



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

Mayor Dave Potter, Councilmembers Jeff Baron,  
Alissandra Dramov, Karen Ferlito, and Bobby  
Richards  
Contact: 831.620.2000 [www.ci.carmel.ca.us](http://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 Monday, April 1, 2024 4:30 PM**

#### **HYBRID MEETING ATTENDANCE OPTIONS**

This meeting will be held in person and via teleconference ("hybrid"). The public is welcome to attend the meeting in person or remotely via Zoom, however, the meeting will proceed as normal even if there are technical difficulties accessing Zoom. The City will do its best to resolve any technical issues as quickly as possible. To view or listen to the meeting from home, you may also watch the live stream on the City's YouTube page at: <https://www.youtube.com/@CityofCarmelbytheSea/streams>. To participate in the meeting via Zoom, copy and paste the link below into your browser.

**<https://ci-carmel-ca-us.zoom.us/j/85129541226> Webinar ID: 851 2954 1226 Passcode:  
423087 Dial in: (253) 215-8782**

#### **HOW TO OFFER PUBLIC COMMENT**

The public may give public comment at this meeting in person, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us). Comments must be received at least 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 made part of the record.

#### **CALL TO ORDER AND ROLL CALL**

#### **PUBLIC APPEARANCES**

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Chair. Persons are not required to provide their names, however, it is helpful for speakers to state their names so they may be identified in the minutes of the meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item and public comments for matters not on the agenda must relate to the subject matter jurisdiction of this legislative body. If a member of the public attending the meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.

#### **CONSENT AGENDA**

Items on the consent agenda are routine in nature and do not require discussion or independent action. Members of the Council, Board or Commission or the public may ask that any items be considered individually for purposes of Council, Board or Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. February 9, and March 4, 2024, Special Meeting Minutes, and March 5, 2024, Regular Meeting Minutes
2. February 2024 Monthly Reports
3. February 2024 Check Register Summary

## **ORDERS OF BUSINESS**

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

4. Receive a presentation by California American Water Company to introduce the Dolores Street Water Main Replacement Project and authorize issuance of an Encroachment Permit with Special Conditions of Approval
5. Resolution 2024-023 approving Change Orders #3 for each of the City's On-Call Tree Service Contractors to include prior tree-related budgeted items totaling \$200,000 in addition to a \$200,000 mid-year budget allocation

## **CLOSED SESSION**

- A. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION  
Government Code Sections 54956.9 (d) (1)  
Name of Case: Daniel Logan v. City of Carmel-by-the-Sea;  
Superior Court of Monterey County Case #24CV000088
- B. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION  
Initiation of litigation pursuant to Government Code Section 54956.9 (d)(4): One potential case
- C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:  
Property: First Murphy House, NE corner Lincoln Street and 6th Avenue, Carmel-by-the-Sea  
Agency negotiators: City Administrator, City Attorney  
Negotiating parties: Carmel Heritage Society and Chamber of Commerce  
Under negotiation: Lease amount and terms
- D. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:  
Agency Designated Representatives: Assistant City Administrator Brandon Swanson, Senior HR Analyst Marisa Bermudez, and Police Chief Paul Tomasi  
Employee Organization: Carmel Fire Ambulance Association

## **PUBLIC APPEARANCES - Limited to items on Closed Session**

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, 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).

**ADJOURNMENT**



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

April 1, 2024  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Nova Romero, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** February 9, and March 4, 2024, Special Meeting Minutes, and March 5, 2024, Regular Meeting Minutes

#### RECOMMENDATION:

Approve Draft Minutes.

#### BACKGROUND/SUMMARY:

The City Council routinely approves minutes of its meetings.

#### FISCAL IMPACT:

None.

#### PRIOR CITY COUNCIL ACTION:

None

#### ATTACHMENTS:

- Attachment 1) February 9, 2024 Special Meeting Minutes
- Attachment 2) March 4, 2024 Special Meeting Minutes
- Attachment 3) March 5, 2024 Regular Meeting Minutes

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

**SPECIAL MEETING MINUTES**

**Friday, February 9, 2024**

**CALL TO ORDER AND ROLL CALL**

Mayor Dave Potter called the meeting to order at 1:30 p.m.

Roll call: Councilmembers Jeff Baron, Alissandra Dramov, Karen Ferlito, Mayor Pro Tem Richards, and Mayor Dave Potter.

**PUBLIC APPEARANCES**

None

**ORDERS OF BUSINESS**

**Item 1** - Resolution 2024-013, Ratifying the Amended Proclamation of Existence of a Local Emergency due to the 2024 February Winter Storm Events

City Administrator Rerig gave a brief summary of the item, stating that the City Council must ratify a proclamation of local emergency within 7 days of the issuance of the proclamation. He explained that by ratifying the existence of a local emergency due to the February 2024 storms the City will be able to seek reimbursement funding for storm damages from FEMA.

**Motion by Mayor Pro Tem Richards to adopt Resolution 2024-022, seconded by Councilmember Ferlito, and carried 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**ADJOURNMENT**

Council adjourned the meeting at 1:35 p.m.

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Nova Romero, MMC, City Clerk

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

**SPECIAL MEETING MINUTES**

**Monday, March 4, 2024**

**CALL TO ORDER AND ROLL CALL**

Mayor Dave Potter called the meeting to order at 4:33 p.m.

Roll call: Councilmembers Jeff Baron, Alissandra Dramov, Karen Ferlito, Mayor Pro Tem Bobby Richards, and Mayor Dave Potter.

**PUBLIC APPEARANCES**

The following members of the public spoke:

Melanie Billig

**CONSENT AGENDA**

Councilmember Dramov pulled consent items 7, 9, 12. City Administrator Rerig pulled item 6 and 13 for discussion.

**Motion by Councilmember Baron to approve consent agenda items #1, 2, 3, 4, 5, 8, 10, and 11, seconded by Mayor Pro Tem Richards and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 1** - January 8th, January 25th, and February 1st Special Meeting Minutes, and January 9th, 2024, Regular Meeting Minutes

**Item 2** - December 2023 Monthly Reports

**Item 3** - January 2024 Monthly Reports

**Item 4** - December 2023 Check Register Summary

**Item 5** - January 2024 Check Register Summary

**Item 8** - Resolution 2024-016, authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Donor Salute Event at the Main Library on Sunday, March 10, 2024; and

Authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Sterling Circle Event at the Main Library on Sunday, June 9, 2024

**Item 10** - Resolution 2024-018, Rescinding Resolution 2023-105 and Establishing the City Council meeting dates for the 2024 Calendar Year

**Item 11** - Resolution 2024-019, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the AIM youth mental health community event

**ITEMS PULLED FROM CONSENT**

**Item 6** - Resolution 2024-014, accepting donations from Carmel Cares, an official City Support Group, and approving a Budget Amendment to the Fiscal Year 2023/24 Adopted Budget

Dale Byrne, President of Carmel Cares, gave an introduction of many key members of the Carmel Cares team, and highlighted their valuable contributions. He thanked the 100 volunteers that give their time and energy and thanked the donors for their generous financial contributions.

Mayor Potter and the Council gave thanks to Carmel Cares for all their hard work in giving back to the community and making the village a better and more beautiful place to live.

**Motion by Councilmember Ferlito to adopt Resolution 2024-014, seconded by Mayor Potter and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 7** - Resolution 2024-015 authorizing the City Administrator to execute Amendment No. 2 to the Professional Services Agreement with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000; and Authorize an Amendment to the CIP FY 2023/24 Budget to include the \$500,000 Grant

Mary Bilse, Environmental Programs Manager, gave a brief summary of the item and answered questions from the Council. Public Works Director Bob Harary addressed public comments and provided clarification on concerns brought up by the public.

