

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

Regular Meeting  
City Hall  
East Side Monte Verde  
between Ocean and Seventh Avenues

Tuesday  
January 8, 2013  
9:30 AM

**I. Roll Call: Dixie Dixon, Donna Jett, Ruth Rachel, Kristy Downing, Tom Parks**

**II. Pledge of Allegiance**

**III. Appearances**

Anyone wishing to address the Commission on items within its jurisdiction may do so now. Please rise, state your name and the matter on which you wish to speak. Matters not appearing on the Community Activities & Cultural Commission agenda will not receive action at this meeting. Presentation will be limited to three minutes, or as established by the Community Activities & Cultural Commission.

**IV. Approval of minutes for the meeting of October 9, 2012. (p.1)**

**V. Orders of Business**

- A. Review and discuss 2012 city goals and key projects; provide recommendations to the City Council regarding FY 2013 key projects (p.3)
- B. Elect Chair and Vice Chair (p.14)
- C. Establish a steering committee to oversee the culinary event at the Sunset Center
- D. Choose one set Thursday a month for events to be held at Devendorf Park (p.21)
- E. Discuss/take action to schedule a special CA&CC meeting in January or February

**VI. Announcements from the Chair and/or Commissioners**

**VII. Announcements from the Assistant City Administrator – Receive and Discuss Reports, provide direction as necessary.**

- **Special Event Permits - 2012**
  - Veteran's Day Ceremony, Sun., Nov. 11, 2012,, 11:00 a.m., Devendorf Park-**Update**
  - 42<sup>nd</sup> Annual Homecrafters' Marketplace, Sat., Nov. 17, 2012, Sunset Center-**Update**
  - Holiday Tree Lighting, Fri., Dec. 7, 2012, 4:30 p.m.-**Update**
  - Heartland Hospice, Sat., Dec. 8, 2012, Devendorf Park-**Update**
  - Carmel-by-the-Glass, Thurs., Dec. 13, 2012, Devendorf Park-**Update**
- **Special Event Permits - 2013**
  - 17<sup>th</sup> Breakfast with the Bunny, Sat., Mar. 30, 8:30-11:00
  - 19<sup>th</sup> Annual Carmel Art Festival, Thur. – Sun., May 16-19, all day
  - 33<sup>rd</sup> Annual Surf-About, Sat. & Sun., **TBD**
  - Memorial Day Ceremony, Mon., May 27, 11:00, Devendorf Park
  - 3<sup>rd</sup> Annual Run in the Name of Love, June 16, 7:30 am, **TBD**
  - 11<sup>th</sup> Annual July 4<sup>th</sup> Celebration, 12:00-4:00, Devendorf Park

**Future Agenda Items**

A.

**IX. Adjournment**

**The next regular meeting of the Community Activities & Cultural Commission on Tuesday, February 12, 2013 at 9:30 AM is CANCELLED due to Lincoln's Birthday Holiday.**

*Any writings or documents provided to a majority of the Community Activities & Cultural Commission regarding any item on this agenda will be made available for public inspection by calling the Community Services Department at 831/620.2020.*

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

OCTOBER 9, 2012

**I. CALL TO ORDER AND ROLL CALL**

PRESENT: Commission Members Jett, Rachel, Parks, Downing  
ABSENT: Dixon  
STAFF PRESENT: Cindi Lopez-Frincke, Community Services Assistant  
Heidi Burch, Assistant City Administrator

**II. PLEDGE OF ALLEGIANCE**

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

**III. APPEARANCES**

None

**IV. APPROVAL OF MINUTES**

Commissioner RACHEL moved **ratification of the revised minutes from the September 11, 2012, meeting** seconded by Commissioner PARKS and **carried** by the following roll call vote:

AYES: Rachel, Downing, Parks  
NOES: NONE  
ABSENT: Dixon  
ABSTAIN: NONE

**V. ORDERS OF BUSINESS**

**A. Swearing in of New Commissioner, Donna Jett**

Commissioner Jett was sworn in by Assistant City Administrator, Heidi Burch.

**B. Presentation to Discuss “Light Up A Life” Special Event, Patrick Connors**

Patrick Connors, Manager, Business Development from Heartland Hospice Care presented the Commissioners his proposal for holding an event to have the public prepare illuminated bags in memory of lost loved-ones at Devendorf Park. Following discussion, the Commission unanimously approved the event.

**C. Presentation to Discuss “Carmel-by-the-Glass” Special Event, Rich Pepe**

Rich Pepe addressed the Commission regarding his event at Devendorf Park for a wine tasting event. Following discussion, a motion was made by Commissioner Downing, and seconded by Commissioner Rachel, that the applicant work with staff finalize the details of the event and present it to the City Council for their approval of the event. The motion carried unanimously.

**D. Election of Vice Chair**

Following discussion, a motion by Commissioner Rachel was made to appoint Commissioner Donna Jett as Vice-Chair. The motion carried unanimously.

