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CITY OF CARMEL-BY-THE-SEA

Public Works Department

July 2023 Monthly Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	August 2, 2023
APPROVED BY:	Chip Rerig, City Administrator

City Council Meeting of July 11, 2023

- Authorized sending a letter to Monterey County for the Fiscal Year (FY) 2023/24 Used Oil Program.
- Adopted Resolution 2023-067, awarding a Professional Services Agreement (PSA) with Denise Duffy & Associates to provide North Dunes Habitat Restoration and on-call environmental monitoring services for two years for a fee of \$111,560.
- Adopted Resolution 2023-070, approving Amendment No. 1 to the PSA with Davey Resource Group to provide additional services associated with the Urban Forest Master Plan (UFMP) for an additional fee of \$45,000.
- Adopted Resolution 2023-071, awarding a PSA with Advance Design Consultants to provide electrical engineering services for panel upgrades at several City buildings, and for design of a replacement electrical panel for the Sunset Center north lot and additional EV charging stations at Vista Lobos, for a fee of \$79,560.
- Adopted Resolution 2023-072, approving Amendment No. 1 to the PSA with Neill Engineers to design four high-priority drainage improvements identified in the 2023 Storm Drain Master Plan Update for a fee of \$159,100.
- Adopted Resolution 2023-073, approving Amendment No. 1 to the PSA with Ausonio, Inc. to provide project management services for seven facility renovation projects during FY 2023/24 for a fee of \$125,000.
- Adopted Resolution 2023-076, approving a fee for services schedule with a new fee for tree evaluations, and revised fees for tree pruning and removal permits, and tree-related appeals to the Forest & Beach Commission and City Council.

Forest and Beach Commission Meeting of July 13, 2023

- Meeting canceled for lack of quorum. Next meeting is on August 10, 2023.

Forest and Beach Commission Special Meeting of July 20, 2023

- Commissioners conducted a tour of Carmel Beach focusing on shoreline infrastructure deficiencies and needed repairs, including 11 beach access stairs, 11 seawalls, and 6 revetments, as noted in the Coastal Engineering Study's Shoreline Condition Assessment.

Administration

- New City Forester, Justin Ono, began on July 17th.
- Facility Maintenance Specialist, Leo Hernandez, began serving our Country in the National Guard for 6 weeks.

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- An in-house promotional opportunity was posted for a Maintenance Worker III.
- Unfortunately, no Proposals were submitted in response to the Request of Proposal for Scout House renovation, activities programming, and facility management.
- Supported review of Police license plate reader cameras (Flock) for cameras installed prior to issuance of an encroachment permit.
- Supported the City Attorney's office regarding a claim for alleged damage due to drainage issues for property located near Lincoln Street and First Avenue.
- The Director provided a training session for City staff regarding consistent contracting terminology, the advantages of maintaining a roster of Statement of Qualifications, and tips for preparing Requests for Proposals, selecting consultants, and developing PSAs.
- Several Public Works managers attended Brown Act training and a Generational Diversity Workshop.
- Processed numerous final invoices for goods and services provided through June to close out FY 2022/23. Also prepared blanket purchase orders for often-used contractors and vendors for the new FY 2023/24.

Carmel Cares

- Began construction of the Scenic Pathway Guardrail Repair Project. Project anticipated to be completed by late August.
- Decorated Devendorf Park and downtown for the July 4th holiday.
- Installed the custom-built wooden cabinet for audio equipment at Forest Theater.
- Submitted documentation for design review and permit approval for proposed new cigarette butt containers to replace the existing, smaller "Butt Stops Here" containers.
- "Downtown Detail" volunteers continued to beautify sidewalks in the downtown area.
- The "Median Minders" continued to improve medians across the Village.
- Continued to pick up illegal fire remains and other debris along the beach.

