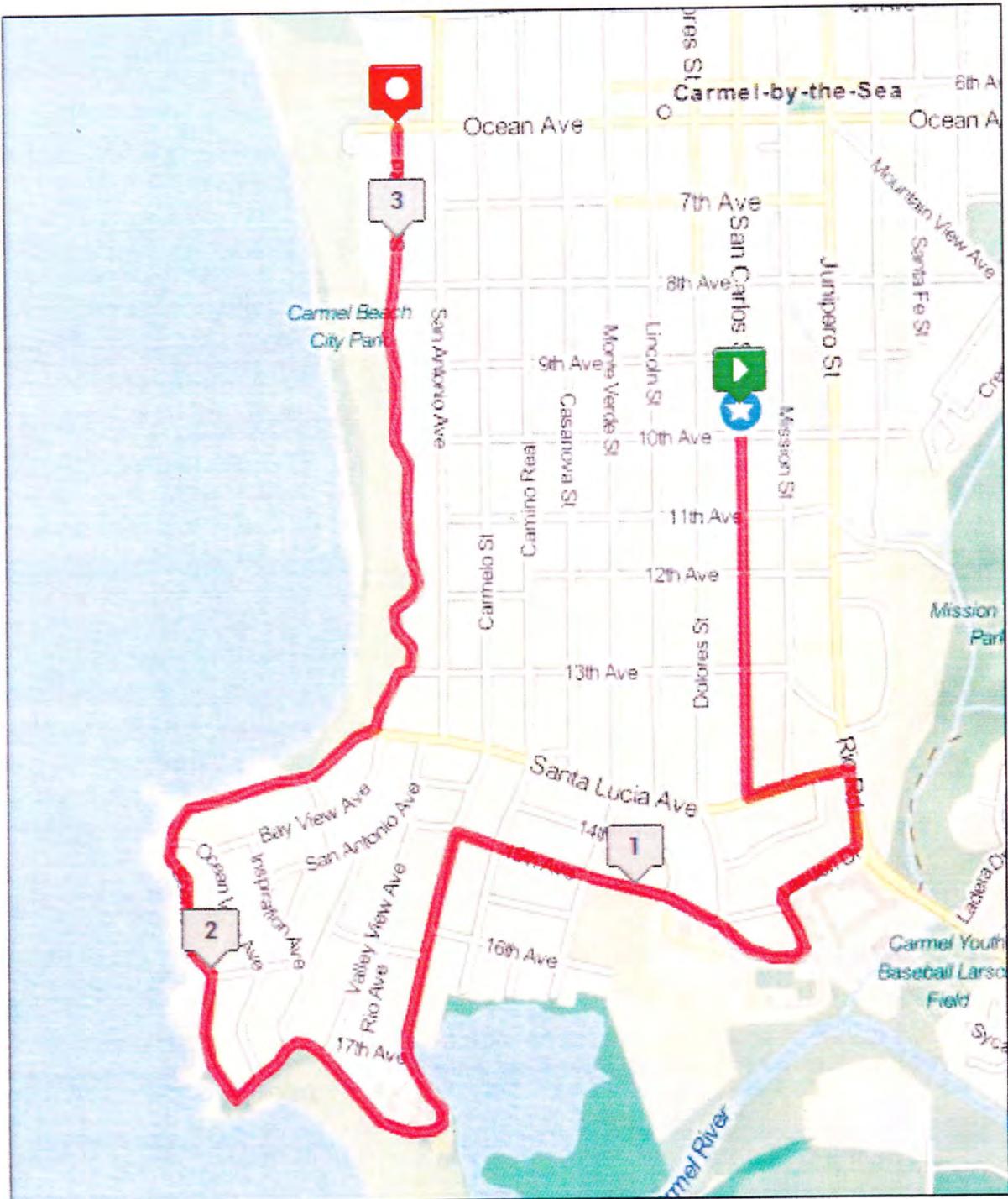
Course maps are attached.

Proceeds will benefit the Big Sur Marathon’s highly acclaimed youth fitness program JUST RUN.

Run Love

in the name of

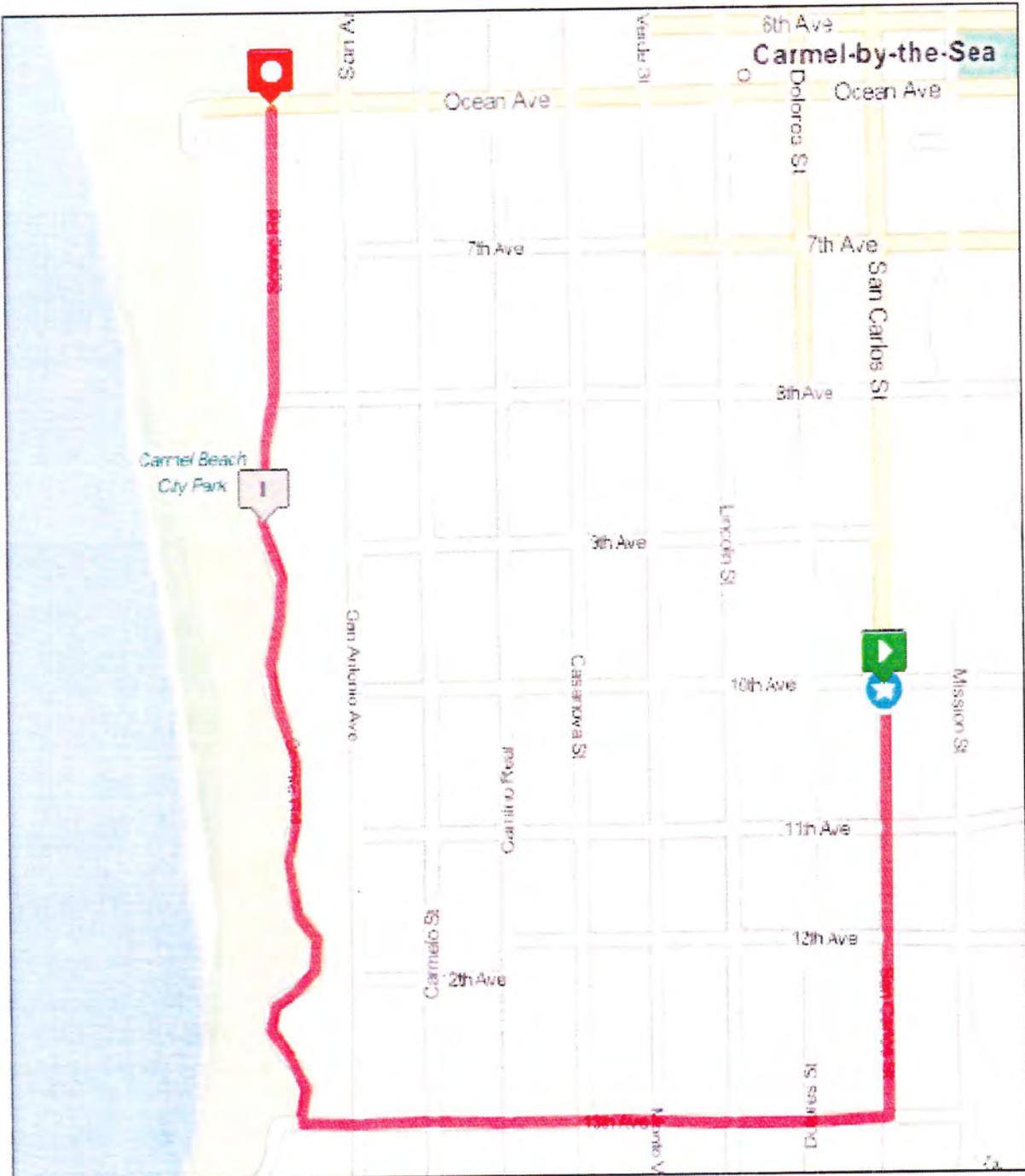
5K Course



Run Love

in the name of

2K Course



3

**RUN IN THE NAME OF LOVE
ESTIMATED BUDGET
2017**

REVENUE

5K Race Entry Fees (600 @ \$40)	\$	24,000
2K Race Entry Fees (200 @ \$35)	\$	7,000
Sponsorships and Donations	\$	8,000
Dog Shirts, Merchandise and Tribute Bibs	\$	2,000
Silent Auction and Raffle		
TOTAL REVENUE	\$	41,000

EXPENSES

City Fees/Parking Lot Fees	\$	5,464
Timing Company	\$	2,800
Awards	\$	500
Finisher Medallions	\$	2,500
Shirts - Participant and Volunteer + Printing	\$	5,650
Porta Poties and Fencing	\$	2,100
RRCA Insurance	\$	560
Website and Domain Fees	\$	400
Printing and Postage	\$	730
Marketing and Advertising -Postcards, Pine Cone	\$	2,200
Signage/Banners	\$	650
Hospitality	\$	850
Food Bags	\$	375
Medical	\$	50
Announcer/Sound Systems	\$	750
Truck Rental	\$	500
Trash Containers	\$	200
Monterey County Permit	\$	300
Dog Bandanas/Printing	\$	250
Dog Shirts/Printing	\$	500
Grant Group - Intersections	\$	300
Video Production	?	
TOTAL EXPENSES	\$	27,269
EXPECTED PROFIT (100% to JUST RUN)	\$	13,731

3

RUN IN THE NAME OF LOVE – PUBLICITY/EXPOSURE

Postcard Distribution

Carmel Chamber
Stores in Carmel
Dog & Pet related stores throughout Peninsula (maybe make separate dog run focused postcard?)
Doggie stores in Carmel; Pet Smart; Best Friends (PG); Pet Extreme; Suds and Scissors;
Vet Hospitals
Cypress Inn & dog-friendly Carmel hotels & restaurants (Forge in the Forest - ?)

Local Races

BSIM 5K @ Health & Fitness Expo
Artichoke Festival 10K
Heart & Sole - ?

Social Media

Facebook - BSIM & Just RUN pages
EBlasts
BSIM & BSHM lists of Monterey County Runners
WNLR – blasts and newsletter
JUST RUN leaders list (focus – benefiting JR)

Media & News Releases

Local magazines (long lead time frame) – w/ photo
Dog & Pet related magazines – local & national
Newspaper calendar sections – 3 week time frame (w/ photo)
Photo/story opp release & Media invites
On Site publicity – photographers/TV?
Local dignitaries – Mayor, etc.
Get on annual calendar of events for tourist guides, etc.

Paid Advertising

Coastal Canine
Adventure Sports Journal
Carmel Pine Cone
Active.com
Facebook and other digital advertising

Other

Monterey County CVB - check into dog friendly pages & PR
Carmel City website
Sponsors to promote – through their lists, customers, newsletters, etc.
Sunset Center (general promo + Classrooms Connection)

PROPOSED PERFORMANCE MEASURES

Following the past two Run in the Name of Love events, a professionally conducted Exit Poll was emailed to all of the participants. The complete survey results are available upon request. This year, a similar post-race survey will be distributed.

HIGHLIGHTS OF THE 2016 EXIT POLL

- 89.3% purchased food or beverages at a Carmel restaurant or coffee establishment
- 31.9% purchased souvenirs, merchandise, or services in Carmel
- 82% brought someone with them
- 32% traveled to the area specifically for the event
- 81% are "very likely" and 13% are somewhat likely to participate again in 2017 (94%)

All areas of event orchestration received a 1 point something rating, based on 1 being "excellent."

3

9. The anticipated charitable contributions from Run in the Name of Love 2017 are \$13,700.

10. BIG SUR INTERNATIONAL MARATHON CHARITABLE CONTRIBUTIONS TO ORGANIZATIONS WITHIN THE 93921 ZIP CODE AREA

American Red Cross
Carmel High Track & Field/Cross Country
Carmel Host Lion Club
Carmel Mission Catholic Youth Ministry
Carmel Mission Foundation
Junipero Serra School Washington Program
Knights of Columbus Carmel
Stevenson Lower School

A. Run in the Name of Love, an event and under the umbrella of the Big Sur Marathon, will donate **100% of the proceeds to its youth fitness program JUST RUN**. National in scope, the program positively impacts thousands of children annually, the bulk of the children residing in Monterey County. All schools and youth organizations within Carmel-by-the-Sea are welcome to participate and become involved in this free program.

B. Contributions since the inception of the event: \$58,000
(Proceeds are from 2013-2016. For the first two years the event was under the direction of Sunset Center.)

3

15. RUN IN THE NAME OF LOVE SERVES CARMEL-BY-THE-SEA-RESIDENTS

We are proud to offer the residents of Carmel-by-the-Sea one of the few city sporting events and the only one that enables and encourages all ages and abilities to participate. During the past event, we had participants ranging in age from 4 to 88. The 2K event was included so that all abilities, even those with physical disabilities could participate. Basically, physical activity opportunities are offered to all residents. Additionally, the 2K allows dogs to join in the fun; many Carmel residents take advantage of the opportunity to share this event with their four-legged friends!

20. RUN IN THE NAME OF LOVE WILL DIRECTLY AND INDIRECTLY BENEFIT AND PROMOTE CITY OF CARMEL BUSINESSES

According to SV Timing, our registration/timing company, 818 registered for this event in 2016. 15 different states and 128 cities were represented. According to our post-event survey, 89.3% purchased food or beverages in Carmel's restaurants and coffee shops. Souvenirs, merchandise and services were also purchased in Carmel. Many make this a weekend destination and stay at local inns, some have made Run in the Name of Love an annual event and return every year.

Many of the event's raffle donations are from Carmel-by-the-Sea shops and business. These shops and business are visited by the winners and promoted and thanked during the event. They are all acknowledged and thanked in our Pine Cone thank-you ad following the event.

Several Carmel-by-the-Sea businesses are sponsors of Run the Name of Love; they are promoted on the website, participant shirts, signage, sponsor boards, and during the event. (Lamp Lighter Inn, Hofsas House, Fourtane Estate Jewelers, Little Napoli/Carmel Bakery, Sunset Center, Nielsen Brothers Market, Christopher's Restaurant, Carmel Pine Cone)

3

OTHER REQUIREMENTS

Run in the Name of Love has a “promotion/marketing plan that incorporates the promotion of the City on the event/event organizer’s website.” One of the goals of Run in the Name of Love is to showcase the City in exchange for the opportunity to bring this event to Carmel and for its support over the past years. Our website features Carmel-by-the-Sea in beautiful, scenic, promotional photos, in our slideshows, by a direct link to the City’s website via its posted logo in the Sponsor listings, and by a specifically designed Carmel-by-the-Sea webpage in the “About” section of runinthenameoflove.org, with many additional city features linked.

Additionally, 8,000 promotional postcards are distributed to many sporting shops throughout California as well as to numerous county shops, restaurants, and businesses.

Carmel-by-the-Sea has been printed on all participant shirts for the past six events, in a prominent location, as well as listed on the shirts as a sponsor/supporter of the event.

For internal use only
DATE:

TRACKING NUMBER:



CITY OF CARMEL-BY-THE-SEA SPECIAL EVENT SUPPORT GRANT APPLICATION

FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017

Please complete the entire application, answering all requests for information and mail or hand deliver five (5) complete packets including application form, event budget, promotional/marketing plan, and proposed performance measures.

APPLICANT INFORMATION

Name Kim Stemler Email Address Kim@montereywines.org
 Organization Name Monterey County Vintners & Growers Association
 Address 536 Pearl Street
 City Monterey State CA Zip 93940
 Telephone Number 831-375-9400 Cell Number 831-915-6621
 Website address montereywines.org Non-Profit Tax I.D. # 94-2323441

EVENT INFORMATION

Event Title Monterey Winemakers Celebration
 Number of expected attendees 1,000 Requested grant amount \$10,000 - enough to cover fees
 Event Start Date 5/7/2017 Time 12 AM PM Event End Date 5/7/2017 Time 4 AM PM

Event Category: (check one)

- Athletic/Recreation Art/Exhibit Car Show Festival/Celebration Parade/Procession
 Performance Run/Walk Other (please specify) educational/cultural experience about Monterey Wine Country

Event Description: *Provide a narrative description of the full scope of your event in the space below. Be as specific and detailed as possible. Attach an additional page as necessary.*

The 25th Annual Winemakers' Celebration, a premier outdoor wine and food festival, will be held on the first Sunday afternoon in May during the shoulder season of Carmel's tourism industry. The 2016 event was the third to be held in downtown Carmel. All tickets were sold out prior to the event and was well received by the participants and City.

This is an engaging cultural and educational event where participants meet the winemakers and other wine personalities of the region and learn more about Monterey Wine Country. Guests compare wines, identify what they truly enjoy, and learn how to best pair their favorites with incredible local foods. Guest chefs will prepare tapas style dishes that are reflective of the region. There are also other mini-workshops incorporated throughout the program.

SPECIAL EVENT SUPPORT GRANT APPLICATION
FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017
Page 2

SPECIAL EVENT SUPPORT GRANT SCREENING QUESTIONNAIRE

1. Will your event take place in the City of Carmel-by-the-Sea? Yes No
2. Will your event take place between July 1, 2016 and June 30, 2017? Yes No
3. Does your application include a copy of your complete event budget? Yes No
4. Does your application include a copy of your proposed promotion/marketing plan? Yes No
5. Does your application include a copy of your proposed performance measures? Yes No

If you answered "No" to any of the above questions, please provide a brief explanation:

6. Is this the first year the event will take place in the City of Carmel? Yes No
7. If not, how many years has the event been held in the City? 3 yrs
8. Will the event benefit a City or sphere-of-influence-based non-profit organization? Yes No

If you answered "No", please provide a brief explanation:

9. What are the anticipated direct or indirect charitable contributions from your event that will support Carmel's schools, cause-related, or non-profit organizations? All extra funds will go to Monterey County Vintners & Growers Foundation to fund scholarships for graduating high school seniors. In 2015, a scholarship was awarded to a Carmel High School student. It was the largest scholarship she received.

10. Has your event previously received City funding support in the form of reduced fees? Yes No

If you answered "Yes" to this question, attach the following documentation to this application: A. name of charitable organization(s), B. amount(s) of actual charitable contribution(s) since the inception of the event.

If you did not attach documentation, please provide a brief explanation:

11. Is your event financially dependent upon receiving City support? Yes No - We would need funds through other sponsors
12. Does your organization have an outstanding debt to the City of Carmel-by-the-Sea? Yes No
13. Will admission be charged (including any sort of pre-payment/registration or sponsorship plan)? Yes No
14. Will your event be open to the community/public? Yes No

7
SPECIAL EVENT SUPPORT GRANT APPLICATION
FOR SPECIAL EVENTS OCCURRING BETWEEN JULY 1, 2016 - JUNE 30, 2017
Page 3

15. Does your organization serve Carmel-by-the-Sea residents? Yes No

If you answered yes, please explain how:

We serve Carmel by the Sea businesses. Some of these are business owners who may rent/own in the city.

16. Will your event be sponsored, hosted and organized by a non-profit organization? Yes No

17. Will your event benefit any for-profit enterprises? Yes No

18. Will your event serve, involve, call attention to and promote the City of Carmel, its residents, non-profits, schools and/or organizations? Yes No

19. Will your event attract visitors to the City? Yes No

20. Will the event directly or indirectly benefit or promote City of Carmel businesses? Yes No

If you answered yes, please explain how:

Connects out of town guests with local hotels and inns through packages. Connects both local and out of town guests with local restaurants - strategically timing the event to "feed" into meal times benefiting nearby businesses/restaurants.

OTHER REQUIREMENTS

17. Successful applicants will be expected to follow the City's separate Special Event Permit process and submit all necessary forms, insurance and fees as required.

18. Successful grant recipients will be required to enter into an agreement with the City and consent to the City's terms and conditions which will include language granting the City the right to audit financials. The agreement will include a mutually agreed-upon promotion/marketing plan that will incorporate promotion of the City on the event/event organizer's website, and performance measures for evaluating the event's marketing and economic impact.

19. Event organizers will be required to demonstrate how the event met, or did not meet, the objectives and measures in a required, post-event report. Event organizers who are funded will be required to submit such a report to the City within 60 days of the event's conclusion.

ACKNOWLEDGEMENTS

I certify that the above information is true and correct to the best of my knowledge.

I certify that participation in this organization is not predicated on a person's race, color, religion, ethnicity, national origin, age, sex, sexual orientation, marital status, political affiliation, disability or medical condition.

I understand that this Special Event Support grant application is for preliminary review only, and does not guarantee that my event will be approved to move forward through the Special Event Grant process. If approved, I understand that any change in the scope of the event must be reported to the Community Activities Department and additional permits and fees may be required.

Applicant Signature Kim Stemler Date November 2, 2017

Please print name Kim Stemler

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2017 MCVGA Winemakers Celebration Budget (11/2016)				
Income				
	Glass Sponsor	\$4,000		
	General Sponsor	\$7,500		
	Tickets Sales	\$45,000		
			\$56,500	
Expenses				
	Advertising	\$11,000		
	Brochure & Poster	\$2,500		
	Event Planning/Mngt.	\$8,000		
	Event Supplies	\$7,750		
	Permits, fees, taxed	\$3,000		
	Rentals	\$11,000		
	Services	\$12,400		
	Signs	\$300		
			\$55,950	
	Net Proceeds to MCVGF			\$550

7

Proposed Marketing Plan

TASKS	TIMELINE
Pre-Event	Nov-Jan
1. Design logo	
2. Develop electronic collateral	
3. Print collateral (cards & posters)	
4. Construct website home page	
5. Develop ticketing page	
6. Set up social media infrastructure	
7. Put together social media toolkit for partners (we ask all participating wineries, restaurant and hotels to promote)	
8. Create media alert and press package	
9. Schedule Rotary presentations in Central Valley and Bay Area between Feb - April	
Event Launch	Jan 15
1. Launch email (10k list; plus 2000 former attendee list)	
2. Launch on social media, including partners (over 100k reach)	
3. Send out media alert	
4. Encourage partners to send out	
Day-to-Day until Event	Jan- May
1. Regular email, social	
2. Earned activities	
3. Paid promotion	
LOCAL (Digital & Print)	
a. Edible	
b. KRML	
c. Coast Weekly	
d. Salinas Californian	
e. Carmel Chamber	
f. Carmel Pine Cone	
REGIONAL (Digital & Print)	
a. Sacramento Media	
b. Wine & Travel	
c. Delta Tribune	
d. Bay Area Media Group	
4. Other Promotional Activities	
a. Promote on KRML – Spots & Vintners Minute & Pub Talk	
b. Promote through Californian monthly column	
c. Promote at all events local and regional	
d. Go to regional Rotaries and promote	
5. Paid social media promotion	
6. Encourage partners to promote regularly	
7. Influencer outreach	
Last Call	May
1. Final email blast, social	
2. Attendee referrals	

2017 MCVGA Winemakers Celebration

Proposed Performance Measures

Measure	Goal
1. Total Attendance	1,000 Guests
2. Survey Attendees In our 2015 WMC attendee survey conducted on Survey Monkey, we received an 81 net promoter score on the event; while the average Survey Monkey score is 36 Score is in the top 25 The feedback was very positive. There was nothing less than Good. <ul style="list-style-type: none">• 67%: Excellent• 27.4%: Very Good• 5.48% : Good	Be in the top 25 of events of Survey Monkey
3. Revenue	Net at least \$500
4. Media Coverage	At least 5 earned media stories

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MCVGA Addendum

Hi Janet,

In response to your inquiry, here is some clarification to two questions.

10b. In 2015 we contributed \$1695 to the Monterey County Vintners & Growers Foundation for the scholarship program. We then proceeded to provide a \$2,000 scholarship to a Carmel High School Senior. In 2016 we had extra unanticipated expenses, so we didn't make any money on the event. In general, this is not a money-making event – yet. We would need to attract several large sponsors to make it so. It is truly an educational and cultural event.

#15. We partner with and promote the Carmel businesses extensively.

- We promote the hotels prior to the event and this year want to work on packages.
- We promote the participating restaurants prior to the event and encourage guests to make reservations for after the event.
- Both In the general promotion of the event we encourage guests to stay in Carmel and visit the shops (as well as staying over night).
- Also the ambiance created by the event, encourages strolling around the charming village of Carmel and visiting the shops.

Thank you for this opportunity and our partnership.

Warmly,

Kim Stemler

Executive Director

Monterey County Vintners & Growers Association



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL Staff Report

SR 2017-002
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Chip Rerig, City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of the disbursement of funds to Carmel Chamber of Commerce

RECOMMENDATION

Direct staff to disburse the balance of the funds budgeted for the Carmel Chamber of Commerce for fiscal year 2016/17 in the amount of \$27,500.00.

BACKGROUND / SUMMARY

During the City Council's budget deliberations on June 7, 2016, Council directed staff to establish a promotion budget, and to delay disbursing funds to Monterey County Convention & Visitors Bureau (MCCVB), Carmel Chamber of Commerce, and Burghardt+Dore until such time as Council had opportunity to evaluate its satisfaction with the use of funding.

The Council hosted a public workshop in early July, received a presentation from Carmel Chamber, and discussed the effectiveness of our relationship as well as opportunities. On July 12, 2016, the Council disbursed 50 percent (\$27,500) of the budgeted funds and directed staff to continue to work with the Chamber on efforts that highlight the unique visitor and hospitality assets of Carmel-by-the-Sea.

The Chamber has been working very closely with City staff and, notably, Council Members Theis and Richards. The Chamber hosts a monthly Roundtable, has substantially updated its website, and added a new stable of qualified board members. The relationship between the City and Chamber continues to improve, and we are working in close partnership to celebrate the attributes of the Village and encourage visitors to return. We expect collaboration to continue and for the relationship to continue to positively evolve. The attached correspondence from the Chamber provides a road map to that goal. Accordingly, staff recommends that the Council direct staff to disburse the balance of the budgeted funds.

FISCAL IMPACT

The Fiscal Year 2016/2017 budget includes funding to the Chamber. Therefore, there is no new fiscal impact associated with disbursing the remaining funds.

PRIOR CITY COUNCIL ACTION

As referenced above, the City Council took formal prior action on June 7 and July 12, 2016.

ATTACHMENTS

1. Carmel Chamber of Commerce letter dated December 22, 2016

December, 2016

Dear Council,

We respectfully request that funding for the Chamber be put on the January city council meeting agenda and ask that the council consider granting the remaining half of the funding requested during the 2016-17 city budget process, specifically \$27,500.

The Carmel Chamber of Commerce Board of Directors met in an all-day planning session on November 17, 2016 to discuss and develop the 2017 Plan of Work for the Carmel Chamber of Commerce. (Carrie Theis was a part of the meeting and provided valuable input and insight) Attached is the plan that was approved by the Chamber board so you can get a more comprehensive idea of what the Chamber does.

We have also subsequently met with various city council members and staff to coordinate our efforts to serve small businesses of Carmel-by-the Sea.

The following are key initiatives which have been integrated into the Chamber's 2017 Businesses Plan in response to those requests from the City:

1. Work with the city staff to develop a welcome packet for new businesses with specific resources for navigating policies and getting started. This packet will be available to any new or interested business on-line, at the Chamber Office and if allowed at the City Offices. Such a packet exists and needs to be updated with a working group from the City and Chamber. It will include:
 - List of important phone numbers
 - City information on signs, sales tax, garbage and recycling, city website and regulations, fire safety inspection before opening, parking, how to access city services and anything else we can identify that would help an new or interested business
 - How to join the Chamber of Commerce and connect with other small businesses and utilize the resources of the chamber such as website and staff expertise. It would also include a free mixer pass.
2. Utilize the chamber website, www.carmelchamber.org to develop a listing of all businesses, not just member businesses, to better serve Carmel-by-the-Sea merchants and residents. We intend to connect with all businesses and give them the opportunity to have a listing on the Chamber website which includes the business name, address and phone number. This directory is intended to function as a Yellow Pages online.
3. Enhance our service to non-member businesses as well as to visitors with an enhanced ambassador program. We have recently expanded our visitor center volunteer program with about a dozen new volunteers. As we get them trained we hope to work with the city to utilize their talents and passion.

We have also set in motion to increase the number and visibility of our Ambassador Program (Chamber business leaders who volunteer to represent the Chamber) Between our volunteers, ambassadors and city officials when available, we would be better prepared to welcome new businesses as well as address small CBTS business needs.

We also will be launching monthly get togethers beginning February for all CBTS businesses by industry. This will be designed as a forum to give Chamber/City updates and also to hear first hand what our small businesses want.

4. Develop a Buy Local program

For now, what we can do is find someone to develop a logo and put the tagline on the city, travel website and chamber website and as well as existing city and chamber printed materials. Eventually, with some additional funding, we can get stickers, bags and purchase advertising.

5. Work with the Carmel Residents Association to promote Sustainable Tourism.

The Carmel Residents Association has scheduled a speaker on Sustainable Tourism for March, 2017 and the Chamber was invited to be a sponsor and promote the event. The Chamber will plan a follow-up forum so that the speaker's words can be turned into action.

6. Continue to offer educational seminars such as those offered in 2016 which are intriguing enough to inspire attendance by the small businesses in our membership.

Our first meeting of 2017 will be a breakfast meeting that partially consists of a State of The Chamber report and presentation of the annual report. The second part of the program will be a panel with expertise in helping businesses succeed. The speakers are from SCORE, Small Business Development Commission and a representative from the Monterey County Economic Development Department. Subsequent meetings will be scheduled based on feedback from industry meetings.

There are a lot of challenges and opportunities ahead. We are excited to partner with the city to serve small businesses in Carmel.

Thanks for all you do.

Happy New Year,

Jeanie Summers

Chair, Board of Directors, 2016

Ben Beesley

Chair, Board of Directors, 2017

Monta Potter

President/CEO

Carmel Chamber of Commerce

2017 Plan of Work

1. Promote Carmel to visitors and take care of their information needs when they are in town
 - A. Visitor Center
 1. Provide 100% coverage to visitors to Carmel-by-the-Sea with volunteers and paid staff 7 days a week
 2. Gather available rooms list and book rooms for visitors who come to town without a room
 3. Work with city to get signs at the Plaza, clearly pointing to the Visitor Center
 4. Collect stats and report number of visitors in person and on the phone
 - B. Guide to Carmel
 1. Provide membership copy, editorial, photos, proofing
 2. Print and distribute 120,000 copies to visitors, visitor centers, inns, curbside distribution spots, airports, San Francisco Visitor Center to help promote Carmel and CBTS
 3. Update publishing contract in 2017
 - C. Website – add to a comprehensive list of business resources including adding non members businesses as a virtual yellow pages for CBTS
 - D. Visit Carmel – integrate and coordinate with this group to bring out-of-town visitors particularly during off-season and mid-week
 - E. Expand the capacity of Visitor Center volunteers to make them available to help with large events
 - F. Wine tasting
 1. Continue to support the Carmel Wine Walk by-the-Sea through meetings, accounting, service and sales
 2. Continue to support the wine tasting rooms outside of CBTS
 - G. Sustainable tourism
 1. Continue to collaborate with Carmel Residents Association, Monterey Bay Aquarium, Sustainable Carmel, Carmel Innkeepers Association and others in promoting sustainability.
 2. Set an example for other businesses in sustainable practices at the Chamber of Commerce offices – recycling, waste for Taste of Carmel, editorials in Pine Cone
 3. Continue to advocate for recycling on the street in Carmel-by-the-Sea
 4. Encourage restaurants to engage with the Seafood Watch program

- H. Acquire or create materials in Chinese - rules for visiting Carmel and help local businesses identify the resources needed to do the same
- 2. Provide conduits to advocate for, recognize, celebrate, welcome each business, connect, and bring commerce to small businesses
 - A. Support large events such as Concours on the Avenue, Tour d'Elegance, Carmel Art Festival, Poodle Day, Fourth of July and others
 - 1. Answer questions; give out programs; sell posters; promote on website; in Guide to Carmel; in visitor center; staff information booths
 - B. Present chamber events which support local businesses
 - 1. January Membership breakfast – 2017 topic will be resources for businesses – SBDC, SCORE, Monterey Economic Development department
 - 2. Showcase local businesses through 10 after-hours mixers
 - 3. Welcome new businesses with 20 ribbon cuttings
 - 4. Provide quarterly education forums- the first one in 2017 will follow the CRA Sustainable Tourism speaker
 - 5. Honor and celebrate long time businesses at the June Membership Luncheon
 - 6. Present the 27th Annual Taste of Carmel – showcasing local restaurants and wineries for local and out-of-town visitors
 - 7. Produce the Awards of Excellence Awards & Dinner to celebrate excellence of our member businesses
 - C. Staff and organize the monthly Business Roundtable, consisting of local business leaders to provide input and direction on issues that impact local businesses
 - D. Study current issues and advocate for small business
 - 1. Attend city council meetings
 - 2. Meet individually with council and city staff
 - 3. Water – Participate in the Coalition of Monterey County Businesses to promote a new water source
 - 4. Traffic – Widening of Highway 156; round-about construction as it affects business and enhances local tourism
 - 5. Work with State Parks and MST to get Marathon Flats for a Park'n'ride so that alternative parking options are available to all
 - 6. Work with city staff on ordinances, regulations, permit streamlining for CBTS businesses
 - 7. Work on whatever issues are current in the city – restaurant regulations, beach fires, smoking, signage, parking
 - E. Organize and promote shuttles to AT&T Tournament & Concours d'Elegance which bring people to Carmel instead of parking at Fort Ord
 - F. Visit Chamber members and attend member events
 - G. Set up a process for taking a stand on city and county-wide initiatives which affect small businesses

- H. Develop a Buy Local program
 - I. Meet with representatives of each category of business in CBTS to find out how to meet their needs
 - J. Add business location vacancies to website for those looking for a business site
 - K. Work with the city to develop a welcome packet for new businesses
3. Strengthen chamber membership as a critical funding source and engagement tool
- A. Hire an additional part-time membership sales person
 - B. Sell, enroll, orient new members
 - 1. Invoice, do collections each year
 - 2. Maintain current level of 85% retention
 - 3. Support the Ambassadors committee
 - 4. Grow the Executive Leadership Council
 - C. Communicate regularly with each member on upcoming events and issues
 - 1. Email blast each Tuesday
 - 2. Produce monthly newsletter online and in the Pine Cone
 - 3. Publish monthly Pine Cone page
 - 4. Submit Pine Cone columns, as appropriate
 - 5. Maintain Facebook, Twitter communications
 - 6. Manage ads for Carmel Magazine and all newspapers
 - 7. Publish a 2016 Annual Report in January, 2017
 - D. Provide mentoring on anything and everything for member businesses – such as ABC licenses, where to advertise, how to enhance their web listing, sites to use for events, etc.
 - E. Compose and compile at least 6 member surveys per year to gain member input
 - F. Sell advertising for website, plasma screen in Visitor Center, newsletter and new Member-to-Member e-mails
 - G. Develop new business directory for all businesses – not just members
4. Infrastructure
- A. Update Chamber procedures manual
 - B. Manage payroll, insurances, budget, financial reports
 - C. Complete relocation to CArmel Plaza
 - 1. Find conference table
 - 2. Sell outdoor furniture
 - D. Hire new Finance Specialist to replace outgoing staff member
 - E. Explore options for a new funding source from city
 - F. Explore developing a co-working space at the Carmel Plaza



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-003
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen, Director of Budget and Contracts
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consider a resolution accepting a donation of \$1,000 from the Carmel Woods Neighborhood Association for the maintenance of the World War I monument

RECOMMENDATION

Adopt a resolution accepting a donation from the Carmel Woods Neighborhood Association for the maintenance of the World War I monument on Ocean Avenue.

