



# CITY OF CARMEL-BY-THE-SEA

## Public Works Department

### January 2024 Monthly Report

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Robert M. Harary, P.E., Director of Public Works
<b>SUBMITTED ON:</b>	February 1, 2023
<b>APPROVED BY:</b>	Chip Rerig, City Administrator

#### City Council Special Meeting of January 8, 2024

- Held a Study Session regarding the Police Building condition assessment summary, Police Department programming needs, potential options for renovating the existing facility or constructing a new facility, comparison of potential sites, and recommended pursuing schematic design concepts for preferred alternatives. Based on public comments, additional Public Meetings will be held.

#### City Council Meeting of January 9, 2024

- Adopted Resolution 2024-005 awarding a construction contract to Color New Company, in the amount of \$392,150, for painting the exterior of the Sunset Center north wing, exterior of the Harrison Memorial Library (HML), and interior of the HML. A change order is being processed to reduce the amount of HML interior painting.
- Adopted Resolution 2024-006 approving Amendment No. 2 to the Professional Services Agreement (PSA) with Ten Over Studio, for a fee of \$29,500, to prepare design concepts for the Sunset Center Portico Project.
- Adopted Resolution 2024-008 ratifying the appointment of Gerard Montmorency to the Forest and Beach Commission to complete the term of former Commissioner Sours, expiring May 30, 2025.
- The Public Works Director gave a presentation summarizing the history of the Scout House and comparing pros and cons for the following five options: 1) Renovate the Scout House as a Capital Improvement Project, 2) Sell the property, 3) Reissue the Request for Proposal for a contractor to renovate, lease, and operate the Scout House, 4) Relocate and Renovate the building and sell the existing property, and 5) Status quo. Council directed staff to pursue the relocation of the facility (Option 4) to a site to be determined.

#### City Council Special Meeting of January 25, 2024

- Based on public comments received at the January 8<sup>th</sup> Study Session, the Police Building Ad Hoc Committee, comprised of Mayor Potter and Councilmember Baron, presented an overview of the Police Building project and solicited public comments.

#### Forest and Beach Commission Meeting of January 11, 2024

- Announcements included:
  - Thanked Mark Shurvington-Bradley for doing a great job as a temporary Forestry administrator since February. He accepted a permanent position as a Planner with Sonoma County.
  - Welcomed Gerald Montmorency, who was in the audience, as the new Commissioner.
- Received the final Rules of Procedure of the Forest and Beach Commission as adopted in December.
- Public Hearing held regarding pruning of two, City-owned, coast live oak trees located at the northwest corner of Lincoln Street and Santa Lucia Avenue. Commission approved structural pruning of one of the two trees under the supervision of the City Forester and at the Applicant's expense.
- Public Hearing held regarding two City-owned holly oak trees and a coast live oak located on Monte Verde Street, 3 northeast of Ninth Avenue, that were significantly over-pruned and damaged by a

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landscaping contractor without a pruning permit nor a current business license. Commission released a Stop Work Order subject the property owner/responsible party paying fees for a Stop Work Order investigation, double the tree permit fees, cost for an independent arborist report, and depreciated value of the trees totaling \$9,140.

- The Commission approved the Environmental Programs Manager's proposal to install a three-rail, split rail cedar fence on the North Dunes Habitat Site boundary along Ocean and San Antonio Avenues. The 900-foot long fence will replace the existing post and cable rail fence, and provide openings at designated trails into the Dunes. Fence will be installed by Public Works this Spring.
- The City Forester presented the Forester's Report for December 2023 which included a summary of metrics comparing 2022 and 2023.
- The Public Works Director presented the Public Works Department Report for December 2023.

### Administration

- Prepared staff report and resolution with budget amendments for Council to accept donations from Carmel Cares for 2023 totaling \$148,814 and 5,958 labor hours at their February 6th meeting.
- For the proposed Wave Astound Broadband fiber optic cable project, met with Wave, researched and developed responses to 14 public questions received in October 2023 when the project was introduced, and prepared the staff report and presentation for the February 6th Council meeting.
- Met with new Forest and Beach Commissioner, Gerard Montmorency, to provide an overview of the Public Works Departments services and challenges associated with improving and maintaining the City's forest, parks, beach, and sensitive habitat areas.
- For the Maintenance Worker vacancy, 52 applications were screened, and tentatively 14 candidates will move forward to a panel interview in mid-February.
- Met with the City Attorney's office to review public project cost accounting options, prevailing wages, and insurance issues associated with City support groups.
- Served on an interview panel for City Engineer candidates for the City of Marina.