Environmental Programs

- Incorporated edits and modifications requested by the Coastal Commission regarding the City's draft Stormwater Ordinance Updates. Coordinated with the City Attorney's office regarding the Coastal Commission's more stringent and impactful requirements, and with other local agencies to get their input on these potential new mandates.
- Reviewed proposal from the California Marine Sanctuary for additional water quality testing.
- For the Coastal Engineering Study, executed Amendment No. 1 to the PSA with EMC/Integral/Haro Kashunich and Associates, which reprioritized tasks with no net impact to the fees or schedule, and issued the Notice to Proceed.
- Prepared staff report and coordinated presentation for August 10th Forest & Beach Commission meeting regarding Coastal Engineering Study Task 2, for the Shoreline and Beach Change Analysis.
- Developed standard CEQA Findings language to be included for most Forest & Beach Commission Public Hearing decisions.
- Executed PSA with Denise Duffy & Associates for North Dunes Habitat Restoration and issued the Notice to Proceed. Kickoff meeting to be held in early August. Also compiled list of potential volunteers to be organized by staff for consistent, ongoing weed pulling and ice plant removals in the Dunes habitat area.
- Completed the annual Cal Recycle report for e-waste disposal.
- Based on the annual trash can condition survey, developed preliminary locations for the next batch of ribbon style trash/recycling containers to be purchased.
- Prepared a CEQA Categorical Exemption document for the FY 2021/22 Paving Project.

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- Monitored water ponding on the beach, restrained from draining out with the tides due to sand deposits.
- Public outreach noted in Friday Letters included: organics recycling workshop, reef-safe sunscreen products, doggie doo photo contest, and responding to stranded beach mammals.

Facility Maintenance

- Contractor replaced the heater and blower switches in the back of the City Council chambers with energy-efficient timers.
- Contractor repaired the Scenic Restroom mahogany doors and frames so they no longer jam as the doors expand and contract due to temperature changes. New door closers were also installed.
- For the Police dispatch room, contractor demolished the former closet walls to open up the room for more space. The drop ceiling was modified, and electrical circuits were temporarily relocated. Quotes are also in progress to install drywall and paint prior to installing modular furniture.
- As a new FY 2023/24 CIP project, evaluated the condition of the existing 11 traffic bollards in front of the Sunset Center Box office, and obtained quotes for new bollards to replace those damaged and for spares.

Project Management for the Capital Improvement Program

4 Leaf Projects:

- For the Police Building Project, a kickoff meeting with Indigo Architects was held on July 7th. Their building condition assessment tour was scheduled for August 2nd, and programming interviews with key City staff are also being scheduled for their functional program report.

Ausonio, Inc. Projects:

- The bundled project for City Hall Roof Replacement, Sunset Center Exterior Painting - north wing, Cottage Windows Repairs, and Harrison Memorial Library Exterior/Interior Painting was advertised for bids effective July 14th. A pre-bid meeting is scheduled for August 1st and bids open on August 22nd.
- Began review of existing plans for the San Antonio Pathway Reconstruction Project, between Second and Fourth Avenues.

Wallace Group Projects:

- The sole bid received from Bowen Engineering & Environmental, for the MTNP Well and Tank/Pump House Removal Project, was determined to be responsive and responsible. Analysis of the higher than expected bid revealed that the cost estimate was too low for handling and disposing hazardous materials, and the estimate for mobilization assumed a local contractor, (Bowen is based in Fresno). Award of the \$139,700 construction contract is scheduled for the August 1st Council meeting.
- For the FY 22/23 Concrete Streets Repair Project, BKF Engineers submitted a proposal for additional services associated with intermittent street returns along Ocean Avenue, between Monte Verde Street and San Antonio Avenue, and evaluation of additional treatment options. Proposal under review for a potential Amendment to their PSA in September.
- For the FY 23/24 City-wide Paving Project, the selected streets for overlays and slurry seals were reviewed a second time in the field, and final adjustments were made to the rehabilitation strategies. Wallace Group prepared the scope of work proposal and are developing a fee and schedule to perform the engineering and design work in-house.