Public Comment:

Brian Sours

Dale Byrne

Melanie Billig

Council discussion resumed. Councilmember Dramov expressed a desire to rein in money spent on consultants and noted the amount of contracts awarded to EMC for various projects including

this one totals over \$1 million. Councilmember Baron spoke about the importance of preparing for Climate Change. Mayor Potter said that perhaps contracts for over \$100,000 should be placed under Orders of Business instead of Consent agenda in the future.

**Motion by Councilmember Baron to approve Resolution 2024-015, seconded by Councilmember Ferlito, and approved 3-2-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Ferlito, and Mayor Potter**

**NOES: Councilmember Dramov, Mayor Pro Tem Richards**

**ABSENT: None**

**ABSTAIN: None**

**Item 9** - Consideration of Resolution 2024-017, authorizing the consumption of alcohol and the potential erection of tents on public property for the Otto Wedding Dinner to be held Friday, October 11, 2024 in Devendorf Park

Ashlee Wright, Director Library and Community Activities, provided an overview of the item and answered questions from Council. She outlined the process for obtaining special event permits and stated that the current policy does not grant special exceptions for private events in Devendorf Park. Ms. Wright said that in the absence of special rules, the application for a wedding in Devendorf park was processed in accordance with the existing policy. She also noted that the applicant was advised to have a backup plan in the event the permit was not approved.

Public Comment:

Mike Brown

Tasha Witt

Councilmembers Baron, Ferlito, and Mayor Pro Tem Richards said that they do not support the closure of Devendorf Park for a private wedding and noted that events open to the public are more desirable.

**Motion by Councilmember Ferlito, seconded by Councilmember Dramov, to deny Resolution 2024-017. Motion carried 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

***Resolution 2024-017 was denied.***

**Item 12** - Resolution 2024-020, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival



Library and Community Activities Director Ashlee Wright gave a summary of the item and answered questions from Council. She clarified that unlike the item previously, this is a public event available to anyone to attend.

Public Comment:  
None

**Motion by Mayor Pro Tem Richards to approve Resolution 2024-020, seconded by Councilmember Ferlito, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

**Item 13 - Resolution 2024-021, Adopting the Updated Board and Commission Handbook**

City Administrator Rerig requested to pull this item from consent and requested it be continued to a future meeting for more discussion, and clarified that when it is brought back it will be under Orders of Business rather than on the Consent agenda.

**Motion by Mayor Potter to continue this item to a date uncertain, seconded by Mayor Pro Tem Richards and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

***Resolution 2024-021 was not adopted; continued to a date uncertain.***

## **CLOSED SESSION**

City Attorney Pierik read the closed session agenda titles:

A. Conference with Legal Counsel – Existing Litigation

Government Code Sections 54956.9 (d) (1)

Name of Case: Daniel Logan v. City of Carmel-by-the-Sea;

Superior Court of Monterey County Case #24CV000088

B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO  
GOVERNMENT CODE SECTION 54956.8:

Property: First Murphy House, NE corner Lincoln Street and 6th Avenue, Carmel-by-the-Sea

Agency negotiators: City Administrator, City Attorney

Negotiating parties: Carmel Heritage Society and Chamber of Commerce

Under negotiation: Lease amount and terms

**C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO  
GOVERNMENT CODE SECTION 54956.8:**

Property: Rio Park, East of Dolores Street and Lasuen Drive, Carmel

Agency negotiators: City Administrator, City Attorney

Negotiating parties: Carmel Area Wastewater District (CAWD)

Under negotiation: Lease amount and terms

**PUBLIC APPEARANCES** - Limited to items on the Closed Session agenda:

Sygale Lomas

Cindy Lloyd

Kristi Reimers

Anna Williams

**ADJOURNMENT**

Council moved into Closed Session at 5:43 p.m. Council adjourned Closed Session at 7:00 p.m.

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Nova Romero, MMC, City Clerk

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

**REGULAR MEETING MINUTES**

**Tuesday, March 5, 2024**

**CALL TO ORDER AND ROLL CALL**

Mayor Dave Potter called the meeting to order at 4:30 p.m.

Roll call: Councilmembers Jeff Baron, Alissandra Dramov, Karen Ferlito, Mayor Pro Tem Bobby Richards, and Mayor Dave Potter.

**PLEDGE OF ALLEGIANCE**

Mayor Potter led the pledge of allegiance.

**EXTRAORDINARY BUSINESS**

**A. Carmel High School Report Out** - No report out.

**B. "Keep America Beautiful" Proclamation** - Mayor Pro Tem Richards read the proclamation and presented it to Dale Byrne, Carmel Cares President.

**C. American Red Cross Month Proclamation** - Councilmember Ferlito read the proclamation and presented it to John Cromwell and Dan Ripke of the Central Coast American Red Cross Chapter Board of Directors.

**D. Presentation from the Carmel Youth Center (CYC)** - Sherilyn Napoli, CYC Director, and John Ruskell, CYC President gave a presentation on the history of the Carmel Youth Center and an overview of the milestones they have met over the past year, as well as their mission to continue to serve the youth in the community. They reported that as of February they are now a licensed childcare facility.

**PUBLIC APPEARANCES**

The following members of the public spoke:

Drew Lewis

James Ewing

Mallie

Tristan Mayberry

John Plastini

Richard Arnold

John Krisher

Linda Calafiore

Tim Twomey  
Tasha Witt  
Andi Carr  
Sara Hinds  
No Name  
Michael McWalters  
Cheryl  
Catherine  
Gail  
Sylvia  
Craig Rose

## **ANNOUNCEMENTS**

City Administrator - Announced that the Mayor will be hosting a Community Listening Session tomorrow evening at 5 pm to receive public input on the Police Building Project, and announced that there are still spots open to sign up for the Police Station Tour.

City Attorney - No reportable action from yesterday's closed session.

Mayor Pro Tem Richards - Attended a great concert Van Morrison at the Sunset Center, good job Carmel High Basketball.

Councilmember Ferlito - Announced she will be attending a half day workshop at ReGen and reminded the public to make sure batteries are not placed in the trash and to place them in a bag on top of the trash can for pick up.

Councilmember Dramov - Announced that there will be a City Council Priorities Workshop meeting on March 28, 2024, at the Sunset Center and invited the public to attend and give their input on Council priorities.

## **ORDERS OF BUSINESS**

### **Item 1 - Receive an update on Car Week 2024**

Ashlee Wright, Library and Community Activities Director, gave a presentation on events planned for Car Week in August 2024, provided an overview of parking stall permit changes, and summarized plans for traffic calming measures. Ms. Wright answered questions from Council. Police Chief Paul Tomasi said that two decibel measuring devices have been ordered to enforce car exhaust noise complaints.

Public Comment: None

Council received the update on Car Week; no action was taken.

**Item 2 - Fiscal Year 2023-2024 Mid-Year Budget Report and Resolution 2024-022 Approving FY 2023-2024 Adopted Budget Amendments**

Acting Assistant City Administrator Brandon Swanson introduced the City's new Finance Manager, Subbhada Winer, and expressed gratitude to Senior Accountant Jane Hogan for her interim role as acting Finance Manager. Finance Manager Winer presented the mid-year budget report for July to December 2023, along with proposed budget amendments for Fiscal Year 23-24 and their corresponding revenue sources.

Public Comment:  
Melanie Billig  
Tasha Witt

Councilmember Baron requested inclusion of tree replacement costs in the FY 24-25 budget and a comparison of projected TOT and property tax revenue with actual amounts received. Councilmember Ferlito raised concerns about utility lines on trees, advocating for action against companies responsible and replanting upper canopy trees on streets without power lines. Mayor Pro Tem Richards suggested inviting the City Forester to a future meeting for an update on tree replacement procedures in the urban forest.

