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

Mayor Dave Potter, Council Members Jeff Baron, Karen Ferlito, Bobby Richards, and Carrie Theis
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

REGULAR MEETING
Tuesday, January 5, 2021

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. Also, see the Order by the Monterey County Public Health Officer issued March 17, 2020. The health and well-being of our residents is the top priority for the City of Carmel-by-the-Sea. To that end, this meeting will be held via teleconference and web-streamed on the City's website ONLY.

To attend via Teleconference; 1-662-639-4222 PIN: 325 786 990#

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
4:30 PM

CALL TO ORDER AND ROLL CALL

PUBLIC APPEARANCES

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

ANNOUNCEMENTS

A. City Administrator Announcements

B. City Attorney Announcements

C. Councilmember Announcements

CONSENT AGENDA

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

1. December 3, 2020 Special Meeting Minutes, December 7, 2020 Special Meeting Minutes, December 8, 2020 Meeting Minutes, and December 15, 2020 Special Meeting Minutes
2. Monthly Reports for November: 1) City Administrator Contract Log; 2) Community Planning and Building Department Reports; 3) Police, Fire, and Ambulance Reports; 4) Public Records Act Requests, and 5) Public Works Department Report
3. November 2020 Check Register Summary
4. Resolution 2021-001 accepting donations from Carmel Cares, a volunteer organization
5. Resolution 2021-002 ratifying an appointment to the Forest & Beach Commission
6. Resolution 2021-003 authorizing the City Administrator to execute Amendment No. 2 to the mail service agreement with Peninsula Messenger Service and approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget
7. Resolution 2021-004 authorizing a refund of a Design Review (DR 20-326, The Pocket) permit fee of $430.00 and Planning Commission referral fee of $1,075.00 to Kent Ipsen.
8. Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements
9. Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code.

ORDERS OF BUSINESS

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

10. Resolution 2021-005 receiving the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020
11. Direction to staff regarding whether or not to pursue intermittent closures of Scenic Road for recreational purposes

PUBLIC HEARINGS

12. Sidewalk Vending Program Application Fees

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, outside the Park Branch Library, NE corner of Mission Street and 6th Avenue, 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 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	December 3, 2020 Special Meeting Minutes, December 7, 2020 Special Meeting Minutes, December 8, 2020 Meeting Minutes, and December 15, 2020 Special Meeting Minutes

RECOMMENDATION:
Approve December 3, 2020 Special Meeting Minutes, December 7, 2020 Special Meeting Minutes, December 8, 2020 Meeting Minutes, and December 15, 2020 Special Meeting Minutes as presented.

BACKGROUND/SUMMARY:
The City Council routinely approves the Minutes of its meetings.

FISCAL IMPACT:
None for this action.

PRIOR CITY COUNCIL ACTION:
None for this action.

ATTACHMENTS:

December 3, 2020 Special Meeting Minutes
December 7, 2020 Special Meeting Minutes
December 8, 2020 Meeting Minutes
December 15, 2020 Meeting Minutes

CITY COUNCIL SPECIAL MEETING
Thursday, December 3, 2020
3:00 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL
Mayor Potter called the meeting to order at 3:00 p.m.

Present: Council Members Reimers, Baron, Theis, Mayor Pro Tem Richards, Mayor Potter

PUBLIC APPEARANCES
None

ORDERS OF BUSINESS

Item 1: Resolution 2020-079 declaring the results of the General Municipal Election held in the City of Carmel-by-the-Sea on November 3, 2020

The City Clerk provided the staff report for this item.

On a motion by Council Member Reimers and seconded by Council Member Theis, the City Council adopted Resolution 2020-079 declaring the results of the General Municipal Election held in the City of Carmel-by-the-Sea on November 3, 2020, by the following roll call vote:

AYES:	BARON, REIMERS, THEIS, RICHARDS, POTTER
NOES:	NONE
ABSENT:	NONE
ABSTAIN:	NONE

EXTRAORDINARY BUSINESS

Item A: Remarks by outgoing Council Member Jan Reimers
Council Member Reimers thanked the City staff, Board & Commission Members, the City Council Member's she has worked with, discussed the Mutt Mitt program and thanked the community for the opportunity to serve.

Item B: Administer Oath of Office to Dave Potter, Karen Ferlito and Bobby Richards
The City Clerk administered the Oath of Office to Mayor Elect Potter, and Council Members Elect Ferlito and Richards at this time.

Item C: Remarks by newly sworn Mayor and/or members of the City Council
Council Member Ferlito stated she is delighted to serve the community and looks forward to moving forward and working with the City Council.

Council Member Richards congratulated Mayor Potter and Council Member Ferlito and thanked the candidates for their passion and willingness to run for office, stated he looks forward to working with this Council and thanked the community for the opportunity to serve.

Item C Continued…

Mayor Potter welcomed Council Member Ferlito and stated he looks forward to future discussion, thanked Judy Refuerzo for her willingness to run for office, and stated he is confident the Council will get the public's business done.

Item D: Appointment of Mayor Pro Tempore

The Mayor appointed Council Member Richards as Mayor Pro Tem.

The City Administrator discussed the Governor's announcement of creating five Regions in the State with regard to shelter in place restrictions.

ADJOURNMENT

Mayor Potter adjourned the meeting at 3:15 p.m.

APPROVED: ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Monday, December 7, 2020
4:30 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL
Mayor Potter called the meeting to order at 4:32 p.m.

Present: Council Members Baron, Ferlito, Theis, Mayor Pro Tem Richards, Mayor Potter

EXTRAORDINARY BUSINESS

Item A: Proclamation recognizing the American Legion and Friends of the WWI Memorial Arch

Item B: Update on the Climate Action and Adaption Project

Item C: Receive a presentation from Carmel Cares regarding the public/private partnership with the City

PUBLIC APPEARANCES
None

ANNOUNCEMENTS

Item A: City Administrator Announcements
The City Administrator thanked everyone who helped with the installation of the holiday lights in the median on Ocean Avenue.

Item B: Councilmember Announcements
Council Member Baron discussed the upcoming Climate Committee meeting and read from the most recent Friday Letter regarding COVID.

Council Member Ferlito discussed recent Climate Change Committee meeting and thanked those who provided the presentation at that meeting.

Mayor Potter thanked Chief Tomasi and discussed respecting everyone's safety and mentioned everyone must stick together during this time.

CONSENT AGENDA
Council Member Baron requested Item No.'s 4, 5 and 9 be removed for separate discussion.

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council approved the Consent Agenda with the exception of Item No.'s 4, 5 and 9 by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

CONSENT AGENDA CONTINUED…

Council Member Baron discussed retaining jurisdiction over policies, discussed a specific sentence that was removed from the Policy in Item No. 4 and requested it be replaced.

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council approved Consent Agenda Item No. 4 as amended, by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Council Member Baron discussed changing the timing of appointments to the City's Boards/Commissions from October to May and requested direction be given to staff to return with changes.

On a motion by Council Member Baron and seconded by Mayor Potter, the City Council approved Consent Agenda Item No. 5 adding direction to staff to return with Municipal Code changes regarding the timing of the Board/Commission appointments, by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Council Member Baron and staff discussed concerns with moving forward with this item at this time.

On a motion by Council Member Baron and seconded by Mayor Pro Tem Richards, the City Council approved Consent Agenda Item No. 9, by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Item 1: November 2, 2020 Special Meeting Minutes, November 3, 2020 Meeting Minutes, and November 23, 2020 Special Meeting Minutes

Item 2: Monthly Reports for October: 1) City Administrator Contract Log; 2) Community Planning and Building Department Reports; 3) Police, Fire, and Ambulance Reports; 4) Public Records Act Requests, and 5) Public Works Department Report

Item 3: October 2020 Check Register Summary

Item 4: Resolution 2020-080 amending Policy C16-02 Records Management Program

Item 5: Resolution 2020-081 ratifying appointments to the Community Activities Commission, Harrison Memorial Library Board of Trustees, Historic Resources Board, Planning Commission and extending the term of a Member of the Forest & Beach Commission

CONSENT AGENDA CONTINUED…

Item 6: Resolution 2020-082 establishing the meeting dates of the City Council for calendar year 2021

Item 7: Resolution 2020-083 authorizing Free Use Days of the Sunset Center Theater and lobby for Carmel Unified School District

Item 8: Resolution 2020-084 authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Native Solutions, for a not-to-exceed fee of $10,000, for the North Dunes Habitat Restoration Project

Item 9: Resolution 2020-085 authorizing the City Administrator to sign a Letter to Proceed allowing SiteLogiQ to perform an energy analysis of City facilities at no cost to the City

CLOSED SESSION

Item A: Conference with Labor Negotiators pursuant to Government Code Section 54957.6. Agency Designated Representative: Assistant City Administrator Maxine Gullo; Employee Organization: Police Officers Association (POA)

Item B: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8. Property: Forest Theater (Lots One to Fifteen inclusive in Block 85 as designated on the map of Addition Number 5 to Carmel-by-the-Sea). Agency Negotiator:City Administrator Chip Rerig; Negotiating Parties: Sunset Cultural Center; Under Negotiation: Lease price and terms of payment

ADJOURNMENT

Mayor Potter adjourned the meeting to Closed Session at 5:34 p.m.

APPROVED:	ATTEST:
Dave Potter, Mayor	Britt Avrit, MMC City Clerk

REGULAR MEETING
Tuesday, December 8, 2020

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL
Mayor Potter called the meeting to order at 4:30 p.m.

Present: Council Members Baron, Ferlito, Theis, Mayor Pro Tem Richards, Mayor Potter

PUBLIC APPEARANCES
The following members of the public spoke:

Richard Kreitman
Scott Julian
Fred Bologna
Nancy Twomey

ORDERS OF BUSINESS

Item 1: Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements

The City Clerk provided the staff report for this item.

On a motion by Council Member Baron and seconded by Mayor Pro Tem Richards, the City Council requested a reading of the title of the ordinance, waived further reading and introduced Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements, by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Item 2: Resolution 2020-086 confirming Council Member appointments to outside agencies

The City Administrator provided the staff report for this item.

Discussion among the City Council and staff included not needing an alternate appointment for the Monterey Regional Waste Management District, discussion regarding working with the Cities of Pacific Grove and Monterey related to the appointments to Central Coast Community Energy (3CE) and discussion of adding an appointee to the Litter Abatement Taskforce.

Item 2 Continued…
On a motion by Mayor Pro Tem Richards and seconded by Council Member Baron, the City Council adopted Resolution 2020-086 confirming Council Member appointments to outside agencies as amended by removing the alternate appointee for the Monterey Regional Waste Management District and adding the appointment of Karen Ferlito to the Litter Abatement Taskforce, by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

Item 3: FY 2020-2021 Budget Status Update

The Finance Manager provided the staff report for this item.

The City Council requested clarification regarding sales tax payment figures provided in the presentation and potential reasons for the decrease in building revenue.

Discussion among the City Council and staff included the City Council's appreciation of these updates, the need to continue to be cautious and discussed the impact to the City of other county's being shut down including cancellations at hotels. The City Council discussed business license levels could be impacted by the shut down as businesses may shut their doors for good. Additional discussion included the importance of remaining pessimistic as it relates to the budget reality, discussed anticipating darker days ahead and discussed erring on the side of being overly conservative with regard to budget forecasting.

No vote required, update only.

Due to technical issues with web streaming on the City's website it was determined the meeting could not continue as the public did not have access to the meeting.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Ferlito, the City Council continued the remaining items on the agenda to a Special Meeting to be held on December 15, 2020 at 4:30 p.m., by the following roll call vote:

AYES: BARON, FERLITO, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

ADJOURNMENT

Mayor Potter adjourned the meeting at 6:10 p.m. to the Special Meeting to be held on December 15, 2020.

APPROVED:

Dave Potter, Mayor

ATTEST:

Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Tuesday, December 15, 2020
4:30 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL
Mayor Potter called the meeting to order at 4:30 p.m.

Present: Council Members Baron, Ferlito, Theis, Mayor Pro Tem Richards, Mayor Potter

PUBLIC APPEARANCES
The following members of the public spoke:

Jo Todd
Theresa Hollman
Parker Logan

ANNOUNCEMENTS

Item A: City Attorney Announcements
The City attorney stated the City Council met on December 7,2020 and discussed the items on the agenda with no reportable action.

ORDERS OF BUSINESS

Item 1: Update on Outdoor Seating in the Public Way

The City Administrator provided information regarding the current status related to the recent shutdown put in place by the County Health Officer.

The City Council requested comments from the public regarding the use of the existing "parklets" for to-go orders including allowing the chairs and tables to remain or consideration of removing them.

The following members of the public spoke regarding this topic:

Richard Kreitman
Chris Campbell
Michael LePage
Jack Galante
Todd Fisher
David Fink
Gabriel Georis
Ashley Wolf
Faisal
Lydia
Rich Pepe
Sara Cook

Item 1 Continued…
Discussion among the City Council and staff included encouraging people to get their food and go home and not let them linger in the parklets; allowing people to eat outside isn't the issue, continuing to allow eating in the parklets will only employ the "back of the house" staff and will not employ more people; pushing back on political leadership may need to take place, the Police Department cannot enforce if eating in the parklets is allowed. If COVID-19 gets into Public Safety staff it will have a devastating impact. The City Council discussed not disregarding the Stay at Home Order and "staying the course."

Council Member Baron made a motion and Council Member Ferlito seconded the motion to give direction to staff to request restaurants to remove tables, chairs and all other furniture from the parklets.

Mayor Potter requested clarification regarding the City Council having the option of holding a Special Meeting to amend this motion/direction.

The City Administrator requested that the motion be amended to include removing everything by December 16, 2020 at 5:00 p.m.

Council Member Baron agreed to amend the motion if the remaining members of the City Council feel it is appropriate and Council Member Ferlito agreed to the amendment to the motion.

Mayor Pro Tem Richards requested clarification regarding how long this direction will be in place.

Council Member Baron stated this will be in effect until the restriction on outdoor dining is lifted by the Health Department or until a Special Meeting can be held by the City Council based on new data.

On a motion by Council Member Baron and seconded by Council Member Ferlito, the City Council approved requiring restaurants to remove all tables, chairs and other furniture in the parklets no later than December 16, 2020 at 5:00 p.m. until January 11, 2021, or until the restriction on outdoor dining is lifted by the Health Department or until a Special Meeting can be held by the City Council based on new data, by the following roll call vote:

AYES:	BARON, FERLITO, RICHARDS, POTTER
NOES:	THEIS
ABSENT:	NONE
ABSTAIN:	NONE

The Acting Community Planning & Building Director provided the presentation for this item.

The City Council requested clarification regarding inspection of heaters under awnings, propane tank storage and enforcement of rules on private property. Additionally, the City Council requested clarification regarding ADA compliance in the temporary parklets and the amount of staff hours spent on outdoor seating by the Police Department, Fire Department & Community Planning & Building Department. The City Council requested clarification regarding if there is a requirement to report COVID cases to the City. The City Council also discussed changing the existing outdoor seating ad-hoc committee to a standing committee.

Item 1 Continued…
The following members of the public spoke regarding this topic:

Parker Logan
Rich Pepe
Shaheen Alnuaimi
Richard Kreitman
Chris Campbell
Pasharsky

Discussion among the City Council and staff included discussion of the use of Hospitality Improvement District (HID) funds for enforcement of outdoor seating, policing the restaurants for compliance, the potential to recoup some of the funds needed for enforcement from the people who are requiring the enforcement. Additional discussion included potential revocation of outdoor seating permits after a specific number of "strikes", potential of funding outside enforcement because law enforcement should be handing out tickets for law enforcement issues not heater violations. The City Council discussed which form of enforcement is more effective – citations or "strikes." The City Council discussed potential standard closing times for outdoor seating including discussion of following the Use Permit for closing times, discussion of the Use Permit provides regulations for indoor use, not outdoor use and the impact to the Police Department with regard to enforcement if a standard closing time is not used. The City Council discussed when outdoor seating should go to the Planning Commission for consideration. The current ad-hoc committee being changed to a standing committee was discussed.

No vote required, direction was provided to staff.

Item 2: Urgency Ordinance 2020-008 and Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code.

The Associate Planner provided the staff report for this item.

The City Council requested clarification regarding pausing this program due to COVID-19 restrictions, and renewal of the original licenses issued.

The following members of the public spoke:

Shaheem Alnuaimi

Discussion among the City Council and staff included discussion of the way in which the City Council has previously handled SB 946.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Theis, the City Council moved to adopt Urgency Ordinance 2020-008 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code, by the following roll call vote:

AYES:	FERLITO, THEIS, RICHARDS, POTTER
NOES:	BARON
ABSENT:	NONE
ABSTAIN:	NONE

Item 2 Continued…
On a motion by Mayor Pro Tem Richards and seconded by Council Member Theis, the City Council requested a reading of the title of Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code, and waived further reading and introduced Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code, by the following roll call vote:

AYES: FERLITO, THEIS, RICHARDS, POTTER
NOES: BARON
ABSENT: NONE
ABSTAIN: NONE

PUBLIC HEARING
Council Member Theis stated she needs to recuse herself from this item because she owns a hotel in the City and left the meeting at this time.

Item 3: Resolution 2020-087 declaring results of majority protest proceedings and renewing the Carmel Hospitality Improvement District for a term of March 1, 2021 through February 28, 2031 and Resolution 2020-088 authorizing the City Administrator to execute a Professional Services Agreement with Visit Carmel to serve as the Carmel Hospitality Improvement District Owners' Association for a term of March 1, 2021 through February 28, 2031

The Director of Budgets and Contracts provided the staff report for this item.

The following members of the public spoke:
Pam Shepherd
Amy Herzog
Rich Pepe

Discussion among the City Council and staff included discussion of the City Council's appreciation and respect for the Board of Directors and leadership and professionalism of Amy Herzog for this organization.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Baron, the City Council adopted Resolution 2020-087 declaring results of majority protest proceedings and renewing the Carmel Hospitality Improvement District for a term of March 1, 2021 through February 28, 2031, by the following roll call vote:

AYES: BARON, FERLITO, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
RECUSED: THEIS

Item 3 Continued…

On a motion by Mayor Pro Tem Richards and seconded by Council Member Baron, the City Council adopted Resolution 2020-088 authorizing the City Administrator to execute a Professional Services Agreement with Visit Carmel to serve as the Carmel Hospitality Improvement District Owners' Association for a term of March 1, 2021 through February 28, 2031, by the following roll call vote:

AYES:	BARON, FERLITO, RICHARDS, POTTER
NOES:	NONE
ABSENT:	NONE
RECUSED:	THEIS

FUTURE AGENDA ITEMS

Council Member Baron requested the City Council discuss a potential temporary road closure on Scenic Road.

ADJOURNMENT

Mayor Potter adjourned the meeting at 7:34 p.m.

APPROVED:	ATTEST:
Dave Potter, Mayor	Britt Avrit, MMC City Clerk

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Monthly Reports for November: 1) City Administrator Contract Log; 2) Community Planning and Building Department Reports; 3) Police, Fire, and Ambulance Reports; 4) Public Records Act Requests, and 5) Public Works Department Report

RECOMMENDATION:
Review and receive monthly reports.

BACKGROUND/SUMMARY:
This is a monthly series of reports.

Based upon Council direction provided during the April 7, 2020 meeting, staff have added a new section to the monthly staff report regarding the home mail delivery program.

The invoice submitted by Peninsula Messenger Service for the month of November shows 184 residents are receiving mail delivery service.

FISCAL IMPACT:
None for this action.

PRIOR CITY COUNCIL ACTION:
Monthly approvals.

ATTACHMENTS:

Attachment #1 - City Administrator Contract Log
Attachment #2 - Community Planning & Building Report
Attachment #3 - Police, Fire & Ambulance Report
Attachment #4 - Public Records Act Request Logs
Attachment #5 - Public Works and Forester's Report for November 2020

City Administrator Contract Log
FY 2020-2021

Date Entered Into	Contractor	Contract Amount	Purpose
11/1/2020	NHA ADVISORS	$23,500.00	CONSULTING CDIAC
11/1/2020	TAMC AMENDMENT	$2950.00 NTE $3787	PAVEMENT MGMT FUNDING AGREEMENT-MEASURE X AMENDMENT 1

Attachment 2

CITY OF CARMEL-BY-THE-SEA
Monthly Report

November 2020

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie R. Waffle, AICP, Senior Planner
SUBMITTED ON:	December 23, 2020
APPROVED BY:	Chip Rerig, City Administrator

NOVEMBER 2020 – DEPARTMENT ACTIVITY REPORT

I. PLANNING APPLICATIONS:

In November of 2020, **33** planning permit applications were received.

II. BUILDING PERMIT APPLICATIONS:

In November of 2020, **47** Building Permit applications were received.

III. CODE COMPLIANCE CASES:

In November of 2020, **11** new code compliance cases were initialized.

IV. ENCROACHMENT APPLICATIONS:

In November of 2020, **20** encroachment permit applications were received.

V. YEAR-TO-DATE TRENDS

Table 1 includes the November 2020 totals, for planning and building permit applications, encroachments and code compliance cases with a comparison to November 2019 totals. As shown in the table, in 2020 there was a **34% decrease** in planning permit applications, a **30% decrease** in building permit applications, **66% decrease** in code compliance cases, and a **46% increase** in encroachment permit applications compared to the same period 2019.

Table 1. Permit Application Totals

	Planning	Building	Code Compliance	Encroachments
2019 Totals	483	698	374	229
2020 Totals	317	486	129	335
% Difference	-34%	-30%	-66%	46%

Planning Permit Report

11/01/2020 - 11/30/2020

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Status
20358	Design Study	The approval of this Design Study authorizes: The installation of a new grape stake fence along the western property line. The fence shall be constructed with redwood rails and posts and shall not exceed 38" tall for the length of the fence. The project shall be consistent with the plans and project description received by the Community Planning & Building Department on December 1, 2020 excepted as modified by the conditions of approval.	Junipero 6 SE of 10th	12/1/2020	12/8/2020	Approved
20357	Design Study	Replace/repair 4 windows west side - not frames, just windows that are leaking - using old glass	Dolores and 11th NE corner	12/11/2020		In Review
20356	Business License	This business license authorizes use of a retail space to specialize in the sale of clothing, apparel, and clothing accessories. a. Primary Use: This use is classified as a Women's Clothing Store (NAICS 448120): i. Establishments primarily engaged in retailing a general line of new women's, misses', and juniors' clothing, including maternity wear. These establishments may provide basic alterations, such as hemming, taking in or letting out seams, or lengthening or shortening sleeves. b. Ancillary Use: The Ancillary Use shall be classified as a clothing accessory store(NAICS 448150): i. Primarily engaged in retailing single or combination lines of new clothing accessories, such as hats and caps, costume jewelry, gloves, handbags, ties, wigs, toupees, and belts. Ancillary uses shall be	WA San Carlos between Ocean and 7th	11/30/2020	12/10/2020	Approved

		limited to no more than 10 percent of the floor area of the established primary use, and 10 percent of the window display area(s) unless otherwise specified in the notes to the use charts.				
20355	Design Study	Minor modifications to Design Study (DS 17-398, Quan) including revisions to the second floor west elevation window in the former bunk room (now master bedroom) from a single 4' x 4' square window with a 4'-6" sill height to two, 2' x 2' square windows with a 4'-8" sill height.	SWC 6th and Carpenter	11/23/2020	12/7/2020	Approved
20354	Use Permit	Sugar Farms Marketplace will be an artisanal shop that offers primarily locally sourced handmade/homemade gifts, set up with farmers market feel and also short bios on each artisan so buyers know exactly who created their item	Mission and Ocean Avenue - Carmel Plaza	12/3/2020		Approved
20352	Sign	new sign v-groove routed, double sided 2" thick red cedar, with routed dimensional log. hand painted with premium ext. paint	WS San Carlos between Ocean & 7th	12/1/2020	12/11/2020	Approved
20351	Design Review	Install tents in private dining patio	San Carlos 4 NW of 6th	11/18/2020		In Review
20350	Design Review	New Mixed Use building with 12 apartment units, retail space at street level and below grade parking.	Corner of 5th Ave. and Dolores St. / Block 55 Lot 1-7	12/15/2020		Pending Assignment
20349	Design Review	Installation of a temporary tent in the outdoor patio of Cypress Inn.	NEC Lincoln & 7th	11/17/2020		In Review
20348	Use Permit	Fitness and yoga boutique with small retail branded clothing/fitness merchandise. Operating from 5am to 10pm customer use by appointment only, designated to one of 8 single use pre-reserved (50 sq ft) self-serve exercise stations up to 60 minutes. Smart lock key code to facility for use by customers when facility is not staffed. Facility to accommodate small yoga classes and self-use electric massage lounges.	San Carlos between 5th and 6th			Corrections Required

20347	Business License	Fitness and yoga boutique with small retail branded clothing/fitness merchandise. Operating from 5am to 10pm customer use by appointment only, designated to one of 8 single use pre reserved (50 sq ft) self-serve exercise stations up to 60 minutes. Smart lock key code to facility for use by customers when facility is not staffed. Facility to accommodate small yoga classes and self-use electric massage lounges	San Carlos between 5th and 6th			Pending Assignment
20346	Design Study	Remodel of Existing Residence	Dolores (2) SE of Santa Lucia	11/17/2020		Corrections Required
20345	Design Study	Subordinate unit remodel adding 48 sq ft addition under existing patio, kitchen and bath remodel. New windows and access door	26011 Ridgewood Rd			Closed
20344	Notice of Exempt Work	Installation of two, 42-inch high by 10-feet long glass barriers on the south side of the outdoor seating pergola within the courtyard of The Pocket. Point of Contact: Federico Rusciano (831) 920-8064 or Kent Ipsen (925) 595-8720.	Lincoln	11/13/2020	11/15/2020	Approved
20343	Use Permit	New donut shop	Carmel Plaza	11/4/2020		In Review
20342	Design Study	Demo existing master bathroom: flooring, tile, countertop, bathroom, shower enclosure, toilet, sink/vanity. New Master bathroom: flooring, tile, countertop, bathtub, shower enclosure, toilet, 2 sinks and 1 vanity	1st Ave 2NE of Lobos			Closed
20341	Design Study	This approval of Design Review (DS 20-341) authorizes repairs to prevent further water infiltration into the buildings via the foundation and windows and to repair water-damaged areas of the building, specifically exterior stucco walls to Edgemere Cottages located at San Antonio 4 SE 13th in the Single Family (R-1) Zoning District. The project shall be in substantial compliance with the plans and scope of work prepared by Thomas Hood dated received by Community Planning & Building on November 17, 2020, unless modified by the conditions of approval contained herein.	ES San Antonio 2 NE of Santa Lucia	11/17/2020	12/2/2020	Approved

20340	Business License	This business license authorizes the change in ownership (sole proprietor: Jack Hakim (dba White Rabbit) to Scandia Lopez LP) of a legally established short term rental unit. The one second floor residential unit (unit with stairs fronting Ocean Avenue) may be rented for a period of time that is less than 30 days. The number of units shall not be increased unless a separate application is submitted to the City.	5th and Monte Verde	11/10/2020	11/20/2020	Approved
20339	Design Study	REVISE PREVIOUSLY APPROVED DS PERMIT (DS 18-171) FOR AN ADDITION AND REMODEL TO AN EXISTING SINGLE FAMILY RESIDENCE. REVISE FLOOR PLAN AND ELEVATIONS, ADD 180 SF, AND ADD 210 SF DETACHED GARAGE IN FRONT YARD SETBACK.	CASANOVA STREET 4 S/E 9TH AVENUE			In Review
20338	Sign	Double sided sandblasted wood sign 18 x 24 with decorative steel bracket attached to the wall	Ocean Avenue & Mission Street	11/9/2020	11/25/2020	Approved
20337	Authorized Work	Reroof Tar and Gravel to TPO	2 north east of 4th on Carpenter	11/9/2020		Closed
20336	Authorized Work	Replace existing leaky fountain with new fountain. New fountain is the same size. No electrical or plumbing work required. No digging required, so no 811 Ticket is required. Contact: Sam Bird Phone #: (831) 624-3550	NW corner of Lincoln and 7th Avenue	11/6/2020	11/6/2020	Approved
20335	Design Review	Tents to cover outdoor dining/tasting locations inside Carmel Plaza courtyard, to aid in patron cover during inclement weather. Tent walls are mesh to allow air circulation. Tents are for dining only - no cooking, no propane heaters, no fire pits within tents. Diagram indicates # of seats per user and includes points of ingress/egress, exist signs, fire extinguishers locations. Duration of rental will continue through rainy season.	Ocean Avenue & Mission Street, Carmel Plaza	11/6/2020		In Review
20334	Design Study	Approval of Design Study application (DS 20-334, 1 Sand & Sea) authorizes minor modifications to Design Study applications (DS 17-184, 18-339 and 19-151) including, 1) removal of the outdoor gas fire pit and stone surround and replacing the stone with a continuation of the existing glass railing; 2) removal of the stone wall/curb along the driveway easement just south of the deck and the installation of landscaping along the south side	1 Sand & Sea, San Antonio	10/30/2020	12/11/2020	Approved

		of the deck; 3) changing the dry stack stone veneer wainscot to an over-grout stone veneer wainscot; 4) revisions to the front entry steps including the addition of a railing; 5) revisions to the raised concrete planters at the front entry to improve access; 6) new exterior light fixtures; 7) new safety railing on top of the concrete wall along San Antonio; 8) new fence and two gates on the north side of the residence; and, 9) new landscaping throughout the site. The project is located at the southwest corner of San Antonio & 4th within the Sand & Sea development, also referred to as Sand & Sea Lot 1, and is zoned R-1 Single Family Residential. All project construction shall be performed in accordance with the project plans prepared by Ron Brown, Architect stamped approved and on-file at the Community Planning & Building Department, unless modified by the conditions of approval.				
20333	Business License	This business license authorizes the use of a 3,605 square foot Merchandise Mart located in the Central Commercial (CC) Zoning District, offering the following goods and services: a. Primary Use: This use is classified as a Merchandise Mart (All Other General Merchandise Stores - NAICS 452319): This U.S. industry comprises establishments primarily engaged in retailing new goods in general merchandise stores (except department stores, warehouse clubs, superstores, and supercenters). These establishments retail a general line of new merchandise, such as apparel, automotive parts, dry goods, hardware, housewares or home furnishings, and other lines in limited amounts, with none of the lines predominating.	Ocean Ave & Mission St Suite #103	11/6/2020	12/18/2020	Approved
20332	Preliminary Site Assessment	- DEMO EXISTING 1ST & 2ND FLOOR DECKS 762 SQ FT. - NEW 2ND FLOOR BED & BATH ADDITION	SANTA FE 2 SW & OCEAN			Pending Assignment
20331	Temporary Use Permit	2021 Balcony Sessions. Solo performances on the balcony of the Symphony's offices at 7th and San Carlos. A temporary permit was approved for the four dates in 2020. This is the same format	7th & San Carlos - Hampton Court	11/5/2020		In Review

20329	Design Study	Replace old grape-stake fence that is falling down with new vertical fence similar to the neighbor	26186 Dolores Street	11/3/2020		Corrections Required
20328	Design Study	Remove plants not in new plan, repave driveway with permeable pavers, reface wall with new stone, replace wooden entry gate, rebuild fences on east and west side of property, create mulched seating area in SW corner of garden, add lattice at end of balcony and plant with jasmine, install plan material, install drip irrigation with rain sensor, rebuild and reshape existing garden wall, adding downward facing lighting in back yard, install 8'x15 board decking in the NE corner of back yard, install in-ground hot tub add trees,	Carpenter 4 SE of 4th	11/5/2020		In Review
20327	Historic Evaluation	Requesting Phase I Historic Review	Scenic 3 NE of 13th		12/17/2020	Closed
20326	Design Review	Install a temp tent at "The Pocket restaurant to cover promenade between The Pocket pergola and Talbot tasting room entrance.	Lincoln 5 NE of 6th	11/2/2020		Closed
20325	Business License	Selling used good normally discards & profits benefit Carmel Heritage Society	Dolores Street 4 SE of 5th	11/2/2020		Corrections Required
20324	Sign	Install a 3' x 3' "Carmel Valley Computer and Phone Repair" wood red trim on white background. Text in black, phone number below in black with phone number below in black smaller font.	Dolores Street bet 5th and 6th			Corrections Required

Total Records: 33 12/23/2020

Building Permit Report

11/01/2020 - 11/30/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200488	12/1/2020		Residential. Remove Existing exterior fireplace (gas) replace with 5' diameter fire pit using material saved from demolition	15,000	Building	SE Corner Dolores & 11th
200487	12/1/2020		Commercial. Demolition of interior non-structural walls. Cut a hole through an interior (e) concrete wall for structural evaluation. Crawlspace excavation to identify extent of (e) footings. Remove portions of ceilings and walls to expose framing for structural evaluation. Geotechnical soils boring may require concrete coring. No exterior changes are proposed. Contact: McMahan Construction (831) 915-1505	7,500	Building	Dolores 6 SW of Ocean
200486	11/30/2020	12/3/2020	Commercial. Install new vinyl plank flooring, remove (e) shelving and replace with new shelving. Paint interior walls in Kelly Moore-Hush Gray and trim and ceiling in Acoustic White. Contact: Albino Rodriguez (831) 277-3406	0	Exempt Work	Dolores 5 SE of 5th
200485	11/30/2020		Remodel existing original (2003) kitchen, replace equipment, new floor, move existing bar, and re-locate front desk. No addition of Square footage. The addition of the chef table, Chef office will be applied for in Q4 of 2021.	275,000	Building	NE Corner Monte Verde & 7th
200484	11/24/2020	11/30/2020	Residential. Replace water line from meter to house. Approx. 40' of PVC line. Contact: Robert Polito (650) 575-0840	1,000	Plumbing	Monte Verde 7 SW of 9th
200483	11/24/2020	12/17/2020	Residential. Remove tub, shower & tile, replace with tiled shower area & add roof vent fan wired to ceiling light. Expand partition wall from 42" to 56". Contact: Luxury Construction (831) 869-6570	6,000	Building	Santa Rita 4 SW of 5th
200482	11/24/2020	12/1/2020	Residential. Garage only, tear off (e) roof & install heavy class "B" shakes over 30 lb., 22" roofing felt and cap sheet. Contact: Williams Roofing Co (831) 758-2749	6,500	Building	Monte Verde 2 SW of 5th

200481	11/23/2020	12/1/2020	Residential. Tear off (e) roof & install Landmark Pro composition shingles over 15 lb felt. Color is Georgetown Gray. Contact: Williams Roofing Co (831) 758-2749	7,000	Building	Santa Fe 2 NE of Mountain View
200480	11/23/2020	11/23/2020	Residential. Remove approx. 12 lin. ft. of 32-inch-wide sidewalk on private property and replace like for like. Contact: Regency Construction Co Inc (831) 277-3863	0	Exempt Work	Crespi 6 SW of Mountain View
200479	11/23/2020	11/23/2020	Residential. Remove (e) hot tar and replace with new 80 mil PVC membrane. Partial re-roof on low sloped deck. Contact: Premo Roofing Co (831) 443-3605	5,500	Building	Dolores 4 NE of 13th
200478	11/20/2020	11/20/2020	Residential. Partial reroof of 850sf. Tear off (e) shakes down to its original sheating and install with new presidential shake shingles in Autumn Blend. Contact: Scudder Roofing (831) 384-1500	13,925	Roofing	NE Corner Santa Rita & 3rd
200477	11/20/2020	11/20/2020	Residential. Reroof (e) tar and gravel roof with (n) tar and gravel roof. Contact: Bob Denison (831) 659-4677	18,700	Building	Carpenter 4 NE of 4th
200476	11/19/2020		Residential. Replace existing furnace with Bryant 96% efficient 926TB36060 and add air conditioning Bryant 19 SEER 189BNV037000. Contact: R & S Heating & Sheetmetal Inc (831) 641-0508	12,100	Mechanical	San Carlos 6 SW of 8th
200475	11/19/2020		Residential. Replace existing furnace with Bryant 98% Efficient 987MB42060 furnace and add Bryant 26 SEER 186CNV036000 air conditioner. Contact: R & S Heating & Sheetmetal Inc (831) 641-0508	18,200	Mechanical	Carpenter 4 NW of 6th
200474	11/19/2020	12/4/2020	Residential. Repair to an existing patio. There will be no expansion to existing patio or change in use. Contact: Silvino Sanchez (831) 521-3782	400	Exempt Work	26163 Ladera Drive, Carmel CA 93923
200473	11/19/2020		Residential. Demo and remodel master bathroom. Contact: Cate Construction (831) 659-5541	20,000	Building	1st 2 NE of Lobos
200472	11/19/2020	11/19/2020	Residential. EMERGENCY WORK APPROVED. FINAL WILL NOT BE APPROVED UNTIL ALL REQUIRED DOCUMENTS ARE COMPLETED. Install new 100 amp electrical panel. Contact: Custom Cabling (831) 212-0293	1,200	Electrical	2nd 3 NE of Guadalupe
200471	11/18/2020		Residential. Remodel kitchen, bath 1 and remodel master suite and bath. Relocate laundry.	175,000	Building	Casanova 3 NW of 11th
200470	11/17/2020		Replace failing fence on front of property - I can send link of photos of current fence and proposed.	3,000	Exempt Work	6 Junipero SE of 10th

200469	11/17/2020		Residential. Remodel (e) detached storage room. Building new 9' wide driveway. Build new retaining wall with stone veneer. Building new 4' & 6' high wood fences.	35,000	Building	Camino Real 3 SW of Ocean
200468	11/17/2020		Residential. Remodel of SFR. Contract: Peregrine Management (707) 799-3302	650,000	Building	25962 Ridgewood Road
200467	11/17/2020	11/17/2020	Residential. Remove & replace tankless water heater. Install Noritz NR501 with service value kit. Contact: A & R Plumbing (831) 394-7221	1,500	Plumbing	NE Corner Mission & 10th
200466	11/16/2020		Residential. Addition of 16Kw backup generator and 100-amp automatic transfer switch. Contact: J.P. Broderick (415) 609-2726	12,000	Mechanical	SE Corner Santa Rita & 6th
200465	11/16/2020		Residential. Re-frame roof over front entry, install new rigid insulation below (e) roof tiles, construct new outdoor covered dining area, new hardscape, site walls, and landscape. Contact: Emerson Dev Group (831) 238-9655	150,000	Building	NE Corner Scenic & 8th
200464	11/16/2020	12/7/2020	Residential. Install new electric gate across driveway. Contact: Patrick James Construction (831) 809-0045	5,000	Building	San Carlos 3 SE of 7th
200463	11/16/2020	11/16/2020	Residential. Replace (e) heating system with Bryant 915SB036060E14, 95% efficient, natural gas furnace and R6 insulated flexible ductwork. Contact: Fire & Ice Inc (831) 383-1896	15,000	Mechanical	Torres 3 SE of 3rd
200462	11/16/2020		Residential. Exterior alterations not affecting existing floor area. Contact: Malone Construction (831) 915-2380	47,025	Building	Palou 4 NW of Casanova
200461	11/13/2020	11/13/2020	Residential. Remove shingles on lower slope of porch, install a Winter Guard underlayment and install new 30-year shingles. Contact: Earl Deal Roofing (831) 210-3924	4,000	Roofing	NW Corner of Monterey & 2nd
200460	11/12/2020	11/12/2020	Residential. Remove (e) shake roof and replace with fire treated wood shake and 505 Malarkey cap sheet and 30 pound felt. Contact: Tri-County Roofing (831) 594-0161	23,900	Roofing	San Carlos 2 NW of 9th
200459	11/12/2020		Commercial. Seismic retrofit of Downie Museum building and restroom relocation. Remove & replace forecourt paving. Contact: Blach Construction (831) 372-8100	2,000,000	Building	3080 Rio Road
200458	11/12/2020	11/12/2020	Residential. Remove & replace damaged stucco on exterior of home. Approx. 4'x5' area of repair. Contact: Bryan Builders (831) 601-4590	1,200	Building	Lincoln 3 SW of 2nd

200457	11/12/2020		Residential. Demo existing master bathroom: flooring, tile, countertop, bathtub, shower enclosure, toilet, sink/vanity New master bathroom: flooring, tile, countertop, bathtub, shower enclosure, toilet, 2 sinks/ 1 vanity	20,000	Building	1st Ave 2NE of Lobos
200456	11/10/2020	12/11/2020	Residential. Kitchen and Laundry room remodel of a SFR. Contact: Lewis Builders (831) 250-7168	40,000	Building	NE Corner Mission & 10th
200455	11/10/2020	11/12/2020	Residential. Replace two doors leading to the deck in-kind. Contact: Russ Campbell (831) 238-7040	0	Exempt Work	3024 Santa Lucia Ave
200454	11/9/2020	11/9/2020	Reroofing- Remove existing wood shakes & replace with CertainTeed Presidential TL, Gray. Contact: Dority Roofing 831-375-8158	19,990	Roofing	4th 2 NE of Santa Fe
200453	11/9/2020		Residential. Replace all 9 (e) 50-year old single pane aluminum windows and 2 (e) 50-year single pane aluminum sliding glass doors with energy efficient double pane and insulated aluminum windows and sliding glass doors. New windows and doors will be cottage style with grids, and the frames and grids will be white in color. No other external changes to be made. All new windows and doors will be the same size as the (e) elements they replace. Contact: Angle Construction (831) 427-8147	0	Exempt Work	San Carlos 4 SE of 1st
200452	11/9/2020	11/9/2020	Residential. Upgrade existing 100amp main meter panel with new 125amp. Contact: JRB Electric (831) 277-1342	3,500	Electrical	SW Corner Scenic & Ocean
200451	11/6/2020	12/1/2020	Commercial. Remove roof, install hot torch fiberglass/cap sheet roof at parapet walls only. Install OC Titanium UDL underlayment, OC Duration Asphalt Shingles, replace all flashing, install OC SBS Decoridge over rest of roof. Shingles used are in-kind in same color (black). CONDITION: THE FLAT PORTION OF THE ROOF IS REQUIRED TO HAVE A DARKER COLOR SUCH AS TAN, BLACK, BROWN, OR GRAY. WHITE IS NOT AN AUTHORIZED COLOR FOR THE FLAT PORTION OF ROOF. Contact: Ross Roofing (831) 394-8581	33,895	Roofing	San Carlos 2 SE 5th
200450	11/6/2020	11/10/2020	Residential. Replace 4 shower valves. Contact: A Ramirez Plumbing & Heating (831) 809-4707	3,800	Plumbing	Dolores 2 NE of 8th
200449	11/5/2020	11/16/2020	Residential. Tear off (e) composition shingles and wood shingles. Install a new GAF timberline HD composition roofing system. Contact: Knox Roofing (831) 461-0634	15,264	Roofing	NE Corner Santa Fe & 5th
200448	11/4/2020	11/4/2020	Residential. Remove water heater. Install Bradford White R8 40-gallon unit. Contact: A & R Plumbing (831) 394-7221	2,000	Plumbing	Acacia 2 SW of Flanders

200447	11/4/2020	11/4/2020	Residential. Refinish exterior redwood deck (sand and stain), replacing top boards as needed, changing nails to screws. Contact: Alfredo Hernandez Construction (831) 292-7196	0	Exempt Work	SW Corner Lopez & 2nd
200446	11/3/2020	11/3/2020	Residential. Remove leaking water heater. Install Bradford White 50-gallon water heater. Contact: A & R Plumbing (831) 394-7221	1,800	Plumbing	4th 2 SW of Camino Real
200445	11/3/2020		Residential. Replace damaged trim elements and replace damaged glazing in windows. No structural work and no window frames to be replaced. Contact: KD Construction Inc. (831) 238-5562	0	Exempt Work	Scenic 4 SE of 8th
200444	11/3/2020	11/18/2020	Residential. Installation of GFCI receptacles, switches for disposals, and bathroom fan replacement. Contact: Cate Electrical Co Inc. (831) 624-5361	2,010	Electrical	Dolores 2 NE of 8th
200443	11/3/2020	11/3/2020	Residential. Remediation of emergency gas leak repair. Contact: Roto Rooter (831) 242-0087	2,845	Plumbing	NE Corner Camino Real & 7th
200442	11/2/2020		Residential. Proposed 12.5 SF balcony addition at the upper floor adjacent to (e) study room, new chimney to the existing direct vent fireplace in the living to match the chimney at dining room, and bronze eyebrow canopy above door at the porch entry to an (e) SFR. Contact: RJL Construction (831) 917-9399	45,000	Building	Carmelo 2 NE of 4th

Total Records: 47 12/23/2020

Code Compliance Report

11/01/2020 - 11/30/2020

Case #	Case Type:	Status	Location	Problem Description	Date Received	Date Closed
20135	Short-term Rental	Open	SW Corner of Mountain View and Forest	Non-compliant STR	8/19/2020	
20134	Building Violation	Open	SE Corner of Carpenter and 6th	Construction without permit	11/20/2020	
20133	Right of way Violation	Open	Santa Fe 3 SE of 2nd	Portable toilet in ROW	11/24/2020	
20132						
20131	Building Violation	Closed	San Carlos canyon (past Hofsas House)	Construction activity	11/12/2020	11/24/2020
20130	Right of way Violation	Open	Camino Real South of Ocean	Rocks placed in the city right of way	11/19/2020	
20129	Building Violation	Open	NWC San Carlos and 5th	Demolition without permit	11/16/2020	
20128	Building Violation	Open	26000 Junipero	Work beyond scope of permit and construction without permit. Tree cutting without permit	11/10/2020	
20127	Building Violation	Open	Crespi 7 SE of Mountain View	Construction/Landscaping without permit	11/12/2020	
20126	Sign Violation	Closed	Casanova S of 2nd	No Parking Sign	11/2/2020	11/3/2020
20121	Planning Violation	Open	Lincoln 2 NE of 6th	Unpermitted gate	9/8/2020	

Total Records: 11 12/23/2020

Encroachment Permit Report

11/01/2020 - 11/30/2020

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
200335	Temp Ench	11/24/2020	Replace sewer lateral using pipe bursting. 811 #W032400424. Contact: Rooter King (831) 394-5315	Torres 3 SE of Mountain View	11/24/2020	Approved
200334	Temp Ench	11/24/2020	Replacement of sewer lateral using pipe bursting. 811# W032400428. Contact: Rooter King (831) 394-5315	Santa Fe 3 NE of 3rd	11/24/2020	Approved
200333	Driveway	11/23/2020	Remove & replace 300 sf of asphalt. Contact: Scott Hulett (831) 722-7076	Carpenter 3 SE of 1st	12/11/2020	Approved
200332	Temp Ench	11/20/2020	PG&E to remove existing transformer, install new transformer. PG&E to remove (e) secondary cable and service. Installing overhead secondary conductor and underground cable. Applicant will perform trenching. PM# 35177462. Contact: PG&E (831) 521-6282	San Antonio 2 SW of 4th	12/4/2020	Approved
200331	Temp Ench	11/20/2020	PG&E to replace overhead electrical equipment. PM # 35173124. Contact: PG&E (831) 713-6019	SE Corner Palou & 2nd		In Review
200330	Temp Ench	11/17/2020	PG&E to replace overhead electrical equipment. PM #31517597. Contact: PG&E (831) 713-6019	San Carlos & 2nd		In Review
200329	Temp Ench	11/16/2020	Dig up (e) water line to water meter in asphalt sidewalk & replace. Trench is approx. 3' long and 12" deep. 811# X032101758. Contact: Giles Healey (831) 601-1152	Monte Verde 3 NE of 6th	11/16/2020	Approved
200328	Temp Ench	11/16/2020	Cut 5'x5' bell hole, trench from power pole to joint trench for gas line. Contact: JD's Plumbing (831) 394-3100	2nd 2 NE of Guadalupe	12/17/2020	Approved
200327	Temp Ench	11/6/2020	Reserve parking space in front of realty office on Wednesday, November 24th between 12 pm and 6 pm for pie giveaway pick-up.	San Carlos 2 SW of Ocean	11/9/2020	

200326	Driveway	11/13/2020	Install asphalt driveway apron from street to property line. Contact: Stocker & Allaire (831) 375-1890	Scenic 7 NW of 8th	12/14/2020	Approved
200325	Temp Ench	11/13/2020	Road closure for crane drop of emergency backup generator. Contact: Conte's Generator (831) 375-1463	San Antonio 3 SW of 9th	11/16/2020	Approved
200324	Temp Ench	11/12/2020	Replace sewer lateral using pipe bursting. 811# W031500306. Contact: Rooter King (831) 394-5315	Ocean 2 NE of Santa Fe		In Review
200323	Temp Ench	11/10/2020	Replace 55' of 4" clay pipe, 10' deep using the trenchless system through street. Contact: Chris Wilson Plumbing (831) 309-0991	Guadalupe 7 NE of 6th	11/16/2020	Approved
200322	Temp Ench	11/10/2020	Excavate 5x5 bell hole with 18" clearance around pipe. Trench to gas meter location. 811# X030901662. Contact: JD's Plumbing (831) 394-3100	Lobos 5 NW of 2nd	11/10/2020	Approved
200321	Temp Ench	11/9/2020	Replace sewer lateral using pipe bursting. 811# W031400155. Contact: Rooter King of Monterey County (831) 394-5315	Junipero 5 NW of 10th	11/10/2020	Approved
200320	Driveway	11/6/2020	Install concrete pavers set in sand with new asphalt approach to street. Same footprint as existing DG driveway. Contact: Jim Young Masonry Inc (831) 601-6537	Santa Fe 3 NW of 4th	12/15/2020	Approved
200319	Temp Ench	11/5/2020	Close road near property for landscaping work. Contact: Habitat Gardens (831) 644-0535	26174 Dolores St	11/9/2020	Approved
200318	Temp Ench	11/4/2020	Replace sewer lateral with trenching. Contact: JD's Plumbing (831) 394-3100	SE Corner of Dolores & 3rd	11/5/2020	Approved
200317	Driveway	11/2/2020	New 18'x40' 1/2" fine A/C driveway. Contact: Coastal Paving and Excavating (831) 809-8991	Guadalupe 7 NE of 6th	11/16/2020	Approved
200316	Perm Ench	11/2/2020	New 14' wide driveway from Carmelo Street to property which includes: 36" asphalt apron with rolled asphalt swale. Colored concrete driveway approach & runners. New 4"-13" stone curb walls at each side of new driveway.	Carmelo 2 NW of 12th		Closed

Total Records: 20

12/23/2020

Attachment 3

CITY OF CARMEL-BY-THE-SEA
Monthly Report

Public Safety

November 2020

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Paul Tomasi, Director of Public Safety
APPROVED BY:	Chip Rerig, City Administrator

AMBULANCE REPORT

Summary of Carmel Fire Ambulance November Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of November 2020 the ambulance was able to meet the performance measure. The response time was 96% with (1) code-3 call over 5 minutes.

41 Calls for service in CBTS Average response time: 3:14 min.
24 Code 3 calls for service –One calls over 5:00 min.

11-18-20; Camino Real; 6:42am; ***(5:13 min response):*** *Early Morning call*

MONTEREY FIRE REPORT

Summary of Monterey Fire November Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of November 2020 the fire department was unable to meet the performance measure. The response time was 93% with (3) code-3 calls over 5 minutes.

58 total calls for service in CBTS Average response time: 4:27 min.
41 total Code-3 calls

11-18-20; Camino Real; 6:41am; **(5:11 min response):** Distance Traveled from Station
11-07-20; Lincoln; 4:16 am; **(6:42 min response):** Distance Traveled from Station
11-12-20; Camino Real; 6:26 pm; **(6:32 min response):** Distance Traveled from Station

BEACH FIRES

There were No reported illegal beach fires recorded during the month of November.