BACKGROUND / SUMMARY

The City recently received a letter from the Carmel Woods Neighborhood Association, regarding a contribution of \$1,000 to the City for the maintenance of the World War I monument on Ocean Avenue (Attachment 1). As stated within the letter, the Association requests the contribution assist in the repairs of the guard rails and lighting fixtures and stone work restoration.

This item is on the Council's agenda to consider accepting the donation, consistent with City policy. Per Policy C89-41, "All donations and gifts with a value in excess of \$1,000 must be approved and accepted by a resolution of the City Council."

FISCAL IMPACT

The City will receive \$1,000 toward this purpose should Council accept the donation.

PRIOR CITY COUNCIL ACTION

None.

ATTACHMENTS

1. Letter from the Carmel Woods Neighborhood Association
2. Resolution accepting the donation for the World War I monument

Mr Chip Rerig
City Administrator
Carmel - by -the Sea

Dear Mr. Rerig,

As we recently discussed, I am the President of the Carmel Woods Neighborhood Association. Our Association represents six hundred and twenty-five (625) families in the Carmel Woods community.

Our membership is voluntary as are the dues that are paid on an annual basis. Our Association was formed twenty-five (25) years ago and has been active in community affair during that period of time. The Association maintains the Saint Serra Statue and has contributed twenty five hundred (\$2,500.00) to a maintenance fund of the City of Carmel to maintain the statue.

In addition to our allocation of funds for the upcoming year of 2017, for the maintenance of median roadway dividers, weed abatement maintenance of bus stop locations and litter abatement, the board of directors has agreed to contribute one thousand (\$1,000.00) dollars to the maintenance of the World War I monument on Ocean Ave in the City of Carmel-by-the-Sea.

Our expectation is that these funds will assist in the repair of the guard rail, restoration of the stone work and repair of the lighting fixtures.

As 2017 marks the 100th anniversary of the end of World War I, we take great pride in contributing to the celebration of those who gave their lives in defense of our country.

Very truly yours,
Glen R. Mozingo, Esq.



**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2017-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING A
DONATION OF \$1,000 FROM THE CARMEL WOODS NEIGHBORHOOD ASSOCIATION FOR THE
MAINTENANCE OF THE WORLD WAR I MONUMENT**

WHEREAS, the City has received a letter from the Carmel Woods Neighborhood Association; and

WHEREAS, in order to mark the 100th anniversary of the end of World War I, the Association wishes to donate \$1,000 to the City specifically for the maintenance of the Word War I monument located on Ocean Avenue; and

WHEREAS, the donation is intended for repairs to the guard rails and lighting fixtures and for restoration of the stone work; and

WHEREAS, City Policy No. C89-41, "Acceptance of Donations and Gifts to the City" was revised by Resolution 2005-14 and requires donations with a value of \$1,000 or more to be accepted by Council through resolution.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Accept the donation of \$1,000 from the Carmel Woods Neighborhood Association for the maintenance of the World War I monument.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-004
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Wood, CPA - Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive and file a report on the Fiscal Year 2016-2017 Quarter One Financial Performance

RECOMMENDATION

Receive and file a report on the Fiscal Year 2016-2017 Quarter One Financial Performance.

BACKGROUND / SUMMARY

In the City's Fiscal Year 2016-2017 adopted budget, overall revenue was expected to grow by about 4.1% over Fiscal Year (FY) 2015-2016, and after the first three months of the current year, it is hard to tell what is happening. The main indicators, as always are property tax, sales tax and transient occupancy tax (TOT), but at this point in the year, receipts for the first two categories are either estimates paid to us (sales tax) or minor collections (property tax). With only three months of receipts, it is difficult to tell how revenues are trending. TOT is trending lower than the expectedly modest increase of 2.9% that we budgeted. In FY15-16, we finished the year with a 6% increase over the FY14-15. The difference is not large, but worth tracking.

Business license tax is trending just short of budget, with the majority of business licenses already paid for, but the shortage is a small amount. The takeaway here is that we did not budget an increase from FY15-16, so it looks like reported business sales (basis of the tax) is stagnating, as expected.

While this is a good start to the year, it is still too early to make a determination as to where we will end up for the year. Property taxes will most likely repeat and outperform, and because of our innkeepers' ability and willingness to modify room rates, Finance expects TOT to decrease over the next 6 months, but not as much as sales taxes. It is the prediction of City finance staff that sales taxes will underperform through the end of the fiscal year, and next year's budget will probably reflect a decrease in sales tax compared to this year.

General Fund expenditures are trending net positive with every functional area either as expected or underspending their budget. The first quarter of the year generally is the slowest, due to approved staff positions not yet being filled, projects just getting underway, and the net timing delay of work vs. pay. Things will look closer to budget as we move past the second quarter. The City's Capital Projects program at the first quarter mark shows the same spend pattern that the operational expenditures shows. CIP spend definitely picks up in the second quarter, which will be reported on at the February, 2017 City Council meeting.

As an overview, after 3 months, the main points are the following:

- We are seeing a potential slowing in revenues (though not much at this point)
- We budgeted for a slowdown
- Operational spend is starting slow, but we fully expect spending to meet our year-end budget
- Capital spend is starting slow, and we already know that significant spend has occurred in the second quarter

FISCAL IMPACT

None.

PRIOR CITY COUNCIL ACTION

None.

ATTACHMENTS

1. PowerPoint slides showing Q1 revenues, operational expenditures, CIP expenditures and overview

Carmel-by-the-Sea

Q1 Financial Review

At September 30, 2015

General Fund Revenues

Revenues	FY16-17 Annual Budget	FY16-17 Q1 Actual	FY16-17 Q1 Expected	Over/(Under)
Property Taxes	\$ 5,905,000	\$ 37,015	\$ 35,000	\$ 2,015
Sales & Use Taxes	\$ 5,361,000	\$ 418,100	\$ 420,000	\$ (1,900)
Transient Occupancy Tax	\$ 6,103,754	\$ 1,502,163	\$ 1,548,620	\$ (46,457)
Business License Tax	\$ 583,000	\$ 578,301	\$ 580,000	\$ (1,699)
Other Revenues	\$ 2,333,472	\$ 843,662	\$ 825,000	\$ 18,662
Total	\$ 20,286,226	\$ 3,379,241	\$ 3,408,620	\$ (29,379)

General Fund Expenditures

Expenditures	FY16-17 Annual Budget	FY16-17 Q1 Actual	FY16-17 Q1 Expected (25% of Budget)	(Over)/Under
Council & Admin	\$ 4,691,784	\$ 1,133,147	\$ 1,172,946	\$ 39,799
Planning & Building	\$ 1,043,401	\$ 238,644	\$ 260,850	\$ 22,206
Public Safety	\$ 5,641,270	\$ 1,276,545	\$ 1,410,317	\$ 133,772
Public Works	\$ 3,136,951	\$ 575,032	\$ 784,238	\$ 209,206
Library (+Comm Act/Mrkt)	\$ 1,989,593	\$ 412,541	\$ 497,398	\$ 84,857
Debt Service	\$ 1,237,257	\$ 22,802	\$ 22,802	\$ -0-
Total	\$ 17,740,256	\$ 3,658,711	\$ 4,148,551	\$ 489,840

Capital Projects Spending

Capital Projects	FY16-17 Annual Budget	FY16-17 Q1 Actual	FY16-17 Q1 Expected	(Over)/Under
Facilities	\$ 425,915	\$ 520	\$ 106,479	\$ 105,959
Forest, Parks & Beach	\$ 1,036,692	\$ 18,183	\$ 259,173	\$ 240,990
Forest Theater	\$ 222,560	\$ 7,700	\$ 55,640	\$ 47,940
Library & Community Act	\$ 152,456	\$ 1,135	\$ 38,114	\$ 36,979
Public Works	\$ 208,999	\$ 3,033	\$ 52,250	\$ 49,217
Sunset Center	\$ 176,322	\$ 7,248	\$ 44,081	\$ 36,833
Streets & Roads	\$ 966,577	\$ 12,397	\$ 241,644	\$ 229,247
Total	\$ 3,189,521	\$ 50,216	\$ 797,381	\$ 747,165

Overview

Revenue Under Budget \$ (29,379)

Expenditures Under Budget \$ 489,840

Financial Performance better than expected \$ 460,461

Capital Projects Under “Budgeted Spend” \$ 747,165



**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
Staff Report**

**SR 2017-005
January 3, 2017
Consent Agenda**

TO: Honorable Mayor and City Council Members
SUBMITTED BY: Maxine Gullo, Human Resources Manager
APPROVED BY: Chip Rerig, City Administrator
SUBJECT: Consider a resolution authorizing and approving the City of Carmel-by-the-Sea current pay rates and ranges (salary schedule) for At-Will classifications as of January 1, 2017.

RECOMMENDATION

Adopt a resolution authorizing and approving the City of Carmel-by-the-Sea current pay rates and ranges (salary schedule) for At-Will Classifications as of January 1, 2017 as follows:

1. Authorize the City Administrator to revise the Assistant City Administrator Range
2. Authorize the City Administrator to revise the Public Safety Director Range

BACKGROUND / SUMMARY

In recent years, classifications and salary ranges were adopted as part of the budget process or off-cycle that were not in compliance. Pursuant to Municipal Code 2.52.520, the City Council adopts the salary resolution, establishing the legal current salary range from the salary schedule for each class of employee position. Additionally, California Public Employee's Retirement Law (PERL) and Section 570.5 of the California Code of Regulations (CCR) Title 2 requires the City pay rates and ranges meet required elements and be approved, in its entirety, by the City Council each time a modification occurs.

In May 2016, the FY 2016/17 operating budget was adopted that included the position of Assistant City Administrator with a placeholder of \$170,000 for the annual salary. However, in October, when the City Council approved the current pay rates and ranges (salary schedule) a compensation study had not been completed and a salary range was not approved for this position.

The Assistant City Administrator pay range from 2003 reflects \$98,724 - \$122,976. That amount is in line with the pay rates for management employees. A recent compensation study by Koff & Associates of three neighboring agencies reflects the median monthly rate at \$16,221 (\$194,652/year); an amount greater than the City Administrator's salary. Normally, when considering an appropriate salary range, there are certain standard human resources practices applied. For example, a full supervisory position is normally placed at least 15% to 25% above the highest level supervised, depending upon the breadth and scope of supervision. Currently, the maximum salary between the Public Works Director and City Administrator is 2.6% which reflects compaction between the salary ranges as follows:

Classification	Minimum	Maximum
City Administrator		\$ 190,000.00
Public Works Director	\$ 147,996.00	\$ 184,995.00
Public Safety Director	\$ 154,752.00	\$ 181,245.00
Community Planning and Building Director	\$ 127,500.00	\$ 159,375.00

Director of Budgets and Contracts	\$ 100,000.00	\$ 160,000.00
Library and Community Activities Director	\$ 119,928.00	\$ 145,764.00

Several of the salary ranges were adopted in the past, and it does not appear there was a holistic approach on grouping management positions to responsibilities and pay. This has caused the existing inconsistency within the at-will classification salary plan.

As the City is rebuilding the foundation, staff is recommending to approach the executive positions in bands and start establishing ranges for positions in groups by similar responsibilities versus individual position. Banding is an approach to job classification and compensation that takes into consideration content and scope of a job, knowledge, skills and abilities to group similar jobs together using a few wide salary bands. A position is assigned to a band that establishes the minimum and maximum salary.

For example, the internal equity between the City Administrator and certain executive staff salaries is inconsistent and these proposed modifications make an effort to start banding classifications as follows:

Classification	Minimum	Maximum
City Administrator		\$ 190,000.00
Assistant City Administrator	\$ 154,752.00	\$ 184,995.00
Public Safety Director	\$ 154,752.00	\$ 184,995.00
Public Works Director	\$ 147,996.00	\$ 184,995.00
Community Planning and Building Director	\$ 127,500.00	\$ 159,375.00
Director of Budgets and Contracts	\$ 100,000.00	\$ 160,000.00
Library and Community Activities Director	\$ 119,928.00	\$ 145,764.00

The modification to the Public Safety Director maximum salary would increase by 2.1% (\$3,750 annually), however, the City Administrator determines the actual salary through merit-based reviews. Other salary-setting considerations are job performance, level of responsibility, directly related experience and internal equity.

As we strive to balance the needs of the organization to HR best practices, there will be several clean-up items that will be coming to Council in the upcoming months that address policies or procedures as it relates to salary ranges and job descriptions that were identified in the 2014 Monterey County Civil Grand Jury plus a recent CalPERS audit.

FISCAL IMPACT

The Assistant City Administrator position was budgeted at \$170,000 in the FY 2016/17 budget and placement in the position is normally placed at the beginning to mid-point of the range, however, dependent on qualifications.

PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

1. Resolution authorizing and approving the City of Carmel-by-the-Sea current pay rates and ranges (salary schedule) for At-Will classifications as of January 1, 2017.

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING THE AT-WILL CLASSIFICATION SALARY PLAN IN ACCORDANCE WITH MUNICIPAL CODE 2.52.520

WHEREAS, Municipal Code 2.52.520 and amendments thereto provide, among other things that the City Council establish the legal current salary range from the salary schedule for each class of position. The salary resolution is adopted annually or periodically by the City Council upon review and recommendation of the City Administrator; and

WHEREAS, the California Public Employee’s Retirement Law, at Section 570.5 of the California Code of Regulations Title 2, requires the City to publish pay rates and ranges on the City’s internet site and the City Council to approve the pay rates and range in its entirety each time a modification is made; and

WHEREAS, Human Resources staff recommends the salary range for Assistant City Administrator be changed to \$154,752 - \$184,995; and

WHEREAS, Human Resources staff recommends the salary range for Public Safety Director be changed to \$154,752 - \$184,995;

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

1. Amend Resolution No. 2016-078 by amending the At-Will Classification pay schedule for the pay rates for Assistant City Administrator and Public Safety Director, as set forth in Exhibit “A” attached and incorporated by reference.
2. All other provisions of Resolution No. 2016-078 shall remain in full force and effect.
3. The Salary Resolution amendments and pay rates noted above shall be effective January 1, 2017.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of JANUARY 2017, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

EXHIBIT A

CITY OF CARMEL-BY-THE-SEA
 PAY SCHEDULE FOR AT-WILL CLASSIFICATIONS
 EFFECTIVE JANUARY 1, 2017

Grade	Barg. Unit	Classification	Resolution #	Effective Date	Minimum	Maximum
1	ATWILL	City Administrator	Resolution 2016-012	5/2/2016	\$ 190,000.00	
3	ATWILL	City Attorney	Resolution 2015-072	9/1/2015	\$ 126,000.00	
1	ATWILL	Assistant City Administrator	Resolution 2017-XXX	1/1/2017	\$ 154,752.00	\$ 184,995.00
1	ATWILL	Public Safety Director	Resolution 2017-XXX	1/1/2017	\$ 154,752.00	\$ 184,995.00
1	ATWILL	Public Safety Director	Resolution 2015-062	8/4/2016	\$ 154,752.00	\$ 181,245.00
	ATWILL	Public Safety Director	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
1	ATWILL	Public Works Director	Resolution 2015-062	8/4/2016	\$ 147,996.00	\$ 184,995.00
	ATWILL	Public Works Director	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
2	ATWILL	Community Planning and Building Director	Resolution 2015-062	8/4/2015	\$ 127,500.00	\$ 159,375.00
	ATWILL	Community Planning and Building Director	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
2	ATWILL	Director of Budgets and Contracts	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
1	ATWILL	Library and Community Activities Director	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
440	ATWILL	Library and Community Activities Director	Resolution 2015-040	6/15/2015	\$ 119,928.00	\$ 132,204.00
					\$ 132,204.00	\$ 145,764.00
443	ATWILL	Police Commander	Resolution 2015-074	9/1/2015	\$ 121,740.00	\$ 147,984.00
404	ATWILL	Police Commander	Resolution 2015-062		\$ 100,200.00	\$ 121,788.00
459	AT WILL	Finance Manager	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 160,000.00
	AT WILL	Finance Manager	Resolution 2013-042	8/6/2013	\$ 105,204.00	\$ 110,472.00
					\$ 110,472.00	\$ 121,788.00
403	AT WILL	Human Resources Manager	Resolution 2015-048	7/7/2015	\$ 99,720.00	\$ 109,932.00
	AT WILL	Human Resources Manager	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 115,440.00
364	AT WILL	Human Resources Manager	Resolution 2014-072	11/3/2014	\$ 82,080.00	\$ 90,492.00
314	ATWILL	Human Resources Manager	Resolution 2013-042	8/6/2013	\$ 63,960.00	\$ 70,524.00
					\$ 70,524.00	\$ 77,748.00
403	ATWILL	Information Services/Network Manager	Resolution 2015-040	6/15/2015	\$ 99,720.00	\$ 109,932.00
	ATWILL	Information Services/Network Manager	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 115,440.00
364	ATWILL	Information Services/Network Manager			\$ 82,080.00	\$ 90,492.00
					\$ 86,184.00	\$ 99,768.00
377	ATWILL	Environmental Compliance Manager	Resolution 2016-050	7/12/2016	\$ 87,756.00	\$ 96,552.00
					\$ 91,956.00	\$ 101,388.00
					\$ 96,552.00	\$ 106,452.00

CITY OF CARMEL-BY-THE-SEA
PAY SCHEDULE FOR AT-WILL CLASSIFICATIONS
EFFECTIVE JANUARY 1, 2017

Grade	Barg. Unit	Classification	Resolution #	Effective Date	Minimum	Maximum
377	ATWILL	Project Manager	Resolution 2015-098	11/2/2015	\$ 87,576.00	\$ 101,388.00
312	ATWILL	Project Manager	Resolution 2013-042	8/6/2013	\$ 71,928.00	\$ 83,268.00
400	AT WILL	City Clerk	Resolution 2015-040	6/15/2015	\$ 100,000.00	\$ 113,700.00
418	ATWILL	City Clerk	Resolution 2014-030	4/1/2014	\$ 98,332.00	\$ 108,288.00
364	ATWILL	City Clerk	Resolution 2014-023	3/4/2014	\$ 107,460.00	\$ 118,488.00
			Resolution 2013-061	11/5/2013	\$ 82,080.00	\$ 90,492.00
366	ATWILL	Building Official	Resolution 2013-061	11/5/2013	\$ 82,896.00	\$ 91,380.00
342	ATWILL	Deputy City Clerk	Resolution 2015-098	11/2/2015	\$ 73,536.00	\$ 81,072.00
316	ATWILL	Deputy City Clerk	Resolution 2013-061	11/5/2013	\$ 64,596.00	\$ 71,208.00
3	ATWILL	Executive Assistant			\$ 43,944.00	\$ 48,456.00
					\$ 50,880.00	\$ 52,416.00

Notes:
Assistant City Administrator salary range revised. (Resolution 2017-XXX)
Director of Public Safety salary range revised (Resolution 2017-XXX)



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-006
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marc Wiener, AICP, Community Planning and Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of resolutions authorizing the City Administrator to execute amendments to professional services agreements with Fasulo Investigations and Wildan Engineering for code compliance and building inspection services for a total not to exceed amount of \$106,800

RECOMMENDATION

1. Adopt a resolution authorizing the City Administrator to execute an amendment in the amount of \$32,000 to the agreement with Fasulo Investigations (PBD-AFI-001-16-17) for code compliance services for the period of January 1, 2017-June 30, 2017.
2. Adopt a resolution authorizing the City Administrator to execute an amendment in the amount of \$74,800 to the agreement with Wildan Engineering (PBD-WILDAN-023-16-17) for building inspection and review services for the period of January 1, 2017-June 30, 2017.

BACKGROUND / SUMMARY

The City utilizes a variety of consultants to augment its staffing capacity, especially when positions are vacant, as well as to provide specialized services to assist with ongoing daily operations.

CODE COMPLIANCE: The City has used an outside professional to provide code compliance support as an alternative to in-house staffing. On June 6, 2016, the City Council authorized the City Administrator to execute an agreement with Fasulo Investigations for contract code compliance services for an amount not to exceed cost of \$32,000. The proposed Fiscal Year 2016-2017 budget recommends staffing of a full-time code compliance officer. As the agreement with the current contractor expired on December 31, it is recommended that the agreement be amended in order to allow for continuity of service while recruitment efforts are underway. The proposed amendment extends the contractual term to June 30, 2017 and increases the not to exceed amount by an additional \$32,000, for a new total amount not to exceed \$64,000. This funding pays for an average of 25 hours a week for six months.

BUILDING OFFICIAL: The City is currently in the process of recruiting a Building Official, but has not yet obtained a successful candidate. The City Administrator entered into an agreement with Wildan Engineering on August 8, 2016 to perform such services as plan checks and inspections, review discretionary applications for compliance with construction codes, and compile monthly reports to the State and other governmental agencies. The dollar amount of the initial contract was not to exceed \$23,500 and expired on September 30, 2016. On October 4, 2016, the City Council approved extending the agreement through December 31, 2016 and increased the dollar amount of the contract by an additional \$37,400. Staff recommends that the City Council extend the contract through June 30, 2017 for an additional increase of \$74,800 for a total amount not to exceed \$135,700. This dollar amount assumes an average of 24 hours a week for six months

Alternatives: Council may (1) may approve the amendments with the recommended dollar amount; (2) make changes to the proposed amendments; or (3) not approve the items. If the latter, Council may either: (1) direct staff to solicit additional proposals for these services or (2) adjust current service levels to provide services without the use of consultants.

FISCAL IMPACT

The proposed amendments will be funded by salary savings from the vacant code compliance officer and building official positions. The budgeted fully-benefited salary amounts for the two positions for Fiscal Year 2016-2017 are \$93,781 and \$115,062 for the code compliance officer and building official respectively.

Assuming that the contractual services are provided for six more months at the current stated service level of approximately 25 hours a week and the positions are not filled within this timeframe, then the City will be spending \$20,638 more than originally anticipated for the building official position, but will spend \$29,781 less than anticipated for the code compliance position, which results in a net savings of \$9,143. Any change in these variables, such as an increase in contractual services rendered or an overlap in utilizing outside consultants and staff once hired will likely result in the departmental exceeding its budget.

Contractor	Existing Contract Amount	Spending to Date	Proposed Contract Amendment Amount	New Not to Exceed Amount
Fasulo Investigations	\$32,000	\$31,803	\$32,000	\$64,000
Wildan Engineering	\$60,900	\$31,020	\$74,800	\$135,700

PRIOR CITY COUNCIL ACTION

On June 6, 2016, the City Council approved the City Administrator to execute a contract with Fasulo Investigations for contract code compliance services for an amount not to exceed cost of \$32,000.

On October 4, 2016, the City Council approved an extension of the contract with Wildan Engineering through December 31, 2016, for an amount not to exceed \$37,400.

ATTACHMENTS

1. Resolution to Execute an Amendment with Fasulo Investigations (PBD-AFI-001-16-17)
2. Resolution to Execute an Amendment with Wildan Engineering (PBD-WILDAN-023-16-17)

RESOLUTION 2017-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NUMBER 1 TO
AGREEMENT PBD-AFI-001-16-17 WITH FASULO INVESTIGATIONS FOR CODE
COMPLIANCE SERVICES IN AN AMOUNT NOT TO EXCEED \$32,000 FOR THE PERIOD OF
JANUARY 1, 2017-JUNE 30, 2017**

WHEREAS, the City’s Community Planning and Building Department’s utilizes contracted code compliance services to help ensure compliance with land use, zoning, and public health and safety codes and regulations as an effort to preserve the Village’s character and aesthetics; and

WHEREAS, the City issued a request for proposals to obtain outside assistance for code compliance services and selected Fasulo Investigations; and

WHEREAS, the City Council authorized an agreement with Fasulo Investigations on June 6, 2016 for an amount not to exceed \$32,000 and the City wishes to extend the contractual term; and

WHEREAS, the Community Planning and Building Department has funding from a vacant code compliance officer to offset the cost of using an outside consultants; and;

WHEREAS, contracts of \$25,000 or more require Council authorization.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA does hereby:

Authorize the City Administrator to execute Amendment Number 1 to the Agreement (PBD-AFI-001-16-17) with Fasulo Investigations for an increased amount of \$32,000 for the term of January 1, 2017- June 30, 2017 as shown in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 3rd day of January 2017 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, MAYOR

Ashlee Wright
City Clerk

Exhibit A
Amendment No. 1 to Agreement
PBD-AFI-001-16-17
FASULO INVESTIGATIONS

1. This amendment (the "Amendment") is made by the City of Carmel-by-the-Sea and Fasulo Investigations, parties to agreement PBD-AFI-001-16-17, executed on January 4, 2017.

2. The Agreement is amended as follows:

a. The Term of the Agreement is amended as follows:

"The work under this Agreement shall commence on January 1, 2017 and terminate on June 30, 2017. The parties may agree to extend or amend this Agreement prior to its expiration."

b. The Compensation of the Agreement is amended as follows:

"CITY shall pay CONSULTANT an amount not to exceed \$32,000 for the duration of contract, which said sum shall include all costs for services in accordance with this Agreement and shall be based upon the hourly rate of \$61/hr.

Compensation under this Agreement shall become due and payable thirty (30) days after CITY's approval of CONSULTANT'S submission of monthly written invoices. Written invoices shall clearly itemize each charge. The payment of any compensation to CONSULTANT hereunder shall be contingent upon performance of the terms and conditions of this Agreement to the reasonable satisfaction of the City Administrator.

If the City Administrator determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, CITY shall not be responsible for payment until such time as the work has been performed to the reasonable satisfaction of the City Administrator."

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this amendment and the Agreement or an earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

DATE:

Al Fasulo, Fasulo Investigations

CITY:

DATE:

Chip Rerig, City Administrator

ATTEST:

DATE:

Ashlee Wright, City Clerk

RESOLUTION 2017-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NUMBER 2 TO AGREEMENT PBD-WILDAN-023-16-17 WITH WILDAN ENGINEERING FOR BUILDING SERVICES IN AN AMOUNT NOT TO EXCEED \$74,800 FOR THE TERM OF JANUARY 1, 2017-JUNE 30, 2017

WHEREAS, the City of Carmel-by-the Sea’s Community Planning and Building Department provides plan checks and inspection services to ensure residential and commercial projects comply with local and State building and construction codes; and

WHEREAS, the City in order to preservation or protection of public peace, health, safety or welfare of persons or property (Carmel Municipal Code Section 3.12.140H) utilizes an outside firm to provide building services due to the City having a vacant building official position; and

WHEREAS, the City Administrator entered into an agreement with Wildan Engineering for building services on August 8, 2016 for an amount not to exceed \$23,500 and City Council authorized an amendment on October 4, 2016 to increase the contract by an additional \$37,400; and

WHEREAS, the City is in need of additional services and the Community Planning and Building Department has funding from a vacant building official position to cover the cost; and

WHEREAS, contracts of \$25,000 or more require Council authorization.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA does hereby:

Authorize the City Administrator to execute Amendment Number 2 to Agreement PBD-WILDAN-23-16-17 with Wildan Engineering for building services for an additional amount of \$74,800 for the term of January 1, 2017- June 30, 2017 as shown in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 3rd day of January 2017 by the following roll call vote:

- AYES: COUNCIL MEMBERS:
NOES: COUNCIL MEMBERS:
ABSENT: COUNCIL MEMBERS:
ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, MAYOR

Ashlee Wright
City Clerk

Exhibit A

**Amendment No. 2 to Agreement
PBD-WILDAN-023-16-17
WILDAN ENGINEERING**

1. This amendment (the "Amendment") is made by the **City of Carmel-by-the-Sea** and **Wildan Engineering**, parties to agreement **PBD-WILDAN-023-16-17**, executed on January 4, 2017.

2. The Agreement is amended as follows:

a. The **Term** of the Agreement is amended as follows:

"The work under this Agreement shall commence on January 1, 2017 and terminate on June 30, 2017. The parties may agree to extend or amend this Agreement prior to its expiration."

b. The **Compensation** of the Agreement is amended as follows:

"CITY shall pay CONSULTANT an amount not to exceed \$74,800 for the duration of contract, which said sum shall include all costs for services in accordance with this Agreement and shall be based upon the hourly rate of \$120/hr.

Compensation under this Agreement shall become due and payable thirty (30) days after CITY's approval of CONSULTANT'S submission of monthly written invoices. Written invoices shall clearly itemize each charge. The payment of any compensation to CONSULTANT hereunder shall be contingent upon performance of the terms and conditions of this Agreement to the reasonable satisfaction of the City Administrator.

If the City Administrator determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, CITY shall not be responsible for payment until such time as the work has been performed to the reasonable satisfaction of the City Administrator."

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this amendment and the Agreement or an earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

DATE:

James Guerra, Wildan Engineering

CITY:

DATE:

Chip Rerig, City Administrator

ATTEST:

DATE:

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-007
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Rob Mullane, Public Works Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of resolutions authorizing the City Administrator to execute amendments to professional services agreement with Viva International LLC and with Krista Brassfield for project management assistance for a total not to exceed amount of \$73,000

RECOMMENDATION

1. Adopt a resolution authorizing the City Administrator to execute an amendment in the amount of \$37,000 to the agreement with Viva International LLC (PWD-LLEO-104-16-17) for project management services for the period of September 14, 2016 through June 30, 2017.
2. Adopt a resolution authorizing the City Administrator to execute an amendment in the amount of \$36,000 to the agreement with Krista Brassfield (PWD-KRISTA-100-16-17) for project management services for the term of September 14, 2016 through June 30, 2017.

BACKGROUND / SUMMARY

The City utilizes a variety of outside professionals to augment its staffing capacity, especially when positions are vacant, as well as to provide specialized services to assist with ongoing daily operations. Carmel Municipal Code §3.12.320 requires Council authorization to enter into contracts of \$25,000 or more.