**Motion by Councilmember Baron to adopt Resolution 224-022, seconded by Councilmember Ferlito, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

Council took a recess at 6:24 p.m. and returned to the dais at 6:34 pm.

**Item 3 - Receive a presentation on the proposed Fiscal Year 2024/25 Capital Improvement Program and Five-Year Capital Improvement Plan, and provide direction to staff**

Public Works Director Bob Harary gave a presentation on the 15 completed CIP projects in Fiscal Year (FY) 23-24, 4 projects to consider modifying or cancelling, review of 14 carry-over projects, and initial review of 12 potential new CIP projects for FY 24-25, and introduction of an updated 5-year CIP plan.

Councilmember Dramov asked if Public Works could come back in April with a list of all of the City's owned buildings and what the deferred maintenance is for each.

Public Comment:  
Tim Twomey

Christy Hollenbeck  
Tasha Witt  
Jo Todd  
Cindy Lloyd  
Dale Byrne  
Ian Martin  
Richard Kreitman  
Michael McWalters

City Administrator Rerig addressed questions from the public and discussed the long-term costs of hiring staff versus using consultants for specialty projects.

Councilmember Dramov voiced concern for staff capacity for handling multiple projects simultaneously. Councilmember Baron proposed hiring a consultant or staff member or a consultant to manage CIP projects, as well as reallocating funds from Sunset Center Portico project to more critical projects like beach stairway repairs. He also raised concerns about increasing drainage repair costs and requested updates on the Library Master Plan. Additionally, he suggested replacing the use of concrete with asphalt at Ocean and Junipero intersection for a more sustainable approach and to repair more streets.

The Council paused the CIP discussion to consider continuing it at a future special meeting due to time constraints and to ensure adequate time for public hearings on remaining agenda items.

**Motion Mayor Potter to continue CIP item to a special meeting on March 26th at 4:30 pm, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:**

**AYES: Councilmembers Baron, Dramov, Ferlito, Richards, and Mayor Potter**

**NOES: None**

**ABSENT: None**

**ABSTAIN: None**

***Item #3 was continued to a Special Meeting date of March 26, 2024.***

**Item 4 - Receive an Update on the 6th Cycle Housing Element (2023-2031), Second Draft Mid-Review Comments from the State Department of Housing and Community Development (HCD)**

Principal Planner Marnie Waffle gave a presentation on the 6th Cycle Housing Element Revised Second Draft. She summarized the timeline to adoption, provided an overview of comments received from HCD, summarized the new programs included, and highlighted other amendments.

Public comment:  
Nancy Twomey  
Victoria Beach  
Andi Carr  
Christy Hollenbeck

Kristi Reimers  
Vince Kohler  
Michael McWalters  
Ian Martin  
Richard Kreitman  
Karyl Hall

City Administrator Rerig addressed several questions brought up by the public, clarifying that that the city doesn't have any current "surplus" land, there is land owned by the city suitable for housing without eliminating its current uses. Ms. Waffle clarified the RHNA were able to be met by including city owned sites as potential housing locations. Acting Assistant City Administrator Swanson answered additional questions from Council.

Mayor Pro Tem Richards, a housing element ad hoc member, emphasized the intention to distribute affordable housing units across the city. He also cited repercussions faced by other California cities for non-compliance with state mandates. Councilmember Ferlito stated that the Housing Element is a living document that can be amended as needed and emphasized the need for adoption by April 15th to retain local control and avoid legal challenges. She responded to parking concerns, emphasizing that inclusion of structured parking will be required for potential housing developments.

Councilmember Dramov voiced agreement with public concerns regarding housing developments in Sunset Center parking lot and Vista Lobos, as well as the preservation of open spaces. Councilmember Baron noted public resistance to rezoning R-1 districts or permitting 3rd story buildings to disperse RNHA allocations, prompting inclusion of city-owned sites to meet requirements.

Council provided the following consensus direction to staff to make the following changes to the housing element:

- Program 1.1.B: City owned Sites – *Push date to release RFP farther back than Fall 2024.*
- Program 1.1.E: City Partnership with Carmel Foundation to Develop Affordable Housing - *Change language so that by 2027 the city isn't absorbing lower income units from a specific site it should apply to all sites.*
- Program 3.1.F: Expedited Processing Procedures – *keep in the requirement of using story poles but will consider "alternative" methods that achieve the same outcome of story poles.*
- Language about the Surplus Lands Act - *take out the word "available", and if it is made available, we confirm adherence to the law.*

## **PUBLIC HEARINGS**

**Item 5** - MA 23-146 (Lopez 5 NW, LLC): Consideration of a Mills Act Contract application MA 23-146 (Lopez 5 NW, LLC) for the historic "Cosmas House" located on Lopez Avenue 5 northwest of 4th Avenue in the Single-Family Residential (R-1) District. APN 010-232-028

Councilmember Baron recused himself due to proximity of his home to the Cosmas House and left the dais at 9:46 p.m.

Principal Planner Waffle gave a presentation on the background of the item, outlined the 5 findings that the applicant has met for consideration of a Mills Act Contract, and summarized the HRB's recommendation to approve the application.

Public Comment:

Pierre LaComte, applicant, addressed the Council

Katherine Gualtieri

Nancy Twomey

KC Cullen

**Motion by Mayor Pro Tem Richards to approve Mills Act Application 23-146 ("Cosmas House"), seconded by Mayor Potter and approved 3-1-0-1 by the following roll call vote:**

**AYES: Councilmembers Dramov, Richards, and Mayor Potter**

**NOES: Councilmember Ferlito**

**ABSENT: None**

**ABSTAIN: Councilmember Baron (recused)**

Councilmember Baron returned to the dais at 10:03 p.m.

**Item 6** - MA 23-116 (Esperanza Carmel, LLC): Consideration of a Mills Act Contract application MA 23-116 (Esperanza Carmel LLC) for the historic "Mrs. Clinton Walker House" located at 26336 Scenic Road in the Single-Family Residential (R-1) District. APN 009-423-001-000

Principal Planner Waffle gave a presentation on the background of the item, outlined the 5 findings that the applicant has met for consideration of a Mills Act Contract, and summarized the Historic Resources Board's recommendation to approve the application.

Public Comment:

JB Pastor, applicant, addressed the Council

Chris Mitchell, on behalf of the applicant, addressed the Council

Katherine Gualtieri

Nancy Twomey

Kristi Reimers

Karyl Hall

Dale Byrne

Michael McWalters

Mayor Pro Tem Richards stated that staff confirmed the applicant meeting the 5 required findings for approval and reiterated adherence to the current Mills Act policy. Councilmember Baron disagreed, citing his consistent concerns about finding #5 and the \$60,000 loss to the local school



district, which is not insignificant and potentially inequitable. Councilmember Ferlito said that the purpose of the Mills Act is to incentivize property owners to take care of their historic properties and noted the current owner's commitment regardless of Mills Act approval. Councilmember Dramov expressed hesitance due to public inequity but intended to vote yes based on approval of the prior application. Mayor Potter acknowledged the applicant meeting the 5 findings and highlighted the significant cost of preserving the property's seawalls not yet factored in. Councilmember Ferlito emphasized that the Council retains discretion in determining the fulfillment and equity of finding #5, asserting no change in rules.

