



CITY OF CARMEL-BY-THE-SEA

COMMUNITY ACTIVITIES AND CULTURAL COMMISSION

Chair Judy Refuerzo, Commissioners Linda Calafiore,
Bonnie Folster, Donna Jett, Paul Wylde

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

REGULAR MEETING 7/11/2017 9:30 a.m.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

EXTRAORDINARY BUSINESS

- A. Introduction of new Community Activities and Cultural Commissioner Paul Wylde

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

ANNOUNCEMENTS

- A. Announcements from Chair and Commissioners
- B. Announcements from Staff

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

1. Approval of the minutes for the 6/13/2017 regular meeting. (pp. 1-2)
2. Approval of the minutes for the 6/29/2017 special meeting. (p. 3)

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

3. Receive and discuss report from ad hoc committee members Folster and Calafiore regarding planning for potential Devendorf Park programs. (p. 4)
4. Staff review of the Carmel Art Festival After Action Report. (p. 5)
5. Receive Community Activities and Cultural Commission feedback regarding the City's July 4th Celebration event for inclusion in an After Action Report (p. 6)

FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted at City Hall located on Monte Verde Street between Ocean and 7th Avenues, Harrison Memorial Library located on the NE corner of Ocean Avenue and Lincoln Street, and the Carmel-by-the-Sea Post Office located on 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us/carmel/> on 7/6/2017 in accordance with the applicable legal requirements.



Margi Perotti, Community Activities Assistant

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Community Activities and Cultural Commission members regarding any item on this agenda, received after the posting of the agenda will be available for public review in the Library and Community Activities Director's Office located at the Park Branch Library at the NE corner of Mission Street and Sixth Avenue during normal 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 831-620-2007 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).

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

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION
CITY OF CARMEL-BY-THE-SEA
REGULAR MEETING
June 13, 2017

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commissioners: Calafiore, Folster, Jett, Refuerzo
ABSENT: Wylde
STAFF PRESENT: Margi Perotti, Community Activities Assistant
Lori Aiello, Community Activities Assistant

II. PLEDGE OF ALLEGIANCE

Members of the audience joined the Commissioners in the Pledge of Allegiance.

III. PUBLIC APPEARANCES

No public appearances.

IV. ANNOUNCEMENTS

A. Announcements from Chair and Commissioners:

No announcements.

B. Announcements from Staff:

Staff member Margi Perotti announced that Paul Wylde had been appointed to the Commission and would be at the next meeting. Perotti asked for volunteers to work the 4th of July Celebration. Perotti reported that the Prancing Ponies event, which will take place August 16, 2017 was approved by the City Council.

V. CONSENT AGENDA

1. Approval of the May 9, 2017 regular meeting.

Action: Upon a motion made by Commissioner Calafiore and seconded by Commissioner Folster, the Commission moved to approve the minutes of the May 9, 2017 regular meeting. **Moved 4:0**

VI. ORDERS OF BUSINESS

2. Consider a draft letter proposing suggestions for revisions to the special events grant process outlined in City Policy C16-01 and make a recommendation to the City Council.

Commissioners discussed the draft letter and the various issues with the Special Event Grant program outlined in City Policy C16-01. Staff member Margi Perotti addressed questions from the Commission regarding the City's grant process.

Action: Upon a motion made by Commissioner Calafiore and seconded by Commissioner Folster, the Commission moved to send a letter to the City Council about the Commission's frustration with the process

and that the Commission will be available for consultation to assist with making a new policy should they desire. **Moved: 3:1** (Jett not in favor)

Upon further discussion the Commission decided to hold a special meeting to agree upon a final draft of the letter. Commissioner Calafiore volunteered to rewrite the draft letter.

VI. FUTURE AGENDA ITEMS:

Planning for potential Devendorf Park Programs.

VIII. ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 10:09 a.m.

Respectfully submitted,

Janet Bombard, Community Activities Director

Approved by: _____
Judy Refuerzo, Chair

MINUTES
COMMUNITY ACTIVITIES & CULTURAL COMMISSION

CITY OF CARMEL-BY-THE-SEA

SPECIAL MEETING

June 19, 2017

I. CALL TO ORDER AND ROLL CALL

PRESENT: Commissioners: Calafiore, Folster, Refuerzo

ABSENT: Jett, Wylde

STAFF PRESENT: Janet Bombard, Library and Community Activities Director
Lori Aiello, Community Activities Assistant

II. PLEDGE OF ALLEGIANCE

Members of the audience joined the Commission in the Pledge of Allegiance.

