



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL AGENDA

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

Contact: 831.620.2000 [www.ci.carmel.ca.us/carmel](http://www.ci.carmel.ca.us/carmel)

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

**REGULAR MEETING**  
**Tuesday, December 06, 2016**  
**CLOSED SESSION**  
**3:30 p.m.**  
**OPEN SESSION**  
**4:30 p.m.**

### CALL TO ORDER AND ROLL CALL

### CLOSED SESSION

- A. PUBLIC EMPLOYEE PERFORMANCE REVIEW  
Government Code Section 54957  
Title: City Administrator  
Title: City Attorney

### PLEDGE OF ALLEGIANCE

### EXTRAORDINARY BUSINESS

- A. Centennial Committee recognition
- B. Acceptance of Proclamations sent from the Mayor of Petra, Spain
- C. Recognition of Police Chief and Director of Public Safety Mike Calhoun for his years of service
- D. Introduction of the Carmel Community Emergency Response Team (CERT)
- E. Presentation by Chief Gaudenz Panholzer on the "Move Up" system and ambulance staffing
- F. Presentation by Assembly Member Stone on pending work program and legislation

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

## ANNOUNCEMENTS

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

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

1. Consider and approve draft minutes for the special Council meeting held October 31, 2016, and draft minutes for the regular Council meeting held November 1, 2016. (p. 4)
2. Check Register for October 2016. (p.13)
3. Monthly Reports for October 2016. (p.26)
4. SR 2016-1207 Adoption of a resolution authorizing the destruction of certain records in accordance with §34090 *et. seq.* of the Government Code. (p.63)
5. SR 2016-1208 Ratification of the appointment of Karen Sharp to the Planning Commission. (p.122)
6. SR 2016-1209 Adoption of a resolution approving the regular meeting dates of the City Council for the calendar year 2017. (p.135)
7. SR 2016-1210 Adoption of a Letter Agreement between the City of Carmel-by-the-Sea and Carmel Fire Ambulance Association and authorization of the City Administrator to execute Letter Agreement on behalf of City. (p.138)
8. SR 2016-1211 Review of revisions to an approved Design Study (DS 15-217) and adoption of findings and conditions of approval for the demolition of an existing residence and construction of a new residence located in the Single-Family Residential (R-1), Beach and Riparian (BR) and Archaeological Significance (AS) Overlay Zoning Districts. (p.145)
9. SR 2016-1212 Consideration of the disbursement of marketing funds to Monterey County Convention & Visitors Bureau. (p.163)

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

10. SR 2016-1213 Consideration of initial approval of an annual City street dance event and provide staff with direction. (p. 164)
11. SR 2016-1214 Update on the Implementation of the Beach Fires Management Pilot Program. (p. 166)
12. SR 2016-1215 Receive project update on the Rio Park/Larson Field pathway project and provide direction regarding access agreements (p.188)
13. SR 2016-1216 Acceptance of FY14-15 Independent financial statement audit (p.196)

## PUBLIC HEARINGS

14. SR 2016-1217 Consideration of an Ordinance (First Reading) amending Title 8 and Title 15 of the Carmel Municipal Code and adopting the 2016 California Building, Residential, Energy, Fire, Mechanical, Plumbing, Electrical, and California Green Codes with Amendments. (p.303)
15. SR 2016-1218 Adoption of an Ordinance Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS). (p.318)

## **FUTURE AGENDA ITEMS**

## **ADJOURNMENT**

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7<sup>th</sup> Avenue, Harrison Memorial Library, NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office, 5<sup>th</sup> Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on Thursday, December 01, 2016 in accordance with the applicable legal requirements.

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Ashlee Wright, City Clerk

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

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

### **SPECIAL NOTICES TO PUBLIC**

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

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



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Minutes

December 6, 2016  
Consent Agenda

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Ashlee Wright, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Consider and approve draft minutes for the special Council meeting held October 31, 2016 and draft minutes for the regular Council meeting held November 1, 2016.

#### RECOMMENDATION

Approve the minutes for the special Council meeting held October 31, 2016 and draft minutes for the regular Council meeting November 1, 2016.

#### ATTACHMENTS

1. Draft minutes for the Special Council Meeting October 31, 2016
2. Draft minutes for the Regular Council Meeting November 1, 2016

**MINUTES  
TOUR OF INSPECTION  
CARMEL-BY-THE-SEA**

**Monday, October 31, 2016**

**CALL TO ORDER**

Mayor Dallas called the meeting to order at 3:00 p.m.

Present: Councilmembers Hardy, Reimers, Richards, Theis, and Mayor Dallas

Absent: None

Staff: Chip Rerig, City Administrator  
Ashlee Wright, City Clerk  
Marc Weiner, Community Planning and Building Director  
Sharon Friedrichsen, Director of Budget and Contracts  
Paul Tomasi, Police Commander  
Janet Bombard, Library and Community Activities Director  
Joel Staker, Information Systems and Network Manager  
Rob Mullane, Public Works Director  
Mike Calhoun, Public Safety Director

**PUBLIC APPEARANCES** - None

**TOUR OF INSPECTION**

Councilmembers, staff, and members of the public toured the following locations:

- Item A:** Carmel Police Department located on the eastside of Junipero Street between 4<sup>th</sup> and 5<sup>th</sup> Avenues
- Item B:** Flanders Mansion located at 25800 Hatton Road, Carmel, CA 93923
- Item C:** Rio Park at the Lasuen Road entrance
- Item D:** North Dunes of Carmel Beach accessible from the NW corner of San Antonio
- Item E:** Harrison Memorial Library Park Branch located on the NE corner of Mission Street and 6<sup>th</sup> Avenue.

Councilmember Reimers left the Tour after touring Item D North Dunes and stated that she has previously toured the Park Branch of the Harrison Memorial Library.

**ADJOURNMENT**

There being no further business, Mayor Dallas adjourned the meeting at 4:43 p.m.

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve G. Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk

**MINUTES  
REGULAR MEETING**

**Tuesday, November 01, 2016**

**CALL TO ORDER**

Mayor Dallas called the meeting to order at 3:30 p.m.

Present: Councilmembers Hardy, Reimers, Richards, Theis, and Mayor Dallas

Absent: None

Staff: Chip Rerig, City Administrator  
Don Freeman, City Attorney  
Ashlee Wright, City Clerk

**CLOSED SESSION**

Mayor Dallas announced the Closed Session items.

Item A: LABOR NEGOTIATIONS  
Pursuant to Government Code Section 54957.6(a)  
Agency Designated Representatives: Zutler  
Employee Organization: Ambulance, General Employees, Management, Police

Item B: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION  
Pursuant to Government Code Section 54956.9(D)(1)  
Name of Case: City of Carmel-by-the-Sea, California, a municipal corporation, Plaintiff v. Pacific Harvest Seafoods, Inc. and Does 1 through 20, Defendants, Santa Clara County Case No. 16CV296492

Pursuant to Government Code Section 54956.9(D)(1)  
Name of Case: Jacqueline Simonelli, Antonio C. Simonelli, Petitioners/Plaintiffs v. City of Carmel-by-the-Sea, California, Christopher Tescher, Dennis Levett, Pot D'Oro, LLC, and Doe 1 through Doe 100, inclusive, Respondents/Defendants Monterey County Superior Court Case No. M123079

Pursuant to Government Code Section 54956.9(D)(1)  
Name of Case: Gerit Sand; Cobblestone Bakery, a sole proprietorship, Plaintiff v. City of Carmel-by-the-Sea, Defendant - Monterey County Superior Court Case No. M130393

Pursuant to Government Code Section 54956.9(D)(1)  
Name of Case: State Farm General Insurance Company, Plaintiff v. City of Carmel-by-the-Sea, and Does I through 10, Defendant - Monterey County Superior Court Case No. 16CV002381

Item C: CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION  
Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 2 cases

Public Comments – None

Council adjourned to Closed Session at 3:31 p.m.

## **OPEN SESSION**

Council resumed in Open Session at 4:31 p.m.

Present: Councilmembers Hardy, Reimers, Richards, Theis, and Mayor Dallas

Absent: None

Staff: Chip Rerig, City Administrator  
Don Freeman, City Attorney  
Ashlee Wright, City Clerk  
Rob Mullane, Public Works Director  
Marc Weiner, Community Planning and Building Director  
Maxine Gullo, Human Resources Manager  
Sharon Friedrichsen, Director of Budget and Contracts  
Janet Bombard, Library and Community Activities Director  
Paul Tomasi, Police Commander  
Mike Calhoun, Public Safety Director

## **PLEDGE OF ALLEGIANCE**

Paul Rodriguez, member of American Legion Post 512, led the pledge of allegiance.

## **ANNOUNCEMENTS**

Item A: Announcements from Closed Session

City Attorney Don Freeman announced that Council received updates on Item A; that Council received updates on all cases listed under Item B; and that Council received updates on Item C.

## **EXTRAORDINARY BUSINESS**

Item A: Presentation of resolutions from the Mayor of Petra, Spain.

This item was continued to the December 6, 2016 regular Council meeting.

## **PUBLIC APPEARANCES**

The following members of the public spoke: Stephen Moorer, Jennifer Hickerson, Eric Winecoop, Carl Iverson, Victoria Beach, Paul Rodriguez, Ken White, Skip Lloyd, Tammy Blount, Judy Ivey, Jim Banks, and Marcia Banks.

---End Public Appearances---

City Administrator Chip Rerig, City Attorney Don Freeman, and Mayor Dallas responded to questions and comments raised regarding the enforcement of the short-term rental ordinance.

## **ANNOUNCEMENTS**

Item B: Announcements and reports from City Council Members

Councilmember Reimers announced that she had attended a presentation at Seaside Middle School about webpage design presented by students representing cities throughout the Monterey Peninsula.

Councilmember Richards announced that the Monterey County Convention and Visitors Bureau has agreed that no other jurisdictions can advertise on the Carmel page.

Councilmember Hardy announced that she had submitted a report on her attendance at the League of California Cities, included in the agenda packet, and stated that she attended a session on medical marijuana session and that medical marijuana should be considered as a future agenda item.

Mayor Pro Tem Theis stated that the parade was wonderful and thanked the Centennial Committee and staff for their work, and the community for participating.

Mayor Dallas stated that he echoed Mayor Pro Tem Theis in her statements and that the Council would formally thank the Centennial Committee at a future meeting.

Item C: Announcements from City Administrator

City Administrator Chip Rerig thanked the Centennial Committee, staff, and volunteers for their work. He stated that the request to have tour buses at the upcoming Walker House event had been worked out by Public Safety Director Mike Calhoun and Police Commander Paul Tomasi.

Item D: Announcements from City Attorney - None

## CONSENT AGENDA

City Administrator Chip Rerig announced the Consent calendar.

Councilmember Reimers commented on Items 4 and 5 noting that there were directional mistakes that needed to be corrected.

### Public Comments

The following members of the public spoke: Paul Rodriguez

---End Public Comments---

**Action:** Upon a motion made by Mayor Pro Tem Theis, seconded by Councilmember Hardy, Council approved the Consent calendar with the exception of Item 10:

Item 1: Consider and approve draft minutes for the special Council meeting held September 19, 2016, draft minutes for the special Council meeting held October 3, 2016, and draft minutes for the regular Council meeting held October 4, 2016. **Approved 4:0:1 (Councilmember Reimers abstained from voting on this Item because she did not attend the October Council meetings.**

Item 2: Check Register for September 2016. **Approved, 5:0**

Item 3: Monthly Reports for September 2016. **Approved, 5:0**

Item 4: SR 2016-1193 Consideration of a resolution accepting the new Memorial Bell installed in the World War I Memorial Arch at the intersection of Ocean Avenue and San Carlos Street. **Adopted Resolution 2016-079, 5:0**

Item 5: SR 2016-1194 Consideration of a resolution authorizing the temporary closure of the following streets: one northbound and one southbound lane on Ocean Avenue from Mission to Dolores Streets, for the dedication of the Memorial Bell installed in the World War One Memorial Arch.

**Adopted Resolution 2016-080, 5:0**

Item 6: SR 2016-1195 Consideration of a resolution authorizing the City Administrator to execute an agreement with Cypress Coast Ford in an amount not to exceed \$25,000 for the purchase of a 2017 Ford Escape for the Community Planning and Building Department; declaring the 1999 Jeep Cherokee as surplus; and authorizing a budget adjustment to fund the new vehicle.

**Adopted Resolution 2016-081, 5:0**

Item 7: SR 2016-1196 Consideration of a resolution affirming the City's intent to participate in governance and financing discussions for the proposed Monterey Bay Community Power Joint Power Authority. **Adopted Resolution 2016-082 5:0**

Item 8: SR 2016-1197 Consideration of a Resolution authorizing the City Administrator to execute an agreement with Municipal Resource Group (MRG) LLC for Facilitated Evaluation Services for City Administrator and City Attorney. **Adopted Resolution 2016-083, 5:0**

Item 9: SR 2016-1198 Consideration of a resolution authorizing the City to update an existing inter-agency agreement with Monterey County Behavioral Health adding Amendment 1 to the agreement, which identifies the newly formed Mobile Crisis Team (MCT). **Adopted Resolution 2016-084, 5:0**

Item 11: SR 2016-1200 Ratification of appointments to the Forest and Beach Commission and Historic Resources Board. **Ratified, 5:0**

Item 12: SR 2016-1201 Consider a resolution accepting donations to the City's 2016 Centennial celebration in the amount of \$11,600. **Adopted Resolution 2016-091, 5:0**

Item 13: SR 2016-1202 Authorization of the City Administrator to execute an agreement with SSB Construction for the Vista Lobos Community Room roof project for an amount not to exceed \$30,000.00. **Adopted Resolution 2016-092, 5:0**

*The following item was pulled by member of the public Jeff Baron and considered by Council separately.*

Item 10: SR 2016-1199 Authorization of the City Administrator to Execute Various Tree Trimming and Tree Maintenance Services Contracts for a Not to Exceed Amount of \$680,000 for the Term of November 2, 2016 through June 30, 2018.

Public Comment:

The following members of the public spoke on this item: Jeff Baron, Skip Lloyd, John Lambert, and Peter Quintilla.

---End Public Comment---

Rob Mullane, Public Works Director provided a staff report.

**Action:** Upon a motion made by Councilmember Hardy, seconded by Councilmember Reimers, Council moved to authorize the City Administrator to execute various tree trimming and tree maintenance services contracts for a not to exceed amount of \$680,000 for the term of November 2, 2016 through June 30, 2018. **Adopted Resolutions 2016, 085 2016-086, 2016-087, 2016-088, 2016-089, 2016-090, 5:0**

**ORDERS OF BUSINESS**

Item 14: SR 2016-1203 Consider a request from Ben Beesley of Keller Williams Coastal Estates on behalf of the Carmel Chamber of Commerce to hold a mixer with wine and food in the City Council Chamber from 5:30 to 7:30 p.m. on a yet to be determined date in November, 2016, and provide direction.

City Administrator Chip Rerig stated that he had directed Library and Community Activities Director Janet Bombard to write the staff report and that they were not in agreement on holding an event in the Council Chamber.

Janet Bombard, Library and Community Activities Director gave the staff report.

#### Public Comment

The following members of the public spoke on this item: Ben Beesley.

---End Public Comment---

Council discussion followed.

**Action:** Upon a motion made by Councilmember Hardy, seconded by Mayor Pro Tem Theis, Council moved to deny the request to have the event in the Council Chamber, but to continue to plan a similar event at a different location. **Denied, 4:1 (Councilmember Richards against)**

#### PUBLIC HEARINGS

Item 15: SR 2016-1204 Adopt addendum to Memorandum of Understanding (MOU) for represented employees of the general employees union and management employees union, LIUNA/UPEX, Local 792, AFL-CIO bargaining agreement City of Carmel-by-the-Sea [N1636/N1636B] adopting preferred schedule effective January 1, 2012.

Maxine Gullo, Human Resources Manager, provided the staff report.

There were no Council comments or public comments.

**Action:** Upon a motion made by Mayor Pro Tem Theis, seconded by Councilmember Hardy, Council moved to adopt the addendum to Memorandum of Understanding (MOU) for represented employees of the general employees union and management employees union, LIUNA/UPEX, Local 792, AFL-CIO bargaining agreement City of Carmel-by-the-Sea [N1636/N1636B] adopting preferred schedule effective January 1, 2012. **Adopted, 5:0.**

Item 16: SR 2016-1205 1. Adoption of a Resolution of Intention to approve an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System (CalPERS) and the City of Carmel-by-the-Sea to include provisions pursuant to Government Code 20516 "Cost Sharing" for Miscellaneous members in accordance with the previously approved Memorandum of Understanding and 2. Adoption of an Ordinance Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS).

Maxine Gullo, Human Resources Manager, provided the staff report.

There were no Council comments or public comments.

**Action:**

Upon a motion made by Mayor Pro Tem Theis, seconded by Councilmember Hardy, Council moved to 1. Adopt a Resolution of Intention to approve an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System (CalPERS) and the City of Carmel-by-the-Sea to include provisions pursuant to Government Code 20516 "Cost Sharing" for Miscellaneous members in accordance with the previously approved Memorandum of Understanding; and 2. Waive reading in full and introduce on first reading an Ordinance Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS). **Adopted Resolution 2016-094 and Introduced Ordinance 2016-006, 5:0.**

Item 17:

SR 2016-1206 Consideration of an appeal of the Planning Commission's decision to deny Design Study (DS 15-217) and associated Coastal Development Permit application for the demolition of an existing residence and construction of a new residence located in the Single-Family Residential (R-1), Beach and Riparian (BR) and Archaeological Significance (AS) Overlay Zoning Districts. The applicant/property owner is Art Chadwick.

*Councilmember Reimers recused herself from consideration of Item 17, stating that she had voted on it as a Planning Commissioner, and stepped down from the dais.*

Marc Weiner, Community Planning and Building Director, provided the staff report and responded to questions from the Council.

Attorney for the applicant, Anthony Lombardo and architect, Eric Miller spoke on behalf of their client and the applicant Art Chadwick and responded to Council questions.

Public comments:

The following members of the public spoke on this item: Pamela Silkwood, Victoria Beach, Barbara Livingston, Simon Yencken, and John Lambert.

---End Public Comment---

Attorney Anthony Lombardo provided the rebuttal on behalf of applicant Art Chadwick.

Council discussion followed. Councilmember Hardy provided the Council with a document that outlined her thoughts on the Chadwick Project, which was photocopied and provided to the public. '

Further Council discussion followed and Mayor Dallas asked the representatives for the applicant and the appellant if they would agree to the revisions to the Findings and Conditions for final approval and the design changes as proposed by Councilmember Hardy and discussed by Council.

*Mayor Dallas called a recess at 6:50 p.m. At 7:00 p.m. the meeting resumed.*

Architect Eric Miller, on behalf of Art Chadwick, agreed to the proposed changes with the exception of eliminating the south-facing second story-window, instead requesting that it be reduced in size from 36"W x 60"H to 27"W x 60"H and that the north (oriel) bay window on the first floor be kept.

Attorney Pamela Silkwood stated that her client Simon Yencken, project appellant agreed to accept the proposed conditions as discussed by Council and requested by architect Eric Miller.

Action:

Upon a motion made by Councilmember Hardy, seconded by Mayor Pro Tem Theis, Council moved that to insure compliance with Council direction, design revision required tonight shall be brought back to the City Council as a future consent agenda item, with the intent to grant the appeal and approve Design

Study (DS 15-217) and Coastal Development Permit application at that time, subject to the findings and conditions as revised tonight.

**Revisions in the Findings and Conditions for final approval:**

1. Variance Findings 1 through 6 shall either be removed or marked "NA: Not Applicable" since a variance is no longer required due to the reduction in overall site coverage.
2. To meet Condition No. 12, the window frame material in the "Window Schedule" of the site plans shall be changed from "steel" to "wood".
3. Remove Condition No. 16, which states that "approval of this Design Study shall be valid only with approval if a Variance".
4. Change Special Condition No. 22: applicant shall plant three (not two) trees, a mix lower and upper canopy trees with City Forester review and approval based on discussion with the neighbor to the East. Additionally, the trees shall be 36-inch box trees, and shall be maintained and watered by the applicant for a minimum of five years. If any trees do not survive, applicant shall replace with the same maintenance requirements for any replacement trees.

**Direct the applicant to make the following design changes and return to City Council for approval on a future consent agenda:**

5. All arched windows on the second floor of the west elevation shall have divided lights for architectural consistency, similar to Window Type "N" or "R" as reflected in the site plans (the same as the front window facing the street). Sliding doors will remain plain.
6. The one oriel (bay) windows south side the first floor of the west elevation shall be removed to reduce additional mass and bulk. The divided lights added to the sidelight windows shall remain.
7. Reduce the size of the south-facing second-story window from 36" x 60" to 27" W x 60" H to reduce the privacy impact as recommended by the Planning Commission and supported by Staff.
8. Reduce the second floor roof deck an additional width of approximately 10' by moving the deck edge in a northerly direction away from the neighbor to the south to reduce privacy impact. Deck edge to align with the northern edge of the set of bay windows and the sliding doors. (Offset of decks provides better visual balance with first floor deck below.)

**FUTURE AGENDA ITEMS**

- Marijuana initiatives

**ADJOURNMENT**

There being no further business, Mayor Dallas adjourned the meeting at

APPROVED:

ATTEST:

\_\_\_\_\_  
Steve G. Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

December 6, 2016  
Consent Agenda

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

### RECOMMENDATION

Approve Summary of Check Register

### BACKGROUND / SUMMARY

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

### FISCAL IMPACT

None.

### PRIOR CITY COUNCIL ACTION

None.

### ATTACHMENTS

Check Register for the Month of October, 2016

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Contracts Paid to Dat	Contract Amount
133793	10/5/2016	AILING HOUSE PEST CONTROL	60.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133793	10/5/2016	AILING HOUSE PEST CONTROL	50.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133793	10/5/2016	AILING HOUSE PEST CONTROL	65.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133793	10/5/2016	AILING HOUSE PEST CONTROL	40.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133793	10/5/2016	AILING HOUSE PEST CONTROL	44.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133793	10/5/2016	AILING HOUSE PEST CONTROL	150.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
133873	10/20/2016	AILING HOUSE PEST CONTROL	225.00	01 76053	FY1617 PEST CONTROL CITYWIDE ALL BUILDINGS		
		Vendor Total ----->	634.00				
133794	10/5/2016	AIRTEC INC	1,086.00	01 76050	FY 16/17 QUOTE-PD HVAC SYSTEM-CHIEFS OFFICE/REPORT		
		Vendor Total ----->	1,086.00				
133874	10/20/2016	ALHAMBRA	71.10	01 72053	FY 16/17 BOTTLE WATER SERVICE FOR FIRE DEPT		
		Vendor Total ----->	71.10				
133875	10/20/2016	ALHAMBRA	97.50	01 76053	FY 16/17 DRINKING WATER FOR PUB WORKS ( ALL DIV )		
		Vendor Total ----->	97.50				
133876	10/20/2016	ALHAMBRA	82.48	01 67053	FY 16-17 WATER SERVICE CITY HALL		
		Vendor Total ----->	82.48				
133877	10/20/2016	ALHAMBRA	158.93	01 74053	FY 16/17 BOTTLE WATER SERVICE FOR POLICE DEPT		
		Vendor Total ----->	158.93				
133868	10/11/2016	ALLIANT INSURANCE SVCS	350.00	01 80425	RENEW VIP ANNIVERSARY ENDORSEMENT 9/29/16-9/29/17		
		Vendor Total ----->	350.00				
133795	10/5/2016	ALWAYS UNDER PRESSURE	364.50	01 76053	FY 16/17 OIL/WATER SEPARATOR SERVICES		
		Vendor Total ----->	364.50				
133796	10/5/2016	AMERICAN SUPPLY COMPANY	34.41	01 76045	SEAT COVERS FOR VARIOUS CITY RR LOCATIONS		
133878	10/20/2016	AMERICAN SUPPLY COMPANY	171.76	01 76045	VARIOUS SUPPLIES FOR CITY DEPT		
		Vendor Total ----->	206.17				
133754	10/4/2016	AMERICAN MESSAGING	101.23	01 76050	PAGECOPY USEAGE FOR CITY BUILDING EMERGENCY		
		Vendor Total ----->	101.23				
133755	10/4/2016	AMERICAN LOCK & KEY	169.46	01 76045	12 MASTER PAD LOCKS		
133797	10/5/2016	AMERICAN LOCK & KEY	8.96	01 76045	COPIES FOR PM'S FOR FT		
133797	10/5/2016	AMERICAN LOCK & KEY	122.15	01 76050	FIRE DEPT DOOR CLOSER REPLACEMENT		
		Vendor Total ----->	300.57				
133798	10/5/2016	ANDY & ME AUTO UPHOLSTERY	334.90	01 76049	NEW SEAT UPHOLSTERY FOR PDC-7		
		Vendor Total ----->	334.90				
133799	10/5/2016	AT&T	38.42	01 65036	FY 16-17 LONG DISTANCE CHARGES		
		Vendor Total ----->	38.42				
133800	10/5/2016	AT&T	82.98	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133800	10/5/2016	AT&T	3,261.82	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133879	10/20/2016	AT&T	165.44	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
133879	10/20/2016	AT&T	517.90	01 65036	FY 16-17 TELEPHONE SERVICE ALL DEPARTMENTS		
		Vendor Total ----->	4,028.14				
133880	10/20/2016	AXIOM ENGINEERS CONSULTING MECHANICAL	2,786.79	13 70903	FY 16-17 FOREST THEATER SEWER MAIN ENGINEERING		
		Vendor Total ----->	2,786.79				
133756	10/4/2016	VICTORIA BEACH	412.55	01 60207	MEDIATED SETTLEMENT:CASE 1656000631 V BEACH VS		
		Vendor Total ----->	412.55				
133757	10/4/2016	BFS LANDSCAPE ARCHITECTS	1,600.00	13 78908	MTNP PROJECT:LANDSCAPING SERVICES		
133881	10/20/2016	BFS LANDSCAPE ARCHITECTS	275.00	13 78908	MTNP PROJECT:LANDSCAPING SERVICES		
		Vendor Total ----->	1,875.00			1,875.00	12,580.00
133882	10/20/2016	BOOTS ROAD GROUP LLC	1,500.00	01 65053	FY 2016-2017 MONTHLY RETAINER WEBSITE MAINTENANCE		
		Vendor Total ----->	1,500.00			6,721.81	12,000.00

133883	10/20/2016	Vendor Total ----->	1,500.00	07 73603	FY 16/17 MEDICAL SUPPLIES FOR AMBULANCE		
		BOUND TREE MEDICAL LLC	745.23				
		Vendor Total ----->	745.23				
133849	10/5/2016	TOM BROCATO	908.60	01 80400	REIMBURSE FOR CENTENNIAL EXPENSES:HOME DEPOT/GIRL		
		Vendor Total ----->	908.60				
133885	10/20/2016	BURGHARDT-DORE ADVERTISING, INC.	1,078.13	01 80400	CENTENNIAL EXPENSE:COMPUTER PRODUCTION-CHANGES TO		120,000.00
		Vendor Total ----->	1,078.13				38,275.47
133758	10/4/2016	CALIFORNIA MUNICIPAL CONSULTANTS, LLC	5,026.50	01 69053	PROFESSIONAL SERVICES-SHORT TERM RENTAL RESEARCH		
		Vendor Total ----->	5,026.50				
133886	10/20/2016	CALIF BUILDING STANDARDS COMMISSION	346.32	50 24050 0408	BUILDING STANDARDS ADMINISTRATION SPECIAL REVOLVING		
		Vendor Total ----->	346.32				
133801	10/5/2016	CALIFORNIA FIRE PROTECTION INC	575.00	01 76053	FY1617 SPRINKLER SERVICING CITYWIDE		
		Vendor Total ----->	575.00				
133759	10/4/2016	CALTRONICS BUSINESS SYSTEMS	198.09	01 69053	FY 16-17 KONICA COPIER CONTR: CN85676 MODEL 85676		
133887	10/20/2016	CALTRONICS BUSINESS SYSTEMS	238.44	01 69053	FY 16-17 KONICA COPIER CONTR: CN85676 MODEL 85676		
		Vendor Total ----->	436.53				
133802	10/5/2016	CARMEL PINE CONE	225.00	01 67040	FY 2016-2017 LEGAL NOTICING		
133888	10/20/2016	CARMEL PINE CONE	123.75	01 67040	FY 2016-2017 LEGAL NOTICING		
133888	10/20/2016	CARMEL PINE CONE	157.50	01 67040	FY 2016-2017 LEGAL NOTICING		
133888	10/20/2016	CARMEL PINE CONE	348.75	01 67040	FY 2016-2017 LEGAL NOTICING		
		Vendor Total ----->	855.00				
133889	10/20/2016	CARMEL VACUUM & APPLIANCE	65.64	01 76045	CFD VACUUM REPAIR		
		Vendor Total ----->	65.64				
133890	10/20/2016	CARMEL TOWING & GARAGE	90.00	01 76049	TOWING DODGE CHARGER #7		
133890	10/20/2016	CARMEL TOWING & GARAGE	65.00	01 76049	TOWING/INTERCEPTOR #12		
		Vendor Total ----->	155.00				
133891	10/20/2016	CARMEL OFFICE SUPPLY	22.72	01 74038	USPS PRIORITY MAILING FOR MONTH OF SEPTEMBER		
133891	10/20/2016	CARMEL OFFICE SUPPLY	39.10	13 84908	BLDG.PLAN 24/36 CONTRACTOR/PARK BRANCH CARPENTRY		
		Vendor Total ----->	61.82				
133850	10/5/2016	CARMEL ART WALK	1,000.00	01 60207	CITY COUNCIL DISCRETIONARY FUNDS:DONATION		
		Vendor Total ----->	1,000.00				
133878	10/28/2016	CHS MOCK TRIAL TEAM	1,000.00	01 60207	COUNCIL DISCRETIONARY:DONATION TO CCH MOCK TRIAL		
		Vendor Total ----->	1,000.00				
133803	10/5/2016	CDW-G GOVERNMENT INC.	117.30	01 65045	FY 16/17 IT MATERIALS, SUPPLIES AND HARDWARE		
		Vendor Total ----->	117.30				
133892	10/20/2016	CINTAS CORPORATION	72.40	01 76053	MONTHLY UNIFORM SERVICE		
		Vendor Total ----->	72.40				
133761	10/4/2016	CITY OF MONTEREY	5,239.53	01 76049	FY 16/17 REPAIR FOR ALL CITY VEHICLES		
133893	10/20/2016	CITY OF MONTEREY	171,457.84	01 72053 0006	FY 16/17 MONTHLY FIRE SERVICE FEE AGREEMENT TO	676,745.85	2,057,494.00
133893	10/20/2016	CITY OF MONTEREY	7,587.67	07 73053 0006	FY1617 AGREEMENT TO PROVIDE AMBULANCE SVCS	30,350.68	92,000.00
		Vendor Total ----->	184,285.04				
133894	10/20/2016	CITY OF SEASIDE	3,000.00	01 74053	PRVNT SET UP COSTS FOR FY 16-17		6,500.00
		Vendor Total ----->	3,000.00				
133895	10/20/2016	CITY OF MARINA	5,000.00	01 74053	SRU YEARLY CONTRIBUTION (FY 2016/2017)		
		Vendor Total ----->	5,000.00				
133804	10/5/2016	COASTAL TPA, INC	809.62	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN		
133852	10/5/2016	COASTAL TPA, INC	707.80	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN		
133852	10/5/2016	COASTAL TPA, INC	629.95	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN		
133869	10/11/2016	COASTAL TPA, INC	792.05	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN		

133869	10/11/2016	COASTAL TPA, INC		912.40	01 80017	FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN
133896	10/20/2016	COASTAL TPA, INC	2,042.00	01 80017		FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN
133896	10/20/2016	COASTAL TPA, INC	1,865.72	01 80017		FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN
133896	10/20/2016	COASTAL TPA, INC	56.00	01 80017		FY 16/17 DENTAL/VISION REIMB FUNDS SELF-INS PLAN
		Vendor Total ----->	7,815.54			
133805	10/5/2016	CODE PUBLISHING COMPANY	512.50	01 67051		FY 16/17 MUNICIPAL CODE UPDATES
		Vendor Total ----->	512.50			
133897	10/20/2016	COMCAST	8.55	01 74053		FY 2016-17 BUSINESS CABLE SERVICE AT POLICE DEPT
		Vendor Total ----->	8.55			
133762	10/4/2016	COMCAST	77.38	01 65053		FY 16-17 BUSINESS CLASS CABLE CITY HALL
		Vendor Total ----->	77.38			
133806	10/5/2016	CONTE'S GENERATOR SERVICE	438.29	01 76045		REPLACED BATTERIES - CITY YARD
133806	10/5/2016	CONTE'S GENERATOR SERVICE	100.00	01 76053		CORRECT LINE 3
		Vendor Total ----->	538.29			
133807	10/5/2016	CONNEY SAFETY PRODUCTS	765.22	01 76057		11 SAFETY JACKETS FOR PW CREW
133807	10/5/2016	CONNEY SAFETY PRODUCTS	114.44	01 76057		11 SAFETY JACKETS FOR PW CREW
133807	10/5/2016	CONNEY SAFETY PRODUCTS	457.75	01 76057		11 SAFETY JACKETS FOR PW CREW
		Vendor Total ----->	1,337.41			
133763	10/4/2016	COPIES BY-THE-SEA	332.66	01 69039		FY 16/17 PLANNING, HRB, AGENDA PACKETS - COPIES
133808	10/5/2016	COPIES BY-THE-SEA	762.40	01 67039		FY 16-17 PRINTING SERVICES:AGENDAS/REGULAR AND
133808	10/5/2016	COPIES BY-THE-SEA	214.12	01 69039		FY 16/17 PLANNING, HRB, AGENDA PACKETS - COPIES
		Vendor Total ----->	1,309.18			
133764	10/4/2016	CORBIN WILLITS SYSTEM	720.79	01 65053		FY 16-17 MOM ACCOUNTING SOFTWARE:ENHANCEMENT
		Vendor Total ----->	720.79			
133853	10/5/2016	CSAC EXCESS INS AUTHORITY	606.90	01 80425		FY1617 CITY INSURANCE GENPRIM LIABILITY/CYBER/EMP
133870	10/11/2016	CSAC EXCESS INS AUTHORITY	4,500.64	01 80425		FY1617 CITY INSURANCE GENPRIM LIABILITY/CYBER/EMP
		Vendor Total ----->	5,107.54			
133898	10/20/2016	ROBERT A. CULVER	33.75	01 76030		RISK MANAGEMENT TRAINING/MILEAGE & PARKING
133979	10/28/2016	ROBERT A. CULVER	166.50	01 76057		EMBROIDERY OF NAMES ON NEW PW JACKETS
		Vendor Total ----->	200.25			
133809	10/5/2016	CYPRESS PAINTING & DECORATING INC	500.00	01 76050		QUOTE-PAINTING OF HR OFFICE AT CITY HALL
		Vendor Total ----->	500.00			
133810	10/5/2016	DAVE'S REPAIR SERVICE	80.00	01 76053		FY 16/17 MONTHLY SITE INSPECTION FEE FOR THE FUEL
		Vendor Total ----->	80.00			
133899	10/20/2016	DAVID SANDYS CPA,CLPF	200.00	01 63053		FY 2016-2017 STIPEND FOR TREASURER SERVICES
		Vendor Total ----->	200.00			800.00
133900	10/20/2016	DEBRA SAXTON	100.00	50 24050 0684		REFUND OF HOMECRAFTERS FEES FOR NON PARTICIPATION
		Vendor Total ----->	100.00			
133765	10/4/2016	DE LAGE LANDEN	164.25	01 76053		FY16/17 PUB WORKS DEPT COPIER LEASE & TAX
133765	10/4/2016	DE LAGE LANDEN	35.12	01 76053		FY16/17 PUB WORKS DEPT COPIER LEASE & TAX
133811	10/5/2016	DE LAGE LANDEN	164.25	01 76053		FY16/17 PUB WORKS DEPT COPIER LEASE & TAX
		Vendor Total ----->	363.62			
133901	10/20/2016	DE LAGE LANDEN FINANCIAL SERVICES	200.96	01 69053		FY 16-17 PLANNING DEPT COPIER LEASE #25337174
		Vendor Total ----->	200.96			
133902	10/20/2016	DEPT. OF CONSERVATION	810.63	50 24050 0401		DEPARTMENT OF CONSERVATION- STRONG MOTION INSTR
		Vendor Total ----->	810.63			
133903	10/20/2016	DEPARTMENT OF JUSTICE	64.00	01 67110		FY16/17 LIVESCAN PRE EMP SCREENING
133903	10/20/2016	DEPARTMENT OF JUSTICE	32.00	01 67110		FY16/17 LIVESCAN PRE EMP SCREENING
133903	10/20/2016	DEPARTMENT OF JUSTICE	379.00	50 24050 0534		CITIZEN LIVESCAN FINGERPRINTING FOR MONTH



		Vendor Total ----->	756.25	50 24050 2538		REFUND OF UNUSED HISTORIC ASSESSMENT DEPOSIT	
133855	10/5/2016	RONALD OR DONNA GARREN TRUST	500.00				
		Vendor Total ----->	500.00				
133915	10/20/2016	GUSTAVO J. GARIBAY	28.75	01 76030		RISK MANAGEMENT TRAINING IN WATSONVILLE/MILEAGE	
		Vendor Total ----->	28.75				
133768	10/4/2016	GOLDEN STATE PORTABLES	434.73	01 82053		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133768	10/4/2016	GOLDEN STATE PORTABLES	156.75	01 85305		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133768	10/4/2016	GOLDEN STATE PORTABLES	89.57	01 80400		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133768	10/4/2016	GOLDEN STATE PORTABLES	291.11	01 76053		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133916	10/20/2016	GOLDEN STATE PORTABLES	2,492.76	01 85305		PORTA POTTIES FOR CAR WEEK DELIVERED 8-16 REMOVED	
133916	10/20/2016	GOLDEN STATE PORTABLES	434.73	01 82053		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133916	10/20/2016	GOLDEN STATE PORTABLES	156.75	01 85305		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133916	10/20/2016	GOLDEN STATE PORTABLES	89.57	01 80400		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	
133916	10/20/2016	GOLDEN STATE PORTABLES	291.11	01 76053		FY 2016-17 RENTAL AND SERVICE OF PORTABLE TOILETS	9,185.02
		Vendor Total ----->	4,437.08				21,707.00
133769	10/4/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING	9,280.00	01 69053		FY 16-17 CONTRACT PLANNING AND ENVIRONMENTAL	
133818	10/5/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING	1,500.00	50 24050 2536		PROFESSIONAL SERVICES- CARMEL WAY INITIAL STUDY	
133818	10/5/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING	344.00	50 24050 2537		PROFESSIONAL SERVICES- CARMEL WAY INITIAL STUDY	
133917	10/20/2016	GOLDEN STATE PLANNING & ENVIR CONSULTING	7,040.00	01 69053		FY 16-17 CONTRACT PLANNING AND ENVIRONMENTAL	40,964.00
		Vendor Total ----->	18,164.00				66,500.00
133819	10/5/2016	GRANITE ROCK COMPANY	394.21	01 76045		FY 16/17 MATERIALS & SUPPLIES FOR ALL PW DIVISIONS	
		Vendor Total ----->	394.21				
133918	10/20/2016	GRANICUS, INC.	521.90	50 24050 0804		FY 16-17 AGREEMENT TO PROVIDE SOFTWARE AND MANAGED	4,565.70
133919	10/20/2016	GREEN VALLEY LANDSCAPE INC.	521.90	01 76053		FY 16-17 ASSIST CITY STAFF IN MAINTAINANCE	
		Vendor Total ----->	4,727.16				18,444.32
133770	10/4/2016	STEPHEN HINTON, CSS	300.00	01 76050		MAIN LIB REF. ROOM DOOR ALARM REPAIR	
		Vendor Total ----->	300.00				
133771	10/4/2016	INNER WORKINGS	775.80	01 80400		CENTENNIAL EXPENSE:AUGUST 2016 MERCHANDISE STORAGE	
		Vendor Total ----->	775.80				
133920	10/20/2016	INTERNATIONAL INSTITUTE OF MUNI CLERKS	160.00	01 60033		ANNUAL MEMBERSHIP FEE THROUGH 12/31/2017	
		Vendor Total ----->	160.00				
133921	10/20/2016	INFO TECH RESEARCH GROUP INC.	840.00	01 65053		IT RESEARCH & ADVISORY MEMBERSHIP SRVCS 1YR	
		Vendor Total ----->	840.00				
133922	10/20/2016	IVERSON TREE SERVICE	450.00	01 76050		REMOVE HANGING LIMBS ON MOUNTAIN VIEW	
133922	10/20/2016	IVERSON TREE SERVICE	1,100.00	01 76050		REMOVE LEANING PINE OFF OF HOUSE	
		Vendor Total ----->	1,550.00				
133772	10/4/2016	IWORQ	500.00	01 69053		IWORQS SYSTEMS- INTERNET SOFTWARE AND SUPPORT	
		Vendor Total ----->	500.00				
133923	10/20/2016	JOHN LEY'S TREE SERVICE	7,470.00	13 78918		STUMP GRINDING AROUND CITY-FINAL BILLING	
		Vendor Total ----->	7,470.00				
133924	10/20/2016	GREG JOHNSON	8.00	01 74030		MEAL ALLOWANCE FOR DRIVING/FORCE OPTION SIM	
		Vendor Total ----->	8.00				
133820	10/5/2016	JONI JANEKI & ASSOCIATES INC	4,829.70	13 78918		FY 16-17 LANDSCAPE DESIGN AND ENVIRONMENTAL	
		Vendor Total ----->	4,829.70				
133696	10/7/2016	KENNEDY, ARCHER & GIFFEN	(975.00)	13 76904		Ck# 133696 Reversed	
		Vendor Total ----->	(975.00)				
133773	10/4/2016	KENT L. SEAVEY,HISTORIC PRES.CONULTATION	1,000.00	01 33405		PROFESSIONAL SERVICES DS 16-254(MAY) IN# 7.24.16	
133856	10/5/2016	KENT L. SEAVEY,HISTORIC PRES.CONULTATION	1,000.00	50 24050 2538		PROFESSIONAL SERVICES-HISTORIC ASSESSMENT (GARREN)	

133925	10/20/2016	KENT L SEAVEY,HISTORIC PRES. CONSULTATION	1,000.00	50 24050 1378	PROFESSIONAL SERVICES-HISTORIC EVALUATION	
		Vendor Total ----->	3,000.00			
133926	10/20/2016	KEVIN WING MEDIA COMMUNICATIONS	1,000.00	01 80400	CENTENNIAL EXPENSE:CENTENNIAL CELEBRATION VIDEO	
		Vendor Total ----->	1,000.00			
133821	10/5/2016	KNAPP HARDWARE	57.94	01 76045	FY 16/17 MATERIALS & SUPPLIES ALL DIVISIONS PW	
133821	10/5/2016	KNAPP HARDWARE	235.01	01 76045	FY 16/17 MATERIALS & SUPPLIES ALL DIVISIONS PW	
		Vendor Total ----->	292.95			
133927	10/20/2016	KRISTA BRASSFIELD	1,190.00	01 76053	ADMIN-CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	374.00	13 78910	BEACH FIRE BASKETS CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	34.00	13 70901	ROOF REPAIRS @PW BLDG./PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	68.00	13 70922	SUNSET AWNING-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	68.00	13 70911	SUNSET CENTER RAMP-CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	884.00	13 78908	MISSION TRAIL PARK ENTRANCE/CM SUPPOR PROJ.MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	68.00	13 70915	ADA STUDY CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	34.00	13 76911	WATER STUDY CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	782.00	01 76050	OFFICE MODERNIZATION CM SUPPORT-PROJECT MANAGER	
133927	10/20/2016	KRISTA BRASSFIELD	476.00	13 78918	LANDSCAPING/HARDSCAPING IMPROVEMENTS SAN ANTONIO	3,978.00
		Vendor Total ----->	3,978.00			24,000.00
133928	10/20/2016	L-3 COMMUNICATIONS	3,261.20	01 74053	EXTENDED MAINTENANCE AGREEMENT FOR IN CAR VIDEO	
		Vendor Total ----->	3,261.20			
133929	10/20/2016	LAW OFFICES OF TERRY ROEMER	1,198.50	01 61051 0005	PROF SERVICES:LEGAL AND INVESTIGATIVE	
		Vendor Total ----->	1,198.50			
133648	10/6/2016	MONTEREY BAY DIVISION	(575.00)	01 60207	CK# 133648 Reversed	
		Vendor Total ----->	(575.00)			
133822	10/5/2016	LEWIS A. LEADER	1,625.00	01 67051	FY 2016-17 PUBLIC INFORMATION OFFICER SERVICES	4,587.50
		Vendor Total ----->	1,625.00			
133930	10/20/2016	RACHELLE D. LIGHTFOOT	8.00	01 74030	MEAL ALLOWANCE FOR CORPORAL LIGHTFOOT	
		Vendor Total ----->	8.00			
133857	10/5/2016	LIU OF NA	220.12	01 64021	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133857	10/5/2016	LIU OF NA	880.50	01 76021	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133857	10/5/2016	LIU OF NA	440.25	01 78021	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133857	10/5/2016	LIU OF NA	220.12	01 82021	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133857	10/5/2016	LIU OF NA	880.50	01 84021	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133857	10/5/2016	LIU OF NA	5,163.52	01 21285	LIUNA CONTRIBUTIONS FOR THE PENSION FUND EE/ER SEP	
133865	10/5/2016	LIU OF NA	220.12	01 67021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	880.50	01 76021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	440.25	01 78021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	220.12	01 82021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	110.62	01 84021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	5,214.46	01 21285	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
133865	10/5/2016	LIU OF NA	990.01	01 84021	AUGUST 2016 LIUNA PENSION FUND CONTRIBUTIONS	
		Vendor Total ----->	15,881.09			
133931	10/20/2016	LOGMEIN, INC	1,129.58	01 65053	RENEW LHPICG923135008 9/3/16-9/2/17 AND	
		Vendor Total ----->	1,129.58			
133774	10/4/2016	LOPEZ TREE SERVICE	780.00	01 76050	FY 16/17 REMOVAL OF BRANCHES AND HAULING IN CITY	
133774	10/4/2016	LOPEZ TREE SERVICE	1,400.00	01 76050	FY 16/17 REMOVED DEAD PINE/HAULING	
		Vendor Total ----->	2,180.00			
133823	10/5/2016	LP POLICE	25.00	01 74053	FY 16/17 LP POLICE WEBSITE USAGE	
133823	10/5/2016	LP POLICE	25.00	01 74053	FY 16/17 LP POLICE WEBSITE USAGE	

133823	10/5/2016	LP POLICE	10/5/2016 LP POLICE WEBSITE USAGE	01 74053	25.00					
133823	10/5/2016	LP POLICE	FY 16/17 LP POLICE WEBSITE USAGE	01 74053	25.00					
133823	10/5/2016	LP POLICE	FY 16/17 LP POLICE WEBSITE USAGE	01 74053	25.00					
		Vendor Total ----->			125.00					
133775	10/4/2016	M.J.MURPHY	HARDWARE FOR MT-VIEW ENTRANCE BENCHES	13 78908	66.72					
		Vendor Total ----->			66.72					
133776	10/4/2016	MARINA BACKFLOW COMPANY	FOREST AND BEACH-BACKFLOW TESTING AND REPAIR	01 76050	385.00					
133932	10/20/2016	MARINA BACKFLOW COMPANY	FOREST AND BEACH-BACKFLOW TESTING AND REPAIR	01 76050	550.00					
		Vendor Total ----->			935.00					
133933	10/20/2016	MAYER IRON AND DESIGN	FY 16/17 QUOTE-HAND RAIL REPAIR,SCENIC-SANTA LUCIA	13 78907	1,200.00					
		Vendor Total ----->			1,200.00					
133777	10/4/2016	SARIAH MAY	REFUND OF OVERPAYMENT ON APPLICATION DS 16-254	01 33405	115.95					
		Vendor Total ----->			115.95					
133824	10/5/2016	MEURER MUNICIPAL CONSULTING, LLC	CONSULTING FEES-CITY COUNCIL AND EXECUTIVE STAFF	01 67030	1,650.00					
		Vendor Total ----->			1,650.00					
133858	10/5/2016	MEYERS/NAVE PROFESSIONAL LAW CORP	LEGAL SERVICES-AUG 2016 RE-PG&E GAS EXP 3/3/2014	01 61051 0071	3,518.75					
		Vendor Total ----->			3,518.75					
133859	10/5/2016	MICHAEL BAKER INTERNATIONAL,INC	FY 16-17 STAFFING SERVICE:CONTRACT PLANNER	01 69053	6,400.00					
133859	10/5/2016	MICHAEL BAKER INTERNATIONAL,INC	FY 16-17 STAFFING SERVICE:CONTRACT PLANNER	01 69053	5,170.00					19,840.00
		Vendor Total ----->			11,570.00					79,420.00
133825	10/5/2016	MISSION LINEN SUPPLY	FY1617 UNIFORM CLEANING AND SUPPLY	01 76053	110.69					
133934	10/20/2016	MISSION LINEN SUPPLY	FY1617 UNIFORM CLEANING AND SUPPLY	01 76053	200.40					
		Vendor Total ----->			311.09					
133826	10/5/2016	MISSION LINEN SERVICE	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	01 72053	54.63					
133935	10/20/2016	MISSION LINEN SERVICE	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	01 72053	54.63					
133935	10/20/2016	MISSION LINEN SERVICE	FY 16/17 FOR LAUNDRY SERVICES FOR FIRE DEPT	01 72053	54.63					
		Vendor Total ----->			163.89					
133936	10/20/2016	MISAC	IT NORTHERN SERVICES ANNUAL MEMBERSHIP	01 67033	160.00					
		Vendor Total ----->			160.00					
133937	10/20/2016	MONTEREY COUNTY TAX	PROPERTY TAX BILLS PER ATTACHED FY 2016-17	01 80801	61,467.62					
		Vendor Total ----->			61,467.62					
133938	10/20/2016	MONTEREY TIRE SERVICE	TIRE ALIGNMENT ON 10 ISUZO NRR LIC#1380874	01 76048	95.00					
		Vendor Total ----->			95.00					
133827	10/5/2016	MTY COUNTY TELECOMM	LABOR/SUPPORT FOR REPAIR AND SERVICE TO COUNTY	01 74053	484.25					
		Vendor Total ----->			484.25					
133866	10/6/2016	MTRY COUNTY CONVENTION & VISITORS BUREAU	TID REMITTANCE JUL-AUG 2016	01 20260	62,065.00					
133866	10/6/2016	MTRY COUNTY CONVENTION & VISITORS BUREAU	TID REMITTANCE JUL-AUG 2016	01 36351 0002	(620.65)					
		Vendor Total ----->			61,444.35					
133778	10/4/2016	MONTEREY PEN REGIONAL WATER AUTHORITY	MEMBER CONTRIBUTION FY 16-17	01 60033	18,850.00					
		Vendor Total ----->			18,850.00					
133828	10/5/2016	MONTEREY COUNTY FILM COMMISSION	FY 16-17 DONATION	01 60207	500.00					
		Vendor Total ----->			500.00					
133939	10/20/2016	MONTEREY PENINSULA ENGINEERING	FY 2016-17 PAVEMENT REHAB FPR VARIOUS STREETS	13 76501	8,320.00					8,320.00
		Vendor Total ----->			8,320.00					792,276.00
133829	10/5/2016	NATIVE SOLUTIONS	NORTH DUNES HABITAT RESTORATION PROJECT	13 78905	9,830.00					
133940	10/20/2016	NATIVE SOLUTIONS	NORTH DUNES HABITAT RESTORATION PROJECT	13 78905	5,735.00					15,565.00
		Vendor Total ----->			15,565.00					
133941	10/20/2016	NEILL ENGINEERS CORP.	FY 2016-2017 STIPEND FOR CITY ENGINEER SERVICES	01 62053	200.00					800.00
		Vendor Total ----->			200.00					2,400.00

133830	10/5/2016	NEILL ENGINEERS	31,489.50	13 76901	FY 16-17 DESIGN AND CONSTRUCTION MANAGEMENT 2016-17	31,489.50	95,073.00
		Vendor Total ----->	31,489.50				
133942	10/20/2016	NEXTEL COMMUNICATIONS	51.70	01 65053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
133942	10/20/2016	NEXTEL COMMUNICATIONS	51.70	01 69053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
133942	10/20/2016	NEXTEL COMMUNICATIONS	155.10	01 67053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
133942	10/20/2016	NEXTEL COMMUNICATIONS	620.40	01 76053	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
133942	10/20/2016	NEXTEL COMMUNICATIONS	705.28	01 74036	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
133942	10/20/2016	NEXTEL COMMUNICATIONS	155.44	01 82036	FY 16/17 CITY CELL PHONES ALL DEPARTMENTS		
		Vendor Total ----->	1,739.62				
133779	10/4/2016	NICOLE NEDEFF	300.00	13 78920	FY 16-17 BIOLOGICAL AND ECOLOGICAL CONSULTING	300.00	5,000.00
		Vendor Total ----->	300.00				
133943	10/20/2016	OASIS CONSTRUCTION INC.	286.83	01 76050	FY 16/17-MONTHLY MAINT.DEVENDORF PK.POND/SUPPLIES		
		Vendor Total ----->	286.83				
133780	10/4/2016	OCCU-MED LTD.	709.00	01 67110	FY1617 ANNUAL FEE AND PRE- EMP MED EXAMS		
		Vendor Total ----->	709.00				
133831	10/5/2016	OFFICE DEPOT, INC.	16.43	01 74043	FY 16/17 OFFICE SUPPLIES FOR POLICE DEPT		
133831	10/5/2016	OFFICE DEPOT, INC.	15.63	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
133831	10/5/2016	OFFICE DEPOT, INC.	56.97	01 67043	FY 16-17 OFFICE SUPPLIES		
133831	10/5/2016	OFFICE DEPOT, INC.	91.14	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
133860	10/5/2016	OFFICE DEPOT, INC.	528.63	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
133860	10/5/2016	OFFICE DEPOT, INC.	(5.17)	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
133860	10/5/2016	OFFICE DEPOT, INC.	236.40	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
133860	10/5/2016	OFFICE DEPOT, INC.	30.98	01 76043	FY 16/17 OFFICE SUPPLIES FOR FAC/FORESTBEACH/PW		
133860	10/5/2016	OFFICE DEPOT, INC.	113.68	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
133860	10/5/2016	OFFICE DEPOT, INC.	300.88	01 69043	FY 16/17 OFFICE SUPPLIES PLANNING DEPT.		
133944	10/20/2016	OFFICE DEPOT, INC.	10.69	01 67043	FY 16-17 OFFICE SUPPLIES		
133944	10/20/2016	OFFICE DEPOT, INC.	158.92	01 74043	FY 16/17 OFFICE SUPPLIES FOR POLICE DEPT		
133944	10/20/2016	OFFICE DEPOT, INC.	6.50	01 74043	FY 16/17 OFFICE SUPPLIES FOR POLICE DEPT		
133944	10/20/2016	OFFICE DEPOT, INC.	256.65	01 74043	FY 16/17 OFFICE SUPPLIES FOR POLICE DEPT		
133944	10/20/2016	OFFICE DEPOT, INC.	104.37	01 74043	FY 16/17 OFFICE SUPPLIES FOR POLICE DEPT		
133944	10/20/2016	OFFICE DEPOT, INC.	32.37	01 67043	FY 16-17 OFFICE SUPPLIES		
133944	10/20/2016	OFFICE DEPOT, INC.	14.11	01 67043	FY 16-17 OFFICE SUPPLIES		
		Vendor Total ----->	1,969.18				
133945	10/20/2016	OTTO CONSTRUCTION	12,046.95	13 70903	FY 16-17 FOREST THEATER RENOVATION:CARRY OVER		
		Vendor Total ----->	12,046.95				
133832	10/5/2016	PACIFIC GAS & ELECTRIC CO	9,104.99	01 64026	FY 16-17 GAS & ELECTRIC SERVICE ALL FACILITIES		
		Vendor Total ----->	9,104.99				
133946	10/20/2016	PACIFIC GAS & ELECTRIC	19.07	01 64026	FY 16-17 GAS & ELECTRIC SERVICES FLANDERS MANSION		
		Vendor Total ----->	19.07				
133833	10/5/2016	PACIFIC GAS & ELECTRIC	21.31	01 64026	FY 16-17 GAS & ELECTRIC SERVICES SCENIC RESTROOMS		
		Vendor Total ----->	21.31				
133871	10/11/2016	PACIFIC MONARCH LTD	3,900.00	01 80400	CENTENNIAL EXPENSE:SHUTTLE BUS EXPENSE CARMEL		
		Vendor Total ----->	3,900.00				
133781	10/4/2016	PAIGE JOHNSON DESIGN INC	23.90	01 80400	CENTENNIAL LOGO PRINTS		
133781	10/4/2016	PAIGE JOHNSON DESIGN INC	36.93	01 80400	CENTENNIAL LOGO PRINTS		
133861	10/5/2016	PAIGE JOHNSON DESIGN INC	100.00	01 80400	CENTENNIAL EXPENSE:DESIGN AND ART PRODUCTION OF		
133947	10/20/2016	PAIGE JOHNSON DESIGN INC	73.87	01 80400	CENTENNIAL EXPENSE:CENTENNIAL LOGO PRINTS		
		Vendor Total ----->	234.70				
133948	10/20/2016	PAUL WYLDE LLC	750.00	01 67053	PROFESSIONAL FEES:DESIGN OF MEASURE D LOGO		

133834	10/5/2016	Vendor Total ----->	750.00	01 60207	FY 2016-2017 MAIL SORTING AND DELIVERY SERVICE	18,060.00	56,000.00
		PENINSULA MESSENGER SERVICE	4,585.00				
		Vendor Total ----->	4,585.00				
133835	10/5/2016	PENINSULA HYDRONICS INC.	1,061.93	01 76050	FOREST THEATER RR REPAIR		
		Vendor Total ----->	1,061.93				
133949	10/20/2016	PENINSULA WELDING & MEDICAL SUPPLY, INC	63.00	07 73603	FY 16/17 OXYGEN CYLINDER SERVICE FOR AMBULANCE		
		Vendor Total ----->	63.00				
133782	10/4/2016	JANET BOMBARD-PETTY CASH	17.73	01 82055	INV 13016 - SHIPPING FOR RETURN OF MOPHIE DEVICE		
133782	10/4/2016	JANET BOMBARD-PETTY CASH	5.43	01 82055	INV 00007 - GREENS CAMERA WORLD - CD OF FOREST THE		
133782	10/4/2016	JANET BOMBARD-PETTY CASH	6.51	01 82055	INV 2336- EAR BUDS FOR COMPUTER 8/12/2016		
133782	10/4/2016	JANET BOMBARD-PETTY CASH	6.00	01 82055	INV 000016- BAGELS FOR HOMECRAFTER JURY 9/7/2016		
133782	10/4/2016	JANET BOMBARD-PETTY CASH	40.18	01 82055	INV 808004800 FOOD FOR HOMECRAFTER JURY ON 9/6/201		
133782	10/4/2016	JANET BOMBARD-PETTY CASH	(3.49)	01 82055	CREDIT ON INVOICE 808004800 RETURNED MERCHANDISE		
		Vendor Total ----->	72.36				
133950	10/20/2016	POSTMASTER	140.00	01 76041	ANNUAL PO BOX SS RENEWAL FEE PW		
		Vendor Total ----->	140.00				
133836	10/5/2016	PREMO ROOFING COMPANY	154.99	01 33405	REFUND DESIGN STUDY AMOUNT \$154.99		
		Vendor Total ----->	154.99				
133783	10/4/2016	PROSERVE FACILITY SERVICES	381.94	01 76053	FY1617 JANITORIAL SERVICES-CITYWIDE	35,269.24	72,595.00
		Vendor Total ----->	381.94				
133951	10/20/2016	PSTS, INC.	525.00	01 76053	FY 16/17 TANK MAINTENANCE OIL/WATER CLEANING		
		Vendor Total ----->	525.00				
133837	10/5/2016	PUBLIC STORAGE INC	730.20	01 67053	FY1617 CITY STORAGE UNIT RENTAL FEE		
133952	10/20/2016	PUBLIC STORAGE INC	636.00	01 67053	FY1617 CITY STORAGE UNIT RENTAL FEE		
		Vendor Total ----->	1,366.20				
133838	10/5/2016	THE RADAR SHOP	61.00	01 74053	REPLACE BROKEN LENS ON RADAR		
		Vendor Total ----->	61.00				
133953	10/20/2016	RANCHO CAR WASH	106.26	01 74050	FY 16/17 CAR WASHES FOR DEPARTMENT		
		Vendor Total ----->	106.26				
133839	10/5/2016	ROBERT JACQUES	2,200.00	01 76055	MRSWMP/ASBS SPECIAL PROTECTION ISSUES	6,100.00	18,500.00
		Vendor Total ----->	2,200.00				
133840	10/5/2016	RYAN RANCH PRINTERS	457.46	01 67043	FY 16/17 ASD DEPT LETTERHEAD/BUSINESS CARDS/ENV		
		Vendor Total ----->	457.46				
133841	10/5/2016	SAME DAY SHRED	32.50	01 74053	FY 16/17 SHREDDING SERVICES FOR POLICE DEPT		
133954	10/20/2016	SAME DAY SHRED	32.50	01 74053	FY 16/17 SHREDDING SERVICES FOR POLICE DEPT		
133954	10/20/2016	SAME DAY SHRED	32.50	01 74053	FY 16/17 SHREDDING SERVICES FOR POLICE DEPT		
133954	10/20/2016	SAME DAY SHRED	32.50	01 74053	FY 16/17 SHREDDING SERVICES FOR POLICE DEPT		
		Vendor Total ----->	130.00				
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	10.74	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	9.66	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	13.79	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	11.60	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	7.52	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	25.01	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	38.72	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	53.76	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	10.10	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	7.25	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		
133842	10/5/2016	SCARBOROUGH LUMBER & BUILDING	47.05	01 76045	FY 16/17 HARDWARE AND MISC SUPPLIES FOR PW DEPT		





133970	10/20/2016	VIVA INTERNATIONAL LLC	4,537.50	01 76053	PROFESSIONAL FEES:PROJECT MANAGEMENT	
133970	10/20/2016	VIVA INTERNATIONAL LLC	468.75	13 84906	PROJECT MANAGER HVAC/PARK BRANCH LIBRARY	
133970	10/20/2016	VIVA INTERNATIONAL LLC	431.25	13 84905	PROJECT MANAGER-HVAC/HARRISON MEMORIAL LIBRARY	5,437.50
		Vendor Total ----->	5,437.50			22,500.00
133864	10/5/2016	WAGEWORKS	170.00	01 99017	FY 16/17 FSA AND AFLAC MONTHLY ADMIN FEES	
133971	10/20/2016	WAGEWORKS	170.00	01 99017	FY 16/17 FSA AND AFLAC MONTHLY ADMIN FEES	
		Vendor Total ----->	340.00			
133847	10/5/2016	WALLACE OFFICE MACHINE CO	155.00	01 65049	REPAIR IBM SELECTRIC II ADMIN OFFICE	
		Vendor Total ----->	155.00			
133972	10/20/2016	JEFFERY D. WATKINS	8.00	01 74030	MEAL ALLOWANCE FOR DETECTIVE WATKINS	
		Vendor Total ----->	8.00			
133973	10/20/2016	CLEVE WATERS IV	33.75	01 76030	PARKING AND MILEAGE FOR TRAINING IN WATSONVILLE	
133973	10/24/2016	CLEVE WATERS IV	(33.75)	01 76030	Cl# 133973 Reversed	
		Vendor Total ----->				
133848	10/5/2016	WEST COAST ARBORISTS INC	7,334.63	01 76053	FY 16-17 TREE RELATED SERVICES-CONTRACT TREE	
133848	10/5/2016	WEST COAST ARBORISTS INC	3,577.87	13 78918	FY 16-17 TREE RELATED SERVICES-CONTRACT TREE	
133974	10/20/2016	WEST COAST ARBORISTS INC	12,130.62	01 76053	FY 16-17 TREE RELATED SERVICES-CONTRACT TREE	
133974	10/20/2016	WEST COAST ARBORISTS INC	5,917.38	13 78918	FY 16-17 TREE RELATED SERVICES-CONTRACT TREE	122,000.00
		Vendor Total ----->	28,960.50			28,960.50
133792	10/4/2016	WILLDAN ENGINEERING INC	6,000.00	01 69053	FY 16-17 PROF FEES:STAFFING-CONTRACT PLANNER	
133975	10/20/2016	WILLDAN ENGINEERING INC	14,040.00	01 69053	FY 16-17 PROF FEES:STAFFING-CONTRACT PLANNER	37,400.00
		Vendor Total ----->	20,040.00			20,040.00
133976	10/20/2016	WITTMAN ENTERPRISES, LLC	1.63	07 73053	FY1617 AMBULANCE BILLING SERVICES	
		Vendor Total ----->	1.63			
133977	10/20/2016	ZOOM IMAGING SOLUTIONS, INC.	106.31	01 74053	FY 16/17 COPY MACHINE USAGE FOR POLICE DEPT	
		Vendor Total ----->	106.31			
		230 Checks Grand Total ->	1,318,399.06			



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Monthly Reports

December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ashlee Wright, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	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 October
2. Community Planning and Building Reports for the month of October
3. Police, Fire, Ambulance and Beach Reports for the month of October
4. Public Records Act Requests for the Month of October
5. Forester Reports for the month of October
6. City Treasurer's Investment Report for the month of October





# CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

December 6, 2016

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

## OCTOBER 2016 – DEPARTMENT ACTIVITY REPORT

### I. PLANNING APPLICATIONS:

In October of 2016, 41 planning permit applications were received. A detailed listing of the applications is included as a separate attachment. A total of 451 planning applications have been submitted this year.

### II. BUILDING APPLICATIONS/INSPECTIONS:

In October of 2016, 29 Building Permit applications were received and 139 building inspections were conducted. A total of 348 building permits applications have been submitted this year.

### III. CODE COMPLIANCE CASES:

In October of 2016, 25 new code compliance cases were initialized. The Code Compliance Department has processed a total of 355 cases this year.