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

RESPONSE SUMMARY REPORT BY DISTRICT

27015 CARMEL-BY-THE-SEA FIRE AMBULANCE

Alarm Dates: 11/01/2020 to 1/30/2020

MEDICAL RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARE	STREET
201121-CFA01331	Emergent	11/21/2020	4:55:39 AM	4:59:51 AM	0:04:12	5:37:12 AM	MISSION ST / 7TH
201120-CFA01330	Emergent	11/20/2020	9:57:44 PM	10:01:53 PM	0:04:09	10:51:12 PM	CARMELO ST / OCI
201121-CFA01338	Emergent	11/21/2020	9:56:01 PM	9:59:21 PM	0:03:20	10:17:00 PM	CAMINO REAL ST /
201101-CFA01237	Emergent	11/1/2020	9:37:06 AM	9:39:35	0:02:29	10:06:30 AM	11TH AVE / TORRI
201101-CFA01238	Emergent	11/1/2020	10:11:44 AM	10:13:09 AM	0:01:25	11:01:55 AM	JUNIPERO AVE / 6
201104-CFA01256	Emergent	11/4/2020	3:34:18 PM	3:34:57 PM	0:00:39	3:36:46 PM	JUNIPERO AVE / 6
201104-CFA01257	Emergent	11/4/2020	5:37:29 PM	5:41:01 PM	0:03:32	6:26:41 PM	13TH AVE / SAN A
201105-CFA01260	Emergent	11/5/2020	10:32:31 AM	10:36:05 AM	0:03:34	11:20:40 AM	PERRY NEWBERRY
201107-CFA01273	Emergent	11/7/2020	9:49:49 PM	9:52:05 PM	0:02:16	10:11:00 PM	OCEAN AVE / MISS
201108-CFA01274	Emergent	11/8/2020	7:14:18 AM	7:18:55 AM	0:04:37	8:15:00 AM	SCENIC RD / 12TH
201108-CFA01276	Emergent	11/8/2020	8:44:03 PM	8:47:15 PM	0:03:12	8:55:25 PM	7TH AVE / JUNIPEI
201110-CFA01281	Emergent	11/10/2020	6:03:59 AM	6:07:23 AM	0:03:24	6:13:33 AM	OCEAN AVE / LINC
201110-CFA01284	Emergent	11/10/2020	1:26:58 PM	1:27:19 PM	0:00:21	2:13:50 PM	6TH AVE / MISSIO
201111-CFA01287	Emergent	11/11/2020	10:10:06 AM	10:12:40 AM	0:02:34	10:58:47 AM	LINCOLN AND 7TH
201113-CFA01294	Emergent	11/13/2020	4:26:41 PM	4:28:24 PM	0:01:43	4:33:19 PM	LINCOLN ST / 6TH
201116-CFA01307	Emergent	11/16/2020	2:32:42 PM	2:35:35 PM	0:02:53	3:19:08 PM	MISSION ST / 1ST
201116-CFA01308	Emergent	11/16/2020	7:04:58 PM	7:08:09 PM	0:03:11	7:49:03 PM	PINE RIDGE RD / I
201118-CFA01313	Emergent	11/18/2020	6:42:41 AM	6:47:54 AM	0:05:13	7:48:00 AM	CAMINO REAL ST /
201122-CFA01343	Emergent D	11/22/2020	12:34:15 PM	12:38:15 PM	0:04:00	12:45:00 PM	MONTE VERDE ST
201122-CFA01344	Emergent	11/22/2020	2:43:43 PM	2:44:01 PM	0:00:18	3:34:37 PM	6TH AVE / DOLOR
201123-CFA01347	Emergent	11/23/2020	11:24:15 AM	11:25:19 AM	0:01:04	12:18:44 PM	JUNIPERO AVE / 4
201124-CFA01349	Emergent	11/24/2020	10:44:22 AM	10:48:24 AM	0:04:02	11:56:34 AM	CAMINO REAL ST /
201127-CFA01364	Emergent	11/27/2020	6:34:49 AM	6:38:46 AM	0:03:57	7:07:03 AM	SAN CARLOS ST /
201129-CFA01376	Emergent	11/29/2020	2:03:13 PM	2:06:00 PM	0:02:47	3:18:05 PM	25981 RIDGEWOO
NUMBER OF EMS INCIDENTS	**24**		**AVERAGE RESPONSE**		**0:02:52**		

FIRE RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARE	STREET
201110-CFA01283	Emergent	11/10/2020	11:09:05 AM	11:13:03 AM	0:03:58	11:48:31 AM	DOLORES ST / 10T
201111-CFA01286	Non-Emerge	11/11/2020	2:27:59 AM	2:34:10 AM	0:06:11	2:41:51 AM	MISSION ST / VIS
201106-CFA01264	Emergent	11/6/2020	7:11:04 AM	7:13:03 AM	0:01:59	7:21:49 AM	JUNIPERO AVE / 6
201107-CFA01267	Emergent	11/7/2020	2:17:18 AM	2:21:22 AM	0:04:04	2:30:29 AM	OCEAN AVE / MON
201112-CFA01292	Emergent	11/12/2020	6:26:53 PM	6:30:21 PM	0:03:28	6:33:31 PM	CAMINO REAL ST /
201119-CFA01319	Emergent	11/19/2020	2:28:52 PM	2:31:24 PM	0:02:32	2:35:35 PM	JUNIPERO AVE / 6
201103-CFA01246	Emergent	11/3/2020	8:52:41 AM	8:56:00 AM	0:03:19	8:58:38 AM	DOLORES ST / 10T

201110-CFA01282	Non-Emerge	11/10/2020	10:29:30 AM	10:33:55 AM	0:04:25	10:38:12 AM	SAN ANTONIO AVE
201114-CFA01296	Non-Emerge	11/14/2020	9:48:34 AM	9:53:34 AM	0:05:00	9:55:00 AM	MONTEREY ST / 1S
201117-CFA01309	Emergent	11/17/2020	1:29:28 PM	1:33:56 PM	0:04:28	1:35:00 PM	MONTE VERDE ST
201121-CFA01332	Non-Emerge	11/21/2020	8:58:48 AM	9:05:01 AM	0:06:13	9:05:35 AM	SCENIC RD / SAN
201121-CFA01333	Emergent	11/21/2020	9:42:44 AM	9:45:59 AM	0:03:15	9:49:00 AM	LINCOLN ST / 5TH
201121-CFA01335	Emergent	11/21/2020	11:54:13 AM	11:57:20 AM	0:03:07	11:57:26 AM	12TH AVE / CARME
201122-CFA01340	Non-Emerge	11/22/2020	9:45:21 AM	9:49:02 AM	0:03:41	9:55:44 AM	SANTA FE ST / 8TH
201129-CFA01377	Emergent	11/29/2020	5:40:22 PM	5:44:26 PM	0:04:04	5:47:36 PM	LINCOLN ST / 3RD
201122-CFA01346	Emergent	11/22/2020	9:16:00 PM	9:19:00 PM	0:03:00	9:19:00 PM	JUNIPERO AND 4TI
201116-CFA01305	Emergent	11/16/2020	8:39:37 AM	8:42:37 AM	0:03:00	8:47:35 AM	GUADALUPE ST / 5
NUMBER OF FIRE INCIDENTS		**17**		**AVERAGE RESPONSE**	**0:03:52**		

TOTAL CARMEL CITY INCIDEN	**41**	***L AVERAGE RESPONSE TIME***	**0:03:14**

RESPONSES BY DISTRICT

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARED	STREET

CARMEL HIGHLANDS

INCIDENT							
201121-CFA01334	Emergent	11/21/2020	10:01:33 AM	10:11:00 AM	0:09:27	10:17:49 AM	HWY 1 / YANKEE P
201104-CFA01258	Emergent	11/4/2020	6:46:23 PM	6:55:35 PM	0:09:12	7:56:43 PM	234 LOWER WALDI
201107-CFA01269	Emergent	11/7/2020	6:14:38 AM	6:27:08 AM	0:12:30	7:28:04 AM	95 YANKEE POINT
201112-CFA01290	Emergent	11/12/2020	10:14:21 AM	10:26:33 AM	0:12:12	11:22:09 AM	139 BOYD WAY
201108-CFA01277	Emergent	11/8/2020	9:25:58 PM	9:36:10 PM	0:10:12	9:46:14 PM	133 OAK WAY
201126-CFA01361	Emergent	11/26/2020	11:26:07 AM	11:34:18 AM	0:08:11	12:33:50 PM	120 HIGHLAND DR
201126-CFA01360	Emergent	11/26/2020	8:15:04 AM	8:24:36 AM	0:09:32	8:34:49 AM	111 PINE WAY
201128-CFA01369	Emergent	11/28/2020	6:59:07 AM	7:08:57 AM	0:09:50	7:21:43 AM	157 HWY 1
201122-CFA01341	Emergent	11/22/2020	10:16:39 AM	10:23:05 AM	0:06:26	10:26:51 AM	20909 POINT LOB(
201114-CFA01297	Emergent	11/14/2020	10:05:19 AM	10:15:22 AM	0:10:03	11:25:25 AM	179 MAL PASO RD
Subtotal		**10**		**Average Response Time**	**0:09:46**		**Carmel Highlands**

CYPRESS FIRE

INCIDENT							
201107-CFA01268	Emergent	11/7/2020	3:45:13 AM	3:52:38 AM	0:07:25	4:48:03 AM	25621 CARMEL KN
201111-CFA01288	Emergent	11/11/2020	7:05:32 PM	7:10:39 PM	0:05:07	8:05:09 PM	3850 RIO RD
201119-CFA01318	Emergent	11/19/2020	9:54:39 AM	10:00:07 AM	0:05:28	10:43:22 AM	24379 PORTOLA R
201122-CFA01342	Emergent	11/22/2020	11:39:41 AM	11:44:16 AM	0:04:35	12:19:30 PM	26246 CARMELO S
201130-CFA01380	Emergent	11/30/2020	8:03:00 PM	8:06:21 PM	0:03:21	8:58:00 PM	3485 OAK PL
201103-CFA01248	Emergent	11/3/2020	3:21:54 PM	3:26:30 PM	0:04:36	3:41:15 PM	275 CROSSROADS
201103-CFA01247	Emergent	11/3/2020	10:10:45 AM	10:15:05 AM	0:04:20	11:17:11 AM	26135 CARMEL RA
201109-CFA01280	Emergent	11/9/2020	6:09:25 PM	6:15:00 PM	0:05:35	6:23:58 PM	24795 LOWER TRL
201101-CFA01236	Emergent	11/1/2020	8:50:28 AM	8:54:57 AM	0:04:29	9:30:00 AM	26378 ISABELLA A
201101-CFA01239	Emergent	11/1/2020	11:57:00 AM	12:01:00 PM	0:04:00	12:33:00 PM	26135 CARMEL RA

201102-CFA01242	Emergent	11/2/2020	6:27:15 AM	6:37:09 AM	0:09:54	7:50:00 AM	25065 PINE HILLS
201101-CFA01241	Emergent	11/1/2020	7:49:17 PM	7:56:01 PM	0:06:44	8:00:00 PM	HWY 1 / RIO RD
201103-CFA01249	Emergent	11/3/2020	4:45:15 PM	4:49:16 PM	0:04:01	5:33:24 PM	26245 CARMEL RA
201105-CFA01262	Emergent	11/5/2020	11:05:22 PM	11:11:34 PM	0:06:12	11:53:54 PM	RIBERA RD / HWY
201106-CFA01265	Emergent	11/6/2020	1:13:30 PM	1:19:18 PM	0:05:48	2:08:37 PM	26245 CARMEL RA
201108-CFA01275	Emergent	11/8/2020	12:06:21 PM	12:09:38 PM	0:03:17	1:21:10 PM	3305 RIO RD
201111-CFA01285	Emergent	11/11/2020	1:17:50 AM	1:24:07 AM	0:06:17	1:56:58 AM	25195 STEWART P
201114-CFA01295	Emergent	11/14/2020	8:32:05 AM	8:36:08 AM	0:04:03	9:11:31 AM	25195 STEWART P
201112-CFA01289	Emergent	11/12/2020	2:31:33 AM	2:39:34 AM	0:08:01	2:44:49 AM	25621 CARMEL KN
201115-CFA01302	Emergent	11/15/2020	11:13:14 AM	11:16:23 AM	0:03:09	11:55:53 AM	26135 CARMEL RA
201116-CFA01306	Emergent	11/16/2020	12:46:36 PM	12:51:58 PM	0:05:22	1:29:00 PM	25527 FLANDERS I
201117-CFA01312	Emergent	11/17/2020	10:08:00 PM	10:13:21 PM	0:05:21	10:51:49 PM	3209 SERRA AVE
201118-CFA01315	Emergent	11/18/2020	4:40:48 PM	4:46:38 PM	0:05:50	5:37:32 PM	26245 CARMEL RA
201120-CFA01327	Emergent D	11/20/2020	1:23:08 PM	1:28:19 PM	0:05:11	2:30:51 PM	26245 CARMEL RA
201120-CFA01324	Emergent D	11/20/2020	7:47:48 AM	7:57:38 AM	0:09:50	8:44:30 AM	26245 CARMEL RA
201121-CFA01337	Emergent	11/21/2020	4:40:24 PM	4:52:37 PM	0:12:13	5:47:14 PM	25065 PINE HILLS
201122-CFA01339	Emergent	11/22/2020	2:04:31 AM	2:10:54 AM	0:06:23	2:55:19 AM	3835 WHITMAN CI
201124-CFA01352	Emergent	11/24/2020	3:30:40 PM	3:34:53 PM	0:04:13	4:29:26 PM	24809 SANTA FE S
201126-CFA01359	Emergent	11/26/2020	1:39:00 AM	1:49:27 AM	0:10:27	2:47:30 AM	25065 PINE HILLS
201125-CFA01355	Emergent	11/25/2020	10:58:00 AM	11:02:43 AM	0:04:43	11:42:59 AM	26135 CARMEL RA
201117-CFA01310	Emergent	11/17/2020	6:05:06 PM	6:12:36 PM	0:07:30	6:15:46 PM	275 CROSSROADS
201124-CFA01351	Emergent	11/24/2020	2:08:44 PM	2:14:10 PM	0:05:26	2:40:01 PM	26245 CARMEL RA
201118-CFA01314	Emergent	11/18/2020	11:56:13 AM	12:00:55 PM	0:04:42	12:09:11 PM	129 CROSSROADS
201103-CFA01270	Emergent	11/7/2020	10:40:36 AM	10:46:30 AM	0:05:54	10:56:00 AM	26415 CARMEL RA
201113-CFA01293	Emergent	11/13/2020	3:06:31 PM	3:09:21 PM	0:02:50	3:30:00 PM	5 CROSSROADS M
201128-CFA01371	Emergent	11/28/2020	1:23:25 PM	1:25:11 PM	0:01:46	2:10:00 PM	26245 CARMEL RA
201128-CFA01373	Emergent	11/28/2020	8:52:40 PM	8:58:08 PM	0:05:28	10:08:44 PM	26245 CARMEL RA
201129-CFA01374	Emergent	11/29/2020	8:31:47 AM	8:36:57 AM	0:05:10	9:10:50 AM	26245 CARMEL RA
201129-CFA01375	Emergent	11/29/2020	12:24:12 PM	12:29:13 PM	0:05:01	1:20:17 PM	26245 CARMEL RA
201130-CFA01379	Emergent	11/30/2020	6:39:45 PM	6:48:28 PM	0:08:43	7:20:00 PM	3645 RIO RD
201119-CFA01321	Emergent	11/19/2020	7:08:00 PM	7:13:45 PM	0:05:45	7:30:39 PM	25621 CARMEL KN
201125-CFA01354	Emergent	11/25/2020	8:09:45 AM	8:14:40 AM	0:04:55	9:10:00 AM	26245 CARMEL RA
201125-CFA01356	Emergent	11/25/2020	12:04:46 PM	12:09:27 PM	0:04:41	12:45:00 PM	26012 ATHERTON
201122-CFA01345	Emergent	11/22/2020	4:50:59 PM	4:55:40 PM	0:04:41	5:55:42 PM	26245 CARMEL RA
201119-CFA01317	Emergent	11/19/2020	7:59:56 AM	8:05:49 AM	0:05:53	8:38:10 AM	25527 FLANDERS I
201118-CFA01316	Emergent	11/18/2020	11:05:35 PM	11:10:31 PM	0:04:56	11:45:04 PM	24809 SANTA FE S
201106-CFA01263	Emergent	11/6/2020	6:18:21 AM	6:25:38 AM	0:07:17	6:26:33 AM	3771 RIO RD
201117-CFA01311	Emergent	11/17/2020	8:30:50 PM	8:38:05 PM	0:07:15	8:56:46 PM	26351 SCENIC RD
201105-CFA01259	Emergent	11/5/2020	7:30:01 AM	7:38:18 AM	0:08:17	8:37:20 AM	25380 VISTA DEL
201107-CFA01272	Emergent	11/7/2020	8:22:30 PM	8:26:40 PM	0:04:10	9:00:00 PM	HWY 1 / S CARMEI
201109-CFA01278	Emergent	11/9/2020	9:39:08 AM	9:42:10 AM	0:03:02	11:26:59 AM	25205 N CARMEL I
201107-CFA01271	Emergent	11/7/2020	3:51:19 PM	3:57:58 PM	0:06:39	4:02:00 PM	HWY 1 / ALLEN RD
201126-CFA01363	Emergent	11/26/2020	11:11:09 PM	11:17:28 PM	0:06:19	11:21:29 PM	UPPER TRL / LOWE
201114-CFA01299	Emergent	11/14/2020	5:47:09 PM	5:53:29 PM	0:06:20	6:05:00 PM	HWY 1 / CARPENTI
201123-CFA01348	Emergent	11/23/2020	8:35:39 PM	8:44:03 PM	0:08:24	9:10:38 PM	25065 PINE HILLS
Subtotal		**55**	**Average Response Time**		**0:05:46**		**CYPRESS FIRE**

PEBBLE BEACH

INCIDENT							
201115-CFA01304	Emergent	11/15/2020	3:07:41 PM	3:11:00 PM	0:03:19	3:56:18 PM	1700 SEVENTEEN
201120-CFA01329	Emergent	11/20/2020	9:04:19 PM	9:09:00 PM	0:04:41	9:56:53 PM	1700 SEVENTEEN
201119-CFA01322	Emergent	11/19/2020	9:27:04 PM	9:37:14 PM	0:10:10	10:38:18 PM	1298 PORTOLA RD
201120-CFA01323	Emergent	11/20/2020	2:20:02 AM	2:30:59 AM	0:10:57	2:35:00 AM	3114 HERMITAGE
201127-CFA01365	Emergent	11/27/2020	12:16:59 PM	12:25:33 PM	0:08:34	1:00:52 PM	3200 LOPEZ RD
201128-CFA01370	Emergent	11/28/2020	11:53:42 AM	12:03:54 PM	0:10:12	1:02:37 PM	3093 VALDEZ RD
201127-CFA01365	Emergent	11/27/2020	12:16:59 PM	12:25:33 PM	0:08:34	1:02:38 PM	3200 LOPEZ RD
201126-CFA01362	Emergent	11/26/2020	3:29:22 PM	3:35:34 PM	0:06:12	3:35:36 PM	1486 RIATA RD
Subtotal		**8**	**Average Response Time**		**0:07:50**		**PEBBLE BEACH**

MID COAST

INCIDENT							
201125-CFA01353	Emergent D	11/25/2020	6:11:08 AM	6:35:00 AM	0:23:52	7:01:28 AM	37735 PALO COLO
201114-CFA01298	Emergent	11/14/2020	2:03:01 PM	2:20:53 PM	0:17:52	4:10:00 PM	36918 PALO COLO
Subtotal		**2**	**Average Response Time**		**0:20:52**		**MID COAST**

SEASIDE

INCIDENT							
201104-CFA01255	Emergent	11/4/2020	2:17:17 PM	2:20:53 PM	0:03:36	3:27:52 PM	1496 YOSEMITE ST
201104-CFA01253	Emergent	11/4/2020	1:59:25 PM	2:03:06 PM	0:03:41	2:05:10 PM	955 ELM AVE
201120-CFA01326	Emergent D	11/20/2020	11:19:23 AM	11:27:03 AM	0:07:40	11:38:42 AM	3300 PORTOLA RD
201120-CFA01328	Emergent D	11/20/2020	5:28:40 PM	5:41:58 PM	0:13:18	5:47:23 PM	1782 JUDSON ST
Subtotal		**4**	**Average Response Time**		**0:07:04**		**SEASIDE**

PACIFIC GROVE

INCIDENT							
201102-CFA01245	Emergent	11/2/2020	7:07:44 PM	7:12:41 PM	0:04:57	7:52:46 PM	159 CENTRAL AVE
201120-CFA01325	Emergent D	11/20/2020	9:08:01 AM	9:24:12 AM	0:16:11	10:17:07 AM	810 BRENTWOOD
Subtotal		**2**	**Average Response Time**		**0:10:34**		**PACIFIC GROVE**

MONTEREY

INCIDENT							
201104-CFA01251	Emergent	11/4/2020	11:01:24 AM	11:08:37 AM	0:07:13	12:04:54 PM	1575 SKYLINE DR
201102-CFA01243	Emergent	11/2/2020	10:29:23 AM	10:38:18 AM	0:08:55	11:45:00 AM	1 OVERLOOK PL
201119-CFA01320	Emergent	11/19/2020	4:25:56 PM	4:31:17 PM	0:05:21	5:30:00 PM	23795 HOLMAN HV
201125-CFA01357	Emergent	11/25/2020	4:04:02 PM	4:15:43 PM	0:11:41	4:49:51 PM	1501 SKYLINE DR
201127-CFA01366	Emergent D	11/27/2020	2:08:51 PM	2:18:35 PM	0:09:44	2:43:45 PM	350 CALLE PRINCI
201115-CFA01303	Emergent	11/15/2020	2:08:54 PM	2:17:21 PM	0:08:27	3:05:35 PM	1501 SKYLINE DR
Subtotal		**6**	**Average Response Time**		**0:08:33**		**MONTEREY**

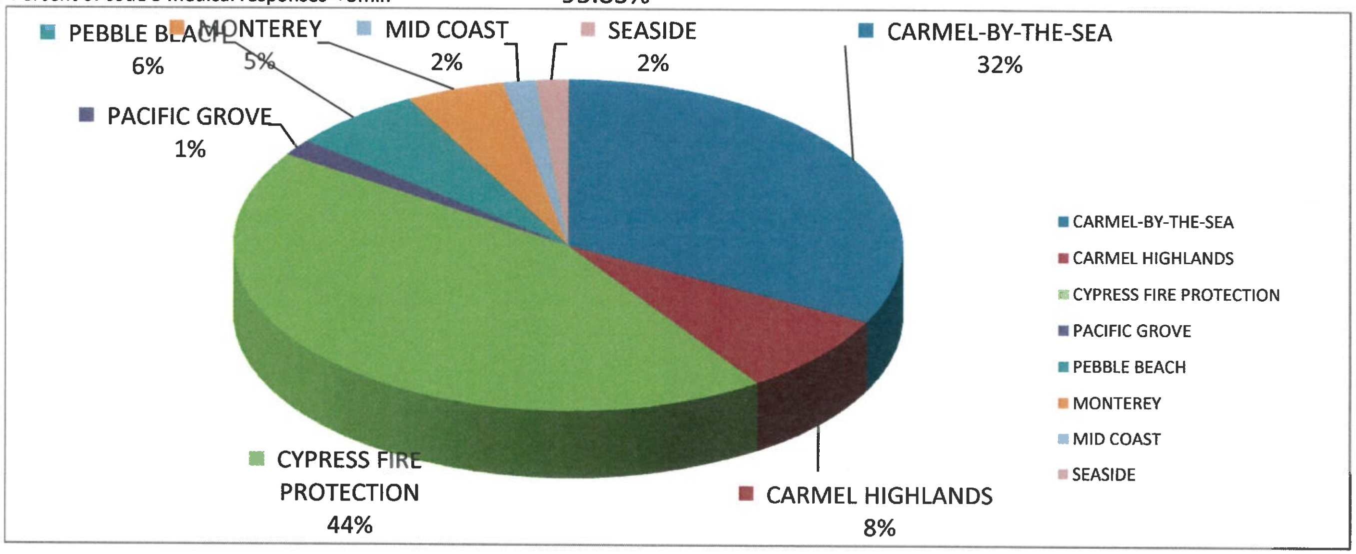
TOTAL All CALLS	**128**	***L AVERAGE RESPONSE TIME***	**0:05:47**

CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
November 2020

Response Summary Report by District Type

District Response	Number	Average Response Time
CARMEL-BY-THE-SEA	41	0:03:14
CARMEL HIGHLANDS	10	0:09:46
CYPRESS FIRE PROTECTION	55	0:05:46
PACIFIC GROVE	2	0:10:34
PEBBLE BEACH	8	0:07:50
MONTEREY	6	0:08:33
MID COAST	2	0:20:52
SEASIDE	2	0:10:34
Total Responses	128	0:05:47

Percent of code 3 medical responses < 5min 95.83%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 11/1/2020 To: 11/30/2020

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Chimney or flue fire, confined to chimney or flue	11/9/2020 6:07 PM	201109-MNT06748	0:04:51	24795 LOWER TRL		3
Trash or rubbish fire, contained	11/22/2020 9:15 PM	201122-MNT07054	0:02:48	JUNIPERO AVE	4TH AVE	3
		2	*0:03:49*			
300-321 Series (EMS)						
Medical assist, assist EMS crew	11/5/2020 10:31 AM	201105-MNT06638	0:04:46	PERRY NEWBERRY WAY	5TH AVE	3
Medical assist, assist EMS crew	11/7/2020 9:48 PM	201107-MNT06707	0:02:14	OCEAN AVE	MISSION ST	3
Medical assist, assist EMS crew	11/16/2020 7:03 PM	201116-MNT06908	0:03:28	PINE RIDGE RD	FOREST RD	3
Medical assist, assist EMS crew	11/18/2020 6:41 AM	201118-MNT06940	**0:05:11**	CAMINO REAL ST	10TH AVE	3
Medical assist, assist EMS crew	11/22/2020 2:43 PM	201122-MNT07047	0:02:12	6TH AVE	DOLORES ST	3
Medical assist, assist EMS crew	11/23/2020 11:22 AM	201123-MNT07059	0:00:00	JUNIPERO AVE	4TH AVE	3
Medical assist, assist EMS crew	11/29/2020 2:02 PM	201129-MNT07180	0:03:21	25981 RIDGEWOOD RD		3
EMS call, excluding vehicle accident with injury	11/4/2020 5:36 PM	201104-MNT06631	0:04:35	13TH AVE	SAN ANTONIO AVE	3
EMS call, excluding vehicle accident with injury	11/7/2020 4:16 AM	201107-MNT06691	**0:06:42**	LINCOLN ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	11/8/2020 7:13 AM	201108-MNT06710	0:03:31	SCENIC RD	12TH AVE	3
EMS call, excluding vehicle accident with injury	11/10/2020 12:42 PM	201110-MNT06767	0:02:31	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	11/11/2020 10:09 AM	201111-MNT06784	0:03:07	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	11/13/2020 4:26 PM	201113-MNT06838	0:01:56	LINCOLN ST	6TH AVE	3
EMS call, excluding vehicle accident with injury	11/16/2020 2:32 PM	201116-MNT06904	0:02:28	MISSION ST	1ST AVE	3
EMS call, excluding vehicle accident with injury	11/20/2020 9:56 PM	201120-MNT07012	0:03:32	CARMELO ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	11/21/2020 9:54 PM	201121-MNT07035	0:03:33	CAMINO REAL ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	11/24/2020 10:43 AM	201124-MNT07078	0:04:05	CAMINO REAL ST	11TH AVE	3
		17	*0:03:22*			
322-399 Series (Rescues)						
Motor vehicle/pedestrian accident (MV Ped)	11/14/2020 10:51 AM	201114-MNT06856	0:04:38	CARMELO ST	8TH AVE	3
		1	*0:04:38*			
400 Series (Hazardous Material)						
Hazardous condition, other	11/21/2020 11:52 AM	201121-MNT07024	0:04:13	12TH AVE	CARMELO ST	3
Gas leak (natural gas or LPG)	11/10/2020 11:08 AM	201110-MNT06764	0:02:49	DOLORES ST	10TH AVE	3
Heat from short circuit (wiring), defective/worn	11/22/2020 9:44 AM	201122-MNT07041	0:03:51	SANTA FE ST	8TH AVE	3
Accident, potential accident, other	11/14/2020 9:47 AM	201114-MNT06854	0:05:12	MONTEREY ST	1ST AVE	2
		4	*0:04:01*			
500 & 600 Series (Service Calls)						
Water or steam leak	11/15/2020 3:28 PM	201115-MNT06887	0:05:19	GUADALUPE ST	5TH AVE	2
Water or steam leak	11/16/2020 8:38 AM	201116-MNT06893	0:03:19	GUADALUPE ST	5TH AVE	2
Water or steam leak	11/16/2020 11:20 AM	201116-MNT06897	0:01:49	SANTA RITA ST	2ND AVE	3
Water or steam leak	11/21/2020 4:54 AM	201121-MNT07015	0:03:33	MISSION ST	7TH AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
Water or steam leak	11/21/2020 8:57 AM	201121-MNT07017	0:05:40	SCENIC RD	SANTA LUCIA AVE	2

Animal problem	11/14/2020 11:41 PM	201114-MNT06872	0:05:44	CARPENTER ST	2ND AVE	2
Animal rescue	11/15/2020 12:05 PM	201115-MNT06883	0:38:18	GUADALUPE ST	2ND AVE	2
Assist police or other governmental agency	11/4/2020 10:35 AM	201104-MNT06621	0:02:03	LINCOLN ST	8TH AVE	2
Assist police or other governmental agency	11/17/2020 1:28 PM	201117-MNT06926	0:01:19	MONTE VERDE ST	10TH AVE	2
Police matter	11/8/2020 8:43 PM	201108-MNT06717	0:03:13	7TH AVE	JUNIPERO AVE	3
Assist invalid	11/11/2020 2:27 AM	201111-MNT06780	0:06:35	MISSION ST	VISTA AVE	2
Assist invalid	11/11/2020 7:07 PM	201111-MNT06803	0:04:53	CARMELO ST	OCEAN AVE	2
Assist invalid	11/19/2020 8:19 AM	201119-MNT06973	0:05:12	CARPENTER ST	5TH AVE	2
Assist invalid	11/20/2020 11:22 AM	201120-MNT07000	0:02:47	LINCOLN ST	12TH AVE	3
Assist invalid	11/24/2020 1:12 PM	201124-MNT07080	0:04:35	PINE RIDGE RD	FOREST RD	2
No incident found on arrival at dispatch address	11/3/2020 8:51 AM	201103-MNT06595	0:03:22	DOLORES ST	10TH AVE	3
No incident found on arrival at dispatch address	11/6/2020 6:24 PM	201106-MNT06677	0:04:59	CARPENTER ST	2ND AVE	3
No incident found on arrival at dispatch address	11/10/2020 6:03 AM	201110-MNT06758	0:03:08	OCEAN AVE	LINCOLN ST	3
No incident found on arrival at dispatch address	11/10/2020 10:28 AM	201110-MNT06762	0:04:24	SAN ANTONIO AVE	12TH AVE	3
No incident found on arrival at dispatch address	11/22/2020 12:33 PM	201122-MNT07045	0:03:21	MONTE VERDE ST	9TH AVE	3
No incident found on arrival at dispatch address	11/24/2020 4:08 PM	201124-MNT07089	0:04:37	7TH AVE	LINCOLN ST	2
No incident found on arrival at dispatch address	11/29/2020 5:39 PM	201129-MNT07183	0:03:20	LINCOLN ST	3RD AVE	3
EMS call, party transported by non-fire agency	11/28/2020 1:34 AM	201128-MNT07155	0:03:35	JUNIPERO AVE	4TH AVE	2
HazMat release investigation w/no HazMat	11/27/2020 12:37 PM	201127-MNT07142	0:02:52	8TH AVE	LINCOLN ST	3
		21	***0:05:16***			

700 Series (False Alarms)

False alarm or false call, other	11/25/2020 12:13 PM	201125-MNT07103	0:03:47	LINCOLN ST	10TH AVE	3
Smoke detector activation due to malfunction	11/12/2020 6:26 PM	201112-MNT06819	**0:06:32**	CAMINO REAL ST	4TH AVE	3
Heat detector activation due to malfunction	11/19/2020 2:28 PM	201119-MNT06982	0:03:13	JUNIPERO AVE	6TH AVE	3
Alarm system sounded due to malfunction	11/6/2020 7:09 AM	201106-MNT06654	0:04:31	JUNIPERO AVE	6TH AVE	3
Alarm system sounded due to malfunction	11/7/2020 2:16 AM	201107-MNT06689	0:04:37	OCEAN AVE	MONTE VERDE ST	3
Smoke detector activation, no fire - unintentional	11/27/2020 7:05 PM	201127-MNT07150	0:05:04	SAN ANTONIO AVE	SANTA LUCIA AVE	2
Detector activation, no fire - unintentional	11/22/2020 5:18 PM	201122-MNT07049	0:03:37	2969 FRANCISCAN WAY		3
Alarm system activation, no fire - unintentional	11/14/2020 10:13 AM	201114-MNT06855	0:03:45	LINCOLN ST	OCEAN AVE	3
		8	***0:04:23***			

800 Series (Severe Weather)

Wind storm, tornado/hurricane assessment	11/28/2020 12:11 PM	201128-MNT07160	0:06:00	SAN CARLOS ST	VISTA AVE	2
		1	***0:06:00***			

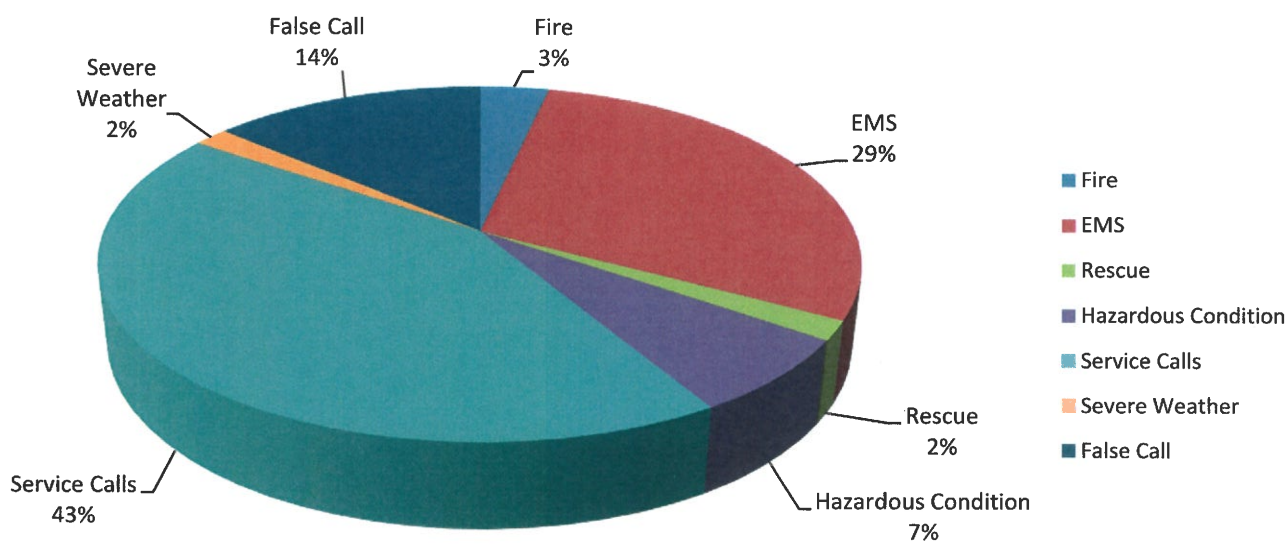
Over 5 Minute Response Times Cause of Delay: Code 3 Responses

201118-MNT06940	Delay caused by distance travelled.
201107-MNT06691	Delay caused by distance travelled.
201112-MNT06819	Delay caused by distance travelled.

Code 2 Calls	**17**
Code 3 Calls	**41**
Total # of Incidents	**58**
% Under 5 Minute Response Time	**92.7%**

CARMEL-BY-THE-SEA
NOVEMBER 2020
Response Summary Report by Incident Type

Type of Call	Number	Average Response Time
Fire	2	3:49
EMS	17	3:22
Rescue	1	4:38
Hazardous Condition	4	4:01
Service Calls	25	5:16
Severe Weather	1	6:00
False Call	8	4:23
Total Responses	58	4:27



Total Code 3 Calls: 41

Response Times for Code 3 Calls ≤ 5 minutes: 92.7%

CITY OF CARMEL-BY-THE-SEA
Monthly Report

November 2020

City Clerk's Office

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
SUBMITTED ON:	December 16, 2020
APPROVED BY:	Chip Rerig, City Administrator

In the month of October, the City handled 16 requests for public records.

	This Month	Calendar YTD
City Clerk's Office	3	114
Police Department	13	159
TOTAL REQUESTS/RESPONSES	**16**	**273**

request number	Date Requested	10-day due date	records requested	requestor	date completed	notes
2020-112	11/5/2020	11/16/2020	Electronic copies of Public Records Act requests and City's responses to PRA requests **CITY CLERK'S OFFICE PRA LOG SEPTEMBER 2020** REQUEST NUMBERS PRA 2020-091 and 2020-092	Paterson	11/10/2020	
2020-113	11/17/2020	11/30/2020	Blueprints on file for Casanova 5 Se Of 13th	Caitlin Jordan	12/1/2020	email sent to requester to set appointment to review the plans
2020-114	11/20/2021	11/30/2020	Contracts, Service Agreements or Digitization Projects relating to (2015-2020) for Copiers/Printers, Production/Print Shop, Outsourced printing, Managed Print Services, Managed IT Services, Digital transformation, Computers/Servers, Backfile digital conversion scanning, Microsoft/Google Projects	Dee Kim, Xerox	12/3/2020	email sent 11/30 records available by 12/11/2020

Request No.	Request Date & Received By	10-Day Due Date	14-Day Ext. Date	Date Completed by PSO	Requestor	Phone	Info Requested	Status	Date & PSO Mailed
2020-0001	11/03/20 mw	11/13/2020			Jennifer Cordier	202-213-5799	copy of cfs 10/31/20	completed	released at counter MJR
2020-0002	11/9/20 mjr			11/9/20 mjr	Hayley Stoebner	502-724-2589	CA2000525	completed	released at counter MJR
2020-0003	11/9/20 mjr	11/19/2020	11/23/2020	11/22 DA	Marit Parten	415-786-8959	thefts from local store	completed	denial letter mailed
2020-0004	11/13 DA	11/23/2020		11/13 DA	Lexis Nexis		CA2000512	completed	mailed by DA
2020-0005	11/13 DA	11/23/2020		11/13 DA	Lexis Nexis		CA2000513	completed	mailed by DA
2020-0006	11/1/2020	11/11/2020		11/13 DA	Julie Higgs	831-917-3411	CG2000506	completed	released at counter MJR
2020-0007	11/16 MJR			11/16 MJR	Paul Ventura		CC2000664	completed	released at counter MJR
2020-0008	11/16 MJR	11/26/2020	12/10/2020	11/20 DA	Lloyd Jones	624-2579	CG2000521	completed	denial letter mailed
2020-0009	11/17 mw	11/27/2020		11/20 DA	David Hutchins		CC2000673	completed	released at counter MJR
2020-0010	11/19/2020	1/29/2020		11/19 SB	Lexis Nexis	800-934-9698	CA2000525	completed	mailed by SB
2020-0011	11/24/2020	12/4/2020		11/24 sb	Metropolitan Reporting	800-245-6686	CA2000539	completed	mailed by SB
2020-0012	11/30/2020	11/30/2020		11/30 MJR	Lillian Huenerfauth	831-620-0852	CC2000693	completed	mailed by MJR
2020-0013	11/30/2020	12/10/2020		12/15 DA	Brad Lefebvre	480-220-4168	CG2000541	completed	denial letter

CITY OF CARMEL-BY-THE-SEA
Monthly Report

Public Works Department Report – November 2020

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	December 7, 2020
APPROVED BY:	Chip Rerig, City Administrator

City Council Meeting of November 3, 2020
- Accepted mitigation for tree removals and a donation of $21,250 from Ms. Laura Overett, and allocated funds to the North Dunes Habitat Restoration Project.
- Approved Amendment 1 to the Measure X Funding Agreement with the Transportation Agency of Monterey County (TAMC) regarding our Pavement Management Program.

Forest and Beach Commission Meeting of November 12, 2020
- Denied application for removal of a City pine tree on Palou Avenue, 4 NE of Casanova St.
- Approved application to remove three declining oak trees and prune a redwood and an oak tree for reconstruction of a house and garage on Lincoln Street, SE corner of Third Avenue.
- Accepted apology and restitution from City's tree service contractor, John Ley, who mistakenly removed a wrong, although unhealthy, pine at First Avenue and Monterey Street.
- Approved City Forester's recommendations regarding enforcement process for required tree re-plantings and increasing the in-lieu tree fee from $250 to $800, subject to Council approval.

Climate Action Committee Meeting of November 19, 2020
- Received a presentation from Monterey County Office of Emergency Services regarding the Multi-Jurisdictional Hazard Mitigation Plan.
- Received presentation from David Shonman regarding Carmel coastal infrastructure, impacts from past large storms, and an introduction to the Shoreline Management Plan.

Public Works Administration
- Attended TAMC TAC Committee meeting regarding the 2021 Legislative Program related to transportation, and the status of regional Measure X-funded projects.
- Presented an overview of the Public Works Department to the Chamber of Commerce's Leadership Carmel program.
- Participated in compiling materials for the Measure X audit by TAMC.
- Reviewed technical submittals and drafted special conditions of approval for Wave Broadband's application to install over a mile of fiber optic cable on power poles across the City, and for boring conduits below San Carlos Street north of Seventh Avenue.
- Discussed Monterey County's proposed resurfacing along Ocean Avenue, between the east City limits and Highway 1, with the County's Public Works Director. A much-needed project!
- Continued collaborating w/Carmel Cares for Scenic Pathway restoration and other initiatives.
- Met with Monterey County regarding possible interim closures of Scenic Drive for recreation.

Public Works Department Report – November 2020

Environmental Programs
- Provided classic squirrel trash cans near Councilmember Jan Reimer's home to honor her years of dedicated service to the City, and a matching squirrel can in the City Hall lobby.
- Negotiated an amendment to the Professional Services Agreement with Native Solutions for the North Dunes Habitat Restoration Project.
- Oversaw removal of 43 bags of invasive weeds, ice plant, and dead brush from the North Dunes Habitat Restoration Area, thanks to volunteers from Pebble Ridge Vineyards.
- Prepared presentation for City Council regarding the Climate Action and Adaptation Project.
- Coordinated a video shoot for a Public Service Announcement, sponsored by Cal Recycle, which will clarify recyclable materials from trash. Coming soon.
- Received approval from Cal Recycle to order 12 more metal-ribbon style trash/recycling containers for downtown.
- Drafted agreement template for private maintenance of Low Impact Development provisions following construction of over 5,000 square feet of new, impervious areas.
- Incorporated comments received for the City's first Integrated Pesticide Policy, a future City Council policy action item.

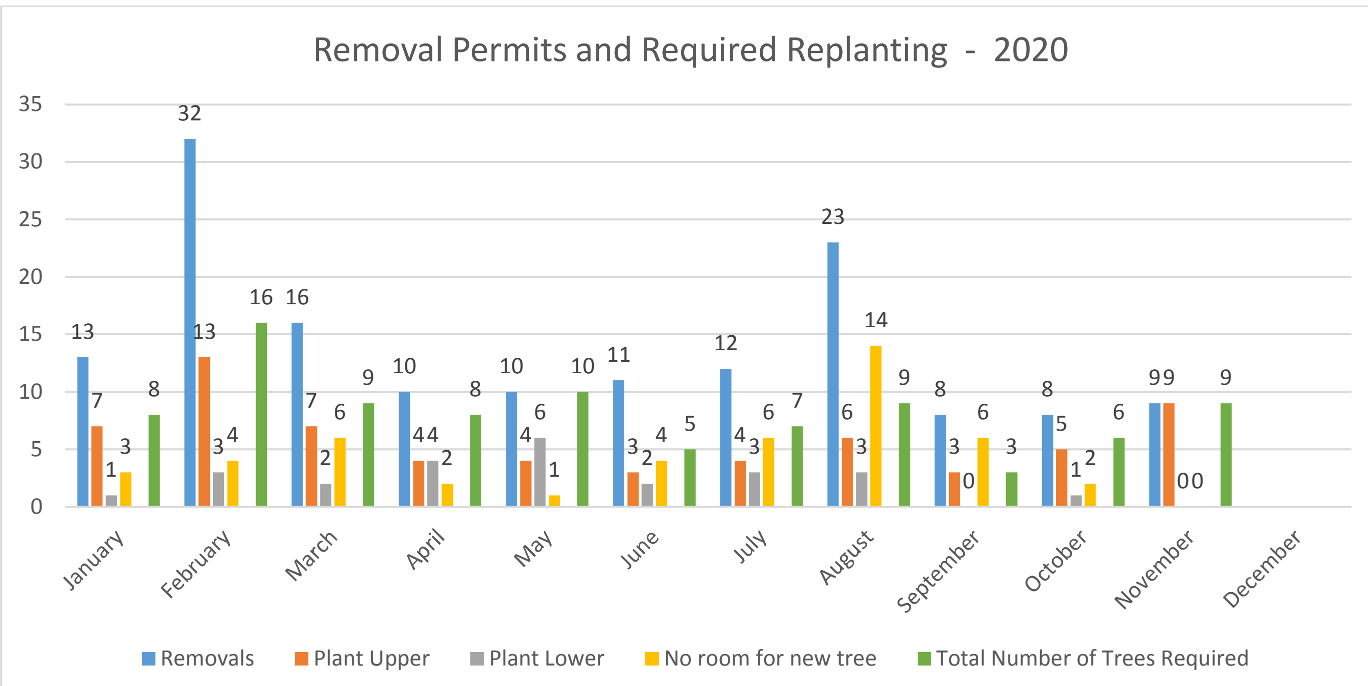
Facility Maintenance
- The City's 11 ChargePoint Electric Vehicle chargers have collectedly saved over 27,000 kilograms of greenhouse gas emissions, roughly equal to having 700 trees for 10 years.
- Focused on winter preparation including cleaning rain gutters, testing boilers, roll-up doors, generators, and air quality, and obtaining quotes for fire extinguisher certifications.
- Removed Halloween decorations and planned for year-end holiday lighting with the Community Activities department.
- Oversaw the janitorial contractor's detailed cleaning of public restrooms.

Street Maintenance
- The Friends of the Mission Trail Nature Preserve (MTNP) constructed a wooden boardwalk over a portion of the Doolittle Trail which gets muddy after winter storms.
- Completed installation of 25 new, metal ribbon-style trash/recycling containers along Ocean Avenue and in the downtown area.
- Oversaw placement of jute netting on Forest Hill Park slopes and on the Scenic Pathway bluffs to minimize erosion due to winter storms.
- Repaired fence posts and fencing on Fourth Avenue and in Martin Meadow/MTNP.
- Continued removing piles of ivy, weeds, and debris from the MTNP.
- Encountered our first Friend of the Carmel Storm Drain System – a cat named Bob!
- Set up sand bag station behind the Carmel Youth Center.

Forestry, Parks and Beach (Forester's Report)
- Friends of MTNP announced the completion of the restoration of the Doolittle Trail. Now working on pruning willows along the Serra Trail.
- Carmel Cares donated a John Deere gator and water tank to the City. This will make tree watering far more efficient and faster versus driving the old, large water truck, which is challenging to park, and setting up watering gear without blocking traffic.
- Removed invasive ivy and dead plants, and spread new wood chips in several city parks.
- A replacement cypress was planted on the Scenic Pathway.
- There was one notable tree failure in November. An oak stem fell at Torres Street and Ninth Avenue during a storm event.
-

- 2,615 trees have been inventoried in TreeKeeper as of December 2, 2020. Staff is inventorying trees as work and inspections are performed.
- Calls from residents about the concern of falling trees are continuing.
- Three small cypress at the North Dunes were removed and three large dead trees in the Lester Rowntree Native Plant Garden were also removed by City staff.
- The chipper is at the repair shop for a new clutch and chipping tines.
- Outreach has begun for winter right-of-way tree plantings.
- One Stop Work Order was issued in November for the unpermitted removal of three trees.

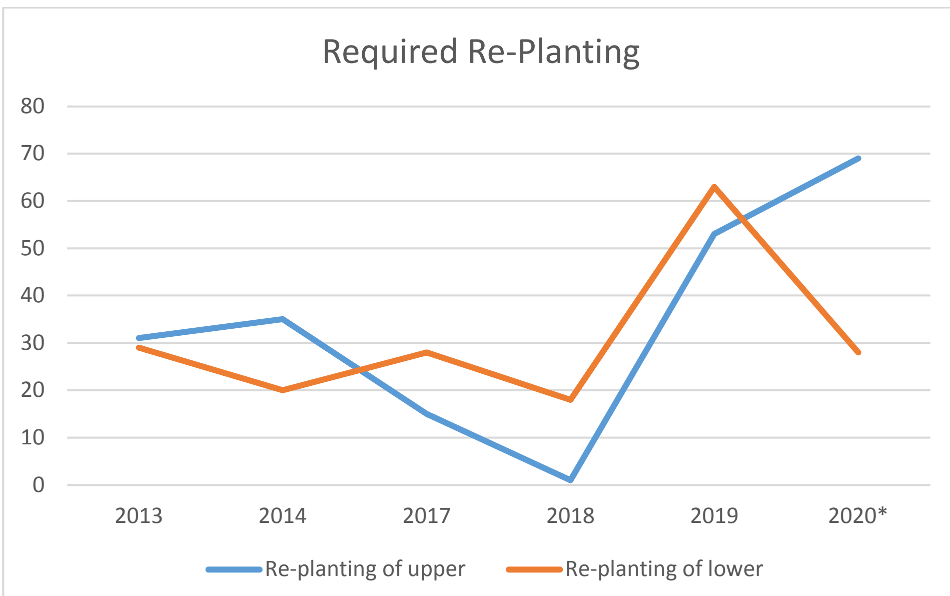
Private and Development Activities



2020 Permitted Removals and Required Planting						
	Removals	Plant Upper	Plant Lower	No Room for New Tree		Total Number of Trees Required
January	13	7	1	3		8
February	32	13	3	4		16
March	16	7	2	6		9
April	10	4	4	2		8
May	10	4	6	1		10
June	11	3	2	4		5
July	12	4	3	6		7
August	23	6	3	14		9
September	8	3	0	6		3
October	8	5	1	2		6
November	9	9	0	0		9

Forestry, Parks and Beach (Forester's Report) – Continued

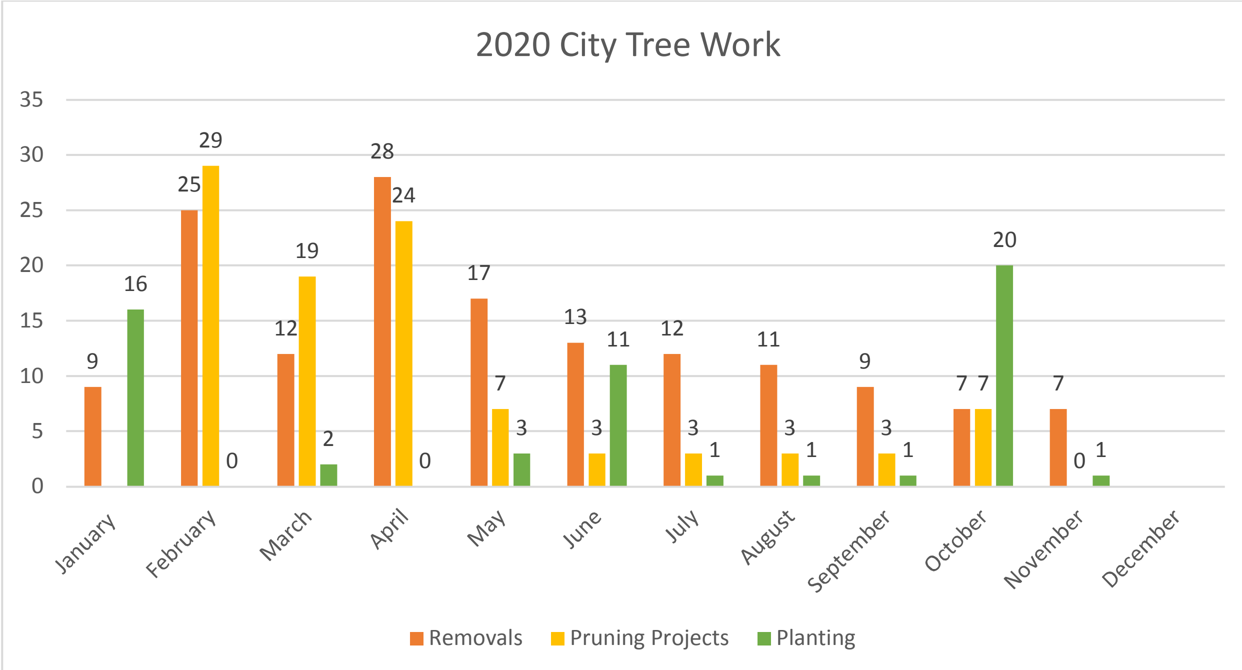
Historic permitted removals and required planting							
	Removal Permits	Removal of upper	Removal of lower	Re-planting Required	Re-planting of upper	Re-planting of lower	Re-planting %
2012	96			20			20.83%
2013	123	60	63	59	31	29	47.97%
2014	145	64	81	49	35	20	33.79%
2016	90			37			41.11%
2017	119	50	69	43	15	28	36.13%
2018	77	37	60	20	1	18	25.97%
2019	170	107	63	116	53	63	68.24%
2020*	172	55	40	118	66	26	68.60%
	*year to date						

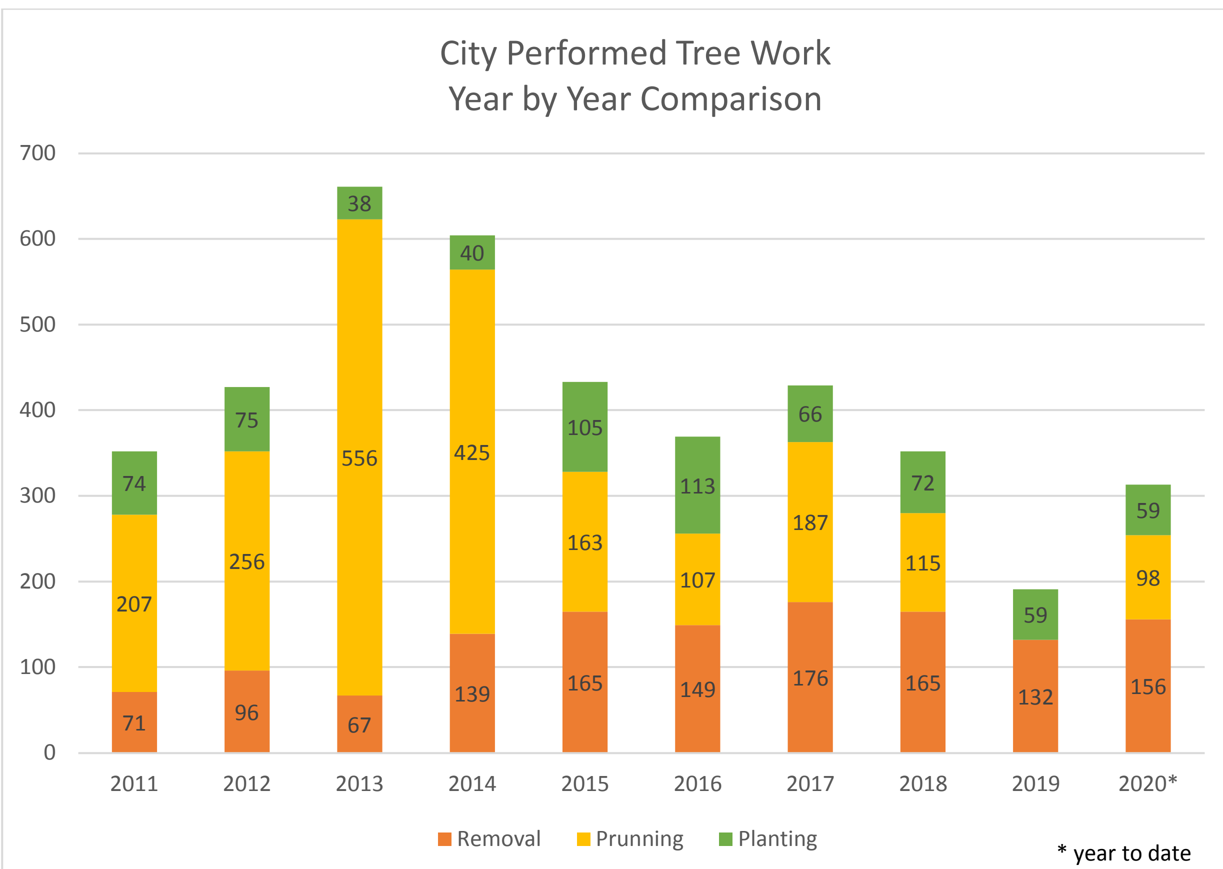


City Forestry, Parks, and Beach Activities

City Tasks November 2020	
Work Type	Count
Inspection	32
Pruning	0
Removals	7
Failures	1
Planting	1

Forestry, Parks and Beach (Forester's Report) – Continued





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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robin Scattini, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	November 2020 Check Register Summary

RECOMMENDATION:

Approve the check register for November 2020.

BACKGROUND/SUMMARY:

The check register is produced from the City's financial system. The report groups the checks by the respective department or function. The check register includes the check number, the name of the vendor, a description of the purchase, the check issue date and the amount of the check. Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and need not be disclosed under the Public Records Act.

On the last page of the report, staff have included the contract balance for the respective vendors that were paid in November.

FISCAL IMPACT:

The check register summary for November 2020 totals $252,160.

PRIOR CITY COUNCIL ACTION:

Council ratified the October 2020 check register at its December 7 special meeting.

ATTACHMENTS:

November 2020 check register

November 2020 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount

Department: 110 City Council

46032	Carmel Chamber of Commerce	Membership: FY 2020-21	11/16/2020	445.00
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	46.20
46054	Peninsula Messenger Service	Mail service: Sort and delivery	11/16/2020	7,462.00
46078	Coastal TPA, Inc	Dental and vision reimbursement claims	11/25/2020	69.00
		Total for Department: 110 City Council		8,022.20

Department: 111 City Administration

45995	US Bank	Admin and HR Subscriptions	11/09/2020	85.50
45996	T-Mobile	Monthly cell usage	11/09/2020	1,457.37
46005	Municipal Resource Group, LLC	City Manager evaluation	11/09/2020	7,700.00
46012	Hinderliter, De Llamas & Associates	TOT review: 3 hotels per review	11/09/2020	4,500.00
46016	Corbin Willits System	MOM Software support	11/09/2020	720.79
46020	Baystar Express	Copy paper	11/09/2020	348.00
46022	AT&T	Police department router and telecommunication services	11/09/2020	711.80
46023	AT&T	Telephone service citywide	11/09/2020	1,871.27
46024	Andrea Dooley	Arbitration services	11/09/2020	2,175.00
46025	Alhambra	Water service-City Hall	11/16/2020	63.74
46026	Amazon Web Services Inc	Monthly data storage and cloud service fees	11/16/2020	1,069.18
46033	Carmel Pine Cone	Legal noticing	11/16/2020	400.00
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	652.67
46044	Iron Mountain	Records management and storage fees	11/16/2020	385.36
46059	Sprint	Usage: voice, messaging, data	11/16/2020	325.59
46061	Verizon Wireless	Usage: voice, messaging, data	11/16/2020	246.96
46076	Carmel Pine Cone	Legal noticing	11/25/2020	221.25
46078	Coastal TPA, Inc	Dental and vision reimbursement claims	11/25/2020	275.20
46079	Comcast Business	CALNET NGEN billing	11/25/2020	644.82
46085	Pitney Bowes Inc. Supplies	Postage meter supplies	11/25/2020	389.99
46087	Springbrook Software	Professional fees accounting platform	11/25/2020	31.25
46088	Toshiba Financial Service	Copier contract Admin ESTUDIO 5506ACT	11/25/2020	373.06
46090	US Bank	HR and IT subscriptions, CalPelra conference registration	11/25/2020	2,941.04
46091	Wageworks,Inc	Healthcare monthly Admin and Compliance fee	11/25/2020	170.00
46092	Zoom Imaging Solutions, Imc.	Admin copier usage fees	11/25/2020	298.85
		Total for Department: 111 City Administration		28,058.69

Department: 112 City Attorney

46028	Burke,Williams & Sorensen, LLP	September legal services	11/16/2020	24,134.62

46045	Kennedy, Archer & Giffen	September general legal fees	11/16/2020	467.50
		Total for Department: 112 City Attorney		24,602.12

Department: 115 Community Planning & Building

45976	Baystar Express	Paper	11/06/2020	69.60
45980	CSG Consultants, Inc.	Building Plan Review Services	11/06/2020	3,125.64
45981	De Lage Landen Financial	Front copier lease	11/06/2020	202.11
45983	Engineered Fire Systems	Plan review services	11/06/2020	650.00
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	80.85
46077	Carmel Towing & Garage	Fuel for Building Inspector vehicle	11/25/2020	38.99
46081	IWORQ	Subscription services	11/25/2020	1,200.00
		Total for Department: 115 Community Planning & Bu		5,367.19

Department: 116 Police

45995	US Bank	Training registration, uniform shirts, scanner	11/09/2020	879.22
45998	T2 Systems Canada Inc.	Digital Iris Services	11/09/2020	125.00
46001	Same Day Shred	Shredding services	11/09/2020	45.00
46004	Pacific Gas & Electric	Video cameras citywide	11/09/2020	216.94
46007	Monterey Tire Service Inc	Police Dept Vehicle Maintenance	11/09/2020	430.88
46009	Michael Bruno	Tuition reimbursement per MOU	11/09/2020	1,500.00
46010	Lemos Service Inc	Repair services 2014 Dodge Charger	11/09/2020	1,126.84
46015	DLB Associates Inc.	COVID 19 1 Yr IBM Software maintenance	11/09/2020	1,690.00
46019	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	11/09/2020	390.24
46030	California Department Of Justice	Fingerprinting services	11/16/2020	128.00
46031	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	11/16/2020	58.46
46034	Carmel Towing & Garage	October 2020 PD fuel	11/16/2020	2,649.36
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	242.55
46037	Comcast	Cable TV/High Speed Internet for PD	11/16/2020	57.03
46038	De Lage Landen Financial	Police Dept Copier Lease	11/16/2020	161.69
46042	Image Sales	ID cards	11/16/2020	21.86
46046	Lemos Service Inc	Repair services 2014 Dodge	11/16/2020	137.22
46047	Lexipol LLC	Annual Law Enforcement Police Training updates	11/16/2020	11,080.00
46050	Monterey County Animal Services	Animal control services	11/16/2020	160.00
46057	Salinas Valley Pro Squad	Uniform additions	11/16/2020	92.22
46058	Seaside Chrysler, Dodge, Jeep	Police Dept Vehicle Maint 2019 Dodge Charger	11/16/2020	2,024.52
46060	Transunion Risk & Alterna	Investigative searches	11/16/2020	53.20
46073	Alhambra	Bottle Water Service for PD	11/25/2020	86.49
46078	Coastal TPA, Inc	Dental and vision reimbursement claims	11/25/2020	152.00
46080	De Lage Landen Financial	Police Dept Copier Lease	11/25/2020	212.22
46089	Trucksis Enterprises, Inc.	Covid mask requirement signs	11/25/2020	377.25
		Total for Department: 116 Police		24,098.19

Department: 117 Fire

46008	Mission Linen Service	Linen maintenance	11/09/2020	121.37
46017	City Of Monterey	Repairs for fire engine	11/09/2020	7,193.05
46025	Alhambra	Bottle Water Service for Fire Dept	11/16/2020	183.90
46034	Carmel Towing & Garage	Oct fuel Fire	11/16/2020	499.46
46048	Mission Linen Service	Linen maintenance	11/16/2020	299.41
46083	Mission Linen Service	Linen maintenance	11/25/2020	113.93

Total for Department: 117 Fire	8,411.12

Department: 118 Ambulance

46027	Bound Tree Medical LLC	Medical supplies	11/16/2020	5,188.76
46034	Carmel Towing & Garage	Oct fuel Ambulance	11/16/2020	747.80
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	682.19
46055	Peninsula Welding & Medical Supply, inc.	Oxygen cylinder rentals	11/16/2020	140.74
46078	Coastal TPA, Inc	Dental and vision reimbursement claims	11/25/2020	362.00

Total for Department: 118 Ambulance	7,121.49

Department: 119 Public Works

45974	Alhambra	Bottle water service for PW	11/06/2020	114.48
45978	Cintas Corporation	Uniforms for PW	11/06/2020	117.77
45979	CSC of Salinas	Sweeper hose	11/06/2020	92.45
45981	De Lage Landen Financial	Copier lease and usage	11/06/2020	205.39
45982	Edges Electrical Group	Electrical supplies	11/06/2020	84.10
45984	Fastenal Company	Supplies for new trashcans	11/06/2020	148.49
45985	Ferguson Enterprises, Inc.	Plumbing supplies	11/06/2020	1,177.14
45986	GCS Environmental Equipment Services	Blower housing for street sweeper	11/06/2020	2,487.37
45987	Greenwaste Recovery Inc	Food waste cart service	11/06/2020	109.61
45990	Monterey Auto Supply Inc/Napa Auto Parts	Vehicle supplies for PW	11/06/2020	56.25
45991	Save The Whales	Recycling outreach	11/06/2020	1,929.75
45992	Scarborough Lumber & Building	Supplies	11/06/2020	108.97
45993	US Bank	Supplies	11/06/2020	33.06
45994	West Coast Arborists Inc .	Tree work citywide	11/06/2020	6,104.95
45997	Terex Utilities	Annual ATV inspection & repairs	11/09/2020	841.75
46000	Scarborough Lumber & Building	Supplies	11/09/2020	18.38
46002	Safeway Sign Co.	Stop signs & reflective markers	11/09/2020	915.52
46003	Pureserve Building Service	Janitorial services	11/09/2020	15,695.75
46011	John Ley's Tree Service	Tree work citywide	11/09/2020	5,050.00
46013	Golden State Portables	Handicap unit Forest Theater	11/09/2020	380.88
46014	Ferguson Enterprises, Inc.	Plumbing supplies	11/09/2020	347.55
46017	City Of Monterey	Vehicle repair charges parts & labor	11/09/2020	6,046.99
46018	Cintas Corporation	Uniforms for PW	11/09/2020	149.92

46034	Carmel Towing & Garage	October 2020 fuel	11/16/2020	1,751.58
46035	Cintas Corporation	Uniforms for PW	11/16/2020	276.29
46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	673.40
46039	Edges Electrical Group	Electrical supplies	11/16/2020	103.74
46040	Enviro-Master of Northern California	COVID sanitation spray services citywide	11/16/2020	4,072.05
46041	Granite Rock Company	Supplies for PW	11/16/2020	599.93
46043	Interstate Traffic Control Products, Inc	Traffic paint	11/16/2020	6,820.75
46049	MJ Murphy Lumber and Hardware	Lumber supplies	11/16/2020	440.08
46056	Quinn Company Inc	Message board sign rental - Labor Day & weekends	11/16/2020	3,570.22
46062	Zee Medical Service Co.	Medical supplies for first aid kit	11/16/2020	100.68
46078	Coastal TPA, Inc	Dental and vision reimbursement claims	11/25/2020	385.00
		Total for Department: 119 Public Works		61,010.24

Department: 120 Library

46036	Coastal TPA, Inc	Dental and vision reimbursement claims	11/16/2020	115.50
46053	Pacific Grove Self Storage	Storage unit for city art	11/16/2020	279.00
		Total for Department: 120 Library		394.50

Department: 121 Community Activities

45977	Carmel Pine Cone	City birthday and October ads	11/06/2020	1,080.00
45988	JSM Organics Inc	Pumpkins for Pumpkins on Parade campaign	11/06/2020	1,000.00
45989	Leslie Fenton	Reimbursement: City Halloween decorations	11/06/2020	28.75
45993	US Bank	City Halloween decorations and posters	11/06/2020	1,346.74
		Total for Department: 121 Community Activities		3,455.49

Department: 130 Non-Departmental

46004	Pacific Gas & Electric	Gas & electric service citywide	11/09/2020	8,004.45
46052	Pacific Gas & Electric	Gas & electric service citywide	11/16/2020	806.66
46075	Cal-Am Water Company	Water service citywide	11/25/2020	10,026.97
		Total for Department: 130 Non-Departmental		18,838.08

Department: 311 Capital Projects

45999	Scudder Roofing	CIP Project: Scout House roof final payment	11/09/2020	3,042.38
		Total for Department: 311 Capital Projects		3,042.38

Department: 411 Debt Service

46006	MUFG Union Bank, N.A.	Refunding Revenue Bond annual administrative fee	11/09/2020	1,978.00
46051	MUFG Union Bank, N.A.	2012 Taxable Pension Obligation Bond interest	11/16/2020	28,822.60
		Total for Department: 411 Debt Service		30,800.60

Department: 513 Veh & Equip Replacement

46021	Bay City Boiler	Sunset Center boiler replacement: final billing	11/09/2020	28,938.13
		Total for Department: 513 Veh & Equip Replacement		28,938.13
		Grand Total		**252,160.42**

November Contract Payments:

Vendor	**Contract Amt**	**Paid through Nov.**	**Contract Balance**	
Pen Messenger	$ 72,000.00	$ 73,677.00	$ (1,677.00)	*Contract amendment forthcoming*
Pureserve	$ 198,349.00	$ 78,478.75	$ 119,870.25	
West Cst Arborists	$ 25,000.00	$ 6,104.95	$ 18,895.05	
J. Ley's Tree Svc.	$ 100,000.00	$ 36,906.00	$ 63,094.00	
Scudder Roofing	$ 68,620.00	$ 60,847.62	$ 7,772.38	
Bay City Boiler	$ 162,800.00	$ 154,738.13	$ 8,061.87	

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E, Director of Public Works
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-001 accepting donations from Carmel Cares, a volunteer organization

RECOMMENDATION:

Adopt Resolution 2021-001 accepting donations from Carmel Cares, a volunteer organization.

