



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department

March 2023

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	April 3, 2023
APPROVED BY:	Chip Rerig, City Administrator

City Council Meeting of March 7, 2023

- Adopted Resolution 2023-0028 awarding on-call tree service contracts to Community Tree Service, Tope's Tree Service, and West Coast Arborists, for an amount of \$30,000, \$60,000, and \$60,000 respectively, for the remainder of Fiscal Year 2022/23, with an expiration date of June 30, 2026.
- The Public Works Director presented the history of the Fiscal Year 2019/20 Annual Paving Project, which includes microsurfacing pavement, shared bike route, and landscaped median islands along San Carlos Street. Based on community opposition, Council approved the deletion of the median islands and directed staff to proceed with the microsurfacing, contingent on planting new trees, and with the bike route designated by pavement markings without signage. The Engineer of Record is currently researching the necessity of any signage.

Forest and Beach Commission Meeting of March 9, 2023

- The results of Task 1 – Coastal Condition Assessment, of the Coastal Engineering Study, was presented by consultants Integral and Haro Kashunich & Associates. High priority repairs were identified for 1 of 11 seawalls, 3 of 6 rock revetments, and 3 of 11 beach access stairs. Ten other shoreline facilities were identified for less urgent repairs. Commissioners stressed the importance of expediting all repairs.
- Representatives of the Leadership Carmel class of 2023 presented an update to their Legacy Projects. Previously-considered improvements to memorials at Devendorf Park will be deferred. Nature play equipment for Forest Hill Park, including stump seats, log tunnel, braille panel, and owl box, were refined based on Commission feedback received in February. The Commission approved the project subject to administrative reviews by the Community Planning & Building and Public Works Departments.
- Presented an overview of the inaugural Earth Day celebration, to be concurrent with Arbor Day, on Saturday, April 22nd, at Devendorf Park.
- Presented the Public Works Report, including Forestry Division update, for February 2023.

City Council Special Meetings of March 14 and March 21, 2023

- Both meetings were cancelled due to storm events. The Capital Improvement Program Workshop was rescheduled to April 5, 2023.

Administration

- Prepared the staff report and two resolutions with the City Attorney's office, regarding the Request for Proposals (RFP), Operations and Maintenance Agreement, and Site Lease for the Scout House Renovation, Activities Programming, and Facility Management for the April 4th Council meeting.

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- Prepared the staff report and presentation for the first review of the Fiscal Year 2023/24 Capital Improvement Program for the Council Workshop on April 5th.
- For the FY 2023/24 operating budget for Public Works: submitted cost spreadsheets for five divisions, updated the department description, listed FY 2022/23 accomplishments and FY 2023/24 goals, and prepared budget summary narratives.
- Prioritized storm response for multiple significant storm events that occurred in March.
- Met with representatives of FEMA and the California Office of Emergency Services regarding documentation needed for reimbursement for expenses resulting from the January 2023 storms.
- Negotiated a claims settlement with Cal Coast Electric for electrical switches and panel upgrades in the Public Works Garage. The contractor claims the work actually cost over \$56,000 despite their estimated quote of \$13,000. The case settled for \$24,172.
- Processed 2.5 years' worth of payments (\$6,000) to Otis Elevator for the long unused dumbwaiter at the Park Branch Library. Staff decided to settle the matter using a mid-year budget augmentation rather than challenge their one-sided contract through legal means.

Carmel Cares

- On March 2nd, 18 volunteers with tech startup company, Alcion, picked up 17 pounds of trash.
- On March 25th, 65 volunteers met at Devendorf Park and supported Carmel Cares for Clean California Day by picking up litter and cigarette butts across the City in a grid pattern.
- The Carmel High School Interact Club worked with Carmel Cares to upgrade landscaping at the San Antonio/Fourth Avenue intersection, and along the Fourth Avenue boardwalk toward the beach.
- Donated and installed a new rollup door at the Forest Theater sound booth.
- Upgraded landscaping around the Post Office parking lot.
- Removed overgrown ivy and improved landscaping around the Park Branch Library.
- Cleaned up the Del Mar Parking Lot.