### IV. YEAR-TO-DATE TRENDS

Table 1 includes the 2016 year-to-date totals (Jan – October), for Planning and Building Permit Applications, and Code Compliance cases with a comparison to 2015. As indicated in the table, there has been a 10.5% increase in planning permits. Building permit applications are down 13.4% and the number of Code Compliance cases is nearly identical to last year.

**Table 1 (Jan - October)**

	<u>Planning</u>	<u>Building</u>	<u>Code Compliance</u>
<b>2015 Year-To-Date</b>	406	398	349
<b>2016 Year-To-Date</b>	451	348	355
<b>% Difference</b>	+10.5%	-13.4%	1.7%

# Planning Permit Report

## October 2016

10/01/2016 - 10/31/2016

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Owner Name	Applicant	Assigned To	Status
16451	Use Permit	Use permit amendment	NE corner of Dolores and 7th	10/31/2016		Rod Dewar	Rich Pepe		Pending Assignment
16450	Authorized Work	Remove faux marble and replace with tile.	SE Corner of Monte Verde and 8th	10/28/2016	10/28/2016	Scott Van Keulen	Scott Van Keulen	Shoshana Wangerin	Approved
16449	Design Study	The installation of new landscaping and 5 new down-facing lumen landscape lights in the front yard of the property	Monte Verde 4 SE of 10th Ave.	10/27/2016		Patti Connolly	Kathleen Coss	Catherine Tarone	In Review
16448	Sign	Install sign	Lincoln 2 SW of Ocean	10/27/2016	11/10/2016	Myrna Goese	Myrna Goese	Shoshana Wangerin	Approved
16447	Business License	Lobby to receive renters "checks in and outs," baggages, final payment	Lincoln 2 SW of Ocean	10/27/2016		Myrna Goese	Myrna Goese	Catherine Tarone	In Review
16446	Sign	New location for Preage business. (See previously approved permit SI 16-338)	SWC Ocean and Mission	10/26/2016	10/27/2016	Alan Porter	Carolyn Hutchison	Shoshana Wangerin	Approved
16445	Design Study	Residential remodel	Camino Del Monte 2 NE of 1st	10/27/2016	11/15/2016	Isa D'Arleans	Adelle Murrer	Matthew Sundt	Approved
16444	Historic Evaluation	Historic evaluation	Camino Del Monte 2 NE of 1st	10/27/2016		Isa D'Arleans	Adelle Murrer	Matthew Sundt	In Review
16443	Sign	Replace existing sign with no logo	San Carlos 4 NW of 6th	10/26/2016	10/27/2016	MDC Real Estate Investments LLC	Karen Bradshaw-Smith	Shoshana Wangerin	Approved
16442	Authorized Work	Replace rear yard broken fence (approx 20 ft) with new in-kind lumber.	Monte Verde 3 SE of 9th	10/25/2016	10/25/2016	Karen Reinitz	Silvino Sanchez	Matthew Sundt	Approved
16441	Historic Evaluation	Historic Evaluation for two structures currently used as offices in order to convert 4 single story offices in the SC district into one single-family residence	Mission, 2 NE of 6th Avenue	10/24/2016	11/14/2016	Joe and Sheila Mark	Paul Mcenroe	Catherine Tarone	Open
16440	Use Permit	Convert 4 single story offices in the SC district into one single-family residence.	Mission, 2 NE of 6th Avenue	10/24/2016		Joe and Sheila Mark	Paul Mcenroe	Catherine Tarone	In Review
16439	Design Study	Amend approved condition	Camino Real 2 NW of 11th	10/21/2016		Martha Webster	Martha Webster		Pending Assignment
16438		Certificate of Compliance	San Carlos 3 NE of 1st Ave.	10/28/2016		Amir Salehi	Sam Piffero	Matthew Sundt	In Review
16437	Preliminary Site Assessment	Preliminary Site Evaluation	4 Oak Knoll Way	10/21/2016		Bob and Consuelo Purvis	Carolyn Abst	Ashley Hobson	Closed
16436	Design Study	Demo existing SFR and deck. Construction of new SFR with 2540 sf of heated living space, 400 sf unheated attached garage and two decks totaling 180 sf	SEC Lopez and 2nd	10/20/2016		LB Homebuyers LLC	Krebs Design Group LLC - Steve Krebs	Matthew Sundt	In Review

16435	Design Study	Reconfigure existing driveway with new sandset pavers, add a new flagstone walkway to connect the existing walkway with the driveway and add stone gate columns and a grapestake fence 7'9" north of the front property line.	8th 3 NE of Santa Fe	10/19/2016	10/25/2016	William and Susan Hill	Robert Shuler	Ashley Hobson	Approved
16434	Sign	commercial sign for art gallery	SE Corner of Ocean and San Carlos	10/18/2016	10/20/2016	Mary Goold Trust	William Yant	Shoshana Wangerin	Approved
16433	Authorized Work	Fence repair, Sides of property-East and west sides. Replace or repair. Old boards, may need to strengthen or stabilize posts	4th 2 NE of Torres	10/18/2016	10/18/2016	Jayne Moore	Jayne Moore	Matthew Sundt	Approved
16432	Historic Evaluation	Historic evaluation	NE corner of Lincoln and 9th	10/17/2016		Susan Dickson Jones	Eric Wynkoop	Catherine Tarone	Open
16431	Authorized Work	Repair and replace side fence.	NW corner of Camino Real and 13th	10/17/2016	10/17/2016	Lee Ward	Lee Ward	Ashley Hobson	Approved
16430	Authorized Work	Repair and replace side fence	NW corner of Camino Real and 13th	10/17/2016	10/17/2016	Lee Ward	Lee Ward	Ashley Hobson	Approved
16429	Design Study	Add 210 sq ft. detached library studio	Vizcaino 6 SE of Mt. View	10/17/2016		Peter and Theresa Menard	Charles Mandurrago	Ashley Hobson	Corrections Required
16428	Authorized Work	Replacement of various interior walkways within the Pine Terrace with new sandset Pavers	Mission and 3rd	10/17/2016	10/17/2016	Jim Young Masonry, 831-648-0228	Jim Young Masonry	Ashley Hobson	Approved
16427	Authorized Work	1. Replace non-conforming ( In height) grape-stake fence with conforming (4" High) fronting 7th Ave. 2. New grape stake fence to replace iron gate, fronting Camino Real. 3. Replace stone entry steps @ front grate on Camino Real.	NW corner of Camino Real and 7th	10/14/2016	10/14/2016	Joan Frisoli	Joan Frisoli	Matthew Sundt	Approved
16426	Business License	business license for Thomas Bateman Hood Architecture	SWC of Lincoln and 4th	10/12/2016		Norman Rial	Thomas Hood	Catherine Tarone	Corrections Required
16425	Business License	This business license planning approval authorizes the use of a first floor retail space by a commercial business located in the Central Commercial Zoning District. This use is classified as a retail home furnishing and floor coverings store selling rugs (NAICS 442210).	Lincoln between Ocean and 7th	10/11/2016	11/7/2016	Taylor Wolfsen	Metin Demir	Catherine Tarone	Approved
16424	Design Study	Window changes	Junipero, 8 NW of 10th Avenue	10/11/2016		Greg and Jamie Szmania	Greg and Jamie Szmania	Catherine Tarone	Corrections Required
16423	Business License	Retail Sales: Clothing.	Dolores Street, 4 NE of 6th Avenue	10/11/2016	11/7/2016	Gary Dunn	Theodore Moon	Catherine Tarone	Approved
16422	Design Study	Install trellis on existing deck rails	Santa Fe 4 NW of 5th	10/10/2016		Loren Hughes	Loren Hughes	Catherine Tarone	Denied

16421	Appeal	PC decision appeal	Carmel Plaza-Ocean and Mission St .	9/28/2016		OWRF Carmel LLC	The Patio Group	Marc Wiener	In Review
16420	Sign	Install sign	Dolores 3 NE of 6th	10/10/2016	10/10/2016	Leidig Draper Properties	Fadi Almirri and Shaheen Almairi	Shoshana Wangerin	Approved
16419	Design Study	Create new walkway to the front door	Santa Fe, 4 SW of 8th Ave.	10/10/2016		Andrea Spungen	Sean Houlihan	Catherine Tarone	Corrections Required
16418	Design Study	Installation of synthetic grass in the rear-yard of the property.	Monte Verde 3 NW of 4th	10/7/2016	10/26/2016	Carl and Diane Shannon	Rosemary Wells- Viridian Landscape Arch.	Marc Wiener	Approved
16417	Design Study	Replace existing roof with composition	4th 2 NE of Lobos	10/7/2016	10/19/2016	Karen Wallin	Karen Wallin	Matthew Sundt	Approved
16416	Design Review	Install awning on commercial property.	San Carlos 4 NW of 6th	10/7/2016	10/19/2016	MDC Real Estate Investments LLC	Mike Del Castello	Matthew Sundt	Approved
16415	Design Study	Revision to approved Design Study DS 15-404 which was originally for an addition to the west elevation of the residence.	3rd Avenue, 2 SW of Dolores Street	10/7/2016	10/7/2016	Steve Lampi	John Mandurrigo	Catherine Tarone	Approved
16414	Design Study	Replace existing roof with composition	Casanova 5 NE of 13th Ave.	10/6/2016		Beth and Chris Martin	Cameron John	Matthew Sundt	Scheduled for PC
16413	Authorized Work	Replace inkind business sign same size and location.	San Carlos between 5th and 6th (Eastwood Building)	10/6/2016	10/6/2016	Welton Investment Partners, LLC	Karen Bradshaw Smith	Matthew Sundt	Approved
16412	Design Study	Addition of Master bedroom, and detached garage	25990 Junipero Ave	10/6/2016		Angela Weigel	Mackenzie Patterson	Matthew Sundt	In Review
16411	Design Study	Exterior changes including the addition of french doors and one skylight on the rear (east) elevation.	Santa Fe 4 NW of 9th	10/5/2016	10/26/2016	Carol Petty	IDG (Antoly Dstretsov)	Marc Wiener	Approved

Total Records: 41

# Building Permit Report

## October 2016

10/01/2016 - 10/31/2016

Permit #	Permit Type	Project Description	Property Location	Owner Name	Contact	Date Issued	Status
160348	Building	Residential relocation of bathroom fixtures and bring electric up to code. GFT, lights, fan, etc.	SWC Junipero and 9th	Szmania	Greg Szmania	11/1/2016	Issued
160347	Building	Residential removal of a stucco wall and build a grape stake fence.	8th 2 SE of Monte Verde	Brebaugh	Chris Wheeler		In Review
160346	Electrical	Commercial replacement and upgrade of main panel. 100 AMP SVC replacement.	Dolores 3 NW of 7th	Chew	Cate Electric	10/27/2016	Issued
160345	Building	Residential remodel of interior and exterior. Update including kitchen and bathrooms (all finish interior materials) and all finish exterior materials.	Guadalupe 5 SE of 3rd	Johnson	Monterey Bay Builders Inc		In Review
160344	Building	Residential. Electrical upgrades-remove knob and tube, lighting replace and put new, water heater, toilet replace in-kind to low-flow, new patio door, pavers, small deck walkway, exterior painting, and small roof extension.	Camino del Monte 2 NE of 1st	D'Arleans	Murrer Construction (Adelle)		In Review
160343	Building	Commercial minor tenant to (E) commercial shopping center.	Carmel Plaza	OWRF Carmel LLC	Adam Jesselnick		Approved
160342	Building	Residential removal of concrete patios, walkway. Replace with carmel flagstone. Replace wood steps with stone. Repair existing grapestake fence.	San Antonio 4 SE of 7th	Stang	Robert Shuler		In Review
160341	Mechanical	Commercial replacement of 3 furnaces in same locations.	San Carlos 2 SW of 3rd	Hofsas House Inc	Lavry Bohn	10/24/2016	Finald
160340	Building	Residential demo of a 1,086 sf SFD and 735 sf wood deck. New construction of a two story SFD with detached garage and 556 sf of hardscape	San Carlos 6 NW of Santa Lucia	Freeman	Claudio Ortiz Design Group		In Review
160339	Mechanical	Replace existing furnace with a 97% Bryant 80,000 Btu. Same place as existing.	Junipero 3 NE of 11th	Wilson	Zach Humason	10/20/2016	Issued

160338	Building	Commercial excavation to expose wall for exploratory inspection of waterproofing. **Compaction Report REQUIRED at final inspection**	NWC San Carlos and 8th	Hill	Bill Hill	10/28/2016	Issued
160337	Building	Commercial exterior upgrades including selected (N) exterior windows, ground pavers, landscapnig, stairs, and built-in outdoor furniture	Carmel Plaza	OWRF Carmel LLC	Ethan Hare and Cari Ellis		In Review
160336	Building	Residential demolition of (E) 1,830 sf residence. construction of new 2,371 sf residence. removal of (E) brick porch patios, stairs and asphalt walkways. installation of (N) 296 sf lower deck and 140 sf upper deck. sand set paver driveway and all wood bark walkways	Camino Real 3 SE of Ocean	Murphy	Richard Rhodes		In Review
160335	Building	Residential remodel of LOT 9 ONLY, interior only with new fixtures	Carmelo 3 SW of 7th	Nexus Capital Group LLC (Yonekura)	James Smith		In Review
160334	Building	Residential re-roof. Remove comp shingles and replace with comp shingles - color resown shake.	NEC Dolores and 3rd	Alandt	Deborah Cooper	10/26/2016	Issued
160333	Building	Residential re-roof. Install new durolast, gray color, on low slope. Remove and then install block composition on front of low slope only	Carmelo 6 NE of Ocean	Kitselman	Charlie Frost	10/19/2016	Issued
160332	Building	Commercial interior TI of existing space including electrical and mechanical	Carmel Plaza	OWRF Carmel LLC	Lyn Davies		In Review
160331	Plumbing	Residential. Run 3/4" dedicated gas line from meter to stove. Note: Roots over 2 in in diameter, contractor will consult Forestry Department.	Santa Rita 3 NW of 2nd	Kou	Phil	10/14/2016	Finald
160330	Building	Residential repair of a chimney	Casanova 4 NW of 13th	Rosendin	Jeff DiBenedetto		In Review
160329	Building	Residential re-roof. Tear off hot mop and reinstall with same white cap sheet.	Oak Knoll Way 2 NE of Forest	Thompson	Ryan Roche	10/12/2016	Issued
160328	Building	Residential removal of water heater and replace. Repair drywall at shed with water heater to storage.	Junipero 4 NW of 3rd	Carson	John Lewis	10/6/2016	Issued
160327	Electrical	Residential addition of a 50A 240V circuit/out for electric charged vehicles.	Mission 4 NW of 4th	Marshall	Dan Rose	10/6/2016	Issued

160326	Building	Residential. Interior only: Remove interior finishes at existing kitchen including cabinets, sink, tile, and GYP. BD. ceilings, remove finishes and cabinets, sinks, showers, and flooring at both bathrooms. No exterior changes. No structural changes.	Casanova 5 NW of 13th	Casanova Carmel LLC	James Smith	10/31/2016	Issued
160325	Building	Residential. Interior work only: installation of a new hood and blower for the range. Installing a new range in an existing location. Moving plumbing lines for the clothe washer down 12 inches. Installing a new sewer ejection pump and connecting it to existing sewer line.	NWC Carpenter and 3rd	Beale	Claudio Ortiz Design Group	10/14/2016	Issued
160324	Mechanical	Residential installation of a heating system in same location as existing.	Oak Knoll Way 2 NE of Forest	Thompson	Ruby Staley	10/5/2016	Issued
160323	Mechanical	Residential replacement like for like FAU under carport.	NEC of Torres and 5th	Levett	Angela Ceccarelli	10/5/2016	Issued
160322	Building	Commercial installation of barrier arm in parking lot.	NEC Lincoln and 7th	Cypress Inn Investors	Eric Luason	10/27/2016	Issued
160321	Building	Residential replacement of 70 ft of 6 inch storm drain and 70 ft of 3 inch sewer line.	MISSION ST 3 SE of 4th	Stean Stevens	Joseph D Sawyer	10/7/2016	Issued
160320	Building	Residential. Add atrium of living room. See expired permit BP # 14-59R.	5th 2 SE of Perry Newberry	Hontalas	Jean Hontalas	10/3/2016	Finaled

Total Records: 29

11/16/2016

# Encroachment Permit Report

## October 2016

10/01/2016 - 10/31/2016

Permit #	Permit Date	Assigned To	Permit Type	Date Submitted	Date Issued	Project Description	Property Location	Contractor	Status
160141	10/28/2016	Rob Culver	Temp Ench	10/28/2016		Trench for underground utilities	Caminio Real 3 SW of 12th	Doug Mack	In Review
160140	10/28/2016	Rob Culver	Temp Ench	10/28/2016	10/31/2016	Block sidewalk during construction.	6th 3 SW of San Carlos	Hare Construction	Approved
160139	10/27/2016	Catherine Tarone	Driveway	10/27/2016	11/16/2016	Replace existing asphalt parking lot with new concrete classic cobble pavers.	SE corner of Mission & 7th	Stowe Contracting	Approved
160138	10/27/2016	Matthew Sundt	Driveway	10/27/2016		Remove and replace AC at parking lot approach on east lot	SE Corner of Carmelo and 8th	MPE - Mike Bathel	In Review
160137	10/25/2016	Rob Culver	Driveway	10/25/2016		Lincoln	Lincoln 2 NW of 8th		In Review
160136	10/25/2016	Rob Culver	Temp Ench	10/25/2016		Replace faulty glass panels by craning new ones after roof of house. Crane positioned on San Antonio	NWC San Antonio and 10th	Gavilan Crane and Rigging Inc, Contact: Craig Novak	In Review
160135	10/24/2016	Rob Culver	Temp Ench	10/24/2016	11/2/2016	Dig 4x4 bellhole, assist pit locate, clear blockage and repair		ATT Sherry Parks	Approved
160134	10/24/2016		Driveway	10/24/2016		Install new interlocking stone pavers driveway on property with asphalt approach in City ROW	Casanova 2 NE of Ocean	Cassidy Monsen	Closed
160133	10/21/2016	Catherine Tarone	Driveway	10/21/2016	11/4/2016	Replace old concrete driveway with new driveway. Pavers with concrete border	Torres 3 NW of 11th	Craig Furman	In Review
160132	10/19/2016	Ashley Hobson	Driveway	10/19/2016	11/15/2016	Remove existing pavers and replace with new configuration.	8th Ave. 3 NE of Santa Fe	Robert Shuler Garden Design	Approved
160131	10/19/2016	Ashley Hobson	Driveway	10/19/2016	10/28/2016	Remove and replace driveway with concrete	San Antonio 4 SE of 9th	Fermin Gonzales	Approved

160130	10/17/2016	Rob Culver	Temp Ench	10/17/2016	10/24/2016	Replace approximately 15 feet of a 4 inch orangebury w/ SDR17. CONTACT: Ed Mendoza (ACME Plumbing) 831-422-2311	Lobos 2 NE of 2nd	Acme Plumbing	Approved
160129	10/17/2016	Rob Culver	Temp Ench	10/17/2016	10/17/2016	Temp encroachment for job fence and steel box. Road closer 1 day (10/18/16) between San Antonio and Carmelo, 10th Street closed for Boom pump.	NE Corner of San Antonio and 10th	Greg Cosmero Construction	Approved
160128	10/11/2016	Rob Culver	Temp Ench	10/11/2016	10/11/2016	Block street during tree removal. Contractor responsible for posting no parking signs	Lincoln and 7th	Iversons Tree Service	Approved
160127	10/11/2016	Rob Culver	Temp Ench	10/11/2016	10/11/2016	Place dumpster in driveway	NEC of San Antonio and Ocean	Northpoint Investments	Approved
160126	10/10/2016	Rob Culver	Temp Ench	10/10/2016	10/14/2016	Excavate 3'x3' bellhole to cut off gas service. PM # 31275589	San Carlos 9 SW of 13th	Melody Drive PGE - 831-233-0847	Approved
160125	10/10/2016	Rob Culver	Perm Ench	10/10/2016		Proposed wood walkway		Sean Houlihan	In Review
160124	10/4/2016	Rob Culver	Temp Ench	10/4/2016	10/11/2016	Main sewer line replacement and install new B-W-V (5x7)	SEC Guadalupe and 4th	Rooter King	Approved

Total Records: 18

11/16/2016

# Inspection Report

## October 2016

10/01/2016 - 10/31/2016

Inspection Date	Inspection Type	Scheduled Date	Inspection Status	Inspection Assigned To	Permit Identifier	Date of Permit Issuance
10/31/2016	PLUMBING - WATER HEATER	10/31/2016	Passed	Corrie Kates	BP 16-167 (Tanous)	8/9/2016
10/31/2016	DEPT APPROVAL-PLANNING FINAL	10/31/2016	Passed	Ashley Hobson	BP 16-68 (Lenowitz)	5/2/2016
10/31/2016	ELECTRICAL SERVICE/PGE OK'D	10/31/2016	Passed	Corrie Kates	BP 15-103 (Campisi)	11/6/2015
10/31/2016	BUILDING - REBAR	10/31/2016	Passed	Corrie Kates	BP 16-223 (Dorado Leasing LLC - Taylor & Church)	8/2/2016
10/31/2016	PLUMBING - SHOWER PAN & LATH	10/31/2016	Passed	Corrie Kates	BP 16-167 (Tanous)	8/9/2016
10/31/2016	BUILDING - FINAL	10/31/2016	Finald	Corrie Kates	BP 15-282 (Yeslek)	9/9/2015
10/28/2016	ELECTRICAL SERVICE/PGE OK'D	10/28/2016	Passed	Jermel Laurie	EP 16-346 (Chew)	10/27/2016
10/28/2016	BUILDING - FINAL	10/28/2016	Passed	Jermel Laurie	BP 15-365 (Duke Trust -Willis)	3/11/2016
10/28/2016	BUILDING-SLAB	10/28/2016	Passed	Jermel Laurie	BP 16-73 (Perry)	4/18/2016
10/28/2016	BUILDING SHEETROCK	10/28/2016	Passed	Jermel Laurie	BP 16-166 (Collins)	9/13/2016
10/28/2016	PLUMBING - PGE GAS OK'D	10/28/2016	Corrections Given	Jermel Laurie	BP 16-19 (Munro)	1/13/2016
10/28/2016	BUILDING-SLAB	10/28/2016	Passed	Jermel Laurie	BP 16-73 (Perry)	4/18/2016
10/28/2016	BUILDING - REBAR	10/28/2016	Pending	Jermel Laurie	BP 16-179 (Branstetter)	9/14/2016
10/28/2016	ELECTRICAL SERVICE/PGE OK'D	10/28/2016	Corrections Given	Jermel Laurie	BP 15-103 (Campisi)	11/6/2015
10/28/2016	BUILDING-FOUNDATION	10/28/2016	Pending	Jermel Laurie	BP 16-137 (Cosay)	6/21/2016
10/28/2016	ELECTRICAL TEMP POWER	10/28/2016	Passed	Jermel Laurie	BP 16-294 (Lehman and Siegfried)	10/14/2016
10/28/2016	BUILDING - FINAL	10/28/2016	Passed	Jermel Laurie	BP 15-365 (Duke Trust -Willis)	3/11/2016
10/28/2016	BUILDING SHEETROCK	10/28/2016	Passed	Jermel Laurie	BP 16-263 (Hrubesch)	9/8/2016
10/28/2016	BUILDING - FINAL	10/28/2016	No Access	Jermel Laurie	BP 15-54 (Castleman)	4/21/2015
10/28/2016	DEPT APPROVAL-PLANNING FINAL	8/3/2016	Finald	Catherine Tarone	BP 16-149 (Salehi)	5/26/2016

10/27/2016	DEPT APPROVAL- PLANNING FINAL	10/27/2016	Finaled	Marc Wiener	BP 15-100 (Shannon)	9/2/2015
10/27/2016	BUILDING ROOF FINAL	10/27/2016	Finaled	Jermel Laurie	BP 16-298 (Karachale)	9/12/2016
10/27/2016	BUILDING INSULATION FRAME	10/27/2016	Passed	Jermel Laurie	BP 16-219 (Shaw)	7/26/2016
10/27/2016	BUILDING STUCCO LATH	10/27/2016	Passed	Jermel Laurie	BP 16-219 (Shaw)	7/26/2016
10/27/2016	BUILDING - FINAL	10/27/2016	Finaled	Jermel Laurie	BP 15-388 (Meyer)	11/16/2015
10/27/2016	BUILDING-SLAB	10/27/2016	Passed	Jermel Laurie	BP 16-175 (Sharifzadeh)	8/17/2016
10/27/2016	BUILDING- PIERS/FOOTINGS	10/27/2016	Not Ready	Jermel Laurie	BP 16-73 (Perry)	4/18/2016
10/27/2016	BUILDING - REBAR	10/27/2016	Passed	Jermel Laurie	BP 16-179 (Branstetter)	9/14/2016
10/27/2016	BUILDING - FINAL	10/27/2016	Corrections Given	Jermel Laurie	BP 15-365 (Duke Trust -Willis)	3/11/2016
10/26/2016	BUILDING SHEETROCK	10/26/2016	Passed	Jermel Laurie	BP 16-166 (Collins)	9/13/2016
10/26/2016	BUILDING - FINAL	10/26/2016	Finaled	Jermel Laurie	BP 16-302 (McKee)	10/3/2016
10/25/2016	BUILDING HOLD DOWNS FRAME	10/25/2016	Passed	Jermel Laurie	BP 15-123 (Jarve)	6/16/2015
10/25/2016	BUILDING SHEAR NAILING	10/25/2016	Passed	Jermel Laurie	BP 15-123 (Jarve)	6/16/2015
10/25/2016	BUILDING ROOF FINAL	10/24/2016	No Access	Jermel Laurie	BP 16-287 (Spruance)	10/10/2016
10/25/2016	ELECTRICAL SERVICE/PGE OK'D	10/25/2016	Passed	Jermel Laurie	BP 15-123 (Jarve)	6/16/2015
10/25/2016	BUILDING SHEAR NAILING	10/25/2016	Passed	Jermel Laurie	BP 16-254 (Schilling)	9/1/2016
10/25/2016	BUILDING - FINAL	10/25/2016	Not Ready	Jermel Laurie	BP 16-302 (McKee)	10/3/2016
10/25/2016	BUILDING- FOUNDATION	10/25/2016	Passed	Jermel Laurie	BP 16-179 (Branstetter)	9/14/2016
10/25/2016	BUILDING SHEETROCK	10/25/2016	Passed	Jermel Laurie	BP 16-167 (Tanous)	8/9/2016
10/24/2016	DEPT APPROVAL- PLANNING FINAL	10/24/2016	Finaled	Ashley Hobson	BP 15-282 (Yeslek)	9/9/2015
10/21/2016	BUILDING FRAMING	10/21/2016	Passed	Jermel Laurie	BP 15-128 (Webster)	5/11/2015
10/21/2016	BUILDING STUCCO LATH	10/21/2016	Passed	Jermel Laurie	BP 15-275 (Thomas)	2/29/2016
10/21/2016	PLUMBING - GAS PIPING/TEST	10/21/2016	Passed	Jermel Laurie	BP 15-275 (Thomas)	2/29/2016
10/21/2016	BUILDING- FOUNDATION	10/21/2016	Passed	Jermel Laurie	BP 16-179 (Branstetter)	9/14/2016
10/21/2016	BUILDING - FINAL	10/21/2016	Passed	Jermel Laurie	BP 16-293 (Gonet)	9/19/2016
10/21/2016	BUILDING - ROUGH COMBO	10/21/2016	Passed	Jermel Laurie	BP 15-275 (Thomas)	2/29/2016
10/21/2016	BUILDING - REBAR	10/21/2016	Passed	Jermel Laurie	BP 15-86 (Darley)	3/8/2016

10/20/2016	PLUMBING - UNDERFLOOR	10/20/2016	Passed	Jermel Laurie	BP 16-280 (Jewell)	9/29/2016
10/20/2016	BUILDING-FOUNDATION	10/20/2016	Passed	Jermel Laurie	BP 16-212 (O'Brien)	8/12/2016
10/20/2016	BUILDING-SLAB	10/20/2016	Passed	Jermel Laurie	BP 16-280 (Jewell)	9/29/2016
10/20/2016	BUILDING-FOUNDATION	10/20/2016	Corrections Given	Jermel Laurie	BP 16-175 (Sharifzadeh)	8/17/2016
10/20/2016	ELECTRICAL ROUGH	10/20/2016	Passed	Jermel Laurie	BP 16-263 (Hrubesch)	9/8/2016
10/19/2016	PLUMBING FINAL	10/19/2016	Finaled	Jermel Laurie	PP 16-331 (Kou)	10/14/2016
10/19/2016	ELECTRICAL SERVICE/PGE OK'D	10/19/2016	Passed	Jermel Laurie	BP 16-107 (Howley)	5/11/2016
10/19/2016	BUILDING-FOUNDATION	10/19/2016	Not Ready	Jermel Laurie	BP 16-179 (Branstetter)	9/14/2016
10/19/2016	BUILDING ROOF IN PROGRESS	10/19/2016	Passed	Jermel Laurie	BP 16-329 (Thompson)	10/12/2016
10/19/2016	BUILDING ROOF SHEATHING	10/19/2016	Passed	Jermel Laurie	BP 16-263 (Hrubesch)	9/8/2016
10/19/2016	ELECTRICAL ROUGH	10/19/2016	Passed	Jermel Laurie	BP 16-166 (Collins)	9/13/2016
10/19/2016	BUILDING FRAMING	10/19/2016	Passed	Jermel Laurie	BP 16-166 (Collins)	9/13/2016
10/19/2016	BUILDING - REBAR	10/19/2016	Pending	Jermel Laurie	BP 16-184 (BSI Holdings LLC)	7/8/2016
10/19/2016	PLUMBING - GAS PIPING/TEST	10/19/2016	Passed	Jermel Laurie	PP 16-331 (Kou)	10/14/2016
10/19/2016	BUILDING - FINAL	10/19/2016	Finaled	Jermel Laurie	BP 15-84 (Gullman)	3/17/2015
10/18/2016	BUILDING - FINAL	10/18/2016	Finaled	Jermel Laurie	BP 16-132 (Zimmerman)	4/20/2016
10/18/2016	BUILDING UNDERFLOOR FRAME	10/18/2016	Passed	Jermel Laurie	BP 16-254 (Schilling)	9/1/2016
10/18/2016	ELECTRICAL ROUGH	10/18/2016	Passed	Jermel Laurie	BP 16-222 (Nexus Capital Group)	8/4/2016
10/18/2016	PLUMBING - ROUGH	10/18/2016	Passed	Jermel Laurie	BP 16-222 (Nexus Capital Group)	8/4/2016
10/18/2016	BUILDING FRAMING	10/18/2016	Passed	Jermel Laurie	BP 16-132 (Zimmerman)	4/20/2016
10/17/2016	BUILDING ROOF SHEATHING	10/17/2016	Passed	Jermel Laurie	BP 16-107 (Howley)	5/11/2016
10/17/2016	BUILDING-SETBACKS	10/17/2016	Passed	Jermel Laurie	BP 16-77 (O'Boyle)	6/9/2016
10/17/2016	BUILDING-SLAB	10/17/2016	Passed	Jermel Laurie	BP 16-77 (O'Boyle)	6/9/2016
10/17/2016	BUILDING - FINAL	10/17/2016	Corrections Given	Jermel Laurie	BP 16-296 (Ward)	9/8/2016
10/17/2016	BUILDING SHEAR NAILING	10/17/2016	Passed	Jermel Laurie	BP 16-107 (Howley)	5/11/2016
10/17/2016	BUILDING - FINAL	10/17/2016	Pending	Jermel Laurie	BP 16-293 (Gonet)	9/19/2016

10/17/2016	BUILDING INSULATION FRAME	10/17/2016	Passed	Jermel Laurie	BP 16-167 (Tanous)	8/9/2016
10/17/2016	BUILDING-FOUNDATION	10/17/2016	Passed	Jermel Laurie	BP 16-77 (O'Boyle)	6/9/2016
10/17/2016	BUILDING - REBAR	10/17/2016	Passed	Jermel Laurie	BP 15-86 (Darley)	3/8/2016
10/14/2016	BUILDING-SLAB	10/14/2016	Passed	Jermel Laurie	BP 16-223 (Dorado Leasing LLC - Taylor & Church)	8/2/2016
10/14/2016	PLUMBING FINAL	10/14/2016	Passed	Jermel Laurie	BP 16-321 (Del Mission Court-Stean Stevens)	10/7/2016
10/14/2016	STORMWATER WEEKLY SITE INSPECTION	10/14/2016	Corrections Given	Jermel Laurie	BP 15-171 (Yeslek)	9/16/2015
10/14/2016	PLUMBING - UNDERFLOOR	10/14/2016	Passed	Jermel Laurie	BP 16-321 (Del Mission Court-Stean Stevens)	10/7/2016
10/14/2016	BUILDING-FOUNDATION	10/14/2016	Passed	Jermel Laurie	BP 16-223 (Dorado Leasing LLC - Taylor & Church)	8/2/2016
10/14/2016	BUILDING - FINAL	10/14/2016	No Access	Jermel Laurie	BP 15-54 (Castleman)	4/21/2015
10/13/2016	STORMWATER WEEKLY SITE INSPECTION	10/13/2016	Corrections Given	Jermel Laurie	BP 15-171 (Yeslek)	9/16/2015
10/13/2016	BUILDING FRAMING	10/13/2016	Corrections Given	Jermel Laurie	BP 16-254 (Schilling)	9/1/2016
10/13/2016	BUILDING-PIERS/FOOTINGS	10/13/2016	Passed	Jermel Laurie	BP 16-283 (Ohm)	9/9/2016
10/13/2016	BUILDING ROOF TEAR-OFF	10/13/2016	Passed	Jermel Laurie	BP 16-293 (Gonet)	9/19/2016
10/13/2016	BUILDING FRAMING	10/13/2016	Passed	Jermel Laurie	BP 16-263 (Hrubesch)	9/8/2016
10/13/2016	BUILDING SHEAR NAILING	10/13/2016	Passed	Jermel Laurie	BP 16-263 (Hrubesch)	9/8/2016
10/13/2016	MECHANICAL - UNDERFLOOR	10/13/2016	Corrections Given	Jermel Laurie	BP 16-321 (Del Mission Court-Stean Stevens)	10/7/2016
10/12/2016	BUILDING-SLAB	10/12/2016	Passed	Jermel Laurie	BP 15-441 (Hoffman)	5/10/2016
10/12/2016	BUILDING UNDERFLOOR FRAME	10/12/2016	Passed	Jermel Laurie	BP 16-73 (Perry)	4/18/2016
10/12/2016	BUILDING-PIERS/FOOTINGS	10/12/2016	Passed	Jermel Laurie	BP 16-119 (Atkinson)	8/3/2016
10/11/2016	BUILDING - FINAL	10/11/2016	Finald	Jermel Laurie	BP 16-194 (Pepe-fireplace)	6/24/2016
10/11/2016	PLUMBING - SHOWER PAN & LATH	10/11/2016	Passed	Jermel Laurie	BP 16-319 (458 Corral De Tierra LLC)	10/4/2016
10/11/2016	BUILDING SHEAR NAILING	10/11/2016	Passed	Jermel Laurie	BP 15-160 (Mack)	5/27/2015
10/11/2016	PLUMBING - ROUGH	10/11/2016	Passed	Jermel Laurie	BP 16-167 (Tanous)	8/9/2016

10/11/2016	ELECTRICAL ROUGH	10/11/2016	Passed	Jermel Laurie	BP 16-167 (Tanous)	8/9/2016
10/11/2016	BUILDING-SLAB	10/11/2016	Passed	Jermel Laurie	BP 16-190 (Carmel Development II LLC)	8/3/2016
10/10/2016	BUILDING ROOF SHEATHING	10/10/2016	Passed	Jermel Laurie	BP 16-14 (Barsamian)	4/5/2016
10/10/2016	PLUMBING - SHOWER PAN & LATH	10/10/2016	Passed	Jermel Laurie	BP 16-136 (Baymiller)	6/8/2016
10/10/2016	BUILDING SHEAR NAILING	10/10/2016	Passed	Jermel Laurie	BP 16-14 (Barsamian)	4/5/2016
10/10/2016	PLUMBING - PGE GAS OK'D	10/10/2016	Passed	Jermel Laurie	BP 15-103 (Campisi)	11/6/2015
10/10/2016	BUILDING-FOUNDATION	10/10/2016	Passed	Jermel Laurie	BP 16-184 (BSI Holdings LLC)	7/8/2016
10/10/2016	BUILDING - ROUGH	10/10/2016	No Access	Jermel Laurie	BP 16-119 (Atkinson)	8/3/2016
10/10/2016	BUILDING SHEAR NAILING	10/10/2016	Passed	Jermel Laurie	BP 16-122 (Mulvaney)	4/11/2016
10/10/2016	BUILDING - FINAL	10/10/2016	Finald	Jermel Laurie	BP 16-201 (Levett (201))	8/10/2016
10/7/2016	ELECTRICAL ROUGH	10/7/2016	Passed	Jermel Laurie	BP 15-447 (Sutter)	3/9/2016
10/7/2016	BUILDING SHEETROCK	10/7/2016	Passed	Jermel Laurie	BP 16-248 (Burlingham)	9/7/2016
10/7/2016	BUILDING - FINAL	10/7/2016	Finald	Jermel Laurie	BP 16-130 (Lawson)	5/10/2016
10/7/2016	PLUMBING - GAS PIPING/TEST	10/7/2016	Passed	Jermel Laurie	BP 15-447 (Sutter)	3/9/2016
10/7/2016	BUILDING - NOTES	10/7/2016	Passed	Jermel Laurie	BP 15-86 (Darley)	3/8/2016
10/6/2016	BUILDING ROOF SHEATHING	10/6/2016	Passed	Jermel Laurie	BP 15-160 (Mack)	5/27/2015
10/6/2016	BUILDING ROOF FINAL	10/6/2016	Passed	Jermel Laurie	BP 16-37 (Potter)	2/2/2016
10/6/2016	BUILDING ROOF IN PROGRESS	10/6/2016	Passed	Jermel Laurie	BP 16-318 (Dinsmore)	9/30/2016
10/6/2016	BUILDING SHEAR NAILING	10/6/2016	Passed	Jermel Laurie	BP 16-107 (Howley)	5/11/2016
10/5/2016	DEPT APPROVAL-PLANNING FINAL	10/5/2016	Finald	Matthew Sundt	BP 15-365 (Duke Trust -Willis)	3/11/2016
10/5/2016	PLUMBING - ROUGH	10/5/2016	Passed	Jermel Laurie	BP 16-319 (458 Corral De Tierra LLC)	10/4/2016
10/5/2016	BUILDING - REBAR	10/5/2016	Passed	Jermel Laurie	BP 16-73 (Perry)	4/18/2016
10/5/2016	BUILDING ROOF SHEATHING	10/5/2016	Passed	Jermel Laurie	BP 16-215 (SRL Homes LLC - Lampi)	8/12/2016
10/5/2016	BUILDING SHEAR NAILING	10/5/2016	Passed	Jermel Laurie	BP 15-228 (McBride/Smith)	9/1/2015
10/5/2016	BUILDING ROOF SHEATHING	10/5/2016	Passed	Jermel Laurie	BP 15-160 (Mack)	5/27/2015
10/4/2016	PLUMBING - GAS PIPING/TEST	10/4/2016	Passed	Jermel Laurie	BP 16-219 (Shaw)	7/26/2016

10/4/2016	PLUMBING - UNDERFLOOR	10/4/2016	Passed	Jermel Laurie	BP 15-441 (Hoffman)	5/10/2016
10/4/2016	BUILDING-PIERS/FOOTINGS	10/4/2016	Passed	Jermel Laurie	BP 16-190 (Carmel Development II LLC)	8/3/2016
10/4/2016	BUILDING - FINAL	10/4/2016	Finalized	Jermel Laurie	BP 16-320 (Hontalas)	10/3/2016
10/4/2016	BUILDING SHEETROCK	10/4/2016	Passed	Jermel Laurie	BP 16-201 (Levett (201))	8/10/2016
10/4/2016	PLUMBING - ROUGH	10/4/2016	Passed	Jermel Laurie	BP 16-166 (Collins)	9/13/2016
10/4/2016	BUILDING - ROUGH COMBO	10/4/2016	Passed	Jermel Laurie	BP 16-248 (Burlingham)	9/7/2016
10/4/2016	BUILDING - ROUGH	10/4/2016	Passed	Jermel Laurie	BP 16-219 (Shaw)	7/26/2016
10/3/2016	BUILDING-PIERS/FOOTINGS	10/3/2016	Passed	Corrie Kates	BP 15-86 (Darley)	3/8/2016
10/3/2016	BUILDING-SETBACKS	10/3/2016	Passed	Corrie Kates	BP 15-86 (Darley)	3/8/2016
10/3/2016	BUILDING - ROUGH COMBO	10/3/2016	No Access	Corrie Kates	BP 16-248 (Burlingham)	9/7/2016
10/3/2016	ELECTRICAL FINAL	10/3/2016	Finalized	Corrie Kates	EP 16-257 (Gaya)	8/11/2016
10/3/2016	BUILDING ROOF SHEATHING	10/3/2016	Passed	Corrie Kates	BP 16-171 (Green)	6/14/2016
10/3/2016	BUILDING SHEAR NAILING	10/3/2016	Passed	Corrie Kates	BP 16-171 (Green)	6/14/2016
10/3/2016	BUILDING - FINAL	10/3/2016	Not Ready	Corrie Kates	BP 16-201 (Levett (201))	8/10/2016
10/3/2016	BUILDING-FOUNDATION	10/3/2016	Passed	Corrie Kates	BP 15-86 (Darley)	3/8/2016
10/3/2016	BUILDING SHEAR NAILING	10/3/2016	Passed	Corrie Kates	BP 15-314 (Ebrahimi+ 3)	2/5/2016
10/3/2016	ELECTRICAL FINAL	10/3/2016	Passed	Corrie Kates	BP 15-162 (Gordon)	7/21/2015

Total Records: 139



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

Public Safety

October 2016

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

### Summary of Carmel Fire Ambulance October Calls for Service

#### AMBULANCE PERFORMANCE MEASURE

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

57 calls for service in CBTS Average response time: 3:17 min.

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

- **CFS: 1600001261: (6:05 min) San Carlos & Alta: This was a call at midnight, crews had to get up, get dressed and respond from station. Fire on Scene in 5:00 min.**

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### Summary of Monterey Fire October Calls for Service

#### FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of October 2016 the fire department exceeded the performance measure at 100% with (0) code-3 call over 5 minutes.

80 total calls for service in CBTS Average response time: 3:18 min.

54 total Code-3 calls

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

#### BEACH FIRES

There were 19 beach fires for October 2016: seven were propane fires and 12 were illegal wood burning fires. This number does not include the use of the fire pits.

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



## RESPONSE SUMMARY REPORT BY DISTRICT

### 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE



Alarm Dates: 10/01/2016 to 10/31/2016

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

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>ALL CALLS FOR CARMEL</b>					
1600001180	10/2/2016	10:10:03 AM	10:13:06 AM	0:03:03	LINCOLN/OCEAN
1600001187	10/3/2016	3:49:30 PM	3:54:00 PM	0:04:30	JUNIPERO AND 7TH
1600001188	10/4/2016	7:40:35 AM	7:44:13 AM	0:03:38	CARMELO ST/9TH AV
1600001193	10/6/2016	2:05:36 PM	2:07:55 PM	0:02:19	SAN CARLOS AND 8TH
1600001197	10/7/2016	12:28:50 PM	12:31:16 PM	0:02:26	TORRES ST/1ST AV
1600001202	10/7/2016	9:43:36 PM	9:47:48 PM	0:04:12	LOBOS ST/2ND AV
1600001196	10/7/2016	10:51:57 AM	10:55:55 AM	0:03:58	LOBOS ST/3RD AV
1600001209	10/8/2016	4:43:22 PM	4:45:00 PM	0:01:38	OCEAN AV/TORRES ST
1600001203	10/8/2016	1:11:58 AM	1:15:30 AM	0:03:32	OCEAN AV/CASANOVA ST
1600001207	10/8/2016	10:03:00 AM	10:07:16 AM	0:04:16	SAN CARLOS/7TH
1600001211	10/9/2016	12:19:52 PM	12:22:39 PM	0:02:47	DOLORES/OCEAN
1600001212	10/9/2016	8:45:37 PM	8:48:43 PM	0:03:06	SAN CARLOS/12TH
1600001217	10/11/2016	3:10:49 PM	3:12:26 PM	0:01:37	OCEAN AV/LINCOLN ST
1600001216	10/11/2016	10:22:05 AM	10:27:01 AM	0:04:56	ACACIA WY
1600001224	10/13/2016	2:20:00 PM	2:23:31 PM	0:03:31	CAMINO REAL ST/OCEAN AV
1600001230	10/15/2016	7:35:48 AM	7:42:04 AM	0:06:16	CRESPI AV/FLANDERS WY
1600001234	10/15/2016	2:18:52 PM	2:22:46 PM	0:03:54	SANTA RITA ST/2ND AV
1600001235	10/15/2016	11:23:06 PM	11:25:49 PM	0:02:43	OCEAN AV/LINCOLN ST
1600001242	10/16/2016	4:29:25 PM	4:32:54 PM	0:03:29	DOLORES ST/OCEAN AV
1600001243	10/16/2016	5:11:34 PM	5:14:14 PM	0:02:40	DOLORES ST/OCEAN AV
1600001239	10/16/2016	10:50:41 AM	10:55:01 AM	0:04:20	SAN ANTONIO AV/11TH AV
1600001240	10/16/2016	12:46:39 PM	12:48:03 PM	0:01:24	SANTA FE ST/1ST AV
1600001241	10/16/2016	3:28:12 PM	3:32:26 PM	0:04:14	DOLORES ST/1ST AV
1600001236	10/16/2016	2:55:34 AM	3:01:01 AM	0:05:27	5TH AV/MISSION ST
1600001245	10/17/2016	12:27:52 AM	12:30:50 AM	0:02:58	DOLORES ST/OCEAN AV
1600001247	10/17/2016	2:50:08 PM	2:53:57 PM	0:03:49	SCENIC RD/11TH AV
1600001246	10/17/2016	12:51:40 PM	12:56:03 PM	0:04:23	GUADALUPE ST/1ST AV
1600001251	10/18/2016	4:17:49 PM	4:21:00 PM	0:03:11	JUNIPERO AV/8TH AV
1600001257	10/20/2016	4:18:36 PM	4:23:33 PM	0:04:57	SCENIC /13TH
1600001261	10/21/2016	11:47:46 PM	11:53:51 PM	0:06:05	SAN CARLOS/ ALTA
1600001264	10/22/2016	8:33:56 AM	8:37:25 AM	0:03:29	JUNIPERO AV/4TH AV
1600001265	10/22/2016	11:53:23 AM	11:58:44 AM	0:05:21	LADERA DR
1600001263	10/22/2016	7:17:55 AM	7:22:50 AM	0:04:55	CASANOVA ST/12TH AV
1600001262	10/22/2016	1:43:14 AM	1:46:42 AM	0:03:28	JUNIPERO AV/4TH AV
160001271	10/23/2016	4:05:40 PM	4:08:15 PM	0:02:35	4TH AT SAN CARLOS ST

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1600001269	10/23/2016	10:54:25 AM	10:58:40 AM	0:04:15	CARMELO ST/10TH AV
1600001272	10/23/2016	3:32:09 PM	3:36:27 PM	0:04:18	OCEAN AV/DEL MAR AV
1600001276	10/24/2016	12:07:27 PM	12:08:31 PM	0:01:04	SANTA RITA ST/5TH AV
1600001279	10/24/2016	6:22:42 PM	6:24:56 PM	0:02:14	8TH AV/MOUNTAIN VIEW AV
1600001281	10/25/2016	2:41:10 AM	2:44:16 AM	0:03:06	JUNIPERO AV/5TH AV
1600001285	10/25/2016	3:29:53 PM	3:31:21 PM	0:01:28	DOLORES ST/5TH AV
1600001284	10/25/2016	10:08:53 AM	10:12:51 AM	0:03:58	1ST AV/SANTA FE ST
1600001287A	10/26/2016	10:08:10 AM	10:08:30 AM	0:00:20	OCEAN AND TORRES
1600001289	10/26/2016	3:27:01 PM	3:31:05 PM	0:04:04	13TH AV/CAMINO REAL ST
1600001293	10/27/2016	6:01:21 PM	6:02:15 PM	0:00:54	5TH AV/PERRY NEWBERRY WY
1600001294	10/27/2016	7:20:50 PM	7:22:36 PM	0:01:46	JUNIPERO AV/6TH AV
1600001290	10/27/2016	10:35:05 AM	10:38:33 AM	0:03:28	SAN CARLOS ST/8TH AV
1600001291	10/27/2016	12:45:07 PM	12:50:37 PM	0:05:30	LINCOLN ST/8TH AV
1600001295	10/28/2016	5:18:05 PM	5:18:20 PM	0:00:15	MISSION ST/OCEAN AV
1600001301	10/29/2016	6:48:18 PM	6:51:30 PM	0:03:12	JUNIPERO AV/5TH AV
1600001297	10/29/2016	11:16:39 AM	11:18:26 AM	0:01:47	MISSION ST/OCEAN AV
1600001298	10/29/2016	12:43:40 PM	12:46:09 PM	0:02:29	10TH AV/CAMINO REAL ST
1600001302	10/29/2016	7:45:27 PM	7:48:39 PM	0:03:12	MONTE VERDE ST/OCEAN AV
1600001309	10/30/2016	9:06:56 PM	9:07:37 PM	0:00:41	SAN CARLOS ST/12TH AV
1600001307	10/30/2016	8:06:06 PM	8:09:02 PM	0:02:56	SAN CARLOS ST/10TH AV
1600001305	10/30/2016	6:15:59 AM	6:20:02 AM	0:04:03	SANTA FE ST/4TH AV
1600001313	10/31/2016	11:38:29 PM	11:41:25 PM	0:02:56	DOLORES ST/13TH AV
<b>Subtotal</b>	<b>57</b>		<b>Average Response Time</b>	<b>0:03:17</b>	

RESPONSES BY DISTRICT					
INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
<b>Highlands</b>					
1600001198	10/7/2016	5:10:14 PM	5:19:18 PM	0:09:04	SPINDRIFT RD
1600001267	10/23/2016	2:57:37 AM	3:06:48 AM	0:09:11	HWY 1
1600001312	10/31/2016	8:00:23 PM	8:09:52 PM	0:09:29	CARMEL RIVIERA DR
<b>Subtotal</b>	<b>3</b>		<b>Average Response Time</b>	<b>0:09:15</b>	<b>Carmel Highlands</b>

<b>Cypress Fire</b>					
1600001179	10/1/2016	7:32:47 PM	7:38:28 PM	0:05:41	CARMEL RANCHO BL
1600001183	10/2/2016	3:58:54 PM	4:04:28 PM	0:05:34	LASUAN ROAD
1600001182	10/2/2016	1:12:45 PM	1:18:02 PM	0:05:17	RIO RD
1600001186	10/3/2016	8:40:53 AM	8:45:45 AM	0:04:52	CARMEL RANCHO BLVD
1600001189	10/4/2016	10:30:14 PM	10:36:17 PM	0:06:03	LASUEN DR
1600001190	10/5/2016	4:50:44 PM	5:01:13 PM	0:10:29	DEL MESA CARMEL
1600001194	10/6/2016	5:18:45 PM	5:25:01 PM	0:06:16	MARGUERITA WY
1600001210	10/8/2016	6:28:31 PM	6:34:37 PM	0:06:06	MARGARITA WAY
1600001204	10/8/2016	6:14:37 AM	6:22:00 AM	0:07:23	SCENIC RD
1600001213	10/10/2016	5:35:26 PM	5:40:42 PM	0:05:16	GREENFIELD PL
1600001218	10/11/2016	5:08:55 PM	5:15:43 PM	0:06:48	OUTLOOK DR

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1600001219	10/11/2016	7:21:44 PM	7:26:38 PM	0:04:54	CROSSROADS MALL
1600001225	10/13/2016	3:37:45 PM	3:43:37 PM	0:05:52	MARGUERITA WY
1600001228	10/14/2016	1:36:20 PM	1:41:35 PM	0:05:15	CROSSROADS BL
1600001229	10/14/2016	8:20:56 PM	8:27:09 PM	0:06:13	2466 A
1600001232	10/15/2016	10:12:28 AM	10:16:55 AM	0:04:27	FISHER DR
1600001238	10/16/2016	4:42:51 AM	4:49:55 AM	0:07:04	FISHER DRIVE
1600001248	10/17/2016	5:29:34 PM	5:36:09 PM	0:06:35	SCENIC RD/CARMELO ST
1600001249	10/17/2016	5:42:09 PM	5:46:51 PM	0:04:42	HWY 1
1600001252	10/18/2016	6:30:51 PM	6:41:00 PM	0:10:09	RIO RD
1600001254	10/19/2016	11:28:15 AM	11:31:39 AM	0:03:24	FLANDERS DR
1600001256	10/20/2016	2:16:09 PM	2:21:36 PM	0:05:27	MOUNTAIN VIEW AV
1600001260	10/21/2016	6:22:33 PM	6:27:52 PM	0:05:19	CROSSROADS MALL
1600001258	10/21/2016	9:23:28 AM	9:28:28 AM	0:05:00	CARMEL RANCHO BL
1600001259	10/21/2016	11:38:37 AM	11:44:12 AM	0:05:35	CAMINO DEL MONTE
1600001270	10/23/2016	1:08:59 PM	1:13:57 PM	0:04:58	FLANDERS DR
1600001268	10/23/2016	8:46:00 AM	8:51:52 AM	0:05:52	SAN PEDRO LN
1600001274	10/23/2016	8:18:31 PM	8:24:01 PM	0:05:30	DOUGHERTY PL
1600001273	10/23/2016	5:16:34 PM	5:23:40 PM	0:07:06	FLANDERS DR
1600001277	10/24/2016	1:09:53 PM	1:14:05 PM	0:04:12	DOUGHERTY PL
1600001282	10/25/2016	5:47:30 AM	5:56:28 AM	0:08:58	OUTLOOK DR
1600001300	10/29/2016	2:30:53 PM	2:39:22 PM	0:08:29	DEL MESA CARMEL
1600001303	10/30/2016	2:45:01 AM	2:52:51 AM	0:07:50	SAN PEDRO LN
1600001306	10/30/2016	5:54:20 PM	5:59:52 PM	0:05:32	CARMEL RANCHO BL
1600001310	10/31/2016	4:04:21 PM	4:08:32 PM	0:04:11	MESA DR
1600001311	10/31/2016	5:39:12 PM	5:42:30 PM	0:03:18	HIGH MEADOW LN
<b>Subtotal</b>	<b>36</b>		<b>Average Response Time</b>	<b>0:05:59</b>	<b>Cypress Fire</b>

#### Monterey

1600001250	10/18/2016	10:11:00 AM	10:11:12 AM	0:00:12	SOLEDAD AND MUNRUS
<b>Subtotal</b>	<b>1</b>		<b>Average Response Time</b>	<b>0:00:12</b>	<b>Monterey</b>

#### Seaside

1600001292	10/27/2016	2:26:05 PM	2:37:00 PM	0:10:55	DEL MONTE AND CANYON DEL RE
1600001205	10/8/2016	7:59:57 AM	8:05:46 AM	0:05:49	DEL MONTE AND CANYON DEL RE
1600001208	10/8/2016	1:46:50 PM	1:56:59 PM	0:10:09	DEL MONTE AND CANYON DEL RE
1600001206	10/8/2016	9:01:45 AM	9:18:00 AM	0:16:15	DEL MONTE AND CANYON DEL RE
1600001237	10/16/2016	3:41:14 AM	3:48:00 AM	0:06:46	DEL MONTE AND CANYON DEL RE
1600001195	10/7/2016	12:10:53 AM	12:24:08 AM	0:13:15	NADINA ST
1600001201	10/7/2016	7:57:05 PM	8:03:12 PM	0:06:07	SONOMA AV
1600001275	10/23/2016	9:27:34 PM	9:34:00 PM	0:06:26	DEL MONTE AND CANYON DEL RE
1600001214	10/11/2016	8:58:24 AM	9:05:00 AM	0:06:36	DEL MONTE AND CANYON DEL RE
<b>Subtotal</b>	<b>9</b>		<b>Average Response Time</b>	<b>0:09:09</b>	<b>Seaside</b>

#### Pebble Beach

1600001178	10/1/2016	11:51:59 AM	11:57:11 AM	0:05:12	17 MILE DR
1600001199	10/7/2016	6:24:00 PM	6:33:21 PM	0:09:21	LAURELES LN
1600001220	10/12/2016	1:31:11 AM	1:41:49 AM	0:10:38	VISCAINO RD

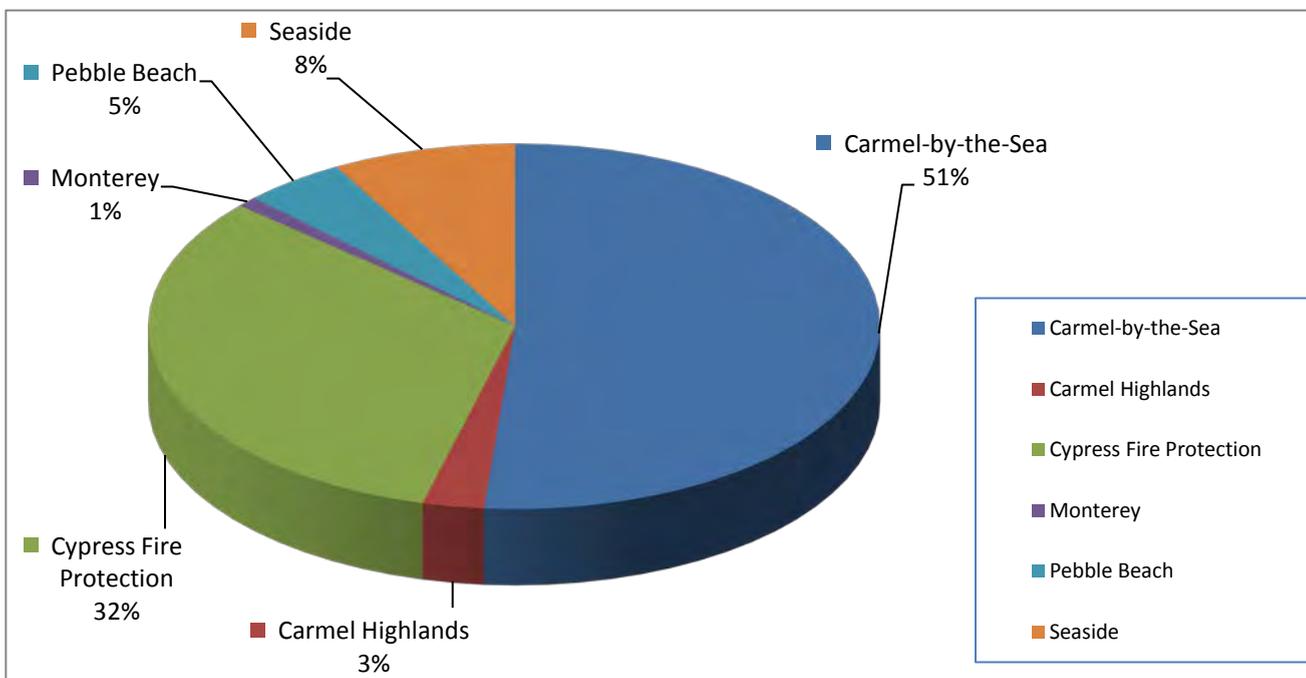
<b>INCIDENT</b>	<b>DATE</b>	<b>ALARM</b>	<b>ARRIVAL</b>	<b>RESPONSE</b>	<b>STREET</b>
1600001192	10/6/2016	8:55:14 AM	9:04:49 AM	0:09:35	17 MILE DR
1600001184	10/2/2016	6:27:04 PM	6:34:33 PM	0:07:29	17 MILE DR/CABRILLO RD
<b>Subtotal</b>	<b>5</b>	<b>Average Response Time</b>		<b>0:08:27</b>	<b>Pebble Beach</b>
<hr/>					
<b>TOTAL All CALLS</b>	<b>111</b>	<b>TOTAL AVERAGE RESPONSE TIME</b>		<b>0:05:00</b>	<b>ALL CALLS</b>

CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT  
October 2016

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-by-the-Sea	57	0:03:17
Carmel Highlands	3	0:09:15
Cypress Fire Protection	36	0:05:59
Monterey	1	0:09:09
Pebble Beach	5	0:08:27
Seaside	9	0:00:12
<b>Total Responses</b>	<b>111</b>	<b>0:05:00</b>

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





## RESPONSE SUMMARY REPORT BY INCIDENT TYPE

27060 CARMEL-BY-THE-SEA

Alarm Date From: 10/1/2016 To: 10/31/2016



INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET	
<b>111</b>	<b>Building fire</b>					
16-0006873	10/30/2016	21:06:56	21:07:07	0:00:11	12TH	SAN CARLOS
<b>Subtotal</b>	<b>1</b>		<b>Average Response Time</b>	<b>0:00:11</b>		
<b>311</b>	<b>Medical assist, assist EMS crew</b>					
16-0006814	10/28/2016	17:18:05	17:18:20	0:00:15	MISSION	OCEAN
<b>Subtotal</b>	<b>1</b>		<b>Average Response Time</b>	<b>0:00:15</b>		
<b>3111</b>	<b>Medical Call No Aid Given</b>					
16-0006307	10/8/2016	7:34:56	7:39:00	0:04:04	LINCOLN	SANTA LUCIA
<b>Subtotal</b>	<b>1</b>		<b>Average Response Time</b>	<b>0:04:04</b>		
<b>321</b>	<b>EMS call, excluding vehicle accident with injury</b>					
16-0006176	10/2/2016	10:10:55	10:13:06	0:02:11	MONTE VERDE	OCEAN
16-0006210	10/4/2016	7:40:35	7:44:09	0:03:34	9TH	CARMELO
16-0006288	10/7/2016	12:28:50	12:31:55	0:03:05	1ST	TORRES
16-0006335	10/9/2016	12:20:41	12:22:50	0:02:09	DOLORES	OCEAN
16-0006346	10/9/2016	20:46:32	20:49:52	0:03:20	12TH	SAN CARLOS
16-0006435	10/13/2016	14:20:00	14:23:49	0:03:49	CAMINO REAL	OCEAN
16-0006471	10/15/2016	7:35:48	7:40:47	0:04:59	CRESPI	FLANDERS
16-0006479	10/15/2016	14:18:52	14:23:32	0:04:40	SANTA RITA	2ND
16-0006493	10/15/2016	23:23:06	23:26:07	0:03:01	LINCOLN	OCEAN
16-0006580	10/18/2016	16:17:49	16:19:51	0:02:02	JUNIPERO	8TH
16-0006620	10/20/2016	14:37:04	14:40:21	0:03:17	MONTE VERDE	OCEAN
16-0006625	10/20/2016	16:19:15	16:23:40	0:04:25	13TH	SCENIC
16-0006649	10/21/2016	23:48:31	23:53:31	0:05:00	ALTA	SAN CARLOS
16-0006691	10/23/2016	16:05:40	16:10:40	0:05:00	SAN CARLOS	4TH
16-0006702	10/24/2016	12:07:27	12:08:14	0:00:47	SANTA RITA	5TH
16-0006708	10/24/2016	18:22:42	18:25:35	0:02:53	8TH	MOUNTAIN VIEW
16-0006717	10/25/2016	2:41:10	2:43:59	0:02:49	5TH	JUNIPERO
16-0006731	10/25/2016	15:29:53	15:31:51	0:01:58	DOLORES	5TH
16-0006786	10/27/2016	19:20:50	19:22:54	0:02:04	6TH	JUNIPERO
16-0006831	10/29/2016	11:16:33	11:18:26	0:01:53	MISSION	OCEAN
16-0006833	10/29/2016	12:42:41	12:45:48	0:03:07	10TH	CAMINO REAL
16-0006856	10/30/2016	6:15:59	6:19:52	0:03:53	4TH	SANTA FE
16-0006897	10/31/2016	23:38:29	23:42:53	0:04:24	DOLORES	13TH
<b>Subtotal</b>	<b>23</b>		<b>Average Response Time</b>	<b>0:03:14</b>		
<b>322</b>	<b>Motor vehicle accident with injuries</b>					
16-0006744	10/26/2016	10:08:12	10:09:20	0:01:08	OCEAN	TORRES
<b>Subtotal</b>	<b>1</b>		<b>Average Response Time</b>	<b>0:01:08</b>		

<b>324</b>	<b>Motor Vehicle Accident with no injuries</b>					
16-0006583	10/18/2016	16:39:04	16:43:33	0:04:29	11TH	SAN CARLOS
16-0006622	10/20/2016	15:15:43	15:18:30	0:02:47	9TH	CARMELO
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:03:38</b>		
<b>364</b>	<b>Surf rescue</b>					
16-0006551	10/17/2016	14:50:08	14:54:00	0:03:52	11TH	SCENIC
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:03:52</b>		
<b>365</b>	<b>Watercraft rescue</b>					
16-0006690	10/23/2016	15:32:09	15:36:27	0:04:18	DEL MAR	OCEAN
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:04:18</b>		
<b>412</b>	<b>Gas leak (natural gas or LPG)</b>					
16-0006312	10/8/2016	10:04:10	10:07:16	0:03:06	7TH	SAN CARLOS
16-0006659	10/22/2016	11:53:23	11:58:22	0:04:59	LADERA	
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:04:02</b>		
<b>440</b>	<b>Electrical wiring/equipment problem, Other</b>					
16-0006507	10/16/2016	10:50:41	10:54:13	0:03:32	11TH	SAN ANTONIO
16-0006516	10/16/2016	15:28:12	15:32:13	0:04:01	1ST	DOLORES
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:03:46</b>		
<b>443</b>	<b>Breakdown of light ballast</b>					
16-0006653	10/22/2016	7:17:55	7:22:30	0:04:35	12TH	CASANOVA
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:04:35</b>		
<b>444</b>	<b>Power line down</b>					
16-0006517	10/16/2016	15:42:21	15:42:21	0:00:00	1ST	SAN CARLOS
16-0006872	10/30/2016	20:06:06	20:08:43	0:02:37	SAN CARLOS	10TH
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:01:19</b>		
<b>510</b>	<b>Person in distress, Other</b>					
16-0006252	10/6/2016	6:50:10	6:54:06	0:03:56	4TH	JUNIPERO
16-0006651	10/22/2016	1:43:14	1:46:42	0:03:28	4TH	JUNIPERO
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:03:42</b>		
<b>511</b>	<b>Lock-out</b>					
16-0006248	10/5/2016	20:49:58	20:53:31	0:03:33	CASANOVA	OCEAN
16-0006584	10/18/2016	17:30:03	17:34:07	0:04:04	CASANOVA	OCEAN
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:03:49</b>		
<b>520</b>	<b>Water problem, Other</b>					
16-0006432	10/13/2016	12:01:23	12:04:51	0:03:28	8TH	SAN CARLOS
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:03:28</b>		
<b>521</b>	<b>Water evacuation</b>					
16-0006495	10/16/2016	2:55:34	3:00:28	0:04:54	5TH	MISSION
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:04:54</b>		

<b>522</b>		<b>Water or steam leak</b>				
16-0006203	10/3/2016	15:50:54	15:54:15	0:03:21	OCEAN	JUNIPERO
16-0006260	10/6/2016	14:05:36	14:07:33	0:01:57	8TH	SAN CARLOS
16-0006380	10/11/2016	10:22:05	10:26:50	0:04:45	ACACIA	
16-0006420	10/12/2016	19:15:18	19:20:01	0:04:43	SCENIC	9TH
16-0006753	10/26/2016	15:27:01	15:32:54	0:05:53	* 13TH	CAMINO REAL
16-0006774	10/27/2016	12:45:07	12:50:04	0:04:57	8TH	LINCOLN
<b>Subtotal</b>	<b>6</b>	<b>Average Response Time</b>		<b>0:04:16</b>		
<b>531</b>		<b>Smoke or odor removal</b>				
16-0006629	10/20/2016	17:47:13	17:52:19	0:05:06	* 10TH	CARMELO
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:05:06</b>		
<b>550</b>		<b>Public service assistance, Other</b>				
16-0006255	10/6/2016	9:57:56	10:01:09	0:03:13	13TH	LINCOLN
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:03:13</b>		
<b>553</b>		<b>Public service</b>				
16-0006281	10/7/2016	10:51:57	10:55:55	0:03:58	LOBOS	3RD
16-0006292	10/7/2016	17:25:13	17:25:44	0:00:31	12TH	CARMELO
16-0006511	10/16/2016	12:46:39	12:48:00	0:01:21	1ST	SANTA FE
16-0006724	10/25/2016	10:08:53	10:12:43	0:03:50	SANTA FE	1ST
16-0006877	10/30/2016	14:26:35	14:30:27	0:03:52	8TH	CASANOVA
<b>Subtotal</b>	<b>5</b>	<b>Average Response Time</b>		<b>0:02:42</b>		
<b>554</b>		<b>Assist invalid</b>				
16-0006446	10/13/2016	22:52:20	22:56:13	0:03:53	JUNIPERO	4TH
16-0006654	10/22/2016	8:33:56	8:36:37	0:02:41	4TH	JUNIPERO
16-0006845	10/29/2016	18:48:18	18:50:53	0:02:35	5TH	JUNIPERO
16-0006855	10/30/2016	3:49:02	3:53:40	0:04:38	9TH	MONTE VERDE
<b>Subtotal</b>	<b>4</b>	<b>Average Response Time</b>		<b>0:03:27</b>		
<b>611</b>		<b>Dispatched &amp; cancelled en route</b>				
16-0006848	10/29/2016	19:45:27	19:47:25	0:01:58	MONTE VERDE	OCEAN
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:01:58</b>		
<b>622</b>		<b>No Incident found on arrival at dispatch address</b>				
16-0006183	10/2/2016	16:01:37	16:05:08	0:03:31	OCEAN	SAN CARLOS
16-0006383	10/11/2016	15:10:49	15:12:26	0:01:37	LINCOLN	OCEAN
16-0006546	10/17/2016	12:51:40	12:55:44	0:04:04	1ST	GUADALUPE
<b>Subtotal</b>	<b>3</b>	<b>Average Response Time</b>		<b>0:03:04</b>		
<b>641</b>		<b>Vicinity alarm (incident in other location)</b>				
16-0006555	10/17/2016	17:29:34	17:34:57	0:05:23	* CARMELO	SCENIC
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:05:23</b>		

<b>730</b>	<b>System malfunction, Other</b>					
16-0006606	10/19/2016	23:04:20	23:08:29	0:04:09	10TH	MISSION
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:04:09</b>		
<b>733</b>	<b>Smoke detector activation due to malfunction</b>					
16-0006440	10/13/2016	17:56:10	17:58:55	0:02:45	TORRES	OCEAN
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:02:45</b>		
<b>734</b>	<b>Heat detector activation due to malfunction</b>					
16-0006520	10/16/2016	16:29:25	16:31:57	0:02:32	DOLORES	OCEAN
16-0006521	10/16/2016	17:11:34	17:14:14	0:02:40	DOLORES	OCEAN
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:02:36</b>		
<b>735</b>	<b>Alarm system sounded due to malfunction</b>					
16-0006317	10/8/2016	16:43:22	16:46:16	0:02:54	OCEAN	TORRES
16-0006438	10/13/2016	16:12:16	16:14:42	0:02:26	OCEAN	TORRES
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:02:40</b>		
<b>740</b>	<b>Unintentional transmission of alarm, Other</b>					
16-0006399	10/12/2016	9:59:10	10:01:22	0:02:12	6TH	SAN CARLOS
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:02:12</b>		
<b>743</b>	<b>Smoke detector activation, no fire - unintentional</b>					
16-0006303	10/8/2016	1:11:58	1:15:23	0:03:25	CASANOVA	OCEAN
16-0006377	10/11/2016	6:58:17	7:00:38	0:02:21	12TH	CASANOVA
16-0006681	10/23/2016	10:54:25	10:58:40	0:04:15	10TH	CARMELO
16-0006711	10/24/2016	20:11:03	20:15:52	0:04:49	8TH	CASANOVA
<b>Subtotal</b>	<b>4</b>	<b>Average Response Time</b>		<b>0:03:42</b>		
<b>744</b>	<b>Detector activation, no fire - unintentional</b>					
16-0006772	10/27/2016	10:35:05	10:38:33	0:03:28	8TH	SAN CARLOS
<b>Subtotal</b>	<b>1</b>	<b>Average Response Time</b>		<b>0:03:28</b>		
<b>745</b>	<b>Alarm system activation, no fire - unintentional</b>					
16-0006253	10/6/2016	9:10:58	9:13:05	0:02:07	MISSION	OCEAN
16-0006732	10/25/2016	16:13:25	16:18:20	0:04:55	SCENIC	9TH
<b>Subtotal</b>	<b>2</b>	<b>Average Response Time</b>		<b>0:03:31</b>		
<b>TOTAL</b>	<b>80</b>	<b>TOTAL AVERAGE RESPONSE TIME</b>		<b>0:03:18</b>		

\* Over 5 minute responses:

16-0006753 Code 2 response, non emergency.  
16-0006629 Code 2 response, non emergency.  
16-0006555 Code 2 response, non emergency.