**VI. ANNOUNCEMENTS FROM THE CHAIR AND/OR COMMISSIONERS**

None

**VII. ANNOUNCEMENTS FROM THE ASSISTANT CITY ADMINISTRATOR-RECEIVE AND DISCUSS REPORTS, PROVIDE DIRECTION AS NECESSARY.**

None

**VIII. FUTURE AGENDA ITEMS**

A. Arrange for a special meeting November 15 or November 16, 2012.

**IX. ADJOURNMENT**

There being no further business to come before the Commission, Vice Chair Jett adjourned the meeting at 10:55 a.m.

Respectfully submitted,

\_\_\_\_\_  
Cindi Lopez-Frincke, Community Services Assistant

ATTEST:

\_\_\_\_\_  
Donna Jett, Vice-Chair CA&CC

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

**TO: MAYOR BURNETT AND COUNCIL MEMBERS**

**FROM: JASON STILWELL, CITY ADMINISTRATOR**

**DATE: DECEMBER 4, 2012**

**SUBJECT: REVIEW 2012 CITY GOALS AND KEY INITIATIVES AND  
DISCUSS 2013 GOALS AND KEY INITIATIVES**

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**RECOMMENDATION:** Review and discuss city objectives, goals, and key initiatives. Adoption of the annual 2013 goals, objectives, and key initiatives is scheduled for the January 8, 2013 City Council meeting.

**DISCUSSION:** The City Council sets annual goals that drive the objectives and key initiatives for the calendar year. These in turn inform the staff's performance goals, the budget development process, and major projects of focus for the upcoming year. Establishing City Council goals is the paramount first step in the City's policy planning and management system.

The City Council adopted the 2012 goals on January 10, 2012. They include four enduring objectives and ten key initiatives. The adopted 2012 goals are attached to this staff report.

The City made great strides in the objectives and key initiatives during 2012. The objectives remain a key focus of the organization and all ten key initiatives were undertaken with nine of the ten making substantial strides or being completed.

	<b>2012 Key Initiative</b>	<b>Status Summary</b>
1	Water Supply	In-Progress
2	Organizational Structure	Substantial completion
3	Financial forecast	Complete in 2012 and ongoing
4	Revenue analysis	Complete in 2012 and ongoing
5	CalPERS Committee Recs.	Complete in 2012 and ongoing
6	Shared Services	In-Progress
7	Forest Theater	In-Progress
8	Fire and ambulance transitions	Complete in 2012 and ongoing
9	Santa Lucia Restrooms	In-Progress
10	Storm Water runoff	In-Progress

The proposed 2013 goals build on the 2012 objectives and key initiatives. The four objectives remain the same: Community Character, Long-term Vitality,

Organizational Effectiveness, and Fiscal Stability. They have evolved to reflect the 2013 community and organizational status and needs.

There are eight proposed 2013 key initiatives. Five are key initiatives ongoing from 2012; these are water supply, CalPERS Committee recommendations, shared services, Forest Theater, and Santa Lucia Restrooms. Three are new key initiatives for 2013; they include parking management, updating certain departmental workplans, and Flanders mansion.

Specifically the 2013 key initiatives proposed are:

- Work with the City and regional partners to cooperate on assuring a viable long-term water supply.
- Update parking management plans and studies to enable the City to consider parking policies in 2013 and potential capital improvements in 2014
- Update departmental strategic workplans for Information Technology, Library, Marketing, Shoreline management, and Facilities.
- Continue implementing CalPERS Committee recommendations.
- While maintaining core competencies, continue to explore options for outsourcing and/or shared services.
- Develop funding options for phase one renovation of the Forest Theater.
- Flanders.
- Complete contract for the effective operation of the Sunset Cultural Center.

<b>2012 Key Initiatives not proposed for 2013</b>	<b>2012 Key Initiatives proposed in 2013</b>	<b>2013 Newly Proposed Key Initiatives</b>
Organizational Structure	Water Supply	Parking Management
Financial forecast	CalPERS Committee Recs.	Department workplans
Revenue analysis	Shared Services	Flanders
Fire and ambulance transitions	Forest Theater	
Storm water capture	Santa Lucia Restrooms	

Attachments:

- 2012 Adopted Goals
- Status of 2012 Goals
- Proposed 2013 Goals
- Carmel-by-the-Sea Policy Planning and Management System

## **City Administrator 2012 Goals Adopted by City Council January 10, 2012**

The structure of the City Administrator goals for 2012 focus on four objectives followed by actionable key projects deriving from one or more of the Council objectives.

- **Community Character**
- **Long-term Vitality**
- **Organizational Effectiveness**
- **Fiscal Stability**

### **Community Character**

- Preserve the community's beach, park, public space, and forest assets by having thoughtful policies, public dialogue, and active partnerships with community groups and strategic partners.
- Preserve and maintain village character in Carmel through clear land use policies, appropriate zoning regulations, detailed design guidelines, and equitable and consistent code compliance.
- Promote community cleanliness to protect, conserve and enhance the unique natural beauty and resources of the village.