Environmental Programs

- Updated and finalized a Professional Services Agreement with Applied Marine Science for copper and fecal bacteria sampling, laboratory testing, and reporting for our ASBS watershed.
- Notified environmental consulting firm, Denise Duffy & Associates, that based on their 2022 Statement of Qualifications, they were selected for North Dunes Habitat Restoration services and other on-call, as-needed, environmental support services.
- Received notification from GreenWaste of a 4.16% rate increase effective July 1, 2023. Rate information to be reviewed by ReGen consultant HF&H.
- Ordered 7 metal ribbon trash/recycling cans, most to be installed at Sunset Center.
- Processed a \$5,000 CalRecycle grant report.
- After reviewing the City's draft, updated Storm Water Ordinances for five months, the Coastal Commission notified us that they had no comments, but that others are still reviewing them!
- Continued planning for Earth Day/Arbor to be held on April 22nd in Devendorf Park, and coordinating with over 20 vendors and organizations. Ordered a banner.
- Obtained training on pre-construction site inspections relative to erosion and storm water runoff best management practices.

Facility Maintenance

- Coordinated and expedited the emergency repair of the blower motor for the Sunset Center boiler system with Bay City Boiler.
- Baxter Electric substantially completed the installation of a high capacity EV charging connection in the Public Works garage needed for the incoming electric street sweeper.
- Cal Coast Electrical load tested the electrical panel at the Fire Station. The panel is at 80% capacity.
- The diesel fuel tank was refilled for the Police/Public Works emergency generator.
- Issued a Purchase Order to Thayer Construction to repair the concession counter at Sunset Center.
- Researched options and began to obtain quotes for air conditioning the 911 Server closet in Public Works to prevent the system from overheating.
- Repaired the LED light fixture in the back of the City Council Chambers.

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- Escorted the Alliant Insurance inspector around City buildings.
- The Forest Theater concession stand flooded due to storms and water infiltration, causing the facility to be closed temporarily.

Project Management for the Capital Improvement Program

Wallace Group Projects:

- For the MTNP Well Abandonment and Water Tank/Pump House Removal Project, 90% plans, specifications, and cost estimate were completed by Wallace Group and submitted to the City for review. Bidding is anticipated to begin by late April.
- For the Concrete Streets Repair Project, the geotechnical subconsultant drilled cores through the concrete at various locations to support the concrete repair evaluations. Traffic counts were also obtained by the Police Department and sent to BKF Engineering. 30% plans are nearing completion.
- Based on the results of the Storm Drain Master Plan Update, by Schaaf & Wheeler Consulting Engineers, some modifications will need to be made to the FY 2019/20 Paving Project (noted above, with improvements along San Carlos Street). Paving along portions of Junipero Street and Fifth Avenue will need to be deferred for underground drainage modifications.
- For the Drainage System Repairs Project, Neill Engineers performed field surveys and mapping to support the Master Plan Update, and are currently preparing fee proposals to design the upgrades, repairs, and bottleneck adjustments for an upcoming Amendment to their Professional Services Agreement.

Ausonio, Inc. Projects:

- For the City Hall Retaining Wall Repair Project, two responsive bids were received at the March 16th Bid Opening. Proposals and contractors were evaluated, bid additives were dismissed, and a staff report and resolution were prepared for the April 4th Council meeting. Award of the \$128,600 contract to Rehak General Engineering is contingent on a Budget Adjustment of \$113,600 from the General Fund End Balance.
- Architectural firm Ten Over Studios submitted 90% schematic plans and specifications for the City Hall Roof Replacement, Harrison Memorial Library (HML) Exterior/Interior Painting, Sunset Center Exterior Painting, and Cottage Windows Repairs Projects. The plans and specs are under review.
- For the HML generator, a meeting with all stakeholders was held to rule out alternatives and to proceed with a “best fit” project approach, namely modify a stone wall and planter area in front of the building. An application to bring this matter before the Historic Resources Board was also submitted.
- Ausonio prepared and submitted 90% schematic plans and specs for the HML Carpeting project.
- After a two-month inexcusable delay, Bureau Veritas submitted the draft Facility Condition Report for four City Buildings: City Hall, Fire Station, Public Works, and Vista Lobos. Report is under review.