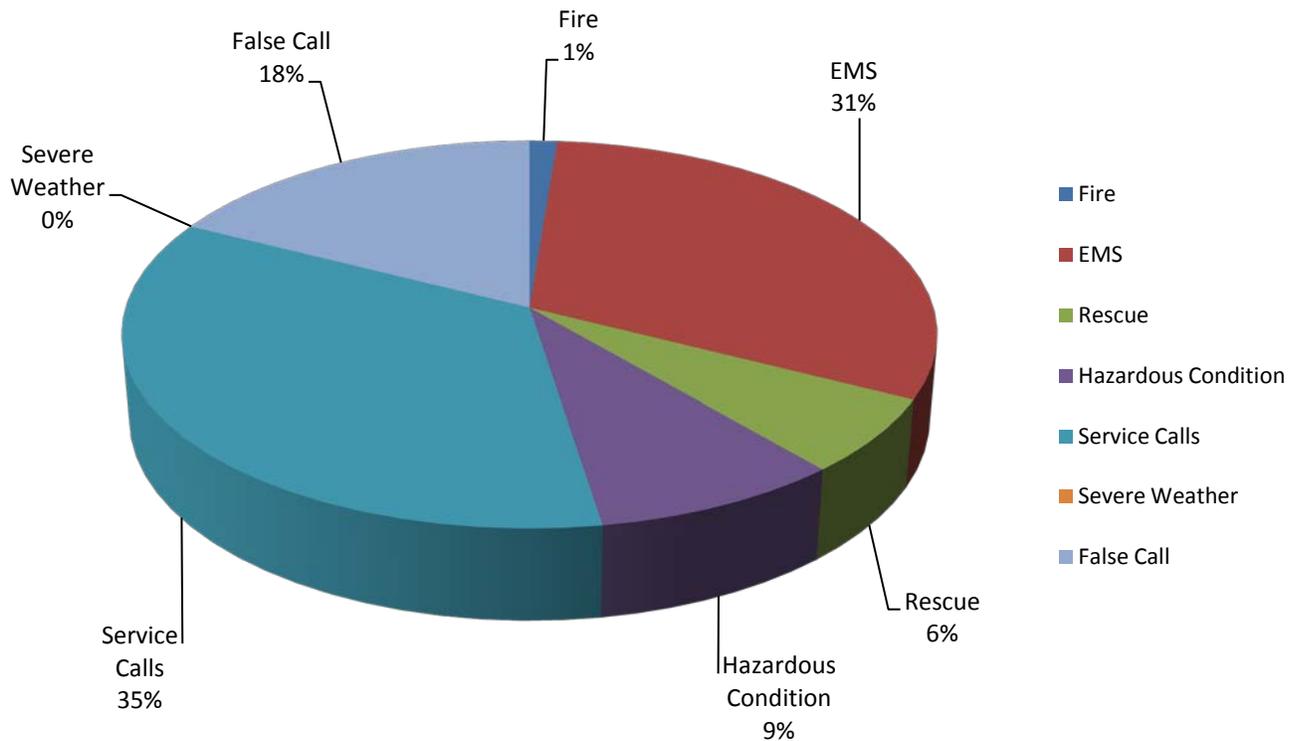
CARMEL-BY-THE-SEA  
OCTOBER 2016

Response Summary Report by Incident Type



Type of Call	Number	Average Response Time
Fire	1	0:11
EMS	25	3:09
Rescue	5	3:19
Hazardous Condition	7	3:16
Service Calls	28	3:37
Severe Weather	0	0:00
False Call	14	3:13

Total Responses 80 3:18



Total Code 3 Calls: 54

Response Times for Code 3  
Calls ≤ 5 minutes: 100%

## City Clerk's Public Records Request Log October 2016

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2016-101	10/4/16	10/14/16		Completed	10/5/16	Mary Schley Pine Cone	Maria Sutherland & Lewis Leader contracts, 5 bids for PIO services	
2016-101	10/4/16	10/14/16		Completed	10/5/16	Mary Schley Pine Cone	Maria Sutherland & Lewis Leader contracts, 5 bids for PIO services	
2016-103	10/5/16	10/15/16		Completed	10/7/16 E-mailed 10/19/16	Mr. & Mrs. Chris Miller	Building related documents, permit info, regarding driveway, drainage, etc related to #010-042-019	
2016-104	10/7/16	10/17/16		Completed	10/11/2016	Paterson	Copies of following: 1) Webb Management Services Consulting Group's 2013 assessment report on Sunset 2) Agreement bt. Carmel & SCC dated June 8, 2004 3) Agreement bt. Carmel & SCC dated July 1, 2013 4) Amendment to agreement dated July 2, 2013	
2016-105	10/18/16	10/28/16		Completed	11/01/2016	Susan Goldbeck	Records related to City inspections and enforcement of the seating capacity or other regulation RE: Dametra. Includes surprise inspection made today.	Request made for clarification of "today" – letter dated April 15, 2016, mailed October 11, 2016, received October 18, 2016. E-

## City Clerk's Public Records Request Log October 2016

2016-106	10/23/2016	11/02/2016		Completed	11/02/2016	Kiki Philips-Alonge	Names and email contact for the City's engineers, project managers, and directors involved in public works between January 2010 to date	mailed and mailed 10/16/2016. Final response sent via email and U.S. mail 11/01/2016
2016-107	10/24/2016	11/03/2016		Completed	11/01/2016	Angela Yeung	All information related to the red-tag of property address Monte Verde 2 NW of 7th Street	Physical copies of records provide by LF; picked-up at City Hall on 11/01/2016 by Angela Yeung.
2016-108	10/25/2016	11/04/2016		Completed	11/10/2016	Pamela Silkwood of Horan Lloyd	Electronic copies of all public records related to the approval of the Carmel Sands Lodge Project referenced above.	Extension requested. Electronic documents provided via dropbox link.





# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

Public Works Department

October 2016

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Mike Branson, City Forester

**APPROVED BY:** Chip Rerig, City Administrator

### OCTOBER 2016 FORESTER REPORT

During the month of October, forestry staff and contractors continued to work on removing dead trees in the community. Even with a normal rainfall year, there are still definite effects of the drought on the trees in Carmel-by-the-Sea. There were 18 private tree removal and pruning applications in October. This number is consistent with previous months and is a reflection of drought stress on the forest.

City staff planted four new trees on Carpenter Street between First and Second Avenues as part of an improvement project coordinated by resident Shirley Moon. Other site work included relocating boulders, spreading wood chips and a general cleanup of the area. The project was funded from the Carpenter Street deposit account and an additional \$650 in donations from local residents.

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

The City received five complete responses to a Request for Proposals (RFP) for on-call tree care services. Awarding contracts to the firms was on the November City Council agenda.

The North Dunes Habitat Restoration Coastal Development Permit was approved by the Planning Commission with no appeal filed to the City Council or Coastal Commission.

The Mission Trail Nature Preserve (MTNP) Mountain View Entrance Project is nearing completion with a target opening of mid-November.

Forestry and Public Works staff worked to support the City's Pumpkin Roll event and the Centennial celebration. Forestry staff continued to monitor the fire devices and signage on Carmel Beach. These are monitored daily (Monday through Friday).

#### **Marshall Plan**

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

**OCTOBER DATA TABLES**

**CITY ACTIVITY**

	Upper Canopy	Lower Canopy	October total	Totals to date (2016)	Total Trees last year (2015)
Removals	3	1	4	122	162
Planting	0	4	4	42	123

Trees under care by staff	236
Trees planted by the Friends of Carmel Forest	58 of 100 goal

**PRIVATE ACTIVITY**

	Permits issued	Upper canopy trees	Lower canopy trees	October tree total	Total Trees to date (2016)	Total Trees last year (2015)	Permits to Date	Permits last year (2015)
Removal Permits	13	9	11	20	132	154	101	119
Planting Requirement	7	3	5	8	62	45	60	45
Pruning Permits	5	3	2	5	21	24	16	24

**CONSTRUCTION ACTIVITY**

	Permits issued	Upper canopy	Lower canopy	October tree total	Total Trees to date (2016)	Total Trees last year (2015)	Total Permits to date (2016)	Total Permits last year (2015)
Removal Permits	1	0	1	1	26	15	23	11
Pruning Permits	0	0	0	0	19	7	5	5
Planting Requirement	1	0	2	2	13	17	12	8



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

Administrative Services

October 2016

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

### Cash & Investments Report

This month's Cash & Investments Report (October, 2016) shows a month over month decrease in cash, \$949k, the majority for a variety of purposes (\$404k bond payment, \$61k property tax assessments, \$210k improvement district payments (CHID, TID), and \$191k for capital projects)

### Overview of Investment Returns

Our investment returns for September continue similarly to those of the past several months, which includes another small uptick on the LAIF deposits, this time of .01% over September. This makes it 21 consecutive months of LAIF interest rate increases (from .262% in January 2015 to .654%, a cumulative increase of .392%)

# City of Carmel-by-the-Sea

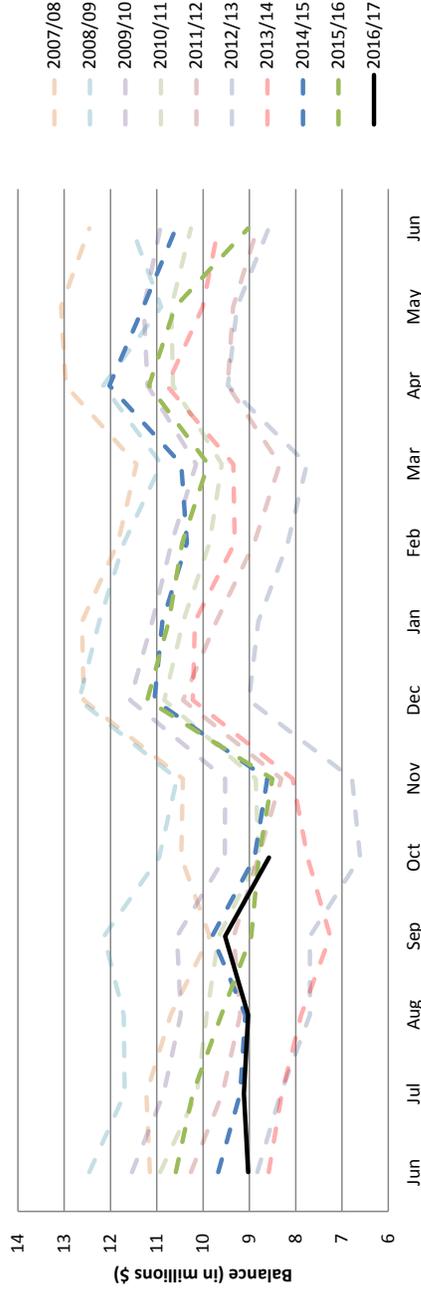
Statement of Cash and Investments

10/31/2016

Cash	Yield	Institution	9/30/2016		Dr.	Cr.	10/31/2016
General Checking		Wells Fargo	\$ 1,860,487.38	\$ 1,114,665.45	\$ 2,125,339.99	\$ 849,812.84	
Ambulance Checking		Wells Fargo	\$ 305,338.80	48,767.44		\$ 354,106.24	
Ambulance Checking (CRFA)		Union Bank	\$ 36,173.09			\$ 36,173.09	
Ambulance Savings (CRFA)		Union Bank	\$ 40,542.99			\$ 40,542.99	
Section 125 Flex Checking		Wells Fargo	\$ 108,171.00	1,714.05		\$ 109,885.05	
Workers' Compensation Checking		Wells Fargo	\$ 117,493.25		1,730.30	\$ 115,762.95	
LAIF	<b>0.654%</b>	LAIF	\$ 4,583,751.04	6,964.74		\$ 4,590,715.78	
Wells Fargo Securities Money Market Acct		Wells Fargo	\$ 293,846.79	505,260.27		\$ 799,107.06	
TVI Money Market Acct		TVI	\$ 35,900.12	998.73		\$ 36,898.85	
Bond Reserve		Union Bank	\$ 400,637.79			\$ 400,637.79	
			<b>\$ 7,781,342.25</b>	<b>\$ 1,678,370.68</b>	<b>\$ 2,127,070.29</b>	<b>\$ 7,332,642.64</b>	

Investments	Yield	Maturity	Purchase		Market	
			Value		Value	
<b>Cert of Deposit - BMW Bank</b>	1.25%	11/2/2016	\$ 248,000	\$	248,000	
<b>Cert of Deposit - Firstbank Puerto Rico</b>	1.15%	11/2/2016	\$ 249,000	\$	249,000	
<b>Cert of Deposit - Everbank</b>	0.90%	11/2/2016	\$ 248,000	\$	248,161	
<b>Cert of Deposit - Goldman Sachs Bk, New York, NY</b>	1.55%	10/17/2017	\$ 250,000	\$	251,949	
<b>Cert of Deposit - Wells Fargo Bank</b>	1.25%	5/20/2019	\$ 249,000	\$	250,723	
			<b>\$ 1,244,000</b>	<b>\$</b>	<b>1,247,834</b>	

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



### Combined Cash & Inv

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	9,025,342	9,119,761	9,025,342	9,525,342	8,576,643	8,503,541	11,207,299	10,739,496	10,453,204	9,892,993	11,167,299	10,603,085	9,025,342
2015/16	10,589,739	10,222,529	9,605,640	8,961,105	8,795,838	8,503,541	11,054,920	10,878,284	10,351,799	10,474,294	12,023,214	11,292,804	10,589,739
2014/15	9,671,754	9,200,451	9,085,748	9,806,455	8,889,874	8,611,874	10,224,338	10,178,847	9,314,915	9,348,476	10,784,489	10,006,551	9,671,754
2013/14	8,584,539	8,298,949	7,879,228	7,254,219	7,744,668	8,065,246	8,889,874	8,065,246	8,168,760	7,760,949	9,465,341	9,265,046	8,584,539
2012/13	8,828,311	8,322,265	7,691,079	7,692,321	6,608,566	6,782,117	9,010,649	8,809,197	8,895,904	8,343,155	9,471,082	9,349,956	8,828,311
2011/12	10,261,276	9,581,440	9,198,460	9,336,003	8,805,107	8,309,314	10,435,482	9,713,203	8,895,904	8,343,155	9,471,082	9,349,956	8,828,311
2010/11	10,925,553	10,135,273	9,921,312	9,661,764	8,804,952	8,863,841	10,838,669	10,430,439	9,860,495	9,598,671	10,648,922	10,684,770	10,261,276
2009/10	11,537,721	10,855,237	10,484,028	10,564,358	9,528,547	9,522,714	11,577,768	11,100,491	10,683,138	10,152,843	11,201,805	11,280,821	10,925,553
2008/09	12,458,777	11,692,483	11,713,062	12,142,023	10,951,314	10,565,710	12,678,333	12,246,034	11,709,722	10,904,872	12,158,656	10,904,872	11,537,721
2007/08	11,148,657	11,223,334	10,702,966	9,859,635	10,471,238	10,438,041	12,580,212	12,613,174	11,840,611	11,439,573	12,968,316	13,068,546	12,458,777

### Investments

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	1,244,000	1,244,000	1,244,000	1,744,000	1,244,000	1,244,000	1,495,000	1,495,000	1,495,000	1,495,000	1,495,000	1,244,000	1,244,000
2015/16	1,993,183	1,244,000	1,244,000	1,745,000	1,244,000	1,244,000	1,495,000	1,495,000	1,495,000	1,495,000	1,495,000	1,244,000	1,244,000
2014/15	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183
2013/14	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183
2012/13	-	-	-	-	750,000	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183	1,993,183

### Cash only

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2016/17	7,781,342	7,875,761	7,781,342	7,781,342	7,332,643	7,259,541	9,712,299	9,244,496	8,958,204	8,397,993	9,672,299	9,359,085	7,781,342
2015/16	8,596,556	8,978,529	8,361,640	7,216,105	7,551,838	7,259,541	9,712,299	9,244,496	8,958,204	8,397,993	9,672,299	9,359,085	7,781,342
2014/15	7,678,571	7,207,268	7,092,565	7,813,272	6,896,691	6,618,691	9,061,737	8,885,101	8,358,616	8,481,111	10,030,031	9,299,621	8,596,556
2013/14	6,591,356	6,305,766	5,886,045	5,261,036	5,751,485	6,072,063	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	6,175,577	5,767,766	7,472,158	7,271,863	6,591,356

## PMIA Average Monthly Effective Yields

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



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

SR 2016-1207  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ashlee Wright, City Clerk Leslie Fenton, Executive Assistant
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Adoption of a resolution authorizing the destruction of certain records in accordance with §34090 <i>et. seq.</i> of the Government Code.

## RECOMMENDATION

Adopt the resolution and authorize staff to proceed with the destruction of records.

## BACKGROUND / SUMMARY

At the 6 June 2016 Council Meeting, the Council approved Policy C16-02 "Records Management Program" which states City records are to be destroyed per the Records Retention Schedule. Staff have identified records that are eligible for destruction and are listed in Exhibits "A" City Hall Boxes 1-15, "B" City Hall Boxes 16-26, and "C" City Storage Unit Boxes.

The City Attorney has reviewed the list of documents and has authorized their destruction. Destruction will be completed after January 1, 2017.

## FISCAL IMPACT

Funds for document destruction were included in the fiscal year 16-17 budget.

## PRIOR CITY COUNCIL ACTION

N/A

## ATTACHMENTS

1. Resolution
2. Exhibit "A" City Hall Boxes 1-15
3. Exhibit "B" City Hall Boxes 16-26
4. Exhibit "C" City Storage Unit Boxes

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Law Offices  
**PERRY AND FREEMAN**  
P.O. Box 805  
Carmel-by-the-Sea, CA 93921-0805  
(831) 624-5339  
FAX (831) 624-5839

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**MEMORANDUM**

To: Ashlee Wright  
City Clerk  
City of Carmel-by-the-Sea

From: Donald G. Freeman  
City Attorney  
City of Carmel-by-the-Sea

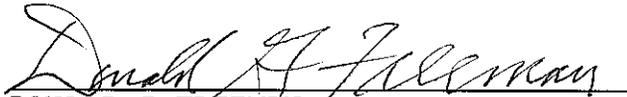
Date: November 29, 2016

Re: Resolution No. 2016 - \_\_\_\_\_  
Destruction of Certain Records

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As City Attorney for the City of Carmel-by-the-Sea I hereby consent to the destruction of the documents listed on Exhibit "A" attached hereto after approval by resolution is obtained from the Carmel-by-the-Sea City Council pursuant to Government Code Section 34090.

If you have any questions or comments please contact me prior to destroying the documents.

  
DONALD G FREEMAN  
City Attorney  
City of Carmel-by-the-Sea

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

**RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE DESTRUCTION OF CERTAIN RECORDS IN ACCORDANCE WITH §34090 *et seq.* OF THE GOVERNMENT CODE**

WHEREAS, the City of Carmel-by-the-Sea has an ongoing program for the destruction of records in accordance with §34090 *et seq.* of the Government Code of the State of California; and

WHEREAS, the Government Code states that unless otherwise provided by law, records that are two years old may be destroyed upon consent of the legislative body; and

WHEREAS, it has been determined that certain documents are no longer of value to the organization of the City.

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

Authorize, in accordance with §34090 *et seq.* of the Government Code of the State of California, and with the permission of the City Attorney, the destruction of those records described in Exhibits "A", "B" and "C" attached hereto.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6<sup>th</sup> day of December 2016, by the following roll call vote:**

AYES:                    COUNCILMEMBERS:

NOES:                    COUNCILMEMBERS:

ABSENT:                COUNCILMEMBERS:

ABSTAIN:               COUNCILMEMBERS:

SIGNED:

ATTEST:

\_\_\_\_\_  
Steve G. Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk

**BOX 1 – 2016**

**EXHIBIT “A”**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
City of Carmel Annual Financial Report – June 30, 2008 – Marcello & Co	AU +7 Financial -Annual	GC34090.7	December 2016	
Monterey Regional Waste Management District – Financial Statements – June 30, 2009 and 2008	AU +7 Financial -Annual	GC34090.7	December 2016	
Appraisal Report – The Hodges Property – July 1997	CL + 2	GC34090 GC6254 (h)	December 2016	
Analysis of Workers Compensation Reserves as of June 30, 2000	CL + 5	OMB 1220-0029;29 CFR1904.4;GC34090	December 2006	
Mandated cost claims filed on City’s behalf for FY 2004-05	AU +7 Financial -Annual	GC34090.7	December 2013	
Rebate Calculation for the period from October 23, 2001 to October 1, 2006 for the issuance of \$9,900,000 Sunset Center Lease Revenue Certificates of Participation Series 2001, as of October 23, 2001	AU +7 Financial -Annual	GC34090.7	December 2009	
Union Bank bank statements - 2010	AU + 2 Treasurer – Bank Statements	FC3368, 30210; GC 43900 et. Seq.	December 2013	
ePlanning statements – 2008	AU + 2 Treasurer – Bank Statements	FC3368, 30210; GC 43900 et. Seq.	December 2011	
Certificates of Participation Evidencing the Direct, Undivided Fractional Interests of the Owners Thereof in Lease Payments to be Made by the City of Carmel-by-the-Sea – Purchase of Hodges Property – June 30, 1990	CL + 10 Development Property – Acquisition	GC34090a; GC6254	December 2001	
Union Bank – Public Improvement Authority Certificates of Participation Series 1990 – Lease Payment Fund statements – Rio Park – January 2002 thru August 2003	AU + 2 Treasurer – Bank Statements	FC3368, 30210; GC 43900 et. Seq.	December 2006	
Copies of employee At-Will Agreements	Non-record			

Lopez-Frincke/Burch/Conroy/Cubbage/Giuffre/Guillen/Rawson					
Copy of Talentwise Master Services Agreement for background checks	Non-record				
Copies of stop payments & replacement checks Freeman/Hazdovac/Peiken/Perotti/Johnson/Maschmeyer/Allender/ Evans/Kohi/Pugno/Uretsky/Brooks/Hanson/Wynn/Kofman/Willett/ 1999-2009	Non-record				
Copy - DMV Governmental Requestor Account Application - 1991	Non-record				
City of Carmel Actuarial Review of the Self-Insured Worker's Compensation Program – June 2008	AU + 7 Financial -Annual	GC34090.7	December 2015		
City of Carmel Actuarial Review of the Self-Insured Worker's Compensation Program – June 2007	AU + 7 Financial -Annual	GC34090.7	December 2014		
Cal Fire Fire Protection Proposal – October 2009	CU + 2 Purchasing – Bids, RFQ's Unsuccessful	GC34090;CCP 337			
Alliant Insurance Services Appraisal Services – Selected Assets – 6/27/2008	CL + 5 Administration – Risk Management - Reports	OMB 1220- 0029;29 CFR1904.4; GC 34090			
Copies of Hanson PAR's 2005-2014	Non-record				
Copies of City of Carmel salary schedule – 2011	Non-record				
Copy of letter to Stilwell from Don Rhoads, Finance Director for City of Monterey – FY 2013/14 budget projection for Interim Ambulance Administration Services – dated 3/14/2013	Non-record				
Miscellaneous fund reports from MOM – 2003	AU + 2 Accounting – Budget	GC34090			
CSAC Excess Insurance Authority General Liability Program Proposal 2007-2008 Final Proposal	AU + 4 Finance – Purchasing – BID's, RFQ's,	GC34090; CCP 337	December 2013		



	Human Resources - Surveys & Studies	516.6(2); 29 CFR		
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**BOX 2 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Audio Tapes Forest & Beach Commission meeting cassette tapes – 2003, 2004, 2005	CU + 3 mos. Administration - tapes, Audio/video	GC 34090.7	December 2008	
Audio Tapes Historic Preservation Committee/Historic Resources Board – 2004, 2005	CU + 3 mos. Administration - tapes, Audio/video	GC 34090.7	December 2008	

**BOX 3 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Hand written Coastal Healthcare invoice calculations & purchase orders 2003-2005	AU +4 Finance – Accounting – Accounts Payable	GC34090	December 2010	
AFLAC Correspondence/Premium Statements /Service Fee 2003-2004	AU +4 Finance – Accounting – Accounts Payable	GC34090	December 2009	
AFLAC Correspondence/Premium Statements /Service Fee 2005	AU +4 Finance – Accounting – Accounts Payable	GC34090	December 2010	
PERS Annual Valuation Report 2003	AU + 7 Finance – Payroll – Financial, Annual	GC34090.7		
Pre-employment physical invoices from Doctors on Duty 1999, 2004	AU +4 Finance – Accounting – Accounts Payable	GC34090	December 2004 & 2009	
Miscellaneous copies of purchase orders and back-up 2003	AU +4 Finance – Accounting – Accounts Payable	GC34090	December 2008	

Copies of POA MOU's 7/1/2009 thru 6/30/2012	Non-record			
Copies of Firefighters Association MOU 7/1/2007 thru 6/30/2010	Non-record			
Copies of General Employees Association MOU 7/1/2013 thru 6/30/2014	Non-record			
Copies of Management Employees Association MOU 7/1/2007 thru 6/30/2009	Non-record			
OSHA Form 300A Summary of Work-Related Injuries and Illnesses 2002, 2003, 2005	5 years	Cal-OSHA 14300.33	December 2007, 2008, 2010	
Monthly Management Information Reports – Workers' Compensation - from Tristar Risk Management 2006, 2007	CL + 5 Risk Management Reports	OMB 1220-0029; 29 CFR1904.4; GC 34090	December 2011, 2012	
Miscellaneous copies of agenda staff reports – insurance – 1985-1987	CU + 2 Administration – Legal - Agendas	GC34090	December 1989	
Miscellaneous copies of agenda staff reports – MOU's – 1987-1991	CU + 2 Administration – Legal - Agendas	GC34090	December 1993	
Copies of Purchase Orders to Ralph Anderson & Assoc. for various position recruitments – 2001, 2002	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2007	
Board & Commission Applications/Oath/Form 700/Ethics CA&CC, F&B, HRB, HML, PC 2005-2011 See below for specific names*	T + 5 Administration – Legal – Applications, Boards - Appointed	GC34090; GC40801	December 2016	
Traffic Committee memos, copies of reports 1990, 2006, 2007	CU + 2 Administration – Legal – Agenda reports	GC34090(d)	December 2009	

				<p>Carmel Art Board member files 2006 See attached list of specific names</p>
	December 2008	GC34090; GC40801	<p>T + 5 Administration – Legal – Applications, Boards - Appointed</p>	
	December 2013	GC34090; CCP 337	<p>AU + 5 Finance – Purchasing – Bids, RFQ's</p>	<p>Bid Docs – 2007 Sunset Center Landscape Phase II</p>
	December 2011	GC34090(d)	<p>CU + 2 Administration – Legal – Agenda reports</p>	<p>Pavement Management &amp; Truck Impact Fee – copies of staff reports, studies and correspondence 2007-2009</p>

<b>NAME</b>	<b>BOARD/COMMISSION</b>	<b>YEAR TERMINATED</b>
Coniglio, Phil	CA&CC	2007
Gambill, Phyllis	CA&CC	2006
Jones, Nancy	CA&CC	2008
Klaumann, Clyde	CA&CC	2011
Korhr, Conrad	CA&CC	2011
Coss, Kathleen	F&B	2009
Ford, Joseph	F&B	2011
John, Nancy	F&B	2009
Lynch, Victoria	F&B	2011
Miller, Peggy	F&B	2007
Pritchett, William	F&B	2008
Tierney, Bob	F&B	2008
Urquhart, Kevan	F&B	2005
Caloiaro, Nicole (Schroeder)	HRB	2010
Coss, Paul	HRB	2006
Holz, Kay	HRB	2006
Henney, Kathleen	HRB	2005
Lagerholm, Earl	HRB	2011
Little, Mathew	HRB	2011
Prishmont, Quincy	HRB	2010
Wiese, Don	HRB	2007
Evans, David	HML	2006
Irvine, Robert	HML	2011
Lynch, Michael	HML	2011
Sharp, Dennis	HML	2007
Ungaretti, Elizabeth	HML	2011
Vardamis, Frances	HML	2007
Swift, Denise	HML	2007

Cunningham, Michael	PC		2004
Culver, Julie	PC		2006
Hewer, Alan	PC		2010
Sharp, Karen	PC		2009
Strid, Bill	PC		2009
Talmage, Ken	PC		2006
Wilson, Robin	PC		2010
Hornik, Todd	PC		2011
Conny, Thomas	Traffic Safety Commission – disbanded	2006	2006
Clifford, Robert	Traffic Safety Commission – disbanded	2006	2006
Neidenbert, Warren	Traffic Safety Commission – disbanded	2006	2006
Roetter, Carl	Traffic Safety Commission – disbanded	2006	2006
Spencer, Robert	Traffic Safety Commission – disbanded	2006	2006
Kitselman, Leslie	Design Review Board – disbanded	2009	2009
Sharp, Karen	Design Review Board – disbanded	2009	2009
Reimers, Janet	Design Review Board – disbanded	2009	2009
Sapp, Jonathan	Design Review Board – disbanded	2009	2009
Paterson, Keith	Design Review Board – disbanded	2009	2009
Lynch, Michael	Design Review Board – disbanded	2009	2009
Bell, Mary	Design Review Board – disbanded	2009	2009
LePage, Michael	Design Review Board – disbanded	2009	2009
Anvil, Eleen	Carmel Art Board		2006
Holliday, Belinda	Carmel Art Board		2006
Lohmann, Ed	Carmel Art Board		2006
Nichols, Margaret	Carmel Art Board		2006
Rosenstein, Miriam	Carmel Art Board		2006

**BOX 4 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Miscellaneous copies of purchase orders & supporting documentation – 2007, 2008, 2009, 2011	AU+ 4 Finance – Accounting – Accounts Payable	GC34090	December 2012, 2013, 2014, 2016	
Final Pavement Management Program Executive Summary, Inventories & Budget Analysis Reports 2007	CL + 2 PW Reports/Studies	GC34090	December 2009	
HDL Companies Sales Tax Reports – Revenue Received 3 <sup>rd</sup> Quarter 2010 2 <sup>nd</sup> Quarter 2010 1 <sup>st</sup> Quarter 2011 4 <sup>th</sup> Quarter 2011 2 <sup>nd</sup> Quarter 2011 3 <sup>rd</sup> Quarter 2011 2 <sup>nd</sup> Quarter 2012 1 <sup>st</sup> Quarter 2012	AU + 3 Finance – Accounting Taxes, Receivable	CCP338	December 2014 December 2015	
City of Carmel-by-the-Sea Actuarial Valuation of Postemployment Medical Benefits January 2009	AU + 4 Administration - Reports	GC34090; OMB A-128	December 2011	
Copy of City of Orinda FY 2008-09 Budget	Non-record			
Fire Engine financing lease quotes correspondence 2009	AU + 5 Finance – Purchasing – Bids, RFQ's, RFP's	GC34090; CCP 337		
State Mandated Costs Claims & Reimbursements 2004, 2005, 2006	A claimant must maintain records for the statutory period in which the claim is subject to audit by the SCO. Pursuant to Government Code section 17558.5, the	Government Code section 17558.5	December 2009	



1989 List of Volunteers by City department	CU + 2 Administration – Human Resources – Personnel Records	GC34090; GC6250	December 1991	
Volunteer Acknowledgment forms 1989-1996, 2007	CU + 2 Administration – Human Resources – Personnel Records	GC34090; GC6250	December 2009	
Forest Hill Park Playground Safety Audit Report – November 2000	AU + 4		December 2004	
Rio Park Refinance 2003 – bond payment	CL + 10		December 2013	
Sunset Theater Endowment Fund – Fund Activity Summary – 2010, 2011	AU + 4		December 2015, 2016	
Copies of Check Registers – July thru Nov. 2009/August 2010/June, September thru November 2011	AU + 2 Finance – Accounting – Warrant Register	GC34090.7	December 2012, 2013, 2014	
AFLAC Flexible Benefits Plan Establishment of the Plan 01/01/01-12/31/01	T + 5 Administration – Legal - Contracts & Agreements	CCP 337.2, 343; B&P7042.5	December 2006	
Copy Draft Budget Fiscal Years 2009/10 through 2011/12	S Administration – Audit – Budget Operating (copies)	GC34090	December 2013	
Copy Draft Budget Fiscal Years 2007/08 through 2009-10	S Administration – Audit – Budget Operating (copies)	GC34090	December 2011	
Copy Draft Budget Fiscal Years 2011/12 through 2013/14	S Administration – Audit – Budget Operating (copies)	GC34090	December 2015	
Copy Draft Budget Fiscal Years 2010/11 through 2012/13	S Administration – Audit – Budget Operating (copies)	GC34090	December 2014	
Copy Adopted Budget Fiscal Years 2004/05 through	S Administration – Audit –	GC34090	December 2010	

2006/07	Budget Operating (copies)			
Copy Draft Budget Fiscal Years 2008/09 through 2010/11	S Administration – Audit – Budget Operating (copies)	GC34090	December 2012	
Class and Comp Study 2007	CU + 2 Administration – Human Resources Surveys & Studies	GC12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2009	
Miscellaneous correspondence – Section 125 Plans 1999, 2000, 2005, 2003	CU + 2 Administration – Correspondence	GC34090(d)	December 2005	
IRC Section 125 Flexible Spending Plan – BeneSphere Administrators – 1998, 1997	CL + 4 Administration – Human Resources – Benefit Plan	GC34090; OMB A-128	December 2004	
Print out of Billing Audit Trail – MOM Report – June 2012	AU + 2 Finance – Accounting – Billing Records	GC34090	December 2015	

**BOX 5 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Koff & Associates Market compensation study – June 2013	CU + 2 Administration – Human Resources – Surveys & Studies	GC12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2015	
Salary table – MOM report – printed 2014	CU + 2 Administration – Human Resources – Surveys & Studies	GC12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2016	
Municipal Code/MOU reference materials – copies of MOU's	Non-record			
Copies of Comcast Franchise checks/receipts – 2011, 2012	AU + 4 Finance – Accounting – Accounts Receivable	GC34090	December 2015, 2016	
Completed Interest Forms for positions in the City – 2009 thru 2010 – only to be held for 6 months per form	6 months	States on form – held for 6 months	December 2009 & 2010	
Miscellaneous copies of checks/MOM reports – 2009, 2010	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2015	
Copies of documents – Sunset sidewalk overlay project – 2003	CU + 2 Development – General Subject Files	GC34090d	December 2005	
Copies of documents – Sidewalk repairs – 1999/2000/2001	CU + 2 Development – General Subject Files	GC34090d	December 2001, 2002, 2003	
1995 Drainage Study from Neill Engineers Corp.	CU + 2	GC34090d	December 1997	

Playground Safety Audit Report – November 2000	Development – General Subject Files CL + 2 Public Works – Parks – Reports - Others Non-record	GC34090	December 2002			
Cell phone policy research – 2007	Non-record					
Miscellaneous copies of receipts/orders/invoices 1998 thru 2012	AU + 4 Finance – Accounting – Accounts Payable/Receivable Non-record	GC34090	December 2017			
Copy of Enforcement issues documents	Non-record					
Proposal for Granicus software – February 2013	CU + 2 Finance - Purchasing Bids/RFP's unsuccessful	GC34090; CCP 337	December 2015			
Computer Equipment Inventory Worksheets (McInchak) – no date	S + 2 Administration – Information Services – Inventory	GC34090	December 2016			
Copies of Forest & Beach Commission Agenda packets 2013-2014	CU + 2 Administration – Legal – Agendas	GC34090	December 2016			
Administrative Coordinator Recruitment – October 2006	CL + 3 Administration – Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR	December 2009			
Copies of documents requested by Law Office of Vincent Hurley in McInchak v. City case	Non-record					
Copies of documents requested by Grand Jury during investigation – L. Macdonald personnel file	Non-record					

**BOX 6 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Employee Time Sheets 06/01/2006-10/31/2006	AU + 6 Finance – Payroll – Employee Time Sheets	GC34090; 29 CFR 516.2	December 2013	
Employee Time Sheets 11/01/2006-04/01/2007	AU + 6 Finance – Payroll – Employee Time Sheets	GC34090; 29 CFR 516.2	December 2014	
Employee Time Sheets 04/16/2007-09/15/2007	AU + 6 Finance – Payroll – Employee Time Sheets	GC34090; 29 CFR 516.2	December 2014	
MOM Budget Entry Audit reports – FY 2002-2003 revisions/journal entries	AU + 2 Finance – Accounting – Budget adjustments, journal entries	GC34090	December 2006	
MOM printouts – record of corrections/entries made in computer payroll files – various dates 1998-2002	AU + 2 Finance – Accounting – Budget adjustments, journal entries	GC34090	December 2007	
MOM printouts & handwritten calculations – COLA increase for At-Will employees 10/01/2007	AU + 4 Finance – Payroll – Adjustments	GC34090, 29 CFR, 516.5-516.6	December 2012	

**BOX 7 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
2009 payroll bank reconciliation	AU + 5 Finance – Accounting – Bank Reconciliation	GC34090; 26 CFR 16001-1	December 2015	
Employee disciplinary investigation & notes 1992 – D. Henry (2004) & D. Martinez (2012)	T + 3 Human Resources – Employee Rights	GC12946; 29 CFR 1602; 29 USC 211(e); 203(m)	December 2007 & 2015	
MOM screen-shots – employee medical premium deduction – for changes to premium - 2003	Non-record			
Deposit monies – receipt and backup paperwork – 2001, 2002, 2001	AU + 4 Finance - Accounting – Deposits/Receipts	GC 34090; CCP 337	December 2006, 2007	
Travel & Training Expense forms – 2002, 2003	CU + 2 Administration – Travel Records	GC34090	December 2004, 2005	
MOM report – 1099 Audit Report for Year 1997, 2001,	AU + 4 Finance – Reports - Federal & State tax	GC34090; 29USC 436	December 2002, 2006	
IRS/SSA/CMS Data Match Project IC Health plan survey - 1998, 1990, 1983, 2004	CU + 2 Administration – Human Resources – Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2006	
State and Local Government Information EEO-4 Survey – 1997, 2003, 2001, 1999, 1993, 1991	CU + 2 Administration – Human Resources – Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2005	

MOM report – Management salary table – 1999	CU + 2 Administration – Human Resources – Reports	GC34090	December 2001	
MOM report – Part-time salary table – 1999	CU + 2 Administration – Human Resources – Reports	GC34090	December 2001	
Rental agreement for Tom Bacchetti rental and copies of purchase orders for payment to Barbara Simmons (landlord) 2003	T + 5 Administration – Legal – Contracts/Agreements	CCP 337.2, 343; B&P7042.5	December 2008	
Miscellaneous copies of Council staff reports/resolutions – personnel issues (MOU, health premiums) 1987 thru 2001	CU + 2 Administration – Legal – Agenda Reports	GC34090(d)	December 1999-2003	
Department of Labor Price Indexes 1999, 2003, 2004	CU + 2 Administration – Human Resources – Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2001-2006	
Copies of purchase orders – employee recognition awards – 2006, 2007, 2008	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2011-2013	
Copies of Dental & Vision Plan	CL + 2 Administration – Human Resources – Employee Programs	GC34090; GC12946		
Copies of PERS supply order forms – 1990-2002	Non-record			
PRES Delete ACES User Access Form 2009 (ACES no longer used by PERS)	CU + 2 Administration – General Subject – Correspondence	GC34090(d)	December 2011	
Copies of Purchase Orders & backup – employee recognition awards 2004-2009	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2014	

Hand written log of part-time employees hours 2007-2010 – duplication of what is in MOM payroll system	Non-record			
Hand written log of Management Leave & Executive Leave Hours 1980-2010 – duplication of what is in MOM payroll system	Non-record			
Nationwide Financial Activity Confirmation Statement – Report date 4/1/2013, 1/3/2013, 11/20/2010	AU + 2 Finance – Treasurer- Bank Statements	FC3368, 30210; GC43900 et seq.	December 2016, 2015	
AFLAC Reimbursement Services Agreement (RSA) with Wingspan Benefit Services 2011 – contract renewed on annual basis – Wingspan no longer AFLAC provider of this benefit	CL + 2 Administration – Human Resources - Employee Programs	GC34090; GC12946	December 2013	
Copy of Revocation of Conditional Offer of Employment letter – February 2011	CU + 2 Administration – General Subject – Correspondence	GC34090(d)	December 2013	
Hand written worksheet – Tristar Wage Statement Calculation	Non-record			
LIUNA Dues increase letter for 2010	CU + 2 Administration – General Subject – Correspondence	GC34090(d)	December 2012	
2010 Salary survey request/response from Monterey Regional Waste Management District (Request for salary information)	CU + 2 Administration – Human Resources – Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2012	
2010 CalPERS Health Plan Statements Employer Report – list of employees who were sent health plan statements	CU + 2 Administration – General Subject –	GC34090(d)	December 2012	

My/CalPERS System Access Administrator confirmation 2010	Correspondence CU + 2 Administration – General Subject – Correspondence	GC34090(d)	December 2012	
Hand written calculations for retro pay with Social Security – various part-time employees – 2010	Non-record			
Copies of unsigned Employment Agreements	Non-record			
Copy - Confidential Employees Association MOU, Resolution – 2004	Non-record			
Hand written log of drivers licenses expiration dates	Non-record			
Notes for 2008/09 payroll budget preparation	Non-record			
2009 PRA Request	CL + 2 Administration – Municipal Clerk - Public Records Request	GC34090	December 2011	
Copies – LIUNA enrollment cards	Non-record			
Copies – Employee recognition certificates FY 2009/10	Non-record			
Hand written log of Medicare deductions – 198, 1987	Non-record			
Copies of CalPERS Long-Term Care Program deductions & payments for R. Guillen – 2010-2011	T + 3 Administration – Human Resources – Employee Programs	GC34090; GC12946	December 2015	
Miscellaneous employee lists, contact numbers, copies of letters, (payroll information from K. Love's office)	Non-record			

<p>Fire range/step scales – MOM printout – 2007/2009, 2001/2008, 7/2007, 7/2006 – corresponds to step increase</p>	<p>CU + 2 Administration - Human Resources - Surveys &amp; Studies</p>	<p>GC12946, 34090; 29 CFR 516.6(2); 29 CFR</p>	<p>December 2011</p>	
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**BOX 8 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
2011 AFLAC Dependent Care, Flex Spending, Premium payments – invoice, copies of purchase order, check	AU + 4 Administration Finance – Accounts Payable	GC34090	December 2016	
FY 2010/11 CalPERS Health Insurance Premium payments – invoice & backup material, electronic payment confirmation	AU + 4 Administration Finance – Accounts Payable	GC34090	December 2016	
2010 AFLAC Dependent Care, Flex Spending, Premium payments – invoice, copies of purchase order, check	AU + 4 Administration Finance – Accounts Payable	GC34090	December 2015	
Nationwide Financial Activity Confirmation Statement – Report date 10/3/2011, 7/4/2012, 10/4/2012,	AU + 2 Finance – Treasurer - Bank Statements	FC 3368, 30210; GC 43900 et seq.	December 2014	
Miscellaneous MOM screen-shots, reports of corrections made in payroll	Non-record			
Hand written employee health premium rates	Non-record			
Nationwide Retirement Solutions Investment Option Summary – 2012, 2013	AU + 2 Finance – Treasurer - Bank Statements	FC 3368, 30210; GC 43900 et seq.	December 2015	
Nationwide Quarterly Statement – 2010,	AU + 2 Finance – Treasurer - Bank Statements	FC 3368, 30210; GC 43900 et seq.	December 2015	
ING Participant Valuation Summary – 2009, 2012	AU + 2 Finance – Treasurer - Bank Statements	FC 3368, 30210; GC 43900 et seq.	December 2012, 2015	

PD Safety Range/Step scale 2006-2011	CU + 2 Administration - Human Resources - Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 2013	
Salary Tables 1965-1985	CU + 2 Administration - Human Resources - Surveys & Studies	GC 12946, 34090; 29 CFR 516.6(2); 29 CFR	December 1988	
FY 2009-10 Coastal Healthcare – Self Funded Dental/Vision Claims payments – invoices, purchase order, backup -	AU + 4 Administration Finance – Accounts Payable	GC34090	December 2015	
FY 2005-2009 Coastal Healthcare – Self Funded Dental/Vision Claims payments – invoices, purchase order, backup -	AU + 4 Administration Finance – Accounts Payable	GC34090	December 2014	
Hand written logs of hourly employees hours worked in a pay period – backup to MOM computer input	Non-record			
Coastal Healthcare eligibility list printout 7/1/2008 thru 11/30/2009	CU + 2 Administration – Human Resources – Reports	GC34090		
Hand written logs of employee step increases – back up to MOM computer input and PAR's in files	Non-record			
Copies of FY 2001/02 thru 2003/04 Adopted Budget for presentation purposes	S Finance – Administrative Services – Budget Operating (copies)	GC34090		

Paid-Call Firefighter monthly payroll summary sheets 1995-2009	AU + 6 Finance – Payroll – Employee Time Sheets	GC34090; 29 CFR 516.2	
Business License listing MOM report	Non-record		
Nationwide Retirement Solutions payment confirmations 2007-2010	AU + 5 Finance – Accounting – Bank Reconciliation	GC34090; 26 CFR 16001-1	December 2013-2016
Hand written logs of employee step increases – back up to MOM computer input and PAR's in files 2002-2006	Non-record		

**BOX 9 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Police Department Long Term Disability Insurance – premium payments – invoices and back-up FY 2010-2011	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	
PERS Long Term Care Insurance – premium payments – invoices and back-up FY 2009-2010/2008-2009/2007-2008/2006-2007/2005-2006/2004-2005	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	
Standard Long Term Disability Insurance – premium payments – invoices and back-up FY 2010-2011/2009-2010/2008-2009/2007-2008/2006-2007/2005-2006/2004-2005	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	
Employee Medical Insurance deductions – hand written calculations to reconcile premium to post to accounts FY 2008-2009/2007-2008/2006-2007/2005-2006/2004-2005	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	
Standard Life/AD&D Insurance – premium payments - hand written calculations to reconcile premium to post to accounts FY 2010-2011/2009-2010/2008-2009/2007-2008/2006-2007/2005-2006/2004-2005/2009-2010	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	
LIUNA Supplemental Retirement – premium payments - hand written calculations to reconcile premium to post to accounts FY 2010-2011/2009-2010/2008-2009	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2016	



**BOX 10 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Coastal Dental & Vision Insurance premium payments – invoices and back-up – hand written calculations to reconcile premium to post to accounts FY 2010-2011	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2016	
Standard Life/AD&D Insurance – premium payments - hand written calculations to reconcile premium to post to accounts FY 2001-2002	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2007	
Employee Handbook notes from 1975	S + 2 Administration- Human Resources- Employee Handbook	GC34090	December 1977	
Declarations of holidays	Non-record			
Citistreet Participant Valuation Summary – deferred compensation report 9/30/2006, 6/30/2006, 3/31/2006	AU + 2 Finance – Treasurer - Bank Statements	FC3368, 30210; GC 43900 et seq.	December 2009	
Hand written budget notes & calculations 1992-1993/1993-1994/1992-1993/1991-1992/1989-1990	AU + 2 Finance - Accounting- Budget	GC34090	December 1997	

**BOX 11 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Hand written budget notes & calculations FY 1990-1991/1987-1988/1988-1989/1984-1985 retro/1984-1995/1986-1987/1985-1986	AU + 2 Finance – Accounting - Budget	GC 34090	December 1994	
Salary studies and calculations FY 1979-1980/1980-1981/1977-1978/1981- 1982/1982-1983/1983-1984/1984-1985	CU + 2 Administration – Human Resources -Surveys & Studies	GC12946, 34090; 29 CFR 516.6(2); 29 CFR	December 1987	

**BOX 12 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Hand written budget notes & calculations FY 2004-2005/2002-2003/2003-2004/1997- 1998/1998-1999/2001-2002/2000-2001/1999- 2000/1996-1997	AU + 2 Finance – Accounting - Budget	GC34090	December 2007	

**BOX 13 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
Hand written budget notes & calculations FY 1996-1997/1995-1996/1993-1994/1994-1995	AU + 2 Finance - Accounting- Budget	GC34090	December 2000	
Business License fee surveys (no dates)	CU + 2 Administration – Human Resources- Surveys & Studies	GC12946, 34090; 29 CFR 516.6(2); 29 CFR		
Business License lists 1965	Non-record			
Miscellaneous business license correspondence 1950-1960	CU + 2 Administration – General Subject - Correspondence	GC34090(d)	December 1962	
Travel expense documents 1976	CU + 2 Administration – General Subject - Travel Records	GC34090	December 1978	
UNUM Long Term Disability Insurance – premium payments – invoices and back-up FY 1994-1995	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2010	
Fortis Benefits Insurance Life/AD&D – premium payments – invoices and back-up FY 1994-1995	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2000	
EBP Life Insurance Co. Life/AD&D - premium payments – invoices and back-up FY 1995-1996	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2001	

EBP Medical, Dental, Vision - premium payments – invoices and back-up FY 1994-1995	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2000	
Pacific Northwest Insurance correspondence 1990	CU + 2 Administration – General Subject - Correspondence	GC34090(d)	December 1992	
Wells Fargo Bank transaction record & check back-up – 2003 thru 2005	AU + 5 Finance - Accounting – Bank Reconciliation	GC34090; 26 CFR 16001-1	December 2011	
Great Western Bank Payroll Deferral Billing – invoices & payments FY 1996-1997	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2002	
Fund Select Bank Payroll Deferral Billing – invoices & payments FY 1997-1998	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2004	
National Deferred/Washington Mutual Bank Payroll Deferral Billing - invoices & payments FY 1999-2000	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2005	
National Deferred/Washington Mutual Bank Payroll Deferral Billing - invoices & payments FY 2000-2003	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2008	
Nationwide Payroll Deferral Billing - invoices & payments FY 2004-2006	AU + 4 Finance - Accounting – Accounts Payable	GC34090	December 2011	
Miscellaneous business license applications & correspondence – “Flower” Ladies/Café Casiss/Dansk International/Carmel Galleries	T + 4 Finance-License- Business	GC34090; CCP 337		

**BOX 14 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
State Quarterly tax reports – 1989, 1990, 1991, 1992, 2003, 2005, 2006, 2007	AU + 4 Finance – Payroll - Federal & State tax	GC 34090; 29USC 436 (not less than 5 years from date filed)	December 2012	
Federal Quarterly tax reports – 2003, 2005, 2006, 2007	AU + 4 Finance – Payroll - Federal & State tax	GC 34090; 29USC 436 (not less than 5 years from date filed)	December 2012	
Current Employment Statistics Report – US Department of Labor – 2005, 2004, 2003, 2002	CU + 2 Administration – Human Resources - Reports	GC34090	December 2007	
EDD Payroll Tax Deposit coupons & check stubs – 2002, 2005	AU + 4 Finance – Accounting – Accounts Payable	GC34090	December 2010	
Board of Administration, State Employees' Retirement System-Summary Report of Member Earnings & Member & Employer Contributions – 1951, 1956, 1958	CU + 2 Administration – Human Resources - Reports	GC34090	December 1960	
Employee Personnel Files (former) R. Llorin (12/11)    D.Maschmeyer (9/15) R. Clovis (3/14) S. Farrell (7/13)    L. Taylor (12/15) D. Sallee (6/14) L. Escobar (2/13)    R. McLendon (6/16) S. Pearce (1/14) E. Hardy (9/13)      J. Morais (11/13)	T + 3 Administration – Human Resources – Non-Safety Employees	29 CFR 1627.3;CCR sec 1174; 29 CFR 1602.30.32;GC6250 et seq: 29 CFR; GC	See dates after each employee	

<p>K. Love (11/15) T. Mills (6/13)</p>	<p>M. Galley (6/16)</p>			
<p>Carmel Volunteer Fire Department employee personnel files (former) G. Greenlee U. Peretz J. Trenner R. Thomas</p>	<p>T + 5 Administration – Human Resources – Safety Employees</p>	<p>29 CFR 16273; CCR sec 1174; 29 CFR 1607.4</p>	<p>March 2015</p>	
<p>Police Department Sergeant recruitment applications – 2011</p>	<p>CL + 3 Administration- Human Resources- Recruitment</p>	<p>GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR</p>	<p>December 2014</p>	

**BOX 15 - 2016**

ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
CalPERS Participant Valuation Summary Report-Salary Savings Program 4 <sup>th</sup> Q 2006 2 <sup>nd</sup> Q 2010 3 <sup>rd</sup> Q 2007 4 <sup>th</sup> Q 2011 4 <sup>th</sup> Q 2008 4 <sup>th</sup> Q 2009 1 <sup>st</sup> Q 2007 3 <sup>rd</sup> Q 2011 1 <sup>st</sup> Q 2010 3 <sup>rd</sup> Q 2009 2 <sup>nd</sup> Q 2007 2 <sup>nd</sup> Q 2011 4 <sup>th</sup> Q 2010	CU + 2 Administration – Human Resources - Reports	GC34090	December 2013	
W-2's 2009, 2007, 2008, 2010, 1993, 1964, 1965, 1966, 1967, 1977, 1978, 1968, 1970, 1976, 1975, 1974, 1973, 1972, 1971	AU + 4 Finance – Reports - Federal & State tax	GC34090; 29USC 436	December 2015	
Nationwide Quarterly Statement – Deferred Compensation 3 <sup>rd</sup> Q 2010, 2 <sup>nd</sup> Q 2010, 1 <sup>st</sup> Q 2010, 4 <sup>th</sup> Q 2009	CU + 2 Administration – Human Resources - Reports	GC34090	December 2012	
Fundselect Advisors Inc.-Composite Activity report 2 <sup>nd</sup> Q 1997	CU + 2 Administration – Human Resources - Reports	GC34090	December 1999	
Great Western Bank-Composite Activity report 2 <sup>nd</sup> Q 1993, 1 <sup>st</sup> Q 1993, 3 <sup>rd</sup> Q 1992, 2 <sup>nd</sup> Q 1992	CU + 2 Administration – Human Resources - Reports	GC34090	December 1995	
Employee personnel file (former) – B. Reisdorf	T + 3 Administration – Human Resources – Non-Safety Employees	29 CFR 1627.3; CCR sec1174; 29 CFR 1602.30.32; GC6250 et	May 2015	

<p>On-call Firefighters personnel files (former)</p> <p>J. Savage (9/12) C. Arredondo (11/11)</p> <p>G. Kofman (3/14)</p> <p>T. Haag (9/11) B. Langdon (4/13)</p> <p>R. Talbott (10/11) P. Godina (10/13)</p> <p>W-4's 1944, 1943, 1956, 1954</p>	<p>T + 5</p> <p>Administration – Human Resources –Safety Employees</p>	<p>seq; 29 CFR; GC</p>	<p>29 CFR 16273; CCR sec 1174; 29 CFR 1607.4</p>	<p>See dates after each employee</p>	
	<p>AU + 4</p> <p>Finance – Reports - Federal &amp; State tax</p>		<p>GC34090; 29USC 436</p>	<p>December 1960</p>	

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
16	Employee payroll time sheets 4/16-30/03 thru 6/16-30/03 7/1-15/03 thru 9/1-15/03 9/16-30/03 thru 11/16-30/03	AU + 6 Finance - Payroll - Employee time sheets	GC34090; 29 CFR 516.2	December 31, 2010	
17	Employee payroll time sheets 3/1/05 thru 9/15/05 11/1/04 thru 2/28/05 7/16-31/04 thru 10/31/04	AU + 6 Finance - Payroll - Employee time sheets	GC34090; 29 CFR 516.2	December 31, 2012	
20	City of Seaside General Plan Amendment Ft. Ord Lands - 8/12/1998 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 1, 2000	
20	Ft. Ord transportation network elements 12/2001 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 1, 2003	
20	Copy - Carmel Adopted Budget FY 2003/04 thru 2005/06	S Finance - Administrative Services - Budget Operating (copies)	GC34090	December 31, 2007	
20	Preliminary Official Statement dated 3/27/2002 - Ft. Ord Reuse Authority (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2004	
20	Ft. Ord Reuse Authority Affordable/Workforce Housing Study - March 2003 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2005	
20	Ft. Ord Reuse Transportation Study - Final Report - Administrative Draft - TAMC - September 1996 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1998	
20	Ft. Ord Reuse Authority - CIP FY 2002/2003 thru 2021/2022 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2005	
20	Ft. Ord Base Reuse Plan December 1994 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1996	
20	Ft. Ord Reuse Authority - Hiway 1 Design Corridor Program Report (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2016	
20	Preliminary Draft Initial Base Reuse Plan - November 1992 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1994	

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
20	Initial Reports on Defense Issues/Economic Impacts Associated with Ft. Ord Closure - March 1990 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1992	
20	Public Draft Ft. Ord Reuse Plan - May 1996 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1998	
20	Ft. Ord Reuse Authority Master Resolution - March 1997 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1999	
20	FORA final report - June 1997 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1998	
20	RFQ - Hiway 1 Corridor Landscape/Design Consultant Services - August 2002 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2004	
20	Hiway 1 Design Corridor Design Guidelines Draft - May 2003 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2005	
20	Volume 1 Final - EIS Ft. Ord Disposal & Reuse - June 1993 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1995	
20	Volume IV Final - EIS Ft. Ord Disposal & Reuse - June 1993 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1995	
20	Marina Heights Specific Plan - May 2003 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2005	
20	Ft. Ord Reuse Plan May 1996 - Draft EIR (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1998	
20	Ft. Ord Reuse Authority - Master Resolution - March 1997 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1998	
20	City of Marina - Cypress Knolls Project - November 2006 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2008	
20	Marina Heights - FOR A Consistency Review - April 2004 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2006	

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
20	Final EIR - Carmel Hill & River Class I Bicycle Trail Project - TAMC - June 2009 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2011	
20	Proposal - Carmel General Plan Update - RBF - January 2007	AU + 5 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP 337	December 31, 2013	
20	Draft 2010 Monterey County Regional Transportation Plan - TAMC (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2012	
20	Monterey Regional Storm Water Management Program - Revised October 2006 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2008	
20	FY 2008-09 Carmel Marketing Plan presentation	Non-record			
20	Future of AMBAG report - September 2011 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2013	
20	Duplicate copy Carmel FY 2008/09 thru 2010/11 Triennial Budget	S Finance - Administrative Services - Budget Operating (copies)	GC34090	December 31, 2014	
20	Hand written - hourly employees' hours report 1984-1999	Non-record			
20	Hand written - step increase log	Non-record			
20	Hand written - Longevity log 1990-2011	Non-record			
21	Central Coast Regional Water Quality Control Board meeting packet - February 10-11, 2005 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2007	
21	Monterey Regional Storm Water Management Program - Revised February 2004 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 2006	
21	Draft Cease & Desist Order #R3-2005-0022 - December 2004	Non-record			
21	Stormwater Drainage Utility proposal to provide engineering services - Harris & Associates - January 1999	AU + 5 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP 337	December 31, 2005	
21	Preliminary Study for Storm Water Drainage Utility Rates - Harris & Associates - March 2000	CL + 2 Public Works - Water - Reports/studies	GC34090	December 31, 2002	