### **Long-term Vitality**

- Examine new revenue sources to support services to the community.
- Focus on marketing the community as a destination for overnight visitors, boutique conferences, and ecotourism.
- Assume a leadership role in developing a long-term solution to the region's water supply.

### **Organizational Effectiveness**

- Enhance organizational performance through implementing a structure that is responsive to meeting internal operational needs and objectives and the delivery of high-quality customer service.
- Focus on accountability, efficiency and quality customer service through the individual performance of employees. Connecting their work to the business and strategy of the organization and create a performance process that will ensure and promote the goals of the organization.

### **Fiscal Stability**

- Pay attention to the financial trade-offs involved in analyzing business decisions whether strategic, operational, or financial.
- Promote efficiency through an organizational culture that identifies and implements process improvements and strives to develop more efficient methods of providing service and utilizing taxpayer dollars.

- Routinely compare costs and effects to assess the extent to which a service delivery decision can be regarded as providing value for money. This informs decision-makers who have to determine where to allocate limited taxpayer resources.

***The following key projects derive from the four organizational objectives above. These projects have a beginning and an end and are designed to be completed or substantial progress made during 2012. Key Projects in next twelve months***

- Work with the City and regional partners to cooperate on assuring a viable long-term water supply.
- Implement an organizational structure that strengthens the management/leadership of the City to achieve accountability, efficiency and strong customer focus.
- Complete a financial forecast identifying the longer-term trends of the City's revenues, expenditures and liabilities. Evaluate paid parking, a sales tax rate increase, and a TOT rate increase as sources for additional revenue.
- Examine long-term trends of key revenue sources and recommend a range of possible action including a TOT Incentive Program.
- Begin implementing CalPERS Committee recommendations.
- While maintaining core competencies, continue to explore options for outsourcing and/or shared services.
- Develop funding options for phase one renovation of the Forest Theater.
- Work to ensure seamless service to residents continues during the fire and ambulance transitions.
- Complete the design of the Santa Lucia Restroom and seek construction funding.
- Explore water capture, filter and reuse of storm water runoff outflows.

## Status of 2012 Key Projects

Work with the City and regional partners to cooperate on assuring a viable long-term water supply.

Status: Peninsula cities jointly created the Monterey Peninsula Regional Water Authority to promote timely development of water projects, to cooperate with other agencies and California-American Water while not duplicating or replacing their missions, and to provide a means for representation in the governance of the Authority that is directly accountable to the residents and businesses receiving a water supply from the replacement and replenishment water projects at a reasonable cost to sufficiently meet the water needs of city and county general plans. The City provided start-up staffing to the Authority during the first part of 2012. California-American Water has proposed the Monterey Peninsula Water Supply Project currently under review by the California Public Utilities Commission. The project consists of a desalination plant, ground water replacement, and aquifer storage and retrieval.

Implement an organizational structure that strengthens the management/leadership of the City to achieve accountability, efficiency and strong customer focus.

Status: The City Council adopted the Fiscal Year 2012-2013 budget and operating plan that establishes an updated organizational structure. The City has implemented a Policy Planning and Management System to manage operations and processes within the organizational structure; this system utilizes a systems approach to manage activities in alignment with the City Council's adopted objectives, key projects, and policy plans. The system is predicated on core standards of an engaged workforce that include 1) quality service, 2) accountability, 3) efficiency, and 4) customer orientation.

Complete a financial forecast identifying the longer-term trends of the City's revenues, expenditures and liabilities. Evaluate paid parking, a sales tax rate increase, and a TOT rate increase as sources for additional revenue.

Status: A five-year financial forecast was presented to the City Council on March 20, 2012 and updated and included in the Fiscal Year 2012-2013 adopted budget and operating plan. As part of the budget adoption process, the City Council utilized the forecast data to examine revenue alternatives that would provide a sustainable level of service into the future. The City Council adopted a Service Level Sustainability Plan on June 12, 2012 that included three components: 1) an adopted balanced budget but one that utilizes reserves for

ongoing operations, 2) establishment of a hospitality improvement district as a key component of the City's economic development strategy to encourage overnight visitors, and 3) a November 2012 ballot initiative asking voters to consider approving a temporary sales tax increase to meet the City's needs to maintain infrastructure and quality of life.

Examine long-term trends of key revenue sources and recommend a range of possible action including a TOT Incentive Program.

Status: The City Council actively examined revenue trends in advance of its adoption of the Fiscal Year 2012-2013 budget and operating plan. The data is included in an updated and revised operating plan and budget document. Section A of the budget book includes the financial forecast and revenue assumptions, Section B includes business and revenue generating statistics. Section C includes summary schedules of revenue and expenditures. A key chart, included on page B-6 of the adopted budget book, shows the revenue trend of the City's three primary revenues for a period from 1980-1981 through the forecast period of 2016-2017. The chart demonstrates the slower growth rate of sales tax revenue relative to property tax and transient occupancy tax revenues; this divergence was discussed by the City Council in its adoption of an increase in the sales tax rate as a component of the Service Level Sustainability Plan. A TOT Incentive Program requires additional research to devise a policy solution that will specifically target the projects that will best leverage the use of public funds for private capital improvements. The City Council continued its focus on the economic vitality of the Village's inns with the creation of the hospitality improvement district.