**Motion by Mayor Potter to approve Mills Act, seconded by Mayor Pro Tem Richards, and approved 3-2-0-0 by the following roll call vote:**

**AYES: Councilmembers Dramov, Richards, and Mayor Potter**

**NOES: Councilmembers Baron, Ferlito**

**ABSENT: None**

**ABSTAIN: None**

#### **FUTURE AGENDA ITEMS**

None

#### **ADJOURNMENT**

Council adjourned at 10:33 p.m.

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Nova Romero, MMC, City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

April 1, 2024  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Nova Romero, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** February 2024 Monthly Reports

#### RECOMMENDATION:

Review and receive monthly reports.

#### BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log - *No contracts under \$60K in Feb.*
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

#### FISCAL IMPACT:

N/A

#### PRIOR CITY COUNCIL ACTION:

N/A

#### ATTACHMENTS:

Attachment 1) Community Planning and Building Department Reports

Attachment 2) Police, Fire, and Ambulance Reports

Attachment 3) PRA Log

Attachment 4) Public Works Department Reports



# CITY OF CARMEL-BY-THE-SEA Monthly Report

## Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Leah R. Young, Administrative Coordinator
SUBMITTED ON:	March 1, 2024
APPROVED BY:	Brandon Swanson, Director of Community Planning and Building

### FEBRUARY 2024 – DEPARTMENT ACTIVITY REPORT

#### I. PLANNING PERMIT APPLICATIONS:

In February 2024, **24** planning permit applications were received.

#### II. BUSINESS LICENSE APPLICATIONS:

In February 2024, **8** business license applications were received.

#### III. BUILDING PERMIT APPLICATIONS:

In February 2024, **55** building permit applications were received.

#### IV. CODE COMPLIANCE CASES:

In February 2024, **18** new code compliance cases were created.

#### V. TRANSIENT RENTAL COMPLIANCE CASES:

In February 2024, **3** new transient rental compliance cases were created.

#### VI. ENCROACHMENT PERMIT APPLICATIONS:

In February 2024, **13** encroachment permit applications were received.

#### VII. TREE PERMIT APPLICATIONS:

In February 2024, **53** tree permit applications were received.

Table 1 includes the following February 2024 totals:

- Planning Permit Applications
- Business License Applications
- Building Permit Applications
- Code Compliance Cases
- Transient Rental Cases
- Encroachment Permit Applications
- Tree Permit Applications

February 2024 totals are provided alongside February 2023 totals for comparison. Compared to the same time period in the year 2023, Table 1 denotes percentage changes in the year 2024.

**Table 1**  
**Permit Application Totals and YTD Percentage Changes**

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2023 YTD Totals	61	13	99	40	11	32	51
2024 YTD Totals	57	17	100	52	9	34	79
YTD % Difference	- 6.56%	+ 30.77%	+ 1.01%	+ 30.00%	- 18.18%	+ 6.25%	+ 54.90%



# Planning Permit Report

02/01/2024 - 02/29/2024

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Status
24057	Variance	ASSOCIATED DESIGN STUDY: DS 23-349 (Pac Rep Theatre). Revisions to permitted exterior egress ramps and walkways on the north and south sides of the building. Addition of ADA compliant entrance ramp and front entry improvements on Monte Verde Street side.	Between 8th and 9th Ave off Monte Verde	2/29/2024		In Review
24056	Sign	New monument sign for Del Mission Court HOA	Mission Street 4 NE of 5th	2/28/2024		In Review
24055	Design Study	HISTORIC EVALUATION. Proposed Project: Bathroom addition, 75 SF.	NW Corner of Torres & 1st	2/13/2024		In Review
24054	Bench Dedication	--Honoree's name: Barbara Jean Cate --Adopt existing bench; new plaque --Plaque size: 3 3/4" x 1 1/4." --Plaque Wording: "Barbara Jean Snopowski Cate Beloved sister, mother, and grammy Brave in Spirit, Strong in LOVE"	Forest Hill Park, East side of children's playground (see attached photos)	2/21/2024		In Review
24053	Use Permit	USE PERMIT AMENDMENT: Expansion into adjacent space; 30 available seats; zoned for 130 seats, but only 100 seats are being utilized.	NW Corner of Mission and 7th, Court of the Fountains	2/21/2024		In Review
24052	Preliminary Site Assessment	Preliminary Site Assessment	Santa Rita Street SW corner of 1st Avenue	2/20/2024		In Review

24051	Design Study	Replacement of (E) fence portion on eastern side of property, DS 24-011 was approved for the first portion, this application is for the remaining portion of fence on eastern side of property to southern corner of property.	25987 Mission Street	2/20/2024	Attachment 1	In Review
24050	Historic Evaluation	HISTORIC EVALUATION. Associated Design Study, DS 24031. Proposed Project: Remodel of single family residence consisting of addition to second story resulting in additional 46 sq. ft.	SE Corner Perry Newberry & 5th	2/19/2024		In Review
24049	Temporary Use Permit	Retroactive permit for authorized TUP on 12/31/23 for New Years Eve Party to 1am.	SW Corner of San Carlos & 6th	2/16/2024		Approved
24048	Use Permit	Interior Remodel/Expansion	Dolores Street 3 SW of Ocean			In Review
24047	Temporary Use Permit	Requesting authorization to extend hours from 10pm to 1am on Saturday 2/17/2024. Live music to play to 10pm and then amplified house music to play until closing at 1am. No additional parking or actions in the right-of-way are requested.	SW Corner of San Carlos & 6th	2/16/2024	2/16/2024	Approved
24046	Design Study	THE SCOPE OF WORK IS FOR DEMOLITION OF AN EXISTING 1,818 SF 2-STORY RESIDENCE, W/ ATTACHED GARAGE AND CONSTRUCTION OF A NEW 3,164 SF 2-STORY RESIDENCE W/ ATTACHED GARAGE. SITEWORK INCLUDES REORIENTING THE EXISTING DRIVEWAY, ENTRY STEPS, PLANTER BOXES AND A STONE PAVER PATH .	Carmelo 5NE Ocean Ave.	2/16/2024		In Review

24045	Historic Evaluation	HISTORIC EVALUATION. Proposed Project: Minimize front door for safety and security. Add Maglock remote device to (N) front door. All finishes to match (E).	Ocean Avenue 2 NE of San Carlos	2/8/2024	Attachment 1	In Review
24044	Design Study	Adding hot tub and deck.	Dolores St. 2 NW of 12th Ave.	1/30/2024		In Review
24043	Sign	NEW SIGN: Earth Cura Apothecary. Sign will hang on existing bracket on outside of building. See picture attached.	San Carlos Street 3 NW of 8th Street	2/15/2024		In Review
24042	Historic Evaluation	Review residence for listing on the Historic Inventory.	Santa Fe 5 NW of 3rd	2/13/2024		In Review
24041	Historic Evaluation	Update historic evaluation for development project.	Lincoln 3 NE of 4th	2/13/2024		In Review
24040	Design Study	Interior remodel with exterior door & window replacements; electrical, mech., plumbing updates, laundry relocation to basement.	Torres St 4 SW 10th Ave	2/13/2024		In Review

