



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

Mayor Dave Potter, Council Members Jeff Baron,
Alissandra Dramov, Karen Ferlito, and Bobby
Richards
Contact: 831.620.2000 www.ci.carmel.ca.us

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

CITY COUNCIL SPECIAL MEETING - WORKSHOP Tuesday, January 31, 2023

THIS MEETING IS VIA TELECONFERENCE AND IN-PERSON AT CARPENTER HALL AT THE SUNSET CENTER. Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body.

To that end, this meeting will be held via teleconference and in-person in Carpenter Hall at the Sunset Center, located at San Carlos Street and 9th Avenue, Carmel. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser): <https://ci-carmel-ca-us.zoom.us/j/83857359097> Meeting ID: 838 5735 9097 Passcode: 293937 Dial in: (253) 215-8782

The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be added to the agenda and made part of the record.

OPEN SESSION 10:00 AM

CALL TO ORDER AND ROLL CALL

OPEN SESSION

PUBLIC APPEARANCES

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

ORDERS OF BUSINESS

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

1. City Council Workshop - Strategic Planning meeting to discuss the City Council's Strategic Projects and gather input from the public, and provide direction to staff regarding prioritization of each project on the list. City Council may give directions to staff during strategic planning, however, any actions to implement such directions will be considered at future scheduled Council meetings.

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this agenda, received after the posting of the agenda will be available for public review at City Hall located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



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

January 31, 2023
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Brandon Swanson, Community Planning & Building Director

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: City Council Workshop - Strategic Planning meeting to discuss the City Council's Strategic Projects and gather input from the public, and provide direction to staff regarding prioritization of each project on the list. City Council may give directions to staff during strategic planning, however, any actions to implement such directions will be considered at future scheduled Council meetings.

RECOMMENDATION:

Conduct a Strategic Planning meeting to discuss the City Council's Strategic Projects and gather input from the public, and provide direction to staff regarding prioritization of each project on the list.

BACKGROUND/SUMMARY:

EXECUTIVE SUMMARY:

This report is intended to give a brief background on the creation of Council's list of strategic priority projects as of January, 2023, and provide a snapshot update for each project on the list.

There are thirty (30) total strategic priority projects on a list that was created by Council in October, 2021, which included sixteen (16) that were designated as "top priorities". Of the original thirty (30) projects, six (6) have been completed, leaving twenty four (24) projects in various stages of progress, thirteen (13) of which are "top priority" projects.

The attachments to this report are:

- The complete tracking list of twenty-four (24) strategic projects that are still in progress (**Attachment 1**);
- A sub-list of the sixteen (16) "top priorities" showing their percentage of completion (**Attachment 2**); and
- A list of the six (6) strategic projects that have been completed to date (**Attachment 3**).

Note: Due to the size and amount of information in some attachments, the font may appear small and difficult to read. Larger format copies can be requested for pickup from the Community Planning and Building Department.

BACKGROUND / SUMMARY:

- **October 12th, 2021** - City Council held a public workshop at Sunset Center to discuss roughly sixty (60) different projects associated with the Council's adopted Strategic Initiatives. Recognizing that staffing resources are finite, the purpose of this meeting was to provide direction for prioritizing efforts to complete these projects. Following a hearty and productive discussion, the Council reduced the list of priority projects to a total of thirty (30). This was done in part by removing fifteen (15) Capital Improvement Program (CIP) items, and a handful of other projects from the list that Council felt were "day-to-day tasks" like contracts and RFPs.
- **January 4th, 2022** – Council received a presentation from staff on the list of thirty (30) priority projects related to the Council's Strategic Initiatives, evolved from the October 12th, 2021 workshop. To aid in managing the Council's priority projects, staff created a worksheet called the "Council Priorities Tracker", which includes information about project completeness and month-by-month updates/forecasting. This worksheet is a tool for department heads to plan and manage priority projects, and for the City Administrator to inform Councilmembers during weekly updates. It has also been presented on a periodic basis to the full City Council.
- **March 10th, 2022** - Council held another public workshop. Department heads presented and discussed each item on the full priority list of thirty (30) projects. Following these detailed discussions, and in consideration of available staff resources, Council opted to elevate sixteen (16) projects as the highest priority, and directed staff to focus their efforts on these projects before working on any of the remaining projects on the larger list of thirty (30). The concept behind this top priorities list, was that as projects were completed, and resources became available, another project from the larger list of thirty (30) could move up to become a top priority at the direction of the full Council.
- **September 13th, 2022** – Council received a brief update on each project contained in the tracking list of thirty (30) strategic priority projects, including the percentage complete and the items that have been completed, which were moved off the tracking sheet to a separate "Completed Projects" worksheet. Council gave direction to staff to give an update to Council after the election when the new Councilmember is seated.

