

## Council Priority Tracker: August 2023

### Council Priorities - Currently in Progress (highlighted #'s are designated as top priority)

No.	Project	Category/Dept.	Update Since January 31st	% Complete	Projection of Progress Through Dec.31st
1	Update Zoning Code and Design Guidelines (Residential & Commercial) AND Explore Reinstatement of the Design Review Board (DRB)	CP&B	<ul style="list-style-type: none"> <li>First Draft of revised guidelines completed and distributed to community in February</li> <li>Steering Committee review/edits March to June</li> <li>Update to Council in June, with direction received to have Final Draft completed by December</li> <li>Steering Committee meetings ongoing</li> </ul>	75%	<ul style="list-style-type: none"> <li>Complete Second Draft of Design Guidelines</li> <li>Begin adoption hearings by December</li> </ul>
2	Develop Accessory Dwelling Unit (ADU) Ordinance	CP&B	<ul style="list-style-type: none"> <li>Drafted ADU Ordinance in collaboration with City Attorney</li> </ul>	75%	<ul style="list-style-type: none"> <li>Plan a First Draft Ordinance workshop with Planning Commission for October or November</li> </ul>
3	Develop Telecommunication Ordinance consistent with federal law	CP&B	<ul style="list-style-type: none"> <li>Staff redrafted wireless ordinance based on feedback</li> <li>Released redrafted ordinance for community feedback</li> <li>Second full draft released August 5th</li> <li>Planning Commission Special Meeting held on August 23rd for recommendations to Council</li> </ul>	85%	<ul style="list-style-type: none"> <li>Consideration of Ordinance by Council</li> </ul>
4	Explore opportunities for permanent outdoor dining	CP&B	<ul style="list-style-type: none"> <li>Not assigned High Priority status</li> <li>No significant update</li> </ul>	25%	<ul style="list-style-type: none"> <li>No projected updates at this time</li> </ul>
5	Review barriers to construction of affordable housing	CP&B	<ul style="list-style-type: none"> <li>Multiple Community Meetings held by CP&amp;B staff</li> <li>Onsite meeting with CA Department of Housing and Community Development (HCD)</li> <li>Participated in community engagement events</li> <li>Conducted online community surveys</li> <li>Staff completed first draft of General Plan, sent to State for comments</li> </ul>	75%	<ul style="list-style-type: none"> <li>Complete a final draft for incorporating State's comments</li> <li>Present General Plan draft to Council for consideration</li> </ul>
6	Explore redevelopment of the north lot at Sunset Center	CP&B	<ul style="list-style-type: none"> <li>Included in the City's Housing Element as an opportunity site</li> </ul>	0%	<ul style="list-style-type: none"> <li>No projection</li> </ul>
7	Police/Public Works Building Renovation Project	PD/PW/CPB	<ul style="list-style-type: none"> <li>Architects selected through RFP process for functional program report</li> <li>Condition Assessment and stakeholder interviews in progress</li> </ul>	20%	<ul style="list-style-type: none"> <li>Concept plans and cost estimates for renovation options and new facility prepared by consultant</li> <li>Staff continues meeting with Ad Hoc Committee</li> <li>Present Functional Program Report in early 2024</li> </ul>
8	Review opportunities for enhanced fire/ambulance service	PD	<ul style="list-style-type: none"> <li>Joint Powers Agreement in development</li> </ul>	10%	<ul style="list-style-type: none"> <li>Progress may have drastically changed by exploration of new opportunities</li> </ul>
9	Develop a plan to ensure that the City's natural areas, as well as private property, are properly maintained to reduce fire risk	Fire/PD/PW	<ul style="list-style-type: none"> <li>Three tree contracts awarded</li> <li>350+ dead, dying, fallen trees removed</li> <li>Landscape maintenance contractor and staff mowing, weed wacking, debris removal continues</li> <li>MTNP Weedies/PW ongoing fuel reduction</li> </ul>	55%	<ul style="list-style-type: none"> <li>30 task orders for landscape maintenance for FY23/24</li> <li>Utilize \$75K allocated by Council for MTNP for tree work</li> <li>Continue working through backlog of potentially dangerous trees, limbs, and stumps</li> <li>Fuel reduction efforts planned for Forest Hill Park in early 2024</li> </ul>