### Carmel Cares and Other Volunteer Groups

- Carmel Cares installed a stone paver apron in front of the trash enclosure on the Scenic Pathway near Ninth Avenue.
- "Downtown Detail" volunteers cleaned and improved the downtown area, with particular emphasis on upgrading tree wells.
- "Median Minders" volunteers continued to improve medians across the Village.

### Environmental Programs

- The \$500,000 Local Coastal Programs (LCP) Grant Agreement was approved by the California Coastal Commission and executed!
- For the Coastal Engineering Study, Phase 2, Amendment No. 1 to the PSA with EMC Planning/Integral/Haro Kasunich was finalized for a fee of \$450,000. A staff report and resolution were prepared for Council to approve the LCP Grant-funded Amendment at the February 6th meeting.
- As part of the above Council action, staff is requesting Council to reallocate \$100,000 that was included in the Capital Improvement Program for the Coastal Engineering Study Phase 2, to add to funding for the Shoreline Infrastructure Repair Project.
- For the Coastal Engineering Study, Phase 1, met with Integral to review preliminary findings of Tasks 3 and 4 associated with sea level rise impacts on the beach and adaptation strategies.
- Updated project status worksheets for projects included in the Climate Action and Climate Adaptation Plans. Projects worksheets will be presented at the next Climate Committee meeting in February.
- Prepared a staff report for the March Forest and Beach Commission meeting regarding a presentation by the Police Chief to review criteria for closing down Carmel Beach, coordinating emergencies with Monterey County, and potential funding sources for shoreline repairs, such as from FEMA.
- Consultant Applied Marine Science obtained watershed samples for water quality laboratory testing and reporting.
- Issued a Purchase Order to Native Solutions to provide oversight of volunteers during weed pulling at the North Dunes Habitat Restoration site.

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- Researched funding availability from 3CE for upcoming City EV charging station projects located at the Vista Lobos and Sunset Center north parking lots.
- Continued to coordinate with vendors for the second annual Earth Day, to be held in conjunction with Arbor Day and Community Day, in April 2024.
- Served on the City of Gilroy interview panel for a Public Works Administrative Analyst.
- Friday Letter public announcements included information about reducing plastic pollution, home electrification, and king tides.

### Facility Maintenance

- As a Capital Improvement Project, at Sunset Center, eight new bollards were received for the area between the west parking area and the box office. A Contractor installed four of the bollards, and four were put in storage for use when other bollards are struck by vehicles and damaged.
- At Sunset Center, a Contractor installed and tested a new, \$8,300 fire pump bypass system which will allow water pressure testing to recycle, rather than discharge, 40,000 gallons of water each year.
- At the Fire Station, a Contractor prepared the back-patio deck surface and applied waterproofing materials. The \$10,000 project cost was roughly split with Carmel Cares.
- Received a budgetary quote of \$14,400 from an electrical contractor to rebuild the electrical panel next to the Ocean/Juniper Christmas tree for safety reasons. Evaluating quote and permit requirements.
- As part of the ADA Upgrade Project Year 6, additional slanted ADA-compliant mirrors were installed in building restrooms.
- Continued making repairs and upgrades in various park restrooms by clearing clogged drains, replacing broken toilets and rusted plumbing, and installing new water filters.
- Due to a high Cal Am water bill during winter months, checked water meters, restrooms, and backflow devices for leaks. One leak was found in a park restroom and repaired. A fire hydrant that was struck by a truck driver resulting in the loss of considerable amount of water appears to have also contributed to the increased bill.
- Removed holiday decorations from Devendorf Park and along the Ocean Avenue medians.

