



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

Mayor Dave Potter, Council Members Jeff Baron,
Karen Ferlito, Bobby Richards, and Carrie Theis
Contact: 831.620.2000 www.ci.carmel.ca.us

All meetings are held in the City Council Chambers
East Side of Monte Verde Street
Between Ocean and 7th Avenues

CITY COUNCIL SPECIAL MEETING Tuesday, March 22, 2022 3:00 PM

Governor Newsom's Executive Order N-29-20 has allowed local legislative bodies to hold public meetings via teleconference and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body. Also, see the Order by the Monterey County Public Health Officer issued March 17, 2020. The health and well-being of our community is the top priority for the City of Carmel-by-the-Sea.

To that end, this meeting will be held via teleconference and in-person at City Hall located on Monte Verde Street between Ocean and Seventh Avenue To participate via teleconference click the following link or copy and paste the link into your browser:
<https://ci-carmel-ca-us.zoom.us/j/82800680042?> Meeting ID: 828 0068 0042 Passcode: 444410 Dial +1 253 215 8782

To participate in this meeting in-person the public must show proof of vaccination (including virus booster) and wear a face covering at all times when in City Hall. Seating will be limited and available on a first come first served basis. The meeting will also be web-streamed on the City's website.

The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be added to the agenda and made part of the record.

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the

public will not approach the dais at any time without prior consent from the Chair of the meeting.

ORDERS OF BUSINESS

Orders of Business are agenda items that require City Council, Board or Commission discussion, debate, direction to staff, and/or action.

1. Receive a presentation on the proposed Fiscal Year 2022/23 Capital Improvement Program and Five Year Capital Improvement Plan, and provide direction to staff

FUTURE AGENDA ITEMS

ADJOURNMENT

2. Correspondence Received

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, outside the Park Branch Library, NE corner of Mission Street and 6th Avenue, the Carmel-by-the-Sea Post Office, 5th Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us> in accordance with applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the City Council regarding any item on this agenda, received after the posting of the agenda will be available for public review at City Hall located on Monte Verde Street between Ocean and Seventh Avenues during regular business hours.

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at 831-620-2000 at least 48 hours prior to the meeting to ensure that reasonable arrangements can be made to provide accessibility to the meeting (28CFR 35.102-35.104 ADA Title II).



CITY OF CARMEL-BY-THE-SEA CITY COUNCIL Staff Report

March 22, 2022
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E, Director of Public Works
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive a presentation on the proposed Fiscal Year 2022/23 Capital Improvement Program and Five Year Capital Improvement Plan, and provide direction to staff

RECOMMENDATION:

Receive a report regarding:

- Capital projects completed in FY 2021/22
- Capital projects funded in FY 2021/22 that are recommended to be carried over to FY 2022/23
- Potential capital improvement projects recommended for FY 2022/23
- Recommended FY 2022/23 projects with external funding, donations, and by volunteers
- 5-year Capital Improvement Plan Summary

Provide guidance regarding funding priorities for Capital Improvement Projects.

BACKGROUND/SUMMARY:

Capital Project Definition

While reviewing proposed capital projects, it is helpful to have a common understanding of what constitutes a “Capital Project.” The Government Accounting Standard Board uses the term “capital assets” to include “land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, historical treasures, infrastructure, and other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period.”

For the City of Carmel-by-the-Sea, staff recommends that we continue to define a Capital Project, or a Capital Outlay, as an asset with any single component or piece of equipment that **costs more than \$10,000** and has an expected **useful life exceeding ten (10) years**.

Note: Some of the projects listed below, such as reports and plans, do not fall under the definition of a capital project. However, some of these reports would include recommendations for future capital projects.

Other projects and plans would not result in future capital improvements and are considered one-time special projects designed to meet regulatory requirements, address public safety needs of the community,

and/or enhance operational effectiveness. Staff seeks Council direction regarding these projects so that funding may be allocated within the operating budget of the respective department.

Strategy

A preliminary 5-year Capital Improvement Plan (CIP) is included in Attachment 1. This 5-year CIP provides information on the needs for necessary infrastructure for the upcoming fiscal year, as well as a forecast for the subsequent four years. Many of these needs have been identified through assessments and plans for City assets, including the 2018 Street Saver Pavement Management Plan, the 2020 Storm Drain Master Plan, the 2013 Carmel Facilities Assessment, and the Climate Adaptation and Action Plans (Draft). This CIP provides a framework for the Council to allocate funding for the most critical projects over time.

1. Projects Completed in Fiscal Year 2021/22

Despite staffing shortages, seventeen (17) capital improvement projects were completed in Fiscal Year 2021/22, or are anticipated to be substantially completed by June 30, 2022:

