



CITY OF CARMEL-BY-THE-SEA

Monthly Report

August 2019

City Clerk's Office

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
SUBMITTED ON:	April 21, 2020
APPROVED BY:	Chip Rerig, City Administrator

In the month of March, the City received and responded to 36 requests for public records.

	This Month	Calendar YTD
City Clerk's Office	12	32
Police Department	14	56
TOTAL REQUESTS/RESPONSES	26	88

PRA LOG
March 2020

REQUEST NUMBER	REQUEST DATE	10-DAY DUE DATE	14-DAY EXTENSION DUE DATE	STATUS	COMPLETED DATE	REQUESTOR	INFORMATION REQUESTED	NOTES
2020-021	3/2/2020	3/12/2020			3/13/2020	Paterson	Electronic copies of documentation demonstrating the City became aware of the "serious injury," Cal/OSHA Citation and Notification of Penalty and Settlement Order.	
2020-022	3/3/2020	3/13/2020			3/6/2020	Bev Sanders	current list of STR's in the downtown area	
2020-023	3/3/2020	3/13/2020			3/16/2020	Greg D'Ambrosio	Copy of Deposit Accts as of 3/3/2020; Copy of reserve Funds 2020 as of 3/3/2020; I would like a list of city deposit accounts held on behalf of others, the names of the accounts, the balance in each account and for what purpose the money is held; I would like a list of both city restricted and unrestricted reserve funds and how much is held in each fund.	
2020-024	3/4/2020	3/16/2020			3/16/2020	Alejandra Del Valle/Tanko lighting	City of Carmel-by-the-Sea, Ca PG&E street lighting bill for the month of January 2020	
2020-025	3/4/2020	3/9/2020			3/9/2020	Tricia Jakic/Monterey Peninsula Water Mgmt District	I would like to request business license information for businesses located in the jurisdiction for Carmel-by-the-sea. I would like this information in an excel spreadsheet format. The spreadsheet should include: Business Name Business location (Street Address, City) Business Phone Business Mailing Address Applicant Name Applicant Mailing Address Applicant phone Email Address Type of Business Description of Business (if applicable)	
2020-026	3/12/2020	3/23/2020			3/16/2020	Madison Crema	electronic copies of all of Carmel's agreements with Host Compliance	

PRA LOG
March 2020

REQUEST NUMBER	REQUEST DATE	10-DAY DUE DATE	14-DAY EXTENSION DUE DATE	STATUS	COMPLETED DATE	REQUESTOR	INFORMATION REQUESTED	NOTES
2020-027	3/16/2020	3/26/2020				Paterson	Electronic copies of correspondence between the City of Carmel-by-the-Sea and Sunset Cultural Center, Inc. between February 20, 2019 and the present on any and all topics.	
2020-028	3/16/2020	3/26/2020			4/3/2020	Stephen Baker, DiamondBakerMitchellCole, LLP	I am seeking all public records regarding any and all planning, construction and development of a specific real property parcel in Carmel.APN: 010-038-002 block: 61 lot 5 Location: Santa Rita 2 SW of 5th The time frame of this request is January 1, 2018 to present. While I seek all records, I am particularly interested in records regarding applications for building permits, copies of permits, any permit waivers or variances granted, building inspection schedules, certificates of insurance and all reports including expert reports of any kind as required by the California Building Code and or the City of Carmel.	
2020-029	3/23/2020	4/2/2020				Paterson	Electronic copies of items related to RESOLUTION NO. 2003-91 including, as follows:1. CITY COUNCIL AGENDA CHECK LIST for MEETING DATE 1 JULY 2003 including ATTACHMENTS 1. Guillen staff report dated 6/24/03 and 2. Resolution No. 2003-91 2. MINUTES of CITY COUNCIL MEETING 1 JULY 2003 MINUTES of CITY COUNCIL MEETINGS 5 JUNE 2003 and 19 JUNE 2003	provided records for #'s 2 and 3; will request box from IM when SIP is lifted