### Forest Theater

- PacRep Theatre's request to temporarily place a Conex storage box in the Forest Theater parking lot was authorized.
- 2nd Quarter April 1 - June 30, 2023 Forest Theater Management Report:
  - Activities: 50 rehearsals, and 37 performances and events: "Celebrating the Beatles," "Something Rotten," SLV – Music in the Forest, FTG – Films/"Ride the Cyclone," "What the Constitution Means to Me," and MCTA – "White Knight, Shoes to Tight"
  - Total Attendance: 2,637. Total Facility Fees paid to City = \$2,506.
- 3rd Quarter July 1- September 30, 2023 Forest Theater Management Report:
  - Activities: 26 rehearsals, and 44 performances and events: FTG- Films/"Ride the Cyclone," SLV- Music in the Forest, Puddles Pity Party, Monterey Symphony, PacRep Theatre – "The Addams Family," and PacRep Theatre – "Cymbeline."
  - Total Attendance: 10,917. Total Facility Fees paid to City = \$8,247.

### Project Management for the Capital Improvement Program

#### 4 Leaf Projects:

- Presented the Police Building Project at the Council Study Session on January 8<sup>th</sup>. Presentation included the building condition assessment, Police space programming needs, and preliminary alternatives for schematic designs at existing or alternative sites.

#### Ausonio, Inc. Projects:

- For the Sunset Center North Wing and HML Exterior/Interior Painting Project, the contract documents from Color New Company were submitted, and the construction contract was executed. A kickoff meeting and technical submittals are planned for February.

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- Executed Amendment No. 1 to the PSA with M3 Environmental to provide hazardous materials monitoring and testing during painting of Sunset Center and HML, for a fee of \$26,147.
- Two bids were received for the Park Branch Library Dumbwaiter Decommissioning. The low bid of \$8,838, submitted by Elevator Service Company, was responsive. Contract documents were received, and the contract was executed. A separate contractor permanently sealed off a fire sprinkler head in the dumbwaiter shaft as required by the Building Official. Decommissioning is scheduled in mid-February.
- Submitted 90% complete contract documents for re-bidding the City Hall Roof Replacement Project. This project was extracted from a larger facility renovation project, and will be re-bid to allow roofing contractors to directly bid on the project.
- For the Sunset Center Portico Design Project, Amendment No. 2 to the PSA with Ten Over Studio was executed to develop two portico concept designs, including structural connections, lighting concepts, and a demolition plan. A kickoff meeting was held, and a site visit is planned for early February.
- For the Sunset Center Retaining Walls Repair Project and San Antonio Walkway Repair Project, Second to Fourth Avenues, a PSA with ZFA Structural Engineers for \$55,000 was finalized and routed for signatures. Kickoff meeting and site visit scheduled for February 7<sup>th</sup>.

### Wallace Group Projects:

- For the FY 2022/23 Concrete Streets Repair Project, BKF Engineers are incorporating 95% review comments, generated by Wallace Group and staff, on their final construction plans, specifications, and cost estimates.
- For the FY 2023/24 City-wide Paving Project, Wallace Group is finishing up the 30% design package which is scheduled to be submitted to the City for review in mid-February.
- For the Shoreline Infrastructure Repair Project, reviewed a draft Request for Proposal to hire an engineering firm with shoreline expertise. Resolving issues including environmental services scope, options for beach stair repairs, and availability of prior reports when the RFP is issued.

### Additional Capital Projects:

- For the \$1.14M, FY 2021/22 City-wide Paving Project, Monterey Peninsula Engineering dug out and patched failed sections of asphalt, performed conform paving along edges, and constructed an asphalt overlay on Junipero Street, Third to Fourth Avenues, along Santa Fe Street, Fourth to Fifth Avenue, and at the Junipero/Camino del Monte Intersection. Sidewalk repairs are scheduled in February.
- For the Mission Trail Nature Preserve (MTNP) 3 Drainage Project, the design plans, specifications, and bidding contract documents were approved, and advertising for construction bids will begin in early February. A proposal received from Dudek for environmental monitoring during construction was rejected.
- For the 4 City-wide Drainage Improvement Projects, 90% plans and cost estimates were submitted by Neill Engineers and are being checked by staff. Denise Duffy & Associates were authorized to prepare Notices of Exemption under CEQA for two of the project sites that discharge into natural channels, and one easement will be required at the south end of Santa Fe Street, south of Eighth Avenue.
- For the Sunset Center Electrical Panel Replacement Project, Advanced Design Consultants and staff met with PG&E to evaluate the option of having two electrical services in the north parking lot: one for the existing commercial service for parking lot lighting, and a new service for additional EV charging stations which would provide reduced energy rates, but at a higher capital investment cost.