BACKGROUND/SUMMARY:

The City of Carmel-by-the-Sea continues to benefit from a number of volunteers and non-profit organizations who have stepped up to help us maintain and beautify the City during these difficult economic times resulting from the COVID-19 Pandemic. At the December 7, 2020 Special City Council Meeting, Carmel Cares Chief, Dale Byrne, gave a presentation regarding the purpose, arrangement, accomplishments, and pursuits of Carmel Cares. Carmel Cares works closely with Carmel Gives who uses the Carmel Chamber to execute grants. The City's partnership with Carmel Cares and Carmel Gives has been particularly productive, diverse, and exciting, and we hope this partnership continues for years to come.

According to their website, *"Carmel Cares is a group of Carmelites dedicated to keeping Carmel-by-the-Sea a beautiful, inviting and safe place. We help by partnering with the City of Carmel and non-profits whereby our volunteers work on maintenance and improvement projects as well as community engagement programs. We do most of the work ourselves, but also fund various projects through a partnership with CarmelGives.org and the Carmel Chamber of Commerce. Email us at CarmelCares1@gmail.com to volunteer or donate. To learn more go to www.CarmelCares.org"*

Carmel Cares is also continuing to champion volunteer community engagement groups. "Tree Tenders" is a program which allows residents to adopt seedlings and raise them until they are ready to be planted in Carmel's urban forest. The "Median Minders" allows residents to adopt and maintain nearby median islands and easements throughout the City. A third, newer community group called the "Pick up Posse" is also being organized to support trash pickup wherever encountered in the public right-of-way. Participation in all of these groups has been continuously increasing since the City's partnership with Carmel Cares was established. Carmel Cares, and these community engagement groups, operate under the guidance of the Public Works Director, City Forester, and Public Works Superintendent.

The City's Donation and Gift Policy No. 2017-02 establishes a formal process for the acceptance and documentation of donations made to the City in a responsible, transparent, and accountable manner. Donations of items valued at $2,499 or below may be accepted by the City Administrator. Donations of items valued at $2,500 or more must be accepted by the City Council. A Donation Acceptance Form is filled out and issued to the donor for all non-labor donations.

At this time, the City Council should accept the following generous donations:

- John Deer Gator utility vehicle w/100-gallon water tank/pump for Public Works/Forestry - $22,450 (see narrative "A" below)
- Cellular iPhone Pro 12s for Police Department - $17,000 (see narrative "B" below)
- Toyota sidewalk cleaning machine - $10,380 (see narrative "C" below)
- Professional Landscaping fees for Scenic Pathway - $10,000
- Forest Theater seating area upgrades and staining - $5,600
- Forest Theater entrance gate reconstruction - $2,680
- Library Shrine (previously accepted by Council but prior to valuation) - $5,000
- Two Magazine Racks on Ocean Avenue (previously accepted) - $5,000
- Backflow device housing at Sunset Center (previously accepted) - $5,000
- Rigid FlexShaft large diameter drain-clearing plumber's snake for facility maintenance - $1,420
- Rigid FlexShaft small diameter drain-clearing plumber's snake for facility maintenance - $911
- Approximately one ton of Carmel stone boulders - $1,000

The total amount of the above-listed donations is $86,441.

The combination of Carmel Gives and Carmel Cares is distinguishable because not only have they donated equipment and materials, but they have also contributed hundreds of labor hours to benefit the City. Council should recognize the following efforts over the past few months:

- Scenic Pathway – Extensive and detailed tree and brush pruning, weeding, removing overgrown ice plant and dead plants, cleaning beach stairs, fine grading the pathway, and supporting irrigation repairs
- Forest Theater - Gate reconstruction, weeding, raking, spreading wood chips, etc.
- Vista Lobos Park – Clearing debris, weeding, pruning, and spreading wood chips
- Free "Voice Map Tours" for visitors

Key Donation Narratives:

A. The all-purpose utility vehicle (Gator), with bed-mounted 100-gallon water tank, allows for temporary parking in tight spaces and rapid deployment of a water hose for watering trees and plants. Public Works will assess the need to keep or auction the large, antiquated water truck for bigger watering projects.

B. New cellular phones for use by the Police Department will improve telecommunications and meet new requirements by the Department of Justice. These phones will aid the department in the following ways:

> 1. The Department of Justice recently advised all law enforcement agencies that effective January 1, 2021, we can no longer share personal data over unencrypted radio channels. Unlike all other police agencies in the county, our radios do not have the ability to transmit encrypted radio traffic. We are continuing to work through this problem, which will ultimately involve purchasing a new radio antenna for which we have applied for grant funding.
>
> 2. The cell phones will also replace the iPad system we currently rent from our parking management

company. These iPads are used to write citations for all violations. The new phones will save the City thousands of dollars per year as we would no longer need to rent iPads.

C. The sidewalk cleaning machine will not eliminate the need to hire a contractor to periodically clean all downtown sidewalks at one time, as has been done approximately annually in the past. Rather, it gives staff the flexibility to promptly clean segments of sidewalk that have become noticeably dirty. This machine will be able to be deployed in an hour compared to waiting at least a month to conduct a public bidding and contract award process to hire a private contractor.

FISCAL IMPACT:

City Donation and Gift Policy No. 2017-02 requires City Council acceptance of donations with a value over $2,500. The Gator vehicle with water tank, Police cell phones, sidewalk cleaning machine, and other items listed above exceed that threshold.

Carmel Cares has donated an array of equipment and significant labor hours. All donations are very much appreciated at this time when the City's revenue has been significantly impacted by the COVID-19 Pandemic. The total cost to Carmel Cares for the donations listed above was approximately $86,441.

Staff impacts to Carmel Cares initiatives have been kept to a minimum with limited support of equipment, materials on hand, and field labor as in the City's interest. To keep all volunteer projects properly moving forward, projects and decisions are reviewed at weekly videoconference meetings.

PRIOR CITY COUNCIL ACTION:

Council approved the City's Donation and Gift Policy No. 2017-02 in July 2017 (Resolution 2017-079).

At the October 6, 2020 meeting, Council adopted Resolution 2020-067 accepting donations from Carmel Cares, including a roll-up window at the Forest Theater concession stand and other landscape maintenance tools and equipment, and recognized Carmel Cares and Carmel Gives for their generous donations of time, tools, and materials to improve the Village.

At the December 7, 2020 City Council Special Meeting, Carmel Cares Chief, Dale Byrne, gave a presentation regarding the objectives, arrangement, accomplishments, and pursuits of Carmel Cares.

ATTACHMENTS:

Attachment #1 - Resolution 2021-001

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING DONATIONS FROM CARMEL CARES, A VOLUNTEER ORGANIZATION, AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2020-2021 ADOPTED BUDGET

WHEREAS, the City of Carmel-by-the-Sea's budget for Fiscal Year 2020/21 is significantly reduced due to lower revenue projections resulting from the COVID-19 Pandemic; and

WHEREAS, a local volunteer group, known as "Carmel Cares," has teamed up with the non-profit organization "Carmel Gives," and is credited with the creation of unique, community engagement groups known as "Tree Tenders," "Median Minders," and "Pick up Posse," all of which desire to help the City by maintaining and beautifying Carmel under the guidance of the City's Public Works Department; and

WHEREAS, the City's Donation and Gift Policy No. 2017-02 requires the City Council to accept donations of $2,500 or more; and

WHEREAS, Carmel Cares has donated a John Deer Gator all utility vehicle with 100-gallon water tank system, cellular iPhones for the Police Department, Toyota sidewalk cleaning machine, professional landscaping fees for the Scenic Pathway, Forest Theater seating upgrades and gate reconstruction, Library Shrine, two magazine racks for Ocean Avenue, backflow device housing at Sunset Center, Rigid FlexShaft large and small diameter plumber's snakes, and one ton of Carmel stone boulders, collectively valued at approximately $86,441; and

WHEREAS, Carmel Cares and its partners have also volunteered their time to improving the Scenic Pathway, Forest Theater grounds, Vista Lobos Park, and other grounds and facilities; and

WHEREAS, Carmel Cares, Carmel Gives, "Tree Tenders," "Median Minders," and "Pick up Posse" intend to continue to provide donations of equipment and labor for which the City is greatly appreciative.

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

Accept the following donations with a total value of is $86,441:

- John Deer Gator utility vehicle w/100-gallon water tank/pump for Public Works/ Forestry - $22,450
- Cellular iPhone Pro 12s for Police Department - $17,000
- Toyota sidewalk cleaning machine - $10,380
- Professional Landscaping fees for Scenic Pathway - $10,000
- Forest Theater Seating Area upgrades and staining - $5,600
- Forest Theater entrance gate reconstruction - $2,680

- Library Shrine - $5,000
- Two Magazine Racks on Ocean Avenue - $5,000
- Backflow device housing at Sunset Center - $5,000
- Rigid FlexShaft large diameter drain-clearing plumber's snake for facility maintenance - $1,420
- Rigid FlexShaft small diameter drain-clearing plumber's snake for facility maintenance - $911
- Approximately one ton of Carmel stone boulders - $1,000

Approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget to recognize the donations of equipment and other goods as shown in the attached Exhibit A.

Recognize and extend our sincere gratitude to all volunteer groups who have stepped up to help the City in so many ways during these difficult times.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
______________________	______________________
Dave Potter Mayor	Britt Avrit, MMC City Clerk

EXHIBIT A

General Ledger Account	**Account Name**	**Purpose**	**FY 2020-21 Adopted/ Amended Budget**	**Adjustment Amount**	**FY 2020-21 Amended Budget**
101-000-00-36621	General Fund Revenue Donations-Public Works	To recognize the donation from Carmel Cares	$33,111.86	69,441	$102,552.86
101-000-00-36230	General Fund Revenue Donations-Public Safety	To recognize the donation from Carmel Cares	$0	17,000	$17,000
101-119-45-43005	General Fund Expenditures Forest & Beach Vehicles	Donated item-John Deere Gator w/ water tank & pump	$0	$22,450	$22,450
101-116-00-42106	General Fund Expenditures Public Safety Small Tools & Equipment	Donated items-iPhone Pro 12s	$0	$17,000	$17,000
101-119-41-43004	General Fund Expenditures PW Streets Machinery & Equipment	Donated item- Toyota sidewalk cleaning machine	$0	$10,380	$10,380
101-119-45-42001	General Fund Expenditures PW Forest & Beach Contract Services	Donated-professional landscape-Scenic Pathway	$115,000	$10,000	$125,000
101-119-42-42201	General Fund Expenditures PW Facilities Building Maintenance	Donated items- Forest Theater seating and gate maintenance	$0	$8,280	$8,280

101-119-42-43006	General Fund Expenditure PW Facilities Capital Outlay Other Assets	Donated item- Library shrine	$0	$5,000	$5,000
101-119-40-42106	General Fund Expenditure PW Admin Other Supplies	Donated items- Two magazine racks Ocean Ave	$2,977.86	$5,000	$7,977.86
101-119-42-42201	General Fund Expenditures PW Facilities Building Maintenance	Donated item- Backflow device housing Sunset Center	$8,280	$5,000	$13,280
101-119-42-42106	General Fund Expenditures PW Facilities Small Tools & Equipment	Donated items-Two drain cleaning snakes	$0	$2,331	$2,331
101-119-45-42105	General Fund Expenditures PW Forest & Beach Materials & Supplies	Donated item-One ton of Carmel stone boulders	$24,000	$1,000	$25,000

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-002 ratifying an appointment to the Forest & Beach Commission

RECOMMENDATION:

Adopt Resolution 2021-002 ratifying an appointment to the Forest & Beach Commission.

BACKGROUND/SUMMARY:

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

Mayor Potter and Mayor Pro Tem Richards comprised the Ad Hoc Committee and interviewed the applicants for the Board and Commission vacancies. The applicants demonstrated a strong commitment to service and a desire to serve the Carmel-by-the-Sea community. The Ad Hoc Committee is appreciative of all community members of diverse backgrounds and exceptional skill sets, who filled out an application and participated in the interview process.

The Ad Hoc Committee wanted to meet with applicants a second time to ensure the appointments made to the City's Boards and Commissions were done in a manner that provides the most benefit to each of the Boards and Commissions and the community as a whole. In order to ensure the Boards and Commission did not have issues obtaining a quorum, On October 6, 2020, the City Council adopted Resolution 2020-061 which extended the terms of five of the currently serving Board Members and Commissioners until December 8, 2020.

At the December 7, 2020 City Council Meeting, the Ad Hoc Committee extended Forest & Beach Commissioner Al Saroyan's term to January 5, 2021.

After much deliberation, Brian Sours has been identified as qualified and an ideal candidate for appointment to the City of Carmel Forest & Beach Commission for a term ending September 30, 2024.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

The City Council annually ratifies appointments to vacancies occurring on the City's Commissions and Boards each year.

October 6, 2020 the City Council adopted Resolution 2020-061 extending the terms of the Board & Commission members.

December 7, 2020 the City Council adopted Resolution 2020-081 extending Forest & Beach Commissioner Al Saroyan's term to January 5, 2021,

ATTACHMENTS:

Attachment #1 - Resolution 2020-002 Forest and Beach Commission Appointment
Attachment #2 - Applications for Forest and Beach Commission

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RATIFYING AN APPOINTMENT TO THE FOREST AND BEACH COMMISSION

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

WHEREAS, Sections 2.28.030, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 (D) (2), of the Carmel-by-the-Sea Municipal Code provide that the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days; and

WHEREAS, on October 6, 2020 the City Council adopted Resolution 2020-061 extending the terms that would have ended September 30, 2020 to December 8, 2020 for five (5) Commission and Board Members; and

WHEREAS, on December 7, 2020 the City Council adopted Resolution 2020-081 extending the term for Forest & Beach Commission Al Saroyan until January 5, 2021; and

WHEREAS, the Mayor and Mayor Pro Tempore comprised the Ad Hoc Committee and interviewed the applicants for the Board and Commission vacancies; and

WHEREAS, the applicants demonstrated a strong commitment to service and a desire to serve the Carmel-by-the-Sea community; and

WHEREAS, the Ad Hoc Committee is appreciative of all community members of diverse backgrounds and exceptional skill sets, who filled out an application and participated in the interview process.

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

Appoint Brian Sours to the Forest & Beach Commission for a term ending September 30, 2024.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

___________________________ ___________________________

Dave Potter	Britt Avrit, MMC
Mayor	City Clerk

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

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

NAME Laura Bowling DATE September 9, 2020

RESIDENCE ADDRESS ____________ CITY Carmel ZIP 93923

MAILING ADDRESS ____________ CITY Carmel ZIP 93923

RESIDENCE PHONE ____________ BUSINESS PHONE ____________

EMAIL ____________

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 3 years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Attachment 2

Reason for Interest in the Position:

I believe that The City of Carmel-by-the-Sea's most important asset (financially and aesthetically) is our natural treasure. Well before the fires started burning around us in 2020, I was deeply concerned about the state of our forest areas, the vulnerability of our beaches, and the systemic impacts of climate change on our city's natural beauty. I would love to play a leadership role to protect the ecosystem integrity, ensure their long-term sustainability, and to help educate more of our citizens about these important issues. Our city's natural beauty is also key to recovering from the devastating economic impacts of COVID.

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

I am a branding and communications executive with nearly 30 years of experience working for some of the world's most prestigious companies and nonprofits. I have 15 years of C-Suite level work experience with several of the most respected conservation organizations in the world, including Conservation International, where I was the Chief Marketing Officer, The Nature Conservancy, Oceana, and the U.N. I am knowledgeable and passionate about tree/forest conservation, ocean conservation (beach habitat & wildlife preservation) and have extensive knowledge about the impacts of climate change. I was honored to lead the strategic communications and design of the Ocean Health Index, the world's first scientific score-card for comprehensive marine wildlife and coastal health. Additionally, I have been an active volunteer for the past 2.5 years with Friends of the Mission Trail Nature Preserve where I have learned about our local forest history and key challenges, while working hard to pull weeds and help restore this fragile ecosystem.

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

Volunteer for Friends of Mission Trail Nature Preserve (Part of monthly Clean-Up Crew at MTNP and Lester Rowntree Native Plant Garden) and Board Member of the Food Bank for Monterey County where I serve as Vice President (since Sept 2018)

Education: Institution	**Course of Study**	**Degree Year (s)**
The Ohio State University	Marketing and Advertising	BSBA

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization:	Pure Dakota Design, LLC – Branding, Design and Sustainability Consultancy		
Position:	Principal and Founder	Year:	2014 - Current
Organization:	Conservation International		
Position:	Chief Marketing Officer	Year:	2006 -2013
Organization:	The Walt Disney Company		
Position:	VP Strategic Marketing & Branding	Year:	1996 - 2004

Attachment 2

Prior public service, civic or volunteer activities:

Organization:	Georgetown Garden Club Helped Lead Public Education for Tree Preservation and Sustainable Techniques		
Position:	Volunteer and Fundraising Chairperson	Year:	2006 - 2017
Organization:	Benchley Ocean Conservation Project		
Position:	Board Member	Year:	2014 -2018
Organization:	Heal the Bay – Ocean and Watershed Clean Up , Santa Monica, CA		
Position:	Volunteer	Year:	1998 -2005

Signature

09/09/20
Date

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

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

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

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

NAME Rick Ciardella DATE 08 Sept 20

RESIDENCE ADDRESS ____ CITY Carmel ZIP 93923

MAILING ADDRESS ____ CITY Carmel ZIP 93921

RESIDENCE PHONE ____ BUSINESS PHONE ____

EMAIL ____

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 year

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Reason for Interest in the Position:
Given my background as a Landscape Architect, business owner and resident, the Forest and Beach Commission is where I feel I can provide the most to our community. Dedicated to giving back to the community, I have served on the Environmental Quality Commission in Menlo Park, California and the Design Review Committee in Wellesley, Massachusetts that align with the charges of the Forest and Beach Commission. As a Commissioner, decisions would be based on professional and past commission experience coupled with the Urban Forest, Parks and Beach Management Plan and the General Plan.

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

- Previous Commission experience that is relevant to the Forest and Beach Commission.
- Over 40 years as a Landscape Architect working on both private and public projects.
- Professional and Commission experience in finding creative mitigation measures that serve both the community and resident.
- Board and Commission experience with a proven track record.
- Small Business Owner
- Lifetime of experience volunteering to make a better quality of life.
- Experience developing and implementing a city management plans that affect the quality of our environment.
- As a new member of the community I would provide a fresh look at the City's assets: parks, beaches, and the urban forest.
- Commission experience with private versus community decisions that maybe in conflict

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:
None

Education:

Institution	Course of Study	Degree Year (s)
Harvard Grad Sch of Design	Urban Design/Landscape Arch.	MLA UD 1979
Cal Poly - Pomona	Landscape Architecture	BSLA 1976

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization: Ciardella Associates	
Position: Owner/Principal	Year: 1991-current
Organization: Sasaki Associates	
Position: Landscape Architect - Senior Associate	Year: 1986-1991
Organization: The SWA Group	
Position: Principal	Year: 1979-1986

Prior public service, civic or volunteer activities:

Organization: Sequoia Union HS District - Atherton, CA	
Position: Volunteer - Building , Grounds and Construction Committee	Year: 2004-2007
Organization: City of Menlo Park, CA - Environmental Quality Commission	1976-1978
Position: Member, Chairman	Year: 1991-1999
Organization: Town of Wellesley, MA - Design Review Committee	
Position: Member	Year: 1986-1990

Organization: Menlo Park Chamber of Commerece
Board Member and Chairman 1999-2010

Signature ____________ Date **08** Sept **20**

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

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

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

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NAME Michael Jones DATE Sept 6, 2020

RESIDENCE ADDRESS CITY Carmel ZIP 93921

MAILING ADDRESS CITY Pebble Beach ZIP 93953

RESIDENCE PHONE BUSINESS PHONE

EMAIL

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 3 Years

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

Reason for Interest in the Position:

The uniqueness of Carmel-by-the-Sea is known globally and attracts visitors from around the world as a result. It is important that the special character of Carmel be maintained for generations to come. This must be accomplished by balancing the needs of resdients, businesses and visitors with the necessary ecological framework.

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

As a lifelong lover of nature, I have traveled to all parts of the world to appreciate the natural wonder that exists. Consequently, I am even more appreciative of the beauty of Carmel-by-the-Sea. As an executive in global companies, I am extremely experienced in dealing with people with differing points of view and finding an equitable outcome for all

There are many competing interests within our community and all must be considered without prejudice. I can and will do exactly that.

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

N/A

Education:

Institution	Course of Study	Degree Year (s)
Texas A&M - Commerce	Economics	1976
University of Dallas	MBA	1982
Penn State University	International Strategy	1995

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization: Ciena Corp		
Position: Exec VP & Gen Mgr		Year: 2010 - 2015
Organization: Nokia		
Position: Exec VP		Year: 2008 - 2010
Organization: Siemens		
Position: Exec VP		Year: 2003 - 2008

Prior public service, civic or volunteer activities:

Organization: Cattle Baron's Ball		
Position: Advisory Board		Year: 2005 - 2015
Organization: Crystal Charity Ball		
Position: Advisory Board		Year: 2008 - 2015
Organization: Swiss Ave Historic District		
Position: Board & Volunteer		Year: 2008 - 2014

Signature

9/6/20
Date

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Revised July 16, 2019

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

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NAME Stephanie Decius Keire DATE 8/28/2020

RESIDENCE ADDRESS ______ CITY Carmel ZIP 93921

MAILING ADDRESS ______ CITY Carmel ZIP 93921

RESIDENCE PHONE ______ BUSINESS PHONE ______

EMAIL ______

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 year

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Reason for Interest in the Position:
My great grandmother purchased a cottage in Carmel in 1927 and my great aunt lived here for 41 years until her death. Our family has come here regularly since before I was born. I felt blessed to be able to move here after my husband and I retired. We had honeymooned here and our daughter was married in Carmel Valley three years ago. I love Carmel and have a surpisingly long memory of its essential character over decades for someone who hasn't been a life-long resident.

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

I have substantial executive experience in establishing objectives, collaborating across groups, identifying risks and opportunities, and managing large budgets. My undergraduate degree in Biology supports my interest in the Forest and Beach Commission specifically. I have scuba dived and snorkeled at Monastery Beach and in Carmel Bay and want to protect these special places so that future generations can enjoy them.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:
Nothing local. I do serve on a Board of Advisors for a start-up in the finance industry that is based in upstate New York.

Education:

Institution	Course of Study	Degree Year (s)
Stanford University	B.S., Biological Sciences	1975
Indiana University	M.B.A., Banking, Investments and Managerial Finance	1978

Employment Experience (Start with Most Recent):

Organization: Wells Fargo Bank	
Position: last position as Executive Vice President, Consumer Risk Management (retired)	Year: 1979-2013
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization: Moraga Valley Presbyterian Church	
Position: choir	Year: 1997-2007
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Signature

8/28/2020
Date

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

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

Revised July 16, 2019

Attachment 2

City of Carmel-by-the-Sea

JUN - 3 2020

Received by City Clerk

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

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

NAME Kathy Pomeroy DATE 6/3/2020

RESIDENCE ADDRESS CITY Carmel ZIP 93921

MAILING ADDRESS CITY CARMEL ZIP 93921

RESIDENCE PHONE BUSINESS PHONE

EMAIL

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 31 years

Board or Commission Selection:

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

	Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	X
	Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	X
first choice	Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	X
	Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
	Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
	Board of Appeals (once annually and on an as-needed basis)	X

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

Revised July 16, 2019

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

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

Reason for Interest in the Position: I would like to be more involved with my city

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying: Law classes in Land Use
* Planning Commission: Real Estate Broker License Appraisal license & Real Estate California. Owner Builder and real estate investor.

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

None currently

Education:

Institution	Course of Study	Degree Year (s)
Monterey College of Law	Law	JD 1994
Cal Poly Pomona	Agriculture / Biology	BS 1977

Employment Experience (Start with Most Recent):

Organization: Keller Williams Coastal Estates, Carmel	Year: 2018 → Present
Position: Realtor	
Organization: Appraisals by the sea/owner	Year: 2003 → Present
Position: Appraiser	
Organization:	Year:
Position:	

Prior public service, civic or volunteer activities:

Organization: Red Cross - Carmel	Year:
Position:	
Organization: Junior League Montery Co.	Year:
Position:	
Organization: Professional Womens Network	Year:
Position:	

Women's Council of Realtors Realtors
Montery County Board of Realtors

Signature

Date June 3, 2020

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

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

Revised July 16, 2019

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

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NAME Beth Anastasia Rocha DATE 8.28.2020

RESIDENCE ADDRESS ______________ CITY Carmel ZIP 93921

MAILING ADDRESS ______________ CITY Carmel ZIP 93921

RESIDENCE PHONE ______________ BUSINESS PHONE ______________

EMAIL ______________

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2.5yrs

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

Reason for Interest in the Position:
I am interested in participating in a commission where my knowledge and passion about urban forestry will be a valued contribution to the city where I live. I studied Landscape Architecture at UC Berkeley, graduated with honors, then after a few years of working experience as a city planner and landscape planner, I passed the arborist exam. My graduate studies are also focused on urban forestry. I have been a certified arborist since 2009 and continue to learn and stay at the forefront of the field through educational opportunities. As a minority female in a male dominated field, I've worked hard to earn my achievements. Also, my knowledge of trees in this region is good, but my experience working in the local industry is limited. I see this as an asset as I do not have conflict of interest with local tree care companies and definitely to do not have bias towards anyone.

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

1. As a professional city planner for more than 7 years, I have experience working on general plan updates and urban forestry issues. Also, I have experience working with board and commissions and am familiar with the rules of the Brown Act.
2. I have knowledge of appropriate and responsible tree care methods: from juvenile pruning to crown reduction. Additionally, I possess species selection skills.
3. I possess more than 14 years of experience of plan reviewing, both from my experience as a city planner and as a green building program manager (in Seattle), a position I held for 7 years and reviewed many high rise residential/mixed use developments.
4. I am a dedicated civil servant who is interested in volunteering for a commission, hoping to establish a collaborative and productive environment with my fellow commissioners as well as working to do the best for the short and long term interests of the community and its urban forest.

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

None

Education:

Institution	Course of Study	Degree Year (s)
University of Washington	**Master of Environmental Horticulture- Urban Forestry**	**2021**
UC Berkeley	Bachelor of Arts, Landscape Architecture	2003

Employment Experience (Start with Most Recent):

Organization: City of Seaside	
Position: Associate Planner	Year: 2018 -present and 07-08
Organization: City of Seattle	
Position: Planner II, Green Building Program Manager, Public Space Managment Reviewer	Year: 2008-2018
Organization: City of San Diego	
Position: Plan Review Specialist I-III	Year: 2004-07

Prior public service, civic or volunteer activities:

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

Signature — 8.28.2020 Date

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

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

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NAME Glynment Romano DATE 9/10/20

RESIDENCE ADDRESS CITY Carmel ZIP 93921

MAILING ADDRESS CITY " ZIP "

RESIDENCE PHONE BUSINESS PHONE

EMAIL

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? PB '88 Carmel area '96 above 2014-present

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

Reason for Interest in the Position:

I have tended All Saints' garden 9th & Dolores for 7 years.

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

I was a developer in N. Boston, MASS with 21 projects. Yr canopy of trees mostly originated in NZ where I was born & raised!!

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director: Vestry, All Saints; Board Peninsula Outreach/ Shelter Outreach Plus; Friends of the Symphony; Visitors' Centre, Chamber of Commerce

Education:

Institution	Course of Study	Degree Year (s)
Auckland University	Arts/History	1960

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization: Self - retired	
Position: Private Chef	YearS 1998-2008
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Prior public service, civic or volunteer activities:

Organization: Founding member "I Help"	
Position:	Year:
Organization: Bd - All Saints Day school	
Position:	Year:
Organization: Junior Warden, AS Vestry	
Position:	Year:

Cooked @ various charities as a volunteer

Signature / Date 9/10/20

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Revised July 16, 2019

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

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NAME AL SAROYAN DATE 9/10/2020

RESIDENCE ADDRESS [redacted] CITY CARMEL ZIP 93921

MAILING ADDRESS [redacted] CITY SAND CITY, ZIP 93955

RESIDENCE PHONE [redacted] BUSINESS PHONE [redacted]

EMAIL [redacted]

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

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	✓
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Reason for Interest in the Position:

I HAVE LIVED IN CARMEL FOR OVER 32 YEARS AND LOVE THE CITY WITHIN THE FOREST. I AM A STRONG ADVOCATE FOR FOREST MANAGEMENT AND MY PAST SERVICE ON THE FOREST & BEACH COMMISSION HAS OPENED MY EYES TO THE DIFFICULTIES AT HAND. I WANT TO BE ACTIVE IN WORKING ON SOLUTIONS TO THE CHALLENGES WE FACE IN CARMEL.

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

I AM A LICENSED ARCHITECT FOR THE PAST 46 YEARS AND HAVE BUILT MORE THAN 200 PROJECTS WITHIN THE FOREST OF CARMEL. I UNDERSTAND THE CHALLENGES OF BUILDING AMONG TREES AND PRESERVING THEM! I HAVE SERVED ON OTHER BOARDS IN THE COMMUNITY; FRIENDS OF SUNSET, PAC REP, C.V. ROTARY, SHERIFF'S ADVISORY COUNCIL AND CASA GIVING ME GREAT INSIGHT ON HOW TO CONTRIBUTE TO THE COMMUNITY THROUGH BOARD WORK

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

I CURRENTLY DO NOT SERVE AS A BOARD MEMBER OF THE ABOVE LISTED ENTITIES AND WANT TO FOCUS ON THE FOREST AND BEACH COMMISSION

Education:

Institution	Course of Study	Degree Year (s)
CAL POLY SCHOOL OF ARCHITECTURE	ARCHITECTURE	GRADUATED IN 1970

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization: SAROYAN ARCHITECTURE & INTERIORS	
Position: PRESIDENT AND C.E.O. AND ARCHITECT	Year: 2018-PRESENT
Organization: SAROYAN MASTERBUILDER	
Position: PRESIDENT AND CEO	Year: 1994- PRESENT
Organization: LENOX HILL INTERIOR, INC	
Position: PRESIDENT AND CEO	Year: 2012- PRESENT

Prior public service, civic or volunteer activities:

Organization: FRIENDS OF SUNSET CENTER	
Position: BOARD MEMBER	Year: 1990's
Organization: C.V ROTARY	
Position:	Year: 1992-2000
Organization: FOREST & BEACH COMMISSION	
Position:	Year: 2017-2020

Signature

Date 9/10/2020

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

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

Revised July 16, 2019

Attachment 2

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

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

NAME ROGER SMITHSON DATE 9-9-2020

RESIDENCE ADDRESS CITY CARMEL ZIP 93921

MAILING ADDRESS CITY CARMEL ZIP 93921

RESIDENCE PHONE BUSINESS PHONE

EMAIL

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 YEAR

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	X
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	X
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Reason for Interest in the Position:
I AM FACINATED WITH THE HUMAN EXPERIENCE ESPECIALLY LISTENING TO IDEAS AND HELPING TO FULFILL THE COLLECTIVE DIRECTION THE COMMUNITY WANTS TO TAKE

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

OWNER GREENLINE CONSTRUCTION LIC # 916865

GREW UP IN CARMEL 6 YRS. TO 18 YRS OLD

FAMILIAR WITH BUILDING CODES, EASMENT, SETBACKS TITLE SEARCH

STUDIED DENDROLOGY, EARTH SCIENCES COLUMBIA COLLEGE, COLUMBIA CA.

ASSISTANT TROOP LEADER (BSA) SONORA TROOP

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

N / A

Education:

Institution	Course of Study	Degree Year (s)
CARMEL HIGH SCHOOL	GENERAL	GED
COLUMBIA JUNIOR COLLEGE	ARTS, FORESTRY	2 YR

Employment Experience (Start with Most Recent):

Organization: NETFLIX "THE PROM"	
Position: PROPMAKER	Year: 2019
Organization: "SILVERCUP"	
Position: PROPMAKER	Year: 2019
Organization: PARAMOUNT STUDIOS "UNICORN"	
Position: PROPMAKER	Year: 2019

Prior public service, civic or volunteer activities:

Organization: BOY SCOUTS OF AMERICA	
Position: ASSIST AND TROOP LEADER	Year: 2010
Organization:	
Position:	Year:
Organization:	
Position:	Year:

Sigr

9-9-20
Date

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

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

Revised July 16, 2019

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

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

NAME Brian F. Sovers DATE 9/10/2020

RESIDENCE ADDRESS CITY Carmel ZIP 93921

MAILING ADDRESS CITY Carmel ZIP 93921

RESIDENCE PHONE BUSINESS PHONE Same

EMAIL

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2 Years - Family Home - 45 yrs.

Board or Commission Selection:

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

Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)	
Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)	
Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)	
Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.)	X
Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)	
Board of Appeals (once annually and on an as-needed basis)	

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

Revised July 16, 2019

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

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

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

Reason for Interest in the Position: I have always been interested in participating in Carmel City Government. I am currently retired and would like to contribute to the City and its residents with an effort toward providing transparency and participation in Commissions.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:
I have in my business life as a financial manager had to participate and lead many board and senior leadership committee and boards to meet and exceed established goals and missions. I believe I could provide similar leadership to the Forest & Beach Commission. I understand and have followed many decisions and issues in past Forest & Beach Commission Meetings.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:
I am currently not actively engaged in any of the above!

Education:

Institution	Course of Study	Degree, Year (s)
San Diego State University	Financial Accounting	BS / 1980

Revised July 16, 2019

Employment Experience (Start with Most Recent):

Organization: NYX Biz Company	
Position: CEO Consultant	Year: 2017-19
Organization: WebGrove	
Position: CFO	Year: 2013-2017
Organization: Aircraft Technical Publishers	
Position: CFO	Year: 2008-2013

Prior public service, civic or volunteer activities:

Organization: Food Bank of San Mateo County	
Position: Volunteer	Year: 2012
Organization: St. Thomas Catholic Church Charities	
Position: Volunteer	Year: 2012-2017
Organization:	
Position:	Year:

Signatu

9/10/20
Date

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

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

Revised July 16, 2019

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen - Director, Contracts and Budgets
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-003 authorizing the City Administrator to execute Amendment No. 2 to the mail service agreement with Peninsula Messenger Service and approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget

RECOMMENDATION:

Adopt Resolution 2021-003 authorizing the City Administrator to execute Amendment No. 2 to the mail delivery service agreement with Peninsula Messenger Service for a not to exceed increase of $58,000 and approving a budget amendment to the Fiscal Year 2020-2021 Adopted Budget for $35,860.

BACKGROUND/SUMMARY:

The United States Postal Service provides mail delivery service to residents through the use of post office boxes at the post office located on 5th Avenue between San Carlos Street and Dolores Street. As the City of Carmel-by-the- Sea does not have house numbers, the use of post office boxes is an alternative to having mail delivered directly to residential homes. The City has contracted with a courier service to provide residential home mail delivery services for residents who are physically unable to visit the post office or who, for some other reason, cannot obtain mail on a regular basis. Most recently, Council authorized an agreement with Peninsula Messenger Service for the home mail delivery service on January 8, 2019 and subsequently approved an amendment to the agreement on January 7, 2020.

The amendment extended the term of service through December 31, 2020 and increased the compensation amount by an additional $72,000. The total compensation, inclusive of the original agreement and the amendment, is for a not-to-exceed amount of $142,200 for courier services provided from January 1, 2019 to December 31, 2020. The City has spent $141,576 from January 2019 to November 2020 toward the authorization limit. This item is on the Council agenda for consideration of a Second Amendment to extend the term of the agreement with Peninsula Messenger Service through the current fiscal year to June 30, 2021 and increase the authorized compensation amount of the agreement by $58,000.

On April 7, 2020, Council adopted Resolution 2020-027 that modified the mail service program to incorporate eligibility criteria. In particular, moving forward, the City would only pay for courier services for residents that meet the eligibility criteria. However, as the program changes coincided with the emergence of the coronavirus and shelter in place protocols issued by the County of Monterey and the State of

California, Council provided direction to defer the implementation of the new program requirements until 60 days after the shelter in place restrictions were lifted. As a result, there have been no changes to the program.

Conversely, there has been a steady increase in demand for this service over the last several months, rising from an average of 152 post office boxes in fiscal year 2019-2020 to 182 in November 2020. The current monthly cost for service is $7,462, which is based upon 182 post office boxes multiplied by the $41 monthly fee. However, there is a potential that the costs could increase as a result of the stay at home order issued by Monterey County on December 9, 2020. The Second Amendment to the mail service agreement extends the term of the agreement and authorizes an increase in compensation in an amount not to exceed $58,000. This amount is intended to cover the costs associated with up to 200 post office boxes for a seven month period of December 1, 2020 to June 30, 2021.

In addition to authorizing the City Administrator to execute the Second Amendment to the agreement, staff recommends Council approve a budget amendment to pay for the additional costs of the mail service program. The Fiscal Year 2020-2021 Adopted Budget included $50,040 for the mail service program and anticipated cost savings resulting from implementing the eligibility criteria. Cost savings have not materialized and demand for this service has increased. Fiscal year-to-date costs of the program (July 2020 to November 2020) total $36,900. Assuming that an additional $58,000 will be needed for this program, a budget amendment of $35,860 is required to augment that existing $22,140 that remains within the budget for mail service.

FISCAL IMPACT:

As of November 30, 2020, there is $22,140 remaining within the mail service program budget. However, the costs for this program from December 1, 2020 through June 30, 2021 are anticipated to be approximately $58,000, which requires $35,860 in cost savings to be transferred from other areas of the budget to the mail service program. In addition to cost savings of $16,067 from the City's liability insurance premiums, staff anticipates the $19,793 budgeted for the City’s contribution to the Monterey Peninsula Regional Water Authority (MPRWA) will be available due to the dissolution of the MPRWA. In accordance with Carmel Municipal Code Section 3.06.030, “all transfers of appropriations between departments or in regards to capital items or projects shall be approved by the City Council.” The proposed budget amendment transfers appropriations between departments, specifically a portion of the appropriation for the liability insurance premiums account within Non-Departmental will be transferred to the Community Promotions account within Council.

PRIOR CITY COUNCIL ACTION:

Council authorized an amendment to the agreement with Peninsula Messenger Service on January 7, 2020 by adopting Resolution 2020-005.

ATTACHMENTS:

Attachment #1 - Resolution 2021-003 Peninsula Messenger Contract Amendment and Budget Amendment

Attachment #2- Second Amendment_Mail Service Agreement

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 2 TO THE MAIL DELIVERY SERVICE AGREEMENT WITH PENINSULA MESSENGER SERVICE FOR A TOTAL NOT TO EXCEED INCREASE OF $58,000 AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2020-2021 ADOPTED BUDGET FOR $35,860

WHEREAS, the United State Postal Service (USPS) typically delivers residential mail to homes in areas where house numbers have been assigned, and, in areas without house numbers, the USPS delivers to a centralized location; and

WHEREAS, the City of Carmel-by-the-Sea does not have house numbers and the USPS provides mail delivery service to residents though post office boxes at the post office located on 5th Avenue between San Carlos Street and Dolores Street; and

WHEREAS, the City has contracted for mail courier service as an option for residents who were unable to directly collecting their mail from the post office location; and

WHEREAS, Council approved an amendment to the agreement with Peninsula Messenger Service for mail courier service on January 7, 2020 and the agreement expires on December 31, 2020; and

WHEREAS, there has been an increase in the demand for this service due to shelter in place restrictions and limited post office hours related to the coronavirus pandemic; and

WHEREAS, the City wishes to extend the agreement with Peninsula Messenger Service through the current fiscal year that ends on June 30, 2021 and dispense with the bid process at this time as to allow for continuity of service in accordance with Carmel Municipal Code Section 3.12.140H that the service is “reasonably necessary for the preservation or protection of public peace, health, safety or welfare of persons and property’; and

WHEREAS, the adopted budget did not anticipate the increased demand for service and a budget amendment is required to transfer savings from other line item accounts in order to pay for the estimated increased cost of the mail service.

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 Second Amendment to the Mail Service Contract (Agreement ADM-PMS-68-18-19) with Peninsula Messenger Service to extend the term of the contract through June 30, 2021 and to increase the amount of the contract by $58,000 to a total not to exceed amount of $200,200.

Approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget in the amount of $35,860 for mail courier service as shown in the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
______________________	______________________
Dave Potter Mayor	Britt Avrit, MMC City Clerk

EXHIBIT A

General Ledger Account/Description	Purpose	FY 20-21 Adopted Budget	Adjustment Amount	FY 20-21 Amended Budget
101-110-00-42005 General Fund Expenditures Council Community Promotions	Increase the budget for the mail service program due to increased demand for service	$68,040	$35,860	$103,900
101-130-00-4250 General Fund Expenditures Non-Departmental Liability Insurance Premiums	Transfer insurance premiums savings to pay for additional costs associated with the mail service program	$712,950	$(16,067)	$696,883
101-100-00-42007 General Fund Expenditures Council Regional Memberships	Transfer savings in regional memberships from the Monterey Peninsula Regional Water Authority to pay for additional costs associated with the mail service program	$68,825	$(19,793)	$49,032

SECOND AMENDMENT TO AGREEMENT
Agreement #: ADM-PMS-68-18-19

THIS SECOND AMENDMENT TO AGREEMENT ("Amendment") made and entered into as of this 5th day of January, 2021, amends the Agreement and First Amendment heretofore entered into between the CITY OF CARMEL-BY-THE-SEA, a municipal corporation, hereinafter referred to as "CITY", and PENINSULA MESSENGER SERVICE, hereinafter called "CONSULTANT".

RECITALS

WHEREAS, the CITY and CONSULTANT entered into an Agreement (ADM-PMS-68-18-19) for a not-to-exceed amount of $70,200 on January 18, 2019 for mail delivery services; and

WHEREAS, the CITY and CONSULTANT entered into the First Amendment to this Agreement on January 7, 2020 to extend the term of the agreement and increase the not-to-exceed amount by $72,000 for mail delivery services; and

WHEREAS, the CITY and CONSULTANT wish to extend the term of the Agreement to June 30, 2021 and increase the not-to-exceed amount by $58,000.

AGREEMENT

NOW, THEREFORE, in consideration of the above recitals, which recitals are contractual in nature, the mutual premises herein contained, and for other good and valuable consideration hereby acknowledge, the parties agree that the aforesaid Agreement be amended as follows:

1. CONSULTANT shall provide onsite mail delivery services for the term of January 1, 2021 through June 30, 2021, unless terminated sooner by the CITY.

2. CONSULTANT'S sole compensation for satisfactory performance of all services required or rendered pursuant to this Amendment will be a total fee of $58,000. The total for the Agreement and subsequent Amendments will be $200,200.

3. Except as set forth in this Amendment, the Agreement is unaffected and will continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

4. Each party represents and warrants that all necessary action has been taken by such party to authorize the undersigned to execute this Amendment and to bind the parties to the performance of its obligations.

5. This Amendment may be executed in counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. The Amendment will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.

6. If any term, condition, or covenant of this Amendment is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Amendment will not be affected and the Amendment will be read and construed without the invalid, void or unenforceable provision.

SECOND AMENDMENT TO AGREEMENT
Agreement #: ADM-PMS-68-18-19

CITY OF CARMEL-BY-THE-SEA

_____________________________ _________________________
Chip Rerig, City Administrator Date

CONSULTANT

_____________________________ _________________________
Name/Title Date

APPROVED AS TO FORM:

By: ____________________________________ Date: _________________________
Brian Pierik, City Attorney

ATTEST:

By: ______________________________________ Date: _________________________
Britt Avrit, MMC, City Clerk

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie Waffle, AiCP – Acting Community Development Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-004 authorizing a refund of a Design Review (DR 20-326, The Pocket) permit fee of $430.00 and Planning Commission referral fee of $1,075.00 to Kent Ipsen.

RECOMMENDATION:

Adopt Resolution 2021-004 authorizing a refund of a Design Review (DR 20-326, The Pocket) permit fee of $430.00 and Planning Commission referral fee of $1,075.00 to Kent Ipsen.

BACKGROUND/SUMMARY:

The applicant, Kent Ipsen, submitted a Design Review Track 1 Minor application fee of $430.00 to install a temporary tent within the courtyard of Lincoln Lane associated with outdoor dining at The Pocket restaurant. With the recent changes to the County-wide stay-at-home-order and the closure of outdoor dining, the applicant is requesting to withdraw the application. This item is on the Council's agenda to authorize a refund of 75% of the permit fee costs, $1,128.75, in accordance with CMC Section 17.02.120 (Fees) which allows a partial refund of fees in the amount of 75% for applications that are withdrawn before a determination has been made as to whether the application is complete. The applicant submitted an application on November 2, 2020 and withdrew the application on December 9, 2020 prior to staff making a determination as to the completeness of the application.

CMC Section 3.06.060 (Return of Funds) requires refunds of $1,000 or more to be approved by Council. Specifically, Section 3.06.060 states that *"from time to time it becomes necessary to refund certain permit fees, taxes, licenses, etc., in the normal course of City business. Upon recommendation from the Assistant City Administrator, the City Administrator or his/her duly authorized representative is authorized to approve such refunds in an amount not to exceed $1,000. All refunds over $1,000 shall require approval by the City Council."*

FISCAL IMPACT:

Other than the cost of processing the refund, there is no fiscal impact to the City for issuing the permit fee refund.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

Attachment #1 - Resolution 2020-004 Refund fees, DR 20-326 (The Pocket)

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING A REFUND OF A DESIGN REVIEW PERMIT FEE IN THE AMOUNT OF $430.00 AND A PLANNING COMMISSION REFERRAL FEE OF $1,075.00 TO KENT IPSEN

WHEREAS, the applicant, Kent Ipsen, submitted a Design Review Track 1 Minor application on November 2, 2020; and

WHEREAS, the applicant was assessed a permit fee of $430.00 for the review of the application $1,075.00 for a Planning Commission referral; and

WHEREAS, on December 9, 2020 the applicant submitted a request to withdraw the application; and

WHEREAS, CMC Section 17.02.120 (Fees) allows a partial refund of permit fees in the amount of 75% for applications that are withdrawn before a determination has been made as to whether the application is complete; and

WHEREAS, the applicant submitted an application on November 2, 2020 and withdrew the application on December 9, 2020 prior to staff making a determination as to the completeness of the application; and

WHEREAS, the applicant is entitled to a 75% refund of the permit fee which amounts to $1,128.75; and

WHEREAS, CMC Section 3.06.060 (Return of Funds) requires refunds of $1,000 or more to be approved by the City Council.

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

Authorize a refund of $1,128.75 which is 75% of the permit fees for a Design Review Track 1 Minor application and Planning Commission referral to Kent Ipsen.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
______________________	______________________
Dave Potter Mayor	Britt Avrit, MMC City Clerk

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements

RECOMMENDATION:

Adopt Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements which constitutes reading of the title and waiver of reading of the Ordinance.

BACKGROUND/SUMMARY:

Since the enactment of the Political Reform Act, candidates and committees have complied with filing requirements by filing paper copies of campaign statements and reports. The elimination of manual processing of filings through electronic filing requirements will conserve resources, streamline a manual process and ensure the public has access to the information disclosed on various required forms.

AB 2151 signed by Governor Newsom earlier this year adds Section 84616 to the Government Code and requires local government agencies, within 72 hours of each filing deadline, to post on their websites "a copy of any statement, report or other document required by Chapter 4 (commencing with Section 84100) that is filed with that agency in paper format." If the final day of the 72-hours falls on a weekend or holiday, an extension is given until the next day that is not a weekend or holiday.

Government Code states certain information must be redacted before the forms can be placed online. Continued filing of paper documents will require staff to manually redact that information prior to placing the forms on the City's website. When a filer uses the online submission, the system automatically redacts the information. The electronic/online process will eliminate the potential for human error when staff manually redacts the information.

California Government Code section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports or other documents online or electronically with the City Clerk.

Adoption of this ordinance provides that in any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the local government agency, the filer shall file the copy online or electronically.

Adoption of this ordinance does not change filing requirements, it allows the City to move forward with electronic filing.

NetFile, the vendor who will be providing the system will provide training to all users of the system at the filer's convenience.

FISCAL IMPACT:

$2,000 a year beginning in FY 20/21; there is no cost until that time. If approved, the City will enter into an agreement with NetFile in the current fiscal year to begin providing this service. The City Clerk anticipates absorbing this cost into the Clerk's FY 20/21 budget.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

Attachment #1 - Ordinance 2020-007 Electronic and Paperless Filing of FPPC Forms

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE NO. 2020-007

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADDING CHAPTER 2.04.170 TO THE CARMEL-BY-THE-SEA MUNICIPAL CODE RELATING TO ELECTRONIC AND PAPERLESS FILING OF FAIR POLITICAL PRACTICES COMMISSION CAMPAIGN DISCLOSURE STATEMENTS

WHEREAS, public access to campaign disclosure information is an integral component of a fully informed electorate, and transparency is critical in order to maintain public trust and support of the political process; and

WHEREAS, since the enactment of the Political Reform Act, candidates and committees have complied with filing requirements by filing paper copies of campaign statements and reports; and

WHEREAS, the City Clerk of the City of Carmel-by-the-Sea ("City Clerk") is the Local Filing Officer for the Fair Political Practices Commission disclosure statements and is responsible for receiving, reviewing, and making available campaign disclosure statements; and

WHEREAS, the elimination of manual processing of filings through electronic filing requirements will conserve resources and ensure the public has access to the information disclosed in campaign statements; and

WHEREAS, AB 2151 signed by Governor Newsom adds Section 84616 to the Government Code and requires local government agencies to post on its website "a copy of any statement, report or other document required by Chapter 4 (commencing with Section 84100) that is filed with that agency in paper format"; and

WHEREAS, the City Clerk has identified a web-based system that will allow electronic filing in compliance with California Government Code section 84615 and has been approved by the Secretary of State for the electronic filing of campaign disclosure statements; and

WHEREAS, the City Council of the City of Carmel-by-the-Sea ("City Council") finds and determines as follows:

A. That California Government Code section 84615 provides that a legislative body of a local government agency may adopt an ordinance that requires an elected officer, candidate, committee, or other person required to file statements, reports, or other documents required by Chapter 4 of the Political Reform Act to file such statements, reports or other documents online or electronically with the City Clerk;

B. In any instance in which the original statement is required to be filed with the Secretary of State and a copy of that statement is required to be filed with the local government agency, the filer may file the copy online or electronically, but is not required to do so;

C. The City Council expressly finds and determines that the City Clerk's web-based system has been approved by the Secretary of State for the electronic filing of campaign disclosure statements, and that the software contains multiple safeguards to protect the integrity and security of the data, will operate securely and effectively, and will not unduly burden filers; and

D. The City Clerk will operate the electronic filing system in compliance with the requirements of California Government Code section 84615, as may be amended from time to time and any other applicable laws.

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

Section 1. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

Section 2. Amendment to the Municipal Code. Section 2.04.170 of the Carmel-by-the-Sea Municipal Code is hereby added as follows:

"**2.04.170 Campaign Disclosure Statements, Electronic Filing.**

A. General.

1. Any elected officer, candidate, committee, or other person required to file statements, reports or other documents ("Statements") as required by Chapter 4 of the Political Reform Act (California Government Code section 84100, *et seq*.) ("Filers") shall file such Statements using the City Clerk's online system according to procedures established by the City Clerk (the "Procedures").

2. The City Clerk shall have the authority to establish and amend the Procedures, as necessary, to accomplish the following:

a. Ensure that the online system complies with the requirements set forth in Section 84615 of the Government Code, as may be amended from time to time;

b. Meet the purpose and intent of this ordinance and comply with other applicable law; and

c. Ensure the integrity of the data transmitted and include safeguards against efforts to tamper with, manipulate, alter, or subvert the data.

3. Online filings made under this Chapter will only be accepted if made in the standardized record format that is developed by the California Secretary of State pursuant to Section 84602(a)(2) of the California Government Code, as may be amended from time to time, and that is compatible with the Secretary of State's system for receiving an online or electronic filing.

B. Procedures for Utilizing Online Filing.

1. During the period commencing with the effective date of this Ordinance, an elected officer, candidate, or committee shall use the electronic filing system by electronically filing a Statement that is required to be filed with the City Clerk pursuant to Chapter 4 of the Political Reform Act (California Government Code Section 84100 *et seq.*), unless the officer, candidate or committee is exempt pursuant to California Government Code Section 84615.

2. Any elected officer, candidate, or committee who has electronically filed a statement using the City Clerk's online system is not required to file a copy of that document in paper format with the City Clerk.

3. The City Clerk shall issue an electronic confirmation that notifies the filer that the Statement was received, which notification shall include the date and the time that the Statement was received and the method by which the filer may view and print the data received by the City Clerk. The date of filing for a Statement filed online shall be the day that it is received by the City Clerk.

4. If the City Clerk's online system is not capable of accepting a Statement, an elected officer, candidate, or committee shall file that Statement in paper format with the City Clerk.

5. The online or electronic filing system shall include a procedure for filers to comply with the requirement that they sign statements and reports under penalty of perjury and verify filings pursuant to Section 81004.

6. The online filing system shall enable electronic filers to complete and submit filings free of charge.

C. Availability of Statements for Public Review, Record Retention.

1. The City Clerk's system shall make all the data filed available on the Internet in an easily understood format that provides the greatest public access. The data shall be made available free of charge and as soon as possible after receipt. The data made available on the Internet shall not contain the street name and building number of the persons or entity representatives listed on the electronically filed forms or any bank account number required to be disclosed by the filer. The City Clerk's office shall make a complete, unredacted copy of the statement, including any street names, building numbers, and bank account numbers disclosed by the filer, available to any persons, and available to any person upon request.

2. The City Clerk's office shall maintain, for a period of at least 10 years commencing from the date filed, a secured, official version of each online or electronic statement which shall serve as the official version of that record for purpose of audits and any other legal purpose."

Section 3. Severability. If any portion of this Ordinance, or its application to any person or circumstance, is for any reason held to be invalid, unenforceable or unconstitutional, by a court of competent jurisdiction, that portion shall be deemed severable, and such invalidity, unenforceability or unconstitutionality shall not affect the validity or enforceability of the remaining portions of the Ordinance, or its application to any other person or circumstance. The City Council of the City of Carmel-by-the-Sea hereby declares that it would have adopted each section, sentence, clause or phrase of this Ordinance, irrespective of the fact that any one or more other sections, sentences, clauses or phrases of the Ordinance be declared invalid, unenforceable or unconstitutional.

SECTION 4. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
______________________	______________________
Dave Potter	Britt Avrit, MMC
Mayor	City Clerk

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

January 5, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code.

RECOMMENDATION:

Adopt Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code which constitutes reading of the title and waiver of reading of the Ordinance.

BACKGROUND/SUMMARY:

On September 18, 2018, Governor Brown signed into law Senate Bill ("SB") 946, which adopts state law that imposes limits on how local authorities, including cities, may regulate sidewalk vending. SB 946 is codified in Government Code 51036 and following.

Among other things, SB 946 limits city regulation of sidewalk vending to restrictions that are directly related to objective health, safety, or welfare concerns and prohibits punishment for street vending-related violations unless it is through a civil fine.

SB 946 recognizes, however, that "California has an interest in the regulation of traffic … whether in ensuring the appropriate flow of traffic or in ensuring the safety of pedestrians on the road or the sidewalk," and has acknowledged that there are regulations that are directly related to objective health, safety, or welfare concerns that a city may adopt, which include, but are not limited to, regulations concerning hours of operation, sanitation, sidewalk access, health and vendor permits, compliance with other generally applicable laws, registration requirements, and interference with other special events or permitted activities. In addition, state law recognizes that the health, safety, and welfare interest in providing safe school zones and protecting adjacent streets, sidewalks, and public ways from activities that may disrupt school activities and the health and safety of schoolchildren.

As a result, on January 8, 2019, the City Council adopted Urgency Ordinance 2018-006, and established a sidewalk vending program (Chapter 12.46 of the Municipal Code) that provided regulations that directly related to the objective health, safety, and welfare of the City, and consistent with state law.

Under the proposed Ordinance, vending permits issued pursuant to Urgency Ordinance Nos. 2018-006, and any extensions, will remain in effect until March 1, 2021, and thereafter will expire unless renewed in accordance with Chapter 12.46.

These ordinances are intended to ratify, amend and restate, Chapter 12.46 of the Municipal Code, and the Regular Ordinance is intended to make the sidewalk vending program permanent subject to potential amendments to the Ordinance in the future.

FISCAL IMPACT:

Costs associated with issuance and administration of a sidewalk vendor permit are proposed to be recovered through a fee as adopted by Resolution and sales tax revenue would be collected as part of the required business license each street vendor is required to maintain. There may be indirect costs associated with additional enforcement of the program.

PRIOR CITY COUNCIL ACTION:

January 8, 2019, the City Council adopted Urgency Ordinance 2018-006, and established a sidewalk vending program (Chapter 12.46 of the Municipal Code). The City Council adopted Urgency Ordinance 2020-008 on December 15, 2020.

ATTACHMENTS:

Attachment #1 - Redlined Sidewalk Vendor Ordinance (Chapter 12.26)
Attachment #2 - Ordinance 2020-009 Sidewalk Vending
Attachment #3 - Carmel_Chapter_12.46 (1)

Chapter 12.46
SIDEWALK VENDING PROGRAM

Sections:

12.46.010 Purpose and Findings.

A. Purpose. The purpose of this chapter is to establish a sidewalk vendor permitting and regulatory program that complies with Senate Bill 946 (Chapter 459, Statutes 2018). The provisions of this chapter bring the City into compliance with Senate Bill 946 by removing total prohibitions on sidewalk vending activities while still permitting regulation and enforcement of such activities. Sections 53036-53039 of the California Government Code confers upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. The requirements set forth in this chapter are intended to protect the public's health, safety, and welfare by ensuring that vendors on public property provide safe and sanitary conditions for consumers and the general public, are adequately insured, are properly licensed with other agencies, and that the total number of allowed vending permits in the commercial and residential districts is limited. This chapter is adopted pursuant to the City's police powers for the purpose of regulating vending on public property.

B. Findings. The City Council hereby finds that limitations on sidewalk vending are necessary to:

1. Comply with State Legislation;
2. Promote the health, safety and welfare;
3. Ensure that the Goals and Policies of the City's General Plan are upheld;
4. Ensure that the flow of pedestrian or vehicular traffic including ingress into, or egress from, any residence, public building, or place of business, or from the street to the sidewalk, by persons exiting or entering parked or standing vehicles is maintained;

5. Provide reasonable access for the use and maintenance of sidewalks, pathways, hydrants, restrooms, trash receptacles, firefighting apparatus, as well as access to locations used for public transportation services

6. Protect the quality of life of City residents and minimize disruptions to the quiet enjoyment of residential property by restricting noise- making devices associated with sidewalk vending;

7. Ensure no interference to the performance of police, firefighter, and emergency other medical personnel services;

8. Maximize public access in the commercial districts and along the coast; and

9. Reduce exposure to the City for personal injury or property damage claims and litigation.

C. The City Council hereby finds that the unique characteristics of the City require certain restrictions on sidewalk vending as follows:

1. The majority of the sidewalks and pathways in the City are under ten (10) feet wide and sidewalk vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities in compliance with the American with Disabilities Act (ADA);

2. The City's Commercial District and associated sidewalk areas are extremely popular tourist destinations with unusually high pedestrian and vehicular traffic volumes in which most of the segments of sidewalk are under ten (10) feet in width. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the popularity of these tourist destinations and the narrow sidewalks;

3. The majority of the City's Residential District does not contain City-recognized sidewalks and pedestrian access is limited to the roadway. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the lack of recognized sidewalks;

4. Devendorf Park is .60 acres in size and offers passive types of uses such as picnic. A limit on the number of sidewalk vending permits for Devendorf Park is necessary to promote public health, safety and welfare, and to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

5. The Police Department and Fire Department contain critical infrastructure and restrictions around these facilities are necessary to ensuring health, safety and welfare of the public;

6. Carmel Beach is a coastal and scenic resource and restrictions of sidewalk vending on and around the beach are necessary to protect this resource;

7. The Scenic Pathway is a narrow dirt path located adjacent to Carmel Beach and is a popular tourist destination with high pedestrian traffic volumes. Restrictions on sidewalk vending along the path are necessary to protect the public from injury given the popularity of these tourist destinations and the multiple litigation experiences of the City pertaining to this area; and

8. Mission Trail Nature Preserve is natural resource designated as an environmentally sensitive habitat area. Restrictions of sidewalk vending at this location are necessary to preserve this natural resource.

