CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL AGENDA

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

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

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

REGULAR MEETING
Tuesday, January 5, 2016
REGULAR MEETING – 4:30 P.M.

Teleconferencing Location
6400 SW 133rd Drive
Pinecrest, FL 33156

CALL TO ORDER, ROLL CALL, & PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

1. Recognition of Carmel Woman's Club on their 90th Anniversary.

ANNOUNCEMENTS

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

PUBLIC APPEARANCES

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

CONSENT AGENDA

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

2. Minutes for the November 2, 2015 Special Council Meetings, November 3, 2015 Regular Council Meeting and November 30, 2015 Special Council Meeting. (p. 4)

3. Check Register for the Month of November. (p. 24)

4. Monthly Reports for the Month of November (P. 34)
   a. Contracts executed within the City Administrator's Signing Authority
   b. Community Planning and Building Department Reports
   c. Police, Fire, Ambulance and Beach Reports
   d. Public Records Act Request Logs – City Clerk and Police
   e. Forester's Report
   f. City Treasurer's Report

5. AB 1076 Adoption of the Budget Schedule Proposal for January-June 2016 for FY 2016-17 (P. 66)

6. AB 1077 Consideration of a Resolution revising City Council Policy C2007-2 "Expense and Use of Public Resources" and Policy C03-03 "Beach Emergency Closure Plan" and a Resolution rescinding City Council Policy C89-57 "Proclamations," Policy C03-04 "Unsung Heroes Program" and Policy A92-01 "Use of City-owned Cellular Telephone Ancillary "Go Pack" Equipment." (P. 69)

7. AB 1078 Accept a grant from the Monterey Peninsula Regional Park District for Forest Hill Park Improvements and Approve Adjustments to the Fiscal Year 2015-16 Budget. (P. 108)

8. AB 1079 Receive an update on the City's Beach Fires Management Pilot Program. (P. 127)

ORDERS

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

9. Establish a process for filling position of City Administrator.

PUBLIC HEARINGS

Public Hearings consist of Zoning amendments, General Plan amendments, appeals of Commission decisions and other State-mandated items. If the Public Hearing is an appeal, appellants are allowed a total of 10 minutes to speak on their own behalf after the staff report and at the close of public comment in order to have an opportunity to rebut public comments. Other speakers will be allowed three minutes.

10. AB 1081 Public Hearing on Establishing the Carmel Hospitality Improvement District; Adoption of Resolution Declaring Results of Majority Protest Proceedings and Establishing the Carmel Hospitality Improvement District; Authorize Professional Services Agreement with Visit Carmel; Second Reading of an Ordinance Disestablishing the Carmel Hospitality Improvement District. (P. 129)

11. AB 1082 Consideration of an appeal of the Planning Commission's decision to deny a Use Permit (UP 15-261) application for the establishment of a specialty food store (Carmel Chocolate Emporium) at a property located in the Carmel Commercial (CC) Zoning District. (P. 139)

12. AB 1083 Second Reading of an Ordinance of the City Council of the City of Carmel-by-the-Sea amending chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code in accordance with state housing law. (P. 164)

13. AB 1084 Second Reading of an Ordinance of the City Council of the City of Carmel-by-the-Sea amending Section 17.14.40 and adding Section 17.14.240 of the Municipal Code defining and prohibiting medical marijuana dispensaries, cultivation of marijuana and all commercial medical marijuana uses in the City. (P. 180)

FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

The City Council of Carmel-by-the-Sea meets in Regular Session on the First Tuesday of each month at 4:30 p.m., unless otherwise noticed. The City Council may also meet on the First Monday of each month in a Special Meeting and/or a Workstudy Session at 4:30 p.m., unless otherwise noticed. City Council agenda packets are available for public review on the City website at www.ci.carmel.ca.us and in the Clerk's Office on the Friday prior to the scheduled meeting. Any writings or documents provided to a majority of the City Council regarding any item on the agenda will be made available for public inspection. Interested members of the public may subscribe to the Council Agenda by submitting a request to the City Clerk. Meetings are open to the public and the City Council welcomes your participation. Any member of the public may comment on any item on the agenda. Testimony is limited to three (3) minutes per speaker, or as otherwise established by the City Council. Meetings are streamed live on-line and archived for easy access anytime day or night. Visit the City's website at www.ci.carmel.ca.us to view the meetings or watch a television rebroadcast on the first Sunday after the City Council meeting at 8:00 a.m. on MCAET Channel 26. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

AFFIDAVIT OF POSTING

I, Leslie Fenton, Deputy City Clerk for the City of Carmel-by-the-Sea, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Carmel-by-the-Sea, City Hall bulletin board, the Harrison Memorial Library on Ocean and Lincoln Avenues and the Carmel Post Office; and distributed to members of the media on this date the, 31 day of December, 2015.

Dated this, 31 day of December, 2015 at the hour of _____ .am.

_____
Leslie Fenton
Deputy City Clerk
Original Signature on file with the City Clerk's Office

CITY OF CARMEL-BY-THE-SEA

January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Ashlee Wright, City Clerk
SUBJECT:	Draft Minutes of the Special Meetings held November 2, 2015 Draft Minutes of the Regular Meeting of November 3, 2015 Draft Minutes of the Special Meeting of November 30, 2015

RECOMMENDATION

By motion to the Consent Calendar, approve the Minutes of the Special Meetings of November 2, 2015, Regular Meeting of November 3, 2015 and Special Meeting of November 30, 2015.

ATTACHMENTS

1. Draft Minutes of the Special Meeting of November 2, 2015 – City Administrator resignation
2. Draft Minutes of the Special Meeting of November 2, 2015
3. Draft Minutes of the Regular Meeting of November 3, 2015
4. Draft Minutes of the Special Meeting of November 30, 2015

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/29/15

MINUTES
CITY COUNCIL SPECIAL MEETING
November 2, 2015

Mayor Burnett called the meeting to order at 12:00p.m.

ROLL CALL

Present:	Council Members: Dallas, Theis, Mayor Pro Tem Talmage and Mayor Burnett
Absent:	Council Member Beach
Staff Present:	Don Freeman, City Attorney Ashlee Wright, City Clerk Mike Calhoun, Public Safety Director

Mayor Burnett led the pledge of allegiance.

PUBLIC APPEARANCES

None

ORDERS

1. Consideration of the resignation of City Administrator Douglas J. Schmitz.

Public Comment:

Barbara Livingston, Jonathan Sapp and Brian Congleton each spoke on the resignation of City Administrator Doug Schmitz.

---End of Public Comments---

Vice Mayor Talmage and Mayor Burnett both thanked City Administrator Doug Schmitz for his service to the village and community and wished him the best.

Action: Upon a motion made by Vice Mayor Talmage, seconded by Council Member Theis, Council unanimously moved to accept the resignation of City Administrator Douglas Schmitz. **4:1** (Council Member Beach absent)

CLOSED SESSION

Mayor Burnett announced the Closed Session item.

2. PUBLIC EMPLOYEE APPOINTMENT
   Pursuant to Government Code Section 54957
   Title: City Administrator

Public Comment:

Richard Kreitman and Jeff Barron spoke to the issue of appointing an interim City Administrator.

---End Public Comment---

The Council adjourned to Closed Session at 12:15pm.

Council resumed in open session at 1:00pm.

Action: Mayor Burnett announced that upon a motion made by Vice Mayor Talmage, seconded by Council Member Theis Council voted unanimously to appoint Mike Calhoun Interim City Administrator. **4:1** (Council Member Beach absent)

City Attorney Don Freeman clarified that Interim City Administrator Mike Calhoun will retain his title of Public Safety Director.

ADJOURNMENT: There being no further business, Mayor Burnett adjourned the meeting at 1:01pm

APPROVED:

_____
Jason Burnett, Mayor

ATTEST:

_____
Ashlee Wright
City Clerk

MINUTES
CITY COUNCIL SPECIAL MEETING
CARMEL-BY-THE-SEA
Monday, November 2, 2015

CALL TO ORDER

Mayor Burnett called the meeting to order at 4:30 P.M.

CLOSED SESSION

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

Absent: None

Staff Present: Mike Calhoun, Interim City Administrator
Don Freeman, City Attorney
Ashlee Wright, City Clerk

Mayor Burnett announced the Closed Session items.

1. Conference With Legal Counsel – Anticipated Litigation
   Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 3 cases

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
   Pursuant to Government Code Section 54956.9(D)(1)
   Name of Case: Jennifer Da Silva, Plaintiff v. City of Carmel-by-the-Sea, Monterey County Superior Court Case No. M132929

3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
   Pursuant to Government Code Section 54956.9(D)(1)
   Name of Case: Chilone Payton, Plaintiff v. City of Carmel-by-the-Sea, Equal Employment Opportunity Commission Charge No. 485-2014-00453

There were no public comments. The Council adjourned to closed session at 4:31pm.

SPECIAL MEETING:

Council resumed in Open Session at 5:28 pm.

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

Absent: None

Staff Present: Mike Calhoun, Interim City Administrator
Don Freeman, City Attorney
Ashlee Wright, City Clerk
Sharon Friedrichsen, Director of Budgets and Finance
Janet Bombard, Library and Community Activities Director
Paul Tomasi, Police Commander
Marc Weiner, Senior Planner
Joe Headley,
Rob Mullane, Public Works Director

Mike Calhoun Interim City Administrator led the Council in the pledge of allegiance.

ANNOUNCEMENTS

City Attorney Don Freeman reported that Council received updates on one case for potential litigation and Council received an update on case re: Jennifer Da Silva, Plaintiff v. City of Carmel-by-the-Sea, Monterey County Superior Court Case No. M132929.

Mayor Burnett announced the resignation of City Administrator Doug Schmitz.

Council Member Beach, Vice Mayor Talmage, Council Member Dallas and Mayor Burnett thanked Staff and volunteers for their work on the City's Birthday Party and Parade and the 1st Annual Pumpkin Roll.

Centennial Committee members Sue McCloud and Tom Brocato provided an update of Centennial Committee activities.

Mayor gave a brief update on water related issues.

Interim City Administrator Mike Calhoun thanked the Council and members of the community for their support as he takes on the position of Interim City Administrator.

City Attorney Don Freeman recommended that anyone who has anything to report about short-term rental violations should contact Code Compliance Officer Al Fasulo.

PUBLIC APPEARANCES

Karen Ferlito thanked staff for their work at the Arbor Day event at First Murphy Park and commented on City Administrator Doug Schmitz's resignation.

Executive Director of the Sunset Cultural Center Christine Sandin announced series of Community Engagement events upcoming at the Sunset Center.

CONSENT CALENDAR

Action: Upon a motion made by Council Member Beach, seconded by Council Member Theis the Council unanimously approved the Consent Calendar with the following abstentions:

4. Minutes for October 5, 2015 Special Council Meeting and October 6, 2015 Regular Council Meeting. **Approved 4:1** (Council Member Theis abstaining, not present for meeting)

5. Check Register for the Month of September. **Approved 5:0**

6. Monthly Reports for the Month of September
   a. Contracts executed within the City Administrator's Signing Authority
   b. Community Planning and Building Department Reports
   c. Police, Fire, Ambulance and Beach Reports
   d. Public Records Act Request Logs – City Clerk and Police
   e. Forester's Report
   f. City Treasurer's Report
   Approved 5:0

7. AB 1034 Authorize the Purchase of Recyclable Materials and Yard Waste Trimming Carts. **Approved 5:0**

8. AB 1035 Adopt a Resolution Authorizing a Purchase Agreement for a new Forestry Truck. **Approved 5:0**

9. AB 1036 Consideration of a resolution authorizing City co-sponsorship of the Carmel Public Library Foundation's annual Donor Salute and Sterling Circle events. **Approved 5:0**

10. AB 1037 Receive a report on the North Dunes and Del Mar Dunes Habitat Restoration Plan, subsequent revisions to that plan, and prior Commission and Council actions with regards to the North Dunes and Del Mar Dunes. **Approved 5:0**

11. AB 1038 Adoption of a resolution granting one of the City's five free-use days of the Sunset Center Theater to the Carmel Public Library Foundation on Thursday, April 7, 2016 for its fifth annual fundraising benefit. **Approved 5:0**

12. AB 1039 Consideration of a Resolution Declaring City's Intent to Establish the Carmel Hospitality Improvement District **Approved 4:1** (Council Member Theis abstaining as she is a member of the HID)

13. AB 1040 Consideration of a Resolution calling the April 12, 2016, General Municipal Election for the purpose of electing a Mayor for a term of two (2) years and two members of the City Council for a term of four years each and requesting that the Monterey County Registrar of Voters (ROV) conduct the election; and authorizing the City Administrator to enter into an agreement with the Registrar of Voters to conduct the election. **Approved 5:0**

14. AB 1041 Adoption of a Resolution 1. Amending the Salary Range for Project Manager and 2. Amending the Job Description and Salary Range for Deputy City Clerk. **Approved 5:0**

15. AB 1042 Authorization of Amendments to Professional Services Agreement for Contract Planning Services for an Amount Not to Exceed $95,000. **Approved 5:0**

16. AB 1043 Adoption of a Resolution Authorizing the City Administrator to Create and Adopt the Position of Permit Technician. **Approved 5:0**

17. AB 1044 Consideration of a resolution authorizing the City Administrator to execute an agreement for the purchase of a new police vehicle as identified in the FY 2015/16 vehicle and equipment replacement fund. **Approved 5:0**

18. AB 1045 Ratification of appointment to the Community Activities and Cultural Commission. **Approved 5:0**

    AB 1046 Adoption of a Resolution approving the transfer of $855,000 from the Measure D fund balance for street paving and sidewalk projects and Authorization of staff to send a letter to TAMC seeking approval for directing monies to the Carpenter Street repaving project. Approved 5:0 with the following abstentions on certain streets: Mayor Burnett and Council Member Theis abstained from voting on the Dolores Street project since they live along the section of the street, Second to Fourth Avenues, proposed by the City Engineer for repaving. Vice-Mayor Talmage abstained from voting on the Mission Street and Lincoln Street segments. Council Member Dallas abstained on the Carpenter Street, Santa Rita, Lincoln Street and Eleventh Avenue projects. Council Member Beach abstained from voting on Torres Street between Ocean Avenue and 11th; and direction to staff to address design guidelines for road repairs in the resolution.

19. AB 1047 Adoption of a Resolution of the City Council of Carmel-by-the-Sea appropriating $40,000 for Centennial Year related expenses. **Approved 5:0**

ORDERS

20. AB 1048 Receive community input on a new agreement between the City of Carmel-by-the Sea and the Sunset Cultural Center.

Mayor Burnett provided an update on negotiations for a new Sunset Cultural Center lease agreement and stated the Council and the Sunset Center Board were soliciting input from the public.

Kathy Bang, Chair of the Sunset Cultural Center Board, stated that it was the Sunset Cultural Center Board was in favor of a longer agreement, which would enable them to better fundraise for the future.

Council discussion followed.

Public Comments

None

---End Public Comments---

Further Council discussion followed.

Action: No action taken.

FUTURE AGENDA ITEMS

21. AB 1049 Planning for 2015 Council Retreat

Mayor Burnett stated that this retreat would be an appropriate time to address the comments that Karen Ferlito made during Public Appearances.

Council Member Theis stated that she thought it was a good time to ask the staff about their workload.

Public comments:

Barbara Livingston and Karen Ferlito provided suggestions of topics for the retreat.

---End Public Comments---

Council discussion followed.

Action: No action taken.

ADJOURNMENT: There being no further business, Mayor Burnett adjourned the meeting at 6:43pm

DRAFT

MINUTES
REGULAR MEETING
Tuesday, November 3, 2015

CALL TO ORDER, & PLEDGE OF ALLEGIANCE

Mayor Burnett called the meeting to order at 4:31p.m.

ROLL CALL

Present:	Council Members: Dallas, Beach, Theis, Mayor Pro Tem Talmage, and Mayor Burnett
Absent:	None
Staff Present:	Mike Calhoun, Interim City Administrator Don Freeman, City Attorney Ashlee Wright, City Clerk Marc Weiner, Senior Planner Rob Mullane, Public Works Director Sharon Friedrichsen, Director of Budgets and Finance Paul Tomasi, Police Commander

The Carmel River School Sing! Sing! Sing! after-school class led the pledge of allegiance.

EXTRAORDINARY BUSINESS

The National Anthem was sung by Carmel River School Sing! Sing! Sing! after-School class led by Stacy Meheen.

EMPLOYEE RECOGNITION

Rob Mullane, Public Works Director introduced Yvette Oblander, Administrative Services Coordinator for Public Works, to the Council and community.

Mike Calhoun, Interim City Administrator introduced Christina Newton, Police Services Officer to the Council and the Community. He also announced Officer Chris Johnson's promotion to Sergeant.

ANNOUNCEMENTS

Council Member Dallas, Council Member Beach, Vice Mayor Talmage and Mayor Burnett thanked the City Administrator Doug Schmitz for his service to the community and thanked staff for their work on the Arbor Day, 100th Anniversary of the Carmel Fire Department, City Birthday and Pumpkin Rolling events.

Mayor Burnett provided an update on water issues.

Interim City Administrator Mike Calhoun stated that he was looking forward to working with the Council and community.

City Attorney Don Freeman commented on the resignation of Doug Schmitz. He reported that Council received updates on one case for potential litigation and Council received an update on case re: Jennifer Da Silva, Plaintiff v. City of Carmel-by-the-Sea, Monterey County Superior Court Case No. M132929. He recommended that anyone who has anything to report about short-term rental violations should contact Code Compliance Officer Al Fasulo.

PUBLIC APPEARANCES

Barbara Livingston announced the Carmel Resident's Association's new book "Stories of Old Carmel".

Carl Iverson commented on the Arbor Day, 100th Anniversary of the Carmel Fire Department, and Pumpkin Rolling events, and the resignation of City Administrator Doug Schmitz.

Monterey Peninsula Waste Management District representative Stephanie Locke reminded community members to replace the batteries in automatic irrigation systems after power outages to prevent the waste of water

Ron Stilfull stated his concerns about GreenWaste.

Monta Potter announced that the Chamber would be selling lanterns of old Carmel for the Centennial Celebration and asked businesses and residents to purchase and display these for the next year.

Carolyn Hardy and Karen Ferlito commented on the resignation of City Administrator Doug Schmitz.

Toby and his dad spoke in favor of the Pumpkin Roll and more family friendly events.

ORDERS

Item 4: AB 1050 Beach Fires Pilot Program Options.

Rob Mullane, Public Works Director provided a brief staff report.

Air Pollution Control Officer Richard Stedman provided background on Carmel Beach air quality monitoring and an update on air quality data for Carmel Beach.

Council discussion followed.

Mayor Burnett opened public comment and requested that all comments on Item 1 and Item 2 be taken at the same time to avoid duplication. He also asked that questions for Richard Stedman be taken first.

Public Comments:

Jack Galante, Clay Olman, Denise Otterson, Barbara Livingston, no name given, Al Mition, and Scott Philips each asked questions of Richard Stedman.

Richard Stedman responded to all questions.

Toby Strasser and his father, Jack Galante, Lily, Jacob Lehman, Alan Lehman, Stephanie Lawton and her son spoke against banning beach fires.

Bobby Richards, Wayne Newton, Clay Olman, Marcia Zealous, Lorne Letendre, Linette Zimmerman, Becky Hanna, John Kenney, Scott Philips, Ben Beasley, Kimberly Rawlings, Barbara Livingston, Jeff Baron, no name given, Aram Stoney, and Richard Kreitman spoke in favor of finding a compromise or alternate solution to banning all beach fires.

Denise Otterson, Mary Liskin, Kathy McFarland, Karen Ferlito, Carolina Bayne, and Kathy Bang spoke in favor of banning all beach fires.

Chris Lehman stated that she disagreed with comments that locals did not build beach fires and questioned the accuracy of the sensors.

Monta Potter questioned the cost to the city in terms funds and staff time spent on this issue and questioned the logic of a fight with the Coastal Commission.

---End Public Comments---

Mayor Burnett called a recess at 7:10pm. At 7:28pm the meeting resumed.

Mayor Burnett, announced that Item 6 AB 1052 First reading of an ordinance of the City Council of the City of Carmel-by-the-Sea adding a section to Title 8 - Health and Safety of the Carmel-by-the-Sea Municipal Code relating to smoking in the commercial and other zoning districts, public lands, and rights-of-way within said districts, would be continued to a future meeting.

Mayor Burnett and Public Works Director Rob Mullane answered questions posed during public comments.

Council discussion followed.

Action: Upon a motion made by Mayor Burnett, seconded by Council Member Beach, Council moved to provide direction to staff to lay out a plan for allowing propane fires in two forms 1.) User supplied propane devices and 2.) Six (6) City supplied propane rings offered free to anybody; that these would be of a larger size intended to promote community gathering place; and that all of the logistics would be handled by the City and the propane provided by the City; and that the pilot program be extended up to 36 months. **Approved 3:2** (Dallas and Theis opposed.)

PUBLIC HEARINGS

Item 5: AB 1051 First reading of an ordinance of the City Council of the City of Carmel-by-the-Sea declaring beach fires a public nuisance.

Public Comments for this item were taken with the Public Comments on Item 4 AB 1050 Beach Fires Pilot Program Options.

Council Member Theis moved to table this item, seconded by Council Member Dallas. Motion failed 2:3 (Beach, Talmage, and Burnett opposed).

Action: Upon a motion made by Council Member Beach, seconded by Vice Mayor Talmage Council moved to adopt Ordinance 2015-007 on first reading declaring beach fires a public nuisance with direction to the City Attorney to incorporate further health related whereas', to amend section B1 Exemptions to read "propane fires using an appropriate device," and bring back a revised version for either a second or first reading. **Adopted 3:2** (Dallas and Theis opposed).

Item 7: AB 1053 Consideration of an appeal of the Planning Commission's decision to deny a Use Permit (UP 15-261) application for the establishment of a specialty food store (Carmel Chocolate Factory) at a property located in the Central Commercial (CC) Zoning District.

Vice Mayor Talmage recused himself and stepped down from the dais, because he owns property within 500' of the proposed location.

Senior Planner Marc Weiner provided the staff report.

Council discussion and questions followed

Pam Silkwood, representative for the Appellant presented the appellant's case.

Council discussion and questions followed.

Public Comments:

Jonathan Sapp read the formula food establishment definition from the municipal code and stated his concerns with the recommendation of the Planning Commission for this project.

Barbara Livingston recommended removing the word "Factory" if the Council approves the appeal.

Richard Kreitman and Michael Showler commented on the amount of work the appellants had put in working on this project with staff and the Planning Commission and spoke in favor of approving the appeal.

Roderick Dewar and Valerie Lane expressed concerns with the business and spoke in favor of denying the appeal.

---End Public Comments---

In response to Public Comments representative for the appellant Pam Silkwood stated that the appellant was willing to remove the word "Factory" from the name of the business.

Council questions and discussion followed.

Action: Upon a motion made by Council Member Theis, seconded by Council Member Dallas, Council unanimously moved to continue the item to a future meeting and directed the appellant to return to Council with: 1) proposed alternate name choices that eliminate the use of the word "factory"; 2) updated drawings to reflect the elimination of loose candy bins and that products be 80% chocolates; 3) Bring back signage options and 4) present as to how this shop is different and unique and that it does not fit the formula food definition. **Approved 4:0:1** (Talmage abstaining because of conflict of interest – property within 500')

Mayor Burnett called a recess at approximately 10:35pm. At 10:40 the meeting resumed.

Vice Mayor Talmage returned to the dais.

Item 9: AB 1055 Adoption of an Ordinance Amending Section 2.52.385, Appeals Hearing Process, of the Personnel Ordinance.

Public Comments:

None

---End Public Comments---

Action: Upon a motion made by Council Member Theis, seconded by Vice Mayor Talmage Council, Council unanimously adopted on first reading Ordinance 2015-008 amending section 2.52.385, Appeals Hearing Process, of the Personnel Ordinance. **Adopted 5:0**

Item 8: AB 1054 Consideration of an appeal of the Planning Commission's decision to deny the reissuance of Design Review, Use Permit, and Coastal Development Permit applications for the redevelopment of the Carmel Sands hotel located in the Service Commercial (SC) Zoning District (New planning application case numbers: DR 14-36 and UP 14-20).

Council Member Theis recused herself and stepped down from the dais, because she owns property within 500' of the location.

Council Member Dallas stated for the record that he had spoken before the Planning Commission in favor of this item prior to his term on the Planning Commission and was on the Planning Commission when the project was approved. Council Member Beach stated for the record that she was on the Planning Commission when the project was originally approved. Vice Mayor Talmage and Mayor Burnett stated for the record that they voted in favor of this project when it originally came before the City Council. Mayor and Council Members disclosed communications that they had with the appellant and Planning Commission Members prior to the meeting.

Senior Planner Marc Weiner provided the staff report.

Council discussion and questions followed.

Appellant Mark Stilwell, owner of Carmel Sands, presented his case.

Council discussion and questions followed.

Public Comments:

Catherine Campagno, Roberta Miller, and Mike Brown each stated their concerns with the project and recommended that Council deny the appeal.

Barbara Livingston stated her concerns that the Planning Commission was not given all of the information they needed for a de novo hearing and City Clerk Ashlee Wright read a statement from her into the record detailing her issues with the design.

Jonathan Sapp spoke in favor of approving the appeal.

---End Public Comment---

Appellant Mark Stillwell responded to public comments and Council discussion.

Further Council discussion followed.

Action: Upon a motion made by Mayor Burnett, seconded by Council Member Dallas, Council moved to continue this item to a future meeting. **Approved 4:0:1** (Theis abstaining because of conflict of interest - property within 500')

FUTURE AGENDA ITEMS

Greenwaste update.

ADJOURNMENT

There being no further business Mayor Burnett adjourned the meeting at 12:42am.

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

Monday, November 30, 2015

Mayor Burnett called the meeting to order at 4:30 p.m.

Present:	Council Members Beach, Dallas, Theis, Mayor Pro Tem Talmage and Mayor Burnett
Absent:	None
Staff Present:	Michael Calhoun, Interim City Administrator Don Freeman, City Attorney Leslie Fenton, Deputy City Clerk

PLEDGE OF ALLEGIANCE

CLOSED SESSION

Mayor Burnett announced the items on the Closed Session agenda. There were no Public Comments. The Council adjourned to Closed Session.

Item 1 **CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9: 3 cases

Item 2 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(D)(1)
Name of Case: Chilone Payton, Plaintiff v. City of Carmel-by-the-Sea, Equal Employment Opportunity Commission Charge No. 485-2014-00453

Item 4 **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**
Pursuant to Government Code Section 54956.9(D)(1)
Name of Case: City of Carmel-by-the-Sea, Plaintiff v. Pacific Harvest Seafoods, Inc. – Monterey County Superior Court Case No. 15CV000014

Item 5 **CONFERENCE WITH LEGAL COUNSEL – EXISINT LITIGATION**
Pursuant to Government Code Section 54956.9(D)(1)

Name of Case: Simonelli v. City of Carmel-by-the-Sea, United States District Court Case No. C 13-1250 LB

Item 6 **PUBLIC EMPLOYEE APPOINTMENT**
Pursuant to Government Code Section 54957

Item 7 **LABOR NEGOTIATIONS**
Pursuant to Government Code Section 54957.6(a)
Agency Designated Representatives: Zutler
Employee Organization: Ambulance

At 5:30 p.m., the Council reconvened in Open Session.

REGULAR MEETING:

Mayor Burnett called the regular meeting to order at 5:30 p.m.

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

Absent: None

Staff Present: Michael Calhoun, Interim City Administrator
Don Freeman, City Attorney
Leslie Fenton, Deputy City Clerk
Paul Tomasi, Commander
Janet Bombard, Library & Community Events Director
Rob Mullane, Public Works Director
Marc Wiener, Interim Community & Planning Director
Margi Perotti, Community Activities Assistant
Sharon Friedrichsen, Director of Contracts & Budget
Joel Staker, Information Services Network Manager

ANNOUNCEMENTS

Mayor Burnett announced that there were no announcements from Closed Session, the Council would re-convene into Closed Session after the Regular Meeting and that the Closed Session would be continued to 3:30 on Tuesday, December 1, 2015. He also invited everyone to the tree lighting.

Council Member Dallas thanked Margi, Janet and staff for a very successful Homecrafters' Marketplace event.

Council Member Talmage invited everyone to the tree lighting event on Friday, December 4, 2015.

PUBLIC APPEARANCES

Sue McCloud mentioned the "Public Back in Public Service" article that was recently in the Herald and that the City has gone thru 5 City Administrators in the last 15 years and should use a head-hunter firm to recruit a new City Administrator.

---End Public Comment---

CONSENT CALENDAR

Action: Upon a motion made by Council Member Theis, seconded by Council Member Dallas, the Council unanimously approved Consent Agenda items 9, 10, 12 with modifications, 13, 14, 15, 16, 17, 18, 19 and identifying Council Member Beach as the representative for item 20.

Item 9 Check Register for the Month of October. **Approved 5:0**

Item 10 Monthly Reports for the Month of October. **Approved 5:0**

a. Contracts executed within the City Administrator's Signing Authority
b. Community Planning & Building Department Reports
c. Police, Fire, Ambulance and Beach Reports
d. Public Records Act Request Logs – City Clerk and Police
e. Forester's Report
f. City Treasurer's Report

Item 12 AB 1057 Consideration of a resolution authorizing the closure of: 1. Northbound and southbound lanes of Ocean Avenue from Mission to Dolores Streets, 2. San Carlos Street between 6th and Ocean, and 3. San Carlos street between 7th and Ocean for the Carmel Centennial Launches 100 Years of Memories event. **Authorized 5:0**

Interim City Administrator Calhoun clarified that only two lanes of traffic would be closed, law enforcement would be directing traffic, road closures would not be for the times listed on permit and that the Centennial Committee had requested a banner to be hung for that day on the Arch.

Item 13 AB 1058 Consideration of a Resolution approving a MOU for the LIUNA General Employees Union and Management Employees Union, LIUNA/UPEX, Local 792, AFL-CIO for 2014 to 2016. **Approved 5:0**

Item 14 AB 1059 Authorization of Amendments to Professional Services Agreements for Planning Services for Rio Park and the Housing Element, Janitorial Services and IT Support for an Amount Not to Exceed $79,904 for All Amendments. **Authorized 5:0**

Item 15 AB 1060 Authorization of the Interim city Administrator to sign an addendum to the Monterey Regional Taxi Authority (RTA) Joint Powers Agreement Amended to include the City of Marina as a part to the agreement and receive update on Ordinance 2016-01 of the Monterey Regional Taxi Authority to require credit card reading and processing machines in taxicabs. **Authorized 5:0**

Item 16 AB 1061 Consideration of a Resolution Authorizing the Mayor to Execute and Employment Agreement between the City of Carmel-by-the-Sea and Mike Calhoun, Public Safety Director, Chief of Police, and Interim City Administrator. **Authorized 5:0**

Item 17 AB 1062 Authorization of the City Administrator to transfer funds realized thru salaries and benefits savings due to Community Planning and Building Department vacancies to fund the permanent full-time position of Building Inspector. **Authorized 5:0**

Item 18 AB 1063 Consideration of a Resolution of the City Council of the City of Carmel-by-the-Sea approving the regular meeting dates of the City Council for the calendar year 2016. **Approved 5:0**

Item 19 AB 1064 Consideration of: 1. A Resolution of the City Council of the City of Carmel-by-the-Sea adopting regulations from candidate statements submitted to the voters at an election to be held Tuesday, April 12, 2016 in accordance with Government Code Section 13307 and 2. A Resolution of the City Council of the City of Carmel-by-the-Sea providing for a procedure for determining by lot a tie among candidates at the April 12, 2016 General Municipal Election in accordance with Government Code Section 15651. **Approved 5:0**

Item 20 AB 1065 Consideration of a Resolution authorizing the City to join the California Coastal Trail Association and identify a Council member to be listed as the City's Primary representative on the membership form. **Approved 5:0**

Council Member Talmage, seconded by Council Member Dallas nominated Council Member Beach to the City's representative.

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

Item 8 Minutes for the November 2, 2015 Special Council Meetings and November 3, 2015 Regular Council Meeting.

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

Item 11 AB 1056 Consideration of a resolution 1. Authorizing the closure of 7th Avenue to expand the annual Monterey County Vintners and Growers Association annual Winemakers' Celebration Event and 2. Granting a waiver of up to $2,887 in fees for the event.

Public Comment:

Barbara Livingston stated that this is the last year the event is eligible for the fee waiver and she likes the cross-traffic plan.

Sue McCloud commented on the length of the new event permit application of18 pages.

---End Public Comment---

Upon a motion made by Council Member Dallas, seconded by Council Member Talmage, the Council unanimously approved Consent Agenda item 11. **Approved 5:0**

ORDERS

Item 21 AB 1066 Receive an update on the transition of solid waste and recycling services and on the development of a model solid waste ordinance and provide preliminary direction.

Director of Contracts & Budgets Sharon Friedrichsen introduced Rob Hilton, HF&H Consultants; Jeff Lindenthal, MRWMD; and Emily Finn, Green Waste Recovery.

Mr. Hilton provided a power-point presentation on the first 5 months of Green Waste Recovery's services and discussed that Green Waste was going to stop picking up the loose cardboard in the commercial district on January 1, 2016.

Public Comment:

Carl Iverson spoke about the unsightliness of the cardboard on the streets and that it would just get worse if we continue to not do anything.

---End of Public Comment---

Council Member Beach moved to ask the franchise to return to Council with a definitive plan regarding collection of cardboard in the commercial district and with guidance from Council

Council Member Beach amended her original motion.

Council Member Beach moved to direct Green Waste Recovery to bring back a plan for implementing and enforcing of Municipal Code and removal of loose cardboard with a provisional drop-dead date of April 1, 2016, seconded by Council Member Theis and approved by the following roll call vote:

AYES:	Beach, Theis, Burnett
NOES:	Talmage, Dallas

Item 22 AB 1067 Receive an update on the status of 2015 Council Goals.

Interim City Administrator Mike Calhoun presented the staff report. Council discussion followed and they requested the following changes and details be added to the report:

- Summary of long-term goals
- Add number of vacant positions and training details under Day-to-Day Operations column
- Add 2016 after those goals to be continued
- List individual pieces of goal (ex. IT Plan)
- Add organizational chart with names and departments

Public Comment:

Public Works Director Rob Mullane spoke about the work plans for Public Works and the need for staffing and training.

---End Public Comment---

FUTURE AGENDA ITEMS

Nuisance Ordinance

ADJOURNMENT

There being no further business Mayor Burnett adjourned the Open Session and Council reconvened into Closed Session at 8:22 pm.

APPROVED: ATTEST:

Jason Burnett, Mayor

Leslie Fenton, Deputy City Clerk

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Paul Wood
SUBJECT:	Check Register for November 2015

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

RECOMMENDATION

Approve Summary of Check Register

SUMMARY

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

PRIOR CITY COUNCIL ACTION

Approved

ATTACHMENTS

1. Check Register for the Month of November, 2015

APPROVED:

Michael Calhoun, Interim City Administrator

Date: 12/31/2015

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131707	11/13/2015	ADAMSON POLICE PRODUCTS	3,122.97	01 74057	AMMO FOR GUN RANGE		
		Vendor Total ----->	3,122.97				
131768	11/24/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	60.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	65.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	40.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	44.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	50.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131768	11/24/2015	AILING HOUSE PEST CONTROL	80.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
		Vendor Total ----->	55.00	01 70050	FY 15-16 PEST CONTROL ALL FACILITIES		
131708	11/13/2015	ALHAMBRA	594.00			5,822.00	6,048.00
131708	11/13/2015	ALHAMBRA	60.17	01 72053	ACCOUNT 115365551 WATER SERVICE FIRE/AMB DEPT		
131769	11/24/2015	ALHAMBRA	60.17	07 73053	ACCOUNT 115365551 WATER SERVICE FIRE/AMB DEPT		
131769	11/24/2015	ALHAMBRA	40.10	01 72053	ACCOUNT 115365551 WATER SERVICE FIRE/AMB DEPT		
		Vendor Total ----->	40.10	07 73053	ACCOUNT 115365551 WATER SERVICE FIRE/AMB DEPT		
131770	11/24/2015	ALHAMBRA	200.54				
131770	11/24/2015	ALHAMBRA	157.92	01 76045	DRINKING WATER SERVICE-PUBLIC WORKS FY 2015-16		
		Vendor Total ----->	114.21	01 76045	DRINKING WATER SERVICE-PUBLIC WORKS FY 2015-16		
131771	11/24/2015	ALHAMBRA	272.13				
		Vendor Total ----->	69.05	01 64053	ACCOUNT:51286936 WATER SERVICE CITY HALL		
131709	11/13/2015	ALLSTAR FIRE EQUIPMENT	69.05				
131709	11/13/2015	ALLSTAR FIRE EQUIPMENT	2,762.00	01 72602	BORE TIPS AND SHUTOFF EQUIPMENT FOR FIRE		
		Vendor Total ----->	870.28	01 72054	BORE TIPS AND SHUTOFF EQUIPMENT FOR FIRE		
131710	11/13/2015	ALLIANT INSURANCE SVCS	3,632.28				
		Vendor Total ----->	250.00	01 80425	RENEWAL BUS PREM AD&D ACCIDENTAL 10/2015-9/2016		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	250.00				
131711	11/13/2015	AMERICAN SUPPLY COMPANY	1,252.78	01 70044	13 CASES TOILET PAPER 6 CASES BLACK LINER BAGS		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	1,234.52	01 70044	SOAP/TOILET PAPER FOR RESTROOMS ALL FACILITIES		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	1,094.18	01 70044	FY 15/16 JANITORIAL SUPPLIES FOR VARIOUS CITY		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	955.08	01 76045	16 CASES CLEAR LINER TRASH BAGS		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	988.49	01 70044	20 CASES OF TOILET PAPER		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	188.20	01 70044	FY 15/16 JANITORIAL SUPPLIES FOR VARIOUS PUBLIC		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	5,996.10	01 76045	80 CASES MUTT MITS		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	100.59	01 70044	AIR FRESHENER DISPENSERS AND PRODUCT		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	494.24	01 70044	FY 15/16 JANITORIAL SUPPLIES FOR VARIOUS LOCATIONS		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	39.11	01 78045	2 EZ REACHERS		
131711	11/13/2015	AMERICAN SUPPLY COMPANY	1,340.98	01 70044	10 CASE BIFOLD TOWELS 10 CASES TOILET PAPER		
		Vendor Total ----->	1,972.96	01 70044	FY 15/16 JANITORIAL SUPPLIES THROUGH OUT THE CITY		
131772	11/24/2015	ANDERSON PACIFIC ENG CONTRACT INC	15,657.23				
		Vendor Total ----->	147,076.15	13 76912	CIP CARPENTER STREET DRAINAGE-ENGINEERING SERVICES	147,076.15	154,817.00
131773	11/24/2015	ASSURED LANDSCAPE	147,076.15				
131773	11/24/2015	ASSURED LANDSCAPE	187.50	01 78050	FOOT WASH @ SCENIC/MATERIALS/NEW CONTROLLER MURPHY		
131773	11/24/2015	ASSURED LANDSCAPE	30.00	01 78050	FOOT WASH @ SCENIC/MATERIALS/NEW CONTROLLER MURPHY		
		Vendor Total ----->	187.50	50 24050 0631	FOOT WASH @ SCENIC/MATERIALS/NEW CONTROLLER MURPHY		
131712	11/13/2015	AT&T	405.00				
131712	11/13/2015	AT&T	3,983.70	01 80036	TELEPHONE SERVICE ALL DEPARTMENTS		
			94.00	01 80036	T-1 LINES FOR PD		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
		Vendor Total ----->	4,077.70				
131774	11/24/2015	AVERY ASSOCIATES, INC	6,900.00	01 67100	RECRUITMENT SERVICES:CP&B DIRECTOR SEARCH		
131774	11/24/2015	AVERY ASSOCIATES, INC	2,969.95	01 67100	RECRUITMENT SERVICES:CP&B DIRECTOR SEARCH		
		Vendor Total ----->	9,869.95			20,135.08	22,900.00
131713	11/13/2015	A V-INTEGRATORS	5,788.76	40 67801	COUNCIL CHAMBER:PROJECTOR/MOUNTS FOR RECORDING		
		Vendor Total ----->	5,788.76				
131775	11/24/2015	BAYSTAR EXPRESS	130.50	01 76043	COPIER PAPER FOR PW OFFICE		
		Vendor Total ----->	130.50				
131776	11/24/2015	VICTORIA BEACH	424.99	01 60207	REIMBURSE:MILEAGE AND LODGING CPUC/PGE MEETING SF		
		Vendor Total ----->	424.99				
131714	11/13/2015	BOUND TREE MEDICAL LLC	103.44	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131714	11/13/2015	BOUND TREE MEDICAL LLC	511.18	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131714	11/13/2015	BOUND TREE MEDICAL LLC	733.51	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
131714	11/13/2015	BOUND TREE MEDICAL LLC	35.84	07 73603	AMBULANCE SUPPLIES:GLUCOSE STRIPS/SHEETS/BLANKETS		
		Vendor Total ----->	1,383.97				
131715	11/13/2015	BURGHARDT-DORE ADVERTISING, INC.	952.50	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131715	11/13/2015	BURGHARDT-DORE ADVERTISING, INC.	3,600.00	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131715	11/13/2015	BURGHARDT-DORE ADVERTISING, INC.	320.64	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131715	11/13/2015	BURGHARDT-DORE ADVERTISING, INC.	3,470.57	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131715	11/13/2015	BURGHARDT-DORE ADVERTISING, INC.	660.00	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
		Vendor Total ----->	1,176.48	01 85200	DESTINATION MARKETING-WEBSITE MAINTENANCE AND		
131777	11/24/2015	BURKE,WILLIAMS & SORENSEN,LLP	10,180.19			34,775.23	120,000.00
131777	11/24/2015	BURKE,WILLIAMS & SORENSEN,LLP	3,817.00	01 61051 0068	FY 2015-16 PROF FEES/LABOR & EMPLOY. LAW SERVICES		
		Vendor Total ----->	171.00	01 61051 0068	FY 2015-16 PROF FEES/LABOR & EMPLOY. LAW SERVICES		
131778	11/24/2015	CAL-AM WATER COMPANY	3,988.00			103,960.66	no stated limit
		Vendor Total ----->	6,518.01	01 80026	FY 2015-16 WATER SERVICE-ALL CITY PROPERTY		
131779	11/24/2015	CALTRONICS BUSINESS SYSTEMS INC	6,518.01				
131779	11/24/2015	CALTRONICS BUSINESS SYSTEMS INC	39.24	01 74053	FY 15-16 COPIER USAGE FEE - POLICE DEPARTMENT		
		Vendor Total ----->	39.23	01 67042	FY 15-16 COPIER USAGE FEE - POLICE DEPARTMENT		
131780	11/24/2015	CALIFORNIA CHAMBER OF COMMERCE	78.47				
		Vendor Total ----->	260.54	01 67039	EMPLOYMENT 2016 HR LAW POSTERS FOR DEPTS LAMINATED		
131716	11/13/2015	CALTRONICS	260.54				
131716	11/13/2015	CALTRONICS	18.66	01 72053	COPY MACHINE USAGE FOR FIRE/AMBULANCE		
		Vendor Total ----->	18.65	07 73053	COPY MACHINE USAGE FOR FIRE/AMBULANCE		
131781	11/24/2015	CALTRONICS	37.31				
131781	11/24/2015	CALTRONICS	79.08	01 76053	FY 15-16 COPIER USAGE FEE PUBLIC WORKS/FACILITES		
		Vendor Total ----->	79.08	01 70053	FY 15-16 COPIER USAGE FEE PUBLIC WORKS/FACILITES		
131717	11/13/2015	CALTRONICS BUSINESS SYSTEMS	158.16				
		Vendor Total ----->	92.59	01 69051	PP&B KONICA COPIER CONT#CN85676-01 MONTHLY USAGE		
131718	11/13/2015	CARMEL PINE CONE	92.59				
131718	11/13/2015	CARMEL PINE CONE	240.00	01 64040	PC#1019 Noticing 10.9.15		
131718	11/13/2015	CARMEL PINE CONE	388.00	01 82055	99TH BIRTHDAY AND ANNUAL HALLOWEEN PARADE/PUMPKIN		
131718	11/13/2015	CARMEL PINE CONE	388.00	01 82055	99TH BIRTHDAY/HALLOWEEN PARADE/PUMPKIN ROLL		
		Vendor Total ----->	388.00	01 82055	99TH BIRTHDAY/HALLOWEEN PARADE/PUMPKIN ROLL		
131782	11/24/2015	CARMEL BELLE	1,404.00				
		Vendor Total ----->	252.61	50 24050 0631	REFRESHMENTS//SUPPLIES/SETUP FOR ARBOR DAY		
131783	11/24/2015	CEMEX	252.61				
		Vendor Total ----->	85.91	01 76045	FY 15/16 SAND FOR BAGS TO PREPARE FOR WINTER QUOTE		
131719	11/13/2015	CITY OF MONTEREY	85.91				
			162,372.33	01 72053 0006	MONTHLY SERVICE FEES TO PROVIDE INTERIM FIRE ADMIN		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131719	11/13/2015	CITY OF MONTEREY	7,214.61	07 73053 0006	JULY 2015 AGRMT TO PROVIDE INTERIM AMB/ADMINS SVCS		
131719	11/13/2015	CITY OF MONTEREY	162,372.33	01 72053 0006	MONTHLY SERVICE FEES TO PROVIDE INTERIM FIRE ADMIN		
131719	11/13/2015	CITY OF MONTEREY	7,214.61	07 73053 0006	JULY 2015 AGRMT TO PROVIDE INTERIM AMB/ADMINS SVCS		
131784	11/24/2015	CITY OF MONTEREY	260.00	01 74053	2 BOOKINGS HOUSED AT MONTEREY PD FOR FIRST		
		Vendor Total ----->	339,433.88				
131785	11/24/2015	CITY OF SEASIDE	2,933.60	01 76055	FY-15-16 PW STORM DRAIN CLEANING		
		Vendor Total ----->	2,933.60				
131720	11/13/2015	COASTAL TPA, INC	545.51	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL	6,172.14	10,000.00
131853	11/25/2015	COASTAL TPA, INC	3,936.50	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131853	11/25/2015	COASTAL TPA, INC	595.90	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131853	11/25/2015	COASTAL TPA, INC	606.00	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131853	11/25/2015	COASTAL TPA, INC	636.30	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131853	11/25/2015	COASTAL TPA, INC	606.00	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
		Vendor Total ----->	606.00	01 80017	SELF-INSURED DENTAL/VISION EMPLOYEE PRGM COASTAL		
131721	11/13/2015	CODE PUBLISHING COMPANY	7,532.21				
		Vendor Total ----->	90.00	01 64051	CARMEL MUNI CODE UPDATE:COMPLETE TEXT, TABS		
131722	11/13/2015	COMMUNITY HOSPITAL OF THE	90.00				
131722	11/13/2015	COMMUNITY HOSPITAL OF THE	928.62	07 73603	PRESCRIPTION MEDICATION FOR AMBULANCE		
		Vendor Total ----->	20.00	01 74053	MONTHLY BLOOD DRAWS FOR SEPTEMBER		
131786	11/24/2015	COMMUNITY HUMAN SERVICES	948.62				
		Vendor Total ----->	13,735.00	01 60033	JOINT POWER AUTHORITY FY 15-16 ALLOCATION		
131787	11/24/2015	COMCAST	13,735.00				
		Vendor Total ----->	109.98	01 67053	HIGH SPEED INTERNET AND CABLE TV FOR PD		
131788	11/24/2015	CONTE'S GENERATOR SERVICE	109.98				
131788	11/24/2015	CONTE'S GENERATOR SERVICE	1,400.00	01 70050	GENERATOR MAINTENANCE FY 15-16 LIBRARY/FIRE/PD		
131788	11/24/2015	CONTE'S GENERATOR SERVICE	450.00	01 70050	GENERATOR MAINTENANCE FY 15-16 LIBRARY/FIRE/PD		
		Vendor Total ----->	1,103.11	01 70050	GENERATOR MAINTENANCE FY 15-16 LIBRARY/FIRE/PD		
131723	11/13/2015	COPIES BY-THE-SEA	2,953.11				
131723	11/13/2015	COPIES BY-THE-SEA	73.87	01 74039	SAFETY PRECAUTIONS PRINTED	2,953.11	3,800.00
		Vendor Total ----->	554.73	01 64039	PRINTING SERVICES:OCT & NOV AGENDAS,SPEC MEETINGS		
131789	11/24/2015	CORBIN WILLITS SYSTEM	628.60				
		Vendor Total ----->	720.79	01 67053	FY 2015-16 MOM SOFTWARE-MONTHLY MANAGED SERVICE		
131724	11/13/2015	CORE MANAGEMENT SERVICES,LLC	720.79			3,798.95	8,649.48
		Vendor Total ----->	700.00	01 70053	FY 15-16 ASSIST CITY IN SELECTION OF JANITORIAL CO		
131725	11/13/2015	CYPRESS PAINTING & DECORATING INC	700.00				
		Vendor Total ----->	650.00	01 70050	EPOXY FLOOR TREATMENT @FORESTHILL PK RESTROOM	700.00	5,440.00
131726	11/13/2015	DAVID SANDYS CPA,CLPF	650.00				
		Vendor Total ----->	200.00	01 63053	CITY TREASURER SERVICES FY1516		
131790	11/24/2015	DE LAGE LANDEN FINANCIAL SERVICES	200.00			1,000.00	2,400.00
131790	11/24/2015	DE LAGE LANDEN FINANCIAL SERVICES	46.28	01 72053	CONTRACT 25181881 COPIER LEASE AMBULANCE		
		Vendor Total ----->	46.11	07 73053	CONTRACT 25181881 COPIER LEASE AMBULANCE		
131791	11/24/2015	DELL MARKETING L.P.	92.39				
		Vendor Total ----->	889.46	01 67045	IT EQUIP OPTIPLEX AND HARD/SOFTWARES		
131727	11/13/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	889.46				
131727	11/13/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	402.45	01 67053	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
131792	11/24/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	8.21	01 67032	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
131792	11/24/2015	DE LAGE LANDEN FINANCIAL SERVICES INC	414.69	01 67053	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
		Vendor Total ----->	8.46	01 67032	FY15-16 COPIER LEASE CONTRACT #25181534 CITY HALL		
131728	11/13/2015	DE LAGE LANDEN	833.81				
			164.25	01 74053	FY 15-16 COPIER LEASE CONTRACT #25214539 PD		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131793	11/24/2015	DE LAGE LANDEN	103.80	01 74053	FY 15-16 COPIER LEASE CONTRACT #25214539 PD		
		Vendor Total ----->	268.05				
131794	11/24/2015	DE LAGE LANDEN	156.42	01 67053	JULY 2015 AGBREEMENT FOR COPY MACHINE SERVICES		
		Vendor Total ----->	156.42				
131729	11/13/2015	DEPARTMENT OF JUSTICE	262.00	01 67110	CITY EMPLOYEE LIVESCN APPLICANTS		
131795	11/24/2015	DEPARTMENT OF JUSTICE	194.00	01 67110	CITY LIVESCAN APPLICANTS FOR EMPLOYMENT		
131795	11/24/2015	DEPARTMENT OF JUSTICE	567.00	50 24050 0534	PUBLIC LIVESCAN FINGERPRINTING FOR MONTH OF		
		Vendor Total ----->	1,023.00				
131796	11/24/2015	DEPT. OF MOTOR VEHICLES	75.00	01 76032	REGISTRATION RENEWAL FOR POLAR ATV		
		Vendor Total ----->	75.00				
131797	11/24/2015	DROUGHT RESISTANT NURSERY	84.62	50 24050 0631	VARIOUS PLANTS AND FERTILIZER FOR 1ST MURPHY		
131797	11/24/2015	DROUGHT RESISTANT NURSERY	271.86	50 24050 0631	VARIOUS PLANTS FOR FIRST MURPHY HOUSE		
131797	11/24/2015	DROUGHT RESISTANT NURSERY	369.33	01 78045	5 PINUS CANARIENSIS 15 GAL		
		Vendor Total ----->	725.81				
131798	11/24/2015	EASTON GEOLOGY	2,637.50	13 78907	GEOLOGIC EVALUATION OF SHORELINE FACILITIES		
		Vendor Total ----->	2,637.50				
131730	11/13/2015	ENTENMANN-ROVIN CO.	2,388.60	01 67428	SERVICE YEAR PINS FOR CITY EMPLOYEES	2,637.50	13,000.00
		Vendor Total ----->	2,388.60				
131799	11/24/2015	EWING IRRIGATION	1,074.24	01 78045	PROMAX RAINMASTER REMOTE AND VARIOUS FORESTRY		
131799	11/24/2015	EWING IRRIGATION	239.95	50 24050 0631	SUPPLIES FOR FIRST MURPHY HOUSE		
131799	11/24/2015	EWING IRRIGATION	552.61	50 24050 0631	PROMAX RAINMASTER REMOTE AND VARIOUS FORESTRY		
131799	11/24/2015	EWING IRRIGATION	86.79	01 78045	PROMAX RAINMASTER REMOTE AND VARIOUS FORESTRY		
		Vendor Total ----->	1,953.59				
131731	11/13/2015	EXPRESS PRINTING	571.77	01 74039	NEW NOTICE TO APPEAR CITATIONS		
		Vendor Total ----->	571.77				
131732	11/13/2015	AL FASULO FASULO INVESTIGATIONS	2,035.00	01 69051	AGREE TO PROVIDE CONTRACT CODE COMPLIANCE SERVICES	49,200.75	79,200.00
		Vendor Total ----->	2,035.00				
131733	11/13/2015	FASHION STREAKS	179.23	01 82055	CITY BIRTHDAY NOTIFICATION SIGNS OF OCEAN AVE CLOSING		
		Vendor Total ----->	179.23				
131800	11/24/2015	FIRST ALARM-MONTEREY CO.	150.00	01 72053	SERVICE CALL, NO DIAL TONE AT RJX BLOCK PHONE		
		Vendor Total ----->	150.00				
131801	11/24/2015	FIRST ALARM SECURITY & PATROL	2,641.00	01 74053	FIRST ALARM BEACH PATROL		
		Vendor Total ----->	2,641.00			17,850.50	30,000.00
131802	11/24/2015	FOUR LEAF INC.	8,740.00	01 69051	FY 15-16 PBD PERMIT TECHICIAN SERVICES		
		Vendor Total ----->	8,740.00			143,405.26	172,000.00
131803	11/24/2015	GARZA PLUMBING	3,260.17	01 70050	REPAIR PD GAS LEAK AND URINAL		
		Vendor Total ----->	3,260.17				
131804	11/24/2015	GCS ENVIRONMENTAL EQUIPMENT SERVICES	64.82	01 76047	SWEEPER PARTS		
		Vendor Total ----->	64.82				
131805	11/24/2015	GLASTONBURY INC.	2,995.00	01 82055	TREE LIGHTING - DECEMBER 4, 2015-INVOICE 151043-1		
		Vendor Total ----->	2,995.00				
131806	11/24/2015	GRANICUS, INC.	521.90	50 24050 0804	FY 15-16 GRANICUS SOFTWARE AND MANAGED SERVICE		
131806	11/24/2015	GRANICUS, INC.	521.90	50 24050 0804	FY 15-16 GRANICUS SOFTWARE AND MANAGED SERVICE		
131854	11/25/2015	GRANICUS, INC.	521.90	50 24050 0804	FY 15-16 GRANICUS SOFTWARE AND MANAGED SERVICE		
131854	11/25/2015	GRANICUS, INC.	521.90	50 24050 0804	FY 15-16 GRANICUS SOFTWARE AND MANAGED SERVICE		
		Vendor Total ----->	2,087.60				
131807	11/24/2015	GREEN VALLEY LANDSCAPE INC.	4,495.00	01 78053	FY 15-16 ROUTINE MO. MAINTENANCE & LANDSCAPE SVCS	18,515.15	55,235.00
		Vendor Total ----->	4,495.00				
131808	11/24/2015	HOWARD CARTER ASSOCIATES INC	560.00	13 76909	PROF FEE:PROVIDE STRUCTURAL CALC/DRAWINGS FOR		
		Vendor Total ----->	560.00			1,920.00	7,500.00

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131734	11/13/2015	IMAGE SALES	16.72	01 74039	RETIREMENT ID CARD FOR RETIRED RESERVE OFFICER		
131734	11/13/2015	IMAGE SALES	16.72	01 74039	NEW ID CARD FOR PSO CHRISTINA NEWTON		
		Vendor Total ----->	33.44				
131735	11/13/2015	INTERSTATE ALL BATTERY CENTER INC	410.49	01 74049	RADAR UNIT BATTERIES		
		Vendor Total ----->	410.49				
131809	11/24/2015	JC MACIAS INC.	1,102.00	01 78050	CLEANED RIGHT SIDE OF OCEAN AVE FROM TORRES-JUNIPERO		
		Vendor Total ----->	1,102.00				
131736	11/13/2015	J H DOUGLASS & ASSOCIATES	18,780.00	01 69051	PREPARE HOUSING ELEMENT UPDATE REPORT		
		Vendor Total ----->	18,780.00				
131737	11/13/2015	MARIE KILLIAN	200.00	01 82055	100 YR. FIRE CENTENNIAL FACE PAINTER FOR KIDS	18,780.00	23,825.00
		Vendor Total ----->	200.00				
131738	11/13/2015	KNAPP HARDWARE	187.76	01 70045	VARIOUS TOOL AND SUPPLIES FOR MAINT.		
131738	11/13/2015	KNAPP HARDWARE	36.09	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131738	11/13/2015	KNAPP HARDWARE	115.73	01 76045	VARIOUS SUPPLIES TOOLS		
131738	11/13/2015	KNAPP HARDWARE	2.65	01 76045	VARIOUS SUPPLIES TOOLS		
		Vendor Total ----->	342.23				
131739	11/13/2015	LAW ENFORCEMENT	750.00	01 67110	PSYCHOLOGICAL TESTING FOR NEW EMPLOYEES		
		Vendor Total ----->	750.00				
131810	11/24/2015	LEGACY ROOFING & WATERPROOFING INC.	202.50	01 70050	CLEANED VENTS AND LEAVES OFF OF ROOF @VISTA LOBOS		
		Vendor Total ----->	202.50				
131811	11/24/2015	LIU OF NA	440.13	01 67021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131811	11/24/2015	LIU OF NA	520.00	01 69021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131811	11/24/2015	LIU OF NA	1,360.05	01 76021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131811	11/24/2015	LIU OF NA	220.12	01 78021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131811	11/24/2015	LIU OF NA	220.01	01 82021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131811	11/24/2015	LIU OF NA	1,307.16	01 84021	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
		Vendor Total ----->	2,985.64	01 21285	PENSION FUND ER/EE CONTRIBUTIONS OCT2015		
131812	11/24/2015	LP POLICE	7,053.11				
		Vendor Total ----->	25.00	01 74053	WEBSITE USAGE FOR MONTH OF OCTOBER 2015		
131813	11/24/2015	M.J.MURPHY	25.00				
		Vendor Total ----->	108.02	01 78045	8FT PT ROUND TREE STAKE-30		
131740	11/13/2015	MARTECH INC	108.02				
131740	11/13/2015	MARTECH INC	500.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131740	11/13/2015	MARTECH INC	550.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131814	11/24/2015	MARTECH INC	475.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
		Vendor Total ----->	550.00	01 67051	FY 2015-16 IT AND TECHNICAL SUPPORT SERVICES-		
131741	11/13/2015	MARINA BACKFLOW COMPANY	2,075.00				
		Vendor Total ----->	1,087.50	01 78050	TEST ON BACKFLOW DEVICES @ VARIOUS LOCATIONS	265,276.10	285,000.00
131815	11/24/2015	MEYERS/NAVE PROFESSIONAL LAW CORP	1,087.50				
131815	11/24/2015	MEYERS/NAVE PROFESSIONAL LAW CORP	8,765.00	01 61051 0071	PG&E EXPLOSION PROF SERVICES		
131815	11/24/2015	MEYERS/NAVE PROFESSIONAL LAW CORP	787.75	01 61051 0071	PG&E EXPLOSION 3/3/14 PROF SERVICES		
		Vendor Total ----->	41,951.44	01 61051 0071	PG&E EXPLOSION PROF SERVICES		
131742	11/13/2015	MISSION LINEN SERVICE	51,504.19			221,233.90	no stated limit
		Vendor Total ----->	55.81	01 72053	FIRE DEPT ANNUAL TOWELS/BEDDING/LAUNDRY FY 15/16		
131816	11/24/2015	MONTEREY COUNTY HERALD	55.81				
		Vendor Total ----->	895.05	01 67100	RECRUITMENT AD: BLDG INSPECTOR/LOCAL HIS LIBRARY		
131817	11/24/2015	COUNTY OF MTRY SHERIFF-CORONER	895.05				
		Vendor Total ----->	12,931.87	01 74053	ACJIS BILLING FOR QUARTER ENDING 9-30-15		
131743	11/13/2015	MTRY COUNTY DIST ATTNY	12,931.87				
			370.37	01 74053	FY 2014/2015 AGENCY COST FOR DUI BLOOD ALCOHOL		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
		Vendor Total ----->	370.37				
131744	11/13/2015	MONTEREY BAY TELECOMM SERVICES	173.18	01 72601	MEETING WITH CHIEF AND IT STAFF TO DICUSS PHONES		
131744	11/13/2015	MONTEREY BAY TELECOMM SERVICES	277.19	01 72601	INSTALL REPLACEMENT PHONE AT EOC		
		Vendor Total ----->	450.37				
131745	11/13/2015	MONTEREY BAY PLANNING SERVICES	4,833.01	13 76904	CIP:CONSULTANT RIO PARK/LARSEN FIELD PROJECT		
		Vendor Total ----->	4,833.01				
131818	11/24/2015	MONTEREY PENINSULA ENGINEERING	126,138.15	13 76909	FY 15-16 CIP SUNSET CENTER RETAINING WALL	14,193.86	50,000.00
131818	11/24/2015	MONTEREY PENINSULA ENGINEERING	23,496.35	13 76909	FY 15-16 CIP SUNSET CENTER RETAINING WALL		
		Vendor Total ----->	149,634.50			149,634.50	157,510.00
131746	11/13/2015	MOSS,LEVY AND HARTZHEIM LLP	7,500.00	01 67400	FY 15-16 AUDIT SERVICES		
		Vendor Total ----->	7,500.00			15,075.00	26,000.00
131819	11/24/2015	NATIVE SISTERS TREE REMOVAL	1,800.00	01 78050	TREE REMOVAL GRIND STUMP AND REMOVAL		
		Vendor Total ----->	1,800.00				
131747	11/13/2015	NEILL ENGINEERS CORP.	2,014.44	13 76901	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS		
131747	11/13/2015	NEILL ENGINEERS CORP.	200.00	01 62053	CITY ENGINEER SERVICES FY15/16		
131747	11/13/2015	NEILL ENGINEERS CORP.	9,518.00	13 76909	FY 15-16 CIP SUNSET CENTER RETAINING WALL	1,000.00	2,400.00
131747	11/13/2015	NEILL ENGINEERS CORP.	3,822.86	13 76901	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS	18,735.00	24,850.00
131747	11/13/2015	NEILL ENGINEERS CORP.	4,028.87	13 76910	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS		
131747	11/13/2015	NEILL ENGINEERS CORP.	7,645.72	13 76910	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS		
131747	11/13/2015	NEILL ENGINEERS CORP	2,375.69	13 76912	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS		
		Vendor Total ----->	4,508.42	13 76912	FY 15-16 VARIOUS CAP PROJECTS RELATING TO STREETS		
131748	11/13/2015	NEXTEL COMMUNICATIONS	34,114.00			79,983.00	125,380.00
		Vendor Total ----->	1,737.99	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES		
131820	11/24/2015	NICOLE NEDEFF	1,737.99				
		Vendor Total ----->	1,073.46	13 78915	CAPITAL PROJECT:MTNP INVASIVE TREE MANAGEMENT		
131821	11/24/2015	OCCU-MED LTD.	1,073.46				
		Vendor Total ----->	317.50	01 67110	PRE EMPLOYMENT MEDICAL SCREENING TARONE	13,025.96	21,250.00
131749	11/13/2015	JUDY O'DAY	317.50				
		Vendor Total ----->	228.61	01 36276 0010	APPEAL REFUND $228.61		
131750	11/13/2015	OFFICE DEPOT, INC.	228.61				
131750	11/13/2015	OFFICE DEPOT, INC.	149.16	01 74043	PENS AND PAPER SUPPLIES FOR DEPARTMENT		
131750	11/13/2015	OFFICE DEPOT, INC.	9.45	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131750	11/13/2015	OFFICE DEPOT, INC.	203.32	01 74042	TONER FOR PRINTERS		
131822	11/24/2015	OFFICE DEPOT, INC.	18.91	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	56.75	01 76043	INK FOR ANDY'S PRINTER		
131822	11/24/2015	OFFICE DEPOT, INC.	176.26	01 76053	FY 15/16 OFFICE SUPPLIES,PENS,PAPER,CLIPS,MOUSE,		
131822	11/24/2015	OFFICE DEPOT, INC.	26.60	01 76053	FY 15/16 OFFICE SUPPLIES,PENS,PAPER,CLIPS,MOUSE,		
131822	11/24/2015	OFFICE DEPOT, INC.	111.82	01 74043	FOLDERS, LABEL TAPE, ENVELOPES AND PENS		
131822	11/24/2015	OFFICE DEPOT, INC.	123.12	01 76043	LAMINATION SUPPLIES		
131822	11/24/2015	OFFICE DEPOT, INC.	20.92	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	6.33	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	1.17	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	226.54	01 76043	KEYBOARD TRAY FOR ANDYS DESK		
131822	11/24/2015	OFFICE DEPOT, INC.	54.38	01 76043	OFFICE SUPPLIES		
131822	11/24/2015	OFFICE DEPOT, INC.	8.68	01 67043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	41.85	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	12.67	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
131822	11/24/2015	OFFICE DEPOT, INC.	2.35	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
		Vendor Total ----->	17.37	01 64043	OFFICE SUPPLIES:PAPER/PENS/TAPE/STAPLES/TONER/		
			1,267.65				

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131823	11/24/2015	OTTO CONSTRUCTION	91,503.05	13 70903	CIP:FOREST THEATRE RENOVATION-ALL LABOR,TOOLS,	231,174.90	1,462,236.00
		Vendor Total ----->	91,503.05				
131751	11/13/2015	PACIFIC GAS & ELECTRIC CO	7,933.51	01 80026	FY 15/16:GAS & ELECTRIC SERVICES ALL FACILITIES		
		Vendor Total ----->	7,933.51				
131824	11/24/2015	PACIFIC INTERLOCK PAVINGSTONE INC.	845.24	01 76045	FY 15/16 QUOTE -PAVERS FOR SIDEWALK		
		Vendor Total ----->	845.24				
131825	11/24/2015	PACIFIC CREST ENGINEERING INC	473.98	13 70903	FOREST THEATER GEOTECH ENGINEERING/SOIL SURVEY		
		Vendor Total ----->	473.98				
131752	11/13/2015	PACIFIC GAS & ELECTRIC	20.53	01 80026	SCENIC RESTROOMS:GAS & ELECTRIC SERVICE	7,245.74	17,985.00
		Vendor Total ----->	20.53				
131826	11/24/2015	PAIGE JOHNSON DESIGN INC	4,450.00	01 80400	DESIGN OF CENTENNIAL BANNERS-DESIGN TO FINISH		
		Vendor Total ----->	4,450.00				
131753	11/13/2015	LISA JOHNSON	36.88	01 74055	REIMBURSEMENT TO CSO LISA JOHNSON FOR GIFT		
		Vendor Total ----->	36.88				
131754	11/13/2015	PENINSULA MESSENGER SERVICE	4,026.00	01 80204	FY 15-16 MAIL SORTING AND DELIVERY CONTRACT	7,986.00	37,125.00
		Vendor Total ----->	4,026.00				
131827	11/24/2015	PENINSULA WELDING & MEDICAL SUPPLY, INC	63.00	07 73603	FY 15-16 OXYGEN AND CANNISTER RENTAL AMBULANCE USE		
		Vendor Total ----->	63.00				
131755	11/13/2015	JANET BOMBARD-PETTY CASH	31.16	01 82055	CITY BIRTHDAY/SPRAY PAINT FOR BOXES/INV JNRL#H5556		
131755	11/13/2015	JANET BOMBARD-PETTY CASH	23.44	01 82055	HAND STAMPS FOR PUMPKIN ROLL/INVOICE 5363786442/10		
131755	11/13/2015	JANET BOMBARD-PETTY CASH	32.53	01 82055	100 YR ANNIV. FIRE DEPT SUPPLIES		
131755	11/13/2015	JANET BOMBARD-PETTY CASH	123.49	01 82055	100 YR. ANN. FIRE DEPT SUPPLIES		
		Vendor Total ----->	210.62				
131828	11/24/2015	PURCHASE POWER	20.99	01 80038	POSTAGE REFILL 10/22/15 TRANSACTION FEE		
		Vendor Total ----->	20.99				
131829	11/24/2015	PIVOT INTERIORS INC	449.55	13 70904	FY14/15 QUOTE FOR CAPITAL PROJECT ID 13-70904		
		Vendor Total ----->	449.55				
131830	11/24/2015	POE'S PLUMBING & BACKFLOW	458.00	01 70050	MAINTENANCE OF PUBLIC RESTROOM @JUNIPERO & 6TH		
131830	11/24/2015	POE'S PLUMBING & BACKFLOW	215.50	01 70050	REPLACEMENT OF FAUCET @ CPD		
		Vendor Total ----->	673.50				
131756	11/13/2015	LUKE POWELL	467.87	01 74030	REIMBURSEMENT TO SGT LUKE POWELL FOR MEALS,		
131756	11/13/2015	LUKE POWELL	6.12	01 74030	MEAL ALLOWANCE FOR LUKE POWELL WHILE ATTENDING		
		Vendor Total ----->	473.99				
131831	11/24/2015	PUBLIC STORAGE INC	573.00	01 67053	CITY STORAGE UNIT FOR DOCUMENTS OFFSITE FY15/16		
		Vendor Total ----->	573.00				
131757	11/13/2015	JOSEPH S. RANA	38.35	01 74095	REIMBURSEMENT TO STEVE RANA FOR POSTAGE		
		Vendor Total ----->	38.35				
131758	11/13/2015	RANCHO CAR WASH	150.68	01 74050	CAR WASHES FOR MONTH OF OCTOBER		
		Vendor Total ----->	150.68				
131832	11/24/2015	REVENUE AND COST SPECIALISTS LLC	6,187.50	01 67053 0100	PROF FEE:COST ALLOCATION PLAN AND USER FEE STUDY	18,562.50	24,750.00
		Vendor Total ----->	6,187.50				
131833	11/24/2015	RINCON CONSULTANTS INC	14,790.00	01 69051	FY 15-16 STAFFING:CONTRACT PLANNER	246,818.96	259,320.00
		Vendor Total ----->	14,790.00				
131759	11/13/2015	RYAN RANCH PRINTERS	125.06	01 82055	99 BIRTHDAY/PARADE/PUMPKIN ROLL MEAL TICKETS		
131759	11/13/2015	RYAN RANCH PRINTERS	59.74	01 74039	BUSINESS CARDS FOR NEW PSO CHRISTINA NEWTON		
131834	11/24/2015	RYAN RANCH PRINTERS	146.40	01 69040	#10 ENVELOPE-PLANNING AND BUILDING DEPT.		
131834	11/24/2015	RYAN RANCH PRINTERS	59.74	01 67039	BUSINESS CARDS FOR JESSE GARIBAY		
		Vendor Total ----->	390.94				
131835	11/24/2015	SCARBOROUGH LUMBER & BUILDING	47.62	01 76045	FY 15-16 SUPPLIES FOR PUBLIC WORKS DEPARTMENT		
		Vendor Total ----->	47.62				

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131836	11/24/2015	SEASIDE GARDEN CENTER	214.84	50 24050 0631	PLANTING MIX GARDEN & BLOOM COMPOST BAGS		
		Vendor Total ----->	214.84				
131760	11/13/2015	PAT SEDLAK	100.00	50 24050 0684	REFUND OF HOMECRAFTERS FEES TO VENDOR		
		Vendor Total ----->	100.00				
131837	11/24/2015	SHERWIN-WILLIAMS CO.	1,285.58	01 76045	GREEN PAINT FOR CURBS		
		Vendor Total ----->	1,285.58				
131761	11/13/2015	SILKE COMMUNICATIONS	150.00	01 74050	REPAIR AND DELIVER DISPATCH HEADSET		
131761	11/13/2015	SILKE COMMUNICATIONS	47.50	01 74037	REPAIR SGT JOHNSON RADIO (BATTERY, ANTENNA)		
		Vendor Total ----->	197.50				
131838	11/24/2015	SKIPS ONE STOP MONTEREY	16.02	01 76047	BLINKERS AND FLASHERS FOR UNIT 95		
		Vendor Total ----->	16.02				
131839	11/24/2015	STAPLES CONSTRUCTION COMPANY,I	22,706.46	13 70901	POUR SLABS FOR PW/PD FACILITY,JOC CONTRACT,	22,706.46	JOC CONTRACT
		Vendor Total ----->	22,706.46				
131762	11/13/2015	STEPHANIE ATIGH,ATTORNEY AT LAW	4,460.69	01 61051 0005	PROF FEES:WORKPLACE INVESTIGATION		
		Vendor Total ----->	4,460.69				
131840	11/24/2015	SUNSET CULTURAL CTR. INC.	10,623.21	13 70921	FY 15-16 SUNSET CENTER CARMEL MASTER PLAN CIP		150,000.00
		Vendor Total ----->	10,623.21				
131763	11/13/2015	T2 SYSTEMS CANADA INC	50.00	01 74053	DIGITAL/EMS FEATURES FOR NOVEMBER 2015		
		Vendor Total ----->	50.00				
131764	11/13/2015	TRANSUNION RISK & ALTERNATIVE	34.50	01 74053	INVESTIGATIVE SEARCHES FOR MONTH OF OCTOBER		
		Vendor Total ----->	34.50				
131841	11/24/2015	T-MOBILE	142.02	01 74053	FY 15-16 SERVICE TO CREDIT CARD MACHINES(PARKING)		
131841	11/24/2015	T-MOBILE	142.02	01 74053	FY 15-16 SERVICE TO CREDIT CARD MACHINES(PARKING)		
		Vendor Total ----->	284.04				
131842	11/24/2015	TOPE'S TREE SERVICE INC.	750.00	01 78050	STUMP GRINDING VARIOUS LOCATIONS		
		Vendor Total ----->	750.00				
131843	11/24/2015	TRUCKSIS ENTERPRISES,INC.	892.50	01 69053	VETERANS DAY:11/10/15-11/12/15		
131843	11/24/2015	TRUCKSIS ENTERPRISES,INC.	4,277.41	01 80400	BANNERS FOR CENTENNIAL CELEBRATION		
		Vendor Total ----->	5,169.91				
131844	11/24/2015	ULINE SHIPPING SUPPLY SPECIALISTS	143.22	01 70045	MAT RUNNER FOR CPD OFFICE		
		Vendor Total ----->	143.22				
131765	11/13/2015	URETSKY SECURITY	16,215.00	01 74053	FIXED SITE SECURITY GUARDS FOR BEACH PATROL	48,139.75	60,000.00
		Vendor Total ----->	16,215.00				
131766	11/13/2015	US BANK	1,000.35	01 74030	HOTEL LODGING FOR LUKE POWELL WHILE ATTENDING		
131766	11/13/2015	US BANK	114.05	01 74030	MEAL ALLOWANCE FOR LUKE POWELL WHILE ATTENDING		
131845	11/24/2015	US BANK	375.00	01 64033	CAL CARD FSA:COUNCIL REFRESHMENTS/CLERK MEMBERSHIP		
131845	11/24/2015	US BANK	192.95	01 67049	NEWTEK IT MONTHLY SUPPORT		
131845	11/24/2015	US BANK	79.72	01 74042	INK FOR L3 PRINTER		
131845	11/24/2015	US BANK	1.50	01 74095	PARKING GARAGE FEE FOR CHIEF CALHOUN		
131845	11/24/2015	US BANK	1,457.49	01 72601	CERT TEAM SUPPLIES, HOTEL LODGING FOR TRAINING		
131845	11/24/2015	US BANK	369.66	01 67039	CAL CARD FSA:COUNCIL REFRESHMENTS/CLERK MEMBERSHIP		
131845	11/24/2015	US BANK	1,039.25	01 74030	CERT TEAM SUPPLIES, HOTEL LODGING FOR TRAINING		
131845	11/24/2015	US BANK	103.99	01 60207	CAL CARD FSA:COUNCIL REFRESHMENTS/CLERK MEMBERSHIP		
131845	11/24/2015	US BANK	200.00	01 74053	CERT TEAM SUPPLIES, HOTEL LODGING FOR TRAINING		
131845	11/24/2015	US BANK	266.54	01 67428	CAL CARD FSA:COUNCIL REFRESHMENTS/CLERK MEMBERSHIP		
		Vendor Total ----->	152.00	01 74049	CERT TEAM SUPPLIES, HOTEL LODGING FOR TRAINING		
131846	11/24/2015	VALLEY HILLS NURSERY	5,352.50				
131846	11/24/2015	VALLEY HILLS NURSERY	10.74	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	5.37	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
			3.81	01 78045	VARIOUS SUPPLIES FOR FORESTRY		

Check No.	Check Date	Vendor Name	Dist Amount	Expense Amount	Description	Paid to Date on Contract	Maximum on Contract
131846	11/24/2015	VALLEY HILLS NURSERY	38.19	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	5.37	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	2.69	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	1.91	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	19.10	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	38.19	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	19.10	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	13.56	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	135.79	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	3.82	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	1.90	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131846	11/24/2015	VALLEY HILLS NURSERY	1.36	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
		Vendor Total ----->	13.56	01 78045	VARIOUS SUPPLIES FOR FORESTRY		
131847	11/24/2015	ANDREW VANDERFORD	314.46				
		Vendor Total ----->	7.32	01 76045	MILEAGE FOR VARIOUS CITY PROJECTS IN OWN CAR		
131848	11/24/2015	VAPOR CLEANERS INC	7.32				
		Vendor Total ----->	41.15	01 74050	DRYCLEANING OF JAIL BLANKETS		
131767	11/13/2015	VERIZON WIRELESS	41.15				
131767	11/13/2015	VERIZON WIRELESS	76.02	01 74053	AIR CARDS/POLICE, PLANNING DEPT		
131767	11/13/2015	VERIZON WIRELESS	202.49	01 80036	FY 15-16 TELEPHONE USAGE CELL PHONES		
131767	11/13/2015	VERIZON WIRELESS	38.01	07 73053	AIR CARDS/POLICE, PLANNING DEPT		
131849	11/24/2015	VERIZON WIRELESS	78.82	01 69053	AIR CARDS/POLICE, PLANNING DEPT		
		Vendor Total ----->	14.04	07 73053	CELL SERVICE FOR AMBULANCE		
131850	11/24/2015	WAGEWORKS	409.38				
		Vendor Total ----->	90.00	01 99017	FLEX SPENDING ACCT FOR EMP(AFLAC)ANNUAL ADMIN FEE		
131851	11/24/2015	WALD,RUHNKE & DOST ARCHITECHS, LLP	90.00				
		Vendor Total ----->	1,300.00	13 70905	CIP:REPLACE EXISTING GUARDRAIL AT SUNSET CENTER	1,300.00	8,350.00
131852	11/24/2015	WEST COAST ARBORISTS INC	1,300.00				
131852	11/24/2015	WEST COAST ARBORISTS INC	33,897.50	01 78052	TREE AND PRUNING MAINTENANCE OF CBTS URBAN FOREST		
		Vendor Total ----->	13,560.00	01 78052	TREE AND PRUNING MAINTENANCE OF CBTS URBAN FOREST		
		148 Checks Grand Total ->	47,457.50			47,457.50	82,000.00
			1,176,935.90				

Per Carmel Municipal Code 2.12.020

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David Sandys, City Treasurer

CITY OF CARMEL-BY-THE-SEA

January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Ashlee Wright, City Clerk
SUBJECT:	Monthly Reports: Contracts with the City Administrator, Community Planning and Building Department Reports, Police, Fire, Ambulance, Beach Reports, Public Records Act Requests, Forester Report, and City Treasurer's Investment Report

RECOMMENDATION

Accept the Reports.

ATTACHMENTS

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

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/31/2015

Contracts Executed within the City Administrator's Signing Authority
November 2015

Date Entered Into	Contractor	Amount	Contract Amount	Purpose
2-Nov-15	Alvarez Technology Group		$6,700.00	IT Assignement

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

TO: Chief Calhoun, Interim City Administrator

FROM: Marc Wiener, Acting Community Planning and Building Director

DATE: January 5, 2015

REF: Community Planning and Building Monthly Summary – November

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

PLANNING AND BUILDING TRENDS:

In November, 26 Planning Permit, 24 Building Permit, and 12 Encroachment Permit applications were submitted. A total of 434 Planning Permit, 422 Building Permit, and 116 Encroachment Permit applications have been submitted this year. Permit applications continue to be submitted at a consistent rate.

CODE COMPLIANCE TRENDS:

For Code Compliance, City staff fielded a total of 27 code compliance requests. Code Compliance staff continues to work on open cases to bring these to resolution. For the requests logged this month, the average initial investigation turn-around time was 1 to 2 business days. There have been 376 code compliance requests this year. Code compliance has continued to focus its efforts on illegal short term rentals. Compliance letters are being sent to property owners that appear to in be in violation of the ban on short-term rentals. Staff is working with the City Attorney and Public Safety Director on developing the next steps in the program following the letter.

CURRENT ACTIVITES

- The Restaurant Subcommittee met to review the Municipal Code definitions for a restaurant and discuss the objectives of the committee. Sometime in late January or early February the subcommittee intends to host a workshop in which restaurant owners in the City are invited to attend and participate in the discussion.

- Staff has initiated the process of updating the City's Historic Context Statement. The Historic Context Statement is crucial in evaluating which properties are eligible for the City's Historic Inventory. The last time it was

updated was 2008. The Historic Resources Board will discuss this item at the January 18, 2016 meeting.

- The Community Planning and Building Department will be evaluating model ordinances that prohibit wood-burning fireplaces in all future construction.

City of Carmel-by-the-Sea
Building Permit Report
November, 2015

11/01/2015 - 11/30/2015

Permit #	Permit Type	Project Description	Property Location	Owner Name	Contact	Date Issued	Status
150422	Building	Tear off existing cal shake roof. Install premium heavy shake. Install all new flashings.	NEC of Monte Verde and 3rd	Amir Salehi	Warren Knox	11/30/2015	Finaled
150421	Building	Replace like for like existing front steps	San Carlos 4 NE of 1st	Hans Lehman	Nick Hovick		In Review
150420	Building	demo and relocate laundry and mechanical	Lincoln 4 NW of Santa Lucia	Tom Weatherford	Marty Lien		In Review
150419	Plumbing	Upgrade electrical panel to 200 Amp, add 40 Amp sub-panel at garage, add 7 TV boxes in house.	Lincoln 4 NW of Santa Lucia	Weatherford	Jacob Meyers	11/20/2015	Issued
150418	Building	Kitchen and bath remodel, change windows & doors like for like, electrical work, plumbing re-pipe, rework deck.	Carpenter 3 NW of 5th	Gerard and Catherine Berthet	Jon Schanth		In Review
150417	Plumbing	Repair gas leak on gas line.	Camino Real 2 SW of 2nd AVE	Joe Rizzi	Richard Garza	11/19/2015	Finaled
150416	Building	Re-roof, like ofr like replace cedar shakes with Heavy "Teal Premium grade cedar wood shakes over interlaced layers 22"-30lb felt and 1-72lb mineral cap sheet for Class A assembly.	7th avenue 2 SW of Forest	Williams	Scudder Roofing	11/30/2015	Issued
150415	Building	Build new 200 sq ft carport, new front entry gate, back patio gas line for fire pit.	Casanova 5 SW of 8th Ave	Janet Blincoe	Joshuia Stewman		Approved
150414	Building	remodel and addition to (E) single-family residence with detached garage	Santa Fe 4 NW of 2nd Ave	Kristin and Chris Kitterman	Adam Jesselnick		In Review

150413	Building	Remove old ductwork and panels ceiling. Add skylights.	Dolores 5 SW of 5th	Carmel Art Association	Nikki Ehrlich	12/7/2015	Issued
150412	Building	Remove and replace old wood on deck floor and railing, keeping existing structure the same.	Monte Verde 8 SW of 2nd Ave.	Lorelei Gabel-Kalinowski	Lorelei Gabel-Kalinowski	12/8/2015	Issued
150411	Building	Remove existing medium cedar shakes. Replace with Class B medium shakes over 72 lb cap sheet 30 lb felt.	26151 Ladera Drive	M. Williams	Bob Denison	11/24/2015	Issued
150410	Building	installation of emergency back-up generator	Torres St 3 NW of 8th	Thad and Valerie Schad	Joshua Maughan		In Review
150409	Building	Remove pool and pool equipment and fill.	SE Corner Scenic & Ocean Ave	Scenic & Ocean Dev LLC	Richard Wilson	11/16/2015	Issued
150408	Building	Re-roof like for like wood shakes with new medium wood shakes, 30lb felt, 72lb capsheet.	Casanova 2 NE of 12th	Sturgess-Herlihy Trust (Rutlidge)	Eddie Lopez	11/18/2015	Finaled
150407	Building	Interior remodel of 2 baths and kitchen, replace cabinets, remove bath in Master add shower, remove shower in hall bath install bath, replace water heater in same location.	Guadalupe 4 SW of Ocean Ave	Wirshup	Ryan McNickle		In Review
150406	Mechanical	Replace floor heater.	Monte Verde 2 NW of 7th	Ashton	Terry Fuller	11/12/2015	Issued
150405	Electrical	add 1 50 AMP non-GFIC plug for Tesla and outside of house with weather proof cover.	2915 Franciscan Way	Mike Allen	John Craft	11/9/2015	Finaled
150404	Building	Tear off existing roof, install 30 year comp over 2-layers of 15 lb felt. Color is silver birch.	Dolroes 2 NW of 12th	Claire Johnson	Doug Riparetti	11/19/2015	Issued
150403	Building	Tear off existing roof, install 30 year comp over 30 lb felt. color is heather blend.	4904 Sante Fe St	Barbara Dieterle	Doug Riparetti	11/19/2015	Issued

150402	Plumbing	Install gas line for future fire pits on each side of seating area.	NE Corner of Mountain View & Santa Rita	City of Carmel-Forest Theater	Scott Poe	11/9/2015	Issued
150401	Building	Convert tub to shower stall, new vanities, new tile in bathrooms & kitchen, paint and re-finish floors, misc door hardware changes.	SW Corner Viscaino & Mountain View	Robert & Kate Morris	Jeremy Cate	11/17/2015	Issued
150400	Building	Tenant Improvement for resturant remodel	Dolores 5 SE of 5th	Compagno Trust - Lafayette Kitchen	Ben Khader		In Review
150399	Building	Merlot Bistro Tenant Improvement. install one accessible bathroom. Repair kitchen tile floor. new low voltage lighting in dining areas.	Ocean 3 SW of Lincoln St	Scandia Lopez (Nimri & Sneeh) Merlot Bistro	Ron Brown, Arch	11/20/2015	Issued

Total Records: 24

12/16/2015

City of Carmel-by-the-Sea
Code Complaince Case Report
November, 2015

11/01/2015 - 11/30/2015

Case #	Date Received	Case Type:	Status	Problem Description	Date Closed
376	11/25/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	1/2/1900
375	11/30/2015	Business License	Closed	Working w/out City license	12/14/2015
374	11/30/2015	Sign Violation	Closed	Open house sign in ROW	12/14/2015
373	11/24/2015	Right of way Violation	Closed	Drainage pipe being placed in ROW.	11/24/2015
372	11/24/2015	Sign Violation	Closed	Banner attached to fence	11/24/2015
371	11/25/2015	Sign Violation	Closed	Construction Banner sign in Window	12/14/2015
370	11/25/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
369	11/25/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
368	11/25/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
367	11/25/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
366	11/23/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
365	11/23/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
364	11/23/2015	Other	Open	Transient Lodging Uses at Single-Family Residence	
363	11/16/2015	Planning/Building Violation	Closed	No plans or permits for all new electrical, no business license.	11/25/2015
362	11/16/2015	Business License Violation	Closed	Working without business license	11/16/2015
361	11/16/2015	Gas Leaf Blower	Closed	Gas leaf blower in use	11/16/2015
360	11/12/2015	Planning/Building Violation	Closed	Grading and electrical permit needed	11/16/2015
359	11/5/2015	Public Nuisance	Closed	Trailer in public view creating nuisance	11/25/2015
358	11/9/2015	Gas Leaf Blower	Closed	Gas leaf blower in use	11/9/2015
357	11/3/2015	Other	Open	Short-term rental	
356	11/2/2015	Right of way Violation	Closed	POD in ROW without encroachment permit.	11/16/2015
355	11/27/2015	Planning/Building	Open	Trash cans in public view	
354	10/28/2015	Sign Violation	Closed	Banner displayed on exterior of property	10/29/2015
353	10/25/2015	Planning/Building	Closed	Wine by the glass being sold	11/3/2015
352	10/27/2015	Other	Closed	Furniture left in front of residence creating a nuisance	10/28/2015

351	10/27/2015	Sign Violation	Closed	Real Estate sign in violaion of sign ordinance and in City ROW	10/28/2015
350	10/20/2015	Other	Closed	Pickleball tournaments hoarding courts	11/25/2015