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Additional Projects:

- Recently-revised plans and contract documents were completed and approved for the FY 2021/22 Paving Project. Bid advertising to commence on August 7th.
- For the MTNP 3 Drainage Improvement Projects, continued back and forth dialog and resubmittals with the California Department of Fish and Wildlife and Water Quality Control Board to obtain required regulatory permits. Wrote memorandum to Council regarding the types of regulatory comments requested and resultant delays and extra costs.
- Negotiated the City's proposed special conditions of permit approval with Cal Am Water for their proposed 8-inch waterline to be installed along Dolores Street, between Santa Lucia and Eighth Avenues.
- Wave Broadband submitted another revised set of plans associated with their proposed fiber optics infrastructure project spanning across the City. The plans are nearing completion, and a special encroachment permit may be issued by City Council following a presentation by Wave in September to describe their project purpose, scope, and mitigation of impacts.
- PG&E submitted easement documents for City review as required for PG&E to install a transformer at the southeast corner of the Vista Lobos parking lot to accommodate additional EV charging stations at discounted power rates.

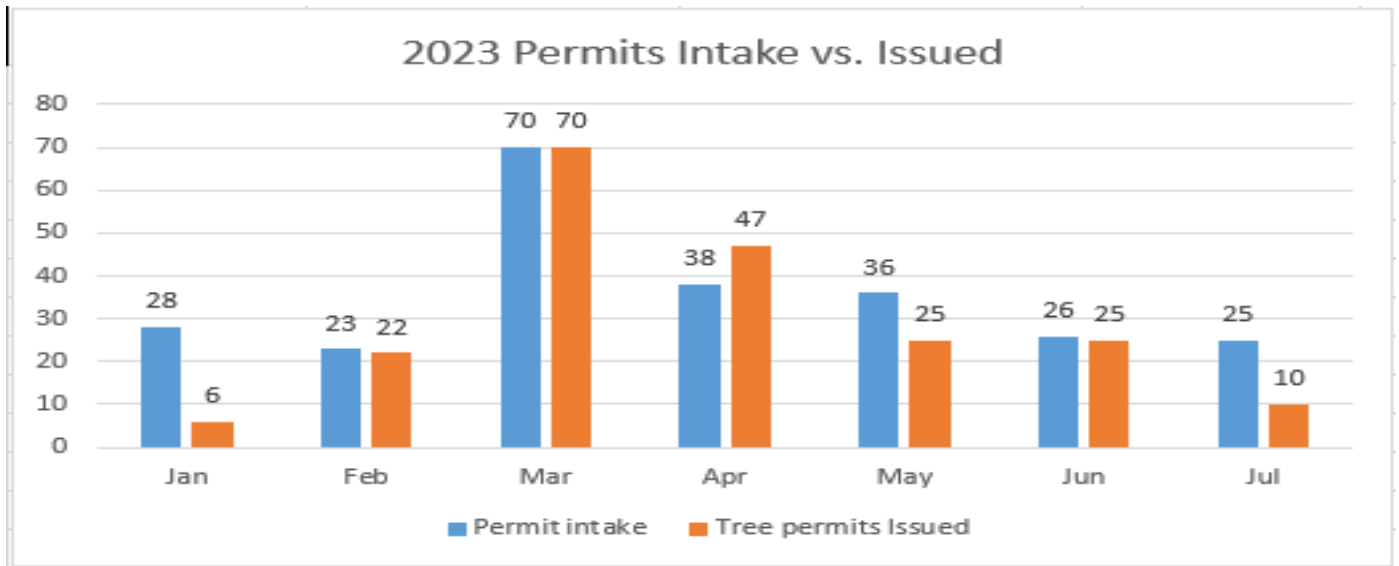
Street Maintenance

- For the very busy, extended July 4th holiday weekend, followed the next week by the U.S. Women's Open golf tournament in Pebble Beach, provided parking signage for Police, additional staffing, trash bins, portable toilets, sinks, and supplemented trash pickups.
- Began to coordinate and prepare for Car Week events in August.
- Substantially completed the Annual Traffic Painting Program by finishing red, yellow, green and gray curbs. Thermoplastic parking tees and legends remain.
- Refreshed/repainted wayfinding signs in various locations.
- At Torres Street and Ninth Avenue, replaced a collapsed, wooden drainage culvert with an HDPE pipe, constructed a custom rock headwall, and reconstructed a fence and pathway.
- Installed five dual trash/recycling ribbon style containers at Sunset Center.
- Rented a bobcat to spread sand over exposed rocks at the base of the Eighth Avenue beach access stairs and over the embankment west of the Del Mar parking lot.
- Cleared out more piles of fire fuel and debris from MTNP.
- Coordinated the delivery, testing, and training of the new Electric Street Sweeper arriving on August 4th.