12.46.20 Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth elsewhere in this Code, the California Business and Professions Code, California Vehicle Code, or California Government Code.

A. "Beach" means any public oceanfront, or bay front beach within the City.

B. "Certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter, or any successor chapter.

C. “City” means the City of Carmel-by-the-Sea.

D. “Code” mean the City of Carmel-by-the-Sea Municipal Code.

E. “Commercial District” means any area zoned exclusively as commercial in Title 17 of the Municipal Code.

F. “Devendorf Park” means the park space located at the northwest corner of Junipero and Ocean Avenues, excluding the sidewalks around the park grounds.

G. "Food" means any item provided in Health and Safety Code Section 113781, or any successor section.

H. “Harassment” mean any form of unauthorized or unpermitted touching, verbal abuse, blockage of pathways or interference with pedestrian traffic.

I. “Human Powered Device” shall mean any device moved by human power, including, but not limited to, a pushcart, wagon, bicycle, tricycle, pedal-driver cart, other non-motorized conveyance, or other wheeled container or mechanism, or from one's person.

J. "Merchandise" means any item(s) that can be sold and immediately obtained from a sidewalk vendor, which is not considered food. Items for rent shall not be considered merchandise.

K. "Owner" shall mean any person or entity owning, or otherwise controlling the operation of any business or activity involving Vending on Public Property.

L. "Park" means public parkland located within City limits including Devendorf Park, Piccadilly Park, First Murphy Park, Forest Hill Park and Vista Lobos Park.

M. "Public Property" shall mean any real property, public easement, public street, street median, alley, parkway, public sidewalk, or other interest therein owned, held, leased, operated or otherwise controlled by the City.

N. "Residential District" means any area zoned exclusively as residential in Title 17 of the Municipal Code.

O. "Roaming Sidewalk Vendor" shall mean a Sidewalk Vendor who moves from place to place and stops only to complete a transaction.

P. "Service Business" means a commercial enterprise that provides work performed by an individual or team for the benefit of its customers.

Q. "Scenic Pathway" means the dirt pathway located westerly and parallel to Scenic Road and adjacent to the beach.

R. "Sidewalk" means that portion other than the roadway, set apart by curbs, barriers, markings or other delineation specifically.

S. "Sidewalk Vendor" shall mean a person who vends goods or merchandise upon a public sidewalk, including, but not limited to vending from a structure, stand, display, showcase, rack, human powered device or other means.

T. "Sidewalk vending receptacle" or "sidewalk vendor receptacle" means a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance used for sidewalk vending activities.

U. "Special Event" shall mean a City permitted event including, but not limited to, festivals, art shows, and/or cultural events.

V. "Stationary Sidewalk Vendor" shall mean a sidewalk vendor who vends from a fixed location.

W. "Vend" or "Vending" shall mean any act of hawking, operating noisemaking devices to attract attention to the vendor, or the displaying, selling, or offering for sale of any displayed goods or merchandise to the public from any carrying device, box, bag, stand, human powered device, or from a vehicle.

12.46.030 Permit Required

A. No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the Community Planning and Building Director, or the Director's designee, under this chapter. The permit fee ~~is $425.00~~ shall be established by resolution of the City Council.

B. No more than ten (10) permits shall be issued by the City that allow sidewalk vending in the commercial or residential districts, including all city-owned parks other than Devendorf Park, in order to protect the public health, safety, and welfare. No more than one commercial/residential permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

C. No more than three (3) permits shall be issued by the City that allow sidewalk vending in Devendorf Park in order to prevent undue concentrations of commercial activity and protect the character of the park. No more than one Devendorf Park permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

D. ~~For the purpose of Urgency Ordinance 2019-006,~~ Sidewalk vendor permits shall be issued in the order that they are received and deemed complete.

E. A written application for a sidewalk vendor permit shall be filed with the Community Planning and Building Director, or the Director's designee, on a form provided by the City, and at a minimum, shall contain the following information:

1. The name, address, and telephone number of the person applying to become a sidewalk vendor;
2. The name, address, and telephone number of the person who will be in charge of any roaming sidewalk vendors, sidewalk vending activity and/or be responsible for the person(s) working at the sidewalk vending receptacle;
3. The name, address, and telephone number of all persons that will be employed as roaming sidewalk vendors or at a sidewalk vending receptacle;
4. The location(s) in the City where the sidewalk vendor intends to operate;
5. The day(s) and hours of operation the sidewalk vendor intends to operate at such location(s);
6. Whether the vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor and, if roaming, the intended path of travel;

7. The dimensions of the sidewalk vendor's sidewalk vending receptacle(s), including a picture of each sidewalk vending receptacle operating under the permit and any signs that will be affixed thereto;

8. Whether the sidewalk vendor will be selling food, merchandise, or both;

9. If the sidewalk vendor is selling food, a description of the type of food to be sold, whether such foods are prepared on site, whether such foods will require a heating element inside or on the sidewalk vending receptacle for food preparation, and the type of heating element, if any;

10. If the vendor is selling merchandise, a description of the merchandise to be sold;

11. Proof of a valid Health permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code, if Vending food;

12. Proof the person possesses a valid California Department of Tax and Fee Administration seller's permit which notes the City as a location or sub-location, which shall be maintained for the duration of the sidewalk vendor's permit;

13. An acknowledgment that the sidewalk vendor will comply with all other generally applicable local, state, and federal laws;

14. A certification that, to their knowledge and belief, the information contained within the application is true;

15. An acknowledgement that the use of public property as authorized by State Legislation shall be at the sidewalk vendor's own risk, and the sidewalk vendor uses public property at their own risk;

16. An acknowledgement that the sidewalk vendor will obtain and maintain throughout the duration of any permit issued under this chapter, any insurance required by the City's Risk Manager and shall name the City as an also named insured under that policy;

17. Any other relevant information required by the Community Planning and Building Director, or the Director's designee; and

18. An agreement by the sidewalk vendor to defend, indemnify, release and hold harmless the City, its City Council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or

indirectly) to the permit or the vendor's sidewalk vending activities. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceeding.

~~C.~~F. Each application for a sidewalk vendor permit shall be accompanied by a non-refundable application fee as established by resolution of the City Council. The application and permit is only applicable to the individual(s) named on the application. If said permit is approved, the permittee shall also obtain a City business license to carry on the activities authorized by said permit.

12.46.040 Issuance of Permit

A. Within thirty (30) calendar days of receiving a complete application, the Community Planning and Building Director, or the Director's designee, may issue a sidewalk vendor permit, with appropriate conditions, as provided for herein, if he/she ~~or she~~ finds based on all of the relevant information that:

1. The conduct of the sidewalk vendor will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet and peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare, nor shall it violate the ADA rules, restrictions and regulations;

2. The conduct of the sidewalk vendor will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the vendor;

3. The conduct of such sidewalk vending activity will not constitute a fire hazard, and all proper safety precautions will be taken;

4. The conduct of such sidewalk vending activity will not require the diversion of police officers to properly police the area of such activity as to interfere with normal police protection for other areas of the City;

5. The sidewalk vendor has not had a permit revoked within the past twelve (12) months;

6. The sidewalk vendor's application contains all required information;

7. The sidewalk vendor has not made a materially false, misleading or fraudulent statement of fact to the City in the application process;

8. The sidewalk vendor has satisfied all the requirements of this chapter;

9. The sidewalk vendor has paid all applicable fees as set by City Council resolution;

10. The sidewalk vendor's sidewalk vending receptacle and proposed activities conform to the requirements of this chapter;

11. The sidewalk vendor has adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City's Risk Manager, or the Risk Manager's designee, and, if required by the City, the City has been named as an additional insured; and

12. The sidewalk vendor has satisfactorily provided all information requested by the Community Planning and Building Director, or the Director's designee, to consider the vendor's application.

B. A sidewalk vendor permit is non-transferable. Any change in ownership or operation of a sidewalk vendor or sidewalk vending receptacle requires a new permit under this chapter.

C. Sidewalk vendor permits shall expire one year after issuance, unless renewed on or before the expiration date.~~All permits shall expire with the expiration of Urgency Ordinance 2019-006 or with the adoption of standard ordinance, whichever comes first.~~

12.46.050 Operating Conditions

All sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:

A. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. If affixed to the sidewalk vendor receptacle, the overall space taken up by the sidewalk vendor receptacle shall not exceed the size requirements provided in this section and shall be in possession of a current Health and Safety permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code and California Seller’s Permit;

B. The sidewalk vendor permit shall be displayed conspicuously at all times on the sidewalk vending receptacle or the sidewalk vendor's person;

C. Only one sidewalk vendor is permitted to operate per permit;

D. The sidewalk vendor shall submit a monthly report to the Community Planning and Building Department identifying the number of hours operated.

E. Sidewalk vendors shall ensure that all required insurance is in effect prior to conducting any sidewalk vendor activities and maintained for the duration of the permit;

F. Sidewalk vendors shall not leave their sidewalk vending receptacle unattended for any reason except for temporary use of the restroom;

G. Sidewalk vending receptacles shall not be stored on public property and shall be removed from City property when not in active use by a sidewalk vendor;

H. All sidewalk vendors shall allow a police officer, firefighter, life safety services officer, code enforcement officer, health inspector, or other government official charged with enforcing laws related to the street vendor's activities, at any time, to inspect their sidewalk vending receptacle for compliance with the size requirements of this chapter and to ensure the safe operation of any heating elements used to prepare food;

I. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of forty-eight (48) inches, a total width of thirty-two (32) inches, and a total length of forty-eight (48) inches. An exception is provided for umbrellas or other means of cover and shall be no larger than the minimum required by the Monterey County Health Department; merchandise shall not be affixed to any cover;

J. No sidewalk vending receptacle shall contain explosive or hazardous materials, other than propane necessary for heating purposes;

K. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacle and shall not empty their trash into public trashcans. The size of the vendor's trash container shall be taken into account when assessing the total size limit of a sidewalk vending receptacle. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation;

L. Sidewalk vendors shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities that is discharged on public property. Failure to comply will result in the City taking appropriate action to clean the discharge at the vendor’s expense. The vendor permit will thereafter be suspended until such time as the expense associated with cleanup has been reimbursed to the City;

M. Sidewalk vendors shall comply with all provisions of ~~CMC~~ Chapter 8.~~96~~68 [Environmentally Acceptable Materials] of this Code;

N. Sidewalk vendors shall comply with the Federal Americans with Disabilities Act of 1990 and amendments thereto, and state disability rights laws;

O. Sidewalk vendors shall maintain a minimum four (4) foot clear accessible path free from obstructions, including sidewalk vending receptacles and customer queuing area;

P. Sidewalk vendors shall not use any noise making devices in association with the sale, display or offering for sale of items, such as megaphones, bells, whistles, and the like;

Q. Sidewalk vendors shall comply with the noise standards provided in Chapter 8.56 of this Code, or any successor chapters;

R. In parks, sidewalk vendors shall not approach persons to sell food or merchandise;

S. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor's person;

T. Sidewalk vendors shall not use any electrical, flashing, wind powered, or animated sign;

U. The sidewalk vendor is permitted a maximum of one sign not exceeding three (3) square feet in area; and no free-standing sign shall be placed on a public street or sidewalk;

~~V. The sale of souvenir merchandise, as defined in CMC 17.14.040, is prohibited; and~~

~~W. The sale of formula food, as defined in CMC 17.70.020, is prohibited.~~

12.46.060 Prohibited Locations

A. Sidewalk vendors shall not engage in sidewalk vending activities at the following locations:

1. Carmel Beach and the adjacent Scenic Pathway;
2. Mission Trail Nature Preserve;
3. Any public property that does not meet the definition of a sidewalk or pathway including, but not limited to, any alley, intra-block walkway, beach, square, street, street end, or parking lot;
4. Within one hundred (100) feet for the Police and Fire Departments
5. Within fifty (50) feet of:
    a. A permitted certified farmers' market or swap meet during the limited operating hours of that certified farmers' market or swap meet;
    b. An area designated for a special event permit issued by the City, during the limited duration of the special event, if the City provides the sidewalk vendor any notice, business interruption mitigation, or

other rights the City provided to any affected businesses or property owners under the City's special event permit; or

c. The Del Mar Parking Lot including the adjacent sidewalks and restroom area.

6. Within twenty-five (25) feet of:

a. The monuments located within Devendorf Park;

b. Another sidewalk vendor; or

c. Any police officer, firefighter, lifeguard or emergency medical personnel who are actively performing their duties or providing services to the public.

7. Within five (5) feet of any:

a. Business entrance and/or display window;

b. Fire hydrant;

c. Intersection of a street and a sidewalk;

d~~e~~. Curb which has been designated as white, yellow, blue, or red zone, or a bus zone;

e~~f~~. Driveway, alley, or entrance to a parking lot or parking garage; or

f~~g~~. Trash receptacle, bike rack, bench, bus stop, restroom, or similar public use items.

8. Sidewalk vendors shall not sell food or merchandise or engage in any sidewalk vending activities on any portion of a commercial district sidewalk that has a width of less than ten (10) feet.

9. A sidewalk vendor may pass through narrower portions of commercial district sidewalk in order to reach their destination, but shall not conduct business on any portion of sidewalk that is less than ten (10) feet in width.

10. At any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire; or.

B. Stationary sidewalk vendors shall not operate in the residential zoning districts.

C. Sidewalk vending receptacles shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to lampposts, fire hydrants, benches, bus shelters, newsstands, trashcans or traffic barriers.

12.46.070 Prohibited Activities

A. Sidewalk vendors shall not engage in any of the following activities:

1. Renting merchandise to customers;
2. Providing a service that is neither defined a merchandise or food;
3. Displaying or advertising merchandise or food that is not available for immediate sale;
4. Selling of alcohol, cannabis, adult oriented material, tobacco products, products that contain nicotine or any product used to smoke/vape nicotine or cannabis;
5. Using an open flame or charcoal-fueled device on or within any sidewalk vending receptacle;
6. Using an electrical outlet or power source, or water sources, that is owned by the City or another person other than the sidewalk vendor;
7. Harassing~~ment of~~ customers as defined in ~~CMC~~ Section 12.46.020 of this Code;
8. Knowingly making false statements or misrepresentations during the course of offering food or merchandise for sale;
9. Blocking or impeding the path of the person(s) being offered food or merchandise to purchase;
10. Touching the person(s) being offered food or merchandise without that person(s)' consent;
11. Placing their sidewalk vending receptacles outside of any pathway or sidewalk when engaging in sidewalk vending activities;
12. Conducting the retail sales of souvenirs, in accordance with Section 17.14.040.T.13 of this Code; or

~~11.~~13. Operating as a formula food establishment, as defined in Section 17.70.020 of this Code.

B. Sidewalk vending is permitted during the following times:

1. Within the commercial districts, including any parks contained within these districts, between the hours of 8:00 a.m. and 9:00 p.m. daily.
2. Within residential districts, including any parks contained within these districts, between the hours of 9:00 a.m. and 6:00 p.m. daily.

12.46.080 Penalties

A. As prescribed by State Legislation, violations of this chapter may not be prosecuted as infractions or misdemeanors and shall only be punished by the following administrative citation and revocation structure.

B. Except as otherwise provided in this chapter, any violation of this chapter shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding one hundred dollars ($100) for a first violation;
2. An administrative fine not exceeding two hundred dollars ($200) for a second violation within one (1) year of the first violation;
3. An administrative fine not exceeding five hundred dollars ($500) for each additional violation within one (1) year of the first violation.

C. If a sidewalk vendor violates any portion of this chapter and cannot present the citing officer with a proof of a valid sidewalk vendor permit, the sidewalk vendor shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding two hundred fifty dollars ($250) for a first violation;
2. An administrative fine not exceeding five hundred dollars ($500) for a second violation within one (1) year of the first violation;
3. An administrative fine not exceeding one thousand dollars ($1,000) for each additional violation within one (1) year of the first violation.;

D. Upon proof of a valid sidewalk vendor permit issued by the City, the administrative fines set forth in Subsection 12.46.~~070~~080.~~(B~~C) shall be reduced to the administrative fines set forth in Subsection 12.46.~~070~~080.~~(A)~~B~~; and~~.

E. The Community Planning and Building Director, or the Director's designee, may revoke a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations within one (1) year of the first violation.

12.46.090 Appeals

A. All appeals of administrative citations shall be conducted in accordance with Section 18.04.150 of this Code.

B. Decisions of the Community Planning and Building Director, or the Director's designee, to revoke a permit shall be appealed in the following manner:

1. Request for an appeal hearing shall be processed in accordance with Section 18.04.090 of this Code, or any successor section;

2. Decisions that are appealed shall not become effective until the appeal is resolved;

3. Appeals of decisions shall be made in writing on forms provided by the City;

4. All appeals of decisions shall be heard by a Hearing Officer designated pursuant to Section 18.04.110 of this Code; and

5. The Hearing Officer may uphold or deny the decision and the decision of the Hearing Officer shall be final.

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

ORDINANCE NO. 2020-009

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING AND RESTATING CHAPTER 12.46 (SIDEWALK VENDING PROGRAM) OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE

WHEREAS, on September 18, 2018, Governor Brown signed into law Senate Bill ("SB") 946, which adopts state law that imposes limits on how local authorities, including cities, may regulate sidewalk vending. SB 946 is codified in Government Code 51036 and following; and

WHEREAS, among other things, SB 946 limits city regulation of sidewalk vending to restrictions that are directly related to objective health, safety, or welfare concerns and prohibits punishment for street vending-related violations unless it is through a civil fine; and

WHEREAS, SB 946 recognizes, however, that "California has an interest in the regulation of traffic … whether in ensuring the appropriate flow of traffic or in ensuring the safety of pedestrians on the road or the sidewalk," and has acknowledged that there are regulations that are directly related to objective health, safety, or welfare concerns that a city may adopt, which include, but are not limited to, regulations concerning hours of operation, sanitation, sidewalk access, health and vendor permits, compliance with other generally applicable laws, registration requirements, and interference with other special events or permitted activities. In addition, state law recognizes that the health, safety, and welfare interest in providing safe school zones and protecting adjacent streets, sidewalks, and public ways from activities that may disrupt school activities and the health and safety of schoolchildren; and

WHEREAS, as a result, on January 8, 2019, the City Council adopted Urgency Ordinance 2018-006, and established a sidewalk vending program (Chapter 12.46 of the municipal code) that provided regulations that directly related to the objective health, safety, and welfare of the City, and consistent with state law. The Urgency Ordinance was extended and currently expires on December 20, 2020. The City desires to ratify, amend and restate, Chapter 12.46 of the municipal code, and make its sidewalk vending program permanent.

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

SECTION 1. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

SECTION 2. Chapter 12.46 (Sidewalk Vending Program). Chapter 12.46 of the Carmel-by-the-Sea Municipal Code is amended and restated as set forth in Exhibit A. Sidewalk vending permits issued pursuant to Urgency Ordinance Nos. 2018-006, 2019-005 and 2019-006 will remain in effect until March 1, 2021, and thereafter will expire unless renewed in accordance with Chapter 12.46.

SECTION 3. Severability. If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will 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 and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the ordinance would be subsequently declared invalid or unconstitutional.

SECTION 4. Repeal. Except for the Urgency Ordinance adopted regarding street vending on December 8, 2020, prior Urgency Ordinances on the subject of street vending including, but not limited to, Urgency Ordinance No. 2018-006, Urgency Ordinance No. 2019-005 and Urgency Ordinance No. 2019-006 are hereby repealed.

SECTION 5. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this 5th day of January, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
__________________________	__________________________
Dave Potter	Britt Avrit, MMC
Mayor	City Clerk

Chapter 12.46
SIDEWALK VENDING PROGRAM

Sections:

12.46.010 Purpose and Findings.

A. Purpose. The purpose of this chapter is to establish a sidewalk vendor permitting and regulatory program that complies with Senate Bill 946 (Chapter 459, Statutes 2018). The provisions of this chapter bring the City into compliance with Senate Bill 946 by removing total prohibitions on sidewalk vending activities while still permitting regulation and enforcement of such activities. Sections 53036-53039 of the California Government Code confers upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. The requirements set forth in this chapter are intended to protect the public's health, safety, and welfare by ensuring that vendors on public property provide safe and sanitary conditions for consumers and the general public, are adequately insured, are properly licensed with other agencies, and that the total number of allowed vending permits in the commercial and residential districts is limited. This chapter is adopted pursuant to the City's police powers for the purpose of regulating vending on public property.

B. Findings. The City Council hereby finds that limitations on sidewalk vending are necessary to:

1. Comply with State Legislation;

2. Promote the health, safety and welfare;

3. Ensure that the Goals and Policies of the City's General Plan are upheld;

4. Ensure that the flow of pedestrian or vehicular traffic including ingress into, or egress from, any residence, public building, or place of business, or from the street to the sidewalk, by persons exiting or entering parked or standing vehicles is maintained;

5. Provide reasonable access for the use and maintenance of sidewalks, pathways, hydrants, restrooms, trash receptacles, firefighting apparatus, as well as access to locations used for public transportation services

6. Protect the quality of life of City residents and minimize disruptions to the quiet enjoyment of residential property by restricting noise- making devices associated with sidewalk vending;

7. Ensure no interference to the performance of police, firefighter, and emergency other medical personnel services;

8. Maximize public access in the commercial districts and along the coast; and

9. Reduce exposure to the City for personal injury or property damage claims and litigation.

C. The City Council hereby finds that the unique characteristics of the City require certain restrictions on sidewalk vending as follows:

1. The majority of the sidewalks and pathways in the City are under ten (10) feet wide and sidewalk vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities in compliance with the American with Disabilities Act (ADA);

2. The City's Commercial District and associated sidewalk areas are extremely popular tourist destinations with unusually high pedestrian and vehicular traffic volumes in which most of the segments of sidewalk are under ten (10) feet in width. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the popularity of these tourist destinations and the narrow sidewalks;

3. The majority of the City's Residential District does not contain City- recognized sidewalks and pedestrian access is limited to the roadway. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the lack of recognized sidewalks;

4. Devendorf Park is .60 acres in size and offers passive types of uses such as picnic. A limit on the number of sidewalk vending permits for Devendorf Park is necessary to promote public health, safety and welfare, and to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

5. The Police Department and Fire Department contain critical infrastructure and restrictions around these facilities are necessary to ensuring health, safety and welfare of the public;

6. Carmel Beach is a coastal and scenic resource and restrictions of sidewalk vending on and around the beach are necessary to protect thisresource;

7. The Scenic Pathway is a narrow dirt path located adjacent to Carmel Beach and is a popular tourist destination with high pedestrian traffic volumes. Restrictions on sidewalk vending along the path are necessary to protect the public from injury given the popularity of these tourist destinations and the multiple litigation experiences of the City pertaining to this area; and

8. Mission Trail Nature Preserve is natural resource designated as an environmentally sensitive habitat area. Restrictions of sidewalk vending at this location are necessary to preserve this natural resource.

12.46.20 Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth elsewhere in this Code, the California Business and Professions Code, California Vehicle Code, or California Government Code.

A. "Beach" means any public oceanfront, or bay front beach within the City.

B. "Certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter, or any successor chapter.

C. “City” means the City of Carmel-by-the-Sea.

D. “Code” mean the City of Carmel-by-the-Sea Municipal Code.

E. “Commercial District” means any area zoned exclusively as commercial in Title 17 of the Municipal Code.

F. “Devendorf Park” means the park space located at the northwest corner of Junipero and Ocean Avenues, excluding the sidewalks around the park grounds.

G. "Food" means any item provided in Health and Safety Code Section 113781, or any successor section.

H. “Harassment” mean any form of unauthorized or unpermitted touching, verbal abuse, blockage of pathways or interference with pedestrian traffic.

I. “Human Powered Device” shall mean any device moved by human power, including, but not limited to, a pushcart, wagon, bicycle, tricycle, pedal-driver cart, other non-motorized conveyance, or other wheeled container or mechanism, or from one’s person.

J. "Merchandise" means any item(s) that can be sold and immediately obtained from a sidewalk vendor, which is not considered food. Items for rent shall not be considered merchandise.

K. “Owner” shall mean any person or entity owning, or otherwise controlling the operation of any business or activity involving Vending on Public Property.

L. "Park" means public parkland located within City limits including Devendorf Park, Piccadilly Park, First Murphy Park, Forest Hill Park and Vista Lobos Park.

M. “Public Property” shall mean any real property, public easement, public street, street median, alley, parkway, public sidewalk, or other interest therein owned, held, leased, operated or otherwise controlled by the City.

N. "Residential District" means any area zoned exclusively as residential in Title 17 of the Municipal Code.

O. “Roaming Sidewalk Vendor” shall mean a Sidewalk Vendor who moves from place to place and stops only to complete a transaction.

P. “Service Business” means a commercial enterprise that provides work performed by an individual or team for the benefit of its customers.

Q. "Scenic Pathway" means the dirt pathway located westerly and parallel to Scenic Road and adjacent to the beach.

R. "Sidewalk" means that portion other than the roadway, set apart by curbs, barriers, markings or other delineation specifically.

S. “Sidewalk Vendor” shall mean a person who vends goods or merchandise upona public sidewalk, including, but not limited to vending from a structure, stand, display, showcase, rack, human powered device or other means.

T. "Sidewalk vending receptacle" or "sidewalk vendor receptacle" means a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance used for sidewalk vending activities.

U. “Special Event” shall mean a City permitted event including, but not limited to, festivals, art shows, and/or cultural events.

V. “Stationary Sidewalk Vendor” shall mean a sidewalk vendor who vends from a fixed location.

W. “Vend” or “Vending” shall mean any act of hawking, operating noisemaking devices to attract attention to the vendor, or the displaying, selling, or offering for sale of any displayed goods or merchandise to the public from any carrying device, box, bag, stand, human powered device, or from a vehicle.

12.46.030 Permit Required

A. No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the Community Planning and Building Director, or the Director's designee, under this chapter. The permit fee shall be established by resolution of the City Council.

B. No more than ten (10) permits shall be issued by the City that allow sidewalk vending in the commercial or residential districts, including all city-owned parks other than Devendorf Park, in order to protect the public health, safety, and welfare. No more than one commercial/residential permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

C. No more than three (3) permits shall be issued by the City that allow sidewalk vending in Devendorf Park in order to prevent undue concentrations of commercial activity and protect the character of the park. No more than one Devendorf Park permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

D. Sidewalk vendor permits shall be issued in the order that they are received and deemed complete.

E. A written application for a sidewalk vendor permit shall be filed with the Community Planning and Building Director, or the Director's designee, on a form provided by the City, and at a minimum, shall contain the following information:

1. The name, address, and telephone number of the person applying to become a sidewalk vendor;

2. The name, address, and telephone number of the person who will be in charge of any roaming sidewalk vendors, sidewalk vending activity and/or be responsible for the person(s) working at the sidewalk vending receptacle;

3. The name, address, and telephone number of all persons that will be employed as roaming sidewalk vendors or at a sidewalk vending receptacle;

4. The location(s) in the City where the sidewalk vendor intends to operate;

5. The day(s) and hours of operation the sidewalk vendor intends to operate at such location(s);
6. Whether the vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor and, if roaming, the intended path of travel;
7. The dimensions of the sidewalk vendor's sidewalk vending receptacle(s), including a picture of each sidewalk vending receptacle operating under the permit and any signs that will be affixed thereto;
8. Whether the sidewalk vendor will be selling food, merchandise, or both;
9. If the sidewalk vendor is selling food, a description of the type of food to be sold, whether such foods are prepared on site, whether such foods will require a heating element inside or on the sidewalk vending receptacle for food preparation, and the type of heating element, if any;
10. If the vendor is selling merchandise, a description of the merchandise to be sold;
11. Proof of a valid Health permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code, if Vending food;
12. Proof the person possesses a valid California Department of Tax and Fee Administration seller's permit which notes the City as a location or sub- location, which shall be maintained for the duration of the sidewalk vendor's permit;
13. An acknowledgment that the sidewalk vendor will comply with all other generally applicable local, state, and federal laws;
14. A certification that, to their knowledge and belief, the information contained within the application is true;
15. An acknowledgement that the use of public property as authorized by State Legislation shall be at the sidewalk vendor's own risk, and the sidewalk vendor uses public property at their own risk;
16. An acknowledgement that the sidewalk vendor will obtain and maintain throughout the duration of any permit issued under this chapter, any insurance required by the City's Risk Manager and shall name the City as an also named insured under that policy;
17. Any other relevant information required by the Community Planning and Building Director, or the Director's designee; and

18. An agreement by the sidewalk vendor to defend, indemnify, release and hold harmless the City, its City Council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or indirectly) to the permit or the vendor's sidewalk vending activities. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceeding.

F. Each application for a sidewalk vendor permit shall be accompanied by a non- refundable application fee as established by resolution of the City Council. The application and permit is only applicable to the individual(s) named on the application. If said permit is approved, the permittee shall also obtain a City business license to carry on the activities authorized by said permit.

12.46.040 Issuance of Permit

A. Within thirty (30) calendar days of receiving a complete application, the Community Planning and Building Director, or the Director’s designee, may issue a sidewalk vendor permit, with appropriate conditions, as provided for herein, if he/she finds based on all of the relevant information that:

1. The conduct of the sidewalk vendor will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet and peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare, nor shall it violate the ADA rules, restrictions and regulations;

2. The conduct of the sidewalk vendor will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by thevendor;

3. The conduct of such sidewalk vending activity will not constitute a fire hazard, and all proper safety precautions will be taken;

4. The conduct of such sidewalk vending activity will not require the diversion of police officers to properly police the area of such activity as to interfere with normal police protection for other areas of the City;

5. The sidewalk vendor has not had a permit revoked within the past twelve (12) months;

6. The sidewalk vendor's application contains all required information;

7. The sidewalk vendor has not made a materially false, misleading or fraudulent statement of fact to the City in the application process;

8. The sidewalk vendor has satisfied all the requirements of this chapter;

9. The sidewalk vendor has paid all applicable fees as set by City Council resolution;

10. The sidewalk vendor's sidewalk vending receptacle and proposed activities conform to the requirements of this chapter;

11. The sidewalk vendor has adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City's Risk Manager, or the Risk Manager's designee, and, if required by the City, the City has been named as an additional insured; and

12. The sidewalk vendor has satisfactorily provided all information requested by the Community Planning and Building Director, or the Director's designee, to consider the vendor's application.

B. A sidewalk vendor permit is non-transferable. Any change in ownership or operation of a sidewalk vendor or sidewalk vending receptacle requires a new permit under this chapter.

C. Sidewalk vendor permits shall expire one year after issuance, unless renewed on or before the expiration date.

12.46.050 Operating Conditions

All sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:

A. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. If affixed to the sidewalk vendor receptacle, the overall space taken up by the sidewalk vendor receptacle shall not exceed the size requirements provided in this section and shall be in possession of a current Health and Safety permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code and California Seller’s Permit.

B. The sidewalk vendor permit shall be displayed conspicuously at all times on the sidewalk vending receptacle or the sidewalk vendor's person.

C. Only one sidewalk vendor is permitted to operate per permit.

D. The sidewalk vendor shall submit a monthly report to the Community Planning and Building Department identifying the number of hours operated.

E. Sidewalk vendors shall ensure that all required insurance is in effect prior to conducting any sidewalk vendor activities and maintained for the duration of the permit.

F. Sidewalk vendors shall not leave their sidewalk vending receptacle unattended for any reason except for temporary use of the restroom.

G. Sidewalk vending receptacles shall not be stored on public property and shall be removed from City property when not in active use by a sidewalk vendor.

H. All sidewalk vendors shall allow a police officer, firefighter, life safety services officer, code enforcement officer, health inspector, or other government official charged with enforcing laws related to the street vendor's activities, at any time, to inspect their sidewalk vending receptacle for compliance with the size requirements of this chapter and to ensure the safe operation of any heating elements used to prepare food.

I. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of forty-eight (48) inches, a total width of thirty-two (32) inches, and a total length of forty-eight (48) inches. An exception is provided for umbrellas or other means of cover and shall be no larger than the minimum required by the Monterey County Health Department; merchandise shall not be affixed to any cover.

J. No sidewalk vending receptacle shall contain explosive or hazardous materials, other than propane necessary for heating purposes.

K. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacle and shall not empty their trash into public trashcans. The size of the vendor's trash container shall be taken into account when assessing the total size limit of a sidewalk vending receptacle. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation.

L. Sidewalk vendors shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities that is discharged on public property. Failure to comply will result in the City taking appropriate action to clean the discharge at the vendor’s expense. The vendor permit will thereafter be suspended until such time as the expense associated with cleanup has been reimbursed to the City.

M. Sidewalk vendors shall comply with all provisions of Chapter 8.68 [Environmentally Acceptable Materials] of this Code.

N. Sidewalk vendors shall comply with the Federal Americans with Disabilities Act of 1990 and amendments thereto, and state disability rights laws.

O. Sidewalk vendors shall maintain a minimum four (4) foot clear accessible path free from obstructions, including sidewalk vending receptacles and customer queuing area.

P. Sidewalk vendors shall not use any noise making devices in association with the sale, display or offering for sale of items, such as megaphones, bells, whistles, and the like.

Q. Sidewalk vendors shall comply with the noise standards provided in Chapter 8.56 of this Code, or any successor chapters.

R. In parks, sidewalk vendors shall not approach persons to sell food or merchandise.

S. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor'sperson.

T. Sidewalk vendors shall not use any electrical, flashing, wind powered, or animated sign.

U. The sidewalk vendor is permitted a maximum of one sign not exceeding three (3) square feet in area; and no free-standing sign shall be placed on a public street or sidewalk.

12.46.060 Prohibited Locations

A. Sidewalk vendors shall not engage in sidewalk vending activities at the following locations:

1. Carmel Beach and the adjacent Scenic Pathway.
2. Mission Trail Nature Preserve.
3. Any public property that does not meet the definition of a sidewalk or pathway including, but not limited to, any alley, intra-block walkway, beach, square, street, street end, or parking lot.
4. Within one hundred (100) feet for the Police and Fire Departments.
5. Within fifty (50) feet of:
    a. A permitted certified farmers' market or swap meet during the limited operating hours of that certified farmers' market or swap meet.
    b. An area designated for a special event permit issued by the City, during the limited duration of the special event, if the City provides the sidewalk vendor any notice, business interruption mitigation, or other rights the City provided to any affected businesses or property owners under the City's special event permit.

c. The Del Mar Parking Lot including the adjacent sidewalks and restroom area.

6. Within twenty-five (25) feet of:

   a. The monuments located within Devendorf Park.

   b. Another sidewalk vendor.

   c. Any police officer, firefighter, lifeguard or emergency medical personnel who are actively performing their duties or providing services to the public.

7. Within five (5) feet of any:

   a. Business entrance and/or display window.

   b. Fire hydrant.

   c. Intersection of a street and a sidewalk.

   d. Curb which has been designated as white, yellow, blue, or red zone, or a bus zone.

   e. Driveway, alley, or entrance to a parking lot or parking garage.

   f. Trash receptacle, bike rack, bench, bus stop, restroom, or similar public use items.

8. Sidewalk vendors shall not sell food or merchandise or engage in any sidewalk vending activities on any portion of a commercial district sidewalk that has a width of less than ten (10) feet.

9. A sidewalk vendor may pass through narrower portions of commercial district sidewalk in order to reach their destination, but shall not conduct business on any portion of sidewalk that is less than ten (10) feet in width.

10. At any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.

B. Stationary sidewalk vendors shall not operate in the residential zoning districts.

C. Sidewalk vending receptacles shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to lampposts, fire hydrants, benches, bus shelters, newsstands, trashcans or traffic barriers.

12.46.070 Prohibited Activities

A. Sidewalk vendors shall not engage in any of the following activities:

1. Renting merchandise to customers.

2. Providing a service that is neither defined a merchandise or food.

3. Displaying or advertising merchandise or food that is not available for immediate sale.

4. Selling of alcohol, cannabis, adult oriented material, tobacco products, products that contain nicotine or any product used to smoke/vape nicotine or cannabis.

5. Using an open flame or charcoal-fueled device on or within any sidewalk vending receptacle.

6. Using an electrical outlet or power source, or water sources, that is owned by the City or another person other than the sidewalk vendor.

7. Harassing customers as defined in Section 12.46.020 of this Code.

8. Knowingly making false statements or misrepresentations during the course of offering food or merchandise for sale.

9. Blocking or impeding the path of the person(s) being offered food or merchandise to purchase.

10. Touching the person(s) being offered food or merchandise without that person(s)' consent.

11. Placing their sidewalk vending receptacles outside of any pathway or sidewalk when engaging in sidewalk vending activities.

12. Conducting the retail sales of souvenirs, in accordance with Section 17.14.040.T.13 of this Code.

13. Operating as a formula food establishment, as defined in Section 17.70.020 of this Code.

B. Sidewalk vending is permitted during the following times:

1. Within the commercial districts, including any parks contained within these districts, between the hours of 8:00 a.m. and 9:00 p.m. daily.

2. Within residential districts, including any parks contained within these districts, between the hours of 9:00 a.m. and 6:00 p.m. daily.

12.46.080 Penalties

A. As prescribed by State Legislation, violations of this chapter may not be prosecuted as infractions or misdemeanors and shall only be punished by the following administrative citation and revocation structure.

B. Except as otherwise provided in this chapter, any violation of this chapter shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding one hundred dollars ($100) for a first violation.

2. An administrative fine not exceeding two hundred dollars ($200) for a second violation within one (1) year of the first violation.

3. An administrative fine not exceeding five hundred dollars ($500) for each additional violation within one (1) year of the first violation.

C. If a sidewalk vendor violates any portion of this chapter and cannot present the citing officer with a proof of a valid sidewalk vendor permit, the sidewalk vendor shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding two hundred fifty dollars ($250) for a first violation.

2. An administrative fine not exceeding five hundred dollars ($500) for a second violation within one (1) year of the first violation.

3. An administrative fine not exceeding one thousand dollars ($1,000) for each additional violation within one (1) year of the first violation.

D. Upon proof of a valid sidewalk vendor permit issued by the City, the administrative fines set forth in Subsection 12.46.080.C shall be reduced to the administrative fines set forth in Subsection 12.46.080.B.

E. The Community Planning and Building Director, or the Director's designee, may revoke a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations within one (1) year of the first violation.

12.46.090 Appeals

A. All appeals of administrative citations shall be conducted in accordance with Section 18.04.150 of this Code.

B. Decisions of the Community Planning and Building Director, or the Director's designee, to revoke a permit shall be appealed in the following manner:

1. Request for an appeal hearing shall be processed in accordance with Section 18.04.090 of this Code, or any successor section.

2. Decisions that are appealed shall not become effective until the appeal is resolved.

3. Appeals of decisions shall be made in writing on forms provided by the City.

4. All appeals of decisions shall be heard by a Hearing Officer designated pursuant to Section 18.04.110 of this Code.

5. The Hearing Officer may uphold or deny the decision and the decision of the Hearing Officer shall be final.

Chapter 12.46
SIDEWALK VENDING PROGRAM

Sections:

12.46.010 Purpose and Findings.

A. Purpose. The purpose of this chapter is to establish a sidewalk vendor permitting and regulatory program that complies with Senate Bill 946 (Chapter 459, Statutes 2018). The provisions of this chapter bring the City into compliance with Senate Bill 946 by removing total prohibitions on sidewalk vending activities while still permitting regulation and enforcement of such activities. Sections 53036-53039 of the California Government Code confers upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry. The requirements set forth in this chapter are intended to protect the public's health, safety, and welfare by ensuring that vendors on public property provide safe and sanitary conditions for consumers and the general public, are adequately insured, are properly licensed with other agencies, and that the total number of allowed vending permits in the commercial and residential districts is limited. This chapter is adopted pursuant to the City's police powers for the purpose of regulating vending on public property.

B. Findings. The City Council hereby finds that limitations on sidewalk vending are necessary to:

1. Comply with State Legislation;

2. Promote the health, safety and welfare;

3. Ensure that the Goals and Policies of the City's General Plan are upheld;

4. Ensure that the flow of pedestrian or vehicular traffic including ingress into, or egress from, any residence, public building, or place of business, or from the street to the sidewalk, by persons exiting or entering parked or standing vehicles is maintained;

5. Provide reasonable access for the use and maintenance of sidewalks, pathways, hydrants, restrooms, trash receptacles, firefighting apparatus, as well as access to locations used for public transportation services

6. Protect the quality of life of City residents and minimize disruptions to the quiet enjoyment of residential property by restricting noise- making devices associated with sidewalk vending;

7. Ensure no interference to the performance of police, firefighter, and emergency other medical personnel services;

8. Maximize public access in the commercial districts and along the coast; and

9. Reduce exposure to the City for personal injury or property damage claims and litigation.

C. The City Council hereby finds that the unique characteristics of the City require certain restrictions on sidewalk vending as follows:

1. The majority of the sidewalks and pathways in the City are under ten (10) feet wide and sidewalk vending in these areas would unreasonably interfere with the flow of pedestrians and disrupt access for persons with disabilities in compliance with the American with Disabilities Act (ADA);

2. The City's Commercial District and associated sidewalk areas are extremely popular tourist destinations with unusually high pedestrian and vehicular traffic volumes in which most of the segments of sidewalk are under ten (10) feet in width. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the popularity of these tourist destinations and the narrow sidewalks;

3. The majority of the City's Residential District does not contain City-recognized sidewalks and pedestrian access is limited to the roadway. A limit on the number of sidewalk vending permits issued by the City is necessary to protect the public from injury given the lack of recognized sidewalks;

4. Devendorf Park is .60 acres in size and offers passive types of uses such as picnic. A limit on the number of sidewalk vending permits for Devendorf Park is necessary to promote public health, safety and welfare, and to prevent an undue concentration of commercial activity that unreasonably interferes with the scenic and natural character of the park.

5. The Police Department and Fire Department contain critical infrastructure and restrictions around these facilities are necessary to ensuring health, safety and welfare of the public;

6. Carmel Beach is a coastal and scenic resource and restrictions of sidewalk vending on and around the beach are necessary to protect this resource;

7. The Scenic Pathway is a narrow dirt path located adjacent to Carmel Beach and is a popular tourist destination with high pedestrian traffic volumes. Restrictions on sidewalk vending along the path are necessary to protect the public from injury given the popularity of these tourist destinations and the multiple litigation experiences of the City pertaining to this area; and

8. Mission Trail Nature Preserve is natural resource designated as an environmentally sensitive habitat area. Restrictions of sidewalk vending at this location are necessary to preserve this natural resource.

12.46.020 Definitions

Unless the contrary is stated or clearly appears from the context, the following definitions govern the construction of the words and phrases used in this chapter. Words and phrases not defined by this chapter have the meaning set forth elsewhere in this Code, the California Business and Professions Code, California Vehicle Code, or California Government Code.

A. "Beach" means any public oceanfront, or bay front beach within the City.

B. "Certified farmers' market" means a location operated in accordance with Chapter 10.5 (commencing with Section 47000) of Division 17 of the Food and Agricultural Code and any regulations adopted pursuant to that chapter, or any successor chapter.

C. “City” means the City of Carmel-by-the-Sea.

D. “Code” mean the City of Carmel-by-the-Sea Municipal Code.

E. “Commercial District” means any area zoned exclusively as commercial in Title 17 of the Municipal Code.

F. “Devendorf Park” means the park space located at the northwest corner of Junipero and Ocean Avenues, excluding the sidewalks around the park grounds.

G. "Food" means any item provided in Health and Safety Code Section 113781, or any successor section.

H. “Harassment” mean any form of unauthorized or unpermitted touching, verbal abuse, blockage of pathways or interference with pedestrian traffic.

I. “Human Powered Device” shall mean any device moved by human power, including, but not limited to, a pushcart, wagon, bicycle, tricycle, pedal-driver cart, other non-motorized conveyance, or other wheeled container or mechanism, or from one's person.

J. "Merchandise" means any item(s) that can be sold and immediately obtained from a sidewalk vendor, which is not considered food. Items for rent shall not be considered merchandise.

K. "Owner" shall mean any person or entity owning, or otherwise controlling the operation of any business or activity involving Vending on Public Property.

L. "Park" means public parkland located within City limits including Devendorf Park, Piccadilly Park, First Murphy Park, Forest Hill Park and Vista Lobos Park.

M. "Public Property" shall mean any real property, public easement, public street, street median, alley, parkway, public sidewalk, or other interest therein owned, held, leased, operated or otherwise controlled by the City.

N. "Residential District" means any area zoned exclusively as residential in Title 17 of the Municipal Code.

O. "Roaming Sidewalk Vendor" shall mean a Sidewalk Vendor who moves from place to place and stops only to complete a transaction.

P. "Service Business" means a commercial enterprise that provides work performed by an individual or team for the benefit of its customers.

Q. "Scenic Pathway" means the dirt pathway located westerly and parallel to Scenic Road and adjacent to the beach.

R. "Sidewalk" means that portion other than the roadway, set apart by curbs, barriers, markings or other delineation specifically.

S. "Sidewalk Vendor" shall mean a person who vends goods or merchandise upon a public sidewalk, including, but not limited to vending from a structure, stand, display, showcase, rack, human powered device or other means.

T. "Sidewalk vending receptacle" or "sidewalk vendor receptacle" means a pushcart, stand, display, pedal-driven cart, wagon, showcase, rack, or other non-motorized conveyance used for sidewalk vending activities.

U. "Special Event" shall mean a City permitted event including, but not limited to, festivals, art shows, and/or cultural events.

V. "Stationary Sidewalk Vendor" shall mean a sidewalk vendor who vends from a fixed location.

W. "Vend" or "Vending" shall mean any act of hawking, operating noisemaking devices to attract attention to the vendor, or the displaying, selling, or offering for sale of any displayed goods or merchandise to the public from any carrying device, box, bag, stand, human powered device, or from a vehicle.

12.46.030 Permit Required

A. No person, either for themselves or any other person, shall engage in any sidewalk vendor activities within the City without first applying for and receiving a permit from the Community Planning and Building Director, or the Director's designee, under this chapter. The permit fee shall be established by resolution of the City Council.

B. No more than ten (10) permits shall be issued by the City that allow sidewalk vending in the commercial or residential districts, including all city-owned parks other than Devendorf Park, in order to protect the public health, safety, and welfare. No more than one commercial/residential permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

C. No more than three (3) permits shall be issued by the City that allow sidewalk vending in Devendorf Park in order to prevent undue concentrations of commercial activity and protect the character of the park. No more than one Devendorf Park permit shall be issued to an individual sidewalk vendor and only one vending receptacle is permitted per permit.

D. Sidewalk vendor permits shall be issued in the order that they are received and deemed complete.

E. A written application for a sidewalk vendor permit shall be filed with the Community Planning and Building Director, or the Director's designee, on a form provided by the City, and at a minimum, shall contain the following information:

1. The name, address, and telephone number of the person applying to become a sidewalk vendor;

2. The name, address, and telephone number of the person who will be in charge of any roaming sidewalk vendors, sidewalk vending activity and/or be responsible for the person(s) working at the sidewalk vending receptacle;

3. The name, address, and telephone number of all persons that will be employed as roaming sidewalk vendors or at a sidewalk vending receptacle;

4. The location(s) in the City where the sidewalk vendor intends to operate;

5. The day(s) and hours of operation the sidewalk vendor intends to operate at such location(s);

6. Whether the vendor intends to operate as a stationary sidewalk vendor or a roaming sidewalk vendor and, if roaming, the intended path of travel;

7. The dimensions of the sidewalk vendor's sidewalk vending receptacle(s), including a picture of each sidewalk vending receptacle operating under the permit and any signs that will be affixed thereto;

8. Whether the sidewalk vendor will be selling food, merchandise, or both;

9. If the sidewalk vendor is selling food, a description of the type of food to be sold, whether such foods are prepared on site, whether such foods will require a heating element inside or on the sidewalk vending receptacle for food preparation, and the type of heating element, if any;

10. If the vendor is selling merchandise, a description of the merchandise to be sold;

11. Proof of a valid Health permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code, if Vending food;

12. Proof the person possesses a valid California Department of Tax and Fee Administration seller's permit which notes the City as a location or sub-location, which shall be maintained for the duration of the sidewalk vendor's permit;

13. An acknowledgment that the sidewalk vendor will comply with all other generally applicable local, state, and federal laws;

14. A certification that, to their knowledge and belief, the information contained within the application is true;

15. An acknowledgement that the use of public property as authorized by State Legislation shall be at the sidewalk vendor's own risk, and the sidewalk vendor uses public property at their own risk;

16. An acknowledgement that the sidewalk vendor will obtain and maintain throughout the duration of any permit issued under this chapter, any insurance required by the City's Risk Manager and shall name the City as an also named insured under that policy;

17. Any other relevant information required by the Community Planning and Building Director, or the Director's designee; and

18. An agreement by the sidewalk vendor to defend, indemnify, release and hold harmless the City, its City Council, boards, commissions, officers and employees from and against any and all claims, demands, obligations, damages, actions, causes of action, suits, losses, judgments, fines, penalties, liabilities, costs and expenses (including without limitation, attorney's fees, disbursements and court costs) of every kind and nature whatsoever which may arise from or in any manner relate (directly or

indirectly) to the permit or the vendor's sidewalk vending activities. This indemnification shall include, but not be limited to, damages awarded against the City, if any, costs of suit, attorneys' fees, and other expenses incurred in connection with such claim, action, or proceeding whether incurred by the permittee, City, and/or the parties initiating or bringing such proceeding.

F. Each application for a sidewalk vendor permit shall be accompanied by a non-refundable application fee as established by resolution of the City Council. The application and permit is only applicable to the individual(s) named on the application. If said permit is approved, the permittee shall also obtain a City business license to carry on the activities authorized by said permit.

12.46.040 Issuance of Permit

A. Within thirty (30) calendar days of receiving a complete application, the Community Planning and Building Director, or the Director's designee, may issue a sidewalk vendor permit, with appropriate conditions, as provided for herein, if he/she finds based on all of the relevant information that:

1. The conduct of the sidewalk vendor will not unduly interfere with traffic or pedestrian movement, or tend to interfere with or endanger the public peace or rights of nearby residents to the quiet and peaceable enjoyment of their property, or otherwise be detrimental to the public peace, health, safety or general welfare, nor shall it violate the ADA rules, restrictions and regulations;

2. The conduct of the sidewalk vendor will not unduly interfere with normal governmental or City operations, threaten to result in damage or detriment to public property, or result in the City incurring costs or expenditures in either money or personnel not reimbursed in advance by the vendor;

3. The conduct of such sidewalk vending activity will not constitute a fire hazard, and all proper safety precautions will be taken;

4. The conduct of such sidewalk vending activity will not require the diversion of police officers to properly police the area of such activity as to interfere with normal police protection for other areas of the City;

5. The sidewalk vendor has not had a permit revoked within the past twelve (12) months;

6. The sidewalk vendor's application contains all required information;

7. The sidewalk vendor has not made a materially false, misleading or fraudulent statement of fact to the City in the application process;

8. The sidewalk vendor has satisfied all the requirements of this chapter;

9. The sidewalk vendor has paid all applicable fees as set by City Council resolution;

10. The sidewalk vendor's sidewalk vending receptacle and proposed activities conform to the requirements of this chapter;

11. The sidewalk vendor has adequate insurance to protect the City from liability associated with the sidewalk vendor's activities, as determined by the City's Risk Manager, or the Risk Manager's designee, and, if required by the City, the City has been named as an additional insured; and

12. The sidewalk vendor has satisfactorily provided all information requested by the Community Planning and Building Director, or the Director's designee, to consider the vendor's application.

B. A sidewalk vendor permit is non-transferable. Any change in ownership or operation of a sidewalk vendor or sidewalk vending receptacle requires a new permit under this chapter.

C. Sidewalk vendor permits shall expire one year after issuance, unless renewed on or before the expiration date.

12.46.050 Operating Conditions

All sidewalk vendors are subject to the following operating conditions when conducting sidewalk vending activities:

A. All food and merchandise shall be stored either inside or affixed to the sidewalk vendor receptacle or carried by the sidewalk vendor. Food and merchandise shall not be stored, placed, or kept on any public property. If affixed to the sidewalk vendor receptacle, the overall space taken up by the sidewalk vendor receptacle shall not exceed the size requirements provided in this section and shall be in possession of a current Health and Safety permit issued by the Monterey County Health Department in accordance with Part 7 of the California Health and Safety Code and California Seller’s Permit.

B. The sidewalk vendor permit shall be displayed conspicuously at all times on the sidewalk vending receptacle or the sidewalk vendor's person.

C. Only one sidewalk vendor is permitted to operate per permit.

D. The sidewalk vendor shall submit a monthly report to the Community Planning and Building Department identifying the number of hours operated.

E. Sidewalk vendors shall ensure that all required insurance is in effect prior to conducting any sidewalk vendor activities and maintained for the duration of the permit.

F. Sidewalk vendors shall not leave their sidewalk vending receptacle unattended for any reason except for temporary use of the restroom.

G. Sidewalk vending receptacles shall not be stored on public property and shall be removed from City property when not in active use by a sidewalk vendor.

H. All sidewalk vendors shall allow a police officer, firefighter, life safety services officer, code enforcement officer, health inspector, or other government official charged with enforcing laws related to the street vendor's activities, at any time, to inspect their sidewalk vending receptacle for compliance with the size requirements of this chapter and to ensure the safe operation of any heating elements used to prepare food.

I. Sidewalk vending receptacles and any attachments thereto shall not exceed a total height of forty-eight (48) inches, a total width of thirty-two (32) inches, and a total length of forty-eight (48) inches. An exception is provided for umbrellas or other means of cover and shall be no larger than the minimum required by the Monterey County Health Department; merchandise shall not be affixed to any cover.

J. No sidewalk vending receptacle shall contain explosive or hazardous materials, other than propane necessary for heating purposes.

K. Sidewalk vendors that sell food shall maintain a trash container in or on their sidewalk vending receptacle and shall not empty their trash into public trashcans. The size of the vendor's trash container shall be taken into account when assessing the total size limit of a sidewalk vending receptacle. Sidewalk vendors shall not leave any location without first picking up, removing, and disposing of all trash or refuse from their operation.

L. Sidewalk vendors shall immediately clean up any food, grease or other fluid or item related to sidewalk vending activities that is discharged on public property. Failure to comply will result in the City taking appropriate action to clean the discharge at the vendor’s expense. The vendor permit will thereafter be suspended until such time as the expense associated with cleanup has been reimbursed to the City.

M. Sidewalk vendors shall comply with all provisions of Chapter 8.68 [Environmentally Acceptable Materials] of this Code.

N. Sidewalk vendors shall comply with the Federal Americans with Disabilities Act of 1990 and amendments thereto, and state disability rights laws.

O. Sidewalk vendors shall maintain a minimum four (4) foot clear accessible path free from obstructions, including sidewalk vending receptacles and customer queuing area.

P. Sidewalk vendors shall not use any noise making devices in association with the sale, display or offering for sale of items, such as megaphones, bells, whistles, and the like.

Q. Sidewalk vendors shall comply with the noise standards provided in Chapter 8.56 of this Code, or any successor chapters.

R. In parks, sidewalk vendors shall not approach persons to sell food or merchandise.

S. All signage and advertising related in any way to the sidewalk vendor shall be attached to the sidewalk vending receptacle, if any, or the sidewalk vendor's person.

T. Sidewalk vendors shall not use any electrical, flashing, wind powered, or animated sign.

U. The sidewalk vendor is permitted a maximum of one sign not exceeding three (3) square feet in area; and no free-standing sign shall be placed on a public street or sidewalk.

12.46.060 Prohibited Locations

A. Sidewalk vendors shall not engage in sidewalk vending activities at the following locations:

1. Carmel Beach and the adjacent Scenic Pathway.

2. Mission Trail Nature Preserve.

3. Any public property that does not meet the definition of a sidewalk or pathway including, but not limited to, any alley, intra-block walkway, beach, square, street, street end, or parking lot.

4. Within one hundred (100) feet for the Police and Fire Departments.

5. Within fifty (50) feet of:

    a. A permitted certified farmers' market or swap meet during the limited operating hours of that certified farmers' market or swap meet.

    b. An area designated for a special event permit issued by the City, during the limited duration of the special event, if the City provides the sidewalk vendor any notice, business interruption mitigation, or other rights the City provided to any affected businesses or property owners under the City's special event permit.

    c. The Del Mar Parking Lot including the adjacent sidewalks and restroom area.

6. Within twenty-five (25) feet of:

   a. The monuments located within Devendorf Park.

   b. Another sidewalk vendor.

   c. Any police officer, firefighter, lifeguard or emergency medical personnel who are actively performing their duties or providing services to the public.

7. Within five (5) feet of any:

   a. Business entrance and/or display window.

   b. Fire hydrant.

   c. Intersection of a street and a sidewalk.

   d. Curb which has been designated as white, yellow, blue, or red zone, or a bus zone.

   e. Driveway, alley, or entrance to a parking lot or parking garage.

   f. Trash receptacle, bike rack, bench, bus stop, restroom, or similar public use items.

8. Sidewalk vendors shall not sell food or merchandise or engage in any sidewalk vending activities on any portion of a commercial district sidewalk that has a width of less than ten (10) feet.

9. A sidewalk vendor may pass through narrower portions of commercial district sidewalk in order to reach their destination, but shall not conduct business on any portion of sidewalk that is less than ten (10) feet in width.

10. At any park where the City has signed an agreement for concessions that exclusively permits the sale of food or merchandise by a concessionaire.

B. Stationary sidewalk vendors shall not operate in the residential zoning districts.

C. Sidewalk vending receptacles shall not touch, lean against or be affixed at any time to any building or structure including, but not limited to lampposts, fire hydrants, benches, bus shelters, newsstands, trashcans or traffic barriers.

12.46.070 Prohibited Activities

A. Sidewalk vendors shall not engage in any of the following activities:

1. Renting merchandise to customers.

2. Providing a service that is neither defined a merchandise or food.

3. Displaying or advertising merchandise or food that is not available for immediate sale.

4. Selling of alcohol, cannabis, adult oriented material, tobacco products, products that contain nicotine or any product used to smoke/vape nicotine or cannabis.

5. Using an open flame or charcoal-fueled device on or within any sidewalk vending receptacle.

6. Using an electrical outlet or power source, or water sources, that is owned by the City or another person other than the sidewalk vendor.

7. Harassing customers as defined in Section 12.46.020 of this Code.

8. Knowingly making false statements or misrepresentations during the course of offering food or merchandise for sale.

9. Blocking or impeding the path of the person(s) being offered food or merchandise to purchase.

10. Touching the person(s) being offered food or merchandise without that person(s)' consent.

11. Placing their sidewalk vending receptacles outside of any pathway or sidewalk when engaging in sidewalk vending activities.

12. Conducting the retail sales of souvenirs, in accordance with Section 17.14.040.T.13 of this Code.

13. Operating as a formula food establishment, as defined in Section 17.70.020 of this Code.

B. Sidewalk vending is permitted during the following times:

1. Within the commercial districts, including any parks contained within these districts, between the hours of 8:00 a.m. and 9:00 p.m. daily.

2. Within residential districts, including any parks contained within these districts, between the hours of 9:00 a.m. and 6:00 p.m. daily.

12.46.080 Penalties

A. As prescribed by State Legislation, violations of this chapter may not be prosecuted as infractions or misdemeanors and shall only be punished by the following administrative citation and revocation structure.

B. Except as otherwise provided in this chapter, any violation of this chapter shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding one hundred dollars ($100) for a first violation.

