



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL AGENDA

Mayor Jason Burnett
Mayor Pro Tem Ken Talmage
Council Members Victoria Beach, Steve Dallas,
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

SPECIAL MEETING

Monday, November 2, 2015

CLOSED SESSION 4:30 P.M.

OPEN SESSION 5:30 P.M.

CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

CLOSED SESSION

1. Conference With Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 3 cases
2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(D)(1)
Name of Case: Jennifer Da Silva, Plaintiff v. City of Carmel-by-the-Sea, Monterey County Superior Court Case No. M132929
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Pursuant to Government Code Section 54956.9(D)(1)
Name of Case: Chilone Payton, Plaintiff v. City of Carmel-by-the-Sea, Equal Employment Opportunity Commission Charge No. 485-2014-00453

ANNOUNCEMENTS

Announcements will be made by the Mayor and Council Members, City Administrator, and/or City Attorney.

PUBLIC APPEARANCES

Anyone wishing to address the City Council on matters within the jurisdiction of the City and are not on the agenda may do so now. Matters not appearing on the City Council's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Presentations will be limited to three (3) minutes, or as otherwise established by the City Council. Persons are not required to give their names, but it is helpful for speakers to state their names in order that the City Clerk may identify them in the minutes of the meeting. Always speak into the microphone, as the meeting is recorded.

CONSENT CALENDAR

All items on the Consent Calendar are to be acted upon by a single action of the City Council unless otherwise requested by an individual Council Member or the public for special consideration. Otherwise the recommendation of staff will be accepted and acted upon by majority voice vote.

6. Minutes for October 5, 2015 Special Council Meeting and October 6, 2015 Regular Council Meeting. (p.4)
7. Check Register for the Month of September. (p.14)
8. Monthly Reports for the Month of September (p.25)
 - a. Contracts executed within the City Administrator's Signing Authority
 - b. Community Planning and Building Department Reports
 - c. Police, Fire, Ambulance and Beach Reports
 - d. Public Records Act Request Logs – City Clerk and Police
 - e. Forester's Report
 - f. City Treasurer's Report
9. AB 1034 Authorize the Purchase of Recyclable Materials and Yard Waste Trimming Carts.(p. 60)
10. AB 1035 Adopt a Resolution Authorizing a Purchase Agreement for a new Forestry Truck.(p. 64)
11. AB 1036 Consideration of a resolution authorizing City co-sponsorship of the Carmel Public Library Foundation's annual Donor Salute and Sterling Circle events.(p.67)
12. AB 1037 Receive a report on the North Dunes and Del Mar Dunes Habitat Restoration Plan, subsequent revisions to that plan, and prior Commission and Council actions with regards to the North Dunes and Del Mar Dunes. (p.70)
13. AB 1038 Adoption of a resolution granting one of the City's five free-use days of the Sunset Center Theater to the Carmel Public Library Foundation on Thursday, April 7, 2016 for its fifth annual fundraising benefit. (p.72)
14. AB 1039 Consideration of a Resolution Declaring City's Intent to Establish the Carmel Hospitality Improvement District. (p. 76)
15. AB 1040 Consideration of a Resolution calling the April 12, 2016, General Municipal Election for the purpose of electing a Mayor for a term of two (2) years and two members of the City Council for a term of four years each and requesting that the Monterey County Registrar of Voters (ROV) conduct the election; and authorizing the City Administrator to enter into an agreement with the Registrar of Voters to conduct the election. (p. 108)
16. AB 1041 Adoption of a Resolution 1. Amending the Salary Range for Project Manager and 2. Amending the Job Description and Salary Range for Deputy City Clerk. (p.116)
17. AB 1042 Authorization of Amendments to Professional Services Agreement for Contract Planning Services for an Amount Not to Exceed \$95,000. (p.122)
18. AB 1043 Adoption of a Resolution Authorizing the City Administrator to Create and Adopt the Position of Permit Technician (p. 131)
19. AB 1044 Consideration of a resolution authorizing the City Administrator to execute an agreement for the purchase of a new police vehicle as identified in the FY 2015/16 vehicle and equipment replacement fund. (p. 138)

- 20. AB 1045 Ratification of appointment to the Community Activities and Cultural Commission (p. 141)
- 21. AB 1046 Adoption of a Resolution approving the transfer of \$855,000 from the Measure D fund balance for street paving and sidewalk projects and Authorization of staff to send a letter to TAMC seeking approval for directing monies to the Carpenter Street repaving project. (p. 146)
- 22. AB 1047 Adoption of a Resolution of the City Council of Carmel-by-the-Sea appropriating \$40,000 for Centennial Year related expenses. (p. 154)

ORDERS

Orders of Council are agenda items that require City Council discussion, debate and/or direction.

- 23. AB 1048 Receive community input on a new agreement between the City of Carmel-by-the Sea and the Sunset Cultural Center. (p.171)

FUTURE AGENDA ITEMS

- 24. AB 1049 Planning for 2016 Council Retreat. (p. 175)

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

The City Council of Carmel-by-the-Sea meets in Regular Session on the First Tuesday of each month at 4:30 p.m., unless otherwise noticed. The City Council may also meet on the First Monday of each month in a Special Meeting and/or a Workstudy Session at 4:30 p.m., unless otherwise noticed. City Council agenda packets are available for public review on the City website at www.ci.carmel.ca.us and in the Clerk's Office on the Friday prior to the scheduled meeting. Any writings or documents provided to a majority of the City Council regarding any item on the agenda will be made available for public inspection. Interested members of the public may subscribe to the Council Agenda by submitting a request to the City Clerk. Meetings are open to the public and the City Council welcomes your participation. Any member of the public may comment on any item on the agenda. Testimony is limited to three (3) minutes per speaker, or as otherwise established by the City Council. Meetings are streamed live on-line and archived for easy access anytime day or night. Visit the City's website at www.ci.carmel.ca.us to view the meetings or watch a television rebroadcast on the first Sunday after the City Council meeting at 8:00 a.m. on MCAET Channel 26. 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).



CITY OF CARMEL-BY-THE-SEA

November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Ashlee Wright, City Clerk

SUBJECT: Draft Minutes of the Special Meeting of October 5, 2015
Draft Minutes of the Regular Meeting of October 6, 2015

RECOMMENDATION

By motion to the Consent Calendar, approve the Minutes of the Special Meeting of October 5, 2015 and the Regular Meeting of October 6, 2015.

ATTACHMENTS

1. Draft Minutes of the Special Meeting of October 5, 2015
2. Draft Minutes of the Regular Meeting of October 6, 2015

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 29 Oct. 15

**MINUTES
CITY COUNCIL SPECIAL MEETING
CARMEL-BY-THE-SEA**

Monday, October 5, 2015

Mayor Burnett called the meeting to order at 4:35 P.M.

CLOSED SESSION:

Present: Council Members Dallas, Beach, Mayor Pro Tem Talmage, and Mayor Burnett

Absent: Council Member Theis

Staff Present: Douglas J. Schmitz, City Administrator
Don Freeman, City Attorney
Ashlee Wright, City Clerk

Mayor Burnett announced the closed session items. There were no public comments. The Council adjourned to closed session at 4:35 p.m.

1. Conference With Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 5 cases

SPECIAL MEETING:

The Closed Session was adjourned at 5:30p.m. . Mayor Burnett called the Special Meeting to order at 5:35 p.m.

Present: Council Members Dallas, Beach, Mayor Pro Tem Talmage, and Mayor Burnett

Absent: Council Member Theis

Staff Present: Douglas J. Schmitz, City Administrator
Don Freeman, City Attorney
Ashlee Wright, City Clerk
Janet Bombard, Library and Community Activities Director
Mike Calhoun, Public Safety Director
Paul Tomasi, Police Commander
Marc Weiner, Senior Planner
Rob Mullane, Director of Public Works

PLEDGE OF ALLEGIANCE

Mayor Burnett led the pledge of allegiance.

CLOSED SESSION ANNOUNCEMENTS

City Attorney Don Freeman reported that the Council received updates on 5 cases for potential litigation.

EXTRAORDINARY BUSINESS

Mayor Burnett recognized Michael Carter, M.D. for his service to the community as an outgoing Commissioner of the Forest and Beach Commission.

ANNOUNCEMENTS

Mayor Burnett provided a brief update on water related issues.

Don Freeman commented on the extensive time the Mayor spends negotiating water issues.

PUBLIC COMMENTS

Barbara Livingston asked about the status of the median lights.

Roberta Miller stated her concerns about overhead strings lights being used in courtyards and plazas throughout the City and requested that the Council refer this issue to the Planning Commission.

---End of Public Comment---

CONSENT CALENDAR

Action: Upon a motion made by Council Member Beach, seconded by Council Member Dallas, the Council unanimously approved the Consent Calendar with the exception of Items 7, 9, 10, 14, and 17, as follows:

3. Minutes for August 31, 2015 Special Council Meeting and September 1, 2015 Regular Council Meeting. **Approved 4:0:1:0**
4. Check Register for the Month of August. **Approved 4:0:1:0**
5. Monthly Reports for the Month of August Approved 4:1 Council Member Theis absent
 - a. Contracts executed within the City Administrator's Signing Authority
 - b. Community Planning and Building Department Reports
 - c. Police, Fire, Ambulance and Beach Reports
 - d. Public Records Act Request Logs – City Clerk and Police
 - e. Forester's Report
 - f. City Treasurer's Report**Approved 4:0:1:0**
6. AB 1020 Amendment to Employment Agreement with the City Administrator Regarding Annual Management Leave. **Adopted Resolution No. 2015-084, 4:0:1:0**

7. AB 1021 Ratification of appointments or reappointments to the Harrison Memorial Library Board of Trustees, Community Activities and Cultural Commission, and Planning Commission. **Ratified 4:0:1:0**
9. AB 1023 Adoption of a resolution authorizing a request from the Sunset Center to 1. Close the Sunset Center north parking lot from Friday, May 13, 2016 through Sunday May 15, 2016, for its annual Gala event, 2. Set-up two tents in the north parking lot, 3. Play live music and hold an amplified auction in the Gala tent, and 4. Serve alcohol at the event. **Adopted Resolution No. 2015-085, 4:0:1:0**
12. AB 1026 Authorization of a Grant Application to the Community Foundation of Monterey County in the amount of \$10,000 for Scenic Pathway Improvements. **Authorized 4:0:1:0**
13. AB 1027 Adoption of Resolutions Authorizing the City Administrator to Execute Agreements with First Alarm Security Services and Uretsky Security for Beach Enforcement for a Total Not to Exceed Amount of \$90,000 for Beach Fire Security Services. **Adopted Resolutions No. 2015-088 and 2015-089, 4:0:1:0**
15. AB 1029 Consideration of a two-year time extension of the Reasonable Accommodation granted to Carmel Belle, a restaurant currently occupying the Doud Building, and of the City Council directive to study and consider potential amendments to the Municipal Code restaurant definitions. **Approved 3:0:1:1 (Theis absent, Talmage abstaining.)**
16. AB 1030 Adoption of revised Community Activities Assistant Job Description **Adopted Resolution No. 2015-091, 4:0:1:0**

The following items were removed from the agenda and will be on the Consent Calendar and will be brought to Council again in the future.

8. AB 1022 Adoption of a revised salary range for the position of Project Manager.
10. AB 1024 Adoption of a Resolution extending the MOU for the LIUNA General Employees Union and Management Employees Union, LIUNA/UPEX, Local 792, AFL-CIO for 2014 to 2016.

The following items were pulled by members of the public or by a Council Member and taken up separately:

11. AB 1025 Adoption of a Resolution Authorizing the City Administrator to Execute an Agreement with Hall Landscaping Design for the Scenic Road Beach Walk Landscape Renovation for a Not to Exceed Amount of \$24,620.

Public Comment:

Barbara Livingston inquired about whether a continued maintenance program was possible.

---End Public Comment---

City Administrator Doug Schmitz clarified that council cannot confine future councils to financial obligations.

Vice Mayor Talmage noted that sprinkler technology had improved and that there is a volunteer available for possible help with mapping out scenic pathways using Computer Aided Design (CAD).

Mayor Burnett stated that the Shoreline Management Plan is structured to have annual reviews.

Action: Upon a Motion made by Council Member Beach, seconded by Mayor Burnett, the Council unanimously adopted Resolution No. 2015-086 Authorizing the City Administrator to Execute an Agreement with Hall Landscaping Design for the Scenic Road Beach Walk Landscape Renovation for a Not to Exceed Amount of \$24,620. **4:0:1:0**

14. AB 1028 Adoption of a Resolution Authorizing the City Administrator to Execute an Agreement with Walker Parking Consultants for parking study services, analysis, and recommendations for a zoned parking program in the commercial downtown for a not to exceed cost of \$20,500, and provide an update on parking management options.

Public Comment

Barbara Livingston stated the Carmel Residents Association felt that there would be no parking problem if employees stop parking downtown, enforce parking 8am-7pm, and enforcement were increased.

Sue McCloud stated that a previous parking study conducted by Walker Parking Consultants indicated that 600 parking spaces were being used by employees. She further stated that none of the previous trials have focused on employee parking and suggested that Walker Parking Consultants work on meeting with employees to identify their needs and the City explore an employee parking permit system.

Jonathan Sapp stated that Walker Parking Consultants have demonstrated that they do not understand parking issues in Carmel and suggested the City consider working with a different consultant.

---End Public Comment---

Public Safety Director Mike Calhoun provided a brief report on Item 14, AB1028.

Council discussion followed.

Action: Upon a motion made by Vice Mayor Talmage, seconded by Council Member Beach, the Council unanimously adopted Resolution No. 2015-090 Authorizing the City Administrator to Execute an Agreement with Walker Parking Consultants for parking study services, analysis, and recommendations for a zoned parking program in the commercial downtown for a not to exceed cost of \$20,500, and provide an update on parking management options.

17. AB 1031 Authorization of: 1. The process to proceed to fill certain positions that were "frozen" for the first quarter of FY 2015-16, 2. Capital Projects funded in the 2015- 2016 FY Budget and scheduled for implementation post-December 2015, and 3. the purchase and acquisition of vehicles and equipment approved to proceed in FY 2015-2016 Budget.

Mayor Burnett provided overview of Item 17 AB 1031 and an explanation of the State's proposed tiered rationing plans, which would avoid deleterious affects to local economy.

Doug Schmitz City Administrator provided background on budget planning process.

Council discussion followed.

There was no public comment

Action: Upon a motion made by Vice Mayor Talmage, seconded by Council Member Dallas, the Council unanimously approved Resolution 2015-092 Authorizing 1. The process to proceed to fill certain positions that were "frozen" for the first quarter of FY 2015-16, 2. Capital Projects funded in the 2015- 2016 FY Budget and scheduled for implementation post-December 2015, and 3. the purchase and acquisition of vehicles and equipment approved to proceed in FY 2015-2016 Budget.
4:0:1:0

FUTURE AGENDA ITEMS

Parking Plan update.

Centennial Committee update.

Updates on Staff projects.

ADJOURNMENT: There being no further business, Mayor Burnett adjourned the meeting at 6:25p.m.

APPROVED:

ATTEST:

Jason Burnett, Mayor

Ashlee Wright
City Clerk

**MINUTES
CITY COUNCIL REGULAR MEETING
CARMEL-BY-THE-SEA**

Tuesday, October 6, 2015

CALL TO ORDER

Mayor Burnett called the Regular Meeting to order at 4:35 PM.

ROLL CALL

Present: Council Members Dallas, Beach, Mayor Pro Tem Talmage, and Mayor Burnett

Absent: Council Member Theis

Staff: Doug Schmitz, City Administrator
Don Freeman, City Attorney
Mike Calhoun, Public Safety Director
Paul Tomasi, Police Commander
Rob Mullane, Director of Public Works
Marc Weiner, Senior Planner
Ashlee Wright, City Clerk

PLEDGE OF ALLEGIANCE

Doug Schmitz City Administrator led the pledge of allegiance.

EXTRAORDINARY BUSINESS

Community member Erl Lagerholm was unable to attend the meeting. Mayor Burnett stated that he and Mayor Talmage would be making a home visit and at the suggestion of Barbara Livingston the community shared in a round of applause for Mr. Lagerholm.

Marc Weiner introduced new planning Department employees Cortina Whitmore, Administrative Services Coordinator and Catherine Tarone, Assistant Planner.

ANNOUNCEMENTS

Council Member Beach provided a report on the California Public Utilities Commission (CPUC) Safety en banc and the two separate panel discussions on safety and PG&E, which she attended and participated in.

Mayor Burnett spoke to the issue of dealing with PG&E and the CPUC and stated that he has drafted a letter to President Picker of the CPUC which will be made available on the City's webpage.

Talmage gave an explanation of the City's legal representation in the PG&E matter and reported that he had an in-depth meeting with Michael Picker (prior to his becoming CPUC President) about Carmel's issues with PG&E last summer.

Beach spoke to the issue of PG&E's definition of response time versus repair time.

Council Member Dallas announced that he and Mayor Burnett attended the Papal visit in Washington D.C. in September. He stated that he attended League of California Cities Conference last month with Mayor Burnett and Director of Contracts and Finance Sharon Friedrichsen and provided a brief report. He also reported that he was at the Sandcastle Contest, thanked staff for their hard work, including volunteer Rusty Croft, world renowned Sand Castle builder, and noted that there were a lot of out of town participants and attendees.

Mayor Burnett provided a report on the sessions he attended at the California League of Cities and an update on water related issues.

City Administrator Doug Schmitz reported Sunset Center would be holding its first public workshop for the development of the Sunset Center Master Plan on, Tuesday, October 27, 5:30-7:30 in the lobby of the theater. He responded to questions asked by Roberta Miller re string lights and Barbara Livingston re median lights at the previous night's meeting.

Burnett stated that he had sent a letter to the governor voicing concerns about Assembly Bill 1164 re artificial turf.

City Attorney Don Freeman reported that the Council received updates on 5 cases for potential litigation during Closed Session. He reported on the City's efforts to enforce the short-term rental ordinance, recommended that the Council take formal action to support State Legislation requiring internet companies to comply with local laws, and stated that he will give either oral or written report at council meetings to update community on the status of this issue.

Council discussion followed about short-term rentals.

PUBLIC APPEARANCES

Barbara Livingston and Jim Banks spoke in support of the enforcement of the short-term rental ordinance.

Judy Ivey inquired which internet companies were used to identify the 27 short-term rental violators mentioned by City Attorney Don Freeman.

Stephen Moorer introduced PacRep Board President Carol Hall and announced a gift of \$100,000 to the Forest Theater renovation project that the anonymous donor would like to be used for the west path and indoor theater.

Mayor Burnett commented on the anonymous donation and other potential donations.

Forest and Beach Commissioner Jeff Baron shared flyers for an Arbor Day celebration to be held Saturday, October 24, 2015 in First Murphy Park and sponsored by the Forest and Beach Commission.

Richard Kreitman recommended that Council consider adding two words to Municipal Code C2.08.070 and also the issue of selfie-sticks as a public danger be agendized in the future.

---End Public Comments

ORDERS

4. Rafael Payan, General Manager of the Monterey Peninsula Regional Parks District provided a presentation on a potential ballot measure to renew expiring funding for the Parks District.

Council discussion followed.

Public Comments

Barbara Livingston stated that she felt 1) the Mission Trail Nature Preserve is Carmel's Central Park and, 2) that there could be fundraising opportunities for transporting people with limited mobility for picnic lunches atop Palo Corona.

---End Public Comments---

Action: Received presentation.

5. AB 1032 City of Carmel-by-the-Sea Emergency Plan Update

Public Safety Director Mike Calhoun introduced Sherrie Collins, Emergency Services Manager, who gave a brief presentation about what the county is doing to prepare for impending inclement weather.

Public Safety Director Mike Calhoun provided the staff report on updates to the City of Carmel-by-the-Sea Emergency Plan.

Council discussion followed.

Public Comments

Barbara Livingston stated that she thinks it's extremely important that staff attend the California Specialized Training Institute in San Luis Obispo for emergency preparedness.

Gabe Georis inquired as to whether anything along the main arteries in town was being done to trim trees and branches and suggested the City consider an alternate area in Carmel to pick-up sandbags closer to Mission Fields.

---End Public Comments---

Action: Received presentation and report.

Mayor Burnett called a recess at 6:55p.m. The meeting resumed at 7:05p.m.

6. AB 1033 Discussion of an addition of a section to Title 8 - Health and Safety of the Carmel--the Sea Municipal Code relating to smoking in the commercial and other zoning districts and on public lands and rights-of-way within said districts.

Don Freeman provided the staff report and noted that a correction needed to be made on page 5 of the draft for discussion purposes under the definition of "downtown".

Council discussion followed.

Public Comments

Burnett read a letter from Richard Gray, M.D. Medical Director of the Tyler Heart Institute at Community Hospital of the Monterey Peninsula.

Carl Iverson, Maggie Eaton, Barbara Livingston, and Roberta Miller spoke in favor of a smoking ban. Maggie Eaton also suggested adding data from Save Our Shores and the CDC to preamble of the ordinance.

Monta Potter of the Chamber of Commerce asked for clarification as to where people would be permitted to smoke, should a smoking ban ordinance go into effect. She read emails from business owners who shared their concerns with her about a smoking ban. She also stated her concerns that this issue would divide business owners and residents.

Gabe Georis posed a series of questions to the Council.

Rich Pepe invited Council to walk the streets with him to count the cigarette butts and determine whether smoking is a problem. He stated that the letter read by Mayor Burnett does not address outdoor second hand smoke and recommends holding public workshops on this issue.

Soerke Peters stated that he supports the use of receptacles but, doesn't think that smoking is a problem, and that City resources should be used in other ways.

---End Public Comments---

Council discussion followed.

Action: Upon a motion made by Council Member Beach, seconded by Vice Mayor Talmage, the Council directed staff to bring back an ordinance substantially similar to the one provided in the packet with an additional whereas as related to the data that Maggie Eaton highlighted both with respect to the Save Our Shores data and CDC data.

Action: Upon a motion made by Council Member Beach, seconded by Council Member Dallas, Council moved to direct staff to put together a receptacle program with proper signage that announces the ordinance change city-wide in all banned areas.

FUTURE AGENDA ITEMS

Consideration of the Forest Theater Donation.

Council Retreat.

ADJOURNMENT: There being no further business Mayor Burnett adjourned the meeting at 8:21p.m.



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
FROM: Paul Wood, Finance Manager
SUBJECT: Check Register for September 2015

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Approve Summary of Check Register

SUMMARY

Attached is the Summary Report of Check Register for September, 2015

PRIOR CITY COUNCIL ACTION

Approved

ATTACHMENTS

1. Check Register for the Month of September, 2015

APPROVED: 

 Douglas J. Schmitz, City Administrator

Date: 29 Oct. 15

Paid to Date
on Contract

Maximum
on Contract

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131274	9/4/2015	AILING HOUSE PEST CONTROL	44.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	60.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	40.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	44.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16		
131274	9/4/2015	AILING HOUSE PEST CONTROL	55.00	01 70050	PEST MANAGEMENT ALL FACILITIES FY 15-16	4,764.00	6,048.00
131385	9/18/2015	ALHAMBRA	343.00				
		Vendor Total ----->	128.82	01 80026	BOTTLE WATER SERVICE FOR PD		
131386	9/18/2015	JAMES P. ALLEN & ASSOC.	128.82				
		Vendor Total ----->	3,060.00	01 78050	FY 15/16 CONSULTING ARBORIST SERVICES		
131387	9/18/2015	DAWN N. ALMARIO-CASTRO	3,060.00				
		Vendor Total ----->	20.60	01 74042	REIMBURSEMENT TO PSO ALMARIO FOR PURCHASE OF A		
131331	9/11/2015	ALVAREZ TECHNOLOGY GROUP, INC	20.60				
		Vendor Total ----->	3,300.00	01 67053	IT ASSESSMENT CONSULTING	3,300.00	6,700.00
131388	9/18/2015	AMERICAN LOCK & KEY	3,300.00				
		Vendor Total ----->	123.07	01 74050	CAR KEYS MADE FOR EACH PATROL CAR FOR RADAR		
131389	9/18/2015	AQUA TERRA CULINARY, INC	123.07				
		Vendor Total ----->	123.07				
131390	9/18/2015	AT&T	45.00	01 46801 0726	REIMBURSEMENT OF \$45 PAID AS AN EVENT DEPOSIT.		
131439	9/25/2015	AT&T	45.00				
		Vendor Total ----->	1.32	01 80036	SERVICE FOR T-1 LINES		
131330	9/4/2015	AVERY ASSOCIATES, INC	3,928.30	01 80036	TELEPHONE SERVICE ALL DEPARTMENTS		
		Vendor Total ----->	3,929.62				
131391	9/18/2015	BAYSTAR EXPRESS	6,900.00	01 67100	SEARCH FEE FOR RECRUITMENT OF HUMAN RESOURCES MGR	6,900.00	22,900.00
		Vendor Total ----->	6,900.00				
131392	9/18/2015	BAY BIKES OF CARMEL INC	326.25	01 67043	10 CASES OF COPIER PAPER FOR BUSINESS OFFICE		
131392	9/18/2015	BAY BIKES OF CARMEL INC	326.25				
		Vendor Total ----->	22.81	50 24050 0537	BIKE LOCK FOR BIKE PATROL BIKES		
		Vendor Total ----->	974.16	50 24050 0537	SUPPLIES FOR BICYCLE PATROL		
131275	9/4/2015	BFS LANDSCAPE ARCHITECTS	996.97				
		Vendor Total ----->	2,062.50	13 78908	CARMEL MISSION TRAILS ENTRANCE	2,062.50	12,500.00
131336	9/17/2015	BOOTS ROAD GROUP LLC	2,062.50				
		Vendor Total ----->	990.00	01 67053	WEBSITE MAINT JULY 1, 2015-DEC. 31, 2015	35,151.66	46,000.00
		Vendor Total ----->	990.00				
131337	9/17/2015	BOUND TREE MEDICAL LLC	193.95	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131337	9/17/2015	BOUND TREE MEDICAL LLC	57.04	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131337	9/17/2015	BOUND TREE MEDICAL LLC	97.74	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131337	9/17/2015	BOUND TREE MEDICAL LLC	652.37	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
		Vendor Total ----->	1,001.10				
131338	9/17/2015	BURGHARDT-DORE ADVERTISING, INC.	3,600.00	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131338	9/17/2015	BURGHARDT-DORE ADVERTISING, INC.	1,176.48	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131338	9/17/2015	BURGHARDT-DORE ADVERTISING, INC.	5,587.00	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131338	9/17/2015	BURGHARDT-DORE ADVERTISING, INC.	800.65	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND	17,431.09	120,000.00
		Vendor Total ----->	11,164.13				
131238	9/3/2015	CAL-AM WATER COMPANY	200.00	01 80026	FY 2015-16 WATER SERVICE-ALL CITY PROPERTY		
131393	9/18/2015	CAL-AM WATER COMPANY	12,232.53	01 80026	FY 2015-16 WATER SERVICE-ALL CITY PROPERTY		
		Vendor Total ----->	12,432.53				
131276	9/4/2015	CALIFORNIA FIRE PROTECTION INC	3,500.00	13 70903	FY 15/16 SERVICE CALL FIRE SPRINKLERS REPLACE		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
		Vendor Total ----->	3,500.00				
131394	9/18/2015	CALTRONICS BUSINESS SYSTEMS INC	16.69	01 74053	FY 15-16 COPIER USAGE FEE - POLICE DEPARTMENT		
131394	9/18/2015	CALTRONICS BUSINESS SYSTEMS INC	16.68	01 67042	FY 15-16 COPIER USAGE FEE - POLICE DEPARTMENT		
		Vendor Total ----->	33.37				
131381	9/17/2015	CALTRONICS	59.98	01 76053	FY 15-16 COPIER USAGE FEE PUBLIC WORKS/FACILITIES		
131381	9/17/2015	CALTRONICS	59.97	01 70053	FY 15-16 COPIER USAGE FEE PUBLIC WORKS/FACILITIES		
		Vendor Total ----->	119.95				
131339	9/17/2015	CALTRONICS BUSINESS SYSTEMS	287.90	01 69051	PP&B KONICA COPIER CONTH#CN85676-01 MONTHLY USAGE		
		Vendor Total ----->	287.90				
131277	9/4/2015	CARMEL PINE CONE	292.50	01 69034	FY 15-16:Legal Noticing		
131277	9/4/2015	CARMEL PINE CONE	135.00	01 69034	FY 15-16:Legal Noticing		
131277	9/4/2015	CARMEL PINE CONE	388.00	01 78039	DISPLAY/FOREST & BEACH DEPT.		
131277	9/4/2015	CARMEL PINE CONE	247.50	01 69034	FY 15-16:Legal Noticing		
		Vendor Total ----->	1,063.00				
131340	9/17/2015	CARMEL YOUTH CENTER, INC.	6,000.00	01 80400	CONCOURSE SHUTTLES		
		Vendor Total ----->	6,000.00				
131278	9/4/2015	CDW-G GOVERNMENT INC.	91.64	40 67801	PURCHASE COMPUTERS 2-BACKUP/REPL & 1-FORESTER		
131278	9/4/2015	CDW-G GOVERNMENT INC.	439.42	40 67801	PURCHASE COMPUTERS 2-BACKUP/REPL & 1-FORESTER		
131341	9/17/2015	CDW-G GOVERNMENT INC.	3,695.19	40 67801	PURCHASE COMPUTERS 2-BACKUP/REPL & 1-FORESTER		
131395	9/18/2015	CDW-G GOVERNMENT INC.	759.62	01 67045	LENOVO (3) LCD IT EQUIPMENT MONITORS		
		Vendor Total ----->	4,985.87				
131342	9/17/2015	CITY OF MONTEREY	2,500.00	01 76049	MAY 2015 REPAIR CHARGES		
131342	9/17/2015	CITY OF MONTEREY	4,601.94	07 73053	APRIL TO JUNE 2015 CONTRACTED OVERTIME		
131342	9/17/2015	CITY OF MONTEREY	162,372.33	01 72053 0006	MONTHLY SERVICE FEES TO PROVIDE INTERIM FIRE ADMIN		
131342	9/17/2015	CITY OF MONTEREY	7,214.61	07 73053 0006	JULY 2015 AGRMT TO PROVIDE INTERIM AMB/ADMINS SVCS		
131342	9/17/2015	CITY OF MONTEREY	4,634.49	01 72602	MAY 2015 REPAIR CHARGES		
131396	9/18/2015	CITY OF MONTEREY	1,301.41	07 73053	JULY 2015 CONTRACTED OVERTIME REIMBURSEMENT FOR		
		Vendor Total ----->	182,624.78				
131279	9/4/2015	CITY OF SEASIDE	3,000.00	01 74053	PRVNT ANNUAL CONTRIBUTION		
131397	9/18/2015	CITY OF SEASIDE	450.54	01 76055	FY-15-16 PW STORM DRAIN CLEANING	4,038.34	10,000.00
		Vendor Total ----->	3,450.54				
131280	9/4/2015	CLAUDIO ORTIZ DESIGN GROUP INC	1,500.00	50 24050 2505	REFUND VOLUME STUDY DEPOSIT: DS 15-170 (BARSAMIAN)		
		Vendor Total ----->	1,500.00				
131239	9/3/2015	COASTAL TPA, INC	572.00	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131239	9/3/2015	COASTAL TPA, INC	463.01	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131239	9/3/2015	COASTAL TPA, INC	779.23	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
		Vendor Total ----->	1,814.24				
131343	9/17/2015	CODE PUBLISHING COMPANY	30.00	01 64051	UPDATE MUNICIPAL CODE/3 RING BINDER		
		Vendor Total ----->	30.00				
131281	9/4/2015	CODY ANDERSON WASNEY ARCHITECTS, INC.	12,614.25	13 70903	CIP FOREST THEATER:PHASE 1 DESIGN/BIDDING		
131281	9/4/2015	CODY ANDERSON WASNEY ARCHITECTS, INC.	54,969.04	13 70903	CIP FOREST THEATER:PHASE 1 DESIGN/BIDDING	67,583.29	154,398.00
		Vendor Total ----->	67,583.29				
131398	9/18/2015	CONTRACT OFFICE GROUP, INC.	11,113.93	13 70904	PROJECT:110-225 5/14/15 FURNITURE PURCHASE		
		Vendor Total ----->	11,113.93				
131282	9/4/2015	COPIES BY-THE-SEA	545.95	01 64039	FY 15-16 CITY CLERK PRINTING:AGENDAS-REG & SPECIAL		
131344	9/17/2015	COPIES BY-THE-SEA	220.75	01 69039	PLANNING COMMISSION MATERIALS		
		Vendor Total ----->	766.70				
131434	9/25/2015	CSAC EXCESS INS AUTHORITY	606.90	01 80425	EMPLOYEE ASSISTANCE PROGRAM QUARTERLY FY15/16		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131434	9/25/2015	CSAC EXCESS INS AUTHORITY	606.90	01 80425	EMPLOYEE ASSISTANCE PROGRAM QUARTERLY FY15/16		
		Vendor Total ----->	1,213.80				
131435	9/25/2015	CSG CONSULTANT ,INC.	5,860.00	01 69051	PBD STAFFING-PERMIT TECHNICIAN-PLANNING TECHNICIAN	36,802.50	49,000.00
		Vendor Total ----->	5,860.00				
131399	9/18/2015	DAVE'S REPAIR SERVICE	80.00	01 76049	FY 15-16 AUTO REPAIRS AND MAINTENANCE ALL VEHICLES		
		Vendor Total ----->	80.00				
131345	9/17/2015	DAVID SANDYS CPA,CLPF	200.00	01 63053	CITY TREASURER SERVICES FY1516	600.00	2,400.00
		Vendor Total ----->	200.00				
131346	9/17/2015	DE LAGE LANDEN FINANCIAL SERVICES	44.08	01 72053	CONTRACT 25181881 COPIER LEASE AMBULANCE		
131346	9/17/2015	DE LAGE LANDEN FINANCIAL SERVICES	43.91	07 73053	CONTRACT 25181881 COPIER LEASE AMBULANCE		
		Vendor Total ----->	87.99				
131400	9/18/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	394.94	01 67053	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
131400	9/18/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	8.06	01 67032	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
		Vendor Total ----->	403.00				
131347	9/17/2015	DE LAGE LANDEN	98.85	01 74053	FY 15-16 COPIER LEASE CONTRACT #25214539 PD		
		Vendor Total ----->	98.85				
131382	9/17/2015	DE LAGE LANDEN	164.25	01 67053	JULY 2015 AGREEMENT FOR COPY MACHINE SERVICES		
		Vendor Total ----->	164.25				
131383	9/17/2015	DE LAGE LANDEN FINANCIAL SERVICES	194.93	01 69053	FY 15-16 PBD COPIER LEASE CONTRACT#25337174		
131383	9/17/2015	DE LAGE LANDEN FINANCIAL SERVICES	6.03	01 67032	FY 15-16 PBD COPIER LEASE CONTRACT#25337174		
		Vendor Total ----->	200.96				
131283	9/4/2015	DENCO SALES	2,709.94	01 76045	MATERIALS & SUPPLIES PW STREET SIGNS		
131401	9/18/2015	DENCO SALES	2,709.94	01 76045	FY 7-15 MATERIAL FOR SIGN MACHINE-PW		
		Vendor Total ----->	5,419.88				
131348	9/17/2015	DEPARTMENT OF JUSTICE	128.00	01 67110	JULY CITY LIVESCAN APPLICANTS		
131348	9/17/2015	DEPARTMENT OF JUSTICE	111.00	50 24050 0534	JULY PUBLIC LIVESCAN APPLICANTS		
131348	9/17/2015	DEPARTMENT OF JUSTICE	64.00	50 24050 0534	AUGUST CITY LIVESCAN APPLICANTS		
131348	9/17/2015	DEPARTMENT OF JUSTICE	130.00	50 24050 0534	PUBLIC LIVESCAN APPLICANTS FOR MONTH OF AUGUST		
		Vendor Total ----->	433.00				
131240	9/3/2015	VISIONS	1,132.96	01 67039	PRINT&BINDING FY15/16 ADOPTED BUDGET BOOKS		
		Vendor Total ----->	1,132.96				
131284	9/4/2015	DOCUTEK	325.83	01 67042	TONER CARTRIDGE FOR DISPATCH PRINTER		
131284	9/4/2015	DOCUTEK	217.14	01 67042	TONER FOR COLOR PRINTER		
		Vendor Total ----->	542.97				
131285	9/4/2015	DROUGHT RESISTANT NURSERY	35.68	01 78045	F/Y15-16 PLANTS AND PLANTING MATERIAL-		
		Vendor Total ----->	35.68				
131402	9/18/2015	E. VALDEZ TREE SERVICE	2,200.00	01 78050	FY 15/16 REMOVAL OF DEAD TREES THROUGH OUT		
131402	9/18/2015	E. VALDEZ TREE SERVICE	1,500.00	01 78050	FY 15/16 REMOVAL OF DEAD TREES THROUGH OUT		
131402	9/18/2015	E. VALDEZ TREE SERVICE	1,500.00	01 78050	FY 15/16 REMOVAL OF TREES THROUGH OUT THE CITY OF		
		Vendor Total ----->	5,200.00				
131403	9/18/2015	EMERGENCY VEHICLE GROUP, INC.	100.22	01 76049	FRONT HUB/LOG NUT COVER FOR FIRE DEPT		
		Vendor Total ----->	100.22				
131349	9/17/2015	ENGINEERED FIRE SYSTEMS INC	350.00	01 69053	PLAN REVIEW- AUGUST 2015		
		Vendor Total ----->	350.00				
131404	9/18/2015	ERICKSON AUTOMOTIVE & 4X4	222.04	01 76049	FY 15-16 AUTO REPAIRS ALL CITY VEHICLES		
		Vendor Total ----->	222.04				
131241	9/3/2015	AL FASULO FASULO INVESTIGATIONS	3,767.50	01 69051	AGREE TO PROVIDE CONTRACT CODE COMPLIANCE SERVICES	38,310.75	79,200.00
		Vendor Total ----->	3,767.50				