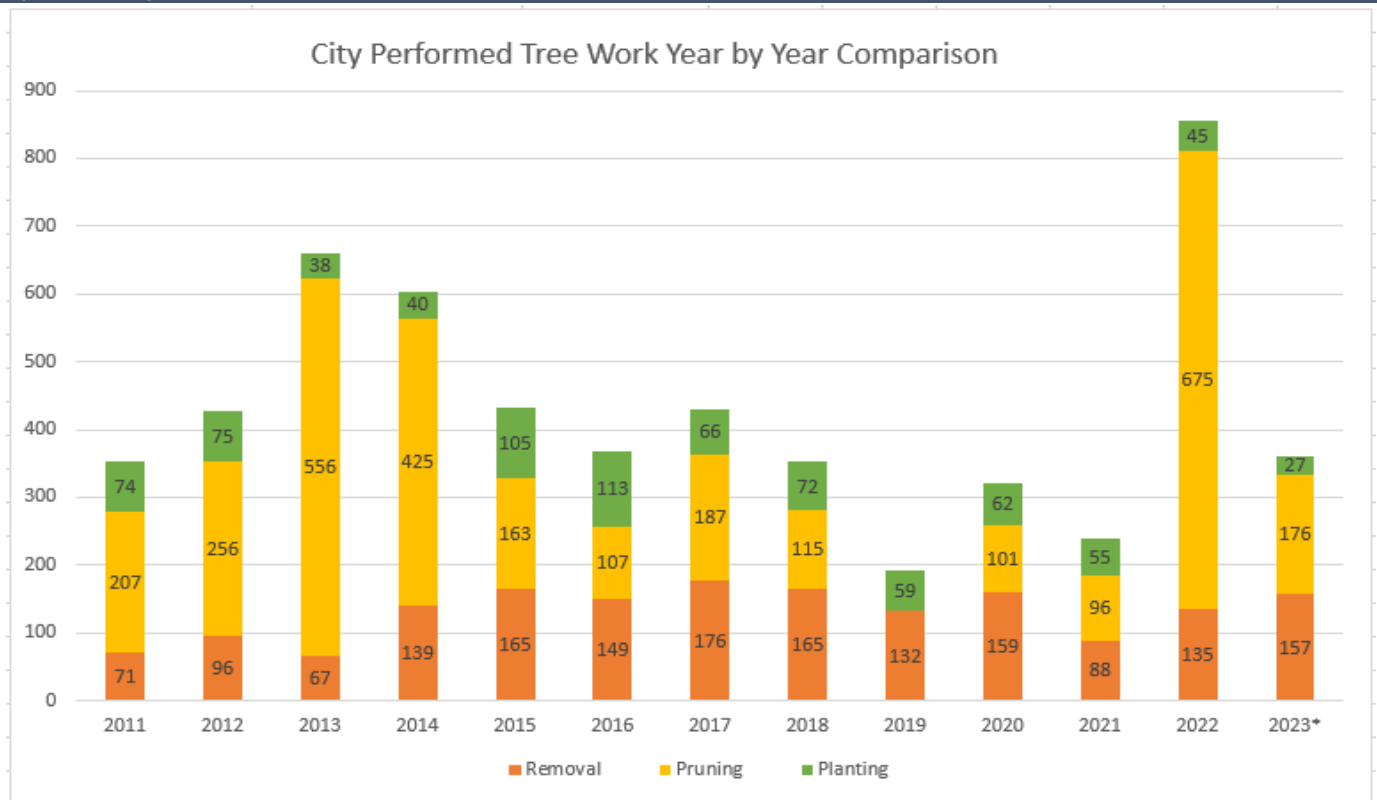
Forestry, Parks, and Beach

- The first Community Workshop for the Urban Forest Master Plan (UFMP) was held at Vista Lobos on July 12th and was attended by roughly 20 residents, plus several Commissioners and new Steering Committee members. It was the first of several opportunities in the coming months where public input will be requested.
- The Community Survey for the UFMP was developed but not yet released to allow for further discussion among Commissioners prior to launching the survey.
- Davey Resource Group provided the following status update for development of the UFMP:
 - Tree Inventory - complete
 - Urban Forest Economics Resource Analysis - complete
 - GIS Mapping ~ 99% complete
 - Tree Canopy and Land Cover Assessment ~93% complete
 - Operational background review – 90% complete
 - Stakeholder interviews ~ 90% complete
 - Draft UFMP Report ~ 40% complete