PRA LOG
March 2020

REQUEST NUMBER	REQUEST DATE	10-DAY DUE DATE	14-DAY EXTENSION DUE DATE	STATUS	COMPLETED DATE	REQUESTOR	INFORMATION REQUESTED	NOTES
2020-030	3/31/2020	4/10/2020			4/9/2020	Estefania Reyes, Center for Contract Compliance	Harrison Memorial Library Meeting Room Remodel Contract #: 1920006 Name and license number of the awarded general/multi-prime contractor. Copy of the subcontractors list with license numbers of the awarded general/multi-prime contractor submitted at time of bid, even if left blank by the contractor. Copy of the original bid advertisement with proof of publication.	
2020-031	3/31/2020	4/10/2020			4/10/2020	Paterson	Electronic copy of the legal justification for the City's suspending compliance with the California Public Records Act in response to the coronavirus disease (COVID-19) beginning with PRA requests sent March 16, 2020.	
2020-032	3/31/2020	4/10/2020			4/10/2020	Paterson	<p>Electronic copies of all City correspondence to Public Records Act requesters stating, as follows: Due to the Shelter in Place order, City offices are closed. Services not considered essential for the protection of public health and safety, such as responding to public records requests within the statutory time frames, are impacted. A response to your public records request will be provided as soon as possible upon the City's return to providing nonessential services. The City has declared an emergency in response to the COVID-19 crisis. In addition, the County of Monterey has issued a "shelter in place" order which is applicable to the City of Carmel-by-the-Sea. Accordingly, except as necessary to provide essential services, City offices are closed, effective March 18, 2020. The closure currently is ordered through April 8, 2020, but may be extended if circumstances warrant.</p> <p>This Emergency impacts the City's ability to provide services that are not immediately essential for the protection of</p>	

Request No.	Request Date & Received By	10-Day Due Date	14-Day Ext. Date	Date Completed by PSO	Requestor	Phone	Info Requested	Status	Date & PSO Mailed
2020-0001	3/3/2020			3/15 DA	Wesley Tucker		CQ1900335	completed	mailed by DA
2020-0002	3/3/2020	3/13/2020		mw 03/03	Lexis Nexis		CG2000116	completed	03/03 (mw) mailed
2020-0003	3/3/2020	3/13/2020		3/4 DA	Lexis Nexis		CA2000106	completed	no report written
2020-0004	3/4 DA	3/14/2020		3/15 DA	Lexis Nexis		CA2000099	completed	mailed by DA
2020-0005	3/6 DA	16-Mar		25-Mar	Barbara Nowinski		CG2000118	completed	mailed by DA
2020-0006	03/10 mw			3/20/2020	Lexis Nexis		CA2000029	completed	MAILED (MW)
2020-0007	3/12 MJR	3/22/2020		3/15 DA	Vicki Blaszcak		990239	completed	mailed by DA
2020-0008	3/14/2020	3/24/2020		3/25/2020	Urbanc, Naor		CG1900733	completed	redacted report mailed
2020-0009	3/12/2020	3/22/2020		3/15 DA	Metropolitan Reporting Bureau		CA2000099	completed	mailed by DA
2020-0010	3/19/2020	3/29/2020		3/25/2020	Stefan/Tatiana Karapetkova		CG2000148	denied	denial letter mailed
2020-0011	3/4/2020	3/14/2020		3/25/2020	Jennifer Loskamp		CG1900679/CG200026	completed	redacted reports mailed
2020-0012	3/4/2020	3/14/2020		25-Mar	Cindy Stein		CG1900733	completed	redacted report mailed
2020-0013	3/30/2020	3/9/2020		31-Mar	Metropolitan Reporting Bureau		CA2000156	completed	report mailed
2020-0014	3/31/2020	4/11/2020		4/1/2020	Martinian & Associates		Accident Report	Completed	no report located with information;emailed requestor