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131405	9/18/2015	FASHION STREAKS	1,043.04	01 80400	SIGNS FOR SHUTTLES AND PARKING FOR CONCOURSE WEEK		
		Vendor Total ----->	1,043.04				
131350	9/17/2015	FIRST ALARM SECURITY & PATROL	3,952.00	01 74053	FIRST ALARM BEACH PATROL FOR FISCAL YEAR	10,412.00	30,000.00
		Vendor Total ----->	3,952.00				
131351	9/17/2015	FOTRONIC CORPORATION	4,745.25	01 67045	ONETOUCH AT NETWORK FIBERLAN EQUIP		
		Vendor Total ----->	4,745.25				
131406	9/18/2015	GCS ENVIRONMENTAL EQUIPMENT SERVICES	373.05	01 76049	FY 7/16 PARTS FOR SWEEPER AND FREIGHT CHARGES		
		Vendor Total ----->	373.05				
131286	9/4/2015	GOLDEN STATE PORTABLES	3,479.23	01 80400	PORTABLE TOILETS FOR CAR WEEK AUG 10 TO AUG 14		
131407	9/18/2015	GOLDEN STATE PORTABLES	1,805.18	01 82055	FY 15-16 PORTABLE RESTROOM SERVICE FOR CITY EVENTS	5,284.41	23,200.00
		Vendor Total ----->	5,284.41				
131287	9/4/2015	GRANITE ROCK COMPANY	619.19	01 76045	FY 15-16 BUILDING SUPPLIES-ASPHALT MIX,DG,NETTING		
		Vendor Total ----->	619.19				
131408	9/18/2015	GRANICUS, INC.	521.90	50 24050 0804	FY 15-16 GRANICUS SOFTWARE AND MANAGED SERVICE		
		Vendor Total ----->	521.90				
131409	9/18/2015	GREEN VALLEY LANDSCAPE INC.	4,495.00	01 78053	FY 15-16 ROUTINE MO. MAINTENANCE & LANDSCAPE SVCS	9,076.36	55,235.00
		Vendor Total ----->	4,495.00				
131352	9/17/2015	HARDEE INVESTIGATIONS	275.00	01 67110	PRE EMPLOYMENT POLYGRAPH FOR APPLICANT		
		Vendor Total ----->	275.00				
131242	9/3/2015	HARRIS & ASSOCIATES	720.00	13 78903	CIP:SCENIC RESTROOM CLOSEOUT PROJECT FILES	40,027.00	70,000.00
		Vendor Total ----->	720.00				
131410	9/18/2015	CYNTHIA HOYLE	344.87	01 33405	REFUND FOR RESIDENTIAL DESIGN STUDY TRACK ONE		
		Vendor Total ----->	344.87				
131411	9/18/2015	IMAGE SALES	28.94	01 74039	NEW ID CARD FOR SGT CHRIS JOHNSON AND RETIRED ID		
		Vendor Total ----->	28.94				
131412	9/18/2015	INTERSTATE ALL BATTERY CENTER INC	65.17	01 74049	CR123 BATTERIES FOR PD		
		Vendor Total ----->	65.17				
131288	9/4/2015	IVERSON TREE SERVICE	475.00	01 78050	TREE REMOVAL/OCEAN & CARPENTER		
131413	9/18/2015	IVERSON TREE SERVICE	350.00	01 78050	FY 08/15 REMOVAL OF TREE LIMB		
		Vendor Total ----->	825.00				
131289	9/4/2015	JC MACIAS INC.	3,648.00	01 78050	RELOCATED TREE/SAN ANTONIO		
		Vendor Total ----->	3,648.00				
131243	9/3/2015	KENNEDY, ARCHER & GIFFEN	215.00	01 61051	FY 15-16 PROF FEES:GENERAL FILE CITY OF CARMEL		
		Vendor Total ----->	215.00				
131414	9/18/2015	KNAPP HARDWARE	177.97	01 76045	PUBLIC WORKS/SMALL REPAIR SUPPLIES/DUCT TAPE/PAINT		
131414	9/18/2015	KNAPP HARDWARE	53.12	01 76045	PUBLIC WORKS/SMALL REPAIR SUPPLIES/DUCT TAPE/PAINT		
		Vendor Total ----->	231.09				
131244	9/3/2015	LEE PRICE MIMC	4,755.35	01 64051	CONTRACT FOR CITY CLERK SERVICES THROUGH 12/31/15	25,300.95	96,000.00
		Vendor Total ----->	4,755.35				
131245	9/3/2015	LEWIS A. LEADER	1,225.00	01 64051	FY 2015-16 PUBLIC INFORMATION OFFICER SERVICES:		
		Vendor Total ----->	1,225.00				
131246	9/3/2015	LIU OF NA	229.41	01 21285	PENSION FUND CONTRIBUTIONS FOR MARCH 2015		
131353	9/17/2015	LIU OF NA	220.01	01 67021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
131353	9/17/2015	LIU OF NA	260.00	01 69021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
131353	9/17/2015	LIU OF NA	1,580.06	01 76021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
131353	9/17/2015	LIU OF NA	220.12	01 78021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
131353	9/17/2015	LIU OF NA	220.01	01 82021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
131353	9/17/2015	LIU OF NA	1,307.16	01 84021	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		

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Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131353	9/17/2015	LIU OF NA	2,899.51	01 21285	EMPLOYEE 7 EMPLOYER PENSION CONTRIBUTIONS AUG2015		
		Vendor Total ----->	6,936.28				
131290	9/4/2015	MARTECH INC	350.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131290	9/4/2015	MARTECH INC	500.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131354	9/17/2015	MARTECH INC	900.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131354	9/17/2015	MARTECH INC	600.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131354	9/17/2015	MARTECH INC	300.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131384	9/17/2015	MARTECH INC	200.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131384	9/17/2015	MARTECH INC	50.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
		Vendor Total ----->	2,900.00			261,988.55	285,000.00
131291	9/4/2015	MARINA BACKFLOW COMPANY	55.00	01 78050	FY-7-15-FOREST & BEACH TEST ON BACKFLOW DEVICES		
131291	9/4/2015	MARINA BACKFLOW COMPANY	55.00	01 78050	FY-7-15-FOREST & BEACH TEST ON BACKFLOW DEVICES		
131415	9/18/2015	MARINA BACKFLOW COMPANY	605.00	01 78050	FY-7-15-FOREST & BEACH TEST ON BACKFLOW DEVICES		
		Vendor Total ----->	715.00				
131416	9/18/2015	MEDICS FOR LIFE, INC	420.00	07 73053	PCRS FOR JUNE & JULY 2015		
		Vendor Total ----->	420.00				
131355	9/17/2015	MISSION LINEN SERVICE	55.34	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	66.55	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	67.44	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	54.63	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	54.63	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	67.44	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	68.85	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	54.63	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131355	9/17/2015	MISSION LINEN SERVICE	54.46	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131417	9/18/2015	MISSION LINEN SERVICE	93.96	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131417	9/18/2015	MISSION LINEN SERVICE	93.96	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131417	9/18/2015	MISSION LINEN SERVICE	93.96	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131417	9/18/2015	MISSION LINEN SERVICE	93.96	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
		Vendor Total ----->	919.81				
131292	9/4/2015	COUNTY OF MTRY SHERIFF-CORONER	13,275.84	01 74053	4TH QUARTER ACJIS BILLING		
		Vendor Total ----->	13,275.84				
131293	9/4/2015	MONTEREY BAY TELECOMM SERVICES	261.25	01 67051	FY 15-16 TELEPHONE LINE SVC-REPAIR/MOVE LINES		
131293	9/4/2015	MONTEREY BAY TELECOMM SERVICES	142.50	01 67051	FY 15-16 TELEPHONE LINE SVC-REPAIR/MOVE LINES		
131356	9/17/2015	MONTEREY BAY TELECOMM SERVICES	142.50	01 67051	FY 15-16 TELEPHONE LINE SVC-REPAIR/MOVE LINES		
131356	9/17/2015	MONTEREY BAY TELECOMM SERVICES	190.00	01 67051	FY 15-16 TELEPHONE LINE SVC-REPAIR/MOVE LINES		
131356	9/17/2015	MONTEREY BAY TELECOMM SERVICES	125.68	01 67051	FY 15-16 TELEPHONE LINE SVC-REPAIR/MOVE LINES		
		Vendor Total ----->	861.93				
131418	9/18/2015	MCCLEOA	150.00	01 74033	MEMBERSHIP FOR CHIEF CALHOUN		
		Vendor Total ----->	150.00				
131332	9/11/2015	MONTEREY COUNTY CLERK	50.00	01 69040	FILING FEE FOR NOTICE OF EXEMPTION		
		Vendor Total ----->	50.00				
131436	9/25/2015	MONTEREY BAY PLANNING SERVICES	3,366.25	13 76904	CIP:CONSULTANT RIO PARK/LARSEN FIELD PROJECT	35,959.81	50,000.00
		Vendor Total ----->	3,366.25				
131357	9/17/2015	MONTEREY PENINSULA ENGINEERING	62,915.64	13 76910	FY 15-16 CP STREETS PROJECT PHASE II		
131357	9/17/2015	MONTEREY PENINSULA ENGINEERING	164,210.43	13 76901	FY 15-16 CP STREETS PROJECT PHASE II		
131357	9/17/2015	MONTEREY PENINSULA ENGINEERING	129,848.78	13 76901	FY 15-16 CP STREETS PROJECT PHASE II	550,347.35	648,070.00
		Vendor Total ----->	356,974.85				

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131294	9/4/2015	MR. ROOTER PLUMBING	500.00	13 70903	CAMERA SURVEY OF MAIN SEWER FOREST THEATER		
		Vendor Total ----->	500.00				
131358	9/17/2015	MUNICIPAL MAINTENANCE EQUIPMENT	32,261.63	40 74903	RESO#2015-047 FY15/16 VEHICLE REPLC POLICE SCOOTER		
		Vendor Total ----->	32,261.63				
131295	9/4/2015	NEILL ENGINEERS CORP.	2,372.00	13 76909	CIP:SUNSET CENTER WALL REPAIR-DRAINAGE IMPROVEMENT	16,251.00	125,380.00
131359	9/17/2015	NEILL ENGINEERS CORP.	200.00	01 62053	CITY ENGINEER SERVICES FY15/16	600.00	2,400.00
		Vendor Total ----->	2,572.00				
131440	9/25/2015	NEXTEL COMMUNICATIONS	1,419.30	01 80036	EQUIPMENT PURCHASE - CELL PHONES FOR PUBLIC WORKS		
131440	9/25/2015	NEXTEL COMMUNICATIONS	1,252.66	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES		
131440	9/25/2015	NEXTEL COMMUNICATIONS	1,990.72	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES		
		Vendor Total ----->	4,662.68				
131419	9/18/2015	NICOLE NEDEFF	6,917.94	13 78915	CAPITAL PROJECT:MTNP INVASIVE TREE MANAGEMENT	15,909.60	21,250.00
		Vendor Total ----->	6,917.94				
131360	9/17/2015	NORMAN T. REYNOLDS, MD	13,025.00	01 74053	COMPREHENSIVE PSYCHIATRIC FITNESS FOR DUTY-POLICE		
		Vendor Total ----->	13,025.00				
131296	9/4/2015	NOVA MANAGEMENT INC.	341.64	01 78050	FY 15/16 BEACH CLEANUP OUTSIDE LABOR-NOVA/WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	797.16	01 78050	FY 15/16 BEACH CLEAN UP OUTSIDE LABOR WARP/NOVA		
131296	9/4/2015	NOVA MANAGEMENT INC.	341.64	01 78050	FY 15/16 BEACH CLEAN UP-OUTSIDE LABOR/NOVA-WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	113.88	01 78050	FY 15/16 BEACH CLEANUP OUSTIDE LABOR NOVA/WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	455.52	01 78050	FY 15/16 BEACH CLEAN UP OUTSIDE LABOR-NOVA/WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	227.76	01 78050	FY15/16 BEACH CLEAN UP OUTSIDE LABOR NOVA/WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	113.88	01 78050	FY 15/16 BEACH CLEANUP OUTSIDE LABOR NOVA/WARP		
131296	9/4/2015	NOVA MANAGEMENT INC.	227.76	01 78050	FY 15/16 BEACH CLEANUP PUTSIDE LABOR NOVA/WARP		
		Vendor Total ----->	2,619.24				
131247	9/3/2015	OCCU-MED LTD.	317.50	01 67110	EXAM PRE EMPLOYMENT SERVICES -WHITMORE		
		Vendor Total ----->	317.50				
131297	9/4/2015	OFFICE DEPOT, INC.	87.86	01 69043	FY 15-16:OFFICE SUPPLIES		
131361	9/17/2015	OFFICE DEPOT, INC.	17.45	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	3.26	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	4.71	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	103.51	01 69043	FY 15-16:OFFICE SUPPLIES		
131361	9/17/2015	OFFICE DEPOT, INC.	6.94	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	5.28	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	9.05	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	26.43	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	11.03	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	23.46	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	54.77	01 69043	FY 15-16:OFFICE SUPPLIES		
131361	9/17/2015	OFFICE DEPOT, INC.	30.40	01 69043	FY 15-16:OFFICE SUPPLIES		
131361	9/17/2015	OFFICE DEPOT, INC.	34.90	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	6.51	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	9.43	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	13.87	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	10.55	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	18.10	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	52.86	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	22.07	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131361	9/17/2015	OFFICE DEPOT, INC.	46.92	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131420	9/18/2015	OFFICE DEPOT, INC. Vendor Total ----->	158.28	01 74043	PAPER, PENS AND PAPER CLIPS FOR PD		
131298	9/4/2015	PACIFIC GAS & ELECTRIC CO Vendor Total ----->	757.64	01 80026	FY 15/16:GAS & ELECTRIC SERVICES ALL FACILITIES		
131421	9/18/2015	PACIFIC CREDIT SERVICES INC. Vendor Total ----->	8,187.99	01 67110	CREDIT REPORT FOR APPLICANT CHRISTINA NEWTON		
131299	9/4/2015	PACIFIC GAS & ELECTRIC Vendor Total ----->	12.00	01 80026	FLANDERS:GAS & ELECTRIC SERVICE		
131300	9/4/2015	PACIFIC GAS & ELECTRIC Vendor Total ----->	19.00	01 80026	SCENIC RESTROOMS:GAS & ELECTRIC SERVICE		
131248	9/3/2015	PUBLIC CONSULTING GROUP Vendor Total ----->	21.95	13 67901	PER RESO#2015- COUNCIL MEETING SEPT 1 2015		
131301	9/4/2015	PCS MOBILE Vendor Total ----->	38,903.87	13 74901	INSTALL OF AUTOVU IN PARKING UNIT, SERVER SET		
131302	9/4/2015	PEBBLE BEACH COMPANY Vendor Total ----->	4,580.00	01 74053	BEACHFRONT RADIO COMMUNICATIONS LICENSE		
131303	9/4/2015	PENINSULA MESSENGER SERVICE Vendor Total ----->	339.41	01 80204	MAIL SERVICE CONTRACT FY15/16 JULY-SEP2015	8,118.00	14,000.00
131362	9/17/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC	63.00	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
131362	9/17/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC	21.63	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
131362	9/17/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC	63.00	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
131362	9/17/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC	38.76	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
131362	9/17/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC Vendor Total ----->	63.00	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
131249	9/3/2015	JANET BOMBARD-PETTY CASH Vendor Total ----->	249.39	01 80400	CAR WEEK SUPPLIES - DUP INVOICE NO NUMBER -08/15 J		
131422	9/18/2015	PET SPECIALISTS OF MONTEREY Vendor Total ----->	125.47	01 74095	EMERGENCY VET CARE FOR KITTEN		
131363	9/17/2015	JOHN PETTY Vendor Total ----->	61.30	01 36526 0006	REFUND TOWING FEES ON 8/11/15		
131423	9/18/2015	RONALD PFLEGER Vendor Total ----->	100.00	50 24050 0537	REIMBURSEMENT TO SGT RON PFLEGER FOR PURCHASE		
131364	9/17/2015	PIE SERVICES (INC) Vendor Total ----->	38.01	01 69051	PBD-MONTHLY SERVICE FEE FOR MAILING LABEL SOFTWARE	6,656.05	10,800.00
131437	9/25/2015	MICHAEL BAKER INTERNATIONAL INC Vendor Total ----->	300.00	01 69051	CP&B-STAFFING SUPPORT:PLANNER AND COUNTER SERVICES	19,034.34	83,500.00
131424	9/18/2015	PSTC Vendor Total ----->	4,760.00	01 74030	REGISTRATION FEE FOR TRAINING CLASS FOR PSO		
131250	9/3/2015	PUBLIC STORAGE INC Vendor Total ----->	235.00	01 67053	CITY STORAGE UNIT FOR DOCUMENTS OFFSITE FY15/16		
131365	9/17/2015	THE RADAR SHOP Vendor Total ----->	573.00	01 74053	RE-CERTIFICATION OF RADAR UNITS		
131304	9/4/2015	JOSEPH S. RANA Vendor Total ----->	353.00	01 74050	REIMBURSEMENT TO STEVE RANA FOR PURCHASE OF		
131425	9/18/2015	RANCHO CAR WASH Vendor Total ----->	86.88	01 74050	CARWASHES FOR MONTH OF JULY		
131366	9/17/2015	RINCON CONSULTANTS INC Vendor Total ----->	143.93	01 69051	FY 15-16 STAFFING:CONTRACT PLANNER	212,266.46	259,320.00
			9,860.00				

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Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131305	9/4/2015	RYAN RANCH PRINTERS	59.74	01 64043	CITY STATIONARY/ENVELOPES/BUSINESS CARDS		
131305	9/4/2015	RYAN RANCH PRINTERS	59.74	01 64043	CITY STATIONARY/ENVELOPES/BUSINESS CARDS		
		Vendor Total ---->	119.48				
131367	9/17/2015	SAME DAY SHRED	87.50	01 74053	SHRED BIN SERVICED FOR PD		
131367	9/17/2015	SAME DAY SHRED	32.50	01 74053	SHRED BIN SERVICED FOR PD		
		Vendor Total ---->	120.00				
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	4.83	01 78045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	8.23	01 78045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	44.05	01 78045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	4.57	01 78045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	21.06	01 78045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
		Vendor Total ---->	(78.63)				
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	4.83	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	8.22	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	44.04	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	4.57	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	21.05	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
131306	9/4/2015	SCARBOROUGH LUMBER & BUILDING	(78.63)	01 76045	FY 15/16 SUPPLIES-PW-REPAIR AND SMALL TOOL REPLACE		
		Vendor Total ---->	8.19				
131307	9/4/2015	SELECT TEMPORARY SERVICES	393.20	01 76050	TEMP LABOR/PUBLIC WORKS		
131426	9/18/2015	SELECT TEMPORARY SERVICES	393.20	01 76050	TEMP LABOR/PUBLIC WORKS		
		Vendor Total ---->	786.40				
131308	9/4/2015	SENTRY ALARM SYSTEMS	456.00	01 70053	FY 15-16 SECURITY ALARM MONITORING ALL FACILITIES	8,858.18	8,882.00
		Vendor Total ---->	456.00				
131251	9/3/2015	FREDERICK J SIEGEL	360.00	01 36526 0006	REFUND TOWING FEES ON 8/4/15		
		Vendor Total ---->	360.00				
131427	9/18/2015	SILKE COMMUNICATIONS	1,233.38	01 74057	REPLACEMENT RADIO BATTERIES FOR PD		
131427	9/18/2015	SILKE COMMUNICATIONS	47.50	01 74050	SERVICE CALL TO REPAIR BATTERY/ANTENNA PER		
		Vendor Total ---->	1,280.88				
131309	9/4/2015	SKIPS ONE STOP MONTEREY	7.93	01 76045	MATERIALS & SUPPLIES/PUBLIC WORKS		
		Vendor Total ---->	7.93				
131428	9/18/2015	SKYLINE ENGINEERING	150.00	13 70903	CIP:FOREST THEATER ROOF-INSPECTION/ANALYSIS		
		Vendor Total ---->	150.00				
131333	9/15/2015	MICHELLE WELSH & KAREN MCINCHAK	75,000.00	01 61051 0076	9/11/2015 CONCLUDED THE SETTLEMENT-MCINCHAK MATTER		
131333	9/16/2015	TRUST ACCOUNT OF MICHELLE WELSH	(75,000.00)	01 61051 0076	CK# 131333 Reversed		
131335	9/16/2015	TRUST ACCOUNT OF MICHELLE WELSH	75,000.00	01 61051 0076	9/11/2015 CONCLUDED THE SETTLEMENT-MCINCHAK MATTER		
		Vendor Total ---->	75,000.00				
131252	9/3/2015	STRADLING YOCCA CARLSON & RAUTH	78,162.34	01 61051 0068	PER RESO#2015- SEPT1 COUNCILMEETING OUTSTANDING		
		Vendor Total ---->	78,162.34				
131334	9/15/2015	SULLIVAN CAREY-LANG	471.25	01 64030	TTC SERIES 300 SEMINAR/CONFERENCE TRAVEL EXPENSES		
		Vendor Total ---->	471.25				
131310	9/4/2015	SUMMIT UNIFORMS	197.93	01 74031	ANNUAL REPLACEMENT UNIFORM FOR CHIEF MIKE		
		Vendor Total ---->	197.93				
131429	9/18/2015	T2 SYSTEMS CANADA INC	50.00	01 74053	EMS FEATURES FOR SEPTEMBER 2015		
		Vendor Total ---->	50.00				
131311	9/4/2015	THE CLEANING MACHINE	1,552.00	01 76050	HOT WATER PRESSURE WASH/OCEAN AVE/CAR WEEK		
		Vendor Total ---->	1,552.00				
131430	9/18/2015	TRANSUNION RISK & ALTERNATIVE	37.00	01 74053	PERSON SEARCHES FOR MONTH OF AUGUST 2015		

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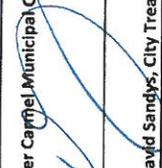
Maximum
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Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131430	9/18/2015	TRANSUNION RISK & ALTERNATIVE Vendor Total ----->	57.00	01 74053	PERSON SEARCHES FOR MONTH OF JULY		
131368	9/17/2015	T-MOBILE	94.00				
131431	9/18/2015	T-MOBILE Vendor Total ----->	1,680.00	01 74053	SERVICE TO CREDIT CARD MACHINES (PARKING)		
131369	9/17/2015	PAUL TOMASI Vendor Total ----->	279.48	01 74053	FY 15-16 SERVICE TO CREDIT CARD MACHINES(PARKING)		
131312	9/4/2015	TORO PETROLEUM Vendor Total ----->	1,959.48	01 80400	REIMBURSEMENT TO COMMANDER TOMASI FOR SUPPLIES		
131253	9/3/2015	TRISTAR RISK MANAGEMENT Vendor Total ----->	103.16	01 76046	GASOLINE/PUBLIC WORKS		
131370	9/17/2015	TRUCKSIS ENTERPRISES,INC. Vendor Total ----->	103.16	01 80424	TPA RISK MNGMT CLAIMS ADMIN SERVICES		
131371	9/17/2015	UNITED SITE SERVICES INC Vendor Total ----->	255.00	01 69053	PBD:PUT UP AND TAKE DOWN BANNERS ON OCEAN AVE		
131371	9/17/2015	UNITED SITE SERVICES INC Vendor Total ----->	714.19	01 70045	PORTABLE TOILETS SCENIC		
131372	9/17/2015	URETSKY SECURITY Vendor Total ----->	883.49	01 70045	PORTABLE TOILETS SUNSET CENTER		
131373	9/17/2015	US BANK	1,597.68	01 74053	UNARMED PATROL GUARD-BEACH PATROL AUG7-31 2015	14,805.00	60,000.00
131373	9/17/2015	US BANK	14,805.00	01 67170	ERGONOMIC EQUIP-LIBRARY/NEW-TEK SUPPORT/TIMEKEEPING		
131373	9/17/2015	US BANK	276.13	01 69033	2015 ICC Annual Conference-Joe Headley		
131373	9/17/2015	US BANK	1,375.42	01 70045	CAL CARD : PLUMBING SUPPLIES		
131373	9/17/2015	US BANK	128.07	01 67049	IT MONTHLY SUPPORTS & ERGO EQUIP FOR POLICE DEPT		
131373	9/17/2015	US BANK	197.90	01 60207	CAL CARD:FIN ADM-RECRUITMENT & CITY COUNCIL RE-		
131373	9/17/2015	US BANK	151.61	01 76045	CAL CARD M BRANSON 8/6/15 24 TRASH CAN TOPS, 24		
131373	9/17/2015	US BANK	4,069.32	01 74095	BATTERIES FOR FLASHLIGHT		
131373	9/17/2015	US BANK	9.14	50 24050 0537	ROPE & SHELVEING FOR CONCOURSE, FUEL		
131373	9/17/2015	US BANK	619.17	01 74095	CREDIT HOME DEPOT 6/24/15 POLICE DEPT		
131373	9/17/2015	US BANK	(135.61)	01 67049	ERGONOMIC EQUIP-LIBRARY/NEW-TEK SUPPORT/TIMEKEEPING		
131373	9/17/2015	US BANK	137.95	01 70045	CAL CARD C WATERS:CAR CHARGER/PLUMBING SUPPLIES/		
131373	9/17/2015	US BANK	492.85	01 67049	IT MONTHLY SUPPORTS & ERGO EQUIP FOR POLICE DEPT		
131373	9/17/2015	US BANK	59.00	01 64030	CAL CARD:FIN ADM-RECRUITMENT & CITY COUNCIL RE-		
131373	9/17/2015	US BANK	497.48	01 74095	ROPE & SHELVEING FOR CONCOURSE, FUEL		
131373	9/17/2015	US BANK	161.82	01 67049	ERGONOMIC EQUIP-LIBRARY/NEW-TEK SUPPORT/TIMEKEEPING		
131373	9/17/2015	US BANK	39.00	01 67170	IT MONTHLY SUPPORTS & ERGO EQUIP FOR POLICE DEPT		
131373	9/17/2015	US BANK	374.77	01 69033	CAL CARD:FIN ADM-RECRUITMENT & CITY COUNCIL RE-		
131373	9/17/2015	US BANK	674.00	01 76046	ROPE & SHELVEING FOR CONCOURSE, FUEL		
131373	9/17/2015	US BANK	185.96	01 67100	CAL CARD:FIN ADM-RECRUITMENT & CITY COUNCIL RE-		
131373	9/17/2015	US BANK	117.03	01 80400	ROPE & SHELVEING FOR CONCOURSE, FUEL		
131373	9/17/2015	US BANK	785.46	01 67043	CAL CARD:FIN ADM-RECRUITMENT & CITY COUNCIL RE-		
131373	9/17/2015	US BANK	34.00	01 72601	ROPE & SHELVEING FOR CONCOURSE, FUEL		
131373	9/17/2015	US BANK	652.62	01 72055	BATTERY PACK FOR FIRE DEPT AND FIRE HATS FOR 100		
131438	9/25/2015	US BANK	1,576.87	01 74043	REFRESHMENTS FOR SERGEANTS TESTING, 2016 CALENDAR		
131438	9/25/2015	US BANK	57.14	01 67045	DA0915 IT & TRAINING EXPENSES AUGUST 2015		
131438	9/25/2015	US BANK	142.95	01 72049	CHARGING CRADLE FOR FIRE DEPT		
131438	9/25/2015	US BANK	238.98	01 74095	SGT CHRIS JOHNSON'S SWEARING IN, PARKING		
131438	9/25/2015	US BANK	38.99	01 74030	SMOKING RECEIPTICLES, TRAFFIC VESTS FOR CONCOURSE,		
131438	9/25/2015	US BANK	1,272.14	01 74030	HOTEL LODGING/MEAL ALLOWANCE FOR TRAINING,		
131438	9/25/2015	US BANK	252.96	01 74095	LUNCH FOR EMPLOYEES WORKING CONCOURSE		
131438	9/25/2015	US BANK	121.00	01 74095			

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Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description
131438	9/25/2015	US BANK	302.34	01 72049	BATTERY PACK FOR FIRE DEPT AND FIRE HATS FOR 100
131438	9/25/2015	US BANK	333.45	01 74030	REFRESHMENTS FOR SERGEANTS TESTING, 2016 CALENDAR
131438	9/25/2015	US BANK	348.10	01 80036	DA0915 IT & TRAINING EXPENSES AUGUST 2015
131438	9/25/2015	US BANK	7.00	01 74030	SGT CHRIS JOHNSON'S SWEARING IN, PARKING
131438	9/25/2015	US BANK	708.95	01 80400	SMOKING RECEPTICLES, TRAFFIC VESTS FOR CONCOURSE,
131438	9/25/2015	US BANK	41.94	50 24050 0536	HOTEL LODGING/MEAL ALLOWANCE FOR TRAINING,
131438	9/25/2015	US BANK	40.00	01 74055	LUNCH FOR EMPLOYEES WORKING CONCOURSE,
131438	9/25/2015	US BANK	75.55	01 67100	REFRESHMENTS FOR SERGEANTS TESTING, 2016 CALENDAR
131438	9/25/2015	US BANK	597.00	01 67030	DA0915 IT & TRAINING EXPENSES AUGUST 2015
131438	9/25/2015	US BANK	329.89	50 24050 0537	SMOKING RECEPTICLES, TRAFFIC VESTS FOR CONCOURSE,
131438	9/25/2015	US BANK	124.14	01 74095	HOTEL LODGING/MEAL ALLOWANCE FOR TRAINING,
131438	9/25/2015	US BANK	860.82	01 67045	DA0915 IT & TRAINING EXPENSES AUGUST 2015
131438	9/25/2015	US BANK	73.82	01 67100	SMOKING RECEPTICLES, TRAFFIC VESTS FOR CONCOURSE,
131438	9/25/2015	US BANK	142.96	01 80400	HOTEL LODGING/MEAL ALLOWANCE FOR TRAINING,
131438	9/25/2015	US BANK	59.00	01 67045	DA0915 IT & TRAINING EXPENSES AUGUST 2015
131438	9/25/2015	US BANK	21.00	01 74095	SMOKING RECEPTICLES, TRAFFIC VESTS FOR CONCOURSE,
131438	9/25/2015	US BANK	114.65	01 74050	HOTEL LODGING/MEAL ALLOWANCE FOR TRAINING,
131432	9/18/2015	VAPOR CLEANERS INC	18,784.73		
		Vendor Total ----->	24.90	01 74050	CLEANING OF JAIL BLANKET
		Vendor Total ----->	24.90		
131441	9/25/2015	VERIZON WIRELESS	157.72	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES
131441	9/25/2015	VERIZON WIRELESS	229.75	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES
		Vendor Total ----->	387.47		
131254	9/3/2015	WAGEWORKS	13,867.38	51 24025	FLEXIBLE SPENDING PLAN-EMPLOYEE PLAN AFLAC
		Vendor Total ----->	13,867.38		
131433	9/18/2015	WITTMAN ENTERPRISES, LLC	48.76	07 73053	MARCH, APRIL, MAY & JUNE 2015 AMBULANCE
131433	9/18/2015	WITTMAN ENTERPRISES, LLC	13.00	07 73053	COLLECTION BILLING SERVICES FOR AMBULANCE
		Vendor Total ----->	61.76		
131374	9/17/2015	ASHLEE WRIGHT	428.95	01 64030	REIMBURSE FOR MILEAGE TO CLERK TRAINING/RIVERSIDE
		Vendor Total ----->	428.95		
		162 Checks Grand Total ->	1,136,967.48		

Per Caytel Municipal Code 2.12.020

 David Sandys, City Treasurer



CITY OF CARMEL-BY-THE-SEA

November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Ashlee Wright, City Clerk

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 September
2. Community Planning and Building Reports for the month of September
3. Police, Fire, Ambulance and Beach Reports for the month of September
4. Public Records Act Requests for the Month of September
5. Forester Reports for the month of September
6. City Treasurer's Investment Report for the month of September

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 29 Oct. 15

CITY OF CARMEL-BY-THE-SEA
COMMUNITY PLANNING & BUILDING DEPARTMENT
INTEROFFICE MEMO

TO: Doug Schmitz, City Administrator

FROM: Marc Wiener, Acting Community Planning and Building Director

DATE: November 3, 2015

REF: Community Planning and Building Monthly Summary – September

Attached are the September 2015 activity reports for the Planning Permits, Building Permits, Encroachment Permits, and Code Compliance Cases.

PLANNING AND BUILDING TRENDS:

In September, 42 Planning Permit, 46 Building Permit, and 8 Encroachment Permit applications were submitted. A total of 362 Planning Permit, 361 Building Permit, and 96 Encroachment Permit applications have been submitted this year. Permit applications continue to be submitted at a consistent rate.

CODE COMPLIANCE TRENDS:

For Code Compliance, City staff fielded a total of 25 code compliance requests. Code Compliance staff continues to work on open cases to bring these to resolution. For the requests logged this month, the average initial investigation turn-around time was 1 to 2 business days. There have been 318 code compliance requests this year. Code compliance has focused its efforts on illegal short term rentals.

CURRENT ACTIVITIES

- The State Department of Housing and Community Development (HCD) provided some minor comments on the Draft Housing Element. Staff submitted a revised version to the HCD to address the comments. It is anticipated that an acceptance letter will be received from the HCD in time to put this item on the November 18th Planning Commission agenda.
- A consultant has been retained to prepare and submit an application to the State Office of Historic Preservation to nominate the Forest Theater as a State Historic Landmark.
- At the October 20th Planning Commission meeting, the Commission appointed a subcommittee to study and consider possible amendments to the City's Municipal Code restaurant definitions.

City of Carmel-by-the-Sea Planning Permit Report - September 2015

09/01/2015 - 09/30/2015

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Owner Name	Applicant	Assigned To	Status
15362	Design Study	Add patio and path to guesthouse	Junipero 2nd NW of 3rd	9/30/2015		Stephanie Kirz	Dimitri Blanchard	Catherine Tarone	In Review
15361	Design Study	Rebuild grape stake fence @ NW and SW sides of property. SW fence to have 4 " max retaining wall	SW corner of Palou on N Casanova	9/29/2015		Roy Killgore	Tim Scherer		Pending Assignment
15360	Preliminary Site Assessment	Preliminary Site Assessment	Mission St. 3 SW 11th Ave.	9/29/2015		Nicholas and Debra Jewell	Adam Jeselnick, Architect	Shoshana Wangerin	In Review
15359	Design Study	Shakes to comp	26109 Ladera Dr	9/28/2015		Elizabeth and Jack Lawson	David K. Costa Jr.		Pending Assignment
15358	Bench Dedication	plaque dedication on existing bench (withdrawn)	Picadilly Park	8/31/2015			Christopher D. Leib	Christy Sabdo	Closed
15357	Bench Dedication	plaque dedication of existing bench	Scenic Trail	8/3/2015			Sarah Clifford Hafner	Christy Sabdo	In Review
15356	Bench Dedication	Bench dedication on scenic	Location # 16 on Scenic	7/6/2015			Susan and Burton Ward	Christy Sabdo	Scheduled for PC
15355	Design Study	Relocate an existing back door to replace an existing window in the kitchen also at the rear (east) portion of the property and install a front step.	1 NE of 5th and Carpenter	9/23/2015	10/7/2015	Ray Rankin and Mary Ann Carrigg	Mary Ann Carrigg	Catherine Tarone	Affidavit Pending
15354	Lot Line Adjustment	Perform Lot Line Adjustment to more closely resemble how properties are used.	3080 Rio Rd.	9/22/2015		Roman Catholic Bishop of Monterey, CA (Diocese of Monterey)	Brett Brenkwitz		Pending Assignment
15353	Historic Determination	Historic Determination	San Carlos Street., 3 NW of 1st Ave.	9/21/2015		Theodore and Elizabeth Broedlow	Theodore and Elizabeth Broedlow	Ashley Hobson	Closed
15352	Design Study	New detached carport, addition of floor area on first floor	SE Corner of 4th and Perry Newberry	9/21/2015		Mohammad Rezai	John Mandurrago	Ashley Hobson	In Review
15351	Design Study	New landscape plantings. New driveway and pedestrian gates.	Monte Verde 3 SE of 10th Ave.	9/21/2015		Randy and Brooke Delerio	Kathleen Coss	Catherine Tarone	In Review
15350	Appeal	Appeal of Planning Commission Decision DS 15-143 (Bruno)	Casanova St. 2 SE of 4th Ave.	9/21/2015		Judy O'Day	Judy O'Day		Closed
15349	Design Study	new carport, enclose existing carport, match existing materials	SEC 4th and Casanova	9/21/2015		Judy O'Day	Robert Littell	Ashley Hobson	In Review
15348	Design Study	Reroof	25996 Ridgewood Rd.	9/18/2015		Margot Sisler/ Amelia Craig (Conservator)	Amelia Craig (Conservator)	Christy Sabdo	In Review
15347	Design Study	Replace existing tar & gravel roof with DuraLast single ply PVC Membrane (withdrawn)	NW Corner 13th & San Antonio	9/17/2015		Stan Meresman	Ross Roofing	Christy Sabdo	Closed
15346	Historic Deposit	Historic Evaluation	San Carlos 7 NE of Santa Lucia	9/15/2015		Glenn and Elizabeth Howard	Claudio Ortiz	Catherine Tarone	In Review

15345	Sign	new sign for aqua wellness day spathe prestige hat store	On dolores between ocean and 7th	9/15/2015	9/21/2015	Jeff letowt	Brian Andrews	Shoshana Wangerin	Approved
15344	Design Study	A 123.3 SF bathroom addition to an existing historic residence replacing two fixed glass windows with sliding glass windows, moving an existing window. Also removing 398.3 square feet of hardscape, and all existing pea gravel and two pots and pads along the city right-of-way.	San Carlos 7 NE of Santa Lucia	9/15/2015	10/5/2015	Glenn and Elizabeth Howard	Claudio Ortiz	Catherine Tarone	Affidavit Pending
15343	Sign	new sign for aqua wellness day spa	SWC of 5th and San Carlos	9/15/2015		New Summit Corp	Dylan Rivera	Shoshana Wangerin	In Review
15342	Historic Determination	historic evaluation of property (staff)	Dolores St 5 SW of 4th ave	9/10/2015		Ruth M Kramer	Terry Latasa Architect	Christy Sabdo	In Review
15341	Business License	Ruffle Me To Sleep - Retail store selling loungewear, sleeping accessories, and skin care products	E/s Dolores St., between 5th and 6th Ave.	8/31/2015	9/17/2015	Dee Borsella	Dee Borsella	Ashley Hobson	Approved
15340	Business License	Salt + Bones: Interior design studio and show room space	Sixth and Mission	9/9/2015	9/17/2015	Carissa Duncan	Carissa Duncan	Ashley Hobson	Approved
15339	Design Study	Revise board-formed concrete to natural stone and widen driveway.	Monte Verde 3 NW of 4th	9/14/2015		Carl and Diane Shannon	Justin Pauly		In Review
15337	Historic Deposit	Historic Evaluation	Dolores 2 SW of 5th Avenue	9/11/2015		Carmel Properties LLC	Alan Lehman	Matthew Sundt	In Review
15336	Design Study	Construct a new 42-inch high grape stake wood fence in the front yard and 6-foot high grape stake gate at front yard along a line even with front of garage: approx. 26 ft. long	San Carlos St. 5 SE of 13th Ave.	9/11/2015	9/28/2015	Takeshi and Cathy Inouye	Jeff Thranow (Costa Bella Builders)	Catherine Tarone	Affidavit Pending
15335	Design Review	Replace window energy savers	NE Corner of 5th St. and Mission St.	9/10/2015	9/16/2015	Rakesh Vasant	R. Vasant	Shoshana Wangerin	Approved
15334	Appeal	Appeal jewelry licence denial	Dolores St. between Ocean Ave. and 7th Ave.	9/10/2015			Dennis Joshi	Ashley Hobson	In Review
15333	Sign	Replace wood signs	Corner of 4th and Torres	9/8/2015		Carmel Youth Center	Juliet Gonzalez	Shoshana Wangerin	In Review
15332	Administrative Determination	Additional seating	Ocean Ave. and Mission St.	9/8/2015		OWRF Carmel, LLC	Simon Solis-Cohen	Marc Wiener	In Review
15331	Use Permit	Carmel Creamery	Ocean and Mission	9/8/2015		OWRF Carmel, LLC	Simon Solis-Cohen	Marc Wiener	In Review
15330	Business License	Joelle Swim - Home Business License	SW Corner of 5th and Torres	9/4/2015	9/4/2015	Gorman Real Estate	Joelle Shuster	Ashley Hobson	Approved
15329	Sign	Sign for Tudor Wines Gift Shop	NW Corner of Mission St. and 7th	9/4/2015	9/8/2015	Hibiscus Hill, LLC	Dan Tudor	Shoshana Wangerin	Affidavit Pending
15328	Design Study	Substantial Alterations	Monte Verde, 2 NE of 12th	9/4/2015		Master Builders, Inc (Harlyn Bradley)	Thomas Bateman Hood	Matthew Sundt	In Review
15327	Design Study	Reconfigure deck, change wood guards to metal, add metal channels to stucco, new metal awning at entry, repair existing lightpost	NW Corner of Ocean and Carpenter	9/4/2015		Cathryn J. Carlson	Cathryn J. Carlson	Marc Wiener	In Review