### **Street Maintenance**

- During and following several storm events throughout January, cleared out storm drains, picked up fallen branches, and placed sandbags to reduce erosion. No flooding problems were reported.
- All beach access stairs continue to be temporarily closed. Signs and barricades were replaced as needed.
- Heavily-damaged beach access stairs at Fourth Avenue, Tenth Avenue, Twelfth Avenue, and Martin Way and the equipment access ramp near Eighth Avenue will be closed until further notice.
- Filled a number of street potholes that resulted from rain events.

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- Filled in puddle spots along the Scenic Pathway using decomposed granite.
- Priority sidewalk repairs are underway based on the Annual Sidewalk Survey Update completed in December.
- Reconstructed the MTNP entry gate at Rio Road using salvaged parts from the old Eleventh Avenue gate, and painted the new gate.
- Repaired the new split rail fence along Mission Street at the west border of Forest Hill Park that was damaged by a fallen tree.
- Installed several more ribbon-style trash and recycling containers.
- Updated the 5-year Capital Plan for City vehicles and heavy equipment.
- The vehicle maintenance lift was inspected and repairs were made.
- Prepared two old forestry trucks for public auction.

### Forestry, Parks, and Beach (Forester’s Report)

- Status of Davey Resource Group (DRG) development of the Urban Forest Master Plan (UFMP):
  - The first draft of the UFMP was expected in December, but has been delayed to February due to the resignation of a key DRG project team member.
  - The UFMP technical report regarding the Tree Canopy and Land Cover Assessment will be presented to the Forest and Beach Commission and Steering Committee on February 8th.
- Forestry crews planted 14 new trees, removed 8 dead/hazardous trees, pruned 14 trees, and removed 1 stump in January.
- Overgrown acacia was pruned around the viewing deck at the west end of the Del Mar parking lot.
- Crews also pruned overgrown trees and shrubs which were partially blocking views of Stop signs.
- Crews began to clear out a backlog of logs left over by PG&E line clearing crews.
- Crews started driving our new, 2023 Dodge Dakota 1500 trucks which have much larger bed capacity for trees and landscape equipment and materials versus the older trucks they replaced.
- Tree contractors removed 4 large stumps and 14 dead or dying trees under contract Task Orders.
- Landscape maintenance work across the City continues to be fully engaged by Town & Country.
- Forestry staff attended a “Navigating Urban Forestry Workshop” sponsored by West Coast Arborists in Menlo Park. Key topics included tree health and using drones and new technology.
- Forestry welcomed back Administrative Analyst Tom Ford from Paternity leave after his wife Michelle gave birth to their baby boy Jason Sergio Ford in late November.