- **Climate Adaptation and Action Plans:** The Climate Committee, with consultant support, has worked over the past two years to develop a Climate Vulnerability Assessment, Greenhouse Gas Emissions Forecast, Climate Adaptation Plan and Climate Action Plan for Carmel. The plans are anticipated to be completed by June 30, 2022. Recommendations of the two plans have been incorporated into the 5-year CIP and will also need to be reflected in the operations of several departments.
- **ADA Upgrades, Year 4:** Based on the results of the City's 2018 Americans with Disabilities Act Transition Plan, improvements were made to the drinking fountains and restroom facilities at several park facilities to meet ADA standards.
- **Police Radio Antenna:** This antenna is needed to meet 2013 FCC requirements for Digital Radio usage. An Urban Areas Security Initiative grant in the amount of \$175,000 was received in October 2021. The City's portion of the project is \$200,000 for a combined project total of \$375,000. The City is awaiting the delivery of the radio equipment, which will be installed by the County of Monterey.
- **Police Dispatch Renovation:** Multiple ergonomic reports have been completed due to reported issues. Renovations were initiated by moving electrical equipment and purchasing new furniture to improve employee safety in this room, which is occupied 24/7/365. Full renovation will be completed in tandem with the larger Police Building Renovation Project that was funded by Council in February 2022 and is described below in Section 2.
- **Police Radios:** 22 new Police radios were leased to replace the existing, hand-held radios that were past their useful life. The radios are leased/purchased at \$30,000 per year for a total of six (6) years.
- **Police Vehicles C8 and C5:** Two new Dodge Durango vehicles were purchased to replace the PD's 2012 Expedition and the 2014 Charger, which were no longer reliable emergency response vehicles. The two older vehicles are being repurposed for other departments.
- **Sunset Center Emergency Fire Pump Replacement:** This emergency project included the removal of an existing failed fire pump and installation of a new pump system. The Sunset Center building could not be occupied until the repair was completed. Ratification of final costs for this project will be submitted to Council prior to the end of FY 2021/22.

- **Sunset Center Hazardous Materials Testing:** This project is the first phase of the Sunset Center Exterior Painting Project. The scope of this first phase is to test asbestos and lead paint around the windows of the Sunset Center buildings. At the April City Council meeting, staff will request that some of the funding that was slated for hazardous material mitigation and window replacement this FY be appropriated for emergency replacement of the HVAC Building Control Unit instead, as described below. The next phase of the Exterior Painting Project, including hazardous material mitigation, exterior painting, and replacement of imminently failing windows, is included in the proposed FY 2022/23 CIP.
- **Sunset Center HVAC Building Control Unit Replacement:** This is a new project that was not included in the FY 2021/22 CIP. However, the existing Building Control Unit at Sunset Center reached the end of its lifespan and uses obsolete technology that is no longer supported. Failure of the existing system is considered imminent due to a previous near-failure and would result in the inability to heat or cool the theatre facilities. At the April City Council meeting, staff will be requesting that funding from the Sunset Center hazardous material mitigation and window replacement be re-appropriated to implement this high-priority project for the continued operation of the theatre facilities.
- **Park Branch Library Backup Generator:** The existing backup generator at the Park Branch Library was past its useful life and increasingly unreliable, leading to potential flooding of the library basement. The generator is in the process of being replaced to support continued, safe operation of the library.
- **Mission Trail Nature Preserve Fire Fuel Abatement Project:** The City received a \$45,000 grant from the State Coastal Conservancy to conduct fire fuel abatement in 3 priority areas of the Mission Trail Nature Preserve. Fire fuel abatement was conducted along the western slopes of the Preserve along Willow Trail, as well as on slopes below Flanders Mansion and the Martin Meadow.
- **Mission Trail Nature Preserve Drainage Improvements Design:** Engineering and environmental consultants have been retained to design and obtain environmental permits for the first three (3) of eight (8) stream restoration and drainage improvement projects recommended in the 2019 Mission Trail Nature Preserve Stream Stability Study. The majority of funding for design, environmental permit acquisitions, and construction will be from the awarded California State Parks Per Capita Grant of \$187,000. There is a 20% local grant match requirement. Located near the Rio Road entrance of the Preserve, construction of these first three drainage improvements is included in the FY 2022/23 CIP.
- **North Dunes Habitat Restoration Project (Year 6):** This project continues the highly successful, multi-year effort to restore the native habitats of the North Dunes. Funding was utilized to continue restoration activities including weed removal and native planting, post and cable fencing installation, and biological monitoring and reporting. The project received a 5-year Coastal Development Permit extension in August 2021 to continue restoration activities.
- **Storm Water Ordinance:** An environmental consultant has been retained to update the City's ordinance to remain in compliance with state storm water mandates. The storm water ordinance is part of the zoning code and will need to conform to the goals set in the Local Coastal Plan.
- **Retention Schedule:** The City Clerk retained a consultant to complete the retention schedule update. The retention schedule has been updated and adopted by Council in January 2022.
- **Public Access Property Records and GIS (Phase I):** The Community Planning and Building Department retained a consultant to digitize the City's vast property files, to link those records to the

City's existing online GIS portal, and to incorporate additional data layers into the GIS, including storm drain data, High Fire Severity Zones, historic properties, additional parcel data, bus and truck routes, and City Blocks and Lots. The initial \$67,000 budgeted in FY 2021/22 covered the first half of the project; and an additional \$67,000 is recommended in the FY2023/23 CIP to complete the project. This project will significantly increase public access to the City's property records while reducing staff time spent on fulfilling records requests.

- **Computer Servers Resilience:** The city hired a contractor to consolidate City server hardware at the police station and renew support until October 2023. The work doubled the usable capacity of the system and altered the Disaster Recovery procedures to improve the use of the cloud for backups.