Next Steps

Upon direction from Council regarding the priority of each item on the list, Staff will begin to focus efforts on the highest priority projects. The Council may also opt to add new projects to the overall list and provide direction on how those items should be prioritized among the others based on available staff resources.

CURRENT PROJECT STATUS

Items in **BOLD** are those which were placed on the list of 16 "top priority" projects created by Council in March, 2022. The numbers on this list correlate to the items in tracking list included as Attachment 1:

1. Explore Parking and Traffic Management program (35% Complete)

- December – Conduct review of SOQ's for consulting firms for "next steps" of the parking and traffic management program exploration.
- January 2023 – Review of SOQ's completed with consulting firm MRG, LLC selected. Draft

agreement with MRG, LLC for next steps in parking and traffic management program exploration: development of a public engagement plan and initiation of engagement efforts with the public.

- February/March – Agreement with MRG, LLC will be executed and multi-phase public engagement plan of the parking and traffic management program exploration will begin.
2. **Update purchasing ordinance (10% Complete)**
 - Currently working to fill two (2) vacant finance team positions
 - October – will begin purchasing limit comparison of other local agencies
 - January 2023 – due to staffing, project temporarily on hold
 3. **Plan for natural areas, reduce fire risk (55% Complete)**
 - September– On-Call Landscape agreement executed, task orders issued
 - Wildfire Risk Assessment underway, City survey launched
 - January 2023 – atmospheric river storms result in downed trees and debris piles, on-call tree services bid delayed.
 - February – bid opening for on-call tree services contractors, storm debris cleanup continues.
 - Award contracts for tree care services in March to minimize dead growth and fire fuel
 4. **Review opportunities for enhanced fire/ambulance service (50% Complete)**
 - September/Oct – Reviewed salary analysis
 - Nov/Dec 2022 – Continue drafting agreement document for ambulance consolidation (staff and legal).
 - January 2023 – Contract put on hold as the City of Monterey chose to conduct a financial audit of all its contracted services, and will move forward with a bid for services when audit is complete.
 5. **Develop forest management plan and update tree ordinance (35% Complete)**
 - Fall 2022 – First phase of planting 108 new trees as part of Cal Fire Grant begins, agreement with Davey executed.
 - Davey working with Forester on tree inventory, GIS mapping to meet Cal Fire requirements. Forest and Beach Commission agrees to serve as a steering committee.
 - December/Jan 2023 – F&B Commission approves Charter for the Steering Committee and approach to recruit members, kickoff meeting held with the Davey team. Emphasized customizing the FMP to be specific to Carmel.
 - Feb/March – Davey continues with technical studies and tree inventory.
 6. **Update zoning code & design guidelines (65% Complete)**
 - Three (3) Community Workshops held to date for public input
 - Strategy paper presented to Council and approved
 - Outline completed for Residential and Commercial Guidelines
 - First draft of Residential and Commercial Guidelines target release week of Feb. 1st
 - Community Workshop target end of February
 7. **ADU ordinance (65% Complete)**
 - November – Draft ordinance completed by City Attorney
 - December/January – Staff reviewed/edited City Attorney draft; Worked with City Attorney on revisions; Outreach to HCD for questions
 - March – Planning Commission Workshop on ADU Ordinance
 8. **Wireless ordinance (75% Complete)**
 - September – First draft ordinance released, Planning Commission workshop continued due to volume and scope of comments received
 - October to December – Worked with City Wireless Attorney on redraft/restructure of ordinance; Met

with various stakeholder groups and 3rd party Counsel

- January – Target release of revised draft ordinance package
- February – Special Planning Commission workshop on Wireless Ordinance