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
21	Contract change order No. 2 - creation of a stormwater drainage utility - July 2001	T + 5 Administration - Legal - Contracts/Agreements	CCP 337.2, 343; B&P7042.5	December 31, 2006	
21	City of Salinas Part 1 NPDES Stormwater Permit Application - Draft - May 1994 (not City document)	CU + 2 Administration - General Subject - Reports	GC34090	December 31, 1996	
21	Correspondence between Bob Jacques - storm water 2006	CU + 2 Administration - Correspondence	GC34090(d)	December 31, 2008	
21	Grant information - list of applications - 2001-2003	CL + 4 Administration - Grants	24CFR 570.502(b)(3); 241CFR 85.42 & OMB Cir.A-110	December 31, 2007	
21	Copy of Carmel General Plan & Coastal Land Use Plan - Adopted June 2003	Non-record			
21	Copy - Analysis of Water Quality & Water Quality Protection Measure In & Around Carmel - by Flow Science - May 2005	Non-record			
21	Central Coast Long-term Environmental Assessment Network monitoring program annual report 2002-2003 (not City document)	CL + 2 Public Works - Water - Reports/studies	GC34090	December 31, 2005	
21	Illicit Discharge Detection & Elimination Manual - October 2004	S + 2 Public Works - Water - Policies & Procedures	GC34090	December 31, 2006	
21	City of Monterey proposal for stormwater program assistance - October 2004	AU + 5 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP 337	December 31, 2010	
21	Various documents from Latham & Watkins LLP - State of CA-California Regional Water Quality Control Board Central Coast Region - Proposed Cease & Desist Order (discharging waste) 2005	CL + 2 Public Works - Water - Reports/Studies	GC34090	December 31, 2007	
21	1099's - 2008, 2009, 2010, 2011	AU + 4 Finance - Reports - Federal & State Tax	GC34090; 29USC 436	December 31, 2016	
21	Live Scan fingerprinting information, purchase orders, Dept. of Justice info, 1999-2000 for Sunset employees	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2005	
21	2010 list of City businesses	Non-record			
21	2008 Election - notes, e-mails regarding proposals for running election	Non-record			

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
21	2003 - misc e-mails to local businesses	Non-record			
21	2001-2004 misc. correspondence	CU + 2 Administration - General Subject - Correspondence	GC 34090(d)	December 31, 2006	
21	CSAC member annual report 2006-2007	CL + 5 Administration - Risk Management - Reports	OMB 1220-0029; 29 CFR1904.4; GC 34090	December 31, 2012	
21	Miscellaneous and Safety groups PERS Valuations as of June 30, 2009	CL + 5 Administration - Risk Management - Reports	OMB 1220-0029; 29 CFR1904.4; GC 34090	December 31, 2014	
21	Report on what Library personnel do - June 2006	CU + 2 Administration - Human Resources - Reports	GC 34090	December 31, 2008	
21	FY 05/06 payroll budget notes	Non-record			
21	Anda Burghardt ER Market Profile Sheet	Non-record			
21	2008 election cost information	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2013	
21	Miscellaneous seminar handouts	Non-record			
21	Miscellaneous business brochures	Non-record			
21	2001 Associate Planner recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2004	
22	PRA Requests 2004-2013	CL + 2 Administration - Municipal Clerk - Public Records Request	GC34090	December 31, 2015	
23	FY 2005/2006 budget preparation docs	Non-record			
23	2003-2004 Certified mailing receipts	Non-record			
23	2010 PERS health insurance contribution information - handout	Non-record			
23	2010-2013 step increase/longevity dates - hand written	Non-record			
23	Miscellaneous labor law articles	Non-record			
23	August 2013 salary survey information	CU + 2 Administration - Human Resources - Surveys & Studies	GC 12946; 34090; 29 CFR 516.6(2); 29 CFR	December 31, 2015	

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
23	August 2004 Police Services Officer recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2007	
23	December 2005 Community Services Officer recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2008	
23	June & September 2006 Library Assistant recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2009	
23	June 2007 Library Assistant recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2010	
23	November 2009 Reserve Police Officer recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2012	
23	January 2005 Financial Services Coordinator recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2008	
23	May 2005 Economic Development Manager recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2008	
24	2008/2009 dental/vision insurance proposals	AU + 4 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP 337	December 31, 2014	
24	2007-2008 Waste Management sidewalk cleaning billing	AU + 2 Finance - Accounting - Billing Records	GC34090	December 31, 2011	
24	2008 DRAFT SWAT Agreement	Non-record			
24	2008 Sunset Center assests disposition	CU + 2 Administration - Municipal Clerk - Inventory, records	GC34090; 80 OPS Atty. Gen. 106	December 31, 2010	
24	2008/2009 National Valet parking reciepts	AU + 4 Finance - Accounting - Accounts Receivable	GC34090	December 31, 2014	
24	2009 Mcare reporting request	Non-record			
24	2007 land/property review	CU + 2 Development - Reports	GC34090	December 31, 2009	
24	2007 FTB local grant sharing business license data	CU + 2 Development - Reports	GC34090	December 31, 2009	
24	2008/2009 Forest Theater Guild correspondence	CU + 2 Administration - General Subject - Correspondence	GC 34090(d)	December 31, 2011	

## CITY HALL

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
24	2007 Fire Department payroll notes	Non-record			
24	2008 Fire Department management options studies	CU + 2 Administration - Human Resources - Surveys & Studies	GC 12946; 34090; 29 CFR 516.6(2); 29 CFR	December 31, 2010	
24	2007-2009 Carmel Hospital Land annexation correspondence	CU + 2 Administration - General Subject - Correspondence	GC 34090(d)	December 31, 2011	
24	Actuary RFP's 2008	AU + 4 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP 337	December 31, 2013	
24	Workers comp actuarial review 2009-2011	CL + 5 Administration - Risk Management - Reports	OMB 1220-0029; 29 CFR1904.4; GC 34090	December 31, 2016	
24	2006 Business license process	Non-record			
24	2007-2009 MOM business license delinquent reports	AU + 4 Finance - Accounting - Accounts Receivable	GC34090	December 31, 2014	
24	2009 J. Cullem 457 plan issue	T + 3 Administration - Human Resources - Non-Safety Employees	29 CFR 1627.3; CCR Sec 1174; 29 CFR 1602.30.32; GC6250 et seq; 29 CFR; GC	December 31, 2013	
24	2005 Deposit accounts reports	AU + 4 Finance - Accounting - Deposits. Receipts	GC34090; CCP 337	December 31, 2010	
24	2006 National Parking agreement	T + 5 Administration - Legal/Legislative - contracts & agreements	CCP 337.2, 343; B&P7042.5	December 31, 2011	
24	2008-2010 OSHA reports	CU + 2 Administration - Human Resources - Safety	GC34090	December 31, 2012	
24	2005-2006 theater audits	AU + 7 Finance - Reports - Financial, annual	GC 34090.7	December 31, 2014	
24	Miscellaneous meeting notes	Non-record			
24	2006-2008 Police Volunteer applications	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2011	
24	2009-2010 Library Volunteer applications	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2013	
24	2004 Community Services Officer applications	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2007	

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BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
24	May 2007 Tree Care Specialist recruitment applications	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2010	
24	2006 Forest Care Worker applications	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2009	
24	2005 Financial Services Coordinator recruitment	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2008	
24	2000 City Administrator recruitment information	CL + 3 Administration - Human Resources - Recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29CFR	December 31, 2003	
24	2013 Salary schedule information from comparable cities (salary surveys)	CU + 2 Administration - Human Resources - Surveys & Studies	GC 12946; 34090; 29 CFR 516.6(2); 29 CFR	December 31, 2015	
24	Executive evaluation information	Non-record			
24	Copies of Personnel System	Non-record			
24	Copies of Personnel files - S. Farrell, M. Laughlin	Non-record			
24	2007 Management team retreat power-point	Non-record			
24	Copies of medical exam reimbursement	Non-record			
24	Copies - Monterey County Local Agencies Insurance Authority documents	Non-record			
24	2000 - copies of claims	Non-record			
24	1999 - Firefighter medical exams	T + 5 Administration - Human Resources - Safety Employees	29 CFR 16273; CCR sec 1174; 29 CFR 1607.4	December 31, 2016	
25	2004-2013 Public Records Act requests	CL + 2 Administration - Municipal Clerk - Public Records Request	GC 34090	12/31/2006 thru 12/31/2015	
26	Copies of Personnel Files - requested by Grand Jury - S. Paul, J. Hanson, L. MacDonald, S. McInchak, M. Laughlin, A. Black, J. Stilwell, T. Meroney	Non-record		Copies of Grand Jury requested files were destroyed 1/1/2016 - Fenton and Perotti per agreement	Partial destruction of Grand Jury documents 1/1/2016

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
64	FY 2008-2009 journal entries July-Nov 2008	AU + 2 Finance - Accounting - Budget adjustments, journal entries	GC34090	December 31, 2011	
67	2008 Pay check register/withholding check register/quarterly payroll reports for insurance etc.	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2011	
68	2008 Payroll misc. reports/quarter ending reports/employee balance reports/deduction reports for year/closing payroll	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2011	
69	2005 Payroll PERS/taxes/deduction reports/quarterly reports/payroll account posting/year end reports	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
70	2006 Payroll deduction reports/PERS/deferred comp/bank reconciliation/leave hours	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2009	
71	FY 2007-2008 bank deposits	AU + 4 Finance-Accountin-Deposits, receipts	GC34090; CCP337	December 31, 2013	
72	June 2008 journal entries/FY 07-08 budget revisions schedule/FY07-08 banc reconciliation/cash register reports/check register reports for council meetings	AU + 2 Finance - Accounting - journal entries AU + 5 Bank reconciliation	GC34090/26 CFR16001-1	December 31, 2013	
73	2003-04 checks - copies	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
74	2004-2005 checks - copies	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
75	Copies of checks	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2016	
76	Checks general 2005-2006	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
77	Canceled payroll checks 2005-2006	AU + 5 Finance - Accounting - Checks	GC34090; CCP337	December 31, 2012	
78	Copies of checks FY 2000-2001	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2006	
79	Audits - 1963, 1977, 1978, 1979, 1980-1989	CL + 2 Administration - Audit - Annual Financial Report	GC34090	12/31/1965, 12/31/1979, 12/31/1980, 12/31/1981, 12/31/1982-1991	
80	Audits - 1990-1995	CL + 2 Administration - Audit - Annual Financial Report	GC34090	12/31/1992-1997	
81	FY 1996-97 analysis reports - percent of year report/hostelry report/utilities report/television report/jv report	AU + 4 Administration - Audit - Reports	GC34090; OMB A-128	December 31, 2002	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
82	Checks FY 2002-2003	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2008	
83	Checks FY 2003-2004	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
84	Time cards - Nov. 1-15 2008 thru Dec. 16-31 2009	AU + 6 Finance - Payroll - Employee Time Sheets	GC34090; 29 CFR 516.2	December 31, 2016	
85	Time cards - Dec. 2007 thru Oct. 2008	AU + 6 Finance - Payroll - Employee Time Sheets	GC34090; 29 CFR 516.2	December 31, 2015	
89	FY 93/94 - PO report, vendor, revision, JV report	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 1999	
92	FY 89-90 - 84-89 Hostelry average report, budget revision, warrant report, PO history	AU + 7 Finance - Reports - Financial, Annual	GC34090.7	December 31, 1998	
93	Expense journal 78/79, check register, budget report	AU + 2 Finance - Accounting - Warran register	GC 34090.7	December 31, 1982	
95	FY 91/92 summary, special funds, deposit, balancing report, vendor account, revision, JV, analysis reports	AU + 4/AU + 7 Finance - Accounting - deposits, financial reports	GC 34090; CCP 337; GC 34090.7	12/31/1997, 12/31/2010	
99	FY 92/93 -purchase order report, vendor, revision, JV reports	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 1998	
100	FY 80/81 - expense journals, investments, revenue, check register, payroll update	AU + 2 Finance - Accounting - budget, warrant register	GC 34090; GC 34090.7	December 31, 1984	
102	FY 88/89 Journal voucher report	AU + 4 Fianance - Accounting - Accounts Payable	GC 34090	December 31, 1994	
105	FY 84/85 - financial reports, encumbrance	AU + 7 Finance - Reports - Financial, annual	GC 34090.7	December 31, 1993	
110	FY 81/82 - budgetary update, payroll data, expense journals	AU + 4 Administration - Audit - Reports	GC34090; OMB A-128	December 31, 1987	
113	FY 77/78 - expense journal, check register	AU + 2 Finance - Accounting - warrant register	GC 34090.7	December 31, 1982	
121	FY 2008/09 - A/P check listings, A/P cash requirements, A/P purchase order and IT trails	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
123	FY 07/08 journal entries Jan-May 2008	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC34090	December 31, 2011	
125	FY 08/09 August-October A/P checks 116102-116496	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
126	FY 08/09 journal entries May-June 09, budget entries	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC34090	December 31, 2014	
127	FY 08/09 July-August checks 115730-116101	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
128	FY 06/07 cash receipts	AU + 4 Finance - Accounting - deposits, receipts	GC34090;CCP 337	December 31, 2012	
129	FY 08/09 bank deposits, check register	AU + 4 Finance - Accounting - deposits, receipts AU + 2 warrant register	GC 34090; CCP 337; GC 34090.7	12/31/14, 12/31/12	
130	FY 08/09 May-June checks 117922-118204	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
131	FY 07/08 checks May-June 115354-115729	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
133	FY 98/99 AP Feb 1999 checks	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2004	
134	checks March, Oct, Nov 1999	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2004	
135	FY 98/99 checks	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2004	
136	FY 98/99 checks	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2004	
137	FY 06/07 checks Feb-March 112308-112726	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
138	FY 07/08 credit card receipts	AU + 4 Finance - Accounting - Deposits, receipts	GC 34090; CCP337	December 31, 2013	
139	FY 07/08 journal entries	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC34090	December 31, 2011	
140	Applications 2007 recruitments	CL + 3 Administration - Human Resources - recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et swq 29 CFR 1607; 29CFR	December 31, 2010	
141	FY 07/08 checks Jan-Feb 114529-114932	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
142	FY 07/08 checks July-Aug 113355-113761	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
143	FY 2008 checks Oct-Dec 116497-116944	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
144	FY 06/07 checks 111893-112307	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	

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BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
145	FY 05/06 checks July-August 108546-108934	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
146	FY 05/06 checks Sept-Nov 2005 108935-109382	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
148	FY 07/08 checks Sept-Oct 113762-114173	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
149	FY 07/08 checks March-April 115027-115353	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2013	
150	FY 06/07 checks Aug-Sept 111207-111495	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
151	FY 99/00 checks	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2005	
152	FY 08/09 bank reconciliation, credit card receipts, check register for council	AU + 5 Finance - Accounting - Bank Reconciliation; AU + 4 Finance - Accounting - Deposits, Receipts, AU + 2 Finance - Accounting - Warran Register	GC34090; 26 CFR 16001- 1; CCP 337; GC 34090.7	12/31/15; 12/31/14; 12/31/12	
153	1999 checks August-Sept	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2004	
154	FY 06/07 purchase order audit trails, A/P cash register, check listings	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
158	FY 2010-2011 checks "C's"	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2016	
159	FY 2006-2007 checks Oct-Nov 111496-111892	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
160	FY 2005-2006 revenue files	AU + 4 Finance - Accounting - Accounts Receivable	GC34090	December 31, 2011	
161	FY 2005-2006 credit card settlements	AU + 4 Finance - Accounting - Deposits, receipts	GC34090; CCP337	December 31, 2011	
163	FY 2008-2009 journal entries Dec 2008-April 2009	AU + 2 Finance - Accounting - Budget Adjustments, journal entries	GC34090	December 31, 2012	
164	FY 2004-2005 revenue files	AU + 4 Finance - Accounting - Accounts Receivable	GC34090	December 31, 2010	
165	FY 2008-2009 checks Sept-Dec	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
166	FY 2005-2006 journal entries	AU + 2 Finance - Accounting - Budget Adjustments, journal entries	GC34090	December 31, 2009	

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BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
167	FY 2004-2005 checks 106599-106933	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
169	FY 2005-2006 cash receipts	AU + 4 Finance - Accounting - Deposits, receipts	GC34090; CCP337	December 31, 2011	
170	FY 2006-2007 journal entries July-Dec	AU + 2 Finance - Accounting - Budget Adjustments, journal entries	GC34090	December 31, 2010	
171	FY 2005-2006 check listings, A/P cash requirements, Purchase Oder audit trails	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
172	FY 2005-2006 checks Jan-Feb 109698-110045	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
173	FY 2004-2005 checks 107723-108116	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
174	FY 2006-2007 journal entries May-June 2007, budget revisions, mid-yr budget adjustments	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC 34090	December 31, 2010	
175	FY 2004-2005 checks 107320-107722	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
176	FY 2004-2005 checks 106221-106598	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
178	FY 2005-2006 journal entries March-June 2006	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC 34090	December 31, 2009	
179	FY 2005-2006 checks June 2006 110692-110862	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
180	FY 2004-2005 journal entries, budget revisions	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC 34090	December 31, 2008	
181	FY 2005-2006 checks Nov-Dec 2005 109383-109697	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
182	FY 2005-2006 checks May-June 2006 110403-110682	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
183	FY 2003-2004 checks Sept-Nov 2003 103781-104375	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
185	FY 2004-2005 checks 106934-107319	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	
186	FY 2005-2006 checks March-April 2006 110046-110402	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2011	
187	FY 2004-2005 checks 108117-108545	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2010	

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BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
188	FY 2006-2007 checks May-June 2007 113012-113354	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
190	FY 2003-2004 checks July-Sept 103100-103780	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
191	FY 2003-2004 checks May-June 105825-106220	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
192	FY 2003-2004 checks Jan-March 104908-105373	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
193	FY 2003-2004 Sept. 2003 accounts payable check processing	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
197	Payroll timesheets 9/16/05 thru 5/31/06	AU + 6 Finance - Payroll - Employee Time Sheets	GC34090; 29 CFR 516.2	December 31, 2014	
198	FY 2006-2007 checks July-August 110863-111206	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
199	FY 2003-2004 checks March-May 105374-105824	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
200	FY 2003-2004 checks Nov 2003-Jan 2004 104376-104907	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2009	
201	Jan-April 2007 journal entries	AU + 2 Finance - Accounting - budget adjustments, journal entries	GC 34090	December 31, 2010	
204	FY 2006-2007 credit card settlements; FY 2005-2006 and 2006-2009 bank reconciliations; FY 2005-2006 2006-2007 check registers; Union Bank statements 10/2001-06/2005	AU + 5 Finance - Accounting - Bank Reconciliation; AU + 2 Finance - Accounting - Warrant Register; AU + 2 Finance - Treasurer - Bank Statements	GC34090; 26 CFR 16001-1; GC34090.7; FC3368, 30210; GC43900 et seq	12/31/15; 12/31/10; 12/31/2008	
205	FY 2006-2007 checks April-May 112727-113011	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2012	
206	2004 payroll records (box 1 of 2 - says destroy 2009)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2009	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
207	2004 payroll records (box 2 of 2 - says destroy 2009)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2009	
208	Payroll calendar year 2002 (box 3 of 3 - says destroy 2008)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	
209	Payroll calendar year 2002 (box 2 of 3 - says destroy 2008)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	
210	Payroll calendar year 2002 (box 1 of 3 - says destroy 2008)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
211	Payroll calendar year 2002 (box 1 of 3 - says destroy 2008)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	
212	FY 2002-2003 checks Nov-March 101078-102126	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2008	
213	FY 2002-2003 checks	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2008	
214	FY 2009-2010 (box 2 of 2) TOT all misc. revenue, eliminated/old reserve fund info.	AU + 4 Finance - Accounting - Accounts Receivable	GC 34090	December 31, 2015	
215	Banking services RFP from Nov. 2007	AU + 4 Finance - Purchasing - Bids, RFQ's, RFP's	GC34090; CCP337	December 31, 2012	
216	2009 checks Feb-March 117256-117605	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2014	
220	FY 2010-2011 Revenues - credit card deposits and other revenues	AU + 4 Finance - Accounting - Deposits, Receipts	GC34090; CCP337	December 31, 2016	
221	Jan-June 2010 journal entries	AU + 2 Finance - Accounting - Budget adjustments, journal entries	GC34090	December 31, 2013	
223	HR/PR 2003 - AFLAC wire requests, EDD reports, 2002 Medicare questionnaire and comp. salary studies	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2008	
224	FY 2009-2010 checks 119152-119503	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2015	
225	2010 Feb-April checks 119504-119971	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2015	
226	FY 2009-2010 checks 118740-119151	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2015	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
227	FY 2007-2008 revenue files. Deposits	AU + 4 Finance - Accounting - Accounts Receivable and Deposits, receipts	GC34090; GC34090; CCP 337	December 31, 2013	
228	Recruitments/applications 2000, 1997, 1998	CL + 3 Administration - Human Resources - recruitment	GC12946; GC6250 et seq; 29 CFR 1602 et swq 29 CFR 1607; 29CFR	December 31, 2003	
230	FY 10/11 checks Q-Z	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2016	
231	FY 10/11 checks D-L	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2016	
234	FY 10/11 checks M-P	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2016	
243	Box 8 - Coastal Healthcare 97-98; workers comp checking account 88-98; Standard insurance Dec 93- June 30, 1999	AU + 4 Finance - Accounting - Accounts Payable; AU + 5 Finance - Accounting - Bank Reconciliation	GC 34090; GC34090; 26 CFR 16001-1	December 31, 2005	
247	FY 09/10 Revenue City/County/State (box 1 of 2)	AU + 4 Finance - Accounting - Accounts Receivable	GC 34090	December 31, 2016	
250	FY 07/08 checks Nov-Dec 114174-115528	AU + 4 Finance - Accounting - Accounts Payable	GC 34090	December 31, 2013	
263	Old Pine Cone articles 1986	Non-record			
302	June-July 04/05 cash register audit trail	AU + 7 Finance - Reports - Financial, Annual	GC 34090.7	December 31, 2014	
303	FY 02/03 checks July-Nov 100020-101007	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2008	
308	2009 July-Dec journal entries	AU + 2 Finance - Accounting - journal entries	GC34090	December 31, 2012	
310	FY 99/00 checks 09221-92870	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2005	
316	Prior to FY 12/13 contracts & vendor agreements (2 of 2)	T + 5 Administration - Legal/Legislative - Contracts & Agreements	CCP 337.2, 343; B&P7042.5	December 31, 2018	
317	Prior to FY 12/13 contracts & vendor agreements (1of 2)	T + 5 Administration - Legal/Legislative - Contracts & Agreements	CCP 337.2, 343; B&P7042.5	December 31, 2018	
333	FY 07/08 payroll budget calculations	Non-record			

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
341	Payroll 2003 (2 of 2)	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2006	
342	FY 10/11 checks "A-B"	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2016	
343	FY Dec 08-Jan 09 checks 116945-117255	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
345	2008 Wells Fargo payroll info.	Each employer shall preserve for at least three years payroll records, collective bargaining agreements, sales and purchase records. Records on which wage computations are based should be retained for two years, i.e., time cards and piece work tickets, wage rate tables, work and time schedules, and records of additions to or deductions from wages.	US Department of Labor and FLSA 29 CFR Part 516	December 31, 2011	
346	2002-2007 1099's, budget questions	AU + 4 Finance - Reports - Federal & State Tax	GC34090; 29USC 436	12/31/2007-12/31/2012	
348	FY 10/11 revenues, cash & check deposits	AU + 4 Finance - Accounting - Accounts Receivable & Payable	GC34090	December 31, 2016	
349	March-May 2009 checks 117606-117921	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
350	April-June 2009 checks 119972-120509	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2014	
351	FY 09/10 checks 118205-118505	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2015	
352	FY 09/10 checks 118506-118739	AU + 4 Finance - Accounting - Accounts Payable	GC34090	December 31, 2015	
353	Insurance appraisals city buildings 1970's	CL + 2 Development - Property - Appraisals	GC34090;GC6254(h)	December 31, 1980	

## CITY STORAGE UNIT

BOX #	ITEM	RETENTION	CITATION	DESTRUCTION DATE	DESTROYED DATE
354	Admin grants early 2003-2004	T + 4 Administration - Grants - Community Development Block Grant & Urban Development	GC34090; 24 CFR 570.502 24 CFR85.42	December 31, 2008	
355	2009/10 Wells Fargo Bank deposits, Jan-June 2010, bank reconcilliation July-June FY 09/10	AU + 4 Finance - Accounting - Deposits/receipts; AU + 5 - Finance - Accounting - Bank Reconcilliation	GC34090; CCP337; GC34090; 26 CFR 16001- 1	12/31/15; 12/31/16	
357	Payroll time sheets 12/01/03- 7/15/04	AU + 6 Finance - Payroll - Employee Time Sheets	GC34090; 29 CFR 516.2	December 31, 2011	
358	FY 10/11 revenues, TOT	AU + 4 Finance - Accounting - Accounts Receivable	GC34090	December 31, 2016	



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1208  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ashlee Wright, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Ratification of the appointment of Karen Sharp to the Planning Commission.

### RECOMMENDATION

Ratify the appointment of Karen Sharp to the Planning Commission.

### BACKGROUND / 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. At times unscheduled vacancies on Boards or Commissions occur. Due to the resignation of Planning Commissioner Keith Paterson from the Planning Commission, term ending September 30, 2019, there was an unscheduled vacancy.

Mayor Dallas and Vice Mayor Theis interviewed applicants for the Planning Commission vacancy Monday, November 14, 2016. All applicants demonstrated a strong commitment to service and a desire to serve the Carmel-by-the-Sea community. The ad hoc committee was appreciative of all community members of diverse backgrounds and exceptional skill sets, who filled out an application and participated in the interview process.

After much deliberation the ad hoc committee has identified Karen Sharp as a qualified and ideal candidates to fill the current vacancy and is recommending her appointment to the Planning Commission.

### FISCAL IMPACT

N/A

### PRIOR CITY COUNCIL ACTION

Council ratified appointments for regular vacancies for the Harrison Memorial Library Board, Community Activities and Cultural Commission, Historic Resources Board, Forest and Beach Commission, and Planning Commission at its regular meeting held Tuesday, October 4, 2016.

### ATTACHMENTS

1. Application – Karen Sharp
2. Applications received from applicants not appointed: Grace Lee and Darlene Mosley

NOV 01 2016

Received by City Clerk



NAME  
11/14/16

### APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Karen I. Sharp DATE October 1, 2016

RESIDENCE ADDRESS [REDACTED] CITY Carmel ZIP 93921

MAILING ADDRESS [REDACTED] CITY Carmel ZIP 93921

RESIDENCE PHONE 831 [REDACTED] BUSINESS PHONE [REDACTED] Cell [REDACTED]

EMAIL [REDACTED]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? Since 1992

#### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	<input type="checkbox"/>
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	<input type="checkbox"/>
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	<input checked="" type="checkbox"/>
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	<input type="checkbox"/>
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	<input type="checkbox"/>

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

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

Reason for Interest in the Position: *See Attached*

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Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying: *See Attached*

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Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

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**Education:** *See Attached*

Institution	Course of Study	Degree Year (s)

*See Attached*  
*Karen Shaw*

**Employment Experience (Start with Most Recent):**

*See Attached*

Organization:	
Position:	Year:
Organization:	
Position:	Year:
Organization:	
Position:	Year:

**Prior public service, civic or volunteer activities:**

*See Attached*

Organization: <i>Yes for Carmel</i>	
Position: <i>Board member</i>	Year: <i>Current</i>
Organization:	
Position:	Year:
Organization:	
Position:	Year:

  
Signature

*October 31, 2016*  
Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

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.

**Reason for Interest in the Position:**

I have a love and a passion for the future of the community and the city of Carmel-by-the-Sea..

**Statement of Qualifications for Position:**

I have voluntarily served the community and am committed to preserving the beauty and charm of Carmel-by-the-Sea. As a former member of the Design Review Board and as a current member of the City Planning Commission, I have endeavored to understand codes as well as be fair and reasonable to all involved. I have conscientiously evaluated what is in the best interest for the present and the future of the city and its citizens.

My experience as Director of Surgical Services for a major hospital, gave me experience and fiscal responsibility for annually preparing and administering multi-million dollar budgets. During my tenure in healthcare I wrote, assessed and revised policy and procedure. My departments consistently earned stellar reviews by the Joint Commission Accreditation of Hospitals. I successfully worked with and complied with the state of California's Title 22 as well as national requirements for Medicare while overseeing additions, remodels and building of the inpatient and outpatient surgery, radiology special procedures and endoscopy suites.

I have experience in the process of starting and running businesses involving evaluation, sale and distribution of health care information and products.

I have been involved with the acquisition, remodel, staging and sale of residential real estate from both the investor and owner/contractor prospective for over 25 years. Through these experiences I have been exposed to city and state requirements and codes.

From my various roles, I have worked with people of various ethnic backgrounds, educational levels and financial status. I respectfully listen and fully review options presented with an unbiased and rational view before making a decision. I believe I can be an asset to the City Council and to the community of Carmel-by-the-Sea.

**Education:**

National University	MBA (Incomplete)	2 years (family illness)
Chapman University	Health Sciences	BS
St. Mary's School	Nursing	RN
Santa Barbara City College	General Education	2 years

**Employment Experience:**

San Antonio & 11 <sup>th</sup> LLC Managing Partner		2007-2012
Trustee of Sharp Family Trust		1994- <del>2007</del> Present
Health Care Advisor, Inc. President and CEO		1991-1994
Saint Agnes Medical Center, Fresno, California Director of Surgical Services		1979-1991
Saint Agnes Medical Center, Fresno, California Assistant Director of Surgery		1978-1979
Saint Agnes Medical Center, Fresno, California Cardiac Surgery RN-Assisted in cardiac surgery program.		1977-1978
Santa Barbara Cottage Hospital, Santa Barbara, California Surgical Staff RN		1975-1977
Whittier Presbyterian Hospital, Whittier, California Surgical Staff RN		1973-1975
Americana Real Estate, Inc., Whittier, California Partner and CFO		1972-1975
Paul A. Rohrer, M.D. Inc., San Bernardino, California Surgical and Office Practice Manager		1969-1972

**Prior public service, civic or volunteer activities:**

City of Carmel-by-the-Sea Planning Commission	member	appointed 02/13/07
City of Carmel-by-the-Sea Design Review Board	Board Member	2004-2007
Rotary Club of Fresno, Fresno, California	Chair-variety of committees	1988-1991
Fresno Women's Network, Fresno, California	Founding Member	1985-1989



*Mayors and Council Members Academy Certificate of Completion*

# LEADERSHIP

*Is hereby granted to*

**Karen Sharp**

*For successfully completing all requirements for Leadership level.*

*Presented this day, June 6, 2008*

A handwritten signature in cursive script, reading "Jim Gray".

Jim Gray, Mayor, Roseville  
1<sup>st</sup> Vice President, Mayors and Council Members Department

A handwritten signature in cursive script, reading "Jim".

Jim Madaffer, Council Member, San Diego  
President, League of California Cities



**CITY OF CARMEL-BY-THE-SEA** City of Carmel-by-the-Sea  
**BOARD & COMMISSION APPLICATION** NOV 10 2016

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

**Personal Information:**

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

**Reason for Interest in the Position:**

Please see Statement of Qualifications and Intentions attached

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**Statement of Qualifications for Position:**

Please see Statement of Qualifications and Intentions attached

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**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

9-2-2016  
\_\_\_\_\_  
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.**

## STATEMENT OF QUALIFICATIONS AND INTENTIONS

Grace Lee

Candidate for Planning Commission

In my role at the Aquarium, I manage several concurrent projects for the entire campus comprising of 19 buildings. My skills in understanding how to plan, manage projects that include city approvals and permitting would make me an ideal candidate for the Planning Commission. My knowledge of architectural and engineering plans and familiarity with land use / zoning would also be beneficial for making decisions in land use classifications, development applications, business licenses, and approving plans.

In addition I have the following experience:

- Currently serve on the Board of Community Activities and Cultural Commission, City of Carmel
- Know the Coastal Commission representative in our local area due to projects at the Aquarium
- Familiar with water quality / management programs from class courses at UC Irvine, civil engineering and work experience at Jacobs Engineering (global consulting firm)
- 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.

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.

In October of 2015, I began serving on the Board of CACC in City of Carmel. It has been a great 11 months of learning more about this wonderful City, with its unique and historical context. It would be my goal to pursue the sentiment that makes City of Carmel so special to its visitors, while at the same time find efficient ways of planning for our City's future.



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

NOV 10 2016

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 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	X		

**Personal Information:**

Name: Last Mosley	First Darlene	Initial M
Location of Residence: [REDACTED]		
Mailing Address: [REDACTED]		
Business Address:		
Home Phone: [REDACTED]	Business Phone:	
Cell Phone: [REDACTED]	Fax Number:	
Email Address: [REDACTED]		
Registered Voter in Carmel-by-the-Sea	Yes X	No <input type="checkbox"/>

Reason for Interest in the Position:    I have a great love for the village of Carmel by the Sea. This appointment would give me an opportunity to give back to the community with my time and effort to maintain the unique quality of our village.

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Statement of Qualifications for Position: After a 35 year career in real estate sales and development I am now retired and able to spend time on new adventures. My experience includes sales, management of Master Planned communities and marketing. I was the director of the architectural design committee of an 850 home development. I am very familiar with ordinances and design guidelines. I am able to read blueprints. I have extensive experience working with land planners, architects, builders, designers, lawyers, landscapers, utility companies and clients. My goal has always been to have the best and most positive outcome for a project for all that are involved. I love being part of a team and collaborating to solve

problems. I understand Carmel's General Plan and would to maintain it. During my real estate career much of my time was spent developing specific plans for master planned communities with diverse amenities. My responsibilities included custom home development, golf course and plot map planning,

**Education:**

Institution	Course of Study	Degree Year (s)
San Jose State University	Liberal Arts	1972

**Employment Experience (Start with Most Recent):**

Organization: Signature Properties		
Position: Vice President Sales and Marketing		Year:1994 - 2010
Organization: Blackhawk Corp.		
Position:Real Estate Sales and Marketing of newly developed homes		Year: 1985 -1993
Organization: Ponderosa Homes		
Position: New Home Sales		Year:1980 - 1985

**Prior public service, civic or volunteer activities:**

Organization: Salvation Army		
Position: Bell Ringer		Year:2014, 2015
Organization: CRA Board Member		
Position: Social events		Year:2015 - 2016
Organization: Tuesday Forum (group of professional women dedicated to serving the community)		
Position:Member and President		Year: 2008 to present

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

[Redacted Signature]

Signature

11/10/16  
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.



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1209  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Ashlee Wright, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Adoption of a resolution approving the regular meeting dates of the City Council for the calendar year 2017.

### RECOMMENDATION

Adopt a resolution approving the regular meeting dates of the City Council for the calendar year 2017.

### BACKGROUND / SUMMARY

Per section 2.04.010 of the Municipal Code, regular Council meetings are held on the first Tuesday of each month at 4:30 p.m. in the City Hall Council Chamber, unless otherwise established from time to time by City Council resolution. A Tour of Inspection is held at 4:30 p.m. on the Monday prior to the regular meeting of each month, if necessary, for "the purpose of permitting the City council to consider in the field of those items that should be viewed by the Council prior to council action" as stated within Carmel Municipal Code §2.04.010.

The Mayor and Mayor Pro Tempore are required to meet prior to the December meeting to establish the meeting calendar for the upcoming calendar year per Carmel Municipal Code (CMC). In December of each year, the City Council consider adopting its meeting calendar for the upcoming year. According to CMC §2.04.020, in the event any regular meeting or tour of inspection of the City Council falls on a legal City holiday, the City Council shall hold the meeting at the stated hour and place agreed to and adopted by City Council resolution. In 2017, two holidays occur on Council meeting dates: the July 4 holiday and Labor Day, September 4, 2017. The Mayor and Mayor Pro Tempore are proposing the dates listed in Exhibit "A" (Attachment 2) for the regular Council meetings, including alternative dates for these two holidays.

### FISCAL IMPACT

N/A

### PRIOR CITY COUNCIL ACTION

Council adopted the 2016 meeting calendar at the November 30, 2015 Council meeting.

### ATTACHMENTS

1. Resolution adopting Council meeting calendar for 2017
2. Exhibit "A" Council meeting calendar for 2017

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

**RESOLUTION NO. 2016-\_\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING THE REGULAR MEETING DATES OF THE CITY COUNCIL FOR CALENDAR YEAR 2017.**

WHEREAS, Section 2.04.010 of the City's Municipal Code stipulates that the Council regular meetings are held on the first Tuesday of the month beginning at 4:30 pm and the Tour of Inspection on the Monday prior to the regular meeting of the month and

WHEREAS, Section 2.04.020 of the City's Municipal Code describes the process for establishing meetings of the City Council that conflict with holidays; and

WHEREAS, two holidays conflict with the regularly scheduled Council meetings in 2017, which requires the Mayor and Mayor Pro Tempore to place on the December agenda the City Council's calendar of Regular Meetings for the coming year; and

WHEREAS, the Mayor and Mayor Pro Tempore have submitted proposed meeting dates, attached hereto as Exhibit "A".

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

Approve the calendar of the City Council Regular Meetings for calendar year 2017 as attached hereto as Exhibit "A".

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of December, by the following roll call vote:**

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

ABSTAIN:       COUNCILMEMBERS:

SIGNED:

ATTEST:

\_\_\_\_\_  
Steve G. Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk

**Exhibit "A"**

**CITY OF CARMEL-BY-THE-SEA  
CITY COUNCIL MEETING DATES FOR 2017**

<b>Staff Reports due to City Clerk's Office by 5:00 p.m.</b>	<b>Agenda Packets Due to Council Thursdays prior to City Council meeting</b>	<b>Work study meeting dates Monday before each Council Meeting 4:30 p.m.</b>	<b>City council meeting dates 1<sup>st</sup> Tuesday of each Month 4:30 p.m.</b>
<b>December 20</b>	<b>December 29</b>	<b>No Meeting</b>	<b>January 3</b>
<b>January 27</b>	<b>February 2</b>	<b>February 6</b>	<b>February 7</b>
<b>February 24</b>	<b>March 2</b>	<b>March 6</b>	<b>March 7</b>
			<b>March 21 (CIP Workshop)</b>
<b>March 24</b>	<b>March 30</b>	<b>April 3</b>	<b>April 4</b>
<b>April 21</b>	<b>April 27</b>	<b>May 1 (Budget Workshop)</b>	<b>May 2</b>
<b>May 26</b>	<b>June 1</b>	<b>June 5</b>	<b>June 6 (Budget Adoption)</b>
<b>June 22</b>	<b>July 6</b>	<b>July 10</b>	<b>July 11</b>
<b>July 21</b>	<b>July 27</b>	<b>July 31</b>	<b>August 1</b>
<b>August 31</b>	<b>September 7</b>	<b>September 11</b>	<b>September 12</b>
<b>September 22</b>	<b>September 28</b>	<b>October 2</b>	<b>October 3</b>
<b>October 27</b>	<b>November 2</b>	<b>November 6</b>	<b>November 7</b>
<b>November 17</b>	<b>November 30</b>	<b>December 4</b>	<b>December 5</b>

Regular Meetings: Held at 4:30 p.m. the first Tuesday of each month in the Council Chambers at City Hall, located on the east side of Monte Verde Street between Ocean and Seventh Avenues.

Closed Session: Closed Session, if required, will occur on the Monday preceding the first regularly scheduled Council meeting after the Tour of Inspection – if scheduled.

Tour of Inspection: Held at 4:30 p.m. Monday preceding the Tuesday Council meeting, regardless of whether or not there is a Closed Session scheduled, beginning at City Hall, then proceeding to the site of the first item on the Tour Agenda.

Special Meetings: Held at 4:30 p.m. on whatever day is selected, Tuesdays and Thursdays being the traditional days



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1210  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Maxine Gullo, Human Resources Manager
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Adoption of the Letter Agreement between the City of Carmel-by-the-Sea and Carmel Fire Ambulance Association and authorization of the City Administrator to execute Letter Agreement on behalf of City.

### RECOMMENDATION

Adopt the Letter Agreement between the City of Carmel-by-the-Sea and Carmel Fire Ambulance Association and authorize City Administrator to execute letter agreement on behalf of City.

### BACKGROUND / SUMMARY

The City of Carmel-by-the-Sea and the Carmel Fire Ambulance Association are in the midst of negotiating a Memorandum of Understanding (MOU) regarding all terms and conditions of employment, with the goal of implementing a complete MOU by January 1, 2017. In the meantime, the parties wish to implement the same wage increase, along with the increased employee contribution to CalPERS that have been agreed upon with all other employee associations in the city. The parties are entering into this Letter Agreement to memorialize their limited agreement on the following two terms:

#### Wage Increases

- A. Effective the first pay period following adoption of this Agreement by the Carmel-by-the-Sea City Council, all members shall receive a 3.0% salary increase. The increase shall be retroactive to January 1, 2015.
- B. Effective the first pay period following adoption of this Agreement by the Carmel-by-the-Sea City Council, all members shall receive an additional salary increase of 3.0%. The increase shall be retroactive to January 1, 2016.

#### Retirement Contributions

Effective January 1, 2017, the employees described in Paragraphs 3A and 3B in the Letter Agreement, shall pay their required member contribution rate of 9% for their respective benefit formula, plus an additional 3% of pensionable compensation towards the employer's contribution.

For the duration of this Agreement, these employees shall contribute no more than 12% of pensionable compensation towards retirement.

Effective January 1, 2017, the employees, described in Paragraph 3C of the Letter Agreement shall pay their required member contribution rate of 50% of the total normal cost of their pension benefit, plus an additional 3% of pensionable compensation towards the employer's contribution.

## ATTACHMENTS

1. Resolution of the City of Carmel-by-the Sea approving a Letter Agreement between the City of Carmel-by-the-Sea and the Carmel Fire Ambulance Association and authorize City Administrator to execute Letter Agreement on behalf of City.

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

**RESOLUTION NO. 2016-\_\_**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING A LETTER AGREEMENT BETWEEN CITY OF CARMEL-BY-THE-SEA AND THE CARMEL FIRE AMBULANCE ASSOCIATION AND AUTHORIZE CITY ADMINISTRATOR TO EXECUTE THE LETTER AGREEMENT ON BEHALF OF CITY.**

WHEREAS, the City of Carmel-by-the-Sea and the Carmel Fire Ambulance Association are in the midst of negotiating a Memorandum of Understanding (MOU) regarding all terms and conditions of employment, with the goal of implementing a complete MOU by January 1, 2017.

WHEREAS, the parties wish to implement the same wage increase, along with the increased employee contribution to CalPERS that have been agreed upon with all other employee associations in the city.

WHEREAS, the parties are entering into this Letter Agreement to memorialize their limited agreement on these two terms and will continue negotiations on all remaining terms.

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

1. Approve the Letter agreement for the Carmel Fire Ambulance Association as specified in Exhibit "A."

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of December, by the following roll call vote:**

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:        COUNCILMEMBERS:

ABSTAIN:       COUNCILMEMBERS:

SIGNED:

ATTEST:

\_\_\_\_\_  
Steve G. Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk

**LETTER AGREEMENT  
BETWEEN THE CITY OF CARMEL-BY-THE-SEA  
AND THE  
CARMEL FIRE AMBULANCE ASSOCIATION**

Pursuant to the provisions of the Meyers-Milias-Brown Act (“MMBA”), this Letter Agreement (“Agreement”) is entered into on December \_\_\_, 2016, by and between the CITY OF CARMEL-BY-THE-SEA, a municipal corporation of the State of California, hereinafter called "CITY" and the CARMEL FIRE AMBULANCE ASSOCIATION, an unincorporated public employee organization, hereinafter called "ASSOCIATION." The ASSOCIATION and the CITY are collectively referred to herein as the “parties.” It is understood and agreed that the specific provisions contained in this Letter Agreement shall supersede any previous agreements, whether oral and written, regarding the matters contained herein.

The parties have met and conferred in good faith concerning the terms and conditions of this Letter Agreement and its implementation and agree to the following:

**1. Continuing Negotiations**

The ASSOCIATION was certified on August 10, 2011. The parties are in the midst of negotiating a Memorandum of Understanding (“MOU”) regarding all terms and conditions of employment, with the goal of implementing a complete MOU by January 1, 2017. In the meantime, the parties wish to implement the same wage increase, along with the increased employee contribution to CalPERS, that have been agreed upon with all other employee associations in the CITY. The parties are entering into this Letter Agreement to memorialize their limited agreement on those two terms, and will continue negotiations on all remaining terms.

**2. Wage Increase**

A. Effective the first pay period following adoption of this Agreement by the Carmel-by-the-Sea City Council, all members shall receive a 3.0% salary increase. The increase shall be retroactive to January 1, 2015.

B. Effective the first pay period following adoption of this Agreement by the Carmel-by-the-Sea City Council, all members shall receive an additional salary increase of 3.0%. The increase shall be retroactive to January 1, 2016.

**3. Retirement Contributions**

Retirement Benefits

This Section (including subsections) applies to Safety members who are contributing members of CalPERS.

A. Retirement Benefits for Members Before April 15, 2012.

Employees hired before April 15, 2012 shall be eligible to receive the 3% @ 50 retirement benefit formula, the formula that was in place at the time they began employment at Carmel-by-the-Sea. For purposes of determining a retirement benefit, final compensation for employees covered by this section shall mean the single highest year of service. Employees covered by this section shall pay 100% of the required member contribution, which is 9%. In addition, these employees shall pay a percentage of their compensation towards the employer's contribution, as described in subsection D. below.

B. Retirement Benefits for Members Hired After April 15, 2012 but Before January 1, 2013, and Classic Members, as Determined by CalPERS

Employees hired after April 15, 2012 but before January 1, 2013, and for "classic" employees within the meaning of the Public Employees' Pension Reform Act of 2013 ("PEPRA"), as determined by CalPERS, who are hired on or after January 1, 2013, shall be eligible to receive the 2% @ 50 retirement benefit formula, the formula that was in place at the time they began employment at Carmel-by-the-Sea. For purposes of determining a retirement benefit, final compensation for employees covered by this section shall mean the highest average compensation earnable earned during 3 consecutive years of service. Employees covered by this section shall pay 100% of the required member contribution, which is 9%. In addition, these employees shall pay a percentage of their compensation towards the employer's contribution, as described in subsection D. below.

C. Retirement Benefits for Members Hired On or After January 1, 2013

Employees hired on or after January 1, 2013, shall be eligible to receive the 2.7% @ 57 retirement benefit formula. For purposes of determining a retirement benefit, final compensation for employees covered by this section shall mean the pensionable compensation earned during the 3 consecutive years of service immediately preceding the member's retirement. Employees covered by this section shall pay 100% of the required member contribution, which is 50% of the normal cost established by CalPERS. In addition, these employees shall pay a percentage of their compensation towards the employer's contribution, as described in subsection D. below.

D. Cost Sharing of Employers Cost Under Section 20516

The CITY shall pay the employer rate prescribed by the Public Employees' Retirement System (CalPERS) in accordance with the rules and regulations governing such employer contributions.

Effective January 1, 2017, employees will pay a portion of the employer rate, as described below.

Effective January 1, 2017, the employees described in Paragraphs 3A and 3B above, shall pay their required member contribution rate of 9% for their respective benefit formula, plus an additional 3% of pensionable compensation towards the employer's contribution.

For the duration of this Agreement, these employees shall contribute no more than 12% of pensionable compensation towards retirement.

Effective January 1, 2017, the employees, described in Paragraph 3C above shall pay their required member contribution rate of 50% of the total normal cost of their pension benefit, plus an additional 3% of pensionable compensation towards the employer's contribution.

The parties acknowledge that CalPERS mandates an election of unit members, separate from ratification of this Agreement, to provide for this cost sharing pursuant to Government Code Section 20516. As soon as practicable after the effective date of this Agreement, the City will initiate the contract amendment process. Upon approval and agreement from the bargaining unit and completion of the City's amendment to the CalPERS contract, employee contributions will be made pursuant to Government Code Section 20516, Employee Cost Sharing of Additional Benefits. Notwithstanding the above, the cost sharing described in this subsection D. shall be implemented outside of a PERS contract amendment as authorized by Government Code Section 20516(f) and shall extend beyond the expiration of this Agreement. The Association and the City will take all actions necessary to implement the pension cost sharing agreement described in this subsection D.

#### **4. Additional Retirement Options**

The CITY shall continue to maintain the following, contracted retirement options:

- A. Single Highest Year (only for employees hired on or before April 15, 2012).
- B. Fourth level of 1959 Survivors Benefit (\$2.00 per month cost to the employee)
  - 1. The City and the Association agree to monitor the funding of this option. When only two years of funding remain in this account the City and the Association agree to reopen negotiations on this issue to discuss future funding of this benefit.
- C. The City agrees to permit members, if they choose, to purchase military service credit as public service to the extent permitted by PERS, solely at the members' expense.
- D. Pursuant to Resolution No. 96-116 qualified members shall have the option to elect the pre-tax payroll deduction plan for their service credit purchases (i.e., redeposit, service prior to membership, military service, etc.).

*LETTER AGREEMENT*  
*November 15, 2016*

- E. In accordance with Government Code Section 20965, upon retirement, members may elect to convert unused accumulated sick leave toward additional CalPERS service credit.

The parties agree that all of the terms in this Agreement shall be incorporated into the MOU currently being negotiated between the parties.

DATED: November 15, 2016

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Chip Rerig  
City Administrator

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David Jedinak  
Carmel Fire Ambulance Association President



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1211  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Marc Wiener, AICP, Community Planning and Building Director
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Review of revisions to an approved Design Study (DS 15-217) and adoption of findings and conditions of approval for the demolition of an existing residence and construction of a new residence located in the Single-Family Residential (R-1), Beach and Riparian (BR) and Archaeological Significance (AS) Overlay Zoning Districts.

### RECOMMENDATION

Approve the revised Design Study (DS 15-217) and Coastal Development Permit applications subject to the attached findings and conditions

### BACKGROUND / SUMMARY

#### PROJECT BACKGROUND:

On November 1, 2016, the City Council considered an appeal of Design Study (DS 15-217) for the construction of a new two-story single-family residence. The Council granted the appeal and approved the project, but continued the item with a request for the following specific changes:

1. All windows be unclad wood and that the plans be revised accordingly.
2. All 2<sup>nd</sup>-story windows on the west elevation be arched and include divided-lights consistent with window types 'N' or 'R' on the window schedule.
3. Convert southerly 1<sup>st</sup>-story bay window on west elevation to standard flat window with divided side-lights. Northerly bay window may remain as is.
4. South elevation 2<sup>nd</sup>-story bedroom window to be reduced to 27" W x 60" H (dimensions applied to glass and not frame).
5. Reduce the width of the rooftop deck an additional 10' by moving the deck edge in a northerly direction. The 'deck edge' is to align with the northern edge of the set of bay windows, between the bay and sliding doors.

6. Condition #22 be amended to require the applicant to plant three (3) 36” box trees on site, including a mix of upper and lower canopy, to be approved by the City Forester and based on discussion with the eastern neighbor in order to enhance privacy and mitigate potential view impacts. The trees shall be maintained and watered by the applicant for a period of 5 years and if any don’t survive the applicant shall replace the trees and the same maintenance requirements shall apply.
7. That the variance findings be removed and that the Condition #16 requiring the issuance of a variance be modified to be not applicable.

#### ENVIRONMENTAL REVIEW:

The proposed project is categorically exempt from CEQA requirements, pursuant to Section 15302 (Class 3) – Replacement or Reconstruction. An existing, 2,089-sf, non-historically significant single-family residence with garage will be demolished and replaced by a new 2,072-square-foot residence. The proposed alterations to the residence do not present any unusual circumstances that would result in a potentially significant environmental impact.

#### CONCLUSION:

The City Council requested that this item come back on the consent agenda for approval. The applicant has made all of the required changes to the design, and the findings and conditions have been revised to be consistent with the direction provided by the City Council. Staff recommends that the City Council approve the revised project.

#### FISCAL IMPACT

None.

#### PRIOR CITY COUNCIL ACTION

On July 12, 2016, the City Council considered an appeal of this project and remanded it to the Planning Commission with specific recommendations.

On November 1, 2016, the City Council granted the appeal and accepted the project, but continued with a request for specific revisions.

#### ATTACHMENTS

1. Findings for Approval
2. Conditions of Approval
3. Project Plans

<b>FINDINGS REQUIRED FOR DESIGN STUDY APPROVAL (CMC 17.64.8 and LUP Policy P1-45)</b> For each of the required Design Study findings listed below, staff has indicated whether the submitted plans support adoption of the findings. For all findings checked "no," the staff report discusses the issues to facilitate the Planning Commission decision-making. Findings checked "yes" may or may not be discussed in the report depending on the issues.		
<b>MUNICIPAL CODE FINDING</b>	<b>YES</b>	<b>NO</b>
1. The project conforms with all zoning standards applicable to the site, or has received appropriate use permits and/or variances consistent with the zoning ordinance.	✓	
2. The project is consistent with the City's design objectives for protection and enhancement of the urbanized forest, open space resources and site design. The project's use of open space, topography, access, trees and vegetation will maintain or establish a continuity of design both on the site and in the public right of way that is characteristic of the neighborhood.	✓	
3. The project avoids complexity using simple/modest building forms, a simple roof plan with a limited number of roof planes and a restrained employment of offsets and appendages that are consistent with neighborhood character, yet will not be viewed as repetitive or monotonous within the neighborhood context.	✓	
4. The project is adapted to human scale in the height of its roof, plate lines, eave lines, building forms, and in the size of windows doors and entryways. The development is similar in size, scale, and form to buildings on the immediate block and neighborhood. Its height is compatible with its site and surrounding development and will not present excess mass or bulk to the public or to adjoining properties. Mass of the building relates to the context of other homes in the vicinity.	✓	
5. The project is consistent with the City's objectives for public and private views and will retain a reasonable amount of solar access for neighboring sites. Through the placement, location and size of windows, doors and balconies the design respects the rights to reasonable privacy on adjoining sites.	✓	
6. The design concept is consistent with the goals, objectives and policies related to residential design in the general plan.	✓	
7. The development does not require removal of any significant trees unless necessary to provide a viable economic use of the property or protect public health and safety. All buildings are setback a minimum of 6 feet from significant trees.	✓	
8. The proposed architectural style and detailing are simple and restrained in character, consistent and well integrated throughout the building and complementary to the neighborhood without appearing monotonous or repetitive	✓	

in context with designs on nearby sites.		
9. The proposed exterior materials and their application rely on natural materials and the overall design will as to the variety and diversity along the streetscape.	✓	
10. Design elements such as stonework, skylights, windows, doors, chimneys and garages are consistent with the adopted Design Guidelines and will complement the character of the structure and the neighborhood.	✓	
11. Proposed landscaping, paving treatments, fences and walls are carefully designed to complement the urbanized forest, the approved site design, adjacent sites, and the public right of way. The design will reinforce a sense of visual continuity along the street.	✓	
12. Any deviations from the Design Guidelines are considered minor and reasonably relate to good design principles and specific site conditions.	✓	
<b>COASTAL DEVELOPMENT FINDINGS (CMC 17.64.010.B.1):</b>	YES	NO
13. Local Coastal Program Consistency: The project conforms with the certified Local Coastal Program of the City of Carmel-by-the Sea.	✓	

<b>Conditions of Approval</b>		
<b>No.</b>	<b>Standard Conditions</b>	
1.	<p><b>Authorization:</b> This approval of Design Study (DS 15-217) authorizes the applicant to demolish the existing residence and remove all hardscape and construct a new 2,072-sf, two-story single-family residence consisting of a 440-sq-ft basement/garage at sub-grade, 971-sf on the ground level, 517-sf on the second level, and a 144-sf footprint for the elevator and stairwell (not changed from previous). The basement includes a crawl space, a one-car garage space (accessed by a car-lift), a mechanical room, storage room, and two bedrooms with full bathrooms. Finish materials include stucco, metal railings, clay tile roofing, unclad wood windows and wood doors, and new fencing. Fencing will include a four-foot high grape-stake fence with spaced pickets in the front yard setback area and a solid six-foot high solid fencing elsewhere. Section of fencing on the north boundary line in the front yard setback area is proposed to remain.</p>	✓
2.	<p>The project shall be constructed in conformance with all requirements of the local R-1 zoning ordinances. All adopted building and fire codes shall be adhered to in preparing the working drawings. If any codes or ordinances require design elements to be changed, or if any other changes are requested at the time such plans are submitted, such changes may require additional environmental review and subsequent approval by the Planning Commission.</p>	✓
3.	<p>This approval shall be valid for a period of one year from the date of action unless an active building permit has been issued and maintained for the proposed construction.</p>	✓
4.	<p>All new landscaping, if proposed, shall be shown on a landscape plan and shall be submitted to the Department of Community Planning and Building and to the City Forester prior to the issuance of a building permit. The landscape plan will be reviewed for compliance with the landscaping standards contained in the Zoning Code, including the following requirements: 1) all new landscaping shall be 75% drought-tolerant; 2) landscaped areas shall be irrigated by a drip/sprinkler system set on a timer; and 3) the project shall meet the City's recommended tree density standards, unless otherwise approved by the City based on site conditions. The landscaping plan shall show where new trees will be planted when new trees are required to be planted by the Forest and Beach Commission or the Planning Commission.</p>	✓

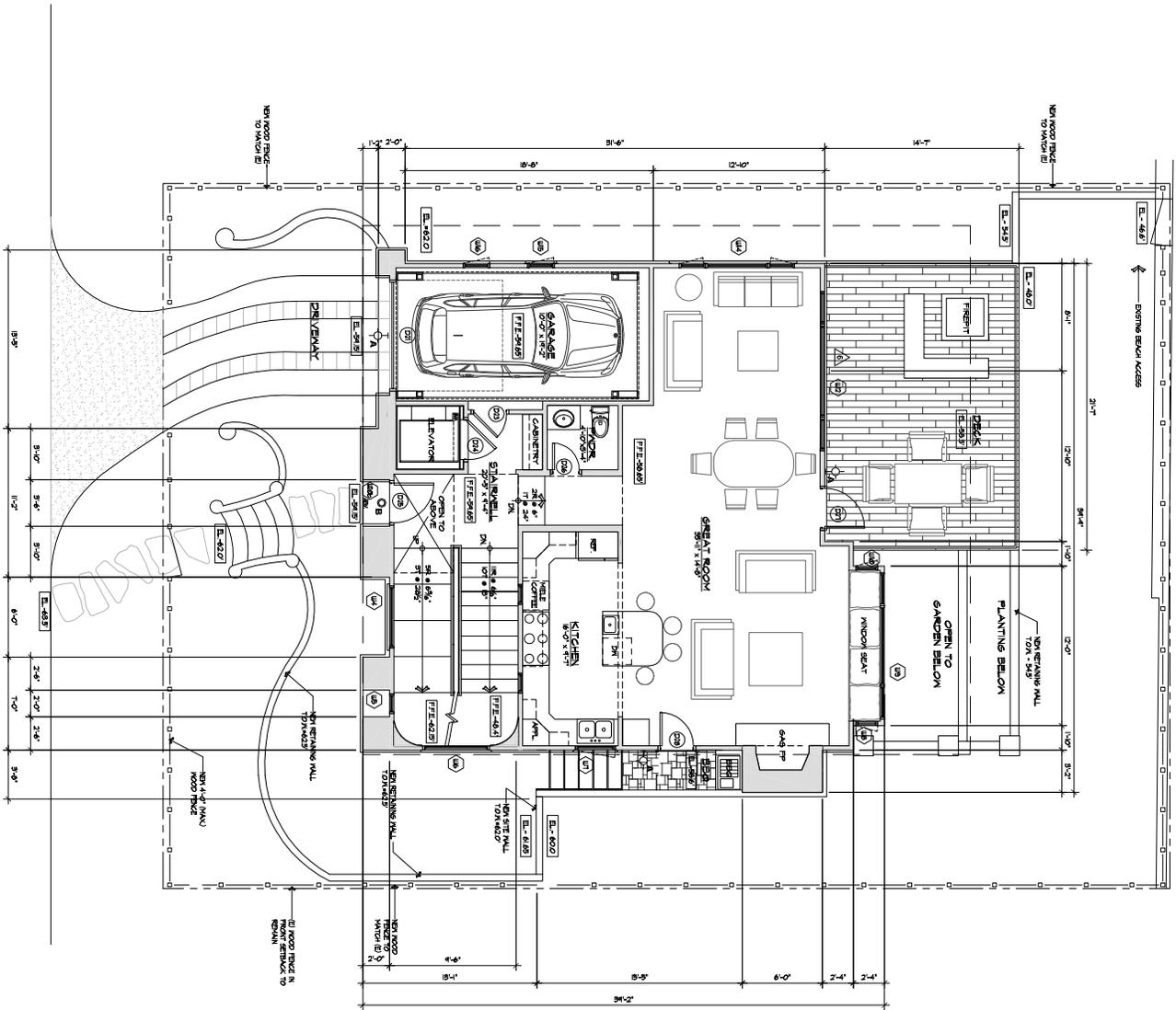
5.	Trees on the site shall only be removed upon the approval of the City Forester or Forest and Beach Commission as appropriate; and all remaining trees shall be protected during construction by methods approved by the City Forester.	✓
6.	All foundations within 15 feet of significant trees shall be excavated by hand. If any tree roots larger than two inches (2") are encountered during construction, the City Forester shall be contacted before cutting the roots. The City Forester may require the roots to be bridged or may authorize the roots to be cut. If roots larger than two inches (2") in diameter are cut without prior City Forester approval or any significant tree is endangered as a result of construction activity, the building permit will be suspended and all work stopped until an investigation by the City Forester has been completed. Twelve inches (12") of mulch shall be evenly spread inside the dripline of all trees prior to the issuance of a building permit.	✓
7.	Approval of this application does not permit an increase in water use on the project site. Should the Monterey Peninsula Water Management District determine that the use would result in an increase in water beyond the maximum units allowed on a 4,000-square foot parcel, this permit will be scheduled for reconsideration and the appropriate findings will be prepared for review and adoption by the Planning Commission.	✓
8.	The applicant shall submit in writing to the Community Planning and Building staff any proposed changes to the approved project plans prior to incorporating changes on the site. If the applicant changes the project without first obtaining City approval, the applicant will be required to either: a) submit the change in writing and cease all work on the project until either the Planning Commission or staff has approved the change; or b) eliminate the change and submit the proposed change in writing for review. The project will be reviewed for its compliance to the approved plans prior to final inspection.	✓
9.	Exterior lighting shall be limited to 25 watts or less (incandescent equivalent, i.e., 375 lumens) per fixture and shall be no higher than 10 feet above the ground. Landscape lighting shall be limited to 15 watts (incandescent equivalent, i.e., 225 lumens) or less per fixture and shall not exceed 18 inches above the ground.	✓
10.	All skylights shall use non-reflective glass to minimize the amount of light and glare visible from adjoining properties. The applicant shall install skylights with flashing that matches the roof color, or shall paint the skylight flashing to match the roof color.	N/A
11.	The Carmel stone façade shall be installed in a broken course/random or similar masonry pattern. Setting the stones vertically on their face in a cobweb pattern shall not be permitted. Prior to the full installation of stone during construction,	N/A

	the applicant shall install a 10-square foot section on the building to be reviewed by planning staff on site to ensure conformity with City standards.	
12.	The applicant shall install unclad wood framed windows. Windows that have been approved with divided lights shall be constructed with fixed wooden mullions. Any window pane dividers, which are snap-in, or otherwise superficially applied, are not permitted.	✓
13.	The applicant agrees, at his or her sole expense, to defend, indemnify, and hold harmless the City, its public officials, officers, employees, and assigns, from any liability; and shall reimburse the City for any expense incurred, resulting from, or in connection with any project approvals. This includes any appeal, claim, suit, or other legal proceeding, to attack, set aside, void, or annul any project approval. The City shall promptly notify the applicant of any legal proceeding, and shall cooperate fully in the defense. The City may, at its sole discretion, participate in any such legal action, but participation shall not relieve the applicant of any obligation under this condition. Should any party bring any legal action in connection with this project, the Superior Court of the County of Monterey, California, shall be the situs and have jurisdiction for the resolution of all such actions by the parties hereto.	✓
14.	The driveway material shall extend beyond the property line into the public right of way as needed to connect to the paved street edge. A minimal asphalt connection at the street edge may be required by the Superintendent of Streets or the Building Official, depending on site conditions, to accommodate the drainage flow line of the street.	✓
15.	This project is subject to a volume study.	✓
16.	Approval of this Design Study shall be valid only with approval of a Variance.	N/A
17.	A hazardous materials waste survey shall be required in conformance with the Monterey Bay Unified Air Pollution Control District prior to issuance of a demolition permit.	✓
18.	The applicant shall include a storm water drainage plan with the working drawings that are submitted for building permit review. The drainage plan shall include applicable Best Management Practices and retain all drainage on site through the use of semi-permeable paving materials, French drains, seepage pits, etc. Excess drainage that cannot be maintained on site, may be directed into the City's storm drain system after passing through a silt trap to reduce sediment from entering the storm drain. Drainage shall not be directed to adjacent private property.	✓
19a.	An archaeological reconnaissance report shall be prepared by a qualified archaeologist or other person(s) meeting the standards of the State Office of Historic Preservation prior to approval of a final building permit. The applicant	✓









N

**MAIN FLOOR PLAN**

SCALE: 1/4" = 1'-0"

EXTERIOR LIGHTING SYMBOLS

- ⊙ 75 WATT MAX WALL MOUNT
- ⊙ 75 WATT MAX RECESSED CAN LIGHT

<b>FIRST FLOOR PLAN</b>	
DATE:	02/24/16
SCALE:	1/4" = 1'-0"
DRAWN:	C.H. BROWN
JOB NUMBER:	14-34
JOB NAME: <b>Chadwick Residence</b> Scenic 2 NW of 8th Avenue Carmel, CA 95023 A.P.N. 010-312-026-000	