15326	Business License	Silver from the Himalaya's - Jewelry Story	E/s Dolores Street, between Ocean & 7th	7/10/2015		Hariom & Sons, Inc.	Dennis Joshi	Ashley Hobson	Appealed
15325	Sign	Sign for new business location	East side of Lincoln, between 7th and Ocean	9/3/2015		Robert Lee	Carlene Malack	Shoshana Wangerin	In Review
15324	Preliminary Site Assessment	Preliminary Site Assessment	SEC of 10th and Lincoln	9/2/2015	9/22/2015	Dr. Daniel and Nancy McFarland	Justin Pauly	Shoshana Wangerin	Approved
15323	Design Study	Replace old grape stakes fence and cover existing cement and stone with new stone.	NE Corner of Santa Fe and 6th Ave.	9/2/2015	9/11/2015	Stanley and Valerie Braga	Valerie Braga	Catherine Tarone	Approved
15322	Design Study	substantial alteration previously owned by Christopher Garwood	NEC Ocean and San Antonio	9/2/2015		north point invest	Braden Sterling	Ashley Hobson	In Review
15321	Design Study	New 135 sq. ft. 2nd floor addition, four three-panel casement windows, a glass 15-foot rolling door, one two-panel casement window, a wooden barn door-style garage door and a glass-paneled, wood frame door.	Casanova St. 2 NW of Ocean	9/1/2015	10/1/2015	Penney Bower Trust (David and Bonnie Wolfe)	John Mandurrago	Catherine Tarone	Affidavit Pending

Total Records: 42

10/8/2015

City of Carmel-by-the-Sea Building Permit Report- September 2015

09/01/2015 - 09/30/2015

Permit #	Permit Type	Project Description	Property Location	Owner Name	Contact	Date Issued	Status
150361	Building	Interior and Exterior remodel, (N) windows, plaster, hardscape, refurbish decks	Camino Real 2 NW of 8th	Reno Cruz	Claudio Ortiz Design Group		In Review
150360	Building	Remodel outdoor pool area into common area, add fireplace, fire table, spa	NE Corner 4th & San Carlos	4th & San Carlos Prop LLC (Dolphin Inn)	Paul Davis Arch		In Review
150359	Building	Re-roof like for like wood shake with new Cedar Shake over 22lb felt & Cap Sheet.	Torres 2 NE of 6TH	Richard Welk	Keely Williams	9/29/2015	Issued
150358	Plumbing	Install new water heater	Monte Verde 2 NE of Santa Lucia.	MDC Real Estate Inc. (Grant Harmon)	American Plumbing		Approved
150357	Building	Interior remodel of 24 guestrooms and public area, disabled access and courtyard changes	Junipero 2 NW of 8th	Cobblestone Inn Carmel LP	Ken Turgen		In Review
150356	Building	Re-roof like for like shake to Shake over 72lb cap sheet.	Torres 4 SE of 8th	Ole Pederson	Deb Cooper	9/29/2015	Issued
150355	Building	Re-roof like for like shake to Shake Class 'B' over 72lb cap sheet.	Monte Verde 2 SE of 13th	Paul & Victoria Hazelrig	Michael Lambert	9/29/2015	Issued
150354	Plumbing	Replace flex pipe for gas line to hard pipe to stove, change out wall heater, redo flue pipe for furnace, wall heater, water heater.	Dolores 4 NW of 4th	Michael Kornet	Chuck Clifton	9/28/2015	Finald
150353	Building	Install 20KW generator, concrete slab, natural gas fuel line.	San Antonio 1 SW of 7th	Nelson (Breitfuss Trust)	Terry Currence		In Review
150352	Building	Interior remodel	Ocean Ave. at Dolores	Jason Spaits, Spaits LLC	Allen Robinson		In Review
150351	Building	Replace railings	SW Corner 9th and Dolores	All Saints Church	Brian Mc Eldowney	10/5/2015	Issued
150350	Building	Exterior finish remodel of west elevation & entry, replace door railing, 6 windows, add stone veneer at lower floor, replace stucco veneer at 2 locations with wood siding.	Lopez Ave. 2 SE of 2nd	John and Diane Savage	Craig Holdren		Approved
150349	Building	replace fixtures in master bath and re-tile, install exhaust fan; replace cabinets, counter and appliances in kitchen, with addition of gas line.	26282 Atherton Dr, Carmel, CA 93923	James D and Ruth A Smith	Marc Silber	9/23/2015	Issued
150348	Building	Renovate 5 guest rooms for ADA, Remove pool and build outdoor spa/sitting area & ADA ramp at Dolphin Inn	NE Corner of 4th Ave. and San Carlos	San Carlos Prop. LLC	Paul Davis, AIA		In Review

150347	Building	Remove and rebuild side steps and rail like for like due to termite damage.	Monte Verde 6th SE of 13th	Wendy & James Howells	Jim Stoddard	9/30/2015	Issued
150346	Building	Rebuild (E) 2nd level deck, stair, landing and repave walkway; replace 2 windows	NW corner Ocean and Monte Verde (Lobos Lodge)	O & J Frankenburg	GD Case		In Review
150344	Building	Re-roof, remove 2 layers of existing comp shingles and replace with 1 3/4" thick Wood Shake over 22" 30lb felt, 72lb Capsheet for Class A assembly.	MONTE VERDE ST 8 SW OF 4TH	Jim Levitt	Eduardo Ivan Lopez	9/17/2015	Issued
150343	Building	Re-roof, remove 2 layers of existing comp shingles and replace with 1 3/4" thick Wood Shake over 22" 30lb felt, 72lb Capsheet for Class A assembly.	MONTE VERDE ST 6 SW OF 4TH	Jim Levitt	Eduardo Ivan Lopez	9/17/2015	Issued
150342	Plumbing	Remove and replace gas water heater in outside closet.	SE Corner Lincoln & 13th	Armstrong	Fast Water Heater	9/17/2015	Issued
150341	Building	Replace approx 15 feet of existing wood retaining wall, like for like.	3055 Rio Road	Schuss	John Petrushkin	9/18/2015	Issued
150340	Building	Aqua Wellness Day Spa Tenant Improvement, new partition walls, exhaust fans, lighting fixtures, repair entry.	SW Corner San Carlos & 5th	New Summit Corp.	Glen Warner		Approved
150339	Building	Repair & replace siding	San Antonio 1 SW of 11th	Woodyard	Daniel Rockwell	9/21/2015	Issued
150338	Building	Re-roof remove tar & gravel install DuraLast 50 mil Rock Ply, color to match existing.	SE Corner Scenic & 13th	Reddy	Thomas Feudt	9/25/2015	Issued
150337	Building	Convert office space to residential apartment unit, new window.	Monte Verde 3 SE of Ocean	Levett	Chris Tescher		In Review
150336	Building	Install roof mount Solar PV System, 5.02 kw, no battery backup.	SW Corner Lincoln & 3rd	Daks	Charles Wolff	9/23/2015	Issued
150335	Building	Re-grade driveway on east side of building to provide ADA component.	NE Corner Mission & 8th	City of Carmel-Scout House	Michael Doyle	10/7/2015	Issued
150334	Building	Residential Remodel and minor addition, windows, doors, site coverage	25979 Mission Street	Sierra Asset Partners	Brian Grocott / **Greg Cary 831-383-3319		In Review
150333	Building	Interior remodel, convert closet space to new bathroom, add window and storage space in attic area.	NE Corner San Antonio & 7th	Dodson	Ron Brown	10/5/2015	In Review
150332	Building	Waterproof and Tile existing 2nd floor deck.	Carmelo St 4 NW of 12th	Trainor Trust	Tim Scherer	9/18/2015	Issued
150331	Building	Waterproof 11 feet of existing foundation.	Monte Verde 1 SW of 3rd	Ruth Kramer	Dariusz Janczy	9/22/2015	Issued

150330	Building	Re-roof like for like, remove DecraTile at lower north roof and (E) comp shingle roof above kitchen. Install 2 layers underlayment, re-install salvaged DecraTile, install new comp shingles to match existing.	SW Corner Camino Real & 8th	Carmel Hotel Properties-La Playa Hotel	Scudder Roofing	10/1/2015	Issued
150329	Building	Residential remodel, remove bar sink, replace 3 toilets, add full bath.	San Antonio 2 SW of 11th	Moore	Dan Tubridy	10/6/2015	Issued
150328	Building	Dry rot repair, rim joist.	SE Corner 4th & Guadalupe	Furman (Jerry Ullman)	George Williams	9/22/2015	Issued
150327	Building	Construct new 264 sq ft exterior deck at rear of property.	Santa Rita 2 SW of 3rd	Eric Dante	Jeff Di Benedetto	9/28/2015	Issued
150326	Building	Re-roof, tear off cap sheet and replace with built-up roof system 50 mil single membrane over 1 layer 1/4" Dens Deck at FLAT ROOF ONLY. Dark Color approved to match existing.	25905 Junipero (NE Corner Junipero & Ridgewood)	Robert Read Trust / Walker	Jennifer Scudder	10/1/2015	Issued
150325	Building	Re-roof, like for like remove wood shake and replace with wood shingles over 1 layer 72lb cap sheet & layer SBS modified underlayment for Class A assembly.	DOLORES 4 NW of 2ND AVE.	Kathy Tomalonis	Jennifer Scudder	9/9/2015	Issued
150324	Building	Install drainage at driveway on property.	SW CORNER PALOU & 2ND AVE	Paul Destefano	Roberto Hernandez	9/30/2015	Issued
150323	Electrical	Change out electrical panel to remain overhead.	NW Corner N. Casanova & Palou	John Hagstrom	Tom DiMaggio	9/9/2015	Finald
150321	Building	Re-roof comp like for like, torch down only.	SW Corner 9th & Dolores	All Saints Church	Jose Arriaga	9/11/2015	Issued
150320	Building	SALT OFFICE - Tenant improvement to remodel Office space. Install 2 new skylights. Replace damaged glazing on front of building match existing.	6th 2 SW of Mission	Carmel Properties	Zac Kueny	9/16/2015	Issued
150319	Building	Repair & replace existing leaking deck like for like.	NW Corner Dolores & 4th	R.A. Williams	Alan Williams	9/10/2015	Issued
150318	Building	Repair existing deck, reduce sq. ft.	Santa Fe 2 NW of 3rd Ave	Richard & Barbara Stiles	Michael LePage	9/15/2015	Issued
150317	Building	Residential remodel, kitchen & dining room, 2 new windows, 2 new doors.	Carpenter 3 SW of 5th	Steve & Laura Wolff	Paul Walchli		Approved
150316	Building	Structural repair dry rot to exterior of building.	Dolores 2 NE of 8th	Hasagawa	Dan Tubridy	9/9/2015	Issued

150315	Building	Residential remodel, master bath, vault ceiling in master bedroom, remove 1 widow on ES, replace doors off kitchen, new copper gutter & downspouts at main & guest house. Guest House- replace portion of siding w/re-sawn cedar siding on , install french drain.	NE Corner Torres & 8th	Graham & Judi Whaling	Jim Sullivan	9/28/2015	Issued
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Total Records: 46

10/8/2015

City of Carmel-by-the-Sea Code Compliance Report - September 2015

09/01/2015 - 09/30/2015

Case #	Date Received	Case Type:	Status	Problem Description	Date Closed
318	9/30/2015	Right of way Violation	Open	gravel in right of way	
317	9/23/2015	Other	Closed	Storm water violation	9/23/2015
316	9/23/2015	Sign Violation	Closed	Construction sign in ROW	9/23/2015
315	9/14/2015	Planning/Building Violation	Closed	Wine by the glass	9/14/2015
314	9/15/2015	Gas Leaf Blower Violation	Closed	Gas leaf blower in use	9/15/2015
313	9/25/2015	Other	Closed	Pressure washer cleaning fron driveway	9/25/2015
312	9/22/2015	Planning/Building Violation	Closed	Replace water heater without permit	9/22/2015
311	9/22/2015	Planning/Building Violation	Closed	Stairs being removed and rebuilt without permits	9/22/2015
310	9/17/2015	Right of way Violation	Closed	Trash cans being left out after collection	9/23/2015
309	9/8/2015	Sign Violation	Open	Too many posters on business window	
308	9/10/2015	Planning/Building Violation	Closed	Garbage cans in the ROW	9/23/2015
307	9/22/2015	Sign Violation	Closed	Real estate open house sign in ROW.	9/28/2015
306	9/18/2015	Business License Violation	Open	Excess junk in front yard due to Home Occ.	
305	9/7/2015	Other	Closed	Storm Water issue	9/15/2015
304	9/11/2015	Planning/Building Violation	Open	New gate being installed without authorization	
303	9/10/2015	Sign Violation	Closed	Illegal sign on sidewalk in front of store.	9/10/2015
302	9/10/2015	Sign Violation	Closed	Illegal banner on side of building	9/15/2015
301	9/7/2015	Planning/Building Violation	Closed	Report of live music being played at establishment	9/8/2015
300	9/7/2015	Planning/Building Violation	Closed	Report of wine being consumed at gazebo in violation of use permit.	9/8/2015
299	9/8/2015	Planning/Building Violation	Closed	Use permit violation	9/8/2015

298	9/4/2015	Sign Violation	Closed	Yard sale sign attached to utility pole	
297	9/2/2015	Other	Open	Trash cans being left out too long.	
296	8/27/2015	Business License Violation	Closed	Unlicensed contractor	8/2/2015
295	8/26/2015	Sign Violation	Closed	Illegal sign in right of way	8/27/2015
294	8/26/2015	Planning/Building Violation	Closed	Accessory structure in carport	9/11/2015

Total Records: 25

10/8/2015

City of Carmel-by-the-Sea Encroachment Permit Report - September 2015

09/01/2015 - 09/30/2015

Permit #	Permit Date	Permit Type	Date Submitted	Date Issued	Project Description	Property Location	Contractor	Status
150096	9/29/2015	Temp Ench	9/29/2015	9/29/2015	Sewer lateral replacement trench 3' x 4' bellhole.	Monterey 2 SW of 2nd		Approved
150095	9/29/2015	Temp Ench	9/29/2015	10/1/2015	Set crane for construction project not to exceed 24hrs.	NW Corner of San Antonio & 10th		Approved
150094	9/22/2015	Temp Ench	9/22/2015	9/28/2015	POD storage unit to be placed in driveway, partial encroachment on City ROW. No Longer than 24hrs.	Monte Verde 2 NW of 13th St.	Bakker Construction	Approved
150093	9/15/2015	Perm Ench	9/15/2015	9/15/2015	Perm encrp of plants, rocks, brick retaining wall, gravel in City ROW	SW Corner of 13th & Carmelo	N/A - Owner/Builder	Approved
150092	9/15/2015	Temp Ench	9/15/2015	9/16/2015	Sewer lateral replacement trench 4' x 4' bell hole.	CARMELO ST 3 SE OF 12TH	Brad's Plumbing	Approved
150091	9/8/2015	Temp Ench	9/8/2015		Excavate 4 x 4 bellhole to cutoff PGE gas service.	Monte Verde 3 NW of Palou	PGE	Approved
150090	9/8/2015	Temp Ench	9/8/2015		Excavate 4 x 4 bellhole to cutoff PGE gas service.	Carmelo 4 SE of 13th	PGE	Approved
150089	9/2/2015	Temp Ench	9/2/2015	9/2/2015	Sewer lateral replacement trench 4' x 5' bellhole.	Santa Rita 3 SE of Ocean	Wilson's Plumbing	Approved

Total Records: 8

10/8/2015

CITY OF CARMEL-BY-THE-SEA POLICE DEPARTMENT

Post Office Box 600, Carmel, California 93921 Ph:831-624-6403 Fax:831-624-4296

MEMORANDUM

TO: DOUG SCHMITZ, CITY ADMINISTRATOR
**FROM: MICHAEL CALHOUN, DIRECTOR OF PUBLIC SAFETY
PAUL TOMASI, COMMANDER**
DATE: 10/20/15
REF: RESPONSE SUMMARY REPORT FOR SEPTEMBER

Summary of Carmel Fire Ambulance September Calls for Service

AMBULANCE PERFORMANCE MEASURE

% of Code-3 ambulance calls within CBTS with a response time of 5 minutes or less from dispatch to arrival. 98%

97 total calls for service

46 calls for service in CBTS Average response time: 2:59 min.

(1) Code 3 calls with a response time over five minutes in CBTS- (98%)

- 1500001013: 9/28/2015 Ladera Road; (5:41 min) Smoke detector sounding, determined to be a malfunction upon arrival. Response times slowed due to location of incident and heavy traffic conditions in town.

NOTES:

Summary of Monterey Fire September Calls for Service

FIRE PERFORMANCE MEASURE

% of Code-3 fire calls within CBTS with a response time of 5 minutes or less from dispatch to arrival. 97%

68 total calls for service in CBTS Average response time: 2:58 min.

41 total Code-3 calls - 1 Code 3 calls with a response time over five minutes in CBTS- 97%

- 15-0005971: 9/28/2015 Ladera Road; (5:41 min) Smoke detector sounding, determined to be a malfunction upon arrival. Response times slowed due to location of incident and heavy traffic conditions in town.

NOTES:

The fire department celebrated the 100 year anniversary of the Carmel Station Saturday October 24th.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE

27060 CARMEL-BY-THE-SEA

Alarm Date From: 9/1/2015 To: 9/30/2015



INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
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118 Trash or rubbish fire, contained

15-0005851	9/23/2015	8:34:40	8:36:39	0:01:59	7TH	MONTE VERDE
Subtotal	1	Average Response Time		0:01:59		

3111 Medical Call No Aid Given

15-0005502	9/9/2015	13:55:18	13:56:50	0:01:32	DOLORES	OCEAN
15-0005516	9/9/2015	22:33:49	22:37:14	0:03:25	8TH	SANTA FE
15-0005605	9/13/2015	10:48:20	10:50:33	0:02:13	7TH	DOLORES
15-0005682	9/16/2015	8:54:33	8:56:51	0:02:18	SAN CARLOS	SANTA LUCIA
15-0005712	9/17/2015	13:09:04	13:12:31	0:03:27	8TH	DOLORES
15-0005916	9/25/2015	18:58:15	19:00:27	0:02:12	4TH	JUNIPERO
15-0005973	9/28/2015	19:29:28	19:31:03	0:01:35	MISSION	OCEAN
Subtotal	7	Average Response Time		0:02:23		

321 EMS call, excluding vehicle accident with injury

15-0005296	9/1/2015	4:15:23	4:18:50	0:03:27	OCEAN	SANTA FE
15-0005313	9/1/2015	23:01:28	23:04:37	0:03:09	5TH	MISSION
15-0005321	9/2/2015	10:20:57	10:21:34	0:00:37	6TH	MISSION
15-0005429	9/6/2015	17:00:18	17:05:12	0:04:54	OCEAN	DEL MAR
15-0005446	9/7/2015	14:10:21	14:14:03	0:03:42	OCEAN	SCENIC
15-0005511	9/9/2015	19:24:23	19:27:01	0:02:38	4TH	TORRES
15-0005520	9/10/2015	2:51:38	2:55:14	0:03:36	4TH	TORRES
15-0005562	9/11/2015	16:20:58	16:24:10	0:03:12	3RD	LOBOS
15-0005615	9/13/2015	17:44:51	17:47:30	0:02:39	11TH	SAN CARLOS
15-0005616	9/13/2015	18:08:38	18:11:52	0:03:14	8TH	SAN CARLOS
15-0005679	9/16/2015	6:51:03	6:54:15	0:03:12	10TH	LINCOLN
15-0005753	9/19/2015	10:17:23	10:20:23	0:03:00	7TH	MONTE VERDE
15-0005767	9/19/2015	19:31:28	19:32:33	0:01:05	LINCOLN	OCEAN
15-0005795	9/20/2015	16:33:17	16:35:52	0:02:35	10TH	LINCOLN
15-0005817	9/21/2015	14:03:05	14:04:54	0:01:49	LINCOLN	OCEAN
15-0005826	9/21/2015	20:21:10	20:23:06	0:01:56	JUNIPERO	OCEAN
15-0005829	9/22/2015	1:23:05	1:26:45	0:03:40	8TH	SANTA FE
15-0005993	9/29/2015	21:48:35	21:51:08	0:02:33	1ST	SAN CARLOS
	18	Average Response Time		0:02:50		

322 Motor vehicle accident with injuries

15-0005606	9/13/2015	11:06:25	11:06:43	0:00:18	10TH	SAN CARLOS
Subtotal	1	Average Response Time		0:00:18		

324 Motor Vehicle Accident with no injuries						
15-0005396	9/5/2015	15:39:02	15:42:42	0:03:40	RIO	LASUEN
Subtotal	1	Average Response Time		0:03:40		
353 Removal of victim(s) from stalled elevator						
15-0005799	9/20/2015	22:10:16	22:11:42	0:01:26	5TH	TORRES
Subtotal	1	Average Response Time		0:01:26		
412 Gas leak (natural gas or LPG)						
15-0005301	9/1/2015	12:22:14	12:26:05	0:03:51	LADERA	RIO
15-0005347	9/3/2015	9:53:02	9:54:04	0:01:02	OCEAN	SANTA RITA
15-0005903	9/25/2015	10:36:16	10:38:18	0:02:02	3RD	MONTE VERDE
Subtotal	3	Average Response Time		0:02:18		
413 Oil or other combustible liquid spill						
15-0005683	9/16/2015	9:50:54	9:52:58	0:02:04	7TH	GUADALUPE
Subtotal	1	Average Response Time		0:02:04		
440 Electrical wiring/equipment problem, Other						
15-0005477	9/8/2015	16:43:35	16:46:48	0:03:13	7TH	CAMINO REAL
Subtotal	1	Average Response Time		0:03:13		
451 Biological hazard, confirmed or suspected						
15-0005438	9/7/2015	8:39:52	8:43:50	0:03:58	9TH	TORRES
15-0005809	9/21/2015	11:01:11	11:01:57	0:00:46	OCEAN	SAN CARLOS
Subtotal	2	Average Response Time		0:02:22		
463 Vehicle accident, general cleanup						
15-0005625	9/14/2015	15:32:21	15:34:29	0:02:08	7TH	JUNIPERO
Subtotal	1	Average Response Time		0:02:08		
510 Person in distress, Other						
15-0005355	9/3/2015	17:27:00	17:29:25	0:02:25	SAN CARLOS	SANTA LUCIA
15-0005379	9/4/2015	18:30:53	18:38:46	0:07:53	* 3RD	LOBOS
15-0005428	9/6/2015	16:57:00	16:59:16	0:02:16	4TH	SANTA RITA
15-0005449	9/7/2015	14:52:31	14:57:20	0:04:49	7TH	CARMELO
15-0005496	9/9/2015	7:49:14	7:52:20	0:03:06	7TH	LINCOLN
15-0005591	9/12/2015	15:12:45	15:18:28	0:05:43	* 7TH	CARMELO
Subtotal	6	Average Response Time		0:04:22		
521 Water evacuation						
15-0005543	9/11/2015	0:28:11	0:30:02	0:01:51	2ND	JUNIPERO
Subtotal	1	Average Response Time		0:01:51		
522 Water or steam leak						
15-0005378	9/4/2015	18:15:04	18:20:00	0:04:56	OCEAN	SCENIC
15-0005663	9/15/2015	16:25:45	16:28:57	0:03:12	5TH	JUNIPERO
15-0005830	9/22/2015	7:09:23	7:12:53	0:03:30	12TH	JUNIPERO

15-0005924	9/25/2015	22:46:33	22:48:43	0:02:10	6TH	LINCOLN
15-0005965	9/28/2015	11:32:15	11:37:34	0:05:19	* 8TH	SCENIC
Subtotal	5	Average Response Time		0:03:49		
550	Public service assistance, Other					
15-0005383	9/4/2015	22:21:13	22:23:20	0:02:07	8TH	MONTE VERDE
Subtotal	1	Average Response Time		0:02:07		
551	Assist police or other governmental agency					
15-0005648	9/15/2015	10:04:41	10:06:57	0:02:16	5TH	MISSION
15-0005860	9/23/2015	13:52:59	13:58:22	0:05:23	* 9TH	CAMINO REAL
Subtotal	2	Average Response Time		0:03:49		
553	Public service					
15-0005960	9/28/2015	5:29:47	5:33:37	0:03:50	7TH	JUNIPERO
Subtotal	1	Average Response Time		0:03:50		
554	Assist invalid					
15-0005563	9/11/2015	18:58:07	18:59:11	0:01:04	6TH	GUADALUPE
15-0005857	9/23/2015	12:09:31	12:13:40	0:04:09	9TH	CARMELO
Subtotal	2	Average Response Time		0:02:36		
561	Unauthorized burning					
15-0006000	9/30/2015	12:33:25	12:33:58	0:00:33	6TH	PERRY NEWBERRY
Subtotal	1	Average Response Time		0:00:33		
622	No Incident found on arrival at dispatch address					
15-0005557	9/11/2015	13:41:24	13:43:09	0:01:45	JUNIPERO	4TH
Subtotal	1	Average Response Time		0:01:45		
730	System malfunction, Other					
15-0005600	9/13/2015	2:50:10	2:53:30	0:03:20	DOLORES	OCEAN
Subtotal	1	Average Response Time		0:03:20		
733	Smoke detector activation due to malfunction					
15-0005996	9/29/2015	23:56:08	0:01:01	0:04:53	SANTA LUCIA	SCENIC
15-0005997	9/30/2015	1:39:49	1:44:04	0:04:15	SAN ANTONIO	SANTA LUCIA
Subtotal	2	Average Response Time		0:04:34		
735	Alarm system sounded due to malfunction					
15-0005798	9/20/2015	19:47:48	19:49:52	0:02:04	CARMEL	
15-0005885	9/24/2015	15:25:04	15:27:46	0:02:42	LINCOLN	OCEAN
15-0005929	9/26/2015	5:47:42	5:50:19	0:02:37	6TH	DOLORES
15-0005971	9/28/2015	18:37:45	18:43:26	0:05:41	* LADERA	
Subtotal	4	Average Response Time		0:03:16		
740	Unintentional transmission of alarm, Other					
15-0005402	9/5/2015	18:02:05	18:03:46	0:01:41	5TH	DOLORES
Subtotal	1	Average Response Time		0:01:41		

743 Smoke detector activation, no fire - unintentional						
15-0005864	9/23/2015	18:50:59	18:52:46	0:01:47	10TH	TORRES
15-0005954	9/27/2015	18:27:39	18:35:18	0:07:39	* CARMELO	SANTA LUCIA
Subtotal	2	Average Response Time		0:04:43		

911 Citizen complaint						
15-0005441	9/7/2015	8:58:40	9:01:16	0:02:36	7TH	LINCOLN
Subtotal	1	Average Response Time		0:02:36		

TOTAL **68** **TOTAL AVERAGE RESPONSE TIME** **0:02:58**

* Over 5 minute responses:

- 15-0005379 Code 2 response, non emergency.
- 15-0005591 Code 2 response, non emergency.
- 15-0005965 Code 2 response, non emergency.
- 15-0005860 Code 2 response, non emergency.
- 15-0005971 Delay due to location of incident being at the far end of our jurisdiction.
- 15-0005954 Code 2 response, non emergency.



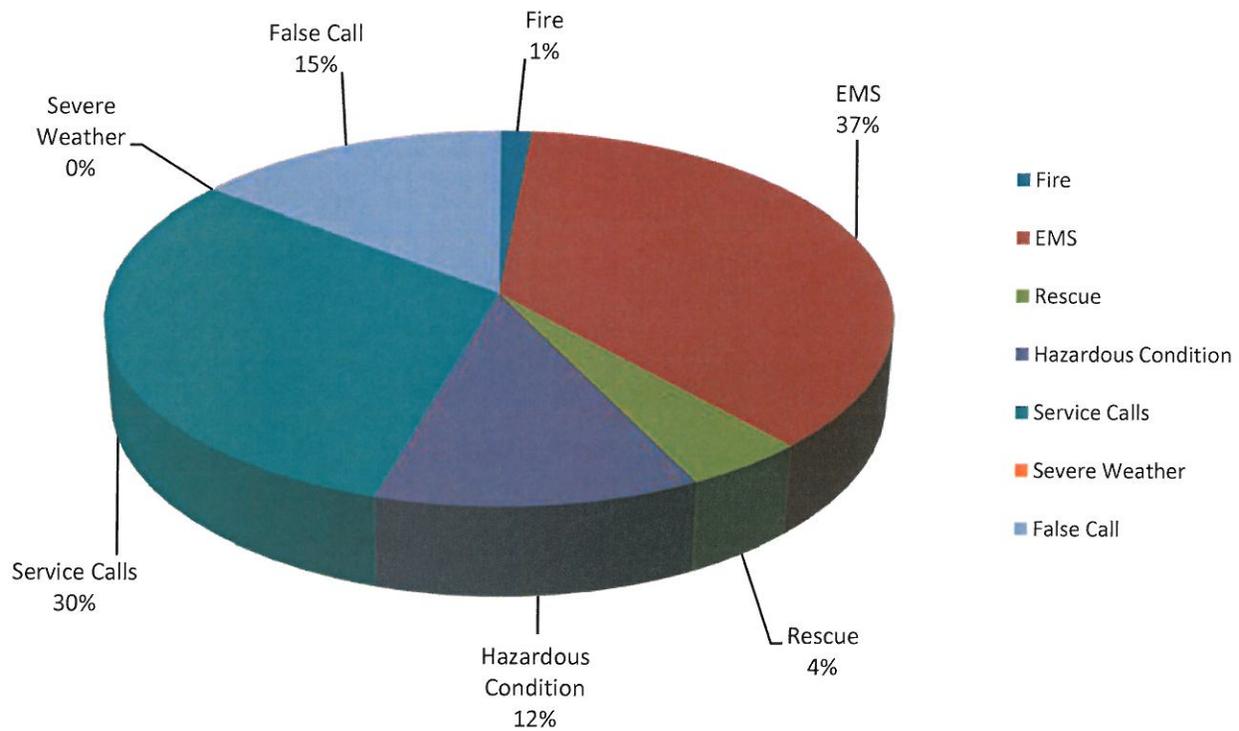
CITY OF MONTEREY - FIRE DEPARTMENT
 SEPTEMBER 2015
 CARMEL-BY-THE-SEA



Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	1	1:59
EMS	25	2:42
Rescue	3	1:48
Hazardous Condition	8	2:23
Service Calls	21	3:23
Severe Weather	0	0:00
False Call	10	3:40

Total Responses	68	2:58
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Total Code 3 Calls:	41
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Response Times for Code 3 Calls ≤ 5 minutes:	97%
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RESPONSE SUMMARY REPORT BY DISTRICT

27015 CARMEL-BY-THE-SEA FIRE AMBULANCE



Alarm Dates: 09/01/2015 to 09/30/2015

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

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
ALL CALLS FOR CARMEL					
150000909	9/1/2015	4:15:23 AM	4:18:56 AM	0:03:33	OCEAN AV/SANTA FE ST
150000914	9/1/2015	11:01:28 PM	11:03:58 PM	0:02:30	MISSION ST/5TH AV
150000913	9/1/2015	12:22:14 PM	12:26:39 PM	0:04:25	RIO RD/ATHERTON DR
150000916	9/2/2015	10:23:01 AM	10:23:03 AM	0:00:02	6TH AV/MISSION ST
150000918	9/3/2015	9:53:02 AM	9:55:29 AM	0:02:27	SANTA RITA ST/OCEAN AV
150000924	9/4/2015	6:30:53 PM	6:38:46 PM	0:07:53	LOBOS ST/3RD AV
150000923	9/4/2015	6:15:04 PM	6:20:00 PM	0:04:56	OCEAN AV/SCENIC RD
150000925	9/4/2015	10:21:13 PM	10:23:59 PM	0:02:46	MONTE VERDE ST/8TH AV
150000941	9/5/2015	6:02:05 PM	6:04:35 PM	0:02:30	DOLORES ST/5TH AV
150000930b	9/5/2015	3:39:02 PM	3:42:42 PM	0:03:40	3080 RIO RD
150000930b	9/5/2015	3:39:02 PM	3:42:42 PM	0:03:40	3080 RIO RD
150000930A	9/5/2015	3:39:02 PM	3:42:42 PM	0:03:40	3080 RIO ROAD
150000932	9/6/2015	3:03:01 PM	3:05:00 PM	0:01:59	OCEAN AV/SAN ANTONIO AV
150000933	9/6/2015	4:57:00 PM	4:59:16 PM	0:02:16	SANTA RITA ST/4TH AV
150000940	9/7/2015	2:09:45 PM	2:14:03 PM	0:04:18	OCEAN/ DEL MAR
150000944	9/8/2015	4:43:35 PM	4:46:48 PM	0:03:13	CAMINO REAL ST/7TH AV
150000947	9/9/2015	1:55:18 PM	1:56:16 PM	0:00:58	OCEAN AV/DOLORES ST
150000948	9/9/2015	7:24:23 PM	7:27:01 PM	0:02:38	4TH TORRES
150000949	9/9/2015	10:33:21 PM	10:37:14 PM	0:03:53	SANTA FE/ 6 S OF 8TH
150000946	9/9/2015	7:49:14 AM	7:52:20 AM	0:03:06	LINCOLN ST/7TH AV
150000950	9/10/2015	2:51:31 AM	2:55:14 AM	0:03:43	4TH/ TORRES
150000955	9/11/2015	1:41:24 PM	1:43:21 PM	0:01:57	JUNIPERO AV/4TH AV
150000958	9/11/2015	4:20:58 PM	4:24:25 PM	0:03:27	LOBOS ST/3RD AV
150000964	9/13/2015	2:50:10 AM	2:53:30 AM	0:03:20	OCEAN AV/DOLORES ST
150000965	9/13/2015	10:48:20 AM	10:50:39 AM	0:02:19	7TH AV/DOLORES ST
150000966	9/13/2015	5:44:51 PM	5:47:41 PM	0:02:50	SAN CARLOS ST/11TH AV
150000968	9/15/2015	10:04:41 AM	10:07:24 AM	0:02:43	MISSION ST/5TH AV
150000970	9/16/2015	8:54:33 AM	8:56:37 AM	0:02:04	SAN CARLOS/SANTA LUCIA
150000973	9/17/2015	1:09:04 PM	1:12:28 PM	0:03:24	DOLORES AND 8TH
150000978	9/19/2015	7:31:28 PM	7:32:33 PM	0:01:05	OCEAN AV/LINCOLN ST
150000982	9/20/2015	4:33:17 PM	4:35:41 PM	0:02:24	LINCOLN ST/10TH AV
150000985	9/21/2015	2:03:05 PM	14:05:05	0:02:00	OCEAN AV/LINCOLN ST
150000987	9/21/2015	8:21:10 PM	8:23:06 PM	0:01:56	JUNIPERO/OCEAN
150000988	9/22/2015	1:22:23 AM	1:26:45 AM	0:04:22	SANTE FE/8TH
150000993	9/23/2015	12:09:31 PM	12:13:58 PM	0:04:27	CARMELO ST/9TH AV
150000992	9/23/2015	8:34:40 AM	8:36:54 AM	0:02:14	MONTE VERDE ST/7TH AV

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1500001000	9/25/2015	6:58:15 PM	6:59:53 PM	0:01:38	5TH AV/JUNIPERO AV
1500000998	9/25/2015	10:36:16 AM	10:38:18 AM	0:02:02	3RD AV/MONTE VERDE ST
1500001001	9/25/2015	10:46:33 PM	10:48:57 PM	0:02:24	LINCOLN ST/6TH AV
1500001002	9/26/2015	5:47:42 AM	5:50:40 AM	0:02:58	6TH AV/DOLORES ST
1500001011	9/28/2015	5:29:47 AM	5:33:48 AM	0:04:01	JUNIPERO AV/7TH AV
1500001014	9/28/2015	7:29:28 PM	7:31:11 PM	0:01:43	MISSION ST/OCEAN AV
1500001013	9/28/2015	6:37:45 PM	6:43:26 PM	0:05:41	26126 LADERA DR
1500001015	9/29/2015	9:48:45 PM	9:51:08 PM	0:02:23	SAN CARLOS / 1ST
1500001017	9/30/2015	1:39:49 AM	1:45:02 AM	0:05:13	SANTA LUCIA AV/SAN ANTONIO AV
1500001019	9/30/2015	12:33:25 PM	12:34:04 PM	0:00:39	6TH AV/PERRY NEWBERRY WY
Subtotal	46	Average Response Time		0:02:59	

RESPONSES BY DISTRICT					
INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET

Carmel Highlands

1500000919	9/3/2015	5:02:05 PM	5:10:44 PM	0:08:39	HWY 1/WILDCAT CREEK
1500000920	9/4/2015	12:27:23 AM	12:36:22 AM	0:08:59	120 HIGHLANDS DR
1500000931	9/6/2015	1:10:13 AM	1:23:42 AM	0:13:29	164 CARMEL RIVIERA DR
1500000936	9/7/2015	7:25:10 AM	7:32:57 AM	0:07:47	2952 CUESTA WAY
1500000990	9/22/2015	12:53:24 PM	1:03:25 PM	0:10:01	47 YANKEE POINT
1500000911	9/1/2015	7:46:17 AM	7:51:16 AM	0:04:59	HIGHWAY 1/ HIGHLANDS DR
1500000910	9/1/2015	7:20:12 AM	7:28:24 AM	0:08:12	2900 RIBERA RD
Subtotal	7	Average Response Time		0:08:52	Carmel Highlands