10	Develop Forest Management Plan (FMP) & Update Tree Ordinance	PW	<ul style="list-style-type: none"> <li>Inventory of 10,000 trees completed, 75% of technical studies completed</li> <li>Steering committee of five selected to supplement F&amp;B Commission</li> <li>Public workshop held in July</li> <li>Stakeholder interviews complete</li> <li>Community survey will be released</li> </ul>	60%	<ul style="list-style-type: none"> <li>Complete technical studies</li> <li>Complete a draft of UFMP for first review in late 2023</li> <li>Present draft report to F&amp;B Commission</li> <li>Facilitate a second community meeting</li> <li>Update ordinances in 2024</li> </ul>
11	Stormwater Ordinances update	PW	<ul style="list-style-type: none"> <li>WQCB &amp; CCC commented requested October 2022</li> <li>WCBC comments received December 2022</li> <li>CCC comments received June 2023, reviewed with City Attorney</li> <li>Currently working with City attorney and other agencies to address comments</li> </ul>	90%	<ul style="list-style-type: none"> <li>Complete ordinances with first and second readings in the Fall</li> <li>Amend Local Coastal Program in the next year</li> </ul>
12	Volunteer Group Facilitation	PW	<ul style="list-style-type: none"> <li>Ongoing facilitation, coordination, and process improvements with Carmel Cares and FOMTNP</li> <li>Published an informational volunteer page on the City website</li> <li>Provided primary support to Leadership Carmel for the planning and installation of nature play and inclusive elements at Forest Hill Park</li> </ul>	75%	<ul style="list-style-type: none"> <li>Improve volunteer efforts for the North Dunes habitat restoration site</li> <li>Incorporate new Forester with volunteer facilitation process</li> </ul>
13	Increase Beautification Efforts - Ongoing	PW	<ul style="list-style-type: none"> <li>Ongoing communication and coordination with Carmel Cares for Forest Theater landscaping, Scenic Pathway maintenance, Downtown Detail, and Median Minders</li> <li>Made improvements to upper Ocean Ave. pathway</li> <li>Stump Grinder acquired by PW has improved the department's ability to address stumps around the Village</li> <li>Tree planting efforts continue</li> </ul>	50%	<ul style="list-style-type: none"> <li>Seek direction from F&amp;B Commission about Ocean Ave. median islands landscaping</li> <li>Complete the removal of tank and pumphouse at MTNP</li> </ul>

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14	Develop a Facilities Maintenance Plan (Facility Renovation Projects)	PW	<ul style="list-style-type: none"> <li>PW and consultant have completed project designs for:                             <ul style="list-style-type: none"> <li>City Hall roof replacement</li> <li>Sunset Center north wing painting</li> <li>Cottage windows repairs</li> <li>HML painting</li> <li>Library Master Plan in progress (HML&amp;PNL)</li> </ul> </li> <li>Facility Condition Assessment completed for:                             <ul style="list-style-type: none"> <li>City Hall</li> <li>Fire Station</li> <li>Vista Lobos building</li> <li>PW building</li> </ul> </li> </ul>	45%	<ul style="list-style-type: none"> <li>Begin construction of four renovation projects</li> <li>Progress on CIP's including:                             <ul style="list-style-type: none"> <li>Sunset Center, bollards, retaining walls, portico, Carpenter Hall heater</li> </ul> </li> <li>Obtain quotes for Park Branch Library dumbwaiter decommissioning</li> <li>Obtain quotes for Sunset Center projects, fire recirculation pump, and ADA projects</li> </ul>