2. Projects Funded in Fiscal Year 2021/22 that are recommended to be carried over to FY 2022/23

Due to staffing shortages, the following twelve (12) capital improvement projects, funded in Fiscal Year 2021/22 but not fully completed, would need to be carried over into FY 2022/23:

- **Police Building Renovation Project (funded in FY 2021/22 budget):** \$1.0 million was previously budgeted for this project, which consisted primarily of ADA upgrades, a new roof, asbestos abatement, office space reconfiguration, and HVAC improvements. The project was subsequently unfunded due to the pandemic; the City Council has reprioritized its implementation. At their February 7, 2022 meeting, the Council amended the FY 2021/22 CIP to include the Police Renovation Project with a budget of \$2.0 million to address materials and labor cost inflation. The Council also directed an expanded project scope to include locker room modernization, a public report taking area, an Emergency Operations Center (EOC)/community meeting room, and EV charging infrastructure. This added scope may require funding beyond the \$2 million, as described in Section 3 below. The architect is developing new project estimates based on the Council's guidance. A Project Manager, or a consultant, will be needed to oversee the remaining design of the project and to manage the public bidding and construction phases of this large-scale project.
- **FY 2019/20 Citywide Annual Paving Project (funded in FY 2021/22 budget):** This paving project, coupled with the San Carlos Street Bike Route and San Carlos Street Median Islands, (three CIP Projects) were put on hold at the 90% level in final design due to the Covid-19 pandemic. Funding for the paving portion of the project has been allocated in the FY 2021/22 budget; including the Bike Route and landscaped Median Islands. This project has been placed on hold pending a Project Manager to oversee this large-scale project.

Based on the Pavement Management System's Pavement Condition Index ratings, this project includes resurfacing pavement along Junipero Street, between Third and Ocean Avenues, San Antonio Avenue between Fourth and Eighth Avenues, and, for the first time, introduces micro-surfacing technology along San Carlos Street between Eighth and Thirteenth Avenues.

The City receives restricted funding from the State for street maintenance and other transportation-related projects through the Highway Users Tax Account and the Road Maintenance and Road Rehabilitation funds (RMRA) enacted as part of Senate Bill 1. The City also receives a portion of the voter-approved sales tax allocated for transportation safety projects (Measure X) from the Transportation Agency for Monterey County (TAMC). As a condition of receiving these funds, the City is required to allocate a portion of its local General Fund revenues for transportation-related projects. This is known as the Maintenance of Effort (MOE) requirement, which has the objective that local funds used for street maintenance and other eligible expenses are maintained and State funds do not replace, or supplant, local funds allocated for this purpose. If the City does not meet its annual MOE

requirement, it may be required to make up the difference the following year (annual MOE of Year 1 + annual MOE of Year 2) or risk repaying back the funds to the State. The City's MOE was calculated at \$571,815 for FY 2021/2022.

The City is projected to receive \$184,794 from Measure X, \$95,186 from the Highway Users Tax and \$68,523 from the State RMRA, or \$348,503 in total. The City would be required to pay for the entire cost of the paving project, which would be offset by the incoming revenue.

In addition, the City receives an allocation of Regional Transportation Improvement Program (RSTIP) funds through TAMC every two years, which is not subject to a MOE requirement. Currently \$15,311 of RSTIP funds are programmed for the Mission Street Sidewalk Repair (see narrative below.)

- **Mission Street Sidewalk Repairs:** As approved by Council, the City was allocated \$15,311 from RSTIP funding via TAMC to repair a significantly uneven brick sidewalk on the west side of Mission Street, between Fifth and Sixth Avenues. This project is included with the paving project described above.
- **Wayfinding Signs:** As approved at the March 2, 2021 Council meeting, TAMC will reimburse the City up to \$18,500 for approximately 15 wooden signs. These signs will provide directions to various Carmel area points of interest, especially for bicyclists, pedestrians, and visitors. Staff will seek Planning Commission and Council approval regarding the design and locations.
- **Drainage System Repair Design:** The City-wide Drainage Master Plan identified numerous spot repairs needed for our existing underground storm drain pipes, as well as significant "bottlenecks" in the drainage system, which result in excess surface runoff flowing down streets and potentially onto private properties during heavy storms. Pre-Covid, the estimated cost was \$200,000 to design repairs for the worst defects in our drainage system. In order to preserve budget, \$100,000 was allocated to start design of the highest priority repairs of this important, multi-year project. Funding is recommended in the FY 2022/23 CIP to begin construction of drainage repairs. A Project Manager is needed to implement this project.
- **Beach Sand Survey and Wall Inspections:** This project involves collecting and reviewing existing data and aerial imagery to determine rates of beach sand loss. Next, the project establishes a series of beach profile transects to facilitate long-term beach sand monitoring. In addition, this project funds the initial, non-destructive inspection by a coastal engineer of the shoreline armoring structures during low sand levels to determine priorities and phasing for anticipated repairs. The City allocated \$25,000 for this project. A Project Manager is needed to implement this project.
- **Water Well and Tank Removal in MTNP:** Proper, regulatory decommissioning of the water well, and physical removal of the elevated tank are needed. Otherwise, the City continues to be exposed to potential environmental or safety liability. The City allocated \$150,000 for this project. A Project Manager is needed to implement this project.
- **Forest Management Plan (FMP) Update:** The City allocated \$20,000 in FY 2021/22 to commence a Forest Management Plan Update. During FY 2021/22, the City successfully applied for and received a Cal Fire grant of approximately \$150,000 to substantially increase the scope of the update. The FMP Update project scope will now include a complete inventory of City trees, an update of the existing FMP in light of a changing climate and aggressive pathogens and pests, developing recommendations to improve tree health in the downtown, involvement of the community in strategy development, and planting of approximately 108 trees. The City should carry over the \$20,000 CIP budget for this project, which will serve as match for the grant, in addition to in-kind staff time and

funds from the reforestation fund. A Request for Proposal is currently being prepared for this project.