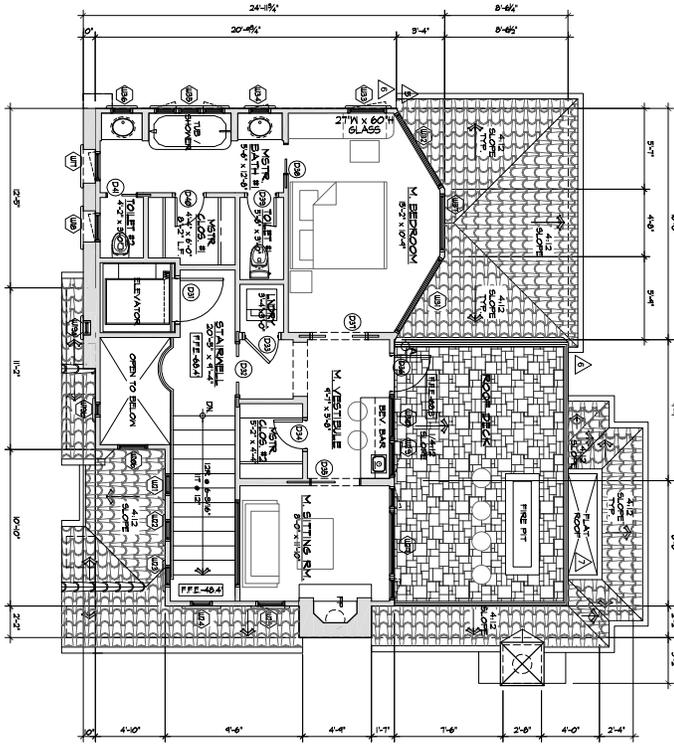
ARCHITECT

**ERIC MILLER ARCHITECTS, INC.**

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**A-2.1**  
SHEET OF

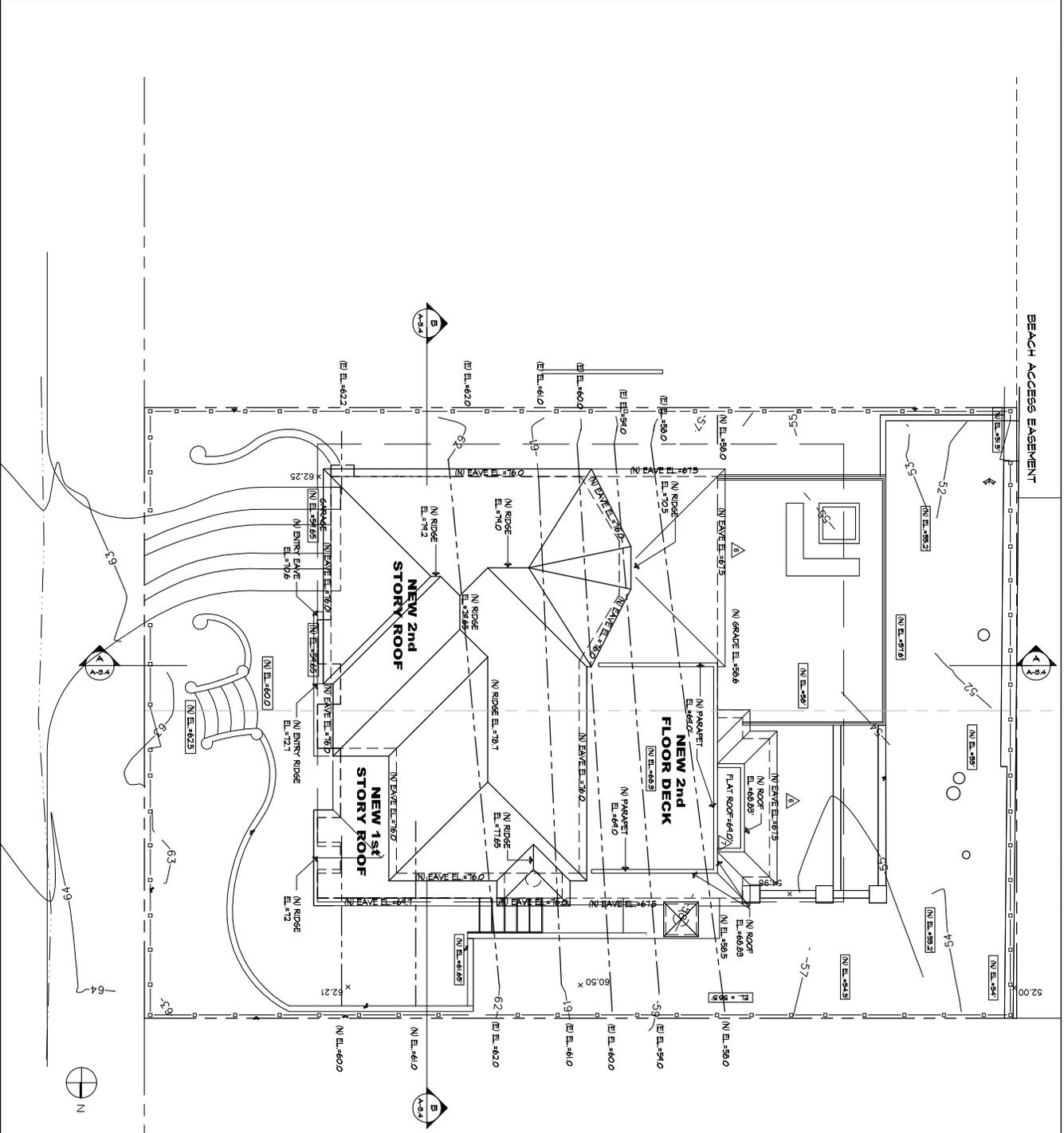


**SECOND FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"

**EXTERIOR LIGHTING SYMBOLS**  
 25 WATT MAX WALL MOUNT  
 25 WATT MAX RECESSED CAN LIGHT

<b>A-2.2</b> SHEET OF	<b>SECOND FLOOR PLAN</b>	ARCHITECT <b>ERIC MILLER ARCHITECTS, INC.</b> 211 HOFFMAN AVENUE MONTEREY, CA 93940 PHONE (831) 372-0410 • FAX (831) 372-7840 • WEB: www.ericmillerarchitects.com	CONSULTANT:	REVISION No.
	JOB NAME: Chadwick Residence Scenic 2 NW of 8th Avenue Carmel, CA 93923 A.P.N. 010-312-026-000	DATE: 9/16/16 SCALE: 1/4" = 1'-0" DRAWN: C.J.H. BERN JOB NUMBER: 1434	REVISION No. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	REVISION No. 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

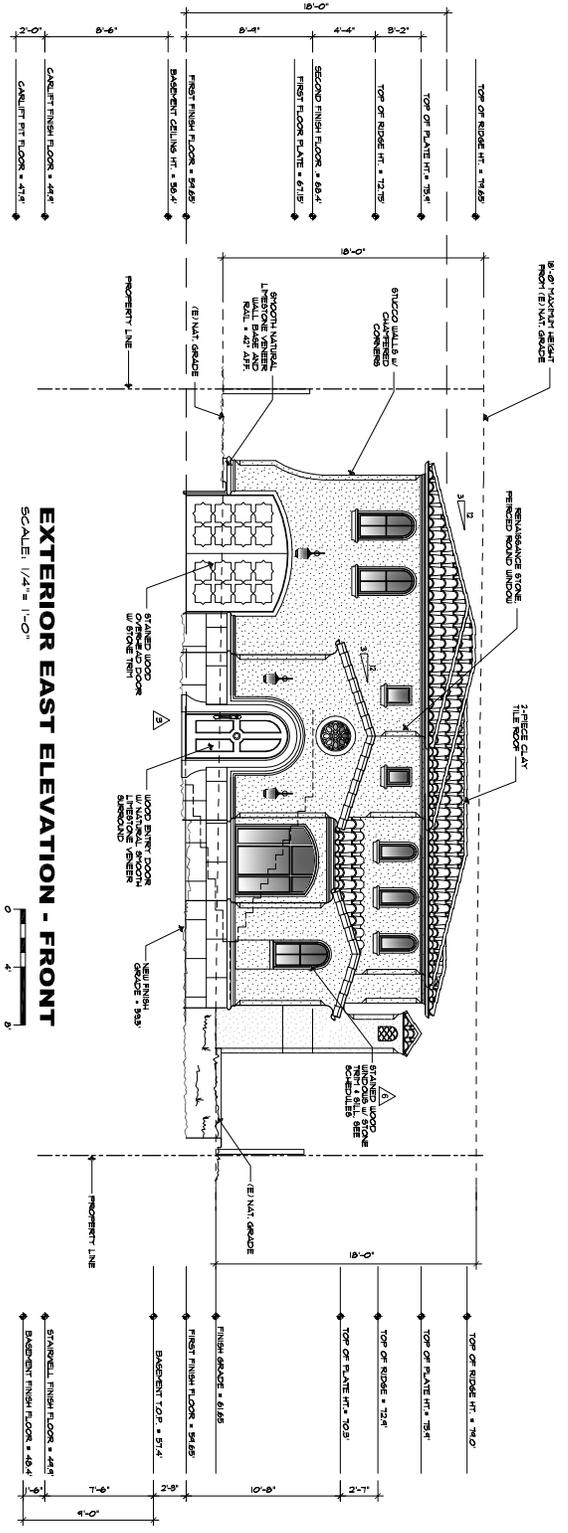




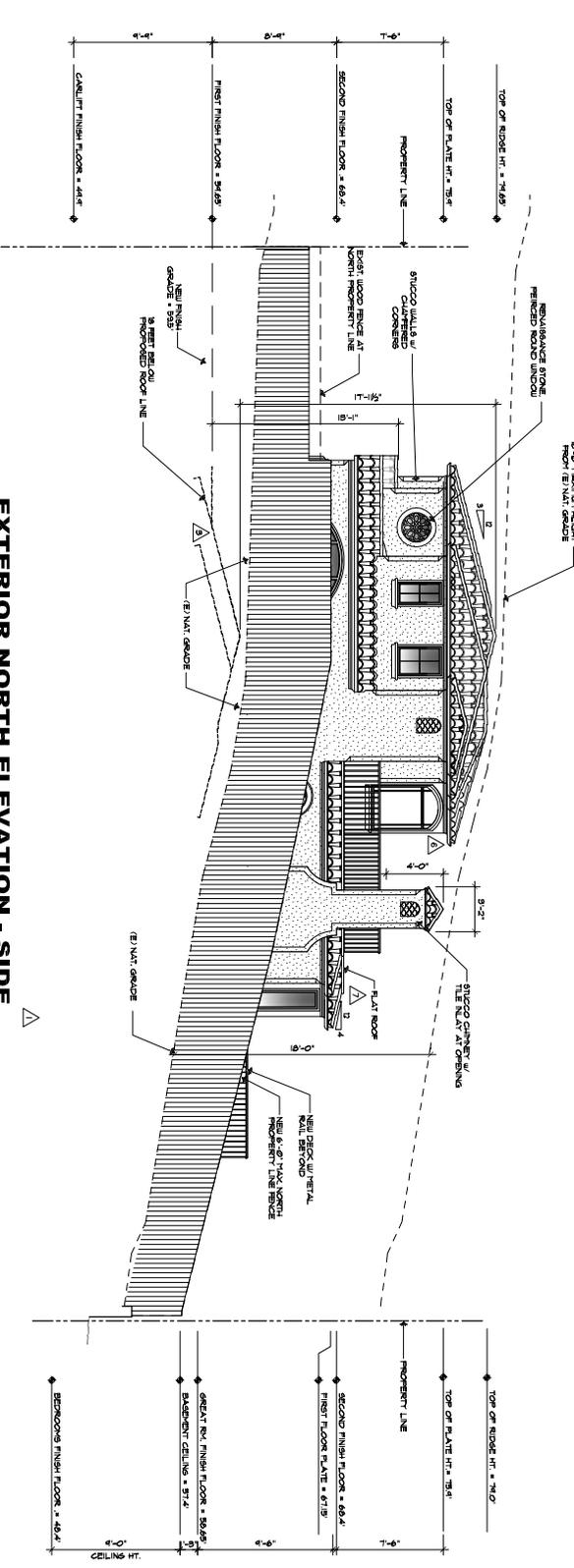
**PROPOSED ROOF HEIGHTS**  
 SCALE: 1/4" = 1'-0"  
 JOB NUMBER: 1434



<b>A-2.5</b> SHEET OF	DATE: 8/24/16 SCALE: 1/4" = 1'-0" DRAWN: C.H. BROWN JOB NUMBER: 1434	JOB NAME: <b>Chadwick Residence</b> Scenic 2 NW of 8th Avenue Carmel, CA 93923 A.P.N. 010-312-026-000	ARCHITECT: <b>ERIC MILLER ARCHITECTS, INC.</b> 211 HOFFMAN AVENUE MONTEREY, CA 93940 PHONE (831) 372-0410 • FAX (831) 372-7840 • WEB: www.ericmillerarchitects.com	CONSULTANT:	REVISION No.
	REVISION No.	REVISION No.	REVISION No.	REVISION No.	REVISION No.



**EXTERIOR EAST ELEVATION - FRONT**  
SCALE: 1/4" = 1'-0"



**EXTERIOR NORTH ELEVATION - SIDE**  
SCALE: 1/4" = 1'-0"



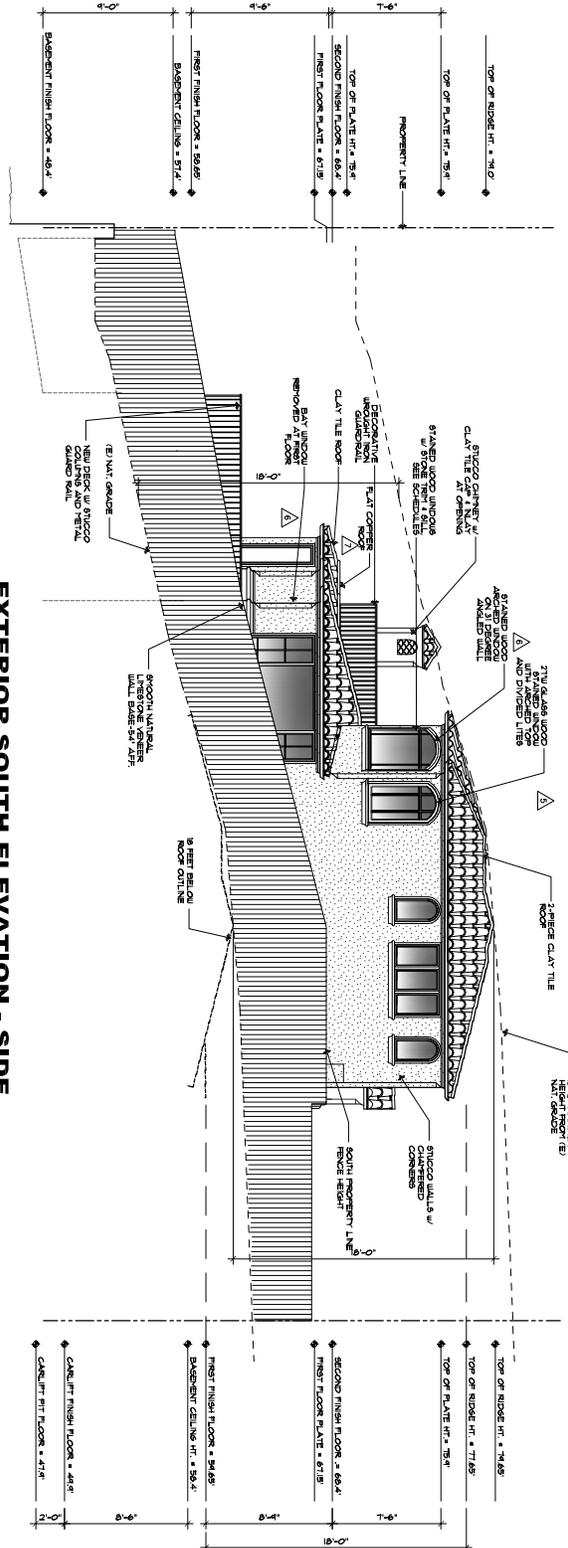
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CONSULTANT:

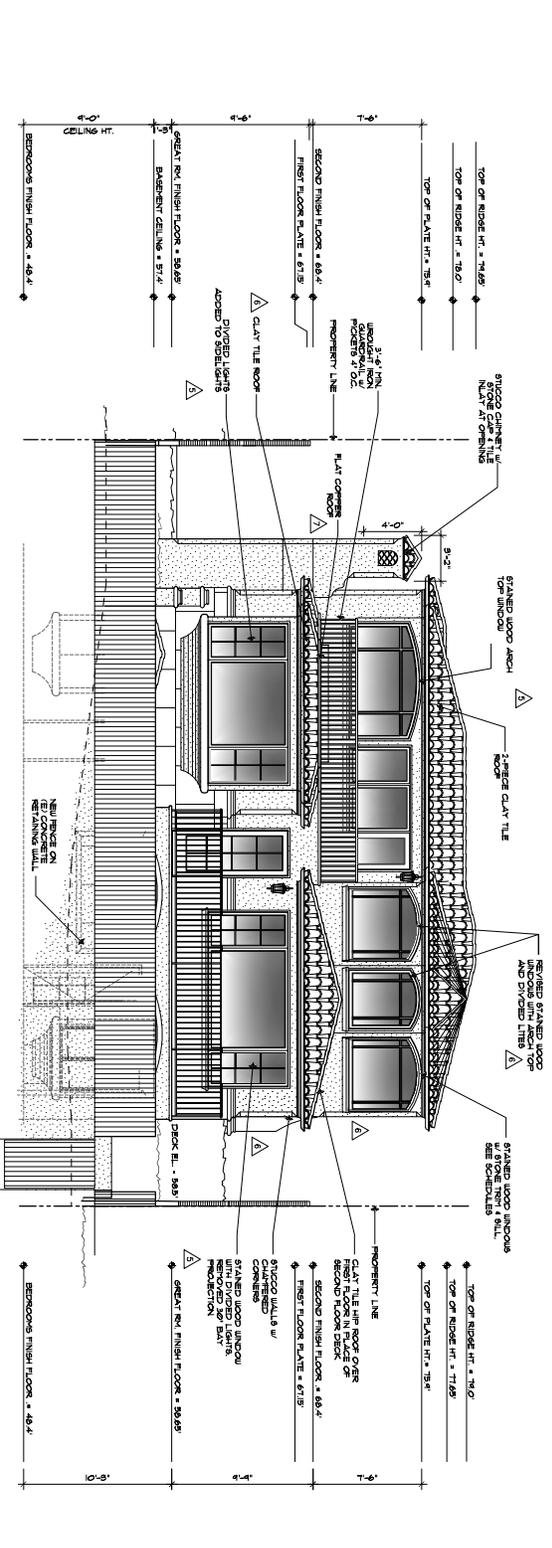
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**EXTERIOR ELEVATIONS**  
 JOB NAME: **Chadwick Residence**  
 Scenic 2 N of 8th Avenue  
 Carmel, CA 93923  
 A.P.N. 010-312-026-000  
 DATE: 9/16/16  
 SCALE: 1/4" = 1'-0"  
 DRAWN: C.A. BROWN  
 JOB NUMBER: 1434

**A-3.1**  
 SHEET OF



**EXTERIOR SOUTH ELEVATION - SIDE**  
SCALE: 1/4" = 1'-0"



**EXTERIOR WEST ELEVATION - BACK**  
SCALE: 1/4" = 1'-0"

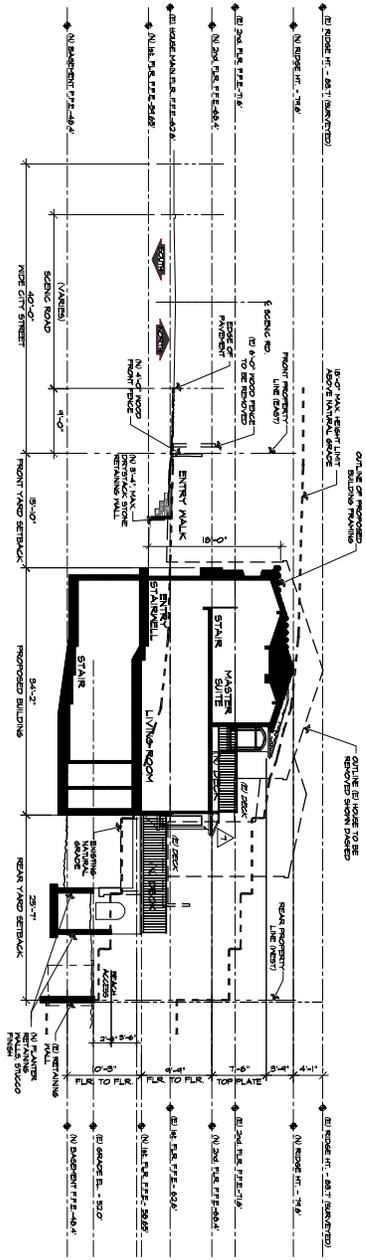
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CONSULTANT:

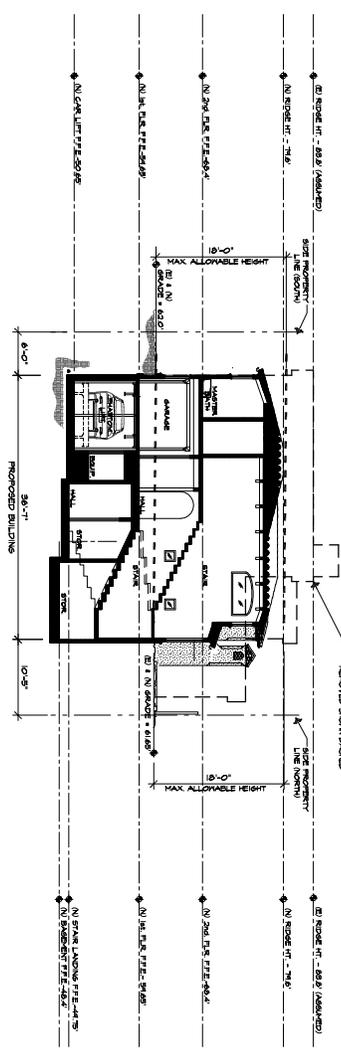
ARCHITECT  
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EXTERIOR ELEVATIONS  
 JOB NAME:  
**Chadwick Residence**  
 Scenic 2 NW of 8th Avenue  
 Carmel, CA 93923  
 A.P.N. 010-012-026-000

DATE: 4/16/16  
 SCALE: 1/4" = 1'-0"  
 DRAWN: C.H. BROWN  
 JOB NUMBER: 1434  
**A-3.2**  
 SHEET OF



**SITE SECTION A**  
SCALE: 1/8" = 1'-0"



**SITE SECTION B**  
SCALE: 1/8" = 1'-0"



REVISION	No.
REVISED 02/23/16	1
REVISED 02/23/16	2
REVISED 02/23/16	3

CONSULTANT:

ARCHITECT  
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**BUILDING SITE SECTIONS**

JOB NAME: **Chadwick Residence**  
 Scenic 2 NW of 8th Avenue  
 Carmel, CA 93923  
 A.P.N. 010-312-026-000

DATE: 8/24/16  
 SCALE: 1/8" = 1'-0"  
 DRAWN: C.H. BRON  
 JOB NUMBER: 1434

**A-3.4**  
SHEET OF

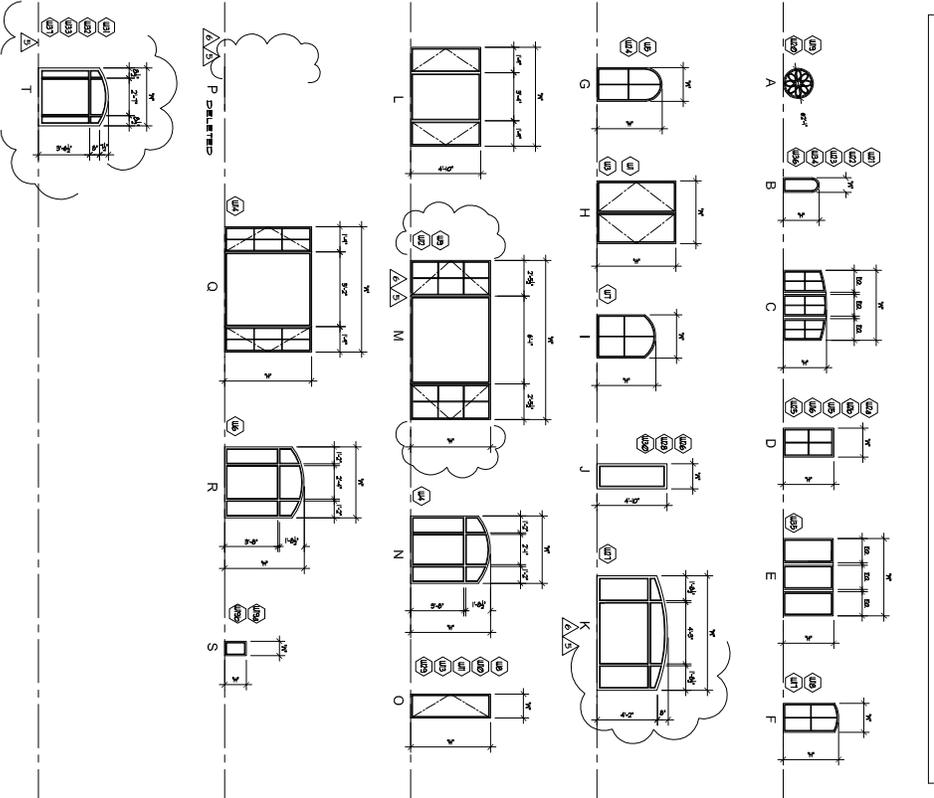
### WINDOW SCHEDULE

ROOM NO.	TYPE	SIZE	LOCATION	GLAZING MAT.	STYLE	ROOM DETAILS	HEAD HEIGHT ABOVE FIN.	SILL HEIGHT ABOVE FIN.	REMARKS
(4)	H	2'-0" x 3'-6"	BEDROOM #4	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-0"	
(4B)	D	2'-0" x 3'-6"	BATH #3 & #4	DOUBLE WOOD CASHERNT	-	-	7'-0"	3'-6"	
(4)	H	2'-0" x 3'-6"	BEDROOM #3	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-0"	
(4)	N	4'-6" x 3'-6"	STANBELL	DOUBLE WOOD CASHERNT	-	-	-	-	TIPPERED GLASS
(4)	G	1'-6" x 3'-0"	STANBELL	DOUBLE WOOD CASHERNT	-	-	-	-	TIPPERED GLASS
(4)	R	5'-0" x 3'-0"	STANBELL	DOUBLE WOOD CASHERNT	-	-	-	-	TIPPERED GLASS
(4)	I	3'-0" x 3'-0"	KITCHEN	DOUBLE WOOD CASHERNT	-	-	8'-0"	4'-9"	
(4)	O	1'-6" x 3'-6"	GREAT ROOM	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-6"	
(4)	O	1'-6" x 3'-6"	GREAT ROOM	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-6"	
(4)	O	1'-6" x 3'-6"	GREAT ROOM	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-6"	
(4)	H	12'-0" x 3'-6"	GREAT ROOM	DOUBLE WOOD CASHERNT	-	-	8'-0"	2'-6"	
(4)	G	8'-0" x 6'-0"	GARAGE	DOUBLE WOOD CASHERNT	-	-	7'-0"	3'-6"	
(4)	D	2'-0" x 3'-6"	GARAGE	DOUBLE WOOD CASHERNT	-	-	7'-0"	3'-6"	
(4)	F	2'-0" x 3'-0"	MASTER BATHROOM	DOUBLE WOOD CASHERNT	-	-	7'-0"	3'-2"	
(4)	F	2'-0" x 3'-0"	MASTER TOILET #2	DOUBLE WOOD CASHERNT	-	-	7'-0"	3'-2"	
(4)	S	1'-0" x 1'-6"	ENTRY	DOUBLE WOOD CASHERNT	-	-	8'-0"	3'-0"	
(4)	A	2'-0" x 2'-0"	ENTRY	DOUBLE WOOD CASHERNT	-	-	8'-0"	3'-0"	
(4)	A	2'-0" x 2'-0"	STANBELL	DOUBLE WOOD CASHERNT	-	-	8'-0"	3'-0"	
(4)	B	1'-0" x 2'-6"	STANBELL	DOUBLE WOOD CASHERNT	-	-	8'-0"	3'-0"	
(4)	B	1'-0" x 2'-6"	STANBELL	DOUBLE WOOD CASHERNT	-	-	8'-0"	3'-0"	
(4)	D	2'-0" x 3'-0"	SITTING ROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	4'-4"	
(4)	D	2'-0" x 3'-0"	SITTING ROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	4'-4"	
(4)	K	7'-11" x 4'-0"	SITTING ROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	O	2'-6" x 4'-0"	MASTER VERSTABLE	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	J	3'-2" x 4'-0"	MASTER VERSTABLE	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	T	6'-0" x 4'-0"	MASTER BEDROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	T	6'-0" x 4'-0"	MASTER BEDROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	T	2'-6" x 4'-0"	MASTER BEDROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	
(4)	B	1'-6" x 3'-0"	MASTER BATHROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	4'-4"	
(4)	E	4'-0" x 3'-0"	MASTER BATHROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	4'-4"	
(4)	B	1'-6" x 3'-0"	MASTER BATHROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	4'-4"	
(4)	T	4'-0" x 4'-0"	MASTER BEDROOM	DOUBLE WOOD CASHERNT	-	-	7'-4"	2'-6"	

### WINDOW NOTES

1. ALL WINDOWS SHALL COMPLY WITH THE FOLLOWING, UNLESS OTHERWISE NOTED, UNLN.
2. EXPRESS WINDOWS SHALL HAVE A HANDED SILL HEIGHT OF 44" A.F.F.
3. ALL GLAZING SUBJECT TO HAZARD IMPACT SHALL COMPLY WITH SECTION 0920. ALL INDIVIDUAL GLAZED AREAS IN HAZARDOUS LOCATIONS SHALL PASS THE REQUIREMENTS OF 905.6, CFR 1201 OR ASIZE 911.
4. SEE WINDOW TYPES ON THIS SHEET FOR OPERABLE PORTIONS OF WINDOWS AND TO VERIFY MANUAL VENTILATION PER CBC 902.3 AND EXPRESS PER CBC 910.
5. CONTACT ARCHITECT, OWNER & INSURANCE PROVIDER FOR SPECIFICATION & APPLICATION PRIOR TO MANUFACTURING.

### WINDOW TYPE



WINDOW SCHEDULE	
DATE:	9/16/16
SCALE:	AS NOTED
DRAWN:	C.H. BSN
JOB NUMBER:	1434
JOB NAME:	Chadwick Residence Scenic 2 NW of 8th Avenue Carmel, CA 93923 A.P.N. 010-912-026-000

ARCHITECT  
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REVISION	NO.
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**A-4.2**  
SHEET OF



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1212  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Consideration of the disbursement of marketing funds to Monterey County Convention & Visitors Bureau.

### RECOMMENDATION

Direct staff to disburse the balance of the marketing funds budgeted for the Monterey County Convention & Visitors Bureau for fiscal year 2016/17 in the amount of \$83,828.00

### BACKGROUND / SUMMARY

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

The Council hosted a public workshop in early July, received a presentation from MCCVB, and discussed marketing effectiveness and future strategies. On July 12, 2016, the Council disbursed 50 percent (\$83,656) of the budgeted funds and directed staff to continue to work with the MCCVB staff on marketing efforts that differentiate and highlight the unique hospitality assets of Carmel-by-the-Sea.

Since July, the MCCVB has worked very closely with City staff and, notably, Councilmembers Theis and Richards. The MCCVB has also substantially updated its website and modified past advertising practices. The relationship between the City and MCCVB has vastly improved, and staff and Councilmembers are working in close partnership for the betterment of the destination as a whole. Collaboration is expected to continue and it is anticipated that the relationship will continue to positively evolve. Accordingly, staff recommends that the Council direct staff to disburse the balance of the budgeted funds

### FISCAL IMPACT

None.

### PRIOR CITY COUNCIL ACTION

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

### ATTACHMENTS

None



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1213  
December 6, 2016  
Orders

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Janet Bombard, Library and Community Activities Director
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Consideration of the initial approval of an annual City street dance event and provide staff with direction.

### RECOMMENDATION

Consider initial approval of an annual City street dance event and provide staff with direction.

### BACKGROUND / SUMMARY

The October 29, 2016 Centennial Celebration events were very successful. Many of the participants particularly enjoyed the street dance, and have requested that it become a regular City event.

At its November 8, 2016 meeting the Community Activities and Cultural Commission (CA&CC) discussed the possibility of turning the street dance into an annual City event. The Commission discussed the location and time of year to hold the event, and also took into consideration the following feedback received by City staff regarding the 2016 Centennial Street Dance:

- The beer and wine corral was too crowded.
- The slope at the end of Dolores Street was problematic for the band and the stage had to be moved 4 feet out from the curb, thus reducing the size of the dance area.

With regard to a proposed location for the dance, the CA&CC agreed upon the area that includes Devendorf Park; Mission Street between Ocean and Sixth Avenues; and Sixth Avenue between Mission Street and Junipero Avenue. The wine and beer corral, and the area for food service could be set up on Mission Street; the stage and dancing could take place on Sixth Avenue; and attendees could bring chairs or blankets and eat in the park and listen to music.

Finally, the CA&CC considered the issue of alcohol sales during the street dance.

Per California Department of Alcoholic Beverage Control regulations only existing non-profit organizations may obtain a temporary daily license for the sale of alcohol during a special event; the City, therefore, does not qualify to sell alcohol at its special events. Profits from the sale of alcohol during the Centennial street dance were given to the City, a circumstance that made it somewhat difficult to find a nonprofit organization to sponsor the sales given the significant amount of staff time and effort required on the part of the nonprofit. An additional consideration was that any nonprofit organization agreeing to sponsor the sale of the alcohol at the street dance would have to procure beer and wine glasses at its own expense (the wine glasses at the Centennial Street Dance were donated, the City paid for the beer glasses). It was the CA&CC's opinion, therefore, that any nonprofit organization sponsoring beer and wine sales should be allowed to keep the profits from the sale of alcohol.

At the conclusion of its deliberations the CA&CC voted to send the following recommendation to the City Council:

- Hold the dance on a Saturday in September, from 5:00 – 8:00 p.m.
- Allow a vetted nonprofit organization to sponsor the sale of alcohol and keep the profits from the alcohol sales.
- If the City is unable to find a nonprofit sponsor, hold the dance without alcohol sales.
- The location of the street dance should encompass Devendorf Park, Mission Street between Ocean and Sixth Avenues, and Sixth Avenue between Mission Street and Junipero Avenue.
- The City will be responsible for the event expenses, including the band.

Staff is also requesting from Council options and/or additional direction regarding the proposed event. Several businesses, for example, have expressed interest in having the dance on their street within the City.

Based on Council direction, the Community Activities staff will plan the event, including finding a qualified nonprofit organization to facilitate beer and wine sales and working with local restaurants to sell food. Staff will present a final event plan to the Community Activities and Cultural Commission for review before bringing it back to the City Council.

### **FISCAL IMPACT**

To be determined. The Centennial Street Dance cost approximately \$8,000. If approved, Community Activities staff will include the cost of the event in the department's fiscal year operating budget.

### **PRIOR CITY COUNCIL ACTION**

There is no prior City Council action.

### **ATTACHMENTS**

No attachments.



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-2014  
December 6, 2016  
Orders

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Rob Mullane, AICP, Public Works Director
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Update on the Implementation of the Beach Fires Management Pilot Program.

### RECOMMENDATION

Receive an update on the implementation of City's Beach Fires Management Pilot Program.

### BACKGROUND / SUMMARY

The Council requested an update as part of the approval of the Beach Fires Management Pilot Program (Pilot Program) on June 30, 2016. The minutes of this meeting are included as Attachment 3. The Pilot Program also provides for annual reviews of the program by the Planning Commission and the City Council. The first annual review is anticipated for August or September 2017. These annual reviews are an opportunity for the Council to make adjustments within the scope of the Pilot Program, which is by-design flexible on some components, while rigid on others.

The 3-year Pilot Program allows the City to provide for a limited number (up to 12) of City-supplied wood-fueled beach fire devices on Carmel Beach between 8<sup>th</sup> Avenue and the south end of the beach, while also allowing an unlimited number of user-supplied propane-fueled devices along this same segment of the beach. Under the Pilot Program, propane-fueled devices are allowed on a year-round basis as long as these are at least 25 feet seaward of the base of the coastal bluffs, while the City-supplied wood-fueled devices are seasonally installed at least 75 feet from the base of the bluffs for use in the summer and fall, and removed during the winter and spring storm season.

The City's Pilot Program is noted as Attachment 1. This is the final version of the Pilot Program, as it incorporates the direction provided by the City Council in their review and approval of the CDP in two separate public hearings in June 2016.

While the Pilot Program became effective in late July 2016, the City was prevented (under an order from the Monterey Bay Air Resources District) from fully implementing the Pilot Program until after Labor Day, due to high levels of ambient air pollutants from the Soberanes Fire. Moreover, the eroded condition of the beach precluded the City from installing wood-fueled devices in the southernmost section of the beach.

The previous winter was a relatively active storm season, and the beach was subject to substantial erosion and deflation. The beach recovered somewhat by late spring; however, the beach did not fully recover this past summer season and as such, a total of six units were installed and remained for the latter part of the summer season. City staff have been inspecting the devices, and cleaning them as necessary, on weekday mornings. In September 2016, the City developed a checklist to enable City staff to collect data regarding the use of the City-sponsored devices as well as any issues that are noted. The staff began using these checklists on

September 28, 2016, and data is collected every weekday. The most common issues include extinguishing the fires with sand and leaving trash including mitts in the fire devices. A few sample checklists are included as Attachment 2.

Overall, the devices are getting good use, with generally 2 to 4 units being used on any given night. Illegal fires outside of the fire pits have substantially decreased, although this still happens occasionally. Police Department staff and private security officers hired by the City respond to illegal fires. Propane-fueled units are infrequently used; however, staff anticipates more such use this winter and into the next summer season as more outreach occurs and as more beach goers see these propane devices in use. For outreach, staff will continue to work with local hardware stores and grocery stores to inform them of propane-fueled device options. City staff in various departments receive frequent inquiries about beach fire rules, so providing clear information on the City's website will allow staff to direct such inquiries to the website.

City staff has revised the signage to reflect the new beach fire rules under the Pilot Program. While temporary, laminated paper signs have been used thus far, metal signs have been fabricated and will be installed later this month. Public Works staff will also be developing additional signage for the devices themselves to request that beach-goers refrain from using them as trash receptacles and to designate which devices are community-use devices.

City staff is also working on arrangements for the daily cleaning of the devices to be conducted by an outside firm. This would enable the City Forestry Division staff to have more time to attend to their other responsibilities. Similarly, staff are exploring options for outside personnel to assist with the extinguishing and securing of the devices approximately 4 or 5 days per week.

On November 2, 2016, in response to a high surf advisory, Public Works staff removed the six wood fire devices off the beach for the winter season. Staff anticipates returning the devices to the beach in March or early-April; however the exact date is subject to the degree of the recovery of the beach and any late-season storm or high-surf events. This is consistent with the adopted Pilot Program, which envisioned the City-supplied devices being removed for the winter season on or about November 1 of each year, with the units being reinstalled in the spring.

Overall, the Pilot Program is going very well. During the time that City-supplied wood-fueled devices were installed, the devices were used on a frequent basis, and compliance with the new pilot program rules was relatively good. Illegal beach fires and instances of charcoal being dumped on the sand are infrequent, and City staff anticipate better compliance as other components of the pilot program are implemented such as improved signage and outreach, and assistance from docents, uniformed officers, and private security staff. City staff also anticipate a more frequent use of user-supplied propane-fuel devices throughout the remainder of the pilot program, as such devices are seen in use and are more available through local suppliers.

## **FISCAL IMPACT**

The City's FY 2016-17 budget included \$49,199 of carry-over funding for implementation of the Pilot Program. These funds are utilized for purchasing City-supplied devices and are anticipated to cover some or all of a forthcoming contract for cleaning and/or servicing the devices next season. City staff support for the Pilot Program are met within the operational budgets of the Public Works and Police Departments.

## **PRIOR CITY COUNCIL ACTION**

The City Council approved the Beach Fires Management Pilot Program on June 30, 2016. The approval involved the approval of a Coastal Development Permit with a term of up to three years.

## **ATTACHMENTS**

1. Final Beach Fires Management Pilot Program
2. Examples of Completed Beach Fire Device Monitoring checklists
3. Minutes of the July 30, 2016 City Council meeting



# Beach Fire Management Pilot Program

Adopted by the City Council on June 30, 2016

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## Executive Summary

The City of Carmel-by-the-Sea seeks to continue the recreational opportunity of beach fires while exploring options to minimize the impacts of wood-fueled beach fires on the community and the sensitive environmental resources of the beach. As such, a pilot program has been designed that consists of the allowance of up to 12 wood-fueled fire devices along the beach in designated areas as well as the allowance of user-supplied propane-fueled beach fire devices along Carmel Beach. The wood-fueled devices would be City-supplied. The wood-burning devices would be located at designated locations near beach access staircases and a minimum of 75 ft seaward of the base of the coastal bluff or seaward limit of the dunes. The locations for wood-fueled devices would be between Eighth Avenue and Santa Lucia. Initially, the pilot program would require that half of the wood-fueled devices be “community devices,” while the rest of the devices available on a “first come, first serve” basis. The number of community devices may be adjusted upward or downward as part of the program, and the City may opt to provide wood for the community devices. The devices would be available at no cost. The City would ensure that the City-supplied fire devices are regularly maintained and cleaned.

In addition to the wood-fueled devices, the City would allow and encourage user-supplied propane fire devices along the beach between Martin Way and Eighth Avenue. The propane-fueled devices would be allowed at a minimum of 25 ft from the base of the bluff. The City does not envision a restriction on the number of user-supplied propane-fueled devices, but in the event of public safety needs or other unforeseen issues, may need to establish reasonable limitations in latter phases of the program. The pilot program also includes enhanced educational and enforcement efforts, including the use of private security, City police officers and volunteers to educate the public about the pilot program and its associated rules. The pilot program duration would be up to three years and would include active management to refine the program in response to lessons learned. No charcoal briquette fires would be allowed under the pilot program.

### Objectives

The principles of the beach fire management pilot program are twofold: (1) to manage the number of beach fires and (2) to refine the beach fires rules. The objectives of the program are: (1) to preserve the quality of Carmel Beach’s white sand, (2) to enhance recreational use and public safety of Carmel Beach, and 3) to protect the resource values of the beach environs including ambient air and water quality.

The City’s Land Use Plan provides broad guidance regarding beach use, protection, and management:

***“Provide for a wide variety of passive and active recreational experiences for all beach users while protecting the resource values of beach environs (Goal 4-4)”***

*“Manage the City’s beach, park and open space resources in a manner to encourage use and enjoyment by residents and visitors (Objective 4-9)”*

*“Allow beach users the opportunity to enjoy a fire for warmth or cooking, while protecting the sand from degradation (Objective 4-10)”*

*“Lower cost visitor and recreational facilities shall be protected and encouraged and where feasible, provided. Developments providing public recreational opportunities are preferred (Policy P4-62).”*

*“Provide adequate facilities that will serve the needs of the public, mitigate damage to the environment and respect the neighborhood (Goal 4-3)”*

Managing the number of wood-fueled beach fires together while providing for propane-fueled devices minimizes the degradation of the sand while also increasing public safety and enhancing ambient air and water quality in accordance with the Coastal Access and Recreation Element of the City’s Local Coastal Plan (LCP). The pilot program attempts to balance these objectives and develop options in accordance with the goals and objectives contained within the LCP.

### **Keys to Success: Measurement, Reporting and Evaluation**

Pictured below is a close up of sand grains on Carmel Beach



#### **Program Elements:**

##### **Objective O-1 Preserve Sand Quality**

**Measurement: Eliminate charcoal and burned logs from the sand.** The City would be providing for a limited number of wood-fueled fires (up to 12) in designated areas or fire containers. Ash cans would be provided for proper disposal of charcoal and ash from any user-supplied wood devices, and City staff would be responsible for regularly emptying any City-supplied wood-fueled devices. The City would also allow user-supplied propane-fueled devices, and these devices would not generate charcoal or ash. By eliminating wood and charcoal residue from the sand, the quality of Carmel’s white sand beach will be preserved / enhanced. Prior to or at the beginning of the pilot program as well as throughout its

implementation, the condition of the beach would be documented through photographs and/or video footage to demonstrate the effectiveness of the program in improving the aesthetics of the beach and shoreline areas. The City recently obtained an aerial video of the beach that documents the pre-program amount of charcoal located throughout the beach. The City would arrange for subsequent aerial video footage following the first year of the program, and potentially following the second year, if the first post-program footage is inconclusive, to document the program's effect on cleanliness of the beach. Photos would also be taken from the bluff top at the set (fixed) locations at quarterly intervals to assess beach cleanliness and appearance.

**Objective O-2 Enhance Public Use and Safety of Carmel Beach**

**Measurement: Install City-Supplied Fire Devices or Designate Areas for User-Supplied Wood Fire**

**Devices.** The first phase of the program would include a thorough clean-up of existing charcoal on the beach. The program also includes the City installing up to 12 City-supplied and City-maintained wood-fueled fire devices at specific locations adjacent to public beach access points between Martin Way and Eighth Avenue. The fire devices would be available on a first come, first served basis from 4 pm to 10 pm daily, although the City will also designate half of the devices to be community devices and available for shared use. City-supplied devices would be anchored into the sand at fixed location for the summer and fall season, and remain in place until threatened by winter-season wave scour as discussed below in Hazard Avoidance. The devices would be removed for a portion of the winter storm season and may also be removed at other times of the year in response to a tsunami warning, or during other periods of unusually high tides, off-season storms, and low beach profile conditions. The City-supplied devices would be returned to the beach once storms and high tides subside. The specific location of the majority of the devices would be adjusted throughout the pilot program in order to select locations that are least prone to seasonal beach scour, and as such, can remain in place as long as possible into the winter storm season and as early as possible following the winter season. User-supplied portable propane-fueled devices would be allowed year round. The City anticipates that local and area-wide stores may also to rent out user-supplied propane devices, and the City would provide information on where such units may be acquired on beach area signage and on the City's website as well as a part of the beach fire management educational program. While not a part of the initial phase of the pilot program, should the program incorporate the City may also sponsor or contract with a vendor to provide propane-fueled devices for rent at a location within the City, if this is determined to be a necessary component for increasing access to portable user-operated units. This program

component would need to be further refined and may involve a modification to restrictions in the City's Municipal Code regarding commercial activities in the shoreline area.

**Objective O-3 Protect Resource Values: Air and Water**

**Measurement: Reduce the amount of wood smoke and charcoal debris generated by beach fires.** The program provides for a reduced (up to 12) number of wood-fueled beach fire devices, which for City-supplied devices would be cleaned by City staff or a contractor, and which for user-supplied devices, would include the installation of ash cans at beach access points for proper disposal of coals and ash. The program would also allow wide use of propane-fueled devices, which produce neither charcoal nor smoke, other than when used for grilling food. No charcoal-fueled (briquettes) fires would be allowed. The program would substantially reduce wood smoke and its associated public health hazards. It would also eliminate the accumulation of charcoal on the beach and into the marine environment. New signage would be designed and installed to inform beach users of the pilot program's beach fire rules. Signage would also include information on the locations of and hours of operation for City-supplied devices, the types of user-supplied devices that are permissible, and options for obtaining user-supplied devices. Staff from the Monterey Bay Air Resources District (MBARD) operated an air quality monitoring station on private property along Scenic Drive between May and December 2015, and collected data on particulate matter (PM-2.5) levels. Although the monitoring station has been removed, the City will continue to work with MBARD staff to evaluate the effectiveness of the program on maintaining acceptable air quality for beach goers, Scenic Road pathway users, and nearby residents. If wood smoke nuisance complaints persist, City staff would confer with MBARD staff regarding the reestablishing a monitoring station. As described above in Objective O-1, both photographic and video footage would continue to be collected and evaluated to demonstrate the reduction of charcoal litter on the beach.

**Reporting:**

Staff will return to the City Council with an update in 120 days following initial adoption of this program. During the pilot program, City staff will provide quarterly updates to the City’s Forest and Beach Commission at scheduled public meetings on the status of the pilot program and receive public comment on the components of the program. Approximately two to three months before the end of each year of the pilot program, a report will be presented before to the City’s Forest and Beach Commission, City Planning Commission, and City Council, to assist in determining if changes to the pilot program should be made, or if sufficient information has been collected such that a permanent change to the City’s beach fires management should be implemented. The report will be shared in draft form with Coastal Commission staff for input prior to City Council discussion of the program, and each year, a final year-end report will be provided to Coastal Commission staff for documentation.

**Fire Devices**

**Dimensions and Style**

The initial City-supplied wood-fueled devices to be tested and used would be made from steel with approximate dimensions between 16-24 inches high and 30-48 inches wide. These devices weigh approximately 100-200 pounds and will be partially buried and secured in place. These devices are designed to remain fixed and not be moved to other locations by the public or special event organizers. The City may purchase and test two or more different units to gauge appearance, reliability, and ease of operation and will also designate half of these devices as available for shared (community) use. During the first year of the program, the City will convene a review Committee to determine the preferred design or decide if the City should pursue a custom design for these City-supplied devices.

In addition, beach goers would be allowed to bring and operate user-supplied propane-fueled devices. These are typically smaller than the steel wood-fuel devices, and a variety of models are available from local hardware and garden stores. Propane tanks are also available in different sizes. City staff have identified several off-the-shelf models, and the City would disseminate information on its website regarding a list of off-the-shelf options, their cost, where they can be obtained. The

website may also provide for user feedback on performance of different off-the-shelf fire device options.

Pictured below are three examples of potential initial options for the City-supplied fire devices.



Pictured below are two examples of potential user-supplied propane-fueled fire devices.



#### Usage

User-supplied propane-fueled devices would be allowed year-round and as close as 25 feet from the base of the coastal bluff. City-supplied wood-fueled fire devices would be provided in the summer and fall season only, restricted to areas a minimum of 75 feet from the base of the bluff and further out if possible, and limited to a maximum of 12 such units at designated locations. User-supplied wood-fueled devices are not permitted. Users of city-supplied wood-fueled devices would be instructed to only use dry, cured wood, and no driftwood, pallets or other materials (such as Christmas trees, furniture, and trash). No trash, glass or other materials may be left in the device.

#### Hours of Use

Wood-fueled beach fire devices would be allowed from 4 p.m. to 10 p.m., seven days a week during the portion of the year that the beach is wide enough to support such devices. Beach fires in user-supplied propane devices would be allowed from 4 p.m. to 10 p.m., seven days a week, and year-round.

## Availability

The initial plan for the majority of the City-supplied fire devices would be that they are available on a “first come, first served” basis and could not be reserved or held in advance for use except in limited circumstances associated with a properly-issued special event permit. The City would also initially designate half of the units as community devices for shared use by beach goers, with the City potentially supplying the firewood for these community devices. In addition, one fire device may be reserved in association with the issuance of a special event permit from the City and in accordance with the City’s special event policies. The City would limit this special event permit-related reservation to one of the devices on any given day. The City would also limit these reservations to no more than two such reservations in any given week and no more than four such reservations in any given month. The remaining City-supplied fire devices would be available for the general public. Should there be operational issues with the special event-related reservations, the City would adjust that component or eliminate it. Should there be operational issues with the first come, first served approach, the City would potentially increase the number of community devices and may also develop a reservation system for some or all of the City-supplied devices. The City would consult with Coastal Commission staff on the specifics of any such program adjustment. Should the user-supplied wood-fueled option be implemented, the availability would be similar: on a first come basis, except as associated with a properly-issued special event permit.

## Exceptions

During the holiday weekends of July 4<sup>th</sup> and Labor Day, to meet peak beach fire demand, the City may set up a program to distribute up to 25 additional portable propane-fueled devices for public rental. The fee for use would be reasonable: on the order of \$20-\$50 for the day. These could be made available at a temporary station such as a trailer or similar mobile facility located at a suitable location. Potential locations include in the Del Mar Parking Lot, at the intersection of 8<sup>th</sup> Avenue and Scenic Road, or a similar location. This component would only be developed and implemented if other means of sales or rentals of user-supplied units are determined to be inadequate by the City in consultation with Coastal Commission staff. This component may constitute commercial activity in the shoreline area, which is currently prohibited under the City’s Municipal Code. As such, the implementation of such a rental component, if made permanent, may require a Zoning Ordinance Amendment and Local Coastal Program Amendment.

## Cleaning

Over several months in 2015, air quality data was collected along with photographic and video footage of beach conditions (sand quality). The August 2015 implementation of the City’s Interim Moratorium on weekend wood-fueled beach fires has reduced air pollutant levels and has resulted in a lower rate of accumulation of charcoal on the beach. However, there still are areas of charcoal that could be further cleaned using sifting devices and small equipment (above the kelp line and in the corridor where the devices will be located). The City

may undertake these additional cleaning measures in advance of installing City-supplied fire devices. Regular cleaning of the City-supplied devices would be required. It is anticipated that the devices would be cleaned at least 3 or 4 days a week, and this cleaning would be done by City staff or a City contractor.

### **Hazard Avoidance**

The program includes hazard avoidance guidelines and trigger points for the timely removal of City-supplied fire devices prior to the devices being threatened by high tides, large storms, and wave action. The intent of this program component is to make fire devices available as long as possible throughout the year while being cognizant of shoreline hazards and protective of sensitive environmental resources (i.e., air and water quality).

Beach width and the upper reach of the wash of the waves vary throughout the year and from season to season. In general, the beach is widest in the summer months and narrows considerably in the winter storm season, when storm-induced waves erode the berm and lower the beach profile. The extent and timing of winter beach scour varies from season to season. In some winters, the beach is nearly completely scoured out, such that the wash of the waves is all the way up to the base of the bluff. In milder winters, there are areas of the beach that are never scoured out, particularly in the more landward and protected areas of the beach, such as near Tenth Avenue. In the typical winter, however, most if not all, of the fire devices would be threatened by scour.

Initially, it is anticipated that the City-supplied beach fire devices would be in place for use during the peak beach use season: from March 1 to November 1. This is typically when the threat from shoreline hazards is lowest. The beach fire devices may be retained for some period beyond the March 1 to November 1 period, provided that favorable weather conditions and a low threat of storm-driven wave inundation continue. Outside the peak periods (i.e., November 1 through March 1), the City-supplied fire devices will be removed from the beach to avoid potential hazards and inundation. At the beginning of the winter storm season (on or about November 1), City staff will monitor the condition of the beach at least weekly, including measuring the width of the beach berm in the vicinity of the fire devices. Beach fire devices would be removed or relocated prior to being threatened by wave-induced beach scour and/or inundation.

The initial threshold for removal of a device would be if the upper wash of the waves is within 10 feet of the device. If this distance, in practice, does not provide sufficient time for City staff to remove the device, a larger distance may be established. Management of the City-supplied fire devices may be modified in response to extreme ocean conditions. If, there is an unusually early or heavy winter storm season, such that wave-induced scour threatens to undermine the fire devices, City staff would remove any threatened devices earlier in the year. Similarly, if a heavy winter storm season delays the post-winter recovery of the beach, the City may delay the springtime installation of some of the devices.

In addition, if there is an extraordinary storm or high-wave event forecasted outside of the target use period, the devices would be removed and returned as soon as it is practical. Both the threshold for removal and replacement timing would be components that the pilot program will further develop.

### Locations

The initial locations for the City-supplied wood-fueled devices would be between Eighth Avenue and Martin way and shall be spaced a minimum of 200 feet apart. All locations would be at least 75 feet from the base of the bluff. Utilizing adaptive management, the location (or designated location in the case of the user-supplied wood-fueled option) of the devices may be adjusted as needed due to topography of the beach, wave and tidal activity, or to better meet the needs of beach users. A map of access points and approximate locations for the City-supplied devices are contained in Figure 1. User-supplied propane fire devices would be allowed from Martin Way to Eighth Avenue with a setback requirement of at least 25 feet from the base of the bluff.

### Public Education and Enforcement

Public education and outreach would be a key component of the pilot program with an emphasis on proper use of propane devices. The City would develop and distribute public education materials to try to reach the public regarding the pilot program and the new beach fire rules before they arrive at Carmel Beach. In addition, the City would use a combination of private security staff and a dedicated police beach patrol officer to educate the public about the rules, gather data and assist in monitoring the effectiveness of the pilot program. The use of docents and other volunteers to help explain the rules to the public may also be added as part of the communication strategy.

**Online Information:** Both the City's website and other associated websites, such as the Carmel Chamber of Commerce and the Monterey Visitors and Convention Bureau, would be updated to reflect the use of the allowed fire devices and other beach rules. The City would also reach out to other website providers that are geared toward activities at California beaches and travel-related sites to explain the new rules and request assistance in providing updated information to the public.

**Other Sources of Information:** Press releases to local newspapers and television stations would also occur regarding the beach rules and the use of both City-supplied and user-supplied beach fire devices, as well as outreach to schools, colleges and community groups. The hotel industry would be contacted and given informational cards that could be provided to guests about the beach fire rules. Local

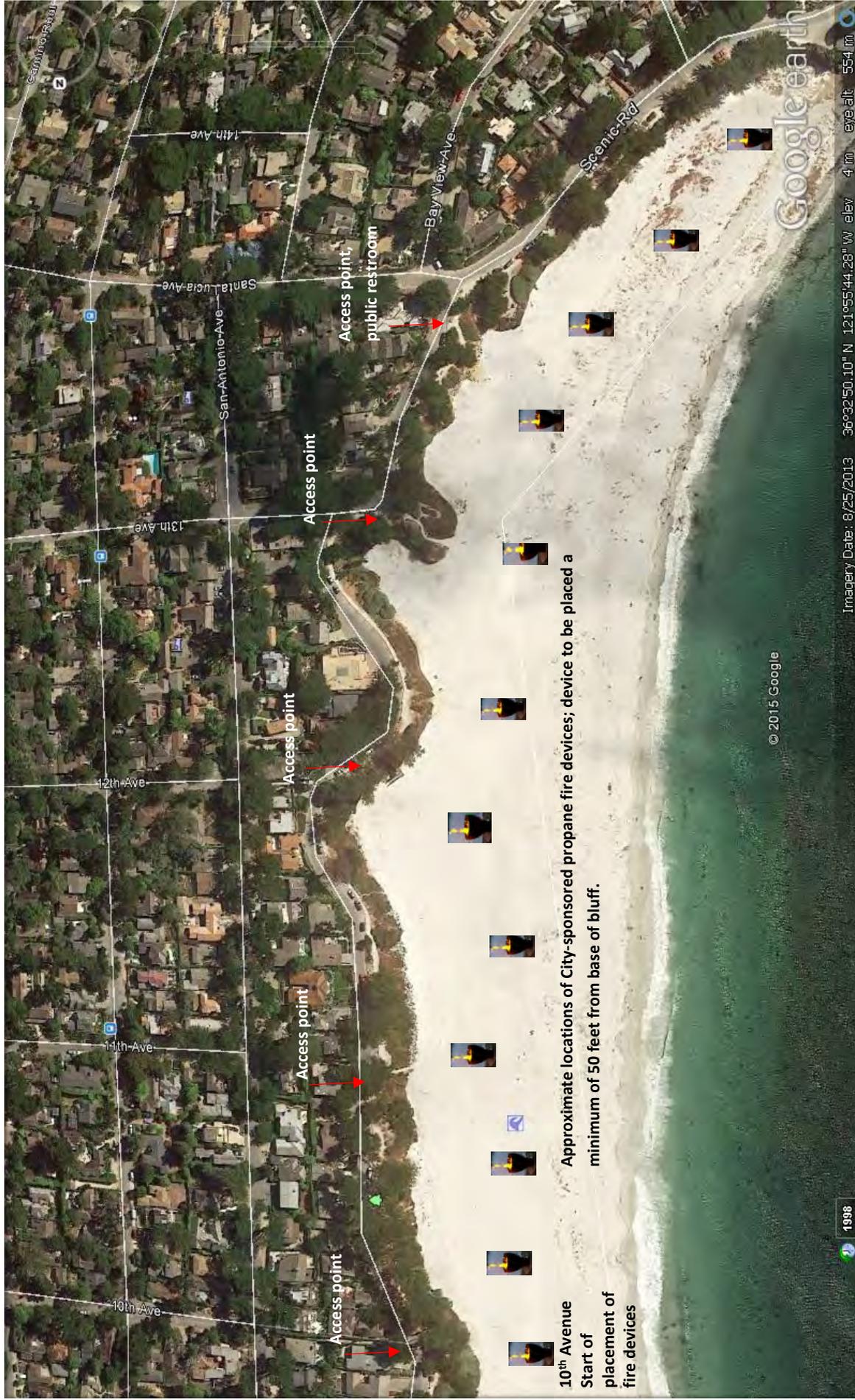
grocery stores would be provided information to distribute to customers, including information regarding where user-supplier propane devices could be purchased or rented, and where propane tanks can be refilled.

**Signage:** Signage would be installed that provides information regarding allowed devices and the locations where fire devices are allowed. Locations for new signage would include the Del Mar parking lot, at the beginning of the Scenic Road pathway (Scenic and 8<sup>th</sup> Avenue), at the beach access stairways along Scenic, and at both ends of the 4<sup>th</sup> Avenue beach access pathway. Informational signage regarding the purpose of the pilot program and the rules and restrictions would be installed at key locations starting at the Del Mar Parking Lot. As the northern limit for beach limits may change under the Pilot Program, the Del Mar area, the 8<sup>th</sup> Avenue access, and the 10<sup>th</sup> Avenue access as appropriate would have a marker to delineate and differentiate where fires are allowed and not allowed. Signage indicating the use of fire devices, with a simple message such as “wood fires only in City-supplied fire devices” or (for the winter season) “propane fires only.” Signage would be placed near the staircases and other beach access points. Such signage would be installed in locations that minimize obstructions of coastal views, e.g. on railings, near the side of the staircases and/or, on landings half-way down the beach staircases. Signage materials for the pilot program may be metal; however, permanent (post-pilot program) signage would be simple, rustic, and primarily made of wood, in keeping with Carmel’s existing aesthetic. Universal symbols would be used where appropriate. Specific sign designs for the pilot program would be developed within approximately the first two or three months of the program’s approval and presented to the Planning Commission for review and approval of sign design.

**Messaging:** The City’s public education materials and signage program would explain the purpose of the pilot program, which is to encourage responsible and safe beach use while protecting the character of Carmel Beach and the resource values of the beach environs (i.e., ambient air and water quality).

**Personal outreach/contact:** The City intends to use a combination of police staff, private security staff, and volunteers to explain the rules to the public. The City has recently provided for a beach patrol police officer staffing from 5 pm to 11 pm, seven days a week. This officer is dedicated to patrolling the beach and will be on site to address issues regarding violations of beach fire rules. Private security officers, if retained to assist with beach fire management, would be trained by the Carmel Police Department regarding the beach fire rules, and would serve as a friendly and helpful educational resource to explain the rules to the public. The City also plans to utilize local volunteers, some stationed at the beach staircases, and others walking the beach, to explain the rules, help notify the public about the availability of City-supplied fire devices or the allowable location of user-supplied fire devices, track data regarding where beach users are from (in order to help target additional public education and outreach), and document compliance with the beach fire rules. These volunteers may also provide other observations about the pilot program in general. The volunteers would carry and distribute informational cards that explain the rules to members of the public. The cards would have a comment suggestion and link to a comment form on the City’s website and an email address so the public can provide feedback on the pilot program.

Figure 1: Map of Carmel Beach Access Points and Potential Initial City-Sponsored Fire Device Locations



# CARMEL-BY-THE-SEA – DAILY BEACH FIRE CHECKLIST

DATE: Sept. 30

STAFF INVOLVED: Kelley

TOTAL STAFF HOURS: 1.15

FIRE PIT # (North to South)	USED	NOT USED	USED MUTT MITTS	OTHER TRASH	WATER IN DEVICE	SAND IN DEVICE	HOT COALS PRESENT	CHARCOAL DUMPED ON SAND	RECOMMEND REMOVAL OR RELOCATION
1	/		/	/			/		
2	/						/		
3	/					/			
4		/							
5	/						/		
6	/						/		

Comments:  
 #1 Melted mutt mit in fire pit.  
 #3 Kelp + Sand. Pic

# CARMEL-BY-THE-SEA – DAILY BEACH FIRE CHECKLIST

DATE: 7 OCTOBER 2016

STAFF INVOLVED: MICHAEL

TOTAL STAFF HOURS: 8:00 - 8:50

FIRE PIT # (North to South)	USED	NOT USED	USED MUTT MITTS	OTHER TRASH	WATER IN DEVICE	SAND IN DEVICE	HOT COALS PRESENT	CHARCOAL DUMPED ON SAND	RECOMMEND REMOVAL OR RELOCATION
1		✓	✓						
2	✓					✓			
3		✓							
4		✓	✓			✓			
5		✓							
6	✓					✓			

Comments:  
 #7 - FIRE PIT IN SAND - 75 FEET SOUTH OF 4<sup>TH</sup> AVE STAIRS, 20 FEET FROM SLOPE. BURIED IN SAND.

# CARMEL-BY-THE-SEA – DAILY BEACH FIRE CHECKLIST

DATE: 24 OCTOBER 2016

STAFF INVOLVED: MICHAEL

TOTAL STAFF HOURS: 0845 - 1045

FIRE PIT # (North to South)	USED	NOT USED	USED MUTT MITTS	OTHER TRASH	WATER IN DEVICE	SAND IN DEVICE	HOT COALS PRESENT	CHARCOAL DUMPED ON SAND	RECOMMEND REMOVAL OR RELOCATION
1	✓			✓		✓			
2	✓					✓			
3	✓		✓	✓	✓	✓			
4	✓			✓		✓			
5	✓				✓	✓			
6	✓					✓			

Comments:  
 PIT #3 - WELDED PLUG PULLED FROM BOTTOM OF PIT  
 PIT #5 - FULL OF CHARCOAL BRICKETS, SAND AND WATER  
 \*\* FIRE PIT NORTH OF DEL MAR AT 6F DUNE CLEANED.

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

**Thursday, June 30, 2016**

Mayor Dallas called the meeting to order at 9:00AM.

**ROLL CALL**

Present: Council Members Hardy, Reimers, Richards, Theis, and Mayor Dallas.

Absent: None

Staff: Chip Rerig, City Administrator  
Don Freeman, City Attorney  
Mike Calhoun, Director of Public Safety  
Paul Tomasi, Police Commander  
Marc Weiner, Senior Planner  
Guadenz Panholzer, Fire Chief  
Ashlee Wright, City Clerk

Council Member Hardy led the pledge of allegiance.

**PUBLIC APPEARANCES**

The following members of the public spoke during public appearances: Monta Potter.

**ANNOUNCEMENTS**

Council Member Reimers announced that she has wordsmithing for the Special Events policy that she will share with the City Administrator and stated that she and Mayor Dallas had attended an event for the Odello land.