Cypress Fire

1500000912	9/1/2015	10:08:36 AM	10:13:35 AM	0:04:59	4000 RIO RD
1500000915	9/2/2015	4:57:53 AM	5:04:57 AM	0:07:04	25583 CANADA DR
1500000917	9/2/2015	5:10:52 PM	5:15:20 PM	0:04:28	7 CARMEL CENTER PL
1500000926	9/5/2015	1:55:10 AM	2:03:17 AM	0:08:07	2441 BAY VIEW AVE
1500000928	9/5/2015	12:15:01 PM	12:20:16 PM	0:05:15	5 CROSSROADS MALL
1500000927	9/5/2015	4:08:19 AM	4:15:34 AM	0:07:15	26020 ROTUNDA DR
1500000939	9/7/2015	12:56:45 PM	1:01:01 PM	0:04:16	SYCAMORE PL/MISSION FIELDS RD
1500000945	9/8/2015	4:52:03 PM	4:55:45 PM	0:03:42	24795 VALLEY WY
1500000952	9/10/2015	7:21:20 PM	7:26:15 PM	0:04:55	26245 CARMEL RANCHO BL
1500000953	9/10/2015	8:19:58 PM	8:23:55 PM	0:03:57	26270 DOLORES ST
1500000954	9/11/2015	10:52:05 AM	10:58:20 AM	0:06:15	26555 CARMEL RANCHO BL
1500000957	9/11/2015	3:37:33 PM	3:44:43 PM	0:07:10	239 HACIENDA CARMEL
1500000956	9/11/2015	2:03:27 PM	2:08:05 PM	0:04:38	5 CROSSROADS MALL
1500000960	9/12/2015	9:34:58 AM	9:38:43 AM	0:03:45	HWY 1/OCEAN AV
1500000963	9/13/2015	2:08:01 AM	2:14:39 AM	0:06:38	26245 CARMEL RANCHO BL
1500000967	9/14/2015	3:22:30 PM	3:27:36 PM	0:05:06	275 CROSSROADS CENTER
1500000971	9/16/2015	10:43:22 AM	10:48:45 AM	0:05:23	225 CROSSROADS BL

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1500000969	9/16/2015	6:12:54 AM	6:19:51 AM	0:06:57	24514 CASTRO LN
1500000979	9/19/2015	8:20:51 PM	8:23:40 PM	0:02:49	26270 DOLORES ST
1500000981	9/20/2015	12:49:13 PM	12:55:33 PM	0:06:20	26245 CARMEL RANCHO BL
1500000980	9/20/2015	7:35:56 AM	7:41:37 AM	0:05:41	CARMEL VALLEY RD/HWY 1
1500000986	9/21/2015	2:27:44 PM	2:31:16 PM	0:03:32	3650 RIO RD
1500000991	9/23/2015	1:46:09 AM	1:55:16 AM	0:09:07	5315 CARMEL VALLEY RD
1500000996	9/24/2015	6:43:34 AM	6:49:23 AM	0:05:49	2648 15TH AVE
1500000997	9/24/2015	3:09:26 PM	3:13:33 PM	0:04:07	HWY 1/MORSE DR
1500001005	9/26/2015	3:42:09 PM	3:47:13 PM	0:05:04	24514 CASTRO LN
1500001006	9/27/2015	5:05:27 AM	5:12:27 AM	0:07:00	26245 CARMEL RANCHO BLVD
1500001007	9/27/2015	10:39:40 AM	10:46:03 AM	0:06:23	27720 HWY 1
1500001010	9/28/2015	2:50:51 AM	2:59:22 AM	0:08:31	25301 OUTLOOK DR
1500001018	9/30/2015	9:47:20 AM	9:51:36 AM	0:04:16	3405 TREVIS WY
Subtotal	30	Average Response Time	0:05:37	Cypress Fire	

Mid Coast

1500000922	9/4/2015	4:13:08 PM	4:35:50 PM	0:22:42	5038 GARRAPATOS RD
1500000983	9/20/2015	5:35:39 PM	5:53:23 PM	0:17:44	MILE MARKER 62 ,CST/HWY 1
1500000999	9/25/2015	11:39:47 AM	11:57:32 AM	0:17:45	36652 HWY 1
Subtotal	3	Average Response Time	0:19:24	Mid Coast	

Seaside

1500000921	9/4/2015	9:07:42 AM	9:07:45 AM	0:00:03	DEL MONTE AND CANYON DEL REY
1500000962	9/12/2015	3:13:58 PM	3:17:14 PM	0:03:16	DEL MONTE AND CANYON DEL REY
1500000972	9/17/2015	7:47:16 AM	7:51:22 AM	0:04:06	400 KERLING
Subtotal	3	Average Response Time	0:02:28	Seaside	

Monterey

1500000943	9/8/2015	8:52:31 AM	9:00:44 AM	0:08:13	*ON DYER RD BEHIND HALLIGAN HA
1500000989	9/22/2015	10:17:33 AM	10:17:35 AM	0:00:02	CANYON DEL REY
1500001004	9/26/2015	9:56:46 AM	9:57:01 AM	0:00:15	CANYON DEL REY
Subtotal	3	Average Response Time	0:02:50	Monterey	

Pebble Beach

1500000929	9/5/2015	2:07:29 PM	2:16:18 PM	0:08:49	1471 PADRE LANE
1500000934	9/6/2015	10:35:38 PM	10:46:09 PM	0:10:31	2700 17 MILE DR
1500000974	9/17/2015	2:53:44 PM	3:03:07 PM	0:09:23	4145 EL BOSQUE
1500000977	9/19/2015	10:03:57 AM	10:13:42 AM	0:09:45	3305 17 MILE DR
1500001003	9/26/2015	8:11:55 AM	8:19:56 AM	0:08:01	1269 LISBON LN
Subtotal	5	Average Response Time	0:09:18	Pebble Beach	

Pacific Grove

1500000935	9/6/2015	11:17:54 PM	11:25:10 PM	0:07:16	2835 DAVID AVE
Subtotal	1	Average Response Time	0:07:16	Pebble Beach	

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
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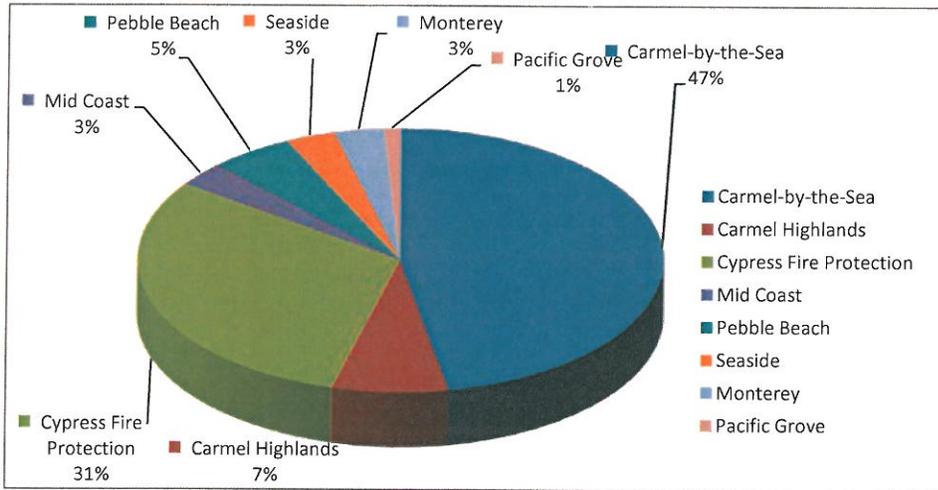
TOTAL ALL CALLS	98	AL AVERAGE RESPONSE TIME	0:05:04	ALL CALLS	
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CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
SEPTEMBER 2015

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-by-the-Sea	46	0:02:59
Carmel Highlands	7	0:08:52
Cypress Fire Protection	30	0:05:37
Mid Coast	3	0:19:24
Pebble Beach	5	0:09:18
Seaside	3	0:02:28
Monterey	3	0:02:50
Pacific Grove	1	0:07:16
Total Responses	97	0:05:04

Percent of Carmel medical calls < 5min 100.00%



CITY OF CARMEL-BY-THE-SEA POLICE DEPARTMENT

Post Office Box 600, Carmel, California 93921 Ph:831-624-6403 Fax:831-624-4296

MEMORANDUM

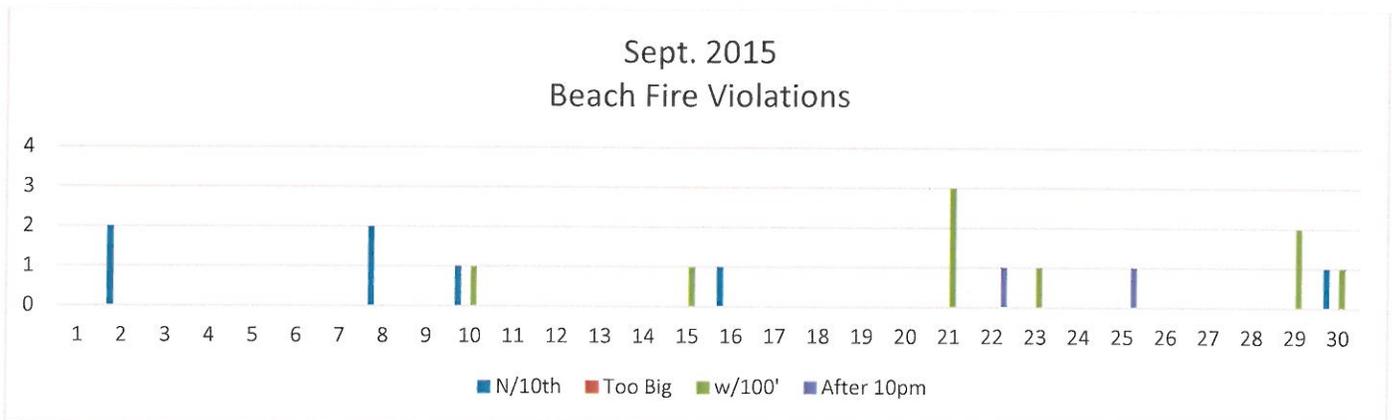
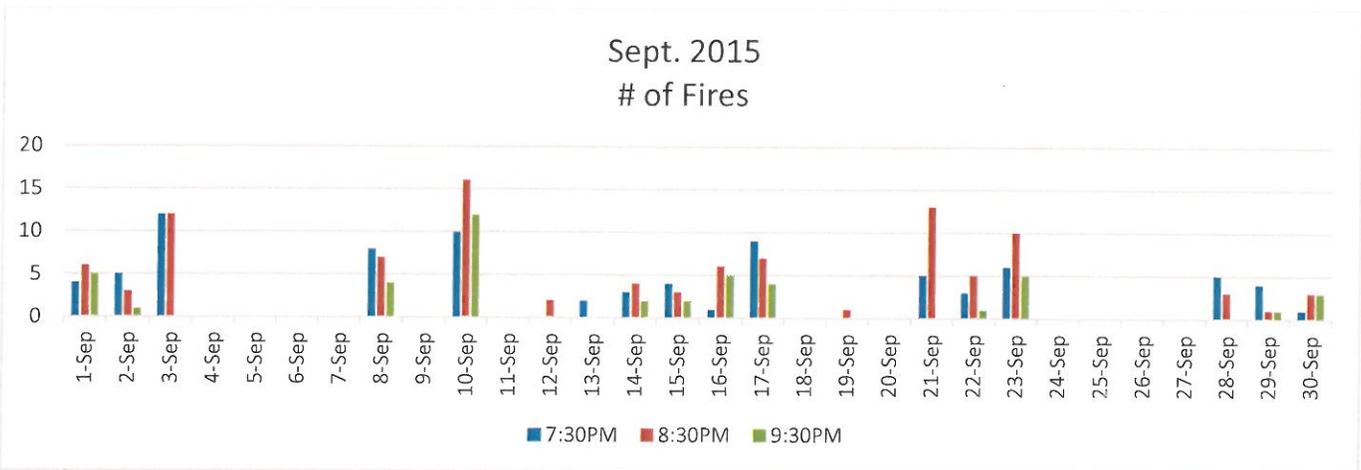
TO: DOUG SCHMITZ, CITY ADMINISTRATOR
FROM: MICHAEL CALHOUN, DIRECTOR OF PUBLIC SAFETY
PAUL TOMASI, COMMANDER
DATE: 10/08/15
REF: BEACH FIRE RESPONSE SUMMARY REPORT FOR SEPTEMBER

Beach Fire Report for September 2015

New Beach Emergency Ordinance started August 7th 2105.

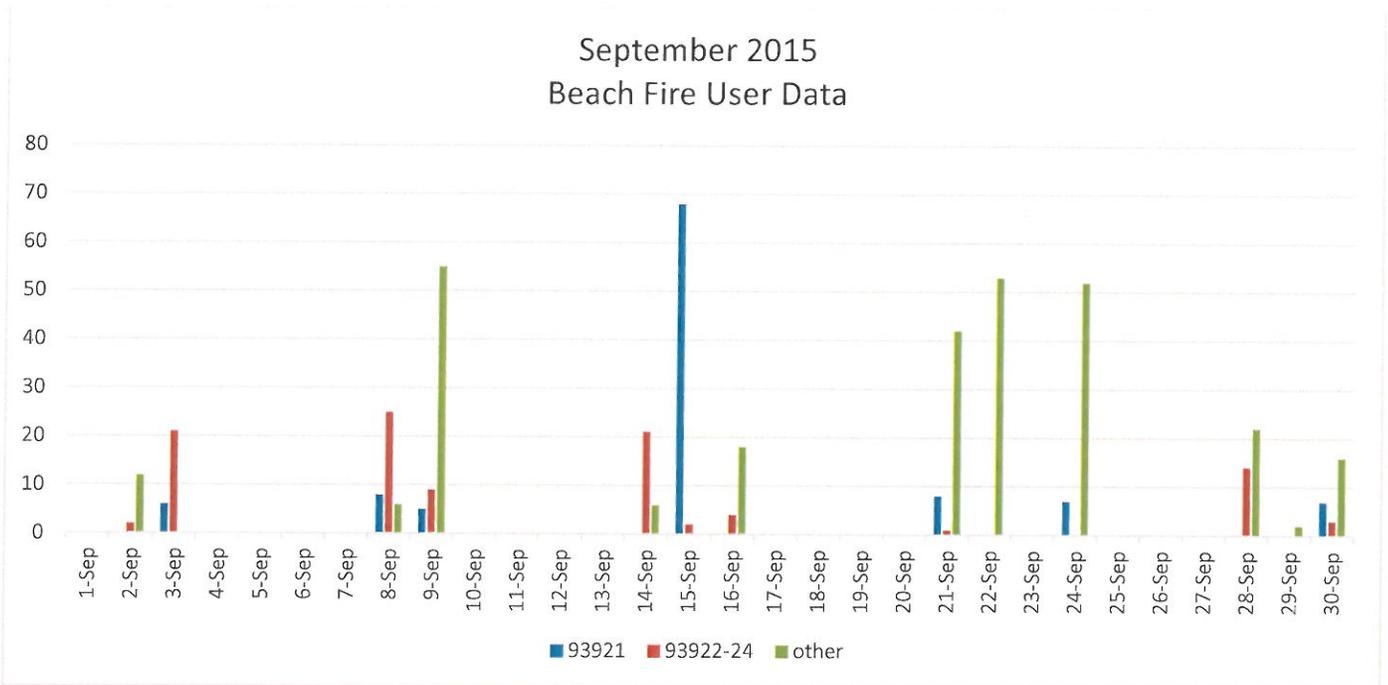
Data shown on graphs recorded by Beach Security Officers.

Total Number of Fires recorded for the Month @ 7:30 pm (80); 8:30pm (99); 9:30pm (45)



CITY OF CARMEL-BY-THE-SEA POLICE DEPARTMENT

Post Office Box 600, Carmel, California 93921 Ph:831-624-6403 Fax:831-624-4296



City Clerk's Office Public Records Request Log September 2015

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2015-114	9/6/15	9/16/15		Completed	9/16/15	Paterson	All records related to CC member's trip to DC for Canonization	
2015-115	9/7/15	9/17/15		Completed	9/8/15	Steve Hillyard	Copies of Atigh reports and engagement letter	Request sent to Doug
2015-116	9/8/15	9/18/15		PENDING		Paterson	City's response/answer to Silva v. City – Case #M132929	
2015-117	9/11/15	9/21/15		Completed	9/16/15	Constance Laub	Any and all records pertaining to Dametra and Portobello/Merlot	
2015-118	9/14/15	9/24/15		Completed	9/14/15	Peter Green	Certificate of Occupancy permits & business license for AMR or AMR of Southern California	
2015-119	9/16/15	9/26/15		Completed	10/13/15	Catherine Raynor	Copy of all personnel records & any notations, contacts made with prospective employers from July 15-present	Personnel file mailed 10/13/15 Certified
2015-120	9/20/15	9/30/15		Completed	9/21/15	Paterson	City's PRA Policy	
2015-121	9/25/15	10/5/15	10/19/15	Completed	10/15/15	Paterson	Copy of "new engineering study" & planning/design products for PD/PW Roof/Patio Replacement Project	Rob Mullane Andy Vanderford

City Clerk's Office Public Records Request Log September 2015

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2015-122	9/26/15	10/6/15	10/20/15	Completed	10/15/15	Paterson	Copies of products, inspections, reports RE: PD/PW Roof/Patio Replacement Project	Rob Mullane Andy Vanderford
2015-123	9/27/15	10/7/15		Completed	10/2/15	Paterson	Correspondence bt. City rep & Green Waste RE: 32 gallon blue recycle carts, delivery dates	Sharon Friedrichsen
2015-124	9/29/15	10/9/15		Completed	9/29/15	Paterson	Copies of PO's, invoices, checks RE" PD/PW Roof/Patio Project	
				Follow-up requests - Completed	10/15/15		Rec'd 4 requests for follow-up material	

PUBLIC SAFETY PUBLIC RECORDS REQUEST LOG - Sep 2015

Request No.	Request Date	10-Day Due Date	14-Day Ext. Date	Date Completed	Requested By	Phone	Info Requested	Status	PSO
1	9/2			9/2	Monterey County Probation		CG1400602	Faxed	MJR
2	9/2	9/12			Dolphin Inn-Ricardo Lopez		CG1500368	Redacted Report	Almario
3	9/2			9/2	Alyson Burpo/Noel Cosseboom		CG1400569	Released	MJR
4	9/3			9/3	Mo Co DA's office		CA1500281	Faxed	MJR
5	9/4			9/4	Commission on Teacher Credentialing		CG1500282, CG1500280, CC1500442, CC1500435	Mailed	MJR
6	9/4			9/4	Board of Registered Nursing		CG1500385, CJ1500070	Mailed	MJR
7	9/5			9/5	Lexis Nexis		CA1500498	Mailed	MJR
8	9/5			9/5	Lexis Nexis		CA1500509	Mailed	MJR
9	8/17			9/5	iliane langford		cc0700971,CG0800398, , CG1000054, CG1000546, CG1100034, CC1000254, CC1100460, CG1100523, CC1100611, CG1100668, CC1100623, CC1100696	picked up	MJR
10	8/21			9/8	San Jose PD	408-277-4131	Records Ck/Kover	No Record/Faxed	Almario
11	9/8			9/8	Mo Co Sheriff Backgrounds	831-755-3742	Records Ck/Dunham	No Record/Mailed	Almario
12	9/8	9/17		9/8	Lexis Nexis	678-924-4900	CC1500764	Report Mailed	Partido
13	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Sanchez	Faxed	MJR
14	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Ibarra	Faxed	MJR
15	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Herrejon	Faxed	MJR
16	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Chase	Faxed	MJR
17	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Garcia	Faxed	MJR
18	9/9			9/9	Monterey County Sheriffs Office		Records Ck/Osuna	Faxed	MJR
19	9/9			9/9	K.Kluetmeier		CA1500516	Released	MJR
20	9/9			9/9	US Office of Personnel		Records Ck/Taylor	No Record/Mailed	MJR
21	9/10		9/19	9/11	ACLU-Ariene Haffa	831-241-4835	Request for camera use by officers	mailed	DNA
22	9/10			9/10	Monterey County Probation		CG1500157	Faxed	MJR
23	9/11			9/11	Monterey County Sheriffs Office		Records Ck/Munoz	No Record/Mailed	MJR
24	9/11			9/11	Monterey County Sheriffs Office		CG1500513	Faxed	MJR
25	9/14	9/23		9/14	Monterey County Sheriffs Office	831-755-3829	Kevin Rhoades, CCW Permit	No Record; Reply Mailed	Partido
26	9/14	9/23		9/14	USOPM		Daniel Westerman, Applicant	No Record; Reply Mailed	Partido
27	9/11			9/21	Barbara Moon	831-905-0461	Oct 1964 Report	No Record/Letter Mailed	Almario
28	9/15			9/15	US Office of Personnel		Records Ck/Wolfe	No Record/Mailed	Almario
29	9/15			9/15	Sunnyvale DPS	408-730-7164	Records Ck/Brierley	No Record/Faxed	Almario
30	9/15			9/15	Lexis Nexis		CC1500318	Report Mailed	Almario
31	9/15			9/15	Lexis Nexis		CA1500519	Report Mailed	Almario
32	9/16			9/16	PRA REQUEST MENARD		CA1500543	picked up	WEBSTER
33	9/17			9/17	PGPD Sgt. Viray		CG1500395	faxed to PGPD	Almario
34	9/16			9/17	US Office of Personnel	855-887-1883	Records Ck/Crowell	No Record/Faxed	Almario
35	9/11			9/18	Sara Rubin MC Weekly	831-776-2163	PRA on # of Shootings 2013/2015	No Records/Emailed	Almario
36	9/18			9/18	Monterey County Sheriffs Office	831-324-0687	Records Ck/Riley	No Records/Faxed	Almario
37	9/18			9/18	Monterey County Sheriffs Office	831-324-0687	Records Ck/Pina	No Record/Faxed	Almario
38	9/18			9/18	Monterey County Sheriffs Office	831-755-3829	Records Ck/Ronald Guzman	No Record/Faxed	Almario
39	9/18			9/18	Metropolitan Reporting Bureau		CA1500519	Mailed	Almario
40	9/21	9/30		9/22	Hardee Inv./MCSO	831-402-6239	Applicant/JAMIE, Mario Jr.	No Record; Reply Faxed	Partido
41	9/21	9/30		9/22	Noonan & Hart Inv/Modesto PD	925-783-1949	Applicant/BRANDON, Jeffrey	No Record; Reply Faxed	Partido
42	9/22			9/22	Lexis Nexis		CA1500516	Report mailed	Almario
43	9/22			9/22	US Office of Personnel		Records Ck/Pizarro	No Record/Mailed	Almario
44	9/22			9/22	US Office of Personnel		Records Ck/Brannon	No Record/Mailed	Almario
45	9/22			9/22	Hardee Investigations	831-402-5239	Records Ck/Segovia	No Record/Mailed	Almario
46	9/23			9/23	RIS Rental Insurance		CA1500559	Emailed	MJR
47	9/23			9/23	Lexis Nexis		CA1500516	Mailed	MJR
48	9/24			9/24	Monterey County Sheriffs Office		Records Ck/Fischer	No Record/Mailed	MJR
49	9/24			9/24	California Dept of Corrections		Records Ck/Vargas	No Record/Mailed	MJR
50	9/25			9/25	Monterey County Sheriffs Office		Records Ck/Weber	No Record/Mailed	MJR
51	9/25			9/25	Portland Bureau of Police		Records Ck/Mayer	No Record/Emailed	MJR

FORESTER REPORT - SEPTEMBER 2015

CITY ACTIVITIES

	Upper Canopy	Lower Canopy	Sept. total	2015 to date	2014
Removals	4	2	6	116	142
Planting	7	0	7	86	39

Trees watered by staff	159
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PRIVATE ACTIVITIES

	Permits issued	Upper canopy	Lower canopy	Sept. total	2015 to date	2014
Removals	5	3	4	7	76	114
Planting	3	1	2	3	22	49
Pruning	3	2	1	-	17	20

CONSTRUCTION ACTIVITIES

	Permits issued	Upper canopy	Lower canopy	Aug. total	2015 to date	2014
Removals	2	2	1	2	11	15
Pruning	1	0	1	1		
Planting	1	2	-	1	7	9

September notes:

Continued with city-wide tree planting.

Hired new Assistant City Forester, Matt Feisthamel.

Met with representatives from the Friends of Carmel Forest to review a possible new program for tree planting and site enhancements in the Carmel commercial district.

Attended a Planning Commission workshop on the North Dunes habitat restoration.

Attended pre-construction meetings to review tree protection for the Sunset Center wall repair and the Carpenter St. drainage projects.



CITY OF CARMEL-BY-THE-SEA

TO: Honorable Mayor and Members of the City Council
FROM: David Sandys, City Treasurer
SUBJECT: Monthly Treasurer's Report - September 2015

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Accept Monthly Treasurer's Report.

SUMMARY

City Treasurer David Sandys will provide an oral presentation outlining the following:

- Cash & Investments Report
- Overview of Investment Returns
- Reasons for Strength in Cash and Investments
- Potential Investments with Current Idle Cash

PRIOR CITY COUNCIL ACTION

Accept the monthly report.

ATTACHMENTS

1. Statement of Cash and Investments
2. Monthly Cash & Investment graph

City of Carmel-by-the-Sea

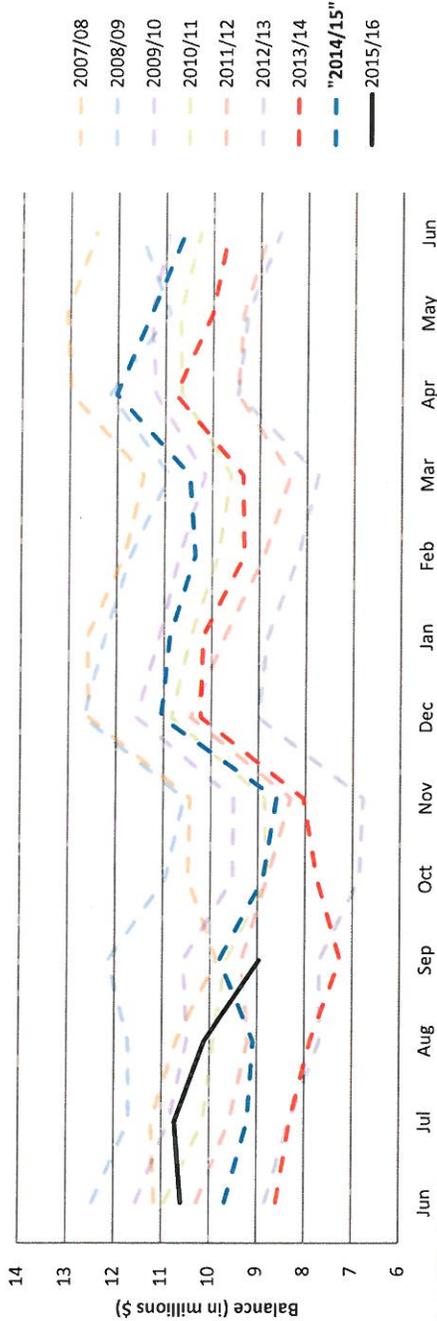
Statement of Cash and Investments

9/30/2015

Cash	Yield	Institution	@ 8/31/2015	Dr.	Cr.	@ 9/30/2015
General Checking		Wells Fargo	\$ 1,466,043.08	\$ 589,068.53	\$ 1,774,466.75	\$ 280,644.86
Ambulance Checking		Wells Fargo	\$ 464,222.43	41,824.38		\$ 506,046.81
Ambulance Checking (CRFA)		Union Bank	\$ 36,173.09			\$ 36,173.09
Ambulance Savings (CRFA)		Union Bank	\$ 40,510.12	5.37		\$ 40,515.49
Section 125 Flex Checking		Wells Fargo	\$ 68,425.11			\$ 68,425.11
Workers' Compensation Checking		Wells Fargo	\$ 15,383.38		2,218.01	\$ 13,165.37
LAIF	0.330%	LAIF	\$ 5,563,106.46			\$ 5,563,106.46
Wells Fargo Securities Money Market Acct		Wells Fargo	\$ 31,861.93	0.26		\$ 31,862.19
TVI Money Market Acct		TVI	\$ 275,897.07	243.21		\$ 276,140.28
Bond Reserve		Union Bank	\$ 400,016.83	8.27		\$ 400,025.10
			\$ 8,361,639.50	\$ 631,150.02	\$ 1,776,684.76	\$ 7,216,104.76

Investments	Yield	Maturity	Purchase Value	Market Value
Cert of Deposit - GE Capital Bank, SLC, UT	1.00%	10/13/2015	\$ 250,000	\$ 250,227
Cert of Deposit - Sallie Mae Bk, Murray, UT	1.35%	10/17/2016	\$ 250,000	\$ 252,011
Cert of Deposit - Discover Bk, Greenwood, DE	1.20%	10/17/2016	\$ 250,000	\$ 252,041
Cert of Deposit - BMW Bank	1.25%	11/2/2016	\$ 248,000	\$ 249,565
Cert of Deposit - Firstbank Puerto Rico	1.15%	11/2/2016	\$ 249,000	\$ 250,285
Cert of Deposit - Everbank	0.90%	11/2/2016	\$ 248,000	\$ 248,568
Cert of Deposit - Goldman Sachs Bk, New York, NY	1.55%	10/17/2017	\$ 250,000	\$ 251,485
			\$ 1,745,000	\$ 1,754,181

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
2015/16	10,589,739	10,723,529	10,106,640	8,961,105									
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	7,744,635	8,043,226	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	6,858,566	6,782,117	9,010,649	8,809,197	8,168,727	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	11,557,721	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	11,557,721
2007/08	11,148,657	11,223,334	10,702,966	9,858,635	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
2015/16	1,993,183	1,745,000	1,745,000	1,745,000									
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	-	-	-	-	1,000,000	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
2015/16	8,596,556	8,978,529	8,361,640	7,216,105									
2014/15	7,678,571	7,207,268	7,092,565	7,813,272	6,896,691	6,618,691	9,051,737	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	5,751,452	6,050,043	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	6,175,544	5,767,666	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%			



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1034
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Sharon Friedrichsen, Director of Budget and Contracts

SUBJECT: Authorization for the Purchase of Recyclable Materials and Yard Waste Trimming Carts.

AMOUNT OF EXPENDITURE	\$ 42,958
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

Authorize the City Administrator to execute a side letter to the franchise agreement with GreenWaste Recovery to purchase 35 gallon recyclable material and yard trimming carts for residential use.

SUMMARY

On 17 June 2014, the City Council authorized the City Administrator to execute an agreement with GreenWaste Recovery for solid waste, recycling and organics collection services, with new services to begin on 1 July 2015. As Green Waste Recovery ("GWR") began preparing for the transition of services, including the delivery of new carts to residential households, both the City and GWR became aware that approximately 125 residents were utilizing smaller-sized carts for recyclable materials and yard waste trimmings that had been provided by the previous franchised hauler.

As neither the Request for Proposals for solid waste services nor the franchise agreement referenced the 32/35 gallon recycle and yard waste cards, GWR had not initially ordered these smaller carts. In addition, as GWR had already purchased the larger 65 and 95 gallon carts for these residents and built the cost of the inventory into their rate model and collection service rates, the additional costs for the new smaller carts were incurred by the company. As such, GWR is seeking compensation for the cost of the new carts purchased. While several financing options have been explored, including charging the customers that requested the smaller carts a monthly rental fee (in addition to their bill for costs of service with the existing carts) or incorporating the cost of the carts into the customer rates, it is recommended that the City pay for the carts. No additional budget appropriation is required to pay for the cost of the carts (\$42,958) as the City's anticipated franchise fee payment will be deducted by \$715 each quarter over the duration of the franchise agreement. However, as the cost of the carts is over \$24,999, Council must authorize the City Administrator to execute the cart purchase agreement, or side letter, with GWR.

PRIOR CITY COUNCIL ACTION

17 June 2014 Council authorized the execution of the franchise agreement, which included the 2015 residential, multi-family and commercial customer collection rates

ATTACHMENTS

1. Side letter to franchise agreement between City and GreenWaste Recovery

APPROVED:  _____ Douglas J. Schmitz, City Administrator	Date: <u>29 Oct. 15</u>
--	--------------------------------

Reduction of Quarterly Franchise Fee Payment to Purchase 35-Gallon Recyclable Material & Yard Trimmings Carts for Residential Use

This side letter to the Franchise Agreement for Solid Waste, Recycling and Organics Collection Services is between the City of Carmel-by-the-Sea (the "City") and GreenWaste Recovery, Inc. ("GreenWaste"). This letter, referenced as the "**Reduction of Quarterly Franchise Fee Payment to Purchase 35-Gallon Recyclable Material & Yard Trimmings Carts for Residential Use**" is intended to authorize the deduction of franchise fees to compensate for the purchase of recyclable materials and yard trimming residential carts. Other than as documented or clarified herein, the subject Franchise Agreement remains in full force and effect.

EXHIBIT G-3: ADDITIONAL ALLOWABLE CHARGES

35-Gallon Residential Recycling and/or Yard Trimmings Carts (Modified Use of Existing Fee)

The Request for Proposals (RFP) and the Franchise Agreement (Exhibit B1), both specified that Residential Customers will be offered one (1) 65-gallon or one (1) 95-gallon Recycling Cart and one (1) 65-gallon or one (1) 95-gallon Yard Trimmings Cart for no additional charge, as part of their monthly garbage subscription. There was no requirement for GreenWaste to provide smaller Recycling and/or Yard Trimmings carts. Unbeknownst to both the City and GreenWaste, there were a number of Residential Customers in the City that had received and been using smaller 32/35-gallon Recycling and/or Yard Trimmings Carts provided by the previous franchised hauler.

As per Section 3.5: Agency-Directed Changes in Scope:

Agency may meet and confer with Contractor to establish the scope of any additional services or modification to existing services (which may include use of Approved Facilities) to be provided under this Agreement. In such case, Contractor shall present, within thirty (30) calendar days of Agency's request, a written proposal to provide such modified or additional services.

Agency shall review the Contractor's proposal for the change in scope of services. Agency and Contractor may meet and confer to negotiate Contractor's proposed revisions and costs and shall amend this Agreement, as appropriate, to reflect the mutually agreed-upon changes in scope.

The City requested GreenWaste provide a written proposal to provide these additional services because the costs associated with the purchase of these Carts was not contemplated by GreenWaste or included in the revenue requirement that was used to determine the Initial Collection Service Rates (Exhibit G3).

Commodity Type	Cart Size	Quantity	Costs
Recyclable Materials	35-Gallon	472	\$ 17,450
Yard Trimmings	35-Gallon	325	\$ 12,015
	Total Cart Cost*		\$ 29,465
	Additional Allowable Fees**		\$ 13,493
	Total Cost		\$ 42,958
	ANNUAL COST		\$ 2,864

** Cart Costs include production, hot stamping, RFID chips, sales tax and delivery.*

***Additional Allowable Fees include interest expenses, corporate overhead and profit.*

The City has decided to compensate GreenWaste directly for the annual cost of the carts by deducting the annual cost from the franchise fees instead of 1) charging Customers requesting the smaller carts or 2) incorporating the cost of the carts into the Customer Rates. The compensation to



Reduction of Quarterly Franchise Fee Payment to Purchase 35-Gallon Recyclable Material & Yard Trimmings Carts for Residential Use

GreenWaste will be made by the City to GreenWaste as a reduction in the Franchise Fees payable to the City and therefore, the costs described above do not include Franchise Fees. Throughout the initial 15-year Term of the Franchise Agreement, GreenWaste will deduct \$716 (25% of the \$2,864 annual cost) from the payment due payable to the City of Carmel-by-the-Sea on a quarterly basis.

A total of 472 35-gallon Recyclable Materials Carts and 325 35-gallon Yard Trimmings Carts will be made available by GreenWaste to Residential Customers in the City throughout the Term of the Agreement. GreenWaste shall obtain the written approval of the City prior to using any of the 35-gallon Recyclable Materials or Yard Trimmings Carts that the City has paid for through this arrangement for any purpose other than provision to Residential Customers in the City. The City's approval may be withheld if the City cannot arrange satisfactory payment for the use of the Carts from such other users. Consistent with Section 2 of the Quarterly Report Content described in Exhibit D: Reporting Requirements, GreenWaste will report the number of each container type and size in use at each service level. This agreement creates no obligation for GreenWaste to maintain a separate inventory for Carmel. It is the City's understanding that GreenWaste will seek approval for use of containers if someone outside of the City requests a 35-gallon green or blue cart and GreenWaste has not made separate arrangements with that party (as they have done with the City of Pacific Grove) to secure additional container inventory beyond that purchased for the City. If a Residential Customer requests more than one (1) Recyclable Materials or Yard Trimmings Cart, the standard fees described in Exhibit G3: Additional Allowable Charges will apply.

If Residential Customer demand exceeds the number of carts included in the purchase, the City and GreenWaste will discuss the cost implications of purchasing additional carts and the City may request GreenWaste provide another written proposal to provide these additional services and the associated costs per Section 3.5: Agency-Directed Changes in Scope.

CONCURRENCE

As the Contract Manager for the City of Carmel-by-the-Sea, I have reviewed this letter and the attached Exhibit G-3: Allowable Additional Charges and agree with the clarifications or application of rates as described herein and agree that any additional charges and/or new rates identified above will be incorporated into the Franchise Agreement with GreenWaste Recovery for Solid Waste, Recycling and Organics Collection Services. I further authorize GreenWaste to reduce the quarterly payment of Franchise Fees by \$716 throughout the Term of the Agreement.

Agency Contract Manager:

Name, Title (Please Print)

Signature

Date

As a duly authorized representative of GreenWaste Recovery, I have reviewed this letter and the attached Exhibit G-3: Allowable Additional Charges and agree with the clarifications or application of rates as described herein and agree that any additional charges and/or new rates identified above will be incorporated into the Franchise Agreement with GreenWaste Recovery for Solid Waste, Recycling and Organics Collection Services.

Collector:

Frank Weigel, Chief Operating Officer

Name, Title (Please Print)

[Signature]

Signature

10/29/15

Date





CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1035
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Mike Branson, City Forester

SUBJECT: Adopt a Resolution Authorizing a Purchase Agreement for a new Forestry Truck

AMOUNT OF EXPENDITURE	\$ 28,813.83
AMOUNT BUDGETED	\$ 30,000.00
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

Adopt the resolution to purchase a new forestry truck.

SUMMARY

The purchase of a new Forestry truck has been identified within the fiscal year 2015-16 budget with funding of up to \$30,000 to come from the Equipment and Vehicle Fund. With the filling of the Assistant Forester position, the need for another vehicle is an operational priority.

The City's Municipal Code 3.12.170 allows for cooperative purchasing programs with the State, county, or any other public or municipal corporation of the State when the administering agency has made its purchases through a competitive bid process. The City wishes to utilize the State's process to purchase the new vehicle. Staff has received a quote from the State's authorized contract dealer, Elk Grove Auto/Winner Chevy, for the purchase of a 2016 Ram 1500 4WD Crew Cab Tradesman pickup for \$28,813.83.

PRIOR CITY COUNCIL ACTION

Replacement of the Forestry truck is within the adopted FY 2015-16 budget, with funding to come from the equipment and vehicle fund. Council approved proceeding with this FY 2015-16 equipment purchase at their meeting on October 5, 2015.