## Permit Information

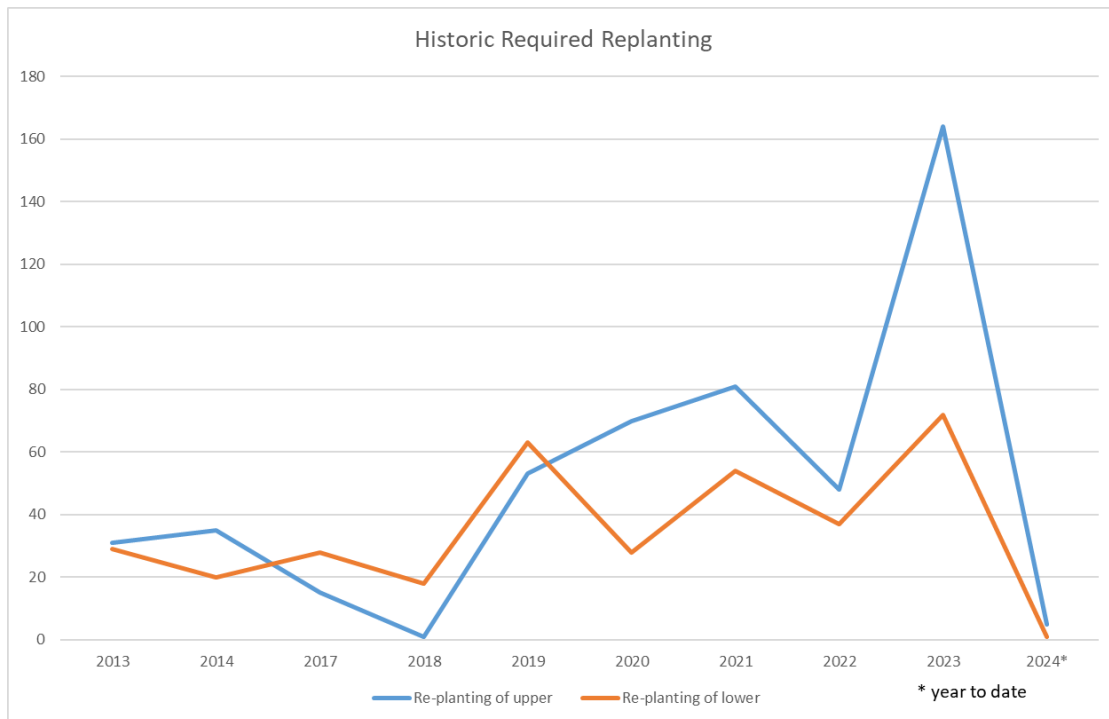
2024 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	17	12	1	4	8	6	2	5	1	0	2	6
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
<b>2024 Totals</b>	<b>17</b>	<b>12</b>	<b>1</b>	<b>4</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>6</b>