Total Records: 27

12/16/2015

City of Carmel-by-the-Sea
Encroachment Permit Report
November, 2015

11/01/2015 - 11/30/2015

Permit #	Permit Type	Date Submitted	Date Issued	Project Description	Property Location	Contractor	Status
150116	Temp Ench	11/20/2015		Trench Drain and Catch Basin	SWC San Antonio at 9th	Schlege Landscapes, Inc.	
150115	Driveway	11/20/2015	12/1/2015	Remove asphalt driveway and replace with new asphalt driveway due to Cal Am Water main break	Torres 3 SE of 4th	Boyd's Asphalt Services	Approved
150114	Temp Ench	11/19/2015	11/20/2015	Extend down spout to drain into gutter	NW Corner 4th & Torres	Julian Bills	Approved
150113	Driveway	11/17/2015		New paver driveway	25965 Junipero St.	Red Roots Masonry Inc.	In Review
150112	Temp Ench	11/16/2015		remove square concrete (3x3). Tore place damages AT&T Box in sidewalk	NEC of 7th and Dolores	MGE	In Review
150111	Temp Ench	11/13/2015	12/7/2015	Replace fractured and displaced driveway and effected retaining wall.	26282 Atherton Dr.	The H.E Grice Co.	Approved
150110	Perm Ench	11/13/2015		Replace existing asphalt with concrete.	9th Ave. 1 NE of Monte Verde	Austin Lorrigan	
150109	Driveway	11/6/2015		Install pavers on the driveway in the existing baserock driveway	Scenic Road at 8th	Garden Solutions Landscaping, Daniel Resendiz	
150108	Driveway	11/6/2015	12/9/2015	Driveway into Property	3433 Carmel Way Pebble Beach, CA 93953	Tombleson Inc.	
150107	Temp Ench	11/4/2015	11/24/2015	Trench 8 ft. , 2-4' ft. x 4 'ft. bell hole	Camino Real @ North Side Santa Lucia	AT &T	Approved
150106	Temp Ench	10/22/2015		Bore and place a total of 1,095 1-4" CPC conduit and 585" of 1-3" hole liner, (4) 24" x 36" Service Boxes, (3 - 11" x 17" hand holes))	Perry Newberry, Escolle Way, 5th Ave.	TBD	In Review
150105	Temp Ench	11/3/2015	11/12/2015	Trench 30 ft for new 4" sewer line, 35' foot trench for new gas line.	SW Corner Lincoln & 3rd	Javier Luna	Approved

Total Records: 12

12/16/2015

Page: 1 of 1

City of Carmel-by-the-Sea
Planning Permit Report
November, 2015

11/01/2015 - 11/30/2015

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Owner Name	Applicant	Assigned To	Status
15434	Business License	Business License - Brophy's Tavern, A full service resturant including alcohol	NE Corner of 4th and San Carlos	11/30/2015		4th and San Carlos Prop. LLC	Brophy's Tavern	Ashley Hobson	In Review
15433	Appeal	Appeal of PC Decision	NW Corner of Ocean and Carpenter	11/30/2015		Cathryn Carlson	Cathryn Carlson	Catherine Tarone	In Review
15432	Preliminary Site Assessment	Preliminary Site Assessment	SWC of Santa Lucia and Dolores	11/23/2015		BSI Holdings, LLC	Casey Torres, Saroyan Co.	Catherine Tarone	In Review
15431	Business License	Convert from commercial pet spa to a multi family dwelling	E/S of San Carlos Street, between 7th and 8th	11/19/2015	11/23/2015	David Flint and Mary Louise Harman	David Flint and Mary Louise Herman	Ashley Hobson	Approved
15430	Design Study	New paint colors, the installation of stone veneer wainscot siding, a new garage and entry door, new wood columns, new wood brackets, outriggers and rafter at the roof line, a new wood beam above the door, the installation of Ogee gutters and the replacement of two wood windows and a transom window.	Torres 3 NW of 11th	11/20/2015		Cathy and Jeff Adams	Mark Ellis	Catherine Tarone	In Review
15429	Design Study	Add deck square footage and windows	Carpenter 3 NW of 5th	11/24/2015		Gerard and Catherine Berthet	John Schanth	Ashley Hobson	Corrections Required
15428	Design Study	The removal of the existing rock wall along the south side of the driveway and the construction of a new retaining wall covered in plaster.	Santa Rita 3 SW of 4th	11/19/2015	11/25/2015	Laney Calvin	Jose Escobedo	Ashley Hobson	Approved
15427	Sign	Sign installation	E Dolores between 5th and 6th	11/17/2015	11/30/2015	Catherine Campagno	Ben Khader	Shoshana Wangerin	Approved
15426	Design Study	Renovation of existing dog spa to a SFD	San Carlos 4 SE of 7th	11/17/2015		Dave Flint	Craig Holdren	Ashley Hobson	In Review
15425	Business License	Kashmir Treasures - A retail business selling handcrafted items and giftware including paper mache boxes, wood carvings, bone carvings, marble plates, gems, brass/copper statues, etc.	SE Corner of Ocean Ave. and Monte Verde	11/13/2015	11/23/2015	V. N. Kapur	V. N. Kapur	Ashley Hobson	Approved
15424	Design Study	New Fence	NW corner of 10th Avenue and Carmelo	10/12/2015		Peter Boutin	Peter Boutin	Matthew Sundt	In Review

15422	Design Study	New landscape plantings in the front and rear yards, the installation of new landscape lights, a new seating area in the front yard with a 43-inch-high gas fire table, a new front gate measuring 3 feet, 6 inches in height and 4 new 4-foot-high stone columns located along the existing fence. The planting of a new 5-gallon, upper-canopy tree.	Camino Real, 8 NW of 4th Ave.	11/12/2015	12/14/2015	Pate & Lindsey Hewitt	Michelle Comeau	Catherine Tarone	Approved
15420	Design Study	interior remodel (449sf), new exterior windows and doors, and new 240 sf wood deck and stairs	25959 Mission Street	11/10/2015	12/1/2015	Trevor Edwards	Steven Krebs, Designer/Agent for Krebs Design Group, LLC	Christy Sabdo	Approved
15418	Design Study	Time Extension, Remodel and Addition of a SFD	San Antonio NE 10th	11/10/2015		Michelle Ghazal	Jun Sillanho and Steven Diaz	Christy Sabdo	Scheduled for PC
15417	Design Review	Repair of replace windows to match exisiting, reroof, paint, restore door, replae/restore sliding door with wood doors	Dolores 2 NW of 5th	11/10/2015	11/16/2015	Carmel Properties LLC	Alan Lehman	Ashley Hobson	Approved
15416	Business License	Business License for Carmelblo, a hair salon offering shampoo and blow dry services including the retail sale of hair products and accessories.	Dolores Street, between 7th and 8th	11/9/2015	11/10/2015	Kelly Davi	Kelly Davi	Ashley Hobson	Approved
15415	Business License	Bee. Bark & Moss. - Retail store selling handmade bags, totes, and pouches in hand painted hemp fabrics	E/S of San Carlos, between 5th and 6th Ave.	11/9/2015	11/12/2015	Philip Rodrigue & Minori Shironishi	Philip Rodrigue	Ashley Hobson	Approved
15414	Design Study	Substantial Remodel to a historic resource	Monte Verde 2 SW of 13th St.	11/9/2015		Sharifzadeh Trust	Manuel Guerrero and John Petrushkin	Ashley Hobson	In Review
15413	Design Study	Two new 24"x36" flat glass skylights on the flat roof above kitchen.	Lobos 3 SW of 3rd	11/9/2015	11/17/2015	Greg and Sandi D'Ambrosio	Greg D' Ambrosio	Ashley Hobson	Approved
15412	Business License	Hotel Carmel - Change of ownership	NE Corner of 4th and San Carlos	11/6/2015	11/24/2015	4th & San Carlos Properties, LLC		Ashley Hobson	Approved
15411	Design Study	Substantial Remodel	SW Corner of Lincoln and 11th	11/6/2015		Kevin and Dyanne Howley	Erik Dyar	Catherine Tarone	Scheduled for PC
15410	Design Study	The removal of a large skylight and its replacement with truss framing and asphalt composition roofing to match existing roofing.	Torres 5 NE of 2nd	11/5/2015	11/20/2015	Jill Stallings	Alan Lehman	Catherine Tarone	Approved
15409	Design Review	Removal of abandoned lighting systems and ducting from the roof, and the addition of five new 2'x3' skylights on the north roof above the Segal Gallery	Dolores between 5th and 6th	11/3/2015	11/4/2015	Carmel Art Association	Jeffrey Becom	Ashley Hobson	Approved
15408	Appeal	Appeal of PC Decision	Scenic Rd. 6 SE of 9th Ave.	11/2/2015		Tim Allen	Tim Allen	Christy Sabdo	Denied
15407	Historic Deposit	Historic Evaluation	Camino Real 2 SW of 12th	11/2/2015	11/13/2015	James and Sharon Carroll	Sam Piffero	Matthew Sundt	Approved

Total Records: 26

CITY OF CARMEL-BY-THE-SEA POLICE DEPARTMENT
Post Office Box 600, Carmel, California 93921 Ph:831-624-6403 Fax:831-624-4296

MEMORANDUM

TO: MICHAEL CALHOUN, INTERIM CITY ADMINISTRATOR

FROM: PAUL TOMASI, POLICE COMMANDER

DATE: 12/15/15

REF: RESPONSE SUMMARY REPORT FOR NOVEMBER

Summary of Carmel Fire Ambulance November Calls for Service

AMBULANCE PERFORMANCE MEASURE

% of Code-3 ambulance calls within CBTS with a response time of 5 minutes or less from dispatch to arrival. 100%

97 total calls for service
47 calls for service in CBTS Average response time: 2:57 min.

NOTES:

The Ambulance had three Code 2 calls (non-emergency) which had a five minute or greater response time.

Summary of Monterey Fire November Calls for Service

FIRE PERFORMANCE MEASURE

% of Code-3 fire calls within CBTS with a response time of 5 minutes or less from dispatch to arrival. 100%

57total calls for service in CBTS Average response time: 2:54 min.
34 total Code-3 calls - No Code 3 calls with a response time over five minutes in CBTS- **100%**

NOTES:

The Fire Department had one Code 2 call (non-emergency) which had a greater than five minute response.

RESPONSE SUMMARY REPORT BY DISTRICT

27015 CARMEL-BY-THE-SEA FIRE AMBULANCE

Alarm Dates: 11/01/2015 to 11/30/2015

CITY OF CARMEL-BY-THE-SEA -- RESPONSES BY DISTRICT					
INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
	ALL CALLS FOR CARMEL				
1500001152	11/2/2015	4:54:07 AM	4:57:55 AM	0:03:48	8TH AV/DOLORES ST
1500001154	11/2/2015	8:05:56 AM	8:09:24 AM	0:03:28	GUADALUPE ST/4TH AV
1500001157	11/2/2015	12:16:27 PM	12:20:11 PM	0:03:44	JUNIPERO AV/7TH AV
1500001151	11/2/2015	3:56:14 AM	4:00:16 AM	0:04:02	SANTA RITA ST/OCEAN AV
1500001153	11/2/2015	6:07:04 AM	6:10:23 AM	0:03:19	DOLORES ST/13TH AV
1500001160	11/3/2015	1:20:25 PM	1:24:17 PM	0:03:52	1ST AV/SANTA FE ST
1500001162	11/3/2015	11:17:55 PM	11:21:47 PM	0:03:52	SAN ANTONIO AV/OCEAN AV
1500001163	11/4/2015	5:36:41 AM	5:39:48 AM	0:03:07	SAN CARLOS ST/7TH AV
1500001164	11/5/2015	8:09:52 PM	8:13:19 PM	0:03:27	SCENIC RD/10TH AV
1500001166	11/6/2015	11:06:16 PM	11:11:47 PM	0:05:31	SAN ANTONIO AV/12TH AV
1500001167	11/7/2015	4:37:59 AM	4:42:46 AM	0:04:47	GUADALUPE ST/4TH AV
1500001171	11/7/2015	2:11:39 PM	2:13:36 PM	0:01:57	5TH AV/PERRY NEWBERRY WY
1500001168	11/7/2015	6:33:48 AM	6:39:10 AM	0:05:22	TORRES ST/4TH AV
1500001173	11/8/2015	9:37:17 AM	9:39:20 AM	0:02:03	JUNIPERO AV/7TH AV
1500001172	11/8/2015	7:42:38 AM	7:44:00 AM	0:01:22	JUNIPERO/7TH
1500001177	11/10/2015	10:50:41 AM	10:52:45 AM	0:02:04	7TH AV/DOLORES ST
1500001179	11/10/2015	4:51:45 PM	4:51:47 PM	0:00:02	6TH AV/SAN CARLOS ST
1500001180	11/11/2015	11:07:10 AM	11:07:14 AM	0:00:04	MISSION ST/6TH AV
1500001181	11/12/2015	8:32:32 AM	8:34:45 AM	0:02:13	LINCOLN ST/10TH AV
1500001182	11/12/2015	1:06:49 PM	1:09:22 PM	0:02:33	FOREST RD/7TH AVE
1500001186	11/13/2015	3:05:25 AM	3:07:36 AM	0:02:11	CAMINO REAL ST/13TH AV
1500001196	11/14/2015	5:29:17 PM	5:33:09 PM	0:03:52	7TH / LINCOLN
1500001198	11/15/2015	11:24:12 AM	11:28:08 AM	0:03:56	CAMINO REAL ST/9TH AV
1500001200	11/16/2015	1:31:54 AM	1:38:37 AM	0:06:43	CAMINO REAL ST/13TH AV
1500001203	11/16/2015	6:13:26 PM	6:15:16 PM	0:01:50	MISSION ST/OCEAN AV
1500001204	11/17/2015	3:56:08 AM	4:00:43 AM	0:04:35	CAMINO REAL ST/OCEAN AV
1500001205	11/17/2015	3:22:54 PM	3:24:59 PM	0:02:05	SAN CARLOS ST/12TH AV
1500001206	11/17/2015	6:50:08 PM	6:51:35 PM	0:01:27	LINCOLN ST/OCEAN AV
1500001208	11/18/2015	2:30:05 PM	2:31:32 PM	0:01:27	LINCOLN AND 7TH
1500001210	11/18/2015	8:59:19 PM	9:02:29 PM	0:03:10	MONTE VERDE ST/OCEAN AV
1500001209	11/18/2015	6:52:20 PM	6:54:17 PM	0:01:57	SAN ANTONIO AV/OCEAN AV
1500001214	11/19/2015	3:09:40 PM	3:11:22 PM	0:01:42	SAN CARLOS ST/12TH AV
1500001215	11/19/2015	4:33:44 PM	4:35:44 PM	0:02:00	SAN CARLOS ST/8TH AV
1500001219	11/20/2015	2:30:03 PM	2:33:45 PM	0:03:42	DOLORES ST/OCEAN AV
1500001222	11/21/2015	11:20:43 AM	11:23:20 AM	0:02:37	SAN ANTONIO AV/8TH AV
1500001223	11/21/2015	12:18:47 PM	12:19:59 PM	0:01:12	TORRES ST/5TH AV

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1500001225	11/22/2015	7:18:55 AM	7:22:31 AM	0:03:36	VIZCAINO/MOUNTAIN VIEW AV
1500001226	11/23/2015	12:22:28 PM	12:25:08 PM	0:02:40	JUNIPERO AV/7TH AV
1500001227	11/23/2015	2:21:45 PM	2:24:43 PM	0:02:58	SAN ANTONIO AV/13TH AV
1500001233	11/25/2015	11:27:00 AM	11:29:00 AM	0:02:00	JUNIPERO 3 SOUTH/WEST 3RD
1500001231	11/25/2015	12:17:04 AM	12:19:43 AM	0:02:39	SAN CARLOS ST/7TH AV
1500001235	11/26/2015	3:00:31 AM	3:04:47 AM	0:04:16	SAN CARLOS ST/7TH AV
1500001248	11/29/2015	1:15:38 AM	1:18:46 AM	0:03:08	JUNIPERO AV/4TH AV
1500001253	11/29/2015	5:43:08 PM	5:45:31 PM	0:02:23	W/SCASANOVA N OF OCEAN
1500001257	11/30/2015	6:30:15 PM	6:33:43 PM	0:03:28	25921 RIDGEWOOD RD
1500001255	11/30/2015	11:31:49 AM	11:35:07 AM	0:03:18	4TH AV/TORRES ST
1500001256	11/30/2015	12:22:36 PM	12:25:48 PM	0:03:12	JUNIPERO AV/CAMINO DEL MONTE
Subtotal	**47**		**Average Response Time**	**0:02:57**	

RESPONSES BY DISTRICT

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET

Carmel Highlands

1500001165	11/5/2015	11:48:54 PM	11:58:25 PM	0:09:31	120 HIGHLANDS DR
1500001236	11/26/2015	4:17:02 AM	4:30:35 AM	0:13:33	28 MENTONE RD
1500001239	11/27/2015	9:13:18 PM	9:22:55 PM	0:09:37	162 SPINDRIFT RD
1500001242	11/28/2015	8:47:08 AM	8:55:44 AM	0:08:36	162 SPINDRIFT RD
1500001247	11/28/2015	11:18:04 PM	11:30:58 PM	0:12:54	30742 SAN REMO RD
Subtotal	**5**		**Average Response Time**	**0:10:50**	**Carmel Highlands**

Cypress Fire

1500001150	11/1/2015	9:44:36 AM	9:49:39 AM	0:05:03	3650 RIO RD
1500001149	11/1/2015	6:46:24 AM	6:51:30 AM	0:05:06	24514 CASTRO LN
1500001158	11/2/2015	10:50:24 PM	10:58:54 PM	0:08:30	2765 RIBERA RD
1500001159	11/3/2015	12:21:59 PM	12:26:57 PM	0:04:58	245 CROSSROADS BL
1500001169	11/7/2015	8:21:28 AM	8:26:44 AM	0:05:16	26157 SCENIC RD
1500001170	11/7/2015	10:31:21 AM	10:37:02 AM	0:05:41	25686 FLANDERS PLACE
1500001174	11/9/2015	9:48:20 PM	9:56:21 PM	0:08:01	2952 CUESTA
1500001183	11/12/2015	6:49:19 PM	6:53:15 PM	0:03:56	25984 MESA DR
1500001192	11/13/2015	6:55:46 PM	7:01:28 PM	0:05:42	24225 SAN PEDRO LN
1500001191	11/13/2015	5:15:02 PM	5:20:47 PM	0:05:45	RIO RD/HWY 1
1500001195	11/14/2015	10:35:00 AM	10:44:00 AM	0:09:00	14TH / MONTE VERDE
1500001201	11/16/2015	1:09:23 PM	1:14:29 PM	0:05:06	3626 THE BARNYARD
1500001202	11/16/2015	2:44:42 PM	2:49:19 PM	0:04:37	26245 CARMEL RANCHO BL
1500001207	11/18/2015	10:48:15 AM	10:53:33 AM	0:05:18	3262 TAYLOR ROAD
1500001213	11/19/2015	11:28:45 AM	11:31:17 AM	0:02:32	26135 CARMEL RANCHO BL
1500002016	11/20/2015	4:53:37 AM	4:59:10 AM	0:05:33	25278 MORSE DRIVE
1500001221	11/21/2015	10:00:00 AM	10:04:29 AM	0:04:29	26245 CARMEL RANCHO BL
1500001220	11/21/2015	7:54:58 AM	8:01:20 AM	0:06:22	25596 CARMEL KNOLLS DR

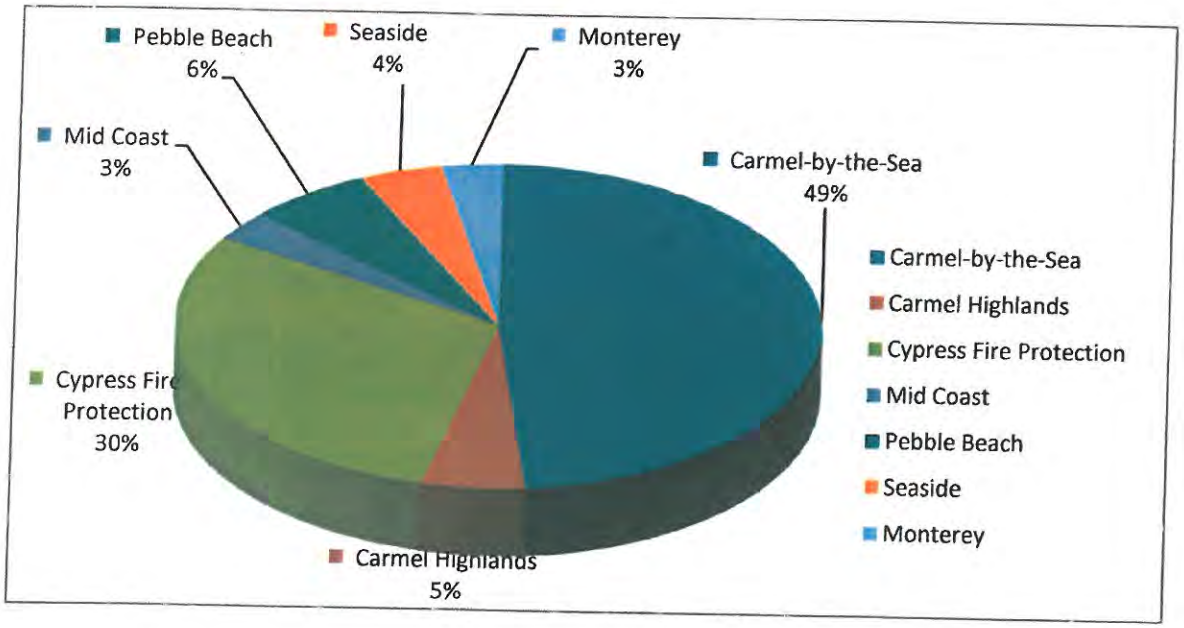
INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET
1500001228	11/24/2015	10:25:39 AM	10:30:07 AM	0:04:28	3511 MESA CT
1500001230	11/24/2015	1:09:33 PM	1:11:27 PM	0:01:54	245 CROSSROADS BL
1500001229	11/24/2015	12:52:05 PM	12:57:42 PM	0:05:37	HWY 1/CARMEL VALLEY RD
1500001232	11/25/2015	7:27:59 AM	7:36:15 AM	0:08:16	159 DEL MESA CARMEL
1500001234	11/25/2015	7:24:30 PM	7:30:00 PM	0:05:30	3770 BARNYARD
1500001237	11/26/2015	10:49:58 AM	10:55:59 AM	0:06:01	26245 CARMEL RANCHO BLVD
1500001238	11/27/2015	10:08:42 AM	10:13:42 AM	0:05:00	3440 RIO ROAD
1500001240	11/27/2015	10:55:54 PM	11:02:18 PM	0:06:24	149 CROSSROADS BL
1500001243	11/28/2015	1:11:34 PM	1:15:59 PM	0:04:25	171 CROSSROADS BL
1500001250	11/29/2015	2:27:48 AM	2:34:01 AM	0:06:13	3369 TREVIS WY
1500001254	11/30/2015	8:34:15 AM	8:39:46 AM	0:05:31	25643 SHAFTER WY
Subtotal	**29**		**Average Response Time**	**0:05:32**	**Cypress Fire**
Mid Coast					
1500001224	11/21/2015	10:34:13 PM	10:59:00 PM	0:24:47	ROCKY CREEK RD/PALO COLORADO I
1500001218	11/20/2015	11:01:15 AM	11:19:20 AM	0:18:05	37190 GARRAPATOS RD
1500001252	11/29/2015	3:01:59 PM	3:11:14 PM	0:09:15	HWY 1/SOBERANES CREEK
Subtotal	**3**		**Average Response Time**	**0:17:22**	**Mid Coast**
Seaside					
1500001175	11/10/2015	7:47:03 AM	7:48:01 AM	0:00:58	DEL MONTE AND CANYON DEL REY
1500001187	11/13/2015	8:23:18 AM	8:35:00 AM	0:11:42	DEL MONTE AND CANYON DEL REY
1500001197	11/15/2015	5:32:51 AM	5:44:00 AM	0:11:09	DEL MONTE AND CANYON DEL REY
1500001211	11/19/2015	10:20:01 AM	10:35:00 AM	0:14:59	DEL MONTE AND CANYON DEL REY
Subtotal	**4**		**Average Response Time**	**0:09:42**	**Seaside**
Monterey					
1500001156	11/2/2015	9:49:04 AM	9:53:57 AM	0:04:53	1110 CASS ST
1500001189	11/13/2015	11:45:55 AM	11:51:16 AM	0:05:21	21 MANDEVILLE CT
1500001212	11/19/2015	10:32:02 AM	10:35:48 AM	0:03:46	MTY SNS HW/YORK RD
Subtotal	**3**		**Average Response Time**	**0:04:40**	**Monterey**
Pebble Beach					
1500001161	11/3/2015	5:55:31 PM	6:03:25 PM	0:07:54	1410 VISCAINO RD
1500001184	11/13/2015	1:24:22 AM	1:36:30 AM	0:12:08	3382 LAURELES LN
1500001193	11/13/2015	10:03:35 PM	10:12:44 PM	0:09:09	3387 ALVA LN
1500001194	11/14/2015	12:07:42 PM	12:16:22 PM	0:08:40	3152 STEVENSON DRIVE
1500001246	11/28/2015	12:05:14 PM	12:11:26 PM	0:06:12	3258 ONDULADO RD
1500001245	11/28/2015	3:58:35 PM	4:06:30 PM	0:07:55	3284 17 MILE DR
Subtotal	**6**		**Average Response Time**	**0:08:40**	**Pebble Beach**
TOTAL All CALLS	**97**		*TOTAL AVERAGE RESPONSE TIME*	**0:05:15**	***ALL CALLS***

CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
NOVEMBER 2015

Response Summary Report by District Type

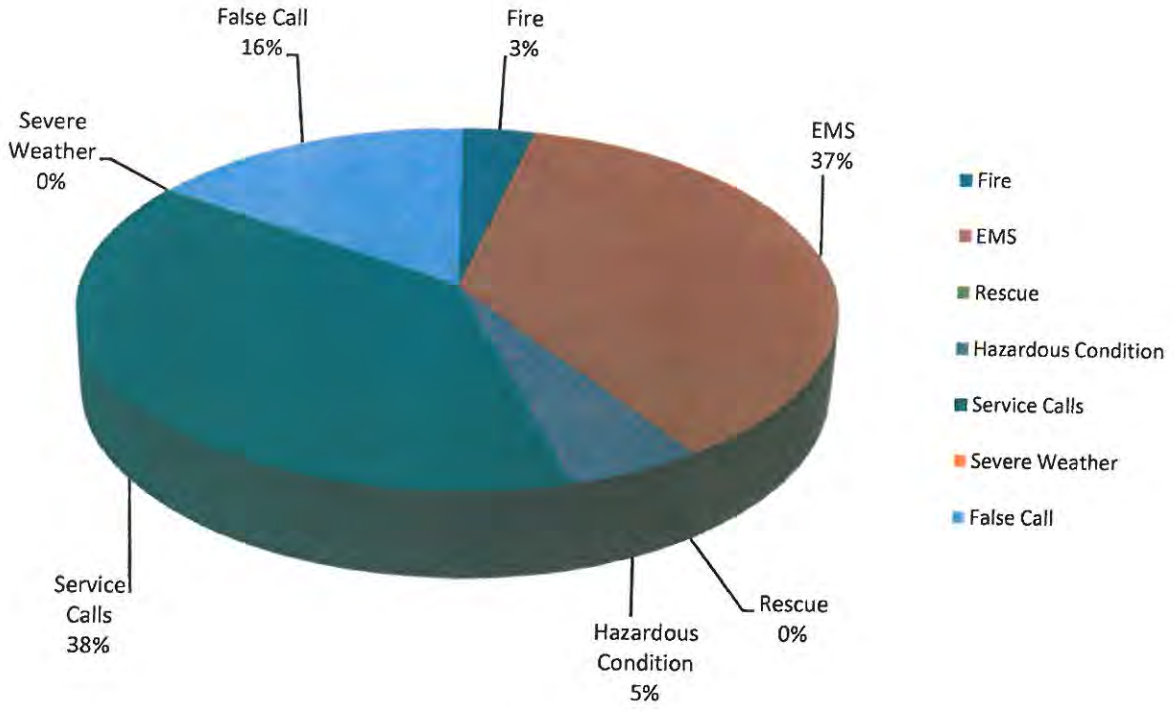
District Response	Number	Average Response Time
Carmel-by-the-Sea	47	0:02:57
Carmel Highlands	5	0:10:50
Cypress Fire Protection	29	0:05:32
Mid Coast	3	0:17:22
Pebble Beach	6	0:08:40
Seaside	4	0:09:42
Monterey	3	0:04:40
Total Responses	97	0:05:15

Percent of Carmel medical calls < 5min 100.00%



CITY OF MONTEREY - FIRE DEPARTMENT
NOVEMBER 2015
CARMEL-BY-THE-SEA
Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	2	3:37
EMS	21	2:33
Rescue	0	0:00
Hazardous Condition	3	2:59
Service Calls	22	3:02
Severe Weather	0	0:00
False Call	9	3:10
Total Responses	57	2:54



Total Code 3 Calls: 34

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

Source: City of Monterey, Fire Department

RESPONSE SUMMARY REPORT BY INCIDENT TYPE

27060 CARMEL-BY-THE-SEA

Alarm Date From: 11/1/2015 To: 11/30/2015

INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET	
112	**Fires in structure other than in a building**					
15-0007481	11/30/2015	18:30:15	18:33:41	0:03:26	RIDGEWOOD	
Subtotal	**1**		**Average Response Time**	**0:03:26**		
141	**Forest, woods or wildland fire**					
15-0006824	11/2/2015	4:54:07	4:57:55	0:03:48	8TH	DOLORES
Subtotal	**1**		**Average Response Time**	**0:03:48**		
3111	**Medical Call No Aid Given**					
15-0007006	11/10/2015	10:50:41	10:53:19	0:02:38	7TH	DOLORES
15-0007350	11/25/2015	0:17:04	0:20:01	0:02:57	7TH	SAN CARLOS
15-0007434	11/29/2015	1:15:38	1:18:36	0:02:58	4TH	JUNIPERO
Subtotal	**3**		**Average Response Time**	**0:02:51**		
321	**EMS call, excluding vehicle accident with injury**					
15-0006829	11/2/2015	8:05:56	8:09:27	0:03:31	4TH	GUADALUPE
15-0006856	11/3/2015	13:20:25	13:23:46	0:03:21	1ST	SANTA FE
15-0006942	11/7/2015	4:37:59	4:41:59	0:04:00	4TH	GUADALUPE
15-0006947	11/7/2015	14:11:39	14:14:00	0:02:21	5TH	PERRY NEWBERRY
15-0007023	11/11/2015	11:07:10	11:07:14	0:00:04	6TH	MISSION
15-0007043	11/12/2015	8:32:32	8:34:51	0:02:19	10TH	LINCOLN
15-0007048	11/12/2015	13:06:40	13:09:13	0:02:33	7TH	FOREST
15-0007064	11/13/2015	2:33:51	2:37:41	0:03:50	3RD	SANTA FE
15-0007182	11/17/2015	15:22:54	15:25:08	0:02:14	12TH	SAN CARLOS
15-0007185	11/17/2015	18:50:08	18:51:50	0:01:42	LINCOLN	OCEAN
15-0007201	11/18/2015	14:30:05	14:32:29	0:02:24	7TH	LINCOLN
15-0007235	11/19/2015	15:09:40	15:11:35	0:01:55	12TH	SAN CARLOS
15-0007278	11/21/2015	11:20:43	11:23:42	0:02:59	8TH	SAN ANTONIO
15-0007279	11/21/2015	12:18:47	12:19:13	0:00:26	5TH	TORRES
15-0007317	11/23/2015	12:22:28	12:24:33	0:02:05	7TH	JUNIPERO
15-0007318	11/23/2015	14:21:45	14:25:02	0:03:17	13TH	SAN ANTONIO
15-0007354	11/25/2015	11:27:21	11:30:31	0:03:10	3RD	JUNIPERO
15-0007459	11/29/2015	17:43:08	17:45:53	0:02:45	CASANOVA	OCEAN
	18		**Average Response Time**	**0:02:30**		
440	**Electrical wiring/equipment problem, Other**					
15-0006938	11/6/2015	23:06:16	23:11:07	0:04:51	12TH	SAN ANTONIO
Subtotal	**1**		**Average Response Time**	**0:04:51**		

451	Biological hazard, confirmed or suspected					
15-0007081	11/13/2015	15:40:50	15:43:34	0:02:44	5TH	DOLORES
15-0007195	11/18/2015	9:47:00	9:48:23	0:01:23	6TH	JUNIPERO
Subtotal	**2**		**Average Response Time**	**0:02:04**		

510	Person in distress, Other					
15-0006914	11/5/2015	20:09:52	20:13:18	0:03:26	10TH	SCENIC
15-0007044	11/12/2015	8:57:43	8:59:39	0:01:56	7TH	JUNIPERO
15-0007065	11/13/2015	3:05:25	3:07:36	0:02:11	13TH	CAMINO REAL
Subtotal	**3**		**Average Response Time**	**0:02:31**		

520	Water problem, Other					
15-0007213	11/18/2015	20:59:19	21:02:22	0:03:03	MONTE VERDE	OCEAN
Subtotal	**1**		**Average Response Time**	**0:03:03**		

522	Water or steam leak					
15-0006943	11/7/2015	6:33:48	6:38:08	0:04:20	4TH	TORRES
15-0007009	11/10/2015	16:51:45	16:51:45	0:00:00	6TH	SAN CARLOS
15-0007239	11/19/2015	16:33:44	16:35:44	0:02:00	8TH	SAN CARLOS
15-0007298	11/22/2015	7:18:55	7:22:21	0:03:26	MOUNTAIN VIEW	VIZCAINO
Subtotal	**4**		**Average Response Time**	**0:02:26**		

541	Animal problem					
15-0007471	11/30/2015	12:22:36	12:25:22	0:02:46	CAMINO DEL MONTE	JUNIPERO
Subtotal	**1**		**Average Response Time**	**0:02:46**		

551	Assist police or other governmental agency					
15-0006840	11/2/2015	10:45:53	10:48:02	0:02:09	6TH	DOLORES
15-0006961	11/8/2015	7:43:44	7:46:35	0:02:51	7TH	JUNIPERO
Subtotal	**2**		**Average Response Time**	**0:02:30**		

553	Public service					
15-0006880	11/4/2015	16:06:55	16:10:35	0:03:40	4TH	GUADALUPE
Subtotal	**1**		**Average Response Time**	**0:03:40**		

554	Assist invalid					
15-0006842	11/2/2015	12:16:27	12:19:09	0:02:42	7TH	JUNIPERO
15-0006869	11/4/2015	5:36:41	5:39:43	0:03:02	7TH	SAN CARLOS
15-0007123	11/15/2015	11:24:12	11:27:56	0:03:44	9TH	CAMINO REAL
15-0007145	11/16/2015	1:31:54	1:37:59	0:06:05	* 13TH	CAMINO REAL
15-0007173	11/17/2015	3:56:08	4:00:14	0:04:06	CAMINO REAL	OCEAN
15-0007362	11/25/2015	18:20:28	18:23:27	0:02:59	13TH	CAMINO REAL
Subtotal	**6**		**Average Response Time**	**0:03:46**		

622	No Incident found on arrival at dispatch address					
15-0006866	11/3/2015	23:17:55	23:21:47	0:03:52	OCEAN	SAN ANTONIO
15-0007111	11/14/2015	17:29:17	17:33:09	0:03:52	7TH	LINCOLN
15-0007169	11/16/2015	18:13:26	18:15:29	0:02:03	MISSION	OCEAN
15-0007210	11/18/2015	18:52:20	18:55:00	0:02:40	OCEAN	SAN ANTONIO
Subtotal	**4**		**Average Response Time**	**0:03:07**		

711	Municipal alarm system, malicious false alarm					
15-0007131	11/15/2015	15:37:28	15:40:46	0:03:18	7TH	LINCOLN
Subtotal	**1**		**Average Response Time**	**0:03:18**		

735	Alarm system sounded due to malfunction					
15-0006822	11/2/2015	3:56:14	4:00:05	0:03:51	OCEAN	SANTA RITA
Subtotal	**1**		**Average Response Time**	**0:03:51**		

740	Unintentional transmission of alarm, Other					
15-0007259	11/20/2015	14:30:03	14:33:45	0:03:42	DOLORES	OCEAN
Subtotal	**1**		**Average Response Time**	**0:03:42**		

744	Detector activation, no fire - unintentional					
15-0007435	11/29/2015	2:20:42	2:24:00	0:03:18	DOLORES	OCEAN
Subtotal	**1**		**Average Response Time**	**0:03:18**		

745	Alarm system activation, no fire - unintentional					
15-0006826	11/2/2015	6:07:04	6:10:23	0:03:19	13TH	DOLORES
15-0007448	11/29/2015	13:03:32	13:05:43	0:02:11	DOLORES	OCEAN
15-0007451	11/29/2015	14:53:36	14:55:41	0:02:05	DOLORES	OCEAN
15-0007469	11/30/2015	11:31:49	11:34:32	0:02:43	4TH	TORRES
Subtotal	**4**		**Average Response Time**	**0:02:34**		

746	Carbon monoxide detector activation, no CO					
15-0007374	11/26/2015	3:00:31	3:04:31	0:04:00	7TH	SAN CARLOS
Subtotal	**1**		**Average Response Time**	**0:04:00**		

TOTAL 57 **TOTAL AVERAGE RESPONSE TIME** 0:02:54

* Over 5 minute responses:

15-0007145 Code 2 response, non emergency.

CITY OF CARMEL-BY-THE-SEA POLICE DEPARTMENT
Post Office Box 600, Carmel, California 93921 Ph:831-624-6403 Fax:831-624-4296

MEMORANDUM

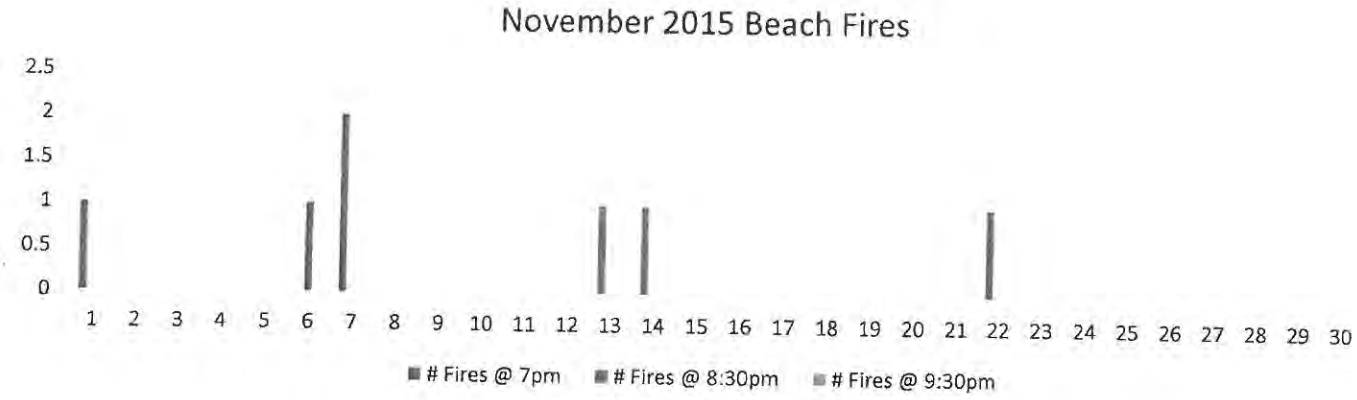
TO: **MICHAEL CALHOUN, INTERIM CITY ADMINISTRATOR**

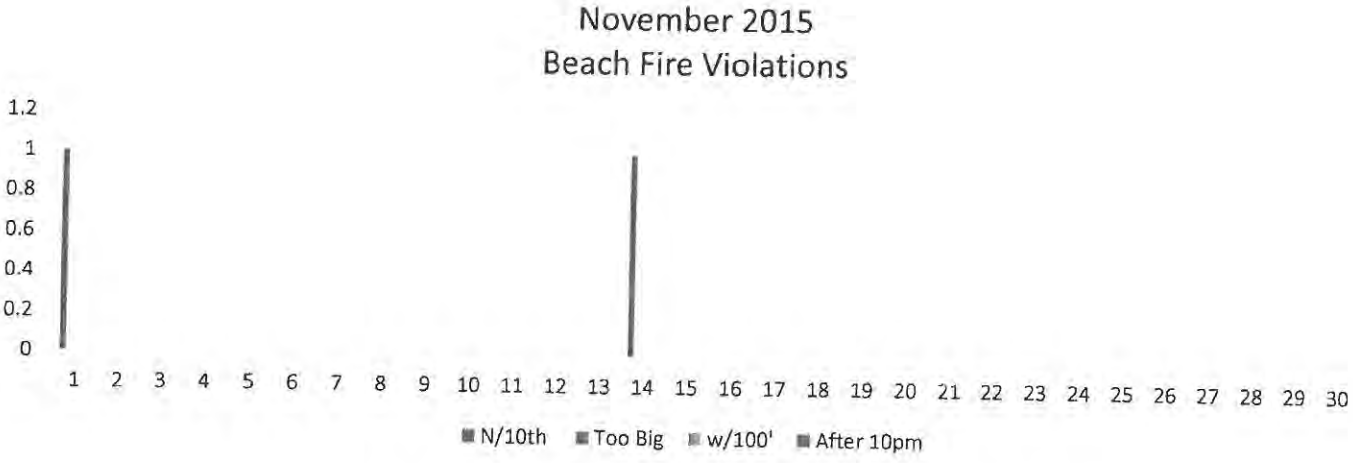
FROM: **PAUL TOMASI, POLICE COMMANDER**

DATE: **12/15/15**

REF: **BEACH FIRE RESPONSE SUMMARY REPORT FOR NOVEMBER**

Beach Fire Report for November 2015
New Beach Emergency Ordinance started August 7th 2015.
Data shown on graphs recorded by Beach Security Officers.
Security Patrols reduced Oct. 27th to weekends only.
Due to low usage and response to violations on weekends, no user data obtained.
Total Number of Fires recorded for the Month @ 7:30 pm (6); 8:30pm (1); 9:30pm (0)
December 2015 Beach Security stopped for winter. Patrol Officers will handle beach.