ATTACHMENTS

1. Resolution to Authorize a Purchase Agreement.

APPROVED:  _____	Date: <u>29 Oct. '15</u>
Douglas J. Schmitz, City Administrator	

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE ACQUISITION OF A FORESTRY TRUCK AND AWARDING THE
PURCHASE OF THE TRUCK TO ELK GROVE AUTO/ WINNER CHEVY FOR A NOT TO
EXCEED AMOUNT OF \$28,819.00**

WHEREAS, the purchase of a new Forestry truck has been identified within the fiscal year 2015-16 budget, with funding to come from the equipment and vehicle fund; and

WHEREAS, Council approved proceeding with this FY 2015-16 equipment purchase at their meeting on October 5, 2015; and

WHEREAS, the filling of the Assistant Forester position requires the need for a vehicle and the current Forestry truck would be used by this position once a new truck is purchased; and

WHEREAS, the City's Municipal Code 3.12.170 allows for cooperative purchasing programs with the State, county, or any other public or municipal corporation of the State when the administering agency has made its purchases through a competitive bid process; and

WHEREAS, the City wishes to utilize the State's process to purchase said vehicle.

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

Authorize the acquisition of the Forestry truck and award the purchase of a 2016 Ram 1500 4WD Crew Cab 140.5 Tradesman DS6L9 to Elk Grove Auto/ Winner Chevy for an amount not to exceed \$28,819.00

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1036
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz

FROM: Janet Bombard, Library and Community Activities Director

SUBJECT: Consideration of a resolution authorizing City co-sponsorship of the Carmel Public Library Foundation's annual Donor Salute and Sterling Circle events

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Authorize City co-sponsorship of the Carmel Public Library Foundation's annual Donor Salute and Sterling Circle Reception events.

SUMMARY

Per City Policy C89-47, the City will not provide insurance coverage for any City Support Group event in a City building at which alcohol is served, unless the activity is officially co-sponsored via a resolution of the City Council.

The Carmel Public Library Foundation, an official City Support Group, requests City co-sponsorship of two events at which alcohol will be served: the Annual Donor Salute on Sunday, March 21, 2016, at Harrison Memorial Library, and the Annual Sterling Circle Reception to be held at Harrison Library Park Branch on Sunday, June 19, 2016.

The Donor Salute is held annually to thank those who donate \$100 or more in a calendar year to the Carmel Public Library Foundation. The Sterling Circle event is held annually by the Carmel Public Library to thank its Planned Giving donors.

Per City Policy C89-47, the use of library facilities shall be determined by the Harrison Memorial Library Board of Trustees, with the exception of events at which alcoholic beverages are offered. The Board of Trustees considered the Carmel Public Library Foundation's request at its September 23, 2015 meeting and voted to recommend that the City Council authorize co-sponsorship of the events.

The Carmel Public Library Foundation will secure Daily License Permits from the Department of Alcoholic Beverage Control for both functions. A

PRIOR CITY COUNCIL ACTION

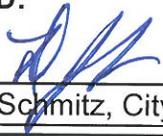
The City Council has approved co-sponsorship of the Annual Donor Salute since 1994.

The City Council has approved co-sponsorship of the Annual Sterling Circle Reception since 2010.

ATTACHMENTS

1. Resolution

APPROVED:



Douglas J. Schmitz, City Administrator

Date: _____

29 Oct. '15

RESOLUTION 2015-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING CITY CO-SPONSORSHIP OF THE CARMEL PUBLIC LIBRARY
FOUNDATION'S ANNUAL DONOR SALUTE AND STERLING CIRCLE EVENTS**

WHEREAS, Per City Policy C89-47, the City does not provide insurance coverage for any City Support Group event in a City building at which alcohol is served unless the activity is officially co-sponsored via a resolution of the City Council; and

WHEREAS, The Carmel Public Library Foundation, an official City Support Group, requests City co-sponsorship of two events at which alcohol will be served: the Annual Donor Salute on Sunday, March 21, 2016, at Harrison Memorial Library, and the Annual Sterling Circle Reception to be held at Harrison Library Park Branch on Sunday, June 19, 2016.

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

1. Authorize co-sponsorship of the Carmel Public Library Foundation's Annual Donor Salute on Sunday, March 21, 2016 at the Harrison Memorial Library.
2. Authorize co-sponsorship of the Carmel Public Library Foundation's Annual Sterling Circle Reception at Harrison Library Park Branch on Sunday, June 29, 2016.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2ND day of November 2015, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Jason Burnett, Mayor

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1037
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Leslie Fenton, Executive Assistant

SUBJECT: Receive a report on the North Dunes and Del Mar Dunes Habitat Restoration Plan, subsequent revisions to that plan, and prior Commission and Council actions with regards to the North Dunes and Del Mar Dunes.

AMOUNT OF EXPENDITURE	\$ 0
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

Receive report.

SUMMARY

In July 2008 Botanist Jean Ferreira wrote the "North Dunes & Del Mar Dunes Habitat Restoration Plan", which recommended that the City "Identify Monterey Cypress landscaping areas in North dunes that will be maintained as historical landscaping. Remove all other non-native trees in the dunes with exception of one landmark sized Eucalyptus tree at the corner of Ocean and N. San Antonio Ave" and that "Those individual trees planted away from Ocean Ave, more in the central portion of the North Dunes should be removed and the area restored to the native dune scrub. The Monterey pine trees planted at the very north end of North Dunes should also be removed and dune scrub restored to the area."

On 29 July 2008 a public workshop was held and the public comments included recommending replanting more Cypress, leaving or cutting dead Cypress all the way down, and removing baby Cypress and pines in north dunes area, and not replacing dead trees. The Forest and Beach Commission discussed the item at their September 2008 meeting and came to the consensus that it "is not opposed to tree removal but are of the opinion that tree removal should be evaluated in each area and should be the last phase in any program that is adopted." The Planning Commission reviewed the document at their 8 October 2008 meeting and made several recommendations to be incorporated into the plan, one of them being that the plan no longer call for the removal of existing trees in the dunes.

In April 2009 Botanist Jean Ferreira submitted a revised "North Dunes & Del Mar Dunes Habitat Restoration Plan." The revised report recommended that the City "Identify Monterey Cypress landscaping areas in North Dunes that will be maintained as historical landscaping including the one

landmark-sized Eucalyptus tree at the corner of Ocean and N. San Antonio Ave”, and that “Those individual trees planted away from Ocean Ave, more in the central portion of the North Dunes and the Monterey Pines planted at the very north end of the dunes should not be replaced if removed due to disease or death and the area restored to the native dune scrub. Mature cypress and pines should be removed after they died or decline to the point they are no longer esthetic or safe.”

At the 8 April 2009 Planning Commission meeting Commission members discussed the revised “North Dunes & Del Mar Dunes Habitat Restoration Plan.” The Planning Commission requested two revisions to the plan involving pathways and boardwalks and the project was continued to the May 2009 meeting. At the 20 May 2009 Special meeting the Planning Commission again reviewed the plan and the changes made throughout and recommended that the City Council adopt the plan and the Mitigated Negative Declaration by a unanimous vote.

At the 2 June 2009 City Council meeting Council approved Resolution No. 2009-39 adopting the Del Mar Master Plan, A Mitigated Negative Declaration and a Mitigation and Monitoring Plan.

It should be noted that The General Plan/Coastal Land Use Plan Adopted June 3, 2003 states “P5-25 Continue the use of Monterey Cypress as the predominant tree species on the beach bluff and North Dunes. The exact number of trees may vary over time, but whenever a tree dies or is lost during a storm, replacement trees should be planted in approximately the same location. Maintain a low-to-medium density of trees (40 to 60 trees) in the North Dunes. (LUP)”

In May 2014, a Planning Commission ad-hoc subcommittee was formed to study the issue of the North Dunes restoration, including consideration for the removal of non-native vegetation and trees. On 30 September 2015, a public workshop was held and was attended by Ms. Joey Canepa, who is the botanist that will be assisting the City with future dune restoration efforts. At the workshop it was noted that future efforts to restore the North Dunes by removing non-native vegetation would require the issuance of a Coastal Development Permit. Any tree removal is required to be consistent with the policies of the General Plan and North Dunes Restoration Plan, and should be done with a phased approach.

PRIOR CITY COUNCIL ACTION

The City Council adopted the Del Mar Master Plan 2 June 2009.

ATTACHMENTS

N/A

APPROVED:



Douglas J. Schmitz, City Administrator

Date:

29 Oct. 15



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1038
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Janet Bombard, Library and Community Activities Director

SUBJECT: Adoption of a resolution granting one of the City's five free-use days of the Sunset Center Theater to the Carmel Public Library Foundation on Thursday, April 7, 2016 for its fifth annual fundraising benefit

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Adopt a resolution granting one of the City's five free-use days of the Sunset Center Theater to the Carmel Public Library Foundation on Thursday, April 7, 2016, for its fifth annual fundraising benefit.

SUMMARY

The 2013 Agreement between the City and Sunset Cultural Center Inc. (SCC) provides that the City shall have the right to use the Theater and lobby for up to five full days each fiscal year without charge, provided that the City may not use any space committed to rental customers by SCC.

The Carmel Public Library Foundation (CPLF) plans to hold its fifth annual fundraising benefit, "The POP-Science Edition: a Conversation with Mary Roach", on Thursday, April 7, 2016 at the Sunset Center Theater. Mary Roach is a bestselling author who specializes in popular science books with a humorous twist. Her works include "Stiff: The Curious Lives of Human Cadavers", "Packing for Mars" and others.

Providing CPLF with the opportunity to utilize one of the free use days will result in a significant savings in facility use fees. Proceeds from the evening will benefit the Carmel Public Library Foundation, whose mission is to fund the Harrison Memorial Library in perpetuity, and maintain the library's preeminence as a cherished cultural institution.

The City Council has not received any other free-use day requests this fiscal year to date.

PRIOR CITY COUNCIL ACTION

The City Council has granted a Sunset Center Theater free-use day to the Carmel Public Library Foundation for its annual fundraiser each year since 2011.

ATTACHMENTS

1. Letter from Carmel Public Library Foundation Executive Director Amy Donohue requesting a free-use day
2. Resolution

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 29 Oct. '15



CARMEL PUBLIC
LIBRARY FOUNDATION

Doug Schmitz Administrator &
City Council
Carmel-by-the Sea City Hall
PO Box CC
Carmel, CA 93921

September 30, 2015

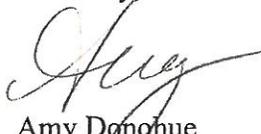
Dear Doug,

The Carmel Public Library Foundation respectfully requests consideration of our request to be granted one of the City of Carmel's "free use days" at the Sunset Center Theater. We plan to hold our fifth annual fundraising benefit next spring, Thursday, April 7, 2016: The POP-Science Edition: A Conversation with Mary Roach.

Set in the beautiful Sunset Center Theater, our annual fundraising benefits highlight national renowned authors, historians and scholars. Proceeds from the evening will benefit the Carmel Public Library Foundation whose mission is to fund the Carmel Public Library, to keep the doors open and to maintain the library's preeminence as a steward and cherished cultural institution on the Central Coast of California. Tickets to the program are typically \$55, and include book sale & signing and a wine reception.

Thank you for your consideration of our request. We hope to make this a successful and profitable event furthering our mission to fund the Library. Please let me know if you require any additional information or documentation.

Sincerely,



Amy Donohue
Executive Director

cc:

Janet Bombard, Library Director
Ben Heinrich, CPLF President
Richard Flowers, Library Trustee President
Mary Carrieri, Sunset Center

RESOLUTION 2015-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA GRANTING ONE OF THE CITY'S FIVE FREE-USE DAYS OF THE SUNSET CENTER THEATER TO THE CARMEL PUBLIC LIBRARY FOUNDATION ON THURSDAY, APRIL 7, 2016 FOR ITS FIFTH ANNUAL FUNDRAISING BENEFIT

WHEREAS, the 2013 Agreement between the City and Sunset Cultural Center Inc. (SCC) provides that the City shall have the right to use the Theater and lobby for up to five full days each fiscal year without charge, provided that the City may not use any space committed to rental customers by SCC; and

WHEREAS, the Carmel Public Library Foundation wishes to hold its fifth annual fundraising benefit, "The POP-Science Edition: a Conversation with Mary Roach", on Thursday, April 7, 2016 at the Sunset Center Theater; and

WHEREAS, providing the Carmel Public Library Foundation with the opportunity to utilize one of the free use days will result in a significant savings in facility use fees; and

WHEREAS, proceeds from the evening will benefit the Carmel Public Library Foundation, whose mission is to fund the Harrison Memorial Library.

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

- 1. Adopt a resolution granting one of the City's five free-use days of the Sunset Center Theater to the Carmel Public Library Foundation on Thursday, April 7, 2016 for its fifth annual fundraising benefit.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of November 2015, by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, Mayor

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1039
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Sharon Friedrichsen, Director of Budget and Contracts

SUBJECT: Consideration of a Resolution Declaring City's Intent to Establish the Carmel Hospitality Improvement District

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Adopt a Resolution Declaring the City's Intention to Establish the Carmel Hospitality Improvement District (CHID).

SUMMARY

The Carmel-by-the-Sea Hospitality Improvement District was established in 2012 under the State Parking and Business Improvement Law of 1989. According to Carmel-by-the-Sea's Municipal Code §3.40.020, the purpose of forming the District is "to provide revenue to defray the costs of services, activities and programs promoting tourism that will benefit the operators of lodging operations in the HID through the promotion of lodging operations and the City of Carmel-by-the-Sea for small conferences and groups." Under the current District, all lodging businesses within the City's boundary are assessed \$1 per occupied room per night. The Chamber of Commerce serves as the management entity for the District and is authorized to spend the assessment revenues.

Recently, representatives of Visit Carmel, lodging business owners, and representatives from the City of Carmel-by-the-Sea have met to consider the formation of a new Carmel Tourism Hospitality Improvement District (CHID). The new hospitality improvement district would extend the length of the District's term from one year to five years; create a Management District Plan to guide the District, and designate a non-profit corporation as the Owners' Association to implement District programs.

Specifically, the new hospitality improvement district would include the following features:

1. Assessment of 1% of gross short-term (stays less than 31 days) room rental revenue
2. District would have a five year term unless renewed or terminated via protest procedures
3. Anticipated budget of \$535,000 annually or about \$2.7 million over five years
4. Budget and activities are outlined within the required Management District Plan

5. Management would be provided by Visit Carmel, a non-profit entity. The Board of Directors of Visit Carmel shall consist of nine directors, seven representing businesses paying the assessment and two representing the Carmel business community at large. The City will continue to collect the assessments.

In order to proceed with the formation of the new hospitality district, a concurrent process to disestablish the existing District will also occur. Should Council adopt the resolution of intention to establish the Carmel Hospital Improvement District, a series of action will need to occur in order for the new District to become effective on March 1, 2016 as outlined below:

November 3:	Council adopts resolution of intent to form new CHID
December 1:	Council holds new CHID public meeting
December 1:	Council adopts resolution of intent to disestablished old CHID
December 1:	Council conducts first reading of disestablishment ordinance;
January 5:	Council holds public hearing on new CHID; If no majority protest at the close of public hearing Council adopts new CHID resolution of formation.
January 5:	Council conducts second reading of disestablishment ordinance.
February 29:	Old CHID ceases to exist
March 1:	New CHID is effective.

PRIOR CITY COUNCIL ACTION

Council approved Resolution 2012-048, the Intention to Establish the Carmel Hospitality District, on July 3, 2012 and Ordinance 2012-50, Establishing of the District, on August 7, 2012.

ATTACHMENTS

1. Letter from the Carmel HID Advisory Board
2. Resolution Declaring City's Intention to Establish the Carmel Hospitality Improvement District
3. Carmel Hospitality Improvement District Management

STAFF NOTE: Council Member Theis should abstain from voting on this matter.

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 29 Oct. 15

Thursday, October 22, 2015

Honorable Mayor and Councilmembers
City of Carmel-by-the-Sea
P.O. Box CC
Carmel-by-the-Sea, CA 93921

Re: Carmel Hospitality Improvement District

Honorable Mayor and Councilmembers:

On behalf of the Carmel HID Advisory Board, I am writing to recommend disestablishment of the Carmel Hospitality Improvement District ("CHID") in accordance with Streets and Highways Code §36550.

The Carmel City Council intends to form a new district under the Property and Business Improvement District Law of 1994, the Carmel Hospitality Improvement District. The new district will contain the same businesses, therefore any funds remaining from the prior CHID should be transferred to the new Carmel Hospitality Improvement District.

We ask that you consider this item at your December 1, 2015 meeting. It is our understanding that a public hearing will also be necessary to complete the modification; we ask that you set the public hearing for January 5, 2015.

Best Regards,

Mark Watson, Director
CHID Advisory Board

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

RESOLUTION 2015-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARMEL-BY-THE-SEA DECLARING ITS INTENTION TO
ESTABLISH THE CARMEL HOSPITALITY IMPROVEMENT DISTRICT (CHID) AND FIXING THE
TIME AND PLACE OF A PUBLIC MEETING AND A PUBLIC HEARING THEREON AND GIVING
NOTICE THEREOF**

WHEREAS, the Property and Business Improvement Law of 1994, California Streets and Highways Code §36600 *et seq.* authorizes cities to establish business improvement districts for the purposes of promoting tourism; and

WHEREAS, Visit Carmel, lodging business owners, and representatives from the City of Carmel-by-the-Sea have met to consider the formation of the Carmel Tourism Hospitality Improvement District (CHID); and

WHEREAS, Visit Carmel has drafted a Management District Plan (MDP) which sets forth the proposed boundary map of the CHID, a service plan and budget, and a proposed means of governance; and,

WHEREAS, lodging businesses that will pay more than fifty percent (50%) of the assessment under the CHID have petitioned the City Council to establish the CHID.

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

1. The recitals set forth herein are true and correct.
2. The City Council finds that lodging businesses that will pay more than fifty percent (50%) of the assessment proposed in the Management District Plan have signed and submitted petitions in support of the formation of the Carmel Hospitality Improvement District (CHID). The City Council accepts the petition and adopts this Resolution of Intention to Establish the Carmel Hospitality Improvement District and to levy an assessment on certain lodging businesses within the CHID boundaries in accordance with the Property and Business Improvement Law of 1994.
3. City Council finds that the Management District Plan satisfies all requirements of the Streets and Highways Code §3622.
4. The City Council declares its intention to establish the CHID and to levy and collect assessments on lodging businesses within the CHID boundaries in accordance with the Property and Business Improvement Law of 1994.

5. The CHID shall include all lodging businesses located within the boundaries of the City of Carmel-by-the-Sea, as shown in the map attached as Exhibit A.
6. The name of the district shall be the Carmel Hospitality Improvement District (CHID).
7. The annual assessment rate is one percent (1%) of gross short term (stays less than thirty one days) room rental revenue. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days nor on stays by any Federal or State of California officer or employee when on official business nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty. Assessments pursuant to the CHID shall not include room rental revenue resulting from stays pursuant to contracts executed prior to March 1, 2016.
8. The assessments levied by the CHID shall be applied toward sales promotion and marketing programs to market assessed lodging businesses in Carmel as tourist, meeting and event destinations, as described in the Plan. Funds remaining at the end of any year may be used in subsequent years in which CHID assessments are levied as long as the funds are used consistent with the requirements of this resolution and the Management District Plan.
9. The proposed CHID will have a five (5) year term, beginning March 1, 2016 through February 28, 2021, unless renewed pursuant to Streets and Highways Code §36660.
10. Bonds will not be issued.
11. The time and place for a public meeting to hear testimony on establishing the CHID and levying assessments are set for December 1, 2015 at 4:30 p.m. or as soon thereafter as the matter may be heard at the Council Chambers located at City Hall on the Eastside of Monte Verde between Ocean and Seventh Avenues, Carmel-by-the-Sea, CA, 93921.
12. The time and place for a public hearing to establish the CHID and the levy of assessments are set for January 5, 2016 at 4:30 p.m. or as soon thereafter as the matter may be heard at the Council Chambers located at City Hall on the Eastside of Monte Verde between Ocean and Seventh Avenues, Carmel-by-the-Sea, CA, 93921. The City Clerk is directed to provide written notice to the lodging businesses subject to the assessment of the date and time of the hearing and to provide notice as required by Streets and Highways Code §336623 no later than November 3, 2015.
13. At the public meeting and hearing, the testimony of all interested persons for or against the establishment of the CHID may be received. If, at the conclusion of the public hearing, there are of record written protests by owners of the lodging businesses within the proposed CHID that will pay more than fifty percent (50%) of the estimated total assessment of the entire CHID, no further proceedings to establish the CHID shall occur for a period of one year.
14. The complete Management Plan is on file with the City Clerk and may be reviewed upon request.
15. The resolution shall take effect immediately upon its adoption by Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of November 2015 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

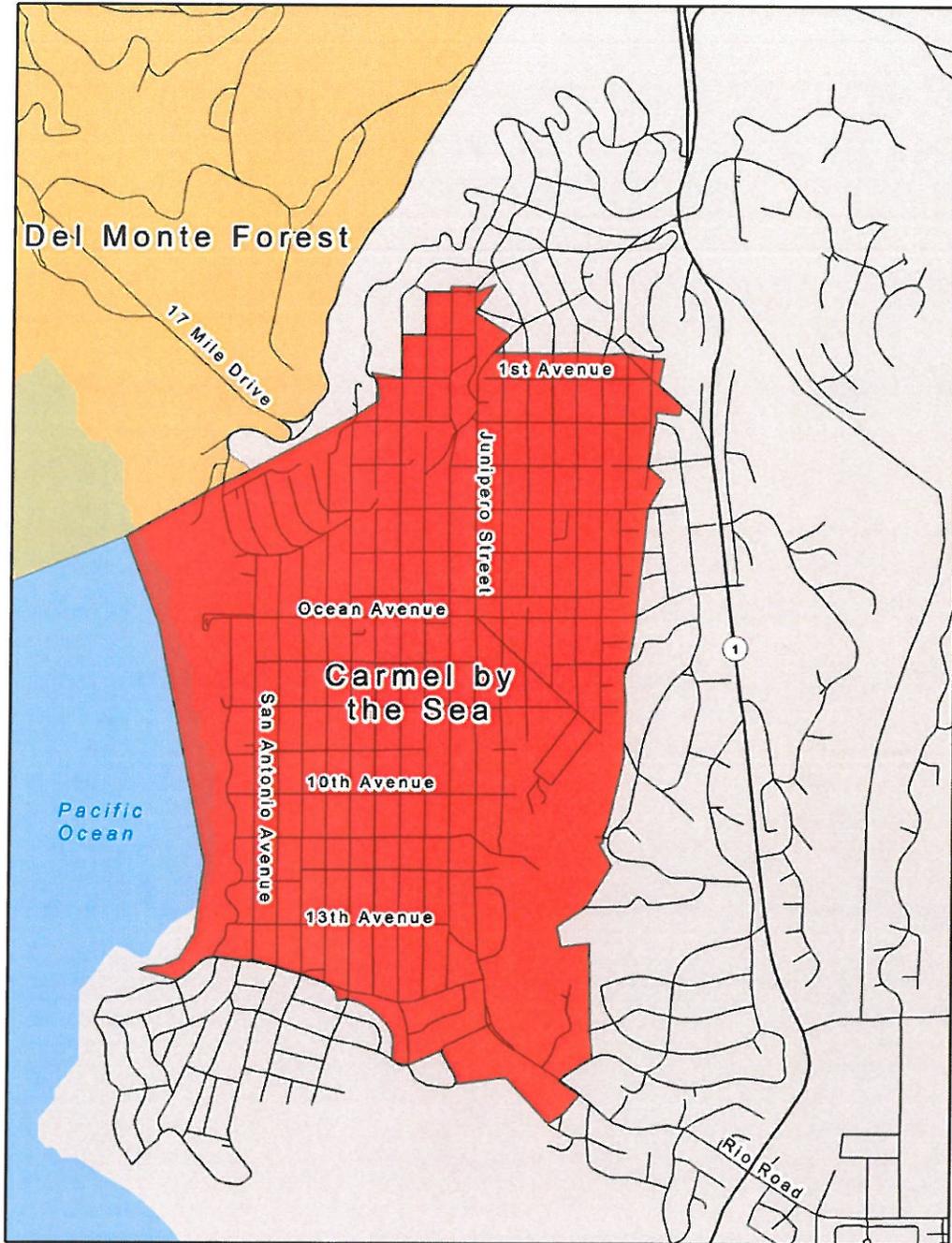
ABSENT: COUNCIL MEMBERS:

JASON BURNETT, MAYOR

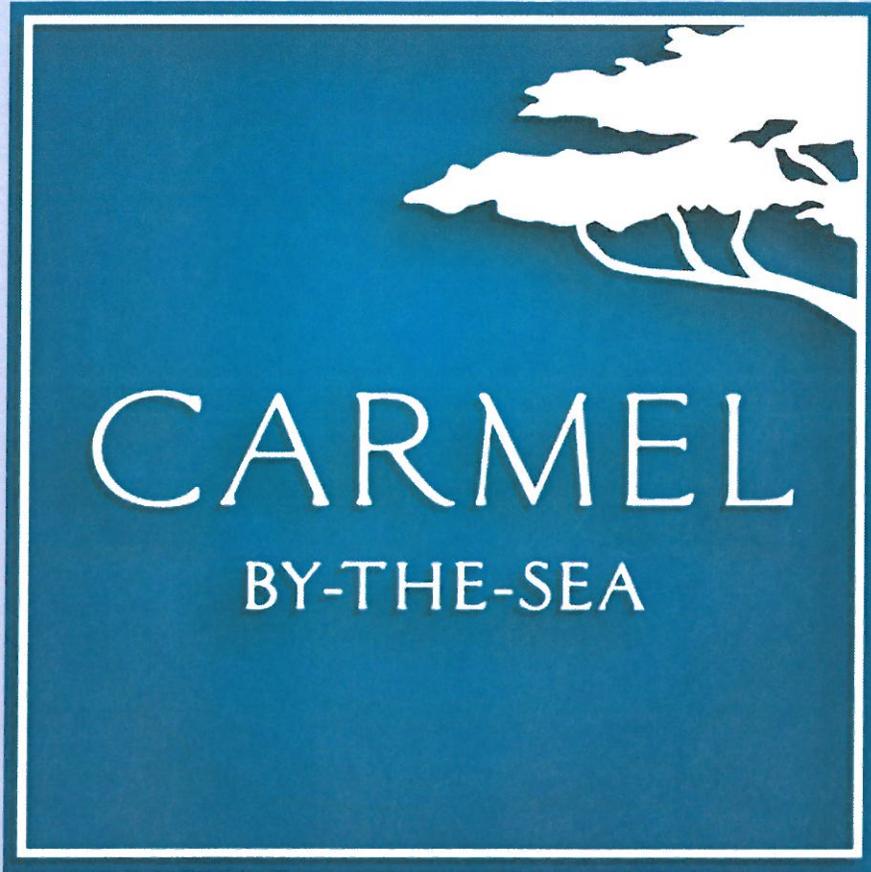
ATTEST:

City Clerk

EXHIBIT A
District Boundaries



2016-2021



**Carmel Hospitality Improvement District
Management District Plan**

*Prepared pursuant to the Property and Business Improvement District Law of
1994, Streets and Highways Code section 36600 et seq.*

October 16, 2015

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Prepared by
Civitas



(800)999-7781
www.civitasadvisors.com

I. OVERVIEW

The Carmel Hospitality Improvement District (CHID) is an assessment district proposed to provide specific benefits to payors, by funding marketing and sales promotion efforts for assessed businesses. This approach has been used successfully in other destination areas throughout the country to provide the benefit of additional room night sales directly to payors.

Location: The proposed CHID includes all lodging businesses located within the boundaries of the City of Carmel, as shown on the map in section IV.

Services: The CHID is designed to provide specific benefits directly to payors by increasing room night sales. Marketing and sales promotions and public relations programs will increase overnight tourism and market payors as tourist, meeting and event destinations, thereby increasing room night sales.

Budget: The total CHID annual budget for the initial year of its five (5) year operation is anticipated to be approximately \$535,000. This budget is expected to fluctuate as room sales do, but is not expected to significantly change over the CHID's term.

Cost: The annual assessment rate is one percent (1%) of gross short-term (stays less than 31 days) room rental revenue. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days, nor on stays by any Federal or State of California officer or employee when on official business, nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty. Assessments pursuant to the CHID shall not include room rental revenue resulting from stays pursuant to contracts executed prior to March 1, 2016.

Collection: The City will be responsible for collecting the assessment on a bi-monthly basis (including any delinquencies, penalties and interest) from each lodging business located in the boundaries of the CHID. The City shall take all reasonable efforts to collect the assessments from each lodging business.

Duration: The proposed CHID will have a five (5)-year life, beginning March 1, 2016 through February 28, 2021. Once per year beginning on the anniversary of district formation there is a 30-day period in which owners paying more than fifty percent (50%) of the assessment may protest and initiate a City Council hearing on district termination.

Management: Visit Carmel (VC) will serve as the CHID's Owners' Association. The Owners' Association is charged with managing funds and implementing programs in accordance with the Plan, and must provide annual reports to the City Council.

II. IMPETUS

There are several reasons why now is the right time to form a HID in Carmel; the most compelling reasons are as follows:

1. *The Need to Increase Occupancy*

The CHID was originally formed pursuant to the Parking and Business Improvement Area Law of 1989 (89 Law). This effort seeks to modernize the CHID by disestablishing the 89 Law District and forming a new District pursuant to the Property and Business Improvement District Law of 1994 (94 Law). Two compelling reasons for this change are to enable the CHID to be operated by Visit Carmel, the Owners' Association, and to increase the CHID annual budget. The formation of the CHID is a proactive effort to provide supplemental funding beyond that provided by the City. The funding will ensure that adequate financing exists for the investment required to increase occupancy in the lodging industry and be competitive in the conference segment of the tourism market. The investment will cover an expanded marketing and promotional budget needed to reach this market segment.

2. *An Opportunity for Increasing City Tax Revenues*

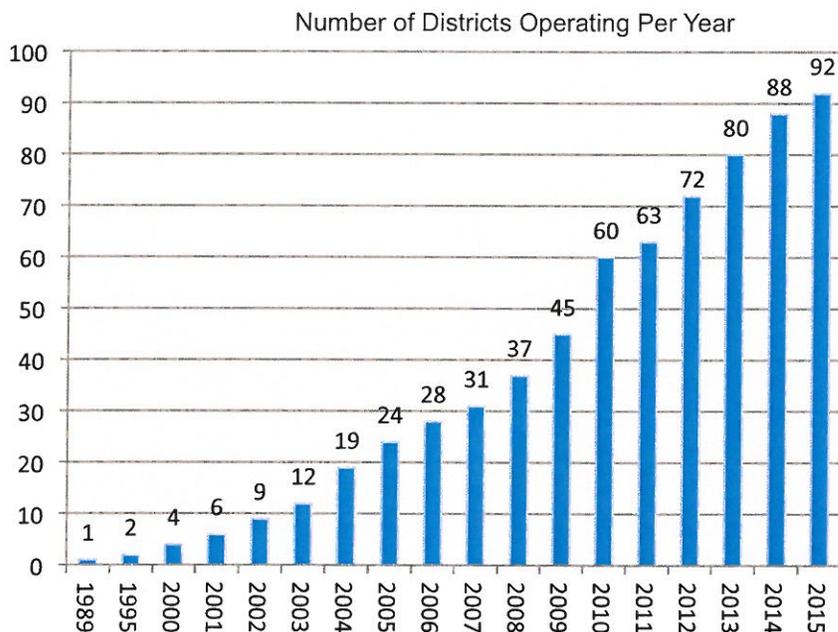
As occupancy rates increase, so too will the City's TOT revenue. With stable public/private funding for tourism marketing efforts, annual occupancy rates should increase significantly as new marketing and sales promotion programs are implemented. Greater occupancy will also produce an increase in sales tax revenues from tourist spending. This represents a substantial return to the City. The formation of the CHID in partnership with the City creates a stable funding source tied directly to tourism promotion.

3. *Stable Funding for Tourism Promotion*

The CHID will provide a stable source of funding for consistent tourism promotion efforts. The CHID will provide funding for tourism promotion free of the political and economic circumstances that can complicate government funding for tourism promotion.

III. BACKGROUND

HIDs are an evolution of the traditional Business Improvement District. The first HID was formed in West Hollywood, California in 1989. Since then, over eighty California destinations have followed suit. In recent years, other states have begun adopting the California model – Washington, Montana, and Texas have adopted HID laws. Several other states are in the process of adopting their own legislation. And, some cities, like Portland, Oregon, have utilized their charter powers to create HIDs without a state law.



California’s HIDs collectively raise over \$150 million for local destination marketing. With competitors raising their budgets, and increasing rivalry for visitor dollars, it is important that Carmel lodging businesses invest in stable, lodging-specific marketing programs.

HIDs utilize the efficiencies of private sector operation in the market-based promotion of tourism districts. HIDs allow lodging business owners to organize their efforts to increase room night sales. Lodging business owners within the HID pay an assessment and those funds are used to provide services that increase room night sales.

HIDs allow lodging business owners to organize their efforts to increase room night sales. Lodging business owners within the HID pay an assessment and those funds are used to provide services that increase room night sales.

In California, HIDs are formed pursuant to the Property and Business Improvement District Law of 1994. This law allows for the creation of a benefit assessment district to raise funds within a specific geographic area. *The key difference between HIDs and other benefit assessment districts is that funds raised are returned to the private non-profit corporation governing the district.*

There are many benefits to HIDs:

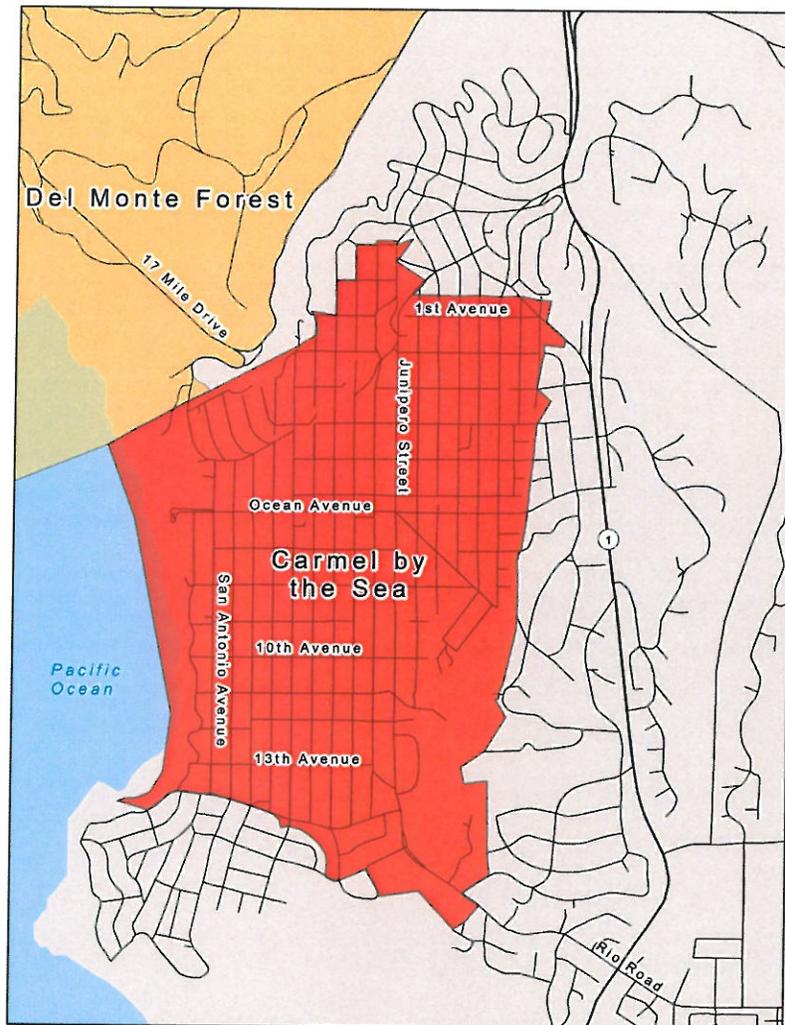
- Funds must be spent on services and improvements that provide a specific benefit only to those who pay;
- Funds cannot be diverted to general government programs;
- They are customized to fit the needs of payors in each destination;
- They allow for a wide range of services;
- They are *designed, created and governed by those who will pay* the assessment; and
- They provide a stable, long-term funding source for tourism promotion.

IV. BOUNDARY

The CHID will include all lodging businesses, existing and in the future, available for public occupancy within the boundaries of the City of Carmel.

Lodging business means: any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodginghouse, roominghouse, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed located; provided, the mobile home or house trailer is not located within a mobile home park and the tenant is not an employee of the owner or operator of the mobile home or house trailer, or other similar structure or portion thereof.

The boundary, as shown in the map below, currently includes forty-four (44) lodging businesses. A complete listing of lodging businesses within the proposed CHID can be found in Appendix 2.



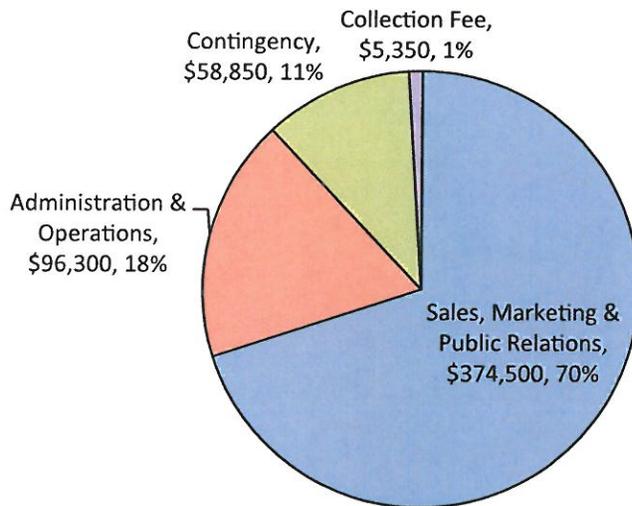
V. BUDGET AND SERVICES

A. Annual Service Plan

Assessment funds will be spent to provide specific benefits conferred or privileges granted directly to the payors that are not provided to those not charged, and which do not exceed the reasonable cost to the City of conferring the benefits or granting the privileges. The privileges and services provided with the CHID funds are sales, marketing and public relations programs available only to assessed businesses.

A service plan budget has been developed to deliver services that benefit businesses throughout the District. A detailed annual budget will be developed and approved by VC. The table below illustrates the initial annual budget allocations. The total initial budget is \$535,000.

Initial Annual Budget - \$535,000



Although actual revenues will fluctuate due to market conditions, the proportional allocations of the budget shall remain the same. However, the City and the VC board shall have the authority to adjust budget allocations between the categories by no more than fifteen percent (15%) of the total budget per year. A description of the proposed improvements and activities for the initial year of operation is below. The same activities are proposed for subsequent years. In the event of a legal challenge against the CHID, any and all assessment funds may be used for the costs of defending the CHID.