In order to help address the backlog of capital projects and keep momentum on several projects initiated by the City's Capital Projects Manager before his unanticipated departure, the City Administrator executed an agreement with Viva International LLC on September 14, 2016 for an initial contract amount of \$22,500. The owner, Lisa Leo, has begun assessing and procuring contractors to resolve ongoing HVAC related issues at Harrison Memorial and Park Branch Libraries and providing assistance on other various operational items such as securing On-Call Tree Service Contractors. It is recommended that an amendment of \$37,000 for a new, not-to-exceed contract amount of \$59,500 be executed to enable the consultant to continue assisting the Public Works Department in completing these various projects as well as assist in various operational activities and projects. It is recommended that the contractual term, which expired on December 31, 2016, be extended by six months, or until the end of the fiscal year.

The City Administrator also executed an agreement with Krista Brassfield on September 14, 2016, for an initial contract amount not to exceed \$24,000 for project management assistance. Krista has commenced working on such projects as the Mission Trail Nature Preserve Mountain View Entrance Project, the Police Department Renovations Project, the Sunset Center Awning Replacement Project, the San Antonio Landscape Improvements, and the Beach Fire Devices Project. It is recommended that an amendment of \$36,000 for a new, not-to-exceed contract amount of \$60,000, be executed to enable the consultant to assist the Public Works Department in completing these various capital projects. It is also recommended that the contractual term be extended for an additional six months through June 30, 2017.

Alternatives: Council may (1) may approve the amendments with the recommended dollar amount; (2) make changes to the proposed amendments; or (3) not approve the items. If the latter, Council may either: (1) direct staff to solicit additional proposals for these services or (2) adjust current service levels to provide services without the use of consultants.

FISCAL IMPACT

The costs associated with services rendered by Viva International LLC and Krista Brassfield will be paid from the existing adopted budgets of the various capital projects as well as salary savings from the two budgeted, but vacant, full-time project manager positions.

Contractor	Existing Contract Amount	Amount Spent on Contract as of 11/30/16	Proposed Contract Amendment Amount	New Not to Exceed Amount
Viva International LLC	\$22,500	\$9,862.50	\$37,000	\$59,500
Krista Brassfield	\$24,000	\$11,968.00	\$36,000	\$60,000

PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

1. Resolution to Execute an Amendment with Viva International LLC
2. Resolution to Execute an Amendment with Krista Brassfield

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT PWD-LLEO-104-16-17 WITH VIVA INTERNATIONAL LLC FOR PROJECT MANAGEMENT ASSISTANCE FOR AN AMENDMENT AMOUNT NOT TO EXCEED \$37,000 THROUGH JUNE 30, 2017

WHEREAS, the City of Carmel-by-the Sea has a rigorous capital improvement program and numerous associated improvement projects are funded in the adopted Fiscal Year 2016-17 Budget; and

WHEREAS, the Public Works Department seeks outside assistance in managing projects due to the unanticipated departure of the City’s Capital Project Manager, as well as a backlog of projects; and

WHEREAS, the City Administrator executed an agreement with Viva International LLC on September 14, 2016 for project management assistance in an amount not to exceed \$24,000; and

WHEREAS, contracts and expenditures exceeding \$25,000 require Council approval; and

WHEREAS, the Public Works Department wishes to extend the term of the agreement that currently expires on December 31, 2016 to June 30, 2017 and increase the dollar amount of the contract by \$37,000 in order to continue to implement the Fiscal Year 2016-2017 identified capital projects and other special departmental initiatives.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the City Administrator to amend the Professional Services Agreement with Viva International LLC in the amount of \$37,000 for a new not to exceed amount of \$59,500 for a contract term ending June 30, 2017 as shown in the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

Exhibit A

**Amendment No. 1 to Agreement
PWD-LLEO-104-16-17
VIVA INTERNATIONAL LLC**

1. This amendment (the "Amendment") is made by the **City of Carmel-by-the-Sea** and **Viva International LLC**, parties to agreement **PWD-LLEO-104-16-17**, executed on January 4, 2017.

2. The Agreement is amended as follows:

a. The **Term** of the Agreement is amended as follows:

"The work under this Agreement shall commence on September 14, 2016, and shall terminate on June 30, 2017. The parties may agree to extend or amend this Agreement prior to its expiration."

b. The **Compensation** of the Agreement is amended to increase by \$37,000 as follows:

"CITY shall pay CONSULTANT in an amount not to exceed \$59,500, which is based on the cost of the hourly rate of \$75.00, and which said sum shall include all costs as presented in the proposal dated August 28, 2016, and in accordance with this Agreement."

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this amendment and the Agreement or an earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

DATE:

Lisa Leo, Viva International LLC

CITY:

DATE:

Chip Rerig, City Administrator

ATTEST:

DATE:

Ashlee Wright, City Clerk

RESOLUTION 2017-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NUMBER 1
TO AGREEMENT PWD-KRISTA-100-16-17 WITH KRISTA BRASSFIELD FOR PROJECT
AND CONSTRUCTION MANAGEMENT SERVICES IN AN AMOUNT NOT TO EXCEED
\$36,000 WITH AN EXTENDED TERM TO JUNE 30, 2017**

WHEREAS, the City of Carmel-by-the Sea has a rigorous capital improvement program and numerous associated improvement projects are funded in the adopted Fiscal Year 2016-17 Budget; and

WHEREAS, the Public Works Department seeks outside assistance in managing projects due to the unanticipated departure of the City’s Capital Project Manager, as well as a backlog of projects; and

WHEREAS, Carmel Municipal Code Section 3.12.140D allows for the dispensation of the bid requirement when a professional service, such as that available from an attorney, accountant, architect or specialized consultant, involves a specialized knowledge or personal skill; and

WHEREAS, the City Administrator entered into an agreement with Krista Brassfield for project and construction management services for a not to exceed amount of \$24,000; and

WHEREAS, the City wishes to allocate additional funding to the consultant in order to expedite the completion of projects, and contracts of \$25,000 or more require Council authorization.

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA does hereby:

Authorize the City Administrator to execute Amendment Number 1 to Agreement PWD-KRISTA-100-16-17 with Krista Brassfield for project and construction management services for a not to exceed amount of \$36,000 with an extended term to June 30, 2017, as shown in the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 3rd day of January 2017, by the following roll call vote:

- AYES: COUNCIL MEMBERS:
- NOES: COUNCIL MEMBERS:
- ABSENT: COUNCIL MEMBERS:
- ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, MAYOR

Ashlee Wright
City Clerk

Exhibit A

**Amendment No. 1 to Agreement
PWD-KRISTA-100-16-17
KRISTA BRASSFIELD**

1. This amendment (the "Amendment") is made by the **City of Carmel-by-the-Sea** and **Krista Brassfield**, parties to agreement **PWD-KRISTA-100-16-17**, executed on January 4, 2017.

2. The Agreement is amended as follows:

a. The **Term** of the Agreement is amended as follows:

"The work under this Agreement shall commence on September 14, 2016, and shall terminate on June 30, 2017. The parties may agree to extend or amend this Agreement prior to its expiration."

b. The **Compensation** of the Agreement is amended as follows:

"CITY shall pay CONSULTANT in an amount not to exceed \$60,000, which is based on the cost of the hourly rate of \$68.00.

Compensation under this Agreement shall become due and payable thirty (30) days after CITY's approval of CONSULTANT'S submission of monthly written invoices. Written invoices shall clearly itemize each charge. The payment of any compensation to CONSULTANT hereunder shall be contingent upon performance of the terms and conditions of this Agreement to the reasonable satisfaction of the City Administrator.

If the City Administrator determines that the work set forth in the written invoice has not been performed in accordance with the terms of this Agreement, CITY shall not be responsible for payment until such time as the work has been performed to the reasonable satisfaction of the City Administrator."

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is a conflict between this amendment and the Agreement or an earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

Krista Brassfield

DATE:

CITY:

Chip Rerig, City Administrator

DATE:

ATTEST:

Ashlee Wright, City Clerk

DATE:



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-008
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Wood, Finance Manager Sharon Friedrichsen, Director of Budget and Contracts
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of a resolution approving the Fiscal Year 2017-2018 budget schedule

RECOMMENDATION

Adopt a resolution approving the Fiscal Year 2017-2018 budget schedule.

BACKGROUND / SUMMARY

BUDGET CALENDAR - FISCAL YEAR 2017-18

CMC §3.06.020 requires the City Administrator to present a proposed budget schedule to Council on or before February 15 of each year. The schedule (Attachment 2) outlines key dates and deliverables pertaining to the development of the annual operating budget. It includes a public hearing to adopt the Fiscal Year 2017-2018 budget during the regular Council meeting of June 6, 2017, following public introduction of the Provisional Budget during a special meeting on May 1, 2017. The Council workshop on the Capital Improvement Plan is scheduled for March 21, 2017. A Council workshop on April 3, 2017, is set for reviewing grant applications, pending Council adoption of the Discretionary Funds Grant Program policy. Should Council need additional meeting(s) for review and discussion before adoption of the budget, the remainder of June is available for additional special meeting(s). The budget is required to be adopted by July 1.

FISCAL IMPACT

There is no fiscal impact associated with adopting the budget schedule. The schedule does allow for the Fiscal Year 2017-2018 budget to be enacted in a timely manner.

PRIOR CITY COUNCIL ACTION

Council adopted the budget schedule for the development of the Fiscal Year 2016-2017 budget at the January 5, 2016 Council meeting.

ATTACHMENTS

1. Resolution
2. Exhibit "A" Budget Schedule

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE ADOPTION OF A BUDGET SCHEDULE FOR THE DEVELOPMENT OF THE FISCAL YEAR 2017-2018 BUDGET

WHEREAS, Carmel-by-the-Sea Municipal Code Section 3.06.020 states that City Administrator will present to Council a proposed budget schedule on or before February 15 of each year; and

WHEREAS, the proposed budget schedule details key dates and deliverables pertaining to the development of the annual operating budget; and

WHEREAS, it is proposed that Council hold a public hearing and adopt the budget in June, which coincides with the beginning of the fiscal year on July 1 and is in accordance with Municipal Code Section 3.06.020 that requires Council adopt the budget by July 1.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Approve the budget schedule for the development of Fiscal Year 2017-2018 as attached hereto in Exhibit "A".

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

CITY OF CARMEL-BY-THE-SEA
 FISCAL YEAR 2017-2018
 BUDGET CALENDAR

DATE	ACTIVITY	RESPONSIBILITY
JANUARY 2017		
3 January 2017 (Tues)- Council Meeting	Submittal of 2017-18 Budget Calendar	City Administrator and Council
FEBRUARY 2017		
7 February 2017 (Tues)- Council Meeting	Second Quarter 2016-17 Financial Update	City Administrator and Council
16 February 2017 (Thursday)	Budget and CIP Kickoff meeting (9:00 a.m.- 12 pm)	City Administrator; Finance Manager; and All Department Directors/ Managers and members of their staff responsible for budget preparation
MARCH 2017		
3 March 2017 (Friday)	Department CIP project narratives due	Department Directors/Managers
21 March 2017 (Tues)- Council Workshop	City Council CIP Workshop. City Council will receive the Five-Year Financial Forecast and receive the Capital Improvement Plan (and refer the CIP to Planning Commission for review for consistency with the General Plan)	City Council
24 March 2017 (Friday)	Department budgets due including Excel worksheets, revenue projections, staffing	Department Directors/Managers
24 March 2017 (Friday)	Updating citywide fees	Administration
APRIL 2017		
3 April 2017 (Monday)- Council Workshop	Council workshop on Discretionary Funds Grants (<i>pending approval of policy</i>)	City Administrator and Council
4 April 2017 (Tuesday)- Council Meeting	Adoption of Fees for Fiscal Year 2017-2018	City Administrator and Council

ATTACHMENT 2

7 April 2017 (Friday)	Requested Budget submitted to City Administrator for discussion	City Administrator, Director of Budget and Contracts and Finance Manager
Week of April 10 2017	Individual meetings with departments	City Administrator, Director of Budget and Contracts, Finance Manager and Department Directors
14 April 2017 (Friday)	Department Directors/Managers' Retreat to review Requested Budget	All Department Directors/Managers and other designated staff
Week of April 17 2017	Book production- Provisional Budget/CIP	Administration
19 April 2017 (Wednesday)- PC Meeting	Planning Commission review CIP	Community Planning & Building Director and Planning Commission
MAY 2017		
1 May 2017 (Monday)- Council Meeting	Council receives Provisional Budget	City Administrator and Council
12 May 2017 (Friday)	Deadline for City Council to submit written questions regarding the Provisional Budget so that staff can research the questions	Council
JUNE 2017		
6 June 2017 (Tuesday)- Council Meeting	Council deliberation on adoption of budget	City Administrator and Council
TBD	Additional meetings to deliberate and adopt Fiscal Year 2017-2018 budget and annual CIP	City Administrator and Council
JULY 2017		
1 July 2017	New fiscal year begins. Date Council must legally adopt budget	

Scheduled dates for City Council budget introduction, review and public hearings **are tentative and are subject to change.**



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL Staff Report

SR 2017-009
January 3, 2017
Consent Agenda

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen, Director of Budget and Contracts
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consider resolutions authorizing the City Administrator to execute a memorandum of understanding with the County of Monterey for tobacco retail license administrative and enforcement services and approving the fee schedule for tobacco retail licenses for the period of January 3, 2017 through June 30, 2018

RECOMMENDATION

1. Adopt a resolution authorizing the City Administrator to execute a memorandum of understanding with the County of Monterey for tobacco retail license administrative and enforcement services.
2. Adopt a resolution approving the tobacco retail license fee for the period of January 3, 2017 through June 30, 2018.

BACKGROUND / SUMMARY

The City adopted an ordinance that incorporates, by reference, the County of Monterey's licensing requirements for tobacco retailers into the City's municipal code. Under this chapter, any person that intends to become a tobacco retailer within the City limits shall obtain an annual license from the Monterey County Health Department for each fixed location where tobacco retailing will occur. One of the primary outcomes of the ordinance was to increase penalties on retailers that sell products to youth.

Although the Carmel Police Department is not precluded from enforcing this ordinance, the administration of the licensing, inspections, investigations, and enforcement are under the purview of the County, as explained with the memorandum of understanding between the County and the City. This item is on the agenda in order for Council to: (1) authorize the City Administrator to execute the agreement and (2) approve the license fee.

FISCAL IMPACT

There are minor impacts to the City as the County costs for administration and enforcement will be recovered by tobacco retail licensing fees. The fees must be established by the City, but collected by the County. The County fee for the tobacco retail license, as of July 1, 2016, is \$321 per year per application.

PRIOR CITY COUNCIL ACTION

The City adopted ordinance no. 2013-06 on September 10, 2013 adding Chapter 5.57 to the municipal code.

ATTACHMENTS

1. Resolution authorizing the City Administrator to execute MOU
2. MOU
3. Resolution approving the tobacco retail license fee for the period of 1/3/17-6/30/18

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF MONTEREY FOR TOBACCO RETAIL LICENSE ADMINISTRATIVE AND ENFORCEMENT SERVICES

WHEREAS, the City of Carmel-by-the-Sea is a unique coastal community that prides itself in its community character and the City has adopted a General Plan and Municipal Code that strive to protect the village character through clear policies and regulations; and

WHEREAS, upon the request of the County of Monterey, the City adopted ordinance no. 2013-06 on September 10, 2013 to add tobacco retail licensing requirements to the City’s municipal code; and

WHEREAS, the administration and enforcement of the tobacco retail licensing ordinance is under the purview of the County of Monterey and the City and the County wish to execute a memorandum of understanding regarding this relationship as it pertains to tobacco retail licensing.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the City Administrator to Execute a Memorandum of Understanding with the County of Monterey for Tobacco Retail License Administrative and Enforcement Services

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

**AGREEMENT BETWEEN
CITY OF CARMEL-BY-THE-SEA AND COUNTY OF MONTEREY
FOR TOBACCO RETAIL LICENSE ADMINISTRATIVE AND ENFORCEMENT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into this January 1, 2017 ("Effective Date"), by and between the City of Carmel-by-the-Sea, a municipal corporation of the State of California ("City"), and the County of Monterey, a political subdivision of the State of California ("County").

RECITALS

WHEREAS, the City, by Ordinance No. 2013-06 § 2, 2013 ("Ordinance"), has adopted a tobacco retail license program; and

WHEREAS, the City enacted the Ordinance in order to encourage responsible tobacco retailing and to discourage violations of tobacco-related laws, particularly those which prohibit or discourage the sale or distribution of tobacco products to minors; and

WHEREAS, the County agrees to assist the City in enforcing the Ordinance by providing such administrative and enforcement services as are specified under the Ordinance, on the terms and condition specified in this Agreement; and

WHEREAS, any costs borne by the County to administer and enforce the Ordinance within the City limits shall be recovered by the fees approved by the City and received by the County from tobacco retailers within the City, pursuant to the Ordinance.

AGREEMENT

NOW, THEREFORE, the City and County agree as follows:

Section 1. Incorporation of Recitals.

The above recitals, including the paragraph preceding the recitals, are hereby incorporated into this Agreement as if set forth herein in full.

Section 2. Responsibilities under the Agreement.

a. County Responsibilities. County shall do the following:

1. Subject to the terms of this Agreement, and provided that the terms of Section 2(b) below have been satisfied, the County shall provide all of the administrative and enforcement services specified under the Ordinance, including but not limited to: receiving, reviewing, and processing the tobacco retail application and the information contained therein; issuing the license; administering the license program, retailer education, retailer inspection and compliance checks; documenting violations; issuing and collecting penalties; and hearing any appeals ("Services").

2. Meet with the appropriate City personnel on a yearly basis, at a time and location to be chosen convenient for both parties, to assess the status of this Agreement and the Services to discuss any modifications thereto.

3. Communicate from time to time with the City, as needed or requested, regarding the administrative and enforcement services provided by the County under this Agreement.

b. City Responsibilities. City shall do the following:

1. Provide information regarding the Ordinance to any business applying for a business license under Title 5 of the Carmel-by-the-Sea City Code.

2. Communicate from time to time, as needed, with Tobacco Retailers (as that term is defined in the Ordinance) regarding the Ordinance.

3. Not interfere with, or in any way hinder, County's, or any of County's employees, officers, agents, or designated representatives in the performance of their duties pursuant to this Agreement.

4. Assist the County so far as reasonably appropriate in carrying out the terms of this Agreement.

5. Communicate with reasonable notice, as needed or requested, regarding any proposed action by the City to amend, modify, or repeal the Ordinance.

6. Meet with the appropriate County personnel on a yearly basis, at the time and location chosen convenient for both parties, to assess the status of this Agreement and to discuss any modifications thereto.

c. County and City Responsibilities. The responsibilities listed hereunder shall not be construed so as to preclude existing or future County or City rights and responsibilities.

Section 3. Compensation and Fees.

The parties agree that the City will not directly compensate the County for providing the Services specified herein. The County shall be fully reimbursed for its costs through the fees it will collect from Retailers pursuant to the Ordinance, including fees charged to obtain or renew a License (as that term is defined in the Ordinance). Such fees shall be established by the City, and collected by the County, and the City shall make no claim to any portion of such fees during the term of this Agreement.

Section 4. Term.

This Agreement shall commence on the Effective Date and shall remain in effect so long as not terminated by either party pursuant to Section 7.

Section 5. Mutual Indemnification.

a. County of Monterey (hereinafter "County") shall indemnify, defend, and hold harmless the City of Carmel-by-the-Sea (hereinafter "City"), its officers, agents and

employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by County and/or its agents, employees or County's sub-contractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the City. The County shall reimburse the City for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the County is obligated to indemnify, defend and hold harmless the City under this Agreement.

b. City of Carmel-by-the-Sea (hereinafter "City") shall indemnify, defend, and hold harmless the County of Monterey (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by City and/or its agents, employees or City's sub-contractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the County. The City shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the City is obligated to indemnify, defend and hold harmless the County under this Agreement.

Section 6. Insurance.

Each party recognizes and accepts the other party is self-insured. Either party may purchase commercial insurance to cover its exposure hereunder, in whole or in part.

Section 7. Termination.

This Agreement may be terminated by either party for the following reasons:

a. Upon the termination of the Ordinance or the County's Tobacco Retail License Ordinance, or a substantial change in either one; or

b. For any reason by either party at any time during the term of this Agreement, provided that written notice is given pursuant to Section 11 at least six (6) months prior to the effective date of termination.

Section 8. Conflict between Agreement and Ordinance.

Any conflict between the terms of this Agreement and the Ordinance shall be resolved in favor of the Ordinance.

Section 9. Applicable Laws/Venue.

In the performance of the Services required by this Agreement, both parties shall comply with all applicable Federal, State, County and City statutes, ordinances, regulations, directives, and laws. The interpretation and performance of this Agreement shall be governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed in the Superior Court of the County of Monterey.

Section 10. Ownership of Documents.

All reports, data, and other documents prepared by the County pursuant to this Agreement ("Reports and Other Documents") are the property of the County. In accordance with

statutes specifically exempting from disclosure certain records, the County shall have the unrestricted authority to publish, disclose, distribute, and otherwise use in whole or in part, any Reports and Other Documents prepared by the County pursuant to this Agreement.

Upon termination of this Agreement, the County shall transfer copies of such Reports and Other Documents necessary for the City, should it so choose, to provide the County Responsibilities enumerated in Section 2(a).

Section 11. Notice.

All notices, consents, demands, and other communications from one party to the other given pursuant to the terms of this Agreement or under the laws of the State of California, shall be deemed to have been delivered when deposited in the United States mail, certified or registered, postage prepaid, addressed to City or County at the respective addresses specified below or to such other place as City or County may from time to time designate in a written notice to the other:

City of Carmel:	City of Carmel-by-the-Sea City Hall P.O. Box CC Carmel, CA 93921 Monte Verde St., between Ocean and 7 th Avenues Attn: City Administrator
-----------------	--

County of Monterey:	County of Monterey Health Department Public Health Bureau 1270 Natividad Road Salinas, CA 93906 Attn: Health Director
---------------------	--

Nothing herein shall prevent service of notice by other reliable means, except to the extent required by law, including but not limited to personal service, Express Mail, or other forms of reliable mail service other than the U.S. Postal Service.

Section 12. Complete Agreement.

There are no oral agreements between City and County affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements, and understandings, if any, between City and County with respect to the subject matter of this Agreement. There are no representations between City and County other than those contained in this Agreement, and all reliance with respect to any representation is based solely upon the terms of this Agreement.

Section 13. Amendment.

This Agreement may be amended by the City and County only by a written agreement signed by both parties.

Section 14. Assignment.

Neither the City nor the County shall assign its rights or obligations hereunder.

Section 15. Severability.

If any provisions of this Agreement shall be determined to be illegal or unenforceable, such determination shall not affect any other provision of this Agreement, and all such other provisions shall remain in full force and effect. In the event the entire Agreement is unenforceable, then this Agreement shall immediately terminate and the revocable license described herein shall be deemed revocable.

Section 16. Attorney's Fees.

In the event that any legal action or proceeding is commenced to enforce or interpret the provisions of this Agreement or any rights arising out of this Agreement, each party in such legal action shall bear attorney's fees, including expert fees and the costs of enforcing any judgment.

Section 17. Non-liability of Officials, Employees and Agents.

No governing board member, official, employee, agent, or volunteer of either party shall be personally liable for any damages related to any default or breach by the other party, or for any obligations under the terms of this Agreement. Nothing in this Agreement shall create, or be construed to create, the relationship of employer and employee between the County and the City, or as principal and agent; nor shall County's governing board members, officials, employees, agents, or volunteers be considered or construed to be the employees of the City for any purpose whatsoever; nor shall the City's governing board members, officials, employees, agents, or volunteers be considered or construed to be the employees of the County for any purpose whatsoever.

Section 18. Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument. In addition, this Agreement may contain more than one counterpart of the signature page and may be executed by the affixing of the signatures of each of the parties to any one of such counterpart signature pages; and all of such counterpart signature pages shall read as though one, and they shall have the same force and effect as though all of the signers had signed a single signature page.

Section 19. Authorization to Execute Agreements.

The County warrants that the execution of this Agreement been approved and authorized by County, and that the person who executes this Agreement has been authorized to perform said act. The City warrants that the execution of this Agreement been approved and authorized by City, and that the person who executes this Agreement has been authorized to perform said act.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective on October 1, 2016.

COUNTY OF MONTEREY

	By: _____ Chair, Board of Supervisors Date: _____
APPROVED AS TO FORM: CHARLES J. MCKEE COUNTY COUNSEL By: _____ Deputy County Counsel	APPROVED AS TO FINANCIAL TERMS: MICHAEL J. MILLER C.P.A., C.I.S.A. AUDITOR-CONTROLLER By: _____ Chief Deputy
APPROVED: ELSA MENDOZA JIMENEZ DIRECTOR OF HEALTH COUNTY HEALTH DEPARTMENT By: _____ Director	APPROVED AS TO RISK: STEVEN MAUCK RISK MANAGER By: _____ Risk Manager

CITY OF CARMEL-BY-THE-SEA

By: _____
Chip Rerig
City Administrator

Date: _____

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE TOBACCO RETAIL LICENSE FEE EFFECTIVE JANUARY 3, 2017 THROUGH JUNE 30, 2018

WHEREAS, the City of Carmel-by-the-Sea adopted ordinance no. 2013-06 on September 10, 2013 to add tobacco retail licensing requirements to the City’s municipal code; and

WHEREAS, the City and the County of Monterey have executed a memorandum of understanding wherein the administration and enforcement of the tobacco retail licensing ordinance is under the purview of the County; and

WHEREAS, the County costs of administration and enforcement are recovered by the tobacco retail license fee and the County Board of Supervisors adopted resolution no. 16-026 on May 10, 2016 setting the fee at \$321 per application per year; and

WHEREAS, the memorandum of understanding requires the City to establish the fees to be collected by the County to tobacco retailers within the City’s jurisdiction; and

WHEREAS, the City published a notice of the proposed tobacco retail license fee in the Carmel Pine Cone on December 16, 2016.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Approve the tobacco retail license fee of \$321.00 per application effective January 3, 2017 through June 30, 2018.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017 by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-010
January 3, 2017
Orders

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Janet Bombard, Library and Community Activities Director Sharon Friedrichsen, Director of Budget and Contracts
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consider a resolution approving the City Council Discretionary Funds Grant Program

RECOMMENDATION

Adopt a resolution approving the City Council Discretionary Funds Grant Program.

BACKGROUND / SUMMARY

The City Council receives numerous requests for funding from outside organizations throughout the course of the year, with the vast majority of requests received, and considered by Council, during its deliberations to adopt the annual budget. The attached City Council Discretionary Funds Grant Program for Council's consideration attempts to align the funding requests with the budget process. Staff reviewed the City's Municipal Grant Policy from 1991, grant programs in other similarly sized cities and the recently adopted City Special Event Policy in order to develop the salient features of this proposed policy.

The grant program creates a process that:

- Provides an equal opportunity for interested community services providers to request funds
- Uses evaluation criteria to assist in making funding decisions and to clearly identify the proposed community benefit associated with the receipt of City funds, if awarded
- Demonstrates transparency and accountability in the use of public funds by requiring a written report on the expenditures of the grant funds
- Uses a consistent approach to grant funding by modeling the City special events policy and community promotions fund grant application process

As proposed, in order to be eligible for funding, the entity requesting funds from the City must be a nonprofit community based organization with an active 501(c) status that is either located within the City or provides community, cultural, environmental or social services to the Carmel-by-the-Sea community. To comply with State law, awarded public funds must be used for a public purpose, meaning that the activity, project or service to be provided is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and does not promote a particular religion.

In addition, the applicant must demonstrate how the requested funds will provide a public benefit to the City, its residents or businesses. For that reason, the grant application includes a requirement that an applicant provide a description of how the funded activity will benefit the community, including citing the number of Carmel-by-the-Sea community members served by both the organization and the specific activity for which grant funds are sought. The requirement that an entity, if funded, must complete a written report 30 days after the program ends or no later than June 30 of the fiscal year in which funds were awarded explaining how every expenditure spent with grant funds specifically benefitted the Carmel-by-the-Sea community supports the importance of documenting the use of public funds.

If Council adopts the policy during its January 3, 2017 meeting, staff will commence with outreach and implementation of the grant process based on the tentative schedule listed below. As part of this schedule, applications are due on March 3, 2017, six weeks from the opening of the grant cycle. Staff will be responsible for reviewing applications for completeness and compliance with the evaluation criteria and preparing information for a Council meeting, at which Council will have the opportunity to review the requests, ask clarifying questions of applicants and provide direction to staff on funding recommendations. This date allows staff to include funding recommendations in the budget preparation process and return to Council on May 1, 2017 with the preliminary Fiscal Year 2017-2018 Budget. Once Council adopts the budget, the City and grant recipients will enter into grant agreements after the start of the new fiscal year on July 1.

Tentative Date	Activity
January 9, 2017	Notice mailed to organizations that have previously received funding
January 13, 2017	Advertisement in Carmel Pine Cone
January 20, 2017	Grant Program Open for Fiscal Year 2017-2018
February 10, 2017	Advertisement in Carmel Pine Cone
March 3, 2017 (at 5 PM)	Grant Application and Documents Due
April 3, 2017 (at 4:30 PM)	Council Workshop on Grant Request
May 1, 2017 (at 4:30 PM)	Council Workshop on Fiscal Year 2017-2018 Budget
June 6, 2017 (at 4:30 PM)	Council consideration, and possible adoption, of Fiscal Year 2017-2018 Budget
June 30, 2017	Close of Fiscal Year 2017-18
June 30, 2017	Written reports and financial documentation to be submitted by grantees to City

Although staff used the recently adopted City Special Event Policy to develop a consistent citywide approach to grant funding, the Community Activities and Cultural Commission did not review the draft City Council Discretionary Funds Grant Program due to the following factors:

- The wide variety of Council Discretionary Funds program requests are not specific to any one City Board or Commission.
- Council's role in setting priorities makes it the appropriate body to evaluate the public benefit associated with the funding request and to determine the corresponding amount of funding to allocate.
- Funding decisions for this particular budget line item have always been the sole discretion of Council.

FISCAL IMPACT

There is no fiscal impact associated with establishing the Grant Policy. Council determines the amount of grant funds annually as part of the budget process.

PRIOR CITY COUNCIL ACTION

Council adopted City Policy C16-01, "City of Carmel-by-the Sea Special Events" on June 7, 2016, approved the Community Promotions Fund grant overview and application process, and rescinded the prior "Municipal Grants Policy" on September 13, 2016. In Fiscal Year 2016-2017, Council allocated \$36,000 to nine organizations ranging from \$500 to \$11,000, as part of the budget adoption process on June 7, 2016 and provided funding of \$1,000 each to two other organizations on September 13, 2016.

ATTACHMENTS

1. Resolution approving the City Council Discretionary Funds Grant Program
2. Draft Policy: City Council Discretionary Funds Grant Program
3. Draft City Council Discretionary Funds Grant Program Application
4. Proposed City Discretionary Funds Grant Program Grant Agreement

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2017-___

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING THE CITY COUNCIL DISCRETIONARY FUNDS GRANT PROGRAM

WHEREAS, the City of Carmel-by-the-Sea recognizes and appreciates the value of local organizations that provide community, cultural, environmental and social services that benefit the City's residents and businesses and enhance the well-being of the community; and

WHEREAS, the City Council, as part of its annual budget adoption process, has the option to set aside discretionary funds to support programs and services that benefit the Carmel-by-the-Sea community; and

WHEREAS, the establishment of a Council Discretionary Funds Grant Program provide policy direction regarding evaluating the funding requests received by the City and guidelines for grant recipients on using the City funds; and

WHEREAS, the adoption of the grant program is intended to provide an equal opportunity for all interested community service providers to be considered for funding; align funding requests with the City's budget process; identify the community benefit associated with funded programs or services and create a reporting process that demonstrates transparency and accountability of the use of public funds.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Adopt the City Council Discretionary Funds Grant Program, Policy C17-.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

City of Carmel-by-the-Sea

**CITY COUNCIL
DISCRETIONARY FUNDS GRANT PROGRAM**

POLICY 2017-

DRAFT

Office of the City Administrator
Carmel-by-the-Sea, CA 93921



GENERAL

INTRODUCTION

The City of Carmel-by-the-Sea recognizes and appreciates the value of local organizations that provide community, cultural, environmental and social services that benefit the City's residents and businesses and enhance the well-being of the community. As such, each year, the City Council may set aside discretionary funds to support a City Council Discretionary Funds Grant Program that supports such purposes. Organizations that serve the community of Carmel-by-the-Sea are eligible to apply. The functions or services to be provided should be of such a nature that the interests of the City are better served by an agreement with a private nonprofit organization than by the performance of the services or functions by the City. Every organization that applies will be considered, but not all groups may receive funding.