Public Records Request Log November 2015

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2015-135	11/2/15	11/12/15		Completed	11/2/15	Paterson	Letter of resignation of City Administrator Doug Schmitz 10/31/15	
2015-136	11/2/15	11/12/15		Completed	11/2/15	Paterson	Copies of August, September, October 2015 Doug Schmitz Friday Letters	
2015-137	11/4/15	11/14/15		Completed	11/5/15	Paterson	Copy of Susan Craig, Coastal Comm. 11/3/15 letter & correspondence since 10/2/15	Rob M. Marc Mike C.
2015-138	11/9/15	11/19/15		Completed	11/19/15	Steven Hillyard	Correspondence dated last eight months bt. City & Coastal Commission/recent beach fire ordinance – Nov 2015 mtg	Rob Marc Sharon
2015-139	11/10/15	11/20/15		Completed	11/19/15	Rick Carruth, Fire Investigator	New Masters Gallery records – business license apps/FD inspections/FD Incidents/Building permits/Police responses	Fire Police P&B
2015-140	11/16/15 11/17/15	11/26/15 11/18/15		Completed Completed	11/16/15 11/18/15	Dylan Chiu/Dr. Gwen Arnold, UCD	2010 City Council meeting minutes 2013 City Council meeting minutes that are not available on website	

Public Records Request Log November 2015

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes
2015-141	11/28/15	12/8/15		Completed	12/1/15	Paterson	Correspondence bt City and OSHA bt 10/29/15 and present	Rob
2015-142	11/28/15	12/8/15		Completed	12/7/15	Paterson	Harris & Associates work product per January 2014 contract: Forest Theater/Park Branch Library/Capital projects	Rob

Public Records Request Log November 2015

Request Number	Request Date	10-Day Due Date	14 Day Extension Date	Status - Complete Pending	Completed Date	Requestor	Information requested	Notes

Request No	Request Date & Received By	Date & PSO Assigned	10-Day Due Date	14-Day Ext. Date	Date Completed by PSO	Date & Supervisor Approved	Requested By	Phone	Info Requested	Status	Date & PSO Mailed
1	11/2 webster	11/3 Almario	11/13		11/3 Almario	11/3 Powell	City of San Francisco	415-837-7107	records ck/nestor	No Record/Mailed	11/3 Almario
2	11/2 webster	11/3 Almario	11/13		11/3 Almario	11/3 Powell	Lexis Nexis / gutierrez	678-924-4900	photos ca1500594	Photos Mailed	11/3/ Almario
3	11/3 Almario	11/3 Almario	11/13		11/3 Almario	11/3 Powell	Lexis Nexis/Accident Marquart	678-924-4900	Accident Report, Marquart	No record/not our juris/mailed	11/3 Almario
4	11/3 Almario	11/3 Almario	11/23		11/3 Almario	11/3 Powell	US Office of Personnel	855-887-1883	Records Ck/Sedillos	No Record/mailed	11/3 Almario
5	11/3 Almario	11/3 Almario	11/23		11/3 Almario	11/3 Powell	Haley Johnson	831-250-1058	CA1500661	redacted report released	11/3 Almario
6	11/3 Almario	11/3 Almario	11/23		11/3 Almario	11/3 Powell	Santa Barbara DA's Office June Austin	805-346-7583	CG1500577/CG1500578	faxed reports	11/4 Almario
7	11/4 Newton	11/7 Roddick	11/14		11/7 Roddick	11/7 Powell	LexisNexis	678-924-4900	Accident on 10/17/15	no record found	11/7 Roddick
8	11/4 Newton	11/7 Roddick	11/14		11/7 Roddick	11/7 Powell	LexisNexis	678-924-4900	CA1500616	mailed	11/7 Roddick
9	11/5 Newton	11/5 Lightfoot	11/15		11/4 Lightfoot	11/4 Tomasi	Santa Cruz Police Dept	831-420-5943	CG1500574	emailed	11/4 Lightfoot
10	11/5 Newton	11/7 Roddick	11/15		11/7 Roddick	11/7 Powell	Monterey County Sheriff's Office	831-755-3829	Records CK/White	mailed	11/7 Roddick
11	11/7 Roddick	11/8 Newton	11/17		11/8 Newton	11/8 Powell	US Office of Personnel	855-887-1883	Records ck/Oneal	mailed	11/8 Newton
12	11/7 Roddick	11/8 Newton	11/17		11/8 Newton	11/8 Powell	US Office of Personnel	855-887-1883	Records ck/Hall	mailed	11/8 Newton
13	11/7 Roddick	11/8 Newton	11/17		11/8 Newton	11/8 Powell	Metropolitan Reporting Bureau	800-245-6686	CA1500661	mailed	11/8 Newton
14	11/8 Newton	11/8 Newton	11/18		11/8 Newton	11/8 Powell	MCSO	831-755-3829	Records ck/reynolds	mailed	11/8 Newton
15	11/8 Newton	11/8 Newton	11/18		11/8 Newton	11/8 Powell	MCSO	831-755-3829	Records ck/Jacobo	mailed	11/8 Newton
16	11/9 Almario	11/9 Almario	11/19		11/9 Almario	11/9 Powell	MCSO	831-324-0687	Records Ck/Donovan	no record/faxed	11/9 Almario
17	11/9 Almario	11/9 Almario	11/19		11/9 Almario	11/9 Powell	MCSO	831-324-0687	Records Ck/Tamayo	no record/faxed	11/9 Almario
18	11/9 Almario	11/9 Almario	11/19		11/9 Almario	11/9 Powell	Metropolitan Reporting Bureau		Burg Report/MCSO Juris	No report, referred to MCSO, mailed	11/9 Almario
19	11/9 Newton	11/9 Newton	11/19		11/9 Newton	11/9 Powell	LexisNExis	678-924-4900	CA1500581	mailed	11/9 Newton
20	11/10 Almario	11/10 Almario	11/20		11/10 Almario	11/10 Powell	Monterey County Sheriff's Office	831-324-0687	Records Ck/Martinez	no record/faxed	11/10 Almario
21	11/12 Cook	11/14 Cook	11/22		11/14 Cook	11/15 Powell	US Office of Personnel		Records Ck/ Elbadri	No Record/Mailed	11/15 Cook
22	11/13 Roddick	11/13 Roddick	11/23		11/13 Roddick	11/13 Calhoun	Monterey County Sheriff's Office		CC1500981	faxed	11/13 Roddick
23	11/13 Roddick	11/14 Cook	11/23		11/14 Cook	11/15 Powell	City of Phoenix		Records Ck/ David	No Record/Faxed	11/15 Cook
24	11/13 Roddick	11/13 Roddick	11/23		11/13 Roddick	11/13 Powell	Jonathan Shoemaker		CA1500612, Supp 1	released	11/13 Roddick
25	11/13 Roddick	11/14 Cook	11/23		11/14 Cook	11/15 Powell	US Office of Personnel		Records Ck / Benson	No Record/ Mailed	11/15 Cook
26	11/13 Roddick	11/14 Cook	11/23		11/14 Cook	11/15 Powell	US Office of Personnel		Records Ck / Welch	No Record/Mailed	11/15 Cook
27	11/13 Roddick	11/15 Newton	11/23		11/16 Newton	11/15 Powell	Department of Corrections	f 661.823.5000	CG1200668/Sampognaro	faxed	11/16 Newton
28	11/13 Roddick	11/15 Newton	11/23		11/15 Newton	11/15 Powell	Maureen Snook		CG1500352	mailed	11/15 Newton
29	11/12 Roddick	11/13 Roddick	11/22		11/13 Roddick	11/13 Powell	Frederick Von der Ahe		CC1500984	released	11/13 Roddick
30	11/17 Partido	11/17 Partido	11/26		11/17 Partido	11/17 Powell	USOPM	f/866-444-1295	Rec Ck/LESLEY, Allan	no record/faxed	11/17 Partido
31	11/17 Partido	11/17 Partido	11/26		11/17 Partido	11/17 Powell	USOPM	f/866-444-1295	Rec Ck/BUDDEN, Nancy	no record/faxed	11/17 Partido
32	11/17 Partido	11/17 Partido	11/26		11/17 Partido	11/17 Powell	USOPM	f/866-444-1295	Rec Ck/LAVIOLETTE, Richard	no record/faxed	11/17 Partido
33	11/17 Partido	11/17 Partido	11/26		11/17 Partido	11/17 Powell	USOPM	f/866-444-1295	Rec Ck/CALDWELL, John	CG1500493, synopsis	11/17 Partido
34	11/17 webster	11/23 Almario	11/27		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office		records ck / wise/ ladino	No record on either/faxed	11/23 Almario
35	11/18 Rodick	11/23 Almario	11/28		11/23 Almario	11/23 Almario	Thomas Rettenwender	831-920-8333	CC1500989	redacted report mailed	11/23 Almario
36	11/18 Rodick	11/23 Almario	11/28		11/23 Almario	11/23 Almario	Hardee Investigations	831-402-6236	Record ck/Flores	No Record/faxed	11/23 Almario
37	11/18 Rodick	11/23 Almario	11/28		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office	831-755-3829	Records ck/RIBUFFO	No Record/mailed	11/23 Almario
38	11/18 Roddick	11/23 Almario	11/28		11/23 Almario	11/23 Almario	Jessica Bares/Charles Smith, Attny	303-641-2719	CG1500546	Redacted Report/Mailed to Jessica Bares	11/30 Almario
39	11/18 Roddick	11/19 Almario	11/28		11/19 Almario	11/19 Tomasi	US Army Recruiting Mtry Bay	831-394-2769	Records Ck/Headley	No Record/Faxed	11/19 Almario
50	11/16 Almario	11/18 Almario	2/1		11/18 Almario	11/18 Tomasi	Leslie Fenton for Nationwide Ins		CC0600640/CG0600077	Copy of redacted reports send to Leslie Fenton City Hall	11/19 Almario
51	11/19 Roddick	11/23 Almario	11/29		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office	831-324-0687	Records Ck/Cortina	No Record/Faxed	11/23 Almario
52	11/20 Roddick	11/23 Almario	11/30		11/23 Almario	11/23 Almario	Lexis Nexis/2nd request		CA1500594 photos only	Spoke to Lexis Nexis, they received the photos, shred 2nd request	11/23 Almario
53	11/20 Roddick	11/23	11/30		11/23	11/23 Almario	Monterey County Sheriff's Office	831-755-3829	Records ck/ Newsome	No Record/mailed	11/23 Almario
54	11/20 Roddick	11/23 Almario	11/30		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office	831-755-3742	Records ck/ Aliotti	Info on 22350 vc cite/mailed	11/23 Almario
55	11/20 Roddick	11/23 Almario	11/30		11/23 Almario	11/23 Almario	California Dept of Corrections	559-445-5770	Records ck/ Alvarez	No Record/mailed	11/23 Almario
56	11/21 Newton		12/1				Lexis Nexis	678-924-4900	CA1500616	Redcacted Report mailed to Lexis Nexis	11/23 Almario
57	11/21 Newton		12/1				Lexis Nexis	678-924-4900	CA1500626	Report mailed	11/23 Almario

58	11/20	11/23 Almario	11/30		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office	831-324-0687	Record Ck/Mora	No Record/Faxed	11/23 Almario
59	11/23 Almario	11/23 Almario	12/3		11/23 Almario	11/23 Almario	Monterey County Sheriff's Office	831-324-0687	Records Ck/Melo	No Record/Faxed	11/23 Almario
60	11/23 Almario	11/23 Almario	12/3		11/23 Almario	11/23 Almario	Dwayne Alt	818-606-9320	CC1500965	Redacted Report Mailed	11/23 Almario
61	11/23 Newton	11/24 Almario	12/3		11/24 Almario	11/24 Almario	USOPM		Records Ck/Peterson	No Record/Mailed	11/24 Almario
62	11/23 Newton	11/24 Almario	12/3		11/24 Almario	11/24 Almario	USOPM		Records Ck/Pegrebneak	No Record/Mailed	11/24 Almario
63	11/23 Newton	11/24 Almario	12/3		11/24 Almario	11/24 Almario	USOPM		Records Ck/Piombo	No Record/Mailed	11/24 Almario
64	11/24 Almario	11/24 Almario	12/4		11/24 Almario	11/24 Almario	Hardee Investigations	831-402-6239	Records Ck/Smith	No Record/Faxed	11/24 Almario
65	11/24 Almario	11/24 Almario	12/4		11/24 Almario	11/24 Almario	Monterey County Sheriff's Office	831-324-0687	Records Ck/Da Silva	No Record/Faxed	11/24 Almario
66	11/25 Almario	11/25 Almario	12/5		11/25 Almario	11/25 Almario	Hardee Investigations	831-402-6239	Records Ck/Marlow	No Record/Faxed	11/25 Almario
67	11/25 Roddick	11/25 Almario	12/5		11/25 Almario	11/25 Almario	Hardee Investigations	831-402-6239	Records Ck/Montes	No Record/Faxed	11/25 Almario
68	11/25 Almario	11/25 Almario	12/5		11/25 Almario	11/25 Almario	Hardee Investigations	831-402-6239	Records Ck/Harrison	No Record/Faxed	11/25 Almario
69	11/25 Roddick	12/1 Almario	12/5		12/1 Almario	12/1 Almario	US Office of Personnel		Records Ck/Fuller	No Record/mailed	12/1 Almario
70	11/25 Roddick	12/1 Almario	12/5		12/1 Almario	12/1 Almario	US Office of Personnel		Records Ck/Mouton	No Record/mailed	12/1 Almario
71	11/25 Roddick	12/1 Almario	12/5		12/1 Almario	12/1 Almario	Lexis Nexis	678-924-4900	CA1500668	Mailed	12/1 Almario
72	11/25 Roddick	12/1 Almario	12/5		12/1 Almario	12/1 Almario	Lexis Nexis	678-924-4900	CA1500586	Mailed	12/1 Almario
73	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	Hardee Investigations	831-402-6239	Records ck/Ventura	No Record/faxed	12/1 Almario
74	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	King City Police Department	831-385-4848	Records ck/Yasin	No Record/faxed	12/1 Almario
75	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	US Office of Personnel		Records ck/Enarson	No Record//mailed	12/1 Almario
76	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	US Office of Personnel		Records ck/MacDonald	No Record/mailed	12/1 Almario
77	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	US Office of Personnel		Records ck/Gant	No Record/mailed	12/1 Almario
78	11/27 Roddick	12/1 Almario	12/7		12/1 Almario	12/1 Almario	Richard Harrison		CA1500712	mailed report	12/1 Almario
79	11/30 webster	12/1 Almario	12/10		12/1 Almario	12/1 Almarmio	c porras	831-578-7375	cg1500689	Redacted Report released	12/1 Almario

FORESTER REPORT - NOVEMBER 2015

CITY ACTIVITIES

	Upper Canopy	Lower Canopy	Nov. total	2015 to date	2014
Removals	7	0	7	152	142
Planting	4	0	4	100	39

Trees watered by staff	169

PRIVATE ACTIVITIES

	Permits issued	Upper canopy	Lower canopy	Nov. total	2015 to date	2014
Removals	19	13	11	24	110	114
Planting	11	5	6	11	37	49
Pruning	4	0	8	8	23	20

CONSTRUCTION ACTIVITIES

	Permits issued	Upper canopy	Lower canopy	Nov. total	2015 to date	2014
Removals	1	0	2	2	13	15
Pruning	0	0	0	0		
Planting	1	0	2	2	9	9

November notes:

Continued with city-wide tree planting.

Continued with pre-winter storm preparations and repairs to the Scenic pathway infrastructure.

CITY OF CARMEL-BY-THE-SEA

Council Report

January 5, 2016

To: Honorable Mayor and Members of the City Council
Michael Calhoun, Interim City Administrator

From: Paul Wood

Subject: Treasurer's Report by City Treasurer David Sandy's

RECOMMENDATION(S): Receive the report.

EXECUTIVE SUMMARY:

City Treasurer David Sandys presents the following:

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

APPROVED:

_____ **Date:** _____
Michael Calhoun, Interim City Administrator

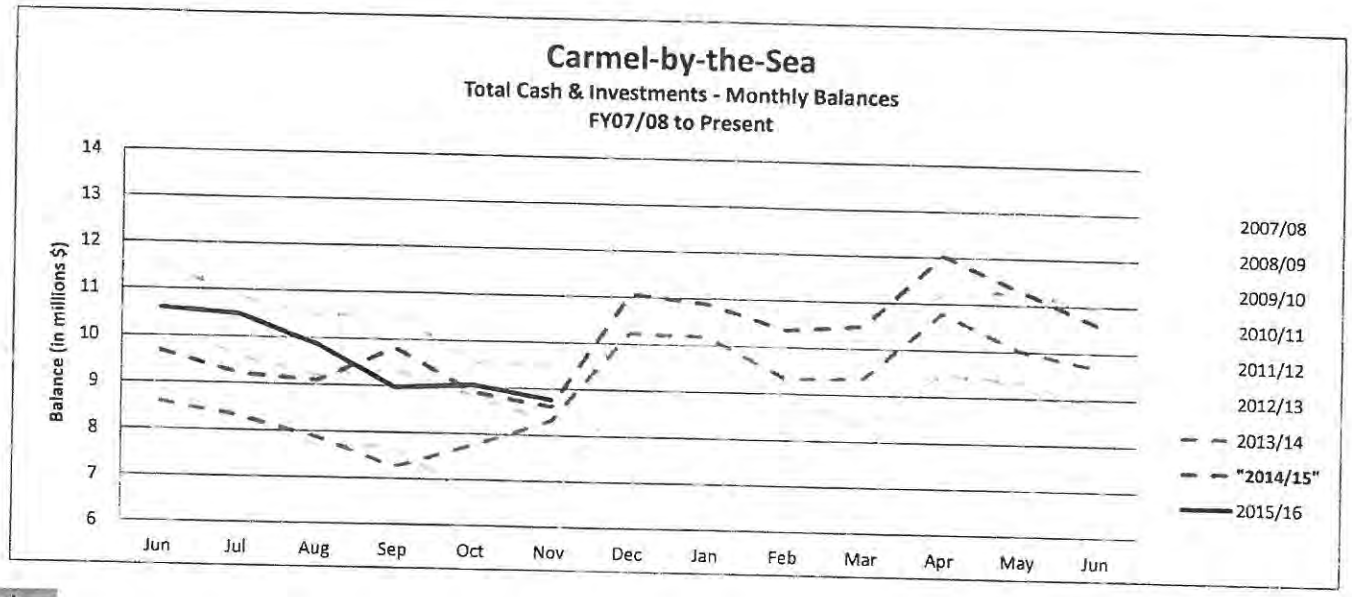
City of Carmel-by-the-Sea

Statement of Cash and Investments

11/30/2015

Cash	Yield	Institution	@ 10/31/2015	Dr.	Cr.	@ 11/30/2015
General Checking		Wells Fargo	$ 301,950.12	$ 2,438,980.03	$ 1,925,174.74	$ 815,755.41
Ambulance Checking		Wells Fargo	$ 548,498.19	29,451.61	2,829.53	$ 575,120.27
Ambulance Checking (CRFA)		Union Bank	$ 36,173.09			$ 36,173.09
Ambulance Savings (CRFA)		Union Bank	$ 40,518.82	3.44		$ 40,522.26
Section 125 Flex Checking		Wells Fargo	$ 74,708.46			$ 74,708.46
Workers' Compensation Checking		Wells Fargo	$ 17,738.89	167,325.52	2,975.47	$ 182,088.94
LAIF	0.374%	LAIF	$ 5,567,585.69		1,000,000.00	$ 4,567,585.69
Wells Fargo Securities Money Market Acct		Wells Fargo	$ 288,261.50	3.96		$ 288,265.46
TVI Money Market Acct		TVI	$ 276,375.65	2,931.59		$ 279,307.24
Bond Reserve		Union Bank	$ 400,027.92	4.38	17.80	$ 400,014.50
			$ 7,551,838.33	**$ 2,638,700.53**	**$ 2,930,997.54**	**$ 7,259,541.32**

Investments	Yield	Maturity	Purchase Value	Market Value
Cert of Deposit - Sallie Mae Bk, Murray, UT	1.35%	10/17/2016	$ 250,000	$ 251,888
Cert of Deposit - Discover Bk, Greenwood, DE	1.20%	10/17/2016	$ 250,000	$ 251,912
Cert of Deposit - BMW Bank	1.25%	11/2/2016	$ 248,000	$ 249,562
Cert of Deposit - Firstbank Puerto Rico	1.15%	11/2/2016	$ 249,000	$ 250,347
Cert of Deposit - Everbank	0.90%	11/2/2016	$ 248,000	$ 248,779
Cert of Deposit - Goldman Sachs Bk, New York, NY	1.55%	10/17/2017	$ 250,000	$ 251,943
			$ 1,495,000	**$ 1,504,430**



Combined Cash & Inv	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2015/16	10,589,739	10,473,529	9,856,640	8,961,105	9,046,838	8,754,541							
2014/15	9,671,754	9,200,451	9,085,748	9,806,455	8,889,874	8,611,874	11,054,920	10,878,284	10,351,799	10,474,294	12,023,214	11,292,804	10,589,739
2013/14	8,584,539	8,298,949	7,879,228	7,254,219	7,744,644	8,300,112	10,224,338	10,178,847	9,314,915	9,348,476	10,784,489	10,006,551	9,671,754
2012/13	8,828,311	8,322,265	7,691,079	7,692,321	5,608,566	6,782,117	9,010,649	8,809,197	8,168,736	7,760,949	9,465,341	9,265,046	8,584,539
2011/12	10,261,276	9,581,440	9,198,460	9,336,003	8,805,107	8,309,314	10,435,482	9,713,203	8,895,904	8,343,155	9,471,082	9,349,956	8,828,311
2010/11	10,925,553	10,135,273	9,921,312	9,661,764	8,804,952	8,863,841	10,838,669	10,430,439	9,860,495	9,598,671	10,648,922	10,684,770	10,261,276
2009/10	11,537,721	10,855,237	10,484,028	10,564,358	9,528,547	9,522,714	11,577,768	11,100,491	10,683,138	10,152,843	11,201,805	11,280,821	10,925,553
2008/09	12,458,777	11,692,483	11,713,062	12,142,023	10,951,314	10,565,710	12,678,333	12,246,034	11,709,722	10,904,872	12,158,656	10,904,872	11,537,721
2007/08	11,148,657	11,223,334	10,702,966	9,858,635	10,471,238	10,438,041	12,580,212	12,613,174	11,840,611	11,439,573	12,968,316	13,068,546	12,458,777

	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
2015/16	1,993,183	1,495,000	1,495,000	1,745,000	1,495,000	1,495,000							
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
2015/16	8,596,556	8,978,529	8,361,640	7,216,105	7,551,838	7,259,541							
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	5,751,461	6,306,929	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	6,175,553	5,767,766	7,472,158	7,271,863	6,591,356

Pooled Money Investment Account

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%	

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1076
January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council
FROM:	Mike Calhoun, Interim City Administrator
SUBJECT:	Adoption of the Budget Schedule Proposal for January-June 2016 for FY 2016-17

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

RECOMMENDATION

Adopt the proposed Budget Schedule for February – June 2016 for FY 2016-17.

SUMMARY

The City Council annually adopts a Budget Calendar for the months leading up to adoption of the fiscal plan in June. Attached is the proposed schedule for January-June 2016 for FY 2016-17.

The calendar proposes adoption of the fiscal plan at the regular Council meeting of 7 June following public introduction of the Provisional Budget on 2 May. Should Council want an additional meeting(s) for review and discussion before adoption, the remainder of June would be available for a special meeting.

PRIOR CITY COUNCIL ACTION

N/A

ATTACHMENTS

1. Budget Calendar FY 2016-2017

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/28/15

CITY OF CARMEL-BY-THE-SEA
FISCAL YEAR 2016-2017
BUDGET CALENDAR

DATE	ACTIVITY	RESPONSIBILITY
JANUARY 2016		
5 January (Tues)	Submittal of 2016-17 Budget Calendar - Consent Calendar *(4:30 pm, City Hall Council Chambers)*	**Regular City Council Meeting**
FEBRUARY 2016		
2 February (Tues)	Second Quarter 15-16 Financial Update *(4:30 pm, City Hall Council Chambers)*	**Regular City Council Meeting**
18 February (Thurs)	Department Managers' Budget and CIP meeting (8:00 a.m. City Hall Conference Room - All Day)	City Administrator; Finance Manager; and All Department Directors/ Managers and members of their staff responsible for budget preparation
MARCH 2016		
2 March (Wed)	**Department budgets due** including Excel worksheets, revenue projections, a complete funding analysis of departmental requests for Capital items and annual **updated fee schedules**.	Department Directors/Managers
4 March (Friday)	Capital Improvement Plan to City Council and refer to Planning Commission five-year Capital Improvement Plan	City Administrator
15 March (Tues)	City Council Budget Workshop. City Council will receive the Five-Year Financial Forecast and receive and refer to the Planning Commission the five-year Capital Improvement Plan at this workshop. *(4:30 p.m., City Hall Council Chambers)*	**Special City Council Workshop**
16 March (Wed)	City Administrator & Finance Manager meet to finalize Requested Budget.	City Administrator & Finance Manager
29 March (Tues)	Requested Budget submitted to City Administrator	Finance Manager
31 March (Thurs)	Department Managers' Retreat to review Requested Budget.	All Department Directors/Managers and other designated staff (Mandatory)
APRIL 2016		
4 April (Mon)	Re-calculation of department budget proposals following Department Managers' Retreat.	City Administrator & Finance Manager
4-8 April (M-F)	Draft budget document revisions by Finance Manager.	Finance Manager

DATE	ACTIVITY	RESPONSIBILITY
6 April (Wed)	Planning Commission review 5-Year Capital Budget. *(4:00 p.m., City Hall Chambers)*	**Planning Commission**
7 April (Thurs)	City Administrator & Finance Manager meet to finalize Provisional Budget.	City Administrator & Finance Manager
11 April (Mon)	Budget Team submits budget information for preliminary budget printing.	Budget Team
MAY 2016		
2 May (Mon)	Council receives Provisional Budget from the City Administrator. Invitation by staff to submit written questions regarding Provisional Budget. *(4:30 p.m., City Hall Council Chambers)*	**Special City Council Meeting**
20 May (Fri)	Deadline for City Council to submit written questions regarding the Provisional Budget so that staff can research the questions.	City Council
JUNE 2016		
7 June (Tues)	City Council public hearing to review/adopt budget *(4:30 p.m., City Hall Council Chambers)*	**Regular City Council Meeting**

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

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1077
January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Sharon Friedrichsen, Director Contracts & Budget Leslie Fenton, Executive Assistant
SUBJECT:	Consideration of a Resolution revising City Council Policy C2007-2 "Expense and Use of Public Resources" and Policy C03-03 "Beach Emergency Closure Plan" and a Resolution rescinding City Council Policy C89-57 "Proclamations," Policy C03-04 "Unsung Heroes Program" and Policy A92-01 "Use of City-owned Cellular Telephone and Ancillary "Go Pack" Equipment."

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

RECOMMENDATION

Adopt the Resolution revising City Council Policies C2007 "Expense and Use of Public Resources" and C03-03 "Beach Emergency Closure Plan" and the Resolution rescinding Policies C89-57 "Proclamations," C03-04 "Unsung Heroes Program" and Policy A92-1 "Use of City-owned Cellular Telephone and Ancillary "Go Pack" Equipment."

SUMMARY

In 2015 the City Council set as one of its goals to update the City's Policy/Procedure Manual. In staff's continuing effort to meet this goal two policies have been identified to be revised and three to be rescinded.

Policy C2007-2 "Expense and Use of Public Resources" replaced Policy C89-21 "Expenses and Reimbursement" in January 2007 and has not been revised since. Current revisions to the Policy include, but are not limited to: change of name to ""Travel and Training"; change to the Statewide Travel Program as the programs previously offered thru the League of California Cities and California State Association of Counties no longer exist; link to current IRS mileage reimbursement; link to current meal/incidental per diem rates thru the Department of General Services (DGS); addition of procedure for Police Department POST approved training cash advance; and new Approval of Travel and Travel Expense Claim forms.

Policy C03-03 "Beach Emergency Closure Plan" is being revised to be consistent with the "Carmel (City) Beach Closure, Evacuation and Tsunami Plan" found in the City of Carmel-by-the-Sea Emergency Operations Plan Annex P.

Policy C89-45 "Proclamations" was originally adopted 2 May 1989 per Resolution No. 89-57 and should be rescinded because it contains the same information found in Policy C91-06 "Awards, Gifts, Mementos." There is also another Policy with the same number, C89-45 "Establishment of a Policy for Temporary Street Closure for Neighborhood and Community Events" and this could cause some confusion.

Policy C03-04 "Unsung Heroes Program" was originally adopted 7 August 1990 and revised 1 April 2003 per Resolution No. 2003-51. This policy should be rescinded because the last time an Unsung Hero was recognized was over 10 years ago. The Council now recognizes members of the community at their monthly City Council meetings.

Policy A92-01 "Use of City-owned Cellular Telephone and Ancillary "Go Pack" Equipment" is an Administrative Policy that became effective 12 March 1992. Per the Police Department the "Go Pack" no longer exists and a majority of City employees have the use of City-owned cell phones and radios in their vehicles. City staff are working on an employee use of City-owned cell phone policy.

PRIOR CITY COUNCIL ACTION

ATTACHMENTS

1. Resolution amending certain policies
2. Policy C2007-2 - Original and Revised
3. Policy C03-03 - Original and Revised
4. Resolution rescinding certain policies
5. Policy C89-45 - To be rescinded
6. Policy C03-04 - To be rescinded
7. Policy A92-01 - To be rescinded

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/28/2015

RESOLUTION 2016-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA REVISING CITY COUNCIL POLICIES/PROCEDURES C2007-2: EXPENSES AND USE OF PUBLIC RESOURCES AND C03-03: BEACH EMERGENCY CLOSURE PLAN.

WHEREAS, City Council developed a formal Policy and Procedure Manual in March 1989; and

WHEREAS, the current City Council has identified one of its 2015 goals to commence updating the Policy and Procedure Manual; and

WHEREAS, staff has identified two Policy/Procedures that are outdated and should be revised;

WHEREAS, these two policies are part of the continued effort to update the Policy and Procedure Manual.

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

1. Adopt a Resolution revising City Council Policies/Procedures C2007-2: Expenses and Use of Public Resources and C03-03: Beach Emergency Closure Plan.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

SIGNED:

Jason Burnett, Mayor

ATTEST:

Ashlee Wright, City Clerk

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Expense and Use of Public Resources Policy	***Policy/Procedure No:*** C2007-02 (Replaces C89-21)
Effective Date: 9 January 2007	***Authority:*** Resolution No. 2007-01

Purpose:
To set forth the City's policies regarding expenses and reimbursement for persons representing the City in the conduct of its business.

Policy/Procedure:
As set forth fully in the policy document attached.

Responsible Party: City Administrator/Administrative Services Director

Department of Origin:

Revision Dates:

Rescinded Date:

City Administrator Approval:

Signature *Date*

City of Carmel-by-the-Sea
Expense and Use of Public Resources
Policy C2007-02

I. Findings

Whereas, the City of Carmel-by-the-Sea (City) takes its stewardship over the use of its limited public resources seriously

Whereas, public resources should only be used when there is a substantial benefit to the City.

Whereas, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state and national organizations whose activities affect the City;
3. Attending educational seminars designed to improve officials' and City staff members' skill and information levels; and
4. Promoting public service and morale by recognizing such service.

Whereas, 1) legislative and other regional, state and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the City's policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law.

Whereas, this policy provides guidance to elected and appointed officials and City staff on the use and expenditure of City resources, as well as the standards against which those expenditures will be measure.

Whereas, this policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.

Whereas, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources.

Whereas, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws.

Whereas, this policy also applies to any charges made to a City credit card, cash advances or other lines of credit.

II. Authorized Expenses

City funds, equipment, supplies (including letterhead) tittles, and staff time must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City adopted policy positions;

2. Attending educational seminars designed to improve officials' and City staff's skill and information levels;

3. Participating in regional, state and national organizations whose activities affect the City's interests;

4. Recognizing service to the City (for example, thanking a longtime employee with a retirement gift or celebration of nominal value and cost);

5. Attending City events;

6. Implementing a City-approve strategy for attracting or retaining businesses to the City, which will typically involve at least one staff member.

Expenses are pre-approved by the City Administrator. The official or staff member submits a City Travel/Training Expense Authorization form to the City Administrator for approval prior to incurring the expenses. All other expenditures require prior approval by the City governing body.

The following expenses also require prior governing body approval:

1. International travel;

2. Expenses which exceed the annual limits established for each office holder; and

3. Expenses exceeding $5,000 per trip.

Examples of personal expenses that the City will not reimburse include, but are not limited to:

1. The personal portion of any trip, such as the following:

    - Barber or beauty parlor services
    - Airline and other trip insurance
    - Personal postage, telephone calls or reading materials

2. Political or charitable contributions or events;

3. Family expenses, including partner's expenses when accompanying official or City staff on agency-related business, as well as children or pet-related expenses;

4. Entertainment expenses, including theater, movies (either in-room or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;

5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;

6. Personal loss incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

Cost Control

To conserve City resources and keep expenses within community standards for public officials and City staff, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within the guidelines.

Transportation

The most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements must be used, using the most direct and time-efficient route. Charges for rental vehicles may be reimbursed under the provision if more than one City official or City staff member is attending an out of town conference, and it is determined that sharing a rental vehicle is more economical than other forms of transportation. In making such determination, the cost of the rental vehicle, parking and gasoline will be compared to the combined cost of such other forms of transportation. Government and group rates must be used when available.

Airfare

Airfares that are equal or less than those available through the Enhanced Local Government Airfare Program offered through the League of California Cities (www.cacities.org/travel), the California State Association of Counties (http://www.csac.counties.org/default.asp?id=635) and the State of California are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

Automobile

Automobile mileage is reimbursed at Internal Revenue Service rates presently in effect (http://www.irs.gov). For 2007, the rate is 48.5 cents per mile. These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

Car Rental

Approval of a rental vehicle must be authorized in writing on a travel advance request form which delineates the reason for the request. Costs associated with the rental of a vehicle are reimbursable when prior approval is received from the City Administrator.

Rental rates that are equal or less than those available through the State of California's website (http://www.catravelsmart.com/default.htm) shall be considered the most economical and reasonable for purposes of reimbursement under this policy.

Taxis/Shuttles

Taxis or shuttles fares may be reimbursed, including a 15 percent gratuity per fare, when the cost of such fares is equal or less than the cost of car rentals, gasoline and parking combined, or when such transportation is necessary for time-efficiency.

Lodging

Room costs at single-occupancy rate will be reimbursed by the City for authorized trips requiring such accommodations. Reimbursement shall be for the actual cost of such accommodations for the individual representative of the City.

Lodging expenses will be reimbursed or paid for when travel on official City business reasonably requires an overnight stay.

Conferences/Meetings

If such lodging is in connection with a conference, lodging expenses must not exceed the group rate published by the conference sponsor for the meeting in question if such rates are available at the time of booking. If the group rate is not available, see next section.

Other Lodging

Travelers must request government rates, when available. A list of hotels offering government rates in different areas is available at http://www.catravelsmart.com/lodguideframes.htm. Lodging rates that are equal or less to government rates are presumed to be reasonable and hence reimbursable for purposes of this policy.

In the event that government rates are not available at a given time or in a given area, lodging rates that do not exceed the median retail price for lodging for that area listed on websites like www.priceline.com or an equivalent service shall be considered reasonable and hence reimbursable.

Meals

Meal costs must be incurred directly by the claimant; direct billing to the City by a restaurant in regard to City official or staff member expenses is prohibited unless specifically authorized by the City Administrator. Members of the City Council are permitted to request direct billing to the City. Payment for service received at a restaurant (tips) shall not exceed fifteen percent of the restaurant price of the meal and is recognized as legitimate and reasonable cost of the meal.

All elected and appointed City officials and staff members claiming reimbursement for meals consumed while on municipal business are required to submit claims. The maximum amounts considered for reimbursement are based on the current IRS Guidelines for daily meals and tips. The City Administrator or designee will determine the apportionment of the meal allowance for each meal.

Actual meal costs, not to exceed the maximum amounts, may be claimed only when accompanied by a receipt and when incurred for a meal when such meal is part of a regularly scheduled business event such as a seminar, professional meeting, or other business meeting or when the cost is incurred for a meal associated with a City business activity. Any amount not utilized on the per diem schedule for a specified meal (breakfast, lunch or dinner) may be used for other meals on the same day.

Unauthorized expenditures, where reimbursement will not be allowed, include, but are not limited to the following:

1. Liquor, except when such beverage is taken as part of a meal.
2. Expenses of a spouse or other person(s) who are not municipal representative, except as described.
3. Meals incurred locally, not related to seminars or training.

Telephone/Fax/Cellular

Telephone bills for business purposes are a reimbursable expense and will not normally be included on the lodging bill for overnight accommodations. Personal telephone calls are not a reimbursable expense.

Officials and City staff will be reimbursed for actual telephone and fax expenses incurred on City business. Telephone bill should identify which calls were made on City business. For cellular calls when the official or City staff member has a particular number of minutes included in the cellular phone plan, the official or staff member can identify the percentage of calls made on public business.

Internet

Officials and City staff will be reimbursed for Internet access connection and/or usage fees away from home, not to exceed $15.00 per day, if Internet access is necessary for City-related business.

Airport Parking

Long-term parking must be used for travel exceeding 24-hours.

Other

Baggage handling fees of up to $1.50 per bag and gratuities of up to 15 percent will be reimbursed. Expenses for which City officials or City staff members receive reimbursement from another agency are not reimbursable.

Cash Advance Policy

From time to time, it may be necessary for an official or City staff member to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such request for an advance should be submitted on a Travel/Training Authorization form and forwarded to the City Administrator for approval with the following information:

1. The purpose of expenditure(s);
2. The benefits of such expenditure to the residents of City;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses); and
4. The dates of the expenditure(s).

Once approved by the City Administrator, the Administrative Services Director issues the cash advance check with a regularly scheduled check run.

Any unused advance must be returned to the City treasury within five business days of the official's or staff member's return, along with an expense report and receipts documenting how the advance was used in compliance with the expense policy.

In the event the Administrative Services Director is uncertain as to whether a request complies with this policy, such an individual must seek resolution from the City governing board.

Credit Card Use Policy

The City recognizes the bookkeeping advantages of credit cards in providing receipts for expenses in carrying out the business of the City. Toward the goal of having verifiable expense receipts, municipal credit cards are to be retained by the Administrative Services Director in a safe location. The Administrative Services Director maintains a log recording the dates, reason for use and signatures of the employees who use the credit cards. In addition, the City issues credit cards to authorized Directors or Managers to use for travel related expenses or for purchases that require payment by credit card. Refer to City Policy C-2006-01.

Expense Report Content and Submission Deadline

All cash advance expenditures, credit card expenditures and expense reimbursement requests must be submitted on an expense report form provided by the City.

Expense reports must document that the expense in question meet the requirements of this policy. For example, if the meeting is with a legislator, the local agency official should explain whose meals were purchased, what issues were discussed and how those relate to the City's adopted legislative positions and priorities.

Within 10 days of the conclusion of the official travel, an accounting, with documentation, of expenses is to be submitted to the Administrative Services Department.

Please note: Reimbursement to the City of the amount of any unused advance must be returned within 5 days as stated in the Cash Advance policy section, above.

Officials and City staff must submit their expense reports within 30 days of an expense being incurred, accompanied by receipts documenting each expense. Restaurant receipts, in addition to any credit cards receipts, are also part of the necessary documentation.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official or City staff member.

Audits of Expense Reports

All expenses are subject to verification that they comply with this policy.

Reports to Governing Board

At the following City governing body meeting, each official shall briefly report on meetings attended at City expense. If multiple officials attended, a joint report may be made.

Compliance with Laws

City officials and City staff members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

Violation of This Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official or City staff member to state and federal tax authorities, 4) civil penalties of up to $1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

City of Carmel-by-the-Sea
Travel & Training
Policy C2007-02

This policy has been established to provide uniform guidelines for proper, complete, and timely authorization and reimbursement of reasonable business travel expenses incurred by appointed officials and city employees who are authorized to officially represent the City at various conferences, meetings, conventions, seminars, and other functions.

This policy satisfies the requirements of Government Code sections 53232.2 and 53233.3

1. Authorized Expenses

A. Purpose

City funds must only be used for authorized City business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Communicating with representatives of regional, state and national government on City adopted policy positions;
2. Attending educational seminars and conferences designed to improve officials' and City staff's skill and information levels;
3. Participating in regional, state and national organizations whose activities affect the City's interests.

B. Pre-approval Process

Estimated travel-related expenses for city staff are pre-approved by the Department Director while the City Administrator approves requests and associated estimated expenses for Department Directors. Staff member submits a City of Carmel Request for Approval of Travel form to the Department Director or City Administrator for approval prior to incurring the expenses. All other expenditures require prior approval by the City governing body.

All expenses by officials that do not fall within the adopted travel reimbursement policy or the Internal Revenue Service reimbursable rates for travel, meals, lodging and other actual and necessary expenses shall be approved by the governing body in a public meeting before the expense is incurred.

The following expenses also require prior governing body approval:

1. International travel;
2. Expenses which exceed the annual limits established for each office holder; and
3. Expenses exceeding $5,000 per trip.

C. Non-authorized Expenses

Examples of personal expenses that the City will **not** reimburse include, but are not limited to:

1. The personal portion of any trip, such as the following:
   * Barber or beauty parlor services
   * Airline and other trip insurance
   * Personal postage, telephone calls or reading materials
2. Political or charitable contributions or events;
3. Family expenses, including partner's expenses when accompanying official or City staff on agency-related business, as well as children or pet-related expenses;
4. Entertainment expenses, including theater, movies (either in-room, in-flight or at the theater), sporting events (including gym, massage and/or golf related expenses), or other cultural events;
5. Non-mileage personal automobile expenses, including repairs, traffic citations, insurance or gasoline;
6. Personal loss incurred while on City business. Any questions regarding the propriety of a particular type of expense should be resolved by the approving authority before the expense is incurred.

2. Cost Control

To conserve City resources and keep expenses within community standards for public officials and City staff, expenditures should adhere to the following guidelines. In the event that expenses are incurred which exceed these guidelines, the cost borne or reimbursed by the City will be limited to the costs that fall within the guidelines.

3. Transportation

The most cost-effective and time-efficient form of transportation should be used.

A. Airfare

If traveling by air is the most efficient way to a destination, travel arrangements shall be made thru the enhanced California Statewide Travel Program offered through the California Department of General Services (CDGS) (http://www.dgs.ca.gov/travel). Airfares that are equal or less than those available through CDGS are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

B. Automobile

To ensure the most economical mode of transportation is used, a City vehicle should be used when available. If it is not feasible to use a City vehicle, automobile mileage is reimbursed at the Internal Revenue Service Standard Mileage Rate for the current year (http://www.irs.gov). These rates are designed to compensate the driver for gasoline, insurance, maintenance, and other expenses associated with operating the vehicle. This amount does not include bridge and

road tolls, which are also reimbursable. The Internal Revenue Service rates will not be paid for rental vehicles; only receipted fuel expenses will be reimbursed.

C. Car Rental

Approval of a rental vehicle must be authorized in writing on a travel advance request form which delineates the reason for the request. Costs associated with the rental of a vehicle are reimbursable when prior approval is received from the Department Director or City Administrator.

If a rental car is required, travel arrangements shall be made thru the enhanced California Statewide Travel Program offered through CDGS, (http://www.dgs.ca.gov/travel). Rental rates that are equal or less than those available through CDGS are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

D. Taxis/Shuttles

Taxi or shuttle fares may be reimbursed, including a 15 percent gratuity per fare, when a City, personal or rental vehicle is not used.

E. Parking

Parking fees associated with attendance at a class, seminar or conference are reimbursable when accompanied by a receipt. When parking at an airport, long-term lots must be used. Parking that is charged by a hotel must be detailed on the lodging statement.

4. Lodging

Room reservations should be made with the hotel associated with the class, seminar or conference. Lodging costs shall not exceed the maximum group rate published by the conference or activity sponsored, provided that lodging at the group rate is available at the time of booking. In the event the associated hotel or group rate is unavailable or there is no associated hotel, room reservations shall be made thru the enhanced Statewide Travel Program offered through CDGS, (http://www.dgs.ca.gov/travel). Room rates that are equal or less than those available through CDGS are presumed to be the most economical and reasonable for purposes of reimbursement under this policy.

5. Meals

A. Reimbursable Expenses

Meal expenses and associated gratuities (up to 15%) will be reimbursed at actual cost, not to exceed the maximum amounts considered for reimbursement based on the current federal GSA Guidelines for daily meals and tips and in accordance with the Internal Revenue Service reimbursable rates. Reimbursement for meals can only be claimed when accompanied by a receipt. The meal per diem rate includes taxes and tips, these will not be reimbursed separately.

B. Non-reimbursable Expenses

Meals that are included in the registration fee for a seminar, class or conference shall not be included for reimbursement in the total number of meals for a trip.

Any amount not utilized on the per diem schedule for a specified meal (breakfast, lunch or dinner) may be used for other meals on the same day.

Unauthorized expenditures, where reimbursement will not be allowed, include, but are not limited to the following:

1. The City will not pay for alcohol/personal bar expenses.
2. Expenses of a spouse or other person(s) who are not municipal representative, except as described.
3. Meals incurred locally, not related to seminars or training.

6. Telephone/Fax/Cellular/Internet

Telephone/Fax/Cellular/Internet bills for City-related business purposes are a reimbursable expense. Personal telephone calls are not a reimbursable expense.

Reimbursement for these items can only be claimed when accompanied by a receipt, such as a detailed lodging statement.

7. Incidentals

The GSA provides a daily fee of $5.00 for incidentals. Per the GSA incidentals include, but are not limited to, fees and tips given to porters, baggage carriers, and hotel staff. A receipt is not required for these items.

8. Cash Advance

From time to time, it may be necessary for an official or City staff member to request a cash advance to cover anticipated expenses while traveling or doing business on the City's behalf. Such a request for an advance should be submitted on a City of Carmel Request for Approval of Travel form and forwarded to the Department Director or City Administrator for approval with the following information:

1. The purpose of expenditure(s);
2. The benefits of such expenditure to the residents of the City;
3. The anticipated amount of the expenditure(s) (for example, hotel rates, meal costs, and transportation expenses; and
4. The dates of the expenditure(s).

Once approved by the Department Director or City Administrator, the Finance Department will issue the cash advance check with a regularly scheduled check run.

Any unused advance must be returned to the City treasury within five (5) business days of the official's or staff member's return, along with a City of Carmel Travel Claim form and receipts documenting how the advance was used in compliance with the expense policy.

9. **Cash Advance – Peace Officer Standards and Training (POST)**

Employees of the Carmel Police Department, who are participating in POST approved training, shall be issued a per diem check prior to the training to cover meal expenses. This per diem shall be based on the current POST Guidelines for daily meal reimbursement. Employees shall complete a City of Carmel Request for Approval of Travel – POST Training form and check the box for a cash advance with the amount required. This form along with a Purchase Order needs to be submitted to Finance no later than two weeks prior to the training for processing and check issuance. This form should also include any other expenses that will be incurred during training; hotel, mileage, fuel, etc.

Upon returning from training, the employee shall complete a City of Carmel Travel Claim –POST Training form and attach all receipts and forward to Finance. The Per Diem advance shall be recorded under the column Pre-Paid. An employee will not be paid again for expenses covered under the Cash Advance.

10. **Expense Report Content and Submission Deadline**

All cash advance expenditures, credit card expenditures and expense reimbursement requests must be submitted within 30 days of the conclusion of the official travel on a City of Carmel Travel Claim form and forwarded to the Finance Department for processing. A copy of the class, seminar or conference agenda must be attached to the Travel Claim form along with all receipts.

Inability to provide such documentation in a timely fashion may result in the expense being borne by the official or City staff member.

All expenses are subject to verification that they comply with this policy.

11. **Reporting by Officials**

Members of the legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.

12. **Compliance with Laws**

City officials and City staff members should keep in mind that some expenditures may be subject to reporting under the Political Reform Act and other laws. All agency expenditures are public records subject to disclosure under the Public Records Act and other laws.

13. Violation of This Policy

Use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to the City, 3) the agency's reporting the expenses as income to the elected official or City staff member to state and federal tax authorities, 4) civil penalties for misuse of public resources pursuant to Government Code Section 8314, currently up to $1,000 per day on which a violation occurs and three times the value of the resources used, and 5) prosecution for misuse of public resources pursuant to Section 424 of the Penal Code.