- **Ambulance:** This capital purchase would replace the 12-year-old front line engine, which would become the back-up ambulance and replace a 22-year-old vehicle that has far exceeded its life expectancy and will be retired. The City previously allocated \$200,000 for this purchase and received a \$50,000 donation to support it. Due to inflation costs and the specialized equipment needed in the ambulance, staff recommends appropriating an additional \$75,000 to complete the purchase. To expedite the purchase, staff is reviewing purchasing through a piggy-back arrangement with the State of California or other local agency.
- **Library Master Plan:** This complements the Library's Strategic Plan objective to develop facility plans for the Harrison Memorial and Park Branch library buildings. The plan will identify opportunities for improvements within the buildings, including accessibility, shelving, modular furniture and improved catalog access. The City allocated \$50,000 for this project. Now that library operations are nearing pre-pandemic services, this project can resume. A consultant has been selected, but we have not yet negotiated the terms of a Professional Services Agreement.
- **Wildfire Risk Assessment Plan:** The current FY 2021/22 operating budget for the Fire Department included \$20,000 for a Wildfire Risk Assessment Plan, which can possibly be implemented in conjunction with the cities of Monterey and Pacific Grove. Staff recommends that we carry over this appropriation to FY 2022/23.
- **Scenic Pathway Renovation – Barrier Rails:** The current FY 2021/22 budget included \$50,000 to match or supplement funding proposed from Carmel Cares. Preliminary design work has commenced. To be most cost-effective, a contract could be advertised for bids for a carpenter to construct both these barrier rails along Scenic as well as a proposed, zig-zag, split-rail fence on the Ocean Avenue Median Islands as proposed by the Carmel Resident's Association (discussed in Section 3 below).

3. Potential Capital Improvement Projects Recommended for FY 2022/23

The following eighteen (18) FY 2022/23 projects include the most pressing needs for critical infrastructure, or are public-safety-related, and/or are linked to external funding opportunities. They are listed from most to least expensive but have not been prioritized against the other projects in this category. The forecasted available budget is not expected to cover all of these worthwhile projects.

Regardless of the amount of Council's allocation of FY 2022/23 funding for capital projects, infrastructure throughout the City will continue to deteriorate faster than we can repair it, requiring increasing maintenance. Most significantly, the cost to repair and update City buildings and facilities, including six (6) buildings that are nearly 100 years old, in particular will also increase in the future.

- **Police Renovation Additional Scope:** The Council directed an expanded project scope for the Police building renovation to include locker room modernization, a public report taking area, an Emergency Operations Center (EOC)/community meeting room, and EV charging infrastructure. This added scope is estimated to increase the project's budget by \$1.3 million. The architect is developing new project estimates based on the Council's guidance.
- **FY 2022/23 Concrete Street and Sidewalk Repairs:** This project would include the removal and replacement of concrete street segments and intersections in the business district and lower Ocean Ave. Public Works has identified this project based on the Street Saver Pavement Management Plan

which was updated in August of 2018. The average surface life of a concrete street is 25 years.

This project would also include the removal and replacement of existing sidewalks and ADA ramps to increase the safety of pedestrians and ADA compliance, improve water retention, and enhance the esthetics of sidewalks in the business district. This would also reduce the cost to maintain and repair aging sidewalks and reduce potential liability from trip and fall claims.

The City receives restricted funding from the State for street maintenance and other transportation-related projects through the Highway Users Tax Account and the Road Maintenance and Road Rehabilitation funds (RMRA) enacted as part of Senate Bill 1. The City also receives a portion of the voter-approved sales tax allocated for transportation safety projects (Measure X) from the Transportation Agency for Monterey County (TAMC). As a condition of receiving these funds, the City is subject to an MOE requirement, which has the objective that local funds used for street maintenance and other eligible expenses are maintained and State funds do not replace, or supplant, local funds allocated for this purpose. If the City does not meet its annual MOE requirement, it may be required to make up the difference the following year (annual MOE of Year 1 + annual MOE of Year 2) or risk repaying back the funds to the State. The City's estimated MOE for FY 2022/23 is \$547,000.

The City is projected to receive an estimated \$390,000 from Measure X, the Highway Users Tax and the State RMRA as a result. The City would be required to pay for the entire cost of the paving project, which would be offset by this incoming revenue.

- **Sunset Center Hazardous Materials Remediation, Window Repairs, and Exterior Painting:** This project is Phase 2 of the Sunset Center Exterior Painting Project. This phase would be to remediate asbestos and lead paint around the windows of the Sunset Center buildings, and repair some of the imminently-failing windows. Exterior repairs and painting of the exterior walls would also be completed, assuming the existing lead paint can be encapsulated in place. Hazardous material remediation and repair of some of the windows was planned for FY 2021/22; however, the funding was re-appropriated for an emergency replacement of the HVAC controller, necessary for the continued operation of the theatre facilities. The project cost estimate is \$250,000.
- **Harrison Memorial Library Renovations:** The following three (3) projects for the Harrison Memorial Library could be considered a "package deal." A City investment of \$100,000 to paint the exterior of the library, \$100,000 to paint the interior, and another \$100,000 to replace all of the carpeting, would satisfy the City's ongoing maintenance obligation for this historic building. The concept is that if a \$300,000 investment were to be made by the City, it may leverage up to \$500,000 of private donations to the library for extensive interior renovations, including shelving, furniture, lighting, and other upgrades.
- **Street Sweeper:** The existing street sweeper is 12 years old and is past its useful life, requiring frequent repairs, sometimes costing over \$5,000 for each repair. Staff evaluated alternatives for a repurchase including renting/leasing a sweeper (which is economically restrictive over just a few years), or contracting out these services to a private company. Multiple agency contacts warned staff that contracted street sweeping services are often plagued by substandard performance levels, inability to be promptly responsive, and complaints. Furthermore, with Carmel's lack of curbs and gutters, coupled with extensive pine needles, the privatized street sweeping operations would likely be substandard for Carmel. Staff is exploring whether there is an electric sweeper model that would work in Carmel streets. Although electric sweepers are more costly, Central Coast Community Energy has a grant program that would fund the cost difference between a standard sweeper and an electric one, up to a maximum of \$250,000. A total of \$350,000 is budgeted for the sweeper purchase.