PROGRAM PURPOSE AND DESCRIPTION

The City Council Discretionary Funds Grant Program serves as a funding resource to nonprofit organizations that provide programs or services that benefit the Carmel-by-the-Sea community. With clearly defined goals, criteria, and evaluation measures, the program will result in a granting process that:

- Provides equal opportunity for all interested community service providers to be considered for funding
- Aligns funding requests with the City's budget process
- Identifies the community benefit associated with funded programs or services
- Establishes a reporting process that demonstrates transparency and accountability for public funds

The City Council Discretionary Funds Grant Program is discretionary, meaning that it is up to the Council as to whether or not to accept applications for this program each year. Due to limited funds, Council has the option to not accept applications or limit the amount of funding to be allocated under such a program in any given fiscal year. If the City decides to administer the program in any given year, requests for funding received from organizations will be considered only during a specified time period. It is not the City's intention to fund each request received, but rather to evaluate each proposal and provide funding to those organizations that most effectively serve the needs and improve the well-being of the community of Carmel-by-the-Sea.

The City encourages a goal of self-sufficiency for all local organizations and discourages an over-reliance on its financial assistance to maintain such programs on an ongoing basis. Therefore, all organizations requesting funds from the City should continue efforts to develop stable private funding sources.

ELIGIBILITY STANDARDS

ELIGIBILITY

To be eligible for funding, an organization:

- Must be located within the City of Carmel-by-the-Sea or provide community, cultural, environmental or social services to the community of Carmel-by-the-Sea
- Must be a nonprofit community based organization 501(c)
- Must directly provide the community service(s) for which City funds are sought
- Must have no outstanding debt due to the City
- Must not be financially dependent upon receiving City support to meet the organization's annual budget and operational requirements

INELIGIBILITY

The City will not provide support to:

- Individuals
- For-profit enterprises
- Special events (special event organizers are encouraged to review the City's special event grant funding application guidelines and apply for grants under that process)

PUBLIC PURPOSE

By law, all public funds, however awarded, must be used for a public purpose. In general, a public purpose is defined as an activity or service that is open and accessible to all members of the public regardless of race, creed, gender, sexual orientation, religious affiliation, etc., without restriction, and which does not promote a particular religion. It is therefore imperative for the organizations requesting funding through this program to clearly demonstrate the benefit that funded programs or services will have on the community of Carmel-by-the-Sea.

City grant funds may **not** be used for any of the following activities:

- To support political activities (including, but not limited to, lobbying, campaigns, or endorsements) and/or private interests
- Scholarships to high-school or college students
- The payment of outstanding debts
- The purchase of alcoholic beverages
- Travel, meals, lodging, or entertainment expenses
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non – City owned structure or property so that it becomes an integral part of the real property and its removal would do harm to the building or land, including those improvements that are bolted, nailed, screwed or wired into the wall, ceiling or floor
- General operating expenses or expenses to support on-going operation of the applicant, including, but not limited to, salaries, utilities, and rent expenses

DEMONSTRATING PUBLIC BENEFIT

Circumstances under which it is appropriate for the City to grant public funds include the following:

- When an organization provides a service that complements or enhances a service that the City also provides
- When there is an identifiable secondary, or indirect, benefit to the City
- When the organization provides a service the City could provide, but chooses not to

The following chart contains examples that illustrate public benefit:

Relationship to City Programs	Example	Benefit
Complementary service	Donation to the Tree Foundation in return for agreement to replace trees that have been removed by the City due to disease	The Tree Foundation has specialized knowledge about planting trees suitable for the area. New trees will enhance property values. The service will also increase the number of planted trees beyond that which the City would be able to plant.
Demonstrable benefit	Youth organization's after-school program	After-school programs can boost academic performance, reduce risky behaviors, promote physical health, and provide a safe, structured environment for the children of working parents.
Service the City could provide, but does not	Homeless shelter and placement programs	Programs such as this help end the cycle of homelessness.

APPLICATION PROCEDURE

All eligible entities seeking funding shall complete an application. Any nonprofit agency/organization located within the City of Carmel-by-the-Sea, or that provides services in the City of Carmel-by-the-Sea, may apply. The application must include a full explanation of the proposed use of the money and include a detailed budget and be submitted to the City by the specified deadline. City staff will then review the application for completeness and compliance with the evaluation criteria. Deadlines for funding requests correspond to the City's budgeting cycle. The application process for an upcoming fiscal year will open early in February and close in March so as to give the City Council sufficient time to include the funding in the fiscal year budget, if it so chooses to administer the program that year.

Grants are limited to organizations that are designed a 501(c) nonprofit organization by the Internal Revenue Service (IRS). Formal nonprofit status must be up to date and submitted as requested on the application. Organizations must be in good standing with

the IRS. Nonprofit organizations may apply for funding only if the Project/Program serves a public purpose and follows the laws governing use of public funds.

PROCESS

All interested nonprofit organizations must complete an application form, which will include the following information:

- Name and address of the nonprofit organization (applicant is required to list the local branch if it represents a national or statewide organization)
- Description of the community project/program/service provided and the benefit to the community that will be provided, including the number of Carmel-by-the-Sea community members served by both the organization and the specific project/program/service for which grant funds are sought
- Amount of funds requested
- Proposed project and budget plan for the use of the grant funds
- A current, detailed operating budget that includes information on the organization's annual sources of revenue received
- Proof of 501(c) status with a copy of the letter from the IRS
- The **past two year's** financial statements, including the current year, with balance sheets, sources of revenues, profit/loss statements and indicating the percentage of revenue that is used for administration, salaries and program costs
- Applicant(s) receiving City grant funds in the past must indicate when the funds were received, the amount received, and document how the funds were utilized
- The application must be completed by an officer or employee of the organization that is applying for funding and authorized by the organization to complete the application

Incomplete applications and applications not submitted by the deadline will not be considered.

EVALUATION OF APPLICATIONS

Following the application deadline, the City will review proposals from community groups. Applicants will be asked to attend a public meeting to address the Council, answer questions, and demonstrate the public benefit of the funds requested. All proposals will be evaluated to ascertain which nonprofit organizations will best serve the community of Carmel. Factors considered include, but are not limited to:

- The organization's documentation of its current nonprofit status
- The extent to which the organization provides a benefit to the Carmel-by-the-Sea community, including demonstrating the number of residents or businesses served
- The organization's history of providing satisfactory services to the community of Carmel-by-the-Sea as applicable
- The organization's submittal of financial statements prepared using an appropriate method of accounting that demonstrates sound financial management practices
- The organization's approach to monitoring and evaluate the success of the project/program/service provided

EXECUTION OF AGREEMENT

Nonprofit organizations selected to receive funds will be required to sign and execute an agreement with the City of Carmel-by-the-Sea. If an award of funds is made, a recipient nonprofit organization will be required to expend grant monies prior to the close of the fiscal year (June 30) in which it received the funding.

COMPLIANCE

Each awarded entity shall submit a report and proper backup documentation to substantiate that funds were expended appropriately. The report shall be submitted within 30 days of the end of the project or no later than June 30 of the fiscal year in which funds were awarded. Such documentation shall include the following:

- Invoices/receipts documenting the expenditure of funds
- A narrative that explains each expenditure, including how it specifically benefitted Carmel-by-the-Sea residents that may also include pictures or other documentation illustrating the use of the grant funds
- The organization's progress towards meeting the goals and objectives outlined in the application, and a schedule of the Project/Program's revenues/expenditures

If funds are not expended in accordance with the City's approved purpose, the organization may be required to refund the granted funds. The City reserves the right to require additional back-up information to substantiate how funds received from the City were expended. Failure to spend the funds in a timely manner, to provide proper documentation and/or to utilize the funds for the intended purpose may jeopardize future funding.



CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

ORGANIZATION INFORMATION and GEOGRAPHIC AREA SERVED

Name of Applicant Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title/Position: _____

Telephone Number: _____ Email: _____

Geographic Area(s) the Organization serves: _____

Age groups served by the Organization: _____

Number of Carmel-by-the-Sea (93921) residents the Organization serves: _____

Is this Organization incorporated as a Nonprofit Organization? _____

Please attach a copy of your proof of nonprofit status, with a copy of the letter from the IRS

PROJECT/PROGRAM INFORMATION

to this application.

Project/Program Name: _____

Amount Requested: \$ _____

Please provide (1.) a brief description of the Project/Program/Service, and (2.) the Project/Program/Service objectives that the City of Carmel-by-the-Sea grant funding will be used to support:



CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

FINANCIAL STATEMENTS

PLEASE FILL OUT THE FORM BELOW.

Project/Program/Service Name:	BUDGETED REVENUES	BUDGETED EXPENSES
Amount of funding requested from the City	\$	
Funds contributed to Project/Program/Service by Applicant	\$	
Other Project/Program/Service funding already awarded or for which an application has been submitted and funding is pending	\$	
Staffing expense for Project/Program/Service <i>note: this amount is ineligible for City funding</i>		\$
Equipment expenses for Project/Program/Service		\$
Outside services expenses for Project/Program/Service		\$
Food expenses for Project/Program/Service		\$
Marketing expenses for Project/Program/Service		\$
Supplies expenses for Project/Program/Service		\$
Facilities/Rent expense for Project/Program/Service		\$
Other expenses for Project/Program/Service		\$
TOTAL BUDGET FOR PROJECT/PROGRAM/SERVICE	\$	\$

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

1. A DETAILED, LINE ITEM BUDGET PLAN FOR THE PROJECT/PROGRAM/SERVICE'S USE OF THE GRANT FUNDS.
2. A CURRENT, DETAILED OPERATING BUDGET THAT INCLUDES INFORMATION ON YOUR ORGANIZATION'S ANNUAL SOURCES OF REVENUE RECEIVED.
3. THE ORGANIZATION'S PAST TWO YEAR'S FINANCIAL STATEMENTS - INCLUDING THE CURRENT YEAR – WITH BALANCE SHEETS, SOURCES OF REVENUES, PROFIT/LOSS STATEMENTS AND INDICATING THE PERCENTAGE OF REVENUE THAT IS USED FOR ADMINISTRATION, SALARIES AND PROGRAM COSTS.



CITY COUNCIL DISCRETIONARY FUNDS GRANT APPLICATION

CERTIFICATION/SIGNATURE PAGES

The applicant organization acknowledges and agrees to the following:

- That it is subject to all City Council Discretionary Funds Grant Program requirements, including submittal deadlines and payment disbursements.
• That it will not spend City Council Discretionary Funds Grant Program funds on ineligible activities/services as outlined in City Council Policy C16-__: City Council Discretionary Funds Grant Program.
• The awarding of City Council Discretionary Funds Grant Program funding does not constitute an automatic annual allocation.
• City Council Discretionary Funds Grant Program funding, if allocated, will be for the sole use as reflected in this application form.
• As a condition of receiving funds, an agreement with the City of Carmel-by-the-Sea in a form and with content provided by the City, will be signed and executed by a duly authorized representative of the applicant organization.
• All funds awarded must be spent by the end of the fiscal year (June 30).
• The recipient shall provide a full accounting with documentation on the use of awarded funds within 30 days after the end of the Project/Program/Service or by June 30 of the fiscal year in which funds were awarded.
• The recipient shall return to the City any funds not spent or documented per the signed agreement.
• The City reserves the right to conduct an audit and/or require additional backup information to substantiate how funds received from the City were expended. Failure to provide proper documentation may jeopardize future funding.

I certify on behalf of the above named nonprofit applicant organization that I have read, understand and agree that the aforesaid information is accurate, factual, and current.

Name and Title: _____

Signature: _____

Organization Name: _____

Telephone: _____ Email address: _____

DATE: _____

(Month, Day, Year)

ATTACHMENT 4

THIS CITY DISCRETIONARY FUND GRANT AGREEMENT ("Agreement") is executed this _____ July 2017 by and between the CITY OF CARMEL-BY-THE-SEA (hereinafter "City"), and X (hereinafter "Grantee").

RECITALS

A. City has established a Council Discretionary Funds Grant Program to fund community, cultural, environmental and social services, and cultural programs that directly benefit the City and the residents of Carmel-by-the-Sea.

B. Grantee desires to provide to the City and its residents the **INSERT DESCRIPTION OF SERVICE/PROGRAM/ACTIVITY** (the "Grant Activity").

C. Grantee is qualified to provide the Grant Activity by reason of experience, organization, preparation, staffing, and facilities.

NOW, THEREFORE, the parties agree as follows:

Section 1. Grant Activity. The specific tasks comprising the Grant Activity are set forth in detail in the attached Exhibit A. Grantee shall perform all such tasks.

Section 2. Grant Payment. In support of Grantee's performance of the Grant Activity, City shall pay Grantee the sum of **\$xx, xxx.00** (the "Grant") from General Fund revenues. Grantee shall use the Grant solely for performance of the Grant Activity. Upon request, Grantee shall provide City with information relevant to Grantee's compliance with this Agreement, or to the effectiveness, legality, and achievements of the Grant Agreement.

Section 3. Time of Performance. Grantee shall perform the Grant Activity during the fiscal year (July 1- June 30) for which the Grant is allocated.

Section 4. Contract Administration. The City Administrator, or such person's designee, shall constitute the "City Project Director" for purposes of this Agreement and shall have full authority to act on City's behalf in the administration of this Agreement.

Section 5. Advertisement of Sponsorship. Grantee shall identify City as a sponsor of the Grant Activity in all advertisements for the Grant Activity.

Section 6. Compliance with Laws. Grantee shall comply with all applicable laws in the performance of the Grant Activity.

Section 7. Notices. Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by e-mail before or during the receiving party's regular business hours; or (b) on the third business day following deposit in the United States mail, postage prepaid, to the addresses set forth below, or to such other addresses as the parties may, from time to time, designate in writing pursuant to the provisions of this section.

City: City Administrator
City of Carmel-by-the-Sea
P.O. Box CC
Carmel-By-The-Sea, CA 93921

Grantee:

Section 8. Indemnification. To the fullest extent permitted by law, Grantee shall indemnify, defend and hold harmless City, its officials, officers, employees, agents and volunteers (collectively, "Indemnitees") from and against any and all claims, demands, damages, liabilities, losses, costs or expenses, including attorneys' fees and costs of defense (collectively, "Claims"), including Claims relating to death or injury to any person and injury to any property, which arise out of, pertain to, or relate to the acts or omissions of Grantee or any of its officers, employees, contractors, subcontractors or agents in the performance of the Grant Activity. Grantee's duty to defend shall survive the expiration or termination of this Agreement.

Section 9. Religious and Political Activities. Grantee shall use the Grant exclusively for performance of the Grant Activity and shall not use any portion of the Grant to promote religious or political activities. Grantee shall not perform, nor permit to be performed, any religious or political activities in connection with the performance of the Grant Activity.

Section 10. Non-discrimination/Affirmative Action. Grantee will not discriminate against any employee or applicant for employment because of race, creed, color, sex, age, national origin, marital status, physical or other motor handicap, unless based upon bonafide occupational disqualification

Section 11. Assignment. This Agreement is not assignable, delegable or transferrable by Grantee without City's prior written approval, which approval may be granted or denied in City's absolute discretion. Any attempt by Grantee to assign any performance of the Grant Activity shall be null and void and shall constitute a material breach of this contract.

Section 12. Independent Contractor. Grantee is and shall at all times remain as to City a wholly independent contractor. Neither City nor any of its officers, employees or agents shall have control over the conduct of Grantee or any of Grantee's officers, employees, or agents. Grantee shall not at any time or in any manner represent that it or any of its officers, employees or agents are officers, employees or agents of the City. City shall not be responsible for, nor assume liability for, the direct payment of any salary, wage, or other compensation or benefit to any of Grantee's personnel.

Section 13. Program Review. Grantee shall provide City a written report detailing Grantee's expenditures and allocations of the Grant thirty (30) days after the program ends or no later than *June 30, 2018*. Additionally, Grantee shall make all records, invoices, contracts and other records maintained by Grantee in connection with this Agreement available to City for review as requested. Grantee shall submit all data that are necessary to complete reports that may be required by City.

Section 14. Termination. City may immediately terminate this Agreement.

Section 15. Expiration. This Agreement shall expire upon Grantee's submission of the report specified in Section 12 above, or on *June 30, 2018*, whichever occurs last.

Section 16. Accounting System. Grantee shall establish and maintain on a current basis an adequate accrual or modified accrual accounting system in accordance with generally accepted accounting principles and standards.

Section 17. Entire Agreement. This Agreement represents the entire and integrated agreement between City and Grantee regarding the Grant. This Agreement supersedes all prior oral or written negotiations, representations or agreements. This Agreement may not be amended, nor any provision or breach hereof waived, except in a writing signed by the parties that expressly refers to this Agreement.

IN WITNESS WHEREOF, this Agreement is entered into by the parties hereto in Carmel, California, on the day and year first written above.

CITY OF CARMEL-BY-THE-SEA

[Grantee name]

Chip Rerig, City Administrator

[name], [title]

ATTEST:

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-011
January 3, 2017
Orders

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen, Director of Contracts and Budgets Chip Rerig, City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of City Council Goals for 2017

RECOMMENDATION

Receive an update on the status of existing City Council identified focus areas, key projects and objectives and provide direction to staff on potential modifications and additions to these areas for 2017.

BACKGROUND / SUMMARY

In the last several years, the City Council has undertaken a process to identify key initiatives to be completed annually by the organization. This process has been akin to a goal or priority setting exercise with the intent to provide direction to staff on salient policies, projects and programs to pursue throughout the course of the year. Absent a strategic plan, this exercise has helped provide guidance and direction to staff regarding the organization's objectives and the allocation of limited resources.

With the advent of the new calendar year, it is worthwhile for Council to examine previously identified priorities or focus areas, consider modifications and additions to these items and provide direction to staff. Council direction will assist staff in developing both the capital improvement plan and the Fiscal Year 2017-2018 budget documents that will be brought forth in the upcoming months for Council's consideration. The staff report for this item includes a brief synopsis of previously identified initiatives, an update on the status of these items and staff recommendations regarding existing and proposed priorities for the upcoming year.

Initiatives at a Glance: Regarding the recent history of initiatives, in 2014, Council adopted priorities that emphasized the implementation of various policy plans adopted by the City.¹ Given the complexity of the majority of these initiatives, as well as competing priorities of implementing the adopted capital improvement plan projects and overseeing daily operations, most of the priorities were carried over. As a result, latter efforts on priority setting reiterated the completion of these projects and emphasized the importance of staffing, systems and internal procedures. The current focus areas thus became a combination of truly one-time events

¹Initiatives included developing parking solutions and implementing the parking management plan; developing long-term solutions for the region's water supply and adopting local water conservation measures; implementing the Shoreline Management Plan and the Forest Management Plan with a focus on beach fires, the Del Mar Master Plan and the Mission Trail Nature Preserve Master Plan; revitalizing the Scenic Pathway, improving Rio Park and the Rio Road entrance to the Mission Trail Nature Preserve and begin development of a regional trail plan; beginning implementation of the Information Technology Plan, including redesigning the City's website, implementing a new financial and payroll/HR system, implementing an automated agenda packet, upgrading the EOC technology, and replacing and updating hardware, software and network servers; adopting a Facility Use Plan and considering the long-term highest and best use of the City's facilities; coordinate a campus plan and transition corridor with the update of the Sunset Center's strategic plan; Forest Theater renovation; community beautification including trash can replacement, median beautification and signage updates; and investigating options pertaining to the Flanders Mansion.

to be accomplished in the course of a year, like the Centennial, as well as the continuation of efforts from prior years as many of the projects required design, planning and permit approval processes, implementation of pilot concepts and community feedback and construction that would likely span the course of multiple years.

These areas include: (1) Day to Day Operations; (2) Beautification; (3) Shoreline Management Plan/Forest Management Plan; (4) Trails; (5) IT Plan; (6) Forest Theater Park Renovation; (7) Sunset Center- Theater District and Campus Plan; (8) Parking Management Plan; (9) Emergency Planning; (10) 100th Anniversary Planning; (11) Facilities and Parks Capital Projects; (12) Water- Capture, Eastwood 85 acre foot plan, Small Projects and Conservation and (13) PG&E monitoring and participation with investigation.

Existing Focus Areas and Priority Recommendation: As shown in Attachment 1, staff has worked diligently toward completing several of these items and considers fifteen of these initiatives to be completed and to be removed from the list. It is worth noting that while some of these items are considered completed, such as making a decision on beach fires, there is still an ongoing operational component, like monitoring and managing the pilot program, that will require staff time and funding. Conversely, there are some items, like emergency planning, that are operational items that are routinely (every two years) completed by a department, but were elevated as a Council priority due to timing and/or heightened community interest.

The completed items include:

- Hired an IT Manager and filled several vacant positions, including the City Administrator
- Created an equipment replacement fund as part of the annual budget
- Made a decision on beach fires (and implemented pilot program)
- Constructed Mission Trails Nature Preserve Mountain View entrance
- Implemented pedestrian safety options pertaining to *the south side pathway and stop sign* at Eighth Avenue between Junipero and Mission
- Completed Phase 1 construction at the Forest Theater
- Implemented pilot program on parking kiosks related to the parking management plan
- Updated the emergency plan and conducted community outreach
- Received reports from Centennial Committee and defined a City Centennial project
- Completed several phases of street projects, including the Fiscal Year 2016-2017 phase
- Completed the Sunset Center Door Replacement and Sunset Center Roof projects
- Completed the Park Branch Basement project
- Established a process to provide access to Eastwood water

In addition to these priorities, staff also completed significant work program elements related to one-time projects required by State or local laws, Council directed projects, staff-initiated process improvements and seasonal events. Examples of these projects include the completion of the 2016 municipal election; the development of a records management program; successfully navigating the anticipated El Nino winter storm season; adopting a special events policy and community promotions fund grant program; adoption of the Housing Element and associated code amendments; development of Roofing Material Guidelines, draft restaurant code and commercial zoning amendments and process improvement measures to streamline the planning and building permit process; development of a War Memorial policy; expansion of the Police Department's volunteer program; development of a vision for marketing including the City's relationships with the MCCVB and Carmel Chamber of Commerce; the purchase of a contemporary financial accounting system and commencement of a business study to assess current procedures; an analysis of the cost of services and options to increase fees for services; the rebuilding of the foundation of the City in terms of built, technological and human/intellectual infrastructure; and the celebration of the City's 100th anniversary.

Council also adopted a capital improvement plan and funded several projects related to IT, the shoreline, streets, sidewalks, building improvements, and equipment and vehicle purchases as part of its annual budget. While the focus areas have often included a small subset of capital projects, staff is actively managing all of the funded capital projects and Attachment 2 illustrates the progress made to date.

Existing Focus Areas and Priority Recommendation: Of the remaining existing focus area items to be completed, staff have categorized the respective items as a high, medium, or low priority or recommended its removal (Attachment 1). While all of the items have a community benefit, staff assessed a variety of factors in setting the priority, including, but not limited to, the extent to which work has/has not commenced on the item; the allocation of resources needed (be it staff time and/or other project costs) to complete the item; the process required to complete the item, including the extent to which other agencies and external factors are involved; and sequence of an item and whether another component of a said project or program needed to occur first.

Accordingly, thirteen items are a high priority, twelve are considered a medium priority and five are a low priority. In addition, staff is recommending the removal of seven projects that have either not been started, are not considered feasible or are more appropriately consolidated with another similar item.

Proposed 2017 Initiatives for Consideration: In an effort to assist Council in setting priorities for the upcoming year, staff developed several new projects based on their understanding of workload, critical functions, and service delivery as well as their knowledge of new regulatory requirements. Attachment 3 includes a summary of the new proposed areas for 2017:

- Accessory Dwelling Units
- Capital Improvement Projects
- Compliance System
- Library Renovation
- Office Modernization
- Personnel System
- Preserving the Military Presence on the Peninsula
- Recreational Marijuana
- Short-Term Rentals
- Staffing
- Sunset Center Lease Negotiation

When Council previously considered this item at its September 2016 workshop, a preliminary list of topics developed by members of the public were presented for consideration:

- Develop a Council policy governing Board and Commission work plans
- In memoriam- install a plaque honoring former Mayor Jean Grace and a bust honoring former Mayor Gunnar Norberg
- Collaborate with the Carmel Area Wastewater District (CAWD) on Rio Park Master Planning
- Implement Phase II of the Forest Theater Master Plan (on prior list)
- Develop a Sunset Center Theater District and Campus Plan (on prior list)
- Review road/traffic fees and impact to roads, especially for tour bus parking
- Review the circulation element with pedestrian and bicycle linkage
- Review the feasibility of a Junipero and Ocean Avenue roundabout
- Consider a hotel reinvestment strategy, including, but not limited to reviewing the hotel cap
- Consider charging a transient occupancy tax on short-term rentals
- Consider reviewing the long-term lease or other options pertaining to the Flanders Mansion
- Revisit potential for widening on N/s of Eighth at Mission

While Council did not take any action at that time, it may now wish to consider whether to add any of these items to the City's list of work program items as they can be shown to support the goals of Council. Of the items identified, staff recommends postponing the majority of these items, with a few exceptions.

As previously indicated, updating policies has been identified by staff as a high priority and including a Council policy governing Board and Commission work plans would be a likely component of this larger multi-year effort. Similarly, developing an in memoriam policy before accepting or installing items may be a prudent course of action and dovetail with the larger policy update effort. Solidifying the relationship with CAWD, collaborating on options pertaining to trail linkage and utilization of CAWD's permitted bridge and continuing the work commenced by the City as it pertains to the Lausen- Rio Park-Larsen Field Pathway has merit; however, the pursuit of this concept is a policy decision by Council, especially as permitting will involve other agencies. In terms of facilities, staff believes focusing efforts on the use of the current facilities, be it the Forest Theater, Sunset Center and/or Flanders Mansion, to be a more beneficial use of limited resources when compared to funding consultants for additional master planning activities. This reinforces the current theme of rebuilding the foundation. While short-term rentals is a proposed new priority recommended by staff, the concept of aligning transient occupancy tax with this concept will be a matter for Council discussion.

To reiterate, this item is on the Council agenda for discussion and direction regarding existing and proposed priorities for the upcoming year. Staff has provided recommendations regarding the modification of the previously identified Council focus areas, given suggestions regarding new priorities and opined on possible other alternations. However, the inclusion of items and the corresponding priority is a policy matter for Council. Upon receiving such direction, staff will work in earnest to develop a budget and work plan in order to execute the projects and programs articulated by Council as the key priorities for 2017.

FISCAL IMPACT

There is no fiscal impact associated with receiving the report. Projects and other activities already identified within the existing focus areas are included within the adopted Fiscal Year 2016-2017 budget. Should Council wish to augment the existing work program; there may be a need for additional funding for such item as consultants and technical studies. In addition, existing financial and staffing resources would likely need to be redirected from the current focus areas to new proposed items in order to successfully complete all work items. Council may give preliminary direction to staff to include funding for new priorities as part of the Fiscal Year 2017-2018 budget.

PRIOR CITY COUNCIL ACTION

Council held a workshop on this topic on September 12, 2016, and directed staff to return with specifics.

ATTACHMENTS

1. Existing Focus Areas and Priority Recommendations
2. CIP Project Status
3. Staff Proposed New Initiatives
4. Consolidated List

ATTACHMENT 1

EXISTING FOCUS AREAS AND PRIORITY RECOMMENDATIONS

Focus Area	Key Objective/Project	Description/Update	Status	Cost	Priority	Proposed Removal from List
Day to Day Operations	Fill Existing Vacant Positions	Building Inspector, City Administrator, Community Services Officer, Forest, Parks & Beach Maintenance Worker, Human Resources Manager, Librarian II, Hilly Librarian, Hilly Library Assistant, Planning Technician, 2 Police Officers, Police Services Officer, and 2 PW Maintenance Workers filled. In FY 2016-17, new positions such as: Environmental Compliance Manager, Code Compliance Coordinator, Assistant City Administrator added to budget, and additional positions were added at the Project Manager and Tree Care Specialist classifications. Classification studies and salary surveys to be conducted. Currently vacant positions include: Project Manager (2 FTE), Senior Maintenance Worker (2 FTE), Tree Care Specialist, and Environmental Compliance Manager. Recruitments for the Building Official and the Environmental Compliance Manager are underway.	Ongoing		High	
Day to Day Operations	Fill Positions that became Vacant in 2015 within four months except Management (six months)	Due to retirements, separations and surrounding organizations hiring for similar positions, recruitments have been very competitive. Time to fill positions has ranged from several months to over a year having to re-post vacancies multiple times. New performance measures will be in place in July 2016 to measure time from hiring request to position filled for each vacancy.	Ongoing		High	Yes- this is part of the overarching goal to fill existing vacant positions
Day to Day Operations	Outsource Payroll and HR Functions	While this is a high priority, staff recommends a sequence of events including implementing the payroll/HR module of the new financial system; conducting a payroll/benefits audit and then conducting a cost/benefit analysis regarding outsourcing this function.	Not started		High	
Day to Day Operations	Initiate Asset Inventory Update	Asset inventory will be a module of the new financial system (project kickoff anticipated for September 2016)	In-progress	Asset inventory module included as part of new financial system, cost of \$15,000 a year for subscription service, included within current budget	Medium	
Day to Day Operations	Establish Contract Management and Control Program	While the program has been established and may be considered completed, training staff, monitoring compliance and improving the process are ongoing and a routine component of operations. To date, contract templates have been developed and our being used by staff. A routing process for approval by finance, risk, and legal is being used and a contract "not to exceed amount" is entered into the current financial system to prevent overspending. Executed contracts are compiled into a master contract spreadsheet maintained by finance staff and reported monthly to Council. The implementation of the financial system, which includes a purchasing module, will enhance internal controls pertaining to purchases and contracts.	Ongoing	Purchasing module included as part of new financial system, cost of \$15,000 a year for subscription service are included within the current budget	Medium	
Day to Day Operations	Commence Update of Personnel Ordinance	There is a need for a comprehensive update of the City's municipal code and corresponding policies, with personnel being one of the most important areas to update.	Ongoing	Utilizing outside consultants with expertise in personnel and labor relations is recommended, but has not been specifically identified within the current adopted budget	High	
Day to Day Operations	Commence Update of Purchasing Ordinance	Since being placed on this list, the municipal code on purchasing has been updated to increase the threshold that require three quotes from \$1,000 to \$4,000 and to clarify the dollar amount (\$25,000 and more) of contracts that require Council approval. Current efforts have been focused on assisting departments in utilizing the current purchasing rules. Work remains to be completed to update and reconcile the City's purchasing code with State law. However, updating the purchasing ordinance should occur in tandem with a larger project on updating the municipal code and corresponding policies citywide.	In progress	if a larger effort to revisit the municipal code and corresponding policies is undertaken, the cost for legal consultants and code publishing should be included within the FY 2017-18 budget	High	
Day to Day Operations	Commence Updating of Policy Manual (multi-year effort)	While staff have worked on updating various policies, this project is much more comprehensive in nature. Given the magnitude of the effort and the specialized knowledge needed in State law and personnel matters, it is recommended that, if Council confirms this as a high priority, that the project be funded within the fiscal year 2017-18 budget.	In progress	Costs to be included within the FY 2017-18 budget	High	
Day to Day Operations	Create an equipment replacement fund	Fund has been created as part of the 2015-16 Adopted Budget and utilized in FY 2016-17 budget	Completed			Yes- completed
Day to Day Operations	Facilities Maintenance Plan with 2015-16 Budget	Several Facility Maintenance projects have been completed and additional projects are in progress. A Facilities Maintenance Work Program has been established to identify and program resources towards a variety of necessary maintenance projects, including deferred, preventative, and periodic or seasonal work. However, the formal development of a Facilities Maintenance Plan has not yet commenced.	In progress	Funding included within Public Works' operating budget	Medium (overall; Medium for Work Program, low for Maintenance Plan)	
Beautification	CIP- Ocean Avenue Median	This project is twofold: (1) the issue of median lights and (2) the maintenance of the median. Since the irrigation system has been installed, no other major projects have been undertaken for the Ocean Avenue Median. A subcommittee was formed to study the lighting, sample lighting was installed in the median, and two public workshops were held to discuss options. Specific lighting recommendations were made at the workshops and the next step in the process would be to retain a landscape/lighting designer to develop a plan for the median based on the recommendations.	In progress	Some CIP funding has been included within the current adopted budget; however, the costs of a landscape designer would need to be included within the FY 2017-18 budget	Low	