PROCEDURE FOR AUTHORIZATION

To obtain approval for attending various conferences, meetings, conventions, classes and seminars involving overnight accommodations, the following procedures must be followed:

1. Official/Employee must complete a City of Carmel Request for Approval of Travel form with estimated travel costs. A copy of the class, seminar or conference agenda/schedule shall be attached. This will show if any meals are included in the registration fee and should not be included in the estimated meal costs.
2. Department Director validates that requested training is appropriate, verifies that budgeted funds are available and approves or denies the request. If Department Director is requesting travel, the City Administrator will approve or deny the request.
3. Employee or designee will register for class, seminar or conference and complete travel arrangements. Accommodations not associated with the event, airfare and rental car reservations shall be made thru the California Statewide Travel Program offered through CDGS, (http://www.dgs.ca.gov/travel).

POST Training

1. Employee must complete a City of Carmel Request for Approval of Travel – POST Training form with amounts requested for meal per diem cash advance and other estimated travel costs. A copy of the class, seminar or conference agenda/schedule shall be attached. This will show if any meals are included in the registration fee and should not be included in the estimated meal costs.
2. Department Director validates that requested training is appropriate, verifies that budgeted funds are available and approves or denies the request. If Department Director is requesting travel, the City Administrator will approve or deny the request.
3. Employee or designee will register for class, seminar or conference and complete travel arrangements.
4. Submit City of Carmel Request for Approval of Travel – POST Training form with required Cash Advance amount to Finance no later than two weeks prior to training for processing and check issuance.

PROCEDURE FOR REIMBURSEMENT

Within 30 days of returning from training, employee must complete a City of Carmel Travel Claim form for reimbursement.

1. Enter all expenses incurred per day while at training.
2. Attach all receipts.
3. In the "Reimbursement" column, total those items which were pre-paid (ex. Registration fees, airfare) and those that are "Due to Traveler."
4. Identify Account # to be charged.
5. Employee and Department Director sign and date the form.
6. Administrative Coordinator completes a Purchase Order for "Due to Traveler" reimbursement.
7. Completed Travel Claim form, receipts and Purchase Order are forwarded to Finance for processing.

POST Training

Within 30 days of returning from training, employee must complete a City of Carmel Travel Claim form for reimbursement.

1. Enter all expenses incurred per day while at training.
2. Attach all receipts.
3. In the "Reimbursement" column, total those items which were pre-paid (ex. Cash advance, registration fees, airfare) and those that are "Due to Traveler." Employees will not be paid twice for meals that were covered under the cash advance.
4. Identify Account # to be charged.
5. Employee and Department Director sign and date the form.
6. Administrative Coordinator completes a Purchase Order for "Due to Traveler" reimbursement.
7. Completed Travel Claim form, receipts and Purchase Order are forwarded to Finance for processing.

CITY OF CARMEL-BY-THE-SEA
REQUEST FOR APPROVAL OF TRAVEL

Date:

Traveler's Name:	Department & Title:	Phone Number & E-mail
Conference/Seminar:	Location:	Dates of Travel:
Trip Justification:		

Estimated Expenses:

Registration Fee	Airfare & Baggage Fees	Rental Car	Fuel	Lodging & Fees	Breakfst $17.00	Lunch $18.00	Dinner $34.00	Parking	Incidentals $5.00	Mileage for Private Car		Total Trip Costs
										Miles	Amount	
					$0.00	$0.00	$0.00		$0.00		$0.00	$0.00

City Vehicle to be Used: No Yes

Cash Advance Requested: No Yes Amount: $

Employee: _____ Date: _____

APPROVED:
Director: _____ Date: _____

APPROVED:
City Administrator: _____ Date: _____

CITY OF CARMEL-BY-THE-SEA

TRAVEL EXPENSE CLAIM

Traveler's Name:	Department & Title:	Phone Number & E-mail:
Conference/Seminar:	**Location:**	**Dates of Travel:**

TRAVEL EXPENSES														Reimbursement	
Date	Registraton Fee	Airfare & Fees	Parking Fees	Rental Car	Fuel	Lodging	Breakfast	Lunch	Dinner	Incidentals	Mileage for Private Car		Total Trip Costs	Pre-paid	Due to Traveler
											Miles	Amount			
												$0.00	$0.00		
												$0.00	$0.00		
												$0.00	$0.00		
												$0.00	$0.00		
												$0.00	$0.00		
TOTALS	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	0	$0.00	$0.00	$0.00	$0.00

City Vehicle Used: No Yes Account #

Enter all trip expenses including any pre-paid expenses (ex. registration fees on Cal-card) attach seminar/conference agenda and reciepts.

I HEREBY CERTIFY: a) that I received authorization to travel; b) this travel was necessary to conduct official business; c) expenses are true and accurate in accordance with the City of Carmel-by-the-Sea Travel Policy; d) I will not seek reimbursement from any other source; e) if requesting mileage reimbursement, I have a completed Vehicle Policy on file.

Traveler's Signature: _____ Date: _____

I HEREBY CERTIFY: That a) I have authorization to approve travel in accordance with the City of Carmel-by-the-Sea Travel Policy; b) I ensure expenses are ordinary, reasonable, not extravagant, necessary, and supported by a business purpose or justification, as appropriate; c) Expenses are in accordance with City of Carmel Travel Policy.

Department Director's Signature: _____ Date: _____

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Carmel (City) Beach Closure, Evacuation, and Tsunami Plan	***Policy/Procedure No:*** C03-03
Effective Date: 1 April 2003	***Authority:*** Resolution No. 2003-43

Purpose:
To establish guidelines and an administrative process governing the declaration and implementation for an emergency beach closure.

Policy/Procedure:
As fully set forth in the policy document attached and Annex P of the City of Carmel-by-the-Sea Emergency Operations Plan.

Responsible Party: City Council

Department of Origin: Public Safety

Revision Dates:

Rescinded Date:

City Administrator Approval:

Signature *Date*

CITY COUNCIL POLICY NO. C03-02
EXHIBIT "A"

GUIDELINES FOR EMERGENCY BEACH CLOSURE

Any City employee who becomes aware of an existing or potential shoreline condition (this includes any condition on Scenic Road or any property West of Scenic Road including, but not limited to the beach slope), that threatens the public safety, health, or welfare of persons on the beach or shoreline, shall immediately notify their respective Supervisor. The Supervisor shall notify his/her respective Department Director who in turn will notify the Chief of Police. Upon notification to the Chief of Police, the Chief will convene a meeting of the "Beach Emergency Action Committee" (BEAC), which is comprised of the following Department Directors or their representative(s):

Assistant City Administrator	City Forester	Police Chief
Fire Chief	Public Works Director	

The role of BEAC is to assess the information and circumstances causing concern for the public and possible beach closure. Typical sources of information or agencies BEAC might consult include but are not limited to any of the following:

National Weather Service	831-656-1725
County Offices of Emergency Services	831-796-1900
County Office of Health Department	831-755-4500
County Office of Water Resources Agency	831-755-4860
Other Governmental Agencies as Appropriate	
Monterey Herald	831-372-0755
Carmel Pine Cone	831-624-0162

If, in the opinion of BEAC the beach or parts of the beach should be temporarily closed in the interest of public safety, health and welfare, a recommendation to activate the Emergency Beach Closure Plan ("PLAN") shall be made to the City Administrator, or his designee. The Police Chief shall maintain a file containing the supportive documents or information relating to the recommendation to close the beach. Upon approval by the City Administrator, the PLAN shall be activated as follows:

1. The City will take reasonable action(s) to ensure the public is notified of the beach closures by:

   a) The Police Chief, or his designee, notifies the Public Works Department to post the beach as closed as recommended by BEAC. Public Works will post standardized temporary signs, markings, or other devices in a manner and location that are approved by BEAC. Additional information concerning the locations for posting signs is contained at the end of this document.

   b) The Police Chief, or his designee, prepares and distributes a press release that notifies the public and all City Staff (via Email), of the decision to close the beach.

2. As time permits, all field personnel from the Police Department and with the assistance of the Fire Department and Public Works Department will periodically monitor the beach and enforce the beach closure by authority of 409.5 California Penal Code.

3. All field personnel from the Police, Fire, and Public Works Departments will, as time permits, monitor the beach closure area to ensure signs and markings are maintained to the best extent possible. Signs, markings, etc, that are down, obscured, or otherwise missing, shall be promptly reported to Public Works for repair.

DEACTIVATION:

The Police Chief and other members of BEAC will monitor the status of the beach closure and meet as necessary to discuss deactivation of the emergency beach closure plan. If, in the opinion of BEAC, the need for maintaining a beach closure no longer exists, the Police Chief will make a recommendation to the City Administrator, or his/her designee, to deactivate the PLAN. Upon approval of PLAN deactivation, the Public Works Department will remove beach closure signs, markings, and other devices.

VEHICLE ACCESS POINTS:

The primary vehicle access point to the beach is located at Scenic and 8th. If the beach is inaccessible at this location due to high surf or other hazardous conditions, an alternative access point will be staged at Del Mar Beach.

SIGN POSTING LOCATIONS:

In the event the PLAN is approved to initiate an entire beach closure, the following locations represent the desired minimum sites where standardized BEAC approved signs and/or barricades are to be posted. If a localized point of the beach is identified for closure, the above referenced signs will be posted at locations to be determined appropriate by the BEAC.

Minimum sites to be posted for full beach closure:

1. 4th Ave. access easement at Sand and Sea
2. W/S San Antonio 75 feet south of 4th Ave.
3. Del Mar parking lot (3) placed west of the lot pavement evenly spaced between the restroom and the pump station at the south end of the lot
4. 8th Ave. stairway
5. Emergency access south of 8th Ave
6. Handicap access south of 8th
7. 9th Ave. stairway
8. North 10th Ave. stairway
9. South 10th Ave. stairway
10. 11th Ave. stairway
11. 12th Ave. stairway

12. 13th Ave. stairway
13. Santa Lucia stairway
14. Martin Way stairway

CARMEL (CITY) BEACH CLOSURE, EVACUATION, AND TSUNAMI POLICY
Policy C03-03

General

This policy provides a general plan for the closure and evacuation of the Carmel-by-the-Sea (City) Beach in the event of a Tsunami Watch/Warning, Coastal Flooding Watch/Warning, High Surf Watch/Warning, or any other natural or manmade phenomenon requiring the timely evacuation of the beach to preserve live and property.

Carmel (City) Beach

Carmel Beach defines the western boundary of the City and is approximately 0.9 miles in length. Bordering on Carmel Bay, it is popular with tourists and local citizens alike. Numerous homes border and/or overlook the Beach. During periods of warm, pleasant weather and holidays, the Beach can be used by thousands in a given day. Access to the Beach is restricted to well-defined entry points and stairways. Although not known for the highest local wave sets, the Beach is popular with local surfing enthusiasts.

Concept of Operations

Several natural phenomena have the capacity to cause conditions that would warrant closure of the Carmel-by-the-Sea Beach as a protective measure to preserve life and/or property. These include, but are not limited to, the following:

- High surf/swell conditions caused by high winds and/or storm surge
- Very high tides.
- A combination of the two conditions above.
- An official tsunami warning, an official tsunami advisory, or a natural tsunami warning.
- Pollution or contaminants in the water.
- Potentially dangerous sea life such as jellyfish or a shark attack.

Alerts, watches, or warnings of these conditions may be received by the City from several sources, including:

- Emergency Bulletins from the Monterey County Operational Area Emergency Operations Center.
- Emergency notifications from the California Emergency Services Agency (CALEMA) or the Coastal Region, CALEMA.
- Advisories, watches, and/or warnings issued by the National Weather Service or the West Coast and Alaska Tsunami Warning Center.
- Emergency bulletins, contamination notices, or beach closure notices issued by the Monterey County Department of Health.
- On scene observations by City employees or other qualified personnel.

Safety of Personnel

Emergency situations associated with the ocean can pose distinct safety risks for responding personnel as well as beachgoers. Safety will be the primary consideration in any response to an ocean emergency event. Incident Commanders should ensure that all safety precautions are in place and implemented during any response. Accountability procedures for personnel will be established prior to personnel venturing onto the Beach. Personnel will be recalled from the Beach in the event dangerous conditions threaten their safety.

Operational Responsibilities

When information is received from any source that the safety of citizens on or in the vicinity of the beach may be jeopardized, the following actions will be taken:

On-Duty Police Watch Commander

- Gather all information and details on the situation.
- Notify and brief the Director of Public Safety.
- Alert off duty personnel to the possible need to report for emergency duty.
- Provide on-scene Incident Commander and establish the Incident Command Post (ICP) at the Ocean Avenue Beach Parking Lot.
- Assess the situation with on-duty personnel.

Director of Public Safety

- Direct the activation of additional personnel resources, if required.
- Notify the City Administrator and provide all details regarding a potential closure of the Beach.
- Recommend activation of the CEOC, if required.
- Direct the closure of the Carmel Beach if directed.
- Position fire service and law enforcement personnel to ensure non-entry into the Beach.
- Clear all private vehicles from parking areas adjacent to the Beach.
- Provide traffic control and direction in the vicinity of the Beach.
- Continue to assess the situation to determine if an actual emergency exits.
- Ensure that the Monterey County Office of Emergency Services or the Monterey County Operational Area EOC is informed of the situation and the actions taken by the City.
- Ensure allied Governmental Agencies are notified as appropriate, including but not limited to: Monterey County Health Department, Water Resources Agency, California Coastal Commission (Coastal Office).

Beach Evacuation and Closure Guidelines

- The Carmel City Beach may be evacuated and closed in the interest of public safety, health, and welfare. Decisions to evacuate/close the beach, or parts thereof, should be supported by information that would reasonably warrant the City to consider such action as reasonable and necessary.
- Facilitating an emergency beach evacuation/closure is subject to the following process:

- Director of Public Safety (or designee), or a management representative of Public Works, or Fire Department, or Forestry recommends to the City Administrator (or Designee) to close the Carmel City Beach and reasons supporting the request.
- City Administrator reviews the request for beach closure and if approved, the following actions will occur.
- The Director of Public Safety, or designee, will take the following actions as necessary and appropriate for the situation:
    - Direct the evacuation of the beach using all available City field personnel as appropriate; this includes police, fire, public works, and forestry/beach personnel as needed. Off duty personnel may be summoned to assist if needed. Allied agencies may be requested to assist via mutual aid: Monterey County Sheriff's Office, California Highway patrol, and California State Parks, other local police departments, and Fish and Game.
    - Notify the Public Works Department to post standardized signs at the Del Mar Beach area and beach stairways as necessary.
    - Prepare and distribute a press release notifying the public, the Chamber of Commerce, the Carmel Innkeeper's Association and all City staff of the decision to close the beach.
    - Activate the Alert Monterey County system to make notification(s) as appropriate.
    - Notify allied government agencies as necessary, including but not limited to: Monterey County Office of Emergency Services, the Monterey County Health Department, Water Resources Agency, the Coast Guard, the California Coastal Commission, and Monterey Bay Marine Sanctuary.
    - Staging appropriate personnel as necessary to monitor the beach access points and restrict access; ensure closure signs are maintained.

City Administrator

- Direct closure of the Beach. (The final authority to close the Beach rests with the City Administrator or his/her designee.)
- Notify the Mayor and City Council.
- Provide liaison with the media until the CEOC Public Information Section Chief is activated.

Fire Chief

- Prepare to activate off-duty personnel if warranted.
- Assist law enforcement personnel in closing the Beach and enforcing non-entry.
- Assist in traffic control and direction as required.

Public Services Director

- Mobilize personnel as required.
- Provide and position "Beach Closed – No Access" signs and barriers at teach Beach entrance. The following minimum sites will be posted for full Beach closure:
  - Fourth Avenue access easement at Sand and Sea.
  - W/s San Antonio 75 feet south of Fourth Avenue.
  - Del Mar Parking Lot (3) placed west of the lot pavement evenly spaced between the restroom and pump station at the south end of the lot.
  - Eighth Avenue Stairway.
  - Emergency Access south of Eighth Avenue.
  - Handicap Access south of Eighth Avenue.
  - Ninth Avenue Stairway.
  - North Tenth Avenue Stairway.
  - South Tenth Avenue Stairway.
  - Eleventh Avenue Stairway.
  - Twelfth Avenue Stairway.
  - Thirteenth Avenue Stairway.
  - Santa Lucia Stairway.
  - Martin Way Stairway.
- Assist the Incident Commander as required.
- Place heavy equipment resources on standby as necessary.
- Block Beach access streets as required.

Tsunami Related Considerations

- "Tsunami Ready"
  The City of Carmel-by-the-Sea is actively pursuing the NOAA designation of "Tsunami Ready", but has not achieved this status as of the approval of this plan. When obtained, the plan will be revised to reflect that status.

- General
  While the likelihood of a tsunami impacting the City is relatively low, the potential for damage and threats to live could conceivably go beyond the immediate Beach. Depending on the forecast height of the "run-up" of the tsunami, evacuation of homes and structures immediately inland from the Beach may be warranted. Careful consideration should be given by the Director of Public Safety and/or Incident Commander to the details of the tsunami warning to ascertain the height of "run-up." "Run-up" is defined as the height above sea level expressed in feet that tsunami generated waves will reach. If a "run-up" of twenty feet is predicted, it would be prudent to evacuate all areas and structures less than twenty feet above sea level.

  Most tsunamis that have affected the Monterey Peninsula area have been generated by earthquakes occurring in the Aleutian Island are of Alaska, the Cascadia Subduction Zone off the Southern Oregon Coast, or off the Chilean Coast of South America. Tsunami warnings that result from earthquakes in these areas usually provide ample time to generate warnings and to take protective actions. Tsunamis generated in these areas will take several hours to reach the Monterey Bay Area.

However, earthquakes that could occur offshore in the Monterey Bay will not permit sufficient time to provide a warning. Any tsunami generated by this type of even could reach the shoreline in a matter of minutes. Should a strong earthquake be felt in the City, immediate action would be warranted to evacuate the Beach. Should waters offshore of the Beach be observed to recede to an unusually low level, this is a strong indication of an impending tsunami. Immediate evacuation of the Beach should be undertaken as quickly as possible.

RESOLUTION 2016-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RESCINDING CITY COUNCIL POLICIES/PROCEDURES C89-57: PROCLAMATIONS; POLICY C03-04: UNSUNG HEROES PROGRAM; AND POLICY A92-01: USE OF CITY-OWNED CELLULAR TELEPHONE AND ANCILLARY "GO PACK" EQUIPMENT.

WHEREAS, City Council developed a formal Policy and Procedure Manual in March 1989; and

WHEREAS, the current City Council has identified one of its 2015 goals to commence updating the Policy and Procedure Manual; and

WHEREAS, staff has identified three Policy/Procedures that are outdated and should be rescinded;

WHEREAS, these three policies are part of the continued effort to update the Policy and Procedure Manual.

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

1. Adopt a Resolution rescinding City Council Policies/Procedures C89-57: Proclamations; Policy C03-04: Unsung Heroes Program; and A92-01: Use of City-owned Cellular Telephone and Ancillary "Go Pack" Equipment.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

SIGNED: ATTEST:

Jason Burnett, Mayor

Ashlee Wright, City Clerk

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Proclamations	***Policy/Procedure No:*** C89-45
Effective Date: 2 May 1989	***Authority:*** Resolution No. 89-57

Purpose:
To establish guidelines on requests to adopt City proclamations.

Policy/Procedure:
As set forth fully in the policy document attached.

Responsible Party: City Council

Department of Origin:

Revision Dates:

Rescinded Date:

City Administrator Approval:

Signature *Date*

City Council
City of Carmel-by-the-Sea

Resolution No. 89-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OFCARMEL-BY-THE-SEA APPROVING A CITY POLICY ON PROCLOMATIONS

WHEREAS, on April 2, 1989, the City Council passed Resolution No. 89-33 adopting a Rules and Procedures Manual; and

WHEREAS, new procedures, approved by a majority of the City Council, will be added to the manual from time to time;

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

1. That proclamations, carrying with them the implication of governmental authority, shall be related solely to municipal activities.
2. Direct the City Clerk is to add Resolution No. 89-57 to the Policy and Procedures Manual.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of May, 1989, by the following roll call vote:

AYES: COUNCIL MEMBERS: Fischer, Laiolo, White, Wright, Grace

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

SIGNED,

Jean Grace

JEAN GRACE, MAYOR
City of Carmel-by-the-Sea

ATTEST:

Jeanne Brehmer

Jeanne Brehmer, City Clerk

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Unsung Heroes Program	***Policy/Procedure No:*** C03-04
Effective Date: 1 April 2003	***Authority:*** Resolution No. 2003-51

Purpose:
To amend procedures for the Unsung Heroes Program.

Policy/Procedure:
As set forth fully in the policy document attached.

Responsible Party: City Council

Department of Origin: City Council

Revision Dates:

Rescinded Date:

City Administrator Approval:

Signature *Date*

Unsung Heroes Program

Background

Established: August 7, 1990 and revised by the City Council on April 1, 2003.

Purpose: Publicly acknowledge residents of Carmel-by-the-Sea who make contributions for the betterment of the City.

Authorization: The City Council authorized the initiation of an "Unsung Heroes" Program to solicit from the community the names of those neighbors who quietly go about making Carmel-by-the-Sea a better place to live. The individuals who are selected are acknowledged annually at the Appreciation Event.

Committee Membership

Brown Act: The City Attorney has determined that, due to the natures of its work, the Unsung Heroes Committee is exempt from the requirements of the Brown Act. The meetings are not open to the public; no noticing is required.

Membership: The Committee is composed of five members who are appointed by the Mayor. The Chairman, who is represented by a Council member, is also appointed by the Mayor. Committee members will serve for two years.

Staff Support: A member of the administrative staff will attend the Committee meetings, prepare the certificates for those chosen, send letters of acknowledgement to those who were selected and to everyone who submitted a nomination, regardless of whether their candidate was chosen. The letters reference only the names of those actually chosen for the award.

The Process:

Early April: Chairman convenes the Committee at City Hall.

Mid April: Staff support prints the approved flyers. These flyers are posted at the usual city locations: City Hall, Library, Post Office, City Departments. A press release announcing the search for Unsung Heroes is sent by the Chairman to the local paper and posted on the City website.

May 30: Deadline for receipt of nominations.

Early June: Committee convenes to read the nominations and to select those to be honored. Nominations for Unsung Heroes come from various sources – committee members, staff, employees and the public. The nominees must be residents of Carmel-by-the-Sea or must have performed the service in Carmel-by-the-Sea. If the nominee's name is put forth by a family member, or by someone who is not a resident, a second endorsement must be submitted. In an effort to make the award really special the Committee aims for only one or two Unsung Heroes. The Chairman writes a memo to the Mayor announcing the name(s) of those who have been chosen.

After the Appreciation Event, the Chairman sends a press release to the local papers announcing the winner(s).

Award Ceremony:

At the City Appreciation Event, the Mayor presents the Unsung Hero(s) with a Certificate of Appreciation and flowers or candy. If members of the audience wish to present items of recognition, this must be done after the ceremony.

Note: If the Committee feels no nominee is qualified, there need be no selection/recognition that year.

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Use of City-owned cellular telephones and ancillary equipment	***Policy/Procedure No:*** A92-01
Effective Date: 12 March 1992	***Authority:*** City Administrator

Purpose:
To define the parameters for the use of the City's emergency response cellular telephones and ancillary equipment.

Policy/Procedure:
As set forth fully in the policy document attached.

Responsible Party:
Department Directors and assigned staff in all departments possessing cellular phone equipment.

Department of Origin: Administrative Services

Revision Dates:

Rescinded Date:

City Administrator Approval:

Signature *Date*

City of Carmel-by-the-Sea

Policy No. A92-01

USE OF CITY-OWNED CELLULAR TELEPHONE EQUIPMENT

The City's cellular telephone equipment is intended for use only in emergency or disaster situations. For the purpose of this Policy, "emergency or disaster situations" shall include, but are not necessarily limited to, the following:

- Civil disobedience/riot;
- Costal incident;
- Earthquake;
- Fire;
- Flood;
- Hazardous materials incident;
- Hostage-taking/barricaded subject;
- Plane crash;
- Severe storm;
- Tsunami;
- Vehicle accidents involving major or multiple injuries, extensive property damage, or other circumstances that require prolonged or complex operations;
- During Police investigations in which no other means of communication are available.

Cellular telephones and related components are intended to be used for City business and business-related purposes in the event of emergency or disaster.

The equipment will be stored at assigned departments and will be issued to Department Directors or staff assignees. Each assigned staff member shall be responsible for testing the operational integrity of the equipment on a regularly scheduled basis (monthly).

Authorization and assignment for use of the equipment must be obtained from the Department Director or senior person on duty in the departments assigned the specific cellular equipment.

Both the Department Director and the person receiving the equipment shall inspect it to insure that it is in good working order, both at the time of issuance as well as the time of return. Equipment utilized will be recorded in a long and will be identified by telephone number, serial number, or other appropriate method.

The City Department using cellular phone equipment shall be responsible for actual telephone time and charges billed for its use. Repairs necessitated by damage caused during Departmental use will be undertaken by the Department of Administrative Services and billed to the appropriate City department.

In addition to City staff, elected or appointed members of City government who are members of the Emergency Operations Center staff, may be assigned to use the cellular equipment under the circumstances and rules described herein.

Audit of Cellular Telephone Use and Expenses

All City departments' assigned cellular telephones shall submit monthly all records of usage and corresponding billings to the Department of Administrative Services for review and processing.

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1078
January 4, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Mike Branson, City Forester
SUBJECT:	Accept a grant from the Monterey Peninsula Regional Park District for Forest Hill Park Improvements and Approve Adjustments to the Fiscal Year 2015-16 Budget.

AMOUNT OF EXPENDITURE	$ 12,500
AMOUNT BUDGETED	$ 0
APPROPRIATION REQUIRED	$ 12,500

RECOMMENDATION

1. Adopt the resolution accepting the grant and its conditions from the Monterey Peninsula Regional Park District for Forest Hill Park Playground Improvements for $12,500.
2. Authorize the creation of a capital improvement project for the Forest Hill Park Improvements.
3. Approve an adjustment to the Fiscal Year 2015-16 Budget to recognize unanticipated revenues and an increase in expenditures of $12,500.

SUMMARY

The City submitted a request for $25,000 for improvements around the playground area of Forest Hill Park. The Monterey Peninsula Regional Park District (MPRPD) has awarded a grant of $12,500 to fund some of the recommended improvements. The grant expires on December 31, 2016 and permanent recognition signage is required. Recognition for this grant will be attached to the existing recognition sign from previous grants from the MPRPD. The improvement projects that have been identified are: (1) replacement of the wood border around the play area and benches; (2) a new bark surface for the entire playground; and (3) renovation of the pathway around the playground. These projects will improve the safety of park users, beautify the park and reduce maintenance requirements.

PRIOR CITY COUNCIL ACTION

The City Council authorized submittal of a grant application to the MPRPD during the September 1, 2015 regular meeting.

ATTACHMENTS

1. MPRPD grant award letter.
2. MPRPD grant agreement.
3. MPRPD grant guidelines.
4. Carmel grant application.
5. Resolution Accepting the Grant and Adjusting the FY 2015-16 Budget

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/28/2015

Attachment 1

Monterey Peninsula Regional Park District
60 Garden Court, Suite 325 • Monterey, California 93940-5341

BOARD OF DIRECTORS
Kelly Sorenson – Ward 1
ksorenson@mprpd.org
Marina, northern Ft. Ord

Shane Anderson – Ward 2
shanea@mprpd.org
Seaside, northern Sand City, southern Ft. Ord

Katie Pofahl – Ward 3
kpofahlmprpd@gmail.com
Monterey, southwest Seaside, southern Sand City, Del Rey Oaks

Kathleen Lee – Ward 4
klee@mprpd.org
Pacific Grove, New Monterey, northern Pebble Beach

John Dalessio – Ward 5
jrmaam@gmail.com
Carmel, Carmel Valley, Big Sur, southern Pebble Beach

GENERAL MANAGER
Rafael Payan, PhD
payan@mprpd.org

December 15, 2015

Mike Branson, City Forester
City of Carmel-by-the-Sea
PO Box CC
Carmel, CA 93921
mbranson@ci.carmel.ca.us

Re: MPRPD Parks, Open Space and Coastal Preservation Grant Award

Dear Mike:

The Board of Directors of the Monterey Peninsula Regional Park District is pleased to inform you that a total grant amount of $12,500 has been awarded to City of Carmel-by-the-Sea for the project listed below:

Project	Grant Award
Forest Hill Park Playground Improvements	$12,500

Enclosed is a grant agreement (G201516-02) for you to have signed and return. We will then sign the agreement and send a fully executed copy to you for your records. **Please pay special attention to the project deadline, December 31, 2016 and the recognition signage requirement.**

Congratulations on your successful grant application. We look forward to collaborating with you on funding for this beneficial community project.

Sincerely,

Shuran J. Parker
Shuran J. Parker
Administrative Services Manager

Attachments:
1) MPRPD Grant Agreement
2) MPRPD Grant Program Guidelines
3) Grantee Application

GRANT AGREEMENT BETWEEN
MONTEREY PENINSULA REGIONAL PARK DISTRICT
AND
CITY OF CARMEL-BY-THE-SEA

FOR FY2015-16 PARKS, OPEN SPACE AND COASTAL PRESERVATION GRANT PROGRAM

This Grant Agreement ("Agreement") is made and entered into as of this date: December 15, 2015, by and between the Monterey Peninsula Regional Park District ("District"), a California Special District, and the City of Carmel-by-the-Sea ("Grantee").

RECITALS

WHEREAS, the District has made funding available from proceeds of the Parks, Open Space and Coastal Preservation Assessment District Fund; and

WHEREAS, the Grantee has submitted an executed application ("Grantee Application") to the District for said grant funds for FY2015-16 which application is incorporated herein by reference as if fully set forth herein; and

WHEREAS, the District has approved the Grantee Application and now desires to make a grant of funds to the Grantee, pursuant to the terms of this Agreement, to carry out the project ("Project") as described in the Grantee Application; and

WHEREAS, any environmental, administrative and legal clearances required to be obtained prior to the District's release of grant funds to the Grantee, have been obtained.

NOW, THEREFORE, in consideration of these recitals, which are hereby fully incorporated into this Agreement, and the mutual covenants contained herein, the District and the Grantee agree as follows:

1. GRANT AMOUNT AND STATEMENT OF WORK

A. Scope of Project – The District has allocated grant funds to the Grantee in the maximum aggregate amount of $12,500 to be used for the eligible costs associated with the project described as follows:

1. Forest Hill Park Playground Improvements

B. Eligible costs include labor, materials, equipment and other related project costs that the District may deem appropriate for reimbursement. Costs for normal maintenance and operations, administrative overhead, insurance and other ongoing costs are not eligible. Staff time is permissible only for public agencies, not-for-profit organizations, and supporting organizations as defined by the IRS.

C. MPRPD Objectives – The Grantee certifies that the activities carried out with Grant funds provided by the District to the Grantee under this Agreement will meet one or more of the priority objectives as outlined in the District Grant Program Guidelines attached.

D. Performance Monitoring – The District will monitor the performance of the Grantee in light of the project description, schedule and goals as outlined in the Grantee Application or as may be otherwise agreed by the District and the Grantee. Substandard performance, as determined by the District at its sole discretion, will constitute non-compliance with this Agreement. If action to correct such substandard performance is not taken by the Grantee within a reasonable period of time, but no later than 60 days

after being notified by the District, the District may suspend any pending disbursements of Grant funds or may, at its sole discretion, terminate this Agreement in the manner provided herein.

2. TERM OF AGREEMENT

The Grantee shall complete the Project as outlined in the Grantee Application on or before **December 31, 2016**. This agreement shall expire on the date the District remits the last reimbursement payment to the Grantee pursuant to this Agreement.

Every effort shall be made by the Grantee to complete the Project within the identified time frame. If the Grantee does not complete the Project within the identified time frame, or Grant funds are no longer needed for the project awarded, the District will have no further obligation to disburse Grant funds to the Grantee under this Agreement and may reallocate the Grant funds not yet drawn to another eligible project.

3. DISBURSEMENT OF FUNDS

The District shall reimburse the Grantee with grant funds for eligible Project costs. The District has no obligation to reimburse the Grantee for costs that are deemed to be beyond the scope of the Project as identified in the Grantee Application and/or this Agreement. In addition, the aggregate amount of the reimbursement paid to the Grantee shall not exceed the allocated Grant funds.

The Grantee shall submit a "Request for Disbursement" to the District to request reimbursement for eligible Project costs. Each request for reimbursement shall include documentation to verify that the expenditure of funds is consistent with the Grantee Application, as approved by the District. Prior to approving a request for reimbursement, the District will verify that the Grantee has met all applicable District regulations and guidelines. The District shall not provide any payments or reimbursement in advance of actual expenditures by the Grantee nor for any expenditures unrelated to the Project. (For certain hardship situations, the MPRPD Board may approve a Grantee's written request for payment of grant funds in advance of expenditure by the Grantee). Receipts, canceled checks, paid invoices including an itemized statement of all costs are samples of appropriate methods of reimbursement documentation.

The Grantee may request reimbursements on an as needed basis after this Agreement is approved and until the expiration date of this Agreement.

4. RECOGNITION SIGNAGE AND RETENTION

Ten percent (10%) of grant funds will be withheld from each request for disbursement. The final ten percent withheld will only be disbursed to the Grantee after permanently installed recognition signage, approved by the District, is in place. Where a project site exists, recognition signage shall be placed in a visible manner at that site. Where no project site exists, the Grantee will coordinate with the District to ensure that appropriate recognition is in place acknowledging the grant award.

Additionally, when possible, Grantee will recognize the District in collateral information and via broadcast, if broadcast or printed media is applicable and District recognition will be prominently posted on all related websites and social media.

5. NOTICES

Communication and correspondence related to this contract shall be directed to the following contract representatives:

DISTRICT: GRANTEE:

Shuran Parker
60 Garden Court, Suite 325
Monterey, CA 93940
parker@mprpd.org

6. LABOR, MATERIALS AND SUPPLIES

The Grantee shall furnish or coordinate the provision of all labor, materials and services and bear all expenses necessary to complete the Project as outlined in the Grantee Application. Under this Agreement, the District's only financial obligation to the Grantee is to disburse the Grant funds as allocated by the District to the Grantee under this Agreement.

7. RECORDS AND REPORTS

The Grantee shall, at a minimum, maintain the following records and reports to assist the District in complying with its record keeping requirements:

A. Documentation of all Grant funds received from the District;
B. Documentation of expenses as identified in the requests for reimbursement;
C. Any such other related records as the District shall require or as are necessary to document eligible Grant funds expenditure.

The Grantee shall maintain appropriate accounting records for the Grant funds provided by the District. District representatives shall have access to all books, documents, papers and records maintained by the Grantee in connection with the Project for the purpose of audit, review and evaluation, and shall retain such records for a minimum of five (5) years past the expiration date for this Agreement.

8. CHANGE IN USE OF FUNDS

Changes in the use of Grant funds must be approved in advance by the District Board of Directors. If the Grantee desires a change in the use of the Grant funds following approval of this Agreement, a written request must be submitted to the District for review by the Board of Directors. No change in use of Grant funds will be permitted by the District without prior formal approval by the District.

9. NONDISCRIMINATION CLAUSE

The Grantee shall comply with all State and Federal laws regarding nondiscrimination in the provision of services and the equal opportunity employment of personnel.

10. SUSPENSION AND TERMINATION OF AGREEMENT

The District may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving said suspension or termination upon the Grantee with at least a ten (10) day prior written notice.

11. HOLD HARMLESS AND INDEMNITY AGREEMENT

The Grantee agrees to defend, indemnify, protect, and hold harmless the District, its officers, officials, employees, and volunteers from any third-party claims in connection with projects funded by the grant program and against any and all claims, demands, losses, defense costs or expenses, or liability of any kind or nature which the District, its officers, employees, and agents may sustain or incur or which may be imposed upon them for injury to or death of persons, or damage to property arising out of Grantee's actions or negligent or wrongful acts or omissions in performing or failing to perform under the terms of this Agreement, excepting only liability arising out of the sole negligence of the District.

12. ASSIGNMENT OF AGREEMENT

The Grantee shall not assign this Agreement or any monies due hereunder without the prior written consent of the District.

13. SUCCESSORS OR ASSIGNS

Subject to the provisions of the "Hold Harmless and Indemnity Agreement", all terms, conditions, and provisions hereof shall inure to and shall bind each of the parties hereto, and each of their respective heirs, executors, administrators, successors and assigns.

14. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of the Grantee warrants and represents that he/she has the authority to execute this Agreement on behalf of the Grantee and has the authority to bind the Grantee to the performance of its obligations hereunder.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed as of the day and year first written above.

DISTRICT:

_____
Rafael Payan, General Manager / Date

GRANTEE:

_____
Doug Schmitz, City Administrator / Date

Monterey Peninsula Regional Park District
Parks, Open Space and Coastal Preservation Grant Program

The Monterey Peninsula Regional Park District (MPRPD) Parks, Open Space and Coastal Preservation Grant program was established to assist public agencies, community groups, supporting organizations, and nonprofit organizations within the District by providing funding for capital improvements, coastal preservation, environmental education programs, and increased access to open space. Funding for the program is from the MPRPD Parks, Open Space and Coastal Preservation Assessment District revenues.

STATEMENT OF INTENT

The primary objective of the grant program is to provide funding for improvements or significant repairs/replacements at neighborhood community park facilities and open space areas within the District boundaries, and to encourage youth to utilize parks in a positive and meaningful way. The District recognizes the funding challenges facing local communities, particularly in the areas of parks and recreation. The aim of the District is to promote park and open space projects, and to provide funding assistance to local agencies and community groups for the improvement or development of park and recreation facilities, environmental education programming, and increased access to and use of open space areas.

Priority consideration of community and neighborhood parks and open space improvement projects that may be considered for funding include, but are not limited to, the following:

1. Projects that increase the safety of park users, particularly for use by young children, e.g., replacing older playground equipment with newer, safer, age-appropriate equipment;

2. Projects that enhance Americans with Disabilities Act (ADA) accessibility;

3. Projects that enhance public awareness and appreciation of parks, recreation and open space, such as trails, over-looks, benches and interpretive signage programs;

4. Projects that provide access to parks by youth in safe, positive and meaningful ways through education programs and other activities; and,

5. Projects that enhance coastal preservation efforts.

APPLICATION PROCESS

The application and funding award process will be kept simple, affording applicants flexibility and discretion, with minimal paperwork and bureaucracy. This will also allow the District to keep the administrative costs associated with the program to a minimum. The District shall develop and implement clear and concise criteria for, but not limited to: application qualifications detailing who can apply for a grant and what scope categories will be considered; detail standardized scoring criteria and respective scoring weight; detail the review, recommendation and award processes; highlight mandatory criteria such as the requirement to complete a project within one year from the date of award and potential penalties for failing to do so.

1. Qualified parties are defined as: public agencies; not-for-profit organizations; supporting organizations (as defined by the Internal Revenue Services); and citizen-based community groups or organizations. If the applicant does not have an Internal Revenue Service designation, an official signed and dated resolution must be provided from a fiscal sponsor such as The Action Council, or a sponsoring not-for-profit organization.

   Qualified parties shall complete and submit a District grant application form describing the project for which grant funding is sought. Projects may include facility development, significant repair and/or replacement related direct capital costs, science-based environmental education programming, and stabilization, rehabilitation or restoration of natural habitat. Costs for what may be deemed regular maintenance and operation, administrative overhead, insurance and other ongoing costs are not eligible. Staff time is permissible only for public agencies, not-for-profit organizations, and supporting organizations as defined in the paragraph above, though proposals that do not include such items may be considered and scored more favorably. If staff time is included in the grant request, justification as to their role, projected time involvement, and the nature as to why staff involvement is critical must be provided.

   Applications shall include, at a minimum, the following information:

   A. Governmental, not-for profit, or group information, including financials such as annual budget or most recent financial audit;

   B. Name and location of the proposed project;

   C. Brief description of the proposed project, including its scope items and its benefit(s) to the public and/or resource. Provide photos, maps and plans as appropriate;

   D. Describe any safety, accessibility, and open space improvements included in the project;

   E. If the proposal is being submitted by a public entity, not-for-profit organization, supporting organization, or by a group or organization on behalf of a public entity, attach an official resolution or letter of support from said public entity giving authorization to the body submitting the grant application on their behalf. Describe how the proposed project is consistent with the landowner's General Plan, parks and open space goals, and agency policies;

   F. Total cost of the proposed project and requested funding. Provide an itemized budget for each scope item indicating total costs of the proposed project, the amount requested from MPRPD and,

sources and amounts of any additional funds that are available for, or may supplement, the project. Each additional funding source shall have one of the following three descriptions: (1) Funding awarded; (2) Request submitted: favorable expectation afterward; (3) Request submitted: status unknown. In all cases, the source of the awarded or requested funding must be identified, including the nature of said organization or party providing the awarded or requested supplemental or matching funds, the amount, the approved scope item these funds can be applied towards, and the timeframe for their use. Proposals demonstrating awarded and/or requested supplemental funding or matching funds may receive greater consideration towards award. Although dedicated supplemental and/or matching funds are highly encouraged, they are not required.

G. Applicant must identify whether the project can successfully be phased in the event that only a portion of said project is awarded funding. Applicant must identify what scope items can successfully be completed in event only a portion of the funding is awarded;

H. The estimated anticipated long-term maintenance costs and a statement as to the landowner's ability and commitment to maintain the project for a period not less than 25 years for a capital improvement project, or through the reasonable life of a program, are required; and,

I. How the proposed project relates to the mission and goals of the Monterey Peninsula Regional Park District.

J. How the grant recipient will recognize the district for the financial contribution. Capital improvement, repair and replacement projects will require permanently installed signage, subject to the District's prior approval; programs will recognize the District in collateral information and via broadcast, if broadcast or printed media is applicable. The District's recognition will be prominently posted on all related websites and social media.

K. The District may hold pre-application meetings to inform prospective applicants of the application process. Applicants are strongly urged to attend the pre-application meetings.

2. Community organizations and groups may submit projects for consideration; however, the co-sponsorship of a public agency or incorporated not-for-profit is required. NOTE: Funds will be awarded to and managed by the co-sponsoring public agency or not-for-profit organization. Please see previous item 1A for additional instruction.

3. Only one project per agency, not-for-profit or group will be allowed.

4. Grant funds shall be spent within one (1) year of the award date. Projects should be designed to reflect this timeline.

5. Entities that have previously been awarded grant funding under this grant program must have fully and successfully completed the funded project within the previously awarded funding, and must have submitted a final report to MPRPD, as required, to be eligible for future awards.

6. Final reports should document community impact and include measureable results of the funded project.

GRANT AWARD

Grants will be awarded to public agencies, not-for-profit organizations, or groups irrespective of whether they reside or are based within or outside of the District's boundaries, if, and only if, the project for which funding is being requested and awarded are fully undertaken, executed, or provided within the District's boundaries.

Organizations that are successfully considered for grant awards will have submitted the most comprehensive and compelling grant application. Selection is based on meeting and (adherence to) grant objectives, the intention of the program, project location, public and/or resource benefit, goals, descriptions and demonstration of commitment for a successful and complete project completion within a one-year period beginning on the date of award, and the maintenance of the project for the duration of its service-life.

1. As a condition of agreement, the participating jurisdiction must indemnify the District for any third-party claims in connection with projects funded by the grant program.

2. The District will monitor project performance to ensure the project's compliance with the approved description, schedule and goals as outlined in the grant application and agreement. District staff may make site visits and/or requests for photographic or written updates from the grant recipient to track progress.

3. Payments for approved projects shall be made based on a reimbursement of actual costs. Advance payments will NOT be made by the District unless prior written approval is received from the MPRPD Board. The District will NOT reimburse any costs that are deemed to be beyond the approved project scope as identified in the grant application and agreement.

4. MPRPD funding for participating projects shall be recognized by the recipient through appropriate, permanent and applicable signage, as authorized and approved by the MPRPD Board of Directors. Such signage shall be considered a required component of all for capital improvement, significant repairs and replacement projects. Ten percent of the awarded grant amount shall be withheld pending proof of installed recognition signage. If the required recognition signage is not installed within thirty (30) days of the respective project's completion, the grant recipient's future grant requests and applications will not be considered until the required and MPRPD-approved signage recognizing the District is in place.

5. Grant funds which are not expended within one year or are no longer needed for the successful completion of the awarded project may be re-allocated by the District to another public agency, not-for-profit organization, or group for a qualifying project. Applicants are strongly urged to give careful consideration to their request and proactively manage project status to ensure all funds awarded are used within the prescribed one-year project time frame. No applicant shall be eligible for future funding until they have completed the previously funded project and submitted a final report to the District, as required.