9. Filling vacancies (90% Complete)

- 31.0 positions filled to date
- Recruitments and interviews are ongoing

10. Pandemic recovery (90% Complete)

- Hybrid City Council meetings that include in-person Council conducted
- In-person attendance protocols continue to be based on Federal, State and County guidelines

11. Stormwater ordinance update (85% Complete)

- September - Final draft ordinance submitted to Regional Water Quality Control Board and Coastal Commission for review
- Nov/Dec – Water Board issued minor comments, still waiting for Coastal Commission to provide comments
- Feb/March – Receive and incorporate any comments from the Coastal Commission. Prepare report for Planning Commission meeting in March

12. Volunteer group oversight (70% Complete)

- September - Continued development of a new volunteer packet and tracking spreadsheet.
- December 2022 – Developed a webpage listing of all local volunteer orgs and support groups, gathers contact information.
- January/Feb 2023 – Outline priority projects for 2023 with Carmel Cares, begin to expand volunteer group oversight to coordinate efforts and track with other primary support groups, i.e. Friends of Carmel Forest, Friends of mission Trail Nature Preserve.

13. Review/reformulate approach to reserves/update financial policies (15% Complete)

- Currently working to fill two (2) vacant finance team positions
- October 2022 – will finalize project objectives after results from annual audit
- Due to staffing, project is temporarily on hold

14. Explore outdoor dining program (25% Complete)

- Information from Ad-hoc committee and community survey compiled in Community Planning and Building
- Project on hold until other priority projects are complete and staff resources are freed up

15. Increase beautification efforts (35% Complete)

- 2021-2022 ongoing - With Public Works oversight, Carmel Cares continues with beautification efforts along the Scenic Pathway, Devendorf and Vista Lobos Parks, grounds around Children's Library and Sunset Center, and in numerous median islands across the Village
- Landscape maintenance services contract awarded, contractor begins ongoing maintenance in parks and open space areas.
- November– Plans begin for design of landscaping median islands along Ocean Ave, between Junipero and Lincoln Streets.
- December/January – Storm recovery focus
- March – Present new landscaping design palette for Ocean Ave medians to F&B Commission, and commence improvements.

16. Review barriers to affordable housing (45% Complete)

- September – Rough draft feasibility study received from contractor
- October – Housing Ad Hoc Committee established and begins meeting regularly; Edits sent to contractor from staff and ad hoc committee on feasibility study
- November/December – Community meeting with ad hoc committee; Finalize feasibility study
- January – RFP released for consultant support on General Plan update, conducted interviews with respondents, prepare contract for Council approval
- February – Award contract to General Plan consultant; Feasibility study released for public review; Community meeting with ad hoc committee on February 28th

17. Explore street addresses (30% Complete)

- White paper on street addresses and next step options presented to Council. Council provided direction for City staff's research.
- December 2022 - Mayor Potter, Council Member Richards, and City Staff met with Postmaster Jorge Gonzalez. Discussed next steps for post office maintenance, extended lobby area hours, and ADA accessibility.
- March 2023 – Work with Postmaster to schedule meeting to address City Council; Staff will provide update on next step options and ask for Council's direction.

18. Develop a facilities master plan (45% Complete)

- Professional Services Agreement awarded to 4 Leaf.
- Focus on Police Building repairs, Ad Hoc Committee formed to work with project team.
- February – Award PSA with 10 Over Studio for design of 6+ facility renovation CIP projects. Council anticipated to authorize an RFP to hire an architect to evaluate building.
- March– Receive and evaluate RFP's for architects for the Police Building Project.

19. Underground utilities rule 20A (10% Complete)

- January/Feb 2023 - Begin the Rule 20A underground utility district evaluation and mapping project and update the white paper accordingly.
- Review SOQ's and select consultant to develop underground district documents.