- **Sea Level Rise/Coastal Engineering Report:** This report has been identified by the Climate Committee as a critical document for sea level rise resilience planning to ensure the City has the tools necessary to make decisions related to the long-term maintenance of coastal resources and infrastructure. A consultant would be needed with an estimated fee of \$150,000. Staff is researching whether grant opportunities can be leveraged to fund this project. For efficiency, this project could be combined with the Beach Sand Survey and Wall Inspections project funded in FY 2021/22.
- **Drainage System Repair Design Phase II and Construction:** The City-wide Drainage Master Plan identified numerous spot repairs needed for our existing underground storm drain pipes, as well as significant "bottlenecks" in the drainage system. This project, which is part of a multi-year drainage improvement program, would allocate an additional \$150,000 to continue the development of drainage improvement plans based on the findings of the Drainage Master Plan, and would allocate \$350,000 to begin the construction of repairs designed with carried-over funding from FY 2021/22. Overall, at least \$4M will be needed to fix the two most critical bottlenecks to significantly improve the drainage system, namely eliminating the Junipero/Mission bypass and upsizing the box culverts below Rio Road.
- **City Hall Roof Replacement:** The City Hall roof was last replaced in 1984 and is approximately 15-years past its warranty. Several roof leaks have been repaired by staff over the past few years as the roof progressively deteriorates. The cost for this project is \$100,000.
- **Electrical Panel Upgrades for Vista Lobos, Public Works, and Sunset Center facilities:** Electrical panel upgrades are necessary for these facilities to have additional electric vehicle chargers to allow the progressive replacement of the existing fleet with electric vehicles, including an electric sweeper, if feasible. These upgrades are also required for the City to provide additional battery charging stations for the public at the Vista Lobos and Sunset Center locations. The estimated cost for these panel upgrades is \$100,000. Staff anticipates applying for grants from Central Coast Community Energy to partially cover the cost of panel upgrades (up to \$15,000 per facility) and EV charger installation (up to \$15,000 per charger).
- **Resilience Infrastructure Planning and Design:** In accordance with the recommendations of the Climate Adaptation Plan, this project involves developing plans for sustainable backup power to provide continued operations of critical facilities, including City Hall, PD, PW, the Fire Department, and community emergency hubs such as the Youth Center and libraries in the event of an extended power outage. Staff is evaluating the possibility of grants to partially cover the cost of design and implementation. The anticipated budget of \$100,000 for this project would be split between Year 1 and Year 2 of the CIP. For efficiency, this project could also be combined with the facilities inspections described below, and could prioritize the most critical City facilities.
- **Public Access Property Records and GIS (Phase 2):** The Community Planning and Building Department retained a consultant in FY2021/22 to digitize the City's vast property files, to link those records to the City's existing online GIS portal, and to incorporate additional data layers into the GIS. The project was split into two with \$67,000 budgeted in FY 2021/22 and \$67,000 in FY 2022/23 to complete the project. Once complete, this project will significantly increase public access to the City's property records while reducing staff time spent on fulfilling records requests.
- **Backup Generator at the Harrison Memorial Library:** Preliminary quotes were received for a new generator to predominantly backup the IT servers and essential equipment in the lower level of the library. There is limited outdoor space available for the generator which has restricted progress to date. The quotes were under \$60,000. It is recommended that the implementation of this project be conducted in coordination with the resilience infrastructure planning and design project.

- **Mission Trails Nature Preserve (MTNP) Stream Stability Projects:** This project, which consists of the first three (3) of eight (8) stream restoration and erosion control measures recommended by the Mission Trail Nature Preserve Stream Stability Study, is largely funded by a California State Parks Per Capita Grant in the amount of \$187,000. There is a non-reimbursable 20% grant match of approximately \$45,000, for a total project cost of \$230,000. In FY 2021/22, the City retained engineering and environmental consultants to design and obtain environmental permits for the project. \$25,000 should be budgeted in FY 2022/23 as the City's share of the cost to complete construction of these first three projects.
- **Facilities Inspections:** This project would be a follow-up to the Facilities Assessment conducted in 2013 and would include inspections by qualified engineers and architects of the critical components of City facilities to 1) update the findings of the Facilities Assessment, 2) identify critical facility repairs and maintenance projects necessary for the continued safe operations of City facilities, and 3) provide cost estimates for identified projects. The cost estimate for this work is \$25,000.
- **Beautification Projects:** The City has been working collaboratively with several community organizations such as Carmel Cares and the Friends of the Forest to improve and beautify public spaces throughout the City. The purpose of this \$25,000 fund would be to provide materials and supplies to support these beautification projects and volunteer-led efforts.
- **Uninterrupted Power Supply System:** An estimate of \$20,000 is needed to protect our computer systems and secure the City's data from power disruptions.
- **ADA Upgrades, Year 5:** Funding should continue to be programmed each year to demonstrate good faith efforts to address disability obstacles across the City. Year 5 would continue with in-house and vendor upgrades to water fountains, bathroom facilities, signage, and railings as specified in the ADA Transition Plan. A budget of \$15,000 is recommended for FY 2022/23.
- **North Dunes Habitat Restoration Project (year 7):** Significant habitat improvements have been made at the North Dunes in recent years by removing invasive trees, non-native plants, ice plant, planting native dune vegetation, installing post and cable fencing, and other restoration actions. The progress on the restoration project should be maintained by continuing to fund restoration activities and biological monitoring and reporting. The cost to maintain restoration activities and monitoring is \$10,000. Staff will seek grant funding, donations, and/or additional volunteer labor donations to continue additional enhancements, such as new interpretive signage and/or split rail border fencing.