MONTEREY PENINSULA REGIONAL PARK DISTRICT
PARKS, OPEN SPACE AND COASTAL PRESERVATION
COMMUNITY/NEIGHBORHOOD GRANT PROGRAM APPLICATION FORM
FISCAL YEAR 2015-16

SECTION ONE – EXECUTIVE SUMMARY

I. IDENTIFYING INFORMATION

Organization Name:	Contact Person/Title:
City of Carmel-by-the-Sea	Mike Branson, City Forester
Mailing Address:	**Contact Phone:**
P.O. Box CC, Carmel CA 93921	831-620-2073
Organization Executive/Title:	**Contact Email:**
Doug Schmitz, City Administrator	mbranson@ci.carmel.ca.us

II. TAX INFORMATION

Tax Status:

- ☐ 501(c)3 Public Charity
- ☐ 501 (c)3 Private Foundation
- ☒ City
- ☐ School District
- ☐ Other Public Agency
- ☐ Other (DESCRIBE):

IRS Employer ID#: 94-6000306

III. MISSION STATEMENT

Briefly summarize the mission of your organization:

The mission of the Public Works Department of the City of Carmel-by-the-Sea is to provide and maintain public services, facilities, and equipment as established and assigned by the City Council and State law that contributes to the health, safety, and well-being of the community and to do so in an efficient and cost effective manner that minimizes detrimental effects to the environment. The Public Works Department has three divisions: 1) Forest, Parks, and Beach; 2) Public Works; 3) Facilities. The Department is responsible for the maintenance of and improvements to the urban forest, all City parks, Carmel Beach, pavement, sidewalks, signage, storm drains, all City buildings, as well as the entire City vehicle fleet.

IV. Who You Serve

Projects must be of benefit to or located within MPRPD boundaries. Which MPRPD Ward(s) and geographic area(s) do(es) your project serve?

- ☐ Ward 1: Marina, northern Ft. Ord
- ☐ Ward 2: Seaside, northern Sand City, southern Ft. Ord
- ☐ Ward 3: Monterey, Del Rey Oaks, southwest Seaside, southern Sand City
- ☐ Ward 4: Pacific Grove, New Monterey, northern Pebble Beach
- ☒ Ward 5: Carmel, Carmel Valley, Cachagua, southern Pebble Beach, Big Sur

List the city(ies) and if possible, the neighborhood(s) that your grant project will serve:

City of Carmel by-the-Sea; Carmel Woods (Mtry. Co.); Hatton Fields (Mtry. Co.)

Section Two – Grant Project

I. Grant Request

Name of project for which requesting funding:

Forest Hill Park Playground Improvements

II. Project Objectives

Indicate which of the following objectives your project addresses:

- ☒ Increase the safety of park users, particularly young children
- ☐ Enhance accessibility to park and recreation facilities pursuant to Americans with Disabilities Act guidelines
- ☐ Enhance public awareness and appreciation of parks, recreation, and open space
- ☐ Provide access to parks by youth, in safe positive and meaningful ways through education programs and other activities
- ☐ Enhance coastal preservation

III. Project Summary

Briefly describe project, including why you need grant support, and how you plan to implement the project:

The proposed project consists of: 1) replacing the aging wood borders around the playground area and a new border outlining the pathways to prevent soil erosion onto the path; 2) a new playground-safe bark surface within the play area; 3) resurfacing the decomposed granite pathways to provide a safe and secure walking surface. This project is in the City 5-year capital improvement plan but is not yet funded. Grant support will help ensure the project gets completed in the near future. Implementation will entail the use of private contractors, city staff, and possibly volunteers for some segments.

IV. PROJECT DESCRIPTION

1. **Describe any safety, accessibility, and open space improvements included in the project:**

This project will improve the safety for the visitors to Forest Hill Park by having a new fall absorbing surface in the playground area, defining and stabilizing the pathways around the playground area, and replacing the old and degraded wood border around the playground.

2. **Describe how the project is consistent with the landowner's General Plan, parks and open space goals and policies:**

The City of Carmel-by-the-Sea General Plan's Public Facilities and Services Element has one goal: "G 6-1 - To recognize the unique social, cultural and recreational aspirations and activities which contribute to the vitality of Carmel-by-the-Sea; to provide a range of public and semipublic facilities and programs responsive to those aspirations; to provide public services to ensure each resident a safe, healthful and attractive living environment; to maintain both facilities and programs so as to exemplify the highest standards for the community." This goal fully supports the proposed improvements to the playground area.

3. **Discuss relevant partnerships and collaborations. NOTE: *Community organizations (i.e., neighborhood associations) must have public agency or not-for-profit co-sponsorship.***

No partnerships or collaborations for this project at the current time. The City has collaborated with community groups for other projects and will reach out to neighborhood groups and service groups for support.

4. **Explain why this work is important and how it meets the priorities of MPRPD:**

This project provide enhances the visitor enjoyment and use of Forest Hill Park. This park is the only park that has active recreational use components for use by the public - playground, BBQ's, and tennis courts. Carmel's other parks are used for more passive purposes.

Providing a diverse use park system in a community as small as Carmel has great value to the City residents and visitors and meets the large scale objectives of the MPRPD to enhance the publics enjoyment of local park resources.

V. Project Outcomes

What are the main outcomes you expect to see from your project? Please be as specific as possible in describing tangible results.

Desired results that can be expected from the projects are: improved safety to the users of the playground apparatus with the placement of a new bark safety surface, enhanced visual aesthetics and safety with a new wood border and pathway surface, increased enjoyment of the facility, and lowered maintenance needs with a new wood border on the outside of the pathway to prevent soil from eroding onto the path.

VI. Other Information - *Optional*

Include any other information that we might need to understand your organization and/or the unique needs of the community that your project will serve.

Forest Hill Park is the only public park with a childrens playground within the city limits of Carmel-by-the-Sea and adjoining neighborhoods west of Highway 1. The park is located in the northern portion of the city and serves residents of the city, visiting families, as well as residents of the adjoining unincorporated areas that surround Carmel.

VII. Recognition Signage

Grant guidelines require permanently installed recognition signage for all awarded grant projects. Please describe how your organization will recognize MPRPD for the financial contribution toward the project, if a grant is awarded.

The City will place a recognition sign at the Camino Del Monte entrance to the Park. The sign will be similar to the other signs the city has installed for prior grant awards in Forest Hill Park.

SECTION THREE – PROJECT FUNDING

I. PROJECT BUDGET

Identify the total cost of the proposed project and the level of funding requested. Dedicated matching funds are encouraged. NOTE: *Costs for normal maintenance and operations, administrative overhead, insurance and other ongoing costs are NOT eligible for grant funding. Reimbursement for staff time is permissible only for public agencies and not-for-profit organizations and supporting organizations as defined by the IRS.*

Total Project Budget:	Amount Requesting:
$25,000	$25,000

Amount of Matching Funds Secured:	Organization Annual Operating Budget:
$0	$2,636,466 for the Public Works Department

Describe the project budget:

The project has three phases:
1) New wood border - $6,000
2) Replace/repair decomposed pathway - $13,000
3) New playground fill - $6,000

Discuss applicable long term maintenance costs, including a statement of the landowner's ability and commitment to maintain the project.

The city has a maintenance contract with a local landscape company for bi-weekly general cleanup, weeding, litter pickup in the lower portion of Forest Hill Park. The City is also recruiting for additional maintenance staff which will help with service to the park.

II. OTHER MAJOR FUNDING SOURCES - *OPTIONAL*

Name of Source	Amount	Status
	$	☐ Funding secured ☐ Request submitted
	$	☐ Funding secured ☐ Request submitted
	$	☐ Funding secured ☐ Request submitted
	$	☐ Funding secured ☐ Request submitted

SECTION FOUR – REQUIRED ATTACHMENTS

I. LIST OF GOVERNING BODY

Attach a list of the organization's governing body, including their affiliations.

II. ORGANIZATION FINANCIALS

Attach the most recent, audited financial statements OR the current operating budget.

III. BUDGET AND BUDGET NARRATIVE

Attach a project budget as well as a descriptive budget narrative that correspond with your request.

For each line item in the budget, please provide a brief description of how the requested funds will be used. For example, *"Transportation: $2,500 – will allow bus transportation for 35 students to attend a 7-day outdoor nature education program."*

APPLICATIONS SUBMITTED WITHOUT THE REQUIRED ATTACHMENTS WILL BE DEEMED INCOMPLETE AND WILL NOT BE CONSIDERED.

ACKNOWLEDGEMENT

TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL INFORMATION SUBMITTED ON THIS APPLICATION FORM AND ACCOMPANYING ATTACHMENTS IS TRUE AND CORRECT AND THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE ORGANIZATION LISTED HEREIN.

I ACKNOWLEDGE RECEIPT AND UNDERSTANDING OF THE MONTEREY PENINSULA REGIONAL PARK DISTRICT PARKS, OPEN SPACE AND COASTAL PRESERVATION GRANT GUIDELINES AND THE APPLICANT ORGANIZATION WILL COMPLY WITH THE GUIDELINES IF A GRANT IS AWARDED.

I UNDERSTAND THAT SUBMITTING THIS APPLICATION DOES NOT GUARANTEE THAT A GRANT WILL BE AWARDED.

NAME OF INDIVIDUAL COMPLETING APPLICATION	DATE
Mike Branson	September 28, 2015

SIGNATURE: Michael Branson

RESOLUTION 2016-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING A GRANT OF $12,500 FROM THE MONTEREY PENINSULA REGIONAL PARK DISTRICT FOR IMPROVEMENTS TO THE FOREST HILL PARK PLAYGROUND AREA AND AUTHORIZE THE CREATION OF A CAPITAL PROJECT AND APPROVE TO THE FISCAL YEAR 2015-16 BUDGET ADJUSTMENTS

WHEREAS, the Monterey Peninsula Regional Park District is awarding grants for parks, open space, and coastal preservation projects within its boundaries; and

WHEREAS, the City of Carmel-by-the-Sea applied for a grant to improve and enhance the children's playground area in Forest Hill Park; and

WHEREAS, the Monterey Peninsula Regional Park District has awarded a grant to the City of Carmel-by-the-Sea in the amount of $12,500 for improvements to the Forest Hill Park playground.

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

1. Accept the grant of $12,500 from the Monterey Peninsula Regional Park District for improvements to the playground area in Forest Hill Park.
2. Authorize the Interim City Administrator to enter a grant agreement between the City of Carmel-by-the-Sea and the Monterey Peninsula Regional Park District.
3. Authorize the creation of a capital improvement project for the Forest Hill Park Improvements.
4. Approve adjustments to revenues and expenditures for the Fiscal Year 2015-16 Budget per the attached Exhibit A and increase the total Fiscal Year 2015-16 annual budget appropriation.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

SIGNED: ATTEST:

Jason Burnett, Mayor

Ashlee Wright, City Clerk

Exhibit A

Account	Description	Amount	Reason	Current Budget	Adjusted Budget
21-3xxxx	Grant Revenue - MPRPD	$12,500	To receive grant from Monterey Peninsula Regional Park District	$0	$12,500
13-78919	CIP Project – Forest Hill Park Improvements	$12,500	To record improvement expenditures for Forest Hill Park	$0	$12,500
13-48021	Transfer In – from Grants Fund	$12,500	To record the transferring of funds from Grants to CIP	$0	$12,500
21-49021	Transfers Out – to CIP Fund	$12,500	To record the receiving of funds from Grants to CIP	$0	$12,500

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1079
January 5, 2016
Consent Calendar

TO:	Honorable Mayor and Members of the City Council Michael Calhoun, Interim City Administrator
FROM:	Rob Mullane, AICP, Public Works Director
SUBJECT:	Beach Fire Management Update

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

RECOMMENDATION

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

SUMMARY

Earlier this month, the California Coastal Commission supported the City's request to develop a Pilot Beach Fire Management Program that utilized propane-fueled devices while increasing low-cost recreational opportunities on Carmel Beach. The Coastal Commission considered and denied a Coastal Development Permit (CDP) for a Beach Fire Management Pilot Program that would have utilized 26 wood-fire containment devices along Carmel Beach, similar to an older version (from May 2015) of the pilot program, a version that the City no longer supported. At and prior to the Coastal Commission hearing, the City had requested that the Coastal Commission allow the development of an updated version of the pilot program (submitted on November 2015) that utilizes a propane-fuel only approach.

The Commission voted down the Commission staff-recommended wood-fire pilot program primarily on the basis of health and safety impacts associated with wood fires and instead gave direction to their staff to work with the City on a propane-only pilot program. This memorandum provides an overview of anticipated next steps towards refining and implementing a propane-only beach fire management program.

Over approximately the next 2 to 3 months, it is our intent to take steps towards further refining and clarifying the approach the City would take in a propane-only pilot program. City staff anticipate the following next steps:

1. gather information on both City-supplied and user-supplied devices regarding the safety of such units and determine appropriate criteria and procedures that would be required to ensure safe operation of such units;

2. order and begin testing propane-fueled devices to determine which may be most suitable for use for the 6 City-sponsored devices set forth in the November 2015 pilot program;
3. identify and test 2 or more acceptable models for user-supplied propane-fueled devices;
4. conduct outreach to area stores (e.g., Bruno's Market, Nielsen Brothers' Market, Carmel Ace Hardware, etc.) and encourage these stores to begin stocking propane-fueled user-supplied devices for sale as well as for rent;
5. provide regular status reports to Coastal Commission staff on refinements to the pilot program and seek their input and consensus on such refinements.

City staff anticipate bringing a CDP for a refined beach fire management pilot program for consideration by the City Council in March 2016. City staff have discussed the timing of implementing a pilot program with Coastal Commission staff, and both the Coastal Commission staff and City staff would like to have a program approved and in place by the start of the summer season (i.e., Memorial Day).

PRIOR CITY COUNCIL ACTION

The City Council considered an appeal of the City's Beach Fire Management Pilot Program approval on May 4, 2015 and May 7, 2015, and at the latter meeting, denied the appeal of the Pilot Program. On August 6, 2015, the Council adopted an urgency ordinance enacting a prohibition on beach fires on Carmel Beach Friday through Sunday and on Holidays. The Council extended the urgency ordinance for a total period of one-year, on September 1, 2015.

ATTACHMENTS

Click here to enter text.

APPROVED:

Michael Calhoun , Interim City Administrator

Date: 12/31/15

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1081
January 5, 2016
Public Hearing

TO:	Honorable Mayor and Members of the City Council
FROM:	Sharon Friedrichsen, Director of Budget and Contracts
SUBJECT:	Public Hearing on Establishing the Carmel Hospitality Improvement District; Adoption of Resolution Declaring Results of Majority Protest Proceedings and Establishing the Carmel Hospitality Improvement District; Authorize Professional Services Agreement with Visit Carmel; Second Reading of an Ordinance Disestablishing the Carmel Hospitality Improvement District

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

RECOMMENDATION

1. Hold a public hearing on the establishment of the "1994 Act" Carmel Hospitality Improvement District.
2. Adopt a Resolution Declaring Results of Majority Protest Proceedings and Establishing the Carmel Hospitality Improvement District.
3. Adopt a Resolution Authorize the City Administrator to Execute a Professional Services Agreement with Visit Carmel to Serve as the Carmel Hospitality Improvement District Owners' Association.
4. Hold a public hearing on the disestablishment of the "1989 Act" Carmel Hospitality Improvement District.
5. Adopt the second reading of an Ordinance Disestablishing the Carmel Hospitality Improvement District.

SUMMARY

On 2 November 2015, the Council adopted a Resolution Declaring the City's Intention to Establish the Carmel Hospitality Improvement (CHID), which will be formed under the Property and Business Improvement District Law of 1994. Under the 1994 Act CHID, lodging establishments will be assessed 1% of gross short-term (stays less than 31 days) room rental revenue to be used for sales promotion and marketing programs to market assessed lodging businesses in Carmel as tourist, meeting and event destinations. Additionally, the 1994 Act CHID will exist for five years and Visit Carmel will serve as the Owners' Association tasked with program implementation.

A public meeting to hear testimony on establishing the CHID and levying assessments was held on 1 December 2015. The purpose of the public hearing on 5 January 2016 is to hear and receive objections and protests, if any, to the establishment of the CHID and its corresponding levying of the proposed

assessment. If there is no majority protest, Council may adopt the resolution declaring the results of the protest proceedings and establish the CHID.

If the new CHID is formed, it is recommended that the City enter into an agreement with Visit Carmel to serve as the Owners' Association charged with managing funds, implementing programs in accordance with the Management District Plan (MDP) and providing annual reports to the City Council. The MDP proposes that roughly $96,000 a year be allocated to administration and operations for each of the five years that the CHID exists. As the amount to be paid to Visit Carmel will be greater than $24,999, Council must also authorize the City Administrator to execute an agreement with the entity to serve in this administrative capacity.

As a parallel process to the formation of the "1994 Law" CHID, Council has moved forward with disestablishing the existing hospitality improvement district that was created in 2012 under the Parking and Business Improvement Area Law of 1989. On 1 December 2015, Council adopted a resolution of intention to disestablish the Carmel Hospitality Improvement District and conducted the first reading of an ordinance to disestablish the "1989 Act CHID.

Timeline of Process:

Council adopts resolution of intention to form new "1994 Act" CHID	11/2/15	Adopted
Council holds new CHID public meeting	12/1/15	Held
Council adopts resolution of intent to disestablish "1989 Act" CHID	12/1/15	Adopted
Council holds public hearing on formation of CHID and conducts protest hearing. If no majority protest, at the close of the public hearing, Council adopts CHID resolution of formation	1/5/16	In process
Council conducts second reading ordinance to disestablish "1989 Act" CHID	1/5/16	In process
Old, 1989 Act, CHID ceases to exist	2/29/16	Pending
New, 1994 Act, CHID is effective	3/1/16	Pending

PRIOR CITY COUNCIL ACTION

Council approved Resolution 2015-095 Declaring the City's Intention to Establish the Carmel Hospitality Improvement District on 2 November 2015. On 1 December 2015, Council adopted Resolution 2015-121 Declaring City's Intention to Disestablish the Carmel Hospitality Improvement District and conducted the first reading of Ordinance to Disestablishing the Carmel Hospitality Improvement District.

ATTACHMENTS

1. Resolution Declaring Results of Majority Protest Proceedings and Establishing the Carmel Hospitality Improvement District.
2. Ordinance Disestablishing the Carmel Hospitality Improvement District (2nd Reading).
3. Resolution to Authorize the City Administrator to Execute a Professional Services Agreement with Visit Carmel to serve as the Owners' Association for the Carmel Hospitality Improvement District.

APPROVED:

Michael Calhoun, Interim City Administrator

Date: 12/28/2015

APPROVED:

Don Freeman, City Attorney

Date: 12/29/2015

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DECLARING RESULTS OF THE MAJORITY PROTEST PROCEEDINGS AND ESTABLISHINGTHE CARMEL HOSPITALITY IMPROVEMENT DISTRICT

WHEREAS, the Property and Business Improvement Law of 1994, California Streets and Highways Code §36600 *et seq.* authorizes the City to establish business improvement districts upon petition by weighted majority of the lodging business owners located within the boundaries of the district;

WHEREAS, lodging business owners who will pay more than fifty percent (50%) of the proposed assessment, as weighted according to the amount of the assessment to be paid by the petitioner within the boundaries of the Carmel Tourism Hospitality Improvement District (CHID) have petitioned the City Council to establish the CHID; and

WHEREAS, included with the petitions was a Management District Plan (Plan) summary that describes the proposed assessment to be levied on lodging businesses within the CHID to pay for sales promotion and marketing activities, and other improvements and activities set forth in the Plan; and

WHEREAS, the assessed lodging businesses within the CHID will receive a specific benefit from the activities and improvements set forth in the Plan; and

WHEREAS, on November 2, 2015 at 5:30 PM at City Hall, eastside of Monte Verde Street between Ocean and Seventh Avenues, the City Council adopted a Resolution of Intention, Resolution 2015-096; and

WHEREAS, on December 1, 2015 at 4:30 PM at City Hall, eastside of Monte Verde Street between Ocean and Seventh Avenues, the City Council held a public meeting regarding the establishment of the CHID and City Council heard and received objections and protests, if any, to the establishment of the CHID and the levy of the proposed assessment; and

WHEREAS, on January 5, 2016 at 4:30 PM at City Hall, eastside of Monte Verde Street between Ocean and Seventh Avenues, the City Council held a public hearing regarding the establishment of the CHID and City Council heard and received objections and protests, if any, to the establishment of the CHID and the levy of the proposed assessment; and

WHEREAS, the City Clerk has determined that there was no majority protest. A majority protest is defined as written protests received from owners of businesses in the proposed district which would pay fifty percent (50%) or more of the assessments proposed to be levied. Protests are weighted based on the assessment proposed to be levied on each lodging business; and

WHEREAS, the City bears the burden of proving by a preponderance of the evidence that an assessment imposed for a specific benefit or specific government service is not a tax, that the amount is no more than necessary to cover the costs to the City in providing the specific benefit or specific

government service, and that the manner in which those costs are allocated to a payor bear affair or reasonable relationship to the specific benefits or specific government services received by the payor.

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

1. The recitals set forth herein are adopted by the City Council as findings and they are true and correct.

2. The Carmel Tourism Hospitality Improvement District is hereby established for a five (5) year term, beginning March 1, 2016 through February 21, 2021.

3. The Plan dated October 16, 2015 is hereby adopted and approved.

4. The activities to be provided to benefit businesses in the district will be funded by the levy of the assessment. The revenue from the assessment levy shall not be used: to provide activities that directly benefit businesses outside the district; to provide activities or improvements outside the CHID; or for any purpose other than the purposes specified in this Resolution, the Resolution of Intention and the Plan.

5. The City Council finds as follows:

a) The activities funded by the assessment will provide a specific benefit to assessed businesses within the CHID that is not provided to those not paying the assessment.

b) The assessment is a charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.

c) The assessment is a charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.

d) Assessments imposed pursuant to the CHID are levied solely upon the assessed business, and the business owner is solely responsible for payment of the assessment when due. If the owner chooses to collect any portion of the assessment from a transient, that portion shall be specifically called out and identified for the transient in any and all communications from the business owner as the "CHID Assessment."

6. The assessments levied for the CHID shall be applied towards sales, promotions and marketing programs to market Carmel lodging businesses as tourist, meeting and event destinations, and other improvements and activities as set forth in the Plan.

7. Assessments levied on lodging businesses pursuant to this resolution shall be levied on the basis of benefit. Because the services provided are intended to increase room rentals, an assessment based on room rentals is the best measure of benefit.

8. The assessments for the entire District will total approximately $535,000 in year one.

9. Bonds shall not be issued to fund the CHID.

10. The CHID shall include all lodging business located within the boundaries of the the City of Carmel-by-the-Sea. A boundary map is attached hereto and incorporated herein by reference.

11. The assessments shall be used for the purposes set forth above and any funds remaining at the end of any year may be used in subsequent years in which the CHID assessment is levied as long as they are used consistent with the requirements set forth herein.

12. The assessments to fund the activities and improvements for the CHID will be collected by the City on a bi-monthly basis, and in accordance with Streets and Highways Code §36631.

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

14. Visit Carmel, pursuant to Streets and Highways Code §36650, shall cause to be prepared a report for each fiscal year, except the first year, for which assessments are to be levied and collected to pay the costs of the improvement and activities described in the report. The first report shall be due after the first year of operation of the district.

15. The CHID established pursuant to this resolution will be subject to any amendments to the Property and Business Improvement District Law of 1994 (California Streets and Highways Code §36600 et. seq.).

16. The City Clerk, or his or her designee, is directed to take all necessary actions to complete the establishment of the CHID and to levy the assessments.

17. This resolution shall take effect immediately upon its adoption by Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January 2016 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

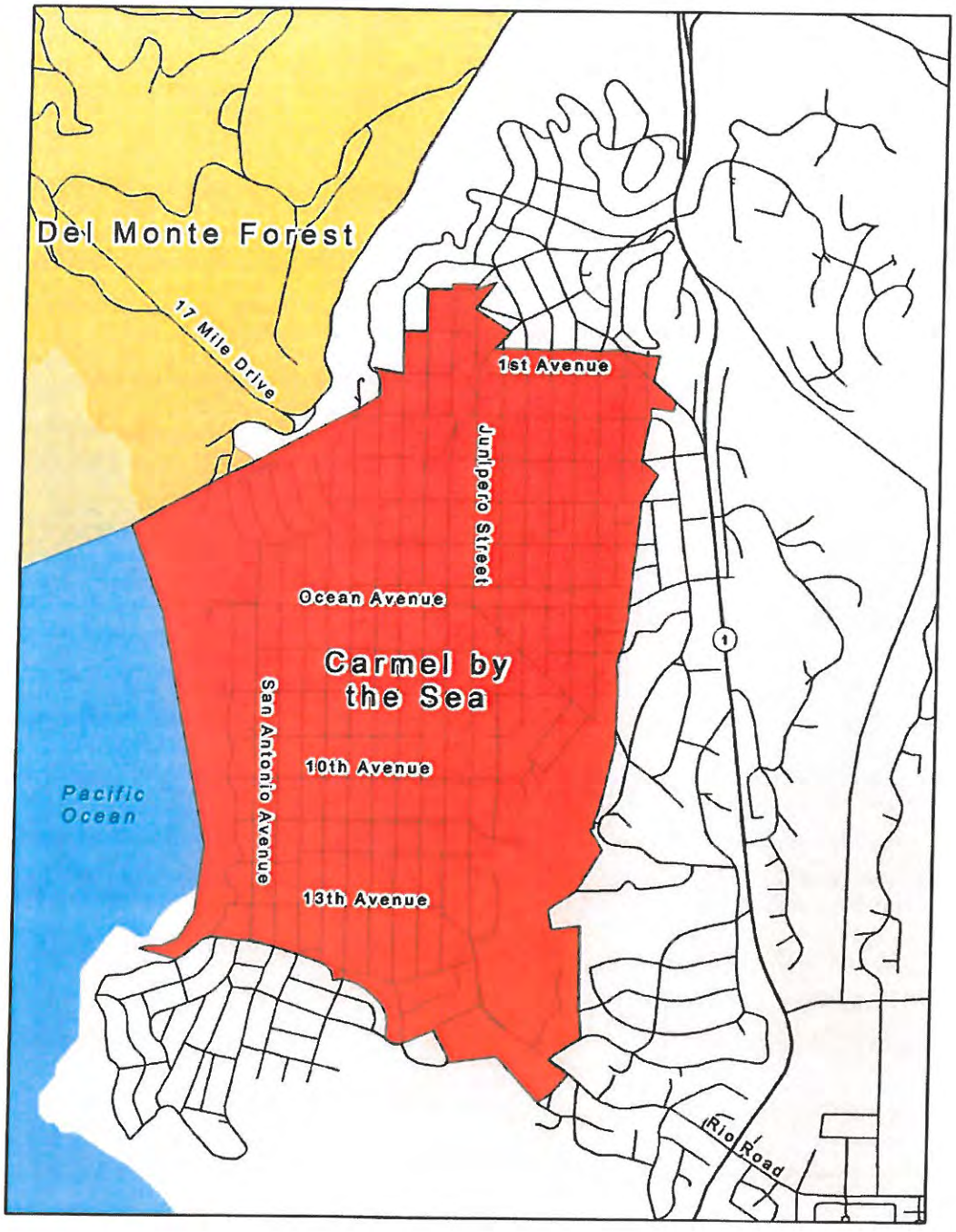
ABSENT: COUNCIL MEMBERS:

JASON BURNETT, MAYOR

ATTEST:

City Clerk

EXHIBIT A
District Boundaries



CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE 2016-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DISESTABLISHING THE CARMEL HOSPITALITY IMPROVEMENT DISTRICT

WHEREAS, on August 7, 2012, the City Council adopted Ordinance 2012-05 establishing the Carmel Hospitality Improvement District; and

WHEREAS, the Parking and Business Improvement Area Law of 1989, Streets and Highways Code §36500 et seq., allows the City Council to disestablish the District.

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

SECTION 1. AUTHORITY.

This ordinance is adopted pursuant to the "Parking and Business Improvement Area Law of 1989", Streets and Highways Code §36500 et seq. and Resolution 2015-121 adopted by the City Council on December 1, 2015 entitled a "Resolution of the City Council of the City of Carmel-by-the-Sea Declaring its Intention to Disestablish the Carmel Hospitality Improvement District." Such resolution was published and mailed as provided by law and a public hearing was held by the City Council at is regular meeting on January 5, 2016, at which time all persons desiring to be heard and all objections made or filed were fully heard. The City Council duly concluded the hearing on January 5, 2016. The first reading of this ordinance was held at the Decmeber 1, 2015 Regular City Council Meeting.

SECTION II. AREA ESTABLISHED.

The City Council finds and determines that the public convenience and necessity require disestablishment of the Carmel Hospitality Improvement District for reasons given in the Resolution of Intention.

Pursuant to §36550 of the Parking and Business Improvement Law of 1989, the Carmel Hospitality Improvement District is hereby disestablished.

SECTION III. EFFECTIVE DATE.

This Ordinance shall take effect on February 29, 2016.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January 2016 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

_____

JASON BURNETT, MAYOR

ATTEST:

_____

City Clerk

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION 2016-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH VISIT CARMEL TO SERVE AS THE OWNERS' ASSOCIATION FOR THE CARMEL HOSPITALITY IMPROVEMENT DISTRICT FOR AN AMOUNT NOT TO EXCEED $500,000 FOR THE TERM OF MARCH 1, 2016 THROUGH MARCH 1, 2021

WHEREAS, the City intends to establish the Carmel Hospitality Improvement District (CHID) under the Property and Business Improvement District Law of 1994, California Streets and Highways Code §3660; and

WHEREAS, the CHID will have a five year, beginning March 1, 2016 through February 28, 2021, unless renewed pursuant to Streets and Highways Code §3660; and

WHEREAS, the CHID will be governed by the Management District Plan (MDP) and Visit Carmel will serve as the CHID's Owners' Association; and

WHEREAS, per the MDP, it is anticipated that approximately eighteen percent of the annual budget, or $96,300, will be allocated toward administration and operations per year; and

WHEREAS, City Council approval is required for purchases of $25,000 or more.

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

Authorize the City Administrator to execute a Professional Services Agreement with Visit Carmel to serve as the Owners' Association for the Carmel Hospitality Improvement District for an amount not to exceed $500,000 for the term of March 1, 2016 to March 1, 2021.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA on this 5th day of January 2016 by the following roll call vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

APPROVED:

Jason Burnett, Mayor

ATTEST:

Ashlee Wright, City Clerk

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1082
January 5, 2016
Public Hearing

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Marc Wiener, Acting Community Planning and Building Director
SUBJECT:	Consideration of an appeal of the Planning Commission's decision to deny a Use Permit (UP 15-261) application for the establishment of a specialty food store (Carmel Chocolate Emporium) at a property located in the Central Commercial (CC) Zoning District.

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

RECOMMENDATION

Planning Commission: Voted 2-2-1 on the Use Permit application
Staff Recommendation: Approve the revised Use Permit application subject to the attached findings and conditions.

SUMMARY

BACKGROUND
The subject commercial space is 1,773 square feet in size and is located on Dolores Street, 4 parcels southeast of Ocean Ave. The applicant, Hariom & Sons Inc., has applied for a Use Permit to establish a new business named "Carmel Chocolate Emporium" (previously "Carmel Chocolate Factory") in a historic stone-clad building. The proposed shop will specialize in the sale of pre-packaged chocolates and candy. The Municipal Code classifies candy stores as a Specialty Food Store, and pursuant to Municipal Code Section 17.14.030, Specialty Food stores require the issuance of a conditional use permit.

The application for the "Carmel Chocolate Factory" Use Permit originally went before the Planning Commission on September 23, 2015. The Planning Commission voted 2-2-1 on the revised application, resulting in a denial. One commissioner owns property within 500 feet and was recused. The two commissioners in support of the project indicated that the proposal complied with the General Use Permit Findings and that that applicant had adequately responded to the recommendations made by the Planning Commission. The two commissioners that voted against the project expressed concerns with the quality of the merchandise, associated packaging, and overall appearance and presentation of the business.

The applicant appealed the denial and the application was considered by the City Council on November 16, 2015. The proposed display in the original submittal included wood counters and shelves (with plastic bins on the shelves), granite countertops, vinyl wood flooring, and two colors of paint: a white and dark brown color. Staff notes that the original plans did not provide clear information on the type of candy that would be sold and at what percentages.

The Council had concerns with the overall proposal and continued the application with a request for the following changes:

1. Revise the name to better represent the use and be less characteristic of a formula food store.
2. Revise the design to that the proposal is unique and less formulaic.
3. Remove the proposal for loose candy presented in plastic bins throughout the store.
4. Clarify the percentage of chocolate and candy inventory in the store.

The applicant revised the design and provided additional information as requested by the City Council. A new architectural firm, Wald Ruhnke & Dost, was retained by the applicant to redesign the store. The revised design consists of wood display shelves, glass display cases. The wall décor and colors will consist of variations of brown, white, off-white, and pink. The applicant is proposing to paint the appearance of chocolate melting down the top of the walls throughout the main space. Additionally, door and window would be framed in decorative gothic shapes. The flooring would consist of vinyl "wood" flooring. Interior plans and details regarding the interior space are included as Attachment 4. The applicant has provided a three-dimensional floorplan and photographs in order to clearly depict the proposed appearance of the store. A material board and color palette will be provided at the meeting.

ANALYSIS
The following is a list of recommendations made by the City Council and a staff analysis on how the applicant has or has not revised the design to comply with the recommendations.

1. Revise the name to better represent the use and be less characteristic of a formula food store.

The applicant originally proposed the name "Carmel Chocolate Factory" and is now proposing to name the business "Carmel Chocolate Emporium". Several Council members expressed concern that the original proposed name was formulaic and similar to the name used by other candy stores in the region. The Council also felt that the name implied that candy would be made at the store, which would not be the case. In staff's opinion, the revised name addresses the concerns raised by the Council.

2. Revise the design to that the proposal is unique and less formulaic.

Formula food establishments are prohibited in the City and Municipal Code Section 17.70.020 defined formula food as "a business that (1) is required by contractual or other arrangements to offer standardized menus, ingredients, food preparation, employee uniforms, interior decor, signage or exterior design; or (2) adopts a name, appearance or food presentation format that causes it to be substantially identical to another restaurant regardless of ownership or location."

At the previous meeting the Council expressed concern that the proposed business was too similar to other candy stores and requested that the applicant revise the design to be more unique and consistent with the aesthetic character of other specialty food stores in Carmel. In staff's opinion, the revised design complies with the Council's recommendations. The photographs and elevations depicted on Sheets A201 and A501, respectively, of the plan set provide a general representation of the proposed display. Staff notes that individual components of the design concept are inspired by displays used in

other high-end candy stores, however, the overall appearance and interior design is unique and consistent with the aesthetic character of businesses in Carmel.

The City Council requested that the applicant provide a sign design, which has not yet been completed. A condition has been drafted requiring the applicant to submit a sign application, which are generally processed as an administrative permit unless there are issues with the design, in which case it would be referred to the Planning Commission.

3. Remove the proposal for loose candy presented in plastic bins throughout the store.

The Council had concerns with the proposal for loose candy stored in plastic bins throughout the store and recommended that the loose candy be pre-packaged. The applicant is proposing glass bins on the bottom two shelves of the south wall; however, the vast majority of the candy will be pre-packaged in both boxes and bags as described in the following section.

4. Clarify the percentage of chocolate and candy inventory in the store.

The applicant has revised the plans to better identify what types of candy will be sold and from what locations in the store. The displays on both sides of the entry hallway, as well as the north side of the main store space will consist of various varieties of boxed chocolates including European chocolates, sugar-free chocolates, and organic chocolate. The north wall of the store will include boxed chocolates. The top three shelves on the south wall will consist of plastic-wrapped chocolates and candies while the bottom two shelves will consist of various loose candy in glass containers. The center island displays and check out area will consist of chocolate truffles, fudge, caramels, and caramel apples.

ALTERNATIVES

Staff has prepared draft findings and conditions of approval for Council consideration based on the information submitted by the applicant. As an alternative, the Council could continue the application with a request for specific changes, or could deny the appeal and direct staff to prepare findings for denial based on deliberation at the January 5, 2016 public hearing.

ENVIRONMENTAL REVIEW

The application qualifies for a Class 3 Categorical Exemption from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303 of the State CEQA Guidelines. Class 3 exemptions include projects involving limited new construction projects and conversion of small structures. The proposed project does not present any unusual circumstances that would result in a potential significant environmental impact.

PRIOR CITY COUNCIL ACTION

The City Council continued the appeal application with a request for changes on November 3, 2015.

ATTACHMENTS

1. Findings
2. Conditions
3. Applicant Description of Revisions
4. Revised Project Plans

APPROVED:

Mike Calhoun, City Administrator

Date: 12/28/2015

Attachment 1

CITY OF CARMEL-BY-THE-SEA

DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

FINDINGS FOR APPROVAL

UP 15-261
Hariom & Sons Inc., Business Owner
Carmel Chocolate Company
Dolores St., 4 SE of Ocean Ave.
Block 76, Lots 12
APN: 010-146-011

CONSIDERATION:

Consideration of a Use Permit (UP 15-261) application for the establishment of a specialty food store (Carmel Chocolate Factory) at a property located in the Central Commercial (CC) Zoning District

FINDINGS OF FACT:

1. The project site is located on Dolores Street, 4 parcels southeast of Ocean Avenue.

2. The applicant submitted a Use Permit application on July 29, 2015 to establish a specialty food store (candy store) in the Central Commercial (CC) Zoning District.

3. The application was reviewed by the Planning Commission and denied on September 23, 2015.

4. The applicant appealed the Planning Commission's denial of the Use Permit. The appeal was considered by the City Council on November3, 2015, and continued with a request for changes.

5. The business use is classified according the North American Industry Classification Systems as #445292, Candy Store (100%).

6. The application qualifies for a Class 5 Categorical Exemption from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15305 of the State CEQA Guidelines. Class 5 exemptions include projects involving minor alterations in land use. The proposed project does not present any unusual circumstances that would result in a potential significant environmental impact.

GENERAL FINDINGS FOR ALL USE PERMITS:

1. The proposed use will not generate offensive odors, fumes, dust, light, glare, radiation or refuse that would be injurious to surrounding uses or to the district.

2. The proposed use will not generate levels of noise that could adversely affect the health, safety, or welfare of neighboring properties or uses.

3. There will be one entry at the front of the store, providing adequate ingress and egress to and from the proposed location.

4. Allowing the proposed use will not conflict with the City's goal of achieving and maintaining a balanced mix of uses that serve the needs of both local and non-local populations.

5. The proposed use is compatible with other surrounding land uses and will not conflict with the purpose established for the district within which it would be located.

6. The proposed use is consistent with the City's General Plan and Municipal Code.

7. The proposed use will not be injurious to public health, safety or welfare.

8. Granting the use permit will not set a precedent for the approval of similar uses whose incremental effect would be detrimental to the City, or in conflict with the General Plan.

9. The applicant is not required to provide additional off-street parking as no increase in commercial floor area is proposed.

10. The capacity of surrounding streets is adequate to serve the automobile and delivery truck traffic generated by the proposed use.

11. The proposed use will not make excessive demands on the provision of public services, including water supply, sewer capacity, energy supply, communication facilities, police protection, and fire protection.

12. The proposed use is not a formula food establishment as defined in CMC 17.70.

FINDINGS FOR DECISION:

1. The proposed use is not in conflict with the General Plan.

2. The proposed use, as conditioned, will comply with all zoning standards applicable to the use and zoning district.

3. As conditioned, the granting of the Use Permit will not set a precedent for the approval of similar uses whose incremental effect will be detrimental to the City, or will be in conflict with the General Plan.

4. As conditioned, the proposed use will not make excessive demands on the provision of public services, including water supply, sewer capacity, energy supply, communication facilities, police protection, street capacity and fire protection.

5. As conditioned, the proposed use will not be injurious to public health, safety or welfare and provides adequate ingress and egress.

6. The proposed use will be compatible with surrounding land uses and will not conflict with the purpose established for the district within which it will be located.

7. The proposed use will not generate adverse impacts affecting health, safety, or welfare of neighboring properties or uses.

Attachment 2

CITY OF CARMEL-BY-THE-SEA

DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

CONDITIONS OF APPROVAL

UP 15-261
Hariom & Sons Inc., Business Owner
Carmel Chocolate Company
Dolores St., 4 SE of Ocean Ave.
Block 76, Lots 12
APN: 010-146-011

AUTHORIZATION:

Consideration of a Use Permit (UP 15-261) application for the establishment of a specialty food store (Carmel Chocolate Factory) at a property located in the Central Commercial (CC) Zoning District

SPECIAL CONDITIONS:

1. This permit authorizes the establishment of a candy store (Specialty Food Store). The use shall be conducted in a manner consistent with the presentations and statements submitted in the application and at the public hearing, and any change in the use which would alter the findings or conditions adopted as part of this permit shall require approval of a new use permit by the Planning Commission.

2. The proposed use it permitted to operate between the hours of 9:00am to 8:00pm seven days per week.

3. The business is not permitted to have any tables or chairs.

4. The applicant shall submit and receive approval of a business sign application prior to opening the business.

5. All exterior alterations (including new signs) require prior approval from the Department of Community Planning and Building.

6. 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 use as compared to the previous use, this use permit will be scheduled for reconsideration and the appropriate findings will be prepared for review and adoption by the Planning Commission.

7. The use authorized by this use permit must be established within six months from the date of the Planning Commission approval. The Commission may authorize an extension of an additional six months without a new public hearing. Failure to establish the use shall render this permit null and void and without effect.

8. This use permit shall become void and no further force or effect upon termination or discontinuance of the use for any period of time exceeding six months.

9. Violations of the terms of this use permit or other ordinances of the City may constitute grounds for revocation of this use permit and the associated business license by the Planning Commission.

10. Upon termination or revocation of this use permit and/or business license for any reason, the use shall immediately cease and shall not be re-established without issuance of a new use permit.

11. The applicant agrees, at its 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.

Acknowledgement and acceptance of conditions of approval.

_____	_____	_____
Applicant Signature	Printed Name	Date
_____	_____	_____
Property Owner Signature	Printed Name	Date

Once signed, please return to the Community Planning and Building Department.

From: Henry Ruhnke
To: Marc Wiener
Subject: Carmel Chocolate Emporium
Date: Monday, December 14, 2015 12:04:24 PM

Hi Mark,
See description below as requested.
Thanks for your help,

Henry Ruhnke
Principal

Wald, Ruhnke & Dost Architects, LLP
2340 Garden Rd., Suite 100
Monterey, CA 93940
www.wrdarch.com

W. (831) 649-4642
F. (831) 649-3530

Carmel Chocolate Emporium

Revision items from previous design

Before: Glass display and Pont of Sale (P.O.S.) located at the entrance area
Revision: Full-height display at the entrance along both sides with mini accent pendant lights to highlight merchandise

Before: Miscellaneous display cases at main space
Revision: P.O.S. faces to the entrance with logo wall behind. Organization and layout of chocolate and candy displays are improved

Merchandise Calculation:
Total of merchandize display = approx. 438' L.F. (Linear Feet)
Chocolate and Caramel = Approx. 379' L.F.
Candy in jars = Approx. 58' L.F. (13.4%) Less than 20% of total

Design intent:

- Rustic modern designed display shelves at the entrance gallery to entice the customers to Carmel Chocolate Emporium
- Two color contrasting borders on the floor to guide the customers to the main space
- More central P.O.S. location is visible throughout entire store
- Chocolate melting wall decor and a hint of cherry blossom pink color
- Door and window frames shall be painted in decorative shapes
- Added employee work surface in the center of the main space
- Added seasonal Chocolate stations

CARMEL CHOCOLATE EMPORIUM T.I.