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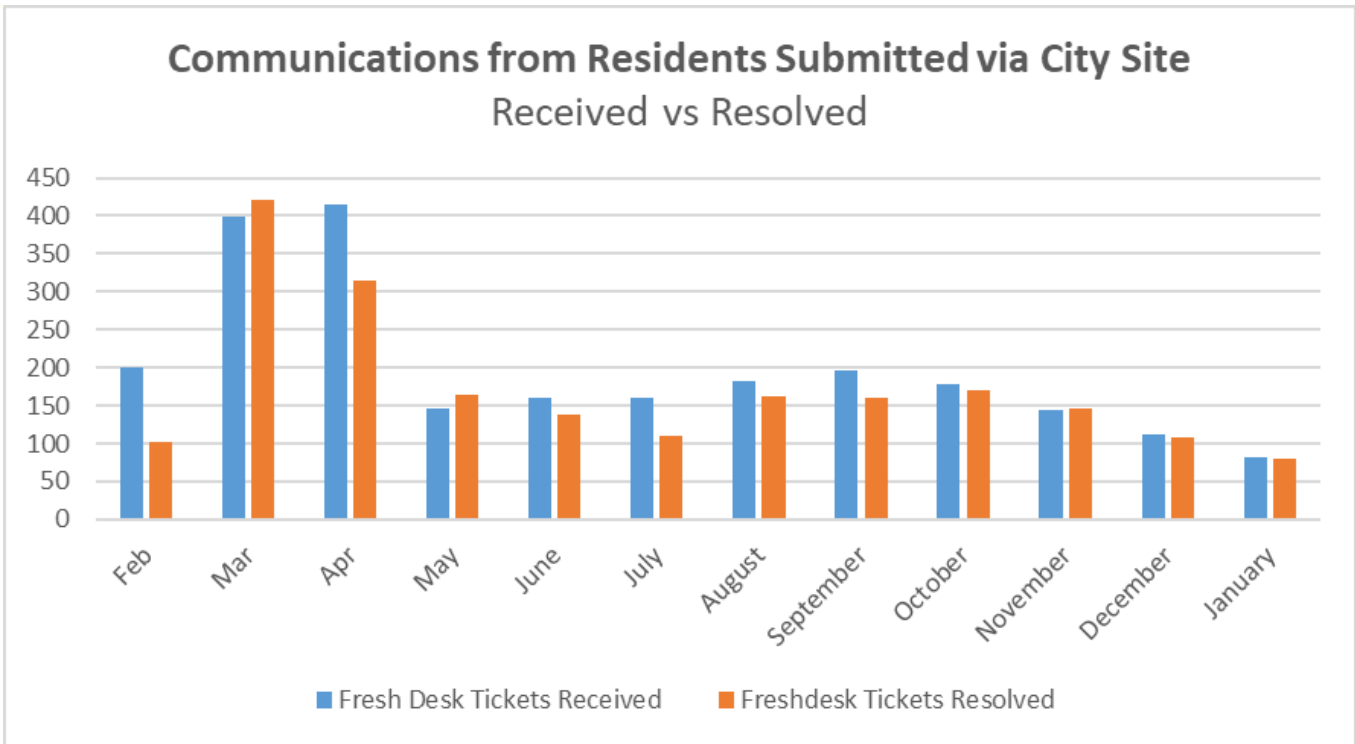
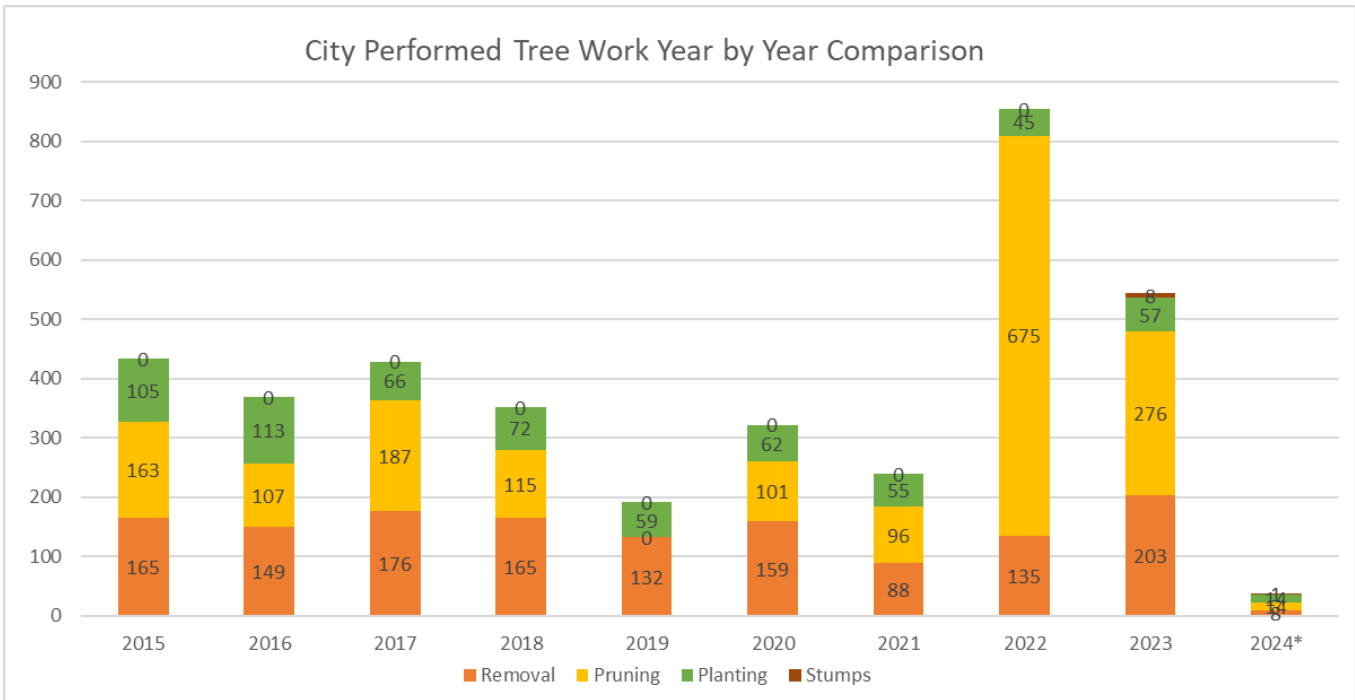


### Historic permitted removals and required planting

Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	8	6	2	6	5	1	75.00%	17



City Forestry, Parks, and Beach Activities



\*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.