24039	Design Study	REMODEL OF AN (E) TWO STORY HOUSE. REPLACE (E) ASPHALT SHINGLE ROOF W/ NEW CLAY TILE ROOF. INSTALL NEW BROWN ALUM. GUTTERS & DOWNSPOUTS. REMOVE (E) ALUMINUM FRAMED WINDOWS & REPLACE W/ WOOD FRAMED WINDOWS TO MATCH (E). REPLACE (E) BOARD & BATT SIDING W/ STUCCO SIDING TO MATCH (E). INSTALL NEW FRONT ENTRY DOOR AT MAIN & LOWER LEVELS. INSTALL NEW LIGHT BLUE WOOD SHUTTERS. PAINT (E) STUCCO SIDING W/ NEW CREAM COLOR. PAINT (E) WHITE WINDOW & DOOR FRAMES W/ NEW LIGHT BLUE COLOR. REPLACE (E) EXTERIOR LIGHTS W/ NEW. REPLACE (E) BOARD & BATT SIDING ALONG DETACHED PARKING PAD / STORAGE ROOM W/ NEW STUCCO SIDING TO MATCH HOUSE. SCOPE ALSO INCLUDES CONVERTING (E) DOWNSTAIRS GUEST UNIT INTO ACCESSORY DWELLING UNIT. INSTALL NEW KITCHENETTE.	Camino del Monte 2 SW of Juniper	2/8/2024		Attachment 1 In Review
24038	Historic Evaluation	HISTORIC EVALUATION. Associated Design Study, DS 24008. Proposed Project: Partial interior remodel, Minor structural modifications, No modifications to building footprint, relocate window, add (2) windows and enlarge door to rear patio	Casanova 4 SE of 7th			In Review



24037	Appeal	APPEAL TO CITY COUNCIL. DECISION BEING APPEALED: Determination of rebuild as a "demolition," requiring conformity to setback standards; DS 21-186 (Melani).	N. Carmelo Street 4 SW of 2nd Avenue	2/7/2024	Attachment 1 In Review	
24036	Appeal	APPEAL TO CITY COUNCIL. DECISION BEING APPEALED: Planning Commission denial of the installation of a driveway gate as per Design Study DS 23-108 (Chadwick).	Scenic Road 2 NW of 8th Avenue	2/6/2024		In Review
24035	Authorized Work	DENIED (DS/CDP Required) - Installation of three (3) 25' long, 3' tall, 2x12 redwood garden walls supported by T-Posts. See attached application for full project description.	Crespi 5 SE Mountain View	1/23/2024		Denied
24034	Landscape Plan Check/Inspection	Front yard landscaping and construction of new front property fence and arbor.	Lobos 3 SE of 3rd	2/2/2024		Closed

Total Records: 24

3/8/2024



# Business License Report

**02/01/2024 - 02/29/2024**

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
24017	New Business	Ev. Home Decor	Home Decor	SW Corner of San Carlos Street and Ocean Avenue	2/20/2024		In Review
24016	New Business	Carmel's Christmas Magic	Holiday items; Christmas ornaments and decor	Ocean 2 SW of San Carlos	2/9/2024		In Review
24015	Location Change	William A. Karges Fine Art	Art Gallery	North, 6th Avenue between Dolores and San Carlos	2/9/2024		Zoning Clearance Issued
24014	New Business		Business Consulting	Torres Street 3 NE of 2nd Avenue	2/16/2024		In Review
24013	Business Name Change	Jeju Kitchen	Full line restaurant	Ocean Avenue and Mission Street	2/15/2024		In Review
24012	New Business	Donna Eshelman	One-on-one fitness/neuromuscular instruction through quiet, guided movements.	San Carlos between 7th & 8th	2/7/2024		In Review
24011	Ownership Change	Neilson Brothers Market	Grocery Store	San Carlos & 7th	2/8/2024		In Review
24010	Ownership Change	Hasco Stations, LLC # 8026	Gas station and convenience store	SE Corner San Carlos & 5th	2/1/2024		In Review

**Total Records: 8****3/8/2024**



# Building Permit Report

**02/01/2024 - 02/29/2024**

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
240099	2/29/2024	2/29/2024	Re-secured service drop and secured temp power from storm damage.	700	Electrical	SE Corner of Palou & 2nd
240098	2/29/2024	2/29/2024	Replace fence on east side of property. Fence to be continuous 6' sloped fence, 50' long.	0	Exempt Work	SW Corner of San Carlos & 2nd
240097	2/29/2024	3/5/2024	To replace an existing tub with a shower.	20,000	Building	13th 2 SE of Casanova
240096	2/28/2024	2/28/2024	Remove damaged shingles from tree falling on them and installing new.	5,180	Roofing	9th 2 SE of Torres
240095	2/28/2024	2/28/2024	Remove existing PVC roof material and install new 3'x16' strip of PVC material.	7,000	Roofing	San Carlos 3 NE of 6th
240094	2/27/2024	2/27/2024	Demo of existing damaged fences and retaining structures, re-build structures to existing non-conforming levels.	18,000	Building	Carpenter 4 NW of 5th
240093	2/27/2024		Reroof single family home with new CertainTeed Presidential TL roofing.	29,871	Roofing	26004 Ridgewood Drive
240092	2/26/2024		Remove (e) brown shake roof and replace with new Brava synthetic shake in color brown.	100,000	Roofing	Dolores 6 SW of 13th
240091	2/26/2024	3/7/2024	Repair of water damaged framing on exterior patio over garage.	50,000	Building	SE Corner of Scenic & 9th
240090	2/26/2024	2/26/2024	Upgrade electrical panel from 100 amp to 200 amp at new location for PG&E.	6,000	Electrical	Santa Rita 4 NW of 4th
240089	2/23/2024	2/29/2024	Remove & dispose of existing roof system, fasten one layer of 15lb felt, install new flashing, and 4,704 sf of CertainTeed Tri-Laminated Presidential Shingles in brown color.	85,075	Roofing	San Carlos 2 SW of 4th
240088	2/23/2024	2/23/2024	Replacing tank water with tankless water heater (gas line diagram due at inspection)	7,500	Plumbing	9th 2 NE of San Antonio
240087	2/23/2024		Replace existing exterior wooden stair case.	15,000	Building	SE Corner of Mission & 5th

240086	2/22/2024	2/22/2024	Remove (e) tankless water heater and replace with (n) Navien NPE 240A2NG tankless water heater.	4,800	Plumbing	Attachment 1 8th 2 SW of Monte Verde
240085	2/21/2024	2/21/2024	REMOVE AND REPLACE 60K BTU FURNACE	9,260	Mechanical	Carmelo 3 SE of 13th
240084				0		
240083	2/21/2024	2/21/2024	Change and relocated electric panel damaged by a fallen tree.	4,000	Electrical	Santa Fe 3 SW of 4th
240082	2/21/2024		Remodel; replace windows and doors, replace balcony surface and railing, interior remodel of kitchen and baths, upgrade select electrical, replace (e) mtl. fireplaces, paint interior and exterior.	300,000	Building	Torres 10 SW of 10th
240081	2/20/2024	3/7/2024	Repair tree damage	10,000	Building	Mission 2 SW of Alta
240080	2/20/2024		Phased demolition to begin removal of debris from tree damage to house and exploratory demo.	100,000	Building	Mission 2 SE of 10th
240079	2/20/2024	2/20/2024	Service panel replacement due to corrosion.	2,500	Electrical	San Antonio 4 SE of 10th
240078	2/20/2024	3/5/2024	Install new siding to match existing along rear of main residence, install new gutters at garage over stairway, and replace second floor bathroom windows in-kind.	20,000	Building	Monte Verde 6 SW of 10th
240077	2/20/2024	2/20/2024	Replace (e) tankless water heater with new Navien NPE 210 A2.	2,000	Plumbing	San Carlos 5 NE of Santa Lucia
240076	2/20/2024	2/20/2024	Repair and replace 50' of fence in same material, dimensions, and height that fell during storm.	0	Exempt Work	Lincoln 2 NW of 8th
240075			VOID	0		
240074	2/16/2024		Front entry stairs. walkway and hand railing	50,000	Building	Crespi 2 SW of Mountain View
240073	2/16/2024	2/16/2024	Remove and replace interior trim work, fixtures, kitchen cabinets and tile, floor, and smoke detectors. Repair doors, cracks in drywalls, tiles, window and door seals, and paint. Work to be interior only.	0	Exempt Work	NE Corner of Junipero & 10th