Dolores Street 4th Parcel Southeast of Ocean
Carmel, CA 93921

ABREVIATIONS

LEGEND

EARTH
ROCK
SAND, MORTAR, PLASTER
CONCRETE BLOCK
CAST-IN-PLACE (C.I.P.) CONCRETE
(E) STUD WALL
(N) STUD WALL
(E) STUD WALL TO BE REMOVED
BOUND INSULATED STUD WALL
METAL
WOOD FINISH
WOOD FRAMING CONTINUOUS MEMBER
WOOD BLOCKING
PLYWOOD
GYPSUM WALLBOARD
A.C. PAVING

SYMBOLS

DOOR SYMBOL
WINDOW SYMBOL
KEY TAG
DEMOLITION TAG
MATCH LINE
WORK POINT, DATUM POINT OR CONTROL
VERTICAL OR HORIZONTAL DIMENSION KEY
SECTION
SECTION IDENTIFICATION
SHEET WHERE SECTION IS DRAWN
DETAIL
DETAIL IDENTIFICATION
SHEET WHERE DETAIL IS DRAWN
FINISH GRADE (SPOT) ELEVATION
SURFACE
EXISTING GRADE (SPOT) ELEVATION
SURFACE
PROPERTY LINE
REVISION

PROJECT TEAM

TENANT

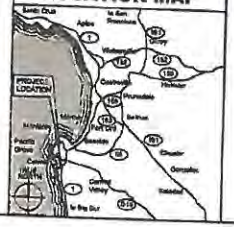
JOSHI HOSPITALITY GROUP INC.
-
ph: (831) 649-6178
Email: foodlovers@icloud.com
DENNIS JOSHI

INTERIOR DESIGNER

WALD, RUHNKE & DOST ARCHITECTS, LLP
2340 GARDEN ROAD, SUITE 100
MONTEREY, CA 93940
ph: (831) 649-8090 fax: (831) 649-3530
Email: mmeiss@wrdarch.com
Contact: MISATO EGOY

VICINITY MAP

LOCATION MAP



PROJECT INFORMATION

PROJECT: TENANT IMPROVEMENT — BUILDING AREA (TENANT): 1912 S.F.
LOCATION: DOLORES STREET 4TH PARCEL SE OF OCEAN CARMEL, CA 93921 — TENANT IMPROVEMENT AREA: 1779 S.F.
APN: 009-145-011 — OCCUPANCY: M

APPLICABLE BUILDING CODES & STANDARDS:

2013 CALIFORNIA ADMINISTRATIVE CODE (CAC), PART 1, TITLE 24, CALIFORNIA CODE OF REGULATIONS (C.C.R.)
2013 CALIFORNIA BUILDING CODE (CBC), PART 2, TITLE 24 C.C.R.
2013 CALIFORNIA RESIDENTIAL CODE (CRC), PART 2.5, TITLE 24 C.C.R.
2013 CALIFORNIA ELECTRICAL CODE (CEC), PART 3, TITLE 24 C.C.R.
2013 CALIFORNIA MECHANICAL CODE (CMC), PART 4, TITLE 24 C.C.R.
2013 CALIFORNIA PLUMBING CODE (CPC), PART 5, TITLE 24 C.C.R.
2013 CALIFORNIA ENERGY CODE (CEC), PART 6, TITLE 24 C.C.R.
2007 CALIFORNIA ELEVATOR CODE, PART 7, TITLE 24 C.C.R.
2013 CALIFORNIA HISTORICAL BUILDING CODE (CHC), PART 8, TITLE 24 C.C.R.
2013 CALIFORNIA FIRE CODE (CFC), PART 9, TITLE 24 C.C.R.
2013 CALIFORNIA EXISTING BUILDING CODE (CEBC), PART 10, TITLE 24 C.C.R.
2013 CALIFORNIA GREEN STANDARDS CODE (CALGreen), PART 11, TITLE 24 C.C.R.
2013 CALIFORNIA REFERENCED STANDARDS CODE, PART 12, TITLE 24 C.C.R.
TITLE 19 C.C.R., PUBLIC SAFETY, STATE FIRE MARSHAL REGULATIONS

PARTIAL LIST OF APPLICABLE STATE STANDARDS:

NFPA 13, AUTOMATIC SPRINKLER SYSTEMS, (CA AMENDED) 2013 EDITION
NFPA 72, NATIONAL FIRE ALARM AND SIGNALING CODE, (CA AMENDED) 2013 EDITION

EXITING:

NOTE: THIS BUILDING OR SPACE SHALL PROVIDE A READILY DISTINGUISHABLE MEANS OF EGRESS COMPLYING WITH CALIFIRE 19 AND CHAPTER 11 PARKER APPLICABLE FOR ACCESSIBILITY PURPOSES OF THE 2013 EDITION OF THE CALIFORNIA BUILDING CODE. THE EXIT SYSTEM SHALL MAINTAIN A CONTINUOUS, UNOBSTRUCTED AND UNDIMINISHED PATH OF EXIT TRAVEL FROM ANY OCCUPIED POINT WITHIN THE BUILDING TO A PUBLIC WAY.

SHEET INDEX

SHT. #	SHEET TITLE
TITLE	
A001	COVER SHEET
ARCHITECTURAL	
A201	FLOOR PLAN
A211	REFLECTED CEILING PLAN
A401	INTERIOR ELEVATIONS

GENERAL NOTES

1. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE VERIFICATION OF ALL DIMENSIONS, GRADES, AND OTHER CONDITIONS, AND SHALL CORRELATE AT THE JOB SITE ALL SUCH ITEMS. GENERAL CONTRACTOR SHALL REPORT ANY DISCREPANCIES TO THE ARCHITECT FOR CLARIFICATION AND CORRECTION PRIOR TO BEGINNING ANY WORK.
2. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR THE WORK AND THE COORDINATION OF ALL TRADES AND COVERING JOINERS, AND SHALL PROVIDE ALL MATERIALS AND LABOR (KNOWN OR REVERSED) OR THESE PLANS TO RECOVER THE WORK COMPLETE.
3. IT SHALL BE THE GENERAL CONTRACTORS RESPONSIBILITY FOR THE SUPERVISION OF THIS WORK.
4. THE ARCHITECT ASSUMES NO RESPONSIBILITY FOR THE SUPERVISION OF THE WORK OR THE PROPER EXECUTION OF THE SAME.
5. WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS. ANY AND ALL DISCREPANCIES SHALL BE REPORTED TO THE ARCHITECT IMMEDIATELY, PRIOR TO COMMENCEMENT OF WORK.
6. THESE DRAWINGS SHALL BE CONSIDERED SUBSTANTIALLY COMPLETE. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO PROVIDE ALL LABOR AND MATERIALS NECESSARY TO RENDER THE WORK COMPLETE, AS IS THE INTENT OF THESE DRAWINGS, EITHER SHOWN OR IMPLIED HEREIN, THROUGH PROPER AND ESTABLISHED CONSTRUCTION PRACTICES.
7. EXISTING CONSTRUCTION DETAILS SHOWN HEREON ARE ASSUMED TO BE SUBSTANTIALLY CORRECT AND MAY NOT REFLECT THE ACTUAL CONDITION. THE GENERAL CONTRACTOR SHALL VERIFY (E) CONDITIONS AND NOTIFY THE ARCHITECT ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.
8. ANY PROPOSED SHUT DOWN OF UTILITIES SHALL BE REGISTERED IN WRITING AT LEAST SEVEN (7) WORKING DAYS IN ADVANCE. REQUESTS SHALL BE DIRECTED TO THE ARCHITECT.
9. ANY PROPOSED WORK THAT TAKES PLACE AFTER NORMAL BUSINESS HOURS SHALL BE MADE IN WRITING AT LEAST SEVEN (7) WORKING DAYS IN ADVANCE. REQUESTS SHALL BE DIRECTED TO THE ARCHITECT.
10. PROVIDE ALL REQUIRED FIRE BLOCKING IN ACCORDANCE WITH SECTION 320 OF THE CURRENT ADOPTED EDITION OF C.B.C.

ADD ALTERNATE

COUNTY/CITY NOTES

SITE PLAN

WR&D
WALD RUHNKE & DOST ARCHITECTS LLP
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CARMEL CHOCOLATE EMPORIUM
DOLORES STREET
4TH PARCEL SOUTHEAST OF OCEAN
CARMEL, CA

JOB NO.: 15157
PRINT DATE:
PLOT DATE: 12.11.2015
DRAWN BY:
CHECKED BY:
SET ISSUED:

SHEET NAME: COVER SHEET
SHEET NO.: A001

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

KEY NOTES

THE KEY NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

1. (E) ELECTRICAL CABINET
2. SHELF 2 x @ 16" O.C. & TYPE 'X' GYP. BD. FLUSH TO MATCH EXISTING WALL & FINISH.
3. (E) ELEC. SUB-PANEL
4. (C) COLUMN.
5. WORK STATION: PLASTIC LAMINATE COUNTERTOP WITH INTEGRAL 4" BACKSPLASH AND RETURN OVER BASE CABINET. BASE CABINET SHALL HAVE (1) ADJUSTABLE SHELF. ALL INTERIOR EDGES AND SURFACES SHALL HAVE "MELAMINE" FINISH. WITH PLASTIC LAMINATE FACED FULL FLUSH OVERLAY DOORS/ DRAWERS WITH HARDWARE TO BE APPROVED BY OWNER. CABINET SUPPLIER SHALL FIELD VERIFY ALL DIMENSIONS.
6. PLASTIC LAMINATE FACED FLUSH OVERLAY UPPER CABINET WITH MINIMUM (7) ADJUSTABLE SHELVES. ALL EXTERIOR OR EXPOSED SURFACES SHALL BE PLASTIC LAMINATE AS NOTED IN FINISH LEGEND. REFER TO FINISH PLANS FOR FINISH LEGEND. ALL INTERIOR EDGES AND SURFACES SHALL HAVE "MELAMINE" FINISH. CABINETS SHALL BE SECURELY ANCHORED AND SCRIBED TO ADJACENT SURFACE - PROVIDE ALL REQUIRED BLOCKING. CABINET HARDWARE SHALL HAVE FULLY EXTENDED DRAWER GLIDES, RALLY CONCEALED HINGES, FULLY RECESSED STANDARDS FOR ALL ADJUSTABLE SHELVES, AND CABINET PULLS. CABINET SUPPLIER SHALL FIELD VERIFY ALL DIMENSIONS.
7. DISPLAY TABLE.
8. FLOATING SHELVES
9. DISPLAY STATION: PLASTIC LAMINATE COUNTERTOP WITH RETURN OVER BASE CABINET. BASE CABINET SHALL HAVE (1) ADJUSTABLE SHELF. ALL INTERIOR EDGES AND SURFACES SHALL HAVE "MELAMINE" FINISH, WITH PLASTIC LAMINATE FACED FULL FLUSH OVERLAY DOOR/ DRAWERS WITH HARDWARE TO BE APPROVED BY OWNER. CABINET SUPPLIER SHALL FIELD VERIFY ALL DIMENSIONS
10. SENIOR FURNITURE, PROVIDED BY OWNER.
11. DISPLAY UNIT.
12. DISPLAY EQUIPMENT - SEE EQUIPMENT SCHEDULE.
13. TABLE FOR SELF-SERVING SUPPLY DISPENSER.
14. LOGO WALL.
15. CHECK-OUT COUNTER
16. FINISH FIELD FLOOR (LVP-1). PLANK SHALL BE INSTALLED THIS DIRECTION. REFER TO FINISH LEGEND.
17. FINISH ACCENT FLOOR (LVP-2). PLANK SHALL BE INSTALLED THIS DIRECTION. REFER TO FINISH LEGEND.

EQUIPMENT SCHEDULE

- M — 72" KITCHENAID - CURVED GLASS BAKERY CASE, REFRIGERATED. MODEL: CVD72
- N — 48" KITCHENAID - CURVED GLASS BAKERY CASE, REFRIGERATED. MODEL: CVD48
- O — CANDY CONCEPTS - 6 TIER MIRRORED CANDY RACK. ITEM: 61100-25MM

FINISH LEGEND

LVP-1	TYPE:	LUXURY VINYL PLANK	P-1	TYPE:	PAINT	PL-1	TYPE:
	MANUFACTURER:	WELLMADE FLOORING		MANUFACTURER:	KELLY-MOORE		MANUFACTURER:
	STYLE/FINISH:	LIMELOCK		STYLE/FINISH:	EGGSHELL		STYLE/FINISH:
	COLOR/PATTERN:	RECLAIMED WALNUT STAINED MILL		COLOR/PATTERN:	KM98-1 CRYSTAL BROOKE		COLOR/PATTERN:
	SIZE:	6"X48"X4MM		SIZE:	N/A		SIZE:
	NOTE:	FIELD		NOTE:	FIELD		NOTE:
	CONTACT:	-		CONTACT:	-		CONTACT:
LVP-2	TYPE:	LUXURY VINYL PLANK	P-2	TYPE:	PAINT	PL-2	TYPE:
	MANUFACTURER:	WELLMADE FLOORING		MANUFACTURER:	KELLY-MOORE		MANUFACTURER:
	STYLE/FINISH:	LIMELOCK		STYLE/FINISH:	EGGSHELL		STYLE/FINISH:
	COLOR/PATTERN:	IRONWOOD OAK		COLOR/PATTERN:	KM4814 BLACK ICE		COLOR/PATTERN:
	SIZE:	6"X48"X4MM		SIZE:	N/A		SIZE:
	NOTE:	ACCENT BORDER		NOTE:	AT CASEWORK		NOTE:
	CONTACT:	-		CONTACT:	-		CONTACT:
			P-3	TYPE:	PAINT	PL-3	TYPE:
				MANUFACTURER:	KELLY-MOORE		MANUFACTURER:
				STYLE/FINISH:	GLOSS ON 54" MDF		STYLE/FINISH:
				COLOR/PATTERN:	KM4364 LOG CABIN		COLOR/PATTERN:
				SIZE:	N/A		SIZE
				NOTE:	ACCENT AND DOORS		NOTE:
				CONTACT:	-		CONTACT:
			P-4	TYPE:	PAINT	GR-1	TYPE:
				MANUFACTURER:	KELLY-MOORE		MANUFACTURER:
				STYLE/FINISH:	EGGSHELL		STYLE/FINISH: N/A
				COLOR/PATTERN:	KM1404-2 DESERT SPICE		COLOR/PATTERN
				SIZE:	N/A		SIZE:
				NOTE:	AT SHELVES		NOTE:
				CONTACT:	-		CONTACT:

LEGEND

- A1.01 — REFER TO INTERIOR ELEVATION ON SHEET A101
- TYPES OF MERCHANDIZE DISPLAY
- AREA NOT SCOPE OF WORK

MERCHANDIZE CALCULATION

TOTAL OF MERCHANDIZE DISPLAY = APPROX. 486'-0" L.F. (LINEAR FEET)

CHOCOLATE & CARAMEL	= APPROX. 378'-0" L.F.
CANDY	= APPROX. 39'-0" L.F. = ±20% OF TOTAL

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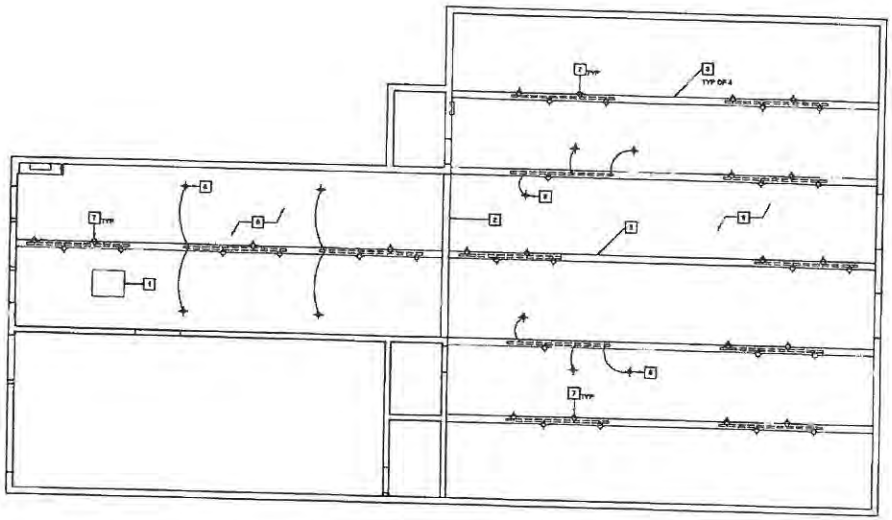
CARMEL CHOCOLATE EMPORIUM
DOLORES STREET
4TH PARCEL SOUTHEAST OF OCEAN
CARMEL, CA

APN#

JOB NO.: 15157
PRINT DATE:
PLOT DATE: 12.11.2015
DRAWN BY:
CHECKED BY:
SET ISSUED:

SHEET NAME: FLOOR PLAN
SHEET NO.: A201
FILE NAME:



1 REFLECTED CEILING PLAN

KEY NOTES

THE KEY NOTES THAT FOLLOW APPLY TO THE DRAWING(S) ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

1. (E) CEILING ACCESS.
2. (E) Ex HEADER TO BE PAINTED
3. (E) Ex PLATES FOR TRACK LIGHTING TO BE PAINTED.
4. (E) TRACK TO BE REMAINED
5. (E) Ex BEAM TO BE PAINTED
6. (E) CEILING TO BE PAINTED
7. REMOVE (E) AND INSTALL (N) TRACK LIGHT HEAD ON (E) TRACK, TYP. U.O.N. REFER TO LEGEND.
8. (N) TRACK LIGHT PENDANT ON (E) TRACK, REFER TO LEGEND.

LEGEND

- EXISTING TRACK TO BE REMAINED
- (N) TRACK LIGHT HEAD ON (E) TRACK, TYP. U.O.N. TECHLIGHT MAL TELLER HEAD
- (N) TRACK LIGHT PENDANT ON (E) TRACK. TECHLIGHT MAL ARTIC PENDANT, OLDER PLACE-GOLD

WRD

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WE ARE AT THE PLANS ACKNOWLEDGED HERE IN RESPECTING THE ARCHITECTURAL AND ENGINEERING DESIGNS, AND FOR SUCH PLANS, SPECIFICATIONS, AND FOR SUCH REUSE, WITHOUT THE SPECIFIC WRITTEN VERIFICATION OR ADAPTATION BY THE ARCHITECT FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT USER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO THE ARCHITECT. USER TO INDEMNIFY AND HOLD HARMLESS THE ARCHITECT FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES ARISING OUT OF OR RESULTING THEREFROM. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY THE ARCHITECT FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT USER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO THE ARCHITECT. USER TO INDEMNIFY AND HOLD HARMLESS THE ARCHITECT FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES ARISING OUT OF OR RESULTING THEREFROM. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY THE ARCHITECT FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT USER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO THE ARCHITECT. USER TO INDEMNIFY AND HOLD HARMLESS THE ARCHITECT FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES ARISING OUT OF OR RESULTING THEREFROM. ANY REUSE WITHOUT WRITTEN VERIFICATION OR ADAPTATION BY THE ARCHITECT FOR THE SPECIFIC PURPOSE INTENDED WILL BE AT USER'S SOLE RISK AND WITHOUT LIABILITY OR LEGAL EXPOSURE TO THE ARCHITECT. USER TO INDEMNIFY AND HOLD HARMLESS THE ARCHITECT FROM ALL CLAIMS, DAMAGES, LOSSES, AND EXPENSES INCLUDING ATTORNEY'S FEES ARISING OUT OF OR RESULTING THEREFROM.

CARMEL CHOCOLATE EMPORIUM

DOLORES STREET
4TH PARCEL SOUTHEAST OF OCEAN
CARMEL, CA

APN#

JOB NO.: 15157

PRINT DATE:

PLOT DATE: 12.11.2015

DRAWN BY:

CHECKED BY:

SET ISSUED:

SHEET NAME:

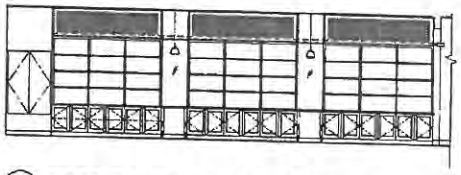
REFLECTED CEILING PLAN

SHEET NO.:

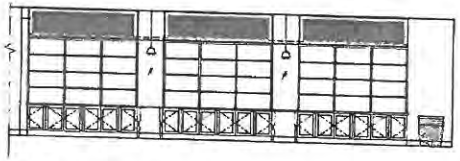
A221

FILE NAME:

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



2 **FRONT AREA DISPLAYCASE**
SCALE: 1/4" = 1'-0"



3 **FRNT AREA DISPLAYCASE**
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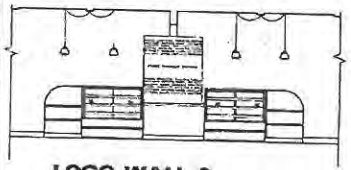
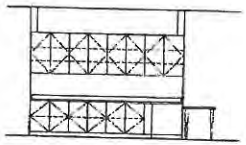
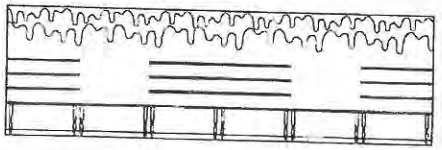


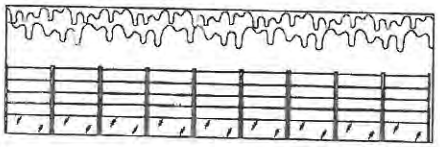
4 **LOGO WALL & CURVED GLASS CASE**
SCALE: 1/4" = 1'-0"



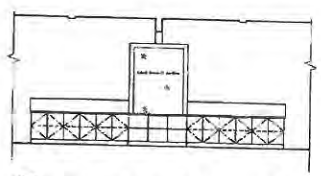
5 **STORAGE / WORK AREA**
SCALE: 1/4" = 1'-0"



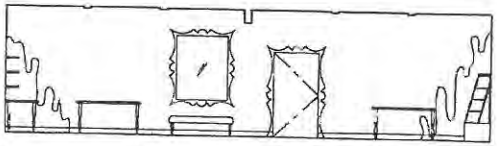
6 **MAIN AREA DISPLAY**
SCALE: 1/4" = 1'-0"



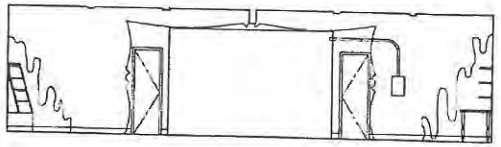
7 **MAIN AREA DISPLAY**
SCALE: 1/4" = 1'-0"



8 **MAIN AREA DISPLAY**
SCALE: 1/4" = 1'-0"



9 **MAIN AREA**
SCALE: 1/4" = 1'-0"



10 **MAIN AREA**
SCALE: 1/4" = 1'-0"

KEY NOTES

THE KEY NOTES THAT FOLLOW APPLY TO THE DRAWINGS ON THIS SHEET ONLY. REFER TO FOLLOWING SHEETS FOR NOTES THAT ARE APPLICABLE TO THOSE DRAWINGS.

1 -

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WR&D
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MONTEREY, CALIFORNIA 93940
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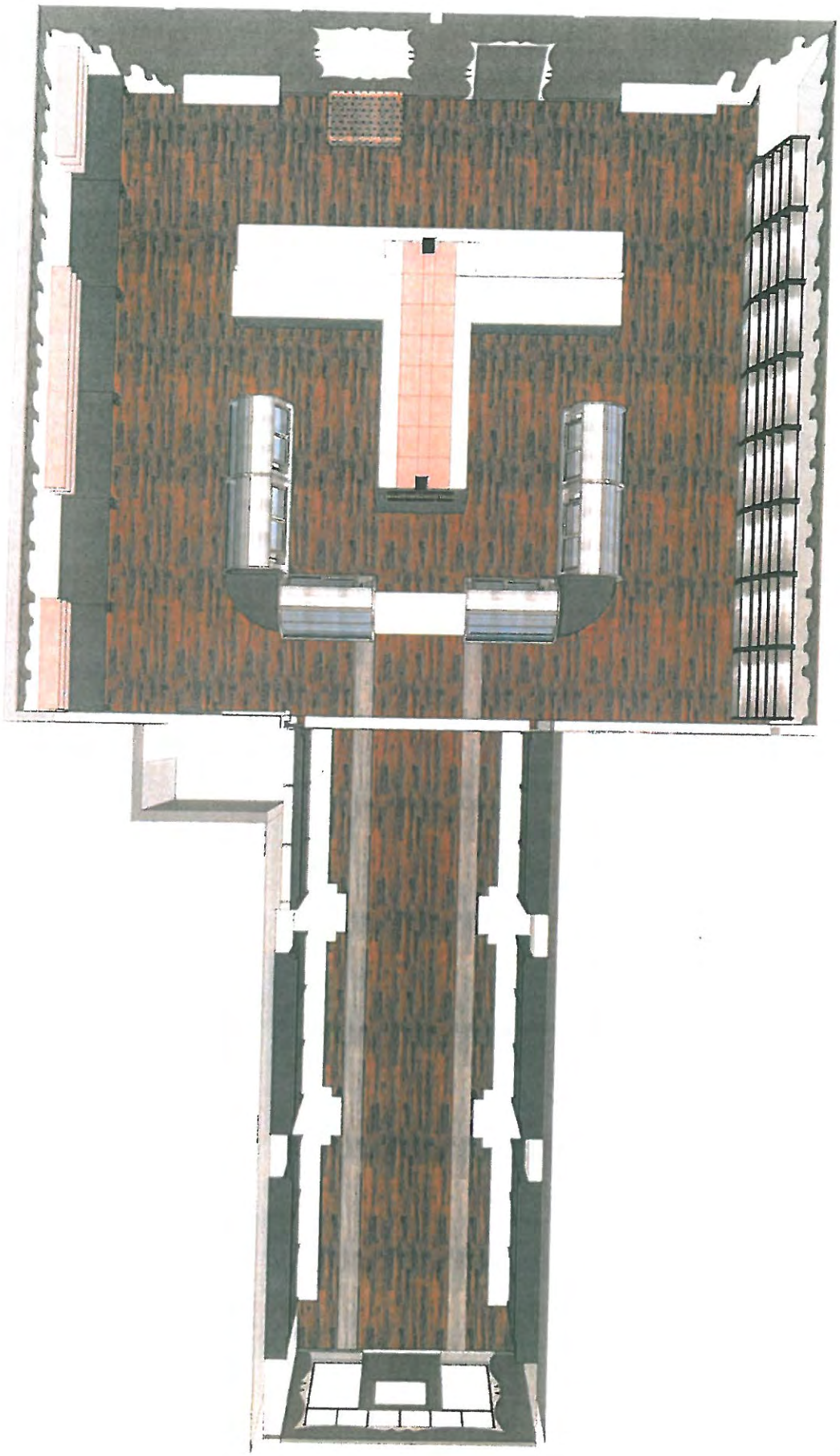
CARMEL CHOCOLATE EMPORIUM

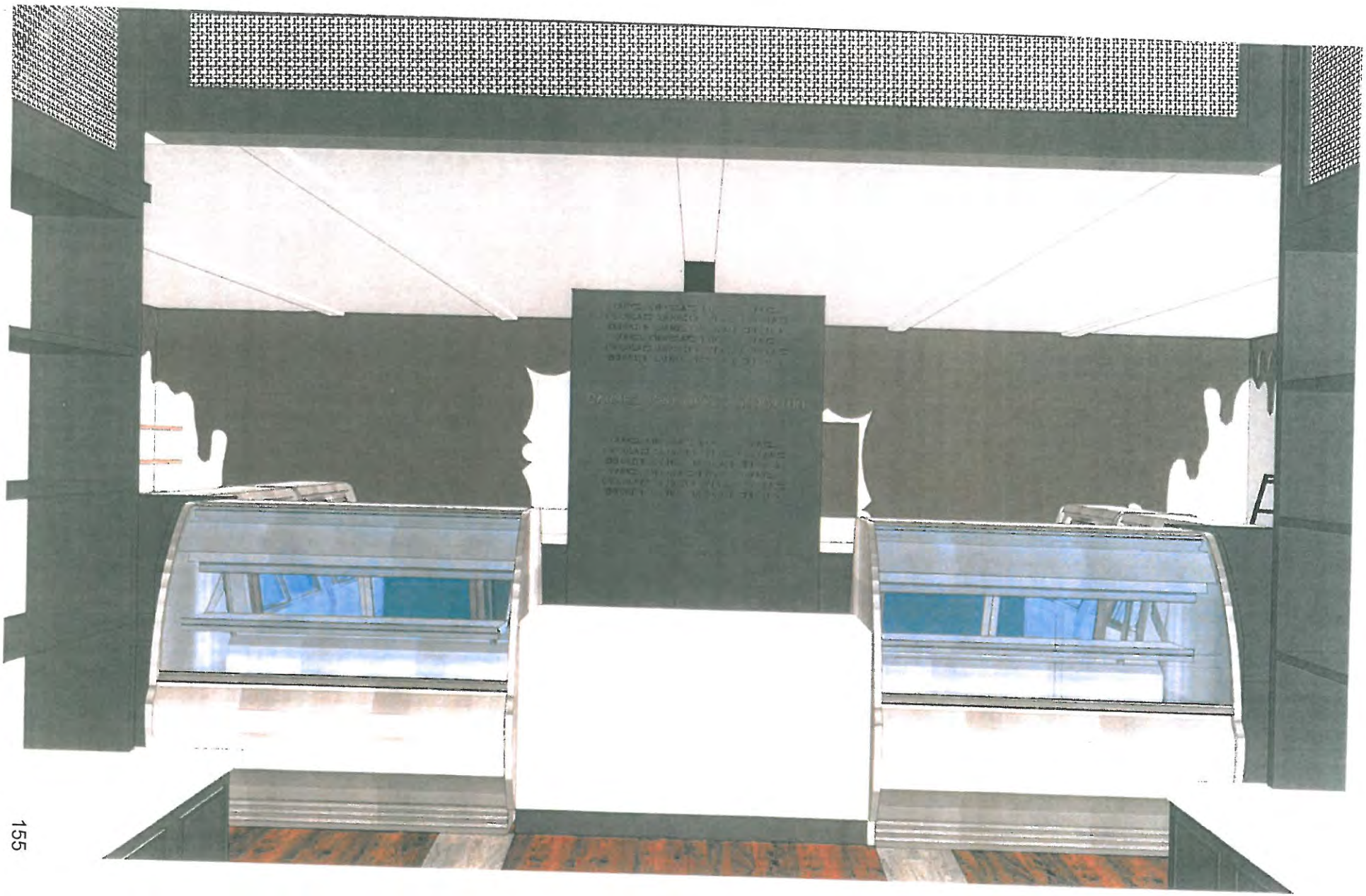
DOLORES STREET
4TH PARCEL, SOUTHEAST OF OCEAN
CARMEL, CA

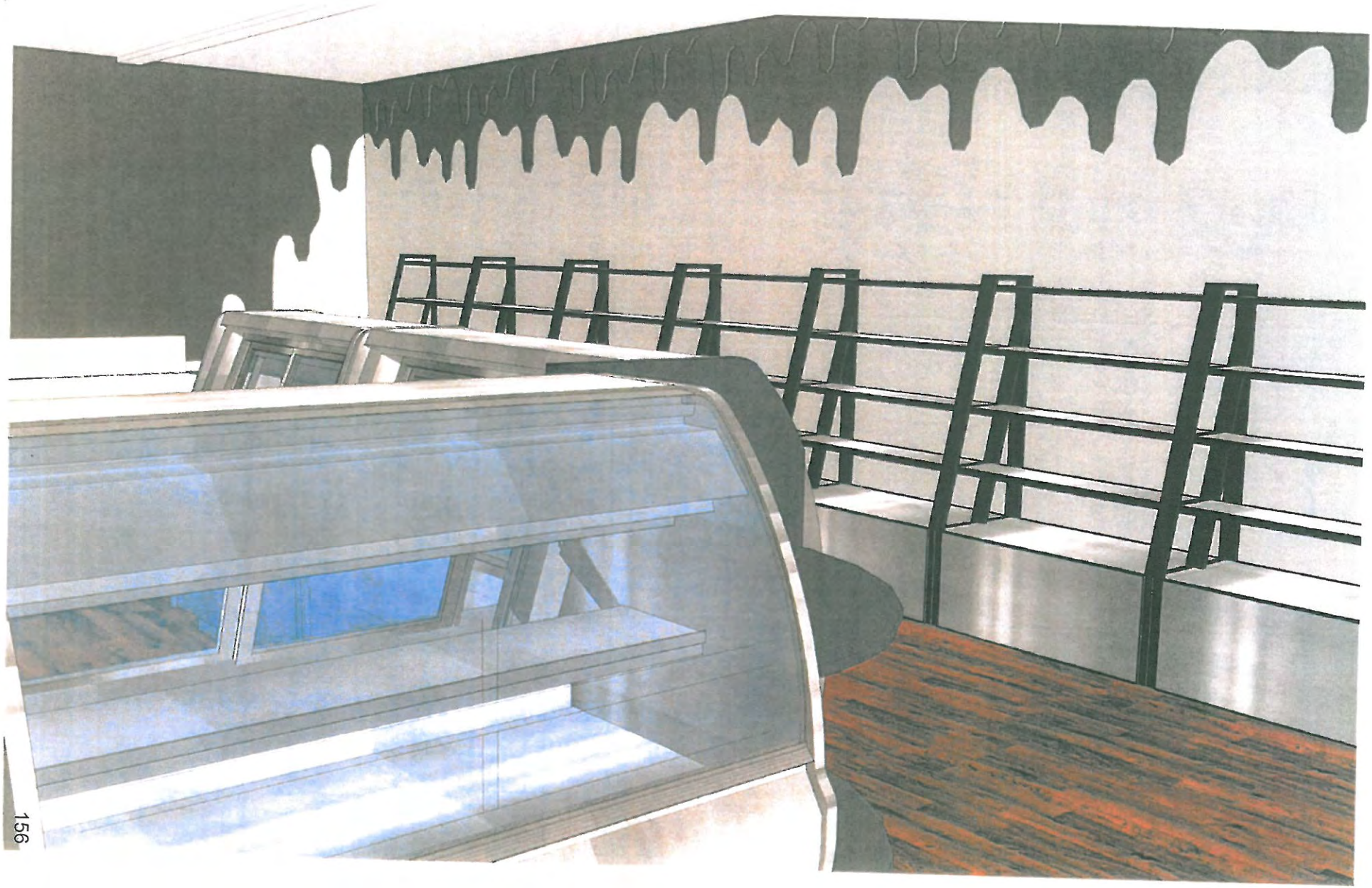
APN#

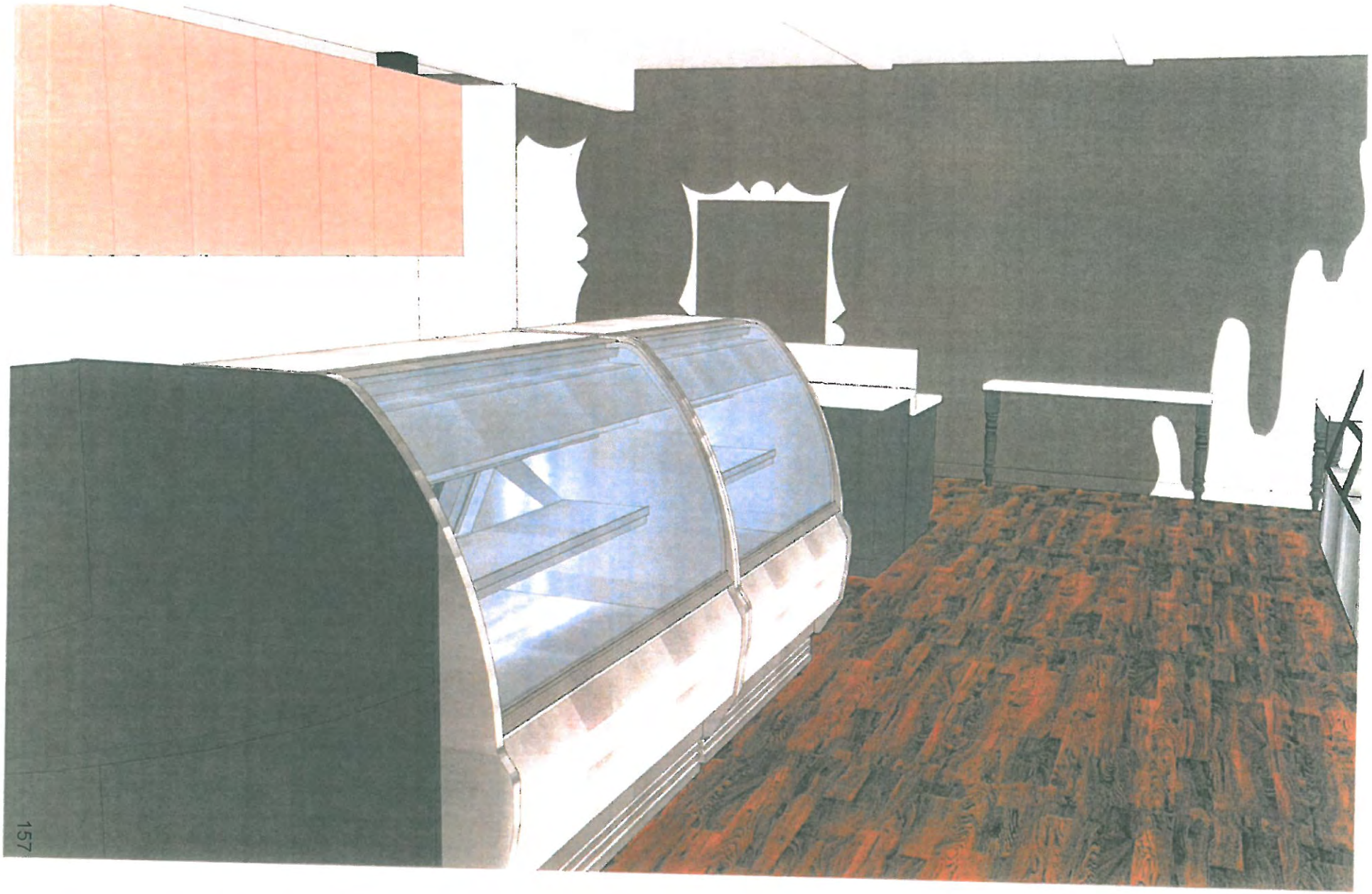
JOB NO.: 15157
PRINT DATE:
PLOT DATE: 12.11.2015
DRAWN BY:
CHECKED BY:
SET ISSUED:

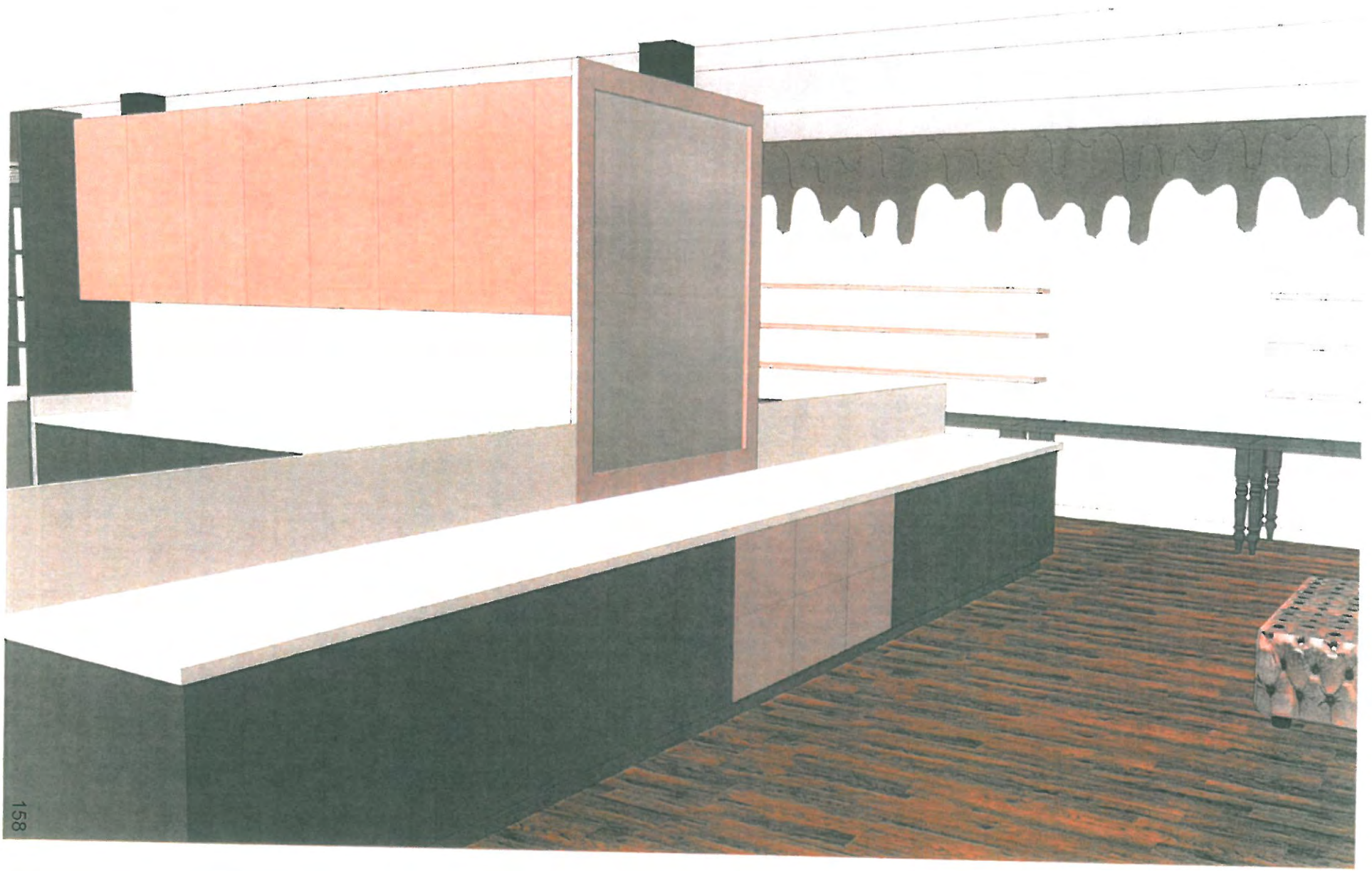
SHEET NAME:
INTERIOR ELEVATIONS
SHEET NO.:
A501
FILE NAME: 15157A501

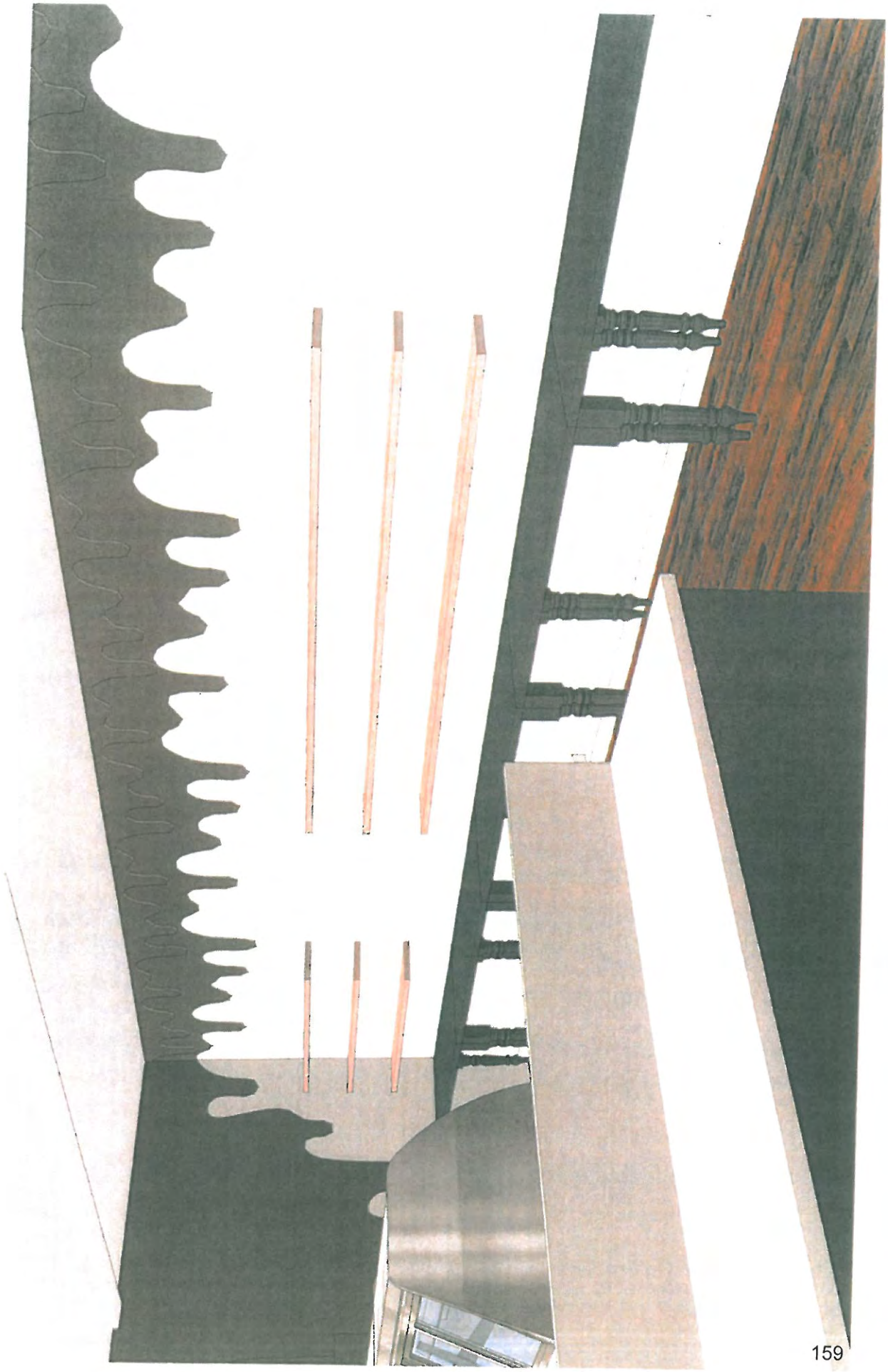




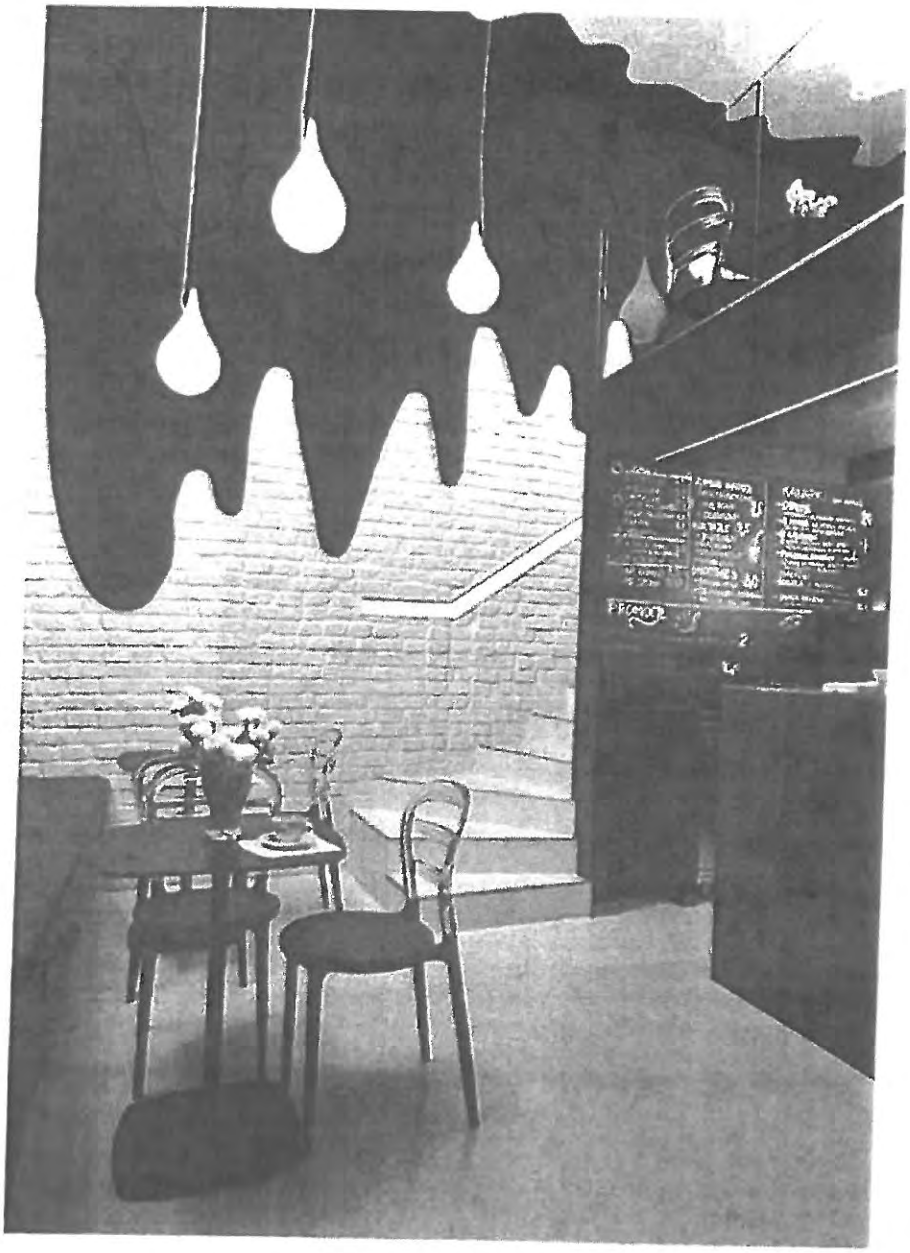








www.dexigner.com



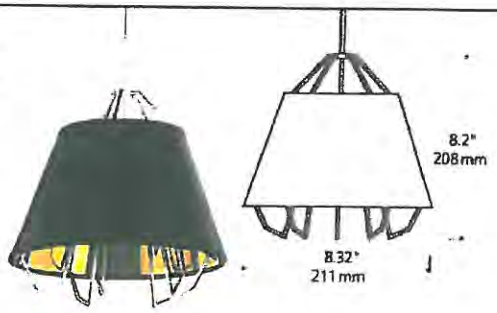
Mini Artic Pendant S-RAA

DESCRIPTION
A sculptural metal frame whose arms elegantly represent the path the light is taking is surrounded by a modern, high-gloss, semi-translucent shade which allows light to playfully bounce around the fixture and enables just a hint of the light source itself to shine through. Includes low-voltage 35 watt halogen MR16 lamp or 7.5 watt replaceable 95 CRI 3000K LED MR16 lamp and six feet of field-cuttable Suspension cable. Works with SORAA.