20. Explore reinstatement of design review board (65% Complete)

- Based on feedback from Design Tradition 1.5 (DT1.5) Community Workshop, the structure and involvement of a Design Review Board in the design review process is now being considered as part of overall DT1.5 project. This will follow the same timeline as the DT1.5 Project
- RECOMMENDATION: Combine this item with #6 (Update zoning code & design guidelines) since they are now on same track.

21. Explore redevelopment of sunset center north lot (0% Complete)

- Not started yet. On hold until other higher priority projects are completed and staff resources are freed up

22. Opportunities for Flanders mansion (0% Complete)

- Not started yet. On hold until other higher priority projects are completed and staff resources are freed up

23. Opportunities for Scout House (35% Complete)

- September/Nov 2022 – Drafting RFP
- December 2022 – Draft Operations and Maintenance (O&M) Agreement issued by City Attorney's office.
- February 2023 – Release RFP and conduct mandatory pre-proposal meeting and site tour with potential contractors.

24. Develop and implement social media plan (10% Complete)

- September 2022 – Researched social media policies adopted by neighboring Cities. Example policies obtained.
- January 2023 – Receive feedback from Council during retreat on the scope of the Social media plan, and move forward based on direction and priority from Council.
- Feb/March - City's website update begins.

Completed Projects

1. Develop a multi-pronged financial strategy to address pension liability
2. Restructure peninsula messenger service for at-home letter delivery
3. Develop organics/recycling ordinance
4. **Prepare climate action/climate adaptation plan**
5. **Forest theater facilities manager**
6. **Review and update sign ordinance**

FISCAL IMPACT:

Staff time associated with tracking and reporting these projects is covered in the adopted FY 2022-2023 operating budget. Project specific fiscal impacts will be included as part of any actions related to those projects when considered by Council on a future agenda.

PRIOR CITY COUNCIL ACTION:

October 12, 2021 - City Council Special Meeting Workshop, Council held a workshop/Retreat and prioritized 30 projects

January 4, 2022 – City Council Regular Meeting, Council received a report on the status of the City Council's Strategic Priority Projects

March 10, 2022 – City Council Strategic Workshop, Council held a workshop/retreat to discuss the City Council's Strategic Projects, gathered input from the public, and provided direction to staff regarding prioritization of each project on the list

September 13, 2022 – City Council Regular Meeting, Council received a report on the status of the City Council's Strategic Priority Projects

ATTACHMENTS:

Attachment 1) City Council Priorities Tracker

Attachment 2) Top 16 Priorities
Attachment 3) Completed Projects

City Council Strategic Priorities (FY 22-23) - Currently In Process												
#	- Denotes Item is on Council "Top 16" Priority List											
Item #	Description of Project	Regulatory Requirement?	Current Status	Percentage Complete	Responsible Department	September Status/Forecast	October Status/Forecast	November Status/Forecast	December Status	January 2023 Status/Forecast	February 2023 Status/Forecast	March 2023 Status/Forecast
1	Explore Parking and Traffic Management Program	No	In Progress	35%	PD/CPB		Update at City Council Meeting		Conducted review of SOQ's for consulting firms for "next steps" of the parking and traffic management program exploration.	Review of SOQ's completed with consulting firm MRG, LLC selected. Draft agreement amendment with MRG, LLC for next steps in parking and traffic management program exploration: development of a public engagement plan and initiation of engagement efforts with the public.	If approved by Council, agreement amendment with MRG, LLC will be executed.	Multi-phase public engagement plan of program will begin.
2	Update Purchasing Ordinance	No	In Progress	10%	Finance	Finance has two vacant positions. Finance Manager will be focusing on the preparation for the annual financial audit.	A purchasing limit comparison chart of other local agencies will be completed.	Due to staffing, project is temporarily on hold.		Due to staffing, project is temporarily on hold.		
3	Develop a plan to ensure that the City's natural areas, as well as private property, are properly maintained to reduce fire risk	No	In Progress	55%	Fire/ PW	On-call landscape maintenance contract executed, task orders issued.	Wildfire Risk Assessment underway, as joint project with cities of Monterey and Pacific Grove. City Survey launched.			Atmospheric river storms in Dec/Jan result in downed trees and debris piles, on'call tree services bid delayed.	Bid Opening for on-call tree services contractors. Cleanup debris from recent storms continues.	Award contracts for on-call tree service contractors to minimize dead growth and fire fuel.
4	Review opportunities for enhanced fire/ambulance service	No	In Progress	50%	PD	Reviewed salary analysis.		Continue drafting agreement document for ambulance consolidation (staff and legal).		Contract placed on hold as the City of Monterey chose to conduct a financial audit of all its contracted services. Once that financial audit is complete, they will assess and move forward with a bid for services.		
5	Develop Forest Management Plan (FMP) and Update Tree Ordinance	No	In Progress	35%	PW	First phase of planting 108 new trees as part of the Cal Fire Grant begins. Agreement with Davey executed.	Davey working with Forester on tree inventory, GIS mapping to meet Cal Fire requirements.	Continue tree planting by City crews. Forest & Beach Commission agree to serve as Steering Committee with additional qualified public members.	Forest & Beach Commission approves Charter for the Steering Committee and approach to recruit members, kickoff meeting held with the Davey team. Emphasized customizing the FMP to be specific to Carmel.	Storm recovery focus.	Davey continues with technical studies and tree inventory.	

Attachment 1

Item #	Description of Project	Regulatory Requirement?	Current Status	Percentage Complete	Responsible Department	September Status/Forecast	October Status/Forecast	November Status/Forecast	December Status	January 2023 Status/Forecast	February 2023 Status/Forecast	March 2023 Status/Forecast
6	Update Zoning Code and Design Guidelines (Residential & Commercial)	No	In Progress	65%	CPB	Final draft of Strategy Paper completed.	Strategy Paper presented to City Council and approved. Steering Committee meetings ongoing.	High level outline completed based on feedback received on Strategy Paper	Continue drafting updates to Residential and Commercial Guidelines; Staff working sessions with Winter & Co.	Steering Committee meetings ongoing	First draft of Residential and Commercial Guidelines target release week of Feb. 1st. Community Workshop target end of Feb.	Planning Commission and City Council meetings to discuss first draft of Residential and Commercial Guideline Updates.
7	Develop Accessory Dwelling Unit (ADU) Ordinance	Yes	In Progress	65%	CPB		Work with City Attorney to develop framework for ADU ordinance that will comply with State law	Draft ordinance completed by City Attorney.	Staff review and edit of draft ordinance; Worked with City Attorney on revisions.	Work with City Attorney to respond to staff edits and finalize draft. Outreach to HCD for questions.		Planning Commission workshop to review draft of ADU ordinance
8	Develop Telecommunication Ordinance consistent with federal law	Yes	In Progress	75%	CPB	Planning Commission workshop to review first draft of wireless ordinance package continued due to volume and scope of comments received from public.	Working with City's wireless counsel to redraft/restructure draft ordinance; Met with various stakeholder groups and 3rd party counsel.	Meet with various stakeholders, community groups and 3rd party counsel to discuss ordinance direction		First draft ordinance package complete and distributed for public review prior to Planning Commission workshop.	Planning Commission special meeting to conduct workshop on draft ordinance package.	Revise ordinance package as needed based on outcome of Planning Commission workshop
9	Filling vacant positions (12)	No	In Progress	90%	City Admin.	31 positions filled to date	Recruitments on-going and in progress.			Recruitments on-going and in progress.		
10	Pandemic recovery (reopening, reporting, etc.)	No	In Progress	90%	City Admin.	Hybrid City Council meetings that include in-person Council meeting conducted w/ the assistance of PD to screen attendees.			Hybrid City Council meetings continue. Protocols continue to be based and guidelines based on Federal, State and County guidelines.			
11	Stormwater Ordinance update	Yes	In Progress	85%	PW	Submitted final draft Ordinance to Regional Water Quality Control Board and Coastal Commission for review.			Regional Water Quality Control Board issued minor comments.		Receive and incorporate any comments from the Coastal Commission. Prepare report for Planning Commission meeting in March.	
12	Volunteer Groups Oversight	No	In Progress	70%	PW	Continued development of a new volunteer packet and tracking spreadsheet.			Developed a webpage listing all local volunteer organizations and support groups, and gathered current contact information from each group.	Outline priority projects for 2023 with Carmel Cares, begin to expand volunteer group oversight to coordinate efforts and track with other primary support groups, i.e. Friends of Carmel Forest, Friends of Mission Trail Nature Preserve.		