III. PUBLIC APPEARANCES

No appearances.

IV. ORDERS OF BUSINESS

1. Consider a second draft letter to the City Council requesting revisions to the special events grant process outlined in City Policy C16-01.

Chair Refuerzo presented a new letter dated June 19, 2017 with proposed changes to Commissioner Calafiore's draft letter contained in the agenda packet. Chair Refuerzo and Commissioner Calafiore agreed to attend the upcoming City Council meeting to speak to the letter if that should be necessary.

Action: Upon a motion made by Commissioner Calafiore and seconded by Commissioner Folster, the Commission moved to approve the June 19, 2017 draft letter and send it to the City Council. **Moved 3:0**

VI. ADJOURNMENT

There being no further business to come before the Commission, the meeting was adjourned at 9:47 a.m.

Respectfully submitted,

Janet Bombard, Community Activities Director

Approved by: _____
Judy Refuerzo, Chair

June 19, 2017

Dear Mayor and City council

The Community Activities and Cultural Commission would like to convey our concerns about the current grant funding process delineated in Special Events Policy C16-01, especially as it applies to the reoccurring non-profit event operators and the granting of funds to offset the Carmel by the Sea event fees.

Our commission did not create this policy, which prioritized the grant process. We were given it to implement. During the last fiscal year we were conscientious in applying this policy during two grant periods. This required much time and effort on our part, by staff and even more so on the organizations applying for grants.

As you are aware, many of the applicants and members of our community were not supportive of the grant limits our Commission imposed. The City Council subsequently overturned our grant limitations, in effect ignoring Policy C16-01 themselves.

We would like to see a revision to City Policy C16-01 that would clarify the objectives and simplify the process for all involved.

Having applied the policy twice we have several ideas about how it might be modified and would like to assist with the policy revisions if the council should wish us to do so.

Sincerely,

The Community Activities and Cultural Commission



CITY OF CARMEL-BY-THE-SEA

Choose an item.

Staff Report

July 11, 2017
Orders

TO: Community Activities and Cultural Commissioners

FROM: Janet Bombard, Community Activities Director

SUBJECT: Receive and discuss report from ad hoc committee members Folster and Calafiore regarding planning for potential Devendorf Park programs

BACKGROUND / SUMMARY

At the March 14, 2017 meeting, Chair Refuerzo appointed Commissioners Calafiore and Folster to an Ad Hoc Committee to investigate and develop ideas regarding programs in Devendorf Park for Commission discussion and direction.

CARMEL ART FESTIVAL AFTER ACTION

City staff were at the event at 6:40 p.m. on Friday night and 5:15 on Saturday evening.

1. The tarp (which was required by the Public Works Director based on the Material Safety Data Sheet for the sculpting material) under Steven Whyte's sculpture was too small to catch the debris from the sculpture.
2. The Friday night wine reception fencing not tall enough, nor was it adequate to keep people out. There was one security guard stationed at the entrance. Two other security guards were sitting in a booth in the park. Staff observed a gentleman who was standing outside the reception barricade on the west side of the sidewalk on Mission Street open a wine bottle and pour wine into the glasses of two women inside the barricade. Recommend at least one more security guard continually patrolling the interior of the wine reception area next year.
3. Three cars were parked in the intersection in front of the barricade at Mission and Sixth. Event organizer must come up with an alternative "loading zone" that does not block Sixth Avenue traffic for next year.
4. There were no blocks under the legs of the piano in the park in spite of them having been required legs (specified in the signed agreement).
5. There were screws and zip ties left on the street, trash left in the park.
6. Broken glass in the street. One of the shards had "tival" etched on it, identifying it as being from the Art Festival.
7. The event had a big impact on the grass in the park (see photos).
8. Power cords strung across walkways in the park weren't taped down, creating a potential trip and fall hazard



CITY OF CARMEL-BY-THE-SEA

Community Activities and Cultural Commission

Staff Report

July 11, 2017
Orders

TO:	Community Activities and Cultural Commissioners
FROM:	Janet Bombard, Community Activities Director
SUBJECT:	Receive Community Activities and Cultural Commission feedback regarding the City's July 4 th Celebration event for inclusion in an After Action Report

BACKGROUND / SUMMARY

Four of the Commissioners were present at the City's July 4th Celebration event. Staff is requesting feedback regarding the event for inclusion in an After Action Report.