3. Recommended FY 2022/23 Projects with External Funding, Donations, and Volunteers

The following five (5) projects and initiatives do not appear to require any further City funding at this time; however, like all capital projects, project management oversight would be needed.

- **Scout House Renovation:** The roof reconstruction was completed two years ago. The Boy Scouts of America in coordination with Carmel Cares have expressed an interest in leading efforts to restore the building for functional use by the community. Council directed staff to work with community groups to develop an appropriate leasing agreement to allow the restoration to move forward and under what terms and conditions. Staff is currently preparing a Request for Proposal for this work, and the City Attorney is researching those terms. Staff estimates that the total cost of the renovation would be approximately \$400,000.
- **Ocean Avenue Medians Split Rail Fence:** The Carmel Residents Association plans to donate to

the City \$55,000 for installation of a split rail fence along all five Ocean Avenue raised median islands, tentatively to be installed in a saw-tooth pattern along the center of each median island, subject to Planning Commission and Forest and Beach Commission approvals.

- **North Dunes Habitat Restoration Interpretive Signage and Split Rail Fencing:** Several organizations, including the North Dunes volleyball players, the Rotary Club, and Carmel Cares, have expressed an interest in donating funds and/or volunteer support to design and install interpretive signage and install split rail fencing along the Ocean Avenue and San Antonio frontages of the North Dunes. These projects are in line with the recreation goals of the North Dunes Restoration Plan.
- **Carmel Cares Projects:** Facilitated and supported by Public Works, Carmel Cares has a number of ongoing community engagement programs and potential new projects under consideration for FY 2022/23. Other than Public Works staffing for project planning and coordination, as well as staff and equipment support from time to time for implementation, there would be minimal cost to the City to proceed with the following projects:
 - Median Minders Program (on-going)
 - Tree Tenders Program (on-going)
 - Pick-up Posse Program (on-going)
 - Forest Theater repairs and maintenance (on-going)
 - Forest Hill Park and North Dunes split rail fencing
 - Park Branch Library dumbwaiter enclosure
 - First Murphy Park observation deck and ADA improvement
 - City entry signs (wooden, compatible with wayfinding signs)
 - MTNP - repair footbridge near Eleventh Avenue
 - Others
- **Mission Trail Laiolo Footbridge design, permitting and construction:** The Friends of Mission Trail Nature Preserve and Carmel Cares have expressed an interest in donating funds and/or in-kind volunteer labor to construct a new footbridge at the northern end of Doolittle Trail in Mission Trail Nature Preserve. The new footbridge would provide safer access to pedestrians than the current crossing on a concrete ford. This improvement is identified in the Mission Trail Stream Stability Study.

5-Year Capital Improvement Plan

A preliminary 5-year Capital Improvement Plan is included as Attachment 1.

Although only the first fiscal year (2022/23) would be funded as part of the City Budget, the remaining years serve as a planning tool to identify, early on, anticipated future projects. A multi-year plan also accommodates scheduling larger projects into multiple years, to allow more projects to be underway concurrently, and to allocate construction funding only when those funds are needed. Note that the needs for infrastructure renewal and facility repairs far exceed the anticipated revenue over the subsequent four years as well.

Key projects, most of which have been previously considered by Council, for renewed consideration over the subsequent four fiscal years will also be included in the presentation at the Council meeting.

Staff is seeking Council's direction on the following issues. Note that this is just the first review and screening of potential projects. Staff will return at the April 5 meeting to refine the potential projects based

on comments received on March 22, 2022.

- Confirmation to proceed with the 12 projects with funds carried over from the current FY
- Review and prioritization of the 18 potential projects for the FY 2022/23 CIP
- Delete projects, defer projects, and/or add projects to the FY 2022/23 CIP
- Confirmation to proceed with the 5 projects funded by others
- Delete projects, defer projects, and/or add projects to the 5-Year CIP
- Incorporating any public comments and suggestions into the CIP or 5-Year CIP
- Staffing levels to implement the backlog of previously-funded, and anticipated CIP projects

Upon Council's tentative approval in April, the CIP document will be presented to the Planning Commission in May for a General Plan consistency review as required by State law and the City's Municipal Code.

FISCAL IMPACT:

The 5-Year Financial Forecast was also presented to Council at the March 22, 2022 Special Meeting. The fiscal impact to the FY 2022/23 Budget for Capital Improvement Projects cannot yet be assessed until specific capital projects are selected by Council.

PRIOR CITY COUNCIL ACTION:

None for Fiscal Year 2022/23.

ATTACHMENTS:

Draft 5-Year CIP

City of Carmel-by-the-Sea
Attachment 1
Preliminary 5-Year Capital Improvement Plan
For Fiscal Years 2022/23 Through 2026/27