Begin implementing CalPERS Committee recommendations.

Status: The Carmel CalPERS Pension Committee completed its report and submitted it to the City Council on September 27, 2011. The report includes four recommendations: 1) pay the side fund debt, 2) pass a non-binding resolution to terminate the CalPERS pension plans, 3) include side fund debts and estimated termination unfunded liabilities in the City financial reports, and 4) provide substantially lower defined benefits for new employees. Recommendation #1 is scheduled to be implemented in mid-November 2012. The City Council determined not to act on the specific steps in Recommendation #2 but did direct staff to proceed with the goal of that recommendation of obtaining an accurate actuarial valuation of the City's pension obligations. Recommendation #3 is being implemented with reporting included in the revised budget book document (see for example page C-8); the Governmental Accounting Standards Board came to a similar conclusion and is now requiring such reporting as the primary component

of its GASB 68 statement. The City Council took a large step in implementing Recommendation #4 with its adoption and implementation of a second retirement tier in April 2012.

While maintaining core competencies, continue to explore options for outsourcing and/or shared services.

Status: This is an ongoing effort and a strategic aspect for the City to meet its future service level responsibilities given current and future fiscal constraint. The City Council, during 2012, entered into an agreement with the City of Monterey to provide ambulance operations management. The City Council, also in 2012, approved a vehicle maintenance agreement with the City of Monterey for fleet maintenance. Staff continues to explore sharing additional back room operations. Equipment sharing with neighboring cities and law enforcement sharing with the City of Pacific Grove is ongoing. Most recently the City Council approved additional funding for code compliance as part of its adoption of the Fiscal Year 2012-2013 budget; the code compliance staff brought onboard is an individual who splits code compliance activities between the City of Monterey and the City of Carmel-by-the-Sea.

Develop funding options for phase one renovation of the Forest Theater.

Status: City staff has applied for three grants for an initial renovation phase of the Forest Theater. The goal is to identify available funding that can be used as leverage for fundraising and funding for planning of a renovation project. The renovation project will need to be identified through a community process and its completion is dependent on funding. A Forest Theater Renovation project is identified in the March 20, 2012 Capital Improvement Plan but the project remains unfunded.

Work to ensure seamless service to residents continues during the fire and ambulance transitions.

Status: The fire and ambulance services the City provides are improved since January 1, 2012. Fire service staffing is being provided by contract with the City of Monterey. Ambulance staffing is being provided by the City of Carmel-by-the-Sea after the dissolution of the Carmel Regional Fire Ambulance Authority. The downtown fire station remains fully staffed with high quality equipment and vehicle apparatus. Fire and ambulance response times remain at low historic levels as demonstrated in the monthly reports provided to the City Council. Operation management is professional with coordination further strengthened and integrated into the City's management structure and systems with the filling of the position of Public Safety Director.

Complete the design of the Santa Lucia Restroom and seek construction funding.

Status: The restroom design has been a transparent and community involved process that continues to lead to design refinement. The latest iteration is scheduled to go to the Planning Commission in November 2012 and to the City Council in December. The design, as a result of a public process, is smaller, appropriate for the site location, high quality, and in accordance with the needs of users, neighbors, and residents. Funding is being pursued for the construction phase of the project. The City has pursued two grants for the construction phase of the project and is outreaching to the community for donor support.

Explore water capture, filter and reuse of storm water runoff outflows.

Status: This is an ongoing focus of community and capital planning as the community faces water supply uncertainty and seeks to efficiently utilize local water supplies and available sources. In addition, State storm water run-off mandates encourage the City to manage flows. The completion of the water supply tank project at the Del Mar parking lot doubled the City's capacity of capturing and reusing spring water. The water is used for irrigation along the Scenic bluffs, tree watering throughout the village, sidewalk cleaning, street sweeping, and fire suppression and emergencies. The City is reducing and diverting storm water run-off from reaching the beach. The City installed bulkheads in many of the storm water outfalls. The dry weather flows are minimal enough that they will collect in the storm drain behind the bulkhead during dry weather months. The Ocean Avenue outfall has flows that exceed the ability to use a bulkhead so the City is laying a percolation pipe for approximately one hundred feet along the dunes (south of the Del Mar parking area) that will allow the water to filter into the sand. Next the City will be installing a few other very small percolation beds that will allow runoff to filter into the hill side along Scenic Drive.

## Proposed 2013 goals

The structure of the City Administrator goals for 2013 focus on four enduring objectives followed by actionable key projects deriving from one or more of the Council objectives.

- **Community Character**
- **Long-term Vitality**
- **Organizational Effectiveness**
- **Fiscal Stability**

### Community Character

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- Promote community cleanliness to protect, conserve and enhance the unique natural beauty and resources of the village.