4 Leaf Projects:

- For the Police Building Project, technical proposals were submitted by four architectural/engineering firms by the March 14th deadline. A selection committee comprised of the 4 Leaf project manager, Directors of Public Works and Community Planning & Building, and Acting Police Chief reviewed and ranked the proposals. A tentative selection was made, the separate fee envelope was opened, the top firm was notified, and a list of questions were prepared for our first negotiation meeting in early April.

Additional CIP Projects:

- For the FY 2023/24 Annual Paving Project, identified 5 street segments to be overlaid, 20 streets for slurry seal, and 7 locations for sidewalk repairs. Staff report prepared for the April 4th Council meeting. Upon approval, the project description will be sent to the California Transportation Commission to qualify for partial state funding. The \$1,095,899 project includes \$438,570 from external sources.
- Reviewed updated installation plans, reports, and traffic control standards for fiber optic installation along power poles across the City, and a segment under San Carlos Street, submitted by Wave Broadband. Also updating fee calculations and special conditions of approval for a permanent encroachment permit. Applicant to present their project to Council at an upcoming meeting.

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- For the Electrical Panels Upgrade Project, conducted a tour of electrical panels at five buildings with the selected electrical/mechanical engineering consultant, Advance Design Consultants, and began to develop a Professional Services Agreement. Consultant will also be preparing plans for the EV Charging Stations expansion along the south edge of the Vista Lobos parking lot.
- For the Rule 20A Undergrounding Utility District, coordinated with the regional PG&E Rule 20A liaison, prepared preliminary maps for two potential districts, one along the MTNP Willow Trail and one into the Del Mar parking lot, and submitted maps and photos for preliminary PG&E eligibility screening.

Street Maintenance

- For the March storms that caused significant damage to the urban forest, assigned all field crews to tree operations, including tree removals, hanger removals, debris clearing, and chipping. Storm drains were also monitored and cleared as needed. Minor damage was noted to other infrastructure.
- Began to implement the recommendations from the Traffic Safety Committee's February 28th meeting, notably installing a new speed limit sign on Santa Lucia Avenue.
- After inspections, closed the Tenth Avenue beach access stairs for safety reasons.

Forestry Parks and Beach Report (Forestry Report)

- The following tally provides an overview of impacts from multiple storms in the month of March:
 - 142 tree-related incidents reported
 - 47 trees fell in the City (excluding in the Mission Trail Nature Preserve – see below)
 - 28 trees removed due to uprooting/active failure
 - Dozens of broken or fallen limbs cleared
 - 57 tree-related task orders were issued to tree contractors
 - 40 High-Priority tree removals and prunings were scheduled
 - 70 permit applications received
 - 70 permits issued
 - Mission Trail Nature Preserve: 14 trees fell, 18 instances of trees with significant leaning, are heavily damaged, or dead, or piles of fire fuel (all need to be either removed, pruned, chipped, and cleared for fuel reduction)
- Grand total of calls, voicemails, and emails Public Works received with Forestry-related matters: 1,411, of which 424 remain unresolved.
- Justin Ono of Ono Consulting continues providing consulting arborist services on a part time basis.
- Louise Shurvinton Bradley is providing full time administrative support for tree permits through a temporary staffing agency.
- Davey Resource Group, the consultant who is preparing the Urban Forest Master Plan, completed the inventory of nearly 10,000 City trees and uploaded the information in the Tree Keeper program.
- On-call landscape maintenance contractor, Town & Country, is now underway performing work on 35 Task Orders covering a wide range of services for the remainder of this Fiscal Year.
- Following award of contracts by City Council, coordinated with new on-call tree services contractors Community Tree Service, Tope's Tree Service, and West Coast Arborist for submittal of bonds, insurance certificates, City business licenses, and other documents prior to execution of the contracts.