Each budget category includes all costs related to providing that service, in accordance with Generally Accepted Accounting Procedures (GAAP). For example, the sales and marketing budget includes the cost of staff time dedicated to overseeing and implementing the sales and marketing program. Staff time dedicated purely to administrative tasks is allocated to the administrative portion of the budget. The costs of an individual staff member may be allocated to multiple budget categories, as appropriate in accordance with GAAP. The staffing levels necessary to provide the services below will be determined by the VC on an as-needed basis.

Sales, Marketing and Public Relations

A sales and marketing program will promote assessed businesses as tourist, meeting, and event destinations. The sales and marketing program will have a central theme of promoting Carmel as a desirable place for overnight visits. The program will have the goal of increasing overnight visitation and room night sales at assessed businesses, particularly in shoulder season and mid-week periods, and may include the following activities:

- Internet marketing efforts to increase awareness and optimize internet presence to drive overnight visitation and room sales to assessed businesses;
- Print ads in magazines and newspapers targeted at potential visitors to drive overnight visitation and room sales to assessed businesses;
- Television ads targeted at potential visitors to drive overnight visitation and room sales to assessed businesses;
- Radio ads targeted at potential visitors to drive overnight visitation and room sales to assessed businesses;
- Attendance of trade shows to promote assessed businesses;
- Sales blitzes for assessed businesses;
- Familiarization tours of assessed businesses;
- Preparation and production of collateral promotional materials such as brochures, flyers and maps featuring assessed businesses;
- Attendance of professional industry conferences and affiliation events to promote assessed businesses;
- Lead generation activities designed to attract tourists and group events to assessed businesses;
- Director of Sales and General Manager meetings to plan and coordinate tourism promotion efforts for assessed businesses;
- Education of hospitality staff on service and safety designed to create a visitor experience that will bring repeat visits to assessed businesses;
- Education of lodging business management and the owners' association on marketing strategies best suited to meet assessed business's needs; and
- Other marketing and public relations programs, designed to drive overnight visitation and room sales to assessed businesses, as they become appropriate.

Administration and Operations

The administration and operations portion of the budget shall be utilized for administrative staffing costs, office costs, and other general administrative costs such as insurance, legal, and accounting fees.

City Collection Fee

The City of Carmel shall be paid a fee equal to one percent (1%) of the amount of assessment collected to cover its costs of collection and administration.

Contingency/Renewal

A prudent portion of the budget will be allocated to a contingency fund, to account for lower than anticipated collections. If there are contingency funds collected and near the expiration of the district there are contingency funds remaining, and business owners wish to renew the district, the contingency funds may be used for renewal costs.

B. Annual Budget

The total five (5) year improvement and service plan budget is projected at approximately \$535,000 annually, or \$2,675,000 through 2021. This amount may fluctuate as sales and revenue increase at assessed businesses, but is not expected to change significantly over the term.

C. California Constitutional Compliance

The CHID assessment is not a property-based assessment subject to the requirements of Proposition 218. The Court has found, “Proposition 218 limited the term ‘assessments’ to levies on real property.”¹ Rather, the CHID assessment is a business-based assessment, and is subject to Proposition 26. Pursuant to Proposition 26 all levies are a tax unless they fit one of seven exceptions. Two of these exceptions apply to the CHID, a “specific benefit” and a “specific government service.” Both require that the costs of benefits or services do not exceed the reasonable costs to the City of conferring the benefits or providing the services.

1. Specific Benefit

Proposition 26 requires that assessment funds be expended on, “a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.”² The services in this Management District Plan are designed to provide targeted benefits directly to assessed lodging businesses, and are intended only to provide benefits and services directly to those businesses paying the assessment. These services are tailored not to serve the general public, businesses in general, or parcels of land, but rather to serve the specific lodging businesses within the District. The activities described in this Plan are specifically targeted to increase room night sales for assessed lodging businesses within the boundaries of the District, and are narrowly tailored. CHID funds will be used exclusively to provide the specific benefit of increased room night sales directly to the assessees. For example, assessment funds shall not be used to feature non-assessed lodging businesses in CHID programs. Further, assessment funds shall not be used to directly generate sales for non-assessed businesses. The activities paid for from assessment revenues are business services constituting and providing specific benefits to the assessed businesses.

The assessment imposed by this District is for a specific benefit conferred directly to the payors that is not provided to those not charged. The specific benefit conferred directly to the payors is an increase in room night sales. The specific benefit of an increase in room night sales for assessed lodging businesses will be provided only to lodging businesses paying the district assessment, with marketing and sales programs promoting lodging businesses paying the district assessment. The marketing and sales programs will be designed to increase room night sales at each assessed lodging businesses. Because they are necessary to provide the marketing and sales programs that specifically benefit the assessed lodging businesses, the administration, collection and contingency services also provide the specific benefit of increased room night sales to the assessed lodging businesses.

Although the District, in providing specific benefits to payors, may produce incidental benefits to non-paying businesses, the incidental benefit does not preclude the services from being considered a specific benefit. The legislature has found that, “A specific benefit is not excluded from classification as a ‘specific benefit’ merely because an indirect benefit to a nonpayor occurs

¹ *Jarvis v. the City of San Diego* 72 Cal App. 4th 230

² Cal. Const. art XIII C § 1(e)(1)

incidentally and without cost to the payor as a consequence of providing the specific benefit to the payor.”³

2. *Specific Government Service*

The assessment may also be utilized to provide, “a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.”⁴ The legislature has recognized that marketing and promotions services like those to be provided by the CHID are government services within the meaning of Proposition 26⁵. Further, the legislature has determined that “a specific government service is not excluded from classification as a ‘specific government service’ merely because an indirect benefit to a nonpayor occurs incidentally and without cost to the payor as a consequence of providing the specific government service to the payor.”⁶

3. *Reasonable Cost*

District services will be implemented carefully to ensure they do not exceed the reasonable cost of such services. The full amount assessed will be used to provide the services described herein. Funds will be managed by the Owners’ Association, and reports submitted on an annual basis to the City. Only assessed lodging businesses will be featured in marketing materials, receive sales leads generated from district-funded activities, be featured in advertising campaigns, and benefit from other district-funded services. Non-assessed lodging businesses will not receive these, nor any other, district-funded services and benefits.

The District-funded programs are all targeted directly at and feature only assessed businesses. It is, however, possible that there will be a spill over benefit to non-assessed businesses. If non-assessed lodging businesses receive incremental room nights, that portion of the promotion or program generating those room nights shall be paid with non-District funds. CHID funds shall only be spent to benefit the assessed businesses, and shall not be spent on that portion of any program which generates incidental room nights for non-assessed businesses.

D. *Assessment*

The annual assessment rate is one percent (1%) of gross short term (stays less than 31 days) room rental revenue. Based on the benefit received, assessments will not be collected on stays of more than thirty (30) consecutive days, nor on stays by any Federal or State of California officer or employee when on official business, nor on stays by any officer or employee of a foreign government who is exempt by reason of express provision of Federal law or international treaty. Assessments pursuant to the CHID shall not include room rental revenue resulting from stays pursuant to contracts executed prior to March 1, 2016.

The term “gross room rental revenue” as used herein means: the consideration charged, whether or not received, for the occupancy of space in a lodging business valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever. Gross room rental revenue shall not include any federal, state or local taxes collected, including but not limited to transient occupancy taxes.

³ Government Code section 53758(a)

⁴ Cal. Const. art XIII C § 1(e)(2)

⁵ Government Code section 53758(b)

⁶ Government Code section 53758(b)

The assessment is levied upon and a direct obligation of the assessed lodging business. However, the assessed lodging business may, at its discretion, pass the assessment on to transients. The amount of assessment, if passed on to each transient, shall be disclosed in advance and separately stated from the amount of rent charged and any other applicable taxes, and each transient shall receive a receipt for payment from the business. The assessment shall be disclosed as the “CHID Assessment.” The assessment is imposed solely upon, and is the sole obligation of the assessed lodging business even if it is passed on to transients. The assessment shall not be considered revenue for any purposes, including calculation of transient occupancy taxes.

Bonds shall not be issued.

E. Penalties and Interest

1. Any lodging business that fails to remit any assessment imposed within the time required shall pay a penalty of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment.
2. Any lodging business that fails to remit any delinquent remittance on or before a period of thirty (30) days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of ten percent (10%) of the amount of the assessment in addition to the amount of the assessment and the ten percent (10%) penalty first imposed.
3. If the City determines that the nonpayment of any remittance due is due to fraud, a penalty of twenty-five percent (25%) of the amount of the assessment shall be added thereto in addition to the penalties state in subsections 1 and 2 of this section.
4. In addition to the penalties imposed, any operator that fails to remit any assessment imposed shall pay interest at the rate of one-half of one percent (0.5%) per month or fraction thereof on the amount of the assessment, exclusive of penalties, from the date on which the remittance first became delinquent until paid.
5. Every penalty imposed and such interest as accrues shall become a part of the assessment required to be paid.

F. Time and Manner for Collecting Assessments

The CHID assessment will be implemented beginning March 1, 2016 and will continue for five (5) years through February 28, 2021. The City will be responsible for collecting the assessment on a bi-monthly basis (including any delinquencies, penalties and interest) from each lodging business. The City shall take all reasonable efforts to collect the assessments from each lodging business. The City’s cost of pursuing and collecting delinquent assessments shall be paid from the penalties and interest charged on delinquent assessments. If the penalties and interest do not cover the City’s cost, the City shall be reimbursed for its costs from the contingency portion of the budget. If the City pursues delinquent Transient Occupancy Tax and delinquent CHID assessment in the same action, only the proportionate cost of collecting the assessment may be retained by the City from the assessment penalties and interest charged. The City shall forward the assessments collected to the Owners’ Association, within thirty (30) days of receipt.

VI. GOVERNANCE

A. Owners' Association

The City Council, through adoption of this Management District Plan, has the right, pursuant to Streets and Highways Code §36651, to identify the body that shall implement the proposed program, which shall be the Owners' Association of the CHID as defined in Streets and Highways Code §36614.5. The City Council has determined that Visit Carmel will serve as the Owners' Association for the CHID.

B. Owners' Association Board of Directors Makeup

The Board of Directors of VC will be comprised of nine (9) Directors. The Board shall strive to represent a diversity of assessed lodging businesses considering such factors as the size and type of the business. The makeup of the Board shall be as follows:

Number	Director Criteria
6	Represent an assessed business paying the CHID assessment.
3	Represent the Carmel business community at large.

C. Brown Act and California Public Records Act Compliance

An Owners' Association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. The Owners' Association is, however, subject to government regulations relating to transparency, namely the Ralph M. Brown Act and the California Public Records Act. These regulations are designed to promote public accountability. The Owners' Association acts as a legislative body under the Ralph M. Brown Act (Government Code §54950 et seq.). Thus, meetings of the VC board and certain committees must be held in compliance with the public notice and other requirements of the Brown Act. The Owners' Association is also subject to the record keeping and disclosure requirements of the California Public Records Act. Accordingly, the Owners' Association shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

D. Annual Report

The VC shall present an annual report at the end of each year of operation to the City Council pursuant to Streets and Highways Code §36650 (see Appendix 1). The annual report shall include:

- Any proposed changes in the boundaries of the improvement district or in any benefit zones or classification of businesses within the district.
- The improvements and activities to be provided for that fiscal year.
- An estimate of the cost of providing the improvements and the activities for that fiscal year.
- The method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year.
- The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.
- The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

APPENDIX 1 – LAW

STREETS AND HIGHWAYS CODE Division 18. Parking Part 7. Property and Business Improvement District Law of 1994

Cal Sts & Hy Code Div. 18, Pt. 7 Note (2015)

*** This document is current through the 2015 Supplement ***
(All 2014 legislation)

36600. Citation of part

This part shall be known and may be cited as the “Property and Business Improvement District Law of 1994.”

36601. Legislative findings and declarations

The Legislature finds and declares all of the following:

- (a) Businesses located and operating within business districts in some of this state’s communities are economically disadvantaged, are underutilized, and are unable to attract customers due to inadequate facilities, services, and activities in the business districts.
- (b) It is in the public interest to promote the economic revitalization and physical maintenance of business districts in order to create jobs, attract new businesses, and prevent the erosion of the business districts.
- (c) It is of particular local benefit to allow business districts to fund business related improvements, maintenance, and activities through the levy of assessments upon the businesses or real property that receive benefits from those improvements.
- (d) Assessments levied for the purpose of conferring special benefit upon the real property or businesses in a business district are not taxes for the general benefit of a city, even if property or persons not assessed receive incidental or collateral effects that benefit them.
- (e) Property and business improvement districts formed throughout this state have conferred special benefits upon properties and businesses within their districts and have made those properties and businesses more useful by providing the following benefits:
 - (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied.
 - (2) Job creation.
 - (3) Business attraction.
 - (4) Business retention.
 - (5) Economic growth.
 - (6) New investments.
- (f) With the dissolution of redevelopment agencies throughout the state, property and business improvement districts have become even more important tools with which communities can combat blight, promote economic opportunities, and create a clean and safe environment.
- (g) Since the enactment of this act, the people of California have adopted Proposition 218, which added Article XIII D to the Constitution in order to place certain requirements and restrictions on the formation of, and activities, expenditures, and assessments by property-based districts. Article XIII D of the Constitution provides that property-based districts may only levy assessments for special benefits.
- (h) The act amending this section is intended to provide the Legislature’s guidance with regard to this act, its interaction with the provisions of Article XIII D of the Constitution, and the determination of special benefits in property-based districts.
 - (1) The lack of legislative guidance has resulted in uncertainty and inconsistent application of this act, which discourages the use of assessments to fund needed improvements, maintenance, and activities in property-based districts, contributing to blight and other underutilization of property.
 - (2) Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special

benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.

(3) It is of the utmost importance that property-based districts created under this act have clarity regarding restrictions on assessments they may levy and the proper determination of special benefits. Legislative clarity with regard to this act will provide districts with clear instructions and courts with legislative intent regarding restrictions on property-based assessments, and the manner in which special benefits should be determined.

36602. Purpose of part

The purpose of this part is to supplement previously enacted provisions of law that authorize cities to levy assessments within property and business improvement districts, to ensure that those assessments conform to all constitutional requirements and are determined and assessed in accordance with the guidance set forth in this act. This part does not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes.

36603. Preemption of authority or charter city to adopt ordinances levying assessments

Nothing in this part is intended to preempt the authority of a charter city to adopt ordinances providing for a different method of levying assessments for similar or additional purposes from those set forth in this part. A property and business improvement district created pursuant to this part is expressly exempt from the provisions of the Special Assessment Investigation, Limitation and Majority Protest Act of 1931 (Division 4 (commencing with Section 2800)).

36603.5. Part prevails over conflicting provisions

Any provision of this part that conflicts with any other provision of law shall prevail over the other provision of law, as to districts created under this part.

36604. Severability

This part is intended to be construed liberally and, if any provision is held invalid, the remaining provisions shall remain in full force and effect. Assessments levied under this part are not special taxes.

36606. “Activities”

“Activities” means, but is not limited to, all of the following that benefit businesses or real property in the district:

- (a) Promotion of public events.
- (b) Furnishing of music in any public place.
- (c) Promotion of tourism within the district.
- (d) Marketing and economic development, including retail retention and recruitment.
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.
- (f) Other services provided for the purpose of conferring special benefit upon assessed businesses and real property located in the district.

36606.5. “Assessment”

“Assessment” means a levy for the purpose of acquiring, constructing, installing, or maintaining improvements and providing activities that will provide certain benefits to properties or businesses located within a property and business improvement district.

36607. “Business”

“Business” means all types of businesses and includes financial institutions and professions.

36608. “City”

“City” means a city, county, city and county, or an agency or entity created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 of Title 1 of the Government Code, the public member agencies of which includes only cities, counties, or a city and county, or the State of California.

36609. “City council”

“City council” means the city council of a city or the board of supervisors of a county, or the agency, commission, or board created pursuant to a joint powers agreement and which is a city within the meaning of this part.

36609.4. “Clerk”

“Clerk” means the clerk of the legislative body.

36609.5. “General benefit”

“General benefit” means, for purposes of a property-based district, any benefit that is not a “special benefit” as defined in Section 36615.5.

36610. “Improvement”

“Improvement” means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more including, but not limited to, the following:

- (a) Parking facilities.
- (b) Benches, booths, kiosks, display cases, pedestrian shelters and signs.
- (c) Trash receptacles and public restrooms.
- (d) Lighting and heating facilities.
- (e) Decorations.
- (f) Parks.
- (g) Fountains.
- (h) Planting areas.
- (i) Closing, opening, widening, or narrowing of existing streets.
- (j) Facilities or equipment, or both, to enhance security of persons and property within the area.
- (k) Ramps, sidewalks, plazas, and pedestrian malls.
- (l) Rehabilitation or removal of existing structures.

36611. “Management district plan”; “Plan”

“Management district plan” or “plan” means a proposal as defined in Section 36622.

36612. “Owners’ Association”

“Owners’ association” means a private nonprofit entity that is under contract with a city to administer or implement improvements, maintenance, and activities specified in the management district plan. An owners’ association may be an existing nonprofit entity or a newly formed nonprofit entity. An owners’ association is a private entity and may not be considered a public entity for any purpose, nor may its board members or staff be considered to be public officials for any purpose. Notwithstanding this section, an owners’ association shall comply with the Ralph M. Brown Act (Chapter 9 (commencing with Section 54950) of Part 1 of Division 2 of Title 5 of the Government Code), at all times when matters within the subject matter of the district are heard, discussed, or deliberated, and with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), for all records relating to activities of the district.

36614. “Property”

“Property” means real property situated within a district.

36614.5. “Property and business improvement district”; “District”

“Property and business improvement district,” or “district,” means a property and business improvement district established pursuant to this part.

36614.6. “Property-based assessment”

“Property-based assessment” means any assessment made pursuant to this part upon real property.

36614.7. “Property-based district”

“Property-based district” means any district in which a city levies a property-based assessment.

36615. “Property owner”; “Business owner”; “Owner”

“Property owner” means any person shown as the owner of land on the last equalized assessment roll or otherwise known to be the owner of land by the city council. “Business owner” means any person recognized by the city as the owner of the business. “Owner” means either a business owner or a property owner. The city council has no obligation to obtain other information as to the ownership of land or businesses, and its determination of ownership shall be final and conclusive for the purposes of this part. Wherever this part requires the signature of the property owner, the signature of the authorized agent of the property owner shall be sufficient. Wherever this part requires the signature of the business owner, the signature of the authorized agent of the business owner shall be sufficient.

36615.5. “Special benefit”

“Special benefit” means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed. Special benefit excludes general enhancement of property value.

36616. “Tenant”

“Tenant” means an occupant pursuant to a lease of commercial space or a dwelling unit, other than an owner.

36617. Alternative method of financing certain improvements and activities; Effect on other provisions

This part provides an alternative method of financing certain improvements and activities. The provisions of this part shall not affect or limit any other provisions of law authorizing or providing for the furnishing of improvements or activities or the raising of revenue for these purposes. Every improvement area established pursuant to the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500) of this division) is valid and effective and is unaffected by this part.

36620. Establishment of property and business improvement district

A property and business improvement district may be established as provided in this chapter.

36620.5. Requirement of consent of city council

A county may not form a district within the territorial jurisdiction of a city without the consent of the city council of that city. A city may not form a district within the unincorporated territory of a county without the consent of the board of supervisors of that county. A city may not form a district within the territorial jurisdiction of another city without the consent of the city council of the other city.

36621. Initiation of proceedings; Petition of property or business owners in proposed district

(a) Upon the submission of a written petition, signed by the property or business owners in the proposed district who will pay more than 50 percent of the assessments proposed to be levied, the city council may initiate proceedings to form a district by the adoption of a resolution expressing its intention to form a district. The amount of assessment attributable to property or a business owned by the same property or business owner that is in excess of 40 percent of the amount of all assessments proposed to be levied, shall not be included in determining whether the petition is signed by property or business owners who will pay more than 50 percent of the total amount of assessments proposed to be levied.

(b) The petition of property or business owners required under subdivision (a) shall include a summary of the management district plan. That summary shall include all of the following:

- (1) A map showing the boundaries of the district.
- (2) Information specifying where the complete management district plan can be obtained.
- (3) Information specifying that the complete management district plan shall be furnished upon request.

(c) The resolution of intention described in subdivision (a) shall contain all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property or businesses within the district, a statement as to whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements do not need to be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities, and the location and extent of the proposed district.

(2) A time and place for a public hearing on the establishment of the property and business improvement district and the levy of assessments, which shall be consistent with the requirements of Section 36623.

36622. Contents of management district plan

The management district plan shall include, but is not limited to, all of the following:

(a) If the assessment will be levied on property, a map of the district in sufficient detail to locate each parcel of property and, if businesses are to be assessed, each business within the district. If the assessment will be levied on businesses, a map that identifies the district boundaries in sufficient detail to allow a business owner to reasonably determine whether a business is located within the district boundaries. If the assessment will be levied on property and businesses, a map of the district in sufficient detail to locate each parcel of property and to allow a business owner to reasonably determine whether a business is located within the district boundaries.

(b) The name of the proposed district.

(c) A description of the boundaries of the district, including the boundaries of benefit zones, proposed for establishment or extension in a manner sufficient to identify the affected property and businesses included, which may be made by reference to any plan or map that is on file with the clerk. The boundaries of a proposed property assessment district shall not overlap with the boundaries of another existing property assessment district created pursuant to this part. This part does not prohibit the boundaries of a district created pursuant to this part to overlap with other assessment districts established pursuant to other provisions of law, including, but not limited to, the Parking and Business Improvement Area Law of 1989 (Part 6 (commencing with Section 36500)). This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with another business assessment district created pursuant to this part. This part does not prohibit the boundaries of a business assessment district created pursuant to this part to overlap with a property assessment district created pursuant to this part.

(d) The improvements, maintenance, and activities proposed for each year of operation of the district and the maximum cost thereof. If the improvements, maintenance, and activities proposed for each year of operation are the same, a description of the first year's proposed improvements, maintenance, and activities and a statement that the same improvements, maintenance, and activities are proposed for subsequent years shall satisfy the requirements of this subdivision.

(e) The total annual amount proposed to be expended for improvements, maintenance, or activities, and debt service in each year of operation of the district. If the assessment is levied on businesses, this amount may be estimated

based upon the assessment rate. If the total annual amount proposed to be expended in each year of operation of the district is not significantly different, the amount proposed to be expended in the initial year and a statement that a similar amount applies to subsequent years shall satisfy the requirements of this subdivision.

(f) The proposed source or sources of financing, including the proposed method and basis of levying the assessment in sufficient detail to allow each property or business owner to calculate the amount of the assessment to be levied against his or her property or business. The plan also shall state whether bonds will be issued to finance improvements.

(g) The time and manner of collecting the assessments.

(h) The specific number of years in which assessments will be levied. In a new district, the maximum number of years shall be five. Upon renewal, a district shall have a term not to exceed 10 years. Notwithstanding these limitations, a district created pursuant to this part to finance capital improvements with bonds may levy assessments until the maximum maturity of the bonds. The management district plan may set forth specific increases in assessments for each year of operation of the district.

(i) The proposed time for implementation and completion of the management district plan.

(j) Any proposed rules and regulations to be applicable to the district.

(k) (1) A list of the properties or businesses to be assessed, including the assessor's parcel numbers for properties to be assessed, and a statement of the method or methods by which the expenses of a district will be imposed upon benefited real property or businesses, in proportion to the benefit received by the property or business, to defray the cost thereof.

(2) In a property-based district, the proportionate special benefit derived by each identified parcel shall be determined exclusively in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the activities. An assessment shall not be imposed on any parcel that exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and a property-based district shall separate the general benefits, if any, from the special benefits conferred on a parcel. Parcels within a property-based district that are owned or used by any city, public agency, the State of California, or the United States shall not be exempt from assessment unless the governmental entity can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit. The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel.

(l) In a property-based district, the total amount of all special benefits to be conferred upon the properties located within the property-based district.

(m) In a property-based district, the total amount of general benefits, if any.

(n) In a property-based district, a detailed engineer's report prepared by a registered professional engineer certified by the State of California supporting all assessments contemplated by the management district plan.

(o) Any other item or matter required to be incorporated therein by the city council.

36623. Procedure to levy assessment

(a) If a city council proposes to levy a new or increased property assessment, the notice and protest and hearing procedure shall comply with Section 53753 of the Government Code.

(b) If a city council proposes to levy a new or increased business assessment, the notice and protest and hearing procedure shall comply with Section 54954.6 of the Government Code, except that notice shall be mailed to the owners of the businesses proposed to be assessed. A protest may be made orally or in writing by any interested person. Every written protest shall be filed with the clerk at or before the time fixed for the public hearing. The city council may waive any irregularity in the form or content of any written protest. A written protest may be withdrawn in writing at any time before the conclusion of the public hearing. Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the city as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business or the authorized representative. A written protest that does not comply with this section shall not be counted in determining a majority protest. If written protests are received from the owners or authorized representatives of businesses in the proposed district that will pay 50 percent or more of the assessments proposed to be levied and protests are not withdrawn so as to reduce the protests to less than 50 percent, no further proceedings to levy the proposed assessment against such businesses, as contained in the resolution of intention, shall be taken for a period of one year from the date of the finding of a majority protest by the city council.

(c) If a city council proposes to conduct a single proceeding to levy both a new or increased property assessment and a new or increased business assessment, the notice and protest and hearing procedure for the property assessment shall comply with subdivision (a), and the notice and protest and hearing procedure for the business assessment shall comply with subdivision (b). If a majority protest is received from either the property or business owners, that respective portion of the assessment shall not be levied. The remaining portion of the assessment may be levied unless the improvement or other special benefit was proposed to be funded by assessing both property and business owners.

36624. Changes to proposed assessments

At the conclusion of the public hearing to establish the district, the city council may adopt, revise, change, reduce, or modify the proposed assessment or the type or types of improvements, maintenance, and activities to be funded with the revenues from the assessments. Proposed assessments may only be revised by reducing any or all of them. At the public hearing, the city council may only make changes in, to, or from the boundaries of the proposed property and business improvement district that will exclude territory that will not benefit from the proposed improvements, maintenance, and activities. Any modifications, revisions, reductions, or changes to the proposed assessment district shall be reflected in the notice and map recorded pursuant to Section 36627.

36625. Resolution of formation

(a) If the city council, following the public hearing, decides to establish a proposed property and business improvement district, the city council shall adopt a resolution of formation that shall include, but is not limited to, all of the following:

(1) A brief description of the proposed improvements, maintenance, and activities, the amount of the proposed assessment, a statement as to whether the assessment will be levied on property, businesses, or both within the district, a statement on whether bonds will be issued, and a description of the exterior boundaries of the proposed district, which may be made by reference to any plan or map that is on file with the clerk. The descriptions and statements need not be detailed and shall be sufficient if they enable an owner to generally identify the nature and extent of the improvements, maintenance, and activities and the location and extent of the proposed district.

(2) The number, date of adoption, and title of the resolution of intention.

(3) The time and place where the public hearing was held concerning the establishment of the district.

(4) A determination regarding any protests received. The city shall not establish the district or levy assessments if a majority protest was received.

(5) A statement that the properties, businesses, or properties and businesses in the district established by the resolution shall be subject to any amendments to this part.

(6) A statement that the improvements, maintenance, and activities to be conferred on businesses and properties in the district will be funded by the levy of the assessments. The revenue from the levy of assessments within a district shall not be used to provide improvements, maintenance, or activities outside the district or for any purpose other than the purposes specified in the resolution of intention, as modified by the city council at the hearing concerning establishment of the district.

(7) A finding that the property or businesses within the area of the property and business improvement district will be benefited by the improvements, maintenance, and activities funded by the proposed assessments, and, for a property-based district, that property within the district will receive a special benefit.

(8) In a property-based district, the total amount of all special benefits to be conferred on the properties within the property-based district.

(b) The adoption of the resolution of formation and, if required, recordation of the notice and map pursuant to Section 36627 shall constitute the levy of an assessment in each of the fiscal years referred to in the management district plan.

36626. Resolution establishing district

If the city council, following the public hearing, desires to establish the proposed property and business improvement district, and the city council has not made changes pursuant to Section 36624, or has made changes that do not substantially change the proposed assessment, the city council shall adopt a resolution establishing the district. The resolution shall contain all of the information specified in Section 36625.

36627. Notice and assessment diagram

Following adoption of the resolution establishing district assessments on properties pursuant to Section 36625 or Section 36626, the clerk of the city shall record a notice and an assessment diagram pursuant to Section 3114. No other provision of Division 4.5 (commencing with Section 3100) applies to an assessment district created pursuant to this part.

36628. Establishment of separate benefit zones within district; Categories of businesses

The city council may establish one or more separate benefit zones within the district based upon the degree of benefit derived from the improvements or activities to be provided within the benefit zone and may impose a different assessment within each benefit zone. If the assessment is to be levied on businesses, the city council may also define categories of businesses based upon the degree of benefit that each will derive from the improvements or activities to be provided within the district and may impose a different assessment or rate of assessment on each category of business, or on each category of business within each zone.

36628.5. Assessments on businesses or property owners

The city council may levy assessments on businesses or on property owners, or a combination of the two, pursuant to this part. The city council shall structure the assessments in whatever manner it determines corresponds with the distribution of benefits from the proposed improvements, maintenance, and activities, provided that any property-based assessment conforms with the requirements set forth in paragraph (2) of subdivision (k) of Section 36622.

36629. Provisions and procedures applicable to benefit zones and business categories

All provisions of this part applicable to the establishment, modification, or disestablishment of a property and business improvement district apply to the establishment, modification, or disestablishment of benefit zones or categories of business. The city council shall, to establish, modify, or disestablish a benefit zone or category of business, follow the procedure to establish, modify, or disestablish a property and business improvement district.

36630. Expiration of district; Creation of new district

If a property and business improvement district expires due to the time limit set pursuant to subdivision (h) of Section 36622, a new management district plan may be created and the district may be renewed pursuant to this part.

36631. Time and manner of collection of assessment; Delinquent payments

The collection of the assessments levied pursuant to this part shall be made at the time and in the manner set forth by the city council in the resolution levying the assessment. Assessments levied on real property may be collected at the same time and in the same manner as for the ad valorem property tax, and may provide for the same lien priority and penalties for delinquent payment. All delinquent payments for assessments levied pursuant to this part may be charged interest and penalties.

36632. Assessments to be based on estimated benefit; Classification of real property and businesses; Exclusion of residential and agricultural property

- (a) The assessments levied on real property pursuant to this part shall be levied on the basis of the estimated benefit to the real property within the property and business improvement district. The city council may classify properties for purposes of determining the benefit to property of the improvements and activities provided pursuant to this part.
- (b) Assessments levied on businesses pursuant to this part shall be levied on the basis of the estimated benefit to the businesses within the property and business improvement district. The city council may classify businesses for purposes of determining the benefit to the businesses of the improvements and activities provided pursuant to this part.
- (c) Properties zoned solely for residential use, or that are zoned for agricultural use, are conclusively presumed not to benefit from the improvements and service funded through these assessments, and shall not be subject to any assessment pursuant to this part.

36633. Time for contesting validity of assessment

The validity of an assessment levied under this part shall not be contested in any action or proceeding unless the action or proceeding is commenced within 30 days after the resolution levying the assessment is adopted pursuant to Section 36626. Any appeal from a final judgment in an action or proceeding shall be perfected within 30 days after the entry of judgment.

36634. Service contracts authorized to establish levels of city services

The city council may execute baseline service contracts that would establish levels of city services that would continue after a property and business improvement district has been formed.

36635. Request to modify management district plan

The owners' association may, at any time, request that the city council modify the management district plan. Any modification of the management district plan shall be made pursuant to this chapter.

36636. Modification of plan by resolution after public hearing; Adoption of resolution of intention; Modification of improvements and activities by adoption of resolution after public hearing

(a) Upon the written request of the owners' association, the city council may modify the management district plan after conducting one public hearing on the proposed modifications. The city council may modify the improvements and activities to be funded with the revenue derived from the levy of the assessments by adopting a resolution determining to make the modifications after holding a public hearing on the proposed modifications. If the modification includes the levy of a new or increased assessment, the city council shall comply with Section 36623. Notice of all other public hearings pursuant to this section shall comply with both of the following:

(1) The resolution of intention shall be published in a newspaper of general circulation in the city once at least seven days before the public hearing.

(2) A complete copy of the resolution of intention shall be mailed by first class mail, at least 10 days before the public hearing, to each business owner or property owner affected by the proposed modification.

(b) The city council shall adopt a resolution of intention which states the proposed modification prior to the public hearing required by this section. The public hearing shall be held not more than 90 days after the adoption of the resolution of intention.

36637. Reflection of modification in notices recorded and maps

Any subsequent modification of the resolution shall be reflected in subsequent notices and maps recorded pursuant to Division 4.5 (commencing with Section 3100), in a manner consistent with the provisions of Section 36627.

36640. Bonds authorized; Procedure; Restriction on reduction or termination of assessments

(a) The city council may, by resolution, determine and declare that bonds shall be issued to finance the estimated cost of some or all of the proposed improvements described in the resolution of formation adopted pursuant to Section 36625, if the resolution of formation adopted pursuant to that section provides for the issuance of bonds, under the Improvement Bond Act of 1915 (Division 10 (commencing with Section 8500)) or in conjunction with Marks-Roos Local Bond Pooling Act of 1985 (Article 4 (commencing with Section 6584) of Chapter 5 of Division 7 of Title 1 of the Government Code). Either act, as the case may be, shall govern the proceedings relating to the issuance of bonds, although proceedings under the Bond Act of 1915 may be modified by the city council as necessary to accommodate assessments levied upon business pursuant to this part.

(b) The resolution adopted pursuant to subdivision (a) shall generally describe the proposed improvements specified in the resolution of formation adopted pursuant to Section 36625, set forth the estimated cost of those improvements, specify the number of annual installments and the fiscal years during which they are to be collected. The amount of debt service to retire the bonds shall not exceed the amount of revenue estimated to be raised from assessments over 30 years.

(c) Notwithstanding any other provision of this part, assessments levied to pay the principal and interest on any bond issued pursuant to this section shall not be reduced or terminated if doing so would interfere with the timely retirement of the debt.

36650. Report by owners' association; Approval or modification by city council

(a) The owners' association shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvements, maintenance, and activities described in the report. The owners' association's first report shall be due after the first year of operation of the district. The report may propose changes, including, but not limited to, the boundaries of the property and business improvement district or any benefit zones within the district, the basis and method of levying the assessments, and any changes in the classification of property, including any categories of business, if a classification is used.

(b) The report shall be filed with the clerk and shall refer to the property and business improvement district by name, specify the fiscal year to which the report applies, and, with respect to that fiscal year, shall contain all of the following information:

(1) Any proposed changes in the boundaries of the property and business improvement district or in any benefit zones or classification of property or businesses within the district.

(2) The improvements, maintenance, and activities to be provided for that fiscal year.

(3) An estimate of the cost of providing the improvements, maintenance, and activities for that fiscal year.

(4) The method and basis of levying the assessment in sufficient detail to allow each real property or business owner, as appropriate, to estimate the amount of the assessment to be levied against his or her property or business for that fiscal year.

(5) The estimated amount of any surplus or deficit revenues to be carried over from a previous fiscal year.

(6) The estimated amount of any contributions to be made from sources other than assessments levied pursuant to this part.

(c) The city council may approve the report as filed by the owners' association or may modify any particular contained in the report and approve it as modified. Any modification shall be made pursuant to Sections 36635 and 36636.

The city council shall not approve a change in the basis and method of levying assessments that would impair an authorized or executed contract to be paid from the revenues derived from the levy of assessments, including any commitment to pay principal and interest on any bonds issued on behalf of the district.

36651. Designation of owners' association to provide improvements and activities

The management district plan may, but is not required to, state that an owners' association will provide the improvements, maintenance, and activities described in the management district plan. If the management district plan designates an owners' association, the city shall contract with the designated nonprofit corporation to provide services.

36660. Renewal of district; Transfer or refund of remaining revenues; District term limit

(a) Any district previously established whose term has expired, or will expire, may be renewed by following the procedures for establishment as provided in this chapter.

(b) Upon renewal, any remaining revenues derived from the levy of assessments, or any revenues derived from the sale of assets acquired with the revenues, shall be transferred to the renewed district. If the renewed district includes additional parcels or businesses not included in the prior district, the remaining revenues shall be spent to benefit only the parcels or businesses in the prior district. If the renewed district does not include parcels or businesses included in the prior district, the remaining revenues attributable to these parcels shall be refunded to the owners of these parcels or businesses.

(c) Upon renewal, a district shall have a term not to exceed 10 years, or, if the district is authorized to issue bonds, until the maximum maturity of those bonds. There is no requirement that the boundaries, assessments, improvements, or activities of a renewed district be the same as the original or prior district.

36670. Circumstances permitting disestablishment of district; Procedure

(a) Any district established or extended pursuant to the provisions of this part, where there is no indebtedness, outstanding and unpaid, incurred to accomplish any of the purposes of the district, may be disestablished by resolution by the city council in either of the following circumstances:

(1) If the city council finds there has been misappropriation of funds, malfeasance, or a violation of law in connection with the management of the district, it shall notice a hearing on disestablishment.

(2) During the operation of the district, there shall be a 30-day period each year in which assesseses may request disestablishment of the district. The first such period shall begin one year after the date of establishment of the district and shall continue for 30 days. The next such 30-day period shall begin two years after the date of the establishment of the district. Each successive year of operation of the district shall have such a 30-day period. Upon the written petition of the owners or authorized representatives of real property or the owners or authorized representatives of businesses in the area who pay 50 percent or more of the assessments levied, the city council shall pass a resolution of intention to disestablish the district. The city council shall notice a hearing on disestablishment.

(b) The city council shall adopt a resolution of intention to disestablish the district prior to the public hearing required by this section. The resolution shall state the reason for the disestablishment, shall state the time and place of the public hearing, and shall contain a proposal to dispose of any assets acquired with the revenues of the assessments levied within the property and business improvement district. The notice of the hearing on disestablishment required by this section shall be given by mail to the property owner of each parcel or to the owner of each business subject to assessment in the district, as appropriate. The city shall conduct the public hearing not less than 30 days after mailing the notice to the property or business owners. The public hearing shall be held not more than 60 days after the adoption of the resolution of intention.

36671. Refund of remaining revenues upon disestablishment or expiration without renewal of district; Calculation of refund; Use of outstanding revenue collected after disestablishment of district

(a) Upon the disestablishment or expiration without renewal of a district, any remaining revenues, after all outstanding debts are paid, derived from the levy of assessments, or derived from the sale of assets acquired with the revenues, or from bond reserve or construction funds, shall be refunded to the owners of the property or businesses then located and operating within the district in which assessments were levied by applying the same method and basis that was used to calculate the assessments levied in the fiscal year in which the district is disestablished or expires. All outstanding assessment revenue collected after disestablishment shall be spent on improvements and activities specified in the management district plan.

(b) If the disestablishment occurs before an assessment is levied for the fiscal year, the method and basis that was used to calculate the assessments levied in the immediate prior fiscal year shall be used to calculate the amount of any refund.