BOLD = PROJECTS ADDED Spring 2022													
RED = COMPLETE BY 6/30/22													
For Planning Purposes Only													
EXTERNAL FUNDING All Costs x 1,000 1/24/22													
Category	Current FY			Year 1		Year 2		Year 3		Year 4		Year 5	
	FY 2021/22	Estimate	Status	FY 2022/23	Estimate	FY 2023/24	Estimate	FY 2024/25	Estimate	FY 2025/26	Estimate	FY 2025/26	Estimate
Drainage	Design for Broken Pipes & Bypass	\$100	Carry Over	Spot Repairs Pipes	\$350	Junipero (7th-9th) Bypass Pipe	\$500	Spot Repairs Pipes	\$350	4th Ave CDS Design	\$60	4th Ave CDS Construction	\$350
				Design Bottlenecks	\$150			Redesign 4th Ave Outfall	\$75	Rio Box Culverts Design	\$100	Rio Box Culverts Construction	\$250
										Reconstruct 4th Ave Outfall	\$150		
\$1,835		\$100			\$500		\$500		\$425		\$310		\$600
Streets	FY 20 Paving Overlay/Micro Surf	\$572	Carry Over	Concrete Street Repairs	\$425	Pavement Overlay FY 23/24	\$297	Pavement - Reconstructs FY 25/26	\$397	Pavement - Slurry FY 24/25	\$522	Pavement Reconstruction	\$400
	San Carlos Bike Route	inc	Carry Over	Sidewalk Repairs	\$122	Resurface Parking Areas	\$250	Sidewalk Repairs	\$150	Pavement Survey Update	\$25	Sidewalk Repairs	\$100
	Mission St Sidewalk	inc	Carry Over	TAMC: SB1, X, RSTIP, HUTA	\$390	TAMC: SB1, X, RSTIP, HUTA	\$395	TAMC: SB1, X, RSTIP, HUTA	\$400	TAMC: SB1, X, RSTIP, HUTA	\$405	TAMC: SB1, X, RSTIP, HUTA	\$400
	San Carlos Medians	\$17	Carry Over			Bicycle Master Plan	\$60						
	TAMC: SB1, X, HUTA	\$381	Carry Over										
	TAMC: RSTP	\$15	Carry Over										
	Wayfinding Signs	\$18	Carry Over										
\$4,841		\$1,003			\$937		\$1,002		\$947		\$952		\$900
Facilities	Police Radio Antenna	\$200	Started	PD Renovation (additional scope)	\$1,300	Sunset Ctr Pkg Resurf. + Ret. Wall	\$200	Fire Station Painting	\$60	PBL Com. Hub Upgrades	\$100	Sunset Center Railings	\$150
	Radio Antenna UASI Grant	\$175	Started	Sunset Center Ext Painting	\$150	Sunset Ctr Portico + veh. protection design	\$45	Sunset Ctr Portico + veh. protection constr.	\$300	Energy Upgrade	\$50	Energy Upgrade	\$50
	Sunset Ctr Hazmat	\$10	Started	Sunset Ctr Cottage Windows	\$100	PW Yard EV charger	\$20	Park Restroom Repairs	\$75	ADA Updates - Year 8	\$15	Vista Lobos Renovation	\$400
	Sun Center Fire Pump	\$106	Done	Scout House Renovation	\$40	ADA Updates - Year 6	\$15	Energy Upgrade Project	\$50	Vista Lobos Reno Design	\$125	ADA Updates - Year 9	\$15
	Sunset Ctr HVAC Controller	\$50	Started	HML Exterior Paint	\$100	Scout House Renovation	\$360	ADA Updates - Year 7	\$15	License Plate Readers	\$30		
	Dispatch Renovation	\$50	Started	HML Interior Paint	\$100	Resilience Infr. Ping & Design	\$50	PW Renovation Construction	\$1,500	Resilience Infrastructure Constr.	\$100		
	PD Renovation	\$2,000	Carry Over	HML Carpet	\$100	PW Renovation Design	\$500	Resilience Infrastructure Constr.	\$100				
	PBL Backup Generator	\$15	Started	City Hall Roof Replacement	\$100	Facilities Inspections	\$25						
	ADA Updates - Year 4	\$15	Done	Panel Upgrades (VL, PW, SS)	\$50								
				3CE Panel Upgrade/EV charger Grant	\$60								
				Resilience Infr. Planning & Design	\$50								
				Facilities Inspections	\$25								
				ADA Updates - Year 5	\$15								
\$8,546		\$2,621			\$2,190		\$1,215		\$2,100		\$420		\$615
Forestry,	MTNP - Design 3 Stream Projects	\$20	Started	MTNP - Stream 3 Projects Constr	\$25	MTNP Laiolo Footbridge Const.	\$100	MTNP - Stream Project Design	\$100	Public Tree Inventory/Software	\$75	Beautification Projects	\$25
Parks & Beach	MTNP - Stream Projects Grant	\$70	Started	MTNP Stream Projects Grant	\$117	N Dunes Habitat Restoration	\$15	N Dunes Habitat Restoration	\$15	MTNP - Stream Project #3	\$250	Downtown Tree Infr. Installations	\$50
	Ocean Median Split Rail Fence	\$55	Carry over	MTNP Footbridge Permits	\$40	Beautification Projects	\$25	Beautification Projects	\$25	N Dunes Habitat Restoration	\$15		
	MTNP Tank & Well Demo	\$150	Carry over	Beautification Projects	\$25	Downtown Tree Infr. Installations	\$50	Downtown Tree Infr. Installations	\$50	Beautification Projects	\$25		
	Forestry Management Plan	\$20	Carry over	N Dunes Habitat Restoration	\$10	Design 13th Ave Wall, Revetment	\$100	Stabilize 13th Ave Retaining Wall	\$400	Downtown Tree Infr. Installations	\$50		
	Forestry Management Plan	\$150	Carry over	N Dunes Split Rail Fence + Signage	\$25					Stabilize Revetments 10-13th	\$200		
	N Dunes Habitat Resto. (C-O)	\$12	Started	Downtown Tree Infr. Pilot	\$30					Shoreline Management Plan Update	\$100		
	Scenic Pathway, Ph 2 Barrier Rails	\$50	Carry Over										
	Carmel Cares Project Oversight	\$0											
\$2,394		\$527			\$272		\$290		\$590		\$715		\$75
Fleet &	Ambulance	\$275	Carry Over	Street Sweeper (2010 Tymco)	\$350	Fire Engine Yr 1 (2000 Cyclone)	\$450	Fire Engine Yr 2 (2000 Cyclone)	\$450	Admin Vehicle C1 (2013) EV	\$45		
Equipment	Ambulance (donation)	\$50		3CE rebate for electric sweeper	\$200	2 EV Forestry Trucks (2000, 2002) + water tank	\$130	Fire Vehicle (2010 Ford) EV	\$60	Fire Vehicle (2012) EV	\$45		
	Police Radios (22, 6 year Lease)	\$30		Ambulance AED	\$25	PW Dump Truck (1995)	\$120	PD Animal Control AC1 (2009) EV	\$45	PD C9 Radar Trailer (2000)	\$15		
	PD vehicles C5 (2014) and C8 (201	\$120		Radios Lease, year 2	\$30	PD Vehicle C3 (2006) EV	\$45	PD Motorcycle M1 (2008) EV	\$30	Radios Lease, year 5	\$30		
						Radios Lease, year 3	\$30	Amb Heart Monitor	\$30	Bucket Truck	\$150		
								CPB New Car - Inspections/Code EV	\$30				
								Radios Lease, year 4	\$30				
\$2,815		\$475			\$605		\$775		\$675		\$285		
Environmental	Fire Risk Assessm Plan (C-O)	\$20	Carry Over	Coastal Engineering Report	\$150	Underground Utility - Methodology	\$25	ODTM Traffic Survey	\$60	Underground Utility District 20A	\$20		
(Inc Climate Change)	Beach Sand Survey, Wall Insp	\$25	Carry Over			Electrification Reach Code Devt	\$30	Green Business Program	\$20				
	Greenhouse Gas Analysis	\$20	Done			Green Travel Program Devt	\$25						
\$395		\$65			\$150		\$80		\$60		\$40		
IT	Public Access Property Records	\$66	Started	HML Generator	\$60	PD Records Management	\$200	IT Equipment	\$50	IT Equipment	\$40	IT Equipment	\$40
	Retention Schedule (Consultant)	\$25	Done	UPS Systems	\$20	Network Firewalls	\$60	GIS - Phase 3	\$20				
	Servers- Resilience	\$45	Done	Pub Access Pty Records Yr 2	\$67								
\$653		\$136			\$147		\$260		\$70		\$40		\$40
Library	Libraries Master Plan	\$50	Carry Over	Sixth Ave Plaza-Outreach/Funding	0	Sixth Ave Plaza - Design	\$250	Sixth Ave Plaza Pre-Construction	\$250	Master Plan Project #2 - Design	\$50	Master Plan Project #2 - Constr	\$125
						Master Plan Project #1 - Design	\$50	Master Plan Project #1 - Constr	\$125	Sixth Ave Plaza Construction	\$1,500		
						HML Roof Replacement	\$150	PBL Roof Replacement	\$100				
\$2,475		\$50			\$0		\$450		\$475		\$1,550		\$125
GRAND TOTALS:													
Grand Totals	\$23,954	\$0		\$4,977		\$4,801		\$4,572		\$5,342		\$4,312	
City Funds	\$18,746	\$0		\$4,046		\$3,929		\$3,797		\$4,692		\$3,857	
Funding by Others	\$5,208	\$0		\$931		\$872		\$775		\$650		\$455	