2. An administrative fine not exceeding two hundred dollars ($200) for a second violation within one (1) year of the first violation.

3. An administrative fine not exceeding five hundred dollars ($500) for each additional violation within one (1) year of the first violation.

C. If a sidewalk vendor violates any portion of this chapter and cannot present the citing officer with a proof of a valid sidewalk vendor permit, the sidewalk vendor shall be assessed administrative fines in the following amounts:

1. An administrative fine not exceeding two hundred fifty dollars ($250) for a first violation.

2. An administrative fine not exceeding five hundred dollars ($500) for a second violation within one (1) year of the first violation.

3. An administrative fine not exceeding one thousand dollars ($1,000) for each additional violation within one (1) year of the first violation.

D. Upon proof of a valid sidewalk vendor permit issued by the City, the administrative fines set forth in Subsection 12.46.080.C shall be reduced to the administrative fines set forth in Subsection 12.46.080.B.

E. The Community Planning and Building Director, or the Director's designee, may revoke a permit issued to a sidewalk vendor for the term of that permit upon the fourth violation or subsequent violations within one (1) year of the first violation.

12.46.090 Appeals

A. All appeals of administrative citations shall be conducted in accordance with Section 18.04.150 of this Code.

B. Decisions of the Community Planning and Building Director, or the Director's designee, to revoke a permit shall be appealed in the following manner:

1. Request for an appeal hearing shall be processed in accordance with Section

18.04.090 of this Code, or any successor section.

2. Decisions that are appealed shall not become effective until the appeal is resolved.

3. Appeals of decisions shall be made in writing on forms provided by the City.

4. All appeals of decisions shall be heard by a Hearing Officer designated pursuant to Section 18.04.110 of this Code.

5. The Hearing Officer may uphold or deny the decision and the decision of the Hearing Officer shall be final.

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

January 5, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen - Director, Contracts and Budgets
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-005 receiving the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020

RECOMMENDATION:

Adopt Resolution 2021-005 receiving the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020.

BACKGROUND/SUMMARY:

This item is on the Council's agenda to receive the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020 (Fiscal Year 2019-2020). The CAFR includes the City's audited basic financial statements and the independent auditor's report. It also includes a narrative on the City's financial activities known as the Management Discussion and Analysis and a statistical section pertaining to financial trends, revenue capacity, debt capacity, demographic and economic information and operating information.

State law requires that the accounts and fiscal affairs of all municipal entities be examined annually by an independent certified public accountant. The City has retained an independent auditor, Chavan and Associates, LLP, to audit the City's financial statements. The audit was performed in accordance with auditing standards generally accepted in the United States, including financial auditing standards issued by the Comptroller General of the United States, in order to determine if the City's financial statements were misstated or misrepresented, either due to fraud or error. *Chavan and Associates, LLP, has issued an unmodified opinion that the financial statements for the year ended June 30, 2020, are fairly presented in conformity with generally accepted accounting principles (GAAP).*

As part of the audit process, Chavan and Associates, LLP, also test the City's internal controls over financial reporting and compliance and reports on the outcome of these tests ("findings") as part of the Communication Letter. There are different categories of findings, including a material weakness, meaning that a deficiency, or a combination of deficiencies, in internal controls exists and that there is a reasonable possibility that a material misstatement of the City's financial statements will not be prevented, detected or corrected on a timely basis. No material weaknesses or other findings were identified as part of the audit.
Sheldon Chavan of Chavan and Associates LLP will give a presentation on the Fiscal Year 2019-2020 audit as part of the Council's January 5, 2021 meeting.

The Fiscal Year 2019-2020 CAFR was prepared using guidelines issued by the Government Finance Officers Association of the United States and Canada (GFOA) as part of its Certificate of Achievement for Excellence in Financial Reporting Program. The intent of this program is to encourage state and local governments to prepare reports that exceed the minimum requirements of generally accepted accounting principles in order to produce a readable and efficiently organized document intended to allow greater public transparency and full disclosure of the City's financial health. The City received a Certificate of Achievement for its Fiscal Year 2017-2018 and 2018-2019 CAFRs and the Fiscal Year 2019-2020 CAFR will also be submitted to the GFOA for consideration of a new Certificate of Achievement.

FISCAL IMPACT:

There is no fiscal impact associated with receiving the CAFR. The cost for the audit for fiscal year 2019-2020 is included within the adopted budget for a not to exceed amount of $32,000.

PRIOR CITY COUNCIL ACTION:

Not applicable.

ATTACHMENTS:

Attachment #1 - Resolution 2020-005 Accept FY 19-20 CAFR
Attachment #2 - 2019-20 City of Carmel-by-the-Sea CAFR_C&ALLP(p)

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECEIVING THE COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE FISCAL YEAR ENDING JUNE 30, 2020

WHEREAS, State law requires that all accounts and fiscal affairs of municipal entities be examined annually by an independent certified public accountant; and

WHEREAS, the City retained the independent auditing firm of Chavan and Associates, LLP to audit the City' s financial statements; and

WHEREAS, the audit was performed in accordance with auditing standards generally accepted in the United States, including financial auditing standards issued by the Comptroller General of the United States, in order to determine if the City's financial statements were misstated or misrepresented, either due to fraud or error; and

WHEREAS, Chavan and Associates, LLP has issued an unmodified opinion that the financial statements for the fiscal year ending June 30, 2020 ("Fiscal Year 2019-2020)" are fairly presented in conformity with generally accepted accounting principles; and

WHEREAS, the audited financial statements are a component of the Comprehensive Annual Financial Report (CAFR); and

WHEREAS, the CAFR is a report that goes beyond minimum requirements of generally accepted accounting principles and was prepared using the guidelines developed by the Government Finance Officers Association (GFOA) for its Certificate of Achievement for Excellence in Financial Reporting program in order to produce a readable and efficiently organized document intended to allow greater public transparency and full disclosure of the City's financial health.

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

Receive the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ending June 30, 2020.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:	ATTEST:
______________________	______________________
Dave Potter	Britt Avrit, MMC
Mayor	City Clerk

Comprehensive Annual Financial Report

City of Carmel-by-the-Sea
California

Fiscal Year Ended June 30, 2020

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Attachment 2

City of Carmel-by-the-Sea
California

Comprehensive Annual Financial Report

For the Fiscal Year Ended June 30, 2020

Prepared by the Finance Department
Robin Scattini, Finance Manager

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City of Carmel-by-the-Sea
Comprehensive Annual Financial Report
For the year ended June 30, 2020

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CITY OF CARMEL-BY-THE-SEA
P.O. BOX CC
CARMEL-BY-THE-SEA, CA 93921

December 18, 2020

Honorable Mayor Dave Potter
Members of the Carmel-by-the-Sea City Council, and
Citizens of Carmel-by-the-Sea

SUBJECT: Comprehensive Annual Financial Report – June 30, 2020

The Comprehensive Annual Financial Report (CAFR) for the City of Carmel-by-the-Sea for the fiscal year ended June 30, 2020 is hereby submitted.

REPORT PURPOSE AND ORGANIZATION

In accordance with State law, which requires that the accounts and fiscal affairs of all municipal entities be examined annually by an independent certified public accountant, the City of Carmel-by-the-Sea retained an independent auditor, Chavan and Associates, LLP, to audit the City's financial statements. Chavan and Associates, LLP, has issued an unmodified opinion that the financial statements for the year ended June 30, 2020, are fairly presented in conformity with generally accepted accounting principles (GAAP). This opinion, along with the basic financial statements, are submitted as the Comprehensive Annual Financial Report (CAFR) for the City for the fiscal year ended June 30, 2020. The information included in the financial section of this report fulfills the above requirement.

This report consists of City management's representations regarding the finances of the City of Carmel-by-the-Sea. Management assumes full responsibility for the completeness, data accuracy, and fairness of the information presented, including all footnotes and disclosures. Management believes the data presented are accurate in all material respects and presented in a manner designed to fairly set forth the financial position and results of operations of the City.

To provide a reasonable basis for making these representations, City management has established a comprehensive framework of internal controls that is designed to both protect the City's assets from loss, theft or misuse and to compile sufficiently reliable information for the preparation of the City's financial statements in conformity with generally accepted accounting principles.

Because the cost of internal controls should not exceed their benefits, the City's internal controls have been designed to provide reasonable, rather than absolute, assurance that the financial statements are free from material misstatements. The audit is intended to provide users with reasonable assurance that the information presented is free from material misstatements. As management, we assert, that to the best of our knowledge and belief, this financial report is complete and reliable in all material respects.

Generally accepted accounting principles require management to provide a narrative introduction, overview, and analysis that accompanies the basic financial statements in a format known as the Management's Discussion and Analysis (MD&A). This letter of transmittal is intended to augment the MD&A and is meant to be read in conjunction with the MD&A. The MD&A can be found in the Financial Section of this document, immediately following the report of the independent auditor.

CITY OF CARMEL-BY-THE-SEA PROFILE

Located 120 miles south of San Francisco on the Monterey Peninsula, the City of Carmel-by-the-Sea is a coastal village with a population of 3,949 that is renowned for its natural beauty, including a white sand beach, urban forest of over 9,000 public trees comprised of Monterey pines, live oaks, and Monterey cypress and natural parklands all within a one-square-mile, built-out community. In addition to recreational opportunities afforded by such scenery, the City is also known for its architecture and dining and shopping opportunities, which may be found in the walkable downtown area. In addition to many City sponsored events like the City Parade, Sandcastle Contest and Pumpkin Roll, other special events also occur throughout the year and cultural activities abound, including at such venues as the Sunset Center performing arts center and the Forest Theater, an outdoor amphitheater.

The median age of the City's residents is 61.3 years. Nearly 64 percent of the population age 25 or older have a bachelor's degree. The City's per capita income is $51,778. The Carmel area offers outstanding educational opportunities through the Carmel Unified School District as well as institutions of higher learning on the Monterey Peninsula including the Monterey Peninsula College, the Monterey Institute for International Studies, California State University Monterey Bay, and the Hopkins Marine Station operated by Stanford University.

Form of Government

The City of Carmel-by-the-Sea was incorporated on October 31, 1916. As a General Law City, Carmel-by-the-Sea operates under a Council-City Manager (City Administrator) style of government and derives its power from the California Constitution and laws enacted by the State legislature.

All legislative power is held by the publicly elected, five-member City Council that consists of the Mayor and four Councilmembers. The Mayor serves a two-year term while Council members serve a four-year term, with overlapping terms with municipal elections occurring in November of each even numbered year. City Council is the policy making legislative body of the City and it adopts the annual budget, enacts ordinances, and approves major contracts, acquisitions and leases. The Council appoints the City Administrator to serve as the City's chief administrative officer.

The City Administrator is responsible for the enforcement of City laws and ordinances; ensuring that the orders of the City Council are executed; for supporting Council, which includes the preparation of agendas and the maintenance of records; and overseeing the City's day-to-day operations. This includes oversight of the departments of Community Planning and Building, Library, Community Activities, Public Safety and Public Works. The City Administrator also directs the centralized administrative functions of the City Clerk, Finance, Human Resources and Information Technology.

City Services

The City provides a variety of services to the residents, businesses and visitors to the village of Carmel-by-the-Sea. Administration provides oversight of daily City functions and financial activity. Community Planning and Building provides building safety services, code compliance and planning functions while Community Activities and Library manage new and ongoing special events and provide library services at two branch locations. Public safety services related to ambulance, law enforcement, crime prevention and fire protection are provided by the Ambulance and Police Department respectively while fire services are provided through a contract with the City of Monterey. Public Works is responsible for facility and vehicle maintenance, development and management of capital projects; construction, improvement and repair of streets, sidewalks, pathways and storm drain systems and maintaining the Village forest, parks and shoreline areas.

The CAFR includes all financial activities of the City. Financial data for all funds through which services are provided by the City have been included in this report using criteria adopted by the Governmental Accounting Standards Board (GASB), which is the authoritative body establishing U.S. Generally Accepted Accounting Principles (GAAP) for local governments.

Budgetary Policy and Control

The accounts of the City are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balanced set of accounts. The minimum number of funds is maintained consistent with legal and managerial requirements. Annually appropriated budgets are legally adopted on a budgetary basis for the governmental fund types and are controlled on a fund and departmental level. These funds are used to account for most of the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified-accrual basis of accounting and budgeting. Expenditures are recognized as encumbrances when a commitment is made. Unencumbered appropriations lapse at year-end.

The goal of the City Administrator is to present a balanced budget to the City Council for review and adoption. A balanced budget is a budget in which sources meet or exceed uses. Available funding sources shall be at least equal to recommended appropriations. As a general rule, the year-end undesignated General Fund balance should not be used to fund ongoing operations.

As set in the Carmel Municipal Code prior to the beginning of each fiscal year, the City Council shall adopt a budget for expenditures and anticipated revenues. On or before 15 February of each year, the City Administrator will present to the City Council a proposed budget schedule. The City Administrator prepares and submits to the City Council a proposed operating and capital budget for the forthcoming fiscal year. The City Council shall adopt the budget by 1 July.

The City Administrator shall have the right to approve the transfer of appropriations within a departmental budget; however, no additional positions shall be created without the authorization of the City Council. All transfers of appropriations between departments or in regards to capital items or projects shall be approved by the City Council. The City Administrator shall be charged with the responsibility of controlling the expenditures for all departments in accordance with the approved budget. A report on current year revenues, expenditures and fund balances shall be maintained.

FACTORS AFFECTING FINANCIAL CONDITION

This brief narrative on the local economy, City financial policies and major initiatives outlined within the annual budget are intended to provide context to the MD&A and financial statements.

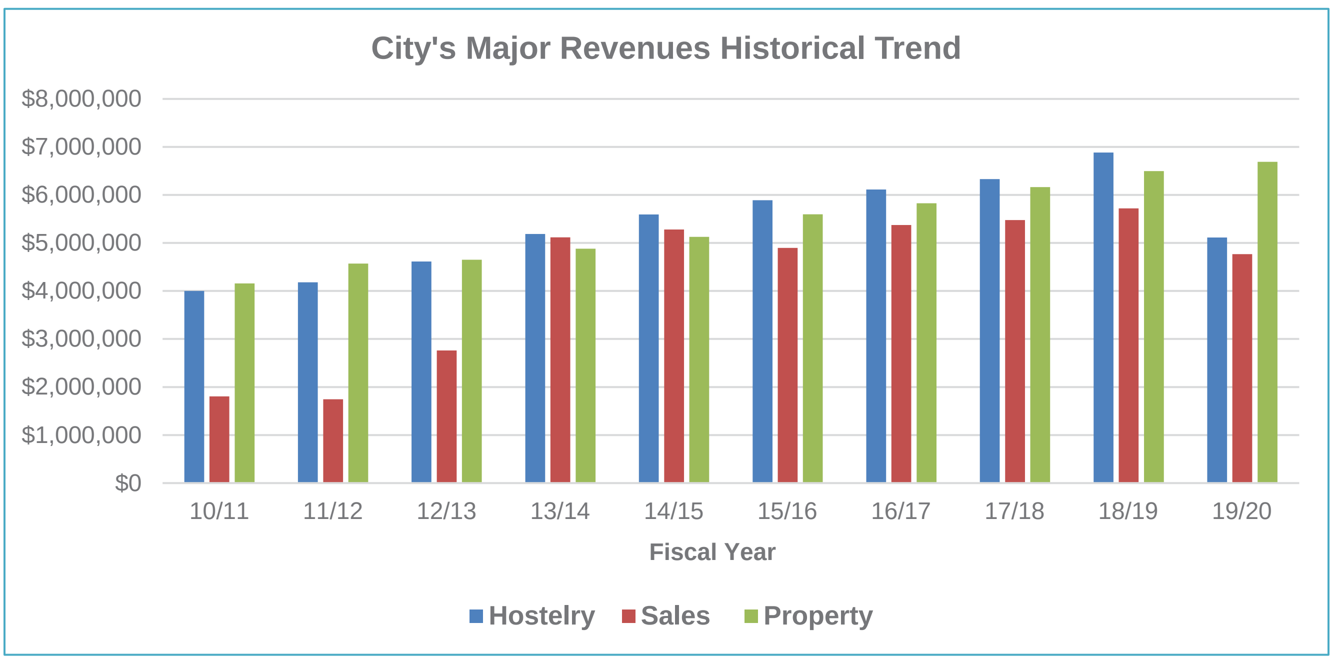
Local Economy

The City's three major sources of General Fund revenue include Property Tax, Sales and Use Tax and Transient Occupancy Tax, which make up approximately 80 percent of the City's revenues. As shown on the chart on the next page entitled "City's Major Revenues Historical Trend", property taxes have been a strong component to the City's financial health. Revenue generated from sales and use taxes have become increasingly important to the City, especially after the passage of a local one percent sales tax measure by Carmel voters in 2012. Transient occupancy taxes also have significantly contributed to the City's revenues and started to outpace property taxes as the leading source of revenue beginning in fiscal year 2013-2014.

Historically, these revenues each represent about 1/3 of the City's total General Fund revenues. These revenues also illustrate the unique opportunities attributed to the City of Carmel-by-the-Sea. Located within one square mile, the City is considered to be built out, which limits the availability of new housing stock. This limited supply, coupled with a high demand for housing driven by the City's desirability as a place to live, contributes to the City's strong property tax revenues.

Many of the features that contribute to residential quality of life, such as a temperate climate, natural beauty, architecture and unique design standards and cultural, dining and shopping opportunities also attract visitors. The variety of restaurants and other dining options located within the City's boundary as well as art galleries, jewelry and clothing retailers contributes to shopping opportunities for residents and visitors alike. Similarly, visitors have many lodging options to choose from when staying overnight within the City. The lodging establishments charge a 10% transient occupancy tax for stays of 30 days or less, which is remitted to the City.

Accordingly, both sales and use tax and transient occupancy tax are also significant sources of the City's revenue stream. On November 6, 2012, the Carmel electorate approved a temporary one percent transaction and use tax ("sales tax"') for ten years to raise revenue for general purposes, known as Measure D. The City received its first tranche of Measure D in the spring of 2013, and, as shown in the chart below entitled *"City's Major Revenues Historical Trend"*, the advent of Measure D has increased the viability of sales tax as one of the City's three major revenue sources. Transient occupancy tax ("hostelry tax") has eclipsed other revenues and become the City's leading revenue since fiscal year 2013-2014.

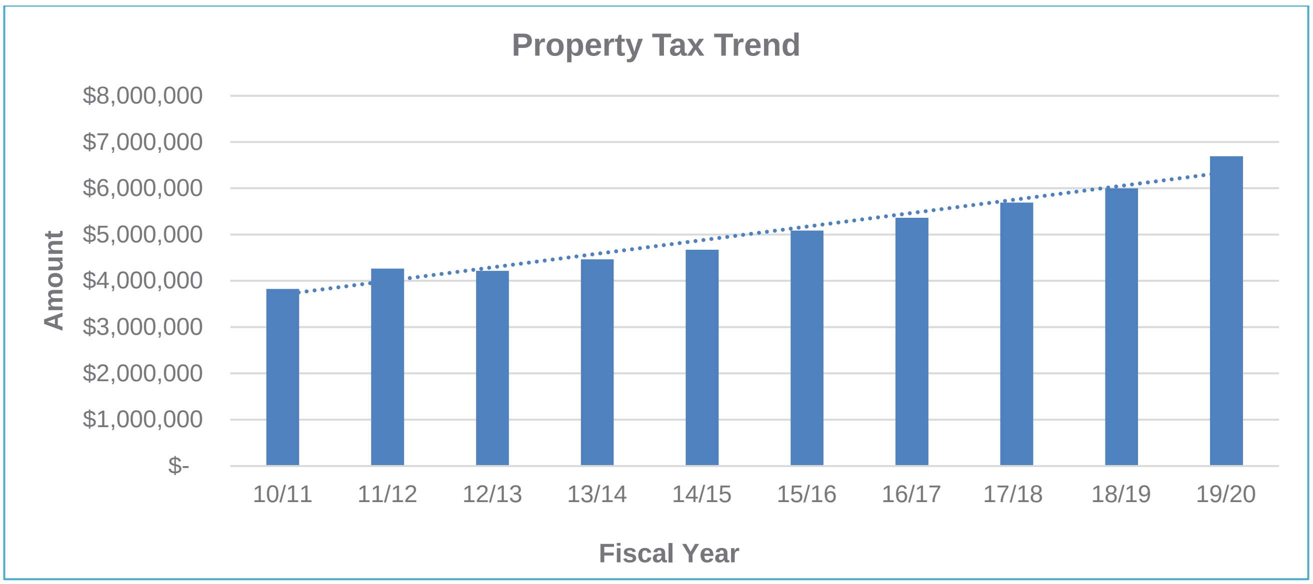


While fiscal year 2019-2020 was on track to meet revenue projections, the City's economic forecast for two of its major revenue streams quickly began to change as news regarding the coronavirus ("COVID-19") emerged. By March 2020, while the initial news focused on the spread of the virus internationally, the associated economic effects were already beginning to materialize locally. Decreased consumer spending and demand, particularly in the areas of travel and leisure, resulted in the underperformance of sales and use and transient occupancy taxes in fiscal year 2019-2020.

Property Taxes

The desirability of Carmel-by-the-Sea as a place to reside, coupled with its limited housing stock, contribute to a strong local real estate market. According to the US Census and the 2013-2017 American Community Survey 5-Year Estimate data, there are 3,630 housing units within the City with a median home price of $1.29 million. In fiscal year 2019-2020 the total amount of revenue received from property taxes, which includes secured property tax, unsecured property tax, unitary property taxes and property transfer taxes, was $6.7 million.

The City has historically averaged a 5 percent growth in property taxes each fiscal year, largely due to the increase in secured property taxes. As illustrated in the chart to the left entitled *"Secured Property Tax Trend"*, secured property taxes rose from $3.5 million in fiscal year 2007-2008 to $6.2 million in fiscal year 2019-2020.



Based upon the City's historical trends, as well as other economic indicators such as attractive mortgage rates and increased personal income largely attributed to low statewide unemployment rates, the City anticipated receiving $6.6 million in property taxes in fiscal year 2019-2020, or 4 percent more than the fiscal year 2018-2019 Estimated Actual. Either due to timing of property tax payments and/or other economic factors, this revenue has been more resilient to the economic impacts associated with COVID-19. At fiscal year-end 2020, all property taxes totaled $6.7 million, which is approximately $100,000, or 15 percent, greater than budgeted and accounted for 31 percent of citywide revenues. Anecdotal, real estate demand is on the rise and may exceed budgeted expectations in fiscal year 2020-2021.

Sales and Use Taxes

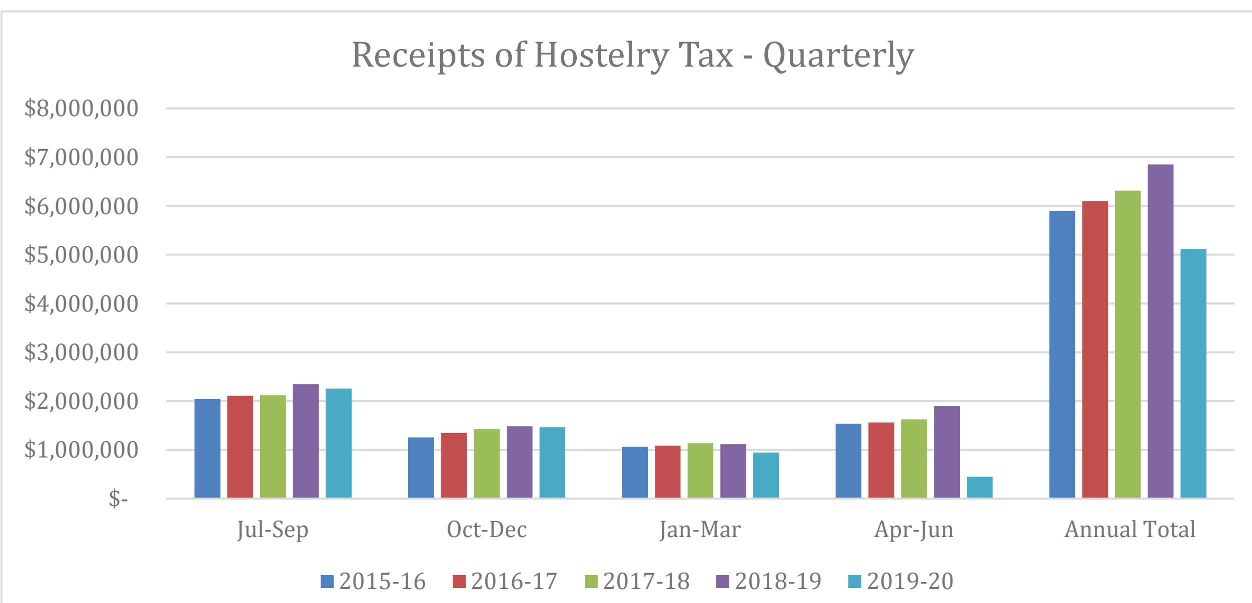
Sales and use taxes include the City's one percent share of the statewide sales tax (Bradley Burns) as well as the City's one percent local sales tax known as Measure D. Together sales tax revenue totaled $4.7 million in fiscal year 2019-2020, which represented 27 percent of citywide revenues. Heading into fiscal year 2019-2020, sales and use taxes were expected to remain stagnant compared to the fiscal year 2018-2019 Estimated Actual. However, the economic impacts of COVID-19 resulted in sales taxes generating approximately $1.0 million less than budgeted.

With approximately 83 percent of sales tax generated attributed to the businesses within the categories known as general consumer goods and restaurants, tourism impacts the City's sales and use taxes, especially the local sales tax component. As explained in more detail within the transient occupancy tax narrative below, the City faced a decline in the number of visitors due to COVID-19 for the last quarter of fiscal year 2019-2020. In addition, restaurants and other eating establishments were initially only able to serve patrons through pick-up orders and delivery, and then through outdoor dining. The implementation of COVID-19 protocols resulted in limiting the seating capacity, and thus sales, of many dining establishments and retail also suffered economically due to COVID-19 restrictions and declining consumer demand for certain products. Some of the loss was mitigated by increased online shopping and implementation efforts by the State of California to collect taxes from out-of-state and online vendors. On March 3, 2020, Carmel voters approved Measure C, which increases the local sales tax by 0.5 percent to a new rate of 1.5 percent for twenty years. However, the new sales tax rate will become effective on July 1, 2020.

Transient Occupancy Taxes

Carmel-by-the-Sea also has a reputation for being a visitor destination, including for international travelers. With the global news emerging in February 2020 regarding the coronavirus, local hotels experienced an immediate decline in occupancy due to international travel restrictions, thereby affecting the transient occupancy tax ("TOT") collected by hotels on behalf of the City. This was followed by a shelter in place ("SIP") order issued by Monterey County on March 17, 2020, and subsequently, a statewide SIP issued by Governor Newsom on March 19, 2020. Hotels faced a near absolute shut down with little to no guests in February and March 2020 and entered the early summer, which is one of the City's busier periods for tourism, with decreased occupancy rates.

As shown in the chart below entitled *"Transient Occupancy Taxes Trend",* compared to the prior year, TOT performed at par for the first two quarters, followed by a noticeable decline in the third quarter and ended the year with a sharp decline in the fourth quarter. Occupancy rates and average daily room rates followed the same trend. Consequently, TOT generated $5.1 million in fiscal year 2019-2020. This amount is $1.7 million, or 25 percent, less than the fiscal year 2019-2020 Adopted Budget. Unlike fiscal year 2018-2019 when TOT was the City's leading revenue source at 34 percent of total revenues, TOT accounted for just 30 percent of total revenues in fiscal year 2019-2020.



Relevant Financial Policies

Financial and Budget Policies

The City Council adopted Council *Policy C94-01: Financial and Budget Policies* to provide direction to help ensure sound fiscal planning and the management of fiscal integrity. The Policies pertain to the capital and operating budgets, fund balance, debt management and investments.

Highlights of policy guidelines include the following:

Capital

- Total capital expenditures were budgeted at $1.7 million. When omitting the fiscal year 2019-2020 paving project of $918,000, capital expenses were budgeted at $786,000, or just above three percent of total revenue. However, capital projects were placed on hold in the spring of 2020. Actual expenditures totaled $869,596.
- Ten percent of unrestricted funds for capital projects were not set aside for unanticipated expenditures. Nor was a capital reserve policy of twenty percent of estimated five-year CIP expenditures maintained. The reserve amount is calculated at $2.7 million.
- While included within the fiscal year 2019-2020 Adopted Budget, the fiscal year 2019-2020 paving project was deferred due to the loss of revenue associated with the economic impacts of COVID-19. The Pavement Condition Index was 78 in 2018 and 76 in 2019.
- The Five-Year Capital Improvement Program (CIP) was updated. Several workshops were held regarding the CIP to encourage public participation. All fiscal year 2019-2020 funded projects are consistent with the City's General Plan.

Operating

- The fiscal year 2019-2020 Adopted Budget did not include a revenue buffer of five percent of projected expenditures, or $1.1 million based upon the operating budget (General Fund) expenditures. Nor did it include $106,000 for the City Discretionary Account, which is based upon one-half of one percent of General Fund expenditures.
- A cost of services study was updated to review the relationship between fees /charges for services and the cost of providing services.
- The fiscal year 2019-2020 Adopted Budget projected a surplus of $80,000 and thus funding sources exceeded uses. Ongoing expenses were not funded with one-time revenues. At fiscal year-end, governmental fund sources were greater than uses by $210,194.

Fund Balance

- General Fund and Hostelry Fund reserves were maintained at no less than ten percent of their annual projected revenue. In particular, due to the economic impact of COVID-19, transient occupancy taxes were significantly below the fiscal year 2019-2020 Adopted Budget. To make up for this shortfall, an additional $1.36 million from the Hostelry Fund was transferred to the General Fund beyond the actual revenue received, leaving $1.0 million or 19.5 percent of the Hostelry Fund intact. The General Fund Balance of $8.7 million, significantly exceeds the statutory required reserve limit.

Major Initiatives

Continued Investment in Protecting Natural Resources and Critical Infrastructure

The fiscal year 2019-2020 Adopted Budget allocated $1.7 million in funding for capital projects and vehicle and equipment purchases intended to rehabilitate City facilities; address sidewalks and street improvements; enhance public safety, and protect and preserve the natural environment. In particular, the budget funding the next phases of the multi-year Mission Trail Nature Preserve tree removal and North Dunes Habitat Restoration projects. Funding for both a climate change plan and a storm drain plan were intended to help identify and prioritize future capital projects to protect the City's natural assets, including the Carmel Beach and Shoreline, and drainage infrastructure. Additional capital funding included the exterior painting of the Main Library, the design of the Scout House, the Sunset Center boiler, ongoing implementation of accessibility improvements and upgraded energy efficient lighting at various City facilities, a community activities van, a traffic sign plotter and upgraded public safety radios.

Addressing Pension and other Post Employment Benefit Liabilities

With a workforce staff of 92 full-time equivalent positions, salaries and benefits make up $11.5 million, or 48% of citywide budgeted expenditures. Part of the cost of benefits includes retirement, and the City is a participating member of CalPERS, which is the State retirement and health systems for state, school and various public agency members. Similar to other governmental entities, the City is challenged by the increasing cost of CalPERS pensions and continues to explore options to mitigate these expenses.

In 2012, the City issued a pension obligation bond to address pension costs. However, largely due to changes in actuarial assumptions, including discount rate, mortality rates, and amortization policies, the City's normal and unfunded actuarial liability has increased, and these amounts are anticipated to continue to rise in future years. The City Council has continued to examined a variety of options to address pension costs including developing and implementing a plan to pay down the City's Unfunded Actuarial Liability (UAL); considering a local ballot measure to enhance revenues through the renewal of a local sales tax (Measure D); creating a Pension Rate Stabilization Program (PRSP); reviewing service delivery methods and levels of certain public services; using procedures and transparent bargaining to increase employee pension contributions, and reviewing opportunities to issue pension obligation bonds. In January 2019, Council endorsed the City's participation in a Pension Rate Stabilization Program to pre-fund pension obligations and authorized staff to issue a request for proposals for a Section 115 Trust Administrator. Council and City staff continued discussion throughout the course of fiscal year 2019-2020 regarding the benefits of various pension mitigation strategies including the establishment of a trust, increasing City reserves, making additional payments to CalPERS and refinancing the Sunset Center Lease Revenue Bond as a cost saving measure.

Revenue Enhancement and Stability

On November 6, 2012, the Carmel electorate approved a temporary one percent transaction and use tax ("sales tax"') known as Measure D. This local sales tax measure sunsets in 2023. Recognizing the importance of this revenue to the City's financial health, the City Council began discussions regarding the renewal of Measure D and developed ballot measure language to increase the local sales tax by half a percent. On March 3, 2020, Carmel voters approved Measure C, which authorizes a one and half percent sales tax for twenty years for general City purposes.

AWARDS

Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the City of Carmel-by-the-Sea for its comprehensive annual financial report for the fiscal year ended June 30, 2018 and June 30, 2019. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized comprehensive annual financial report. This report must satisfy both generally accepted accounting principles and applicable legal requirements.

A Certificate of Achievement is valid for a period of one year only. We believe that our current comprehensive annual financial report continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate.

ACKNOWLEDGEMENTS

As a result of the professionalism and dedication of the Finance Division staff, the City continues to make strides in updating and enhancing its financial policies, procedures and systems and its financial reporting capabilities, as evidenced by the production of this comprehensive annual financial report. The preparation of this report also required the involvement of many City departments in gathering statistics, as well as the guidance and support of the City's independent auditor, and we extend our appreciation to these individuals for the assistance provided.

The comprehensive annual financial report is a document that strives to achieve transparency and full disclosure in financial reporting. As such, the preparation of this document would not be possible without the support of the City Council. We wish to acknowledge the City Council's leadership and commitment to organizational excellence, public transparency and sound fiscal management.

Chip Rerig
City Administrator

Sharon Friedrichsen
Director of Budget and Contracts

CITY OF CARMEL-BY-THE-SEA PRINCIPAL OFFICERS

Fiscal Year 2019-20

City Council

Dave Potter, Mayor

Bobby Richards, Mayor Pro Tempore

Jeff Baron, Councilmember

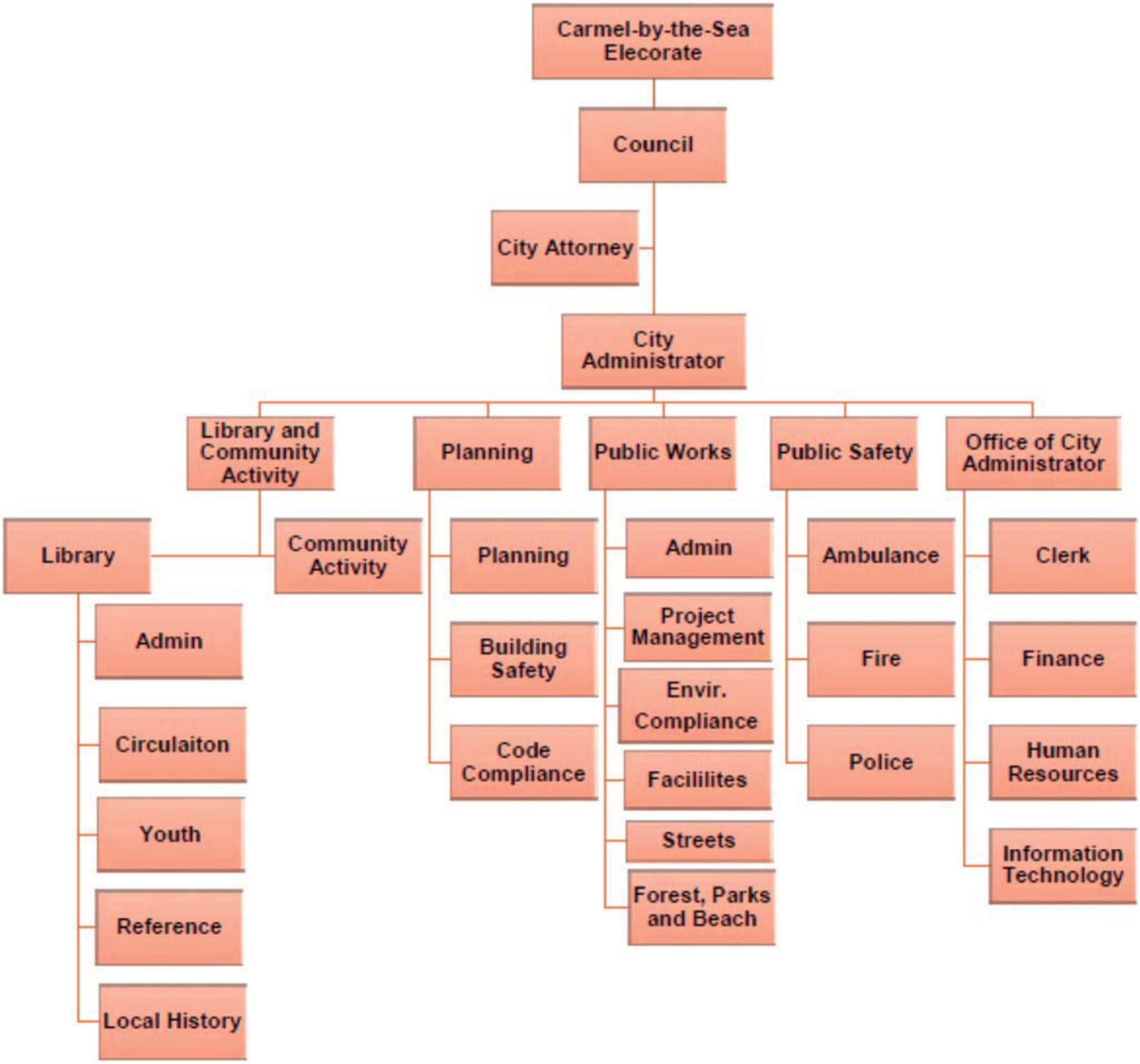
Jan Reimers, Councilmember

Carrie Theis, Councilmember

City Administrator

Chip Rerig

CITY OF CARMEL-BY-THE-SEA ORGANIZATIONAL CHART



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Carmel-by-the-Sea
California

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2019

Christopher P. Morrill

Executive Director/CEO

FINANCIAL SECTION

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Chavan and Associates, llp
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-By-The-Sea (the "City"), as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

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Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Carmel-By-The-Sea, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and other required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements as a whole. The introductory section, combining individual non-major fund schedules, statistical data, and other information as listed in the table of contents, are presented for purposes of additional analysis and are not a required part of the financial statements.

The combining and individual nonmajor fund financial statements and schedules are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the financial statements. Such information has been

subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and schedules are fairly stated in all material respects in relation to the basic financial statements as a whole.

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Chavan and Associates, llp
Certified Public Accountants

The introductory, budgetary and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 18, 2020 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

C & A LLP

December 18, 2020
San Jose, California

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MANAGEMENT'S DISCUSSION AND ANALYSIS

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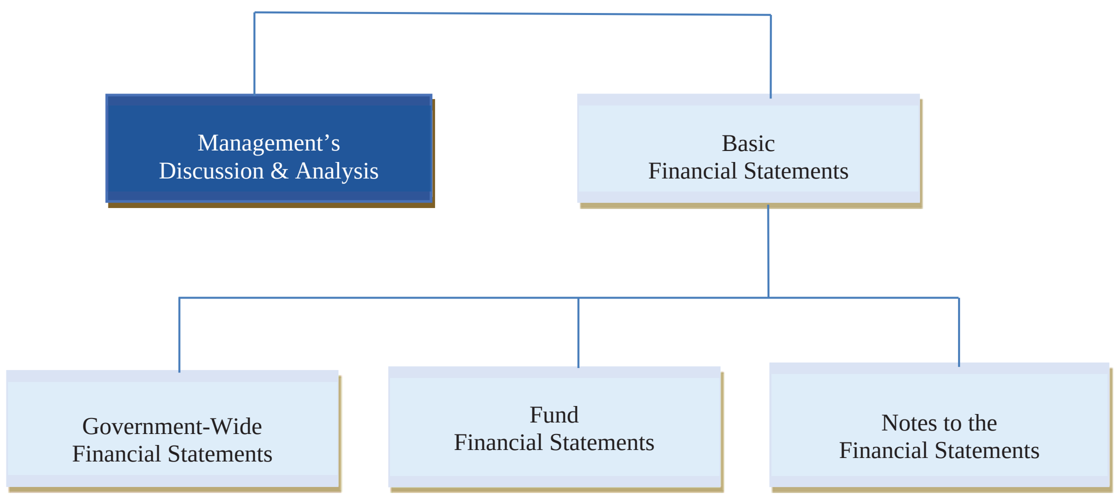
INTRODUCTION

As management of the City of Carmel-By-The-Sea, we offer readers of the City's financial statements this narrative overview and analysis of financial activities of the City of Carmel-By-The-Sea for the fiscal year that ended on June 30, 2020. We encourage readers to consider the information presented here in conjunction with additional information that we have furnished in the other sections of the attached audited financial statements, required supplemental information and other supplemental information. The required components of the report are listed below.

Required Components of the Annual Financial Report



FISCAL YEAR 2019/20 FINANCIAL HIGHLIGHTS

Government-Wide Highlights

- The assets and deferred outflows of resources of the City of Carmel-by-the-Sea exceeded the liabilities at the close of the most recent fiscal year by $25.4 million (net position). Of this amount, net position included $36.6 million classified as net investment in capital assets; $3.3 million as restricted; and $14.5 million as a deficit unrestricted net position (negative net position). The negative unrestricted net position is largely due to the implementation of *GASB 68 – Accounting and Financial Reporting for Pensions*. This pronouncement requires local governments to record pension liabilities on the government-wide financial statements. The City's pension liability in accordance with GASB 68 as of June 30, 2020 was $21.6 million.

- The City of Carmel-by-the-Sea's total net position decreased by $1.86 million from last fiscal year mostly due to a decrease in cash and investments.

Fund Highlights

- At the close of Fiscal Year 19/20 the City of Carmel-by-the-Sea's governmental funds reported combined fund balances of $12.6 million, an increase of $210 thousand in comparison with the prior year. Approximately 40% or $5 million is classified as unassigned fund balance and is available for spending at the government's discretion, which is up from $4.5 million in the prior year.

- At the end of the current fiscal year, unrestricted fund balance (the total of the committed, assigned, and unassigned components of fund balance) for the general fund was $8.8 million, or 46% of total general fund expenditures, prior to transfers, versus $9.3 million and 48% in the prior year.

- The City's long-term liabilities increased by $1.1 million primarily as the result of increases to employee benefit liabilities totaling $2.4 million which were offset by scheduled debt service payments totaling $972 thousand.

- The City's net capital assets decreased by 2% or $867 thousand primarily as a result of construction in progress and infrastructure improvements net of depreciation during the year.

OVERVIEW OF THE FINANCIAL STATEMENTS

The discussion and analysis are intended to serve as an introduction to the City of Carmel-by-the-Sea's financial statements. The City of Carmel-by-the-Sea's basic financial statements are comprised of (1) Government-wide Financial Statements (2) Fund Financial Statements, and (3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the City of Carmel-by-the-Sea's finances, in a manner similar to a private-sector business. Government-wide financial statements are prepared on the accrual basis, which means they measure the flow of all economic resources of the City as a whole. Government-wide financial statements consist of the *Statement of Net Position* and the *Statement of Activities.*

The *Statement of Net Position* presents financial information on all of the City of Carmel-by-the-Sea's assets, liabilities, and deferred inflows/outflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the City of Carmel-by-the-Sea is improving or deteriorating.

The *Statement of Activities* presents information showing how the City of Carmel-by-the-Sea's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. This is consistent with a full accrual concept, which may result in the reporting of revenues and expenses in the current fiscal year, with cash flows occurring in future fiscal periods (e.g. uncollected revenues and earned but not used vacation leave).

Both of the government-wide financial statements distinguish functions of the City of Carmel-by-the-Sea that are principally support by taxes and intergovernmental revenues *(governmental activities)* from other functions that are intended to recover all or a significant portion of their costs through user fees and charges *(business-type activities)*. An overview of the City's functions associated with each classification is listed below.

Governmental Activities – All of the City's basic services are considered to be governmental activities. This includes general government, public safety, public works, library, and community planning and building. These services are supported by general City revenues such as taxes, and by specific program revenues such as development and general government program fees. The City also operates three internal service funds, which are combined with the governmental funds and reported as governmental activities. The government-wide financial statements can be found on pages 41-42 of this report.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Fund financial statements provide detailed information about each of the City's most significant funds, called major funds. Major funds are presented individually, with all nonmajor funds summarized and presented only in a single column. Subordinate schedules present the detail of these nonmajor funds. Major funds present the major activities of the City for the fiscal year and may change from year to year as a result of changes in the pattern of the City's activities. The City's funds are segregated into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same function reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental funds focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. This represents a modified accrual basis of accounting, with capital assets, long-lived assets, and long-term liabilities excluded from the financial statements. Such information may be useful in evaluating the City's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for the *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate the comparison between *governmental funds* and *governmental activities*.

The City maintains eleven governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, the Measure D Sales Tax Fund, the Capital Projects Fund and the Harrison Memorial Library Fund. These funds are considered to be major funds. Data from the other governmental funds are combined into a single aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of combining statements in the combining and individual fund statements and schedules section of this report.

The City of Carmel-by-the-Sea adopts an annual budget for its governmental funds. A budgetary comparison statements have been provided to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 44-46 of this report.

Proprietary Funds

Internal service funds are an accounting mechanism used to accumulate and allocate costs internally among the City of Carmel-by-the-Sea's various functions. The City uses internal service funds to account for the management of its retained risks associated with liability self-insurance, workers compensation and other post-employment benefits (OPEB). The City also uses an internal service fund, the Vehicle & Equipment Replacement Fund, to manage the costs of various equipment purchased, maintained and utilized to operate City services for various departments. Because these internal services predominately benefit governmental rather than business-type functions, they have been included within governmental activities in the Government-Wide Financial Statements.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The internal service funds are combined into a single aggregated presentation in the proprietary fund financial statements. Individual fund data for the internal service funds are provided in the form of combining statements in the combining and individual fund statements and schedules section of this report. The basic proprietary fund financial statements can be found on pages 48-50 of this report.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the City. Fiduciary funds are not reported in the Government-Wide financial statements because the resources of these funds are not available to support the City of Carmel-by-the-Sea's own programs. The accounting for fiduciary funds is much like that used for business type activities. See pages 52 and 112 for fiduciary fund financial activity during the year and statements at the end of the year.

NOTES TO THE FINANCIAL STATEMENTS

Notes to the Financial Statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes can be found immediately following the fund financial statements.

OTHER INFORMATION

In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning the City of Carmel-by-the-Sea's budgetary information for the General Fund and Major Special Revenue Funds, and the City's funding progress for its employee pension and OPEB benefit obligations. The required supplementary information can be found on pages 87-92 of this report.87-92

The combining statements referred to earlier in connection with nonmajor governmental funds and internal service funds are presented immediately following the *required supplementary information*. Combining and individual fund statements and schedules can be found on pages 96-112 of this report.

An un-audited statistical section provides historical and current data on financial trends, revenue and debt capacity, demographic and economic information, and operating information. This information can be found on pages 116-136 of this document.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

Over time, net position may serve as an indicator of a government's financial position. In the case of the City of Carmel-by-the-Sea, assets and deferred outflows of resources exceeded liabilities by $25.4 million at the close of the Fiscal Year. This represents a decrease of $1.86 million over the prior year.

The following table summarizes the City's ending net position:

Table 1 - Net Position

	Governmental Activities		Increase
	2020	2019	(Decrease)
Assets			
Current and other assets	$ 16,253,649	$ 17,980,918	$ (1,727,269)
Capital assets	41,666,561	42,533,614	(867,053)
Total Assets	$ 57,920,210	$ 60,514,532	$ (2,594,322)
Deferred Outflows of Resources	$ 5,152,629	$ 4,959,711	$ 192,918
Liabilities			
Current and other liabilities	$ 2,486,282	$ 2,811,982	$ (325,700)
Noncurrent liabilities	33,060,079	33,355,596	(295,517)
Total Liabilities	$ 35,546,361	$ 36,167,578	$ (621,217)
Deferred Inflows of Resources	$ 2,083,689	$ 2,002,392	$ 81,297
Net Position			
Net investment in capital assets	$ 36,611,510	$ 37,132,103	$ (520,593)
Restricted	3,310,294	2,817,741	492,553
Unrestricted	(14,479,015)	(12,645,571)	(1,833,444)
Total Net Position	$ 25,442,789	$ 27,304,273	$ (1,861,484)

A significant portion or $36.6 million of the City's net position reflects its investment in capital assets, (e.g., land, buildings, general government infrastructure, equipment, etc.), less accumulated depreciation and any outstanding debt that was used to acquire or construct those assets. Capital assets represent infrastructure which provide services to citizens and are not available for future spending. Although the City's investment in capital assets is reported net of related debt, it should be noted that the resources to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate the liabilities.

An additional $3.3 million of the City of Carmel-by-the-Sea's net position represents resources that are subject to external restrictions on how they may be used. The remaining deficit balance of $14.5 million is classified as unrestricted. This negative unrestricted balance is largely due to *GASB 68 – Accounting and Financial Reporting for Pensions*. The City participates in the CalPERS Miscellaneous and Safety pension plans. GASB 68 impacted local governments by requiring them to report a proportional share of their pension plan's net pension liabilities on financial statements. As of June 30, 2020, the City's proportionate share of the CalPERS pension liability was $21.6 million. See note 8 for detailed information related to the Plans, along with the required supplementary information section of this report.

At the end of the current fiscal year, the City of Carmel-by-the-Sea is able to report a positive balance for the government as a whole. The reasons for the overall financial changes are discussed in the following sections for governmental activities.

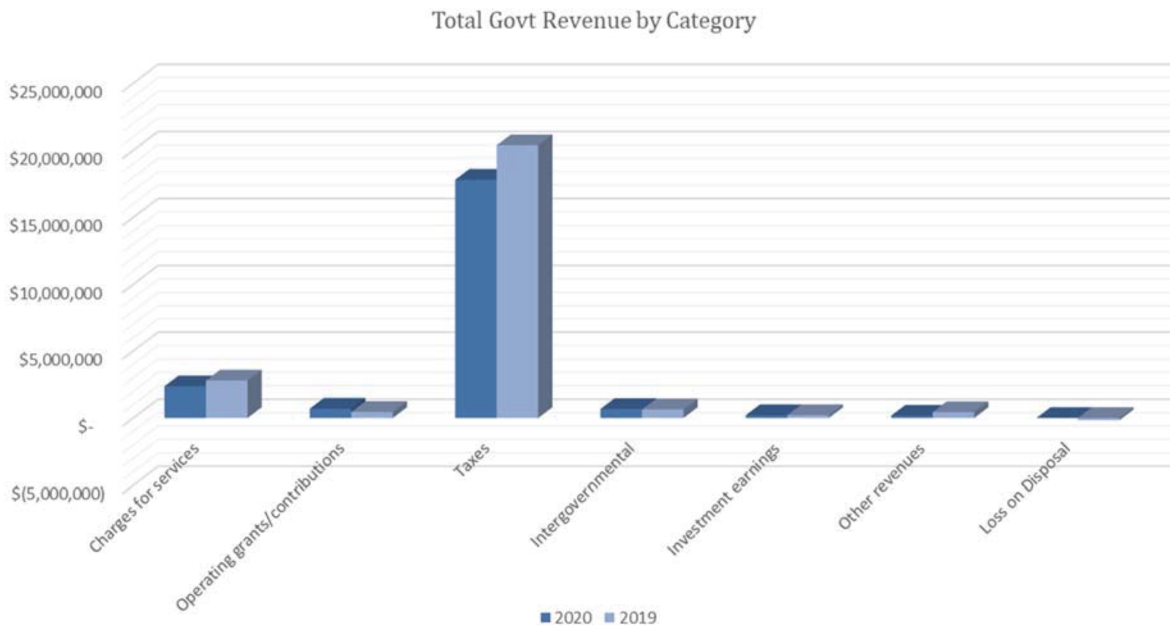
Governmental Activities
As shown in the *Statement of Changes in Net Position* schedule below, the change in net position for governmental activities decreased from a surplus balance of $1.48 million in the prior year to a deficit balance of $1.86 million in the current fiscal year. This decrease is largely due to a decrease of $2.57 million in taxes which is a direct result of COVID-19 which caused a reduction in transient occupancy taxes of $1.77 million. Total revenues from governmental activities decreased by $2.6 million from the prior year, which included a $432 thousand decrease in program revenues and a $2.6 million decrease in general revenues. The net change in expenses from the prior year was an increase of $510 thousand.

With total revenues for the fiscal year at $21.9 million and total expenses at $23.8 million, the change in net position for current activity yielded a decrease of $1.9 million. An analysis of the changes in revenues and expenses is as follows:

Table 2 - Statement of Changes in Net Position

	Governmental Activities		Increase
Functions/Programs	**2020**	**2019**	**(Decrease)**
Program Revenues			
Charges for services	$ 2,362,914	$ 2,795,041	$ (432,127)
Operating grants and contributions	695,186	450,920	244,266
Total Program Revenues	3,058,100	3,245,961	(187,861)
General Revenues			
Taxes	17,798,280	20,370,569	(2,572,289)
Intergovernmental	672,399	637,124	35,275
Investment earnings	207,153	205,791	1,362
Other revenues	169,680	437,475	(267,795)
Special item - loss on disposal of capital assets	-	(160,794)	160,794
Total General Revenues	18,847,512	21,490,165	(2,642,653)
Expenses			
General government	5,356,174	5,906,304	(550,130)
Community Planning and Building	1,214,005	1,191,826	22,179
Public Safety	9,166,804	8,390,616	776,188
Public Works	4,410,995	4,162,376	248,619
Library	2,011,886	1,894,410	117,476
Community Activities	256,698	283,512	(26,814)
Economic Reviltalization	1,081,813	1,144,022	(62,209)
Interest on fiscal charges	268,721	283,606	(14,885)
Total Expenses	23,767,096	23,256,672	510,424
Increase / (Decrease) in Net Position	(1,861,484)	1,479,454	(3,340,938)
Prior Period Adjustments	-	121,416	(121,416)
Net Position, Beginning of Year	27,304,273	25,703,403	1,600,870
Net Position, End of Year	$ 25,442,789	$ 27,304,273	$ (1,861,484)

Governmental Revenues
The following chart summarizes the changes in revenues by category during the fiscal year:



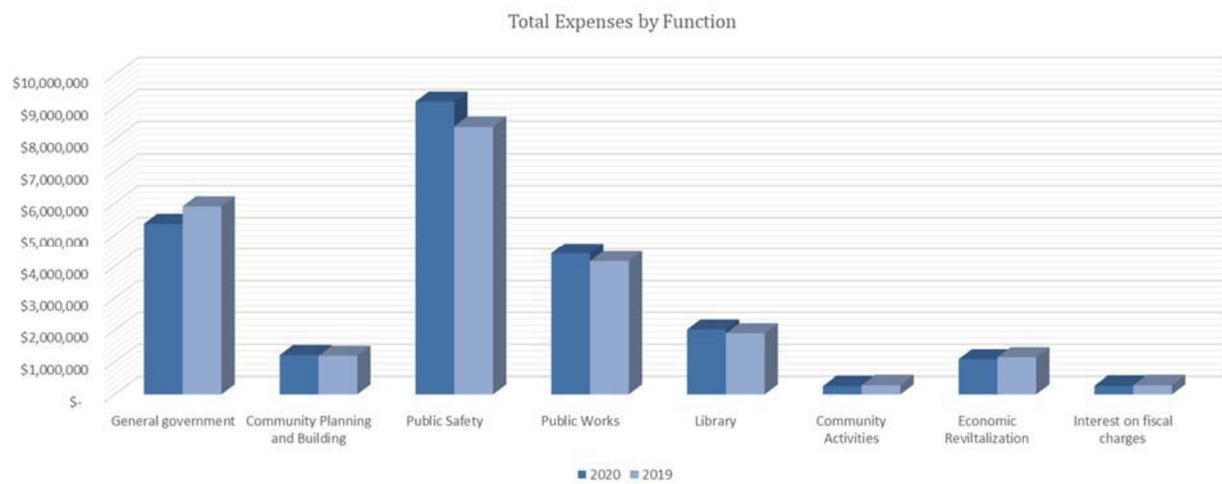
Significant changes in governmental revenues consisted of the following:

- Charge for Services, which included building permits, building plan check fees, planning permits, ambulance service fees, parking related service fees, in addition to other various City fees for services, decreased by $432,127, or 15%, primarily due COVID-19.

- Taxes decreased by $2.6 million, or 13%, primarily due to the following:
  - Transient occupancy taxes decreased by $1,766,744 as a result of lower than expected hotel occupancy rates and tourism, including special events such as the Car Week, related to COVID-19.
  - Sales tax revenues decreased by $966,123 largely due to decrease in sales tax statewide, related to COVID-19.

Governmental Expenses

The following chart summarizes the changes in expenses by category during the fiscal year:



Significant changes in governmental expenses include a decrease to General Government of $550 thousand and increases to Public Safety, Public Works and Library expenses of $776 thousand, $248 thousand and $117 thousand, respectively. In general, City services and related costs were reduced because of COVID-19. However, those reductions were more than offset by increased pension and other postemployment benefit expenses related to actuarial assumption changes and estimated provided by CalPERS and the City's OPEB actuary.

FINANCIAL ANALYSIS OF THE CITY'S GOVERNMENTAL FUNDS

As noted earlier, the City of Carmel-by-the-Sea uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

The focus of the City's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the City's financing requirements. In particular, the unassigned fund balance may serve as a useful measure of a government's net resources available for discretionary use as they represent the portion of fund balance which has not yet been limited to use for a particular purpose by either an external party, the City itself, or a group or individual that has been delegated authority to assign resources for particular purposes by the City of Carmel-by-the-Sea's Council.

The following is a summary of the changes in fund balance of the major and other (nonmajor) governmental funds:

Table 3 - Summary of Changes in Fund Balance - Governmental Funds

	Major Funds					
	General Fund	Measure D Sales Tax Fund	Capital Projects Fund	Harrison Memorial Library Fund	Other Governmental Funds	Total
Total Revenues	$ 18,414,344	$ 2,611,802	$ 41,777	$ 279,985	$ 528,796	$ 21,876,704
Total Expenditures	19,086,277	-	869,596	268,956	1,244,181	21,469,010
Revenues Over (Under) Expenditures	(671,933)	2,611,802	(827,819)	11,029	(715,385)	407,694
Transfers in	906,286	-	1,037,442	-	1,244,728	3,188,456
Transfers out	(726,335)	(2,113,787)	-	-	(545,834)	(3,385,956)
Net change in fund balances	(491,982)	498,015	209,623	11,029	(16,491)	210,194
Beginning of year	9,250,129	180,787	362,034	1,410,220	1,226,734	12,429,904
End of year	$ 8,758,147	$ 678,802	$ 571,657	$ 1,421,249	$ 1,210,243	$ 12,640,098

The fund balance of the City's General Fund decreased by $492 thousand mostly due to lower than expected tax revenues. The fund balance in the Measure D Sales Tax Fund increased by $498 thousand mostly due to a reduction in transfers out because there was a decrease in sales tax revenue of approximately $500 thousand due to COVID-19.