INSTALLATION
Socket terminates with FreeJack male connector, which may be installed into a system connector. Elements ordered with a system prefix include a connector for that system. For use on T-TRAK, order FreeJack version and T-TRAK FreeJack Connector (sold separately).

ACCESSORIES & OPTICAL CONTROLS
Swag Hook

WEIGHT
0.78lb / 0.35kg ±



gloss black-gold shade

gloss black-gold shade | gloss black-silver shade | gloss white-gold shade | gloss white-silver shade

ORDERING INFORMATION

700 SYSTEM	MATC	COLOR		FINISH	LAMP
FJ FREEJACK	BG GLOSS BLACK-GOLD SHADE	S SATIN NICKEL CAGE	S SATIN NICKEL	12 VOLT HALOGEN
KL KABLE LITE	BS GLOSS BLACK-SILVER SHADE			-LED830 12 VOLT LED 90 CRI 3000K
MP MONOPOINT	WG GLOSS WHITE-GOLD SHADE			-24 24 VOLT HALOGEN
MO MONORAIL	WS GLOSS WHITE-SILVER SHADE			
M02 TWO-CIRCUIT MONORAIL				

Note: MP includes 4" Round Flush Canopy.

TECH LIGHTING
7400 Linder Avenue
Skokie, Illinois 60077
T 847.410.4400
F 847.410.4500

Tech Lighting, L.L.C.

700 ____ MATC ____ ____ ____ ____

FIXTURE TYPE: _____

JOB NAME: _____

NOTES: _____

_____

_____

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CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1083
January 5, 2016
Public Hearing

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Marc Wiener, Acting Community Planning and Building Director
SUBJECT:	Second reading of an Ordinance of the City Council of the City of Carmel-by-the-Sea amending chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code in accordance with state housing law.

AMOUNT OF EXPENDITURE	$ 18,780.00
AMOUNT BUDGETED	$ 25,575.00
APPROPRIATION REQUIRED	$ N/A

RECOMMENDATION

Waive reading in full of the second reading of an Ordinance amending chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code in accordance with state housing law

SUMMARY

On December 1, 2015, the City Council adopted an updated Housing Element for the 2015-2023 planning period, which has been submitted to the California Department of Housing and Community Development ("HCD") for final certification. In addition to the adoption of the Housing Element, the City Council also adopted a first reading of an Ordinance amending chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code in accordance with state housing law. Staff is recommending that the Council adopt a second reading of the Ordinance. The proposed Municipal Code amendments are intended to ensure conformance with state housing law as described below.

- Density Bonus Regulations

State law requires cities to grant a density bonus of up to 35 percent when a project provides affordable housing, senior housing, child care facilities, or dedicates land for affordable housing. The Municipal Code (CMC 17.64.190) currently allows a density increase up to 34-44 dwelling units per acre when a project provides 20 percent lower-income units, 10 percent very-low-income units or 50 percent of units are provided for senior citizens, and up to 88 units per acre when all units are affordable to low- or very-low-income households. Staff has revised this section of the Municipal Code to eliminate the current density bonus program and adopt by reference State Density Bonus Law (Government Code Sections 65915). The proposed amendment to Municipal Code Sections 17.64.190 and 17.64.220 would ensure consistency with current state law.

State Density Bonus Law establishes a sliding scale for density bonus ranging from 20 percent to 35 percent above the maximum allowable density depending on the proportion of affordable units

provided. In order to achieve the maximum 35 percent density bonus, provision of at least 20 percent low-income units, 11 percent very-low-income units, or 40 percent moderate-income for-sale units is required. Staff notes that these specific details of the density bonus program are not included in the Municipal Code because the City would be adopting state law by reference. Adopting by reference ensures that the City does not have to amend its Municipal Code to be consistent with future changes in state law.

- Transitional and Supportive Housing

The proposed amendment to Section 17.68.040 of the Municipal Code includes definitions of transitional and supportive housing to ensure consistency with state law. Under state law, transitional housing and supportive housing must be treated as residential uses and permitted subject only to the same standards and procedures as apply to other residential dwellings of the same type in the same zone.

- Residential Care Facilities

State-licensed residential care facilities for six or fewer persons must be permitted as residential uses subject only to the same standards and procedures as apply to other residential dwellings of the same type in the same zone. The proposed amendment to Section 17.14.030 was amended to indicate that residential care facilities are subject to the same regulations as other family residential dwellings.

- Group Residential

The Zoning Code Sec. 17.70.020 defines "Group Residential" as Shared living quarters without separate kitchens or bathrooms for each room or unit, including boardinghouses, dormitories, and private residential clubs, but excluding guesthouses. During its review of the draft Housing Element, HCD noted that this use is currently not permitted or conditionally permitted in any zone. An amendment to Sec. 17.08.040 (Schedule II-1) is proposed to designate group residential as conditionally permitted in the R-4 zone.

CEQA COMPLIANCE:

An Initial Study/Negative Declaration (IS/ND) was adopted for the City's 2010 Housing Element update. The IS/ND concluded that the proposed Code amendments do not propose any additional changes to City policies or regulations that would result in new significant environmental impacts or a substantial increase in the severity of impacts previously analyzed in the 2010 IS/ND, therefore an Addendum to the previous IS/ND has been prepared pursuant to CEQA Guidelines Sections 15162 and 15164 (Attachment 2).

PRIOR CITY COUNCIL ACTION

On December 1, 2015, the City Council adopted a first reading of Ordinance amending chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code in accordance with state housing law.

ATTACHMENTS

1. Ordinance Amending Chapters 17.64.190, 17.64.220 and 17.68.040 of the Carmel-by-the-Sea Municipal Code
2. Addendum to Previous Negative Declaration

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/28/2015

Attachment 1

CITY OF CARMEL-BY-THE-SEA

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING TITLE 17 OF THE MUNICIPAL CODE RELATED TO DENSITY BONUS, TRANSITIONAL AND SUPPORTIVE HOUSING, RESIDENTIAL CARE FACILITIES, AND GROUP RESIDENTIAL IN ACCORDANCE WITH STATE LAW AND THE HOUSING ELEMENT OF THE GENERAL PLAN

WHEREAS, the 2015-2023 Housing Element of the General Plan includes programs to ensure consistency between the Zoning Code and state laws related to affordable housing and housing for persons with special needs; and

WHEREAS, on November 18, 2015 the Planning Commission conducted a public hearing and adopted a Resolution recommending adoption of Code amendments as set forth in Exhibit A; and

WHEREAS, in accordance with the California Environmental Quality Act (CEQA) an Addendum to the previous Negative Declaration for the 2007-2014 Housing Element was prepared to evaluate potential environmental impacts of the proposed Code amendments; and

WHEREAS, on December 1, 2015 the City Council conducted a public hearing at which time all interested persons were provided an opportunity to offer comments on the proposed Code amendments; and

WHEREAS, the City Council has considered the entire administrative record related to the proposed Code amendments, including the staff report, the CEQA Addendum, the Planning Commission's recommendations, and all written and oral testimony offered at and prior to the public hearing.

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

SECTION 1. Recitals. The City Council hereby finds that the foregoing recitals are true and correct.

SECTION 2. CEQA Findings. The City Council finds that the Addendum to the Negative Declaration prepared for the 2007-2014 Housing Element satisfies the requirements of CEQA for the proposed Code amendments. There is no substantial evidence in the record that these amendments would have a significant effect on the environment. The Addendum reflects the independent judgment of the City Council.

SECTION 3. Section 17.64.190 of the Municipal Code is amended as follows:

17.64.190 Density Bonus and Other Incentives for Affordable Housing~~Residential Construction at Densities Between 33 and 44 Units Per Acre~~.

~~The following special findings are required for approval of residential construction at densities between 33 and 44 units per square acre:~~

A. In order to facilitate the provision of affordable housing, the City shall grant a density bonus and other incentives and concessions for residential developments in conformance with state Density Bonus Law (Government Code Sections 65915 et seq.) as it may be amended from time to time.~~That one of the~~

~~following three standards will be met:~~

~~1. That at least 20 percent of all units on the site will be used as housing for "lower-income households" as defined by the Association of Monterey Bay Area Governments (AMBAG); or~~

~~2. That at least 10 percent of all units on the site will be used as housing for "very low-income households" as defined by AMBAG; or~~

~~3. That at least 50 percent of all dwellings units on the site will be used as housing for "senior citizens" as established in California Housing Statutes.~~

B. ~~That the a~~Affordable housing units produced pursuant to this section shall~~will~~ be administered by a City-approved public or quasi-public agency involved in affordable housing programs, or will be verified by the City based on documentation supplied annually by the property owner, in conformance with state Density Bonus Law.

SECTION 4. Section 17.64.220 of the Municipal Code is amended as follows:

17.64.220 Affordable Housing – Residential Construction at Densities Between 45~~44~~ and 88 Units Per Acre.

The following special findings are required for approval of exceptions to zoning standards for projects consisting entirely of affordable housing:

A. That the project consists entirely of affordable housing units for low- and/or very low-income households, as defined in Chapter 17.70 CMC.

B. That the project, and any zoning exceptions requested, will not be detrimental to adjacent properties or injurious to public health, safety or welfare.

C. That the project is consistent with the applicability of provisions found in CMC 17.14.090 and the basic review standard found in CMC 17.14.100 and that new construction represents an improvement over existing conditions.

D. That the project will preserve the community character and will be compatible with the streetscape, mass, bulk and height of the surrounding neighborhood context.

E. That the affordable housing units will be administered by a City-approved public or quasi-public agency involved in affordable housing programs, or will be verified by the City based on documentation supplied annually by the property owner.

F. That the project will not diminish the village character by excessively blocking important public or private views and disturbing natural topography, mature trees, or native growth.

SECTION 5. Section 17.68.040 of the Municipal Code is amended as follows:

~~Transitional Housing Facilities. Facilities providing sleeping accommodations, meals, showers, and laundry facilities to assist persons obtaining skills necessary for independent living in permanent housing. The term of occupancy is generally not less than two weeks nor more than two years. Specialized programs and services related to the needs of the residents may also be provided. (Ord. 2010-02 (Exh. A), 2010; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).~~

Transitional housing. Buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance. Transitional housing is a residential use of property subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

Supportive housing. Housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community. *Target population* means persons with low incomes who have one or more disabilities, including mental illness, HIV or AIDS, substance abuse, or other chronic health condition, or

individuals eligible for services provided pursuant to the Lanterman Developmental Disabilities Services Act (Division 4.5 (commencing with Section 4500) of the Welfare and Institutions Code) and may include, among other populations, adults, emancipated minors, families with children, elderly persons, young adults aging out of the foster care system, individuals exiting from institutional settings, veterans, and homeless people. Supportive housing is a residential use of property subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.

SECTION 6. Section 17.14.030, Schedule II-B is amended as follows:

Schedule II-B: Commercial Districts – Use Regulations				
P = Permitted Use L = Limitations Apply C = Conditional Use Permit Required	**Commercial Districts**			**Additional Regulations**
	CC	**SC**	**RC**	
Retail				
Animal Sales and Services				
Animal Grooming	P	P	P	See CMC 17.14.040(C)
Animal Hospitals	–	C	–	See CMC 17.14.040(C)
Kennels	–	C	C	See CMC 17.14.040(C)
Automobile Sales and Services				See CMC 17.14.040(D)
Motorcycles, Mopeds and Parts	P	P	–	
Vehicle Repair	–	C	C	
Vehicle Service and Gasoline	–	C	C	See CMC 17.14.040(D)
Building Materials, Hardware and Garden Supplies	P	P	C	See CMC 17.14.040(G)
Eating and Drinking Establishments				See Chapter 17.56 CMC
Drinking Places	C	C	–	See CMC 17.14.040(I)
Restaurant, Full Line	C	C	–	See CMC 17.14.040(I)
Restaurant, Specialty	C	–	–	See CMC 17.14.040(I)
Food and Beverage Sales				See Chapter 17.56 CMC
Convenience Market	–	L-2	L-2	See CMC 17.14.040(D)(2) and (J)(2)
Food Store – Full Line	C	C	C	See CMC 17.14.040(J)
Food Store – Specialty	C	C	–	See CMC 17.14.040(J)
Liquor	P	P	C	See CMC 17.14.040(J)
Retail Sales	P	P	–	See Chapter 17.16 CMC; See CMC 17.14.040(T)
Antique Shops	P	–	–	See CMC 17.14.040(T)
Art Galleries	P	–	–	See CMC 17.14.040(T)
Arts and Crafts	P	–	–	See CMC 17.14.040(T)
Jewelry Shops	P	–	–	See CMC 17.14.040(T)

Sales by Public Outcry (Auction)	–	C	C	See CMC 17.14.040(U)
Specialty, Theme	P	P	–	See CMC 17.14.040(T)
Stationery	P	P	P	See CMC 17.14.040(T)
Thrift Shops	P	P	–	See CMC 17.14.040(T)
Vending Machines	C	C	C	See CMC 17.14.040(T)
Service/Office				
Banks and Other Financial Institutions	P	P	P	See CMC 17.14.040(F)
Automatic Teller Machines (ATM)	C	C	C	See CMC 17.14.040(E)
Business Services	P	P	L-1	
Commercial Recreation	P	–	–	See CMC 17.14.040(H)
Community Care Facility	P	P	P	
Computer Services	P	P	P	
Day Care Centers	–	C	C	
Emergency Medical Care	P	P	P	
Government Offices	P	P	P	
Hotels and Motels	C	C	C	See Chapter 17.56 CMC, Restricted Commercial Uses, and CMC 17.14.040(M)
Hospitals and Clinics				
Hospitals		C	–	See CMC 17.14.040(L)
Clinics	P	P	P	See CMC 17.14.040(L)
Hospice Care, Limited	P	P	P	
Maintenance and Repair Services	L-3	L-3	L-3	
Office				
Business and Professional	P	P	P	
Medical and Dental	P	P	P	
Other	P	P	L-4	See CMC 17.14.040(O)
Parking Facilities, Commercial	–	C	C	See CMC 17.14.040(P) and Chapter 17.64 CMC, Findings Required for Permits and Approvals
Personal Improvement Services	C	C	–	See CMC 17.14.040(Q)
Personal Services	P	P	P	
Laundry and Dry Cleaning	C	C	C	See CMC 17.14.040(R)
Video Tape Rental	P	P	–	See CMC 17.14.040(R)
Research and Development Testing Services	P	P	P	See CMC 17.14.040(S)
Residential Care Facilities				
General	–	C	C	

Limited	L-6–	L-6P	L-6P	
Senior	–	C	C	
Travel Services	P	P	P	See CMC 17.14.040(V)
Residential/Public and Semipublic				
Colleges and Trade Schools	P	P	P	
Community Centers	P	P	P	
Conference Facilities, Small	P	P	P	
Community Social Service Facility	P	P	P	
Family Day Care				See CMC 17.08.050(B)
Small Family	–	–	P	
Large Family	–	C	C	
Libraries, Public	P	P	P	
Multifamily Dwellings				See CMC 17.14.040(N)
0 – 22 dwelling units/acre	P	P	P	
2322 – 33 dwelling units/acre	C	C	C	
34 – 44 dwelling units/acre	C	C	C	Chapter 17.64 CMC, Findings Required for Permits and Approvals
Museums, Galleries, Gardens (noncommercial)	P	P	P	
Park and Recreation Facilities				
Individual Recreation	C	C	–	
Organized Recreation	C	–	–	
Parking Facilities, Noncommercial	–	C	C	See Chapter 17.64 CMC, Findings Required for Permits and Approvals
Public Safety Facility	P	P	P	
Religious Facilities	–	–	C	
Schools, Private	P	P	P	
Senior Citizen Housing	P	P	P	
Single-Family	L-5	C	C	See CMC 17.08.050(G)
Theater, Live Performance	C	C	C	
Theater, Motion Picture	C	C	–	
~~Transitional Housing Facility~~	–	–	~~P~~	-
Industrial				
Handicraft/Custom Manufacturing	P	P	C	See CMC 17.14.040(K)
Industry, Limited	P	P	–	
Transportation, Communication and Utilities				
Communication Facilities	–	–	–	

Facilities Within Buildings	P	P	C	
Utilities, Major	P	P	C	
Utilities, Minor	P	P	C	
Agricultural				
Nurseries	P	P	P	
Other				
Accessory Use				See CMC 17.08.050(A)
Nonconforming				See Chapter 17.36 CMC, Nonconforming Uses and Buildings
Temporary				See CMC 17.52.100(I)

Specific Limitations and Conditions:
L-1: Limited to advertising, consumer credit reporting, secretarial court reporting, equipment maintenance and repair, personnel supply services, and nonretail computer services and repair.
L-2: Allowed only as accessory use to gasoline stations and limited to a maximum of 300 square feet. No sales of alcohol are permitted. See CMC 17.14.040(D)(2) and (J)(2).
L-3: Any establishments with activities generating noise, odors, deliveries by large vehicles, high traffic by customers, or requiring large storage needs are not permitted.
L-4: Limited to offices for the following categories: operators of nonresidential buildings, apartment buildings, dwellings, real estate agents and managers, and title companies.
L-5: Limited to sites that are already developed with a single-family dwelling, or that were originally developed as, or used as, a single-family dwelling but have since been converted to another use. Existing single-family dwellings can be maintained, altered, repaired and/or redeveloped. R-1 district floor area ratio standards shall apply to these sites.
L-6: Subject to the same regulations as apply to other family residential dwellings in the same zone.

SECTION 7. Section 17.08.040 of the Municipal Code is amended as follows:

In Schedule II-1 under **Residential**, "Group Residential" is added as a conditional use in the R-4 zone.

SECTION 8. Severability. If any section, subsection, phrase, or clause of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

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

SECTION 9. Effective Date. This ordinance shall take effect thirty-one (31) days after adoption.

INTRODUCED on the 1st day of December, 2015 and ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2016 by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED:

_____
JASON BURNETT, Mayor

ATTEST:

_____
ASHLEE WRIGHT, City Clerk

Attachment 2

ADDENDUM TO NEGATIVE DECLARATION

2015-2023 Housing Element and Related Zoning Code Amendments

Lead Agency: City of Carmel-by-the-Sea
P.O. Drawer G
Carmel-by-the-Sea, CA 93921

Contact: Marc Wiener, Acting Planning Director
831-620-2024

Addendum to
Initial Study/Negative Declaration
City of Carmel-by-the-Sea
2015-2023 Housing Element and Related Zoning Code Amendments
November 18, 2015

Overview

On July 13, 2010 the City Council adopted a Negative Declaration ("ND") for the Carmel-by-the-Sea 2007-2014 Housing Element. The City is now required to adopt an updated Housing Element for the 2015-2023 planning period, as well as amendments to the Zoning Code related to affordable housing and housing for persons with special needs. The purpose of this Addendum is to demonstrate that the 2015-2023 Housing Element update and related Code amendments would not result in any of the conditions under which a subsequent Environmental Impact Report ("EIR") or Negative Declaration would be required pursuant to Public Resources Code Section 21166 or CEQA Guidelines Sections 15162 and 15164.

Purpose of an Addendum

CEQA and the CEQA Guidelines establish the type of environmental documentation that is required when changes to a project occur or new information arises after an EIR is certified or a Negative Declaration adopted for a project. CEQA Guidelines Section 15162 establishes criteria for determining whether more detailed information, such as the preparation of a Subsequent or Supplemental EIR, is needed, and Section 15164 defines the appropriate use of Addendums to previous EIRs and Negative Declarations.

CEQA Guidelines Section 15162(a) states:

> *When an EIR has been certified or a negative declaration adopted for a project, no subsequent EIR shall be prepared for that project unless the lead agency determines on the basis of substantial evidence in the light of the whole record, one or more of the following:*
>
> *(1) Substantial changes are proposed in the project, which will require major revisions in the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.*
>
> *(2) Substantial changes occur with respect to the circumstances under which the project is to be undertaken, which will require major revisions of the previous EIR due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects.*
>
> *(3) New information of substantial importance which was not known and could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete shows any of the following:*
>
> > *a. The project will have one or more significant effects not discussed in the EIR.*
> >
> > *b. Significant effects previously examined will be substantially more severe than shown in the previous EIR*
> >
> > *c. Mitigation measures or alternatives previously found not to be feasible would in fact be feasible, and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure; or*

d. Mitigation measures or alternatives that are considerably different from those analyzed in the previous EIR would substantially reduce one or more effects on the environment but the project proponents decline to adopt the mitigation measure.

CEQA Guidelines Section 15164(b) states: *"An addendum to an adopted negative declaration may be prepared if only minor technical changes or additions are necessary or none of the conditions described in Section 15162 calling for the preparation of a subsequent EIR or negative declaration have occurred."*

The following analysis demonstrates that the 2015-2023 Housing Element update and related Code amendments do not raise any new environmental issues and require only minor technical changes or additions to the previous Negative Declaration to satisfy the requirements of CEQA.

Project Description

A. 2015-2023 Housing Element Update

The City's 2007-2014 Housing Element was found to be in full compliance with state law by the California Department of Housing and Community Development ("HCD") in its letter of October 19, 2010. No major changes to conditions, requirements or the statutory framework that raise new potentially significant environmental impacts not previously considered have occurred with respect to the Housing Element, and the proposed 2015-2023 Housing Element update would not make substantial changes to City housing policies or land use regulations. The following discussion summarizes the proposed changes contained in each section of the Draft 2015-2023 Housing Element.

Section 1: Introduction

This chapter provides an overview of the Housing Element and a summary of the public participation process. No policy or regulatory changes are proposed in this section, and none of the changes reflected in this section would result in the potential for significant environmental impacts not previously considered in the 2010 ND.

Section 2: Housing Development Resources

This section describes the City's land resources that could accommodate housing development, as well as financial and administrative resources, and opportunities to foster energy conservation. None of the changes reflected in this section would change development regulations or result in the potential for significant environmental impacts not previously considered in the 2010 ND.

Section 3: Goals, Objectives, Policies and Programs

This section presents the City's goals, objectives, policies and programs for the 2015-2023 planning period. Most of the changes in this chapter reflect the completion of state-mandated Zoning Code amendments related to housing for persons with special needs. Substantive changes to programs are summarized below.

- New Program 3-2.a.c (Incentives for Mixed Use Affordable Housing) contains a commitment to explore options to further incentivize upper-story housing opportunities. Adoption of this program would not change development regulations, and therefore would not result in new significant environmental impacts. Any future changes to development regulations that may be proposed in connection with this program would be subject to CEQA review prior to adoption.

- Proposed revisions to Program 3-3.1.c (Development on Small Sites) include a commitment to review the Lot Merger Program to determine if any refinements should be made, such as a requirement that mergers be approved by the Planning Commission rather than the Director, as well as consideration for eliminating any provisions of this program that have the unintended effect of restricting housing opportunities. Adoption of this program revision would not change development regulations, and therefore would not result in new significant environmental impacts. Any future changes to development regulations that may be proposed in connection with this program would be subject to CEQA review prior to adoption.

- Proposed revisions to Program 3-5.3.c (Subordinate Units) include a commitment to investigate potential amendments such as permitting subordinate units on smaller lots. Adoption of this program would not change development regulations, and therefore would not result in new significant environmental impacts. Any future changes to subordinate unit regulations that may be proposed in connection with this program would be subject to CEQA review prior to adoption.

Other clerical revisions to this section would eliminate redundancy and improve the readability of the Housing Element, and would not change development regulations or result in new potentially significant impacts not previously considered in the 2010 ND.

Appendix A: Housing Needs Assessment

This section has been revised to reflect more recent demographic data, trends and special housing needs. Most of the demographic information is based on the 2010 Census or the American Community Survey. This appendix also describes the new Regional Housing Needs Assessment (RHNA), which identifies housing growth needs for the new planning period as summarized below.

Regional Housing Needs Assessment (RHNA)

The City's assigned share of regional housing need is an important component of the Housing Element. The Association of Monterey Bay Area Governments ("AMBAG") is responsible for allocating a portion of the region's new housing need to each jurisdiction. Carmel-by-the-Sea's share of the regional housing need for the new Housing Element cycle is 31 units, which is nearly identical to the 32 units allocated in the previous cycle. The table below shows the distribution of new housing need by income category that has been allocated to the City in the RHNA. One of the key requirements of the Housing Element is to identify adequate sites with appropriate zoning that could accommodate new housing development commensurate with the assigned need in each income category. It should be emphasized that the RHNA is a planning target, not a development mandate or quota. State law does not require cities to achieve their RHNA targets or build housing.

Regional Housing Need 2014-2023
City of Carmel-by-the-Sea

Very-Low	Low	Moderate	Above-Moderate	Total
7	5	6	13	31

Source: AMBAG, 2014
Notes: 50% of the Very-Low-Income need is assigned to the Extremely-Low-Income category pursuant to Government Code §65583(a)(1)

Section 2 of the Housing Element presents an inventory and analysis of available sites that could accommodate the level of development assigned to Carmel-by-the-Sea through the RHNA process. No substantial changes to land use regulations are proposed in connection with the new RHNA allocation.

This section of the Housing Element also discusses various categories of special needs, including the elderly, persons with disabilities, large families, female-headed households, farmworkers and the homeless. No substantial changes in development regulations are proposed with respect to these special needs that were not previously considered in the 2010 ND.

Appendix B: Constraints on Housing Production

This appendix analyzes the City's plans and regulations that guide housing development. The most noteworthy changes reflect the completion of several state-mandated Code amendments related to housing for persons with special needs during the previous planning period. No changes to land use plans or regulations are proposed in connection with the 2015-2023 Housing Element. This chapter also discusses non-governmental constraints such as infrastructure availability and development costs. None of the changes reflected in this appendix would change development regulations or result in the potential for new significant environmental impacts that were not previously considered in the 2010 ND.

Appendix C: Housing Program Accomplishments

This appendix contains a review of the goals, policies and programs from the previous element and identifies the City's accomplishments as well as changes that are appropriate for the new planning period based on changed circumstances. None of the revisions reflected in this evaluation would change development regulations or result in the potential for significant environmental impacts that were not previously considered in the 2010 ND.

Appendix D: Public Participation Summary

This appendix describes opportunities for public involvement during the 2015-2023 Housing Element update process. None of the changes reflected in this section would change development regulations or result in the potential for significant environmental impacts.

Appendix E: Glossary

This appendix contains definitions of terms commonly used in the Housing Element. None of the changes reflected in this section would change development regulations or result in the potential for significant environmental impacts.

B. Housing-Related Zoning Code Amendments

Revisions to the Municipal Code as described below are also proposed in order to ensure conformance with state housing law. These Code amendments were included in the program actions contained in the 2007-2014 Housing Element and addressed in the previous ND.

Density Bonus Regulations

State law requires cities to grant a density bonus of up to 35 percent when a project provides affordable housing, senior housing, child care facilities, or dedicates land for affordable housing. The Zoning Code allows a density increase up to 44 units per acre when a project provides 20 percent lower-income units, 10 percent very-low-income units or 50 percent of units are provided for senior citizens, and up to 88 units per acre when all units are affordable to low- or very-low-income households.

State law establishes a sliding scale for density bonus ranging from 20 percent to 35 percent above the maximum allowable density depending on the proportion of affordable units provided. In order to achieve the maximum 35 percent density bonus, provision of at least 20 percent low-income units, 11 percent very-low-income units, or 40 percent moderate-income for-sale units is required. The proposed amendment to Zoning Code Sections 17.64.190 and 17.64.220 would ensure consistency with current state law.

Transitional and Supportive Housing

Under state law, transitional housing and supportive housing must be treated as residential uses and permitted subject only to the same standards and procedures as apply to other residential dwellings of the same type in the same zone. The proposed amendment to Sec. 17.68.040 would ensure consistency with state law.

Residential Care Facilities

State-licensed residential care facilities for six or fewer persons must be permitted as residential uses subject only to the same standards and procedures as apply to other residential dwellings of the same type in the same zone. The proposed amendment to Sec. 17.14.030 would ensure consistency with this provision of state law.

Environmental Analysis and Conclusions

Because adoption of the 2015-2023 Housing Element would not substantially change City land use designations or development regulations, no new potentially significant environmental effects would occur that were not previously analyzed in the Negative Declaration prepared for the 2010 Housing Element. In addition, the proposed revisions to the Zoning Code are required by state law and were addressed in the previous Negative Declaration. Therefore, pursuant to CEQA Guidelines Section 15164, an addendum is the appropriate CEQA document for the 2015-2023 Housing Element update. There is no substantial evidence that adoption of the Housing Element update and related Code amendments will result in new significant environmental impacts, or impacts that would be more severe than described in the previous Negative Declaration. Consequently, a subsequent or supplemental EIR or IS/ND is not required.

CITY OF CARMEL-BY-THE-SEA

AGENDA BILL

AB 1084
January 5, 2016
Public Hearing

TO:	Honorable Mayor and Members of the City Council Mike Calhoun, Interim City Administrator
FROM:	Marc Wiener, Acting Community Planning and Building Director
SUBJECT:	Second reading of an Ordinance of the City Council of the City of Carmel-by-the-Sea amending Section 17.14.40 and adding Section 17.14.240 of the Municipal Code defining and prohibiting medical marijuana dispensaries, cultivation of marijuana and all commercial medical marijuana uses in the City.

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

RECOMMENDATION

Waive reading in full of the second reading of an Ordinance amending Section 17.14.040 and adding Section 17.14.240 of the Carmel-by-the-Sea Municipal Code defining and prohibiting medical marijuana dispensaries, cultivation of marijuana and all commercial medical marijuana uses in the City.

SUMMARY

On April 6, 2010, the Carmel-by-the-Sea City Council unanimously adopted Ordinance No. 2010-02, to prohibit medical marijuana distribution facilities within any zone within the corporate boundaries of the City of Carmel-by-the-Sea. The adoption of this Ordinance amended Municipal Code Sections 17.14.040 and 17.68.040 to include a definition of medical marijuana dispensaries and explicitly prohibit such uses.

On October 9, 2015 Governor Brown signed 3 bills into law (AB 266, AB 243, and SB 643) which collectively are known as the Medical Marijuana Regulation and Safety Act (hereafter "MMRSA"). The MMRSA set up a State licensing scheme for commercial medical marijuana uses while protecting local control by requiring that all such businesses must have a local license or permit to operate in addition to a State license. The MMRSA contains language that requires the city to prohibit cultivation uses by March 1, 2016, either expressly or otherwise under the principles of permissive zoning, or the State will become the sole licensing authority.

The MMRSA allows the City to completely prohibit commercial medical marijuana activities; however, the City's Municipal Code must be revised to address the regulatory language contained in the MMRSA. The City Attorney has provided staff with the attached Municipal Code Amendments that will allow the City to retain local authority over medical marijuana activities. Staff is proposing to amend

Municipal Code Section 17.14 in order to define and prohibit medical marijuana dispensaries, cultivation of marijuana and all commercial medical marijuana uses in the City. The amendments include eliminating the previous prohibition of medical marijuana in Section 17.14.040 and adding Section 17.14.240 to include the new regulations.

The proposed amendments to the Municipal Code were reviewed by the Planning Commission on November 18, 2015. The Planning Commission adopted Resolution 2015-02, recommending that the City Council adopt the Ordinance. The City Council adopted a first reading of the Ordinance on December 1, 2015. Staff recommends that the Council adopt the second reading, which will go into effect 31 days after adoption.

ENVIRONMENTAL REVIEW: This ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. The City's permissive zoning provisions already prohibits all uses that are being expressly prohibited by this ordinance. Therefore, this ordinance has no impact on the physical environment as it will not result in any changes.

PRIOR CITY COUNCIL ACTION

On December 1, 2015, the City Council adopted a first reading of Ordinance amending Section 17.14.040 and adding Section 17.14.240 of the Carmel-by-the-Sea Municipal Code defining and prohibiting medical marijuana dispensaries, cultivation of marijuana and all commercial medical marijuana uses in the City.

ATTACHMENTS

1. Ordinance Amending Chapter 17.14 of the Carmel-by-the-Sea Municipal Code

APPROVED:

Mike Calhoun, Interim City Administrator

Date: 12/29/15

ORDINANCE NO. __

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA, CALIFORNIA, AMENDING SECTION 17.14.40 AND ADDING SECTION 17.14.240 OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE PROHIBITING MEDICAL MARIJUANA DISPENSARIES, CULTIVATION OF MARIJUANA AND ALL COMMERCIAL MEDICAL MARIJUANA USES IN THE CITY.

Section 1. Findings and Purpose. The City Council finds and declares as follows:

WHEREAS, in 1996, the voters of the State of California approved Proposition 215 (codified as California Health and Safety Code § 11362.5 and entitled "The Compassionate Use Act of 1996" or "CUA").

WHEREAS, the intent of Proposition 215 was to enable persons who are in need of marijuana for medical purposes to use it without fear of criminal prosecution under limited, specified circumstances. The proposition further provides that "nothing in this section shall be construed to supersede legislation prohibiting persons from engaging in conduct that endangers others, or to condone the diversion of marijuana for non-medical purposes." The ballot arguments supporting Proposition 215 expressly acknowledged that "Proposition 215 does not allow unlimited quantities of marijuana to be grown anywhere."

WHEREAS, in 2004, the Legislature enacted Senate Bill 420 (codified as California Health & Safety Code §11362.7 et seq. and referred to as the "Medical Marijuana Program" or "MMP") to clarify the scope of Proposition 215 and to provide qualifying patients and primary caregivers who collectively or cooperatively cultivate marijuana for medical purposes with a limited defense to certain specified State criminal statutes. Assembly Bill 2650 (2010) and Assembly Bill 1300 (2011) amended the Medical Marijuana Program to expressly recognize the authority of counties and cities to "[a]dopt local ordinances that regulate the location, operation, or establishment of a medical marijuana cooperative or collective" and to civilly and criminally enforce such ordinances.

WHEREAS, in City of Riverside v. Inland Empire Patients Health and Wellness Center, Inc. (2013) 56 Cal.4th 729, the California Supreme Court held that "[n]othing in the CUA or the MMP expressly or impliedly limits the inherent authority of a local jurisdiction, by its own ordinances, to regulate the use of its land..." Additionally, in Maral v. City of Live Oak (2013) 221 Cal.App.4th 975, the Court of Appeal held that "there is no right – and certainly no constitutional right – to cultivate medical marijuana..." The Court in Maral affirmed the ability of a local governmental entity to prohibit the cultivation of marijuana under its land use authority.

WHEREAS, the Federal Controlled Substances Act, 21 U.S.C. § 801 et seq., classifies marijuana as a Schedule 1 Drug, which is defined as a drug or other substance that has a high potential for abuse, that has no currently accepted medical use in treatment in the United States, and that has not been accepted as safe for use under medical supervision. The Federal Controlled Substances Act makes it unlawful under federal law for any person to cultivate, manufacture, distribute or dispense, or possess with intent to manufacture, distribute or dispense, marijuana. The Federal Controlled Substances Act contains no exemption for medical purposes, although there is recent case law that raises a question as to whether the Federal Government may enforce the Act where medical marijuana is allowed.

WHEREAS, on October 9, 2015 Governor Brown signed 3 bills into law (AB 266, AB 243, and SB 643) which collectively are known as the Medical Marijuana Regulation and Safety Act (hereafter "MMRSA"). The MMRSA set up a State licensing scheme for commercial medical marijuana uses while protecting local control by requiring that all such businesses must have a local license or permit to operate in addition to a State license. The MMRSA allows the City to completely prohibit commercial medical marijuana activities.

WHEREAS, the City Council finds that commercial medical marijuana activities, as well as cultivation for personal medical use as allowed by the CUA and MMP can adversely affect the health, safety, and well-being of City residents. Citywide prohibition is proper and necessary to avoid the risks of criminal activity, degradation of the natural environment, high water usage, malodorous smells and indoor electrical fire hazards that may result from such activities. Further, as recognized by the Attorney General's August 2008 Guidelines for the Security and Non-Diversion of Marijuana Grown for Medical Use, marijuana cultivation or other concentration of marijuana in any location or premises without adequate security increases the risk that surrounding homes or businesses may be negatively impacted by nuisance activity such as loitering or crime.

WHEREAS, the limited immunity from specified state marijuana laws provided by the Compassionate Use Act and Medical Marijuana Program does not confer a land use right or the right to create or maintain a public nuisance.

WHEREAS, on April 6, 2010, the Carmel-by-the-Sea City Council unanimously adopted Ordinance No. 2010-02, to prohibit medical marijuana distribution facilities within any zone within the corporate boundaries of the City of Carmel-by-the-Sea.

WHEREAS, while the City Council believes that cultivation and all commercial medical marijuana uses are already prohibited under the City's permissive zoning regulations, it desires to enact this ordinance to expressly make clear that all such uses are prohibited in all zones throughout the City.

WHEREAS, the Planning Commission held a duly noticed public hearing on November 18, 2015 at which time it considered all evidence presented, both written and oral and at the end of the hearing voted to adopt a resolution recommending that the City Council adopt this Ordinance.

WHEREAS, the City Council held a duly noticed public hearing on this Ordinance on December 1, 2015, at which time it considered all evidence presented, both written and oral.

Section 2. Authority. This ordinance is adopted pursuant to the authority granted by the California Constitution and State law, including but not limited to Article XI, Section 7 of the California Constitution, the Compassionate Use Act, the Medical Marijuana Program, and The Medical Marijuana Regulation and Safety Act.

Section 3. Chapter 17.14 of the Carmel-by-the-Sea Municipal Code is amended in its entirety to read as follows:

17.14.040 Additional Use Regulations.

A. All Uses.

~~5. Medical marijuana dispensaries are prohibited and no person shall operate or permit to be operated a medical marijuana dispensary in or upon any premises in all zones within the City.~~

17.14.240 Medical Marijuana.

A. Dispensaries Prohibited. No medical marijuana or cannabis dispensary or distribution facility as defined in Section 17.68.040 of the Carmel-by-the-Sea Municipal Code or in Business & Professions Code § 19300.5(n), as the same may be amended from time to time, shall be permitted in any zone within the City of Carmel-by-the-Sea. For purposes of this Section, "Dispensary" shall also include a cooperative or a mobile distribution facility.

B. Commercial Marijuana Activities Prohibited. Commercial marijuana or cannabis activities of all types, including the cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transport, delivery, dispensing, transfer, distribution, or sale of medical cannabis or medical cannabis products all as defined under Business & Professions Code Sec. 19300.5, as the same may be amended from time to time, are expressly prohibited in all zones and all specific plan areas in the City of Carmel-by-the-Sea. No person shall establish, operate, conduct or allow a commercial cannabis activity anywhere within the City.

C. Deliveries of Medical Marijuana Prohibited. Commercial marijuana or cannabis activities of all types, including the cultivation, possession, manufacture, processing, storing, laboratory testing, labeling, transport, delivery, dispensing, transfer, distribution, or sale of medical cannabis or medical cannabis products all as defined under Business & Professions Code Sec. 19300.5, as the same may be amended from time to time, are expressly prohibited in all zones and all specific plan areas in the City of Carmel-by-the-Sea. No person shall establish, operate, conduct or allow a commercial cannabis activity anywhere within the City.

D. Cultivation of Marijuana Prohibited. To the extent not already covered by Section 17.14.240.B, cultivation of marijuana or cannabis for commercial or non-commercial purposes, including cultivation by a qualified patient or a primary caregiver, is expressly prohibited in all zones and all specific plan areas in the City of Carmel-by-the-Sea. No person, including a qualified patient or primary caregiver, shall cultivate any amount of cannabis in the City, even for medical purposes. Cultivation shall include planting, growing, harvesting, drying, curing, grading or trimming of cannabis.

E. Intent. This Chapter is meant to prohibit all medical marijuana or commercial cannabis activities, including but not limited to those for which a State license is required. Accordingly, the City shall not issue any permit, license or other entitlement for any activity for which a State license is required under the Medical Marijuana Regulation and Safety Act.

F. Unlawful Uses. Uses that are unlawful under federal or state law shall not be treated as permitted uses, and shall not be determined to be similar to any uses permitted pursuant to this Title.

Section 4. Nothing in this Ordinance shall be interpreted to mean that the City's permissive zoning scheme allows any other use not specifically listed therein.

Section 5. CEQA. This ordinance is exempt from CEQA pursuant to CEQA Guidelines section 15305, minor alterations in land use limitations in areas with an average slope of less than 20% that do not result in any changes in land use or density and section 15061(b)(3) which is the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and CEQA does not apply where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment. The City's permissive zoning provisions already prohibits all uses that are being expressly prohibited by this ordinance. Therefore, this ordinance has no impact on the physical environment as it will not result in any changes.

Section 6. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 7. To the extent the provisions of the Carmel-by-the-Sea Municipal Code as amended by this Ordinance are substantially the same as the provisions of that Code as they read immediately prior to the adoption of this Ordinance, then those provisions shall be construed as continuations of the earlier provisions and not as new enactments.

Section 8. The City Clerk shall certify as to the adoption of this Ordinance and shall cause a summary thereof to be published within fifteen (15) days of adoption and shall post a certified copy of this Ordinance, including the vote for and against same, in the Office of the City Clerk, in accordance with Government Code Section 36933.

Section 9. This ordinance shall be in full force and effect thirty-one (31) days after passage.

INTRODUCED on the 1st day of December, 2015 and ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2016 by the following roll call vote:

AYES:

NOES:

ABSENT:

APPROVED

_____
JASON BURNETT, Mayor

ATTEST:

_____
ASHLEE WRIGHT, City Clerk