### Long-term Vitality

- Effectively manage revenue sources to support services to the community.
- Focus on marketing the community as a destination for overnight visitors, boutique conferences, and ecotourism.
- Maintain a leadership role in developing a long-term solution to the region's water supply.

### Organizational Effectiveness

- Direct organizational performance through a structure that is responsive to meeting internal operational needs and objectives and the delivery of high-quality customer service.
- Focus on accountability, efficiency and quality customer service through the individual performance of employees; connecting their work to the business and strategy of the organization and creating a performance process that will ensure and promote the goals of the organization.

### Fiscal Stability

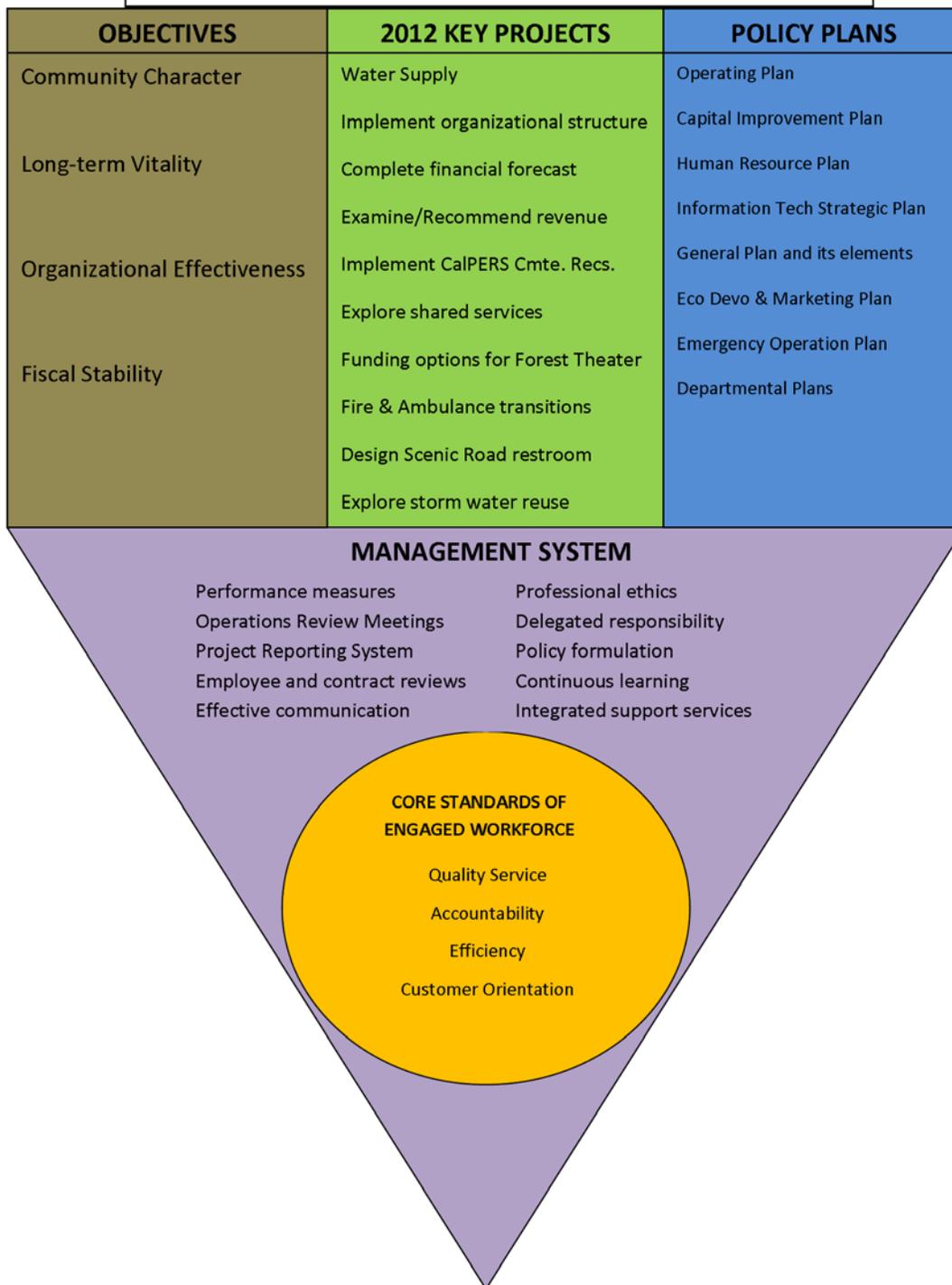
- Pay attention to the financial trade-offs involved in analyzing business decisions whether strategic, operational, or financial.
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#### **Key Projects in next twelve months**

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- Update parking management plans and studies to enable the City to consider parking policies in 2013 and potential capital improvements in 2014
- Update departmental strategic workplans for Information Technology, Library, Marketing, Shoreline management, and Facilities.
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- Flanders.
- Complete contract for the effective operation of the Sunset Cultural Center.