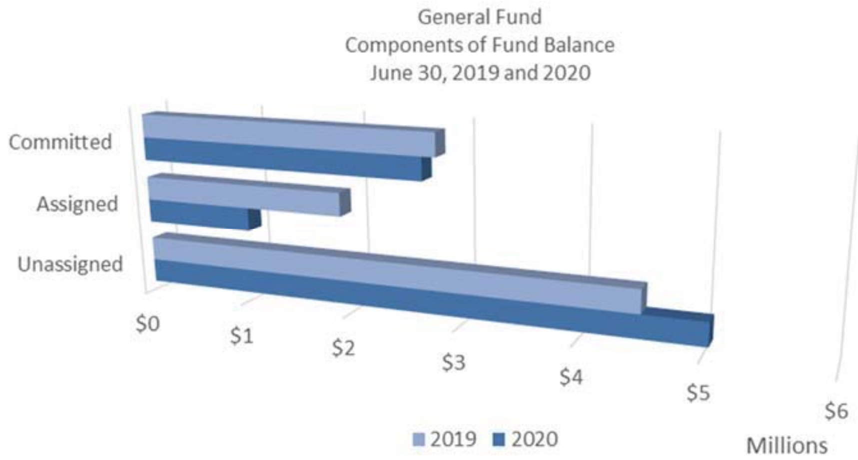
Combined Funds – Components of Fund Balance

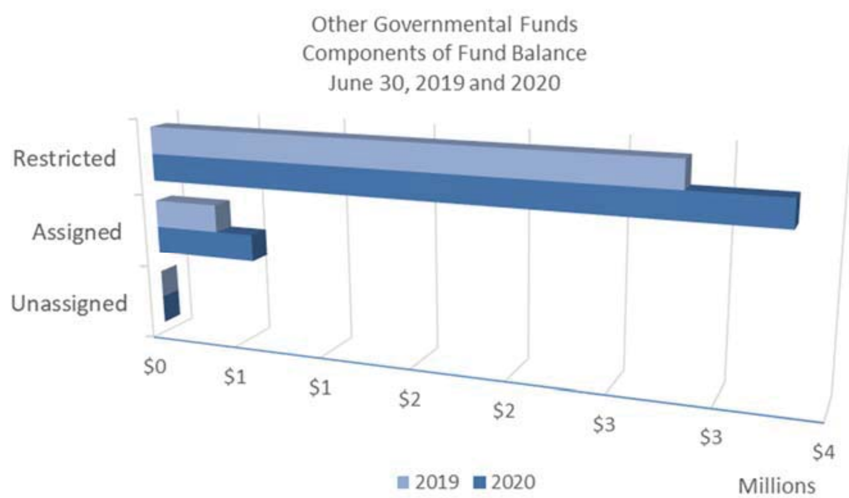
As of June 30, 2020, the City of Carmel-by-the-Sea's reported combined fund balances of $12.64 million, which represents a $210,194 increase over the prior year. Approximately 40%, or $5 million, was classified as unassigned fund balance, which is available for spending at the government's discretion. The remainder of the fund balance was either committed, restricted, or assigned. The committed balance of $2.684 million represents funds that are set-aside for specific purposes via resolution of the City Council. The restricted balance of $3.3 million reflects fund that are legally required to remain intact, while the remainder of $1.6 million represents funds that were assigned to a particular purpose by the City Council or management given legal authority by the Council.

General Fund – Components of Fund Balance

The general fund is the chief operating fund of the City of Carmel-by-the-Sea. At the end of the current fiscal year, the unassigned fund balance of the general fund was $5 million, and the total fund balance decreased to $8.76 million. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. The total general fund expenditures, prior to transfers was $19.1 million. Unassigned fund balance represents approximately 26% of the total general fund expenditures, while total fund balance represents approximately 46% of total general fund expenditures.

The following charts provide an annual comparison of the fund balance components included in the general fund and the other governmental funds.





The assigned fund balance in other governmental funds was from the Capital Projects Fund which had $571,657 in fund balance assigned for capital projects; an increase from last year's assigned fund balance of $362,034.

FINANCIAL ANALYSIS OF CITY'S INTERNAL SERVICE FUNDS

The following is a summary of the changes in fund balance of the City's internal service funds:

Table 4 - Summary of Changes in Net Position - Internal Service Funds

	Workers Compensation Fund	OPEB Reserve Fund	Vehicle & Equipment Replacement Fund	Total
Total Revenues	$ 54,440	$ -	$ 86	$ 54,526
Total Expenditures	92,304	-	282,385	374,689
Revenues Over (Under) Expenditures	(37,864)	-	(282,299)	(320,163)
Nonoperating Revenue (Expense)	6,531	22,378	-	28,909
Transfers in	-	-	197,500	197,500
Transfers out	-	-	-	-
Net change in fund balances	(31,333)	22,378	(84,799)	(93,754)
Beginning of year	31,333	1,817,051	1,148,797	2,997,181
End of year	$ -	$ 1,839,429	$ 1,063,998	$ 2,903,427

CAPITAL ASSETS

The City of Carmel-by-the-Sea's investment in capital assets includes land, buildings, systems, improvements, machinery, equipment, facilities, roads, and other similar assets and infrastructure. The following table summarizes the City's capital assets at the end of the year:

Table 5 - Capital Assets at Year End - Net

	Governmental Activities		Increase
	2020	2019	(Decrease)
Land	$ 5,101,641	$ 5,101,641	$ -
Construction in Progress	260,965	621,085	(360,120)
Buildings and improvements	15,520,829	15,711,182	(190,353)
Infrastructure	19,973,392	20,187,281	(213,889)
Vehicles	172,899	193,180	(20,281)
Technology/Hardware and Software	244,735	347,859	(103,124)
Machinery and equipment	392,100	371,386	20,714
Total Capital Assets, Net	$ 41,666,561	$ 42,533,614	$ (867,053)

The City reported depreciation expense of $1.868 million for fiscal year 2019-20 as compared to $2 million for fiscal year 2018-19.

See Note 5 in the notes to financial statements section for additional information.

DEBT ADMINISTRATION (LONG-TERM LIABILITIES)

During the year, Long-Term Liabilities from governmental activities increased by $1.14 million primarily due to increase in the net pension liability and the net OPEB liability as shown below and described in the financial highlights section.

The following table summarizes the City's debt at the end of the year:

Table 6 - Outstanding Long-Term Liabilities

	Governmental Activities		Increase
	2020	2019	(Decrease)
Sunset Center COP	$ 4,890,000	5,215,000	$ (325,000)
Countywide Radio Project	165,051	186,511	(21,460)
Pension Obligation Bonds	1,980,000	2,605,000	(625,000)
Compensated Absences	581,520	831,579	(250,059)
Net Pension Liability	21,666,416	19,920,568	1,745,848
Claims Liability	575,000	575,000	-
Net OPEB Liability	4,640,704	4,021,938	618,766
Total Long-Term Liabilities	$ 34,498,691	$ 33,355,596	$ 1,143,095

See Note 6 in the notes to financial statements section for additional information.

GENERAL FUND BUDGETARY HIGHLIGHTS

Changes from the City's General Fund original budget to the final budget are detailed in the *Required Supplementary Information* section along with a comparison to actual activity for the year ended. In Fiscal Year 19/20, the City originally estimated an increase of $97 thousand in fund balance; however due to decreased performance in revenues and increased annual spending and benefit expense adjustments, the City ended the year with an excess of expenditures over revenues of $491 thousand.

Revenues

The General Fund adopted and final revenue budgets were $20.67 and $20.78 million, with actual revenues recorded at $18.4 million. This $2.37 million difference primarily related to less than anticipated performance in most tax categories and charges for services, mostly due to COVID-19.

Expenditures

The General Fund adopted expenditure budget was $21.2 million and the final budget was $21.3 million. The actual expenditures totaled $19.1 million, which resulted in a net difference of $2.2 million. Most of the savings can be attributed to salary and benefit savings and overall reductions related to COVID-19.

ECONOMIC OUTLOOK

Summary

The City's primary revenue sources include property taxes, sales and use taxes, and transient occupancy taxes. In fiscal year 2020-2021, these revenues are projected to generate $14.3 million, or 76%, of the $18.7 million in estimated total citywide revenues. Overall, these revenues are expected to decrease significantly due the economic impact associated with the coronavirus (COVID19). However, other known expenditures, primarily related to personnel costs, are anticipated to increase. Absent reductions in expenditures, fiscal year 2020-2021 will face a structural imbalance whereby proposed expenditures outpace estimated revenues.

Property taxes have historically been one of the City's three major sources of revenue and are expected to remain strong in the upcoming fiscal year. Budgeted at $6.8 million, property taxes will account for 37% of total budgeted revenue in fiscal year 2020-2021 and will be the City's leading revenue. The financial forecast assumes growth of 3% in fiscal year 2020-2021 and annual growth of 2% in future fiscal years.

Sales and use taxes include the City's 1% share of statewide taxes as well as a local sales tax component. The City also collects a transient occupancy tax of 10% of the hotel room rate charged on guests for overnight stays. While these revenues have been steadily increasing over the past several fiscal years, they are projected to decline significantly in fiscal year 2020-2021 due to the economic impacts associated with the coronavirus. Sales and use and transient occupancy taxes are not expected to return to pre-COVID levels of performance for some time, likely 2 years for sales taxes and 3-5 years for transient occupancy taxes.

Similar to other communities that rely on tourism, the combination of less consumer spending on certain taxable goods and services and decreased hotel stays due to travel restrictions are predicted to have immediate and long-term impacts on the City's revenues. However, the projected sales and use tax loss is likely to be partially offset by an 0.5% increase in the local sales tax, which becomes effective on July 1, 2020. Together, the City's allocation of the statewide sales tax of $1.9 million and the local sales tax of $3.1 million are expected to generate $5.0 million, or 27%, of the City's revenues. The fiscal year 2020-2021 budget also includes $2.5 million in transient occupancy taxes, which will represent 13% of total budgeted revenues, far less than the 28% it has previously contributed in prior fiscal years.

While revenues are projected to significantly decrease in fiscal year 2020-201 and likely to continue to underperform in the next several fiscal years, certain expenditures are on the rise, including personnel-related costs. In particular, the City's payments toward pension have already been projected to steadily increase from $1.4 million in fiscal year 2019-2020 to $2.1 million in fiscal year 2021-2022, not factoring in anticipated investment losses resulting from COVID-19. In addition, the City is obligated to make debt service payments of approximately $1.2 million through fiscal year 2023-2024. Other operating and capital expenditures will need to be significantly curtailed to offset the revenue loss in fiscal year 2020-201 and beyond in order to mitigate a structural deficit.

Outlook for Major Revenues

Property Taxes

Located within one square mile, the City is considered to be built out, which limits the availability of housing stock. This limited supply, coupled with a high demand for housing driven by the City's desirability as a place to live and close proximity to the San Francisco metropolitan area, contributes to a healthy real estate market. The fiscal year 2020-2021 Adopted Budget of $6.8 million in property taxes assumes a 3%

increase over the fiscal year 2019-2020 Estimated Actual. This assumption is based on the City's historical performance, which has averaged a 5.6% increase over the past five years, and other indications of continued growth in the housing market.

While the real estate market is currently impacted by COVID-19, property tax is usually more resilient to economic conditions in terms of timing and sensitivity to other fiscal indicators. Therefore, staff believes that modest growth of 3% is possible in fiscal year 2020-2021. COVID-19 is unparalleled; however, economic literature uses the Great Recession of 2009 and the September 11, 2001 terrorist attacks to model possible economic impacts of the coronavirus. For comparison, in fiscal year 2001-2002, which included the time frame associated with 911, the City's overall property tax increased by 11% over the prior fiscal year.

The property tax growth projection is also consistent with models used by the State of California. Specifically, the May Revise to the Governor's 2020-2021 Budget adjusted its budgeted property tax expectations downward from 5.7% to 3.5% for fiscal year 2020-2021.

Sales and Use Taxes

Many of the features that contribute to residential quality of life, such as a temperate climate, natural beauty, architecture and unique design standards and cultural, dining and shopping opportunities also attract visitors. The variety of restaurants and other dining options located within the City's boundary as well as art galleries, jewelry and clothing retailers contributes to shopping opportunities for residents and visitors alike.

The economic impact of COVID-19 has influenced consumer spending patterns, particularly in areas of leisure and travel and other discretionary spending. As reported in HdL Companies' California Forecast Sales Tax Trends and Economic Drivers April 2020 Revised, many sectors are projected to sustain losses in the second quarter of 2020 including restaurants/hotels (-60%), auto/transportation (-55%), fuel/service stations (-50%), general consumer goods (-45%), building and construction (-40%) and business/industry (-30%). Most of the sales tax within the City is generated by restaurants and general consumer goods and both of these sectors that have been particularly hard hit by the pandemic.

There are many unknown variables in developing an outlook for sales and use taxes, such as:

- When consumer spending will increase, especially for leisure travel, dining and other areas of discretionary spending;
- Changing consumer preferences for online shopping and delivery;
- Implementation of social distancing protocols on retail and dining, including limiting the seating capacity of restaurants;
- The extent to which businesses rebound or permanently close;
- When the economy reopens and shelter-in place restrictions are lifted, and
- Whether the coronavirus returns and warrants a second wave of shelter in place restrictions.

The forecast assumes shelter in place restrictions through May 2020 and the impact of ongoing social distancing protocols on retail and restaurants. The fiscal year 2020-2021 Adopted Budget for the City's allocation of the statewide sales tax (Bradley Burns) is $1.9 million, which is a decrease of 28%, compared to the fiscal year 2019-2020 Adopted Budget. For comparison, the May Revise to the Governor's 2020-2021 Budget projects a decrease of 27% in sales tax revenues. On March 3, 2020, Carmel voters approved Measure C, which increases the local sales tax within the City from 1/% to 1.5%. As the additional 0.5% sales tax will become effective on July 1, 2020, it is anticipated that the increased sales tax will buffer some of the expected decline in revenue for the upcoming fiscal year. The fiscal year 2020-2021 Adopted Budget of approximately $3.1 million is just under 1% more than the fiscal year 2019-2020 Adopted Budget. Absent the passage of Measure C, the fiscal year 2020-2021 budget target, based upon a 1% local sales tax rate, is $2,405,000, meaning the increased sales tax rate of 1.5% is expected to generate $645,000 more in revenue.

Transient Occupancy Taxes

Visitors have a multitude of lodging options within the City and these lodging establishments charge a 10% transient occupancy tax for stays of 30 days or less. Transient occupancy taxes are more challenging to predict as the taxes are based upon personal choices regarding travel, be it the decision on whether to travel, where to travel, and how much to spend on travel, such as the amount to pay for a hotel room. In addition to facing competition from other popular US destinations that neighbor the Monterey Peninsula to the north and south, the City also competes with other international destinations and is sensitive to changes in consumer spending, economic conditions, and to some extent, international policies.

The difficulty in estimating transient occupancy taxes has been exacerbated by COVID-19, primarily due to international, national, state and local travel restrictions and shelter in place protocols. In addition, consumer spending on travel and leisure has decreased due to unemployment and other economic losses stemming from the pandemic. First international travel restrictions, followed by statewide and local shelter in place restrictions imposed in March 2020, lead to nearly vacant hotel rooms and assumptions that both occupancy and room rates would remain low for the remainder of fiscal year 2019-2020. The outlook assumes lower occupancy and reduced room rates, particularly in the summer months which have historically generated the majority of the transient occupancy tax revenue, resulting from ongoing shelter in place restrictions and diminished consumer demand. With a fiscal year 2020-2021 Adopted Budget of $2.5 million, transient occupancy taxes are estimated to be $2.0 million less than the fiscal year 2019-2020 Estimated Actual and $4.4 million less than the fiscal year 2019-2020 Adopted Budget.

Other Revenues

Charges for Services: The City provides a variety of services that benefit specific customers, such as the administration of business licenses, ambulance transport, police response to false alarms and the issuance of planning and building, encroachment, tree removal and special event permits. Together charges for services are budgeted at $2.1 million in fiscal year 2020-2021, which includes $1.2 million in charges for building services. When compared to the Adopted Budget, the fiscal year 2019-2020 Estimated Actual reflects a decrease of 15% in anticipated revenue. The forecast assumes that Planning and Building staff are able to provide services virtually and by accommodating social distancing protocols through June 30 and expects that the demand for other services, such as special event permits, is curtailed due to COVID-19. In fiscal year 2020-2021, the budget declines by about 2% overall, with anticipated decreases in ambulance transports and special events offset by continued demand for residential and commercial remodels and other planning and building services. Long-term, the forecast assumes a 2% annual growth for inflation.

Other Revenues: This category includes a variety of other types of revenue such as franchise fees imposed on utilities for the use of public streets and roadways; business license tax; parking permits and other licenses; fines and forfeitures; intergovernmental revenue and investment earnings. Funding received from the federal Community Oriented Policing (COPS) grant is transferred into the General Fund to support the Police Department. Other restricted revenue for street maintenance and paving is also received from the State of California through gas taxes and local sales taxes administered by the Transportation Agency of Monterey County. The economic impacts of COVID-19 are anticipated to affect transportation-related funding due to declining fuel and sales taxes and local business taxes. Fiscal year 2020-2021 reflects a 7%

decrease in other revenues compared to the fiscal year 2019-2020 Adopted Budget. An increase of 2% annually is expected in future years.

Outlook for Major Expenditures

Salaries and Benefits

The majority of services provided by the City are delivered by City personnel. As a result, the category of salaries and benefits is projected to be the City's largest expenditure at $9.6 million, or 49% of total citywide expenditures. The City anticipated this expenditure to rise by 5% over the fiscal year 2019-2020 Adopted Budget due to negotiated salary and benefit increases, personnel advancement (annual merit or salary step adjustments) and growing retirement and health insurance costs. However, based upon the projected revenue outlook, these expenditures are planned to be reduced by $2.1 million, or -18%, compared to fiscal year 2019-2020. The reduction will be attributed primarily to un-funding vacant positions and other reductions within the City's overall workforce. Future years' expenses are assumed to grow each year, particularly the City's retirement costs; however, the City's ability to meet these ongoing costs is contingent upon the performance of its major revenues.

Projected expenses by function align with salary and benefit costs. For example, together the public safety functions of Ambulance, Fire and Police make up 41% of the planned fiscal year 2020-2021 budget. These functions also contribute to 39% of the citywide workforce. Public Works is the second largest function in terms of staffing and will represent 21% of City personnel. Both public safety and public works also utilize contract services and these planned expenses also contribute to the respective budgets of these functions.

Pension Costs

The City provides a defined pension plan through the California Public Employees' Retirement System (CalPERS) for its full-time employees. As such, the City is responsible for contributing toward current employees' retirement packages based upon a set amount determined by CalPERS derived from a percentage of salary. This is known as the employer contribution and this expense is included within the City's budgeted salary and benefit costs.

In addition, the City is obligated to make additional pension payments to CalPERS known as the unfunded actuarial liability ("UAL"). The UAL is intended to address any shortfall between the amount CalPERS needs to pay for retirement benefits when people retire compared to the amount that CalPERS currently has on hand to pay for the estimated costs of these benefits. As calculated by CalPERS, the City's UAL payment is projected to steadily increase from $1.4 million in fiscal year 2019-2020 to $1.6 million in fiscal year 2020-2021 to $1.9 million in fiscal year 2021-2022 to $2.1 million in fiscal year 2021-2022.

However, these costs are expected to be recalculated and rise well beyond these estimates. First, there are lower than unexpected CalPERS investment earnings, which are likely to be under the projected 7% return due to the economic environment associated with COVID-19. Second, actuarial assumptions were last updated in December 2017. Revised actuarial assumptions are expected to be available in August 2020 that will review retirement rates, termination rates, mortality rates, rates of salary increases and inflation. It is presumed the updated actuarial valuations will result in an additional increase in the City's costs over what the City had initially planned over the next several years.

Other Operating Costs

The second largest type of expenditures is known as outside services, which includes such expenses as legal noticing, community promotions and contract services. Contract services are used as an alternative to City staff directly providing the service to achieve cost savings or due to the specialized nature of the work being performed. Outside services are projected at $5.3 million, or 27% of the citywide budget. This expense reflects a planned decrease of 15% compared to the fiscal year 2019-2020 Adopted Budget. Some of the largest expenses within this category include $2.5 million for fire service provided by the City of Monterey (Public Safety); $845,000 for the support for the operations of the Sunset Center and other marketing activities (Economic Revitalization); legal services of $285,000 (General Government); and janitorial service for $192,000 and tree care services at $115,000 (Public Works). As the costs associated with these various services are anticipated to increase annually by 3% due to inflation and other factors, similar to fiscal year 2020-2021, the City will need to prioritize the use of contract services and curtail other expenses to meet planned revenue projections.

Capital Projects

Due to the projected decline in revenue for fiscal year 2020-2021, no capital expenditures are planned for the upcoming fiscal year. Capital projects expenditures will likely increase in the future as the City's revenues rebound.

Debt Service

Debt service is estimated at $1.2 million, or 6% of the citywide budget, in fiscal year 2020-2021 and is similar to fiscal year 2019-2020 expenses. This category includes payments for the Next Generation Countywide Radio Project, the Sunset Center, and the Pension Obligation bonds. The Radio Project is intended to enhance communication among public safety agencies and the payment is estimated at $30,000 annually until the bond matures on June 30, 2023. Approximately $500,000 a year is allocated toward the 2010 Refunding Lease Revenue Bonds related to improvements at the Sunset Center (the Sunset Theater Project). This bond matures on November 1, 2031 and the City will be exploring the possibility of refinancing this bond to achieve cost savings. On July 3, 2012, the City Council authorized the issuance of pension obligation bonds to refinance the City's outstanding side fund obligations to California Public Employees Retirement System (CalPERS). The annual debt service is approximately $700,000 until the bond matures on June 1, 2023.

REQUEST FOR FINANCIAL INFORMATION

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

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BASIC FINANCIAL STATEMENTS

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City of Carmel-By-The-Sea
Statement of Net Position
June 30, 2020

	Governmental Activities
ASSETS	
Current Assets:	
Cash and investments	$ 14,688,792
Receivables:	
Accounts	1,132,596
Due from other governments	432,261
Total Current Assets	16,253,649
Noncurrent Assets:	
Capital Assets:	
Nondepreciable	5,362,606
Depreciable, net of accumulated depreciation	36,303,955
Total Capital Assets - Net	41,666,561
Total Assets	$ 57,920,210
DEFERRED OUTFLOWS OF RESOURCES	
OPEB Adjustments	$ 392,384
Pension Adjustments	4,760,245
Total Deferred outlows of Resources	$ 5,152,629
LIABILITIES	
Current Liabilities:	
Accounts payable	$ 665,172
Payroll related liabilities	331,998
Deposits and other liabilities	1,500
Interest payable	49,000
Claims payable - current portion	57,500
Compensated absences - current portion	383,804
Long-term debt - due within one year	997,308
Total Current Liabilities	2,486,282
Noncurrent Liabilities:	
Long-term debt - due in more than one year	6,037,743
Claims payable	517,500
Compensated absences	197,716
Net pension liability	21,666,416
Net OPEB liability	4,640,704
Total Noncurrent Liabilities	33,060,079
Total Liabilities	$ 35,546,361
DEFERRED INFLOWS OF RESOURCES	
OPEB Adjustments	$ 62,057
Pension Adjustments	2,021,632
Total Deferred Inflows of Resources	$ 2,083,689
NET POSITION	
Net investment in capital assets	$ 36,611,510
Restricted for:	
Transportation	87,877
Public safety	58,971
Debt service	323,191
Library	1,421,249
Public parking	734,767
Measure D	678,802
Asset seizure	5,437
Total Restricted	3,310,294
Unrestricted	(14,479,015)
Total Net Position	$ 25,442,789

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Statement of Activities
For the Year Ended June 30, 2020

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Total	Net (Expense) Revenue and Change in Net Position: Governmental Activities
Primary Government:					
Governmental Activities:					
General government	$ 5,356,174	$ 211,067	$ 453,861	$ 664,928	$ (4,691,246)
Community Planning and Building	1,214,005	1,112,512	-	1,112,512	(101,493)
Public Safety	9,166,804	808,559	-	808,559	(8,358,245)
Public Works	4,410,995	42,395	-	42,395	(4,368,600)
Library	2,011,886	11,793	241,325	253,118	(1,758,768)
Community Activities	256,698	85,060	-	85,060	(171,638)
Economic Reviltalization	1,081,813	91,528	-	91,528	(990,285)
Interest and fiscal charges	268,721	-	-	-	(268,721)
Total Governmental Activities	$ 23,767,096	$ 2,362,914	$ 695,186	$ 3,058,100	(20,708,996)

General Revenues:	
Taxes:	
Property taxes	6,690,948
Sales and use taxes	4,766,762
Transient occupancy taxes	5,115,271
Franchise fees	632,833
Business license tax	592,466
Total taxes	17,798,280
Intergovernmental	672,399
Investment earnings	207,153
Other revenues	169,680
Total General Revenues	18,847,512
Change in Net Position	(1,861,484)
Net Position - Beginning of Year	27,304,273
Net Position - End of Year	$ 25,442,789

The accompanying notes are an integral part of these financial statements.

MAJOR GOVERNMENTAL FUNDS

Fund Title	Fund Description
General Fund	This fund is used to account for all of the general operations and other financial transactions of the City, which are not accounted for by another fund.
Measure D Sales Tax	This fund is used to account for the transaction and use tax increase to be used to maintain essential services, including fire, ambulance and police response times; fund capital needs, including streets, beach, parks, forest and trails; increase code compliance; maintain libraries, Sunset Center and other public facilities; address CalPERS pension liabilities and other debt; and provide other general City services.
Capital Projects	This fund accounts for resources utilized, committed, assigned or restricted for capital projects.
Harrison Memorial Library	This fund is used to account for activities associated with the Harrison Memorial Library.

City of Carmel-By-The-Sea
Balance Sheet
Governmental Funds
June 30, 2020

	Major Funds					
	General Fund	Measure D Sales Tax Fund	Capital Projects Fund	Harrison Memorial Library Fund	Other Governmental Funds	Total Governmental Funds
ASSETS						
Cash and investments	$ 8,592,380	$ 277,758	$ 618,544	$ 1,437,351	$ 1,201,922	$ 12,127,955
Receivables:						
Accounts	1,132,596	-	-	-	-	1,132,596
Due from other governments	-	401,044	-	-	31,217	432,261
Total assets	$ 9,724,976	$ 678,802	$ 618,544	$ 1,437,351	$ 1,233,139	$ 13,692,812
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	$ 578,891	$ -	$ 46,887	$ 16,102	$ 22,896	$ 664,776
Accrued liabilities	331,998	-	-	-	-	331,998
Deposits	1,500	-	-	-	-	1,500
Due to other funds	54,440	-	-	-	-	54,440
Total liabilities	966,829	-	46,887	16,102	22,896	1,052,714
Fund Balances:						
Restricted:						
Transportation	-	-	-	-	87,877	87,877
Public safety	-	-	-	-	58,971	58,971
Debt service	-	-	-	-	323,191	323,191
Library	-	-	-	1,421,249	-	1,421,249
Asset seizure	-	-	-	-	5,437	5,437
Public parking	-	-	-	-	734,767	734,767
Measure D	-	678,802	-	-	-	678,802
Committed:						
Holstery tax	511,527	-	-	-	-	511,527
Budget stabilization	2,173,138	-	-	-	-	2,173,138
Assigned:						
Operational reserves	1,025,194	-	-	-	-	1,025,194
Capital projects	-	-	571,657	-	-	571,657
Unassigned	5,048,288	-	-	-	-	5,048,288
Total fund balances	8,758,147	678,802	571,657	1,421,249	1,210,243	12,640,098
Total liabilities and fund balances	$ 9,724,976	$ 678,802	$ 618,544	$ 1,437,351	$ 1,233,139	$ 13,692,812

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Reconciliation of the Government Funds Balance Sheet to the Government-Wide Statement of Net Position
June 30, 2020

Total Fund Balances - Total Governmental Funds	$	12,640,098
Amounts reported for governmental activities in the statement of net position were different because:		
Capital assets used in governmental activities were not current financial resources. Therefore, they were not reported in the Governmental Funds Balance Sheet. The capital assets were adjusted as follows:		
Capital assets		63,181,080
Less: accumulated depreciation		(22,378,065)
Total Capital Assets		40,803,015
Interest payable on long-term debt did not require current financial resources. Therefore, interest payable was not reported as a liability in Governmental Funds Balance Sheet.		(49,000)
Internal service funds are used by management to charge the costs of stores, vehicle maintenance and various insurance costs to individual funds. The assets and liabilities of the internal service funds are included in the governmental activities in the statement of net position.		2,903,428
The differences from benefit plan assumptions and estimates versus actuals are not included in the plan's actuarial study until the next fiscal year and are reported as deferred inflows or deferred outflows of resources in the statement of net position.		3,068,939
Long-term obligations were not due and payable in the current period. Therefore, they were not reported in the Governmental Funds Balance Sheet. The long-term liabilities were adjusted as follows:		
Long-term debt		(7,035,051)
Compensated absences		(581,520)
Net pension obligation		(21,666,416)
Net OPEB liability		(4,640,704)
Total Long-Term Obligations		(33,923,691)
Net Position of Governmental Activities	$	25,442,789

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2020

	Major Funds					
	General Fund	Measure D Sales Tax Fund	Capital Projects Fund	Harrison Memorial Library Fund	Other Governmental Funds	Total Governmental Funds
REVENUES						
Taxes:						
Property taxes	$ 6,690,948	$ -	$ -	$ -	$ -	$ 6,690,948
Sales and use taxes	2,154,960	2,611,802	-	-	-	4,766,762
Transient occupancy taxes	5,115,271	-	-	-	-	5,115,271
Franchise fees	632,833	-	-	-	-	632,833
Business license tax	592,466	-	-	-	-	592,466
Intergovernmental revenues	610,960	-	-	-	515,300	1,126,260
License and permits	928,752	-	-	-	-	928,752
Contributions	-	-	-	241,324	-	241,324
Fines and forfeitures	72,152	-	-	-	-	72,152
Charges for services	1,177,695	-	-	11,793	4,504	1,193,992
Interest	142,384	-	-	26,868	8,992	178,244
Rents and concessions	130,792	-	-	-	-	130,792
Other revenues	165,131	-	41,777	-	-	206,908
Total Revenues	18,414,344	2,611,802	41,777	279,985	528,796	21,876,704
EXPENDITURES						
Current:						
General government	5,008,054	-	-	-	-	5,008,054
Community Planning and Building	1,094,736	-	-	-	-	1,094,736
Public Safety	7,774,916	-	-	-	-	7,774,916
Public Works	2,847,091	-	-	-	-	2,847,091
Library	1,075,384	-	-	268,956	-	1,344,340
Community Activities	209,554	-	-	-	-	209,554
Economic Reviltalization	1,076,542	-	-	-	-	1,076,542
Capital outlay	-	-	869,596	-	-	869,596
Debt service						
Principal	-	-	-	-	971,460	971,460
Interest and fiscal charges	-	-	-	-	272,721	272,721
Total Expenditures	19,086,277	-	869,596	268,956	1,244,181	21,469,010
Excess (Deficiency) of Revenues over Expenditures	(671,933)	2,611,802	(827,819)	11,029	(715,385)	407,694
OTHER FINANCING SOURCES (USES)						
Transfers in	906,286	-	1,037,442	-	1,244,728	3,188,456
Transfers out	(726,335)	(2,113,787)	-	-	(545,834)	(3,385,956)
Total Other Financing Sources (Uses)	179,951	(2,113,787)	1,037,442	-	698,894	(197,500)
Net Change in Fund Balances	(491,982)	498,015	209,623	11,029	(16,491)	210,194
Fund Balances Beginning	9,250,129	180,787	362,034	1,410,220	1,226,734	12,429,904
Fund Balances Ending	$ 8,758,147	$ 678,802	$ 571,657	$ 1,421,249	$ 1,210,243	$ 12,640,098

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures and Changes in Fund Balances to the Government-Wide Statement of Activities
June 30, 2020

Net Change in Fund Balances - Total Governmental Funds	$	210,194
Amounts reported for governmental activities in the Statement of Activities and Changes in net position were different because:		
Governmental Funds report capital outlay as expenditures. However, in the Government-Wide Statement of Activities and Changes in net position, the cost of those assets was allocated over their estimated useful lives as depreciation expense.		
Capital outlay		918,075
Depreciation expense		(1,868,526)
Internal service funds are used by management to charge the costs of stores, vehicle maintenance, and various insurance costs to individual funds.		
Net revenue (excess expenses) reported with governmental activities		(93,754)
Long-term compensated absences and claims payables were reported in the Government-Wide Statement of Activities, but they did not require the use of current financial resources and were not reported as expenditures in governmental funds.		
Compensated absences		250,059
In governmental funds, actual contributions to benefit plans are reported as expenditures in the year incurred. However, in the government-wide statement of activities, only the current year benefit expense as noted in the plans' valuation reports is reported as an expense, as adjusted for deferred inflows and outflows of resources.		(1,897,481)
Repayment of long-term debt was an expenditure in governmental funds, but the repayment reduced long-term liabilities in the Government-Wide Statement of net position.		971,460
Certain expenses reported in the statement of activities do not require the use of current financial resources and are not reported as expenditures in the fund statements as follows:		
Other postemployment benefits		(355,511)
Interest expense on long-term debt was reported in the Government-Wide Statement of Activities and Changes in net position, but it did not require the use of current financial resources. Therefore, interest expense was not reported as expenditures in governmental funds. The following amount represented the net change in accrued interest from and accreted interest from prior year.		4,000
Change in Net Position of Governmental Activities	$	(1,861,484)

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Statement of Net Position
Proprietary Funds
June 30, 2020

	Governmental Activities - Internal Service Funds
ASSETS	
Current assets:	
Cash and investments	$ 2,560,837
Due from other funds	54,440
Total current assets	2,615,277
Noncurrent Assets:	
Capital assets - net	863,546
Total assets	$ 3,478,823
LIABILITIES	
Current liabilities:	
Accounts payable	$ 396
Claims payable - current	57,500
Total current liabilities	57,896
Non-current liabilities:	
Claims payable	517,500
Total liabilities	$ 575,396
NET POSITION	
Net Investment in capital assets	$ 863,546
Unrestricted	2,039,881
Total net position	$ 2,903,427

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Statement of Revenues, Expenses and Changes in Fund Net Position
Proprietary Funds
For the Year Ended June 30, 2020

	Governmental Activities - Internal Service Funds
OPERATING REVENUES	
Charges for services	$ 54,440
Total operating revenues	54,526
OPERATING EXPENSES	
Claims	92,304
Depreciation	282,385
Total operating expenses	374,689
Operating income (loss)	(320,163)
NONOPERATING REVENUES(EXPENSES)	
Investment earnings	28,909
Total nonoperating revenues(expenses)	28,909
Income (loss) before operating transfers	(291,254)
Transfers in	197,500
Change in net position	(93,754)
Total net position - beginning	2,997,181
Total net position - ending	$ 2,903,427

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Statement of Cash Flows
Proprietary Funds
For the Year Ended June 30, 2020

	Governmental Activities - Internal Service Funds
Cash flows from operating activities:	
Receipts from interfund services provided	$ 86
Payments for claims	(92,304)
Payments for supplies and materials	(64,161)
Net cash provided (used) by operating activities	(156,379)
Cash flows from noncapital financing activities:	
Interfund transactions	197,500
Net cash provided (used) by noncapital financing activities	197,500
Cash flows from capital financing activities:	
Purchases of property and equipment	(365,782)
Net cash provided (used) by capital financing activities	(365,782)
Cash flows from investing activities:	
Investment income received	28,909
Net cash provided (used) by investing activities	28,909
Net increase (decrease) in cash and cash equivalents	(295,752)
Cash and cash equivalents - beginning	2,856,589
Cash and cash equivalents - ending	$ 2,560,837
Reconciliation of operating income to net cash provided (used) by operating activities:	
Operating income (loss)	$ (320,163)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:	
Depreciation	282,385
Change in operating assets and liabilities:	
Due from other funds	(54,440)
Accounts payable	(64,161)
Net cash provided (used) by operating activities	$ (156,379)

The accompanying notes are an integral part of these financial statements.

City of Carmel-By-The-Sea
Statement of Fiduciary Net Position
Fiduciary Funds
June 30, 2020

	Agency Funds
ASSETS	
Current assets:	
Cash and investments	$ 340,994
Total assets	$ 340,994
LIABILITIES	
Current liabilities:	
Accounts payable	$ 866
Interest payable	15,631
Deposits	324,497
Total liabilities	$ 340,994

The accompanying notes are an integral part of these financial statements.

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The basic financial statements of the City of Carmel-by-the-Sea, California, (the City) have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental agencies. The Governmental Accounting Standards Boards (GASB) is the accepted standard setting body for establishing governmental accounting and financial reporting principles. The more significant of the City's accounting policies are described below.

A. Financial Reporting Entity

The City of Carmel-by-the-Sea, California was incorporated on October 31, 1916, under the laws and regulations of the State of California (State). The City operates under a City Council/Manager form of government and provides the following services: general government, community planning and building, public safety (fire, police and ambulance), public works, library, economic revitalization and other community activities.

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

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

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

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

- Carmel Public Improvement Authority
- Harrison Memorial Library

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

The City applies all applicable GASB pronouncements for certain accounting and financial reporting guidance. In December of 2010, GASB issued Statement No. 62, *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. GASB 62 incorporates pronouncements issued on or before November 30, 1989 into GASB authoritative literature. In June of 2015, GASB issued Statement No. 76, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments.* GASB 76 supersedes Statement No. 55, *The Hierarchy of Generally Accepted Accounting Principles for State and Local Governments*. GASB 76 also amends GASB 62 and AICPA Pronouncements paragraphs 64, 74, and 82. The GAAP hierarchy sets forth what constitutes GAAP for all state and local governmental entities. It establishes the order of priority of pronouncements and other sources of accounting and financial reporting guidance that a governmental entity should apply. The sources of authoritative GAAP are categorized in descending order of authority as follows:

a. Officially established accounting principles—Governmental Accounting Standards Board (GASB) Statements (Category A)
b. GASB Technical Bulletins; GASB Implementation Guides; and literature of the AICPA cleared by the GASB (Category B).

If the accounting treatment for a transaction or other event is not specified by a pronouncement in Category A, a governmental entity should consider whether the accounting treatment is specified by a source in Category B.

B. Basis of Accounting and Measurement Focus

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

Government-Wide Financial Statements

The City's government-wide financial statements include a *Statement of Net Position* and a *Statement of Activities and Changes in Net Position*. These statements present summaries of governmental and business-type activities for the City. Fiduciary activities of the City are not included in these statements. *Governmental activities*, which normally are supported by taxes and intergovernmental revenues, are reported separately from *business-type activities*, which rely to a significant extent on fees and charges for support. The City did not report any business-type activities for the year.

These statements are presented on an "economic resources" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets, deferred outflows of resources, liabilities, deferred inflows of resources (including capital assets, as well as infrastructure assets, and long-term liabilities), are included in the accompanying *Statement of Net Position*. The *Statement of Activities* presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those clearly identifiable with a specific function or segment. In conformity with the City's indirect cost allocation plan, certain indirect costs are included in the program expense reported for individual functions and activities. Certain types of transactions are reported as program revenues for the City in three categories:

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

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the fiduciary funds are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Certain eliminations have been made as prescribed by GASB Statement No. 34 in-regards-to interfund activities, payables, and receivables. All internal balances in the Statement of Net Position have been eliminated. Interfund services provided and used are not eliminated in the process of consolidation. The following interfund activities have been eliminated:

- Transfers in/Transfers out
- Internal Service Fund charges

Governmental Fund Financial Statements

Governmental fund financial statements include a *Balance Sheet* and a *Statement of Revenues, Expenditures and Changes in Fund Balances* for all major governmental funds and non-major funds aggregated. An accompanying schedule is presented to reconcile and explain the differences in net position as presented in these statements to the net position presented in the government-wide financial statements. The City has presented all major funds that met the applicable criteria.

All governmental funds are accounted for on a spending or "current financial resources" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets, deferred outflows of resources, current liabilities, and deferred inflows of resources are included on the balance sheets. The *Statement of Revenues, Expenditures and Changes in Fund Balances* present increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Accordingly, revenues are recorded when received in cash, except that revenues subject to accrual (generally up to 60 days after year-end) are recognized when due. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property tax, sales taxes, intergovernmental revenues, other taxes, interest revenue, rental revenue and certain charges for services. Fines, forfeitures, licenses and permits and parking meter revenues are not susceptible to accrual because they are usually not measurable until received in cash. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

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

The following funds are major funds:

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

The Measure D Sales Tax Fund
The Measure D Sales Tax Fund used to account for the transaction and use tax increase to be used to maintain essential services, including fire, ambulance and police response times; fund capital needs, including streets, beach, parks, forest and trails; increase code compliance; maintain libraries, Sunset Center and other public facilities; address CalPERS pension liabilities and other debt; and provide other general City services.

Capital Projects Fund
This fund accounts for resources utilized, committed, assigned or restricted for capital projects.

Harrison Memorial Library Fund
This fund accounts for the contributions, revenues and resources used to operate the operate the Harrison Memorial Library.

Additionally, the City reports the following nonmajor fund types of governmental funds:

Special Revenue Funds
Special revenue funds account for and report the proceeds of specific revenue sources that are restricted, committed or assigned to specific purposes other than debt service or capital projects.

Debt Service Funds
Debt service funds account for the accumulation of resources for, and payment on, long-term obligation debt principal and interest.

Proprietary Funds

In the fund financial statements, proprietary funds are presented using the accrual basis of accounting. Revenues are recognized when they are earned and expenses are recognized when the related goods or services are delivered. In the fund financial statements, proprietary funds are presented using the "economic resources measurement focus". This means all assets, deferred outflows of resources, liabilities (whether current or noncurrent) and deferred inflows of resources associated with their activities are included on their balance sheets. Proprietary fund type operating statements present increases (revenues) and decreases (expenses) in total net position.

Proprietary fund operating revenues, such as charges for services, result from exchange transactions associated with principal activity of the fund. Exchange transactions are those in which each party receives and gives up essentially equal value. Non-operating revenues, such as subsidies, taxes, and investment earnings result from nonexchange transactions or ancillary activities. Amounts paid to acquire capital assets are capitalized as assets in the internal service funds financial statements.

The City's internal service funds are proprietary funds. Internal service funds account for charges to City departments for services provided, on a cost reimbursement basis. The City has the following internal service funds:

Worker's Compensation Fund
This fund accounts for workers compensation insurance provided to departments on a cost reimbursement basis.

OPEB Reserve Fund
This fund accounts for other postemployment benefits provided to departments on a cost reimbursement basis.

Vehicle & Equipment Replacement Fund
This fund is to set aside financial resources for future purchases of replacement equipment essential to the operations of the City.

Fiduciary Funds

Agency Funds
Agency Funds account for assets held by the City in a purely custodial capacity. Since agency funds are custodial in nature, they do not involve the measurement of results of operations and are not presented in the government-wide financial statements.

C. Cash, Cash Equivalents and Investments

The City pools its available cash for investment purposes. The City's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturity of three months or less from the date of acquisition. Cash and cash equivalents are combined with investments and displayed as Cash and Investments.

Deposit and Investment Risk Disclosures - In accordance with GASB Statement No. 40, *Deposit and Investment Disclosures* (Amendment of GASB Statement No. 3), certain disclosure requirements, if applicable, for Deposits and Investment Risks in the following areas: Interest Rate Risk, Overall Credit Risk, Custodial Credit Risk, Concentrations of Credit Risk, and Foreign Currency Risk. Other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

The City participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF), which has invested a portion of the pool funds in Structured Notes and Asset Backed Securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these Structured Notes and Asset-Backed Securities are subject to market risk as to change in interest rates.

Investments are recorded at fair value in accordance with GASB Statement No. 72, *Fair Value Measurement and Application*. Accordingly, the change in fair value of investments is recognized as an increase or decrease to investment assets and investment income. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction.

In determining this amount, three valuation techniques are available:

- Market approach - This approach uses prices generated for identical or similar assets or liabilities. The most common example is an investment in a public security traded in an active exchange such as the NYSE.
- Cost approach - This technique determines the amount required to replace the current asset. This approach may be ideal for valuing donations of capital assets or historical treasures.
- Income approach - This approach converts future amounts (such as cash flows) into a current discounted amount.

Each of these valuation techniques requires inputs to calculate a fair value. Observable inputs have been maximized in fair value measures, and unobservable inputs have been minimized.

D. Interfund Receivables and Payables

Items classified as interfund receivables/payables are referred to as “advances to/advances from other funds” or as “due to/from other funds”. Due to/from other funds include short-term lending/borrowing transactions between funds. This classification also includes the current portion of an advance to or from another fund. Advances to/advances from other funds represents non-current portions of any long-term lending/borrowing transactions between funds. This amount will be equally offset by a reserve of fund balance which indicates that it does not represent available financial resources and therefore, is not available for appropriation.

E. Receivables

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

Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. The City’s experience is that all accounts receivable are collectible; therefore an allowance for doubtful accounts is unnecessary.

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

F. Capital Assets

The City's assets are capitalized at historical cost or estimated historical cost, if actual is unavailable, except for donated capital assets, donated works of art and similar items, and capital assets received in a service concession arrangement that are reported at acquisition value rather than fair value. Policy has set the capitalization threshold for reporting at $5,000 for non-infrastructure capital assets and $25,000 for infrastructure capital assets.

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

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

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

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Position. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation. No depreciation is recorded in the year of acquisition or in the year of disposition. In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same way as in the government-wide statements.

Depreciation is recorded on a straight-line basis over the useful lives of the assets as follows:

Buildings and improvements	20-50 Years
Improvements other than buildings	35 Years
Vehicles, machinery and equipment	5-20 Years
Infrastructure	20-50 Years
Technology/Hardware and Software	5-20 Years

G. Deferred Outflows/Deferred Inflows of Resources

Deferred outflows of resources are a consumption of net assets by the City that is applicable to a future reporting period; for example, prepaid items and deferred charges.

Deferred inflows of resources are an acquisition of net assets by the City that is applicable to a future reporting period; for example, unavailable revenue and advance collections.

H. Interest Payable

In the government-wide financial statements, interest payable of long-term debt is recognized as an incurred liability for governmental fund types. The City has not allocated the interest on long-term debt to departments.

In the fund financial statements, governmental fund types do not recognize the interest payable when the liability is incurred. Interest on long-term debt is recorded in the fund statements when payment is made.

I. Claims Payable

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

J. Compensated Absences

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

K. Long-Term Liabilities

In the government-wide financial statements and proprietary fund statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental or business-type activities. Bond premiums and discounts are deferred and amortized over the life of the bonds using the straight-line method. Bonds payable are reported net of the applicable bond premium or discount. Debt issuance costs are expensed in year incurred.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financial sources. Premiums received on debt issuance are reported as other financing sources while discounts on debt issuance reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

L. Benefit Plans

Pension Expense
For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the City’s California Public Employees’ Retirement System (CalPERS) plans (the Plans) and additions to/deductions from the Plans’ fiduciary net position have been determined on the same basis as they are reported by CalPERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Other Postemployment Benefit (OPEB) Expense
For purposes of measuring the net OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense information about the fiduciary net position of the City’s Retiree Benefits Plan (the OPEB Plan) and additions to/deductions from the OPEB Plan's fiduciary net position have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, the OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms.

M. Fund Balances

In accordance with Government Accounting Standards Board 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the City classifies governmental fund balances as follows:

Nonspendable
Nonspensable fund balance includes fund balance amounts that cannot be spent either because it is not in spendable form or because of legal or contractual constraints.

Restricted
Restricted fund balance includes fund balance amounts that are constrained for specific purposes which are externally imposed by providers, such as creditors or amounts constrained due to constitutional provisions or enabling legislation.

Committed
Committed fund balance includes fund balance amounts that are constrained for specific purposes that are internally imposed by the government through formal action of the highest level of decision-making authority and does not lapse at year-end. Committed fund balances are imposed by the City Council, the City's highest level of decision-making authority, for specific purposes pursuant to constraints imposed by formal action taken such as resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting periods; however the amount can be determined subsequently.

Assigned
Assigned fund balance includes fund balance amounts that are intended to be used for specific purposes that are neither considered restricted or committed. Fund balances may be assigned by the City Council and the City Manager.

Unassigned
The Unassigned Fund Balance category represents fund balance which may be held for specific types of uses or stabilization purposes, but is not yet directed to be used for a specific purpose. The general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

The detail of amounts reported for each of the above defined fund balance categories is reported in the governmental funds balance sheet and in the combining nonmajor fund balance sheets.

Flow Assumption / Spending Order Policy
When expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, the City considers restricted funds to be spent first. When expenditures are incurred for which committed, assigned, or unassigned fund balances are available, the City considers amounts to be spent first out of committed funds, then assigned funds, and finally unassigned funds, as needed, unless the City Council has directed otherwise.

N. Net Position

In the government-wide financial statements, net position is classified in the following categories:

Net Investment in Capital Assets
This amount consists of capital assets net of accumulated depreciation and reduced by outstanding debt that are attributed to the acquisition, construction, or improvement of the assets. In addition, deferred

outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt also are included in the net investment in capital assets component of net position

Restricted Net Position
This amount is restricted by external creditors, grantors, contributors, or laws or regulations of other governments.

Unrestricted Net Position
This amount is all net position that does not meet the definition of "net investment in capital assets" or "restricted net position."

The detail of amounts reported for each of the above defined net position categories is reported in the government-wide Statement of Net Position.

Use of Restricted/Unrestricted Net Position
When an expense is incurred for purposes for which both restricted and unrestricted net position are available, the City's policy is to apply restricted net position first.

Interfund Transactions

Interfund services provided and used are accounted for as revenue, expenditures or expenses, as appropriate. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund are recorded as expenditures/expenses in the reimbursed fund. All other interfund transactions, except for interfund services provided and used and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as transfers.

O. Property Taxes

County tax assessments include secured and unsecured property taxes and special assessments. "Unsecured" refers to taxes on personal property. These tax assessments are secured by liens on the property being taxed.

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

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

P. Budgetary Information

In accordance with applicable sections of the California Government Code and the Carmel-by-the-Sea Municipal Code, the City prepares and legally adopts an annual balanced budget on a basis consistent with accounting principles generally accepted in the United States of America. Annual appropriated budgets are adopted for the General Fund, Special Revenue Funds, Capital Projects Funds and the Debt Service Fund.

Budgetary control is legally maintained at the fund level for these funds. Department heads submit budget requests to the City Administrator. The City Administrator prepares an estimate of revenues and prepares recommendations for the next year's budget. The preliminary budget may or may not be amended by the City Council and is adopted by resolution by the City Council on or before June 30 in accordance with the municipal code.

The City Council may amend the budget by motion during the fiscal year. Only the Council can authorize transfers between funds and approve inter-fund loans. The City Administrator is authorized to transfer budgeted amounts within a fund without formal council action or approval. The City Administrator is authorized to increase expenditures in relation to revenues in funds receiving assigned revenues without approval by the City Council.

Expenditures may not legally exceed appropriations at the fund level, which is the legal level of control. Supplemental appropriations, which increase appropriations, may be made during the fiscal year.

Appropriations, except open project appropriations, and unexpended grant appropriations, lapse at the end of each fiscal year.

Under Article XIIIB of the California Constitution (the Gann Spending Limitation Initiative), the City is restricted as to the amount of annual appropriations from proceeds of taxes, and if proceeds of taxes exceed allowed appropriations, the excess must either be refunded to the State Controller or returned to the taxpayers through revised tax rates or revised fee schedules, or an excess in one year may be offset against a deficit in the following year. For the fiscal year ended June 30, 2020, based on calculations by City management, proceeds of taxes did not exceed appropriations.

Q. Encumbrances

Under encumbrance accounting, purchase orders, contract and other commitments for expenditures are recorded in order to reserve that portion of the applicable appropriation. Encumbrance accounting is employed as an extension of formal budgetary integration in all funds. All appropriations, except open project appropriations, and unexpended grant appropriations and encumbrances, lapse at year end. Valid outstanding encumbrances (those for which performance under the executory contract is expected in the next year) are re-appropriated and become part of the subsequent year's budget pursuant to state regulations**.**

R. Unearned Revenue

Unearned revenue arises when assets are received before revenue recognition criteria have been satisfied. Grants and entitlements received before eligibility requirements are met are recorded as deferred inflows from unearned revenue. In the governmental fund financial statements, receivables associated with non-exchange transactions that will not be collected within the availability period have been recorded as deferred inflows from unavailable revenue.

S. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

T. Upcoming New Accounting Pronouncements

GASB Statement No. 84, *Fiduciary Activities*

The objective of this Statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2018 but have been delayed to periods beginning after December 15, 2019, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements.

GASB issued Statement No. 87, *Leases*

The objective of this statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2019 but have been delayed to periods beginning after December 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements.

GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of the Construction Period*

This Statement addresses interest costs incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2019 but have been delayed to periods beginning after December 15, 2020, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements.

GASB Statement No. 90, *Majority Equity Interests - an Amendment of GASB Statements No. 14 and No. 61*

The objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. This Statement also requires that a component unit in which a government has 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2018, but have been delayed to periods beginning after December 15, 2019, pursuant to GASB Statement No. 95. The requirements should be applied retroactively, except for the provisions related to (1) reporting a majority equity interest in a component unit and (2) reporting a component unit if the government acquires a 100 percent equity interest. Those provisions should be applied on a prospective basis. The City does not believe this statement will have a significant impact on the City's financial statements.

GASB Statement No. 91, *Conduit Debt Obligations*

The objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement also clarifies the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitment and voluntary commitments extended by issuers and arrangements associated with the debt obligations; and improving required note disclosures. The requirements of this Statement were initially to be effective for financial statements for periods beginning after December 15, 2020 but have been delayed to periods beginning after December 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements.

GASB Statement No. 92, *Omnibus 2020*

The objectives of this Statement are to enhance comparability in accounting and financial reporting and to improve the consistency of authoritative literature by addressing practice issues that have been identified during implementation and application of certain GASB Statements. This Statement establishes accounting and financial reporting requirements for specific issues related to leases, intra-entity transfers of assets, postemployment benefits, government acquisitions, risk financing and insurance-related activities of public entity risk pools, fair value measurements, and derivative instruments. The requirements of this Statement apply to the financial statements of all state and local governments. The requirements of this Statement were initially to be effective for financial statements for periods beginning after June 15, 2020 but have been delayed to periods beginning after June 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements**.**

GASB Statement No. 93, *Replacement of Interbank Offered Rates*

This Statement establishes accounting and financial reporting requirements related to the replacement of IBORs in hedging derivative instruments and leases. It also identifies appropriate benchmark interest rates for hedging derivative instruments. The requirements of this Statement apply to the financial statements of all state and local governments. The requirements of this Statement apply to the financial statements of all state and local governments. The requirements of this Statement were initially to be effective for financial statements for periods beginning after June 15, 2020 but have been delayed to periods beginning after June 15, 2021, pursuant to GASB Statement No. 95. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements**.**

GASB Statement No. 94, *Public-Private Partnerships and Public-Public Partnerships and Availability Payment Arrangements*

The primary objective of this Statement is to improve financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). As used in this Statement, a PPP is an arrangement in which a government (the transferor) contracts with an operator (a governmental or nongovernmental entity) to provide public services by conveying control of the right to operate or use a nonfinancial asset, such as infrastructure or other capital asset (the underlying PPP asset), for a period of time in an exchange or exchange-like transaction. Some PPPs meet the definition of a service concession arrangement (SCA), which the Board defines in this Statement as a PPP in which (1) the operator collects and is compensated by fees from third parties; (2) the transferor determines or has the ability to modify or approve which services the operator is required to provide, to whom the operator is required to provide the services, and the prices or rates that can be charged for the services; and (3) the transferor is entitled to significant residual interest in the service utility of the underlying PPP asset at the end of the arrangement. This Statement also provides guidance for accounting and financial reporting for availability payment arrangements (APAs). As defined in this Statement, an APA is an arrangement in which a government compensates an operator for services that may include designing, constructing, financing, maintaining, or operating an underlying nonfinancial asset for a period of time in an exchange or exchange-like transaction. The requirements of this Statement are to be effective for financial statements for periods beginning after June 15, 2022. Earlier application is encouraged. The City does not believe this statement will have a significant impact on the City's financial statements.

NOTE 2 - CASH AND INVESTMENTS

As of June 30, 2020, cash and investments were reported in the financial statements as follows:

Pooled cash and investments	$	14,288,411
Cash with fiscal agent		400,381
Total cash and investments - fund statements		14,688,792
Cash and investments - agency funds		340,994
Total cash and investments	$	15,029,786

The following summarized cash and investments by type:

Cash on hand	$	1,545
Demand Deposits		7,471,460
Investments		7,556,781
Total cash and investments	$	15,029,786

The City follows the practice of pooling cash and investments of all funds except for funds required to be held by fiscal agents under provisions of bond indentures. Interest income earned on pooled cash and investments is allocated monthly to the various funds based on monthly cash and investment balances. Interest income from cash and investments with fiscal agents is credited directly to the related fund.

A. Cash Deposits

The California Government Code requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest, and places the City ahead of general creditors of the institution.

The market value of pledged securities must equal at least 110 percent of the City's cash deposits. California law also allows institutions to secure City deposits by pledging first trust deed mortgage notes that have a value of 150 percent of the City's total cash deposits. The City has waived the collateral requirements for cash deposits which are fully insured to $250,000 by the Federal Deposit Insurance Corporation (FDIC). The bank balances before reconciling items totaled $7,500,108 at June 30, 2020 and were different from carrying amounts due to deposits in transit and outstanding checks. The amount uninsured was $7,250,108 which was collateralized by securities held by pledging financial institutions.

B. *Fair Value Measurements*

GASB 72 established a hierarchy of inputs to the valuation techniques above. This hierarchy has three levels:

- Level 1 inputs are quoted prices in active markets for identical assets or liabilities.
- Level 2 inputs are quoted market prices for similar assets or liabilities, quoted prices for identical or similar assets or liabilities in markets that are not active, or other than quoted prices that are not observable
- Level 3 inputs are unobservable inputs, such as a property valuation or an appraisal.

C. Investment Policies

City Investment Policy

The table below identifies the investment types that are authorized for the City by the California Government Code (or the City's investment policy, where more restrictive). The table also identifies certain provisions of the California Government Code (or the City's investment policy, where more restrictive) that address interest rate risk, credit risk, and concentration of credit risk. This table does not address investments of debt proceeds held by bond trustees that are governed by the provisions of bond indentures of the City, rather than the general provisions of the California Government Code or the City's investment policy.

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States (U.S.) Treasury Issues	5 years	None	None
U.S. Government Agency Securities	5 years	50%	50%
California State and Local Bonds, Notes, & Warrants	None	None	None
Bankers Acceptance	180 days	40%	30%
Commercial Paper	270 days	15%	10%
Medium Term Corporate Notes	5 years	30%	30%
Negotiable Certificates of Deposit	5 years	30%	30%
Repurchase Agreements	92 days	None	None
Passbook Savings/Money Market	None	20%	10%
Local Agency Investment Fund (LAIF)	N/A	None	None
Federal Instrumentalities	None	None	None

Authorized Investments - Debt Agreements

Investments held by bond fiscal agents (trustees) are governed by the provisions of the underlying indenture agreements rather than the general provisions of the City's investment policy or California Government Code. The indenture agreements identify the following permitted investments:

Authorized Investment Type	Maximum Maturity	Maximum Percentage of Portfolio	Maximum Investment in One Issuer
United States (U.S.) Treasury Issues	None	None	None
U.S. Government Agency Securities	None	None	None
Banker's Acceptance	360 days	None	None
Commercial Paper	270 days	None	None
Money Market Funds	None	None	None
Investment Agreements	None	None	None
Local Agency Bonds	None	None	None
Medium Term Notes	None	None	None
Negotiable Certificate of Deposits	None	None	None
Local Agency Investment Fund (LAIF)	N/A	None	None

D. External Investment Pool

The City's investments with LAIF at June 30, 2020, include a portion of the pool funds invested in Structured Notes and Asset-Backed Securities. These investments include the following:

Structured Notes
These are debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities
The bulk of asset-backed securities are mortgage-backed securities, entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (such as CMO's) or credit card receivables.

LAIF is overseen by the Local Agency Investment Advisory Board, which consists of five members, in accordance with State statute. The approved investments policy is listed on the LAIF website, located at http://www.treasurer.ca.gov/pmia-laif/.

D. Risk Disclosures

Interest Rate Risk
Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the term of an investment’s maturity, the greater the sensitivity to changes in market interest rates. It is the City’s practice to manage its exposure to interest rate risk is by purchasing a combination of shorter and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for City’s operations.

Credit Risk
Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of an investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization, Standards and Poor. As of June 30, 2020, the City’s investments were in compliance with the ratings required by the City’s investment policy, indenture agreements and Government Code.

Concentrations of Credit Risk
The investment policy of the City contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by the California Government Code. As of June 30, 2020, the City had no investments in any one issuer (other than external investment pools which are exempt) that represented 5% or more of the total City investments.

Custodial Credit Risk
For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The California Government Code and the City's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investments, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools (such as LAIF).