240072	2/16/2024	3/5/2024	Remove (e) track lighting and recessed can lighting. Replace with (n) tracks and recessed can LED lights.	5,000	Electrical	Attachment 1 Ocean 2 SW of San Carlos
240071	2/16/2024		Remove (e) slat walls, (e) carpet, and ceiling tiles. Paint interior walls and (e) cabinets. Install (n) slat wall and (n) shelves. Install (n) LVT luxury vinyl tile and replace ceiling tile.	0	Exempt Work	Ocean 2 SW of San Carlos
240070	2/15/2024	2/15/2024	Replace existing overhead electrical service with a new overhead electrical service.	1,500	Electrical	Junipero 3 SE of 1st
240069	2/15/2024	2/15/2024	Replace one water heater for Apartment 23.	1,800	Plumbing	SE Corner of San Carlos & 6th
240068	2/15/2024		Remove existing fence, move to property line in rear yard.	0	Exempt Work	4910 Monterey St
240067	2/15/2024		New ESS: (1) 5kW Tesla Powerwall 2 and 200 Amp Gateway	20,745	Electrical	Lobos 3 SW of 1st
240066	2/13/2024		Structural foundation improvements for earthquake strengthening.	15,000	Building	Lincoln 4 SW of 13th
240065	2/13/2024	2/14/2024	Replace fallen/broken fence along south property line to follow property line at 6' in height.	0	Exempt Work	25987 Mission St
240064	2/13/2024	2/13/2024	Remove and replace existing radiant warm board and radiant tubing. Existing manifolds and boiler to remain.	7,500	Mechanical	Scenic 5 SE of 9th
240063	2/13/2024		Remodel kitchen, two bathrooms, heating, plumbing, electrical, flooring, and painting.	40,000	Building	NW Corner of Casanova & 12th
240062	2/9/2024	2/9/2024	Electrical repair of damaged weather head.	900	Electrical	9th 3 NE of Torres
240061	2/9/2024	2/9/2024	Replace an existing furnace with a new high efficiency 96% AFUE furnace.	7,195	Mechanical	Casanova 2 NW of 13th
240060	2/9/2024	2/9/2024	Remove existing cabinets, counter tops, and flooring. Replace with new and install new wood floor.	0	Exempt Work	SE Corner of Lincoln & 11th
240059	2/8/2024		Install a new 27 kwh Energy storage system (2 batteries).	15,000	Electrical	NE Corner of Forest & 8th

240058	2/8/2024		Interior remodel to existing one-story residence and addition of second story	350,000	Building	Attachment 1 Dolores 2 SE of 9th
240057	2/7/2024	2/8/2024	Repair roof structure from fallen tree damage.	10,000	Building	Lincoln 4 SW of 9th
240056	2/7/2024	2/7/2024	Replace main 125 amp electrical panel that was damaged in storm.	2,500	Electrical	Santa Fe 2 SW of 4th
240055	2/7/2024	2/7/2024	Replace (e) leaking tankless water heater with a Navien NPE 240A2NG.	4,000	Plumbing	Junipero 3 NW of 12th
240054	2/7/2024	2/7/2024	Replace (e) tankless water heater with a (n) Navien 210 tankless water heater.	4,000	Plumbing	Junipero 5 SE of 8th
240053	2/7/2024	2/7/2024	Removal of old gutters and replaced in-kind with stainless steel painted to match the existing color.	23,850	Exempt Work	NE Corner of Mission & 7th
240052	2/5/2024	2/5/2024	Repair 70 amp overhead electrical service damaged by falling tree.	1,000	Electrical	SE Corner of Ocean & Camino Real
240051	2/2/2024	2/2/2024	Replace water service from meter to house, approximately 15' of 3/4" Aquapex and copper type L.	3,500	Plumbing	San Carlos 2 NW of Santa Lucia
240050	2/2/2024	2/2/2024	Replace a 100 amp sub panel in-kind.	2,500	Electrical	Ocean 3 SE of Monte Verde, Unit A
240049	2/2/2024	2/2/2024	Remove and Replace Boiler	15,727	Mechanical	5014 Monterey St
240048	2/1/2024		Replace existing patio doors with new patio doors to match existing	7,500	Building	NE Corner of Monte Verde & 13th
240047	2/1/2024		Change existing bath tub to a walk in shower.	15,000	Building	13th 2 SE of Casanova
240046	2/1/2024	2/27/2024	Install new roof mounted 4.80kW PV system with Generac ESS system. No upgrade to main service panel.	52,719	Electrical	Junipero 2 SW of 9th
240000				20,000		

Total Records: 55

3/8/2024



# Code Compliance Report

**02/01/2024 - 02/29/2024**

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
24067	2/26/2024	1st NOV sent	NEC Carmelo and 9th	Transient rental	2/26/2024	
24066	2/16/2024	Closed	Junipero SW of 3rd	Sign in right-of-way	2/16/2024	2/16/2024
24065	2/16/2024	Closed	Monte Verde 3 SE of 11th	Portable toilet in right-of-way	2/16/2024	2/19/2024
24064	2/16/2024	Closed	NEC Casanova and 12th	Sign in right-of-way	2/16/2024	2/16/2024
24063	2/16/2024	Open	Lobos 6 NE of 3rd	Site drainage	2/16/2024	
24062	2/15/2024	Closed	Ocean NE of Lincoln	Exterior signage	2/15/2024	2/15/2024
24061	2/15/2024	Open	Junipero 2 NW of Vista	Yard debris / Fire hazard	2/12/2024	
24059	2/13/2024	Open	Lincoln 2 NE of 6th	Exterior signage and unlicensed business	2/13/2024	
24058	2/13/2024	Open	4th 2 NE of Santa Fe	Generator noise	2/13/2024	
24057	2/13/2024	Open	Junipero 2 NW of Vista	Yard debris / fire hazard	2/13/2024	
24056	2/13/2024	Open	9th 2 NW of Dolores	Rocks wall in right-of-way	2/13/2024	
24055	2/8/2024	Open	6th SE of Dolores	Exterior signage	2/8/2024	
24054	2/7/2024	Closed	Camino Real 5 SE of 9th	Construction debris in right-of-way	2/7/2024	2/21/2024
24052	2/8/2024	Open	Scenic 5 SE of 9th	Exceeded scope of work for exempt work authorization # 23-528 by installing a radiant heating system, dry wall replacement of at least one entire room and potentially electrical work being done without proper permits.	2/7/2024	
24051	2/8/2024	Closed	26282 Atherton	Transient rental	2/8/2024	3/5/2024
24050	2/7/2024	Open	Scenic 4 SW of Ocean	Demolition without a permit	2/6/2024	

24049	2/2/2024	Closed	8th 2 SW of Monte Verde	Transient rental	2/2/2024	Attachment 1 2/20/2024
24048	2/2/2024	Closed	Monte Verde 2 SE of 5th	Fence fallen in public pathway	2/2/2024	2/5/2024

**Total Records: 18**

**3/8/2024**





# Transient Rental Report

**01/01/2024 - 02/29/2024**

Case #	Street	Status	Date Received	Last Status Date	Date Closed
24067	Carmelo	1st NOV sent	2/26/2024	3/4/2024	
24051	Rio	Closed	2/8/2024	3/5/2024	3/5/2024
24049	8th	Closed	2/2/2024	2/20/2024	2/20/2024
24047	Lopez	1st NOV sent	1/29/2024	2/28/2024	
24046	2nd	STR verified	1/30/2024	2/6/2024	
24045	Lobos	2nd NOV sent	1/29/2024	2/26/2024	
24029	7th	Closed	1/16/2024	2/26/2024	2/26/2024
24028	Forest	Closed	1/16/2024	2/9/2024	2/9/2024
24027	Scenic	Closed	1/15/2024	2/8/2024	2/8/2024