**Carmel by-the-Sea Policy Planning and Management System**



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

I. ORGANIZATION, OFFICERS, AND COMMITTEES

A. **Organization**

The Community Activities and Cultural Commission shall consist of five members 2/3 each of whom shall be appointed to serve a four-year term. A majority of the members of the Community Activities & Cultural Commission shall be residents of the City, and the remainder may be residents of the City's sphere of influence. The Community Activities & Cultural Commission shall be organized and exercise such powers as prescribed by the City of Carmel-by-the-Sea Municipal Code.

B. **Duties and Powers of the Community Activities & Cultural Commission.**

1. To stimulate and encourage community, cultural and cultural activities within the City and to actively participate in the executions of these activities;
2. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and the City;
3. To advise and assist the Community Services Director and, when requested, other City commissions and city public bodies, departments and residents of the City, on community, cultural programs;
4. To remain cognizant at all times of the uses of Forest Theater, Vista Lobos and the Scout House and endeavor to have such facilities put to their best possible use;
5. To be cognizant at all times of the condition of the structures, grounds, and equipment of the facilities under its jurisdiction and bring to the attention of the City Council and the City Administrator proposals and recommendations for the maintenance, repair, uses and improvements of such facilities;
6. To determine, in consultation with the Community Services Director, the terms of tenancies of the facilities referred to in subsection (D) of this section; to recommend to the City Council the rental rates and other terms of such use;
7. To serve in an advisory capacity to the City Council, the City Administrator and Community Services Director in regard to community activity and cultural matters and all such matters pertaining to public recreation and the use of recreational lands, facilities and donations.

## C. Officers

### 1. Selection

- a. A Chair and Vice-Chair shall be elected annually from among the Commission's membership at the beginning of the January meeting to serve at the pleasure of the Commission
- b. The elections process commences with individual Commissioners nominating candidates until a motion is made, seconded and approved to close nominations. At the conclusion of any discussion, the roll is called alphabetically and each Commissioner votes for one of the nominated candidates until one is elected by simple majority. The newly elected or reelected Chairman takes the Chair's seat and repeats this process for the Vice Chair.
- c. The Vice-Chair shall succeed the Chair if he/she vacated his/her office before his/her term is completed, the Vice-Chair to serve the unexpired term of the vacated office. A new Vice Chair shall be elected at the next regular meeting.
- d. In the absence of the Chair and Vice-Chair, any other member shall call the Commission to order, whereupon a Chair shall be elected from the members present to preside.
- e. The terms of office of the Chair and Vice-Chair shall not exceed two (2) consecutive terms.

### 2. Responsibilities

The responsibilities and powers of the officers of the Community Activities & Cultural Commission shall be as follows:

- a. Chairman
  - i. Preside at all meetings of the Commission.
  - ii. Call special meetings of the Commission.
  - iii. Sign all documents of the Commission.
  - iv. See that all actions of the Commission are properly taken.
  - v. Assist staff in determining agenda items.

- vi. Appoint members for all standing and Ad Hoc Committees.
- vii. Act as parliamentarian, in consultation with the City Attorney.

b. Vice-Chair

During the absence, disability, or disqualification of the Chair the Vice-Chair shall exercise or perform all the duties and be subject to all responsibilities of the Chairman.

c. Ad Hoc Committees And Sub-Committees

The Chairman may appoint Ad Hoc Committees and Subcommittees to study matters coming before the Commission, provided such appointments and the purpose of such Committee are made a matter of record in the minutes of the Commission.

- i. Subcommittee appointments are to be made by the Chairman and announced at a regular Community Activities & Cultural Commission meeting so that the appointments will be documented in the minutes.
- ii. Subcommittees established for a single, limited purpose and duration shall be considered Ad Hoc and therefore not subject to the Brown Act.
- iii. Subcommittees are to work with assigned staff and prepare subcommittee work products or review the research and draft text prepared by staff.
- iv. All subcommittee meetings are to be conducted at City Hall unless otherwise determined.
- v. Subcommittees shall make monthly oral progress reports to the full Commission at regular meetings.

## II. CONDUCT OF MEETINGS

### A. Rules of Order

Except as otherwise stated in these Rules of Procedure or Municipal Code, Roberts Rules of Order, Newly Revised shall be used as a guide to the conduct of the meetings of the Community Activities & Cultural Commission, provided, however, that the failure of the Commission to conform to said rules of order shall not, in any instance, be deemed to invalidate the action taken.

### B. Individual meetings between Commissioners and applicants of pending requests outside the public meeting of the Community Activities & Cultural Commission are discouraged.

### C. Public Meetings

All meetings of the Community Activities & Cultural Commission and committees of the Community Activities & Cultural Commission shall be held in full compliance with the provisions of the Brown Act (California Government Code, Section 54954.2), the Municipal Code, and these Rules of Procedure.

### D. Regular Meetings

1. Regular meetings shall be held on the second Tuesday of the month in the Council Chambers of City Hall unless otherwise determined by the Commission.
2. Whenever a regular meeting falls on a public holiday, no regular meeting shall be held on that day. Such regular meeting may be rescheduled to another business day or canceled by motion adopted by the Community Activities & Cultural Commission.