APPENDIX 2 – ASSESSED BUSINESSES

Name	Mailing Address	City	State	Zip
Adobe Inn	PO Box 4115	Carmel	CA	93921
Best Western Plus Carmel Bay View Inn	PO Box 3715	Carmel	CA	93921
Best Western Carmel's Townhouse Lodge	PO Box 3574	Carmel	CA	93921
Briarwood Inn	PO Box 5245	Carmel	CA	93921
Candlelight Inn	PO Box 1900	Carmel	CA	93921
Carmel Cottage Inn	PO Box 5805	Carmel	CA	93921
Carmel Country Inn	PO Box 3756	Carmel	CA	93921
Carmel Fireplace Inn	PO Box 4082	Carmel	CA	93921
Carmel GardenInn	PO Box 5547	Carmel	CA	93921
Carmel Inn & Suites	PO Box 1295	Carmel	CA	93921
Carmel Oaks Inn	PO Box 3696	Carmel	CA	93921
Carmel Resort Inn	PO Box 2266	Carmel	CA	93921
Carmel Lodge	PO Box 951	Carmel	CA	93921
Carmel Village Inn	PO Box 2854	Carmel	CA	93921
Carmel Wayfarer Inn	PO Box 1896	Carmel	CA	93921
Carriage House Inn	PO Box 1900	Carmel	CA	93921
Casa de Carmel	PO Box 394	Carmel	CA	93921
Coachman's Inn	PO Box C-1	Carmel	CA	93921
Cobblestone Inn	PO Box 3185	Carmel	CA	93921
Colonial Terrace	PO Box 1375	Carmel	CA	93921
Comfort Inn	PO Box 3838	Carmel	CA	93921
Cypress Inn	PO Box Y	Carmel	CA	93921
Dolphin Inn	PO Box 1900	Carmel	CA	93921
Edgemere Cottages	PO Box 2458	Carmel	CA	93921
Forest Lodge	PO Box AF	Carmel	CA	93921
Green Lantern Inn	PO Box 1114	Carmel	CA	93921
Happy Landing	PO Box 2619	Carmel	CA	93921
Hofsas House	PO Box 1195	Carmel	CA	93921
Homestead Inn c/o Mission Ranch	26270 Dolores Street	Carmel	CA	93923
Horizon Inn/Ocean View Lodge	PO Box 1693	Carmel	CA	93921
La Playa Hotel	PO Box 900	Carmel	CA	93921
L'Auberge Carmel	PO Box J	Carmel	CA	93921
Lampighter	PO Box AF	Carmel	CA	93921
Lobos Lodge	PO Box L-1	Carmel	CA	93921
Monte Verde Inn	PO Box 394	Carmel	CA	93921
Normandy Inn	PO Box 1706	Carmel	CA	93921
Pine Inn	PO Box 250	Carmel	CA	93921
Sea View Inn	PO Box 4138	Carmel	CA	93921
Sunset House	PO Box AF	Carmel	CA	93921
Svendsgaards Inn	PO Box 1900	Carmel	CA	93921
Tally Ho Inn	PO Box 3726	Carmel	CA	93921
The Tradewinds at Carmel	PO Box 3403	Carmel	CA	93921
Vagabond's House Inn	PO Box 2747	Carmel	CA	93921
Wayside Inn	PO Box 1900	Carmel	CA	93921



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1040
November 2, 2015
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Douglas J. Schmitz
FROM:	Ashlee Wright, City Clerk
SUBJECT:	Consideration of a Resolution calling the April 12, 2016, General Municipal Election for the purpose of electing a Mayor for a term of two (2) years and two members of the City Council for a term of four years each and requesting that the Monterey County Registrar of Voters (ROV) conduct the election; and authorizing the City Administrator to enter into an agreement with the Registrar of Voters to conduct the election.

AMOUNT OF EXPENDITURE	\$ 37,560
AMOUNT BUDGETED	\$ 35,000
APPROPRIATION REQUIRED	\$ 2,750

RECOMMENDATION

Adopt Resolution calling the April 12, 2016, General Municipal Election and requesting that the Monterey County Registrar of Voters (ROV) conduct the election; and authorize the City Administrator to enter into a service agreement with the ROV to conduct the election.

SUMMARY

The City of Carmel-by-the-Sea holds its General Municipal Election in April of even-numbered years. During each election cycle, the Mayor's seat and two open seats on the City Council are subject to election/reelection. Therefore, every two years, in accordance with the provisions of the Elections Code of the State of California, the Office of the City Clerk requests adoption of a Resolution calling for the election. In addition to calling the April 12, 2016 election, the attached draft Resolution also requests that the County Board of Supervisors direct the Monterey County ROV to conduct the election on behalf of the City of Carmel-by-the-Sea and authorizes the City Administrator to enter an agreement with the ROV.

Background:

Elections in Carmel-by-the-Sea are "stand-alone"-- conducted independently and not held on the same date as any other election. For many years, the County ROV conducted Carmel elections. When costs increased significantly, the City solicited a quote from an outside vendor to conduct the City's elections. In 2010, 2012, and 2014, the City contracted with Martin & Chapman, a California-based elections services company. At that time, costs to contract out were lower than using the County, but the City Clerk's Office took on more responsibilities to oversee the election. The Deputy City Clerk traveled to

the Registrar's Office daily during the month-long ballot mail-in period to verify signatures. There were other costs including those associated with hiring poll workers and using other City employees to work on Election Night.

Personnel costs were not considered in the past when determining the actual costs to conduct an election. Furthermore, and not easy to quantify, is the "cost" of the added workload and time lost on ensuring the delivery of other important City services during the conduct of the election.

Analysis:

A recent analysis reveals that the cost to conduct the 2014 election was as follows: \$25,902 to Martin & Chapman, \$2,262 to the County Elections Department for certain information and services, \$700 for poll workers and meals, and \$6,282 for personnel costs; for a total of \$34,445.

County ROV Claudio Venezuela and his staff are election experts and provide election services to the Federal and State governments, as well as to Counties, Cities and Special Districts. They have the knowledge, resources and experience to focus on the conduct of elections. The City Clerk, who is the local elections official, is also responsible for numerous other duties to support the City Council and the legislative process.

Estimates were obtained from both Martin & Chapman and the County ROV, however the scope of services are not the same. The County is able to provide all printing, mailings, signature verification services, hiring of poll workers and canvassing (counting the ballots). When using Martin & Chapman, the City Clerk must coordinate many of these complex tasks.

Carmel-by-the-Sea currently has 2,504 registered voters. Costs are estimated as follows:

1. Contracting with Martin & Chapman is estimated to cost \$41,050 (which includes City staff time and mileage reimbursements, hiring poll workers and providing them with meals on Election Day). This equates to a cost of \$16.40 per voter.
2. Requesting the services of the ROV to conduct the election would cost approximately \$37,560, or \$15.00 per voter. It is important to note that the amount charged by the ROV will be *actual costs* and the ROV has indicated that his estimate is on the "high side".

Conclusion:

In either case, the City Clerk will still issue and accept nomination papers, work closely with candidates and candidate committees during the election cycle, accept and make available to the public campaign statements, publish notices and provide election information to Carmel-by-the-Sea residents, in addition to working closely with the ROV to facilitate the election process. The ROV and the City Clerk in most cities in California are partners in democracy and work collaboratively to conduct municipal elections at a reasonable cost. For this and reasons outlined above, staff is recommending that the County ROV conduct the City's stand-alone election in April of 2016.

ATTACHMENTS

1. Resolution
2. Service Agreement with the Monterey County Registrar of Voters

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 29 Oct 15

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

RESOLUTION 2015-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARMEL-BY-THE-SEA CALLING THE APRIL 12, 2016
GENERAL MUNICIPAL ELECTION AND REQUESTING THAT THE
MONTEREY COUNTY REGISTRAR OF VOTERS
CONDUCT THE ELECTION**

WHEREAS, pursuant to Elections Code §12001, the City Council of the City of Carmel-by-the-Sea hereby calls an election to be held on April 12, 2016 for the purpose of electing successors to the terms of office which expire in April 2016; and

WHEREAS, pursuant to Elections Code § 10002, the governing body of any city or district may by resolution request the Board of Supervisors of the county to permit the county elections official to render specified services to the city or district relating to the conduct of an election; and

WHEREAS, the resolution of the governing body of the city or district shall specify the services requested; and

WHEREAS, pursuant to Elections Code § 10002, the city or district shall reimburse the county in full for the services performed upon presentation of a bill to the city or district.

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

- A. A general municipal election is hereby called and ordered to be held in the City of Carmel-by-the-Sea on Tuesday, April 12, 2016 for the purpose of electing a Mayor for a term of two years and two members of the City Council, each for a term of four (4) years.
- B. The City Council of the City of Carmel-by-the-Sea hereby requests the Board of Supervisors to consent and agree to issue instructions to the Monterey County Registrar of Voters to provide any and all services necessary for conducting the election and agrees to pay for said services, as outlined in Attachment A.
- C. The City Council does hereby authorize the City Administrator to execute a Service Agreement with the Monterey County Registrar of Voters (Attachment A) to conduct the April 12, 2016 General Municipal Election at an estimated cost of \$37,560.
- D. The notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give notice of the election, in time, form and manner as required by law.
- E. The City Clerk is hereby directed to publish a list of the names of the nominees, in the order in which they will appear on the ballot, and the respective offices for which they have been nominated in the Carmel Pine Cone pursuant to State law.
- F. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

- G. Upon completion of the Official Canvass pursuant to Elections Code Section 10262, the City Council of the City of Carmel-by-the-Sea shall meet and install the newly-elected Council Members and Mayor (§10263 et seq., Elections Code).
- H. The City Clerk is hereby directed to file a certified copy of this Resolution with the Monterey County Board of Supervisors and the Monterey County Registrar of Voters.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of November 2015, by the following roll call vote:

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

SIGNED:

ATTEST:

 Jason Burnett, MAYOR

 Ashlee Wright, City Clerk

SERVICE AGREEMENT FOR THE PROVISION OF ELECTION

SERVICES BETWEEN the City of Carmel-by-the-Sea AND
City

MONTEREY COUNTY REGISTRAR OF VOTERS

April 12, 2016 Election Date This Agreement,

entered into this 2 day of November 2015, by and between

City of Carmel by-the-Sea and Monterey County Registrar of Voters (hereinafter referred to as
City

Registrar of Voters);

WHEREAS, it is necessary and desirable that the Registrar of Voters be retained for the purpose of conducting an election hereinafter described for the City of Carmel-by-the-Sea (hereinafter referred to as the City);
City

NOW, THEREFORE, IT IS HEREBY AGREED BY THE PARTIES HERETO AS FOLLOWS:

SERVICES TO BE PERFORMED BY THE CITY:

- 1) No later than the 88th day prior to the election the City shall submit a resolution requesting the Registrar of Voters for Monterey County to conduct an election for the City on April 12, 2016, and requesting election related services of the Registrar of Voters.
- 2) The City shall publish the Notice of Election and the Notice to File Declarations of Candidacy for the offices to be voted on, and/or the Notice to File Arguments for or against any measure.
- 3) The City shall submit to the Registrar of Voters in writing the exact number of offices to be voted on and the names and ballot designations of the candidates for those offices, and/or the exact ballot wording to be voted by no later than the 88th day prior to the election, or by the 83rd day prior to the election if Elections Code §§ 10225, 10229, and 10407 are applicable.
- 4) The City shall prepare and deliver to the Registrar of Voters the Voter Guide information containing, as applicable, candidates' statements of qualifications, ballot measure, tax rate statements impartial analysis, arguments for or against and rebuttals thereto. The last day for the

Election Service Agreement
County of Monterey Registrar of Voters
and City of Carmel-by-the-Sea

April 12, 2016 Election Date

submission of primary arguments (300 words) shall be no later than January 22, 2016. The last day for the submission of rebuttal arguments (250 words) and impartial analysis shall be no later than February 1, 2016.

- 5) The City shall be responsible for reviewing and approving the language of the sample ballot and official ballot wording for the Candidates and Measures no later than _____ 2016.

SERVICES TO BE PERFORMED BY REGISTRAR OF VOTERS:

- 1) The Registrar of Voters shall select and contract with the sample and official ballot printer(s) on behalf of the City.
- 2) The Registrar of Voters shall prepare and deliver to the printer the official ballot information.
- 3) The Registrar of Voters shall issue, receive and process all ballots on behalf of the City matters.
- 4) The Registrar of Voters shall procure all necessary and appropriate polling place locations, hire polling place workers, and conduct the election in accordance with all applicable state, federal and local laws.
- 5) The Registrar of Voters shall prepare a Canvass of Votes Cast and submit a Certificate of Registrar of Voters to the City regarding the City matters.
- 6) The Registrar of Voters shall conduct other various and miscellaneous election activities as required including but not limited to all those required as the City's Election Official other than those described under "Services to be Performed by the City".

TERMS:

This Agreement shall be in effect for the performance of all services incident to the preparation and conduct of the election to be held on April 12, 2016.

In the event the Registrar of Voters is unable to perform services required under this Agreement, as a result of employer/employee relation conditions, vendor conditions or other conditions beyond the control of the Registrar of Voters, the Registrar of Voters will be relieved of all obligations under this Agreement. The Registrar of Voters may terminate this agreement after giving 72 hours written notice and the Registrar of Voters will be relieved of all obligations.

This agreement can be mutually terminated upon a 30 days' advance written notice.

CONSIDERATION:

Election Service Agreement
County of Monterey Registrar of Voters
and City of Carmel-by-the-Sea

April 12, 2016 Election Date

Page 2 of 3

In consideration of the performance of services and supplies provided by the Registrar of Voters, the City shall pay to the Registrar of Voters a sum equal to the actual cost of such services, expenses, and supplies related to the work performed on behalf of City. In the event that this Agreement is terminated prematurely, the City shall pay to the Registrar a sum equal to the actual cost of such services performed or supplies/expenses incurred as of the effective date of the termination.

The City shall make payment within 30 days of receipt of invoice from Registrar of Voters.

CITY:

Signature: _____ Date: _____

Print Name: _____

Title: _____

COUNTY:

Signature: _____ Date: _____

Print Name: _____

Title: _____



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1041
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Sullivan Carey-Lang, Special Projects Manager and Ashlee Wright, City Clerk

SUBJECT: Adoption of a Resolution 1. Amending the Salary Range for Project Manager and 2. Amending the Job Description and Salary Range for Deputy City Clerk.

Project Manager

AMOUNT OF EXPENDITURE	\$ 90,828
AMOUNT BUDGETED	\$ 87,444
APPROPRIATION REQUIRED	\$ 0

Deputy City Clerk

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ 64,596
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Adopt resolution 1. Amending the salary Range for Project Manager and 2. Amending the job description and salary range for Deputy City Clerk.

SUMMARY

PROJECT MANAGER

The Project Manager plays an integral role in implementing the City's Capital Improvement Plan, managing facility improvements, and overseeing contractor and City staff work. As part of the initiative to ensure management and executive salaries are set on correct steps and to ensure the City stays competitive with market standards the following adjustment to the salary range is proposed:

Current Single Benchmark: 357

\$71, 928	\$75, 540	\$79, 296	\$87,444	\$90,072
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Recommended Range: 377

\$87,576	\$91,956	\$96,552	\$101,388	\$106,452
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The amount of expenditure reflects the remaining 9 months of the fiscal year (\$90, 828). No supplemental appropriation is required.

DEPUTY CITY CLERK

The Deputy City Clerk will serve as principal assistant to the City Clerk and perform a variety of highly responsible and complex clerical, secretarial and routine administrative duties in the City Clerk's Office, which will potentially include: assisting in preparing City Council agendas and packets, and alternating as recording secretary for the City Council meetings as assigned; assisting in maintaining official City records, performing records management functions; assisting in coordinating City election processes; providing professional and /or administrative support to the City Administrator or elected officials as required; assisting with responding to Public Records Act Requests and assuming the administrative and statutory responsibilities of the City Clerk when that person is absent. The job description has been amended to clearly reflect these duties and responsibilities.

A competitive salary range that reflects the duties responsibilities of the position is also recommended as follows:

Current Range: 316

\$64,596	\$67,824	\$71,208	\$74,772	\$78,516
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Recommended Range: 342

\$73,536	\$77,220	\$81,072	\$85,128	\$89, 376
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PRIOR CITY COUNCIL ACTION

PROJECT MANAGER

The job description was adopted by the City Council in August 2013.

DEPUTY CITY CLERK

At the 15 June 2015 Special Council Meeting Council approved Resolution 2015-040 which authorized revisions to job descriptions and salaries, including Deputy City Clerk.

ATTACHMENTS

1. Resolution authorizing amending the salary range for Project Manager and job description and salary range for Deputy City Clerk.
2. Deputy City Clerk revised job description

APPROVED: 	Date: <u>29 Oct. '15</u>
Douglas J. Schmitz, City Administrator	

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION 2015-___

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
1) AMENDING THE SALARY RANGE FOR PROJECT MANAGER AND 2) AMENDING THE
JOB DESCRIPTION AND SALARY RANGE FOR DEPUTY CITY CLERK**

WHEREAS, existing job descriptions require amending to better encompass the City's needs; and

WHEREAS, the duties of the positions have expanded and changed, and must be reflected in the job description to ensure an accurate portrayal of the position; and

WHEREAS, salary ranges for certain positions require adjustment in order to stay competitive with market rates; and

WHEREAS, the City Council in accordance with (CMC 2.52.040 (D)) approves jobs, positions and funding including job descriptions and salaries.

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

- 1) Amend the Salary Range for the Project Manager position

Project Manager – Range 377

\$87,576	\$91,956	\$96,552	\$101,388	\$106,452
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- 2) Amend the Job Description and Salary Range for Deputy City Clerk.

Deputy City Clerk – Range 342

\$73,536	\$77,220	\$81,072	\$85,128	\$89, 376
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PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of November 2015 by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright, City Clerk



**CITY OF CARMEL-BY-THE-SEA
Deputy City Clerk
At-Will Position**

DEFINITION:

Under general direction, performs a variety of responsible, confidential and complex professional, administrative, technical, programmatic duties in support of the City Clerk's Office: assists in preparing City Council agendas and packets, and alternates as recording secretary for the City Council meetings as assigned; assists in maintaining official City records, performs records management functions; may assist in coordinating City election processes; may provide professional and /or administrative support to the City Administrator or elected officials as required; and assume the administrative and statutory responsibilities of the City Clerk when that person is absent.

EXAMPLE OF IMPORTANT AND ESSENTIAL DUTIES: Duties may include, but are not limited to the following:

Perform a wide variety of complex, responsible, and confidential clerical, administrative, and statutory duties.

Perform administrative projects for management personnel.

Research and compile background data.

Maintain records and files regarding department administrative activities.

Screen calls, visitors, and mail.

Respond to moderately complex requests for information.

Interpret and explain City and department policies, rules, and regulations in response to inquiries.

Assist in developing department policies and procedures in order to meet department objectives.

Assist the City Clerk with municipal elections, including issuance of nomination papers and serving as filing officer for required FPPC documents; prepare agendas, assemble meeting packets, attend meetings, take and transcribe minutes, and prepare follow-up correspondence.

Schedule matters for consideration by City Council.

Prepare required public notices for commission vacancies.

Conduct bid openings for City projects.

Write and process agendas, minutes, ordinances, resolutions, staff reports, and legal advertisements.

Perform records management duties, including sorting, filing, indexing, purging, microfilming, scanning, research, and retrieval of documents in paper and digital form.

Respond to public records requests as required by the California Public Records Act.

Build and maintain positive working relationships with co-workers, other city employees and the public, using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

Applicable federal, state and municipal laws and procedures, including election laws and procedures, and political reform requirements; standard procedures and rules for the conduct of meetings; and state legislative procedures.

Principles and practices of records management including records retention laws.

Practices used in minute taking and preparation.

Principles and practices of basic fiscal, statistical, and administrative data collection and report preparation.

Modern office procedures, methods, and equipment including computer equipment and applicable software programs, including word processing, spreadsheet, PowerPoint and data base applications.

English usage, spelling, vocabulary, grammar, and punctuation.

Principles and practices of business letter writing, drafting of staff reports, proclamations and other acknowledgements.

Legislative procedures and operations.

Principles and techniques used in dealing with the public.

Principles and practices of public administration and policy analysis.

Ability to:

Properly interpret, explain and act in accordance with laws, regulations and policies.

Work under limited supervision within a broad framework of standard policies and procedures

Use independent judgment, initiative, and good human relations and problem solving skills in the application and follow through on decisions.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Provide information and organize material in compliance with laws, regulations and policies.

Assist with the retention/destruction of official records in accordance with applicable laws and regulations.

Prepare official minutes, resolutions, and ordinances.

Prepare clean and concise written reports

Work under pressure and meet deadlines

Communicate effectively, both verbally and in writing

Develop and maintain good working relationships with City officials and good public relations with the community.

Maintain confidential data and information. Independently prepare correspondence and memoranda.

Compile and tabulate data and information and prepare summaries and reports. Plan and organize work to meet schedules and timeliness.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Education and Experience:

Two years of college in any coursework with business administration or related field desirable; four years of increasingly responsible secretarial and clerical experience involving frequent public contact. Experience in a City Clerk's Office is highly desirable.

License or Certificate:

Possession of a valid California driver's license; Possession of, or ability to obtain a Notary Public Commission; Certification or the ability to obtain a Certified Municipal Clerk (CMC) designation through the International Institute of Municipal Clerks is desirable.

Physical Requirements and Working Conditions:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry materials weighing up to 50 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Effective Date: November 2015

Deputy City Clerk – Range 342

\$73,536	\$77,220	\$81,072	\$85,128	\$89,376
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CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1042
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
FROM: Sharon Friedrichsen, Director of Budget and Contracts
SUBJECT: Authorization of Amendments to Professional Services Agreement for Contract Planning Services for an Amount Not to Exceed \$95,000

AMOUNT OF EXPENDITURE	\$ 95,000
AMOUNT BUDGETED	\$ 315,000
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

1. Authorize the City Administrator to execute Amendment No. 2 to Professional Services Agreement PBD-PSA-CSG-0010-14-15 with CSG Consultants Inc. for permit technician services for an amount not to exceed \$25,000.
2. Authorize the City Administrator to execute Amendment No. 4 to Professional Services Agreement PBD-PSA-RINCON-005-13-14 with Rincon Consultants Inc. for contract planner services for an amount not to exceed \$45,000.
3. Authorize the City Administrator to execute Amendment No. 4 to Professional Services Agreement PBD-PSA-PMC-005-14-15 with Michael Baker International for contract planner services for an amount not to exceed \$25,000.

SUMMARY

The Community Building and Planning Department ("CBP") currently utilizes contracted staff to augment its in-house staffing. These contracted services include a building inspector that assists with building plan review and field inspections and a permit technician that provides counter support and assists with the in-take of permit applications. The current contract with CSG Consultants Inc. for these services has a total not to exceed amount of \$49,000 for the period of November 1, 2014 to December 31, 2015, of which \$24,000 was allocated for the period of July 1, 2015- December 31, 2015. CBP has about \$2,500 remaining on the balance of the contract.

Interviews for a full-time building inspector occurred the week of October 19, 2015 and it is anticipated that a full-time staff person could be on board before the end of the calendar year. However, this contract also provides permit technician services. Council will consider adopting the permit technician job description during its November 2, 2015 meeting (AB 1043). If adopted, the recruitment and selection process is likely to take three months. Therefore, it is recommended that the contract amount be increased by \$19,550 to allow for three day a week service through the end of the calendar year.

CBP Department also utilizes a variety of firms to provide contract planning services. An assistant planner was hired by the City this fiscal year; however, there is still a vacant senior planner funded within the budget. It is recommended that contract with Rincon Consultants, Inc. be increased by \$45,000 to allow for five day a week coverage while the City recruits for a planner. Additionally, increasing the contract with Michael Baker International by \$25,000 will allow the continued use of an additional 32 hours a week of planning services for the next several months.

Approximately \$60,000 remaining within the department's professional services account for the fiscal year that has not been encumbered by contracts. The Department will be using a combination of remaining funds within this account, salary savings from vacant positions and reprioritizing spending among its existing professional services agreements to fund the current shortfall. However, the Department may require a mid-year budget adjustment depending on the continued use of contract planning staff and/or require a different configuration of staffing, including reducing the hours of contracted staff, and the timing of hiring of new City staff.

PRIOR CITY COUNCIL ACTION

Council approved the first amendment with CSG Consultants, Inc. on July 7, 2015 via Resolution 2015-049. Council approved the fourth amendment to the agreement with Rincon on May 4, 2015 via Resolution 2015-031. Council approved the second amendment to Michael Baker on July 7, 2015 via Resolution 2015-050.

ATTACHMENTS

1. Resolution Authorizing the City Administrator to Execute Amendment No. 2 PBD-PSA-CSG-0010-14-15 with CSG Consultants Inc. for permit technician services for an amount not to exceed \$25,000
2. Resolution Authorizing the City Administrator to Execute Amendment No. 4 to Professional Services Agreement PBD-PSA-RINCON-005-13-14 with Rincon Consultants Inc. for contract planner services for an amount not to exceed \$30,000
3. Resolution Authorizing the City Administrator to Execute Amendment No. 4 to Professional Services Agreement PSA-PMC-005-14-15 with Michael Baker Inc. for contract planner services for an amount not to exceed \$25,000

APPROVED:



Douglas J. Schmitz, City Administrator

Date:

29 Oct. '15

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 2 TO
PROFESSIONAL SERVICES AGREEMENT PBD-PSA-CSG-0010-14-15 WITH CSG
CONSULTANTS, INC. FOR PERMIT TECHNICIAN SERVICES FOR AN AMOUNT NOT TO
EXCEED \$25,000**

WHEREAS, the City currently utilizes a contracted firm for permit technician and building inspection services to augment existing staffing; and,

WHEREAS, the contract with CSG Consultants, Inc. was originally entered into on October 24, 2014 for these services for a contract amount not to exceed \$24,999 and amendment by Resolution 2015-049 to a not to exceed contract amount of \$49,000; and,

WHEREAS, the City is in the process of recruiting for these positions and wishes to continue to utilize the permit technician services until the staffing vacancies are filled; 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 Amend the Professional Services Agreement with CSG Consultants, Inc. for an increase of \$25,000 for a new Not to Exceed Amount of \$74,000 as shown in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright, CITY Clerk

Exhibit A

**Amendment No. 2 to Contract
PBD-PSA-CSG-0010-14-15**

1. This amendment (the "Amendment") is made by **City of Carmel-by-the-Sea** and **CSG Consultants, Inc.** parties to agreement **PBD-PSA-CSG-0010-14-15** (the "Agreement") dated October 24, 2014 and modified by Amendment No.1 executed by the City on July 15, 2015.

2. The Agreement is amended as follows:

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

The Term of the Agreement shall expire on March 1, 2016 unless services are no longer needed prior to March 1, 2016.

b. **Compensation** of the Agreement is modified as follows:

The Compensation is increased by \$25,000. CITY shall pay CONSULTANT in an amount not to exceed \$74,000 for the term of the entire agreement (November 1, 2014 to March 1, 2016).

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 conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

By: _____

Date: _____

CITY:

By: _____
Doug Schmitz, CITY Administrator

Date: _____

ATTEST:

By: _____
Ashlee Wright, CITY Clerk

Date: _____

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 4 TO
PROFESSIONAL SERVICES CONSULTING AGREEMENT PBD-PSA-RINCON-005-13-14
WITH RINCON CONSULTANTS, INC. FOR CONTRACT PLANNING SERVICES FOR AN
AMOUNT NOT TO EXCEED \$45,000**

WHEREAS, Rincon Consultants, Inc. provides contract planner to the City; and,

WHEREAS, the contract with Rincon Consultants, Inc. was originally entered into on November 8, 2013 for a not to exceed amount of \$24,999 and Council approved amendments to the contract on February 4 and October 7, 2014 and on May 4, 2015; and

WHEREAS, to continue to utilize contract planners for five days a week service and such services will require an amendment to increase the contract by \$45,000.

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 Consulting Agreement with Rincon Consultants, Inc. for in the amount of \$45,000 for Contract Planning Services as shown in the "Exhibit A".

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright
City Clerk

Exhibit A

**Amendment No. 4 to Contract AGREEMENT
PBD-PSA-RINCON-005-13-14**

1. This amendment (the "Amendment") is made by **City of Carmel-by-the-Sea** and **Rincon Consultants, Inc.** parties to agreement **PBD-PSA-RINCON-005-13-14** (the "Agreement") dated November 7, 2013 and modified by Amendment No 1, No. 2 and No. 3.

2. The Agreement is amended as follows:

a. The **Compensation** of the Agreement is modified as follows:

The contract is amendment to increase by \$45,000. The total amount of the contract from November 8, 2013 to June 30, 2016 shall not exceed \$304,320. This amount shall be based upon the hourly rates as stipulated within Exhibit A of the original 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 conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

By: _____

Date: _____

CITY:

By: _____
Doug Schmitz, CITY Administrator

Date: _____

ATTEST:

By: _____
Ashlee Wright, CITY Clerk

Date: _____

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 4 TO
PROFESSIONAL SERVICES AGREEMENT PBD-PSA-PMC-005-14/15 WITH MICHAEL
BAKER INTERNATIONAL FOR CONTRACT PLANNER SERVICES FOR AN AMOUNT
NOT TO EXCEED \$25,000**

WHEREAS, the City currently utilizes a contracted firm for planning services to augment existing staffing; and,

WHEREAS, the contract with Pacific Municipal Consultants, was originally entered into on October 24, 2014 and amended on March 3 and July 7, 2015; and

WHEREAS, Pacific Municipal Corporation has been acquired and the name of the company changed to Michael Baker International as part of Amendment No. 3; and

WHEREAS, the City wishes to continue to utilize these services for contract planner services and additional funding is needed for services through December 2015.

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 Michael Baker International for an increase of \$25,000 as shown in Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright, City Clerk

Exhibit A

**Amendment No. 4 to Contract AGREEMENT
PBD-PSA-PMC-005-14/15**

1. This amendment (the "Amendment") is made by **City of Carmel-by-the-Sea** and **Michael Baker International**, parties to agreement **PBD-PSA-PMC-005-14/15** (the "Agreement") dated 24 October 2014 and modified by Amendment No 1, No. 2 and No. 3.

2. The Agreement is amended as follows:

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

The work under this Contract shall be extended to March 1, 2016, unless services are no longer needed prior to March 1, 2016. The parties may agree to extend or amend this contract prior to its expiration.

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

The contract is amendment to increase by \$25,000 for the period of July 1, 2015- December 31, 2015. The total amount of the contract from November 14, 2014 to March 1, 2016 shall not exceed \$108,500. This amount shall be based upon the hourly rates as stipulated within Exhibit A of the original 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 conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

CONSULTANT:

By: _____ Date: _____

CITY:

By: _____ Date: _____
Doug Schmitz, CITY Administrator

ATTEST:

By: _____ Date: _____
Ashlee Wright, CITY Clerk



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1043
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Sullivan Carey-Lang, Special Project Manager

SUBJECT: Adoption of a Resolution Authorizing the City Administrator to Create and Adopt the Position of Permit Technician

AMOUNT OF EXPENDITURE	\$ 36, 807*
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Adopt Resolution establishing position of Permit Technician.

SUMMARY

The Department of Community Planning and Building is currently utilizing contract employees to perform a variety of technical and complex duties including the issuance of permits, providing information on City code, ordinances, requirements and restrictions, and assisting supervisory staff such as the Building Official, Senior Planner, and Code Compliance Officer. Staff recommends adopting the permanent, full-time position of Permit Technician to complete the duties going forward.

The recommended salary range is:

Range: 239

\$49,968	\$52,476	\$55,092	\$57,864	\$60,744
----------	----------	----------	----------	----------

*If a permit technician is hired by February 2016, the fully loaded cost of the position is \$36,807. The cost of this position will be covered by salary savings from vacant director and planner positions.

PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

- 1. Resolution
- 2. Job Description

APPROVED: 	Date: <u>29 Oct. '15</u>
_____ Douglas J. Schmitz, City Administrator	

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

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO CREATE AND ADOPT THE
POSITION OF PERMIT TECHNICIAN**

WHEREAS, the Permit Technician is a position which is filled by a contract employee to support the Community Planning and Building Department; and

WHEREAS, adopting a permanent Permit Technician position will allow for higher levels of customer service and expedited permit processing; and

WHEREAS, funding for this position will come from a combination of departmental salary savings and the budgeted contract savings.

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

Create and adopt the Position of Permit Technician.

Range: 239

\$49,968	\$52,476	\$55,092	\$57,864	\$60,744
----------	----------	----------	----------	----------

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of November 2015 by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, MAYOR

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

PERMIT TECHNICIAN

Definition

Under general supervision, performs a variety of routine to complex administrative and technical support duties related to the issuance of building, plumbing, mechanical, and electrical permits and in support of related services and activities of the Community Planning and Building Department; explains ordinances, requirements, and City codes, and department procedures to building contractors, architects, engineers, developers, and the general public pertaining to land development and improvement, permit requests, and concerns; and performs related work as required.

Supervision Exercised

Receives general supervision from the Building Official. Exercises no direct supervision of staff.

Examples of Important and Essential Duties

Conducts building and land use permit processing; reviews permit applications, plans, specifications, and supporting documents for completeness and compliance with legal standards and City requirements; calculates fees and credits; issues building, plumbing, mechanical, and electrical permits following established guidelines.

Completes planning and building review approval process on plans to ensure code compliance; resolves moderately complex issues of compliance; reviews and approves plans and accompanying documents on over-the-counter permits for routine or less complex projects; coordinates final inspections, utility clearances, and certificate of occupancy releases; coordinates plan check process for commercial and residential projects; files or routes information to appropriate City personnel.

Calculates water meter sizes and costs for all projects.

Provides appropriate information regarding zoning, subdivision plans, and building ordinances, procedures, and requirements to the public including homeowners, developers, contractors, engineers, and architects, in person and over the counter and telephone; assists the public in the application process for building and land use permits and other developmental processes.

Notifies applicants when plans or permits are ready for delivery or issuance; provides status updates.

Performs a wide variety of routine to complex administrative duties in support of the Community Planning and Building Department; establishes and maintains filing systems; creates and modifies forms as necessary; prepares and proofreads a wide variety of correspondence, letters, memoranda, reports, statistical charts, and other written materials; distributes reports internally and to various governmental offices; organizes and assembles documents; files and catalogues maps, photos, and other planning exhibits and documents; verifies accuracy of information; researches discrepancies and records information.

Examples of Important and Essential Duties *(cont.)*

Monitors and coordinates office paperwork and activities, including preparing inspection schedules, maintaining inventory of supplies, answering phones, printing flyers, and conducting a variety of special projects of an administrative nature.

Applies departmental policies and procedures in determining completeness of applications, records, and reports; provides information and forms to the public; processes appropriate information.

Compiles information and data for statistical and financial reports, including revenue and expenditure information; maintains a variety of statistical records; checks and tabulates statistical data.

Contacts the public and outside agencies in acquiring and providing information and making referrals.

Other Job Related Duties

Perform related duties and responsibilities as assigned.

Job Related and Essential Qualifications

Knowledge of:

Organization, procedures, and operating details of the Community Planning and Building Department.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to building, land use, and/or urban planning, sufficient to answer questions and provide information to the public; applicable zoning and related laws and regulations.

Business letter writing and basic report preparation.

Business arithmetic and basic statistical techniques.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Skill to:

Type at a speed of 30 words per minute and enter data at a speed necessary for successful job performance.

Permit Technician (Continued)

Skill to: *(cont.)*

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Understand and explain City policies, procedures, fees, and basic planning and building codes and regulations to the general public, permit applicants, and City staff.

Analyze, interpret, and explain applicable Federal, State, and local policies, procedures, laws, regulations, codes, and departmental policies.

Read and interpret plans, specifications, related construction documents, and maps.

Calculate square footage, fees and/or penalties from plans, and fees for zoning permit applications.

Perform detailed, technical, and specialized planning and zoning and/or permit support work.

Perform the full range of office and administrative support duties and tasks.

Respond to and effectively prioritizing multiple phone calls, walk-up traffic, and other requests and interruptions.

Maintain accurate logs, records, and basic written records of work performed.

Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.

Operate modern office equipment including computer and related word processing, database, and spreadsheet software and applications.

Make sound, independent decisions within established policy and procedural guidelines.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Equivalent to the completion of the twelfth (12th) grade supplemented by two (2) years of college level coursework in construction management, engineering, architecture, planning, or a related field.

Training:

Three (3) years of specialized building/construction support responsibilities processing building plans and applications for building permits

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Ability to obtain an International Code Council (ICC) Permit Technician certificate within twelve (12) months of employment or date of entry into the position.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date:



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1044
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: Commander Paul Tomasi

SUBJECT: Consideration of a resolution authorizing the City Administrator to execute an agreement for the purchase of a new police vehicle as identified in the FY 2015/16 vehicle and equipment replacement fund.

AMOUNT OF EXPENDITURE	\$ 54,598
AMOUNT BUDGETED	\$ 57,000
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

Adopt a resolution authorizing the City Administrator to execute an agreement for the purchase of a new police vehicle as identified in the FY 2015/16 vehicle and equipment replacement fund.

SUMMARY

The patrol vehicle being replaced is over five years old and has accumulated more than 80,000 miles. At this age and with the accumulation of miles there is a greater chance of mechanical breakdown requiring costly repairs. Replacement of vehicles will continue the City's commitment to replace vehicles after five years of service so they don't become too costly to maintain. The City Council has allocated funding for the replacement of a patrol vehicle through the FY 2015/16 budget as part of the vehicle and equipment replacement fund. The cost for the vehicle replacement includes the police vehicle purchase and equipment outfitting.

Three bids were received for the replacement of the police vehicle and McPeck Dodge has been determined to be the lowest responsive bidder. The purpose of this item is to award the vehicle purchase contract to McPeck Dodge in accordance with Municipal Code Section 3.12.420.

PRIOR CITY COUNCIL ACTION

City Council has previously approved the purchase of police vehicles to replace old equipment. This was most recently done in FY 2014/15 as a capital improvement.

ATTACHMENTS

1. Resolution to execute a purchase agreement.

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 27 Oct. 15

CITY COUNCIL
CITY OF CARMEL-BY-THE-SEA

RESOLUTION 2015-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AN
AGREEMENT FOR THE PURCHASE OF A POLICE VEHICLE AS A PART OF THE VEHICLE
& EQUIPMENT REPLACEMENT FUND IN THE FY 2015/16 BUDGET.**

WHEREAS, the Police Department has made recommendations for the replacement of a patrol vehicle in the FY 2015/16 budget; and

WHEREAS, the Vehicle & Equipment Replacement Fund for the City includes the purchase of a police vehicle identified as a patrol vehicle (40-74803); and

WHEREAS, bids for the purchase of the police vehicle were received and the lowest responsive bidder was determined; and

WHEREAS, the purchase of the patrol vehicle will replace old outdated equipment; and

WHEREAS, the Vehicle & Equipment Replacement Fund was adopted in the FY 2015/16 budget;

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

1. Authorize the City Administrator to execute the purchase of a patrol vehicle from McPeck Dodge, funded as part of the FY 2015/16 Vehicle & Equipment Replacement Fund.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

SIGNED:

JASON BURNETT, MAYOR

ATTEST:

Ashlee Wright, City Clerk



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1045
November 3, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz

FROM: Ashlee Wright, Deputy City Clerk

SUBJECT: Ratification of appointment to the Community Activities and Cultural Commission

AMOUNT OF EXPENDITURE	\$ N/A
AMOUNT BUDGETED	\$ N/A
APPROPRIATION REQUIRED	\$ N/A

RECOMMENDATION

Ratify appointment to the Community Activities and Cultural Commission.