As of June 30, 2020, the City's investments had the following maturities and ratings:

Investment Type	12 Months or Less	13 to 24 Months	25 to 36 Months	37 to 48 Months	Total	Rating	Fair Value Input Levels
LAIF (state pool)	$ -	$ 5,302,436	$ -	$ -	$ 5,302,436	not rated	n/a
Money market funds	966,411	-	-	-	966,411	AAA	1
Bonds	-	-	261,874	-	261,874	AAA	1
Certificate of deposits	248,977	505,711	-	271,372	1,026,060	not rated	1
Total Investments	$ 1,215,388	$ 5,808,147	$ 261,874	$ 271,372	$ 7,556,781		

NOTE 3 - ACCOUNTS RECEIVABLE

The following summarizes accounts receivable as of June 30, 2020:

Ambulance	$ 349,560
Holstery Tax	146,732
Measure D	401,044
Sales and Use Tax	322,917
Accruals	344,604
Total Accounts Receivable	$ 1,564,857

NOTE 4 - INTERFUND TRANSACTIONS

A. Inter-fund Receivables and Payables

Amounts due to or due from other funds reflect inter-fund balances for services rendered or short-term loans expected to be repaid in the next fiscal year. Advances to or from other funds are long-term loans between funds that are to be repaid in their entirety over several years. The following summarizes interfund balances as of June 30, 2020:

Fund	Due from Other Funds	Due to Other Funds
General Fund	$ -	$ 54,440
Internal Service Funds	54,440	-
Total Due From/To Other Funds	$ 54,440	$ 54,440

Transfers In/Out

With Council approval, resources may be transferred from one fund to another. Transfers may be made to pay for capital projects or capital outlays, lease or debt service payments, operating expenses, and to finance various programs accounted for in other funds in accordance with budgetary authorizations. The following summarizes transfers between funds during the fiscal year ended June 30, 2020:

Fund	Transfer in	Transfer out
General Fund	$ 906,286	$ 726,335
Measure D Sales Tax Fund	-	2,113,787
Capital Projects Fund	1,037,442	-
Internal Service Funds	197,500	-
Nonmajor Funds	1,244,728	545,834
Total Transfers	$ 3,385,956	$ 3,385,956

City of Carmel-by-the-Sea
Notes to the Basic Financial Statements
June 30, 2020

NOTE 5 - CAPITAL ASSETS

Capital assets for governmental activities consisted of the following as of June 30, 2020:

Governmental Activities	Balance July 01, 2019	Additions	Adjustments/ Deletions	Balance June 30, 2020
Non-depreciable:				
Land	$ 5,101,641	$ -	$ -	$ 5,101,641
Construction in Progress	621,085	918,076	(1,278,196)	260,965
Total Non-Depreciable	5,722,726	918,076	(1,278,196)	5,362,606
Depreciable:				
Buildings and improvements	25,786,510	429,021	-	26,215,531
Infrastructure	25,936,021	981,780	-	26,917,801
Vehicles	2,825,439	66,166	-	2,891,605
Technology/Hardware and Software	602,625	19,334	-	621,959
Machinery and equipment	2,738,372	147,677	-	2,886,049
Total Depreciable	57,888,967	1,643,978	-	59,532,945
Less Accumulated Depreciation for:				
Buildings and improvements	(10,075,328)	(619,374)	-	(10,694,702)
Infrastructure	(5,748,740)	(1,195,669)	-	(6,944,409)
Vehicles	(2,632,259)	(86,447)	-	(2,718,706)
Technology/Hardware and Software	(254,766)	(122,458)	-	(377,224)
Machinery and equipment	(2,366,986)	(126,963)	-	(2,493,949)
Total Accumulated Depreciation	(21,078,079)	(2,150,911)	-	(23,228,990)
Total Depreciable Capital Assets - Net	36,810,888	(506,933)	-	36,303,955
Total Governmental Capital Assets	$ 42,533,614	$ 411,143	$ (1,278,196)	$ 41,666,561
Internal Service Funds (Inlcuded with Governmental Activities)				
Buildings and improvements	$ 12,750	$ 132,605	-	$ 145,355
Technology/Hardware and Software	588,173	19,334	-	607,507
Vehicle, Machinery and Equipment	747,766	213,843	-	961,609
Accumulated Depreciation	(568,540)	(282,385)	-	(850,925)
Total Internal Service Funds - Net	$ 780,149	$ 83,397	$ -	$ 863,546

Depreciation expense was allocated to the following governmental activities:

General Government	$ 126,837
Community Planning and Building	629
Public Safety	168,663
Public Works	1,313,919
Library	522,828
Community Activities	18,035
Total depreciation expense	$ 2,150,911

NOTE 6 - NONCURRENT LIABILITIES

The City's noncurrent liabilities consisted of the following as of June 30, 2020:

Noncurrent Liabilities	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Sunset Center COP	$ 5,215,000	$ -	$ 325,000	$ 4,890,000	$ 335,000
Countywide Radio Project (Direct)	186,511	-	21,460	165,051	22,308
Pension Obligation Bonds	2,605,000	-	625,000	1,980,000	640,000
Compensated Absences	831,579	546,765	796,824	581,520	383,804
Net Pension Liability	19,920,568	8,901,185	7,155,337	21,666,416	-
Claims Liability	575,000	93,869	93,869	575,000	57,500
Net OPEB Liability	4,021,938	910,179	291,413	4,640,704	-
Total Noncurrent Liabilities	$ 33,355,596	$ 10,451,998	$ 9,308,903	$ 34,498,691	$ 1,438,612

Certificates of Participation - Sunset Center COP

In 2010, the Carmel Public Improvement Authority, a component unit of the City, refunded previously issued Certificates of Participation in the amount of $7,485,000, bearing an average interest rate of 4.73%, secured by general revenues of the City, and matures in October 2031. The original proceeds were used to remodel the Sunset Cultural Center property. Interest is payable semi-annually on October 1st and April 1st with principal payments due each October 1st. The annual debt service requirements were as follows:

Fiscal Year Ending June 30:	Principal	Interest	Total
2021	$ 335,000	$ 171,663	$ 506,663
2022	345,000	161,463	506,463
2023	355,000	150,963	505,963
2024	370,000	139,857	509,857
2025	385,000	127,819	512,819
2026-2030	2,135,000	392,981	2,527,981
2031-2033	965,000	58,000	1,023,000
Total	$ 4,890,000	$ 1,202,746	$ 6,092,746

Countywide Radio Project

In 2009, the City entered into a participation agreement with Monterey County to provide funding related to the "Next Generation Radio Project," a Federal Communications Commission mandated alteration of public safety and local government radio systems. Estimated payments will change should individual local jurisdictions elect out of the project. The annual debt service requirements were as follows:

Fiscal Year Ending June 30:	Principal	Interest	Total
2021	$ 22,308	$ 7,356	$ 29,664
2022	23,189	6,475	29,664
2023	24,105	5,559	29,664
2024	25,057	4,607	29,664
2025	26,047	3,617	29,664
2026-2028	44,345	4,107	48,452
Total	$ 165,051	$ 31,721	$ 196,772

Pension Obligation Bond

On November 29, 2012, the City issued $6,280,000 in 2012 Taxable Pension Obligation Bonds, the purpose of which was to fund certain PERS side fund obligations. The bonds bear an interest rate of 0.55% to 3.1% and mature on June 1, 2023. The annual debt service requirements were as follows:

Fiscal Year Ending June 30:	Principal	Interest	Total
2021	$ 640,000	$ 57,698	$ 697,698
2022	660,000	40,428	700,428
2023	680,000	21,080	701,080
Total	$ 1,980,000	$ 119,206	$ 2,099,206

Compensated Absences

The City records employee absences, such as vacation, illness, and holidays, for which it is expected that employees will be paid as compensated absences.

Net Pension Liability

In accordance with GASB Statement No. 68, the City has recorded its net pension liability of CalPERS benefits for retirees. See Note 8 for further discussion on the net pension liability.

Claims Liability

The City has recorded a liability for potential claims in excess of amounts covered by the insurance pool. See Note 7 for further discussion on the City's risk management activities.

Net OPEB Liability

A net OPEB obligation is the cumulative differences between annual OPEB cost and an employer's contributions to a plan. See Note 9 for further discussion on OPEB.

NOTE 7 - RISK MANAGEMENT

The City of Carmel-by-the-Sea (City) is a member of CSAC-EIA (California State Association of Counties Excess Insurance Authority) which is a shared risk pool. CSAC-EIA covers claims for City for both Workers Compensation and General Liability. The City's Liability SIR is pre-funded through CSAC-EIA for 8 quarters of payments made on behalf of City. Currently, the SIR fund for the City with CSAC-EIA is maintained at $8,183. If the pre-funded SIR balance drops below this amount, the City is billed by CSAC-EIA to replenish the fund to the $8,183 level. The City does not make claim payments, they are all issued by the city's third-party administrator from a CSA-EIA account.

The City has two layers of Liability coverage through CSAC-EIA and under the first layer, the Primary General Liability layer, there is an SIR (Self Insured Retention) of $10,000 per claim. Thereafter, the next layer of coverage kicks in (General Liability 1 program) which carries an SIR of $100,000 which is satisfied by exhausting the coverage limit of $100,000 under the Primary Liability program. The maximum limit of coverage under the primary General Liability 1 program is $25 million. The City retains the risk of loss above $25 million.

For Workers Compensation, the City is a member of both the CSAC-EI Primary Workers Compensation program and then, the CSAC-EIA Excess Workers Compensation program. The Primary Workers compensation program provides dollar 1 coverage to the City for Workers Compensation claims. In other words, City has no deductible or SIR. This layer of Workers Compensation coverage carries a maximum limit o $125,000 per occurrence. Thereafter, CSAC EIA's excess coverage steps in and the SIR (Self Insured Retention) is $125,000 which again, is satisfied by exhausting the limits of coverage under the Primary Workers Compensation program. The upper limit of coverage under the Excess Workers Compensation program is "statutory". What this means is that regardless of the total cost of the claim, it is covered under the CSAC-EIA Excess Workers Compensation program. There is absolutely no monetary exposure to the City under these two Workers Compensation programs except for the premium costs to purchase this coverage. The City has had no settlements which exceeded insurance coverage in the last three fiscal years and no significant changes or reductions in insurance coverage during the current year.

The following summarizes the change in the estimated liability over the last two fiscal years:

	Year Ended June 30, 2020	Year Ended June 30, 2019
Beginning of year	$ 575,000	$ 575,000
Increase (decrease) in current year claims	1,566	65,021
Changes in estimates	92,303	(42,789)
Claims paid	(93,869)	(22,232)
Ending balance	575,000	575,000
Current portion	(57,500)	(57,500)
Non-current portion	$ 517,500	$ 517,500

NOTE 8 - RETIREMENT PLANS

General Information about the Pension Plans

Plan Description
All qualified permanent and probationary employees are eligible to participate in the City’s Miscellaneous and Safety Employee Pension Plans (the Plans); cost-sharing multiple employer defined benefit pension plans administered by the California Public Employees’ Retirement System (CalPERS). Benefit provisions under the Plans are established by State statute and City resolution. CalPERS issues publicly available reports that include a full description of the pension plans regarding benefit provisions, assumptions and membership information that can be found on the CalPERS website.

Benefits Provided

CalPERS provides service retirement and disability benefits, annual cost of living adjustments and death benefits to plan members, who must be public employees and beneficiaries. Benefits are based on years of credited service, equal to one year of full-time employment. The cost of living adjustments for the Plans are applied as specified by the Public Employees’ Retirement Law.

The Plans' provisions and benefits in effect at June 30, 2020, are summarized as follows:

	Miscellaneous		
	Tier 1	Tier 2	PEPRA
Hire date	< 4/15/2012	>= 4/15/2012	>= 1/1/2013
Benefit formula	2% @ 55	2% @ 60	2% @ 62
Benefit vesting schedule	5 Years	5 Years	5 Years
Benefit payments	Monthly for Life	Monthly for Life	Monthly for Life
Retirement age	55	60	62
Monthly benefits as a % of eligible compensation	2.0% to 2.5%	2.00%	2.00%
Required employee contribution rates	7.000%	7.000%	6.750%
Required employer contribution rates	10.221%	8.081%	6.985%
Contractual employee contribution rates	10.000%	10.000%	9.750%
Contractual employer contribution rates	7.221%	5.081%	3.985%

	Safety		
	Tier 1	Tier 2	PEPRA
Hire date	< 4/15/2012	>= 4/15/2012	>= 1/1/2013
Benefit formula	3% @ 50	2% @ 50	2.7% @ 57
Benefit vesting schedule	5 Years	5 Years	5 Years
Benefit payments	Monthly for Life	Monthly for Life	Monthly for Life
Retirement age	50	50	57
Monthly benefits as a % of eligible compensation	2.00%	2.00%	2.00%
Required employee contribution rates	9.000%	9.000%	12.000%
Required employer contribution rates	21.927%	16.636%	13.034%
Contractual employee contribution rates	12.000%	12.000%	15.000%
Contractual employer contribution rates	18.927%	13.636%	10.034%

Employees Covered

At June 30, 2020, the following employees were covered by the benefit terms for the Plans:

	Miscellaneous	Safety
Active	51	31
Transferred	23	38
Separated	32	20
Retired	105	104
Total	211	193

Contributions

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rates are the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The City is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

For the year ended June 30, 2020, the following contributions were made:

Miscellaneous	$	898,263
Safety		966,647
Total	$	1,864,910

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2020, the City reported net pension liabilities for its proportionate shares of the net pension liability as follows:

	Proportionate Share of Net Pension Liability/(Asset)	
Miscellaneous	$	11,025,590
Safety		10,640,826
Total	**$**	**21,666,416**

The City's net pension liability for the Plans is measured as the proportionate share of the net pension liability. The net pension liability of the Plans are measured as of June 30, 2019, and the total pension liability for the Plans used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2018 rolled forward to June 30, 2019 using standard update procedures. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plans relative to the projected contributions of all participating employers, actuarially determined.

The City's proportionate share of the net pension liability for the Plans as of June 30, 2019 and 2019 was as follows:

	Combined Plans
Proportion - June 30, 2019	0.20672%
Proportion - June 30, 2020	0.21144%
Change - Increase/(Decrease)	0.00472%

For the year ended June 30, 2020, the City recognized pension expense of $3,762,391.

At June 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Miscellanous Plan	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ 525,751	$ 186,374
Differences between Expected and Actual Experience	765,774	59,332
Differences between Projected and Actual Investment Earnings	-	192,761
Differences between Employer's Contributions and Proportionate Share of Contributions	-	835,479
Change in Employer's Proportion	271,852	33,801
Pension Contributions Made Subsequent to Measurement Date	898,263	-
Total	$ 2,461,640	$ 1,307,748

Safety Plan	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ 436,149	$ 85,114
Differences between Expected and Actual Experience	694,750	-
Differences between Projected and Actual Investment Earnings	-	146,383
Differences between Employer's Contributions and Proportionate Share of Contributions	-	435,436
Change in Employer's Proportion	201,059	46,950
Pension Contributions Made Subsequent to Measurement Date	966,647	-
Total	$ 2,298,605	$ 713,883

Miscellanous and Safety Plan	Deferred Outflows of Resources	Deferred Inflows of Resources
Changes of Assumptions	$ 961,900	$ 271,488
Differences between Expected and Actual Experience	1,460,524	59,332
Differences between Projected and Actual Investment Earnings	-	339,144
Differences between Employer's Contributions and Proportionate Share of Contributions	-	1,270,915
Change in Employer's Proportion	472,911	80,752
Pension Contributions Made Subsequent to Measurement Date	1,864,910	-
Total	$ 4,760,245	$ 2,021,631

The City reported $1,864,910 as deferred outflows of resources related to contributions subsequent to the measurement date that will be recognized as a reduction of the net pension liability in the year ended June 30, 2021.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized as pension expense as follows:

Fiscal Year Ending June 30:	Deferred Outflows/(Inflows) of Resources Miscellaneous	Safety	Total
2021	$ 457,724	$ 610,761	$ 1,068,485
2022	(265,406)	(106,167)	(371,573)
2023	24,360	85,000	109,360
2024	38,950	28,482	67,432
2025	-	-	-
Thereafter	-	-	-
Total	$ 255,628	$ 618,076	$ 873,704

Actuarial Assumptions
The total pension liabilities in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions:

Valuation Date	June 30, 2018
Measurement Date	June 30, 2019
Actuarial Cost Method	Entry-Age Normal Cost Method
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.50%
Payroll Growth	2.75%
Projected Salary Increase	(1)
Investment Rate of Return	7.15% (2)
Mortality	(3)

(1) Varies by entry age and service
(2) Net of pension plan investment expenses, including inflation
(3) Derived using CalPERS' membership data for all funds

Discount Rate
The discount rate used to measure the total pension liability was 7.15%. To determine whether the municipal bond rate should be used in the calculation of a discount rate for the Plan, CalPERS stress tested employer rate plans within the Plan that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. Based on the testing, none of the tested employer rate plans run out of assets. Therefore, the current 7.15% discount rate is adequate and the use of the municipal bond rate calculation is not necessary. The stress test results are presented in a detailed report, GASB Statements 67 and 68 Crossover Testing Report for Measurement Date June 30, 2018 based on June 30, 2017 Valuations, that can be obtained from the CalPERS website.

According to Paragraph 30 of GASB 68, the long-term discount rate should be determined without reduction for pension plan administrative expense. For the CalPERS Plan, the 7.00% investment return assumption used in this accounting valuation is net of administrative expenses. Administrative expenses are assumed to be 15 basis points. An investment return excluding administrative expenses would have been 7.15%. Using this lower discount rate has resulted in a slightly higher total pension liability and net pension liability. CalPERS checked the materiality threshold for the difference in calculation and did not find it to be a material difference.

In the December 2016 and April 2017 meetings, the Board voted to lower the funding discount rates used for the PERF. In making its decision, the Board reviewed recommendations from CalPERS team members, external pension and investment consultants, and input from employer and employee stakeholder groups. A lowered funding discount rate for the PERF will be phased in over a three-year period beginning July 1, 2018 for public agencies. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short- term and long-term market return expectations as well as the expected pension fund cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the Plan's asset classes, expected compound (geometric) returns were calculated over the short-term (first 11 years) and the long-term (60 years) using a building-block approach. Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for the Plan. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

Asset Class (a)	Assumed Asset Allocation	Real Return Years 1 - 10 (b)	Real Return Years 11+ (c)
Global Equity	50.00%	4.80%	5.98%
Fixed Income	28.00%	1.00%	2.62%
Inflation Sensitive	0.00%	0.77%	1.81%
Private Equity	8.00%	6.30%	7.23%
Real Estate	13.00%	3.75%	4.93%
Liquidity	1.00%	0.00%	-0.92%
Total	100.00%		

(a) In the System's CAFR, Fixed Income is included in Global Debt Securities; Liquidity Liquidity is included in Short-term Investments; Inflation Assets are included in both Global Equity Securities and Global Debt Securities.

(b) An expected inflation of 2.0% used for this period.

(c) An expected inflation of 2.92% used for this period.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability for the Plans, calculated using the discount rate for the Plans, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	Miscellaneous	Safety	Combined
1% Decrease	6.15%	6.15%	6.15%
Net Pension Liability	$ 16,841,177	15,623,902	32,465,079
Current	7.15%	7.15%	7.15%
Net Pension Liability	$ 11,025,590	10,640,826	21,666,416
1% Increase	8.15%	8.15%	8.15%
Net Pension Liability	$ 6,225,234	6,555,485	12,780,718

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS financial reports.

NOTE 9 - OTHER POSTEMPLOYMENT BENEFITS PLAN

Plan Description and Benefits

The City of Carmel-by-the-Sea Retiree Healthcare Plan (Plan) is a single-employer defined benefit healthcare plan administered by the City. The Plan provides access to lifetime healthcare benefits to eligible retirees and their dependents. The City provides retiree medical benefits through the California Public Employees' Retirement System healthcare program (PEMHCA). For eligible retirees, the City contributes not less than 5% of the active contribution times years in PEMHCA (max $100/month increase). For purposes of its contract with PEMHCA, the City uses a statutory schedule to determine its monthly contribution on behalf of each active employee. The statutory amount is $133.00 for 2018 and will be indexed by the Medical CPI each year thereafter.

The City offers the same medical plans to its retirees and surviving spouses as to its active employees, with the exception that once a retiree becomes eligible for Medicare, he or she must join a Medicare HMO or a Medicare Supplement plan, with Medicare becoming the primary payer. Employees become eligible to retire and receive City-paid healthcare benefits upon attainment of age 50 and 5 years of service (age 52 for Miscellaneous PEPRA employees). The City contribution towards retiree health benefits is determined under the "equal contribution method" under PEMHCA, whereby the contribution is 100% of the City's statutory minimum contribution for active employees ($133/month for 2018 and scheduled to be indexed by medical inflation for years after 2018). No stand-alone financial are issued for this plan as it is not a trusted plan.

Employees Covered by Benefit Terms
At June 30, 2020, the benefit terms covered the following employees:

Active employees	90
Inactive employees	40
Total employees	130

Contributions
The City makes contributions based on a pay-as-you go basis as approved by the authority of the City's Board. Total benefit payments included in the measurement period were $135,193. The actuarially determined contribution for the measurement period was $584,376. The City's contributions and benefit payments were 2.06% of payroll during the measurement period June 30, 2020 (reporting period June 30, 2020). Employees are not required to contribute to the plan. There have been no assets accumulated in a trust to provide for the benefits of this plan.

Actuarial Assumptions
The following summarized the actuarial assumptions for the OPEB plan included in this fiscal year:

Valuation Date:	June 30, 2019
Measurement Date:	June 30, 2020
Actuarial Cost Method:	Entry-Age Normal Cost Method
Amortization Period:	20 years
Actuarial Assumptions:	
Discount Rate	2.20%
Inflation	2.75%
Payroll Increases	2.75%
Trend Rate	4.00%
Municipal Bond Rate	2.20%
Mortality	2017 CalPERS Mortality for Safety Employees 2017 CalPERS Retiree Mortality for All Employees 2017 CalPERS Mortality for Miscellaneous and Schools Employees

Discount Rate
The discount rate was based on the Bond Buyer 20-bond General Obligation Index.

Total OPEB Liability
The City's total OPEB liability was measured as of June 30, 2020 (measurement date) and was determined by an actuarial valuation as of June 30,2019 (valuation date) for the fiscal year ended June 30, 2020 (reporting date).

Changes in the Total OPEB Liability

The following summarizes the changes in the Total OPEB liability during the year:

Fiscal Year Ended June 30, 2020	Total OPEB Liability	Plan Fiduciary Net Position	Net OPEB Liability (Asset)
Balance at June 30, 2019	$ 4,021,938	$ -	$ 4,021,938
Service cost	295,059	-	295,059
Interest in Total OPEB Liability	143,565	-	143,565
Actual and exp experience	59,118	-	59,118
Changes in assumptions	256,216	-	256,216
Benefit payments	(135,193)	-	(135,193)
Net changes	618,765	-	618,765
Balance at June 30, 2020	$ 4,640,703	$ -	$ 4,640,703

Covered Employee Payroll	$ 6,554,081
Total OPEB Liability as a % of Covered Employee Payroll	70.81%
Service Cost as a % of Covered Employee Payroll	4.50%
Net OPEB Liability as a % of Covered Employee Payroll	70.81%

The City's plan is nonfunded, meaning there have not been assets placed into an irrevocable trust, therefore the plan fiduciary net position is zero.

Deferred Inflows and Outflows of Resources

At June 30, 2020, the City reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Difference between actual and expected experience	$ 51,130	$ 2,698
Change in assumptions	341,254	59,359
Totals	$ 392,384	$ 62,057

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30,	
2021	$ 52,081
2022	52,081
2023	71,425
2024	52,468
2025	42,613
Thereafter	59,659
Total	$ 330,327

OPEB Expense
The following summarizes the OPEB expense by source during the year ended June 30, 2020:

Service cost	$	295,059
Interest in TOL		143,565
Difference between actual and expected experience		7,012
Change in assumptions		45,069
OPEB Expense	$	490,705

The following summarizes changes in the net OPEB liability as reconciled to OPEB expense during the year ended June 30, 2020:

Total OPEB liability ending	$	4,640,703
Total OPEB liability begining		(4,021,938)
Change in total OPEB liability		618,765
Changes in deferred outflows		(236,164)
Changes in deferred inflows		(27,089)
Employer contributions and implicit subsidy		135,193
OPEB Expense	$	490,705

Sensitivity to Changes in the Discount Rate
The net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using a discount rate that is one percentage point lower or one percentage point higher, is as follows:

	Municipal Bond Rate		
	1% Decrease	**2.20%**	**1% Increase**
Total OPEB Liability	$ 5,280,353	$ 4,640,703	$ 4,114,885

Sensitivity to Changes in the Healthcare Cost Trend Rates
The net OPEB liability of the City, as well as what the City's net OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than current healthcare cost trend rates, is as follows:

	Trend Rate		
	1% Decrease	**4.00%**	**1% Increase**
Total OPEB Liability	$ 4,420,385	$ 4,640,703	$ 4,899,277

NOTE 10 - COMMITMENTS AND CONTINGENCIES

A. Lawsuits

The City may be involved in certain matters of litigation that have arisen in the normal course of conducting City business. City management believes, based upon consultation with the City Attorney, that any cases, in the aggregate, are not expected to result in a material adverse financial impact on the City. Additionally, City management believes that the City's insurance programs are sufficient to cover any potential losses should an unfavorable outcome materialize.

B. Federal and State Grant Programs

The City participates in Federal, State and County grant programs. These programs are audited by the City's independent accountants, if required, in accordance with the provisions of the Federal Single Audit Act Amendments of 1996 and applicable State requirements. For Federal programs, the City did not reach the level of qualifying expenditures during the current fiscal year that would require a single audit. Expenditures which may be disallowed, if any, by the granting agencies, cannot be determined at this time. The City expects such amounts, if any, to be immaterial.

NOTE 11 - SUBSEQUENT EVENTS

Management has reviewed subsequent events and transactions that occurred after the date of the financial statements through December 18, 2020 and noted a $3,895,000 issuance of 2020 Refunding Lease Revenue Bonds. The bonds were issued on October 21, 2020 to refund a portion of the City’s existing “Sunset Center COP” lease revenue bonds.

Beginning in March 2020, the United States economy began suffering adverse effects from the COVID 19 Virus Crisis ("CV19 Crisis"). As of the date of issuance of the financial statements, the City had experienced significant declines in revenue, especially sales and transient occupancy taxes. However, the City had sufficient reserves and a prudently balanced budget. Therefore, management believes the City will be able to maintain a consistent level of operations for at least one year from the date of the issuance of this report.

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REQUIRED SUPPLEMENTARY INFORMATION

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Attachment 2

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
General Fund
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget Positive (Negative)
	Original	Final	Actual Amounts	
REVENUES				
Taxes:				
Property taxes	$ 6,601,976	$ 6,601,976	$ 6,690,948	$ 88,972
Sales and use taxes	2,618,240	2,618,240	2,154,960	(463,280)
Transient occupancy taxes	6,842,900	6,842,900	5,115,271	(1,727,629)
Franchise fees	655,144	655,144	632,833	(22,311)
Business license tax	605,000	605,000	592,466	(12,534)
Intergovernmental revenues	530,508	650,872	610,960	(39,912)
License and permits	1,203,797	1,203,797	928,752	(275,045)
Fines and forfeitures	133,445	133,445	72,152	(61,293)
Charges for services	1,158,388	1,158,388	1,177,695	19,307
Interest	60,000	60,000	142,384	82,384
Rents and concessions	188,940	188,940	130,792	(58,148)
Other revenues	66,995	66,995	165,131	98,136
Total Revenues	20,665,333	20,785,697	18,414,344	(2,371,353)
EXPENDITURES				
Current:				
General government	5,459,626	5,441,706	5,008,054	433,652
Community Planning and Building	1,143,753	1,144,353	1,094,736	49,617
Public Safety	8,501,170	8,535,170	7,774,916	760,254
Public Works	3,523,964	3,644,328	2,847,091	797,237
Library	1,183,675	1,183,675	1,075,384	108,291
Community Activities	251,265	246,449	209,554	36,895
Economic Reviltalization	1,120,097	1,106,097	1,076,542	29,555
Total Expenditures	21,183,550	21,301,778	19,086,277	2,215,501
Excess (Deficiency) of Revenues over Expenditures	(518,217)	(516,081)	(671,933)	(155,852)
OTHER FINANCING SOURCES (USES)				
Transfers in	1,569,810	1,569,810	906,286	(663,524)
Transfers out	(955,060)	(955,060)	(726,335)	228,725
Total Other Financing Sources (Uses)	614,750	614,750	179,951	(434,799)
Net Change in Fund Balance	96,533	98,669	(491,982)	(590,651)
Fund Balance Beginning	6,088,614	6,080,386	9,250,129	3,169,743
Fund Balance Ending	$ 6,185,147	$ 6,179,055	$ 8,758,147	$ 2,579,092

Attachment 2

City of Carmel-By-The-Sea
Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
Measure D Sales Tax Fund
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Taxes:				
Sales and use taxes	$ 3,023,000	$ 3,023,000	$ 2,611,802	$ (411,198)
EXPENDITURES				
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	3,023,000	3,023,000	2,611,802	(411,198)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(3,023,000)	(3,023,000)	(2,113,787)	909,213
Total Other Financing Sources (Uses)	(3,023,000)	(3,023,000)	(2,113,787)	909,213
Net Change in Fund Balance	-	-	498,015	498,015
Fund Balance Beginning	180,787	180,787	180,787	-
Fund Balance Ending	$ 180,787	$ 180,787	$ 678,802	$ 498,015

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balance
Budget and Actual (GAAP Basis)
Harrison Memorial Library Fund
For the Year Ended June 30, 2020

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Contributions	$ 315,000	$ 315,000	$ 241,324	$ (73,676)
Charges for services	9,500	9,500	11,793	2,293
Interest	4,000	4,000	26,868	22,868
Total Revenues	328,500	328,500	279,985	(48,515)
EXPENDITURES				
Current:				
Library	328,500	328,500	268,956	59,544
Total Expenditures	328,500	328,500	268,956	59,544
Excess (Deficiency) of Revenues over Expenditures	-	-	11,029	11,029
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balance	-	-	11,029	11,029
Fund Balance Beginning	1,410,220	1,410,220	1,410,220	-
Fund Balance Ending	$ 1,410,220	$ 1,410,220	$ 1,421,249	$ 11,029

City of Carmel-by-the-Sea
Schedule of Pension Contributions
June 30, 2020

Miscellaneous and Safety Plan

Fiscal Year Ended	2015	2016	2017	2018	2019	2020
Contractually Required Contributions	$ 725,205	$ 1,124,776	$ 1,279,565	$ 1,317,381	$ 1,566,319	$ 1,864,910
Contributions in Relation to Contractually Required Contributions	725,205	1,124,776	1,279,565	1,317,381	1,566,319	1,864,910
Contribution Deficiency (Excess)	$ -	$ -	$ -	$ -	$ -	$ -
Covered Payroll	**$ 4,894,966**	**$ 5,193,071**	**$ 5,725,559**	**$ 5,897,326**	**$ 6,074,246**	**$ 6,591,573**
Contributions as a % of Covered Payroll	**14.82%**	**21.66%**	**22.35%**	**22.34%**	**25.79%**	**28.29%**

Notes to Schedule:

Valuation Date: June 30, 2018

Assumptions Used:
- Entry Age Method used for Actuarial Cost Method
- Level Percentage of Payroll and Direct Rate Smoothing
- 3.8 Years Remaining Amortization Period
- Inflation Assumed at 2.5%
- Investment Rate of Returns set at 7.15%
- CalPERS mortality table based on CalPERS' experience and include 15 years of projected ongoing mortality improvement using 90 percent of Scale MP 2016 published by the Society of Actuaries.

Fiscal year 2015 was the first year of implementation, therefore only six years are shown.
The CalPERS discount rate was increased from 7.5% to 7.65% in fiscal year 2016 and then decreased from 7.65% to 7.15% in fiscal year 2018.
The CalPERS mortality assumptions waere adjusted in fiscal year 2019.

City of Carmel-by-the-Sea
Schedule of Proportionate Share of Net Pension Liability
June 30, 2020

Miscellaneous and Safety Plan Fiscal Year Ended	**2015**	**2016**	**2017**	**2018**	**2019**	**2020**
Proportion of Net Pension Liability	0.18745%	0.19035%	0.19840%	0.20075%	0.20672%	0.21144%
Proportionate Share of Net Pension Liability	$ 11,664,146	$ 13,065,617	$ 17,167,636	$ 19,908,483	$ 19,920,568	$ 21,666,416
Covered Payroll	$ 4,748,117	$ 4,894,966	$ 5,193,071	$ 5,725,559	$ 5,897,326	$ 8,296,468
Proportionate Share of NPL as a % of Covered Payroll	**245.66%**	**266.92%**	**330.59%**	**347.71%**	**337.79%**	**261.15%**
Plan's Fiduciary Net Position as a % pf the TPL	**80.11%**	**77.73%**	**74.70%**	**73.44%**	**74.18%**	**72.78%**

Fiscal year 2015 was the first year of implementation, therefore only six years are shown.
The CalPERS discount rate was increased from 7.5% to 7.65% in fiscal year 2016 and then decreased from 7.65% to 7.15% in fiscal year 2018.
The CalPERS mortality assumptions was adjusted in fiscal year 2019.

City of Carmel-by-the-Sea
Retiree Health Care Plan
Schedule of Total OPEB Liability
June 30, 2020

Fiscal Year Ended	**2018**	**2019**	**2020**
Total OPEB liability			
Service cost	$ 199,013	$ 193,586	$ 295,059
Interest	134,202	146,765	143,565
Differences between expected and actual experience	(2,625)	(2,524)	59,118
Changes of assumptions	(137,699)	192,779	256,216
Benefit payments	(145,196)	(159,107)	(135,193)
Net change in Total OPEB Liability	47,695	371,499	618,765
Total OPEB Liability - beginning	3,602,744	3,650,439	4,021,938
Total OPEB Liability - ending	$ 3,650,439	$ 4,021,938	$ 4,640,703
Plan fiduciary net position			
Net change in plan fiduciary net position	$ -	$ -	$ -
Plan fiduciary net position - beginning	-	-	-
Plan fiduciary net position - ending	$ -	$ -	$ -
Net OPEB liability (asset)	$ 3,650,439	4,021,938	4,640,703
Plan fiduciary net position as a percentage of the total OPEB liability	0.00%	0.00%	0.00%
Covered Employee Payroll	$ 6,021,711	$ 6,207,949	$ 6,378,668
Net OPEB liability as a percentage of covered employee payroll	60.62%	64.79%	72.75%
Total OPEB liability as a percentage of covered employee payroll	60.62%	64.79%	72.75%

Other Notes

GASB 75 requires a schedule of contributions for the last ten fiscal years, or for as many years as are available if less than ten years are available. GASB 75 was adopted as of June 30, 2018.

The discount rate decreased from 3.50% to 2.20%, the inflation rate increased from 2.25% to 2.75%, the payroll rate decreased from 3.00% to 2.75%, the trend rate changed from 8% to 5% to 4.00%, and the investment rate of return decreased from 3.50% to 2.20% from 2019 to 2020.

Actuarially determined contribution rates are calculated as of June 30, two years prior to the end of the fiscal year in which contributions are reported.

SUPPLEMENTARY INFORMATION

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COMBINING NONMAJOR GOVERNMENTAL FUNDS

Fund Title	Fund Description
Gast Tax	This fund is used to account for revenues collected in accordance with the Streets and Highway Code.
Transportation Safety	This fund accounts for the expenditures related to resources provided for transportation safety as required by Measure X.
COPS Grant	This fund accounts for the expenditures related to the COP's grant for public safety.
Parking in Lieu	This fund is used to account for activities associate with parking in-lieu fees.
Asset Seizure	This fund accounts for the expenditures related to asset seizures.
Debt Service	This fund is used to account for activities related to the repayment of the Certificate of Participation, Pension Obligation Bond, and capital lease obligations.

City of Carmel-By-The-Sea

Combining Balance Sheet

Nonmajor Governmental Funds

June 30, 2020

	Special Revenue Funds			
	Gas Tax Fund	Transportation Safety Fund	COPS Grant Fund	Parking In-Lieu Fund
ASSETS				
Cash and investments	$ 36,875	$ 36,452	$ 42,304	$ 734,767
Receivables:				
Due from other governments	14,550	-	16,667	-
Total assets	$ 51,425	$ 36,452	$ 58,971	$ 734,767
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	$ -	$ -	$ -	$ -
Total liabilities	-	-	-	-
Fund Balances:				
Restricted:				
Transportation	51,425	36,452	-	-
Public safety	-	-	58,971	-
Debt service	-	-	-	-
Asset seizure	-	-	-	-
Public parking	-	-	-	734,767
Total fund balances	51,425	36,452	58,971	734,767
Total liabilities and fund balances	$ 51,425	$ 36,452	$ 58,971	$ 734,767

Cont'd

City of Carmel-By-The-Sea

Combining Balance Sheet

Nonmajor Governmental Funds

June 30, 2020

	Special Revenue Funds	Debt Service	
	Asset Seizure Fund	Debt Service Fund	Total Nonmajor Governmental Funds
ASSETS			
Cash and investments	$ 5,437	$ 346,087	$ 1,201,922
Receivables:			
Due from other governments	-	-	31,217
Total assets	$ 5,437	$ 346,087	$ 1,233,139
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	$ -	$ 22,896	$ 22,896
Total liabilities	-	22,896	22,896
Fund Balances:			
Restricted:			
Transportation	-	-	87,877
Public safety	-	-	58,971
Debt service	-	323,191	323,191
Asset seizure	5,437	-	5,437
Public parking	-	-	734,767
Total fund balances	5,437	323,191	1,210,243
Total liabilities and fund balances	$ 5,437	$ 346,087	$ 1,233,139

Concluded

City of Carmel-By-The-Sea

Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Special Revenue Funds			
	Gas Tax Fund	Transportation Safety Fund	COPS Grant Fund	Parking In-Lieu Fund
REVENUES				
Intergovernmental revenues	$ 156,810	$ 202,543	$ 155,947	$ -
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	247	350	1,399	8,939
Total Revenues	157,057	202,893	157,346	8,939
EXPENDITURES				
Current:				
Library	-	-	-	-
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	157,057	202,893	157,346	8,939
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(106,558)	(196,514)	(242,762)	-
Total Other Financing Sources (Uses)	(106,558)	(196,514)	(242,762)	-
Net Change in Fund Balances	50,499	6,379	(85,416)	8,939
Fund Balances Beginning	926	30,073	144,387	725,828
Fund Balances Ending	$ 51,425	$ 36,452	$ 58,971	$ 734,767

Cont'd

City of Carmel-By-The-Sea

Combining Statement of Revenues, Expenditures and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Special Revenue Funds	Debt Service	
	Asset Seizure Fund	Debt Service Fund	Total Nonmajor Governmental Funds
REVENUES			
Intergovernmental revenues	$ -	$ -	$ 515,300
Contributions	-	-	-
Charges for services	4,504	-	4,504
Interest	12	(1,955)	8,992
Total Revenues	4,516	(1,955)	528,796
EXPENDITURES			
Current:			
Library	-	-	-
Debt service			
Principal	-	971,460	971,460
Interest and fiscal charges	-	272,721	272,721
Total Expenditures	-	1,244,181	1,244,181
Excess (Deficiency) of Revenues over Expenditures	4,516	(1,246,136)	(715,385)
OTHER FINANCING SOURCES (USES)			
Transfers in	-	1,244,728	1,244,728
Transfers out	-	-	(545,834)
Total Other Financing Sources (Uses)	-	1,244,728	698,894
Net Change in Fund Balances	4,516	(1,408)	(16,491)
Fund Balances Beginning	921	324,599	1,226,734
Fund Balances Ending	$ 5,437	$ 323,191	$ 1,210,243

Concluded

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Gas Tax Fund			
	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ 161,370	$ 161,370	$ 156,810	$ (4,560)
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	247	247
Total Revenues	161,370	161,370	157,057	(4,313)
EXPENDITURES				
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	161,370	161,370	157,057	(4,313)
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(161,370)	(161,370)	(106,558)	54,812
Total Other Financing Sources (Uses)	(161,370)	(161,370)	(106,558)	54,812
Net Change in Fund Balances	-	-	50,499	50,499
Fund Balances Beginning	926	926	926	-
Fund Balances Ending	$ 926	$ 926	$ 51,425	$ 50,499

Cont'd

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

Transportation Safety Fund

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ 199,854	$ 199,854	$ 202,543	$ 2,689
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	350	350
Total Revenues	199,854	199,854	202,893	3,039
EXPENDITURES				
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	199,854	199,854	202,893	3,039
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(199,854)	(199,854)	(196,514)	3,340
Total Other Financing Sources (Uses)	(199,854)	(199,854)	(196,514)	3,340
Net Change in Fund Balances	-	-	6,379	6,379
Fund Balances Beginning	30,073	30,073	30,073	-
Fund Balances Ending	$ 30,073	$ 30,073	$ 36,452	$ 6,379

Cont'd

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	COPS Grant Fund			
	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ 149,000	$ 149,000	$ 155,947	$ 6,947
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	1,399	1,399
Total Revenues	149,000	149,000	157,346	8,346
EXPENDITURES				
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	149,000	149,000	157,346	8,346
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	(242,762)	(242,762)	(242,762)	-
Total Other Financing Sources (Uses)	(242,762)	(242,762)	(242,762)	-
Net Change in Fund Balances	(93,762)	(93,762)	(85,416)	8,346
Fund Balances Beginning	144,387	144,387	144,387	-
Fund Balances Ending	$ 50,625	$ 50,625	$ 58,971	$ 8,346

Cont'd

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Parking In-Lieu Fund			
	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ -	$ -	$ -	$ -
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	8,939	8,939
Total Revenues	-	-	8,939	8,939
EXPENDITURES				
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	8,939	8,939
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	-	-	8,939	8,939
Fund Balances Beginning	725,828	725,828	725,828	-
Fund Balances Ending	$ 725,828	$ 725,828	$ 734,767	$ 8,939

Cont'd

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

Asset Seizure Fund

	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ -	$ -	$ -	$ -
Contributions	-	-	-	-
Charges for services	-	-	4,504	4,504
Interest	-	-	12	12
Total Revenues	-	-	4,516	4,516
EXPENDITURES				
Debt service				
Principal	-	-	-	-
Interest and fiscal charges	-	-	-	-
Total Expenditures	-	-	-	-
Excess (Deficiency) of Revenues over Expenditures	-	-	4,516	4,516
OTHER FINANCING SOURCES (USES)				
Transfers in	-	-	-	-
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	-	-
Net Change in Fund Balances	-	-	4,516	4,516
Fund Balances Beginning	921	921	921	-
Fund Balances Ending	$ 921	$ 921	$ 5,437	$ 4,516

Cont'd

City of Carmel-By-The-Sea

Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget and Actual (GAAP Basis)
Nonmajor Governmental Funds
For the Year Ended June 30, 2020

	Debt Service Fund			
	Budgeted Amounts			Variance with Final Budget
	Original	Final	Actual Amounts	Positive (Negative)
REVENUES				
Intergovernmental revenues	$ -	$ -	$ -	$ -
Contributions	-	-	-	-
Charges for services	-	-	-	-
Interest	-	-	(1,955)	(1,955)
Total Revenues	-	-	(1,955)	(1,955)
EXPENDITURES				
Debt service				
Principal	978,770	978,770	971,460	7,310
Interest and fiscal charges	265,957	265,957	272,721	(6,764)
Total Expenditures	1,244,727	1,244,727	1,244,181	546
Excess (Deficiency) of Revenues over Expenditures	(1,244,727)	(1,244,727)	(1,246,136)	(1,409)
OTHER FINANCING SOURCES (USES)				
Transfers in	1,244,727	1,244,727	1,244,728	1
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	1,244,727	1,244,727	1,244,728	1
Net Change in Fund Balances	-	-	(1,408)	(1,408)
Fund Balances Beginning	324,599	324,599	324,599	-
Fund Balances Ending	$ 324,599	$ 324,599	$ 323,191	$ (1,408)

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INTERNAL SERVICE FUNDS

Fund Title	Fund Description
Worker's Compensation	This fund accounts for workers compensation insurance provided to departments on a cost reimbursement basis.
OPEB Reserve Fund	This fund accounts for other postemployment benefits provided to departments on a cost reimbursement basis.
Vehicle & Equipment Replacement	This fund is to set aside financial resources for future purchases of replacement equipment essential to the operations of the City.

City of Carmel-By-The-Sea
Combining Statement of Net Position
Internal Service Funds
June 30, 2020

	Workers Compensation Fund	OPEB Reserve Fund	Vehicle & Equipment Replacement Fund	Total Governmental Activities - Internal Service Funds
ASSETS				
Current assets:				
Cash and investments	$ 520,560	$ 1,839,429	$ 200,848	$ 2,560,837
Due from other funds	54,440	-	-	54,440
Total current assets	575,000	1,839,429	200,848	2,615,277
Noncurrent assets:				
Capital assets - net	-	-	863,546	863,546
Total assets	$ 575,000	$ 1,839,429	$ 1,064,394	$ 3,478,823
LIABILITIES				
Current liabilities:				
Accounts payable	$ -	$ -	$ 396	$ 396
Claims payable - current	57,500	-	-	57,500
Total current liabilities	57,500	-	396	57,896
Noncurrent liabilities:				
Claims payable	517,500	-	-	517,500
Total liabilities	$ 575,000	$ -	$ 396	$ 575,396
NET POSITION				
Net investment in capital assets	$ -	$ -	$ 863,546	$ 863,546
Unrestricted	-	1,839,429	200,452	2,039,881
Total net position	$ -	$ 1,839,429	$ 1,063,998	$ 2,903,427

City of Carmel-By-The-Sea
Combining Statement of Revenues, Expenses and Changes in Fund Net Position
Internal Service Funds
For the Year Ended June 30, 2020

	Workers Compensation Fund	OPEB Reserve Fund	Vehicle & Equipment Replacement Fund	Total Governmental Activities - Internal Service Funds
OPERATING REVENUES				
Charges for services	$ 54,440	$ -	$ -	$ 54,440
Other	-	-	86	86
Total operating revenues	54,440	-	86	54,526
OPERATING EXPENSES				
Claims	92,304	-	-	92,304
Depreciation	-	-	282,385	282,385
Total operating expenses	92,304	-	282,385	374,689
Operating income (loss)	(37,864)	-	(282,299)	(320,163)
NONOPERATING REVENUES(EXPENSES)				
Investment income	6,531	22,378	-	28,909
Total nonoperating revenues(expenses)	6,531	22,378	-	28,909
Income (loss)	(31,333)	22,378	(282,299)	(291,254)
Transfers in	-	-	197,500	197,500
Transfers out	-	-	-	-
Total Other Financing Sources (Uses)	-	-	197,500	197,500
Change in net position	(31,333)	22,378	(84,799)	(93,754)
Total net position - beginning	31,333	1,817,051	1,148,797	2,997,181
Total net position - ending	$ -	$ 1,839,429	$ 1,063,998	$ 2,903,427

City of Carmel-By-The-Sea
Combining Statement of Cash Flows
Internal Service Funds
For the Year Ended June 30, 2020

	Workers Compensation Fund	OPEB Reserve Fund	Vehicle & Equipment Replacement Fund	Total Governmental Activities - Internal Service Funds
Cash flows from operating activities:				
Receipts from interfund services provided	$ -	$ -	$ 86	$ 86
Payments for claims	(92,304)	-	-	(92,304)
Payments for supplies and materials	-	-	(64,161)	(64,161)
Net cash provided (used) by operating activities	(92,304)	-	(64,075)	(156,379)
Cash flows from noncapital financing activities:				
Interfund transactions	-	-	197,500	197,500
Net cash provided (used) by noncapital financing activities	-	-	197,500	197,500
Cash flows from capital financing activities:				
Purchases of property and equipment	-	-	(365,782)	(365,782)
Net cash provided (used) by noncapital financing activities	-	-	(365,782)	(365,782)
Cash flows from investing activities:				
Investment income received	6,531	22,378	-	28,909
Net cash provided (used) by investing activities	6,531	22,378	-	28,909
Net increase (decrease) in cash and cash equivalents	(85,773)	22,378	(232,357)	(295,752)
Cash and cash equivalents - beginning	606,333	1,817,051	433,205	2,856,589
Cash and cash equivalents - ending	$ 520,560	$ 1,839,429	$ 200,848	$ 2,560,837
Reconciliation of operating income to net cash provided (used) by operating activities:				
Operating income (loss)	$ (37,864)	$ -	$ (282,299)	$ (320,163)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:				
Depreciation	-	-	282,385	282,385
Change in operating assets and liabilities:				
Due from other funds	(54,440)	-	-	(54,440)
Accounts payable	-	-	(64,161)	(64,161)
Net cash provided (used) by operating activities	$ (92,304)	$ -	$ (64,075)	$ (156,379)

AGENCY FUNDS

Fund Title	Fund Description
Refundable Deposits	This fund accounts for monies received that are unearned and required to be returned by the City.

City of Carmel-By-The-Sea
Combining Schedule of Changes in Assets and Liabilities
Agency Funds
For the Year Ended June 30, 2020

REFUNDABLE DEPOSITS	Balance July 01, 2019	Additions	Deductions	Balance June 30, 2020
ASSETS				
Cash and investments	$ 286,807	$ 176,519	$ 122,332	$ 340,994
Receivables	3,086	-	3,086	-
Total assets	$ 289,893	$ 176,519	$ 125,418	$ 340,994
LIABILITIES				
Accounts payable	$ -	$ 124,374	$ 123,508	$ 866
Interest payable	11,501	4,130	-	15,631
Deposits	278,392	343,518	297,413	324,497
Total liabilities	$ 289,893	$ 472,022	$ 420,921	$ 340,994

STATISTICAL SECTION

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STATISTICAL SECTION
(Unaudited)

This part of the City of Carmel-by-the-Sea's comprehensive annual financial report presents detailed information as a context for understanding what the information in the financial statements, note disclosures, and required supplementary information says about the city's overall financial health.

Financial Trends

These tables contain trend information to help the reader understand how the city's financial performance and well-being have changed over time.

Revenue Capacity

These tables contain information to help the reader assess the city's most significant local revenue source, the property tax.

Debt Capacity

These tables present information to help the reader assess the affordability of the city's current levels of outstanding debt and the city's ability to issue additional debt in the future.

Demographic and Economic Information

These tables offer demographic and economic indicators to help the reader understand the environment within which the city's financial activities take place.

Operating Information

These tables contain service and infrastructure data to help the reader understand how the information in the city's financial report relates to the services the city provides and the activities it performs.

Sources: Unless otherwise noted, the information in these tables is derived from the comprehensive annual financial reports for the relevant year.

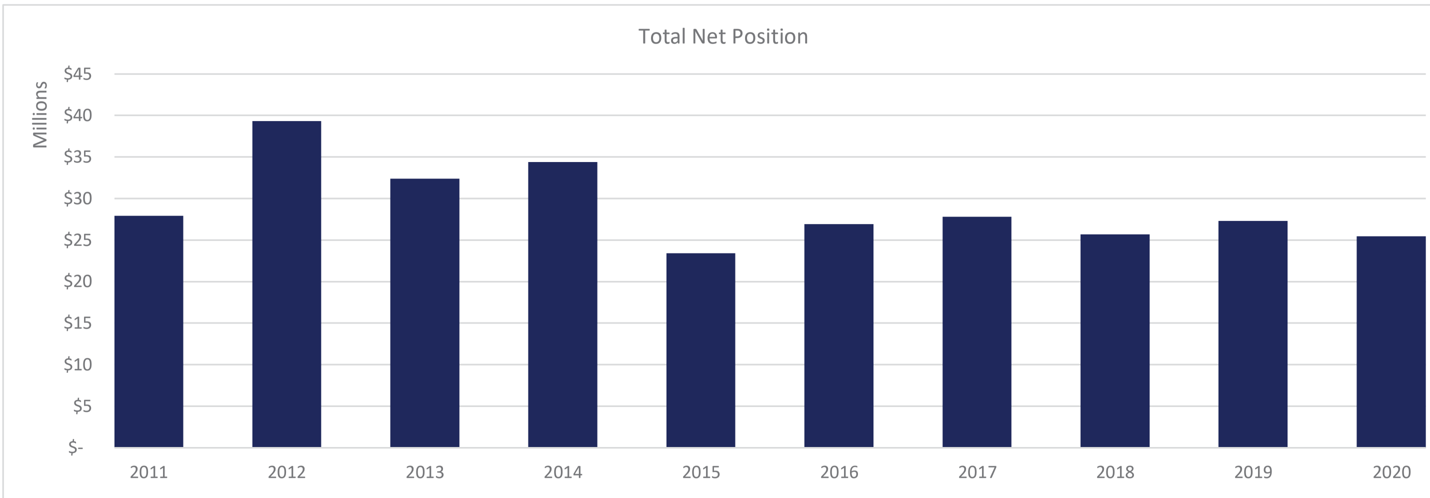
City of Carmel-by-the-Sea

TABLE 1

Net Position By Component

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Governmental activities:										
Net investment in capital assets	$ 18,594,000	$ 31,374,354	$ 29,605,438	$ 25,522,348	$ 32,547,268	$ 36,006,046	$ 36,931,575	$ 35,216,550	$ 37,132,103	$ 36,611,510
Restricted	441,000	555,524	566,992	2,616,731	3,862,473	3,584,687	5,027,082	2,628,238	2,817,741	3,310,294
Unrestricted	8,884,000	7,408,523	2,205,463	6,266,725	(12,992,711)	(12,666,545)	(14,167,354)	(12,141,385)	(12,645,571)	(14,479,015)
Total governmental activities net position	$ 27,919,000	$ 39,338,401	$ 32,377,893	$ 34,405,804	$ 23,417,030	$ 26,924,188	$ 27,791,303	$ 25,703,403	$ 27,304,273	$ 25,442,789



Notes:

1) In 2012 net position increased mostly due to capital additions and investments in capital assets

2) In 2015, net position decreased mostly due to the implementation of GASB 68 for pension benefit liabilities and related amounts.

Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 2

Changes in Net Position

Last Ten Fiscal Years

	2011	2012	2013	2014	2015
Expenses					
Governmental activities:					
General government	$ 3,448,824	$ 2,904,382	$ 9,481,135	$ 4,067,934	$ 3,724,546
Community planning and building	-	-	-	-	-
Public safety	5,142,244	4,694,672	4,193,157	4,299,954	6,685,310
Public works	1,271,318	1,790,684	1,896,305	2,227,067	2,003,332
Library	-	-	-	-	-
Community activities	-	-	-	-	-
Economic revitalization	-	361,458	304,587	363,342	326,956
Building maintenance	-	2,718,581	3,763,094	2,924,447	1,832,618
Forest, parks and beach	-	1,578,381	472,123	484,119	581,319
Culture and recreation	2,619,273	1,314,073	2,405,481	2,453,842	2,605,877
Interest and fiscal charges on long-term debt	50,576	194,153	376,787	346,674	365,043
Depreciation (Unallocated)	638,255	-	-	-	-
Total governmental activities expenses	13,170,490	15,556,384	22,892,669	17,167,379	18,125,001
Program Revenues					
Governmental activities:					
Charges for services:					
General government	329,666	4,735	19,821	15,644	66,190
Community planning and building	-	-	-	-	-
Public safety	49,725	39,878	167,723	184,338	918,644
Public works	-	412,605	433,928	467,392	525,310
Library	-	-	-	-	-
Community activities	-	-	-	-	-
Economic revitalization	-	-	-	-	-
Building maintenance	-	-	-	-	-
Forest, parks and beach	-	-	-	165,406	-
Culture and recreation	30,286	36,030	80,909	91,804	18,953
Operating grants and contributions	435,046	871,230	1,474,331	1,282,214	1,444,296
Capital grants and contributions	-	-	-	-	331,719
Total governmental activities program revenues	844,723	1,364,478	2,176,712	2,206,798	3,305,112
Net (expense)/revenue:					
Governmental activities	(12,325,767)	(14,191,906)	(20,715,957)	(14,960,581)	(14,819,889)
General Revenues and Other Changes in Net Assets					
Governmental activities:					
Taxes					
Property taxes	4,157,789	4,571,481	4,652,176	4,881,534	5,127,974
Sales and use taxes	1,805,510	1,743,748	2,760,414	5,115,880	5,280,418
Transient occupancy taxes	4,002,509	4,179,900	4,615,598	5,185,880	5,593,689
Franchise taxes	476,597	491,674	981,831	994,468	430,430
Business license tax	591,248	532,019	577,364	549,190	606,128
Intergovernmental	233,716	-	-	-	382,145
Unrestricted grants and contributions	465,881	-	-	-	-
Unrestricted investment earnings	109,602	55,995	69,735	76,880	163,648
Gain (loss) on sale of assets	-	-	-	-	-
Special item - infrastructure capitalization	-	13,760,000	-	-	-
Miscellaneous or other revenues	142,923	276,751	98,331	184,660	249,537
Total governmental activities	11,985,775	25,611,568	13,755,449	16,988,492	17,833,969
Change in Net Position	$ (339,992)	$ 11,419,662	$ (6,960,508)	$ 2,027,911	$ 3,014,080

Note: In 2012 and 2018, the City changed the classification of its program expenses and revenues based on operations at the time.

Cont'd

Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 2

Changes in Net Position

Last Ten Fiscal Years

	2016	2017	2018	2019	2020
Expenses					
Governmental activities:					
General government	$ 5,162,323	$ 4,981,304	$ 4,896,809	$ 5,906,304	$ 5,356,174
Community planning and building	-	1,146,860	1,206,295	1,191,826	1,214,005
Public safety	6,445,695	7,281,137	7,771,104	8,390,616	9,166,804
Public works	1,454,895	2,605,036	2,950,423	4,162,376	4,410,995
Library	-	1,144,883	1,303,989	1,894,410	2,011,886
Community activities	-	446,445	153,224	283,512	256,698
Economic revitalization	306,505	1,110,857	1,125,261	1,144,022	1,081,813
Building maintenance	1,542,170	-	-	-	-
Forest, parks and beach	558,592	-	-	-	-
Culture and recreation	2,082,591	-	-	-	-
Interest and fiscal charges on long-term debt	336,551	322,181	319,974	283,606	268,721
Depreciation (Unallocated)	1,528,260	1,747,960	1,786,021	-	-
Total governmental activities expenses	19,417,582	20,786,663	21,513,100	23,256,672	23,767,096
Program Revenues					
Governmental activities:					
Charges for services:					
General government	34,040	38,795	318,414	256,645	211,067
Community planning and building	-	-	1,167,308	1,454,523	1,112,512
Public safety	684,612	373,716	692,187	790,428	808,559
Public works	534,224	751,844	58,931	44,636	42,395
Library	-	-	14,794	10,097	11,793
Community activities	-	-	79,067	146,443	85,060
Economic revitalization	-	-	97,142	102,366	91,528
Building maintenance	-	-	-	-	-
Forest, parks and beach	-	-	-	-	-
Culture and recreation	20,326	31,817	-	-	-
Operating grants and contributions	668,239	675,765	681,240	865,370	695,186
Capital grants and contributions	327,029	166,726	-	-	-
Total governmental activities program revenues	2,268,470	2,038,663	3,109,083	3,670,508	3,058,100
Net (expense)/revenue:					
Governmental activities	(17,149,112)	(18,748,000)	(18,404,017)	(19,586,164)	(20,708,996)
General Revenues and Other Changes in Net Assets					
Governmental activities:					
Taxes					
Property taxes	5,598,743	5,825,889	6,192,126	6,524,331	6,690,948
Sales and use taxes	4,897,325	5,373,800	5,486,449	5,732,885	4,766,762
Transient occupancy taxes	5,890,538	6,112,347	6,329,074	6,882,015	5,115,271
Franchise taxes	587,514	672,554	637,136	636,397	632,833
Business license tax	626,625	649,525	544,392	594,941	592,466
Intergovernmental	413,334	436,073	462,989	-	672,399
Unrestricted grants and contributions	-	-	92,155	637,124	-
Unrestricted investment earnings	160,172	182,366	101,743	205,791	207,153
Gain (loss) on sale of assets	-	-	(2,439,255)	(160,794)	-
Special item - infrastructure capitalization	-	-	-	-	-
Miscellaneous or other revenues	1,963,750	362,561	212,820	12,928	169,680
Total governmental activities	20,138,001	19,615,115	17,619,629	21,065,618	18,847,512
Change in Net Position	$ 2,988,889	$ 867,115	$ (784,388)	$ 1,479,454	$ (1,861,484)

Note: In 2012 and 2018, the City changed the classification of its program expenses and revenues based on operations at the time.