### E. Adjourned Meetings

In the event it is the wish of the Community Activities & Cultural Commission to adjourn its meeting to a certain hour on another day, a specific date, time and place must be set by the Commission prior to the regular motion to adjourn.

F. Special Meetings

Special meetings may be held at any time upon the call of the Chair or by a majority of the voting members of the Commission or upon request of the City Council following at least twenty-four hours notice to each Commission member and to the press. The time and place of the special meeting shall be determined by the convening authority.

G. Annual Meeting

An annual meeting shall be held at the beginning of the first regular meeting of **January** each year for the purposes of electing a Chair and Vice-Chair and for transacting such other business pertaining to the organization and procedures of the Commission as may be appropriate.

H. Agenda

1. An agenda for each meeting of the Commission shall be prepared by the Community Services Director. The Chair, Vice-Chair and Community Services Director shall review the order of the agenda to ensure that those items of highest interest to the general public are placed at the front of the agenda.
2. The agenda for all regularly scheduled meetings shall be posted seventy-two (72) hours in advance.
3. All agendas shall be posted at City Hall, in the Library, and at the Post Office and extra copies placed in the Community Activities & Cultural Commission bin at the Post Office.
4. The agenda for a special meeting shall be posted twenty-four (24) hours in advance and at the same locations as for regularly scheduled meetings.
5. Each agenda shall contain a brief description of the item to be discussed.
6. Any item may be placed on a future agenda when requested by a Community Activities & Cultural Commissioner.

I. Order of Meeting

1. The order of items shall be based on the complexity and importance of the items. Generally, the order of business shall be as follows:
  - a. The Chair shall take the chair at the hour appointed for the meeting and call the meeting to order.
  - b. Members present and absent shall be recorded.

- c. The Chair shall lead those present in the Pledge of Allegiance to the flag.
- d. Public appearances. Comments from the audience will be received on any item not before the Community Activities & Cultural Commission.
- e. Extraordinary Business. Any special presentations, awards, resolutions of Appreciation or other matters of community interest shall be conducted.
- f. The Commission shall consider the Regular Agenda.
- g. Any matters of administration of the Commission, monthly subcommittee reports, determinations and appeals of administrative determinations shall be brought forward.

#### J. Rules of Testimony

- a. Persons are not required to give their name or address, but it is helpful for speakers to state their name in order that the Secretary may identify them in the minutes of the meeting.
- b. If there are numerous people in the audience who wish to participate on the issue, and it is known that all represent the same opinion, a spokesperson should be encouraged to speak for the entire group. The spokesperson will then have the opportunity of speaking for a reasonable length of time and of presenting a complete case.
- c. The Chair may limit the time of testimony to not more than three minutes on a particular issue by each individual.
- d. No person or Commissioner shall address the Commission without first securing the permission of the Chair to do so.
- e. All comments shall be addressed to the Commission as a whole. All questions shall be placed through the Chair.

#### K. Voting

##### 1. Voting Requirements

- a. A quorum shall consist of three (3) members of the Commission.
- b. When a member disqualifies him/herself from voting because of a potential conflict of interest, the Commissioner shall be considered absent from the meeting.

- c. Should the number of Commissioners abstaining for a conflict of interest together with absences for other reasons disrupt the quorum, the issue shall be continued to the next regular meeting. When the number of Commissioners abstaining solely for a conflict of interest disrupts the quorum and there exists no alternative source for decision, participation by a member with conflict shall be allowed pursuant to California Government Section 87100 et seq.

## 2. Disqualification From Voting

- a. A Commissioner shall disqualify him/herself from debate, discussion and voting on any matter before the Commission when there is an appearance of a conflict of interest. When a person disqualifies him/herself prior to the consideration of such matter by the Commission, the Commissioner shall state that he/she is disqualifying him/herself due to a conflict of interest, shall state the conflict, and then leave the voting area.
- b. If a Commissioner is in doubt as to whether or not a conflict of interest exists, the matter of conflict shall be referred to the City Attorney for his opinion.
- c. The Secretary of the Community Activities & Cultural Commission shall record in the minutes the time when a Commissioner steps down and when he/she returns to the podium.

## 3. Abstentions

A Commissioner may be permitted to abstain from voting because of unpreparedness on an issue before the Commission. All votes of a member who disqualifies him/herself shall be recorded as an abstention. If a Commissioner participates in the proceedings on a matter and then abstains from voting, the vote shall be recorded as an affirmative vote on the motion.

## 4. Voting Order

The order of voting shall be alphabetical, with the exception of the Chairman, who shall vote last.

## 5. Recording of Votes

The minutes of the Commissions proceedings shall show the vote of each member including whether they were absent or failed to vote on a matter considered.

### **III. REVIEW AND AMENDMENTS PROCEDURE**

- A. These Rules of Procedure shall be reviewed annually.
- B. These Rules of Procedure may be amended or suspended at any meeting of the Community Activities & Cultural Commission by a majority of the members.

