

**City Council Strategic Priorities (FY 22-23) - Currently In Process**

# - Denotes Item is on Council "Top 16" Priority List

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

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

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

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