Attachment 1

Item #	Description of Project	Regulatory Requirement?	Current Status	Percentage Complete	Responsible Department	September Status/Forecast	October Status/Forecast	November Status/Forecast	December Status	January 2023 Status/Forecast	February 2023 Status/Forecast	March 2023 Status/Forecast
13	Review/reformulate approach to reserves/update financial policies	No	In Progress	15%	Finance	Finance has two vacant positions. Finance Manager will be focusing on the preparation for the annual financial audit.	Comments, if any, from the annual financial audit will be incorporated into project objectives.			Due to staffing, project is temporarily on hold.		
14	Explore opportunities for permanent outdoor dining	No	In Progress	25%	CPB	Information from Ad-hoc committee and community survey compiled in Community Planning and Building.				Project on hold until other priority projects are complete and staff resources are freed up.		
15	Increase Beautification Efforts - Ongoing	No	In Progress	35%	PW	Ongoing beautification with Public Works Oversight. Carmel Cares continues with beautification efforts along the Scenic Pahtway, Devendorf and Vista Lobos Parks, grounds around Children's Library and Sunset Center, and in numerous islands across the village.	Landscape Maintenance services contract awarded, contractor begins ongoing maintenance in parks and open space areas.	Plans begin for design of landscaping median islands along Ocean Avenue, between Junipero and Lincoln Streets.		Storm recovery focus.		Present new landscaping design palate for Ocean Avenue Medians to Forest & Beach Commission, and commence improvements.
16	Review barriers to construction of affordable housing	Yes	In Progress	45%	CPB	Rough draft feasibility study received from contractor.	Housing ad hoc committee established and begins meeting regularly; Edits sent to contractor from staff and ad hoc committee on feasibility study.	Community meeting with ad hoc committee; finalize feasibility study.	Ad hoc meetings ongoing.	RFP released for consultant support on General Plan Update; conducted interviews with respondents, prepare contract for February City Council approval.	Award contract to General Plan consultant; feasibility study released for public review; community meeting with ad hoc committee on February 28th.	Work with consultant to begin updates to General Plan; ad hoc meetings ongoing
17	Explore street addresses	No	In Progress	30%	Assist. City Admin./CPB	Target beginning work with Admin Analyst	White paper on street addresses and next step options presented to Council. Council provided direction for City staff's research.	Continued research by staff.	Mayor Potter, Mayor Pro Tem Richards, and City Staff met with Postmaster Jorge Gonzalez. Discussed next steps for post office maintenance, extended lobby area hours, and ADA accessibility.			Work with Postmaster to schedule meeting to address City Council; Staff will provide update on next step options and ask for Council direction.
18	Develop a Facilities Maintenance Plan (Police Building and Facility Renovation Projects Focus)	No	In Progress	45%	PW	Professional Services Agreement awarded to 4 Leaf.		Focus on Police Building Repairs. Ad Hoc Committee formed to work with project team.			Award PSA with 10 Over Studio for design of 6+ facility renovation CIP Projects. Council anticipated to authorize an RFP to hire an architect to evaluate building.	Receive and evaluate RFP's for architects for the Police Building Project.
19	Underground Utilities Rule 20A	No	In Progress	10%	PW					Begin the Rule 20A underground utility district evaluation and mapping project and update the white paper accordingly.	Review SOQs and select consultant to develop underground district documents.	