2013																					
January						February						March									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2						1	2	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23	
27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30	31
April						May						June									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6			1	2	3	4							1		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	30
July						August						September									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
28	29	30	31				25	26	27	28	29	30	31	29	30						
October						November						December									
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5						1	2	1	2	3	4	5	6	7	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					
2012						<i>Printfree.com</i> <u>Yearly</u>															
						<u>Calendars</u>															

**17<sup>th</sup> Annual Breakfast with the Bunny: Sat., March 30, 2013.** Annual spring celebration held in Devendorf Park, sponsored by the Carmel Host Lions Club. Breakfast and entertainment provided.

**19<sup>th</sup> Annual Carmel Art Festival, Sculpture in the Park: Thurs. – Sun., May 16-19, 2013.** Annual event held in Devendorf Park. *For more information call Carmel Art Festival at 831/642.2503 or [www.carmelartfestival.org](http://www.carmelartfestival.org).*

**33<sup>rd</sup> Annual Surf-About: Saturday, & Sun., TBD 2013.** Annual Surf Contest held at Carmel Beach. *For more information contact: Sunshine Freestyle at 831/375.5015*

**Memorial Day Ceremony: Mon., May 27, 2013, 11AM.** Ceremony held at Devendorf Park, *sponsored by the Carmel-by-the-Sea Chapter of the American Legion. For more information call 831/624.9941.*

**3<sup>rd</sup> Annual Run in the Name of Love, Sun., June 16, 2013, 8 AM Sunset Center, San Carlos & 9<sup>th</sup>, 2K/5K Walk-Run.** For more information go to [www.run4love.org](http://www.run4love.org). Susan Love, Organizer

**11<sup>th</sup> Annual 4<sup>th</sup> of July Celebration: Thurs., July 4, 2013, 12:00PM-4 PM** Entertainment, food and games. Held in Devendorf Park. *For more information call Carmel Community Services at 831/620.2020 or [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us).*

**7<sup>th</sup> Carmel-by-the-Sea Concours on the Avenue, Tues., Aug. 13, 2013.** Auto-show presenting antique “marqued” vehicles for display. For information call 404/237.2633; or [www.theconcours.com](http://www.theconcours.com).

**Concours d’Elegance Vintage Car Parade and Display: Thurs., Aug. 15, 2013, 11:30 AM.** Parade and Car Display is held on Ocean Avenue. *For more information call 831/622.1700 or [www.theconcours.com](http://www.theconcours.com).*

**Pacific Grove Auto Rally: Fri., Aug. 16, 2013, 6:00 p.m., approx.** Car-rally that drives through Carmel on Ocean Avenue. For information call 831/372.6585.

**Carmel High School Homecoming Parade, Fri., TBD, 3:00 p.m.** Parade held down Ocean Avenue.

**6<sup>th</sup> Annual Carmel Authors & Ideas Festival, Fri. – Sun., Sept. 27-29, 2013; Sunset Center;** For information call 831/626-6243

**53<sup>rd</sup> Annual Sandcastle Contest: Sun. TBD; Building at 8:00 AM; Judging from 12 Noon to 2:00 PM.** Annual Sandcastle contest held on Carmel Beach, Scenic south of 10th. *For more information call Carmel Community Services at 831/620.2020 or [www.ci.carmel.ca.us.com](http://www.ci.carmel.ca.us.com) or Monterey Bay Chapter of the AIA; [www.aiamontereybay.org](http://www.aiamontereybay.org)*

**5<sup>th</sup> Carmel Art & Film Festival, Wed. – Sun., Oct. 9-13, 2013.** Held at Sunset Center and various venues around town. *For more information contact [www.carmelartandfilm.com](http://www.carmelartandfilm.com).*

**97<sup>th</sup> City Birthday Party and Parade: Sat., Oct. 26, 2013, 11:00 AM Parade/12 Noon Lunch.** Annual city celebration. *For more information call Carmel Community Services at 831/620.2020 or [www.ci.carmel.ca.us.com](http://www.ci.carmel.ca.us.com).*

**Veterans Day Ceremony, Mon., Nov. 11, 2013, 11:00 AM.** Ceremony held in Devendorf Park honoring our veterans, *sponsored by the Carmel-by-the-Sea Chapter of the American Legion. 831/624.9941.*

**43<sup>rd</sup> Annual Homecrafters Marketplace: Sat., Nov. 23, 2013, 9:00 AM-3:00 PM.** Annual craft fair held at Sunset Center parking lot. *For more information call Carmel Community Services at 831/620.2020 or [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us).*

**Holiday Tree Lighting: Fri., Dec. 6, 2013, 4:30 PM.** Annual holiday celebration, tree lighting and entertainment. Held on Ocean Avenue and in Devendorf Park. *For more information call Carmel Community Services at 831/620.2020 or [www.ci.carmel.ca.us](http://www.ci.carmel.ca.us).*