**Total Records: 9****3/6/2024**



# Encroachment Permit Report

**02/01/2024 - 02/29/2024**

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
240034	Temp Ench	2/29/2024	Replace sewer lateral from building to City main. Install BWV and SRV.  CONDITION: Remove up to 4' more of the sidewalk on either side of the sewer lateral and gradually ramp the pavers over the roots.	SW Corner of Mission & 7th	2/29/2024	In Review
240033	Temp Ench	2/26/2024	Replace sewer lateral using pipe bursting.	Camino Real 3 SW of 12th	2/26/2024	Approved
240032	Temp Ench	2/20/2024	Deliver moving POD to private property.	Pine Ridge Way 3 NE of Forest	2/21/2024	Issued
240031	Perm Ench	2/20/2024	REMODEL AND ADDITION TO (E) SFR WITH NEW DETACHED ADU	NE CORNER OF STERLING WAY AND PERRY NEWBERRY		In Review
240030	Temp Ench	2/15/2024	Trench across street for electrical underground. Trench to a bell hole in street for gas tie in. 811# 2024021302122.	Camino Real 3 SW of 13th	2/22/2024	Issued
240029	Temp Ench	2/14/2024	Trench for underground PG&E service conduit to project electrical panel. Total replacement of 16sf of sidewalk.	Junipero 2 SE of Ocean	2/14/2024	Issued
240028	Temp Ench	2/14/2024	Repair irrigation valve located in sidewalk	Junipero between ocean and 7th	2/14/2024	Issued
240027	Temp Ench	2/13/2024	2'x30' swale & 30' asphalt berm for CalmAm Job #0582	SW Corner of Camino Real & Ocean	2/13/2024	Issued
240026	Temp Ench	2/13/2024	Replace sewer lateral using pipe bursting	2nd Ave between Camino Real & Carmelo	2/13/2024	Issued
240025	Temp Ench	2/7/2024	Excavate a 2'x4' and a 4'x4' pit in the asphalt to repair water leak.	Junipero 125' North of 12th	2/7/2024	Issued
240024	Temp Ench	2/6/2024	Replace sewer lateral using pipe bursting.	Scenic 4 SE of 8th	2/7/2024	Issued

240023	Temp Ench	2/5/2024	Temporarily close the sidewalk a the NE Corner of Mission & 7th for gutter repair and replacement.	NE Corner of Mission & 7th	2/7/2024	Attachment 1 Issued
240022	Temp Ench	2/1/2024	Replace sewer lateral using pipe bursting.	Torres 5 SE of 1st	2/1/2024	Issued

**Total Records: 13**

**3/8/2024**



# Tree Permit Report

**02/01/2024 - 02/29/2024**

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
24027	2/1/2024	Tree Evaluation	Lopez 2 NE of 4th	Evaluation of two possible public Eucalyptus trees.	In Review	
24028	2/1/2024	Tree Removal/Pruning	San Carlos 2 NE of 2nd	Removal of one 8" Pittosporum and one 8" Acacia	In Review	
24029	2/1/2024	Tree Removal/Pruning	Torres 2 SW of Mountain View	Removal of two dying oak's, one 12" DBH and one 14" DBH.	In Review	
24030	2/1/2024	Tree Removal/Pruning	Monte Verde 3 SE of 10th	Removal of two Quercus Agrifolia, 26" and 31"	Approved	2/1/2024
24031	2/1/2024	Tree Removal/Pruning	SE Corner of Lobos & 2nd	Removal of one Monterey Pine	Approved	2/7/2024
24032	2/1/2024	Tree Evaluation	4905 Monterey St	Evaluation of two large Pine trees on City property for possible trimming or removal.	Approved	2/23/2024
24033	2/1/2024	Tree Evaluation	Dolores 3 SW of 12th	Evaluation of one dead pine in the City ROW.	Approved	2/1/2024
24034	2/2/2024	Tree Removal/Pruning	Torres 2 NW of 5th	Removal of one 18" DBH Monterey Cypress	In Review	
24035	2/2/2024	Tree Removal/Pruning	Lincoln 3 NE of Santa Lucia	Removal of one Oak tree over 20" in diameter	Approved	2/14/2024
24036	2/2/2024	Tree Evaluation	Torres 3 SW of 8th	Tree evaluation, possible remove and trimming	In Review	
24037	2/4/2024	Emergency Tree Work	4 SW Casanova, 13th Street, Camel-by-the-sea, CA	Remove fallen down tree	Approved	
24038	2/5/2024	Tree Removal/Pruning	SW Corner of Santa Fe & 4th	Removal of one pine tree	In Review	
24039	2/5/2024	Tree Evaluation	Guadalupe 4 SW of 3rd	EVALUATION ONLY: Approx. 80-FT / 3-FT diameter Monterey Pine.	Approved	2/8/2024
24040	2/6/2024	Tree Removal/Pruning	Guadalupe 3 NW of 6th	REMOVAL: One (1) Monterey Pine, 22"x51' (31' crown); one (1) Black Acacia 8"x12' (17' crown).	Conditionally Approved	2/23/2024
24041	2/6/2024	Tree Evaluation	Camino Del Monte 2 NW San Carlos	Evaluation of private trees due to danger during storms.	In Review	

24042	2/6/2024	Tree Evaluation	Guadalupe 3 SW of 3rd	House and yard with 4 trees, "Las Campanitas"	In Review	Attachment 1
24043	2/7/2024	Tree Removal/Pruning	3251 First Avenue, Carmel-By-The-Sea, CA	Remove Fallen Tree	In Review	
24044	2/8/2024	Tree w/ Construction	Casanova Street 2 NW of Ninth Avenue	PRUNING: one (1) 24" coastal live oak (#12 on tree evaluation) removal of two (2) +4" limbs on east side of tree.  REMOVAL: two (2) 6" acacia (#3 & #4 on tree evaluation)	In Review	
24045	2/8/2024	Emergency Tree Work	Camino Real 13 NE 4th	Fallen trees on property	Approved	2/9/2024
24046	2/8/2024	Emergency Tree Work	26041 Ridgewood Road	Remove dead tree that has uplifted roots and is threatening structures.	Approved	2/14/2024
24047	2/8/2024	Tree Removal/Pruning	Casanova 8 NW of Ocean	Remove cluster of dead oaks, as determined by City Forester, Justin Ono.	Approved	2/16/2024
24048	2/8/2024	Tree Removal/Pruning	NW Corner of Ocean & Carpenter	Removal of one oak tree, pruning of one pine tree, and evaluating one cypress tree in the ROW.	In Review	
24049	2/8/2024	Tree Removal/Pruning	SW Corner of Forest & Ocean	Removal of one dead Monterey Pine on City ROW.	Approved	2/13/2024
24050	2/9/2024	Tree Evaluation	NW Corner of Santa Fe & 5th	Removal of one large pine tree which may be partially on City Property	In Review	
24051	2/13/2024	Tree Removal/Pruning	San Carlos 2 SE of 13th	EVALUATION: One (1) 42" Monterey Pine - evaluate for full removal to tree health; beetles. PRUNING: One (1) 40" Monterey Cypress - prune three (3) hanging limbs as a result of storm on 02/05/2024; One (1) 42" Monterey Pine - prune two (2) 8"-10" DBH branches on the north side of the tree. REMOVAL: One (1) 42" Monterey Pine - Possible removal of entire tree.	Approved	2/21/2024