Memorandum

To: City of Carmel-by-the-Sea City Council

From: Harrison Memorial Library Board of Trustees (HMLBT)

Cc: Chip Rerig, City Administrator
Yashin Abbas, Interim City Clerk

Subject: FY 2022-2023 Capital Improvement Plan - Recommendation regarding the Library Master Plan Project Carryover

Date: March 16, 2022

In June 2021 the City Council approved the Library Master Plan Project as part of the FY 2021-2022 Capital Improvement Plan in the amount of \$50,000. The Library Master Plan Project seeks to develop a facilities plan for the Harrison Memorial and Park Branch Library buildings, by identifying opportunities for improvements within the buildings, including accessibility, shelving, modular furniture and improved catalog access. Projects identified through the Master Plan Project would then be prioritized and funded in partnership with the Carmel Public Library Foundation (CPLF). This project is a part of the Library's Strategic Plan.

The Memorandum of Agreement between the HMLBT and City stipulates that the City will fund the Library staff and the basic maintenance of both buildings, including fixed assets. The HMLBT, per the Carmel-by-the-Sea municipal code and the MOA, is charged with the oversight of the Library's operating budget and making recommendations to the Council as needed with regards to Library facilities. The CPLF provides funds for the operating budget, overseen and approved by the HMLBT, in addition to funds for additional special projects and equipment for the Library on an as needed basis.

The private-public partnership between the City, HMLBT, and CPLF is unique and has resulted in the completion of the Gathering Place Project in early 2020 that provides a free meeting space to the community. Further, in partnership with the Carmel-by-the-Sea Garden Club, library staff and the CPLF are currently working on a small project - the Connectivity Project at the Harrison Library garden that seeks to provide additional seating and discrete charging stations. Funding for this project was raised by the CPLF as part of the Monterey County Gives campaign.

To date, library staff and the Carmel Public Library Foundation have started the process of soliciting proposals from design firms with a draft Request for Proposals for the Library Master Plan Project, however, even with an aggressive timeline the funds will not be expended in this Fiscal Year. As such the Harrison Memorial Library Board of Trustees (HMLBT) respectfully requests that these funds be carried over as part of the FY 2022-2023 Capital Improvement Plan.