EXISTING FOCUS AREAS AND PRIORITY RECOMMENDATIONS

Beautification	CIP- Trash Can Refurbishment	Lids have been replaced on trash cans along Ocean Avenue and cigarette butt receptacles have been installed at various locations citywide. City staff intend to survey the City for trash cans in need of replacement or refurbishment, and will implement refurbishments by the end of the Fiscal Year. Annual re-surveys and maintenance/refurbishment will be required, but will be incorporated in the Public Works Department's operational responsibilities. In addition, forthcoming changes at the Monterey Regional Waste Management District will allow for grabage and recycle to be comingled and separated at the facility in Marina in order to help achieve greater diversion rates.	In progress	Funding included within Public Works' operating budget	Medium				
Beautification	Make Decision on Beach Fires	Council adopted a 3-year revised Beach Fires Management Program on July 30, 2016. Implementation including signage, device installation, and enforcement are in progress. The Pilot Program is in place and is being adaptively managed. Revisions to the Pilot Program and the consideration of permanent changes to the City's beach fire regulations will be developed during the Pilot Program and tracked as part of the related CIP project on beach fire	Completed			Yes- initiative completed. Monitoring and reporting on pilot program is now part of ongoing operational workload of public works, with support by police department.			
Beautification	CIP-Urban Forest Rehabilitation	Work on the Urban Forest includes the removal of approximately 100 tree stumps and planting and care of approximately 70 new trees, including 37 planted by the Friends of the Forest. The City Council recently authorized on-call tree care services contracts, which will enhance the City's ability to expeditiously and cost-effectively attend to this priority.	In progress	Funding included within Public Works' operating budget	Medium				
Beautification	CIP- Shoreline Assessment	A landscape architect has been hired to develop improved design for the median and curb bump-out at the intersection of 4th and San Antonio Avenues, as well as along the west side of San Antonio between 4th and Ocean Avenues. The Coastal Gardener/Maintenance Worker began work in April 2016, and has been an active presence along the shoreline, overseeing improvements to the landscaping and irrigation along the Scenic Road pathway. The Scenic Road Landscaping Priority Areas draft design was completed in November 2016, and a Coastal Development Permit is being processed for this project. Work on other shoreline area CIP projects will commence later this fiscal year.	In progress	\$119,171 budgeted for FY 2016-17	Medium				
Beautification	CIP- Beach Stair Maintenance	The City contracted an evaluation of the stairways' condition in fall 2014. The evaluation notes several areas of needed maintenance and repair. Repairs to lower section of Martin Way staircase were completed in spring 2016. A project manager has been assigned to assist in the implementation of this multi-year project, and an RFP for the initial phase of work is anticipated in spring of 2017.	In progress	\$216,450 budgeted for FY 2016-17	Medium				
Beautification	CIP- North Dunes Habitat Restoration	Multi-year project. Coastal Development Permit was secured in Oct-2016. Fish and Wildlife sensitive species permits were secured in Nov-2016. Most recent phase of ice-plant removal conducted in Nov- and Dec-2016. Fencing contractor retained. Initial phase of Acacia, hazardous trees, and stump removal anticipated for Dec-2016 into early 2017.	In progress	\$45,750 budgeted for FY 2016-17	High				
Beautification	CIP- Shoreline Signage	The City issued a Request for Qualifications for designers specializing in signage. However, the project has been on hold pending a decision regarding beach fires. Temporary signs have been used as part of the pilot program.	Not started	Costs for a designer, sign fabrication and installation will need to be included within the FY 2017-18 budget	Medium				
Trails	CIP-Mission Trail Entrance	Work on the improvements for access and safety at the Mountain View Entrance to the Mission Trail Nature Preserve commenced August 8, 2016, and was substantially complete in Nov-2016. Full project completion and close-out anticipated in December.	Completed			Yes-completed			
Trails	CIP-Laussen-Rio Park-Larson Field Pathway	The design and environmental review for this project are completed. In February 2016, the City Council approved an additional \$61,500 for planning and engineering service contracts for work necessary to obtain the planning permits and to complete a lot line adjustment/land exchange with Mission Ranch. In December 2016, the City Council approved "in concept" the proposed lot line adjustment and directed staff to return with final lot line and easement agreements for approval.	In progress	\$162,343 has been budgeted for this project, of which \$105,000 has been spent. The remainder of the budget will be sufficient to complete the lot line adjustment, easement agreement, and to obtain planning permits.	Medium				
Trails	CIP-Fourth Avenue Irrigation	Staff continues to work with Pebble Beach Community Services District staff on implementation. PBCSD anticipate having the appropriate permits from the State Water Board by end of 2016. Project scoping in process, and project is anticipated to be bid in Dec-2016 or early 2017. Current CIP budget (for meter installation) is \$20,000. Additional work needed to bring irrigation system into operation would be a future CIP project.	In progress	\$20,000 for meter installation in FY 2016-17 budget	High				
Trails	Develop Options for Ocean/Junipero/Mountain View Intersection	No recent progress to report. This project has been evaluated in the past and not initiated. Costs and construction impacts on the community would be high, and feasibility is unlikely due to geographical constraints.	Not started			Yes- not started			
Trails	Resolve Eighth Avenue between Junipero and Mission Pedestrian Safety Options- south side pathway	South side pathway installed in 2015 and provides improved pedestrian access.	Completed			Yes- completed			
Trails	Resolve Eighth Avenue between Junipero and Mission Pedestrian Safety Options- north side pathway	North-side pathway has been previously identified as a capital improvement project, however it was not funded in the FY 2016-17 Budget. Adjacent landowner on the north side is strongly opposed to any pathway on the north side of this street segment. Topography makes any such north pathway a challenge, with substantial tree-removal, grading, and retaining walls required.		North pathway: high cost; add'l stop signs: <\$5,000 (excluding any needed traffic safety study); need funding for traffic engineer as well		Yes- not started			

EXISTING FOCUS AREAS AND PRIORITY RECOMMENDATIONS

Trails	Resolve Eighth Avenue between Junipero and Mission Pedestrian Safety Options- stop sign	A request for a 4-way stop sign has been made and considered by the Traffic Safety Committee. The Committee does not recommend additional stop signs, as this is a truck route, and installing stop signs would have adverse effects including noise and difficulty for large west bound vehicles to stop.	Completed			Yes- completed
Trails	Scenic Road Pathway: Landscape Barriers	The Scenic Road Landscaping Priority Areas draft design was completed in November 2016. Funds for the design of recommended landscape barrier improvements along the Scenic Road Pathway have been programmed into the FY 2016-17 CIP program, and work is planned to commence in the spring or summer of 2016. Replacement of the barriers will be estimated once the design is approved. Construction costs would be considered a separate project for a future CIP.	Not started	\$10,000 for design included within the FY 2016-17 budget. Construction costs TBD.	Medium	
Trails	Scenic Road Pathway: Landscape Design	The Scenic Road Landscaping Priority Areas draft design was completed in November 2016, and a Coastal Development Permit is being processed for this project. Funds for the implementation of recommended landscaping improvements have been programmed into the FY 2016-17 CIP program, and work is planned to commence in the spring or summer of 2016.	In progress	\$66,000 for landscaping improvements included within the FY 2016-17 budget.	High	
Trails	Scenic Road Pathway: Pathway Renovation	Low areas subject to ponding were addressed in the fall of 2015. Replacement of the pathway itself has not been budgeted and would be substantial, likely exceeding \$200,000. This should be considered a separate project for a future CIP.	In progress	Likely in excess of \$200,000	Low	
IT	ERP Financial Systems/Other projects	Project kickoff for finance system commenced in November 2016. See CIP Project status attachment for update on IT projects.	In-progress	Funding for various IT projects is included within the current budget	High	
IT	CIP-Initial Focus on Webpage Update	While the creation of a new City website is important, the focus of IT has been on addressing other critical infrastructure needs.	Not started	Funding for a website has been included within the current adopted budget	Medium	
IT	Hire IT Manager	IT Manager hired in July 2015. Discussions regarding the appropriate staffing level for the IT function are ongoing.	Completed		High	Yes-completed
Forest Theater Park Renovation	Award Bid; Implement Triage (Phase 1) construction	The Forest Theater Renovation project was completed in June 2016. City staff completed a walk through and minor punch list items remain to be addressed. A sewer line break is being assessed and will be repaired in Dec-2016.	Completed			Yes-completed
Forest Theater Park Renovation	Adopt Phase II plan; review Master Plan concepts	Work on the Master Plan is anticipated to resume this fall. In February 2016 the Council considered a west-side pathway and continued the item with a requirement that supporting funds be donated prior to any additional work on the project. The fence along the Guadalupe ROW appears to be in need of major maintenance. All of these additional components would be considered as components of the master plan.	In progress	About \$70,000 was budgeted to complete the plan (approximately \$36,000 has been spent thus far); costs for implementing master plan concepts TBD, and would likely be substantial	Low	
Forest Theater Park Renovation	Research and advise to the historical status	Preliminary review indicates that the Forest Theater may not qualify as a State Historic Landmark. Staff recommends that this project be removed from the list in order to work on other higher priority items.	In progress			Yes-remove as seems infeasible
Sunset Center Theater District and Campus Plan	Sunset Center Master Capus Plan-Work with Sunset Center on creation of Theater District and Master Plan for the Center	Substantial progress on the Master Plan was achieved in FY 2015-16. The feasibility of relocating the Monterey Museum of Art and the Harrison Memorial Library, needs further evaluation. The planning process is currently on hold, pending direction from the City Council and the Sunset Center Board. Master Plan consultant has requested \$36,750 in additional funds to further assess potential sharing of the facility, and work on the theater district concept is not a part of the consultant's scope of work. The cost of any additional work should be shared by the interested parties. The City Council should determine whether to proceed or delete this item.	In progress	Both the City and the SCC contributed \$150,000 each toward the master planning effort. An additional \$36,750 in funding has been requested by the consultant	Low	
Parking Management Plan	Parking Management Plan-Make Final Decision on Retention or Termination of Pilot Program; if decision is to retain, address location and appearance of kiosks.	Pilot kiosks removed in Summer 2015.	Completed			Yes-completed
Parking Management Plan	Parking Management Plan-Pursue other Council Approved parts of the Parking Management Plan such as public usage of private lots	Staff is working with residents and business owners to educate employees on parking options (i.e. where to park outside of the commercial corridor) so that there is more parking capacity for residents and visitors.	In progress		Medium	
Emergency Plan	Emergency Planning-Determine if Plan needs updating; if so, commence process of revising the plan. Focus on community outreach and marketing	Completed in 2015. Next update to be completed by June 2017.	Completed			Yes- completed. Staff update this plan every two years as part of routine operations.
100th Anniversary Planning	100th Anniversary Planning-Receive Report from Committee and Provide Feedback to Committee	Periodic reports presented to Council. Additional activities planned culminating with dance and parade.	Completed			Yes- completed.
101st Anniversary Planning	100th Anniversary Planning-Determine if Community and Council want a "Centennial Project"	The various Boards and Commissions were polled for suggestions on projects or activities that should be included in the City's Centennial Celebration. Boards and Commissions have either suggested or initiated Centennial related projects such as a history brochure, holiday/centennial tree, library displays, etc.	Completed			Yes- completed.
Water	Water Conservation- City Hall Cistern	Staff upgraded the City's irrigation infrastructure in several areas in the spring of 2016 to improve water conservation and comply with State regulations. The Small Water Conservation Project's funding was carried over into FY 2016-17. Additional assessment of plumbing fixtures in City facilities re-initiated in November 2016. Upon completion of these upgrades, the cost of implementing one or more cisterns in the City can be identified and considered as a future CIP.	In progress	\$37,520 budgeted in FY 2016-17 for small water conservation projects; cost of cistern TBD	Low	

EXISTING FOCUS AREAS AND PRIORITY RECOMMENDATIONS

Water	Access to Water-Eastwood	The Community Planning and Building Department has been working with applicants intending to use Malpasos water. A new form was developed that allows property owners, business owners and potential buyers to enquire as to whether the proposed project is permitted.	Completed			Yes- process established and completed. Ongoing assistance to applicants part of routine operational workload of CP&B department.
PG&E	PG&E-Monitor and participation with investigation	Staff are collaborating with PG&E on remedial safety workplan	In progress	High		
Facilities and Parks Projects	CIP-MTNP Invasive Plant/Tree Management	The FY 2016-17 Budget includes funding for implementation of an Invasive Species Removal program. A multi-year CDP for Invasive Species Removal and Maintenance Projects in the Mission Trail Nature Preserve was approved by the Planning Commission on May 11, 2016. A contract biologist has been retained to provide technical assistance and condition compliance support. Initial work on invasive species removal and (fire) fuel loading reduction was completed this fall.	In progress	High	\$87,765 budgeted for FY 2016-17	
Facilities and Parks Projects	CIP-PD/PW Roof and Patio Replacement	Several leak sources were identified and addressed in the fall and winter of FY 2015-16. Additional work to address remaining leaks is planned for fall of 2016 and winter/spring of 2016-17. Design study reamain to be completed. In addition, there is a CIP for Police Renovations within the FY 2016-17 budget.	In progress	High	\$75,000 budgeted for FY 2016-17 for Police Department Renovations	
Facilities and Parks Projects	CIP-Street and Roads Projects	FY 2015-16 streets completed and substantially complete for the FY 2016-17 streets project. The City will assess which segments should be repaved for FY 2017-18 in early 2017, and have a draft list of street segments for consideration in spring 2017. Repairs or reconstruction of Ocean Avenue between Junipero and Monte Verde or further west has been suggested as a need, and could be considered as a separate CIP project in FY 2017-18 or some future year. This task is complete for this fiscal year and is a routine part of the development of the City's CIP.	Completed		\$923,034 budgeted in FY 2016-17; actual costs approximately \$60,000 lower	Yes-completed
Facilities and Parks Projects	Sunset Center Door Replacement	In FY 2015-16, the roof repairs were completed. The FY 2016-17 CIP has several projects at the Sunset Center funded: Sunset Center Facility Repairs, Sunset Center Railing Replacement, Sunset Center Ramp Construction (design), Sunset Center Door Replacement, and Sunset Center Awning (design). The Doors Replacement Project is substantially complete. The Railings Replacement went out to bid in early Dec-2016, with a contract award anticipated for Feb-2017. Work on the ramp is just being initiated. The Lantern replacement component is not a separate CIP project and can be included in the Sunset Center Facility Repairs CIP project; as such, this is recommended for deletion from the list as a separately-tracked project.	Completed			Yes-completed
Facilities and Parks Projects	Sunset Center Railings Replacement		In progress		\$43,450 budgeted in FY 2016-17	
Facilities and Parks Projects	Sunset Center Lantern		Not started		not budgeted	Yes- not started
Facilities and Parks Projects	Sunset Center Roof		Completed			Yes-completed
Facilities and Parks Projects	Sunset Center Ramp/Mission Street at Carpenter Hall		Not started		\$25,000 budgeted in FY 2016-17	Yes- not started
Facilities and Parks Projects	Park Branch Basement	The Park Branch Basement Restoration work to isolate and abate mold in the basement was completed earlier this year. Confirmation testing was completed, and periodic testing will be conducted to ensure that the area has been appropriately isolated and abated.	Completed			Yes-completed
Facilities and Parks Projects	Piccadilly Park Restrooms	The toilet in Piccadilly Park was upgraded in June 2016, and this has substantially lessened maintenance needs at this restroom. ADA-related improvements will be part of the City's ADA Study, which is anticipated to commence in the latter half of FY 2016-2017. Staff recommends taking this project off the list, as it will be assessed as part of the ADA Compliance Plan.	In progress			Yes- not started
Facilities and Parks Projects	Sidewalk Repairs	The FY 2015-2016 sidewalk repairs were completed in June 2016. Funds for additional sidewalk repairs were included in the FY 2016-17 CIP, and this work will be completed later this fiscal year.	In progress	High	\$92,000 budgeted in FY 2016-17	

ATTACHMENT 2

City of Carmel-by-the-Sea CIP Project Status		Last Revised		12/20/2016		
Prepared by: Rob Mullane, Public Works Director						
Active CIP Projects	Acct. #	FY 2016-17 Proj. Budget	% Complete	FY 2016-17 Invoicing to Date	Key Staff	Status/Notes
PD/PW Roof/Patio Replacement	13-70901	\$ 91,640.00	30%	\$ 99.00	RDM, CW	Several leak sources addressed or repaired in FY 2015-16. City working with cellular site lessee on leaks related to that facility. Bid walk with roofing companies conducted in Dec-2016 for plan for addressing remaining leaks.
Sunset Center Railing Replacement	13-70905	\$ 43,450.00	20%	\$ 2,362.99	RDM	RFP Released, contract award anticipated in Feb-2017.
Sunset Center Ramp Construction	13-70911	\$ 20,000.00	5%	\$ 68.00	KB	Project Manager assigned, initial meeting with SCC staff held. RFP for architectural services anticipated in Feb-2017.
ADA Study	13-70915	\$ 100,000.00	10%	\$ 68.00	RDM	Project Manager assigned. RFP for profess. services anticipated in Feb- or Mar-2017.
Facilities Safety Maintenance	13-70916	\$ 50,000.00	0%	\$ 519.00		To be initiated in spring 2017.
Sunset Center Facility Repairs	13-70919	\$ 47,872.00	50%	\$ 1,700.00	RDM, CW	Main project for FY 2016-17 is repair of water damage. Contractor selected, and work commenced in Dec-2016; complete by Jan-2017. Other projects anticipated for early- to mid-2017.
Sunset Center Awning (Design)	13-70922	\$ 25,000.00	5%	\$ 818.00	KB	Project Manager assigned. RFP for architectural services anticipated in Feb-2017.
Police Department Renovations	13-74907	\$ 75,000.00	10%	\$ -	KB, PT, CW	Initial meetings with Project Manager, Police Dept. staff, and contractor held. Equipment selected. RFP for architectural services anticipated in Feb- or Mar-2017.
Bikeway Projects (Design and Permitting)	13-76904	\$ 49,479.00	70%	\$ 3,274.00	MW, BR	CPBD lead. Rio Park/Larsen Field multi-user pathway project. Design Finalized, CEQA completed, Lot Line Adjustment consideration anticipated for Dec-2016 CC meeting.
Sidewalk Repair	13-76905	\$ 92,000.00	10%	\$ -	RC, SL	Last FY's project completed Summer 2016. FY 2016-17 scoping work commenced in Dec-2016.
Ocean Avenue Median	13-76906	\$ 30,000.00	0%	\$ -	MW	CPBD lead. Anticipated to be initiated in spring or summer 2016.
Small Water Conservation Projects	13-76911	\$ 37,520.00	10%	\$ 34.00	TF, CW	Project Manager assigned. Initial discussions with Facilities Maintenance staff and site visits conducted.
Beach Stair Maintenance	13-78902	\$ 216,450.00	10%	\$ 325.00	RDM, RC	Multi-year project. Project Manager assigned. Repairs to lower section of Martin Way staircase completed last spring. Scope for RFP anticipated in spring 2017.
4th Avenue Irrigation Meter	13-78904	\$ 20,000.00	20%	\$ 325.00	RDM, SL	Site meeting completed; scoping in process. Project anticipated to be bid in early 2017. Budget will likely need augmentation.
North Dunes Habitat Restoration	13-78905	\$ 45,750.00	50%	\$ 15,565.00	MB, JC	Multi-year project. Coastal Development Permit secured in Oct-2016. Fish and Wildlife sensitive species permits secured in Nov-2016. Ice-plant and weed pull conducted in Nov-2016. Fencing contractor retained. Initial phase of Acacia, hazardous trees, and stump removal anticipated for Dec-2016 into early 2017.
Shoreline Assessment and Implementation	13-78907	\$ 119,711.00	20%	\$ 1,200.00	DS, MF	Coastal biologist retained. Improvements to Scenic Pathway and associated landscaping underway, reviewed by F&B Commission in Nov-2016; CDP for improvements anticipated for Jan-2017 Planning Commission.
Beach Fire Baskets	13-78910	\$ 49,199.00	60%	\$ 11,592.00	KB, RM	Ten fire devices purchased thus far, including a variety of sizes of devices. Purchase of additional devices anticipated in Dec-2016 or early 2017. Metal signage developed; will be installed in Dec-2016. City investigating options for cleaning devices.
Waterfront Area Signs	13-78913	\$ 34,604.00	10%	\$ -	MW	CPBD lead. Anticipated to be re-initiated in spring or summer 2016.
MTNP Improvements (Implementation)	13-78915	\$ 50,000.00	10%	\$ -	MB	CDP approved May-2016. Development of a maintenance projects list and prioritization anticipated for early 2017.
F&B Centennial (Marshall) Plan	13-78918	\$ 213,050.00	40%	\$ 34,801.95	MB, KB, RM	Various Centennial-related improvements completed. Design of San Antonio Landscaping/Hardscaping improvements reviewed by F&B Commission in Nov-2016; CDP pending Planning Commission consideration in Jan-2017

Active CIP Projects (continued)		Acct. #	FY 2016-17 Proj. Budget	% Complete	FY 2016-17 Invoicing to Date	Key Staff	Status/Notes
MTNP Invasive Species	13-78920	\$ 87,765.00	50%	\$ 975.00	MB	CDP secured in May-2016. Contract biologist secured for mitigation monitoring and technical assistance. First phase of invasives removal completed in Nov-2016. Next phases in development.	
Scenic Road Pathway Landscape Improvements	13-78921	\$ 66,000.00	20%	\$ -	MB	Design phase nearing completion. Design reviewed by Forest & Beach Commission in summer and fall 2016. CDP scheduled for Planning Commission review in Jan-2017.	
Shoreline Landscape Barriers (Design)	13-78922	\$ 10,000.00	0%	\$ -		Anticipated to be initiated in spring 2016.	
HM Library Heating System	13-84905	\$ 9,000.00	15%	\$ 432.00	LL, CW, JB	Engineering assessment conducted and scope under development. Project budget will need to be augmented and/or the project to be phased.	
Park Branch Library HVAC	13-84906	\$ 12,000.00	15%	\$ 469.00	LL, CW, JB	Engineering assessment conducted and scope under development. Project budget will need to be augmented and/or the project to be phased.	
Park Branch Library Interior Painting	13-84907	\$ 23,100.00	10%	\$ -	TF, CW, JB	Project Manager assigned. Color selections complete. RFP anticipated in Jan-2017.	
Park Branch Library Carpeting	13-84908	\$ 46,000.00	10%	\$ 40.00	TF, CW, JB	Project Manager assigned. Carpet selections complete. RFP for anticipated in Jan-2017.	
<i>Notes:</i>							
1. Invoicing to Date = amounts paid out by City to date							
2. For Key Staff: BR-Brian Roseth, CW-Cleve Waters, DS-David Shanman, KB-Krista Brassfield, JB-Janet Bombard, LL-Lisa Leo, MB-Mike Branson, MC-Mike Calhoun, MF-Matt Feisthamel, MW-Marc Wiener, PT-Paul Tomasi, RC-Rob Culver, RDM-Roger Miller, RM-Rob Mullaney, SL-Sherman Low, and TF-Trevor Forster							
Completed CIP Projects		Acct. #	FY 2016-17 Proj. Budget	% Complete	FY 2016-17 Invoicing to Date	Key Staff	Status/Notes
Forest Theater Renovation	13-70903	\$ 222,560.00	98%	\$ 140,099.61	RDM, CW	Sewer Line Break Repaired Dec-2016. Otto and CAW 100% complete. Maintenance of handrail lighting last remaining task.	
Sunset Center Doors Replacement	13-70909	\$ 40,000.00	98%	\$ 18,402.36	RDM, CW	Door closing hardware last remaining item. Project should be complete by first half of Jan-2017. Should be approximately \$15,000 under budget.	
First Murphy House Painting	13-70913	\$ 19,275.00	100%	\$ 8,905.00	RDM, CW	Project completed early Dec-2016. Should be approximately \$7,000 under budget.	
Vista Lobos Roof	13-70918	\$ 70,000.00	100%	\$ 3,705.00	RDM, CW, JB	Project completed early Dec-2016. Should be approximately \$35,000 under budget.	
Streets and Road Projects	13-76901	\$ 966,577.00	100%	\$ 681,922.00	RC, SL	Anticipated completion early Dec-2016. Minor punchlist items remain. Project included additional storm drain improvements, yet was completed approximately \$30,000 under budget.	
Mission Trail Mountain View Entrance	13-78908	\$ 124,163.00	100%	\$ 77,746.00	KB, MB	Project completed Nov-2016. Punch-list items addressed in early Dec-2016. Project was approximately \$4,000 under budget.	
Park Branch Basement Restoration	13-84903	\$ 62,356.00	100%	\$ 1,136.00	CW, MC	Partial abatement and manage in place completed May-2016. Periodic follow-up monitoring of habitable areas ongoing and will be incorporated into operational budget.	
Public Works Dept. Operational Projects		Acct. #	FY 2016-17 Proj. Budget	% Complete	FY 2016-17 Invoicing to Date	Key Staff	Status/Notes
Fuel Island Repairs	01-76050	\$ 31,000.00	30%	\$ -	RDM, RC	Repair mandated by County Environmental Health audit. Funding included in PW Dept operational budget. RFP released Dec-2016, contract award Feb-2017.	
Public Works Office Improvements	TBD	\$ 88,000.00	20%	\$ -	KB, CW	Inadequate spacing for current and anticipated staff. Ergonomics assessment notes deficiencies at several workstations. In FY 2015-2016 operational budget; however, project incomplete and funds not carried over into FY 2016-17. Mid-year budget adjustment anticipated as a new CIP.	

Equipment Replacement Items	Acct. #	FY 2016-17		FY 2016-17 Invoicing to Date	Key Staff	Status/Notes
		Proj. Budget	% Complete			
City Admin - Agenda and Records Management System	40-67915	\$ 70,000.00	20%		AW	RFP released in fall 2016; proposals received Dec-2016.
Sunset Center - Theatrical Lighting and Power	40-70923	\$ 30,500.00	10%		RDM	Project Manager assigned. Initial meeting with SCC held Dec-2016.
Public Works Dept - UTV/Beach Vehicle	40-76913	\$ 15,000.00	20%		MB	Project Manager assigned. Initial model selection completed in summer 2016.
Police Dept - Investigations Vehicle	40-74908	\$ 25,000.00	95%		PT	purchased Dec-2016; outfitting needed, planned for Jan- or Feb-2017.
Police Dept - Body Cameras	40-74909	\$ 20,000.00	100%	\$ 20,465.47	PT	Final cost approximately \$400 over estimate.
Info Tech - Council Chambers AV Upgrade	40-67906	\$ 176,500.00	25%	\$ 16,000.00	JS	Consultant contracted, initial design complete
Info Tech - Police Data Room and Main Library Disaster Recovery	40-67907	\$ 40,000.00	25%		JS	To follow Server Platform upgrade
Info Tech - Citywide Managed Security	40-67908	\$ 13,000.00	100%	\$ 3,650.00	JS	
Info Tech - Network Security	40-67909	\$ 40,000.00	25%		JS	Initial vendor assessment complete
Info Tech - Citywide Network Upgrade	40-67910	\$ 16,500.00	90%	\$ 16,643.10	JS	Final switch configuration pending
Info Tech - Citywide Phone System Replacement	40-67911	\$ 110,000.00	15%		JS	Scheduled to commence Q1 2017
Info Tech - Citywide Upgrade Server Platform	40-67912	\$ 120,000.00	75%	\$ 147,417.16	JS	Installation scheduled for late January
Info Tech - Annual Desktop Computer Replacement	40-67913	\$ 30,000.00	50%	\$ 14,215.93	JS	5 Computers installed, 10 more in pipeline
Info Tech - City Website	40-67914	\$ 44,000.00	10%		JS	Scheduled to commence Q1 2017
Notes:						
1. Invoicing to Date = amounts paid out by City to date						
2. For Key Staff: AW-Ashlee Wright, JS-Joel Staker, MB-Mike Branson, PT-Paul Tomasi, and RDM-Roger Miller						

ATTACHMENT 3
STAFF PROPOSED NEW INITIATIVES

Focus Area

- Adopt an ordinance to bring accessory dwelling unit regulations into compliance with state law while maximizing local regulatory authority to the extent feasible
- Preserving community character and responding to a State mandate
- One-time project

Project/Program Description

As of January 1, 2017, local jurisdictions can no longer prohibit accessory dwelling units (ADU's). State law (Senate Bill 1069 and Assembly Bill 2299, Statutes of 2016) requires jurisdictions to allow ADU's through a ministerial permit process. The City must amend its zoning code to achieve consistency with the State law.

Department/Division & Staff Lead

Community Planning and Building, Marc Wiener, Director

Support and Collaboration by Other Departments & Their Role

The City Attorney will need to assist with these efforts.

Status update

Planning staff is currently reviewing options and intends to bring a draft ordinance to the Planning Commission in January of 2017. Staff is evaluating what options the City may have in regulating ADU's, to the extent feasible.

Next Steps

The Planning Commission will review the draft ordinance and make recommendations to the City Council. The City Council will adopt the ordinance and once adopted it will be forwarded to the Coastal Commission for certification.

Staff Recommendation and Prioritization

This is a high priority item, as the State Law goes into effect on January 1, 2017.

Focus Area

- Capital Improvement Program (CIP): Backlog of Projects
- Improving the City's physical and natural infrastructure
- One-time, focused effort of 6-12 months duration

Project/Program Description

- With the passage of Measure D and rebounding revenues, the City has been positioned to accomplish a relatively robust list of CIP projects, including several long-standing City priorities. However, insufficient staffing – primarily at the Project Manager Position – has hindered the ability of City staff to implement funded projects in previous Fiscal Years, resulting in a gradual accumulation of a CIP project backlog.
- Potential impact/benefit of project: completion of the currently-identified list of CIP projects would result in noticeable improvements to the community and its facilities, and would allow the City to direct attention to other key CIP priorities and deferred maintenance needs.
- The primary challenge to addressing the CIP backlog has been insufficient staffing. While the hiring of permanent staff in a timely manner remains a challenge, contract project management assistance has recently been retained, allowing several of the CIP projects to move forward.
- The City has 34 funded CIP projects in FY 2016-17. In recent years, substantially less than half of the identified projects have been completed. This year, City staff are tracking progress on CIP project on a bi-weekly basis, and the goal is to have approximately 50-60% of this year's projects completed or substantially underway by the end of the Fiscal Year.

Department/Division & Staff Lead

- Public Works; Rob Mullane, Public Works Director, with support from project managers and various other City staff

Support and Collaboration by Other Departments

- Community Planning and Building for permitting and plan check
- Administrative Services for procurement and contractual arrangements
- Individual departments for facilities in those departments (Police, Library)

Status update

- Of the 34 CIP projects for FY 2016-17, seven are complete, and five others are substantially underway (50% or more complete). See CIP Status Overview Table for additional information.
- While 2 full-time Project Managers are funded, these positions are vacant; however, with the addition of 4 part-time contract project managers this fall and winter, staffing levels have increased, and substantial progress is being made on the City's CIP.
- As of December 2016, the City has approximately 1.75 FTE in project management staffing dedicated to CIP project. This is augmented by in-house staffing and support for projects requiring assistance from staff outside of Public Works.

Next Steps

- Continued staff capacity dedicated to the CIP projects.
- Authorization from City Council for fund transfers to augment the budgets of underfunded projects
- Support from Human Resources staff to fill at least one of the two full-time Project Manager positions for stable, trained personnel and improved cost-effectiveness.
- Retention of one or more contract project managers until backlog of CIP projects has been addressed or both vacant in-house positions have been filled.
- Estimated timeframe to complete: 6 to 12 months
- Amount of staff time estimated to complete: 2.5 to 3.0 FTE for that same 6 to 12 month period

- Estimated amount of funding needed, funded in budget (at estimated level): budget for FY 2016-17 has been established. Additional funding at mid-year budget evaluation is anticipated to be approximately \$100,000.

Staff Recommendation and Prioritization

- This is a high priority. The City's CIP is a major portion of the overall City budget and is needed to maintain facilities, parks, and infrastructure. The completion of identified CIP projects ensures that services and improvements envisioned in the City budget are delivered. An effective CIP also addresses maintenance needs in a manageable and organized way.