Council Member Richards announced that he had attended a Monterey County Convention and Visitors Bureau meeting.

City Administrator Chip Rerig thanked the Council for allowing him time off.

**CONSENT AGENDA**

Item 6: Authorization of the City Administrator to Execute an Amendment to the Agreement dated July 2, 2013 between the City and Sunset Cultural Center Inc. for Managing and Operating the Sunset Center for the Term of July 1, 2016 to June 30, 2017.

Public Comments – None

**Action:** Upon a motion made by Council Member Hardy, seconded by Council Member Reimers, Council moved to authorize the City Administrator to Execute an Amendment to the Agreement

dated July 2, 2013 between the City and Sunset Cultural Center Inc. for Managing and Operating the Sunset Center for the Term of July 1, 2016 to June 30, 2017. 5:0

## PUBLIC HEARINGS

Item 7: Beach Fires Revised Pilot Program Coastal Development Permit Approval.

City Administrator Chip Rerig and Interim Planning Director Marc Weiner provided the staff report. Commander Paul Tomasi provided supporting information.

Public Comments:

The following members of the public spoke on this item: C. Juno Shoemaker, Irene Long, Tom Atkinson, Jean McWalters, Joe Rawn, Doug Westerfeld, Donna Shore, Barbara Livingston, Pat Bencur, Missy Jensen, Katie Morganroth, Lynn Ross, Darlene Mosley, Maggie Eaton, Monta Potter, Denise Otterson, Jim Bell, Kathy Bang, Gary Bang, Lynette Zimmerman, Karen Ferlito, Jennifer Atkinson, Rich Pepe, Mary Liskin, Tom Bonn, and Bill Smith.

---End Public Comments---

Council discussion followed.

**Action:** Upon a motion made by Council Member Richards, seconded by Mayor Dallas, the City Council of the City of Carmel-by-the-Sea moved to adopt the findings and conditions of approval for a Coastal Development Permit for the Beach Fires Pilot Program with revisions to the program as follows:

- The staff will return to Council with an update in 120 days.
- City supplied wood fueled devices and user supplied propane devices will be allowed South of 8<sup>th</sup> Avenue.
- City supplied wood-fueled devices must be a minimum of 75 feet from the beach bluff.
- User supplied Propane devices must be a minimum of 25 feet from the beach bluff.
- Up to 12 City supplied wood-fueled devices will be provided evenly spaced 200 feet apart between 8<sup>th</sup> Avenue and Martin Way.
- Fifty percent of the City supplied wood-fueled devices available for public use at any time will be for communal use.
- Implement an educational outreach program to inform the public about proper use of propane devices.

**Adopted, 4:1** (*Council Member Reimers opposed*)

## CLOSED SESSION

Mayor Dallas announced the Closed Session item.

**Item 8:** LITIGATION ONE MATTER  
BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF  
CALIFORNIA Order Instituting Investigation and Order to Show Cause on the  
Commission's Own Motion into the Operations and Practices of Pacific Gas and  
Electric Company with respect to Facilities Records for its Natural Gas

Distribution System Pipelines. Investigation 14-11-008 (Filed November 20,  
2014)

Public Comments - None

Council adjourned to Closed Session at 11:30AM.

Council resumed in Open Session at 12:15PM. City Attorney Don Freeman announced that the Council had received an update about the Closed Session item.

**FUTURE AGENDA ITEMS** - None

**ADJOURNMENT**

There being no further business Mayor Dallas adjourned the meeting at 12:16PM.

APPROVED:

  
\_\_\_\_\_  
Steve G. Dallas, Mayor

ATTEST:

  
\_\_\_\_\_  
Ashlee Wright, City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1215  
December 6, 2016  
Consent Agenda

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Marc Wiener, AICP, Community Planning and Building Director Brian Roseth, Planning Consultant, Monterey Bay Planning Services
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Receive project update on the Rio Park/Larson Field pathway project and provide direction regarding access agreements

### RECOMMENDATION

1. Receive the project update.
2. Approve "in concept" the proposed land exchange and shared parking arrangement with Homestead LLC, pending finalization of legal agreements.
3. Authorize staff and Monterey Bay Planning Services to resume negotiations with the Monterey Catholic Diocese and the Carmel Area Wastewater District to obtain approvals of legal agreements.
4. Direct staff to return to the City Council with proposed easements and agreements.

### BACKGROUND / SUMMARY

#### PROJECT BACKGROUND:

In 2014, the City Council of Carmel-by-the-Sea adopted an initiative to establish a regional trails system. To implement this initiative, a contract was authorized with Monterey Bay Planning Services (MBPS) to provide assistance with the development and permitting of a new pedestrian and bicycle trail connecting Lasuen Drive to Rio Road through the City's Rio Park property and Larson Field. The project is supported by several General Plan Policies, including Policy P4-46 which states an objective to establish *"a trail network linking the state-owned Odello land and Carmel River State Beach to the Carmel Mission, Mission Trail Nature Preserve and Beach Bluff Pathway"* and Policy P2-30, which states to *"work with appropriate agencies to seek funding for pedestrian and bicycle projects."*

The proposed project is a combined bikeway and pedestrian walkway that connects Rio Road with the Lasuen/Dolores Street intersection. The connections at both trail ends will tie in with established bicycle routes designated by the City and the County. While the trail will have public street terminations, all remaining portions of the trail will be located on private properties away from busy public streets. Easements or lot line adjustments will be required to cross three of the four properties involved. The City already owns the fourth property (Rio Park). Attachment-1 shows a map of the trail route as approved by the City Council. The trail will meet the design standards for a Class-1 bikeway. A Class-1 bikeway is defined as providing a completely separated right of way for the exclusive use of bicycles and pedestrians with cross-flow minimized. The trail will provide access to the City's park property and could serve as a future gateway to the Carmel River and

destinations south of the river, once the park is improved. By conforming to Class-1 standards, the trail will be comfortable and safe for users and should be simpler to qualify for grant funding.

## **STATUS REPORT:**

Achieving this project involves five tasks: trail design, environmental review, easement negotiations, permits and construction. This section updates the status of the first three tasks.

### **Design**

The general design for the trail has been completed. This includes specific design features required to fit the trail into each property, as well as the street connections and street improvements. The trail design is the result of working closely with the underlying property owners. A traffic engineer also assisted with the design of the street connections to ensure that public safety would not be compromised. As a result, all parties have been generally supportive of the project. The design incorporates all mitigations recommended in the environmental review.

### **Environmental Review**

On April 7, 2015 the City Council accepted the draft trail alignment "in concept" and launched the environmental review process. A Mitigated Negative Declaration was prepared, circulated and reviewed by the Planning Commission. Mitigations to protect biological and cultural resources, particularly during construction, were added to the project. Mitigations affecting the trail design included street/sidewalk modifications at each end of the trail to improve public safety, the addition of trash cans along the trail to control litter and the addition of signage. Public comments during the environmental review process also led to the addition of a small parking area on the Rio Park property. This will accommodate vehicles attracted to the project and will offset the loss of parking on Lasuen Drive where a short stretch of two-way bike lane will connect the western termination of the trail to a mid-block crosswalk. The Mitigated Negative Declaration was adopted by the City Council on December 1, 2015.

### **Easement Negotiations**

The trail cannot be built without crossing properties owned by Homestead Inn LLC (Mission Ranch), the Catholic Diocese of Monterey, and the Carmel Area Wastewater District (CAWD). From the outset of the project, MBPS began negotiations with each of these parties to explore potential routes and to find solutions for problems or concerns that might arise from trail construction and use. Eventually design solutions emerged that received "conceptual approval" from all three of these parties. A brief summary of the most important issues for each property follows.

Homestead LLC--Mission Ranch abuts the south property line of the Carmel Mission at the intersection of Dolores Street and Lasuen Drive. At this point, a driveway provides access to the Ranch's tennis court parking lot. Existing easements across this property are currently the only means of accessing the CAWD and Rio Park properties; neither of these two properties enjoy street frontage. The proposed trail would have added another easement across this land and the owner of Mission Ranch, while generally supportive of the City's project, was concerned about liability issues.

After a long period of inconclusive negotiations, it was evident that the project was in jeopardy and a new approach was needed. The idea of a land exchange was discussed by the City and Mission Ranch representatives. In February 2016, this was presented to the City Council. The Council directed staff and MBPS to pursue this new concept and to suspend work on other aspects of the project until both parties were in agreement on how to provide access for the trail.

Mission Ranch and MBPS pursued this concept and have reached agreement on the following solution for trail access. The City and Homestead LLC would exchange land by means of a lot line adjustment. Attachment-2 shows both properties and illustrates the proposed exchange.

Parcel #1:

The City would receive 5,700 square feet of land where the tennis court driveway and adjacent slope now exists. This would enlarge the Rio Park property to the west and provide direct street access for vehicles and the proposed trail. As the new underlying land owner of this parcel, the City would accept the liability for all access across it. This eliminates the original concern expressed by Homestead LLC. The City would then grant an easement to restore employee and patron access to the Mission Ranch tennis court parking area. This easement would generally follow the boundaries of the existing driveway pavement.

Parcel #2:

Homestead LLC would receive 5,700 square feet of the Rio Park property in the vicinity of the project's parking lot. This would reduce Rio Park back to its original size. The new parking lot would straddle both properties and would be a shared resource. Reciprocal easements would allow park users and/or Mission Ranch users to park on a first-come, first-served basis. Attachment-3 illustrates the land exchange, parking lot and trail alignment in greater detail.

Homestead LLC has agreed to the proposed lot line boundary, the design of the proposed parking lot and the overall concept. Legal documents for the shared parking area and for the restored access to the tennis court parking lot have been drafted. These are currently under review by the respective legal counsels.

Catholic Diocese--Larson Field has multiple uses that must be accommodated. It serves as a playground for the Junipero Serra School at the Mission, Carmel Youth Baseball (CYB) holds games at the field throughout the baseball season and various special events take place throughout the year. The biggest issues for the Diocese are to safeguard the safety of the children who use the field and to continue to meet the operational needs of CYB. To meet both of these needs, the trail will hug the perimeter of the field and a fence will be installed that separates the new trail from the remainder of the property. Minor changes will be made to the baseball facilities to maintain adequate circulation space. The batting cage will be relocated to the south side of the field. Both the Diocese and CYB leadership have given conceptual approval for these modifications. A meets and bounds description needs to be prepared by the City Engineer. A draft of the trail easement has been prepared and reviewed by both parties. Some language in the draft easement still need to be resolved. Work on this was suspended as directed by the Council's action in February.

Carmel Area Wastewater District (CAWD)--The District owns a narrow strip of land located between Larson Field and the City's Rio Park property. An underground sewer main with multiple manholes at the surface is located within this strip of land. The District requires access to these manholes for periodic inspections which includes pumping with their large vactor truck. Presently, District trucks use the City's Rio Park property to gain access to the pipeline and manholes. When the City eventually improves its property, this access may no longer be feasible and the District may need to confine the movement of its trucks to its own property. This would require the District to establish its own access road. The City explored these issues with District staff in an effort to find a better solution.

The concept that emerged was to build the proposed bike trail to a higher weight standard capable of supporting District trucks, and to use the trail itself for the truck access. To facilitate this, a portion of the trail will be located on the CAWD property. This has the added benefit of keeping more of the Rio Park

property open to other amenities. It also represents significant cost savings for the District. Since building to a higher standard will increase project costs, District staff has acknowledged that it would be appropriate for the District to contribute funding for the bike trail project--to at least offset these costs. CAWD participation in project funding still needs to be negotiated. The re-routed trail alignment, supported by District staff, was approved by the City Council at the December 2015 meeting.

A draft easement has been prepared and reviewed by both parties. MBPS is awaiting receipt of comments from CAWD's legal counsel. The CAWD Board granted conceptual approval of the project in February 2015. The modified design was scheduled to return to the CAWD Board for approval in April 2016, but this was suspended pending resolution of Mission Ranch issues.

#### **NEXT STEPS:**

**Permits**--Once the easements and agreements are accepted by the three involved property owners and the City Council, MBPS will begin work with the City Engineer to prepare and file applications for permits. This project will require a lot line adjustment and a Coastal Development Permit (CDP) from Monterey County plus a Use Permit and a CDP from the City's Planning Commission. The signing of the easements and other legal agreements should wait until after all permits are obtained. This will allow for modifications to the agreements if conditions of approval would affect the trail design.

**Funding**--Once the easements are accepted it may also be appropriate to begin seeking funding partners. The trail is a regional project and it would make sense to have more than one funding source. At a minimum, potential State-wide grants are available from Cal Trans (SR2S Grants) and the California Coastal Conservancy. There may also be some funds available from TAMC.

**Future Projects**—Rio Park is owned by the City of Carmel-by-the-Sea, but is located in unincorporated Monterey County and is zoned Medium Density Residential (MDR2). Plans for the development of the park were drafted by a Council-appointed citizen's committee shortly after the property was acquired, but these plans were never pursued and should probably be revisited. At some point, the City Council may want to consider annexing the Rio Park Property. This would give the City more flexibility in zoning, design and permitting. If annexed, the City's General Plan encourages residential and/or other low intensity uses reflecting existing patterns in the area.

#### **CONCLUSION:**

Staff's recommendation is for the Council to approve "in concept" the proposed land exchange and shared parking arrangement with Homestead LLC, pending finalization of legal agreements, and to authorize staff to resume negotiations with the Monterey Catholic Diocese and the Carmel Area Wastewater District to obtain approvals of legal agreements. Regardless of any future decision to proceed with the pathway, staff recommends that the City proceed with the land exchange. As an alternative, the Council could suspend any further action on the proposed project.

#### **ENVIRONMENTAL REVIEW:**

In compliance with the CEQA, the City Council adopted a Mitigated Negative Declaration (MND) for this project on December 1, 2015.

## FISCAL IMPACT

The City originally spent a total of \$109,157 on this project, including the development of a concept pathway design, the environmental review, and easement/lot-line negotiations. In February 2016, the City Council approved an additional \$61,500 for planning and engineering service contracts for work necessary to obtain the planning permits and to complete a lot line adjustment with Mission Ranch. Of this amount, \$4,157 has been spent.

## PRIOR CITY COUNCIL ACTION

July 1, 2014 -- The City Council approved a contract with MBPS for an amount of \$35,000 to planning service related to the pathway.

April 7, 2015 -- The City Council approved a contract with PMC Planning for an amount of \$30,230 for the preparation of an MND.

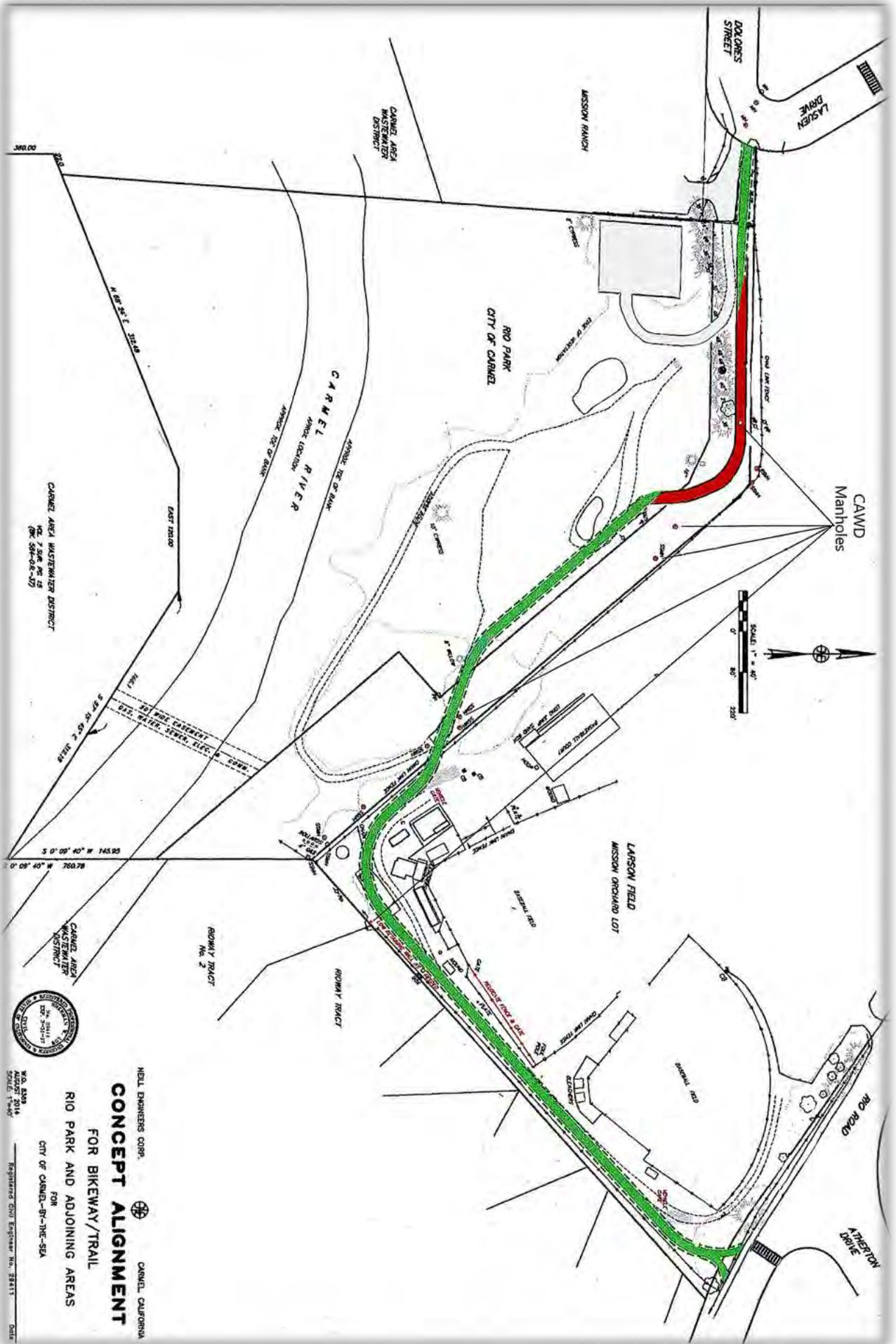
May 4, 2015 – The City Council approved a contract with MBPS for an amount of \$15,000 to planning service related to the pathway.

December 1, 2016 -- The City Council adopted a MND and approved the design concept.

February 2, 2016 -- The City Council approved an additional \$61,500 (\$21,500 MBPS and \$35,500 Neils Engineers Corp) for planning and engineering service contracts for work necessary to obtain the planning permits and to complete a lot line adjustment with Mission Ranch

## ATTACHMENTS

1. Trail Route
2. Lot Line Adjustment
3. Proposed Land Exchange



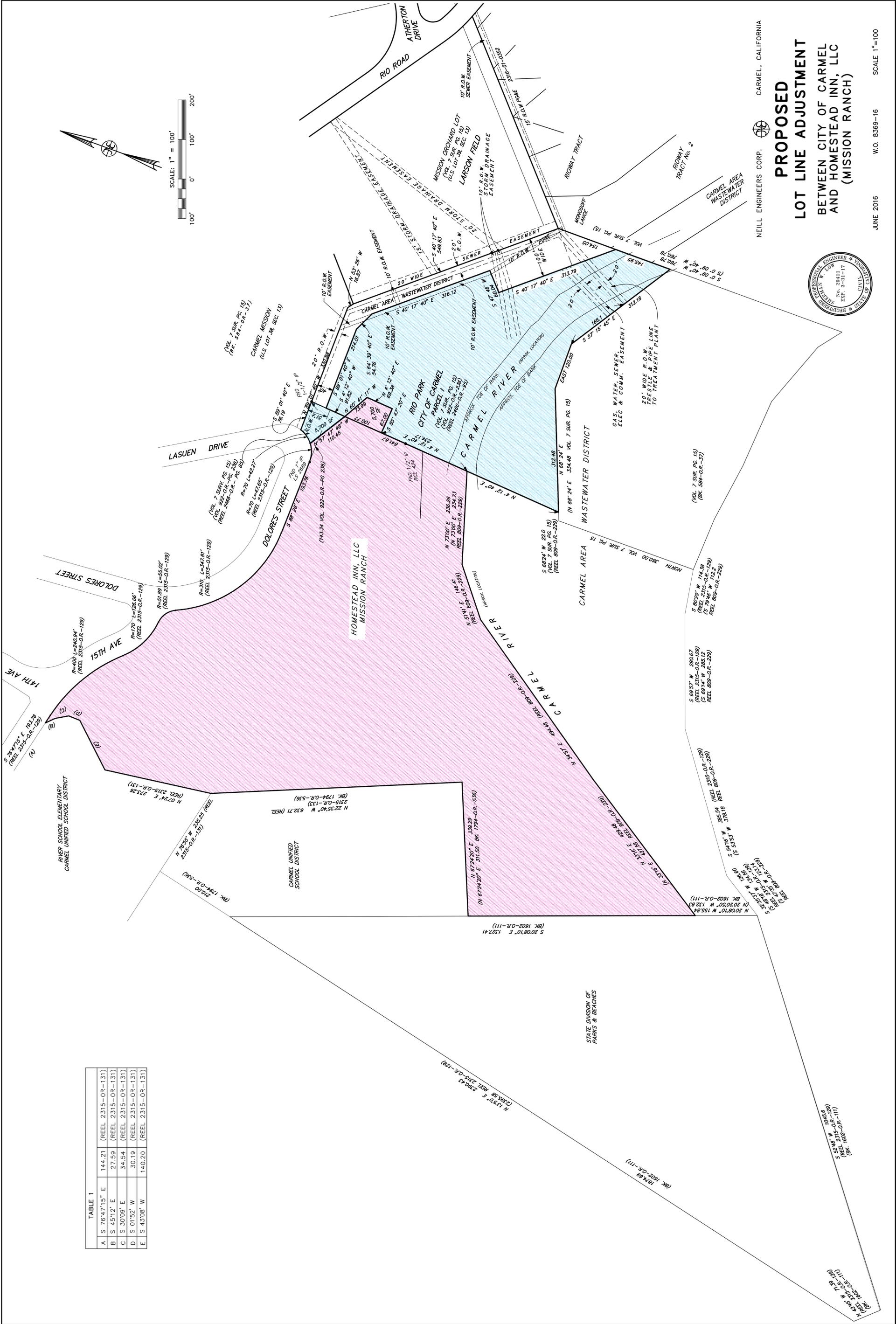
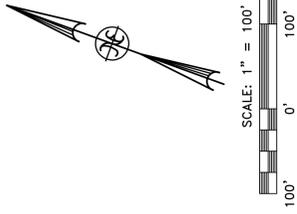


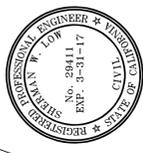
TABLE 1

A	S 76°47'15" E	144.21	(REEL 2315-OR-131)
B	S 45°12' E	27.59	(REEL 2315-OR-131)
C	S 30°09' E	34.54	(REEL 2315-OR-131)
D	S 01°52' W	30.19	(REEL 2315-OR-131)
E	S 43°08' W	140.20	(REEL 2315-OR-131)

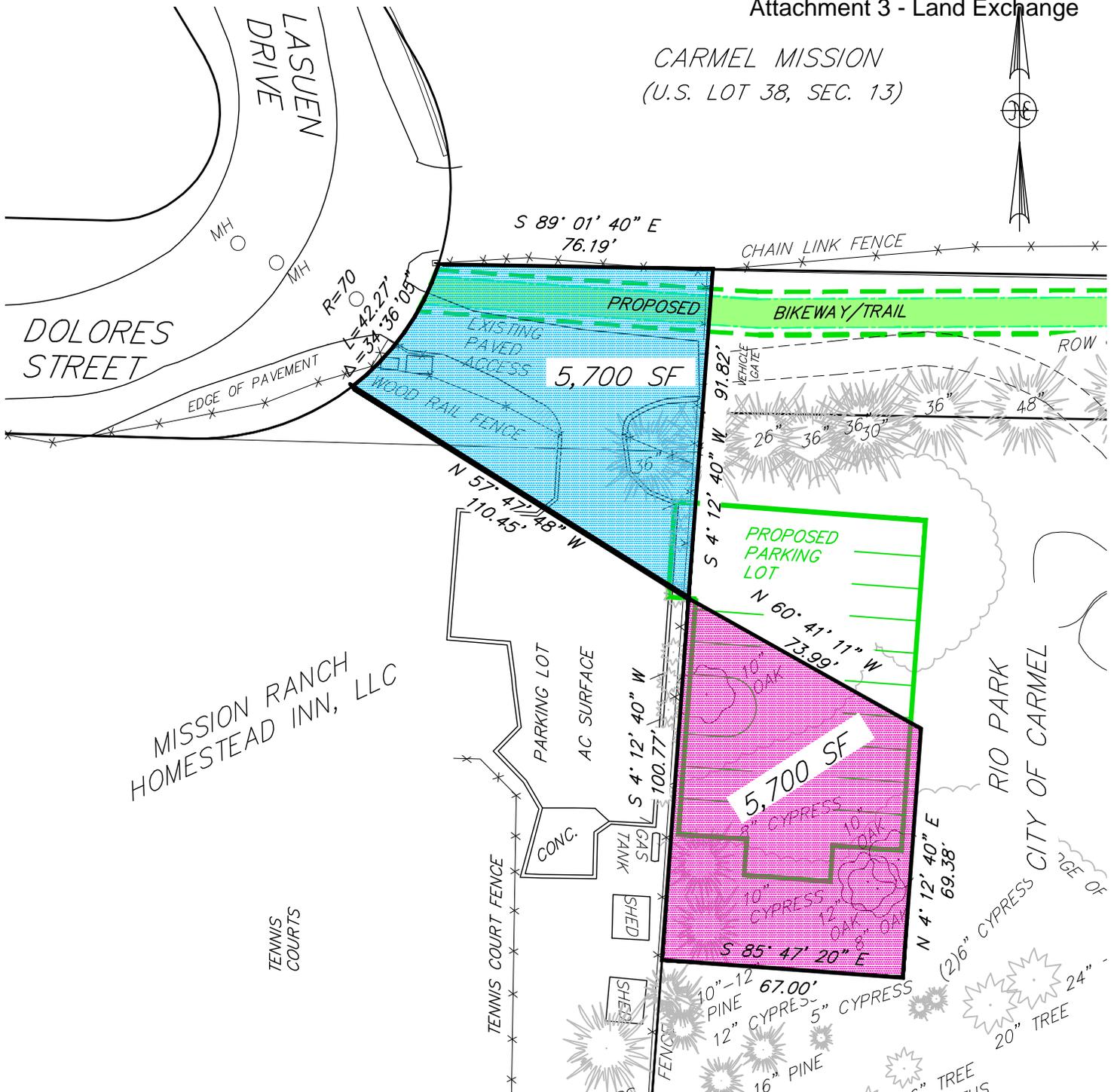


NEILL ENGINEERS CORP.  CARMEL, CALIFORNIA

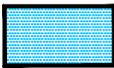
**PROPOSED**  
**LOT LINE ADJUSTMENT**  
 BETWEEN CITY OF CARMEL  
 AND HOMESTEAD INN, LLC  
 (MISSION RANCH)



CARMEL MISSION  
(U.S. LOT 38, SEC. 13)



**LEGEND**

-  MISSION RANCH PROPERTY TO CITY OF CARMEL
-  CITY OF CARMEL PROPERTY TO MISSION RANCH

NEILL ENGINEERS CORP.  CARMEL, CALIFORNIA

**PROPOSED  
LOT LINE ADJUSTMENT  
PROPERTY EXCHANGE**

BETWEEN  
CITY OF CARMEL & HOMESTEAD INN, LCC  
(MISSION RANCH)



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1216  
December 6, 2016  
Orders

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Paul Wood, CPA - Finance Manager
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Acceptance of FY14-15 Independent financial statement audit

### RECOMMENDATION

Accept the Independent Auditor's Report for the Year Ended June 30, 2015.

### BACKGROUND / SUMMARY

Each year, the City is required by the State of California to have its financial statements audited by an independent Certified Public Accountant. At the end of the audit, the auditor issues a report that states whether, in the auditor's opinion, the financial statements are fairly presented in accordance with Generally Accepted Accounting Principles (GAAP).

The City's FY2014-15 financial statement audit has been completed and has received an unqualified (clean) opinion by Moss, Levy & Hartzheim (auditor). An unqualified opinion concludes that the financial statements present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2015 and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison information for the General Fund for the year.

One major change to the financial statements this year is the implementation of GASB 68, which requires governments to report their "net pension liability" as a recognized liability in their accrual-based financial statements, not just as a note to the financial statements. This issue has been a concern and has been discussed at length among a number of previous City Councils. It is important to understand that this accrual is a reporting change only, it does not change the financial position of the City at all, and it is no reflection on the current FY14-15 operational performance.

The net pension liability is the actuarially determined amount that the City would owe all of its current and former employees over and above the current value of its plan assets. The effect of recognizing the net pension liability for the City is an increase in long-term liabilities of more than \$15 million, but in the words of the Governmental Accounting Standards Board (GASB), "While this information will, in some cases, give the appearance that a government is financially weaker than it was previously, the financial reality of the government's situation will not have changed."

Additionally, the auditor issues other documents, the Management Report and the Auditor's Communication Letter, that explain other issues related to the audit and that contain a list of "findings" that the auditors believe are important to discuss with management, and to which management has an opportunity to respond. This

year, we had several findings that encompass the entirety of the City's internal control structure and operations. Management's responses to each finding are recorded along with each finding.

## **FISCAL IMPACT**

None.

## **PRIOR CITY COUNCIL ACTION**

None.

## **ATTACHMENTS**

1. City of Carmel-by-the-Sea FY2014-15 Audited Financial Statements
2. City of Carmel-by-the-Sea FY2014-15 Management Report and Auditor's Communication Letter

THE CITY OF CARMEL-BY-THE-SEA

BASIC FINANCIAL STATEMENTS

JUNE 30, 2015

**CITY OF CARMEL-BY-THE-SEA**  
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June 30, 2015

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MOSS, LEVY & HARTZHEIM LLP

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**INDEPENDENT AUDITOR'S REPORT**

To the Honorable Mayor and Members  
of the City Council of the City of Carmel by-the-Sea  
Carmel by-the-Sea, California

**Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel by-the-Sea (City), California, as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditor's Responsibility**

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City, as of June 30, 2015, and the respective changes in financial position, for the fiscal year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Emphasis of Matter**

### *Change in Accounting Principles*

As discussed in Note 1 to the basic financial statements, effective July 1, 2014, the City of Carmel by-the-Sea adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions* and Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. Our opinion is not modified with respect to these matters.

## **Other Matters**

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, the Schedule of Funding Progress of Other Postemployment Benefits, the Schedule of the City's Proportionate Share of the Net Pension Liability, the Schedule of Contributions, and the Budgetary Comparison Schedules of the General Fund and major special revenue funds on pages 4 through 14 and pages 59 through 70 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The Budgetary Comparison Schedules for the Nonmajor Governmental Funds and the Combining Financial Statements for the Nonmajor Governmental Funds are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Budgetary Comparison Schedules for the Nonmajor Governmental Funds and the Combining Financial Statements for the Nonmajor Governmental Funds are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2016, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

*Moss, Levy & Hartzheim*

Moss, Levy & Hartzheim, LLP  
Culver City, California  
October 24, 2016

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis**

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This section provides a narrative overview and analysis of the financial activities of the City of Carmel-by-the-Sea (City) for the fiscal year ended June 30, 2015. It should be read in conjunction with the accompanying basic financial statements.

**FINANCIAL HIGHLIGHTS**

- ◆ As of June 30, 2015, total assets of the City exceeded its liabilities by \$23,417,030 (net position). The portion of net position that may be used to meet the government's ongoing obligations to citizens and creditors (unrestricted net position) is \$ (12,992,711). The portion of net position that is restricted and may only be used for specific purposes is \$3,862,473. The remaining \$32,547,268 is invested in capital assets, net of related debt. The large reduction in unrestricted net position is due to the implementation of GASB Statement 68, which requires municipalities to recognize accrued pension liabilities for the first time as of June 30, 2015. The City made a prior period adjustment in the amount of \$15,703,462 to recognize this liability.
  
- ◆ As of June 30, 2015, the City's governmental funds reported combined ending fund balances of \$12,942,410. Of this balance, \$3,903,533 is restricted because it represents resources that are required to be spent for specific purposes as provided by an external source. The committed balance of \$4,561,070 represents a Council commitment for economic uncertainties and anticipated future short-term structural deficits. The assigned fund balances in the General Fund, Special Revenue Fund, Capital Projects Fund, and Nonmajor Governmental Funds amounted to \$3,621,057 and represented Capital Projects, Library, Parking, Traffic Safety, Streets and Roads, and Forest Theater items. The remaining fund balance is unassigned.
  
- ◆ Capital assets, net of depreciation, increased to \$39,246,893 from \$38,273,101, mostly due to an increase in Construction in Progress \$1,417,137 and built-out capitals of \$984,320, with an offset of depreciation of \$1,427,665.

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

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**OVERVIEW OF THE ANNUAL FINANCIAL REPORT**

This Annual Financial Report includes a Financial Section, which is made up of several different parts:

- 1) **Financial section**, which includes the Management's Discussion and Analysis (this part), the Basic Financial Statements, which include the Government-wide and the Fund Financial Statements along with the notes to these financial statements and Combining and Individual Fund Financial Statements and Schedules.

**The Basic Financial Statements**

The Basic Financial Statements are comprised of the Government-wide Financial Statements and the Fund Financial Statements; these two sets of financial statements provide two different views of the City's financial activities and financial position.

**The Government-wide Financial Statements**

The Government-wide Financial Statements provide a broad overview of the City's activities as a whole and comprise the Statement of Net Position and the Statement of Activities. The Statement of Net Position provides information about the financial position of the City as a whole, including all its capital assets and long-term liabilities on the full accrual basis, similar to that used by corporations. The Statement of Activities provides information about all the City's revenues and all its expenses, also on the full accrual basis, with the emphasis on measuring net revenues or expenses of each the City's programs. The Statement of Activities explains in detail the change in Net Position for the fiscal year.

All of the City's activities are grouped into Governmental Activities and Business-type activities, as explained below. All the amounts in the Statement of Net Position and the Statement of Activities are separated into Governmental Activities and Business-type Activities in order to provide a summary of these two activities of the City as a whole.

- ◆ **Governmental activities** – All of the City's basic services are considered to be governmental activities, including general government, community development, economic development, public safety, animal control, engineering, community events, public improvements, planning and zoning, building inspections, and general administration. These services are supported by general City revenues such as taxes and by specific program revenues such as developer fees.

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

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**OVERVIEW OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT, Continued**

**The Government-wide Financial Statements, Continued**

- ◆ *Business-type activities* – The City's does not currently have any business-type activities.

**Fund Financial Statements**

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into two categories: governmental funds and proprietary funds.

**Governmental funds.** Governmental funds are used to account for essentially the same functions reported as governmental activities in the Government-wide Financial Statements. However, unlike the Government-wide Financial Statements, Governmental Fund Financial Statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of the Governmental Fund Financial Statements is narrower than that of the Government-wide Financial Statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the Government-wide Financial Statement. By doing so, readers may better understand the long-term impact of the government's near-term financial decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The Governmental Fund Financial Statements provide detailed information about each of the City's most significant funds, called major funds. The concept of major funds, and the determination of which are major funds, was established by GASB Statement 34 and replaces the concept of combining like funds and presenting them as one total. Instead, each major fund is presented individually, with all non-major funds summarized and presented only in a single column. Subordinate schedules present the detail of these non-major funds. Major funds present the major activities of the City for the fiscal year, and may change from year to year as a result of changes in the pattern of the City's activities.

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

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**OVERVIEW OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORT, Continued**

**Fund Financial Statements, Continued**

For the fiscal year ended June 30, 2015, the City's major funds are as follows:

**GOVERNMENTAL FUNDS:**

- ◆ General Fund
- ◆ Harrison Memorial Library Special Revenue Fund
- ◆ Parking Special Revenue Fund
- ◆ Ambulance Special Revenue Fund

**Notes to the Basic Financial Statements**

The notes provide additional information that is essential to a full understanding of the data provided in the Government-wide and Fund Financial Statements. The notes to the basic financial statements can be found on pages 27-57 of this report. Required Supplementary Information follows the notes to the basic financial statements, and begins on Page 58.

**Combining and Individual Fund Financial Statements and Schedules**

The combining statements referred to earlier in connection with non-major governmental funds are presented following the notes to the financial statements. Combining and individual fund statements can be found on pages 71-81 of this report.

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS**

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position.

In the case of the City, assets exceeded liabilities by \$23,417,030 as of June 30, 2015.

The Summary of Net Position as of June 30, 2015, and 2014, follows:

**Summary of Net Position**

	<u>2015</u>	<u>2014</u>	
	<u>Governmental</u>	<u>Governmental</u>	
	<u>Activities</u>	<u>Activities</u>	<u>Change</u>
Current and other assets	\$ 14,796,816	\$ 12,925,703	\$ 1,871,113
Noncurrent assets	39,246,893	38,273,101	973,792
Deferred outflows of resources	1,040,712		1,040,712
Total assets and deferred outflows	<u>55,084,421</u>	<u>51,198,804</u>	<u>3,885,617</u>
Current and other liabilities	3,155,654	3,014,549	141,105
Long-term liabilities	24,739,892	13,778,451	10,961,441
Deferred inflows of resources	3,771,845		3,771,845
Total liabilities and deferred inflows	<u>31,667,391</u>	<u>16,793,000</u>	<u>14,874,391</u>
Net position:			
Net investment in			
capital assets	32,547,268	25,522,348	7,024,920
Restricted	3,862,473	2,616,731	1,245,742
Unrestricted	(12,992,711)	6,266,725	(19,259,436)
<b>Total net position</b>	<u>\$ 23,417,030</u>	<u>\$ 34,405,804</u>	<u>\$ (10,988,774)</u>

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

The change in net position for the fiscal years ended June 30, 2015, and 2014, follows:

	Changes in Net Position		
	2015	2014	Changes
	Governmental Activities	Governmental Activities	
Revenues:			
Program revenues:			
Charges for services	\$ 1,529,097	\$ 924,584	\$ 604,513
Grants and contributions:			
Operating	1,444,296	1,282,214	162,082
Capital	331,719	-	331,719
General revenues:			
Property taxes and assessments	5,127,974	4,881,534	246,440
Transient occupancy taxes	5,593,689	5,185,880	407,809
Sales tax	5,280,418	5,115,880	164,538
Franchises	430,430	994,468	(564,038)
Business licenses	606,128	549,190	56,938
Use of money and property	163,648	76,880	86,768
Other general revenues	631,682	184,660	447,022
Total revenues	<u>21,139,081</u>	<u>19,195,290</u>	<u>1,943,791</u>
Expenses:			
Governmental activities:			
Administration	3,724,546	4,067,934	(343,388)
Building Maintenance	1,832,618	2,924,447	(1,091,829)
Public safety	6,685,310	4,299,954	2,385,356
Public works	2,003,332	2,227,067	(223,735)
Forest, parks and beaches	581,319	484,119	97,200
Culture and recreation	2,605,877	2,453,842	152,035
Economic development	326,956	363,342	(36,386)
Interest and fiscal charges	365,043	346,674	18,369
Total expenses	<u>18,125,001</u>	<u>17,167,379</u>	<u>957,622</u>
Change in net position	3,014,080	2,027,911	986,169
Net position:			
Beginning of fiscal year	34,405,804	32,377,893	2,027,911
Prior period adjustments	(14,002,854)	-	(14,002,854)
End of fiscal year	<u>\$ 23,417,030</u>	<u>\$ 34,405,804</u>	<u>\$ (10,988,774)</u>

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

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**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Revenues**

The City's total revenues for governmental activities were \$21,139,081 for the fiscal year ended June 30, 2015. Approximately 76% of the City's key revenues are generated from three major sources.

The following discusses variances in key revenues from the prior fiscal year:

1. **Sales Tax.** Annual receipts increased approximately 3.2%. This increase is attributed to a slight increase in spending mainly in the food and beverage sector, along with increased allocations from the countywide pool. We anticipate that sales tax revenue will remain flat next fiscal year.
2. **Property Taxes.** Property taxes increased 5% over last year reflecting the strengthening real estate market over the past year.
3. **Transient occupancy taxes.** Hostelry taxes increased 7.9% reflecting the continuing growth in tourism and potential benefit from citywide and individual marketing efforts.

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Expenses**

Governmental activity expenses of the City for the year totaled \$18,125,001. Safety Services costs represented 37% of total governmental activities expenses. Public safety expenses represented the largest single expense for governmental activities.

**Governmental Activities**

The following table shows the cost of each of the City’s major programs and the net cost of the programs. Net cost is the total cost less fees and other direct revenue generated by the activities. The net cost reflects the financial burden that was placed on the City’s taxpayers by each of the programs. The total cost of services and the net cost of services for the fiscal years ended June 30, 2015, and 2014, are as follows:

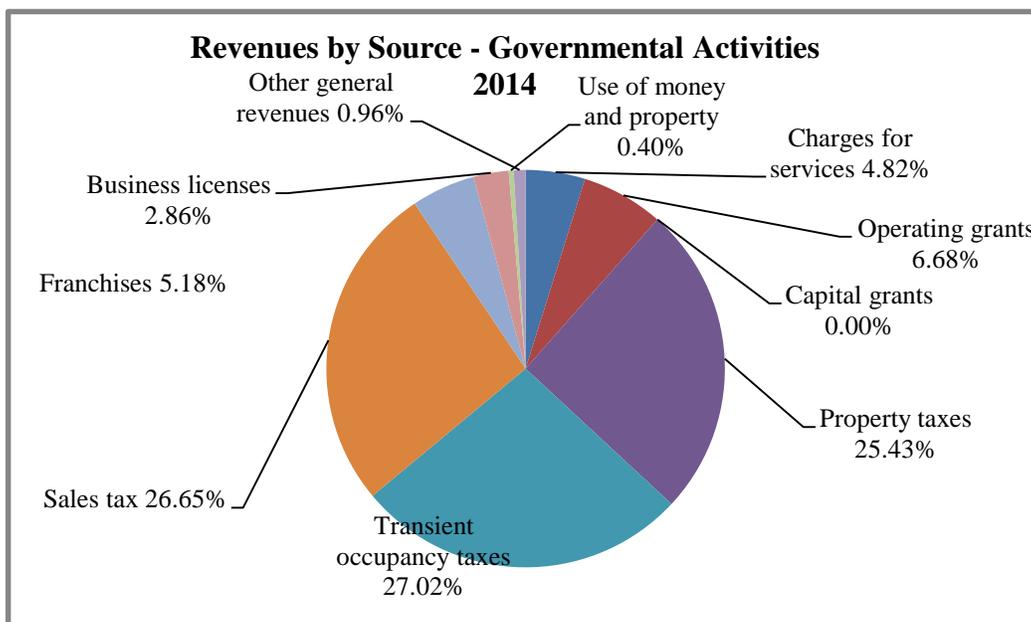
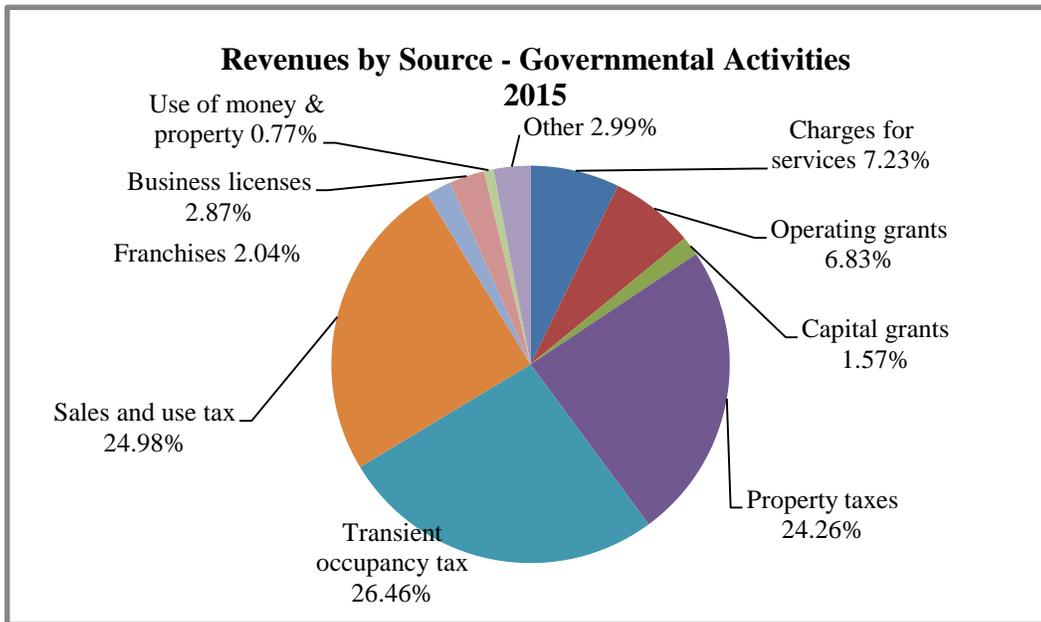
	2015		2014	
	Total Cost of Services	Net Cost of Services	Total Cost of Services	Net Cost of Services
Administration	\$ 3,724,546	\$ 3,624,713	\$ 4,067,934	\$ 4,052,290
Building maintenance	1,832,618	1,832,618	2,924,447	2,924,447
Public safety	6,685,310	5,657,933	4,299,954	3,616,052
Public works	2,003,332	660,634	2,227,067	1,290,920
Forest, parks and beaches	581,319	451,093	484,119	318,713
Culture and recreation	2,605,877	1,900,899	2,453,842	2,048,143
Economic development	326,956	326,956	363,342	363,342
Interest and fiscal charges	365,043	365,043	346,674	346,674
Total	<u>\$ 18,125,001</u>	<u>\$ 14,819,889</u>	<u>\$ 17,167,379</u>	<u>\$ 14,960,581</u>

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

Revenues by source for the fiscal years ended June 30, 2015, and 2014, are as follows:



**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management’s Discussion and Analysis, Continued**

**GOVERNMENT-WIDE FINANCIAL ANALYSIS, Continued**

**Financial Analysis of the Government’s Funds**

The City of Carmel-by-the-Sea uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. The fund financial statements focus on individual parts of the City government, reporting the City’s operations in more detail than the government-wide financial statements.

**Governmental funds.** The City’s governmental funds provide information on near-term inflows, outflows, and balances of spending resources. At the fiscal year ended June 30, 2015, the City’s governmental funds reported combined fund balances of \$12,942,410. This is an increase of \$2,220,070 or 21% over last year. The increase was due to a couple of reasons: (1) prior period adjustments netting a total of \$658,406, and (2) an operating surplus of \$1,561,664. The General Fund is the chief operating fund of the City. At the fiscal year ended June 30, 2015, the General Fund had a fund balance that totaled \$7,849,809 of which \$1,541,150 was unassigned and available for ongoing operations.

**General Fund Budgetary Highlights**

The difference between the final budget and actual revenues reflects a negative amount of \$2,721,540. This was mainly due to a budgeting discrepancy between revenues and transfers, resulting in total revenues being over-budgeted.

There was no difference between the total original expenditures budget and the total final amended budget. Actual expenditures were \$2,119,910 under budget (12% of budget). This was mainly due to unspent capital outlay for projects and fixed assets.

**Capital Assets**

The City’s investment in capital assets for its governmental activities as of June 30, 2015, amounted to \$39,246,893. This investment in capital assets includes roads, curbs and gutters, streets and sidewalks, and drainage systems.

	Governmental Activities	
	2015	2014
Land	\$ 5,101,641	\$ 3,633,723
Art	-	1,467,918
Construction in progress	1,664,067	219,284
Buildings and improvements	18,453,572	19,157,975
Vehicles	407,317	406,417
Infrastructure	13,167,775	12,842,666
Machinery and equipment	452,521	545,118
Total	<u>\$ 39,246,893</u>	<u>\$ 38,273,101</u>

**City of Carmel-by-the-Sea, California**  
**Basic Financial Statements**  
**For the fiscal year ended June 30, 2015**

**Management's Discussion and Analysis, Continued**

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- More detail of the capital assets and current activity can be found in the notes to the financial statements on Pages 31 and 32 for significant accounting policies and Note 5 on Page 44 for other capital asset information.

**Debt Administration**

Debt, considered a liability of governmental activities, increased by \$10,987,070, reflecting the pay down of the Sunset bond, the Pension Obligation bonds and lease obligations (\$1,375,220), offset by an increase in the OPEB obligation, and most dramatically, by the GASB 68 accrual of the net pension liability, see Note 6 starting on page 45 for detailed information on the long-term debt. Compensated absences increased by \$134,064 to \$603,015.

**Economic Outlook**

Fiscal year 2015-2016 will continue to be another challenging fiscal year. The continuing global economic slowdown will impact us locally, as we expect international travel to slow, offset to a degree by California travelers visiting “closer to home” destinations.

The City's major General Fund revenue sources, with the exception of property taxes, are expected to flatten as the economy continues to slow locally. Also, with the anticipation of an “El Nino” winter storm pattern, city revenues from tourism are at risk.

The City maintains a multi-year forecasting model to project anticipated revenues and expenditures. The model predicts continued flat to positive earnings through fiscal year 2023-2024. The City's financial reserves will ensure that service levels are maintained until fiscal year 2023-2024.

**Requests for Information**

This Comprehensive Annual Financial Report is intended to provide citizens, taxpayers, investors, and creditors with a general overview of the City's finances. If you have any questions about this report, need additional financial information, or would like to obtain component unit financial statements, contact the City of Carmel-by-the-Sea Finance Department, P O Box CC, Carmel-by-the-Sea, CA 93921, or visit the City's web page at <http://ci.carmel.ca.us/carmel>.

**CITY OF CARMEL-BY-THE-SEA**  
**Statement of Net Position**  
**June 30, 2015**

	<b>Governmental Activities</b>
<b>ASSETS</b>	
Cash and investments	\$ 11,426,657
Cash and investments with fiscal agent	400,015
Receivables:	
Accounts, net of allowance	2,452,168
Interest	4,577
Intergovernmental	513,399
Capital assets:	
Non-depreciable assets	6,765,708
Depreciable assets, net	32,481,185
Total Assets	<u>54,043,709</u>
<b>DEFERRED OUTFLOWS OF RESOURCES</b>	
Pension	<u>1,040,712</u>
Total Deferred Outflows of Resources	<u>1,040,712</u>
Total Assets and Deferred Outflows of Resources	<u>55,084,421</u>
<b>LIABILITIES</b>	
Accounts payable	974,438
Accrued liabilities	283,401
Interest payable	41,060
Deposits payable	596,567
Long-term liabilities:	
Due within one year	1,260,188
Due in more than one year	24,739,892
Total Liabilities	<u>27,895,546</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Pension	<u>3,771,845</u>
Total Deferred Inflows of Resources	<u>3,771,845</u>
Total Liabilities and Deferred Inflows of Resources	<u>31,667,391</u>
<b>NET POSITION</b>	
Net investment in capital assets	32,547,268
Restricted	
Community development	372,659
Streets and roads	265,806
Measure D	2,865,053
Debt service	358,955
Unrestricted	<u>(12,992,711)</u>
Total Net Position	<u>\$ 23,417,030</u>

See notes to basic financial statements

**CITY OF CARMEL-BY-THE-SEA**  
**Statement of Activities**  
**For the Fiscal Year Ended June 30, 2015**

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expenses) Revenues and Changes in Net Position Governmental Activities</u>
		<u>Charges for Services</u>	<u>Operating Contributions and Grants</u>	<u>Capital Contributions and Grants</u>	
Governmental Activities:					
Administration	\$ 3,724,546	\$ 66,190	\$ 33,643	\$ -	\$ (3,624,713)
Building maintenance	1,832,618				(1,832,618)
Public safety	6,685,310	918,644	108,733		(5,657,933)
Public works	2,003,332	525,310	485,669	331,719	(660,634)
Forest, parks, and beaches	581,319		130,226		(451,093)
Culture and recreation	2,605,877	18,953	686,025		(1,900,899)
Economic development	326,956				(326,956)
Interest on long-term debt	365,043				(365,043)
<b>Total Governmental Activities</b>	<b>\$ 18,125,001</b>	<b>\$ 1,529,097</b>	<b>\$ 1,444,296</b>	<b>\$ 331,719</b>	<b>(14,819,889)</b>
General Revenues:					
Taxes:					
					5,127,974
					5,593,689
					5,280,418
					430,430
					606,128
					382,145
					163,648
					249,537
					<u>17,833,969</u>
					<u>3,014,080</u>
					34,405,804
					<u>(14,002,854)</u>
					<u>20,402,950</u>
					<u>\$ 23,417,030</u>

See notes to basic financial statements

CITY OF CARMEL BY-THE-SEA

MAJOR GOVERNMENTAL FUNDS

The Fund Financial Statements present only individual major funds, while nonmajor funds are combined in a single column.

General Fund – This fund is the primary operating fund of the City and accounts for all activities except those legally or administratively required to be accounted for in other funds.

Harrison Memorial Library Special Revenue Fund – This fund is used to account for activities associated with the Harrison Memorial Library.

Parking Special Revenue Fund – This fund is used to account for activities associated with parking in-lieu fees.

Ambulance Special Revenue Fund – This fund is used to account for activities associated with ambulance service billings, which have been outsourced to a third party.

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

**Balance Sheet**

**Governmental Funds**

**June 30, 2015**

	<u>General Fund</u>	<u>Harrison Memorial Library Special Revenue Fund</u>	<u>Parking Special Revenue Fund</u>
<b>Assets</b>			
Cash and investments	\$ 6,571,124	\$ 1,084,577	\$ 698,086
Cash and investments with fiscal agent			
Receivables:			
Accounts, net of allowance	1,717,988		
Interest	3,930	647	
Intergovernmental			
Due from other funds	<u>1,382,042</u>		
 Total Assets	 <u>\$ 9,675,084</u>	 <u>\$ 1,085,224</u>	 <u>\$ 698,086</u>
 <b>Liabilities and Fund Balances</b>			
<b>Liabilities</b>			
Accounts payable	\$ 945,910	\$ -	\$ -
Accrued liabilities	282,798		
Due to other funds			
Deposits payable	<u>596,567</u>		
 Total Liabilities	 <u>1,825,275</u>		
 <b>Fund Balances</b>			
Restricted			
Committed	4,561,070		
Assigned	1,747,589	1,085,224	698,086
Unassigned	<u>1,541,150</u>		
 Total Fund Balances (Deficit)	 <u>7,849,809</u>	 <u>1,085,224</u>	 <u>698,086</u>
  Total Liabilities and Fund Balances	  <u>\$ 9,675,084</u>	  <u>\$ 1,085,224</u>	  <u>\$ 698,086</u>

See notes to basic financial statements

<b>Ambulance Special Revenue Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ -	\$ 3,072,870	\$ 11,426,657
	400,015	400,015
726,170	8,010	2,452,168
		4,577
	513,399	513,399
		1,382,042
<u>\$ 726,170</u>	<u>\$ 3,994,294</u>	<u>\$ 16,178,858</u>
\$ 28,528	\$ -	\$ 974,438
	603	283,401
1,382,042		1,382,042
		596,567
<u>1,410,570</u>	<u>603</u>	<u>3,236,448</u>
	3,903,533	3,903,533
		4,561,070
	90,158	3,621,057
(684,400)		856,750
<u>(684,400)</u>	<u>3,993,691</u>	<u>12,942,410</u>
<u>\$ 726,170</u>	<u>\$ 3,994,294</u>	<u>\$ 16,178,858</u>

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**CITY OF CARMEL-BY-THE-SEA**  
**Reconciliation of the Governmental Funds**  
**Balance Sheet to the Statement of Net Position**  
**June 30, 2015**

Fund Balances - Total Governmental Funds \$ 12,942,410

Amounts reported for Governmental Activities in the Statement of Net Position are different because:

Capital assets net of depreciation have not been included as financial resources governmental fund activity. 39,246,893

Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pensions are reported.

City's contributions subsequent to the measurement date	\$ 725,205	
Adjustments due to differences in proportions	274,207	
Differences between projected and actual earnings on pension plan investments	<u>(3,730,545)</u>	(2,731,133)

Long-term liabilities applicable to the City governmental activities are not due and payable in the current period and accordingly are not reported as fund liabilities. All liabilities, both current and long-term, are reported in the Statement of Net Position.

Balances at June 30, 2015 are:

Sunset Center COP	\$ (6,435,000)	
Countywide radio project	(264,625)	
Pension Obligation Bonds	(5,005,000)	
Compensated absences	(603,015)	
Net pension liability	(11,664,146)	
Claims liabilities	(460,000)	
Net OPEB obligation	<u>(1,568,294)</u>	(26,000,080)

Accrued interest payable from the current portion of interest due on bonds payable has not been reported in the governmental funds. (41,060)

Net Position of Governmental Activities \$ 23,417,030

See notes to basic financial statements

**CITY OF CARMEL-BY-THE-SEA**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**Governmental Funds**  
**For the Fiscal Year Ended June 30, 2015**

	<b>General Fund</b>	<b>Harrison Memorial Library Special Revenue Fund</b>	<b>Parking Special Revenue Fund</b>
<b>Revenues</b>			
Taxes	\$ 14,702,528	\$ -	\$ -
Licenses and permits	504,419		
Intergovernmental			
Use of money and property	161,620	1,988	
Current services charges	256,097	17,603	
Fines and forfeitures	9,246		
Contributions		686,025	
Other revenue	249,537		
	<u>15,883,447</u>	<u>705,616</u>	
<b>Expenditures</b>			
Current:			
General government	3,586,911		
Building maintenance	1,637,602		
Public safety	5,255,170		
Public works	1,260,593		
Forest, parks, and beaches	544,902		
Culture and recreation	766,242	1,231,357	
Economic development	315,780		
Capital outlay	2,396,667		
Debt service:			
Principal			
Interest and fiscal charges			
	<u>15,763,867</u>	<u>1,231,357</u>	
Excess of Revenues Over (Under) Expenditures	<u>119,580</u>	<u>(525,741)</u>	
<b>Other Financing Sources (Uses)</b>			
Transfers in	2,073,032	948,596	
Transfers out	<u>(2,156,660)</u>		
Total Other Financing Sources (Uses)	<u>(83,628)</u>	<u>948,596</u>	
Net Changes in Fund Balances	<u>35,952</u>	<u>422,855</u>	
Fund Balances (Deficits), July 1, 2014	7,133,421	662,369	698,086
Prior Period Adjustments	<u>680,436</u>		
Fund Balances (Deficits), July 1, 2014, restated	<u>7,813,857</u>	<u>662,369</u>	<u>698,086</u>
Fund Balances (Deficits), June 30, 2015	<u>\$ 7,849,809</u>	<u>\$ 1,085,224</u>	<u>\$ 698,086</u>

See notes to basic financial statements

<b>Ambulance Special Revenue Fund</b>	<b>Other Governmental Funds</b>	<b>Total Governmental Funds</b>
\$ -	\$ 2,718,256	\$ 17,420,784
	215,838	720,257
	874,152	874,152
40		163,648
630,476	1,350	905,526
	109,906	119,152
		686,025
		249,537
<u>630,516</u>	<u>3,919,502</u>	<u>21,139,081</u>
	6,183	3,593,094
		1,637,602
1,139,090	4,616	6,398,876
	23,437	1,284,030
		544,902
	2,129	1,999,728
		315,780
		2,396,667
	1,046,128	1,046,128
	360,610	360,610
<u>1,139,090</u>	<u>1,443,103</u>	<u>19,577,417</u>
<u>(508,574)</u>	<u>2,476,399</u>	<u>1,561,664</u>
493,384	1,412,923	4,927,935
<u>(180,000)</u>	<u>(2,591,275)</u>	<u>(4,927,935)</u>
<u>313,384</u>	<u>(1,178,352)</u>	
<u>(195,190)</u>	<u>1,298,047</u>	<u>1,561,664</u>
(479,166)	2,707,630	10,722,340
<u>(10,044)</u>	<u>(11,986)</u>	<u>658,406</u>
<u>(489,210)</u>	<u>2,695,644</u>	<u>11,380,746</u>
<u>\$ (684,400)</u>	<u>\$ 3,993,691</u>	<u>\$ 12,942,410</u>

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**CITY OF CARMEL-BY-THE-SEA**  
**Reconciliation of the Statement of Revenues, Expenditures, and Changes in**  
**Fund Balances of Governmental Funds to the Statement of Activities**  
**For the Fiscal Year Ended June 30, 2015**

Net change in fund balances - total governmental funds \$ 1,561,664

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated lives and reported as depreciation expense. This is the amount by which capitalizable capital outlays exceeded depreciation in the current period.

Capital expenditures	\$ 2,396,667	
Depreciation expense	<u>(1,427,665)</u>	969,002

In governmental funds, pension costs are recognized when employer contributions are made. In the statement of activities, pension costs are recognized on the accrual basis. This fiscal year, the difference between accrual-basis pension costs and actual employer contribution was: (189,229)

The issuance of long-term debt provided financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts and similar items when the debt is first issued, whereas these amounts are deferred and amortized in the Statement of Activities. This amount is the net effect of this difference in the treatment of long-term debt and related items:

Principal payments	1,046,128	
Net change in OPEB	<u>(234,988)</u>	811,140

Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds (net change):

Interest expense		(4,433)
------------------	--	---------

Compensated absence expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds (net change). (134,064)

Change in net position of governmental activities \$ 3,014,080

See notes to basic financial statements

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**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements of the City of Carmel-by-the-Sea (the City) have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting.

A. Description of Reporting Entity

The City of Carmel-by-the-Sea, California was incorporated on October 31, 1916, under the laws and regulations of the State of California (State). The City operates under a City Council/Manager form of government and provides the following services: public works, planning and building, general administrative services, public safety, and fire suppression and prevention services.

The City operates as a self-governing local government unit within the State. It has limited authority to levy taxes and has the authority to determine user fees for the services that it provides. The City's main funding sources include sales taxes, other intergovernmental revenue from state and federal sources, user fees, and federal and state financial assistance. All property taxes are paid to Monterey County (County) as part of the revenue neutrality payment obligation. The financial statements do not reflect the amounts received on behalf of the City and retained by the County.

The financial reporting entity consists of (a) the primary government, the City, (b) organizations for which the primary government is financially accountable, and (c) other organizations for which the primary government is not accountable, but for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete. Financial accountability is defined as the appointment of a voting majority of the component unit's board, and either (a) the City has the ability to impose its will on the organization, or (b) there is a potential for the organization to provide a financial benefit to or impose a financial burden on the City.

As required by GAAP, these financial statements present the government and its component units, entities for which the government is considered to be financially accountable. These component units are reported on a blended basis. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The financial statements of the individual component units, if applicable as indicated below, may be obtained by writing to the City of Carmel-by-the-Sea, Finance Department, Post Office Box CC, Carmel-by-the-Sea, CA 93921.

The City's reporting entity includes the following blended component units:

- Carmel Public Improvement Authority
- Harrison Memorial Library

The above component units are included in the City's basic financial statements using the blended method. There are no component units of the City that meet the criteria for discrete presentation.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**B. Basis of Accounting and Measurement Focus**

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

**Government-Wide Financial Statements**

The City's government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements report information on all of the activities of the primary government.

The government-wide financial statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and liabilities, including capital assets and related infrastructure assets and long-term liabilities, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the City in three categories:

- Charges for services
- Operating grants and contributions
- Capital grants and contributions

Certain eliminations have been made as prescribed by GASB Statement No. 34 in regard to interfund activities, payables, and receivables.

**Governmental Fund Financial Statements**

Governmental fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures, and Changes in Fund Balances for all major governmental funds and other governmental funds aggregated. Accompanying reconciliations are presented to explain the differences in net position as presented in these statements to the net position presented in the government-wide financial statements.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures, and Changes in Fund Balances present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

B. Basis of Accounting and Measurement Focus (Continued)

**Governmental Fund Financial Statements (Continued)**

Revenues are recorded when received in cash, except those revenues subject to accrual (generally 60 days after year-end) and recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property taxes, sales taxes, intergovernmental revenues, and other taxes. Expenditures are generally recorded in the accounting period in which the related fund liability is incurred, except for principal and interest on long-term liabilities, and compensated absences which are recognized as expenditures only when payment is due.

Deferred revenues arise when potential revenues do not meet both the “measurable” and “available” criteria for recognition in the current period. Deferred revenues also arise when the government receives resources before it has a legal claim to them, as when grant monies are received prior to incurring qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met or when the government has a legal claim to the resources, the deferred revenue is removed from the balance sheet and revenue is recognized.

The funds designated as major funds are determined by a mathematical calculation consistent with GASB Statement No. 34. The City has elected to report the Parking Special Revenue Fund as a major fund. The City reports the following major governmental funds:

The General Fund is used to account for all of the general operations and other financial transactions of the City, which are not accounted for by another fund.

The Harrison Memorial Library Special Revenue Fund is used to account for activities associated with the Harrison Memorial Library.

The Parking Special Revenue Fund is used to account for activities associate with parking in-lieu fees.

The Ambulance Special Revenue Fund is used to account with ambulance service billings, which have been outsourced to a third party.

Additionally, the City reports the following fund types:

The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than for debt service) that are restricted by law or administrative action or committed to expenditures for specified purposes.

The Debt Service Fund is used to account for and report financial resources that are restricted, committed, or assigned for the repayment of long-term debt principal, interest, and related costs.

The reconciliations of the Governmental Fund financial statements to the Government-Wide financial statements are provided to explain the differences created by the integrated approach of GASB No. 34.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity

**Cash and Cash Equivalents**

The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

The City pools cash and investments from all funds for the purpose of increasing income through investment activities. Highly liquid money market investments with maturities of one year or less at time of purchase are stated at amortized cost. All other investments are stated at fair value in accordance with GASB Statement No. 31, Accounting and Financial Reporting for Certain Investments and for External Investment Pools. Market value is used as fair value for those securities for which market quotations are readily available.

**Receivables**

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Major receivable balances for the governmental activities include property taxes, sales and use taxes, utility user taxes, intergovernmental subventions, interest earnings, and expense reimbursements.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as property tax, sales tax, utility user tax, and intergovernmental subventions since they are usually both measurable and available. Non-exchange transactions collectible but not available, such as property tax, are deferred in the fund financial statements in accordance with the modified accrual basis, but not deferred in the government-wide financial statements in accordance with the accrual basis.