SUMMARY

City Boards and Commissions perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community.

For this cycle of appointments, or reappointments, the City Council was presented with a total of seven scheduled Board and Commission vacancies with terms ending September 30, 2015. Mayor Burnett and Vice Mayor Talmage interviewed applicants for Board and Commission appointments or reappointments.

At the September, 1 2015 Regular Council Meeting the Council appointed members to fill the vacancies on the Forest and Beach Commission and the Historic Resources Board. At the October 5, 2015 the City Council appointed members to fill vacancies on the Harrison Memorial Library Board of Trustees and the Planning Commission. The deadline for applicants for Boards and Commission vacancies was extended to October 23, 2015 because of a lack in applications for the Community Activities and Cultural Commission.

Mayor Burnett and Vice Mayor Talmage are recommending the appointment of Grace Lee to the Community Activities and Cultural Commission.

PRIOR CITY COUNCIL ACTION

At the 1 September 2015 Regular Council Meeting the City Council appointed members to fill the vacancies on the Forest and Beach Commission and the Historic Resources Board. At the October 5, 2015 the Council appointed members to fill vacancies on the Harrison Memorial Library Board of Trustees and the Planning Commission.

ATTACHMENTS

1. Application of Grace Lee Community Activities and Cultural Commissioner

APPROVED:  _____ Douglas J. Schmitz, City Administrator	Date: <u>29 Oct. '15</u>
--	---------------------------------

City of Carmel-by-the-Sea

OCT 16 2015



**CITY OF CARMEL-BY-THE-SEA
BOARD & COMMISSION APPLICATION** Received by City Clerk

Instructions:

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

Board or Commission Selection:

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

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

Personal Information:

Name: Last Lee		First Grace	Initial
Location of Residence:			
Mailing Address:			
Business Address:			
Home Phone:		Business Phone:	
Cell Phone:		Fax Number:	
Email Address:			
Registered Voter in Carmel-by-the-Sea		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *Will be registered soon	

Reason for Interest in the Position:

Please see Statement of Qualifications and Intentions attached

Statement of Qualifications for Position:

Please see Statement of Qualifications and Intentions attached

Education:

Institution	Course of Study	Degree Year (s)
University of California, Irvine	Civil Engineering	2004

Employment Experience (Start with Most Recent):

Organization: Monterey Bay Aquarium		
Position: Project Manager		Year: 2015- Present
Organization: Kaiser Permanente		
Position: Capital Projects Engineer		Year: 2012-2015
Organization: Jacobs		
Position: Cost and Planning Engineer		Year: 2006-2012

Prior public service, civic or volunteer activities:

Organization: OC Great Park		
Position: Ambassador		Year: 2008-2014
Organization: American Society of Civil Engineers		
Position: K-12 Student Outreach Chair		Year: 2006-2008
Organization: City of Santa Ana		
Position: Engineering Intern		Year: 2001-2003

In accordance with the Public Records Act, applications and attachments submitted are considered public records and will be disclosed upon receipt of a public records request.

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES NO



Signature

10-16-15

Date

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Revised July 27, 2015

STATEMENT OF QUALIFICATIONS AND INTENTIONS

Grace Lee

Candidate for Community Activities & Cultural Commissioner

In my role at the Aquarium, I manage several concurrent projects for the entire campus comprising of 20 buildings. My skills in understanding how to coordinate, lead, and multi-task, would make me an ideal candidate to develop and implement rules for conducting community activities, meetings and business. My knowledge of facilities and equipment management would also be beneficial for making decisions in space planning and use.

In addition I have:

- Been a regular Volunteer for various Community Organizations and Causes: OC Great Park (six years), American Society of Civil Engineers (six years), Mariners and Newsong Church (eight years combined), Child Abuse Prevention Center (two years), Lighthouse Coastal Community (two years), ACE Mentor Program (two years), Big Sur Marathon (one year), Village of Hope Shelter (three years), Second Harvest Food Bank (two years)
- Lead Coordinator for up to 300 attendees, volunteers and students with media coverage and sponsorship opportunities -- ASCE, Popsicle Stick Bridge Contest
- Active Participant in Community Activities and Outreach for over 2,000 attendees -- OC Great Park, Spooktacular and Fall Harvest events
- Participant in Civil Engineering Infrastructure Report Card for Government Relations – ASCE Sacramento, CA
- Started my career as a Civil Employee. Understands and values the importance of serving our community, residents and visitors -- City of Santa Ana, CA

Having grown up in the area (my parents sent me to Junipero Serra for elementary school and owned a gift shop off Dolores), Carmel-by-the-Sea has always been a special place to me. Even though I moved away at the end of high school to Southern California, I would come visit and bring friends with me any chance possible. It was delightful to see the smile on their faces as we walked down Ocean Avenue or felt the white sand beach between our toes. It made me proud to grow up in this town.

This year, I had the serendipitous opportunity to move back to this area. I decided to live in Carmel-by-the-Sea because of the cozy community, quality shops and establishments, historical and cultural richness, and scenic vistas within a quaint 1.08 square mile footprint.

Carmel hosts an array of activities, parades and festivals annually and additionally, the Centennial Celebration in 2016. It would be a very exciting time to get involved in the community. I would be committed to a collaborative effort by bringing ideas and implement ways to preserve and highlight the quality of the culturally significant City of Carmel.



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1046
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council

FROM: Douglas J. Schmitz, City Administrator

SUBJECT: Adoption of a Resolution approving the transfer of \$855,000 from the Measure D fund balance for street paving and sidewalk projects and Authorization of staff to send a letter to TAMC seeking approval for directing monies to the Carpenter Street repaving project

AMOUNT OF EXPENDITURE	\$ 1,305,000
AMOUNT BUDGETED	\$ 450,000
APPROPRIATION REQUIRED	\$ 855,000

RECOMMENDATION

- 1) Adopt Resolution approving the transfer of \$855,000 from the Measure D fund balance for street paving and sidewalk projects;
- 2) Authorize staff to send a letter to TAMC seeking approval for directing monies to the Carpenter Street repaving project

SUMMARY

I am asking Council to approve a "Marshall Plan II" for an extensive effort towards street rehabilitation by authorizing the use of certain monies to be directed to the 2015-16 Phase II paving program in the spring. The City Engineer needs to know whether the City is willing to undertake a significant effort so he can begin preparing the plans and specifications this November-December; advertise for bids in January; open and award bid in February with a March-April implementation depending upon weather. In 2013, the City received a report from Nichols Consulting Engineering on the Pavement Management Plan. The report detailed the condition of the streets in Carmel by the Sea and various financing scenarios. Nichols concluded that to achieve a Pavement Condition Index rating in the 80's (Good to Excellent) in the next fifteen (15) years, an annual allocation of \$1,140,000. To maintain a "fair" rating, an appropriation averaging \$813,000 annually would be needed.

For 2015-16, Council approved a total of \$819,000 in the CIP for street work. Phase I for the fiscal year has been completed and approximately \$350,000 has been expended. In several meetings of staff and the City Engineer planning for spring 2016 Phase II work, the City Engineer suggested that the City could get more "bang for its buck" if it undertook more projects simultaneously. Mr. Low identified three reasons to do more streets as part of Phase II. Those are: 1) economy of scale; 2) current asphalt prices; 3) winter bidding/spring construction.

By utilizing the already approved 2015-16 monies remaining for street work; by redirecting monies held by TAMC; and by utilizing some of the fund balance of Measure D, Phase II could result in a significant street paving effort next spring. (Attached is a sheet with the financial breakdown of funding sources.) The most significant funding contributor to undertaking a major street repaving effort next spring is the fund balance of Measure D monies. The Finance Manager estimates that the balance as of mid-October, factoring out those expenditures already authorized by Council, would be over \$1,860,000.

PHASE II---SPRING 2015

The City Engineer has prepared a list of ten (10) projects for spring 2015. The largest project is the repaving of Carpenter Street from the northern city limits to Ocean Avenue---estimated at \$490,000. The second most extensive and expensive repaving effort would be on Torres Street between Ocean Avenue and 11th Avenue, as well as a section of Mountain View. The estimated cost for Torres is \$220,000. The repaving of Torres is restorative for the work PG&E recently concluded. The City is in discussions with PG&E regarding repayment. The City would be "fronting" the expense before reimbursement monies would be received from the utility.

Mr. Low used a combination of street ratings beginning in 2007 and from site visits; some streets have significantly deteriorated since last inventoried and are in worse condition than their 2007+ PCI ratings.

GEOGRAPHIC DISTRIBUTION

With Carpenter Street and Torres being the largest expenses for repaving proposed for spring 2016, the two eastern quadrants of the city will be receiving a significant amount of the proposed expenditure. Projects are also proposed in the two western quadrants but these are of smaller lengths (a block or two) rather than the expansive needs of Carpenter and Torres.

In the next few years, significant monies will be needed for Ocean Avenue from Junipero to Monte Verde and for Scenic Road between Eighth Avenue and Santa Lucia. The City Engineer is preparing a report and cost estimate for undertaking some small remedial work on Ocean Avenue until the repaving project can be analyzed and scheduled. The "small" work would include filling pot holes and leveling the driving surface.

FINANCIAL

The Council appropriated \$819,000 for street work in 2015-16. Phase I was completed earlier this year and utilized \$350,000, leaving a balance of \$450,000.

The City Engineer's proposed list for Phase II totals \$1,275,000, leaving a shortfall of \$825,000 for street work. Council is requested to include \$30,000 for additional sidewalk work in the downtown. Staff is recommending that it be authorized to send a letter to TAMC for the redirection of \$128,102 currently allocated to Carmel by the Sea to be used on the Carpenter Street project. (TAMC reimburses; thus, the City would need to pay at the time of construction before receiving TAMC monies.) The City is expecting to receive approximately \$450,000 reimbursement from PG&E at a future date. The \$128,102 from TAMC is currently allocated for: 1) \$29,102 remaining balance from a previous project on Junipero; \$50,000 from San Carlos which is residual from a 2004 project; \$49,000 for the City's 2014 "fair share."

Staff is recommending that the Council approve the utilization of \$855,000 from the balance in the Measure D fund for street and sidewalk work in the second half of FY 2015-16.

OTHER FUND BALANCES

The Mayor requested that Council be informed as to the balances of the significant funds in City maintains. As of 30 June 2015, the Finance Division estimates that the total of all fund balances held by the City was \$11,991,528. In addition to the Measure D fund balance, the largest holdings are: Operational Reserve: \$1,916,165; Long Term Budget Stability: \$1,581,104; Hostelry: \$876,819.

NOTE: If Council moves to vote on this matter, Mayor Burnett and Council Member Theis should abstain from voting on the Dolores Street project since they live along the section of the street, Second to Fourth Avenues, proposed by the City Engineer for repaving. Vice-Mayor Talmage should abstain from voting on the Mission Street and Lincoln Street segments. Council Member Dallas should abstain on the Carpenter Street, Santa Rita, Lincoln Street and Eleventh Avenue projects.

PRIOR CITY COUNCIL ACTION

Council approved \$819,000 for streets and sidewalks capital projects in the FY2015/16 budget.

ATTACHMENTS

1. TAMC Request for Allocation
2. Resolution
3. Preliminary Cost Estimates and Street Projects Location Map
4. Streets and Sidewalks Phase II

APPROVED:



Douglas J. Schmitz, City Administrator

Date:

29 Oct. 15



**City of Carmel-by-the-Sea
P.O. Box CC
Carmel-by-the-Sea, CA 93921**

ATTACHMENT - 1

October 28, 2015

Debra L. Hale
Executive Director
Transportation Agency of Monterey County
55 B Plaza Circle
Salinas, CA 93901-2902

Attn: Mike Zeller, Senior Transportation Planner

RE: Request for RSTP Fair Share Allocation for Carpenter Street Overlay Project

Dear Ms. Hale:

The City of Carmel-by-the-Sea requests that TAMC allocate \$128,102 of RSTP fair share funds for the Carpenter Street overlay project. The project includes drainage, conform grinding, a 2 ½ -3" asphalt concrete overlay and the application of a thermoplastic centerline stripe.

Please let me know if you need any additional information or have any questions.

Sincerely,

Douglas J. Schmitz
City Administrator

RESOLUTION 2015-_____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL BY THE SEA
APPROVING THE TRANSFER OF MONIES FOR PHASE II STREET PROJECTS**

WHEREAS, the City commissioned the Nichols Report on the condition of its streets and received said report in 2013; and

WHEREAS, said report recommends that the City expend \$1,140,000 annually on street repaving projects over the fifteen (15) years to achieve an overall Pavement Management Index rating of "Good"; and

WHEREAS, the City has not, since 2013, expended the recommended amount; and

WHEREAS, the City Engineer has proposed for FY 2015-16 Phase II projects totaling \$1,275,000 so the City can benefit from economies of scale, asphalt costs, and a favorable bidding time; and

WHEREAS, through the transfer of some Fund Balance monies in the Measure D fund, the use of monies remaining for street work this fiscal year and future reimbursement from TAMC and PG&E, the City's total contribution for Phase II will be less;

WHEREAS, monies are also needed to undertake sidewalk replacement projects in the downtown;

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

- 1) Authorize and appropriate the transfer of \$855,000 from Measure D fund balance (Fund 5) for street and sidewalk capital projects to the CIP Fund (Fund 13);
- 2) Authorize the staff to send a letter to TAMC seeking the reassignment of \$128,102 to the CIP Fund (Fund 13) held to be put forth for the Carpenter Street repaving project;

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2ND day of November 2015, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED:

ATTEST:

Jason Burnett, Mayor

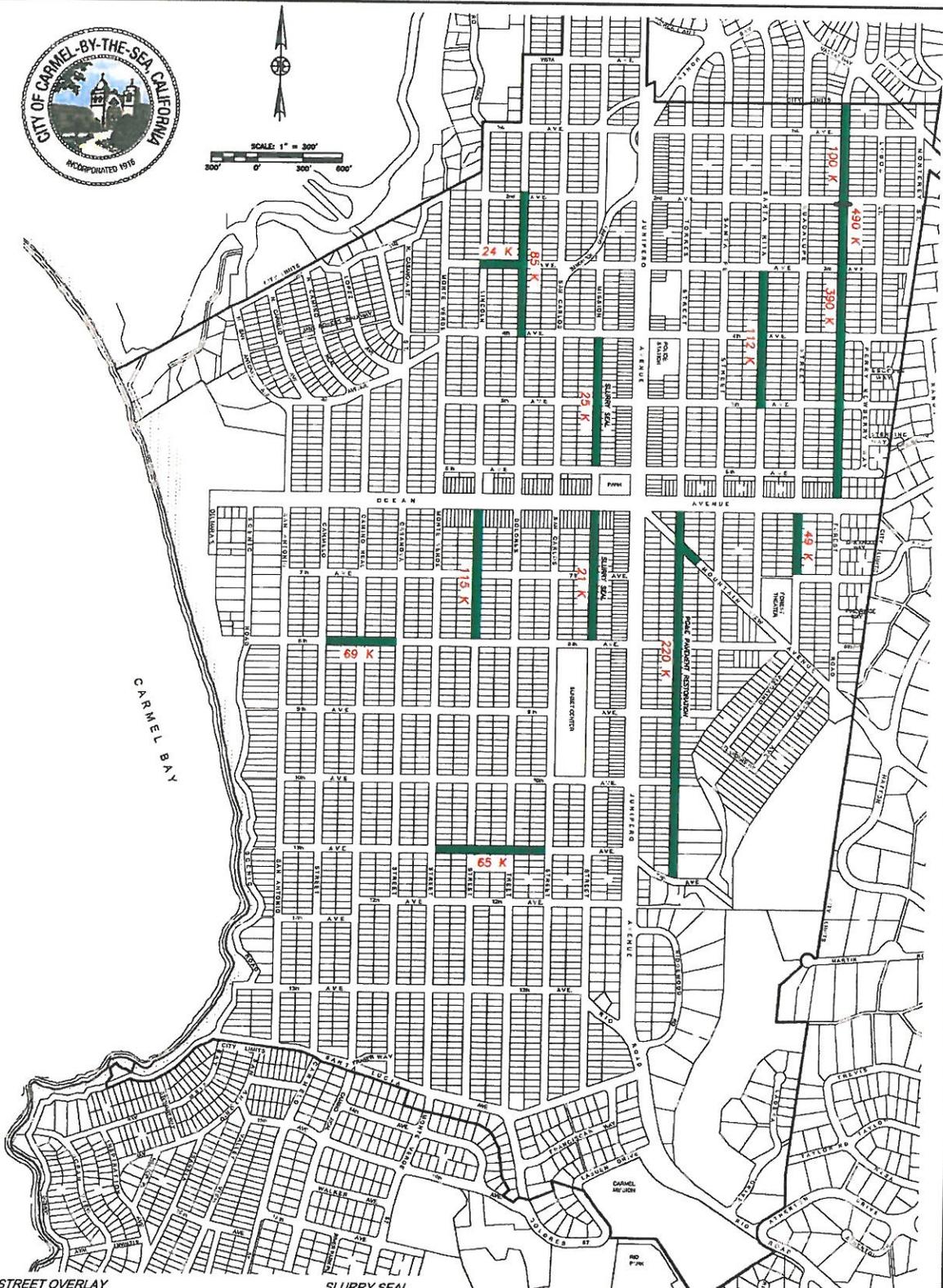
Ashlee Wright, City Clerk

**PRELIMINARY COST ESTIMATE
FY 2015/16 STREET PROJECTS**

CARPENTER - N. City Limits to Ocean	\$490,000
SANTA RITA - 3rd to 5th	\$112,000
DOLORES - 2nd to 4th	\$85,000
3RD AVE - Dolores to Lincoln	\$24,000
TORRES ST - (PG & E Restoration) Ocean to 11th incl. portion of Mountain View	\$220,000
LINCOLN ST - Ocean to 8th	\$115,000
GUADALUPE ST - Ocean to 7th	\$49,000
8TH - Casanova to Carmelo	\$69,000
11TH - San Carlos to Monte Verde	\$65,000
MISSION ST - (Slurry Seal) 4th to 6th, Ocean to 8th	\$46,000
TOTAL:	\$1,275,000



SCALE: 1" = 300'
 300' 0' 300' 600'



- STREET OVERLAY**
- CARPENTER ST - N CITY LIMITS TO OCEAN
 - SANTA RITA ST - 3RD TO 5TH
 - DOLORES ST - 2ND TO 4TH
 - 3RD AVE - DOLORES TO LINCOLN
 - TORRES ST - OCEAN AVE. TO 11TH (PG&E PAVEMENT RESTORATION)
 - LINCOLN ST - OCEAN TO 8TH
 - GUADALUPE ST - OCEAN TO 7TH
 - 8TH AVE - CASANOVA TO CARMELO
 - 11TH AVE - SAN CARLOS TO MONTE VERDE

- SLURRY SEAL**
- MISSION ST - 4TH TO 6TH
 - MISSION ST - OCEAN TO 8TH

NEILL ENGINEERS CORP.  CARMEL, CALIFORNIA

**PROPOSED FY 2015/16
 STREET PROJECTS
 LOCATION MAP**

CARMEL BY-THE-SEA CALIFORNIA

2015 RET. OCTOBER 22, 2015 SCALE: 1"=300'

Y:\PROJECTS\15-000\CARMEL\15-000-01-01-01\PROJECTS\15-CARMEL-STREETS-FY2015-16.dwg 10/22/15 09:09:27 AM

**Streets and Sidewalks Phase II
Spring 2016**

Project Title	Value
Proposed Projects (10) - Phase II	\$1,275,000
2015 - 2016 CIP monies for streets remaining	(\$450,000)
Difference	\$825,000
Supplemental request for sidewalks	\$30,000
Total transfer from Measure D fund balance	\$855,000
Revenue Pending:	
TMAC	\$128,102
PG&E	\$450,000
Total	\$578,102



CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1047
November 2, 2015
Consent Calendar

TO: Honorable Mayor and Members of the City Council
Douglas J. Schmitz, City Administrator

FROM: 2016 Centennial Committee

SUBJECT: Adoption of a Resolution of the City Council of Carmel-by-the-Sea appropriating \$40,000 for Centennial Year related expenses.

AMOUNT OF EXPENDITURE	\$ 40,000
AMOUNT BUDGETED	\$ 80,000
APPROPRIATION REQUIRED	\$ 40,000

RECOMMENDATION

Adopt a resolution of the City Council of Carmel-by-the-Sea appropriating \$40,000 for Centennial Year related expenses.

SUMMARY

The Centennial Committee has selected up to three dozen varied items to market and sell as souvenirs for the City's 100th birthday. These will be sold primarily online throughout 2016 and possibly as early as this holiday season. The Committee proposes to work through Inner Workings (www.inwk.com), located in Ryan Ranch, which will purchase, sell and mail the items to online customers. This \$40,000 request will enable the purchase of the initial stock of items, with profits returning to the City to offset costs. Of the original \$40,000 approved for this FY, only about \$1,000 has been spent to date. It is anticipated that additional expenditures this FY will include graphic design, printing and hanging of street banners, down payments for parade items and lunch after the parade.

In addition to sponsorships (the Committee is in contact with four potential sponsors so far), the Committee felt the sale of souvenirs would be another way to offset costs of the October Centennial parade and related events.

Originally the Committee's thoughts about Centennial souvenirs had us finding an empty store front where we could sell merchandise with volunteer salespersons. The Committee worked with two members of the community who had experience in this field and who helped us initially comb catalogues and make lists of possible items. They strongly urged the Committee not to seek to sell those items in a store front, but to handle all sales online. While some of the Committee had experience with such sales on a short-term seasonal basis, the thought of sustaining a store front effort operation on a year-long volunteer basis was overwhelming.

In business since 2002, Inner Workings (INWK) is a global operation. They are known in the local marketplace having supplied goods and services for the Pebble Beach Co. and a number of big events held locally.

The funds Council authorizes will purchase the stock for around 30 items to be sold via the Centennial website which will be linked to INWK.com. They will fill and ship orders from their Ryan Ranch warehouse and bill the City monthly for freight and sales tax and give us a report on sales and provide inventory management. The buyer will purchase by credit card via a PayPal account we will have to establish.

Sales will continue throughout the year and it is our hope, as fledging entrepreneurs, to make money to offset some if not all of the expenses of this year-long celebration.

In summary, this \$40,000 is an advance to purchase merchandise for a year-long sales effort. The already budgeted \$40,000 will be needed for expenses in this FY as outlined on page 1, Summary paragraph.

STAFF COMMENT

The 2015/2016 Budget contains \$80,000 for centennial related expenses. \$40,000 is designated for advance payment for parade, banner, etc. expenses. The remaining \$40,000 is for City Board and Commission projects and programs. The requested \$40,000 for souvenirs is in addition to the already appropriated \$80,000. The proposed source of funding, the Special Event Deposit Fund, has a balance of \$72,000.

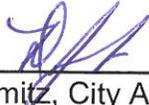
PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

1. Resolution authorizing the appropriation of \$40,000 for Centennial Year related expenses.
2. Merchandise to be sold as Centennial souvenirs

APPROVED:



Douglas J. Schmitz, City Administrator

Date: 31 Oct. 15

CITY COUNCIL
CITY OF CARMEL-BY-THE-SEA

RESOLUTION 2015-____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL BY THE SEA
APPROPRIATING \$40,000 FOR CENTENNIAL YEAR RELATED EXPENSES**

WHEREAS, CBTS will celebrate its centennial in 2016; and

WHEREAS, a Centennial Committee has been appointed; and

WHEREAS, the Committee desires to purchase souvenirs which will be will sold to commemorate the centennial year; and

WHEREAS, the Committee seeks an advance appropriation from the Council to purchase said souvenirs and the receipts from said sales will be returned to the City;

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

Authorize the appropriation of \$40,000 from the Special Events Deposit Fund #50-24050-0684 for the advance sale of souvenir merchandise and directs that the receipts from the purchase of such merchandise shall be returned to the Special Events Deposit Fund.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 2nd day of November 2015 by the following roll call vote:

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

SIGNED:

ATTEST:

Jason Burnett, Mayor

Ashlee Wright, City Clerk

3” Grill Plate

Quantity: 100 \$16.00 each

#50024 Zipper Pet Bowl

(50) Green with White Imprint

(50) Blue with White Imprint

Quantity: 100 \$3.80 each

Set up: \$65.00



#50050 Brown Dog Trash Dispensers with Black Imprint

Quantity: 150 \$2.75 each

Set up: \$65.00



#20690 White 10" Fold Up Frisbee with a 4-Color Imprint

Quantity: 150 \$2.25 each

Set up: \$100.00



#20690P Black Nylon Pouch with White Imprint

Quantity: 150 \$0.65 each

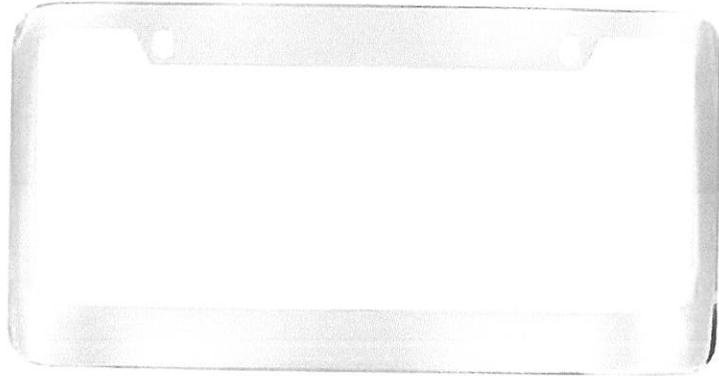
Set up: \$65.00



LF21 Chrome Plated Solid Brass License Plate Frames

Quantity: 50

\$33.50 each



Quantity: 100

\$32.00 each

#9325 Silver Plate Coaster, Engraved (photo attached)

Pouch with a 1-Color Imprint

Quantity: 100

\$10.00 each

Plate Set up: \$65.00

Pouch Set up: \$50.00

W-16 16oz Wine Glass with a Satin Etched Imprint

Quantity: 144

\$4.00 each

Set up: \$50.00



12oz Carlo Stoneware Glaze & Gloss Cream Inside with Gloss Cream Imprint

(72) Oat

(72) Teal

(72) Olive Green

(72) Winter Blue

Quantity: 288 \$3.99 each

Set up: \$50.00



#4803 20oz Pub Glass with a Satin Etched Imprint

Quantity: 144 \$3.29 each

Set up: \$50.00



#79761 Maui Gripper with Black Imprint

Quantity: 48 \$8.99 each

Set up: \$65.00



SV99PE 24oz Foldable Water Bottle with a 1-Color Imprint

Quantity: 150 \$2.89 each

Set up: \$65.00

#5800 28oz White Collapsible Bottle with a 4-Color Imprint

Quantity: 100 \$2.75 each

Set up: \$160.00



NFP-2000 Green Outdoor Plaid Blanket with Embroidered logo on Pocket

Quantity: 72 \$14.98 each

Set up: \$150.00



VITA Blue Shoulder Tote with a 4-Color Imprint

Quantity: 250 \$6.85 each

Quantity: 500 \$6.60 each

Quantity: 1,000 \$6.15 each

(9-week production time)



F8 Khaki 2-Pocket Apron with Embroidered Logo

Quantity: 50 \$12.85 each

Set up: \$150.00



PM-712 Vintage Peppermill with Logo Etched in Wood (photo attached)

Quantity: 25 \$22.85 each

Set up: \$65.00

MQK00001 White Men's Polo 100% Cotton Pique, Embroidered Left Chest

Quantity: 72 \$18.00 each

Set up: \$150.00



LQK00001 White Ladies Polo 100% Cotton Pique, Embroidered Left Chest

Quantity: 72 \$18.00 each

Set up: \$150.00

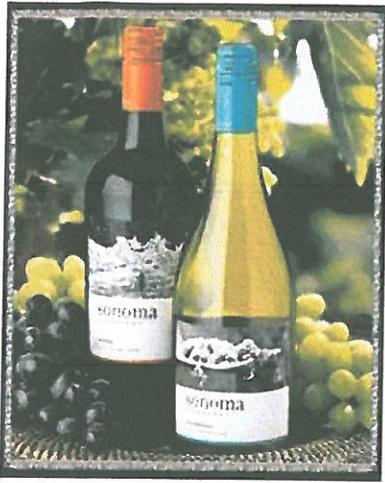


C-TAP-RG Regular 50x60 Woven Tapestry Throw

Quantity: 25 \$43.95 each

Quantity: 50 \$40.35 each

Quantity: 100 \$37.25 each



FL110 Black Magnetic Utility Light with Blue Trim and White Imprint

Quantity: 50 \$13.00 each

Set up: \$65.00



FL88 Halo Dual Output LED Light

Quantity: 50 \$9.50 each

Set up: \$65.00



809-A 1010 Ultra Ply ¼ Fold Greek Key Beverage Napkin with a 4-Color Imprint

Quantity: 19 cases (28,500 minimum) \$101.45 per case

LP101 Terracotta Adams Hat Embroidered

Quantity: 144 \$11.50 each

LP101 Caribbean Blue Adams Hat Embroidered

Quantity: 144 \$11.50 each

Set up: \$150.00



C827 Black High Bean Cap Embroidered

Quantity: 48 \$21.55 each

Set up: \$150.00

#949 White Long Sleeve T-Shirt with a 4-Color Left Chest & 1-Color Left Sleeve Imprint

Quantity Total: 72

Size: S-XL \$13.00 each

Size: XXL \$14.25 each

374L White Ladies Lightweight Long Sleeve T-Shirt with a 4-Color Left Sleeve Imprint & 1-Color Left Sleeve Imprint

Sizes: 18-S 18-M 18-L 18-XL

Quantity: 72 \$11.90 each

Set up: \$40.00 x 6



#980 Light Blue T-Shirt with a 4-Color Left Chest Imprint

Sizes: 6-M 24-L 24-XL 12-XXL 6-XXXL

Total Quantity: 144

Sizes S-XL \$5.60 each

Size XXL \$9.05 each

Size XXXL \$10.75 each

#980 Heather Grey T-Shirt with a 4-Color Left Chest Imprint

Sizes: 6-M 24-L 24-XL 12-XXL 6-XXXL

Total Quantity: 144

Sizes S-XL \$5.60 each

Size XXL \$9.05 each

Size XXXL \$10.75 each

#780B Youth Heather Grey with a 4-Color Full Chest Imprint

Sizes: 12-S 12-M 12-L 12-XL

Quantity: 48 \$5.40 each

Set up: \$40.00 x 5



#780L Ladies Key Lime T-Shirt with a 4-Color Left Chest Imprint

Sizes: 8-S 18-M 18-L 18-XL

Quantity: 72 \$6.30 each

#780L Heather Grey T-Shirt with a 4-Color Left Chest Imprint

Sizes: 8-S 18-M 18-L 18-XL

Quantity: 72 \$6.00 each

#3321 White Toddler Shirt with a 4-Color Left Chest Imprint

Sizes: 9-2T 9-3T 9-4T 9-5/6

Quantity: 36 \$6.00 each

Set up: \$40.00 x 5



Freight & Sales Tax: Not included in the above price

Production: Approximately 7-10 business days (on most items) after receipt of your order and artwork approval.

A quotation not accepted within thirty (30) days is subject to review.



CITY OF CARMEL-BY-THE-SEA AGENDA BILL

AB 1048
November 2, 2015
Orders

TO: Honorable Mayor and Members of the City Council

FROM: Douglas J. Schmitz, City Administrator and Christine Sandin, Executive Director, Sunset Cultural Center

SUBJECT: Receive community input on a new agreement between the City of Carmel-by-the Sea and the Sunset Cultural Center

AMOUNT OF EXPENDITURE	\$ 0
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

Receive public input on matters to consider for inclusion as negotiations commence between the City and the Sunset Cultural Center for a new agreement.

SUMMARY

The City and Sunset Cultural Center entered into a three year agreement in 2013. That agreement terminates on 30 June 2016. The parties wish to commence discussions leading to a new agreement. The November City Council meeting provides an opportunity for the public to give the Council input on matters that should be considered for inclusion in a new agreement.

PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

1. Sunset Center Operating Renewal Agreement

APPROVED: 

 Douglas J. Schmitz, City Administrator

Date: 29 Oct. 15

SUNSET CENTER OPERATING AGREEMENT RENEWAL

OUTLINE OF DISCUSSION ITEMS RE: RENEWAL TERMS

Background:

Sunset Cultural Center, Inc. ("SCC") has operated the Sunset Community & Cultural Center ("the Sunset Center") under a written contract with the City of Carmel by the Sea ("the City") since 2003 when the facility's management was transferred from the City to SCC, an independent 501(c)(3) organization. The first contract carried a 10-year term and was renegotiated in 2013 for a 3-year term. In anticipation of renewing the operating agreement prior to the current contract expiration in June 2016, representatives from both the City Council and Staff, and SCC Trustees and Staff, have recently entered into discussions to develop a revised agreement that reflects the current and evolving needs of both parties, for the ultimate benefit of the community and users of the Sunset Center.

Outline of Proposed Contract Terms:

WHEREAS, the City is the owner of the Sunset Community & Cultural Center; and

WHEREAS, SCC has been organized as a California nonprofit corporation for the express purpose of managing and operating Sunset Center; and

WHEREAS, both parties desire that the Center be managed and operated as a place for public entertainment, meetings and cultural events in accordance with the provisions of an Agreement; so that the City will be relieved of the responsibility of operating the Center; and

WHEREAS, the City and SCC agree that the sustainability and success of the Sunset Center is dependent upon the long-term stability of the organization, including consistent leadership and annual City funding consistent with current levels of support; and

WHEREAS, it is the intent of both parties to achieve these mutual goals through a long-term partnership;

NOW, THEREFORE, the parties are discussing the following:

Proposed Terms:

1. The parties to the Agreement would be SCC and the City. SCC operates with a 13-member Board of Trustees. SCC operates the Sunset Center with a \$3 million annual budget and a staff of fifteen (15) full-time employees, seven (7) part-time employees and contracted skilled labor for stage operations.
2. The anticipated effective date of the Agreement will be selected upon the conclusion of negotiations.
3. SCC would continue to manage all operations of the Sunset Center with the following goals:
 - a. Ensure proper leadership and staffing levels.
 - b. Deliver diverse arts programming of the highest quality, including collaboration with the Center's current resident companies.

- c. Be a vibrant community center serving the needs of Carmel residents and community organizations.
 - d. Grow arts engagement and education programs for all ages.
 - e. Operate, maintain and, as appropriate, ensure that the Sunset Center is a state-of-the-art facility that is responsive to the needs of audiences and performers.
 - f. Ensure the long-term financial viability and stability of SCC.
 - g. Operate in a fiscally responsible manner.
 - h. Establish an endowment fund and pursue a diversity of revenue support.
4. The proposed term of the Agreement is thirty (30) years, in five (5) year increments, to allow for the long-term stability and sustainability of the Sunset Center with consistent, professional management that will instill confidence in supporters and patrons, and enabling SCC to establish a long-term fundraising plan.
 - a. Understanding the need for regular assessment of SCC's operation of the Sunset Center, the Agreement would provide for a review and renewal process every five (5) years.
 - b. For unanticipated circumstances that may arise but are currently difficult to predict, either party may decide to withdraw from the Agreement with a 2-year notice to terminate, which provides an appropriate period of time for SCC to wind down and transfer its operations to the City or to a successor to SCC. This 2-year period would also be used to make every effort to cure the pertinent issues and to avoid complete termination of the Agreement.
 - c. Default notices may be issued by either party (for cause to be defined in the Agreement) with a reasonable time and opportunity provided to cure any default.
 5. SCC will advise and collaborate with the City on planning for capital improvements to the Sunset Center. The City will maintain the facilities in a first-class condition. Responsibility for the cost and execution of capital improvements and maintenance will be clearly defined in the Agreement.
 6. SCC will partner with the City in long-term campus and facility planning. The City shall retain the right to approve all aspects of a plan and its implementation.
 7. The City Council acknowledges that due to SCC's current subsidy of ongoing historic programs, inflationary increases over the term of the contract, additional services that may be needed, or other unforeseen needs, Sunset Center will require continuing annual financial support from the City; however, the Council cannot commit or bind future council's to a specific level of financial support.
 8. The City will ensure sufficient parking in the North Parking Lot for patrons of the Sunset Center events in a manner that also accommodates employee parking for downtown businesses.
 9. All revenue generated from fundraising, rental or performance fees, concessions, etc. from the Sunset Center shall be used by SCC for the operation and management of the Center and for ongoing program development and promotion of the Center.
 10. Upon termination of the Agreement, endowment funds raised by SCC shall be transferred to and maintained by a qualified nonprofit organization which would use the endowment to assure the intent of donors is honored. Monies not specifically assigned by donors to SCC's endowment would be used as received to pay for the operations and upkeep, maintenance and preservation of the Sunset Center.

11. SCC will employ and contract all qualified labor required for the operation. SCC's employees, agents and independent contractors shall not be City employees.
12. Both parties shall carry insurance in amounts to be agreed upon and shall name each other as additional insureds.
13. The SCC Board and City Council will meet as appropriate, but not less than annually to ensure adequate and clear communication and coordination of goals and objectives.
14. There shall be regular and consistent communication between the City Administrator and the SCC Executive Director, including meetings to be scheduled quarterly.
15. Disputes will be resolved by alternate dispute resolution process including:
 - a. Informal meet and confer
 - b. Formal mediation
 - c. Binding arbitration

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CITY OF CARMEL-BY-THE-SEA AGENDA BILL

AB 1049
November 2, 2015

TO: Honorable Mayor and Members of the City Council

FROM: Douglas J. Schmitz, City Administrator

SUBJECT: Planning for 2016 Council Retreat.

AMOUNT OF EXPENDITURE	\$ 0
AMOUNT BUDGETED	\$ 0
APPROPRIATION REQUIRED	\$ 0

RECOMMENDATION

1. City Council schedule a retreat for Thursday, 19 November, following the Sunset Center Master Plan presentation.
2. Identify on 2 November any specific issues Council Members wish to discuss on the 19th.

SUMMARY

The Council has had intermittent commentary about holding a retreat at which time both specific issues and general discussion could occur. The Council is scheduled to meet on 19 November at 4:30pm for a presentation by the architects working on the Sunset Center Master Plan. Council could meet thereafter for its retreat.

ALTERNATIVE
Council could select another date for a retreat.

PRIOR CITY COUNCIL ACTION

The previous Council Retreat was held May 20, 2014.

ATTACHMENTS

N/A

APPROVED:


 Douglas J. Schmitz, City Administrator

Date: 29 Oct '15