Focus Areas

- Personnel
- Benefit
- Payroll

Project/Program Description

Build compliant policies and procedures, ensuring the City meets current federal, state, and local laws regulations. Areas that will be identified for compliance as follows:

- Employee leave
- HIPAA and COBRA
- Workplace safety
- Employee Benefits
- Benefit contract administration
- Federal and state wage and hour
- Employment eligibility (I-9)
- Evaluations, discipline and separation

Department/Division & Staff Lead

- Human Resources (Maxine Gullo, HR Manager)

Support and Collaboration by Other Departments & Their Role

N/A

Status update

This project has not started but has been identified as a high priority project.

Next Steps

Although several areas have already been identified in a recent financial audit and CalPERS audit, a thorough HR audit by a third-party provider would provide the roadmap on the focus areas to prioritize and implement a phased approach.

Staff Recommendation and Prioritization

This is being recommended as a high priority to stay in compliance.

Focus Area

- Renovation of Harrison Memorial Library and Park Branch Library buildings
- Enhancing delivery of services and improving City infrastructure
- One-time project

Project/Program Description

Undertake a renovation of both library buildings in order to be able to deliver modern library services in updated spaces. All Library services would be delivered from the Park Branch Library and the Main Library would become community meeting/event space. that would generate revenue for the City.

Benefits would include:

- Accessible buildings with free or low-cost meeting spaces for the community
- Meeting spaces could be rented and generate City revenue
- Potential for additional City parking spaces at the Park Branch Library
- Increased efficiencies and eliminating the need for library patrons to visit two buildings in order to get their service needs met

Cost to be determined. The Carmel Public Library Foundation and the Library Board of Trustees would partner with the City to help raise funds for the project.

The first phase of the project would be to retain an architectural firm, then determine and agree upon actual plans for remodeling both buildings. The next phase would be to determine how much it would cost so that fundraising efforts could begin. The final phase(s) would be construction and the actual renovations of the buildings.

Department/Division & Staff Lead

Library Department. Staff lead: Janet Bombard, Library Director.

Support and Collaboration by Other Departments & Their Role

The Planning and Building Department will need to assist with building plan reviews and permits. IT will need to oversee installation of computers and networks.

Status update

Planning for the project has just begun. The Carmel Public Library Foundation (CPLF) hired an architectural firm – Group 4 Architects – to propose ideas for the project and submit conceptual plans. CPLF paid Group 4 \$10,000 for its services.

Next Steps

As the project is in its initial planning phase, the next steps would be to determine the level of interest on the part of the City and from there determine how to raise the capital necessary to fund the project.

Staff Recommendation and Prioritization

This project would result in both buildings being brought up to current accessibility standards. The library would also be able to become a true community space while furthering its ability to provide ongoing recreation and education to the public.

Focus Area

- City Operations: addressing deficiencies in work areas
- Improving City infrastructure and enhancing staffing
- One-time, focused effort of 6-12 months duration

Project/Program Description

- The Public Works office was constructed in the 1960s and last remodeled in the 1980s. The number and ergonomic layout of needed workstations are deficient, maintenance has been deferred, and the office is not well laid out for current operational needs including receiving community members at the public counter.
- Additional work-stations are needed for new and incoming staff. Existing workstations have ergonomic deficiencies that need to be addressed.
- Areas of mold and water damage need to be remediated.

Department/Division & Staff Lead

- Public Works Director Rob Mullane

Support and Collaboration by Other Departments

- Limited assistance for procurement and contracting from Administrative Services
- Support to set up phones and computers at new workstations will be needed from IT staff

Status update

- The needs of the department have been assessed. New workstation locations have been identified, and an ergonomics evaluation was conducted. A conceptual remodeling plan has been developed.
- Funding for this project was allocated in the FY 2015-16 Public Works operational budget. The project was commenced but was not able to be completed that year, and funds were not carried over into FY 2016-17. The project should be identified as a CIP project with funds re-allocated as part of this year's mid-year budget adjustment or as a future CIP project.

Next Steps

- Allocate funds to complete the work scope.
- Release an RFP and retain a contractor to complete the work.
- Arrange for the necessary phone and computer services.
- Estimated timeframe to complete: 6 months
- Amount of staff time estimated to complete: This would be a main project for one of the department's project managers for the project duration
- Estimated amount of funding needed: \$88,000

Staff Recommendation and Prioritization

- This is a high priority for the department. Several new positions have been added to the Public Works Department by the City Council over the last few years, and these positions need to have workstations. For existing staff, ergonomic deficiencies have been noted, and these need to be addressed. The department's public counter has been reopened, yet the current conditions of the office and reception area are inefficient and do not present a professional environment.

Focus Area

- Create Personnel Rules & Regulations
- Modify Personnel Ordinance (Municipal Code)
- Both one-time project with continuous updates due to Federal or State law changes.

Project/Program Description

The Carmel-by-the-Sea Municipal Code Chapter 2.52 Personnel System was last revised in 1987, and therefore in need of updating to reflect current law and modern Human Resources practices. The proposed revisions to the Personnel Ordinance would do the following:

- Bring the City’s policies into legal compliance;
- Establish and create Personnel Rules & Regulations that are consistent with the recently updated Personnel ordinance to reflect modern HR practices.
- Incorporate all other stand-alone personnel policies into a single document (Personnel Rules and Regulations).

Department/Division & Staff Lead

- Human Resources (Maxine Gullo, HR Manager)

Support and Collaboration by Other Departments & Their Role

All departments would be involved through multiple discussions involving managers and employee representatives throughout the City. Through this collaborative process, it will rebuild a culture the City is working to foster among its workforce and the community.

Status update

This project has not started but has been identified as a high priority project.

Next Steps

This is a huge undertaking since this would be creating brand new Personnel Rules & Regulations and would take additional resources such as legal consultants. The next step is to determine the feasibility and cost for this project.

Staff Recommendation and Prioritization

As indicated, this is a high priority project for the organization as it’s foundation to the needs of the employees and managers of the City of Carmel-by-the-Sea. The Federal and State legal requirements and needs of our community are constantly changing

Focus Area

- Collaborating regionally to maintain the presence of the military installations, namely the Presidio and Naval Postgraduate School, on the Monterey Peninsula
- Preserve economic vitality and community diversity
- Ongoing project

Project/Program Description

The Monterey Peninsula is home to the Presidio of Monterey Army Base and the Naval Postgraduate School. The Presidio is located in Monterey, within eight miles from the Ord Military community, which serves as military housing for students and permanent military personnel on the former Fort Ord site. The Naval Postgraduate School is also located in Monterey and provides advanced education and research programs to support the Navy and Department of Defense.

Although not located within the City of Carmel-by-the-Sea's boundary, the Carmel community benefits from its close proximity to these installations. Carmel-by-the-Sea provides housing and lodging, dining, shopping, recreational and cultural opportunities for permanent and visiting military personnel, their families and friends, and faculty staff and lecturers. In addition to direct economic impact on the City of Carmel-by-the-Sea, its residents also benefit by educational and cultural events afforded by the association with the military. The recent Panetta lecture series housed at the Sunset Center is one recent example of this relationship.

Department/Division & Staff Lead

Should Council identify this item as a high priority for the upcoming year, Council, including the representative to FORA, and the City Administrator would be the lead actors.

Support and Collaboration by Other Departments & Their Role

The impact of other departments will be determined based on Council direction.

Status update

This is a new proposed priority for Council's consideration.

Next Steps

The next steps will be determined once Council provides direction on this item as a top priority.

Staff Recommendation and Prioritization

The Council may also wish to examine how other priorities and policies, such as accessory dwelling units and short-term rentals, affect the available of housing options for military personnel. Council may also wish to explore how its delivery of services, such as libraries, and programmatic activities in the arena of and community and cultural activities may be utilized by this sector. In addition, Council may wish to explore how its participation in the areas of housing, transportation and regional planning may further support the presence of the military on the Peninsula.

Focus Area

- Adopt an ordinance to regulate recreational marijuana in the City
- Preserving community character and responding to a State mandate
- One-time project

Project/Program Description

On November 8, Californians approved Proposition 64 - the Control, Regulate, and Tax Adult Use of Marijuana Act ("AUMA" or "the Act"), legalizing recreational marijuana use for adults 21 and older. While Carmel-by-the-Sea previously adopted an ordinance regulating medical marijuana, its current regulations are insufficient to cover "nonmedical" marijuana. Under AUMA, jurisdictions have authority to regulate outdoor cultivation and commercial activities. Carmel-by-the-Sea will need to adopt an ordinance for the regulation "nonmedical" marijuana.

Department/Division & Staff Lead

Community Planning and Building, Marc Wiener, Director

Support and Collaboration by Other Departments & Their Role

The City Attorney will need to assist with these efforts and the Police Department should be involved with the crafting the regulations. In addition, Finance may also be involved depending on Council policy direction on this issue.

Status update

Planning staff is currently reviewing options and intends to bring a draft ordinance to the Planning Commission in January or February 2017.

Next Steps

The Planning Commission will review the draft ordinance for the regulation of "nonmedical" marijuana and will make recommendations to the City Council. The City Council will adopt the ordinance and once adopted it will be forwarded to the Coastal Commission for certification.

Staff Recommendation and Prioritization

The State will not begin issuing permits for commercial marijuana until January 1, 2018. Nevertheless, the development of an ordinance is a high priority item. In addition to the development of an ordinance, Council may also consider other policy issues on this topic, namely whether to enact business regulations on non-medical marijuana and/or whether to impose local taxes on marijuana.

Proposition 64 does not affect local governments' authority to impose taxes on medical or non-medical marijuana. Effective January 1, 2018, a State imposed marijuana excise tax and cultivation tax applies to medical and non-medical marijuana. The new state excise taxes are "in addition to any other tax imposed by a city, county or city and county. New, increased, or extended local taxes require voter approval of either 2/3 for a special tax or a majority vote for a general tax. During the November 2016 election, there were 39 local measures to tax marijuana and all but two failed. This brings the total number of California cities and counties with enacted local marijuana taxes to 55. The most common local excise tax is a business license tax for dispensing, cultivating, manufacturing and transportation. Business regulatory fees may recover the reasonable regulatory costs for issuing licenses and permits, performing investigations, inspections and enforcement.

Focus Area

- Eliminating illegal short-term rentals in the City
- Preserving community character and economic vitality
- Ongoing operational issue

Project/Program Description

In 1989, the City adopted Ordinance No. 89-17, which prohibits the transient rental of residential property in the Single-Family Residential (R-1) District. The intent of the Ordinance is to protect community character and neighborhoods. With the increased popularity of short-term rental websites like Airbnb and VRBO, there has been a growing number of short-term rentals in the City. Over the past year, the City has increased its focus on this issue and has brought several properties into compliance. Nevertheless, there are still several properties in violation and for those the City intends to issue a citation and take to court. Staff is in the process of building a case against each of those properties and is currently recruiting outside assistance on this task.

Department/Division & Staff Lead

Community Planning and Building, Marc Wiener, Director

Support and Collaboration by Other Departments & Their Role

The Police Department and City Attorney will need to assist with these efforts. A staff member from Administrative Services has been providing substantial assistance with the compliance efforts by researching websites and assisting in maintaining and monitoring correspondence to properties.

Status update

The City is manually reviewing short-term rental websites and identifying and contacting property owners who are in violation.

Next Steps

Continue to the current compliance efforts. Staff will build a case against those properties that have been contacted and are not complying and will ultimately issue a citation and take these property owners to court. This is a labor-intensive process that may require additional staff resources.

Staff Recommendation and Prioritization

This is a high priority item due to the associated neighborhoods impacts and the impact to City's existing hotels, which may have reduced occupancy rates due to prevalence of short-term rentals.

Focus Area

- City Operations: Hiring and Training
- Staffing
- One-time, focused effort of 6-12 months duration

Project/Program Description

- The Public Works Department has six unfilled positions, or approximately 25% of the department's staffing. Vacant positions include: 2 Senior Maintenance Workers, 1 Tree Care Specialist, 1 Environmental Compliance Manager, and 2 Project Managers.
- The Department would also benefit from additional administrative assistance for front counter, office and files organization, and processing of invoices.
- Contract Project Manager assistance has been recently retained to assist with implementation of the City's CIP program, and this has been helpful. However, in the longer term, one or both Project Manager positions should be filled with in-house staff.

Department/Division & Staff Lead

- Administrative Services; Human Resources Manager Maxine Gullo
- With assistance from Public Works Director Rob Mullane

Support and Collaboration by Other Departments

- Limited assistance for interview panels with staff from other departments would be needed.

Status update

- Outside Project Manager assistance has been recently retained to assist with implementation of the City's CIP program, and this has been helpful. However, in the longer term, one or both Project Manager positions should be filled with in-house staff.
- The Department is also seeking an intern to assist with administrative duties including public counter staffing back-up.
- The City is in the recruitment process for the Environmental Compliance Manager position.
- The recruitment for the other positions have not begun.

Next Steps

- Hire the Environmental Compliance Manager. Hire one of the in-house Project Manager positions and continue to rely on some level of outside assistance for other Project Manager needs through end of FY 2016-17. Recruit for the Senior Maintenance Workers and the Tree Care Specialist. Bring on an intern
- Train all new staff
- Estimated timeframe to complete: 6 to 12 months
- Amount of staff time estimated to complete: This will need to be a main focus for the Human Resources Manager or a hiring assistance for the next 2 to 6 months
- Estimated amount of funding needed: part of Administrative Services operational budget for FY 2016-17 potentially with additional funding for contract hiring staff assistance

Staff Recommendation and Prioritization

- This is a high priority for the department. Several new positions have been added to the Public Works Department by the City Council over the last few years; yet with retirements and limited capacity from Human Resources, some of these positions remain unfilled. Full staffing would enable the department to more thoroughly cover its responsibilities through completion of CIP projects and deferred maintenance tasks, as well as by providing outstanding customer service to the community. Full and stable staffing is a key need that has been identified by the City Council as a high-priority focus area.

Focus Areas

- Preserving community character
- Promoting economic vitality and cultural opportunity and diversity
- Utilization of City infrastructure and public-private partnership collaboration
- One- time project

Project/Program Description

Since 2003, the City has contracted with the Sunset Cultural Center, a 501 (c) (3) nonprofit corporation, to manage the Sunset Center. There is a one-year extension on the agreement and the City and the SCC have commenced with negotiations regarding a new long-term lease.

Department/Division & Staff Lead

- Chip Rerig, City Administrator, Councilmembers Hardy and Theis

Support and Collaboration by Other Departments & Their Role

Public Works will provide information pertaining to facility management; the City Attorney to review any forthcoming lease agreement; and Finance will assist in reviewing the SCC expenditures.

Status update

This project has started and staff considers it to be a high priority project.

Next Steps

Continued negotiations between the City and SCC are the next steps, culminating in a lease agreement approved by the City Council.

Staff Recommendation and Prioritization

The Sunset Center serves as a performing arts venue for the City and the Monterey Peninsula, including partnering with such agencies as the Monterey Symphony, Carmel Music Society, Chamber Music Monterey Bay and the Carmel Bach Festival. The facility also offers conference rooms and office spaces and has the opportunity to host conferences and various lecture series. The management of the facility serves an important role in economic vitality and the City's overall marketing strategy. It also provides various cultural opportunities for residents and visitors and thus helps preserve the community character of the Village, especially as the Sunset Center itself serves as an important historical landmark.

CONSOLIDATED LIST OF PRIORITIES FOR CONSIDERATION BY COUNCIL

Focus Area	Key Objective/Project	Priority	Proposed Removal from List
Existing	Fill Existing Vacant Positions		
Existing	Outsource Payroll and HR Functions		
Existing	Initiate Asset Inventory Update		
Existing	Establish Contract Management and Control Program		
Existing	Commence Update of Personnel Ordinance		
Existing	Commence Update of Purchasing Ordinance		
Existing	Commence Updating of Policy Manual (multi-year effort)		
Existing	Facilities Maintenance Plan with 2015-16 Budget		
Existing	CIP- Ocean Avenue Median		
Existing	CIP- Trash Can Refurbishment		
Existing	CIP-Urban Forest Rehabilitation		
Existing	CIP- Shoreline Assessment		
Existing	CIP- Beach Stair Maintenance		
Existing	CIP- North Dunes Habitat Restoration		
Existing	CIP- Shoreline Signage		
Existing	CIP-Lausen-Rio Park-Larson Field Pathway		
Existing	CIP-Fourth Avenue Irrigation		
Existing	Develop Options for Ocean/Junipero/Mountain View Intersection		
Existing	Resolve Eighth Avenue between Junipero and Mission Pedestrian Safety Options- north side pathway		
Existing	Scenic Road Pathway: Landscape Barriers		
Existing	Scenic Road Pathway: Landscape Design		
Existing	Scenic Road Pathway: Pathway Renovation		
Existing	ERP Financial Systems/Other IT projects		
Existing	CIP-Initial Focus on Webpage Update		
Existing	Adopt Phase II plan; review Master Plan concepts of Forest Theater		

CONSOLIDATED LIST OF PRIORITIES FOR CONSIDERATION BY COUNCIL

Existing	Research and advise to the historical status		
Existing	Sunset Center Master Capus Plan-Work with Sunset Center on creation of Theater District and Master Plan for the Center		
Existing	Parking Management Plan		
Existing	Water Conservation- City Hall Cistern		
Existing	PG&E-Monitor and participation with investigation		
Existing	CIP-MTNP Invasive Plant/Tree Management		
Existing	CIP-PD/PW Roof and Patio Replacement		
Existing	Sunset Center Railings Replacement		
Existing	Sunset Center Lantern		
Existing	Sunset Center Ramp/Mission Street at Carpenter Hall		
Existing	Piccadilly Park Restrooms		
Existing	Sidewalk Repairs		
Staff Proposed New	Accessory Dwelling Units		
Staff Proposed New	Capital Improvement Projects		
Staff Proposed New	Library Renovations		
Staff Proposed New	Office Modernization		
Staff Proposed New	Personnel		
Staff Proposed New	Preseving the Military Presence		
Staff Proposed New	Recreational Marijuana		
Staff Proposed New	Short-Term Rentals		
Staff Proposed New	Staffing		
Staff Proposed New	Sunset Center Lease Negotiation		
Community Proposed New	Council policy governing Board and Commission work plans		
Community Proposed New	In memoriam- install plaque honoring fomer Mayor Jean Grace and a bust honoring former Mayor Gunnar Norberg		
Community Proposed New	Colobrate with CAWD on Rio Park Master Planning		
Community Proposed New	Policy review of rodas/traffic fees and impacts to roads and tour bus parking		

CONSOLIDATED LIST OF PRIORITIES FOR CONSIDERATION BY COUNCIL

Community Proposed New	Pedestrian and bicycle linkages and review of circulation element		
Community Proposed New	Junipero and Ocean Avenue roundabout		
Community Proposed New	Charging transient occupancy tax for short-term rentals		
Community Proposed New	Reviewing long-term lease or other alternative for Flanders Mansion		



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-012
January 3, 2017
Public Hearing

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marc Wiener, AICP, Community Planning and Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of an Ordinance (First Reading) amending Municipal Code sections 17.14 and 17.68 to: 1) Require a conditional use permit for certain land uses, 2) Add new land use definitions, 3) Add use permit voting requirements, and 4) Add an allowance for authorization of temporary uses on private property.

RECOMMENDATION

Waive reading in full and introduce, on first reading, an ordinance amending Municipal Code sections 17.14 and 17.68 to: 1) Require a conditional use permit for certain land uses, 2) Add new land use definitions, 3) Add use permit voting requirements, and 4) Add an allowance for authorization of temporary uses on private property.

BACKGROUND / SUMMARY

BACKGROUND

Title 17.14 of the Municipal Code regulates land use in the commercial district. Certain uses are classified 'permitted' (aka 'use by right') and others are classified as requiring a 'conditional use permit'. The review process and level of discretion by the City depends on the classification. The City is obligated to approve a permitted use through the business license process, so long as the business meets the zoning requirements and code definition of the use. The use is approved without a requirement to go before the Planning Commission and special conditions cannot be applied. The majority of businesses in Carmel, such as clothing stores, art galleries, offices, etc. are classified as a Permitted Use.

A permitted use is distinctively different from a conditional use. Pursuant to the City's Municipal Code, conditional use permits are approved by the Planning Commission and the decision is discretionary. In order to approve a conditional use permit certain findings must be made and the approval is made with conditions. In Carmel, one of the standard findings necessary to approve a use permit is that the proposed use will not conflict with the City's goal of achieving and maintaining a balanced mix of uses that serve the needs of both local and non-local populations. Land uses that are classified as a conditional use typically are unique in nature and require special review or have the potential to impact surrounding properties.

At the August 2, 2016 City Council meeting, the Council directed the Planning Commission to study Title 17.14 of the City's Municipal Code and consider potential amendments that would require a conditional use permit for certain existing permitted land uses. Over the past several months the Planning Commission has worked with staff on draft amendments to Title 17.14 of the Municipal Code that would convert certain land uses from permitted to conditional. Staff has used this process as an opportunity to identify some additional code amendments that include: (1) adding new land use definitions to define cosmetic stores and wine tasting

shops; (2) adding a new section to the code identifying the use permit voting requirements; and (3) adding a section that addresses temporary uses on private property. At the December 14, 2016 meeting, the Planning Commission adopted a resolution (PC Resolution 2016-01) recommending that the City Council pass an ordinance to amend the Municipal Code as included in Attachment 2.

STAFF ANALYSIS

The following is a brief overview of the code sections that were amended.

Conditional Uses and Definitions: Due to potential neighborhood, traffic, and community character impacts, the Planning Commission recommended that the Land Use Table (17.14.030) in the Zoning Code be amended to convert *liquor stores*, *community centers*, and *small conference facilities* from a permitted use to a conditional use. In addition, *cosmetic stores* and *wine tasting shops* were added to the Land Use Table and both require a conditional use permit. Definitions for these two uses were also created in the Commercial Use Classification (CMC 17.68.050) section of the Zoning Code.

In addition, the regulations for *Sporting Goods, Bicycles, Hobbies, Toys and Games* (CMC 17.14.040) were amended to recognize bicycle rentals as an activity and that a conditional use permit is required. It should be noted that bicycle rentals were previously not identified in the code, which created an issue when someone recently applied to open a bicycle rental shop in the City. In its review of the application, the majority of the Planning Commission supported the concept of bicycle rentals, but with a requirement for a conditional use permit. For this reason the code has been amended to recognize bicycle rentals.

Use Permit Voting Requirements: The use permit voting requirements are currently contained in the Planning Commission Rules of Procedure, which states that decisions on use permits require a minimum of four members for a quorum and four affirmative votes (supermajority). The City's current policy only addresses Planning Commission voting requirements, and as such, when the City Council acts on a use permit a simple majority vote is sufficient for approval. In order to codify the voting requirements and provide consistency between the City Council and Planning Commission, the following draft language has been added to section 17.14.050 of the Municipal Code:

"The decision to grant a use permit shall require three (3) affirmative votes of the City Council or Planning Commission."

This regulation differs from the current policy in that a simple majority vote is now required for Planning Commission approval rather than requiring a supermajority four affirmative votes. The Planning Commission considered whether a four vote supermajority should be required, but ultimately decided that a simple majority vote would be more appropriate. The Planning Commission Rules of Procedure will need to be amended to be consistent with this code revision if adopted.

Temporary Use: The Community Planning and Building Department currently authorizes temporary uses on private property in accordance with CMC 9.16.030, which states:

"The Director of Community Planning and Building may authorize the playing of musical instruments with or without vocal accompaniment in conjunction with the sale or serving of alcohol during private (nonpublic) events and during temporary uses/special events open to the public, located on private property. All such events shall comply with CMC 17.14.050(G)(1), noise restrictions. The Director shall authorize no more than four public events per calendar year, per property."

The above section of the code primarily pertains to events involving the playing of music in establishments that serve alcohol, such as restaurants or bars. Nevertheless, the City has historically applied this section of the code to authorize a broad range of special events on private property such as, art gallery shows/parties, wine tasting room social events, and larger events, such as car or food shows in the Carmel Plaza.

During the Planning Commission review of the zoning code, it was recommended that a section be added to Title 17.14 of the Municipal Code that more clearly defines the permitting requirements and allowances for temporary uses in the commercial district. Staff had added the following language to section 17.14.050 of the Municipal Code:

The Director of Community Planning and Building may authorize temporary uses to occur on private property not exceeding five (5) consecutive days. Temporary uses exceeding five (5) consecutive days shall be referred to the Planning Commission for a decision. Decisions on temporary use permits may be referred to the Planning Commission when, in the opinion of the Director, the use may be objectionable to persons residing or working in the vicinity. The Director shall authorize no more than four temporary uses per calendar year, per property. A temporary use is defined as an activity or event on private property that is limited in duration and is not expressly permitted by the underlying business license or conditional use permit.

In staff's opinion, this new code section will adequately address requests for events on private property. It allows the decision to be discretionary by indicating that the Director "may" authorize the event and it allows for temporary permits to be referred to the Planning Commission. The Planning Commission was asked to consider whether allowing staff to approve events lasting five consecutive days would be an issue. The Planning Commission did not express any concern.

ZONING CODE/LOCAL COASTAL PROGRAM: The Land Use Element of the General Plan and Title 17 of the Municipal Code (aka 'Zoning Code') is included in the City Local Coastal Program (LCP) and any amendments to the code also constitute an amendment to the City's LCP. The proposed amendments are internally consistent with all other sections of the City's Zoning Code and General Plan, and hence are consistent with the City's LCP. The proposed amendments will allow the City to better regulate certain land uses in accordance with the following list of General Plan objectives and policies:

O1-3: Preserve the economic integrity of the community and maintain an economic philosophy toward commercial activity ensuring compatibility with the goals and objectives of the General Plan.

O1-4: Maintain a mix of commercial uses that are compatible with the character of Carmel as a residential village.

P1-71: Adopt appropriate ordinances that will regulate uses, including the intensity of land use, in a manner that is consistent with the character of Carmel, including the concept of planned commercial zoning through the permit procedure and specific criteria for such use permits.

P1-6: Monitor the mix of permitted and conditional uses in the commercial and multifamily land use districts in order to maintain a transition of land use to the single-family residential district.

P1-16: Periodically review the mix of business uses in all commercial districts to assess the progress in achieving the land use objectives of the community and the success of policies and ordinances in achieving those objectives.

P1-21: Control and reduce where possible the number of business uses that are found to be out of proportion with a balanced mix of uses necessary to protect the residential character and economic objectives of the community.

ENVIRONMENTAL REVIEW: Categorical Exemption: The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15305 (Class 5 – Minor Alterations to Land Use Limitations). This exemption applies to projects involving minor alterations to land use limitations, which do not result in changes in land use or density. The proposed Ordinance Amendment falls under a Class 5 categorical exemption because it involves minor amendments to the Zoning Code that include requiring a conditional use permit for certain land uses, adds a few new land use definitions, codifies the use permit voting requirements, and allows authorization for temporary events on private property. The proposed Zoning Code amendments do not significantly change the current land use

regulations. The amendments also do not propose or require physical changes to any specific property that will negatively impact the environment.

ALTERNATIVES:

Staff's recommendation is that the City Council waive the reading in full and introduce, on first reading, an ordinance amending Municipal Code sections 17.14 and 17.68. As an alternative the City Council may take the following actions.

1. Revise the proposed code amendments. If the required revisions are substantial or substantive in nature, this item should be continued to a future meeting with a requirement for new public noticing.
2. Remand the code amendments back to the Planning Commission with specific direction.
3. Decline a first reading of the ordinance and deny the proposed code amendments.

FISCAL IMPACT

None.

PRIOR CITY COUNCIL ACTION

On August 2, 2016, the City Council directed the Planning Commission to study the City's Municipal Code (Title 17.14) and draft amendments to convert certain land uses from permitted to conditional use.

ATTACHMENTS

1. Ordinance No. 2017-xx
2. Code Amendments (CMC 17.14 and 17.68) 'Exhibit A'

ATTACHMENT 1

CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

ORDINANCE NO. 2017-_____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING TITLE 17.14 AND 17.68 OF THE MUNICIPAL CODE REQUIRE A CONDITIONAL USE PERMIT OF CERTAIN LAND USES, ADD NEW LAND USE DEFINITIONS, ADD USE PERMIT VOTING REQUIREMENTS AND ADD AN ALLOWANCE FOR AUTHORIZATION OF TEMPORARY USES ON PRIVATE PROPERTY

WHEREAS, The City of Carmel-by-the-Sea is a unique community that prides itself in its community character; and

WHEREAS, the City has adopted a General Plan and Municipal Code that strive to protect the village character through clear policies and regulations; and

WHEREAS, General Plan Policy P1-16 states to periodically review the mix of business uses in all commercial districts to assess the progress in achieving the land use objectives of the community and the success of policies and ordinances in achieving those objectives; and

WHEREAS, the proposed code amendments are consistent with the General Plan and internally consistent with other sections of the Municipal Code; and

WHEREAS, the proposed amendments will preserve the economic integrity of the community and maintain an economic philosophy toward commercial activity ensuring compatibility with the goals and objectives of the General Plan; and

WHEREAS, the proposed code amendments are designed to ensure that commercial uses are compatible with the character of the downtown and to encourage a balanced mix of uses; and

WHEREAS, the City's Zoning Ordinance is also its Local Coastal Program; and

WHEREAS, the City certifies that the amendments are intended to be carried out in a manner fully in conformance with the Coastal Act; and

WHEREAS, this ordinance is an amendment to titles 17.14 and 17.68 of the City's Zoning Ordinance/Local Coastal Implementation Plan and requires certification by the California Coastal Commission; and

WHEREAS, the Planning Commission held a duly noticed public hearing on December 14, 2016 at which time it considered all evidence presented, both written and oral and at the end of the hearing voted to adopt a resolution recommending that the City Council adopt this Ordinance; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES ORDAIN AS FOLLOWS:

SECTION 1. Titles 17.14 and 17.68 of the Municipal Code of the City of Carmel-by-the-Sea are amended as shown in Exhibit “A” attached hereto and incorporated herein.

SECTION 2. CEQA Findings. Categorical Exemption: The proposed project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per State CEQA Guidelines Section 15305 (Class 5 – Minor Alterations to Land Use Limitations). This exemption applies to projects involving minor alterations to land use limitations, which do not result in changes in land use or density. The proposed Ordinance Amendment falls under a Class 5 categorical exemption because it involves minor amendments to the Zoning Code that include requiring a conditional use permit for certain land uses, adds a few new land use definitions, codifies the use permit voting requirements, and allows authorization for temporary events on private property. The proposed Zoning Code amendments do not significantly change the current land use regulations. The amendments also do not propose or require physical changes to any specific property that will negatively impact the environment.

SECTION 3. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

The City Council hereby declares that it would have passed this ordinance and each section, subsection, phrase or clause thereof irrespective of the fact that any one or more sections, subsections, phrases, or clauses be declared unconstitutional.

SECTION 4. Effective Date. This ordinance shall take effect thirty (30) days after the second reading by the City Council.