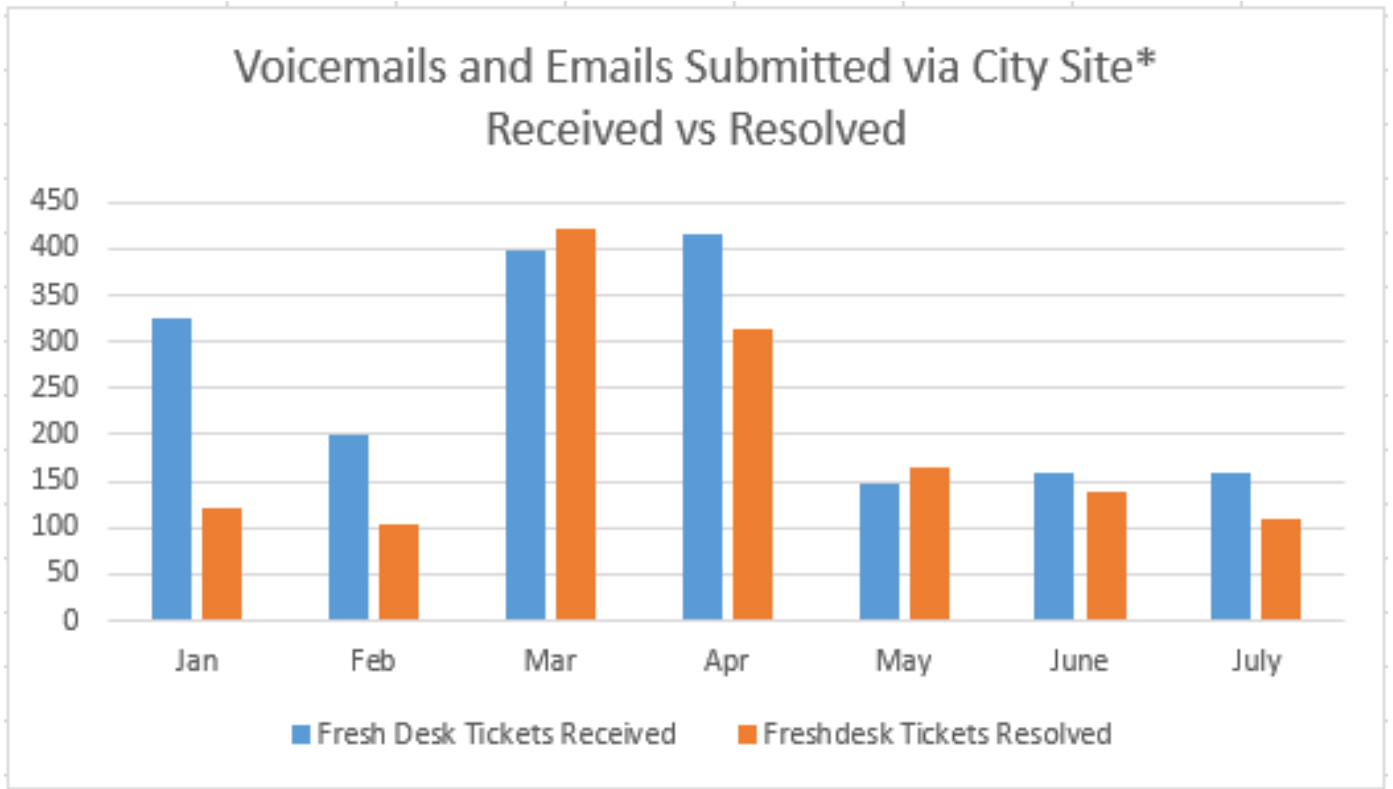
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City Forestry, Parks, and Beach Activities



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* Numbers only represent correspondences received via the City’s website and do not include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.