

**CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL**

RESOLUTION NO. 2021-003

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 2 TO THE MAIL DELIVERY SERVICE AGREEMENT WITH PENINSULA MESSENGER SERVICE FOR A TOTAL NOT TO EXCEED INCREASE OF \$58,000 AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2020-2021 ADOPTED BUDGET FOR \$35,860

WHEREAS, the United State Postal Service (USPS) typically delivers residential mail to homes in areas where house numbers have been assigned, and, in areas without house numbers, the USPS delivers to a centralized location; and

WHEREAS, the City of Carmel-by-the-Sea does not have house numbers and the USPS provides mail delivery service to residents through post office boxes at the post office located on 5th Avenue between San Carlos Street and Dolores Street; and

WHEREAS, the City has contracted for mail courier service as an option for residents who were unable to directly collecting their mail from the post office location; and

WHEREAS, Council approved an amendment to the agreement with Peninsula Messenger Service for mail courier service on January 7, 2020 and the agreement expires on December 31, 2020; and

WHEREAS, there has been an increase in the demand for this service due to shelter in place restrictions and limited post office hours related to the coronavirus pandemic; and

WHEREAS, the City wishes to extend the agreement with Peninsula Messenger Service through the current fiscal year that ends on June 30, 2021 and dispense with the bid process at this time as to allow for continuity of service in accordance with Carmel Municipal Code Section 3.12.140H that the service is "reasonably necessary for the preservation or protection of public peace, health, safety or welfare of persons and property"; and

WHEREAS, the adopted budget did not anticipate the increased demand for service and a budget amendment is required to transfer savings from other line item accounts in order to pay for the estimated increased cost of the mail service.

NOW THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DOES HEREBY:

Authorize the City Administrator to execute a Second Amendment to the Mail Service Contract (Agreement ADM-PMS-68-18-19) with Peninsula Messenger Service to extend the term of the contract through June 30, 2021 and to increase the amount of the contract by \$58,000 to a total not to exceed amount of \$200,200.

Approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget in the amount of \$35,860 for mail courier service as shown in the attached Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th day of January, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

EXHIBIT A

General Ledger Account/Description	Purpose	FY 20-21 Adopted Budget	Adjustment Amount	FY 20-21 Amended Budget
101-110-00-42005 General Fund Expenditures Council Community Promotions	Increase the budget for the mail service program due to increased demand for service	\$68,040	\$35,860	\$103,900
101-130-00-4250 General Fund Expenditures Non-Departmental Liability Insurance Premiums	Transfer insurance premiums savings to pay for additional costs associated with the mail service program	\$712,950	\$(16,067)	\$696,883
101-100-00-42007 General Fund Expenditures Council Regional Memberships	Transfer savings in regional memberships from the Monterey Peninsula Regional Water Authority to pay for additional costs associated with the mail service program	\$68,825	\$(19,793)	\$49,032