Concluded

Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 3

Fund Balances of Governmental Funds

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
General Fund										
Nonspendable	$ -	$ -	$ -	$ 73,038	$ -	$ -	$ -	$ -	$ -	$ -
Restricted	400,000	-	-	-	-	-	-	-	-	-
Committed	7,358,390	4,258,441	2,898,615	2,888,306	4,561,070	2,166,165	2,173,138	2,806,045	2,808,138	2,684,665
Assigned	-	-	-	-	1,747,589	3,308,636	2,448,461	1,922,008	1,926,008	1,025,194
Unassigned	1,573,080	3,001,120	5,253,298	4,172,077	1,541,150	1,738,067	4,693,897	3,278,341	4,515,984	5,048,288
Total Fund Balance	9,331,470	7,259,561	8,151,913	7,133,421	7,849,809	7,212,868	9,315,496	8,006,394	9,250,130	8,758,147
Other Governmental Funds										
Nonspendable	$ -	$ 46,747	$ 46,747	$ 46,747	$ -	$ -	$ -	$ -	$ -	$ -
Restricted	40,523	555,524	566,992	2,543,658	3,903,533	3,624,383	5,065,310	2,628,238	2,817,741	3,310,294
Committed	1,045,909	-	-	-	1,783,310	-	-	-	-	-
Assigned	68,199	1,506,992	1,793,249	1,477,680	90,158	1,146,832		1,627,098	362,034	571,657
Unassigned	-	-	-	(479,166)	(684,400)	(706,427)	(1,264,197)	(483)	-	-
Total Fund Balance	1,154,631	2,109,263	2,406,988	3,588,919	5,092,601	4,064,788	3,801,113	4,254,853	3,179,775	3,881,951
Total Fund Balance	$ 10,486,101	$ 9,368,824	$ 10,558,901	$ 10,722,340	$ 12,942,410	$ 11,277,656	$ 13,116,609	$ 12,261,247	$ 12,429,905	$ 12,640,098

Note: The City implemented GASB 54 in 2011 and prior fund balances were not restated or reclassified.

Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 4

Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years

	2011	2012	2013	2014	2015
Revenues					
Taxes	$ 10,442,405	$ 11,497,256	$ 12,505,034	$ 12,727,944	$ 17,420,784
Intergovernmental revenues	456,821	635,386	609,304	3,864,416	874,152
License and permits	916,989	612,356	1,195,092	1,114,927	720,257
Contributions	326,185	329,160	354,785	313,895	686,025
Fines and forfeitures	19,314	127,354	133,168	138,713	119,152
Charges for services	49,725	597,302	738,366	508,563	905,526
Interest	-	-	-	-	-
Use of money and property	247,683	231,975	284,674	314,248	163,648
Other revenues	149,634	93,944	109,392	193,336	249,537
Total revenues	12,608,756	14,124,733	15,929,815	19,176,042	21,139,081
Expenditures					
General government	3,109,461	3,122,302	3,029,816	4,305,440	3,593,094
Community Planning and Building	-	-	-	-	-
Public Safety	4,955,512	3,363,428	4,026,884	4,245,184	6,398,876
Public Works	1,122,225	1,166,299	1,341,604	1,609,402	1,284,030
Library	-	-	-	-	-
Community Activities	-	-	-	-	-
Economic Revitalization	317,983	361,458	304,587	363,342	315,780
Building maintenance	-	2,633,987	2,263,763	2,798,314	1,637,602
Forest, parks and beach	-	1,122,795	466,021	468,247	544,902
Culture and recreation	2,240,365	1,298,938	1,918,196	1,963,003	1,999,728
Capital Outlay	1,085,637	1,599,462	651,785	1,993,305	2,396,667
Debt Service					
Principal	318,070	315,570	410,434	927,774	1,046,128
Interest and fiscal charges	201,964	257,771	328,994	357,840	360,610
Total expenditures	13,351,217	15,242,010	14,742,084	19,031,851	19,577,417
Excess of revenues over (under) expenditures	(742,461)	(1,117,277)	1,187,731	144,191	1,561,664
Other financing sources (uses)					
Proceeds from asset dispositions	-	-	2,346	19,248	-
Proceeds from long-term debt issued	7,657,787	-	6,280,000	-	-
Retirement of PERS side fund	-	-	(6,280,000)	-	-
Payment to refunded bond escrow agent	(7,850,977)	-	-	-	-
Interagency transfers in (out)	-	-	-	-	-
Transfers in	4,973,143	7,749,165	6,301,989	9,724,198	4,927,935
Transfers out	(4,640,460)	(7,749,165)	(6,301,989)	(9,724,198)	(4,927,935)
Total other financing sources (uses)	139,493	-	2,346	19,248	-
Net change in fund balances	$ (602,968)	$ (1,117,277)	$ 1,190,077	$ 163,439	$ 1,561,664
Total Expenditures	$ 13,351,217	$ 15,242,010	$ 14,742,084	$ 19,031,851	$ 19,577,417
Capitalized Portion of Capital Outlay	748,979	1,066,867	651,397	1,993,170	2,396,667
Total Non-Capitalized Expenditures	$ 12,602,238	$ 14,175,143	$ 14,090,687	$ 17,038,681	$ 17,180,750
Debt Service: Principal & Interest	$ 520,034	$ 573,341	$ 739,428	$ 1,285,614	$ 1,406,738
Debt service as a percentage of noncapital expenditures	4.1%	4.0%	5.2%	7.5%	8.2%

Note: In 2012 and 2018, the City changed the classification of its program expenditures and revenues based on operations at the time.

Source: City of Carmel-by-the-Sea Finance Department

Cont'd

City of Carmel-by-the-Sea

TABLE 4

Changes in Fund Balances of Governmental Funds
Last Ten Fiscal Years

	2016	2017	2018	2019	2020
Revenues					
Taxes	$ 18,014,079	$ 19,041,911	$ 19,652,166	$ 20,370,569	$ 17,798,280
Intergovernmental revenues	294,952	365,304	454,997	1,088,044	1,126,260
License and permits	788,578	850,547	1,087,953	1,192,242	928,752
Contributions	314,600	323,495	318,398	314,450	241,324
Fines and forfeitures	111,930	87,154	91,813	121,470	72,152
Charges for services	712,321	440,439	1,070,999	1,261,169	1,193,992
Interest	-	-	58,055	167,544	178,244
Use of money and property	163,875	182,367	100,899	185,156	130,792
Other revenues	389,136	1,979,561	211,153	158,029	206,908
Total revenues	20,789,471	23,270,778	23,046,433	24,858,673	21,876,704
Expenditures					
General government	5,045,332	5,681,103	4,696,923	5,517,516	5,008,054
Community Planning and Building	-	-	1,128,977	1,116,689	1,094,736
Public Safety	6,264,950	7,033,862	7,024,092	7,617,310	7,774,916
Public Works	1,301,160	2,554,752	2,769,129	2,902,461	2,847,091
Library	-	-	1,217,687	1,258,390	1,344,340
Community Activities	-	-	141,378	179,426	209,554
Economic Revitalization	306,505	351,425	1,095,636	1,103,993	1,076,542
Building maintenance	1,525,038	1,138,983	-	-	-
Forest, parks and beach	547,211	108,764	-	-	-
Culture and recreation	2,054,872	1,448,129	-	-	-
Capital Outlay	4,439,279	1,877,053	1,833,014	3,778,271	869,596
Debt Service					
Principal	898,379	914,105	934,860	950,770	971,460
Interest and fiscal charges	337,915	323,649	302,202	286,606	272,721
Total expenditures	22,720,641	21,431,825	21,143,898	24,711,432	21,469,010
Excess of revenues over (under) expenditures	(1,931,170)	1,838,953	1,902,535	147,241	407,694
Other financing sources (uses)					
Proceeds from asset dispositions	-	-	-	-	-
Proceeds from long-term debt issued	-	-	-	-	-
Retirement of PERS side fund	-	-	-	-	-
Payment to refunded bond escrow agent	-	-	-	-	-
Interagency transfers in (out)	-	-	31,000	-	-
Transfers in	6,483,069	3,405,710	13,924,490	4,581,594	3,188,456
Transfers out	(6,483,069)	(3,405,710)	(16,713,387)	(4,681,594)	(3,385,956)
Total other financing sources (uses)	-	-	(2,757,897)	(100,000)	(197,500)
Net change in fund balances	$ (1,931,170)	$ 1,838,953	$ (855,362)	$ 47,241	$ 210,194
Total Expenditures	$ 22,720,641	$ 21,431,825	$ 21,143,898	$ 24,711,432	$ 21,469,010
Capitalized Portion of Capital Outlay	4,311,179	1,870,844	1,900,132	3,533,858	918,075
Total Non-Capitalized Expenditures	$ 18,409,462	$ 19,560,981	$ 19,243,766	$ 21,177,574	$ 20,550,935
Debt Service: Principal & Interest	$ 1,236,294	$ 1,237,754	$ 1,237,062	$ 1,237,376	$ 1,244,181
Debt service as a percentage of noncapital expenditures	6.7%	6.3%	6.4%	5.8%	6.1%

Note: In 2012 and 2018, the City changed the classification of its program expenditures and revenues based on operations at the time.

Source: City of Carmel-by-the-Sea Finance Department

Concluded

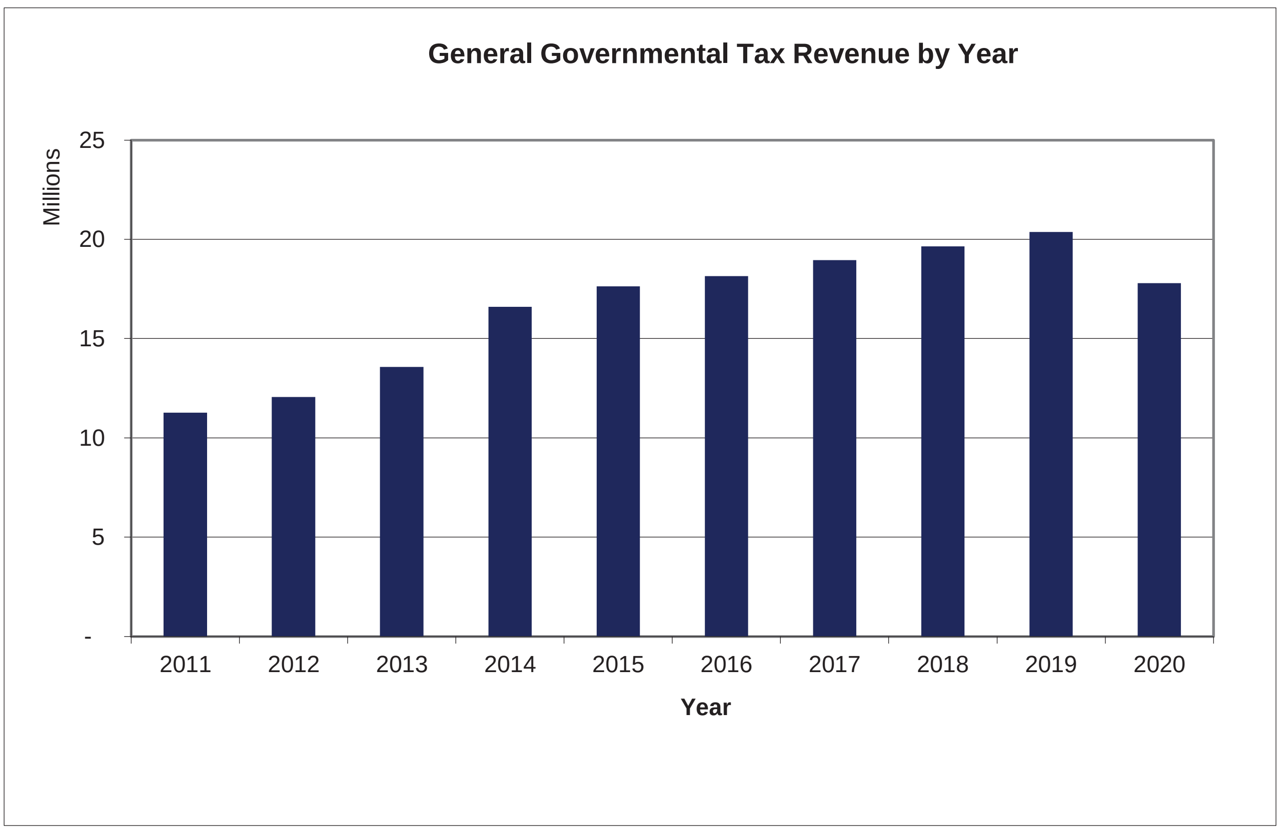
City of Carmel-by-the-Sea

TABLE 5

General Governmental Tax Revenues by Source

Last Ten Fiscal Years

Fiscal Year Ended June 30	Property	Sales and Use	Franchise	Transient Occupancy	Business License	Other Tax	Total
2011	4,157,789	1,805,510	476,597	4,002,509	591,248	233,716	11,267,369
2012	4,571,481	1,743,748	981,831	4,179,900	577,364	-	12,054,324
2013	4,652,176	2,760,414	994,468	4,615,598	549,190	-	13,571,846
2014	4,881,534	5,115,880	430,430	5,185,880	606,128	382,145	16,601,997
2015	5,127,974	5,280,418	587,514	5,593,689	626,625	413,334	17,629,554
2016	5,598,743	4,897,325	672,554	5,890,538	649,525	436,073	18,144,758
2017	5,825,889	5,373,800	637,136	6,112,347	544,392	462,989	18,956,553
2018	6,192,126	5,486,449	637,136	6,329,074	544,392	462,989	19,652,166
2019	6,524,331	5,732,885	636,397	6,882,015	594,941	-	20,370,569
2020	6,690,948	4,766,762	632,833	5,115,271	592,466	-	17,798,280



Source: City of Carmel-by-the-Sea Finance Department

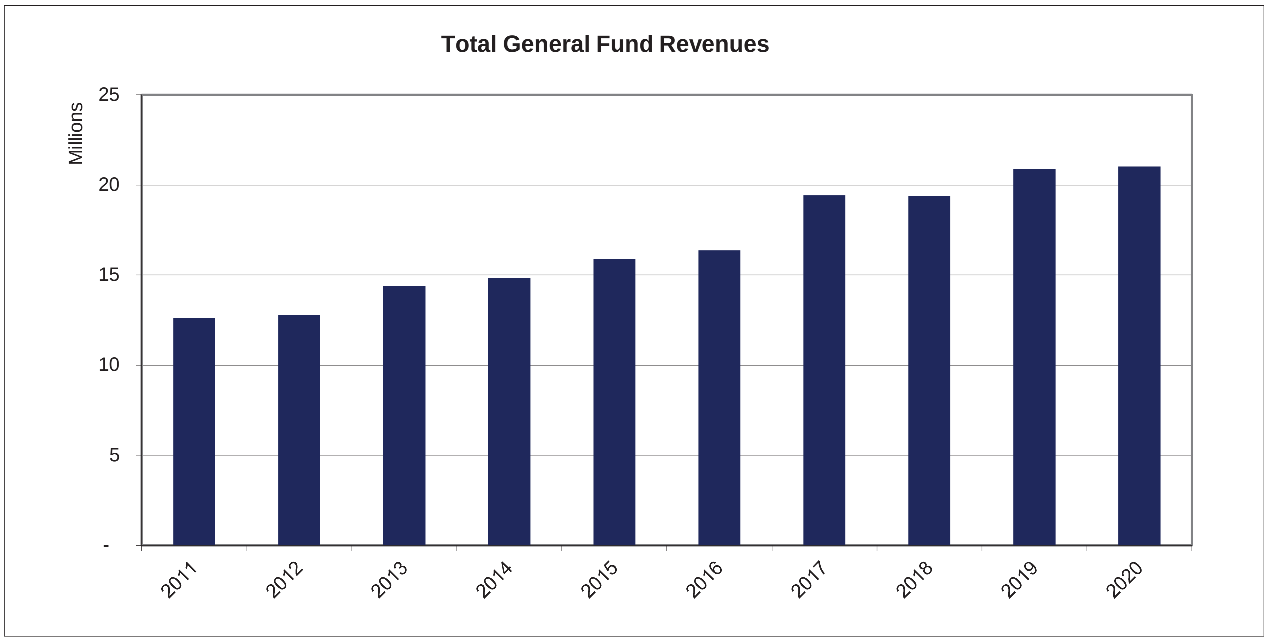
Attachment 2

City of Carmel-by-the-Sea

TABLE 6

General Fund Revenues by Source
Last Ten Fiscal Years

Fiscal Year Ended June 30	Taxes	Inter-Governmental	Licenses and Permits	Contributions	Fines and Forfeitures	Charges for Services	Interest, Rents and Concessions	Other Revenues	Total
2011	10,442,405	456,821	916,989	326,185	19,314	49,725	247,683	149,634	12,608,756
2012	11,497,256	419,326	430,250	26,830	27,385	60,228	226,616	93,944	12,781,835
2013	12,505,034	378,410	1,011,292	3,884	16,647	88,200	283,233	109,392	14,396,092
2014	12,727,944	481,310	997,334	-	30,489	106,065	313,076	193,336	14,849,554
2015	14,702,528	-	504,419	-	9,246	256,097	161,620	249,537	15,883,447
2016	15,124,699	74,014	553,602	-	7,245	57,818	159,632	389,136	16,366,146
2017	16,296,757	136,367	762,257	-	8,422	66,957	170,631	1,979,561	19,420,952
2018	16,753,721	42,846	1,087,953	-	91,813	1,056,205	123,382	211,133	19,367,053
2019	17,290,655	583,573	1,192,242	-	121,470	1,251,072	309,418	132,776	20,881,206
2020	17,798,280	610,960	928,752	-	72,152	1,177,695	273,176	165,131	21,026,146



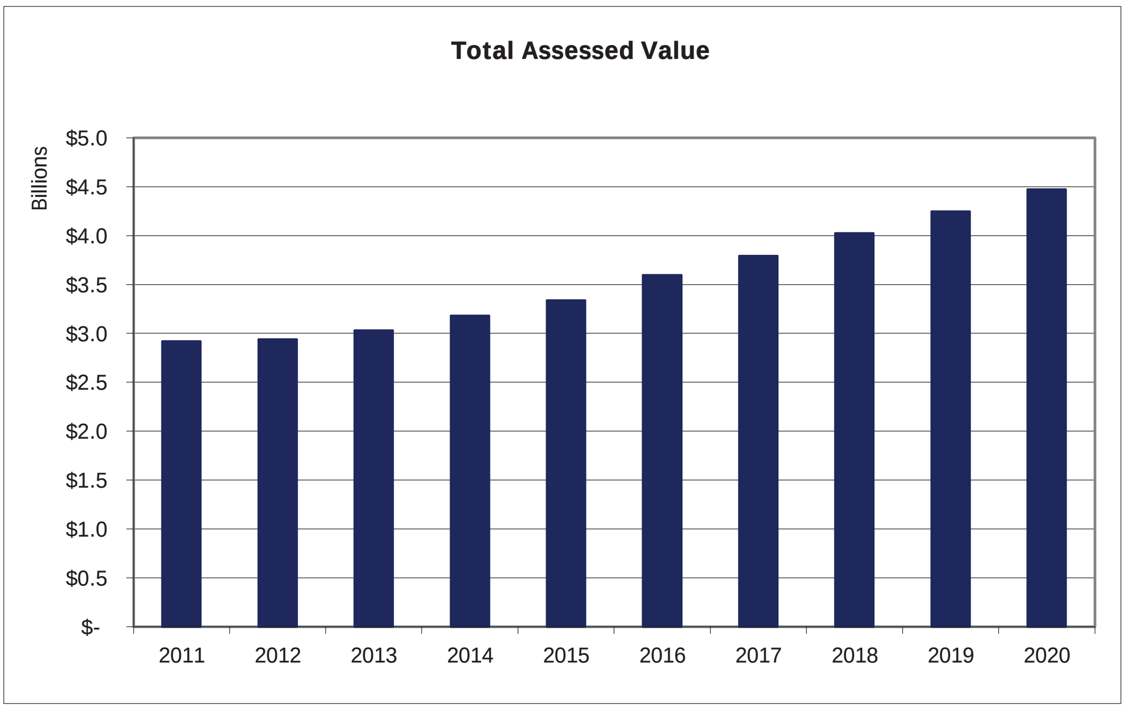
Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 7

Net Assessed Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year Ended June 30	Secured	Unsecured	Total Assessed Value	Total Direct Tax Rate
2011	2,885,547,810	34,821,845	2,920,369,656	1.00%
2012	2,908,891,597	30,254,516	2,939,146,113	1.00%
2013	3,001,630,584	28,759,821	3,030,390,405	1.00%
2014	3,153,416,179	27,307,767	3,180,723,946	1.00%
2015	3,309,856,089	26,813,656	3,336,669,745	1.00%
2016	3,569,065,524	26,719,717	3,595,785,241	1.00%
2017	3,766,258,441	26,280,598	3,792,539,039	1.00%
2018	3,999,182,757	25,708,168	4,024,890,925	1.00%
2019	4,220,683,852	26,668,954	4,247,352,806	1.00%
2020	4,446,041,301	28,251,679	4,474,292,980	1.00%



Notes:

Total Direct Tax Rate is from Table 8. Rates are based on a $100 of taxable value.

Exempt values are not included in Total.

With the passage of a constitutional amendment (Proposition 13) and subsequently enacted State legislation, property is assessed according to a base year rather than on a percentage of market value. Accordingly, a reliable estimate of actual value of taxable property within the City is not possible.

Source: County of Monterey Assessors Office

City of Carmel-by-the-Sea

TABLE 8

Direct and Overlapping Property Tax Rates
Last Ten Fiscal Years
(Rate per $100 of Taxable Value)

		2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Direct Rates:	(1)	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000	1.000
Overlapping Rates:	(2)										
Carmel Unified		0.014	0.014	0.014	0.014	0.014	0.014	0.014	0.014	0.016	0.015
Monterey Peninsula Community College		0.022	0.022	0.022	0.022	0.022	0.022	0.022	0.022	0.021	0.021
Total Direct and Overlapping Rate		1.036	1.036	1.036	1.036	1.036	1.036	1.036	1.036	1.037	1.036
City Share of 1% Levy per Prop. 13	(3)	0.823	0.827	0.903	0.913	0.904	0.918	0.925	0.929	0.919	0.906

Notes:

1 The passage of a constitutional amendment (Proposition 13) in June 1978 limits the property tax rate to a base of $1.00 per $100.00. The $1.00 rate is levied by the County and apportioned to local agencies according to a formula prescribed by the California legislature.

2 Overlapping rates are those of entities that apply to property owners within the City of Pacific Grove. Not all overlapping rates apply to all property owners (e.g., the rates for school districts apply only to the proportion of the city's property owners whose property is located within the geographic boundaries of the school district).

3 This is the percentage of $1 countywide tax levy

Source: County of Monterey Assessors Office

Source: County of Monterey CAFR

City of Carmel-by-the-Sea

TABLE 9

Principal Property Tax Owners
Current Year and Nine Years Ago

	2020			2011		
Tax Owner	Assessed Valuation	Rank	Percentage of Total Assessed Valuation	Assessed Valuation	Rank	Percentage of Total Assessed Valuation
OWRF Carmel LLC	$ 59,607,384	1	1.33%	na		na
Esperanza Carmel Commercial LLC	33,507,013	2	0.75%	na		na
Jeffrey C. Hines	32,138,368	3	0.72%	na		na
Andrew M. Paul	28,161,918	4	0.63%	na		na
Esperanza Carmel LLC	22,385,779	5	0.50%	na		na
Richard and Margaret Gunner, Trustees	21,993,438	6	0.49%	na		na
La Playa Carmel Hotel LLC	18,108,021	7	0.40%	na		na
Alan R. Porter	14,373,354	8	0.32%	na		na
Hoseit Management LLC	14,240,263	9	0.32%	na		na
Paul DeBruce, Trust	14,011,472	10	0.31%	na		na
Totals	$ 258,527,010		5.78%	$ -		0.00%
Total assessed value	$ 4,474,292,980			$ -		

Source: County of Monterey Assessors Office
na= not available

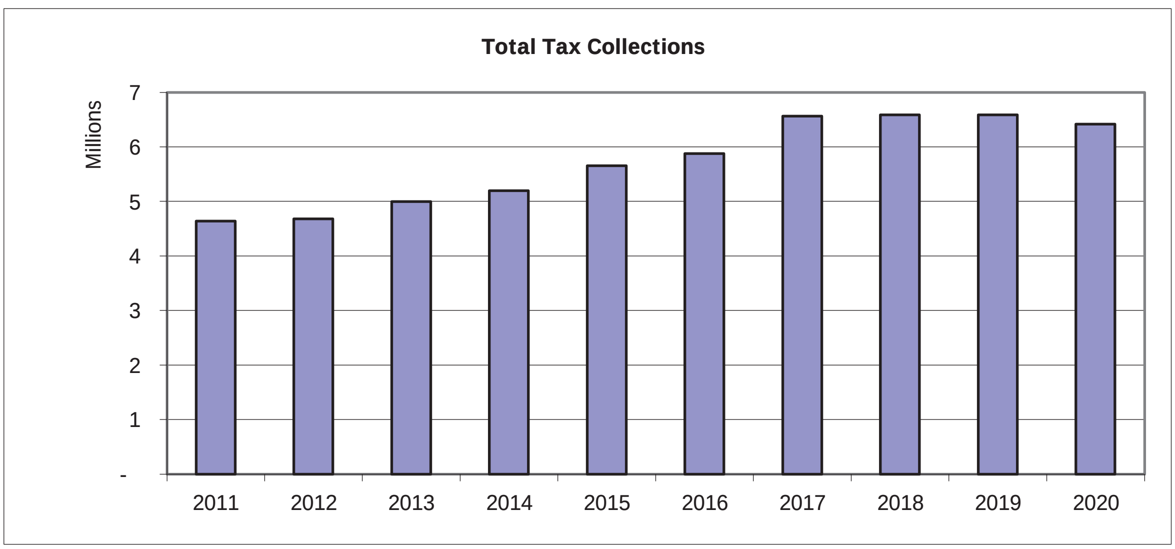
City of Carmel-by-the-Sea

Table 8

Property Tax Levies and Collections

Last Ten Fiscal Years

Fiscal Year Ended June 30	Total Tax Levy	Current Tax Collections [1]	Percent of Levy Collected	Supplemental Tax Collections	Delinquent Tax Collections	Total Collections
2011	4,571,481	4,365,764	95.5%	62,915	211,192	4,639,871
2012	4,652,176	4,480,045	96.3%	59,551	140,827	4,680,423
2013	4,881,534	4,827,837	98.9%	72,123	98,220	4,998,180
2014	5,127,974	5,004,903	97.6%	98,094	94,859	5,197,856
2015	5,598,743	5,469,972	97.7%	104,109	79,701	5,653,782
2016	5,825,889	5,674,416	97.4%	122,069	77,571	5,874,056
2017	6,524,331	6,354,698	97.4%	119,343	90,035	6,564,076
2018	6,524,331	6,374,271	97.7%	131,185	80,213	6,585,669
2019	6,524,331	6,374,271	97.7%	131,185	80,213	6,585,669
2020	6,890,120	6,242,449	90.6%	107,412	64,523	6,414,384



Source: County of Monterey Auditor-Controller's Office
City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

Ratios of Outstanding Debt By Type

Last Ten Fiscal Years

	Governmental Activities								
Fiscal Year Ending June 30	Pension Obligation Bonds	Lease Revenue Bonds	NGEN Public Safety Joint Agree	Fire Capital Lease	Total Outstanding Debt	Median Household Income	Percentage of Household Income	Population	Debt per Capita
2011	$ -	$ 7,575,000	$ 360,054	$ 465,566	$ 8,400,620	$ 76,463	0.91%	3,766	$ 2,231
2012	6,280,000	7,295,000	336,050	344,131	14,255,181	72,582	0.51%	3,807	3,744
2013	6,165,000	7,010,000	320,375	349,372	13,844,747	71,719	0.52%	3,840	3,605
2014	3,585,000	6,725,000	303,366	137,387	10,750,753	62,460	0.58%	3,867	2,780
2015	5,005,000	6,435,000	264,625	-	11,704,625	74,758	0.64%	3,886	3,012
2016	4,420,000	6,140,000	246,246	-	10,806,246	81,607	0.76%	3,903	2,769
2017	3,825,000	5,840,000	227,141	-	9,892,141	87,532	0.88%	3,897	2,538
2018	3,220,000	5,530,000	207,281	-	8,957,281	87,532	0.98%	3,897	2,299
2019	2,605,000	5,215,000	186,511	-	8,006,511	87,532	1.09%	3,987	2,008
2020	1,980,000	4,890,000	157,741	-	7,027,741	98,638	1.40%	3,949	1,780

Source: City of Carmel-by-the-Sea Finance Department
Demographics from Table 16

City of Carmel-by-the-Sea

TABLE 12

Computation of Direct and Overlapping Debt
June 30, 2020

2018-2019 Assessed Value $ 4,474,292,980

	Total Debt Outstanding	Percentage Applicable to City [1]	Amount Applicable to City
DIRECT AND OVERLAPPING TAX AND ASSESSMENT DEBT:			
Monterey Peninsula Community College District	$ 117,618,522	11.567%	$ 13,604,934
Carmel Unified School District	21,678,445	23.783%	5,155,785
Total Direct and Overlapping Tax and Assessment Debt	$ 139,296,967		$ 18,760,719
DIRECT AND OVERLAPPING GENERAL FUND DEBT:			
Monterey County General Fund Obligations	148,222,616	6.278%	9,305,416
Monterey County Judgment Obligations	1,335,000	6.278%	83,811
Monterey County Water Resources Agency Gen Fund Debt	21,130,000	6.278%	1,326,541
City of Carmel-by-the-Sea General Fund Obligations	**4,890,000**	**100.000%**	**4,890,000**
City of Carmel-by-the-Sea Pension Obligation Bonds	**1,980,000**	**100.000%**	**1,980,000**
Total Gross Direct and Overlapping General Fund Debt			17,585,768
Less: Monterey County supported obligations			219,776
TOTAL NET DIRECT AND OVERALAPPING GENERAL FUND DEBT			$ 17,365,992
TOTAL DIRECT DEBT			**$ 6,870,000**
TOTAL GROSS OVERLAPPING DEBT			$ 29,476,487
TOTAL NET OVERLAPPING DEBT			$ 29,256,711
GROSS COMBINED TOTAL DEBT [2]			$ 36,346,487
NET COMBINED TOTAL DEBT			$ 36,126,711

Notes:

(1) The percentage of overlapping debt applicable to the City is estimated using taxable assessed property value. Applicable percentages were estimated by determining the portion of the overlapping district's assessed value that is within the boundaries of the City divided by the district's total taxable assessed value.

(2) Excludes tax and revenue anticipation notes, enterprise revenue, mortgage revenue, and tax allocation bonds and non-bonded capital lease obligations.

Ratios to 2018-19 Assessed Valuation:

Direct Debt	
Total Direct and Overlapping Tax and Assessment Debt	0.42%
Total Direct Debt ($8,750,000)	**0.15%**
Gross Combined Total Debt	0.81%
Net Combined Total Debt	0.81%

Source: MuniServices, LLC

City of Carmel-by-the-Sea

TABLE 13

Legal Debt Margin Information
Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Debt limit	$ 109,513,862	$ 110,217,979	$ 113,639,640	$ 119,277,148	$ 125,125,115	$ 134,841,947	$ 142,220,214	$ 150,933,410	$ 159,275,730	167,785,987
Total net debt applicable to limit	-	-	-	-	-	-	-	-	-	-
Legal debt margin	$ 109,513,862	$ 110,217,979	$ 113,639,640	$ 119,277,148	$ 125,125,115	$ 134,841,947	$ 142,220,214	$ 150,933,410	$ 159,275,730	$ 167,785,987
Total net debt applicable to the limit as a percentage of debt limit	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

Notes:
California Government Code, Section 43605, sets the debt limit at 15% of the total assessed valuation of all real personal property within the city, when assessed values were at 25% of full market value. This has changed to 100% of full market value, with the rate adjusting to 1/4 of 15%.

Source: City of Carmel by the Sea Finance Department

Legal Debt Margin Calculation For Fiscal Year 2019-20:

Total assessed value	$ 4,474,292,980
Debt limit (3.75% of total assessed value)	167,785,987
Debt applicable to limit:	
General obligation bonds	-
Less: Amount available in debt service fund for repayment of bonds	-
Total net debt applicable to limit	-
Legal debt margin	$ 167,785,987

City of Carmel-by-the-Sea

TABLE 14

Pledged-Revenue Coverage

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Sunset Center Certificates of Participation										
General City Revenues	$ 12,830,497	$ 13,216,046	$ 15,932,161	$ 19,195,290	$ 21,139,081	$ 22,406,471	$ 21,653,778	$ 23,167,967	$ 24,061,114	$ 21,424,311
Less: operating expenses	(12,481,658)	(14,648,160)	(21,259,578)	(15,512,429)	(16,332,293)	(17,552,771)	(18,716,522)	(19,407,105)	(20,069,662)	(20,883,375)
Net available revenue	348,839	(1,432,114)	(5,327,417)	3,682,861	4,806,788	4,853,700	2,937,256	3,760,862	3,991,452	540,936
Debt service:										
Principal	210,000	280,000	285,000	285,000	290,000	295,000	300,000	310,000	315,000	325,000
Interest	354,837	231,163	225,463	219,763	213,963	208,063	202,063	198,188	190,375	173,320
Total	564,837	511,163	510,463	504,763	503,963	503,063	502,063	508,188	505,375	498,320
Coverage	0.62	(2.80)	(10.44)	7.30	9.54	9.65	5.85	7.40	7.90	1.09
Pension Obligation Bonds										
General City Revenues	NA	NA	$ 15,932,161	$ 19,195,290	$ 21,139,081	$ 22,406,471	$ 21,653,778	$ 23,167,967	$ 24,061,114	$ 21,424,311
Less: operating expenses			(21,259,578)	(15,512,429)	(16,332,293)	-17,552,771	(18,716,522)	(19,407,105)	(20,069,662)	(20,883,375)
Net available revenue			(5,327,417)	3,682,861	4,806,788	4,853,700	2,937,256	3,760,862	3,991,452	540,936
Debt service:										
Principal	NA	NA	115,000	580,000	580,000	585,000	595,000	605,000	615,000	625,000
Interest			57,848	122,593	118,243	112,443	105,131	96,206	85,120	71,892
Total			172,848	702,593	698,243	697,443	700,131	701,206	700,120	696,892
Coverage			(30.82)	5.24	6.88	6.96	4.20	4.91	5.70	0.78
Combined coverage	0.62	(4.20)	(7.80)	3.05	4.00	4.04	2.44	2.85	3.31	3.31

Details regarding the city's outstanding debt can be found in the notes to the financial statements. Operating expenses do not include interest or depreciation.

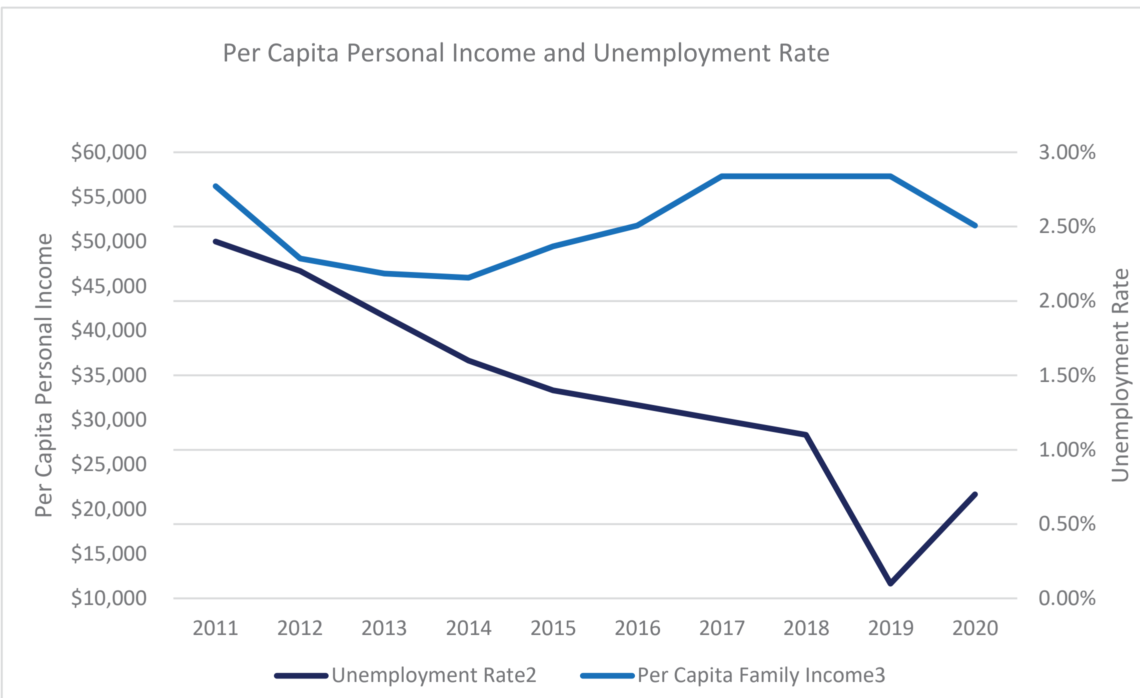
Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 15

Demographic and Economic Statistics
Last Ten Fiscal Years

Fiscal Year Ended June 30	Population[1]	Unemployment Rate[2]	Median Household Income	Per Capita Family Income[3]	Median Age	% of Population 25+ with High School Diploma	% of Population 25+ with Bachelor's Degree
2011	3,766	2.40%	$ 76,463	$ 56,172	57.4	97.40%	63.30%
2012	3,807	2.20%	$ 72,582	$ 48,062	56.3	96.90%	58.50%
2013	3,840	1.90%	$ 71,719	$ 46,391	53.9	96.60%	60.80%
2014	3,867	1.60%	$ 62,460	$ 45,928	55.1	95.70%	57.60%
2015	3,886	1.40%	$ 74,758	$ 49,425	54.3	97.30%	58.60%
2016	3,903	1.30%	$ 81,607	$ 51,778	53.1	97.30%	63.70%
2017	3,897	1.20%	$ 87,532	$ 57,307	55.8	96.90%	64.70%
2018	3,897	1.10%	$ 87,532	$ 57,307	55.8	96.90%	64.70%
2019	3,987	0.10%	$ 87,532	$ 57,307	55.8	96.90%	64.80%
2020	3,949	0.70%	$ 81,607	$ 51,778	61.3	97.30%	63.70%



Notes:

A For calendar year ending during the fiscal year.

B Total Personal Income is presented in thousands.

Source: [1] California Department of Finance

[2] California Employment Development Department

[3] U.S. Department of Commerce, Bureau of Economic Analysis

City of Carmel-by-the-Sea

TABLE 16

Principal Employers
Current Year and Nine Years Ago [1]

	Fiscal Year Ended June 30					
	2020			2011		
	Number of Employees	Rank	Percentage of Total Employment	Number of Employees	Rank	Percentage of Total Employment
Employer:	.					
Carmel Realty	100	1	7.14%	na	na	na
City of Carmel-by-the- Sea	87	2	6.21%	na	na	na
Cypress Inn/Terry's Lounge	80	3	5.71%	na	na	na
La Playa Hotel	73	4	5.21%	na	na	na
Casanova	60	5	4.29%	na	na	na
Dametra	50	6	3.57%	na	na	na
Catinetta Luca	41	7	2.93%	na	na	na
Auberge	40	8	2.86%	na	na	na
Forge in the Forest	36	9	2.57%	na	na	na
Bruno's Market	33	10	2.36%	na	na	na
Totals	500		42.86%			
Total employment	1,400					

Notes: This is the second year that the City is including a statistical section. Due to the small size of the City, employee counts for prior years were not available through a database or third party. Prior year information will be included as the City reports this information in forthcoming years.

Source: City of Carmel-by-the-Sea Finance Department

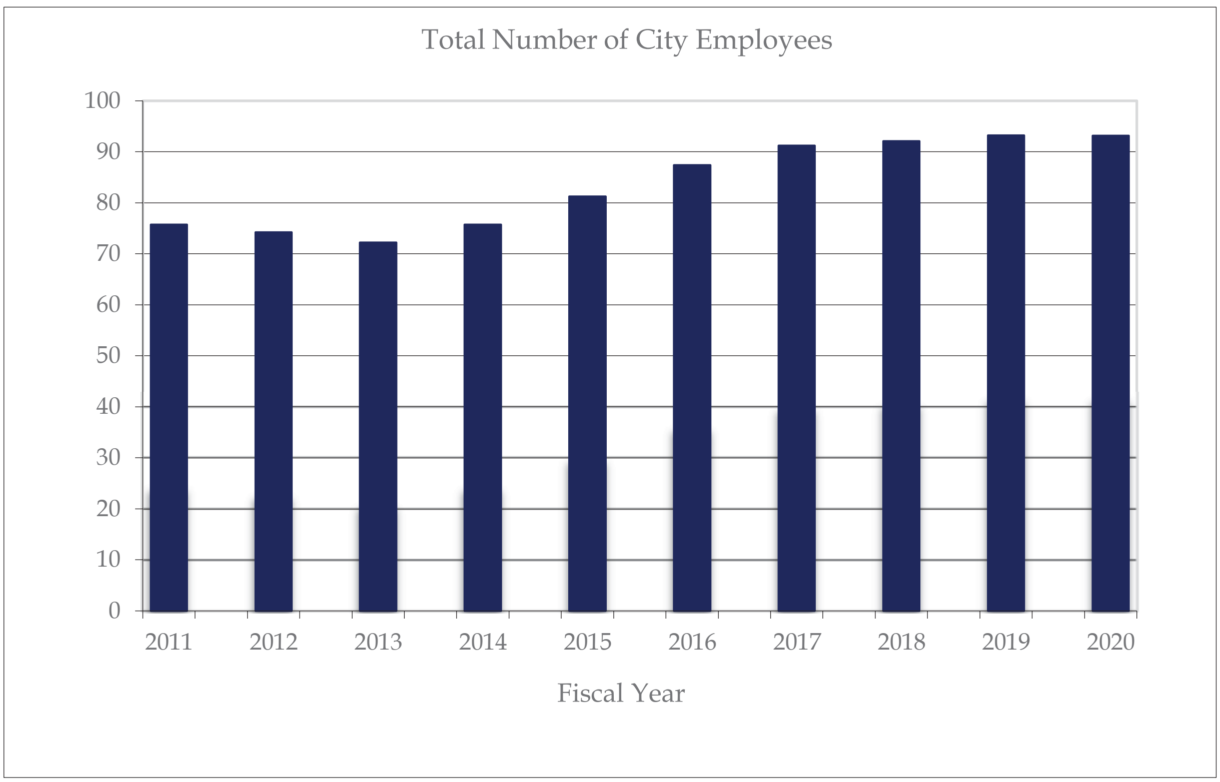
City of Carmel-by-the-Sea

TABLE 17

Number of City Employees by Department

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Departments:										
General Government	8.01	9.77	10.78	10.72	18.20	17.60	18.60	16.20	15.70	15.66
Public Safety	33.09	31.71	27.02	28.02	28.80	30.70	30.70	31.70	32.00	32.00
Public Works	15.35	14.35	13.15	13.90	14.00	18.00	21.00	21.00	21.00	21.00
Community Activities	1.08	1.08	1.18	1.43	1.70	1.70	1.50	1.40	1.50	1.50
Library	10.68	11.29	10.40	11.65	11.60	12.40	12.40	12.80	14.00	13.98
Community Plng. and Bldg.	7.50	6.00	9.68	10.02	6.97	7.00	7.00	9.00	9.00	9.00
Totals	75.71	74.20	72.21	75.74	81.27	87.40	91.20	92.10	93.20	93.14



Source: City of Carmel-by-the-Sea Finance Department

City of Carmel-by-the-Sea

TABLE 18

Operating Indicators By Function

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Function:										
Police										
Calls for service	14,867	13,232	10,889	10,023	14,813	14,360	13,701	12,674	13,252	11,385
Fire										
Calls for service	na	742	648	759	851	925	856	843	1,006	803
Inspections	na	321	645	725	822	636	346	504	112	184
Public Works										
Potholes patched							18	52	25	20
Tree permits Issued								166	90	177
Calls for service							300	250	500	750
Road asphalt used								48	34	28
Trees planted				60			32	82	82	59
Library										
Circulation of library materials	109,350	150,280	155,630	153,227	140,848	114,137	106,976	99,802	104,456	104,456
Reference questions	28,539	32,512	33,176	37,010	24,318	20,233	19,252	16,276	15,789	15,789
Community Activities										
Special Event permits	na	na	na	39	45	30	81	75	42	35
Community Development										
Building Permits	333	306	286	340	500	422	416	580	590	677
Architectural Approvals	211	234	305	273	466	524	468	440	452	402
Administration										
Business Licenses (All businesses)	1058	1132	1208	1280	1350	1472	1615	1836	2187	2276
Public Records Requests (Calendar Yr)	na	na	83	143	147	127	160	184	187	199

Source: City of Carmel-by-the-Sea Departments

City of Carmel-by-the-Sea

TABLE 19

Capital Asset Statistics By Function

Last Ten Fiscal Years

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020
Function:										
General Government										
Number of buildings	1	1	1	1	1	1	1	1	1	1
Public Safety										
Police										
Stations	1	1	1	1	1	1	1	1	1	1
Parking meters	3	3	3	11	1	1	1	1	1	1
Fire stations	1	1	1	1	1	1	1	1	1	1
Public Works										
Miles of paved streets	27	27	27	27	27	27	27	27	27	27
Parking lots	3	3	3	3	3	3	3	3	3	3
Fleet Vehicles (City-wide)	43	43	43	43	43	43	43	43	45	41
Recreation										
Parks	10	10	10	10	10	10	10	10	10	10
Playgrounds	1	1	1	1	1	1	1	1	1	1
Tennis courts	2	2	2	2	2	2	2	2	2	2
Library										
Library facilities	2	2	2	2	2	2	2	2	2	2

Source: City of Carmel-by-the-Sea Departments

OTHER INDEPENDENT AUDITOR'S REPORTS

Chavan and Associates, llp
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the City of Carmel-By-The-Sea (the "City") as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated December 18, 2020.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not

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Chavan and Associates, llp
Certified Public Accountants

express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

C & A LLP

December 18, 2020
San Jose, California

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

January 5, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E, Director of Public Works
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Direction to staff regarding whether or not to pursue intermittent closures of Scenic Road for recreational purposes

RECOMMENDATION:

Provide direction to staff regarding whether or not to pursue intermittent closures of Scenic Road for recreational purposes.

BACKGROUND/SUMMARY:

Last fall, Mr. Josh Madris, a Carmel resident, performed a survey of primarily parents of local school children to assess their interest of possibly closing Scenic Road, intermittently, from Eighth Avenue in Carmel, through the County, and ending at Carmel River State Beach. The results of the survey are included as Attachment #1. Mr. Madris would like to make a public comment at the Council meeting after this report is presented by staff.

Of the 43 responses in the survey, 90% indicated they liked the idea of closing part of Scenic Road a few days a week for a few hours to prohibit cars and allow for pedestrians, cyclists and skaters. Also, 82% indicated they would use the closure for recreation frequently, and 63% thought the best time would be on: Monday, Wednesday, Friday from 3 to 7 p.m. and Sunday from 8:00 a.m. to 12:00 pm (noon). Other recommendations included clear signage and reducing impacts to residents that live in the area.

When informed of the survey, Monterey County Supervisor Mary Adams, and other County employees from Public Works, Traffic, and Recreation, hosted a videoconference meeting on November 20, 2020 with Councilmember Baron, our City Administrator and Public Works Director. During the meeting, Mr. Madris summarized the survey results and requested that both agencies close Scenic Road at these times; although they are flexible.

The County expressed a number of concerns regarding implementing this closure, including requesting approvals from the California Coastal Commission, State Parks, and County Board of Supervisors, mitigating neighborhood objections, performing a traffic study to determine detour traffic routing since Scenic is a collector street in the County, concerns regarding emergency response, and the lack of budget and staffing to implement this program.

By comparison, all agreed that if this closure were to happen, it makes more sense to close Scenic Road within the Carmel City limits, tentatively from Eighth Avenue to Santa Lucia. The primary reasoning being that Scenic has fewer perpendicular access points to Scenic Road in the City and there is a greater likelihood of the Coastal Commission supporting this idea in Carmel. Before staff can allocate time and funding for this initiative, we are requesting City Council direction at this time. There was also consensus that this would start as a pilot project for a given duration, and then extend, or not, afterwards.

We are presenting two options:

Option #1 is for the City to proceed with the approval process and return to Council for final authorization before implementing. The following tasks would be performed by staff: Gaging consensus from residents along Scenic and adjacent streets for home access and emergency response, determining the impact of increased parking demand, preparing a Coastal Development Permit application, estimating costs for staff time to set up, perform flagging operations, monitoring/enforcing the rules, and taking down detour signs and barricades.

Some of these listed measures would include staff overtime for after hours, weekends, and holidays, as well as staffing impacts to other ongoing activities. Additionally, a determination of Covid safety provisions would be required and assurances made that the State and County guidelines are followed.

Should council determine Option #1, Staff would return with answers at an upcoming meeting.

Option #2 is to forgo the project at this time and defer the initiative to a future date.

FISCAL IMPACT:

Impacts to funding would be determined once a refined closure schedule is developed and the duration of closures are confirmed. Costs would include Public Works staff time to set up and remove barricades and detour signs, and the Police Department to assist with road closures, traffic flagging, and monitoring/enforcement.

Costs would increase if multiple intermittent closures are approved per week versus once per week. Similarly, there is a potential for overtime pay for setting up or taking down the barricades and signs after normal work hours, weekends, or holidays. While the estimated costs are not yet known, this program was not funded in the current fiscal year budget.

PRIOR CITY COUNCIL ACTION:

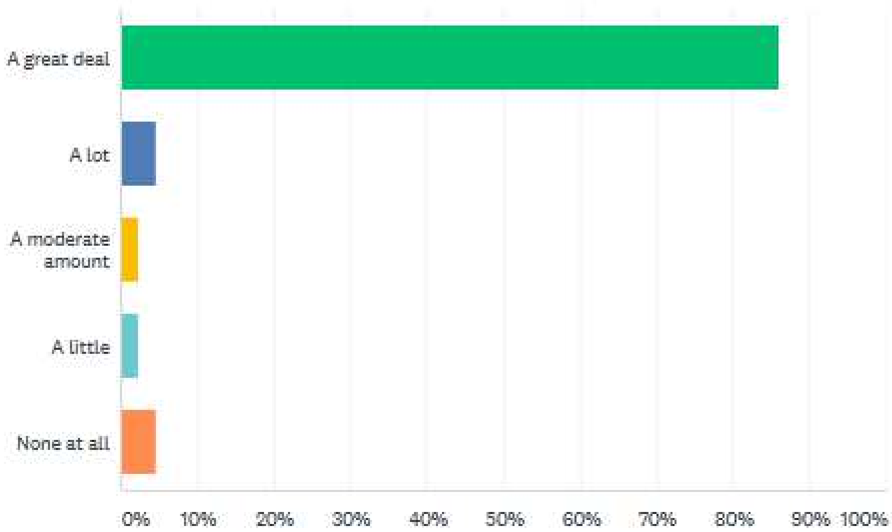
None.

ATTACHMENTS:

Attachment #1 - Survey for Scenic Closure

How much do you like the idea of closing part of Scenic Drive from 13th street to Carmel River State Park a few days week for a few hours to cars and for pedestrians, cyclists and skaters?

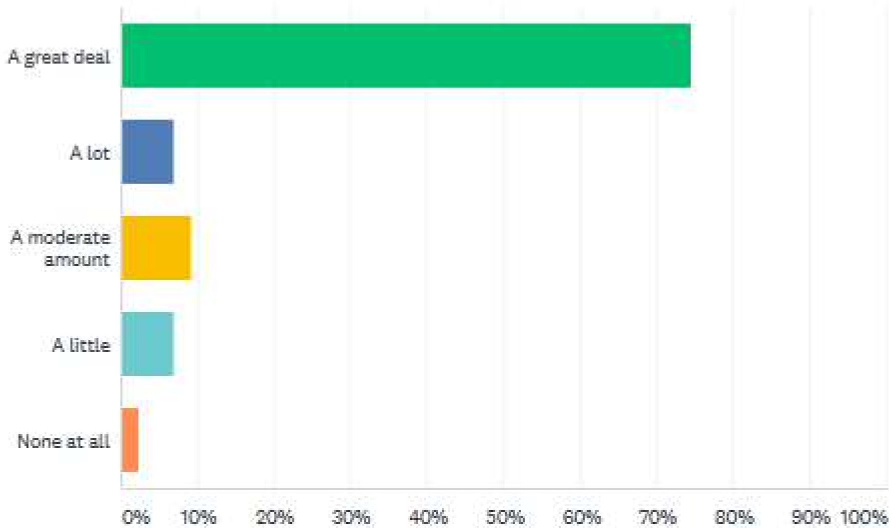
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
A great deal	86.05%	37
A lot	4.65%	2
A moderate amount	2.33%	1
A little	2.33%	1
None at all	4.65%	2
TOTAL		**43**

If Scenic Drive Park was closed to cars from 13th street to Carmel River State and made safe for pedestrians, cyclists and skaters how frequently would you use it for family exercise and recreation?

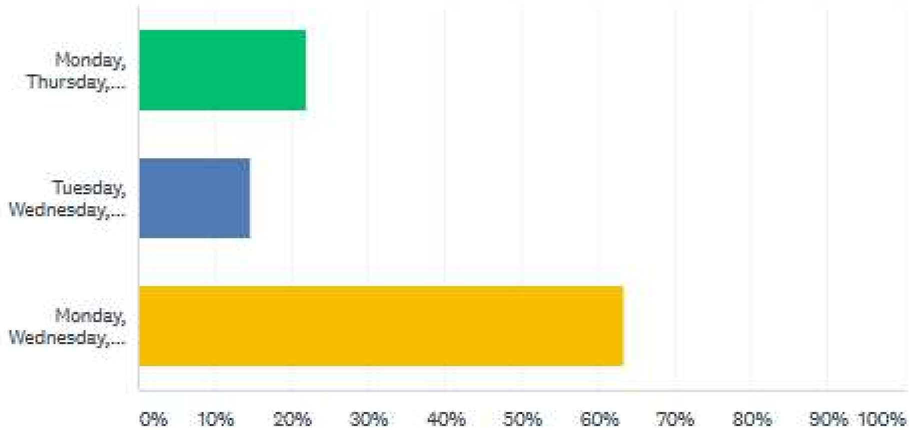
Answered: 43 Skipped: 0



ANSWER CHOICES	RESPONSES	
A great deal	74.42%	32
A lot	6.98%	3
A moderate amount	9.30%	4
A little	6.98%	3
None at all	2.33%	1
TOTAL		43

What would be the ideal times and days of the week for this program?

Answered: 41   Skipped: 2



ANSWER CHOICES	RESPONSES	
Monday, Thursday, Sunday: 3-7 p.m.	21.95%	9
Tuesday, Wednesday, Saturday: 3-7 p.m.	14.63%	6
Monday, Wednesday, Friday: 3-7 p.m. Sunday 8:00 - Noon	63.41%	26
TOTAL		41

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

January 5, 2021
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie Waffle, AiCP – Acting Community Development Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Sidewalk Vending Program Application Fees

RECOMMENDATION:

Adopt Resolution 2021-006 approving application fees for Sidewalk Vending permits.

BACKGROUND/SUMMARY:

On September 18, 2018, Governor Brown signed into law Senate Bill ("SB") 946, which adopts state law that imposes limits on how local authorities, including cities, may regulate sidewalk vending. SB 946 is codified in Government Code 51036 and following.

Among other things, SB 946 limits city regulation of sidewalk vending to restrictions that are directly related to objective health, safety, or welfare concerns and prohibits punishment for street vending-related violations unless it is through a civil fine.

On January 8, 2019, the City Council adopted Urgency Ordinance 2018-006, and established a sidewalk vending program (Chapter 12.46 of the Municipal Code) that provided regulations that directly related to the objective health, safety, and welfare of the City, and consistent with state law. The Urgency Ordinance was extended and currently expires on March 1, 2021.

On December 15, 2020, the City Council introduced regular Ordinance No. 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) to make the sidewalk vending program permanent, subject to potential amendments in the future. The second reading of the Ordinance is on the Council's agenda for adoption tonight. If adopted, the Ordinance would take effect 30 days thereafter. Also on December 15, 2020, the City Council adopted Urgency Ordinance No. 2020-008 with the same regulations that are included in the regular Ordinance.

Fee Schedule:

Under Urgency Ordinance 2018-006, an application fee of $425 was adopted to cover the costs associated with the review of sidewalk vending applications. The City Council is being asked to adopt a sidewalk vending application fee and permit renewal fee which would be added to the fiscal year 2020/2021 master fee schedule. The proposed fees are as follows:

Sidewalk Vending Application Fee: $425
Sidewalk Vending Permit Renewal Fee: $210

All existing sidewalk vending permits will expire on March 1, 2021 unless a sidewalk vending permit renewal is applied for.

Due to the numerical cap on the number of permits that can be issued under the sidewalk vending program, all applications will be reviewed on a first-come first-serve basis.

FISCAL IMPACT:

Costs associated with issuance and administration of a sidewalk vendor permit would be recovered through a fee adopted by Resolution. There may be indirect costs associated with enforcement of the program.

PRIOR CITY COUNCIL ACTION:

On January 8, 2019, the City Council adopted Urgency Ordinance 2018-006 establishing a sidewalk vending program (Chapter 12.46 of the Municipal Code). The Urgency Ordinance was extended and currently expires on March 1, 2021.

On May 5, 2020, the City Council adopted Resolution 2020-030 establishing the master fee schedule for fiscal year 2020/2021.

On December 15, 2020, the City Council introduced Ordinance No. 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) and the City Council also adopted Urgency Ordinance No 2020-008.

ATTACHMENTS:

Attachment #1 - Resolution 2021-006 Sidewalk Vending Application Fee

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL

RESOLUTION NO. 2021-006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ADOPTING A SIDEWALK VENDING APPLICATION FEE AND SIDEWALK VENDING PERMIT RENEWAL FEE

WHEREAS, on September 18, 2018, Governor Brown signed into law Senate Bill ("SB") 946, which adopts state law that imposes limits on how local authorities, including cities, may regulate sidewalk vending. SB 946 is codified in Government Code 51036 and following; and

WHEREAS, among other things, SB 946 limits city regulation of sidewalk vending to restrictions that are directly related to objective health, safety, or welfare concerns and prohibits punishment for street vending-related violations unless it is through a civil fine; and

WHEREAS, as a result, on January 8, 2019, the City Council adopted Urgency Ordinance 2018-006, and established a sidewalk vending program (Chapter 12.46 of the municipal code) that provided regulations that directly related to the objective health, safety, and welfare of the City, and consistent with state law. The Urgency Ordinance was extended and currently expires on March 1, 2021. The City desires to ratify, amend and restate, Chapter 12.46 of the municipal code, and make the sidewalk vending program permanent; and

WHEREAS, on December 15, 2020, the City Council introduced regular Ordinance No. 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) to make the sidewalk vending program permanent. The second reading of the regular Ordinance is on the City Council agenda for adoption January 5, 2021. If adopted, the regular Ordinance would take effect 30 days thereafter. Also on December 15, 2020, the City Council adopted Urgency Ordinance No. 2020-008 with the same regulations that are included in the regular Ordinance.

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIIIB of the California Constitution and limit the growth of taxes; and,

WHEREAS, the intent of the sidewalk vending application fee and sidewalk vending permit renewal fee is to review the relationship between fees/charges and the cost of providing services in accordance with City Financial Policies (Policy C94-01); and

WHEREAS, pursuant to Government Code Section 66016, the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and,

WHEREAS, a notice of public hearing has been published in the Carmel Pine Cone on December 25, 2020 per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held on January 5, 2021.

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

Section 1. Fee Schedule Adoption. The following schedule of fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.

Section 2. Separate Fee for Each Process. All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a "per unit" of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Listing of Fees. The following fees shall be charged and collected for the following enumerated services:

Sidewalk Vending Application Fee: $425.00
Sidewalk Vending Permit Renewal Fee: $210.00

Section 4. Interpretations. This Resolution may be interpreted by the City department heads in consultation with the City Administrator and, should there be a conflict between two fees, the lower in dollar amount of the two shall be applied.

A. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Annual Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

Section 5. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional, it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 6. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 7. Effective Date. This Resolution shall go into full force and effect on February 22, 2021.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of January, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED: ATTEST:

__________________________	__________________________
Dave Potter	Britt Avrit, MMC
Mayor	City Clerk