INTRODUCED on the 3rd day of January 2017 and ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED:

ATTEST:

STEVE DALLAS, Mayor

ASHLEE WRIGHT, City Clerk

Exhibit A

17.14.030 Land Use Regulations.

Schedule II-B: Commercial Districts – Use Regulations				
P = Permitted Use L = Limitations Apply C = Conditional Use Permit Required	Commercial Districts			Additional Regulations
	CC	SC	RC	
Retail				
Animal Sales and Services				
Animal Grooming	P	P	P	See CMC 17.14.040(C)
Animal Hospitals	–	C	–	See CMC 17.14.040(C)
Kennels	–	C	C	See CMC 17.14.040(C)
Automobile Sales and Services				See CMC 17.14.040(D)
Motorcycles, Mopeds and Parts	P	P	–	
Vehicle Repair	–	C	C	
Vehicle Service and Gasoline	–	C	C	See CMC 17.14.040(D)
Building Materials, Hardware and Garden Supplies	P	P	C	See CMC 17.14.040(G)
Eating and Drinking Establishments				See Chapter <u>17.56</u> CMC
Drinking Places	C	C	–	See CMC 17.14.040(I)
Restaurant, Full Line	C	C	–	See CMC 17.14.040(I)
Restaurant, Specialty	C	–	–	See CMC 17.14.040(I)
Food and Beverage Sales				See Chapter <u>17.56</u> CMC
Convenience Market	–	L-2	L-2	See CMC <u>17.14.040</u> (D)(2) and (J)(2)
Food Store – Full Line	C	C	C	See CMC 17.14.040(J)
Food Store – Specialty	C	C	–	See CMC 17.14.040(J)
Liquor	<u>P C</u>	<u>P C</u>	C	See CMC 17.14.040(J)
<u>Wine Tasting Shop</u>	<u>C</u>	<u>C</u>	=	

Retail Sales	P	P	–	See Chapter <u>17.16</u> CMC; See CMC 17.14.040(T)
Antique Shops	P	–	–	See CMC 17.14.040(T)
Art Galleries	P	–	–	See CMC 17.14.040(T)
Arts and Crafts	P	–	–	See CMC 17.14.040(T)
Jewelry Shops	P	–	–	See CMC 17.14.040(T)
<u>Cosmetic Stores</u>	<u>C</u>	<u>C</u>	<u>=</u>	
Sales by Public Outcry (Auction)	–	C	C	See CMC 17.14.040(U)
Specialty, Theme	P	P	–	See CMC 17.14.040(T)
Stationery	P	P	P	See CMC 17.14.040(T)
Thrift Shops	P	P	–	See CMC 17.14.040(T)
Vending Machines	C	C	C	See CMC 17.14.040(T)
Service/Office				
Banks and Other Financial Institutions	P	P	P	See CMC 17.14.040(F)
Automatic Teller Machines (ATM)	C	C	C	See CMC 17.14.040(E)
Business Services	P	P	L-1	
Commercial Recreation	P	–	–	See CMC 17.14.040(H)
Community Care Facility	P	P	P	
Computer Services	P	P	P	
Day Care Centers	–	C	C	
Emergency Medical Care	P	P	P	
Government Offices	P	P	P	
Hotels and Motels	C	C	C	See Chapter <u>17.56</u> CMC, Restricted Commercial Uses, and CMC 17.14.040(M)
Hospitals and Clinics				

Hospitals		C	–	See CMC 17.14.040(L)
Clinics	P	P	P	See CMC 17.14.040(L)
Hospice Care, Limited	P	P	P	
Maintenance and Repair Services	L-3	L-3	L-3	
Office				
Business and Professional	P	P	P	
Medical and Dental	P	P	P	
Other	P	P	L-4	See CMC 17.14.040(O)
Parking Facilities, Commercial	–	C	C	See CMC <u>17.14.040(P)</u> and Chapter <u>17.64</u> CMC, Findings Required for Permits and Approvals
Personal Improvement Services	C	C	–	See CMC 17.14.040(Q)
Personal Services	P	P	P	
Laundry and Dry Cleaning	C	C	C	See CMC 17.14.040(R)
Video Tape Rental	P	P	–	See CMC 17.14.040(R)
Research and Development Testing Services	P	P	P	See CMC 17.14.040(S)
Residential Care Facilities				
General	–	C	C	
Limited	–	P	P	
Senior	–	C	C	
Travel Services	P	P	P	See CMC 17.14.040(V)
Residential/Public and Semipublic				
Colleges and Trade Schools	P	P	P	
Community Centers	<u>P C</u>	<u>P C</u>	<u>P C</u>	
Conference Facilities, Small	<u>P C</u>	<u>P C</u>	<u>P C</u>	

Community Social Service Facility	P	P	P	
Family Day Care				See CMC 17.08.050(B)
Small Family	–	–	P	
Large Family	–	C	C	
Libraries, Public	P	P	P	
Multifamily Dwellings				See CMC 17.14.040(N)

Specific Limitations and Conditions:

L-1: Limited to advertising, consumer credit reporting, secretarial court reporting, equipment maintenance and repair, personnel supply services, and nonretail computer services and repair.

L-2: Allowed only as accessory use to gasoline stations and limited to a maximum of 300 square feet. No sales of alcohol are permitted. See CMC [17.14.040\(D\)\(2\)](#) and (J)(2).

L-3: Any establishments with activities generating noise, odors, deliveries by large vehicles, high traffic by customers, or requiring large storage needs are not permitted.

L-4: Limited to offices for the following categories: operators of nonresidential buildings, apartment buildings, dwellings, real estate agents and managers, and title companies.

L-5: Limited to sites that are already developed with a single-family dwelling, or that were originally developed as, or used as, a single-family dwelling but have since been converted to another use. Existing single-family dwellings can be maintained, altered, repaired and/or redeveloped. R-1 district floor area ratio standards shall apply to these sites.

17.14.040 Additional Use Regulations.

J. Food and Beverage Sales.

1. All Food and Beverage Sales.

- a. Adequate facilities shall be provided on the site for the closed storage of trash and garbage generated by the use. The on-site storage shall be designed so that the area can be cleaned and the refuse removed without creating a public nuisance and without being placed on the sidewalks or other public ways.

b. Cooking equipment shall be limited to indoor stoves and ovens.

2. Food Store, Full Line.

a. The use may be combined with liquor stores in the CC and SC districts upon meeting the requirements in subsection (J)(4) of this section, Liquor.

b. A delicatessen providing a broad range of bulk specialty items primarily for home or workplace consumption such as breads, cheeses, meats, prepared salads, dried goods, and limited take-out food such as sandwiches and salads may be allowed as an incidental use. Cooking equipment shall be limited to indoor stores and ovens.

c. No seating shall be provided indoors or outdoors on the site.

d. Maximum number of food stores and/or restaurants located within structures fronting on Ocean Avenue: 15. See also Chapter 17.56 CMC, Restricted Commercial Uses.

e. See also subsection (J)(1) of this section, All Food and Beverage Sales.

3. Food Store, Specialty.

a. No specialty food store shall be permitted that is classified as a drive-in, fast food or formula food establishment as defined in this code.

b. All food sold for consumption off the premises shall be placed in covered containers or wrappings.

c. The use may be combined with liquor stores and beer in the CC and SC districts upon meeting the requirements of subsection (J)(4) of this section, Liquor.

d. Maximum number of food stores and/or restaurants within structures fronting on Ocean Avenue: 15. See also Chapter 17.56 CMC, Restricted Commercial Uses.

e. See also subsection (J)(1) of this section, All Food and Beverage Sales.

4. Liquor.

- a. All food merchandise sold must be pre-packaged items only and not occupy more than 10 percent of the retail or window display area.
- b. Minimum distance from another use selling distilled spirits intended for either on-site or off-site consumption: 200 feet.
- c. Minimum distance from an R-1 district: 100 feet.
- d. In the RC district, liquor sales are limited to off sale beer and wine and only as an accessory use in a full-line food store.
- e. See also subsection (J)(1) of this section, All Food and Beverage Sales.

5. Wine Tasting Shop

a. Shall meet the standards of the City's adopted Wine Tasting Room Policy.

b. Minimum distance from another use selling distilled spirits intended for either on-site or off-site consumption: 200 feet.

c. Minimum distance from an R-1 district: 100 feet.

d. Permitted in the CC and SC districts with the issuance of a conditional use permit.

T. Retail Sales. No discount stores, manufacturers' outlet stores, catalog stores, or stores devoting more than 15 percent to the sale of second-quality, irregular or discontinued merchandise or to the liquidation of merchants' or manufacturers' stock shall be established. All retail sales shall be conducted from within a fixed place of business.

14. Sporting Goods, Bicycles, Hobbies, Toys and Games.

- a. All merchandise must be contained within an enclosed building.
- b. These uses may be combined with each other, apparel stores and with sales of motorcycles, mopeds.

c. Uses that include motorized bicycles, mopeds or motorcycles are not allowed in buildings fronting on Ocean Avenue or within 300 feet of an R-1 district.

d. Uses that include bicycle rentals require the issuance of a conditional use permit.

15. Stationery Stores. In the RC district, stationery stores are limited to uses providing a full range of paper products, office forms, office supplies, stationery, pens, pencils and writing supplies.

16. Used Merchandise.

a. The used merchandise must be sold for nonprofit purposes or as used books in a bookstore.

b. Used merchandise cannot include automotive supplies and equipment, and building materials.

c. Antiques, jewelry or art cannot occupy more than 10 percent of the total display area for used merchandise, including window displays.

17. Vending Machines.

a. Only machines not visible from any public right-of-way and fully contained within an enclosed structure are allowed.

b. Maximum number of machines within a place of business: two.

18. Cosmetic Stores.

a. **All merchandise and activity shall be contained within an enclosed shop or business space.**

b. **Permitted in the CC and SC districts with the issuance of a conditional use permit.**

17.14.050 Regulations Applied in All Commercial Districts.

A. No existing residential dwelling unit shall be converted or demolished unless replacement housing is provided in accordance with findings established in CMC 17.64.070, Demolition and Conversion of Residential Structures.

B. Any change in use that modifies the findings and conditions upon which a use permit was granted shall be a basis for revocation of, or amendment to, the use permit.

C. The decision to grant a use permit shall require three (3) affirmative votes of the City Council or Planning Commission.

CD. Conditionally permitted uses operating without a use permit that existed prior to the adoption of this code, and conditionally permitted uses operating with a use permit approved under standards or findings that have been amended since the permit was granted, shall be reviewed at the time the use changes ownership. The form and purpose of this review shall be limited to:

1. Granting a new use permit at a public hearing when the use is determined to meet all current standards for approval; or
2. When the Director determines that a conforming use permit cannot be approved, this process shall be limited to an administrative review and documentation to establish the characteristics of the use, including those listed below, as a matter of public record, to ensure that the use is not altered through the passage of time and successive ownerships. The following shall be documented:
 - a. Define the use by its NAICS including any subclassifications or special characteristics;
 - b. Define the size, capacity, hours of operation, and floor area of the use;
 - c. Identify all nonconformities associated with the use and the structure within which it is located;
 - d. Identify the characteristics of the use including but not limited to its compliance with general development regulations in CMC 17.14.040(A) and (B);
 - e. Identify any standards, required findings and/or standard or special conditions of approval, applicable to the use, to which the use conforms.

DE. Any construction resulting in a net increase in the amount of commercial floor area shall require a conditional use permit and coastal development permit authorizing such increase. Prior to authorizing such increase, the Planning Commission shall make all findings listed in CMC 17.64.100, Increase in Commercial

Floor Area, Commercial Spaces or Business. The decision-making body may approve plans submitted or may approve such plans subject to specified changes or conditions.

EF. Except as provided for legally established motel units in CMC 17.14.040(M), Hotels and Motels, all newly constructed second story floor area, including area in new buildings, remodeled buildings and replacement, rebuilt or reconstructed buildings, shall be occupied by residential dwellings only and shall not be used for any commercial land use, except as follows:

1. Existing floor area established at any level above the first story at or near street grade may continue to be used for occupancy by commercial land uses except for those limited to the first story by CMC 17.12.030, Demolition and Rebuilding of Structures.
2. When such existing commercial space is currently occupied by a retail use, the use may be replaced by another retail use, service use or residential use allowed within the underlying land use district.
3. When such existing space is occupied by a service use, only service or residential uses shall be allowed as a replacement use.

FG. No existing residential dwelling unit occupying floor space at any level above the first story in any structure shall be converted to any commercial use.

GH. For uses in the RC land use district or located on any property within 300 feet of an R-1 land use district the following standards shall apply:

1. No activity shall be permitted that generates noise in excess of 55 dB at the exterior of the building or yard in which the use is conducted. No activity shall be permitted that causes in excess of 50 dB measured at the property line of any site in the vicinity of the use. Proposed activities that would generate or cause noise in excess of these levels shall require mitigation to achieve these standards or shall be prohibited. Sound measurements shall be made using a sound level meter calibrated for the A-weighted scale and shall be averaged over a 15-minute period. If the use generates or causes noise which includes a steady whine, screech or hum, or is repetitive or percussive or contains music or speech the respective noise standards shall be reduced by five decibels.

2. Any activity requiring deliveries by vehicles wider than eight feet or vehicles of three axles or more shall provide off-street loading facilities adequate to avoid double parking on street. Such facilities shall be used to the extent feasible.

3. Proposed commercial uses that are estimated to generate more than 40 vehicle trips per day per 1,000 square feet of floor space, including but not limited to all retail uses, shall be prohibited from operating before 8:00 a.m. or after 8:00 p.m. All other commercial uses shall be prohibited from operating before 6:00 a.m. or after 9:00 p.m. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

I. The Director of Community Planning and Building may authorize temporary uses to occur on private property not exceeding five (5) consecutive days. Temporary uses exceeding five (5) consecutive days shall be referred to the Planning Commission for a decision. Decisions on temporary use permits may be referred to the Planning Commission when, in the opinion of the Director, the use may be objectionable to persons residing or working in the vicinity. The Director shall authorize no more than four temporary uses per calendar year, per property. A temporary use is defined as an activity or event on private property that is limited in duration and is not expressly permitted by the underlying business license or conditional use permit.

17.68.050 Commercial Use Classifications.

Food and Beverage Sales. Retail sales of food and beverages primarily for off-site consumption. Typical uses include markets, groceries, liquor stores, and retail bakeries.

Convenience Market. Retail establishments that sell a limited line of groceries, prepackaged food items, tobacco, periodicals, and other household goods. This classification does not include delicatessens or specialty food shops.

Food Store-Full Line. Retail food markets, with no seating on-site, providing a full range of food and grocery items including meats, poultry, produce, dairy products, and canned and dried goods for home preparation. These markets may have specialty food sales as an incidental use, such as bakeries and delicatessens.

Food Store-Specialty. Retail food markets, with no seating on the site, that provide a specialized and limited range of food items sold primarily for home preparation and consumption. Examples include such uses as:

- Bakeries;
- Candy, nuts and confectionery stores;
- Meat or produce markets;
- Vitamins and health food stores;
- Cheese stores and delicatessens.

Liquor. Establishments primarily engaged in selling packaged alcoholic beverages such as ale, beer, wine and liquor.

Wine Tasting Shop. Establishments primarily engaged in the retail sale of wine for off-site consumption and as an ancillary use includes the service of wine for on-site consumption.

Retail Sales. The retail sale of merchandise not specifically listed under another use classification. This classification includes bookstores, camera shops, clock shops, clothing stores, drugstores, florist shops, hobby, toys and game shops, furniture stores, luggage stores, musical instrument stores, newsstands, optical goods stores, shoe stores, souvenir stores, sporting goods stores, stationary stores, and tobacco, pipes, cigarettes, and smokers' supplies.

Antique Shops. Establishments selling collectible merchandise that is old or rare.

Art Galleries. Establishments primarily engaged in selling and displaying original and limited edition art works including paintings, graphic arts, photography, and sculpture.

Arts and Crafts. Establishments selling handcrafted merchandise for home decoration or furnishings within one or more of the following categories: pottery, glass, fabric, paper, wood, fiber or ceramics. Goods sold at these stores are unique, artisan-produced items rather than machine or mass-produced goods.

Jewelry Shops. Retail stores selling a combination of jewelry items, predominantly handcrafted, including diamonds and other precious stones mounted in precious metals, such as rings, bracelets, brooches, sterling and plated silverware, and watches.

Specialty or Theme. A retail store selling a specialized line of merchandise not otherwise defined including art and architecture supplies, candles, coins and stamps, gems, rocks and stones, telescopes, and binoculars. A theme store may combine merchandise lines from several classifications with all merchandise organized around a central concept or idea.

Thrift Shops. Nonprofit organizations selling used goods normally consisting of household discards. This classification does not include such specialty stores as used bookstores, antique stores, jewelry stores, or stamp and coin collection shops.

Vending Machines. Coin, token, currency, or magnetic card-operated machines selling a variety of goods including candy, snacks, sodas, toys, and trinkets.

Cosmetic Shops. A retail store as a primary use selling cosmetics, perfumes, skin-care products, toiletries, and personal grooming products.



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-013
January 3, 2017
Public Hearing

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marc Wiener, AICP, Community Planning and Building Director Corrie Kates, CBO, Contract Building Official
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of an Ordinance (Second Reading) amending Title 8 and Title 15 of the Carmel Municipal Code and adopting the 2016 California Building, Residential, Energy, Fire, Mechanical, Plumbing, Electrical, and California Green Codes with Amendments.

RECOMMENDATION

Conduct second reading of the attached ordinance to adopt Building Code updates 2016.

BACKGROUND / SUMMARY

BACKGROUND AND PROJECT DESCRIPTION:

Approximately every three years, the State adopts new versions of the building codes that are updated as they relate to construction projects. The California Building Standards, comprised of codes regulating building, fire, electrical, plumbing and mechanical, and other building related conditions are revised on a multi-year cycle. On January 19, 2016, the state adopted and approved the 2016 Edition of the California Building Standards Codes. These codes were published in July 2016 and will become effective January 1, 2017. At that time, all local jurisdictions are mandated to begin enforcement of these new codes and standards.

Typically, and in accordance with State law, local jurisdictions may incorporate additional regulations that address special circumstances in the community or area provided. Such special regulations are based on geographical, topographical, climatic, or environmental findings. City staff has developed and have incorporated these local amendments into the adoption process. These amendments are consistent with previous code revisions that were incorporated to address unique local conditions. To be effective, the local amendments must be adopted by the City Council along with the model codes that have been adopted by the state to keep them in effect. Staff is bringing forth for Council Consideration an Ordinance adopting the 2016 California Building and Related Codes with continuation of the local amendments. At the December 6, 2016 meeting, the City Council conducted a first reading of an Ordinance to adopt the updated codes.

Service Lateral Amendment: Since the Council last reviewed this in December, a minor amendment has been made to address electrical service laterals. Municipal Code 15.36.020 requires electrical service laterals to go underground for all new buildings or to any building or structure being remodeled when such remodeling requires the relocation or replacement of the property owner's main service equipment. The cost of undergrounding an electrical service can often range from \$15,000-\$20,000 and there is some ambiguity in the current code as to what threshold of remodel should trigger this requirement. For a very minor remodel that includes an electrical panel replacement, the cost of under-grounding can double or triple the remodel cost. A

code amendment has been drafted that exempts the requirement to underground for remodel project valuations of less than \$200,000.

ENVIRONMENTAL REVIEW:

The City determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CCR, Title 14, Chapter 3 ("CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the environment, and because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project.

FISCAL IMPACT

There are no direct costs incurred by the City or the Department by adopting the new codes. The associated code books and training costs are included within the departmental operating budget for Fiscal Year 2016-2017.

PRIOR CITY COUNCIL ACTION

On December 6, 2016, the City Council conducted a first reading of an Ordinance to adopt the 2016 update to the California Building Code.

In 2012, the City Council adopted the 2013 update to the California Building and Related Codes with local amendments.

The City Council adopted previous updates of the California Building and Related Codes in 2007, 2008 and 2010 with local amendments.

ATTACHMENTS

1. Ordinance No. 2017-xx
2. Code Amendments 'Exhibit A'

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE NO. 2017-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING TITLE 8 AND TITLE 15 OF THE CARMEL MUNICIPAL CODE AND ADOPTING THE 2016 CALIFORNIA BUILDING, RESIDENTIAL, ENERGY, FIRE, MECHANICAL, PLUMBING, ELECTRICAL, AND CALIFORNIA GREEN CODES WITH AMENDMENTS

WHEREAS, the City of Carmel-by-the-Sea has adopted the California Codes promulgated by the International Codes Committee related to buildings and construction and does so when the State of California adopts new or revised editions; and

WHEREAS, the new 2016 California Codes were adopted by the State of California under the International Code Committee and the California Building Standards Commission as the new codes for this state; and

WHEREAS, Titles 8 and 15 of the Carmel Municipal Code (see Exhibit "A") have been revised to reflect the needs of our specific requirements under these codes and thereby may stand alone as the specific requirements for construction within the City of Carmel-by-the-Sea; and

WHEREAS, pursuant to Sections 17922, 17958, 17958.5 and 17958.7 of the California Health and Safety Code, the City of Carmel-by-the-Sea ("City") may adopt the provisions of the International Building Code, the Plumbing Code, the Mechanical Code, the Fire Code, Energy Code and the National Electrical Code, to protect the health, welfare and safety of the citizens of Carmel because of local climatic, geological, topographical, and environmental conditions; and

WHEREAS, this Ordinance was found to be exempt from environmental review, per the provisions of Section 15061(b)(3) of the California Environmental Quality Act ("CEQA") of 1970, as amended and

WHEREAS, the City Council hereby finds as follows: Specific amendments have been established by the City which are more restrictive in nature than those sections adopted by the State of California (State Building Standards Code, and State Housing and Community Development Code) commonly referred to as Title 24 and Title 25 of the California Administrative Code. These "Findings of Fact" are submitted and made a part of this Ordinance pursuant to Section 17958.5 and Section 17958.7 of the California Health and Safety Code. Under the provisions of Section 17922.2 of the California Health and Safety Code, local amendments shall be based on climatic, geographical, or topographical conditions. The Findings of Fact contained herein shall address each of these situations and shall present the local situation, which either singularly or in combination causes the established amendments to be adopted.

Profile of the City of Carmel: The City of Carmel encompasses an area of approximately 1.08 square mile of land, with resident population of 3,722 as of the 2010 census. There is a significant visitor population to the City of Carmel, the actual population is higher during a given daytime period. The physical location of the City is on the Monterey Peninsula near the City of Pacific Grove, the City of Monterey and unincorporated areas of Monterey County.

The placement of the residential and commercial development within the City of Carmel has been carefully laid out, and works around the confines of steeper slopes, forested areas, and shoreline areas. Other unique environmental characteristics include relatively-small parcel sizes and residential streets that are not improved to the full right-of-way width but are left in a more natural state.

Throughout the City of Carmel and its vicinity are major roadways and highways that create barriers.

The following points were established as causes of concern to the City and are herein established and submitted as the Findings of Fact:

Climatic I: The climate weather patterns within the City of Carmel are considered to be moderately effected by the ocean bodies of the Pacific Ocean and Monterey Bay, which extend the year around growing season of vegetation. The normal year's rainfall is approximately eighteen to nineteen (18-19) inches on the

average yearly calendar. Summer conditions, with the prevalent Pacific High Cell create the mid-day fog normally associated with Carmel. This climatic fog assists the natural vegetation in growth.

Later in the year, the winds and drying vegetation mix to create a hazardous fuel condition, which has caused grassland and brush land fires in recent years. While normal temperatures usually do not exceed 75-80 degrees, during late summer and early fall (August, September, October) the temperatures can climb to 100 degrees plus. The afternoon winds can move a fire quickly in the hillsides and canyon areas of the City.

Because of weather patterns and population increases, the City of Carmel (like other California cities) has experienced water rationing and water allocation. Due to storage capacities and consumption, as well as climatic conditions, limited water resources are an issue.

While sound management of the water resources is possible, actual demands on an already stressed water supply can most assuredly be predicted.

Climatic II: The region is within a climate zone that requires compliance with energy efficiency standards for building construction. The amendment adds up-to-date design standards that will add to energy efficiency in construction while maintaining nationally recognized health and safety standards.

Geographical I: Residents and visitors alike appreciate the scenic appeal and geographical features of the City of Carmel. The mountains and canyons accent one another, as they wind around the City. The forested areas along with the lower brush lands give a feel of balance and a sort of backdrop for the City itself. These geographical features establish the roadways and building sites, as well create barriers for accessibility for fire suppression forces.

The forested areas of oak and pines create windbreaks from oncoming winds, while producing fuel from the annual fall leaves, which drop to the ground, as well as from decayed trees and branches. The dry vegetation, mountainous terrain, and minimal water available tend to cause concern and added fire problems.

The City of Carmel has near its boundaries potentially active seismic hazards with respect to the "Navy," "Berwick Canyon," "Chupines" and "Seaside" faults. While systems have been developed to study and monitor the activity of earthquakes, science has not yet been able to predict (with reliability) the potential for activity on these or any active fault.

Seismic activity within the City occurs yearly with little or no damage, although real potential for damage does exist with these four active faults. New construction may be limited by its respective distance to such faults, and replacement of existing structures could be costly.

The geographical layout of the forested areas creates hazardous conditions when a storm of gale-force winds causes trees to fall onto roadways used for access by Fire Department equipment and personnel. The growing pattern and inherent nature of the Monterey Pine lends itself to being blown over easily. This is due in part to the shallow root system associated with the Monterey Pine tree.

Landslides have also been experienced within the City of Carmel, particularly during and after winter storm due to excessive soil saturation. While stabilization can sometimes be provided, heavy rainfalls have caused failures. Landslides can result in closed roadways within the City, again making accessibility impossible until properly cleared.

Mountains and hills surrounding and within the City of Carmel, create slopes in excess of 30% with an overall average of between five to ten percent throughout (if an average slope were to be accessed). The City of Carmel has a start at sea level and extends to areas in excess of 200 feet above sea level. The elevation change caused by the mountains and hills creates the geographical foundation on which the City has built and will continue to build. With much of the flatlands already built upon, it can be anticipated that some future growth will occur on steeper slopes and with greater contrasts in terrain.

Geographical II: The region is located in an area of high seismic activity as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activity has indicated the lack of flexibility of materials and/or building systems has been a contributing factor to damages that reduced the protection of the life-safety of building occupants and increased the cost of rehabilitation of structures.

Activities have indicated the need for increased levels of safety in buildings systems, including but not limited to means of egress, wiring systems, and fire protection systems.

Topographical: The topographical element of this report is associated closely with the geographical element noted above. While the geographic features create the topographic conditions, the findings in this section are caused by the construction and design of the City of Carmel, due to the elevation changes, as well as mountains, hills, canyons, lakes, and streams that dissect the City.

The water supply (domestic and fire flow) system is directly affected by the topographic layout. The distribution system consists of water lines that carry the water from storage tanks and dammed areas to the public via pipes. These street mains create lift-zones where the pressure and flows are adequate at lower elevations and minimal, sometimes critical supplies at the top. Water supplies within the City of Carmel vary from less than 250 gallons-per-minute to flows in excess of 5,500 gallons-per-minute. This wide variation causes major problems to development, as well as fire suppression forces.

The roadway system is designed around the topography with respect to narrow, windy, steep grades and overhanging tree branches. The grades on the roadway surfaces exceed 25% and widths of less than twelve (12) feet for access are not uncommon. Due to traffic congestion on many streets, especially the commercial downtown area, vehicles double park for loading and unloading purposes. This creates barriers that reduce response time of fire equipment.

The topography also makes construction more restricted to the level portions of the City with higher concentrations of building in these areas. The existing structures are being removed and replaced with larger, more cost effective buildings. Those existing structures which remain cause concern to the Fire Department because of their lack of adequate fire protection (firewalls, fire extinguishing systems, etc.). The hazard exposure created by these structures poses a separate and significant problem.

It is not uncommon to see a single or two-story building torn down and replaced with a larger building. For practical and cost reasons, these new structures are built of wood (Type V). The potential for conflagration exists with the high build out of the various specific areas of Carmel. The concentrated commercial, as well as residential occupancies cause concern regarding the exposure elements of building-to-building and building-to-grassland areas of this City.

The topographical nature of Carmel and its abundance of trees also can contribute to power failures caused when trees and tree limbs damage sections of electrical transmission lines. These power failures cause the electrical pumps to become inactive, interrupting water supplies. Vehicular accidents also have been known to interrupt this pumping operation, due to the narrow streets, which are congested with residents and visitors.

The encouragement of greenbelts between various subdivisions of the City has given rise to brush and grass fires for many years. The existing canyons cause natural barriers, and delay response time due to complex roadways.

The natural rocky shorelines of Carmel create a situation by which access to shoreline buildings can only be made from the street. The front of the building is essentially the only accessibility point for responding firefighters. Built property-line to property-line, these structures create an element of construction of nearly nine blocks of continuous construction. Residential as well as commercial occupancies can be found along the entire shoreline of Carmel Bay.

Lastly, while possibly not being within the "topographical" context of Findings of Fact, the historical significance is a major visitor draw for the City of Carmel. Buildings and roadways have been preserved to create a lasting reminder of what has been.

While many of the historical structures are small and surrounded by landscaped courtyards, etc., some buildings are constructed closer than would be presently allowed under the International Building Code. Construction methods were also less restrictive than would be required today. These structures and settings create barriers, which firefighters must work around and protect from exposure. Several historical buildings, dating back to the 1800s are irreplaceable.

These Findings of Fact, which identify the various “climatic, geographical, and topographical” conditions, are considered reasonably necessary to modify the requirements established pursuant to Health and Safety Code Section 17922 based upon local conditions.

While it is clearly understood that the adoption of these regulations may not prevent the incidence of fire or building related accidents, implementation of these various regulations and/or requirements may serve to reduce the severity and potential loss of life and property.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES ORDAIN AS FOLLOWS:

Section 1. RECITALS

Titles 8 and 15 of the Municipal Code of the City of Carmel-by-the-Sea are amended as shown in Exhibit “A” attached hereto and incorporated herein. All previous amendments not identified and revised in Exhibit “A” will remain in effect.

Section 2.

All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section 3. SEVERABILITY

Should any provision, section, paragraph, sentence or word of this ordinance be rendered or declared invalid, the remaining provisions, sections, paragraphs, sentences or words of this ordinance as hereby adopted shall remain in full force and effect. To this end, provisions of this ordinance are severable.

Section 4. EFFECTIVE DATE

This ordinance shall take effect thirty (30) days after its second reading by the City Council.

INTRODUCED on the 6th day of December 2016 and ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

Exhibit “A” to City of Carmel-by-the-Sea Ordinance 2017-

Chapter 15.04, § 15.04.110 of the Carmel Municipal Code is hereby amended as follows:

B. Time limitation of applications. Applications for which no permit is issued within 180 days following the date of the application shall expire, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond control of the applicant have prevented action from being taken and the extension has been submitted in writing prior to the expiration date.

If a permit has not been obtained after the first extension, additional extensions of 90 days may be granted provided the applicant submits this request in writing AND pays a fee equal to \$500 for each requested 90-day extension and the project has not changed in scope.

Exception: If a project has been approved by the City on condition where a pending approval from an outside agency exists at time of expiration, written extensions will not be required.

Expiration of Permits. Every permit issued by the building official under the provisions of the technical codes shall expire and become null and void, if the project authorized by such permit has not achieved an approval for one of the required inspections identified in Section 110.3 of the **2016** California Building Code within one year of such permit.

The building official may grant a one-time permit extension of 180 days provided the applicant submits a request in writing prior to the permit expiration and the project has not changed in scope. Additional extension requests of 90 days may be granted by the building official if the request is made in writing, the project has not changed in scope, the project has obtained at least one inspection approval and the applicant pays a fee of \$1,000 for each 90-day extension.

Before work can commence or recommence under an expired permit, a new permit application must be submitted and permit obtained along with all applicable fees applied for this new project.

All existing projects are subject to this section and will be subject to the conditions listed above.

Chapter 15.08, § 15.08.010 of the Carmel Municipal Code is hereby amended by deleting the current Section 15.08.010 in its entirety and replacing it to read as follows:

15.08.010 Adoption.

Except as otherwise amended by this chapter and Chapter 15.04 of this City Code, the following model codes are hereby adopted and are incorporated in this chapter by reference and made a part hereof as if fully set forth herein:

1. **2016** California Building Code And Appendices;
2. **2016** California Historic Building Code;
3. **2016** California Existing Building Code;

4. 2016 California Residential Code;
5. 2016 California Plumbing Code;
6. 2016 California Electric Code;
7. 2016 California Mechanical Code;
8. 2016 California Green Building Standards Code;
9. 2016 California Fire Code (See CMC Title 8);
10. 2012 International Property Maintenance Code
11. **2016 California Energy Code**

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on November 18, 2008, by the Department of Forestry and Fire Protection, is also adopted as required by law.

Chapter 15.08 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.08.260.

15.08.260 Exemption for pending applications.

The provisions of the 2016 Editions of the California Building Code, and Appendices, the 2016 California Historic Building Code, the 2016 California Mechanical Code, the 2016 California Plumbing Code, the 2016 California Electrical Code, the 2016 California Fire Code, the 2016 International Property Maintenance Code, the 2016 Existing Building Code, **and the 2016 California Energy Code**, as adopted and amended herein, shall not apply to any building or structure for which application for a building permit was made prior to January 1, 2017. Such buildings or structures shall be erected, constructed, enlarged, altered, or repaired in accordance with the provisions of this chapter in effect at the date of said application.

Chapter 15.08 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.08.270.

15.08.270 Amendments to the 2016 California Residential Code. Section R403.1.3 of the 2016 California Residential Code is hereby amended to read as follows:

R403.1.3 Footing and stem wall reinforcement in Seismic Design Categories D0, D1, and D2. Concrete footings located in Seismic Design Categories D0, D1 and D2, as established in Table R301.2 (1), shall have minimum reinforcement of at least two continuous longitudinal reinforcing bars not smaller than No. 4 bars. Bottom reinforcement shall be located a minimum of 3 inches (76 mm) clear from the bottom of the footing.

Chapter 15.24, § 15.24.010 of the Carmel Municipal Code is hereby amended as follows:

The **2016** California Plumbing Code, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the plumbing code for the City, except as amended in this chapter and in Chapter 15.04 CMC.

Chapter 15.24 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.24.080.