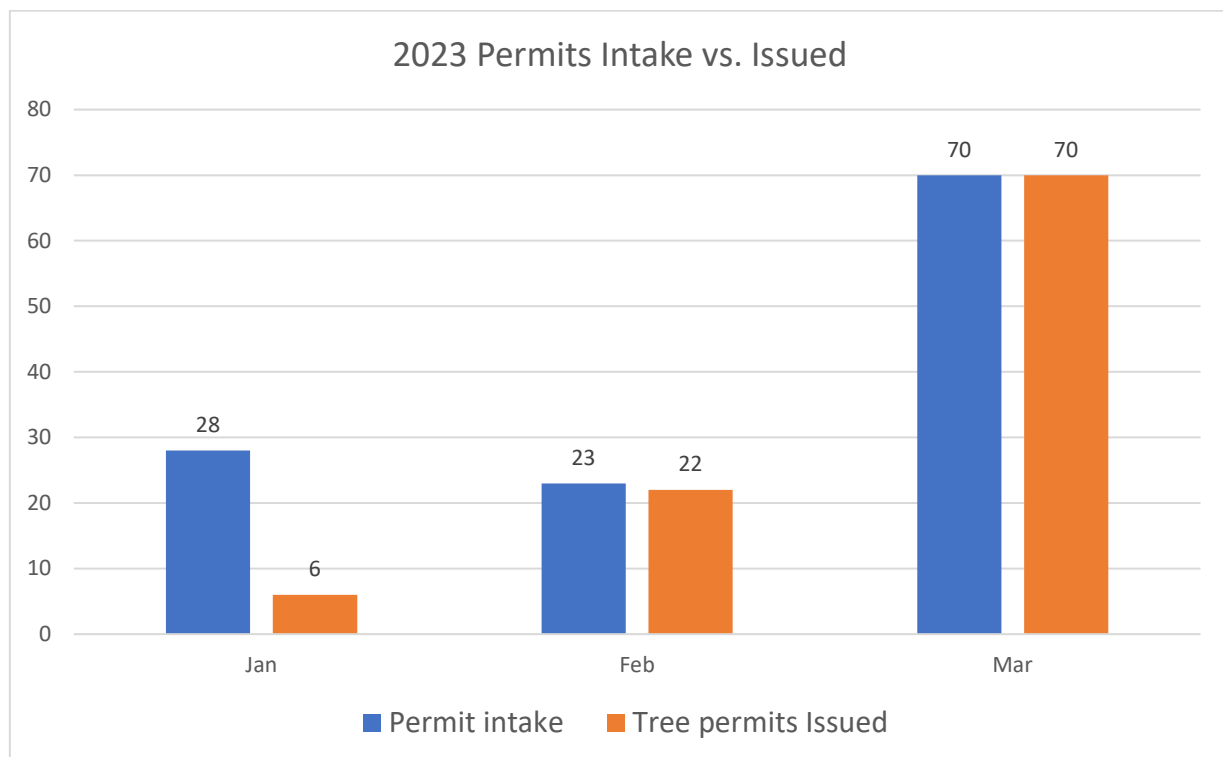
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Private and Development Activities

2023 Permitted removals, pruning, and required planting											
	Tree permits received	Tree permits Issued	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Plant Upper	Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	28	6	0	12	3	7	5	1	0	2	5
February	23	22	1	24	15	9	15	10	0	0	25
March	70	70	21	71	47	24	32	14	1	7	46
April											
May											
June											
July											
August											
September											
October											
November											
December											
2023 totals	121	98		107	65	40	52	25	1	9	76

City Forestry, Parks, and Beach Activities

Tasks	Failures	Inspection	Plan reviews	Permit intake	Site Assessments	Stop work orders	Fresh Desk Tickets Received	Freshdesk Tickets Resolved
Jan	84	118	9	28	1	1	326	121
Feb		38	1	23	1	0	200	103
Mar	75	70	2	70	70	0	398	421



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