Carmel-by-the-Sea 2017 Calendar Traditional/Annual Special Events

21th Annual Breakfast with the Bunny: Sat., April 15, 2017. Annual Spring Celebration held in Devendorf Park, sponsored by the Carmel Host Lions Club. Breakfast and entertainment provided. *For information call 831-620-2020*

Monterey Co. Vintners & Growers Assoc. 24nd Annual Winemakers' Celebration-Sun., May 7, 2017, 1-5 p.m., Dolores between Ocean & 7th; and On 7th between Dolores and San Carlos. *For more information call 831/375.9400*

37th Annual Surf-About: Fri, Sat., & Sun., May 5th & 6th, 2017. Annual Surf Contest held at Carmel Beach. *For more information contact Sunshine Freestyle at 831/375.5015.*

24rd Annual Carmel Art Festival. Thurs. – Sun., May 18 -21, 2017. Annual Plein Air painting event. *For more information contact Carmel Art Festival at 831/646.4000 or go to www.carmelartfestival.org.*

Memorial Day Ceremony: Mon., May 29, 2017, 11 AM. Ceremony held at Devendorf Park, *co sponsored by the Carmel-by-the-Sea Chapter of the American Legion and City of Carmel-by-the-Sea.* *For more information contact 831/624.9941.*

7th Annual Run in the Name of Love, Sun., June 18, 2017, 8 AM Sunset Center, San Carlos & 9th, 2K/5K Walk-Run. *Susan Love, Organizer. For more information go to www.run4love.org*

15th Annual 4th of July Celebration: Tuesday, July 4, 2017, 12:00 PM -4 PM Entertainment, food and games. Held in Devendorf Park. *For more information contact Carmel Community Activities at 831/620.2020*

11th Annual Carmel-by-the-Sea Concours on the Avenue, Tues., Aug. 15, 2017. Automobile show presenting antique “marqued” vehicles for display. *For more information contact 404/237.2633 or go to www.carmelconcours.com*

20th Annual Tour d’Elegance Vintage Car Parade and Display, Thurs., Aug. 17, 2017, 11:30 AM. Parade and car display held on Ocean Avenue. *For more information contact 831/622.1700 or go to www.pebblebeachconcours.net*

2nd Annual Street Dance: Saturday, September 9, 2017 PM Street Dance, 5-8 P.M. *For more information call Carmel Community Activities at 831/620-2020*

57th Annual Sand Castle Contest: Sat., September 16, 2017 at 8:00 AM; Judging from 12 Noon to 2:00 PM. Annual Sandcastle contest held on Carmel Beach, Scenic south of 10th.

Trophy Making in the Harrison Memorial Youth Services Building, Wednesday, October 13, 2017 @ 4:30pm
For more information contact Carmel Community Activities at 831/620.2020 or go to www.ci.carmel.ca.us or www.aiamontereybay.org, Monterey Bay Chapter of the AIA

3rd Annual Pumpkin Roll, Sat., October 7, 2017, 1:00 – 3:00 PM, Ocean Avenue

9th Annual Carmel International Film Festival, Wed. – Sun., Oct., 18-22, 2017, held at Sunset Center and various venues around town. *For more information contact carmelfilmfest.com.*

Carmel High School Homecoming Parade, Fri., Sept. 16th, 2017, 3:00 p.m. Parade held on Ocean Avenue.

101st City Birthday Party and Parade: Sat., Oct. 28, 2017, 11:00 AM Parade, 12 Noon Lunch.

. Carmel by-the-Sea's Annual Birthday Celebration. *For more information call Carmel Community Activities at 831/620-2020*

Veteran's Day Ceremony, Saturday, Nov. 11, 2017, 11:00 AM. Ceremony held in Devendorf Park honoring our veterans, *co sponsored by the Carmel-by-the-Sea Chapter of the American Legion and City of Carmel-by-the-Sea.*

47th Annual Homecrafters' Marketplace: Sat., Nov. 18, 2017, 9:00 AM-3:00 PM.

Annual craft fair held at Sunset Center north parking lot. *For more information call Carmel Community Activities at 831/620-2020*

Tree Lighting: Fri., Dec. 1, 2017, 3:00 – 5:45 PM. Annual celebration, tree lighting and entertainment held on Ocean Avenue and in Devendorf Park. Tree will be lit between 5:30 and 5:45.

For more information call Carmel Community Activities at 831/620-2020