15.24.080 Amendments to the 2016 California Plumbing Code. Section 710.1 is hereby amended to read as follows:

710.1. In every case where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet (2') above the rim of the nearest manhole uphill from the point of connection of the building sewer to the public sewer in any new or existing drainage system, approved types of backwater valve, relief vent and cleanout shall be installed in the building sewer at the point of lowest elevation of the ground surface of the building site outside of the building or at such other location as is permitted by the Building Inspector, providing that at any such location, the elevation of the ground surface is not less than two (2') below the lowest trap outlet served by the building sewer.

The installation shall consist of an approved fresh air inlet and a Y branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be piped to the ground surface and capped with a vent cap. Provision shall be made by elevation above the ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. The cleanout shall be placed as close to the valve as is practical and shall be piped to within one foot (1') of the ground surface and closed with an approved cleanout plug. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet (2') above the rim of the nearest manhole uphill from the point of connection of the building sewer to the public sewer is hereby declared to be dangerous, unsanitary and a menace to life, health and property. Whenever it shall come to the attention of the Building Inspector that such an installation exists, he or she is hereby empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraph of this section be installed immediately." (Topographical finding)

Chapter 8.32, § 8.32.010 of the Carmel Municipal Code is hereby amended as follows:

8.32.010 2016 California Fire Code – Adopted.

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the **2016 California Fire Code, (2016 International Fire Code)**, published by the International Code Council, save and except those portions as are deleted, modified, or amended, of which code not less than three copies are now on file in the office of the City Clerk, is adopted and incorporated in the municipal code as if set out at length in this code, and the provisions thereof shall be controlling within the limits of this City.

Chapter 8.32, § 8.32.020 of the Carmel Municipal Code is hereby amended as follows:

8.32.020 Fire Code – Effective Date – Copy on File.

The effective date for the **2016 California Fire Code** adopted by CMC 8.32.010 within the City shall be January 1, **2017**. The City Clerk shall maintain on file in the official records the edition of the California Fire Code currently in effect at all times.

Chapter 8.32, § 8.32.100 of the Carmel Municipal Code is hereby amended with the following revisions:

8.32.100 Amendments to the California Fire Code.

The **2016** California Fire Code is amended and changed as follows as described in subsections (1) through (36) of this section.

3. Section 102.1 is amended to read as follows:

102.1 Construction and design provisions. The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions when identified in specific sections of this code.
4. Existing structures, facilities and conditions, which, in the opinion of the fire code official, constitute a distinct hazard to life and property.
5. Existing structures to which additions, alterations or repairs are made that involve the addition, removal or replacement of fifty percent (50%) or greater of the linear length of the walls of the existing building (exterior plus interior) within a five-year period.

5.5. Section (A) 105.1.2 is amended to read as follows:

(A) 105.1.2 Types of permits. There are two types of permits as follows:

1. Operational permit. Any and all conditions of an operational permit will be established through a separate Resolution approved from the City Council.

2. Construction permit. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section (A)105.1.1.

10.4 Section 304 is added to read as follows:

Section 304 – Combustible Materials

Storage and Accumulation of Rubbish and Vegetation

304 Rubbish within Dumpsters. In all rooms or above outside areas, adjacent to building or underneath roof overhangs or when located nearer than 10 feet to adjacent property line, used for storage of combustible waste materials in other than Group R, Division 3 occupancies shall be protected by automatic sprinkler protection. Such sprinklers may be connected to the domestic water supply, provided sufficient coverage of the area is

provided and an approved accessible shutoff valve is provided for each room or area.

Exception: Trash areas adjacent to solid brick or concrete walls with no openings or eaves are not required to be protected by automatic sprinkler system(s).

10.6 Section 503.2.1 is added as follows:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

22.5 Section 901.7 is added to read as follows:

901.7 Systems Out of Service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

24.5 Section 903.2.20 shall be added as follows:

903.2.20 Change of use. Automatic fire sprinklers shall be installed when the occupancy changes from a single occupancy to a mixed-use occupancy which would require the installation of an occupancy separation, or when the occupancy changes from any type of occupancy to an Assembly use occupancy.

30.4 Section 903.6 is amended to read as follows:

903.6 Repairs, Alterations, and Additions. In all buildings, except where otherwise provided herein in this Section, where the total floor area exceeds five thousand square feet (5000sf), or which are forty feet (40') or more in height, or which are three or more stories in height, they shall be made to comply with the provisions of this Section.

In all buildings where the total floor area exceeds five thousand square feet (5000sf), or which are forty feet (40') or more in height, or which are three or more stories in height, if the repairs or alterations are made exceeding twenty-five percent of the current market value of the building and property as shown in the records of the County Assessor within any three hundred sixty (360) day period shall be made to comply with the provisions of this section.

Definitions.

Repair. It is the reconstruction or renewal of any part of an existing building or structure for the purpose of its maintenance.

Alteration. It is any change, addition, or modification in construction or occupancy.

Exception: Projects where the sole purpose is for seismic upgrade.

Existing Group R, Division 3 buildings to which additions, alterations, or repairs are

made that involve the removal or replacement to 50 percent or greater of the linear length of walls of the building (exterior plus interior) within a one-year period shall meet the requirements of new construction or this code.

30.6 Section 904.11 is added to existing section:

904.11 Non-Conforming Restaurant Cooking Appliances and Fire Extinguishing Systems. All non-conforming restaurant cooking appliances, hood and duct systems, and fire extinguishing systems found to exist as of the effective date of this Ordinance shall be made to conform to the requirements of this Section within 90 days of notification. It shall thereafter be unlawful for any person to maintain or suffer to be maintained any non-conforming restaurant cooking appliance, hood and duct system or fire extinguishing system on any property owned or controlled by said person within the City of Carmel.

35.4 Section 907.13 is amended to read as follows:

907.13 Access. Access shall be provided to each fire alarm system component for periodic inspection, maintenance, and testing.

35.6 Section 5704.2.9.6.1 is added to read as follows:

Section 5704.2.9.6.1 Outdoor Storage of Containers and Portable Tanks. Storage of Class I and Class II liquids in aboveground tanks outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited except as permitted by the Zoning Ordinance.

Exception:

1. Storage tanks of 500 gallon maximum capacity may be used only in conjunction with emergency generators as approved by the Fire Chief.

Chapter 15.36.020 of the Carmel Municipal Code is hereby amended as follows:

15.36.020 Placement of Service Laterals.

A. Within all land use zones, all electrical service laterals to any new building or structure, or to any building or structure being remodeled when such remodeling requires the relocation or replacement of the property owner's main service equipment, shall be placed underground on the premises upon which the building or structure is located, in accordance with applicable rules, regulations and tariffs on file with the California Public Utilities Commission. **Exception to undergrounding of utilities for remodeling; undergrounding of utilities will not be required when a remodeling valuation is less than \$200,000.**

B. Where compliance with the foregoing requirement is not economically or physically feasible, the Building Official may permit different arrangements for electric service. The property owner shall be responsible for compliance with this section and shall make the necessary arrangements with the public utilities involved.

C. When an addition is made to, or alteration made in, an existing building, all new electrical work and all existing electrical work repaired or changed shall be made to comply with the provisions of this chapter. (Ord. 91-1 § 1, 1991; Ord. 89-29 § 1, 1989; Code 1975 § 1162).

Chapter 15.36, § 15.36.070, Part B. of the Carmel Municipal Code is hereby amended as follows:

15.36.070 Lighting Requirements.

B. Residential Buildings/Zones.

1. All exterior lighting attached to the main building or any accessory building shall be no higher than 10 feet above the ground and not exceed 25 watts (incandescent equivalent) in power per fixture.

2. Landscape lighting shall not exceed 18 inches above the ground nor more than 15 watts (incandescent equivalent) per fixture and shall be spaced no closer than 10 feet apart. Landscape lighting shall not be used for tree, wall, fence or accent lighting of any type. The purpose of landscape lighting is to safely illuminate walkways and entrances to the subject property.

3. No exterior lighting is permitted on upon City property and may not be directed toward City Property.

4. Flood-type lighting is prohibited at all times.

EXCEPTION: Flood-type lighting may be permitted with expressed written approval of the Planning Division and/or Building Official upon written request and used for the sole purpose of security and each fixture connected to a motion sensor. Each fixture shall be limited to 50 watts (incandescent equivalent) each.



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

SR 2017-014
January 3, 2017
Public Hearing

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen, Director of Budget and Contracts
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Consideration of an Ordinance (First Reading) amending Title 5, Business Taxes, Licenses and Regulations, of the Municipal Code amending Chapter 5.04 (General Licensing Provisions), Chapter 5.16 (Bingo Games) and Chapter 5.28 (Filming)

RECOMMENDATION

Waive reading in full and introduce, on first reading, an ordinance amending Title 5, Business Taxes, Licenses and Regulations of the City's Municipal Code amending Chapter 5.04 (General Licensing Provisions), Chapter 5.16 (Bingo Games) and Chapter 5.28 (Filming).

BACKGROUND / SUMMARY

Title 5 of the City's Municipal Code is entitled Business Taxes, Licenses and Regulations and encompasses a variety of topics such as business classifications and licenses; bingo games; garage, estate and rummage sales; filming; palmistry; walking tours, slot machines, solicitors and peddlers and tobacco retail license. In keeping with the theme of "rebuilding the foundation", the item before Council considers numerous changes to the Municipal Code to allow efficiency of operations, flexibility and enhanced customer service.

Chapter 5.04 of the Municipal Code pertains to the regulation of licenses and associated fees and taxes for conducting business within and/or with the City. Specifically, the process for a new business to receive a license includes submitting an application to Administration staff and, as applicable, a review by the Community Planning and Building Department for compliance with zoning and fire safety regulations. There are three types of licenses: (1) fixed location within the City where business is continuously conducted from day to day and regularly kept open for a specific purpose; (2) a home occupancy¹ and (3) "in and about" when a license is issued to a person that conducts business within the City, but not having a fixed location.

Based on these category, the business is assessed an administrative fee based on staff costs for processing a new business license registration. Both the new business registration and renewal processes were examined as part of the citywide cost of services study completed in February 2016. The actual cost of providing these services justified a decrease in the current fees collected, which became effective on November 12, 2016. However, the new fee structure, while reflective of the actual cost of providing service, is inconsistent with the Municipal Code section on general licensing provisions, specifically section 5.04.140A on application and

¹ Per Municipal Code Section 17.08.050D, home occupations are limited to the use of up to two rooms in a single-family dwelling by a person residing therein as the studio of an artist, writer or musician, or by a teacher of the arts having up to two pupils under instruction at any one time. The Community Planning and Building Director may authorize other home occupations that are limited to office machines such as telephone and/or computer use; do not involve deliveries more frequently than once per week; do not involve the parking, use or storage of any commercial vehicles; do not involve visits by customers, vendors, attendees, salespeople or employees of the business; and are fully contained within one or two rooms in a single-family dwelling and are not located in a garage.

administrative fees. As reconciling the fee structure required changes to the Municipal Code, it also afforded staff an opportunity to recommend other amendments to increase operational efficiency and effectiveness.

The major change proposed within this chapter pertains to the calculation of the business tax for the first year. Currently, when a business owner submits an application for a business license, the owner reports the gross sales for the calendar year based on the month the application is submitted (for example October 15, 2015 through October 14, 2016). The owner is assessed the \$1 tax for every \$1,000 of gross sales. In this example, if the owner generated \$30,000 in sales, the tax would be \$30. In addition, the owner pays a portion of the tax to extend the license to June 30, which is when business license expire and coincides with the end of the fiscal year. For this example, the owner also pays tax on 75 percent of the \$30,000, or another \$22.50 as well as the administrative fee, currently at \$21.00. Under the proposed change, the business owner would report on the gross sales generated from October 15, 2015 to June 30, 2016 and pay the corresponding tax based on this amount, as well as the administrative fees. The year two, and subsequent renewals, would be on a July 1- June 30 basis and the tax would be based on gross sales from the prior fiscal year.

Staff is also recommending adding a definition of home occupancy within section 5.04.010 to reconcile the zoning code requirement that home occupations require a business license. In addition, new language is proposed to align the application and administrative fees (5.04.140A) to the master fee schedule annually adopted by Council, rather than to a specific dollar amount. This will allow the City flexibility to charge a fee that is reflective of the actual cost of providing the service without needing to amend the ordinance every time the fee changes. Similarly, changes are proposed within Chapters 5.16 (Bingo Games) and 5.28 (Filming) to have application fees tied to the master fee schedule instead of specific dollar amounts. The process pertaining to the issuance of film permits also needed to be updated, primarily to reflect the permit being issued by community activities, rather than the Chief of Police. The proposed changes to the chapter on filming also mirror the City's recently adopted special event policy.

FISCAL IMPACT

Changing the code that currently requires a business owner to pay the first 12 months of tax and a prorated amount to extend the licenses through June 30 would result in a decrease in unrestricted revenue to the general fund. While the actual impact is unknown, staff estimates that the loss would not be significant. Under a hypothetical scenario, if staff processed two applications a month for fixed business applications and the business reported gross sales of \$200,000 then the annual reported sales would be \$4.8 million. However, the City tax is \$1 per \$1,000 of sales so the loss of tax revenue would be \$4,800. The loss of revenue is offset by the costs of staff time, paper and postage, as staff currently send business license reporting worksheets and delinquency notices out monthly as well as during the annual renewal period in June. Under the new process, staff would eliminate the monthly processing for business applications, thereby allowing staff to redirect this time toward other activities. In addition, the new proposed process is easier to understand and seeks to address concerns from business owners about the current calculation and perceptions about paying overlapping, or duplicate, taxes. The cost for issuing a film permit will be based on the actual cost of staff time spent on issuing the permit, or as otherwise determined by Council. There is no change in revenue anticipated due to the changes in the Municipal Code pertaining to filming permits.

PRIOR CITY COUNCIL ACTION

Ordinance 96-12 was adopted on December 10, 1996 amending chapters 5.04 and 5.08. Council adopted resolution no. 2006-31 on June 6, 2006 placing a ballot measure on the November 7, 2006 general election to increase the business license tax to \$1.00 per \$1,000 gross receipts per year.

ATTACHMENTS

1. Ordinance No. 2017-
2. Code Amendments Exhibit "A"

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE NO. 2017-___

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE- SEA AMENDING TITLE 5, BUSINESS TAXES, LICENSING AND REGULATIONS OF THE CARMEL MUNICIPAL CODE BY AMENDING CHAPTER 5.04, CHAPTER 5.06 AND CHAPTER 5.28

WHEREAS, the City of Carmel-by-the-Sea adopted an ordinance in 1996 pertaining to business licensing for the purpose of generating revenue for municipal purposes; and

WHEREAS, the City’s application and inspection fees are based on the costs reasonable Bourne for providing the services to businesses; and the amount of the business license tax remains unchanged and is not impacted by this ordinance; and

WHEREAS, this Ordinance was found to be exempt from environmental review, per the provisions of Section 15061(b)(3) of the California Environmental Quality Act (“CEQA”) of 1970, as amended.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES ORDAIN AS FOLLOWS:

Section 1. RECITALS

The Recitals set forth above are true and correct and incorporated herein by reference.

Section 2. CHAPTERS 5.04, 5.06 AND 5.28 OF THE CITY OF CARMEL-BY-THE-SEA MUNICIPAL CODE

Chapters 5.04, 5.06 and 5.28 of the Municipal Code of the City of Carmel-by-the-Sea are amended as shown in Exhibit “A” attached hereto and incorporated herein. All previous amendments not identified and revised in Exhibit “A” will remain in effect.

Section 3. SEVERABILITY

Should any provision, section, paragraph, sentence or word of this ordinance be rendered or declared invalid, the remaining provisions, sections, paragraphs, sentences or words of this ordinance as hereby adopted shall remain in full force and effect. To this end, provisions of this ordinance are severable.

Section 4. EFFECTIVE DATE

This ordinance shall take effect thirty (30) days after its second reading by the City Council.

INTRODUCED on the 3rd day of January 2017 and ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 3rd day of January 2017, by the following roll call vote:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

ABSTAIN: COUNCILMEMBERS:

SIGNED:

ATTEST:

Steve G. Dallas, Mayor

Ashlee Wright, City Clerk

**ATTACHMENT 2
EXHIBIT A**

Exhibit “A” to City of Carmel-by-the-Sea Ordinance 2017-___

Chapter 5.04, Sections 5.04.010, Definitions, is hereby amended as follows:

J. “Home occupation license” means a fixed place of business licensed issued to residents carrying out certain activities as allowed under the Municipal Code Chapter 17.080.050D for gain conducted as an accessory use in the resident’s dwelling.

~~J.~~ **K.** “In-and-about license” means a license issued to persons not having a fixed place of business within the City but who conduct business or perform services authorized by this title within the City at the request or invitation and with the permission of the person in possession of the premises on which the person issued the license conducts business or performs services.

~~K.~~ **L.** “License fee”, as used in this title, shall be defined as “license tax.”

~~L.~~ **M.** “No-fee license” is a license issued to a person and/or institution to conduct, manage or carry on any business, occupation or activity wholly for the benefit of charitable purposes from which profit is not derived, either directly or indirectly.

~~M.~~ **N.** “Peddler” means any hawker, vendor or other person who goes from house to house, place to place, or in or along the streets within the City, selling and making immediate delivery, or offering for sale and immediate delivery, any goods, wares, merchandise, or anything of value in possession of the peddler, or persons other than manufacturers, wholesalers, jobbers, or retailers in such commodities.

~~N.~~ **O.** “Person” means and includes a natural person, firm, co-partnership, corporation, or other association.

~~O.~~ **P.** “Regular place of business”, for the purpose of this title, is defined as having the same meaning as “fixed place of business.” Every business not conducted at a “fixed place of business” or at a “regular place of business” is, for the purpose of this title, termed an “in-and-about business” whether the person conducting such business is or is not a resident of the City.

~~P.~~ **Q.** “Retail business” means every business conducted for the purpose of selling, or offering for sale, any goods, wares, merchandise, other than as a part of a “wholesale business” as defined in this section.

~~Q.~~ **R** “Solicitor” means and includes every agent, canvasser, or other person engaged in selling or soliciting/peddling orders for, who travels from place to place, or house to house, and solicits or takes orders from, or canvasses for, or makes demonstrations of, any goods, wares, merchandise, or things or articles of value, or advertising, or for services to be performed in the future, or for subscriptions to periodicals or tickets of admission to entertainments or memberships in any clubs, or travels from place to place or house to house and solicits, requests or urges persons to ride or become guests of such canvasser or his principal for the purpose of viewing any real estate subdivision or other development, enterprise, or project, for the purpose of interesting such person in investment therein; provided, however, that this definition shall not include persons engaging in any wholesale business who sell to, or solicit

orders for merchandise from, merchants who are engaged in a retail business buying goods, wares, merchandise, or other personal property, for the purpose of resale thereof.

~~R. S.~~ "Special events" means any in-and-about business, as defined in this title, which is sponsored by a licensed business operating from a fixed place of business or sponsored by the City while doing business on City-owned property.

~~S. T~~ "Wholesale business" means every business conducted solely for the purpose of selling goods, wares or merchandise in wholesale lots to retail merchants for resale at retail.

~~T. U.~~ "Transportation of persons/goods" means:

1. Any person, firm or corporation engaged in the business of transporting passengers for hire, with or without an established place of business within the city.
2. Any person, firm or corporation whose business in whole or in part is that of operating any truck, tractor, truck and trailer, semitrailer, or any other motor vehicle for the purpose of transporting goods, wares or property for hire or reward, and who in the course of such business uses the public streets and highways of the City for the purpose of such operation.
3. Any person, firm or corporation engaged in the business of operating a tank truck, or any other vehicle, for hauling, peddling, and/or delivering crude oil, petroleum, distillate, kerosene, refined oil, or any other petroleum products, either in drums or in bulk.

Chapter 5.04.050 Tree License Requirements is hereby amends as follows:

C. As a condition of obtaining a business license, the owner of the business shall meet annually with the ~~Forest Parks and Beach Director~~ **City Forester or Assistant City Forester** to review the City's tree-pruning standards and sign an affidavit agreeing to comply with the requirements of those standards, a copy of which affidavit shall be furnished to the business license officer.

Chapter 5.04.080 License Form is hereby amended as follows:

A. It shall be the duty of the City Administrator or her/his designated agent to prepare and issue a license under this title for the person, firm or corporation liable to pay a license tax under this title, duly signed by the City Clerk or her/his deputy, and to state in such license:

1. The name of the business;
2. The type of business;
3. The class of business (e.g., broker, tree service, janitorial, etc.);
4. The section of this title under which the license is issued;
5. The date of issuance of the license;
6. The period of time for which same shall run (i.e., expiration date);
7. The name, ~~Social Security number or~~ **and the** Federal tax identification number of the person, firm or corporation to whom issued;

8. The mailing address of the person, firm or corporation to whom issued;
9. The business, trade, calling, profession or occupation for which the same is issued, a State license number, if applicable, and the business classification;
10. The location or place of business, trade, calling, profession or occupation for which the same is issued including street address, courtyard, and space number (if applicable); **and**
- ~~11. The previous license number, if applicable; and~~
- ~~12.~~ **11.** The business license number of the license with which the business financially reports, if applicable.

Chapter 5.04.140 Payment of Fees and Taxes is hereby amended as follows:

A. Application and Administrative Fees.

1. Administrative Fee. ~~An annual administrative fee of \$50.00 for the processing and related costs of issuing and renewing business licenses.~~ **The administrative fee shall be reviewed annually and calculated to recover the percentage of costs reasonable borne by the City in providing this service. City Council shall adopt, by resolution, the annual administrative fee for processing new business licenses and renewals.**

2. Application Fee. ~~An annual administrative fee of \$50.00 for the processing and related costs of issuing and renewing business licenses.~~ **The nonrefundable application and inspection fee shall be reviewed annually and calculated to recover the percentage of costs reasonable borne by the City in providing this service. City Council shall adopt, by resolution, the annual administrative fee for processing new business licenses and renewals.**

C. Computation of First Renewal Year Fee. ~~At the end of the first year from and after the payment of the initial application fee, the City shall notify the business owner of the expiration of such period and the business owner shall file with the City a statement showing the gross sales of the business for the first year. In addition to the application and administrative fees, the license tax shall be due and payable upon the submittal of a business license application. The business license reporting period used to calculate the license tax shall begin on the date of the start of the business and end on the thirtieth of June.~~

~~The license tax for the first 12 months plus a prorated amount to extend the license to the thirtieth day of June next following shall be due and payable as follows:~~

- ~~1. License issued April through June: Gross plus 25 percent.~~
- ~~2. License issued January through March: Gross plus 50 percent.~~
- ~~3. License issued October through December: Gross plus 75 percent.~~
- ~~4. License issued July through September: Gross plus 100 percent.~~

D. Annual Payment of Taxes. ~~Annually thereafter all license taxes shall be paid at the office of the City Administrator or her/his designated agent in legal currency of the United States. The annual tax shall be due and payable on the first day of July. A business license is valid through the thirtieth day of June, upon which time it is required to be renewed. The annual business license reporting period used to calculate the license tax is the first day~~

of July through the thirtieth day of June. All fees and license taxes shall be paid at the office of the City Administrator or her/his designated agent in legal currency of the United States and shall be due and payable on the first day of July.

1. Gross Business Licenses. Every person engaged in the business of selling at retail or at wholesale tangible personal property of any kind whatsoever and/or furnishing any service or services not otherwise specifically taxed or licensed by other provisions of the chapter shall, between the first day of July and the ~~thirty-first~~ **thirtieth** day of June of each year, file with the City Clerk a statement showing, with deductions as permitted in this chapter, the exact gross sales of each of such businesses during the last preceding 12 months prior to the thirtieth day of June. If the business is owned, conducted or carried on by a firm or copartnership, such statement must be signed and filed by one of the members of partners. If the business is owned, conducted or carried on by a firm or copartnership, such statement must be signed and filed by one of the members of partners. If the business is owned, conducted or carried on by a corporation, such statement must be signed and filed by its president, vice president, secretary, assistant secretary, treasurer, assistant treasurer, chief accounting officer, or managing agent. ~~Any person who willfully files a false statement of gross receipts shall be guilty of a misdemeanor and punishable as provided in this chapter.~~ In the case of businesses rendering services, the gross revenue from services rendered shall be considered the equivalent of gross sales. In the case of businesses making sales and rendering services, the gross revenue ~~from~~ **from** both sales and services shall be considered the equivalent of gross sales.

2. Any person who willfully files a false statement of gross receipts shall be guilty of a misdemeanor and punishable as provided in this chapter.

Chapter 5.04.160 Penalties for Delinquent Payment is hereby amended as follows:

~~A. Businesses at a Fixed Place of Business.~~

~~A.-1.~~ License tax must be paid for all times during which a business is carried on within the City including periods when the business has been carried on illegally due to lack of a valid license.

~~B.-2.~~ If the tax is not paid within 30 days after it is due, a penalty of 25 percent of the tax due shall be added and an additional penalty of five percent shall be added every 30 days thereafter; provided, that the amount of such penalty to be added shall not exceed 50 percent of the amount of the license tax due. Since the tax is due annually on the last day of the month of June and becomes delinquent on the first day of August, the 25 percent penalty shall be added as of August 1st, and five percent penalties shall be added on the first day of each month thereafter until the penalty reaches 50 percent of the tax.

~~C.-3.~~ Taxes and penalties due from businesses which have been carried on without paying the administrative, application and inspection fees or the license tax shall be calculated from the first day of business as though the license had been applied for and renewed each year from the first day of business, but no administrative, application and inspection fees made or taxes paid. The penalties for any period of operation of a business for which the administrative, application and inspection fees have been made pursuant to CMC 5.04.140 (the period ordinarily covered by the administration, application and inspection fees for which taxes are calculated) shall be determined on the first day of the period.

Where the administration, application and inspection fees should have been paid for a new business, the first day of the period shall be the first day of business. The 25 percent penalty shall be assessed on the thirty-first day following the first day of the period and the five percent penalty shall be assessed at the end of each 30-day period thereafter. Thus, if a business has operated for a period of six months without paying the administrative, application and inspection fee as required, the penalty on the tax due for that period shall be 50 percent.

D.4- A business owner shall inform the City Administrator or her/his designated agent in writing of the date on which the business commenced along with the exact gross sales statements as required by CMC 5.04.140(D)(1) upon request of the City Administrator or her/his designated agent, and failure to furnish the statement or intentionally furnishing a false statement shall be a misdemeanor.

E.-5- Penalties for delinquent payment of taxes shall not be waived and penalties shall be added automatically. It shall be the obligation of the business to furnish gross sales statements to the City annually and to pay the tax when due, and failure on the part of the City to send notice of the tax due shall be no excuse for failure to pay the tax on time.

Chapter 5.04.180 Licensed Businesses-Locations is hereby amended as follows:

A. Every person engaging in any in-and-about business in the City, as defined in this title, and who has procured a license therefore, shall have the right to sell the goods, wares or merchandise or engage in the business for which the in-and-about license was issued at a fixed place of business without procuring any additional license therefore. Every person engaging in business at a fixed place of business in the City, as defined in this title, and who has procured a license therefore, shall have the right to deliver the goods, wares or merchandise for which the license was issued at any place in the City without procuring any additional license therefore. In the issuance of in-and-about licenses and licenses for fixed places of business or regular places of business, no discrimination or distinction shall ever be made against nonresidents of the City in favor of residents of the City, and residents and nonresidents of the City shall be entitled to equal rights in all matters relating to the issuance of licenses.

Chapter 5.04.190 Exemptions is hereby amended as follows:

C. Peddlers and Solicitors.

1. No license tax for the purpose of peddling or soliciting shall be required of any honorably discharged or honorably released soldier, sailor or marine of the United States of America exempted from the payment thereof by any laws of the State of California; provided further, that each soldier, sailor or marine shall upon application therefore be issued such license free of cost upon presentation of a document or documents establishing this honorable discharge or honorable release from the United States Army, Navy, Coast Guard, Air Force or Marine Corps.

Chapter 5.16, Section 5.16.050. Licensing, is hereby amended as follows:

No bingo games shall be conducted except pursuant to a license issued by the City. Applications for such license shall be made upon forms supplied by the City Clerk accompanied by **a the applicable** license fee of ~~\$50.00~~. An application to renew a license shall be accompanied by **a the applicable** fee of ~~\$50.00~~. If an application for a license is denied, one-

half of any license fee shall be refunded to the organization. A license or renewed license, if issued, shall be for the period of 12 months. Applications shall be reviewed by the Department of Community Planning and Building. If the Department of Community Planning and Building finds that the applicant does not qualify under the terms of this title, or that the conducting of bingo games at the particular location stated in the application will violate some other title of this code, the Department of Community Planning and Building shall deny said application. A license may be revoked by the Planning Commission upon proof of any violation of this title, other City ordinances, the municipal code, or State or Federal law.

Chapter 5.28.030 Permit Conditions- Issuance is hereby amended as follows:

A. Any person wishing to film or videotape scenes or actions requiring a permit under CMC 5.28.010 shall submit, in writing, not less than ~~fourteen~~ **three** working days prior to filming, a request for a permit to the ~~Chief of Police of this City~~ **Community Activities Department**, which shall be accompanied by a ~~deposit and~~ **an application fee** of \$25.00. Upon approval of application, the balance of ~~\$125.00~~ **all fees due, including the refundable deposit**, shall be paid to the City. ~~The total of \$150.00 will become the license fee to compensate the City for administrative and overhead costs.~~ Additional costs are identified in CMC 5.28.040. In the event filming is cancelled, the City shall ~~refund \$125.00 and retain \$25.00~~ **the permit application fee** to compensate the City for administrative costs in processing the application. **The permit application fee and deposit shall be reviewed annually and calculated to recover the percentage of costs reasonable borne by the City in providing this service. City Council shall adopt, by resolution, the annual amount of a deposit and permit application fee for filming permits.**

B. The request for a filming permit shall include the following information:

1. Name of person, firm, or corporation employing the persons who will be performing the filming;
2. Name of the person who will be responsible for the filming crew on location in this City;
3. The title and general outline of the film and its subject matter;
4. The specific location of each scene to be shot involving City property, including the date and time of anticipated arrival and departure;
5. The extent to which permission is desired for the obstruction of or interference with normal use of the public property to be used;
6. The number of vehicle parking spaces which would be occupied beyond the normal time limits, their locations and the anticipated hours of required use;
7. ~~The number of police personnel which is desired for traffic or pedestrian control or for security of equipment.~~

C. Upon receipt of an application for a filming permit, the ~~Chief of Police~~ **Community Activities Department** shall inform the applicant it is mandatory that s/he, or some informed member of the company applying for the license, personally appear before the Chief of Police **or his/her designee** to present the application. The Chief of Police **or his/her designee** may:

1. **Recommend to the Community Activities Department issuance of** ~~issue~~ the permit, which shall specify the times and any locations of use of any City property, any special conditions or restrictions, and any additional fees which may be required to compensate the City for the use of City property. The Chief of Police, **in recommending issuance of** ~~issuing~~ any permit, shall find that the granting of such a permit will not adversely affect the public health,

safety or welfare, nor the economic welfare of the community. Note: A major production shall also require the approval of the City Council before a permit is issued.

2. **Recommend that the Community Activities Department** ~~Deny deny~~ the application on the basis that granting it would be prejudicial to the public health, safety or welfare, or that it would adversely affect the economic welfare of the business community, or inconvenience residents or businesses, or interfere with or endanger the public peace or rights of residents to the quiet, peaceful, and unmolested enjoyment of their property.

D. Any decision made or conditions applied by the Chief of Police may be appealed to the City Council by filing with the City Clerk, in writing, a request for appeal and a statement of the reasons therefor. Any appeal must be filed within 24 hours of serving of notice to the applicant of the decision of the Chief of Police.

E. The filing of an appeal shall suspend any action taken by the Chief of Police until acted upon by the City Council. Any decision of the City Council shall be final and not subject to further appeal.

F. Upon final issuance of a permit by the ~~Chief of Police~~ **Community Activities Department** or by the City Council, the ~~Chief of Police~~ **Community Activities Department** shall immediately provide a copy of the permit to the applicant, **the Police Department, the Director of Public Works the City Administrator, City Council, City Department Directors** and the City Clerk. Any permit granted shall be effective only upon collection of any required fees from the applicant.

Chapter 5.28.050 Enforcement is hereby amended as follows:

The Chief of Police, **or his/her designee**, shall be responsible for insuring that the terms of any filming permit are not exceeded by the applicant. The ~~Chief of Police~~ **Community Activities Department** shall be responsible for the issuance of the permit and the collection of any fees or compensation.