15	Underground Utilities Rule 20A	PW	<ul style="list-style-type: none"> <li>Completed and submitted two options to PG&amp;E for undergrounding, both options met criteria for 20A funding</li> <li>CA Public Utility Commission's (CPUC) rules changing may present challenges</li> </ul>	40%	<ul style="list-style-type: none"> <li>Submit two options to Council to include a white paper and establish an Assessment District and submit documents to PG&amp;E</li> <li>Remain prepared for PG&amp;E's backlog for construction</li> </ul>
16	Explore opportunities for Scout House	PW	<ul style="list-style-type: none"> <li>Issued an RFP for renovation, activities programming and facility maintenance</li> <li>No proposal received</li> <li>Help two public hearings, adopted two resolutions for Surplus Lands Act, met with CHCD</li> </ul>	35%	<ul style="list-style-type: none"> <li>Seeking Council direction for next steps</li> <li>Receive CHCD findings</li> </ul>
17	Coastal Engineering Study and Climate Committee	PW	<ul style="list-style-type: none"> <li>Consultants are preparing Coastal Engineering Study (CES)</li> <li><b>PHASE I:</b> <ul style="list-style-type: none"> <li>Task One (Shoreline Infrastructure Condition Assessment) presented to F&amp;B in March</li> <li>Task Two (Beach Sand Survey) presented to F&amp;B in August</li> </ul> </li> <li>Both will be presented at next Climate Committee meeting</li> </ul>	20%	<ul style="list-style-type: none"> <li><b>PHASE II:</b> <ul style="list-style-type: none"> <li>Seek Council authorization to expend \$500k Coastal Commission LCP grant</li> <li>Shoreline infrastructure repairs \$250k (CIP)</li> <li>Prepare an RFP for coastal engineering firm, seek council approval to enter into a PSA with selected consultant</li> </ul> </li> </ul>
18	Review/Reformulate approach to reserves/update financial policies	Administration	<ul style="list-style-type: none"> <li>Progressive updates identified as part of the financial audit process</li> <li>Integrated as part of the FY 23/24 budgeting process</li> </ul>	35%	<ul style="list-style-type: none"> <li>FY 22/23's financial audit will provide Finance the opportunity for thorough review and updates to policies</li> </ul>
19	Develop and Implement Social Media Plan	Administration	<ul style="list-style-type: none"> <li>Online presence enhanced with a City website refresh</li> </ul>	15%	<ul style="list-style-type: none"> <li>Staff will seek Council direction on the priority status</li> <li>If elevated, next steps will include RFP for a consultant to guide staff on policy development and implementation</li> </ul>
20	Explore opportunities for Flanders Mansion	Administration	<ul style="list-style-type: none"> <li>Elevated to Top Priority Status</li> <li>Staff assigned to Flanders Mansion research</li> </ul>	10%	<ul style="list-style-type: none"> <li>Staff presentation to City Council at September 12th meeting for direction</li> </ul>
21	Explore Street Addresses	Administration	<ul style="list-style-type: none"> <li>Retained Top Priority Status</li> <li>Staff pursued collaborative relationship with Postmaster and USPS</li> <li>Staff research produced four options for next steps</li> </ul>	30%	<ul style="list-style-type: none"> <li>Staff presentation to City Council at September 12th meeting for direction</li> </ul>
22	Explore Parking and Traffic Management Program	Administration	<ul style="list-style-type: none"> <li>Public Engagement Phase completed</li> <li>Consultant held public meetings, public outreach through event participation, and gathered and organized input from community members for presentation to Council</li> </ul>	50%	<ul style="list-style-type: none"> <li>Presentation to Council scheduled for September CC Meeting</li> <li>Will seek direction from Council for a parking management ordinance</li> <li>October: tentative plans for a first reading of Draft Ordinance on Parking Management Program</li> <li>November: Second Reading of Ordinance</li> <li>December: Begin parking program implementation phase</li> </ul>