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The loans receivable are recorded in the fund statements, but are deferred to indicate they do not represent current financial resources. The loans are recognized when advanced in the government-wide statements. The City's experience is that all accounts receivable are collectible; therefore an allowance for doubtful accounts is unnecessary.

The County of Monterey is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The City recognizes property taxes when the individual installments are due, provided they are collected within 60 days after year-end.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity (Continued)

**Receivables (Continued)**

Secured property taxes are levied on or before the first day of September of each year. They become a lien on real property on March 1 preceding the fiscal year for which taxes are levied. These taxes are paid in two equal installments; the first is due November 1 and is delinquent with penalties after December 10; the second is due February 1 and delinquent with penalties after April 10. Secured property taxes, which are delinquent and unpaid as of June 30, are declared to be tax defaulted and are subject to redemption penalties, cost, and interest when paid. If the delinquent taxes are not paid at the end of five years, the property is sold at public auction and the proceeds are used to pay the delinquent amounts due. Any excess is remitted, if claimed, to the taxpayer. Additional tax liens are created when there is a change in ownership of property or upon completion of new construction. Tax bills for these new tax liens are issued throughout the fiscal year and contain various payments and delinquent dates, but are generally due within one year. If the new tax liens are lower, the taxpayer receives a tax refund rather than a tax bill. Unsecured personal property taxes are not a lien against real property. These taxes are due on March 1 each year and are delinquent, if unpaid, on August 31.

The County apportions secured property tax revenue in accordance with the alternate methods of distribution, the "Teeter Plan", as described by Section 4717 of the California Revenue and Taxation code. Therefore, the City receives 100 percent of the secured property tax levies to which it is entitled, whether or not collected. Unsecured delinquent taxes are considered fully collectible.

**Interfund Receivables and Payables**

During the course of operations, numerous transactions occur between individual funds that may result in amounts owed between funds. Those related to goods and services type transactions are classified as "due to and from other funds." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Position. See Note 4 for details of interfund transactions, including receivables and payables at year-end.

**Prepaid Items**

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in both government-wide and fund financial statements. In the governmental fund financial statements, prepaid items are offset as nonspendable fund balance for long-term assets to indicate they do not constitute current resources available for appropriation.

**Capital Assets**

The City's assets are capitalized at historical cost or estimated historical cost, if actual is unavailable, except for donated Capital Assets which are recorded at their estimated fair value at the date of donation. Policy has set the capitalization threshold for reporting at \$5,000 for non-infrastructure capital assets and \$25,000 for infrastructure capital assets.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity (Continued)

**Capital Assets (Continued)**

*Government-Wide Statements*

Public domain (infrastructure) capital assets include roads, bridges, curbs and gutters, streets, sidewalks, drainage systems, and lighting systems.

The accounting treatment of property, plant and equipment (capital assets) depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Prior to July 1, 2003, governmental funds' infrastructure assets were not capitalized, since then these assets have been valued at estimated historical cost.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. No depreciation is recorded in the year of acquisition or in the year of disposition.

The range of estimated useful lives by type of asset is as follows:

Buildings and improvements: 20 – 50 years  
Infrastructure: 30 years  
Vehicles, machinery, and equipment: 5 - 20 years  
Computer Software: 10 years

*Fund Financial Statements*

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

**Claims and Judgments**

The City records a liability for claims, judgments, and litigation when it is probable that an asset has been impaired or a liability has been incurred prior to fiscal year-end and the probable amount of loss (net of any insurance coverage) can be reasonably estimated.

The City is exposed to various risks of losses related to torts; theft of, damages to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The City participates in a number of federal and state assisted grant programs. These programs are subject to program compliance audits by the grantors. The amount, if any, of expenditures which may be disallowed by the granting agencies cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity (Continued)

**Deferred Outflows**

Pursuant to GASB Statement No. 65 the City recognizes deferred outflows of resources. A deferred outflow of resources is defined as a consumption of net position by the government that is applicable to a future reporting period. Refer to Note 7 for a detailed listing of the deferred outflows of resources that the City has recognized.

**Deferred Inflows**

Pursuant to GASB Statement No. 65 the City recognizes deferred inflows of resources. A deferred inflow of resources is defined as an acquisition of fund balance or net position by the government that is applicable to a future reporting period. Refer to Note 7 for a detailed listing of the deferred inflows of resources that the City has recognized.

**Compensated Absences**

Employees accrue vacation, sick, holiday, and compensatory time off benefits. City employees have vested interests in the amount of accrued time off, with the exception of sick time, and are paid on termination. Also, annually an employee may elect to be compensated for up to 40 hours of unused annual leave. However, this is contingent upon the employee using at least 40 hours during the previous year and, the employee having a minimum balance of 80 annual leave hours after the payment. All vacation pay is accrued when incurred in the government-wide and proprietary financial statements. A liability for these amounts is reported in the governmental funds only if they have matured, for example, as a result of employee resignations or retirements and is currently payable. The City had no employee resignations or retirements for which compensated absences should be accrued in governmental funds at year-end. The general fund is typically used to liquidate compensated absences.

**Fund Balance**

In the fund financial statements, governmental funds report fund balance as nonspendable, restricted, committed, assigned, or unassigned based primarily on the extent to which the City is bound to honor constraints on how to specific amounts can be spent.

- *Nonspendable fund balance* - that portion of a fund balance that includes amounts that cannot be spent because they are either not in a spendable form, such as prepaid items, inventories, or loans receivable.
- *Restricted fund balance* - that portion of a fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either (a) externally imposed by creditors (such as through debt covenants, grantors, contributors, or laws or regulations of other governments); or (b) imposed by law through constitutional provisions or enabling legislation. Examples of restricted fund balances include Street Maintenance, Library, and debt service funds.
- *Committed fund balance* - that portion of a fund balance that included amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority, and remain binding unless removed in the same manner.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity (Continued)

**Fund Balance (Continued)**

- a) The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal action taken such as resolution.
  - b) These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment
  - c) City Council action to commit fund balance needs to occur within the fiscal reporting periods; however the amount can be determined subsequently.
- *Assigned fund balance* – amounts that are constrained by the City's intent to be used for specific purposes, but are neither Restricted nor Committed, should be reported as Assigned fund balance. This policy hereby delegated the authority to assign amounts to be used for specific purposes to the City Manager for the purpose of reporting these amounts in the City's annual financial statements.
  - *Unassigned fund balance* – these are residual positive net resources in excess of what can properly be classified in one of the other four categories and do not have any specific spending limitations. The General Fund is the only fund that should report this category of fund balance.

*Fund Balance Policy*

The accounting policies of the City consider restricted fund balance to have been spent first when an expenditure is incurred for which both restricted and unrestricted fund balance is available. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classifications of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

Fund balances of the governmental funds are reported separately within classifications based on a hierarchy of constraints placed on the use of those resources. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, committed, assigned, and unassigned fund balance. The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. Restricted fund balances are those that have externally imposed restrictions on their usage by creditors, such as through debt covenants, grantors, contributors, or laws and regulations. Assigned fund balances include amounts that are constrained by the City's intent to be used for specific purposes.

When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, followed by the unrestricted, committed, assigned, and unassigned resources as they are needed.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

C. Assets, Deferred Outflows, Liabilities, Deferred Inflows, and Net Position or Equity (Continued)

**Net Position**

The City's financial statements are presented in accordance with the provisions of Governmental Accounting Standards Board Statement (GASB) No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* and GASB Statement No. 63 – *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position Statement* No. 34 established standards for external financial reporting for all state and local governmental entities and Statement No. 63 establishes standards for reporting deferred outflows of resources, deferred inflow of resources, and net position in a statement of financial position. The net position is required to classify into three components – net investment in capital assets; restricted; and unrestricted. These captions apply only to Net Position as determined at the Government-wide level, and are described below:

*Net Investment in Capital Assets* describes the portion of Net Position which is represented by the current net book value of the City's capital assets, less the outstanding balance of any debt issued to finance these capital assets.

*Restricted* describes the portion of Net Position which is restricted as to use by the terms and conditions of agreements with outside parties, governmental regulations, laws, or other restrictions which the City cannot unilaterally alter.

*Unrestricted* describes the portion of Net Position which is not restricted as to use.

Restricted net position consists of assets that are subject to constraints either (1) externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulation of other governments or (2) imposed by law through constitutional provisions or enabling legislation. There were no assets at June 30, 2015 that were restricted by enabling legislation.

D. Post-Employment Health Care Benefits

The City provides health care benefits for its retirees. Substantially all of the City's employees may become eligible for these benefits if they reach normal retirement age, have five years of CalPERS service, are eligible for medical coverage, and have actually retired from the City. See Note 8 for further information.

E. Revenues, Expenditures, and Expenses

**Property Tax**

The County of Monterey (County) is responsible for the collection and allocation of property taxes. Under California law, property taxes are assessed and collected by the County up to 1% of the full cash value of taxable property, plus other increases approved by the voters and distributed in accordance with statutory formulas. The City recognizes property taxes when the individual installments are due, provided they are collected within 60 days after year-end.

**Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

E. Revenues, Expenditures, and Expenses (Continued)

**Interfund Transfers**

Resources are reallocated between funds by reporting them as interfund transfers. For the purposes of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated.

F. New Accounting Pronouncements

The City has implemented the requirements of Governmental Accounting Standards Board (GASB) Statements No. 68 and 71 during the fiscal year ended June 30, 2015.

Governmental Accounting Standards Board Statement No. 68

For the fiscal year ended June 30, 2015, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 68, *Accounting and Financial Reporting for Pensions*. This Statement is effective for periods beginning after June 15, 2014. The objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. This Statement replaces the requirements of Statement No. 27, *Accounting for Pensions by State and Local Governmental Employers* as well as the requirements of Statement No. 50, *Pension Disclosures*. This Statement establishes standards for measuring and recognizing liabilities, deferred outflows of resources, deferred inflows of resources, and expenses related to pensions. Implementation of GASB Statement No. 68 did have an impact on the City's financial statements for the fiscal year ended June 30, 2015, see Note 7 and Note 11.

For the fiscal year ended June 30, 2015, the City implemented Governmental Accounting Standards Board (GASB) Statement No. 71, *Pension Transition for Contributions Made Subsequent to the Measurement Date*. This Statement is effective for periods beginning after June 15, 2014. The objective of this Statement is to address an issue regarding application of the transition of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions*. The issue relates to amounts associated with contributions, if any, made by a state or local government employer or non-employer contributing entity to a defined benefit pension plan after the measurement date of the government's beginning net pension liability. This statement will eliminate the source of potential significant understatement of restated beginning net position and expense in the first year of implementation of GASB Statement No. 68 in the accrual-basis financial statements of employers and non-employer contributing entities. Implementation of the GASB Statement No. 71 did have an impact on the City's financial statements for the fiscal year ended June 30, 2015, see Note 7 and Note 11.

G. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from those estimates and assumptions.

**Note 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY**

A. Budgets and Budgetary Accounting

The City follows these procedures in establishing the budgetary data reflected in the financial statements:

The City Council establishes budgets for the General Fund and all Special Revenue Funds, except for certain Special Revenue Funds for which expenditures are controlled by grant funding or by assessments received. Budgetary control is legally maintained at the fund level for these funds. Department heads submit budget requests to the City Manager. The City Manager prepares an estimate of revenues and prepares recommendations for the next year's budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code.

The City Council may amend the budget by motion during the fiscal year. Only the Council can authorize transfers between funds and approve inter-fund loans. The City Manager is authorized to transfer budgeted amounts within a fund without formal council action or approval. The City Manager is authorized to increase expenditures in relation to revenues in funds receiving assigned revenues without approval by the City Council.

Expenditures may not legally exceed appropriations at the fund level, which is the legal level of control. Supplemental appropriations, which increase appropriations, may be made during the fiscal year. There were no material supplemental appropriations made for the fiscal year ended June 30, 2015. The budget information is presented on a basis consistent with generally accepted accounting principles. Appropriations, except open project appropriations, and unexpended grant appropriations, lapse at the end of each fiscal year. The City did not adopt a budget for the Parking Fund for the fiscal year ended June 30, 2015.

Under Article XIII B of the California Constitution (the Gann Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules, or an excess in one year may be offset against a deficit in the following year. For the fiscal year ended June 30, 2015, based on calculations by City management, proceeds of taxes did not exceed appropriations.

**Note 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (CONTINUED)**

B. Deficit Fund Balance/Net Position in Individual Funds

The Ambulance major special revenue fund has a deficit fund balance of \$684,400. It is the City's expectation that fund balance of the general fund will be used to alleviate this deficit.

C. Excess of Expenditures over Appropriations by Department in Individual Funds

<u>Fund</u>	<u>Expenditures</u>	<u>Appropriations</u>	<u>Excess</u>
General Fund:			
General government	\$ 3,586,911	\$ 3,124,839	\$ 462,072
Building maintenance	1,637,602	950,650	686,952
Nonmajor Funds:			
Traffic Safety	4,616		4,616
Forest Theater	2,129		2,129
Gas Tax	23,437		23,437

**Note 3 CASH AND INVESTMENTS**

**Cash and Investments**

The following is a summary of cash and investments at June 30, 2015:

Pooled cash and investments - statement of net position	\$ 11,426,657
Cash and investments with fiscal agent - statement of net position	<u>400,015</u>
Total cash and investments	<u><u>\$ 11,826,672</u></u>

Cash and investments as of June 30, 2015 consist of the following:

Cash on hand	\$ 1,335
Demand deposits	2,858,645
Investments	<u>8,966,692</u>
Total cash and investments	<u><u>\$ 11,826,672</u></u>

The City follows the practice of pooling cash and investments of all funds except for funds required to be held by fiscal agents under provisions of bond indentures. Interest income earned on pooled cash and investments is allocated monthly to the various funds based on monthly cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

**Note 3 CASH AND INVESTMENTS (CONTINUED)**

**Investments Authorized by the California Government Code and the City's Investment Policy**

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of bond indentures of the City, rather than the general provisions of the California Government Code or the City's investment policy.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio*</u>	<u>Maximum Investment in One Issuer</u>
United States (U.S.) Treasury Issues	5 years	None	None
U.S. Government Agency Securities	5 years	50%	50%
California State and Local Bonds, Notes, & Warrants	None	None	None
Bankers Acceptance	180 days	40%	30%
Commercial Paper	270 days	15%	10%
Medium Term Corporate Notes	5 years	30%	30%
Negotiable Certificates of Deposit	5 years	30%	30%
Repurchase Agreements	92 days	None	None
Passbook Savings/Money Market	None	20%	10%
Local Agency Investment Fund (LAIF)	N/A	None	None
Federal Instrumentalities	None	None	None

**Note 3 CASH AND INVESTMENTS (CONTINUED)**

**Investments Authorized by Debt Agreements**

Investments of debt proceeds held by bond trustees are governed by provisions of the debt agreements, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio*	Maximum Investment in One Issuer
United States (U.S.) Treasury Issues	None	None	None
U.S. Government Agency Securities	None	None	None
Banker's Acceptance	360 days	None	None
Commercial Paper	270 days	None	None
Money Market Funds	None	None	None
Investment Agreements	None	None	None
Local Agency Bonds	None	None	None
Medium Term Notes	None	None	None
Negotiable Certificate of Deposits	None	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

**Disclosures Relating to Interest Rate Risk**

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the City manages its exposure to interest rate risk is by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

Information about the sensitivity of the fair values of the City's investments (including investments held by bond trustees) to market interest rate fluctuations is provided by the following table that shows the distribution of the City's investments by maturity:

Investment Type	Totals	Remaining Maturity (in Months)					
		12 Months Or Less	13 to 24 Months	25-36 Months	37-48 Months	49-60 Months	More Than 60 Months
State investment pool	\$ 6,474,524	\$ 6,474,524	\$ -	\$ -	\$ -	\$ -	\$ -
Money market funds	99,153	99,153					
Certificates of deposit	1,993,000	498,000	1,245,000	250,000			
Held by bond trustees:							
Money market funds	400,015	400,015					
	\$ 8,966,692	\$ 7,471,692	\$ 1,245,000	\$ 250,000	\$ -	\$ -	\$ -

**Note 3 CASH AND INVESTMENTS (CONTINUED)**

**Disclosures Relating to Credit Risk**

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. Presented below is the minimum rating required by (where applicable) the California Government Code, the City's investment policy, or debt agreements, and the actual rating, by Standards and Poor, as of fiscal year end for each investment type:

Investment Type	Amount	Minimum Legal Rating	Exempt From Disclosure	Rating as of Fiscal Year End			
				AAA	AA	A	Not Rated
State investment pool	\$ 6,474,524	None	\$ -	\$ -	\$ -	\$ -	\$ 6,474,524
Money market funds	99,153	None		99,153			
Certificates of deposit	1,993,000	None					1,993,000
Held by bond trustees:							
Money market funds	400,015	None		400,015			
<b>Total</b>	<b>\$ 8,966,692</b>		<b>\$ -</b>	<b>\$ 499,168</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,467,524</b>

**Concentration of Credit Risk**

As of June 30, 2015, the City has not invested more than 5% of its total investments in any one issuer. Investments in external investment pools are excluded from this requirement.

**Custodial Credit Risk**

Custodial credit risk for *deposits* is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. The custodial credit risk for *investments* is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The California Government Code requires that a financial institution secure deposits made by state or local governmental units by pledging securities in an undivided collateral pool held by a depository regulated under state law (unless so waived by the governmental unit). The fair value of the pledged securities in the collateral pool must equal at least 110% of the total amount deposited by the public agencies. California law also allows financial institutions to secure deposits by pledging first trust deed mortgage notes having a value of 150% of the secured public deposits. The City's investment policy does not contain any additional provisions that would limit the exposure to custodial credit risk for deposits.

However, the policy does stipulate that mortgage collateral cannot be used to secure deposits, and that the use of a third party bank trust department is to act as the City's safekeeping agent for investments. At June 30, 2015, the City's deposits (bank balances) were insured by the Federal Depository Insurance Corporation or collateralized as required under California Law.

**Note 3 CASH AND INVESTMENTS (CONTINUED)**

**Investment in State Investment Pool**

The City is a voluntary participant in the Local Agency Investment Fund (LAIF) that is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The fair value of the City’s investment in this pool is reported in the accompanying financial statements at amounts based upon the City’s pro-rata share of the fair value provided by LAIF for the entire LAIF portfolio (in relation to the amortized cost of that portfolio). The balance available for withdrawal is based on the accounting records maintained by LAIF, which are recorded on an amortized cost basis.

**Note 4 INTERFUND TRANSACTIONS**

**Receivables/Payables**

The following sets forth amounts due to/from funds. These amounts represent when one fund reflects a deficit in its pooled cash account, generated from expenditures paid before revenue is received. These amounts are short term loans and are expected to be repaid within the next fiscal year.

**Due to/Due from Other Funds**

<u>Fund</u>	<u>Due From Amount</u>	<u>Due to Amount</u>
Major Funds:		
General Fund	\$ 1,382,042	\$ -
Ambulance Special Revenue Fund		1,382,042
Total	<u>\$ 1,382,042</u>	<u>\$ 1,382,042</u>

**Transfers**

With City Council approval, resources may be transferred from one City fund to another. The purposes of the transfers are: to move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them; and use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

**Note 4 INTERFUND TRANSACTIONS (CONTINUED)**

**Transfers (Continued)**

Transfers between individual funds during the fiscal year ended June 30, 2015, were as follows:

	<u>Transfer In</u>	<u>Transfer Out</u>
<b><u>Major Governmental Funds:</u></b>		
General Fund	\$ 2,073,032	\$ 2,156,660
Harrison Memorial Library Special Revenue Fund	948,596	
Ambulance Special Revenue Fund	493,384	180,000
<b><u>Nonmajor Governmental Funds:</u></b>		
Traffic Safety Special Revenue Fund		100,000
Road Impact Fees Special Revenue Fund		215,000
Grants Special Revenue Fund		301,702
Forest Theater Special Revenue Fund		90,000
Gas Tax Special Revenue Fund		93,871
Measure D Special Revenue Fund		1,790,702
General Debt Service Fund	1,412,923	
<b>Totals</b>	<u>\$ 4,927,935</u>	<u>\$ 4,927,935</u>

**City of Carmel-by-the-Sea**  
**Notes to Basic Financial Statements**  
**June 30, 2015**

**Note 5 CAPITAL ASSETS**

A. A summary of changes in the Governmental Activities capital assets for the fiscal year ended June 30, 2015 is as follows:

	Balance at July 1, 2014	Additions	Prior Period Adjustments	Balance at June 30, 2015
Capital assets not being depreciated:				
Land	\$ 3,633,723	\$ -	\$ 1,467,918	\$ 5,101,641
Art	1,467,918		(1,467,918)	
Construction in Progress	219,284	1,412,347	32,436	1,664,067
Total	<u>5,320,925</u>	<u>1,412,347</u>	<u>32,436</u>	<u>6,765,708</u>
Depreciable capital assets:				
Buildings and improvements	26,989,208	23,967	(32,436)	26,980,739
Infrastructure	13,760,000	810,803		14,570,803
Vehicles	2,498,253	118,974		2,617,227
Machinery & equipment	2,362,456	30,576		2,393,032
Total	<u>45,609,917</u>	<u>984,320</u>	<u>(32,436)</u>	<u>46,561,801</u>
Less accumulated depreciation for:				
Buildings and improvements	(7,831,233)	(700,724)	4,790	(8,527,167)
Infrastructure	(917,334)	(485,694)		(1,403,028)
Vehicles	(2,091,836)	(118,074)		(2,209,910)
Machinery & equipment	(1,817,338)	(123,173)		(1,940,511)
Total	<u>(12,657,741)</u>	<u>(1,427,665)</u>	<u>4,790</u>	<u>(14,080,616)</u>
Total capital assets, being depreciated, net	<u>32,952,176</u>	<u>(443,345)</u>	<u>(27,646)</u>	<u>32,481,185</u>
Governmental activities capital assets, net	<u>\$ 38,273,101</u>	<u>\$ 969,002</u>	<u>\$ 4,790</u>	<u>\$ 39,246,893</u>

Depreciation expense was charged to functions and programs based on their usage of the related assets. The amounts allocated to each function or program were as follows:

<b>Governmental Activities:</b>	<u>Total</u>
Administration	\$ 4,283
Building maintenance	137,056
Public safety	59,962
Public works	673,858
Forest, parks and beaches	17,132
Culture and recreation	535,374
	<u>\$ 1,427,665</u>

**City of Carmel-by-the-Sea**  
**Notes to Basic Financial Statements**  
**June 30, 2015**

**Note 6 LONG-TERM LIABILITIES**

The following is a summary of changes in Governmental Activities long-term debt for the fiscal year ended June 30, 2015:

	Balance at July 1, 2014	Additions	Deletions	Prior Period Adjustment	Balance at June 30, 2015	Due Within One Year
Sunset Center COP	\$ 6,725,000	\$ -	\$ (290,000)	\$ -	\$ 6,435,000	\$ 295,000
Countywide Radio Project	303,366		(38,741)		264,625	18,379
Capital Lease Obligations	137,387		(137,387)			
Pension Obligation Bonds	5,585,000		(580,000)		5,005,000	585,000
Compensated Absences	468,951	415,435	(281,371)		603,015	361,809
Net Pension Liability			(4,039,316)	15,703,462	11,664,146	
Claims Liabilities	460,000				460,000	
Net OPEB Obligation	1,333,306	282,709	(47,721)		1,568,294	
<b>Total</b>	<b>\$ 15,013,010</b>	<b>\$ 698,144</b>	<b>\$ (5,414,536)</b>	<b>\$ 15,703,462</b>	<b>\$ 26,000,080</b>	<b>\$ 1,260,188</b>

**A. Certificates of Participation – Sunset Center COP**

In 2010, the Carmel Public Improvement Authority, a component unit of the City, refunded previously issued Certificates of Participation in the amount of \$7,485,000, bearing an average interest rate of 4.73%, secured by general revenues of the City, and matures in October 2031. The original proceeds were used to remodel the Sunset Cultural Center property. Interest is payable semi-annually on October 1st and April 1st with principal payments due each October 1st. The outstanding balance due at June 30, 2015 was \$6,435,000.

Fiscal Years Ended June 30,	Principal	Interest	Total
2016	\$ 295,000	\$ 213,962	\$ 508,962
2017	300,000	208,062	508,062
2018	310,000	202,062	512,062
2019	315,000	194,312	509,312
2020	325,000	186,438	511,438
2021-2025	1,790,000	779,328	2,569,328
2026-2030	2,135,000	453,762	2,588,762
2031-2032	965,000	58,000	1,023,000
<b>Totals</b>	<b>\$ 6,435,000</b>	<b>\$ 2,295,926</b>	<b>\$ 8,730,926</b>

**City of Carmel-by-the-Sea**  
**Notes to Basic Financial Statements**  
**June 30, 2015**

**Note 6 LONG-TERM LIABILITIES (CONTINUED)**

B. Countywide Radio Project

In 2009, the City entered into a participation agreement with Monterey County to provide funding related to the "Next Generation Radio Project," a Federal Communications Commission mandated alteration of public safety and local government radio systems. Estimated payments will change should individual local jurisdictions elect out of the project. The outstanding balance due at June 30, 2015 was \$264,625.

Fiscal Years Ended June 30,	Principal	Interest	Total
2016	\$ 18,379	\$ 11,285	\$ 29,664
2017	19,105	10,559	29,664
2018	19,860	9,804	29,664
2019	20,645	9,019	29,664
2020	21,460	8,204	29,664
2021-2025	120,705	27,616	148,321
2026-2030	44,471	4,106	48,577
Totals	<u>\$ 264,625</u>	<u>\$ 80,593</u>	<u>\$ 345,218</u>

C. Capital Lease – Vehicle

In 2009, the City entered into a lease purchase agreement to acquire firefighting equipment in the amount of \$435,982, bearing interest at 4.5%, secured by equipment, with interest and principal payments due annually on July 1st, and matures in July 2015. The lease was paid in full during the fiscal year ended June 30, 2015.

D. Pension Obligation Bonds

On November 29, 2012, the City issued \$6,280,000 in 2012 Taxable Pension Obligation Bonds, the purpose of which was to fund certain PERS side fund obligations. The bonds bear an interest rate of 0.55% to 3.1% and mature on June 1, 2023. The outstanding balance due at June 30, 2015 was \$5,005,000.

The annual minimum debt service requirements for these bonds are:

Fiscal Years Ended June 30,	Principal	Interest	Total
2016	\$ 585,000	\$ 112,444	\$ 697,444
2017	595,000	105,130	700,130
2018	605,000	96,206	701,206
2019	615,000	85,618	700,618
2020	625,000	73,010	698,010
2021-2023	1,980,000	119,196	2,099,196
Totals	<u>\$ 5,005,000</u>	<u>\$ 591,604</u>	<u>\$ 5,596,604</u>

**Note 6 LONG-TERM LIABILITIES (CONTINUED)**

E. Compensated Absences

The City records employee absences, such as vacation, illness, and holidays, for which it is expected that employees will be paid as compensated absences. Compensated absences had a balance of \$603,015 at June 30, 2015; of that amount \$361,809 is expected to be paid within a year.

F. Net Pension Liability

In accordance with GASB Statement No. 68, the City has recorded its net pension liability of CalPERS benefits for retirees. See Note 7 for further discussion on the net pension liability.

G. Claims Liabilities

The City has recorded a liability for potential claims in excess of amounts covered by the insurance pool. See Note 10 for further discussion on the City's risk management activities.

H. Net OPEB Obligation

A net OPEB obligation is the cumulative differences between annual OPEB cost and an employer's contributions to a plan. At June 30, 2015, the City had a Net OPEB Obligation of \$1,568,294. See Note 8 for further discussion on OPEB.

**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Plan and additions to/deductions from the Plan's fiduciary net position have been determined on the same basis as they are reported by CalPERS Financial Office. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**A. General Information about the Pension Plan**

*Plan Descriptions* - All qualified employees are eligible to participate in the City's pooled Safety (police and fire) Plan, a cost-sharing multiple-employer defined benefit pension plan and the City's Miscellaneous (all other) Plan, a cost-sharing multiple-employer defined benefit pension plan administered by the California Public Employees' Retirement System (CalPERS), which acts as a common investment and administrative agent for its participating member employers. Benefit provisions under the Plan are established by State statute and Local Government resolution. CalPERS issues publicly available reports that include a full description of the pension plan regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

*Benefits Provided* - CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full time employment. Members with five years of total service are eligible to retire at age 50 with statutorily reduced benefits. All members are eligible for non-duty disability benefits after 10 years of service. The death benefit is one of the following: the Basic Death Benefit, the 1957 Survivor Benefit, or the Optional Settlement 2W Death Benefit. The cost of living adjustments for each plan are applied as specified by the Public Employees' Retirement Law.

**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CONTINUED)**

**A. General Information about the Pension Plan (Continued)**

The Plans' provisions and benefits in effect at June 30, 2015, are summarized as follows:

	City Miscellaneous Plan		
	Tier I	Tier II	Tier III
Hire date	Prior to April 15, 2012	On or after April 15, 2012	On or after January 1, 2013
Benefit formula	2.0% @ 55	2.0% @ 60	2.0% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Required employee contribution rates	7.000%	7.000%	6.250%
Required employer contribution rates	11.522%	8.005%	6.250%

	City Safety Plan		
	Tier I	Tier II	Tier III
Hire date	Prior to April 15, 2012	On or after April 15, 2012	On or after January 1, 2013
Benefit formula	3.0% @ 50	2.0% @ 50	2.7% @ 57
Benefit vesting schedule	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life
Required employee contribution rates	9.000%	9.000%	11.500%
Required employer contribution rates	27.849%	20.083%	11.500%

*Contributions* - Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plan is determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

**B. Net Pension Liability**

The City's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of each of the Plans is measured as of June 30, 2014, using an annual actuarial valuation as of June 30, 2013 rolled forward to June 30, 2014 using standard update procedures. The City's proportion of the net pension liability of the Miscellaneous and Safety Plan was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined. The City's proportionate share of the net pension liability for the Miscellaneous and Safety Plans as of June 30, 2013 and June 30, 2014 was as follows:

**City of Carmel-by-the-Sea**  
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**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CONTINUED)**

**B. Net Pension Liability (Continued)**

	<u>Miscellaneous Plan</u>	<u>Public Safety Plan</u>
Proportion - June 30, 2013	0.25518%	0.15346%
Proportion - June 30, 2014	0.24760%	0.14782%
Change - Increase (Decrease)	-0.00758%	-0.00564%

A summary of principal assumptions and methods used to determine the net pension liabilities is shown below.

*Actuarial Assumptions* - The total pension liability in the June 30, 2013 actuarial valuation was determined using the following actuarial assumptions:

	<u>Miscellaneous</u>	<u>Safety</u>
Valuation Date	June 30, 2013	June 30, 2013
Measurement Date	June 30, 2014	June 30, 2014
Actuarial Cost Method	Entry-Age Normal Cost Method	
Actuarial Assumptions:		
Discount Rate	7.50%	7.50%
Inflation	2.75%	2.75%
Payroll Growth	3.00%	3.00%
Projected Salary Increase	Varies (1)	Varies (1)
Investment Rate of Return	7.50% (2)	7.50% (2)
Mortality	Derived using CalPERS' Membership Data for all Funds	

(1) Depending on age, service, and type of employment.

(2) Net of pension plan investment expenses, including inflation.

The underlying mortality assumptions and all other actuarial assumptions used in the June 30, 2013 valuation were based on the results of a January 2014 actuarial experience study for the period 1997 to 2011. Further details of the Experience Study can found on the CalPERS website.

*Discount Rate* - The discount rate used to measure the total pension liability was 7.50% for each Plan. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested plans run out of assets. Therefore, the current 7.50 percent discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The long term expected discount rate of 7.50 percent will be applied to all plans in the Public Employees Retirement Fund (PERF). The stress test results are presented in a detailed report that can be obtained from the CalPERS website.

According to Paragraph 30 of Statement 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. The 7.50 percent investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.65 percent. Using this lower discount rate has resulted in a slightly higher Total Pension Liability and Net Pension Liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CONTINUED)**

**B. Net Pension Liability (Continued)**

CalPERS is scheduled to review all actuarial assumptions as part of its regular Asset Liability Management (ALM) review cycle that is scheduled to be completed in February 2018. Any changes to the discount rate will require Board action and proper stakeholder outreach. For these reasons, CalPERS expects to continue using a discount rate net of administrative expenses for GASB 67 and 68 calculations through at least the 2017-18 fiscal year. CalPERS will continue to check the materiality of the difference in calculation until such time as we have changed our methodology.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all the funds' asset classes, expected compound returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class	New Strategic Allocation	Real Return Year 1 - 10(a)	Real Return Years 11+(b)
Global Equity	47.00%	5.25%	5.71%
Global Fixed Income	19.00%	0.99%	2.43%
Inflation Sensitive	6.00%	0.45%	3.36%
Private Equity	12.00%	6.83%	6.95%
Real Estate	11.00%	4.50%	5.13%
Infrastructure and Forestland	3.00%	4.50%	5.09%
Liquidity	2.00%	-0.55%	-1.05%
Total	100.00%		

(a) An expected inflation of 2.5% used for this period.

(b) An expected inflation of 3.0% used for this period.

**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CONTINUED)**

***C. Changes in the Net Pension Liability***

As of June 30, 2015, the City reported net pension liabilities for its proportionate share of the net pension liability of the Miscellaneous and Public Safety Plans as follows:

Proportionate Share of Net Pension Liability	
<u>Miscellaneous Plan</u>	<u>Public Safety Plan</u>
\$ 6,119,423	\$ 5,544,723

*Sensitivity of the Net Pension Liability to Changes in the Discount Rate* - The following presents the net pension liability of the City for each Plan, calculated using the discount rate, as well as what the City's net pension liability would be if it were calculated using a discount rate that is 1 percentage point lower or 1 percentage point higher than the current rate:

	<u>Miscellaneous</u>	<u>Public Safety</u>
1% Decrease	6.50%	6.50%
Net Pension Liability	\$ 10,902,919	\$ 9,541,749
Current Discount Rate	7.50%	7.50%
Net Pension Liability	\$ 6,119,423	\$ 5,544,723
1% Increase	8.50%	8.50%
Net Pension Liability	\$ 2,149,575	\$ 2,251,345

*Pension Plan Fiduciary Net Position* - Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

**Note 7 PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CONTINUED)**

**D. Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions**

For the fiscal year ended June 30, 2015, the City recognized pension expense of \$914,434 (\$446,031 for the Miscellaneous Plan and \$468,403 for the Safety Plan). At June 30, 2015, the Local Government reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

***Miscellaneous Plans:***

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 323,796	\$ -
Net differences between projected and actual earnings on plan investments		(2,056,409)
Adjustments due to differences in proportions	<u>193,053</u>	<u>(15,007)</u>
Total	<u>\$ 516,849</u>	<u>\$ (2,071,416)</u>

***Public Safety Plans:***

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Pension contributions subsequent to measurement date	\$ 401,409	\$ -
Net differences between projected and actual earnings on plan investments		(1,674,136)
Adjustments due to differences in proportions	<u>122,454</u>	<u>(26,293)</u>
Total	<u>\$ 523,863</u>	<u>\$ (1,700,429)</u>

\$725,205 reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the fiscal year ended June 30, 2016. Other amounts reported as deferred inflows (outflows) of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ended	
<u>June 30,</u>	
2016	\$ 834,706
2017	834,706
2018	854,289
2019	932,637

**Note 8 OTHER POST EMPLOYMENT BENEFITS**

***Plan Description***

The City of Carmel-by-the-Sea Retiree Healthcare Plan (Plan) is a single-employer defined benefit healthcare plan administered by the City. The Plan provides access to lifetime healthcare benefits to eligible retirees and their dependents. The City provides retiree medical benefits through the California Public Employees' Retirement System healthcare program (PEMHCA). For eligible retirees, the City contributes not less than 5% of the active contribution times years in PEMHCA (max \$100/month increase). The City pays actives the PEMHCA minimum, and the City joined PEMHCA in 1998. The City's retiree contribution was \$115 for 2013, \$119 for 2014 and \$122 for 2015.

*Eligibility:* Employees are eligible to participate in the City's Retiree Healthcare Plan if they retire directly from the City under CalPERS with five years of PERS service (there is no minimum service requirement if retirement is due to a service-connected disability.) Since PEMHCA is a community rated plan for most employers, an implied subsidy is not reflected under GASB 45. The City does not provide dental, vision, life, or Medicare Part B reimbursement to retirees. The Retiree Healthcare Plan does not issue a financial report.

Membership of the plan consisted of the following at June 30, 2015:

Retirees and beneficiaries receiving benefits	34
Other participants fully eligible for benefits	25
Other participants not fully eligible for benefits	55
	<hr/>
Total	114
	<hr/> <hr/>

***Funding Policy***

The contribution requirements of the Plan participants and the City are established by and may be amended by the City. The City currently does not prefund plan benefits.

The Annual Required Contribution (ARC) is an amount actuarially determined in accordance with the parameters of GASB Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefit Other Than Pensions. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

For fiscal year 2015, the City contributed \$47,721 for current benefit payments.

***Annual OPEB Cost and Net OPEB Obligation***

The City's annual other postemployment benefit cost (expense) is calculated based on the annual required contribution (ARC) of the employer. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years.

**Note 8 OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

***Annual OPEB Cost and Net OPEB Obligation.***

The following table shows the components of the City's annual OPEB cost for the fiscal year, the amount actually contributed to the Plan, and changes in the City's Net OPEB obligation:

Annual required contribution (ARC)	\$ 295,155
Interest on net OPEB obligation	46,666
Adjustment to ARC	(59,112)
Annual OPEB cost (expense)	<u>282,709</u>
Contributions made by City	(47,721)
Increase in net OPEB obligation	<u>234,988</u>
Net OPEB obligations, beginning of fiscal year	1,333,306
Net OPEB obligations, end of fiscal year	<u><u>\$ 1,568,294</u></u>

The City's annual OPEB cost, the percentage of annual OPEB cost contributed to the Plan, and the net OPEB obligation for fiscal year 2015 and the two preceding fiscal years were as follows:

Fiscal Year Ended	Annual OPEB Cost	Percentage of Annual OPEB Cost Contributed	Net OPEB Obligation (Asset)
6/30/2013	\$ 304,008	18%	\$ 1,115,277
6/30/2014	266,541	18%	1,333,306
6/30/2015	282,709	17%	1,568,294

**Funded Status and Funding Progress.** The funded status of the Plan as of July 1, 2014, the Plan's most recent actuarial valuation date, was as follows:

Actuarial accrued liability (AAL)	\$ 2,760,357
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	<u>\$ 2,760,357</u>
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered payroll (active plan participants)	\$ 5,118,420
UAAL as a percentage of covered payroll	53.93%

Actuarial valuations of an ongoing plan involve estimates of the value of expected benefit payments and assumptions about the probability of occurrence of events far into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

**Note 8 OTHER POST EMPLOYMENT BENEFITS (CONTINUED)**

*Actuarial Methods and Assumptions.*

Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and the plan participants) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan participants to that point. The actuarial methods and assumptions used include techniques that are designed to reduce the effects of short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

For the July 1, 2014, actuarial valuation, the entry age normal actuarial cost method was used. The actuarial assumptions included a 3.5% discount rate. Premiums were assumed to increase at a rate of 4.0% per year. The total UAAL calculated in the July 1, 2014, valuation was amortized as a level percentage of projected payroll over a fixed 25-year period beginning fiscal year 2014.

**Note 9 NET POSITION/FUND BALANCES**

At June 30, 2015, the City had recorded restricted net position in the governmental activities as follows:

	<u>Governmental Activities</u>
Restricted for:	
Community development	\$ 372,659
Streets and roads	265,806
Measure D	2,865,053
Debt service	<u>358,955</u>
Total Restricted	<u>\$ 3,862,473</u>

**City of Carmel-by-the-Sea**  
**Notes to Basic Financial Statements**  
**June 30, 2015**

**Note 9 NET POSITION/FUND BALANCES (CONTINUED)**

The constraints placed on fund balance for the major governmental funds and all other governmental funds at June 30, 2015 are as follows:

Fund Balances	General Fund	Harrison Memorial Library Special Revenue Fund	Parking Special Revenue Fund	Ambulance Special Revenue Fund	Nonmajor Governmental Funds	Total
Community Development	\$ -	\$ -	\$ -	\$ -	\$ 372,659	\$ 372,659
Streets and Roads					265,806	265,806
Measure D					2,865,053	2,865,053
Debt Service					400,015	400,015
<i>Total Restricted</i>					3,903,533	3,903,533
<b>Committed for:</b>						
Economic Stabilization	4,561,070					4,561,070
<i>Total Committed</i>	4,561,070					4,561,070
<b>Assigned for:</b>						
Post-employment benefits	414,283					414,283
Capital Projects	1,333,306					1,333,306
Harrison Memorial Library		1,085,224				1,085,224
Parking			698,086			698,086
Traffic Safety					42,619	42,619
Streets and Roads					29,527	29,527
Forest Theater					18,012	18,012
<i>Total Assigned</i>	1,747,589	1,085,224	698,086		90,158	3,621,057
Unassigned	1,541,150			(684,400)		856,750
<i>Total Fund Balances (Deficits)</i>	\$ 7,849,809	\$ 1,085,224	\$ 698,086	\$ (684,400)	\$ 3,993,691	\$ 12,942,410

**Note 10 RISK MANAGEMENT**

The City of Carmel-by-the-Sea (City) is a member of CSAC-EIA (California State and County Excess Insurance Authority) which is a shared risk pool. CSAC-EIA covers claims for City for both Workers Compensation and General Liability. The City's Liability SIR is pre-funded through CSAC-EIA for 8 quarters of payments made on behalf of City. Currently, the SIR fund for the City with CSAC-EIA is maintained at \$8,183. If the pre-funded SIR balance drops below this amount, the City is billed by CSAC-EIA to replenish the fund to the \$8,183 level. The City does not make claim payments, they are all issued by the city's third party administrator from a CSA-EIA account.

The City has two layers of Liability coverage through CSAC-EIA and under the first layer, the Primary General Liability layer, there is an SIR (Self Insured Retention) of \$10,000 per claim. Thereafter, the next layer of coverage kicks in (General Liability 1 program) which carries an SIR of \$100,000 which is satisfied by exhausting the coverage limit of \$100,000 under the Primary Liability program. The maximum limit of coverage under the primary General Liability 1 program is \$25 million. The City retains the risk of loss above \$25 million.

**Note 10 RISK MANAGEMENT (CONTINUED)**

For Workers Compensation, the City is a member of both the CSAC-EIA Primary Workers Compensation program and then, the CSAC-EIA Excess Workers Compensation program. The Primary Workers compensation program provides dollar 1 coverage to the City for Workers Compensation claims. In other words, City has no deductible or SIR. This layer of Workers Compensation coverage carries a maximum limit of \$125,000 per occurrence. Thereafter, CSAC-EIA's excess coverage steps in and the SIR (Self Insured Retention) is \$125,000 which again, is satisfied by exhausting the limits of coverage under the Primary Workers Compensation program. The upper limit of coverage under the Excess Workers Compensation program is "statutory". What this means is that regardless of the total cost of the claim, it is covered under the CSAC-EIA Excess Workers Compensation program. There is absolutely no monetary exposure to the City under these two Workers Compensation programs except for the premium costs to purchase this coverage. The City has had no settlements which exceeded insurance coverage in the last three fiscal years and no significant changes or reductions in insurance coverage during the current year.

**Note 11 PRIOR PERIOD ADJUSTMENTS**

A prior period adjustment in the amount of (\$14,002,854) was made on the statement of activities due to an overstatement of cash and investments (\$22,943), an overstatement of accrued liabilities of \$233,335, an overstatement of accounts receivable (\$11,986), an understatement of capital assets of \$4,790, and an understatement of net pension liability (\$15,703,462), and an understatement of deferred outflows of resources of \$1,497,412. The adjustment for net pension liability and deferred outflows of resources is due to implementation of GASB Statement No. 68.

A prior period adjustment in the amount of \$680,436 was made in the General Fund due to an overstatement of cash and investments (\$12,899), an overstatement of accrued liabilities of \$233,335, and an overstatement of claims payable \$460,000 in the prior fiscal year.

A prior period adjustment in the amount of (\$10,044) was made in the Ambulance Special Revenue Fund due to an overstatement of cash and investments in the prior fiscal year.

A prior period adjustment in the amount of (\$11,986) was made in the Gas Tax Special Revenue Fund due to an overstatement of accounts receivable in the prior fiscal year.

**Note 12 SUBSEQUENT EVENTS**

On April 4, 2016, the City Council authorized an agreement with Accela Inc. for implementation of a financial software system and a hosting agreement for a five year term, in an amount not to exceed \$199,500.

On April 4, 2016, the City Council authorized a construction contract with Monterey Peninsula Engineering for the 2016 Street Projects in an amount not to exceed \$1,121,938.

REQUIRED SUPPLEMENTARY INFORMATION

**City of Carmel-by-the-Sea**  
**Required Supplementary Information**  
**June 30, 2015**

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Using the most recent actuarial valuation dated July 1, 2014, the following is the funded status of the OPEB plan as of the actuarial date:

Date	Entry Age Normal Accrued Liability (A)	Actuarial Value of Assets (B)	Unfunded Liability/ (Excess Assets) ((A)-(B))	Funded Ratio ((B)/(A))	Covered Payroll (C)	Actuarial Accrued Liability % of Covered Payroll ((A-B)/C)
6/30/2009	\$ 2,752,948	\$ -	\$ 2,752,948	0%	\$ 5,432,667	50.67%
7/1/2014	2,760,357	-	2,760,357	0%	5,118,420	53.93%

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 1: Schedules of the City's Proportionate Share of the Net Pension Liability**

	<b>Miscellaneous</b> Fiscal Year 2014-15
Proportion of the net pension liability	0.09823%
Proportionate share of the net pension liability	\$ 6,112,274
Covered employee payroll	\$ 2,752,690
Proportionate Share of the net pension liability as a percentage of covered employee payroll	222.05%
Plan's fiduciary net position	\$ 29,903,178
Plan's total pension liability	\$ 36,015,452
Plan fiduciary net position as a percentage of total pension liability	83.03%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Change in Assumptions: None

\*Fiscal year 2015 was the 1<sup>st</sup> year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 1: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)**

		<b>Miscellaneous Tier II</b>
		Fiscal Year 2014-15
Proportion of the net pension liability		0.00011%
Proportionate share of the net pension liability	\$	7,149
Covered employee payroll	\$	425,252
Proportionate Share of the net pension liability as a percentage of covered employee payroll		1.68%
Plan's fiduciary net position	\$	34,975
Plan's total pension liability	\$	42,124
Plan fiduciary net position as a percentage of total pension liability		83.03%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Change in Assumptions: None

\*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 1: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)**

	<b>Safety</b>	
	Fiscal Year 2014-15	
Proportion of the net pension liability		0.08894%
Proportionate share of the net pension liability	\$	5,534,383
Covered employee payroll	\$	1,450,728
Proportionate Share of the net pension liability as a percentage of covered employee payroll		381.49%
Plan's fiduciary net position	\$	24,250,216
Plan's total pension liability	\$	29,784,599
Plan fiduciary net position as a percentage of total pension liability		81.42%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Change in Assumptions: None

\*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 1: Schedules of the City's Proportionate Share of the Net Pension Liability (Continued)**

	<b>Safety Tier II</b>	
	Fiscal Year 2014-15	
Proportion of the net pension liability		0.00016%
Proportionate share of the net pension liability	\$	10,340
Covered employee payroll	\$	266,296
Proportionate Share of the net pension liability as a percentage of covered employee payroll		3.88%
Plan's fiduciary net position	\$	45,305
Plan's total pension liability	\$	55,645
Plan fiduciary net position as a percentage of total pension liability		81.42%

**Notes to Schedule**

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2013 as they have minimal cost impact. This applies for voluntary benefit changes as well as any offers of Two Years Additional Service Credit (a.k.a. Golden Handshakes).

Change in Assumptions: None

\*Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 3: Schedules of Pension Contributions**

	<b>Miscellaneous</b>	
	Fiscal Year 2014-15	
Actuarially Determined Contribution <sup>2</sup>	\$	268,080
Contributions in Relation to the Actuarially Determined Contribution <sup>2</sup>		(268,080)
Contribution Deficiency (Excess)	\$	-
Covered Employee Payroll <sup>3</sup>	\$	2,326,679
Contributions as a Percentage of Covered Employee Payroll <sup>3</sup>		11.52%

<sup>1</sup>Historical information is required only for measurement periods for which GASB 68 is applicable.

<sup>2</sup>Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.

<sup>3</sup>Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to Schedule:**

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal
Amortization Method	Level Percent of Payroll
Remaining amortization period	19 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-56 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

\* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 3: Schedules of Pension Contributions (Continued)**

	<b>Miscellaneous Tier II</b>	
	Fiscal Year 2014-15	
Actuarially Determined Contribution <sup>2</sup>	\$	55,716
Contributions in Relation to the Actuarially Determined Contribution <sup>2</sup>		(55,716)
Contribution Deficiency (Excess)	\$	-
Covered Employee Payroll <sup>3</sup>	\$	696,015
Contributions as a Percentage of Covered Employee Payroll <sup>3</sup>		8.01%

<sup>1</sup>Historical information is required only for measurement periods for which GASB 68 is applicable.

<sup>2</sup>Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.

<sup>3</sup>Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to Schedule:**

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Remaining amortization period	19 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-56 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

\* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 3: Schedules of Pension Contributions (Continued)**

	<b>Safety</b>	
	Fiscal Year 2014-15	
Actuarially Determined Contribution <sup>2</sup>	\$	360,496
Contributions in Relation to the Actuarially Determined Contribution <sup>2</sup>		(360,496)
Contribution Deficiency (Excess)	\$	-
Covered Employee Payroll <sup>3</sup>	\$	1,294,467
Contributions as a Percentage of Covered Employee Payroll <sup>3</sup>		27.85%

<sup>1</sup>Historical information is required only for measurement periods for which GASB 68 is applicable.

<sup>2</sup>Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.

<sup>3</sup>Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to Schedule:**

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Actuarial Cost Method	Entry Age Normal Cost Method
Amortization Method	Level Percent of Payroll
Remaining amortization period	13 years
Assets Valuation Method	15 year smoothed market
Inflation	2.75%
Salary Increases	3.30% to 14.20% depending on age, service and type of employment
Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-55 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

\* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**Cost-Sharing Multiple-Employer Defined Benefit Pension Plan  
 Last 10 Fiscal Years\***

**Note 3: Schedule of Pension Contributions (Continued)**

	<b>Safety Tier II</b>	
	Fiscal Year 2014-15	
Actuarially Determined Contribution <sup>2</sup>	\$	40,913
Contributions in Relation to the Actuarially Determined Contribution <sup>2</sup>		(40,913)
Contribution Deficiency (Excess)	\$	-
Covered Employee Payroll <sup>3</sup>	\$	203,720
Contributions as a Percentage of Covered Employee Payroll <sup>3</sup>		20.08%

<sup>1</sup>Historical information is required only for measurement periods for which GASB 68 is applicable.

<sup>2</sup>Employers are assumed to make contributions equal to the actuarially determined contributions. However, some employers may choose to make additional contributions towards their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions.

<sup>3</sup>Covered Employee Payroll represented above is based on pensionable earnings provided by the employer. However, GASB 68 defines covered employee payroll as the total payroll of employees pension plan. Accordingly, if pensionable earnings are different than total earnings for covered employees, the employer should display in the disclosure footnotes the payroll based on total earnings for the covered group and recalculate the required payroll-related ratios.

**Notes to Schedule:**

The actuarial methods and assumptions used to set the actuarially determined contributions for Fiscal Year 2014-15 were from the June 30, 2012 public agency valuations.

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Payroll Growth	3.00%
Investment Rate of Return	7.50% net of administrative expenses
Retirement Age	50-55 years
Mortality	The mortality assumptions are based on mortality rates resulting from the CalPERS Experience Study adopted by the CalPERS Board, first used in the June 30, 2009 valuation. For purposes of the post-retirement mortality rates, those revised rates include 5 years of projected on-going mortality improvement using Scale AA published by the Society of Actuaries until June 30, 2010.

\* Fiscal year 2015 was the 1st year of implementation, therefore only one year is shown.

**CITY OF CARMEL-BY-THE-SEA**  
**Budgetary Comparison Schedule**  
**General Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>		<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
Revenues:				
Taxes and assessments	\$ 16,880,953	\$ 16,880,953	\$ 14,702,528	\$ (2,178,425)
Licenses and permits	495,125	495,125	504,419	9,294
Intergovernmental	15,000	15,000		(15,000)
Use of money and property	232,103	232,103	161,620	(70,483)
Fines and forfeitures	26,250	26,250	9,246	(17,004)
Current service charges	470,270	470,270	256,097	(214,173)
Other revenue	485,286	485,286	249,537	(235,749)
Total Revenues	<u>18,604,987</u>	<u>18,604,987</u>	<u>15,883,447</u>	<u>(2,721,540)</u>
Expenditures:				
Current:				
General government	3,124,839	3,124,839	3,586,911	(462,072)
Building maintenance	950,650	950,650	1,637,602	(686,952)
Public safety	5,353,028	5,353,028	5,255,170	97,858
Public works	2,006,772	2,006,772	1,260,593	746,179
Forest, parks and beaches	720,305	720,305	544,902	175,403
Culture and recreation	884,593	884,593	766,242	118,351
Economic development	319,260	319,260	315,780	3,480
Capital outlay	4,524,330	4,524,330	2,396,667	2,127,663
Total Expenditures	<u>17,883,777</u>	<u>17,883,777</u>	<u>15,763,867</u>	<u>2,119,910</u>
Excess of Revenues Over (Under)				
Expenditures	<u>721,210</u>	<u>721,210</u>	<u>119,580</u>	<u>(601,630)</u>
Other Financing Sources (Uses)				
Transfers in	1,085,000	1,085,000	2,073,032	988,032
Transfers out	<u>(2,629,607)</u>	<u>(2,629,607)</u>	<u>(2,156,660)</u>	<u>472,947</u>
Total Other Financing Sources (Uses)	<u>(1,544,607)</u>	<u>(1,544,607)</u>	<u>(83,628)</u>	<u>1,460,979</u>
Net Change in Fund Balance	<u>(823,397)</u>	<u>(823,397)</u>	<u>35,952</u>	<u>859,349</u>
Fund Balance, July 1, 2014	7,133,421	7,133,421	7,133,421	
Prior Period Adjustments			680,436	680,436
Fund Balance, July 1, 2014, Restated	<u>7,133,421</u>	<u>7,133,421</u>	<u>7,813,857</u>	<u>680,436</u>
Fund Balance, June 30, 2015	<u>\$ 6,310,024</u>	<u>\$ 6,310,024</u>	<u>\$ 7,849,809</u>	<u>\$ 1,539,785</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Harrison Memorial Library**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
	<u>Original</u>	<u>Final</u>		
Revenues				
Use of money and property	\$ 1,000	\$ 1,000	\$ 1,988	\$ 988
Charges for current services	18,100	18,100	17,603	(497)
Contributions	300,200	300,200	686,025	385,825
Total Revenues	<u>319,300</u>	<u>319,300</u>	<u>705,616</u>	<u>386,316</u>
Expenditures				
Current:				
Culture and recreation	<u>1,292,376</u>	<u>1,292,376</u>	<u>1,231,357</u>	<u>61,019</u>
Total Expenditures	<u>1,292,376</u>	<u>1,292,376</u>	<u>1,231,357</u>	<u>61,019</u>
Excess (Deficit) of Revenues over Expenditures	<u>(973,076)</u>	<u>(973,076)</u>	<u>(525,741)</u>	<u>447,335</u>
Other Financing Sources (Uses)				
Transfers in	<u>973,076</u>	<u>973,076</u>	<u>948,596</u>	<u>(24,480)</u>
Total Other Financing Sources (Uses)	<u>973,076</u>	<u>973,076</u>	<u>948,596</u>	<u>(24,480)</u>
Net Change in Fund Balance			422,855	422,855
Fund Balance, July 1, 2014	<u>662,369</u>	<u>662,369</u>	<u>662,369</u>	
Fund Balance, June 30, 2015	<u>\$ 662,369</u>	<u>\$ 662,369</u>	<u>\$ 1,085,224</u>	<u>\$ 422,855</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Ambulance Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budgeted Amounts</u>			<b>Variance with</b>
	<u>Original</u>	<u>Final</u>	<u>Actual</u>	<b>Final Budget</b> <b>Positive</b> <b>(Negative)</b>
Revenues				
Use of money and property	\$ -	\$ -	\$ 40	\$ 40
Charges for current services	727,500	727,500	630,476	(97,024)
Total Revenues	<u>727,500</u>	<u>727,500</u>	<u>630,516</u>	<u>(96,984)</u>
Expenditures				
Current:				
Public Safety	1,153,261	1,153,261	1,139,090	14,171
Total Expenditures	<u>1,153,261</u>	<u>1,153,261</u>	<u>1,139,090</u>	<u>14,171</u>
Excess (Deficit) of Revenues over Expenditures	<u>(425,761)</u>	<u>(425,761)</u>	<u>(508,574)</u>	<u>(82,813)</u>
Other Financing Sources (Uses)				
Transfers in	425,761	425,761	493,384	67,623
Transfers out			(180,000)	(180,000)
Total Other Financing Sources (Uses)	<u>425,761</u>	<u>425,761</u>	<u>313,384</u>	<u>(112,377)</u>
Net Change in Fund Balance			<u>(195,190)</u>	<u>(195,190)</u>
Fund Balance (Deficit), July 1, 2014	(479,166)	(479,166)	(479,166)	
Prior Period Adjustments			<u>(10,044)</u>	<u>(10,044)</u>
Fund Balance (Deficit), July 1, 2014, Restated	<u>(479,166)</u>	<u>(479,166)</u>	<u>(489,210)</u>	<u>(10,044)</u>
Fund Balance (Deficit), June 30, 2015	<u>\$ (479,166)</u>	<u>\$ (479,166)</u>	<u>\$ (684,400)</u>	<u>\$ (205,234)</u>

## CITY OF CARMEL BY-THE-SEA

### NONMAJOR GOVERNMENTAL FUNDS

#### Special Revenue Funds

Special revenue funds are used to account for specific revenues that are restricted by law or administrative action and expenditures for specified purposes. Nonmajor special revenue funds used by the City are listed below:

Traffic Safety Fund – This fund is used to account for court fines collected on the City’s account for moving violations, as well as traffic safety and public safety augmentation funds for police and fire.

Road Impact Fees Fund – This fund is used to account for road impact fees used for transportation related expenditures.

Grants Fund – This fund is used to account for grants utilized for specific purposes.

Forest Theater Fund – This fund is used to account for activities related to the Forest Theater.

Gas Tax Fund – This fund is used to account for revenues collected in accordance with the Streets and Highway Code.

Measure D Fund – This fund is used to account for the transaction and use tax increase to be used to maintain essential services, including fire, ambulance and police response times; fund capital needs, including streets, beach, parks, forest and trails; increase code compliance; maintain libraries, Sunset Center and other public facilities; address CalPERS pension liabilities and other debt; and provide other general City services.

#### Debt Service Fund

Debt Service Funds are used to account for accumulation of resources for, and payment of, principal and interest on the City’s governmental activities long-term debt. The nonmajor debt service fund of the City is listed below:

Debt Service Fund – This fund is used to account for activities related to the repayment of the Certificate of Participation, Pension Obligation Bond, and capital lease obligations.

**CITY OF CARMEL-BY-THE-SEA**  
**Combining Balance Sheet**  
**Nonmajor Governmental Funds**  
**June 30, 2015**

	<u>Special Revenue Funds</u>		
	<u>Traffic Safety</u>	<u>Road Impact Fees</u>	<u>Grants</u>
<b>Assets</b>			
Cash and investments	\$ 34,609	\$ 29,527	\$ 364,326
Cash and investments with fiscal agent			
Receivables:			
Accounts	8,010		
Intergovernmental			8,333
	<u>42,619</u>	<u>29,527</u>	<u>372,659</u>
Total Assets	<u>\$ 42,619</u>	<u>\$ 29,527</u>	<u>\$ 372,659</u>
<b>Liabilities and Fund Balances</b>			
Liabilities:			
Accounts payable	\$ -	\$ -	\$ -
Accrued liabilities			
	<u>-</u>	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balances:			
Restricted			372,659
Assigned	42,619	29,527	
	<u>42,619</u>	<u>29,527</u>	<u>372,659</u>
Total Fund Balances	<u>42,619</u>	<u>29,527</u>	<u>372,659</u>
Total Liabilities and Fund Balances	<u>\$ 42,619</u>	<u>\$ 29,527</u>	<u>\$ 372,659</u>

**Special Revenue Funds**

<b>Forest Theater</b>	<b>Gas Tax</b>	<b>Measure D</b>	<b>General Debt Service</b>	<b>Total Nonmajor Funds</b>
\$ 18,012	\$ 266,409	\$ 2,359,987	\$ - 400,015	\$ 3,072,870 400,015
		505,066		8,010 513,399
<u>\$ 18,012</u>	<u>\$ 266,409</u>	<u>\$ 2,865,053</u>	<u>\$ 400,015</u>	<u>3,994,294</u>
\$ -	\$ - 603	\$ -	\$ -	\$ - 603
	603			603
18,012	265,806	2,865,053	400,015	3,903,533 90,158
<u>18,012</u>	<u>265,806</u>	<u>2,865,053</u>	<u>400,015</u>	<u>3,993,691</u>
<u>\$ 18,012</u>	<u>\$ 266,409</u>	<u>\$ 2,865,053</u>	<u>\$ 400,015</u>	<u>\$ 3,994,294</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Combining Statement of Revenues, Expenditures, and**  
**Changes in Fund Balances**  
**Nonmajor Governmental Funds**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Special Revenue Funds</u>		
	<u>Traffic Safety</u>	<u>Road Impact Fees</u>	<u>Grants</u>
Revenues:			
Taxes	\$ -	\$ -	\$ -
Licenses and permits		215,838	
Intergovernmental	10,837		747,434
Current service charges			
Fines and forfeitures	109,906		
Total Revenues	<u>120,743</u>	<u>215,838</u>	<u>747,434</u>
Expenditures:			
General government			
Public safety	4,616		
Culture and recreation			
Public works			
Debt service:			
Principal			
Interest and fiscal charges			
Total Expenditures	<u>4,616</u>		
Excess (Deficit) of Revenues over Expenditures	<u>116,127</u>	<u>215,838</u>	<u>747,434</u>
Other Financing Sources (Uses)			
Transfers in			
Transfers out	<u>(100,000)</u>	<u>(215,000)</u>	<u>(301,702)</u>
Total Other Financing Sources (Uses)	<u>(100,000)</u>	<u>(215,000)</u>	<u>(301,702)</u>
Net Change in Fund Balances	<u>16,127</u>	<u>838</u>	<u>445,732</u>
Fund Balances (Deficits), July 1, 2014	26,492	28,689	(73,073)
Prior Period Adjustments			
Fund Balances (Deficits), July 1, 2014, Restated	<u>26,492</u>	<u>28,689</u>	<u>(73,073)</u>
Fund Balances, June 30, 2015	<u>\$ 42,619</u>	<u>\$ 29,527</u>	<u>\$ 372,659</u>

**Special Revenue Funds**

<b>Forest Theater</b>	<b>Gas Tax</b>	<b>Measure D</b>	<b>General Debt Service</b>	<b>Total Nonmajor Funds</b>
\$ -	\$ -	\$ 2,718,256	\$ -	\$ 2,718,256
	115,881			215,838
1,350				874,152
				1,350
				109,906
<u>1,350</u>	<u>115,881</u>	<u>2,718,256</u>		<u>1,201,246</u>
			6,183	6,183
				4,616
2,129	23,437			2,129
				23,437
			1,046,128	1,046,128
			360,610	360,610
<u>2,129</u>	<u>23,437</u>		<u>1,412,921</u>	<u>1,443,103</u>
<u>(779)</u>	<u>92,444</u>	<u>2,718,256</u>	<u>(1,412,921)</u>	<u>(241,857)</u>
			1,412,923	1,412,923
<u>(90,000)</u>	<u>(93,871)</u>	<u>(1,790,702)</u>		<u>(2,591,275)</u>
<u>(90,000)</u>	<u>(93,871)</u>	<u>(1,790,702)</u>	<u>1,412,923</u>	<u>(1,178,352)</u>
<u>(90,779)</u>	<u>(1,427)</u>	<u>927,554</u>	<u>2</u>	<u>1,298,047</u>
108,791	279,219	1,937,499	400,013	2,707,630
	(11,986)			(11,986)
<u>108,791</u>	<u>267,233</u>	<u>1,937,499</u>	<u>400,013</u>	<u>2,695,644</u>
<u>\$ 18,012</u>	<u>\$ 265,806</u>	<u>\$ 2,865,053</u>	<u>\$ 400,015</u>	<u>\$ 3,993,691</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Traffic Safety Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<b>Budget Final</b>	<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
Revenues:			
Intergovernmental	\$ -	\$ 10,837	\$ 10,837
Fines and forfeitures	150,000	109,906	(40,094)
Total Revenues	<u>150,000</u>	<u>120,743</u>	<u>(29,257)</u>
Expenditures:			
Current:			
Public safety		4,616	(4,616)
Total Expenditures		<u>4,616</u>	<u>(4,616)</u>
Excess (Deficit) of Revenues over Expenditures	<u>150,000</u>	<u>116,127</u>	<u>(33,873)</u>
Other Financing Sources (Uses)			
Transfers out	<u>(150,000)</u>	<u>(100,000)</u>	<u>50,000</u>
Total Other Financing Sources (Uses)	<u>(150,000)</u>	<u>(100,000)</u>	<u>50,000</u>
Net Change in Fund Balance		16,127	16,127
Fund Balance, July 1, 2014	<u>26,492</u>	<u>26,492</u>	
Fund Balance, June 30, 2015	<u>\$ 26,492</u>	<u>\$ 42,619</u>	<u>\$ 16,127</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Road Impact Fees Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<b>Budget Final</b>	<b>Actual</b>	<b>Variance with Final Budget Positive (Negative)</b>
Revenues:			
Fees and permits	\$ 200,000	\$ 215,838	\$ 15,838
Total Revenues	<u>200,000</u>	<u>215,838</u>	<u>15,838</u>
Excess (Deficit) of Revenues over Expenditures	<u>200,000</u>	<u>215,838</u>	<u>15,838</u>
Other Financing Sources (Uses)			
Transfers out	<u>(200,000)</u>	<u>(215,000)</u>	<u>(15,000)</u>
Total Other Financing Sources (Uses)	<u>(200,000)</u>	<u>(215,000)</u>	<u>(15,000)</u>
Net Change in Fund Balance		838	838
Fund Balance, July 1, 2014	<u>28,689</u>	<u>28,689</u>	
Fund Balance, June 30, 2015	<u>\$ 28,689</u>	<u>\$ 29,527</u>	<u>\$ 838</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Grants Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budget Final</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues:			
Intergovernmental	\$ 402,500	\$ 747,434	\$ 344,934
Total Revenues	<u>402,500</u>	<u>747,434</u>	<u>344,934</u>
Other Financing Sources (Uses)			
Transfers out	<u>(402,500)</u>	<u>(301,702)</u>	<u>100,798</u>
Total Other Financing Sources (Uses)	<u>(402,500)</u>	<u>(301,702)</u>	<u>100,798</u>
Net Change in Fund Balance		445,732	445,732
Fund Balance, July 1, 2014	<u>(73,073)</u>	<u>(73,073)</u>	
Fund Balance, June 30, 2015	<u>\$ (73,073)</u>	<u>\$ 372,659</u>	<u>\$ 445,732</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Forest Theater**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budget Final</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues:			
Current services charges	\$ 90,000	\$ 1,350	\$ (88,650)
Total Revenues	<u>90,000</u>	<u>1,350</u>	<u>(88,650)</u>
Expenditures:			
Current:			
Culture and recreation		2,129	(2,129)
Total Expenditures		<u>2,129</u>	<u>(2,129)</u>
Excess (Deficit) of Revenues over Expenditures	<u>90,000</u>	<u>(779)</u>	<u>(90,779)</u>
Other Financing Sources (Uses)			
Transfers out	<u>(90,000)</u>	<u>(90,000)</u>	
Total Other Financing Sources (Uses)	<u>(90,000)</u>	<u>(90,000)</u>	
Net Change in Fund Balance		(90,779)	(90,779)
Fund Balance, July 1, 2014	<u>108,791</u>	<u>108,791</u>	
Fund Balance, June 30, 2015	<u>\$ 108,791</u>	<u>\$ 18,012</u>	<u>\$ (90,779)</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Gas Tax Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budget Final</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues:			
Intergovernmental	\$ 117,500	\$ 115,881	\$ (1,619)
Total Revenues	<u>117,500</u>	<u>115,881</u>	<u>(1,619)</u>
Expenditures:			
Current:			
Public works		23,437	(23,437)
Total Expenditures		<u>23,437</u>	<u>(23,437)</u>
Excess (Deficit) of Revenues over Expenditures	<u>117,500</u>	<u>92,444</u>	<u>(25,056)</u>
Other Financing Sources (Uses)			
Transfers out	<u>(117,500)</u>	<u>(93,871)</u>	<u>23,629</u>
Total Other Financing Sources (Uses)	<u>(117,500)</u>	<u>(93,871)</u>	<u>23,629</u>
Net Change in Fund Balance		<u>(1,427)</u>	<u>(1,427)</u>
Fund Balance, July 1, 2014	279,219	279,219	
Prior Period Adjustments		<u>(11,986)</u>	<u>(11,986)</u>
Fund Balance, July 1, 2014, Restated	<u>279,219</u>	<u>267,233</u>	<u>(11,986)</u>
Fund Balance, June 30, 2015	<u>\$ 279,219</u>	<u>\$ 265,806</u>	<u>\$ (13,413)</u>

**CITY OF CARMEL-BY-THE-SEA**  
**Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**Measure D Special Revenue Fund**  
**For the Fiscal Year Ended June 30, 2015**

	<u>Budget Final</u>	<u>Actual</u>	<u>Variance with Final Budget Positive (Negative)</u>
Revenues:			
Taxes	\$ 1,399,000	\$ 2,718,256	\$ 1,319,256
Total Revenues	<u>1,399,000</u>	<u>2,718,256</u>	<u>1,319,256</u>
Other Financing Sources (Uses)			
Transfers out	<u>(1,399,000)</u>	<u>(1,790,702)</u>	<u>(391,702)</u>
Total Other Financing Sources (Uses)	<u>(1,399,000)</u>	<u>(1,790,702)</u>	<u>(391,702)</u>
Net Change in Fund Balance		927,554	927,554
Fund Balance, July 1, 2014	<u>1,937,499</u>	<u>1,937,499</u>	
Fund Balance, June 30, 2015	<u>\$ 1,937,499</u>	<u>\$ 2,865,053</u>	<u>\$ 927,554</u>

**CITY OF CARMEL-BY-THE-SEA**  
**MANAGEMENT REPORT**  
**AND**  
**AUDITOR'S COMMUNICATION LETTER**  
**June 30, 2015**

**CITY OF CARMEL-BY-THE-SEA**  
June 30, 2015

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MOSS, LEVY & HARTZHEIM LLP

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October 24, 2016

To the Honorable Board of Directors  
City of Carmel-by-the-Sea  
Carmel-by-the-Sea, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-by-the-Sea (City) for the fiscal year ended June 30, 2015. Professional standards require that we provide you with the information about our responsibilities under auditing standards generally accepted in the United States of America and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated September 22, 2015. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the basic financial statements. As discussed in Note 1G of the notes to the basic financial statements, two new accounting policies were adopted during the fiscal year. The new policies are Governmental Accounting Standards Board (GASB) Statements No. 68 and 71. We noted no transactions entered into by the City during the fiscal year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were:

Management's estimates included the funding progress and net pension liability of CalPERS, the estimated historical cost and useful lives of capital assets (specifically infrastructure), and the assumptions used for estimating the other postemployment benefits liability. These estimates are based on CalPERS's actuarial estimates, historical data and industry guidelines for capital assets, and consultant's assumptions developed by consultants for postemployment benefits payable. We evaluated the key factors and assumptions used to develop the estimates above in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

### Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit other than reconciling the pooled cash accounts.

### Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, two of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate to the financial statements taken as a whole. These adjustments were for sales tax receivable and pooled cash.

### Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### Management Representations

We have requested certain representations from management that are included in the management representation letter dated October 24, 2016.

### Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### Other Matters

We applied certain limited procedures to the management's discussion and analysis, the Schedule of Funding Progress of Other Postemployment Benefits, the Schedule of the City's Proportionate Share of the Net Pension Liability, the Schedule of Contributions, and the Budgetary Comparison Schedules of the General Fund and major special revenue funds, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining nonmajor fund financial statements and nonmajor special revenue funds budgetary comparison schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

Restriction on Use

This information is intended solely for the information and use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

*Moss, Levy & Hartzheim*

MOSS, LEVY & HARTZHEIM, LLP  
Culver City, CA



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**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS  
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Honorable Board of Directors  
City of Carmel-by-the-Sea  
Carmel-by-the-Sea, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-by-the-Sea (City) as of and for the fiscal year ended June 30, 2015, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated October 24, 2016.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the current year recommendations section, we identified certain deficiencies in internal control that we consider to be material weaknesses and significant deficiencies.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. We consider the deficiency described in the current year recommendations section to be a material weakness (Finding #2015-01).

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the current year recommendations section to be significant deficiencies (Finding #2015-02 to #2015-15).

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

We noted certain other matters that are reported in the current year recommendations section as #2015-16 through #2015-26.

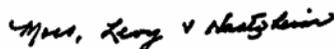
### **City's Responses to Findings**

The City's responses to the findings identified in our audit are described in the current year recommendations section. The City's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Very truly yours,



Moss, Levy & Hartzheim, LLP  
Culver City, California  
October 24, 2016

## CURRENT YEAR RECOMMENDATIONS

### Material Weakness

2015-01 Finding – Deficiencies in recording of pooled cash:  
During our audit of cash, we noted the pooled cash accounts were not reconciled.

Effect:

Without proper reconciliation of pooled cash on a monthly basis, it is difficult to determine if the cash balance is correct at the end of each month. Also, a misappropriation of funds could occur and remain undetected for an extended period of time.

Recommendation:

We recommend that the City reconcile the pooled cash on a monthly basis and the reconciliation be approved by a responsible employee.

Management's Response:

Agreed. Like all of the actual bank accounts, the pooled cash fund should be reconciled on a monthly basis. Our pooled cash accounting structure is a bit different than normal. Because of this difference, the importance of reconciling the actual bank accounts is greater than the reconciliation of the pooled accounts. As mentioned in earlier responses, the Finance Department is short staffed due to covering of the Human Resources and Risk Management areas and does not have the resources to complete in a timely manner many of the tasks that accrue to it on a monthly basis. With the implementation of the new finance system, we anticipate many of the tasks and duties that are required now will be easier to implement or will go away entirely.

### Significant Deficiencies

2015-02 Finding – Cash receipts function has overlapping duties:  
During our review of internal controls, it was noted the cash receipting function has overlapping duties. The overlapping duties are: preparing/posting receipts, preparing deposit slips, making the deposit, maintaining custody of petty cash, replenishing petty cash, and resolving complaints.

Effect:

With overlapping duties within the cash receipting function, there is an increased risk of a misappropriation of assets to occur and remain undetected.

Recommendation:

We recommend the cash receipting function has adequate segregation of duties in order to decrease the risk of misappropriation of assets.

Management's Response:

Agreed. As has been pointed out by other recent auditors, because of the size of the Finance Department staff, many of the financial internal controls are not as effective as they would be otherwise, were there a greater staff size. While there are certain tasks that, optimally, would be handled by multiple individuals to increase internal control, we have limited staff so that each staff member must complete more tasks in a given process, making the internal control potentially less effective. While we don't have the staff size to maximize internal control strengths, we have analyzed the segregation of duties, and have implemented separation where the greatest risk of loss could occur.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

2015-03 Finding – Payroll function has overlapping duties:

During our review of internal controls, it was noted the payroll function has overlapping duties. The overlapping duties are: maintaining personnel files, entering employees into the payroll system, making wage rate changes in the system, entering hours into the system, verifying hours input into the payroll system, reviewing the payroll register, preparing the payroll journal, and preparing payroll checks.

Effect:

With overlapping duties within the payroll function, there is an increased risk of incorrect reporting of payroll expenses or data and a misappropriation of assets to occur and go undetected.

Recommendation:

We recommend the City maintain adequate segregation of duties within the payroll function in order to decrease the risk of misreporting and/or misappropriation of assets related to payroll.

Management's Response:

Agreed. Again, as has been pointed out by other auditors in recent years, because of the size of the Finance Department staff, many of the financial internal controls are not as effective as they would be otherwise, were there a greater staff size. Especially in case of payroll, the City has been without adequate Human Resources personnel that would normally mitigate the internal control risk related to payroll activities. In this case, the staff member who has been taking care of the payroll is also processing as many of the HR tasks as possible. With the hiring of a Human Resources Manager in May, 2016, this risk should be mitigated substantially.

2015-04 Finding – Cash disbursements function has overlapping duties:

During our review of internal controls, it was noted the cash disbursements function has an overlapping duty. The overlapping duty is: preparing checks and also maintaining custody of the checks after they are signed.

Effect:

With overlapping duties within the cash disbursements function, there is an increased risk of misappropriation of assets to occur and remain undetected.

Recommendation:

We recommend the City maintain adequate segregation of duties within the cash disbursements function in order to decrease the risk of misappropriation of assets.

Management's Response:

Agreed. Again, as has been pointed out by other recent auditors, because of the size of the Finance Department staff, many of the financial internal controls are not as effective as they would be otherwise, were there a greater staff size. While there are certain tasks that, optimally, would be handled by multiple individuals to increase internal control, we have limited staff so that each staff member must complete more tasks in a given process, making the internal control potentially less effective. While we don't have the staff size to maximize internal control strengths, we have analyzed the segregation of duties, and have implemented separation where the greatest risk of loss could occur.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

2015-05 Finding – No review or sign-off on fuel usage reports:

During our review of internal controls, it was noted appropriate management does not formally review or sign-off on fuel usage reports.

Effect:

Without proper review or sign-offs on fuel usage reports, there is an increased risk of unauthorized use of City fuel.

Recommendation:

We recommend the City implement review and sign-off procedures on fuel usage reports in order to help prevent unauthorized usage of City fuel.

Management's Response:

Agreed. In the past, fuel reporting was not being monitored as closely as it is now. Currently, the fuel usage report is run quarterly and is reviewed for any anomalies by the Streets Supervisor and Public Works Director, signed when approved, and retained.

2015-06 Finding – No supporting receipts for numerous City credit card purchases:

During our review of credit card statements, we noted numerous purchases without receipts (check no. 129239).

Effect:

Without retention of receipts, there is no way to substantiate credit card purchases, and there is an increased risk of unauthorized/unreasonable purchases being charged on the City credit card.

Recommendation:

We recommend City employees retain and submit receipts for all credit card transactions in order to prevent unauthorized transactions from being charged on the City credit card and retain for future verification.

Management's Response:

Agreed. The City has taken the following steps to prevent unauthorized transactions:

- A new card has been issued to Admin Services Dept. and use is strictly monitored. (The card is used only by the Finance and Planning Department if absolutely necessary).
- Receipts are mandatory, and
- The purchase order must be approved by the Director of Budgets and Contracts or the Finance Manager.

The past problem of all Finance and City Admin staff having free access to the Admin Cal-Card has been resolved.

2015-07 Finding – Excessive use of override function at refueling station and lack of vehicle number on vehicle log:

During our review of gasoline usage, we noted the override function was used 65 times in December 2014 and March 2015. Additionally, no vehicle number was logged during 18 different fuelings in December 2014 and March 2015.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

Effect:

With an excessive use of the override function over gasoline usage, there is a higher likelihood of unauthorized use of the City's refueling station. Additionally, without a vehicle number being logged, there is no way to validate that the vehicle being fueled was an authorized City vehicle.

Recommendation:

We recommend the City cease the use of or disable the override function, and require that vehicle numbers be logged each time the City's refueling station is accessed.

Management's Response:

Agreed. The override situation has been addressed with a new locking covering and the override switch has been disabled.

2015-08 Finding – No approved position schedule for the 2014-15 fiscal year for non-safety employees:

During our review of payroll, we noted there was no approved position schedule for the 2014-15 fiscal year for non-safety employees.

Effect:

Without an approved position schedule for the 2014-15 there is no way to verify if the employees are being paid at the correct wage rate for their step and range. Also, employee vs. employer litigation could result.

Recommendation:

We recommend the City prepare an approved position schedule every fiscal year for all employees, in accordance with employment agreements.

Management's Response:

Agreed. The City has been without a Human Resources Manager for a number of years, and some of the duties (specifically the ones that are not required in order to get employees paid in a timely and accurate manner) were not attended to. The Finance staff that processes payroll has picked up the necessary duties in order to process payroll, but has not had the time to pick up all of the duties of the HR Manager. The good news is that we hired a new Human Resources Manager last month, and this finding is on her list of issues to address.

2015-09 Finding – Firefighters are using the same employee ID to refuel the fire vehicles:

During our review of internal controls, we noted firefighters are using the same employee ID (#4334) to refuel the vehicles rather than having one unique ID per person.

Effect:

When firefighters use the same employee ID to refuel the vehicles, there is no way to track who is accessing the refueling station. This could lead to a misappropriation of fuel to occur and remain undetected.

Recommendation:

We recommend each firefighter be assigned their own one unique ID and that each firefighter use their individual unique ID each time during refueling of vehicles.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

#### Management's Response:

Agreed. Every firefighter is being assigned their own unique ID and each firefighter will use that ID during refueling of the vehicles.

#### 2015-10 Finding – Deficiencies in police cash receipts:

During our review of internal controls, we noted there was no verification by Finance that all police receipts are accounted for when brought over to the Finance department (no tracking to ensure all days are accounted for). Also, we noted the police department cash receipts are reconciled and the deposit is prepared by an employee who is also one of the employees who receives payments and issues receipts.

#### Effect:

Without proper review of police receipts to ensure that all days are accounted for, there is no way to verify if any days are missing. Also, there is an increased risk of a misappropriation of funds to occur and remain undetected when there is a lack of segregation of duties in the cash receipts process.

#### Recommendation:

We recommend the Finance Department verify that all days are accounted for at the time of receipt. We also recommend segregation of duties be implemented in the Police Department so that cash receipts are not reconciled and deposited by an employee who is also one of the employees who receives payments and issues receipts.

#### Management's Response:

Agree/Disagree. Agree that someone at PD, other than anyone who processes cash receipts should at least verify the reconciliation of cash receipts. The payments recap that Finance receives now has individual receipt numbers segregated by receipt type. Currently, no one reviews that each receipt number is accounted for, and that there are no gaps or double counting. Finance will develop a sign-off sheet that a supervisor at the Police Department can use to verify the numbering sequence is not broken. Finance will double check on our end before posting and depositing.

Finance currently receives the complete packet from the PD, re-counts the cash, checks and credit card receipts, verifies the reconciliation, signs as such, then makes the actual deposits (with the exception of the credit card deposits that are automatically posted by the bank).

#### 2015-11 Finding – Payroll deficiencies:

During our test of payroll, we noted 3 timesheets lacked an employee signature, department signature or both; one W-4 form was missing an employee signature; one employment application was not obtained/retained; one PAR contained a different wage rate than what is being paid; two vacation accrual rates appeared to be incorrect; one employee is not having Medicare tax withheld; the salary schedule for safety employees with extra pay (2.5% and 5%) was calculated incorrectly; and two I-9 forms were not obtained/retained.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

Effect:

Without proper approval and retention of personnel/payroll documents, we are unable to verify whether employees are being paid for the correct hours, whether they are being paid at the correct pay rate, or if compensatory time balances are correct. Additionally, missing I-9 forms could result in fines if the City were to be audited by the Department of Justice. Lack of employee signatures on W-4 forms and lack of an employment application could indicate fictitious employees.

Recommendation:

We recommend all timesheets, W-4 forms, I-9 forms, and employment applications be signed and retained for future verification. We also recommend vacation accrual rates be correctly calculated, that Medicare tax be withheld for all employees, and the salary schedule for safety employees with extra pay (2.5% and 5%) be correctly calculated.

Management's Response:

Agreed. We have reviewed the documents in question as well as the policy that guides them. There were oversights made related to procuring all required signatures and paperwork. We will institute a check and balance system to make sure that all signatures and paperwork are collected.

2015-12 Finding – Lack of procurement documentation:

During our test of procurement, we noted two instances out of four where proof of advertisement was not obtained/retained (Silveira and Government Staffing) and there was no record of the bid results for these two vendors.

Effect:

Without proper procurement documentation, we were unable to verify whether the City complied with required procurement procedures.

Recommendation:

We recommend the City maintain records of all procurement procedures for future verification.

Management's Response:

Disagree. There might be some confusion regarding where the relevant documentation resides. During the purchasing process, there are several people involved, and several files that get created: the project manager has important records, a copy of the contract will reside in the eventual accounts payable with Finance, the "advertisement" or relevant noticing will reside in the official publication of notice accounts payable file, also in Finance.

In the two examples noted, there are files that contain either "tear sheets" or other methods that vouch for the fact that a noticing occurred. In the case of Government Staffing, the normal noticing requirements are not used, since we use Government Staffing to secure specialized governmental staffing, in this case, an interim City Clerk.

2015-13 Finding – Master fee schedule has not been approved annually:

During our test of cash receipts, we noted the master fee schedule has not been approved annually by the City Council.

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

Effect:

Without proper annual approval of the master fee schedule, we were unable to verify whether the City was charging the correct fees to customers.

Recommendation:

We recommend the City Council approve a master fee schedule on an annual basis.

Management's Response:

Agree, but with a caveat. Agree with the fact that the City Council has not approved the master fee schedule for the past two years, but disagree with the assumption that the City Council does not routinely approve the master fee schedule annually. Last year, the City Council chose to not increase the master fee schedule by the normal CPI index amount, leaving it the same as the previous year, so the prior year rates were effectively adopted by default. For FY16-17, the Council is actively engaging with the public to change a number of fees and charges, but that dialog is not yet complete, and will be updated and approved when the new rates have been agreed upon.

2015-14 Finding – Deficiencies in cash disbursements:

During our test of cash disbursements, we noted the following: one purchase order was missing an approval signature (#130878); approval signatures are not recorded on the paid invoice; one purchase order was missing the preparer's signature (#130941); and one invoice was not obtained/retained (#129896).

Effect:

Without proper approvals on invoices and purchase orders, and without the retention of invoices, we were unable to verify if the purchases were authorized. Also, there is an increase in the risk of unauthorized expenditures to occur and go undetected.

Recommendation:

We recommend there are approvals on invoice and purchase orders prior to payment. We also recommend all applicable invoices be retained for future verification.

Management's Response:

Agreed. There have been instances where certain documents work their way through the process without the proper authorization. The issue here is not one of lacking a policy, but making sure that it is followed 100% of the time. We have modified our process a little in that two managers from the Finance Department are currently reviewing all purchase orders and initialing.

2015-15 Finding – Deficiencies in cash receipts:

During our test of cash receipts, we noted the following: two source documents were not obtained or retained (receipt numbers 02842 and 02932); three fees appeared to be calculated incorrectly (receipt numbers 02783, 02953, and 58922); one receipt could not be traced to the deposit slip or bank statement (receipt number 02783); and two fees could not be located in the fee schedule (receipt numbers 57653 and 59610).

## CURRENT YEAR RECOMMENDATIONS

### Significant Deficiencies (Continued)

#### Effect:

Without retention of source documents, we were unable to verify if the City charged the correct fees to the customer. Incorrectly calculated fees result in mischarging of customers. Without being able to determine if the cash receipt was deposited to the bank, there is an increased risk of misappropriation of cash receipts to occur and remain undetected. Finally, with the lack of fees listed in the fee schedule, we were unable to verify whether the City was charging appropriate amounts for the services performed.

#### Recommendation:

We recommend the City retain all source documents involving cash receipts. We also recommend fees be calculated correctly and all cash receipts traceable to the bank statements. Finally, we recommend the City includes all classifications of fees on the fee schedule.

#### Management's Response:

Disagree. In reviewing the cash receipts cited, the City verified that, in some instances, the retention of source documents is not necessary. For example, a simple private tree trimming (2842) or a day use parking space that is documented in a log book (2932), we feel, is sufficient to verify correct fees. The application for a fixed location sign permit (59064) was properly accounted. The Police Department cash deposit receipt (2783) was verified as deposited on a combined July-August deposit and accounting was correct. Receipts 57653 and 59610 were verified as posting correctly to GL as storage fees and ASBS Storm Drain deposit respectively. The issue of the fee schedule is addressed in a separate finding. Additionally, starting immediately, the Planning & Building Department will start recording the receipt number in their database, as a cross reference.

### Other Matters

#### 2015-16 Finding – Lack of video cameras at the Corporation Yard:

During our review of internal controls, it was noted there are no video cameras installed at the Corporation Yard.

#### Effect:

Without a video camera at the Corporation Yard, there is a lack of oversight over the safeguarding of assets.

#### Recommendation:

We recommend the City place video cameras at the Corporation Yard to help detect unauthorized activity and to decrease the risk of a misappropriation of assets.

#### Management's Response:

Agreed. The Police Department has agreed to include the purchase of a Corporation Yard surveillance system when they update their current police department surveillance system this fiscal year (FY16-17).

## CURRENT YEAR RECOMMENDATIONS

### Other Matters (Continued)

2015-17 Finding – The Public Works building has numerous inventory supplies that are not being used and are not properly safeguarded:

During our review of internal controls, we noted the Public Works building has numerous filters, brake pads, lights, belts, fuses and other auto supplies that are not being used anymore and are not properly safeguarded.

Effect:

With numerous outdated supplies not being safeguarded properly, there is an increased risk that those assets could be misappropriated and remain undetected.

Recommendation:

We recommend the City dispose of outdated inventory supplies and properly safeguard all remaining inventory supplies.

Management's Response:

Agreed. We have changed our process related to this supplies inventory. For the existing auto parts inventory, it now resided in a locked cabinet, within a locked room at Public Works. Only three supervisors/managers have the keys. This inventory is obsolete and will be disposed of via auction. Current small auto parts will be purchased as needed.

2015-18 Finding – Petty cash was not safeguarded

During our audit of petty cash, we noted a majority of the petty cash for Community Services (\$270) was not safeguarded in the petty cash box, but rather the cash and receipts were with an employee.

Effect:

There is the potential for the petty cash and receipts to be lost or misplaced when they are not properly safeguarded.

Recommendation:

We recommend petty cash and related receipts be safeguarded in a petty cash box at all times.

Management's Response:

Agreed. In the incident cited, the employee had withdrawn petty cash, purchased items, and hadn't yet returned the receipt and left over petty cash to the cash box. The process has been tightened up, and now the excess cash withdrawn and receipts are immediately returned to the cash box, which is kept in a locked safe.

2015-19 Finding – The COPS grant revenue was being recorded to fund balance instead of a revenue account:

During our audit of the financial statements, we noted COPS grant money was being recorded to fund balance instead of a revenue account.

Effect:

Misposting of revenues results in misstated financial statements.

Recommendation:

We recommend the City record COPS grant money to the appropriate revenue account instead of recording the revenue in the fund balance account.

## CURRENT YEAR RECOMMENDATIONS

### Other Matters (Continued)

Management's Response:

Agreed. The "auto" coding for the receipt of our COPS grant was erroneously crediting this revenue to the fund balance instead of the revenue account. We have had this same error in prior years and corrected it for the financial statements.

For this year, we have corrected that coding, and now all COPS grant revenue is being posted correctly.

2015-20 Finding – No contract with Forest Theatre Guild for storage fees:

During our test of cash receipts, we noted there is no contract with the Forest Theatre Guild for storage fees of \$135.

Effect:

Without a signed contract with Forest Theatre Guild, we were unable to verify whether the storage fees of \$135 are correct.

Recommendation:

We recommend the City obtain and retain a signed contract with the Forest Theatre Guild.

Management's Response:

Agreed. The contract had expired in the early 2000s, and the Guild has vacated the storage locker.

2015-21 Finding – Lack of approval signatures on credit card statements:

During our testing of internal control over credit card statements, we noted there were five out of six statements that did not contain an approval signature.

Effect:

Without proper approval signatures on credit card transactions, there is an increased risk of unauthorized credit card transactions occurring.

Recommendation:

We recommend responsible officials of the City review and approve all credit card transactions to ensure that the expenses are for allowable and appropriate purposes.

Management's Response:

Agreed/Disagree. We do agree that we should have a policy where all credit card transactions are reviewed and signed by a responsible official of the City, but we do not agree that the examples do not have the above approval signatures. When we reviewed certain purchase orders/receipts, we did find that some of those receipts were signed by administrators in different places, not the designated areas. We will make sure that all approvers sign exactly where they are instructed, and that all purchases have approval signatures.

2015-22 Finding – Lack of audit committee:

During our review of policies and procedures, we noted the City does not have an audit committee.

Effect:

Lack of additional oversight occurs when there is no audit committee.

## CURRENT YEAR RECOMMENDATIONS

### Other Matters (Continued)

Recommendation:

We recommend the City form an audit committee for increased oversight.

Management's Response:

Agreed. The addition of an Audit Committee to which the auditors would report would increase control and transparency to the City Council. If the City Council agrees, this could be in place for the next financial audit.

2015-23 Finding – Inconsistent use of time clocks:

During our review of internal controls, we noted only some departments, rather than all departments, were utilizing time clocks.

Effect:

Inconsistency in the reporting of hours worked could lead to misreporting of hours and incorrect payments to employees.

Recommendation:

We recommend all departments utilize time clocks in order to ensure consistent time reporting.

Management's Response:

Agreed. In May, 2015, the City Administrator requested that time clocks be installed for use in the Public Works Department and the Library. In September, 2015 he requested they be removed. Time clocks are not currently being utilized for payroll timekeeping in any department.

2015-24 Finding – Deposit payable accounts and fee collection accounts have debit balances:

During our review of internal controls, we noted seven deposit payable accounts have debit balances and two fee collection accounts have debit balances.

Effect:

With deposit payable accounts and fee collection accounts having debit balances, the City has balances due from customers. Deposit accounts should never have balances due as the City may not be able to collect on the outstanding balances.

Recommendation:

We recommend the City attempt collection of all debit balances on deposit accounts. Fee collection accounts with debit balances should be investigated and adjusted accordingly.

Management's Response:

Agreed. Of the seven non-fee collection accounts, one dates back to 6/30/2011, the others are more recent. We will work on figuring out what the balances represent and correct. The two fee collection accounts have had positive balances of similar balances since 6/30/2011. We will work on figuring out what that represents and correct. With the implementation of the new finance system, we will be utilizing a more proper accounts receivable system to track these types of transactions, and we should not have the same issues in the future.

## CURRENT YEAR RECOMMENDATIONS

### Other Matters (Continued)

2015-25 Finding – One check issued out of sequence and one outstanding check over one year old:  
During our audit of cash, we noted one check was issued out of sequence (check #3140 was issued on July 2, 2015, while #3141-3142 were issued on June 30, 2015). We also noted one outstanding check that was over one year old (check #2167, dated April 23, 2013).

Effect:

Checks being issued out of sequence makes it more difficult to perform bank reconciliations as well as ensuring the accounting of all checks. Stale dated checks could cause the cash balance to be inappropriately understated.

Recommendation:

We recommend the City issue all checks in numerical sequence and all outstanding checks that are over one year old should be investigated, sent to the state as escheat property, or written off/voided.

Management's Response:

Agreed. We will make sure that all checks are issued in sequence and that all stale dated checks have been voided and off of the bank reconciliations.

2015-26 Finding – Petty cash is listed at incorrect amount:  
During our review of internal controls, we noted the petty cash is listed as \$460, yet the actual petty cash count was \$230.

Effect:

The petty cash is overstated in the general ledger, resulting in an incorrect balance on the financial statements.

Recommendation:

We recommend the City reconcile and count the petty cash on a regular basis, and that the petty cash be recorded in the general ledger accurately.

Management's Response:

Agreed. The City has multiple petty cash locations: City Hall, Police Department and the Library (2 locations). The balances in each of these locations are as follows: City Hall - \$250, Police Department - \$100, Library #1 - \$100, Library #2 - \$275, for a total of \$725.00. On the general ledger, the City shows two "Petty Cash" accounts. One is listed at \$725.00, and the other at \$150.00. In 2007, a petty cash fund was established for the Fire Department, but was discontinued in 2011. The lock box was returned to Finance, the contents (less receipts) were deposited to bank. The Petty Cash listed is now correct.

## **STATUS OF PRIOR YEAR RECOMMENDATIONS**

No findings noted in the prior fiscal year audit.



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

SR 2016-1217  
December 6, 2016  
Public Hearing

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Marc Wiener, AICP, Community Planning and Building Director Corrie Kates, CBO, Contract Building Official
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Consideration of an Ordinance (First Reading) amending Title 8 and Title 15 of the Carmel Municipal Code and adopting the 2016 California Building, Residential, Energy, Fire, Mechanical, Plumbing, Electrical, and California Green Codes with Amendments.

## RECOMMENDATION

Waive reading in full and introduce on first reading an Ordinance amending Title 8 and Title 15 of the Carmel Municipal Code and adopting the 2016 California Building, Residential, Energy, Fire, Mechanical, Plumbing, Electrical, and California Green Codes with Amendments.

## BACKGROUND / SUMMARY

### BACKGROUND AND PROJECT DESCRIPTION:

Approximately every three years, the State adopts new versions of the building codes that are updated as they relate to construction projects. The California Building Standards, comprised of codes regulating building, fire, electrical, plumbing and mechanical, and other building related conditions are revised on a multi-year cycle. On January 19, 2016, the state adopted and approved the 2016 Edition of the California Building Standards Codes. These codes were published in July 2016 and will become effective January 1, 2017. At that time, all local jurisdictions are mandated to begin enforcement of these new codes and standards.

Typically, and in accordance with State law, local jurisdictions may incorporate additional regulations that address special circumstances in the community or area provided. Such special regulations are based on geographical, topographical, climatic, or environmental findings. City staff has developed and have incorporated these local amendments into the adoption process. These amendments are consistent with previous code revisions that were incorporated to address unique local conditions. To be effective, the local amendments must be adopted by the City Council along with the model codes that have been adopted by the state to keep them in effect. Staff is bringing forth for Council consideration an ordinance adopting the 2016 California Building and Related Codes with continuation of the local amendments.

### ENVIRONMENTAL REVIEW:

The City determined that the proposed action is not a project as defined by the California Environmental Quality Act (CEQA) (CCR, Title 14, Chapter 3 ("CEQA Guidelines), Article 20, Section 15378). In addition, CEQA Guidelines Section 15061 includes the general rule that CEQA applies only to activities which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no

possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA. Because the proposed action and this matter have no potential to cause any effect on the

environment, and because it falls within a category of activities excluded as projects pursuant to CEQA Guidelines section 15378, this matter is not a project. Because the matter does not cause a direct or any reasonably foreseeable indirect physical change on or in the environment, this matter is not a project.

## **FISCAL IMPACT**

There are no direct costs with adopting the new codes. The associated code books and training costs are included in the annual Community Planning and Building Department budget.

## **PRIOR CITY COUNCIL ACTION**

In 2012, the City Council adopted the 2013 update to the California Building and Related Codes with local amendments.

The City Council adopted previous updates of the California Building and Related Codes in 2007, 2008 and 2010 with local amendments.

## **ATTACHMENTS**

1. Ordinance No. 2016-xx
2. Code Amendments 'Exhibit A'

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

**CITY COUNCIL**

**ORDINANCE NO. 2016-\_\_\_\_**

**AN ORDINANCE (FIRST READING) AMENDING TITLE 8 AND TITLE 15 OF THE CARMEL MUNICIPAL CODE AND ADOPTING THE 2016 CALIFORNIA BUILDING, RESIDENTIAL, ENERGY, FIRE, MECHANICAL, PLUMBING, ELECTRICAL, AND CALIFORNIA GREEN CODES WITH AMENDMENTS**

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WHEREAS, the City of Carmel-by-the-Sea has adopted the California Codes promulgated by the International Codes Committee related to buildings and construction and does so when the State of California adopts new or revised editions; and

WHEREAS, the new 2016 California Codes were adopted by the State of California under the International Code Committee and the California Building Standards Commission as the new codes for this state; and

WHEREAS, Titles 8 and 15 of the Carmel Municipal Code (see Exhibit “A”) have been revised to reflect the needs of our specific requirements under these codes and thereby may stand alone as the specific requirements for construction within the City of Carmel-by-the-Sea; and

WHEREAS, pursuant to Sections 17922, 17958, 17958.5 and 17958.7 of the California Health and Safety Code, the City of Carmel-by-the-Sea (“City”) may adopt the provisions of the International Building Code, the Plumbing Code, the Mechanical Code, the Fire Code, Energy Code and the National Electrical Code, to protect the health, welfare and safety of the citizens of Carmel because of local climatic, geological, topographical, and environmental conditions; and

WHEREAS, this Ordinance was found to be exempt from environmental review, per the provisions of Section 15061(b)(3) of the California Environmental Quality Act (“CEQA”) of 1970, as amended and

WHEREAS, the City Council hereby finds as follows: Specific amendments have been established by the City which are more restrictive in nature than those sections adopted by the State of California (State Building Standards Code, and State Housing and Community Development Code) commonly referred to as Title 24 and Title 25 of the California Administrative Code. These “Findings of Fact” are submitted and made a part of this Ordinance pursuant to Section 17958.5 and Section 17958.7 of the California Health and Safety Code. Under the provisions of Section 17922.2 of the California Health and Safety Code, local amendments shall be based on climatic, geographical, or topographical conditions. The Findings of Fact contained herein shall address each of these situations and shall present the local situation, which either singularly or in combination causes the established amendments to be adopted.

**Profile of the City of Carmel:** The City of Carmel encompasses an area of approximately 1.08 square mile of land, with resident population of 3,722 as of the 2010 census. There is a significant visitor population to the City of Carmel, the actual population is higher during a given daytime period. The physical location of the City is on the Monterey Peninsula near the City of Pacific Grove, the City of Monterey and unincorporated areas of Monterey County.

The placement of the residential and commercial development within the City of Carmel has been carefully laid out, and works around the confines of steeper slopes, forested areas, and shoreline areas. Other unique environmental characteristics include relatively-small parcel sizes and residential streets that are not improved to the full right-of-way width but are left in a more natural state.

Throughout the City of Carmel and its vicinity are major roadways and highways that create barriers.

The following points were established as causes of concern to the City and are herein established and submitted as the Findings of Fact:

**Climatic I:** The climate weather patterns within the City of Carmel are considered to be moderately effected by the ocean bodies of the Pacific Ocean and Monterey Bay, which extend the year around growing season of vegetation. The normal year's rainfall is approximately eighteen to nineteen (18-19) inches on the average yearly calendar. Summer conditions, with the prevalent Pacific High Cell create the mid-day fog normally associated with Carmel. This climatic fog assists the natural vegetation in growth.

Later in the year, the winds and drying vegetation mix to create a hazardous fuel condition, which has caused grassland and brush land fires in recent years. While normal temperatures usually do not exceed 75-80 degrees, during late summer and early fall (August, September, October) the temperatures can climb to 100 degrees plus. The afternoon winds can move a fire quickly in the hillsides and canyon areas of the City.

Because of weather patterns and population increases, the City of Carmel (like other California cities) has experienced water rationing and water allocation. Due to storage capacities and consumption, as well as climatic conditions, limited water resources are an issue.

While sound management of the water resources is possible, actual demands on an already stressed water supply can most assuredly be predicted.

**Climatic II:** The region is within a climate zone that requires compliance with energy efficiency standards for building construction. The amendment adds up-to-date design standards that will add to energy efficiency in construction while maintaining nationally recognized health and safety standards.

**Geographical I:** Residents and visitors alike appreciate the scenic appeal and geographical features of the City of Carmel. The mountains and canyons accent one another, as they wind around the City. The forested areas along with the lower brush lands give a feel of

balance and a sort of backdrop for the City itself. These geographical features establish the roadways and building sites, as well create barriers for accessibility for fire suppression forces.

The forested areas of oak and pines create windbreaks from oncoming winds, while producing fuel from the annual fall leaves, which drop to the ground, as well as from decayed trees and branches. The dry vegetation, mountainous terrain, and minimal water available tend to cause concern and added fire problems.

The City of Carmel has near its boundaries potentially active seismic hazards with respect to the “Navy,” “Berwick Canyon,” “Chupines” and “Seaside” faults. While systems have been developed to study and monitor the activity of earthquakes, science has not yet been able to predict (with reliability) the potential for activity on these or any active fault.

Seismic activity within the City occurs yearly with little or no damage, although real potential for damage does exist with these four active faults. New construction may be limited by its respective distance to such faults, and replacement of existing structures could be costly.

The geographical layout of the forested areas creates hazardous conditions when a storm of gale-force winds causes trees to fall onto roadways used for access by Fire Department equipment and personnel. The growing pattern and inherent nature of the Monterey Pine lends itself to being blown over easily. This is due in part to the shallow root system associated with the Monterey Pine tree.

Landslides have also been experienced within the City of Carmel, particularly during and after winter storm due to excessive soil saturation. While stabilization can sometimes be provided, heavy rainfalls have caused failures. Landslides can result in closed roadways within the City, again making accessibility impossible until properly cleared.

Mountains and hills surrounding and within the City of Carmel, create slopes in excess of 30% with an overall average of between five to ten percent throughout (if an average slope were to be accessed). The City of Carmel has a start at sea level and extends to areas in excess of 200 feet above sea level. The elevation change caused by the mountains and hills creates the geographical foundation on which the City has built and will continue to build. With much of the flatlands already built upon, it can be anticipated that some future growth will occur on steeper slopes and with greater contrasts in terrain.

**Geographical II:** The region is located in an area of high seismic activity as indicated by United States Geological Survey and California Division of Mines and Geology. Recent earthquake activity has indicated the lack of flexibility of materials and/or building systems has been a contributing factor to damages that reduced the protection of the life-safety of building occupants and increased the cost of rehabilitation of structures. Activities have indicated the need for increased levels of safety in buildings systems, including but not limited to means of egress, wiring systems, and fire protection systems.

**Topographical:** The topographical element of this report is associated closely with the geographical element noted above. While the geographic features create the topographic

conditions, the findings in this section are caused by the construction and design of the City of Carmel, due to the elevation changes, as well as mountains, hills, canyons, lakes, and streams that dissect the City.

The water supply (domestic and fire flow) system is directly effected by the topographic layout. The distribution system consists of water lines that carry the water from storage tanks and dammed areas to the public via pipes. These street mains create lift-zones where the pressure and flows are adequate at lower elevations and minimal, sometimes critical supplies at the top. Water supplies within the City of Carmel vary from less than 250 gallons-per-minute to flows in excess of 5,500 gallons-per-minute. This wide variation causes major problems to development, as well as fire suppression forces.

The roadway system is designed around the topography with respect to narrow, windy, steep grades and overhanging tree branches. The grades on the roadway surfaces exceed 25% and widths of less than twelve (12) feet for access are not uncommon. Due to traffic congestion on many streets, especially the commercial downtown area, vehicles double park for loading and unloading purposes. This creates barriers that reduce response time of fire equipment.

The topography also makes construction more restricted to the level portions of the City with higher concentrations of building in these areas. The existing structures are being removed and replaced with larger, more cost effective buildings. Those existing structures which remain cause concern to the Fire Department because of their lack of adequate fire protection (firewalls, fire extinguishing systems, etc.). The hazard exposure created by these structures poses a separate and significant problem.

It is not uncommon to see a single or two-story building torn down and replaced with a larger building. For practical and cost reasons, these new structures are built of wood (Type V). The potential for conflagration exists with the high build out of the various specific areas of Carmel. The concentrated commercial, as well as residential occupancies cause concern regarding the exposure elements of building-to-building and building-to-grassland areas of this City.

The topographical nature of Carmel and its abundance of trees also can contribute to power failures caused when trees and tree limbs damage sections of electrical transmission lines. These power failures cause the electrical pumps to become inactive, interrupting water supplies. Vehicular accidents also have been known to interrupt this pumping operation, due to the narrow streets, which are congested with residents and visitors.

The encouragement of greenbelts between various subdivisions of the City has given rise to brush and grass fires for many years. The existing canyons cause natural barriers, and delay response time due to complex roadways.

The natural rocky shorelines of Carmel create a situation by which access to shoreline buildings can only be made from the street. The front of the building is essentially the only accessibility point for responding firefighters. Built property-line to property-line, these structures create an element of construction of nearly nine blocks of continuous construction.

Residential as well as commercial occupancies can be found along the entire shoreline of Carmel Bay.

Lastly, while possibly not being within the “topographical” context of Findings of Fact, the historical significance is a major visitor draw for the City of Carmel. Buildings and roadways have been preserved to create a lasting reminder of what has been.

While many of the historical structures are small and surrounded by landscaped courtyards, etc., some buildings are constructed closer than would be presently allowed under the International Building Code. Construction methods were also less restrictive than would be required today. These structures and settings create barriers, which firefighters must work around and protect from exposure. Several historical buildings, dating back to the 1800s are irreplaceable.

These Findings of Fact, which identify the various “climatic, geographical, and topographical” conditions, are considered reasonably necessary to modify the requirements established pursuant to Health and Safety Code Section 17922 based upon local conditions.

While it is clearly understood that the adoption of these regulations may not prevent the incidence of fire or building related accidents, implementation of these various regulations and/or requirements may serve to reduce the severity and potential loss of life and property.

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

Section One. Titles 8 and 15 of the Municipal Code of the City of Carmel-by-the-Sea are amended as shown in Exhibit "A" attached hereto and incorporated herein. All previous amendments not identified and revised in Exhibit "A" will remain in effect.

Section Two. All ordinances and parts of ordinances in conflict herewith are hereby repealed.

Section Three. Severability. If any section, subsection, or part of this Ordinance is held to be invalid or unenforceable, all other sections, subsections, or parts of subsections of this ordinance shall remain valid and enforceable.

Section Four. Effective Date. This ordinance shall take effect thirty (30) days after adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6<sup>th</sup> day of December 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

SIGNED:

ATTEST:

\_\_\_\_\_  
Steve Dallas, Mayor

\_\_\_\_\_  
Ashlee Wright, City Clerk

**Exhibit “A” to City of Carmel-by-the-Sea Ordinance ~~1316~~-\_\_\_**

*Chapter 15.08, § 15.08.010 of the Carmel Municipal Code is hereby amended by deleting the current Section 15.08.010 in its entirety and replacing it to read as follows:*

**15.08.010 Adoption.**

Except as otherwise amended by this chapter and Chapter 15.04 of this City Code, the following model codes are hereby adopted and are incorporated in this chapter by reference and made a part hereof as if fully set forth herein:

1. 201~~63~~ California Building Code And Appendices ~~H, I, J~~;
2. 201~~63~~ California Historic Building Code;
3. 201~~63~~ California Existing Building Code;
4. 201~~63~~ California Residential Code;
5. 201~~63~~ California Plumbing Code;
6. 201~~63~~ California Electric Code;
7. 201~~63~~ California Mechanical Code;
8. 201~~63~~ California Green Building Standards Code;
9. 201~~63~~ California Fire Code (See CMC Title 8);
- ~~10.~~ 2012 International Property Maintenance Code
- ~~10-11.~~ 2016 California Energy Code

The Very High Fire Hazard Severity Zone Map, as transmitted to the City on November 18, 2008, by the Department of Forestry and Fire Protection, is also adopted as required by law.

*Chapter 15.08 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.08.260.*

**15.08.260 Exemption for pending applications.**

The provisions of the 201~~63~~ Editions of the California Building Code, and Appendices ~~H, I, J~~, the 201~~63~~ California Historic Building Code, the 201~~63~~ California Mechanical Code, the 201~~63~~ California Plumbing Code, the 201~~63~~ California Electrical Code, the 201~~63~~ California Fire Code, the 201~~62~~ International Property Maintenance Code, ~~and~~ the 201~~62~~ Existing Building Code, and the 2016 California Energy Code, as adopted and amended herein, shall not apply to any building or structure for which application for a building permit was made prior to January 1, 201~~7~~4. Such buildings or structures shall be erected, constructed, enlarged, altered, or repaired in accordance with the provisions of this chapter in effect at the date of said application.

*Chapter 15.04, § 15.04.110 of the Carmel Municipal Code is hereby amended by deleting the current Section 15.04.110 part B. in its entirety and replacing it to read as follows:*

B. Time limitation of applications. Applications for which no permit is issued within 180 days following the date of the application shall expire, and plans and other data submitted for review may thereafter be returned to the applicant or destroyed by the building official. The building official may extend the time for action by the applicant for a period not exceeding 180 days on written request by the applicant showing that circumstances beyond control of the applicant have prevented action from being taken and the extension has been submitted in writing prior to the expiration date.

If a permit has not been obtained after the first extension, additional extensions of 90 days may be granted provided the applicant submits this request in writing AND pays a fee equal to \$500 for each requested 90-day extension and the project has not changed in scope.

Exception: If a project has been approved by the City on condition where a pending approval from an outside agency exists at time of expiration, written extensions will not be required.

Expiration of Permits. Every permit issued by the building official under the provisions of the technical codes shall expire and become null and void, if the project authorized by such permit has not achieved an approval for one of the required inspections identified in Section 110.3 of the 2013 California Building Code within one year of such permit.

The building official may grant a one-time permit extension of 180 days provided the applicant submits a request in writing prior to the permit expiration and the project has not changed in scope. Additional extension requests of 90 days may be granted by the building official if the request is made in writing, the project has not changed in scope, the project has obtained at least one inspection approval AND the applicant pays a fee of \$1,000 for each 90-day extension.

Before work can commence or recommence under an expired permit, a new permit application must be submitted and permit obtained along with all applicable fees applied for this new project.

All existing projects are subject to this section and will be subject to the conditions listed above.

*Chapter 15.08 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.08.270.*

**15.08.270 Amendments to the 201~~63~~ California Residential Code.** Section R403.1.3 of the 201~~63~~ California Residential Code is hereby amended to read as follows:

R403.1.3 Footing and stem wall reinforcement in Seismic Design Categories D0, D1, and D2. Concrete footings located in Seismic Design Categories D0, D1 and D2, as established in Table R301.2 (1), shall have minimum reinforcement of at least two continuous longitudinal reinforcing bars not smaller than No. 4 bars. Bottom reinforcement shall be located a minimum of 3 inches (76 mm) clear from the bottom of the footing.

*Chapter 15.24, § 15.24.010 of the Carmel Municipal Code is hereby amended as follows:*

The ~~2013-2016~~ California Plumbing Code, copies of which are on file with the City Clerk as required by law, is adopted by reference and incorporated into this title as the plumbing code for the City, except as amended in this chapter and in Chapter 15.04 CMC.

*Chapter 15.24 of the Carmel Municipal Code is hereby amended by the addition of the following new Section 15.24.080.*

**15.24.080 Amendments to the 201~~63~~ California Plumbing Code.** Section 710.1 is hereby amended to read as follows:

710.1. In every case where the outlet of a trap for a plumbing fixture is installed or located at an elevation which is less than two feet (2') above the rim of the nearest manhole uphill from the point of connection of the building sewer to the public sewer in any new or existing drainage system, approved types of backwater valve, relief vent and cleanout shall be installed in the building sewer at the point of lowest elevation of the ground surface of the building site outside of the building or at such other location as is permitted by the Building Inspector, providing that at any such location, the elevation of the ground surface is not less than two (2') below the lowest trap outlet served by the building sewer.

The installation shall consist of an approved fresh air inlet and a Y branch or combination fitting installed in sequence in the line of flow from the building. The vent from this fresh air inlet shall be piped to the ground surface and capped with a vent cap. Provision shall be made by elevation above the ground or by other means for preventing the obstruction of the vent opening or the flow of water therein. The cleanout shall be placed as close to the valve as is practical and shall be piped to within one foot (1') of the ground surface and closed with an approved cleanout plug. Every existing installation which includes a plumbing fixture trap outlet which is less than two feet (2') above the rim of the nearest manhole uphill from the point of connection of the building sewer to the public sewer is hereby declared to be dangerous, unsanitary and a menace to life, health and property. Whenever it shall come to the attention of the Building Inspector that such an installation exists, he or she is hereby empowered to order and require that such plumbing outlet be immediately plugged or capped, or that the equipment described in the preceding paragraph of this section be installed immediately." (Topographical finding)

*Chapter 8.32, § 8.32.010 of the Carmel Municipal Code is hereby amended as follows:*

**8.32.010 ~~International 20163~~ California Fire Code – Adopted.**

For the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, that certain code known as the ~~2010 California Fire Code~~20163 California Fire Code, (20162 International Fire Code), published by the International Code Council, save and except those portions as are deleted, modified, or amended, of which code not less than three copies are now on file in the office of the City Clerk, is adopted and incorporated in the municipal code as if set out at length in this code, and the provisions thereof shall be controlling within the limits of this City.

*Chapter 8.32, § 8.32.020 of the Carmel Municipal Code is hereby amended as follows:*

**8.32.020 Fire Code – Effective Date – Copy on File.**

The effective date for the ~~2010-2016~~ California Fire Code adopted by CMC 8.32.010 within the City shall be January 1, ~~2014~~2017. The City Clerk shall maintain on file in the official records the edition of the California Fire Code currently in effect at all times.

*Chapter 8.32, § 8.32.100 of the Carmel Municipal Code is hereby amended with the following revisions:*

**8.32.100 Amendments to the California Fire Code.**

The ~~2016~~ California Fire Code is amended and changed as follows as described in subsections (1) through (36) of this section.

3. Section 102.1 is amended to read as follows:

102.1 Construction and design provisions. The construction and design provisions of this code shall apply to:

1. Structures, facilities and conditions arising after the adoption of this code.
2. Existing structures, facilities and conditions not legally in existence at the time of adoption of this code.
3. Existing structures, facilities and conditions when identified in specific sections of this code.
4. Existing structures, facilities and conditions, which, in the opinion of the fire code official, constitute a distinct hazard to life and property.
5. Existing structures to which additions, alterations or repairs are made that involve the addition, removal or replacement of fifty percent (50%) or greater of the linear length of the walls of the existing building (exterior plus interior) within a five-year period.

5.5. Section (A) 105.1.2 is amended to read as follows:

(A) 105.1.2 Types of permits. There are two types of permits as follows:

1. Operational permit. Any and all conditions of an operational permit will be established through a separate Resolution approved from the City Council.

2. Construction permit. A construction permit allows the applicant to install or modify systems and equipment for which a permit is required by Section (A)105.1.1.

10.4 Section 304 is added to read as follows:

Section 304 – Combustible Materials

## Storage and Accumulation of Rubbish and Vegetation

304 Rubbish within Dumpsters. In all rooms or above outside areas, adjacent to building or underneath roof overhangs or when located nearer than 10 feet to adjacent property line, used for storage of combustible waste materials in other than Group R, Division 3 occupancies shall be protected by automatic sprinkler protection. Such sprinklers may be connected to the domestic water supply, provided sufficient coverage of the area is provided and an approved accessible shutoff valve is provided for each room or area.

Exception: Trash areas adjacent to solid brick or concrete walls with no openings or eaves are not required to be protected by automatic sprinkler system(s).

10.6 Section 503.2.1 is added as follows:

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (6096 mm), exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (4115 mm).

22.5 Section 901.7 is added to read as follows:

901.7 Systems Out of Service. Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

24.5 Section 903.2.20 shall be added as follows:

903.2.20 Change of use. Automatic fire sprinklers shall be installed when the occupancy changes from a single occupancy to a mixed-use occupancy which would require the installation of an occupancy separation, or when the occupancy changes from any type of occupancy to an Assembly use occupancy.

30.4 Section 903.6 is amended to read as follows:

903.6 Repairs, Alterations, and Additions. In all buildings, except where otherwise provided herein in this Section, where the total floor area exceeds five thousand square feet (5000sf), or which are forty feet (40') or more in height, or which are three or more stories in height, they shall be made to comply with the provisions of this Section.

In all buildings where the total floor area exceeds five thousand square feet (5000sf), or which are forty feet (40') or more in height, or which are three or more stories in height, if the repairs or alterations are made exceeding twenty-five percent of the current market value of the building and property as shown in the records of the County Assessor within any three hundred sixty (360) day period shall be made to comply with the provisions of this section.

Definitions.

Repair. It is the reconstruction or renewal of any part of an existing building or structure for the purpose of its maintenance.

Alteration. It is any change, addition, or modification in construction or occupancy.

Exception: Projects where the sole purpose is for seismic upgrade.

Existing Group R, Division 3 buildings to which additions, alterations, or repairs are made that involve the removal or replacement to 50 percent or greater of the linear length of walls of the building (exterior plus interior) within a one-year period shall meet the requirements of new construction or this code.

30.6 Section 904.11 is added to existing section:

904.11 Non-Conforming Restaurant Cooking Appliances and Fire Extinguishing Systems. All non-conforming restaurant cooking appliances, hood and duct systems, and fire extinguishing systems found to exist as of the effective date of this Ordinance shall be made to conform to the requirements of this Section within 90 days of notification. It shall thereafter be unlawful for any person to maintain or suffer to be maintained any non-conforming restaurant cooking appliance, hood and duct system or fire extinguishing system on any property owned or controlled by said person within the City of Carmel.

35.4 Section 907.13 is amended to read as follows:

907.13 Access. Access shall be provided to each fire alarm system component for periodic inspection, maintenance, and testing.

35.6 Section 5704.2.9.6.1 is added to read as follows:

Section 5704.2.9.6.1 Outdoor Storage of Containers and Portable Tanks. Storage of Class I and Class II liquids in aboveground tanks outside of buildings is prohibited within the limits established by law as the limits of districts in which such storage is prohibited except as permitted by the Zoning Ordinance.

Exception:

1. Storage tanks of 500 gallon maximum capacity may be used only in conjunction with emergency generators as approved by the Fire Chief.

*Chapter 15.36, § 15.36.070, Part B. of the Carmel Municipal Code is hereby amended as follows:*

### **15.36.070 Lighting Requirements.**

#### **B. Residential Buildings/Zones.**

1. All exterior lighting attached to the main building or any accessory building shall be no higher than 10 feet above the ground and not exceed 25 watts (incandescent equivalent) in power per fixture.

2. Landscape lighting shall not exceed 18 inches above the ground nor more than 15 watts (incandescent equivalent) per fixture and shall be spaced no closer than 10 feet apart. Landscape lighting shall not be used for tree, wall, fence or accent lighting of any type. The purpose of landscape lighting is to safely illuminate walkways and entrances to the subject property.

3. No exterior lighting is permitted on upon City property and may not be directed toward City Property.

4. Flood-type lighting is prohibited at all times.

EXCEPTION: Flood-type lighting may be permitted with expressed written approval of the Planning Division and/or Building Official upon written request and used for the sole purpose of security and each fixture connected to a motion sensor. Each fixture shall be limited to 50 watts (incandescent equivalent) each. (Ord. 99-04 (Exhibit. B), 1999).



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL Staff Report

SR 2016-1218  
December 6, 2016  
Public Hearing

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Maxine Gullo, Human Resources Manager
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Second Reading: Adoption of an Ordinance Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS).

### RECOMMENDATION

Waive reading in full and adopt on second reading an ordinance authorizing an amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS).

### BACKGROUND / SUMMARY

The California Public Employees' Retirement System (CalPERS) is very specific in the requirements to any changes in the PERS contract defining benefits for employees enrolled in the system. During the City Council meeting on November 1, 2016, the City Council adopted Resolution #2016-094 approving the "Resolution of Intention" to approve an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System and the City of Carmel-by-the-Sea. In addition, during this City Council meeting the City Council adopted the First Reading of Ordinance to approve an amendment to the contract between the Board of Administration of the California Public Employees' Retirement System (CalPERS) and the City of Carmel-by-the-Sea to include provisions pursuant to Government Code 20516 "Cost Sharing" for miscellaneous members in accordance with the approved memorandum of understanding.

As discussed, CalPERS requires that clearly defined procedures be followed for contract amendments. The following steps are being taken in order to complete the contract amendment process:

- The City Council must adopt a Resolution of Intention. (**Completed**. November 1, 2016, Resolution #2016-094)
- Government Code Section 20474 requires a secret ballot election by the employees affected whenever the contract is amended to provide a benefit that changes the employees' rate of contribution. This election must be held for the contract group following the adoption of the Resolution of Intention, and prior to the adoption of the Ordinance to amend the CalPERS contract. The election is scheduled for Thursday, December 1, 2016. (**In progress**)
- The City certified compliance under Government Section 7507 that the future annual costs of the proposed CalPERS contract amendment were made public. (**Completed**)

Following the Resolution of Intention to amend the City's contract with CalPERS, an Ordinance must be adopted as follows:

- The Ordinance, which will be the First Reading Ordinance, and a City Council vote on adoption, must occur no sooner than 20 days after the adoption of the Resolution of Intention. The First Reading Ordinance was submitted for adoption to the City Council on November 1, 2016. **(Completed)**
- The Ordinance which will be the approval of Second Reading: Adoption of an Ordinance Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS) to include provisions pursuant to Government Code 20516 "Cost Sharing" for miscellaneous members is presented to the City Council for adoption on December 6, 2016. **(In Progress)**
- The effective date of the contract amendment must be the first day of a payroll period and may not be earlier than the day following the effective date of the Ordinance. The contract amendment effective date is January 16, 2017 and employees will begin paying the agreed upon 3% of the City's contribution.

## FISCAL IMPACT

The City has been paying the approved upon employee cost sharing contribution which is approximately \$71,665 on behalf of the miscellaneous members for the time period April – December 2016. Moving forward, the City will be saving approximately \$114,000 in the General Fund per fiscal year.

## PRIOR CITY COUNCIL ACTION

Resolution #2016-094: A resolution of intention to approve an amendment to contract between the California Public Employees' Retirement System and the City Council City of Carmel-by-the-Sea

Resolution #2015-108: A resolution of the City Council of the City of Carmel-by-the-Sea approving a Memorandum of Understanding (MOU) for represented employees of the general employees union and management employees union, LIUNA/UPEX, Local 792, AFL-CIO.

## ATTACHMENTS

1. Ordinance of the City of Carmel-by-the-Sea Authorizing an Amendment to the contract between the City of Carmel-by-the-Sea and the Board of Administration California Public Employees' Retirement System (CalPERS)
2. Exhibit – Amendment to Contract

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

**ORDINANCE NO. 2016-\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF CARMEL-BY-THE-SEA AND THE BOARD OF ADMINISTRATION OF THE PUBLIC EMPLOYEES' RETIREMENT SYSTEM**

WHEREAS, the City entered into a contract with the California Public Employees' Retirement System (CalPERS) in 1955 and numerous amendments since that date; and

WHEREAS, as a result of labor negotiations with the represented employees of the general employees union and management employees union, LIUNA/UPEX, Local 792, AFL-CIO, the parties agreed that the employees would make an additional employee contribution towards the Employer's portion of the PERS Rate of 3.0% for Miscellaneous members; and

WHEREAS, an amendment to the CalPERS contract is needed in order to implement this new benefit.

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

**Section 1.**

The City Council of the City of Carmel-by-the-Sea hereby authorizes entering into the Amendment to the Contract between the Board of Administration, California Public Employees' Retirement System and the City of Carmel-by-the-Sea (Amendment), a copy of which is attached hereto, marked as "Exhibit 1," and incorporated herein by reference as though set out in full

**Section 2.**

The City Administrator of the City of Carmel-by-the-Sea is hereby authorized, empowered, and directed to execute the Amendment for and on behalf of the City.

**Section 3.**

The City Clerk has prepared and published, at least five days before the date of adoption, a summary of this ordinance once in a newspaper of general circulation printed and published in Monterey County and circulated in the City of Carmel-by-the-Sea and thenceforth and thereafter the same shall be full force and effect.

**Section 4.     **EFFECTIVE DATE****

This ordinance shall take effect thirty (30) days after its second reading by the City Council.

**ADOPTED ON SECOND READING BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of December, by the following roll call vote:**

AYES:            COUNCILMEMBERS:

NOES:            COUNCILMEMBERS:

ABSENT:         COUNCILMEMBERS:

ABSTAIN:        COUNCILMEMBERS:

SIGNED:

\_\_\_\_\_  
Steve G. Dallas, Mayor

ATTEST:

\_\_\_\_\_  
Ashlee Wright, City Clerk



**EXHIBIT**

California  
Public Employees' Retirement System



## **AMENDMENT TO CONTRACT**

Between the  
Board of Administration  
California Public Employees' Retirement System  
and the  
City Council  
City of Carmel-By-The-Sea



The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective January 1, 1955, and witnessed December 13, 1954, and as amended effective October 1, 1960, July 1, 1968, July 1, 1973, March 16, 1983, July 1, 1990, June 5, 1993, June 5, 1997, October 16, 1998, January 7, 2000, September 7, 2001, July 1, 2003, September 5, 2003 and April 15, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

- A. Paragraphs 1 through 15 are hereby stricken from said contract as executed effective April 15, 2012, and hereby replaced by the following paragraphs numbered 1 through 17 inclusive:
1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to April 15, 2012, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after April 15, 2012, age 62 for new local miscellaneous members, age 50 for classic local safety members and age 57 for new local safety members.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

2. Public Agency shall participate in the Public Employees' Retirement System from and after January 1, 1955 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.
3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:
  - (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.
  - (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.
  - (c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.
4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:
  - a. Local Fire Fighters (herein referred to as local safety members);
  - b. Local Police Officers (herein referred to as local safety members);
  - c. Employees other than local safety members (herein referred to as local miscellaneous members).
5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

**NO ADDITIONAL EXCLUSIONS**

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6. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member entering membership in the miscellaneous classification on or prior to April 15, 2012 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).
7. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time with this agency in the miscellaneous classification after April 15, 2012 shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).
8. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).
9. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local safety member entering membership in the safety classification on or prior to April 15, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).
10. The percentage of final compensation to be provided for each year of credited current service as a classic local safety member entering membership for the first time with this agency in the safety classification after April 15, 2012 shall be determined in accordance with Section 21362 of said Retirement Law (2% at age 50 Full).
11. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).
12. Public Agency elected and elects to be subject to the following optional provisions:
  - a. Section 21222.1 (One-Time 5% Increase - 1970). Legislation repealed said Section effective January 1, 1980.
  - b. Section 20042 (One-Year Final Compensation) for classic local miscellaneous members and classic local safety members entering membership on or prior to April 15, 2012.
  - c. Section 21574 (Fourth Level of 1959 Survivor Benefits).
  - d. Section 21024 (Military Service Credit as Public Service).
  - e. Section 21583 (Additional Opportunity to Elect 1959 Survivor Benefits).

- f. Section 20965 (Credit for Unused Sick Leave).
  - g. Section 20903 (Two Years Additional Service Credit) for local miscellaneous members only.
  - h. Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after April 15, 2012.  
  
Section 21362 (2% @ 50 Full formula) and Section 20037 (Three-Year Final Compensation) are applicable to classic local safety members entering membership for the first time with this agency in the safety classification after April 15, 2012.
  - i. Section 20516 (Employees Sharing Additional Cost):  
  
From and after the effective date of this amendment to contract, 3% for local miscellaneous members.  
  
The portion of the employer's contribution that the member agrees to contribute from his or her compensation, over and above the member's normal contribution ("Cost Sharing Percentage"), shall not exceed the Employer Normal Cost Rate, as that rate is defined in the CalPERS Actuarial Valuation for the relevant fiscal year. If the Cost Sharing Percentage will exceed the relevant Employer Normal Cost Rate, the Cost Sharing Percentage shall automatically be reduced to an amount equal to, and not to exceed, the Employer Normal Cost Rate for the relevant fiscal year.
13. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on March 16, 1983. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.
14. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.
15. Public Agency shall also contribute to said Retirement System as follows:
- a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.

- b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.
  - c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.
16. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.
17. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

BOARD OF ADMINISTRATION  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL  
CITY OF CARMEL-BY-THE-SEA

BY \_\_\_\_\_  
CHERYL EASON  
CHIEF FINANCIAL OFFICER  
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY \_\_\_\_\_  
PRESIDING OFFICER

\_\_\_\_\_  
Witness Date

Attest:

\_\_\_\_\_  
Clerk

PLEASE DO NOT SIGN "EXHIBIT ONLY"