Attachment 1

Item #	Description of Project	Regulatory Requirement?	Current Status	Percentage Complete	Responsible Department	September Status/Forecast	October Status/Forecast	November Status/Forecast	December Status	January 2023 Status/Forecast	February 2023 Status/Forecast	March 2023 Status/Forecast
20	Explore reinstatement of Design Review Board	No	In Progress	65%	CPB	Based on feedback from Design Tradition 1.5 (DT1.5) Community Workshop, the structure and involvement of a Design Review Board in the design review process is now being considered as part of the overall DT1.5 project. This will follow the same timeline as the DT1.5 Project.				RECOMMENDATION: Combine this item with #6 (Update Zoning Code and Design Guidelines) since they are now on the same track.		
21	Explore redevelopment of the north lot at Sunset Center	No	Not Started	0%	CPB	Not started yet. On hold until other higher priority projects are completed and staff resources are freed up.				Not started yet. On hold until other higher priority projects are completed and staff resources are freed up.		
22	Explore opportunities for Flanders Mansion	No	Not Started	0%	Admin	Meetings/tours provided to individuals as requested, but no progress made on agreements or proposals. City continues to maintain property.				Not started yet. On hold until other higher priority projects are completed and staff resources are freed up.		
23	Explore opportunities for Scout House	No	In Progress	35%	PW/Assist. City Admin.	Drafting RFP			Draft O&M Agreement issued by City Attorney's Office.		Release RFP and conduct mandatory pre-proposal meeting and site tour with potential contractors.	Receive and review proposals.
24	Develop and implement Social Media Plan	No	In Progress	10%	Clerk	Researched social media policies adopted by neighboring Cities. Example policies obtained.				Receive feedback from Council during the Retreat on the scope of the Social Media Plan, and move forward based on direction and priority from Council.	City Website update begins.	

Carmel-by-the-Sea
City Council Priority Project List

1/26/23
Attachment 2

City Council "Top 16" Priority List			
Project Description	August % Complete	Jan. % Complete	Lead
Review opportunities for enhanced fire/ambulance service	35%	50%	PD
Review and Update Sign Ordinance	95%	100%	CPB
Prepare Climate Action/Adaptation Plan	85%	100%	PW/CPB
Develop Forest Management Plan (FMP) and Update Tree Ordinance	20%	35%	PW
Update Zoning Code & Design Guidelines (Residential & Commercial)	25%	65%	CPB
Develop Telecommunication Ordinance consistent with federal law	40%	75%	CPB
Filling vacant positions	50%	90%	Admin.
Forest Theater Facilities Manager	90%	100%	PW/CA
Pandemic recovery (reopening, reporting, etc.)	50%	90%	Admin.
Stormwater Ordinance update	15%	85%	PW
Review barriers to construction of affordable housing	15%	45%	CPB
Develop Accessory Dwelling Unit (ADU) Ordinance	0%	65%	CPB
Explore opportunities for Scout House	0%	35%	PW/Admin
Explore street addresses	0%	30%	Admin.
Explore Parking and Traffic Management Program	20%	35%	PD/CPB
Develop plan to maintain natural areas (pub/priv) to reduce fire risk	10%	55%	PW/Fire

"Lead" Key:
PW - Public Works
CPB - Community Planning and Building
PD - Police Department
CA - Community Activities
Admin. - City Administrator/Assistant City Administrator

City Council Strategic Priorities - Completed					
Item	Description of Project	Regulatory	Current	Percentage	Responsible
1	Develop a multi-pronged financial strategy to address pension liability	No	Complete	100%	Finance
2	Restructure Peninsula Messenger Service for at-home letter delivery	No	Complete	100%	Finance
3	Develop Organics/Recycling Ordinance	Yes	Complete	100%	PW
4	Prepare Climate Action/Climate Adaptation Plan	Yes	Complete	100%	PW
5	Forest Theater Facilities Manager	No	Complete	100%	PW
6	Review and Update Sign Ordinance	Yes	In Progress	100%	CPB / City Attorney