24052	2/13/2024	Tree Removal/Pruning	SE Corner of Perry Newberry & Escolle Way	Removal of one 18" Monterey Pine	In Review	Attachment 1
24053	2/13/2024	Tree Removal/Pruning	3rd 2 NW of Santa Fe	Removal of three Pines and two Cypress trees along with the pruning of one Cypress.	Approved	3/1/2024
24054	2/13/2024	Emergency Tree Work	NW Corner of Junipero & 9th	Remove tree	Approved	2/13/2024
24055	2/13/2024	Tree Removal/Pruning	San Antonio 3 NE of 12th	Removal of one Monterey Cypress in front of the property.	Approved	2/23/2024
24056	2/13/2024	Tree Removal/Pruning	1st 2 SE San Carlos	Tree removal of 1 Monterey Pine.	Approved	2/29/2024
24057	2/13/2024	Tree Removal/Pruning	Guadalupe 3 SE of 2nd	Removal of one Coast Live Oak, 40' tall.	Approved	2/22/2024
24058	2/13/2024	Tree Removal/Pruning	Dolores 2 SW of 11th	Removal of a 12" limb that is nearly resting on house.	Denied	
24059	2/15/2024	Emergency Tree Work	Guadalupe 2 NE of Mountain View	EVALUATION: One (1) Cypress tree.	Approved	2/15/2024
24060	2/15/2024	Tree Removal/Pruning	NE Corner of Torres & 11th	Remove two pines, one 32" and one 44". Trim one 56" eucalyptis, remove one hollow trunk from the eucalyptis.	In Review	
24061	2/20/2024			VOID	Closed	
24062	2/20/2024	Tree Removal/Pruning	SW Corner of Mission and Vista	Remove large leaning tree that has compromised roots.	In Review	
24063	2/20/2024	Tree Removal/Pruning	SE Corner of Carmelo & 7th	Removal of one Monterey Pine	In Review	
24064	2/21/2024	Tree Evaluation	8th 3 SE of Santa Fe	Evaluate aged oak cluster for tree removal	In Review	
24065	2/21/2024	Tree Removal/Pruning	Guadalupe Street 4 SE of 4th	REMOVAL: One (1) dead Oak tree.	Approved	2/22/2024
24066	2/21/2024	Tree Removal/Pruning	Dolores 3 SW of 3rd	REMOVAL: Two (2) Monterey Pines	In Review	
24067	2/21/2024	Tree Removal/Pruning	Torres 2 SW of 9th	Prune one multi-trunk oak tree overhanging the roof.	In Review	
24068	2/21/2024	Tree Removal/Pruning	San Antonio 3 NW of 12th	Pruning of several branches from unknown species of tree.	In Review	

24069	2/22/2024	Tree Removal/Pruning	SW Corner of Mission & 12th	Remove 4 Monterey pines Justin Ono has determined to be hazardous. 2 are on my property and 2 are in front of my property on 12th Avenue on city land	In Review	Attachment 1
24070	2/22/2024	Tree Removal/Pruning	25940 Junipero Street	Removal of 2 trees in danger of falling	Approved	3/1/2024
24071	2/23/2024	Tree Removal/Pruning	Santa Fe 3 SW of 5th	Removal of one 35' Coastal Redwood	In Review	
24072	2/25/2024	Tree Removal/Pruning	Santa Fe 5 NW of 4th	Remove remains of storm damaged tree in city right of way	In Review	
24073	2/27/2024	Tree Removal/Pruning	Guadalupe 2 NE of 7th	REMOVAL: One (1) Cork Oak	In Review	
24074	2/27/2024	Emergency Tree Work	San Carlos St., 5 NE of 13th	Dead Oak Tree	In Review	
24075	2/27/2024	Tree Removal/Pruning	SE Corner of San Antonio and 10th Ave	PRUNING: Tree limb hanging and weighing down an Xfinity wire; interfering with internet service to our house.	Approved	2/27/2024
24076	2/28/2024	Emergency Tree Work	Acacia Way 2 SW of Flanders	REMOVAL: One (1) Coast Live oak ~25 FT.	Approved	2/29/2024
24077	2/29/2024	Tree w/ Construction	Santa Fe 4 SE of 2nd Avenue	ASSOCIATED DESIGN STUDY, DS 23-124. Remove 3 Monterey Pines: 20", 22", 13"	In Review	
24078	2/29/2024	Tree Removal/Pruning	Casanova 9 NW of Ocean	Removal of one 15" Oak as identified on the plans. Removal of an additional 14" oak with 10' canopy, identified on elevation 990.82' in roof deck well.	Approved	3/5/2024
24079	2/29/2024	Emergency Tree Work	2nd lot (vacant) in from the corner of Guadalupe Street and Mountain View Avenue across from the Forest Theatre	Removal of Two Leaning Trees Towards Power Line and House	Approved	3/1/2024

Total Records: 53

3/8/2024



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

**Public Safety**

**February 2024**

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Paul Tomasi, Director of Public Safety
<b>APPROVED BY:</b>	Chip Rerig, City Administrator

### AMBULANCE REPORT

#### Summary of Carmel Fire Ambulance February Calls for Service

#### AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2024 the ambulance was unable to meet the performance measure. The response time was 92% with (4) code-3 call over 5 minutes.

56 Calls for service in CBTS Average response time: 3:06 min.  
50 Code 3 calls for service –Four over 5:00 min.

2/3/2024; North Carmelo & Second; **(5:43 min response)** – Delayed due to distance  
2/5/2024; Santa Lucia and Scenic; **(5:43 min response)** - Delayed due to distance  
2/5/2024; Vizcaino & Flanders Way; **(5:05 min response)** - Delayed die to distance  
2/3/2024; North Carmelo & Fourth; **(5:30 min response)** - Delayed due to distance

### MONTEREY FIRE REPORT

#### Summary of Monterey Fire February Calls for Service

#### FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2024 the fire department was unable to meet the performance measure. The response time was 84% with (12) code-3 call over 5 minutes.

98 total calls for service in CBTS Average response time: 3:54 min.  
75 total Code-3 calls

\*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



2/4/2024; S. Mountain View & Guadalupe; **(20:23 min response)** – Engine response from Monterey  
 2/5/2024; Vizcaino & Flanders: **(6:18 min response)** – Delayed locating address  
 2/5/2024; S. Mountain View & Guadalupe; **(14:54 min response)** - Delayed due to engine malfunction  
 2/4/2024; Forest Rd & Pine Ridge; **(16:38 min response)** – Delay due to distance  
 2/5/2024; Santa Fe & 4<sup>th</sup>; **(8:38 min response)** – Delayed due to distance  
 2/4/2024; Santa Rita & 3<sup>rd</sup>; **(6:14 min response)** -Delayed due to weather  
 2/4/2024; Torres & 8<sup>th</sup>; **(5:19 min response)** - Delayed due to weather  
 2/5/2024; 25969 Ridgewood Rd. **(5:49 min response)** -Delayed due to weather  
 2/5/2024; 1st Ave & Guadalupe **(6:01 min response)** - Delay due to route obstruction and weather  
 2/4/2024; Guadalupe & 2<sup>nd</sup>; **(5:24 min response)** – Delayed due to distance  
 2/3/2024; N. Carmelo & 5<sup>th</sup>; **(5:51 min response)** - Delay due to trouble locating address  
 2/4/2024; Scenic & 8<sup>th</sup>; **(5:48 min response)** - Delay due to trouble locating address

## **BEACH FIRES**

There were zero illegal beach fires recorded during the month of February.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE  
27060 CARMEL-BY-THE-SEA  
Alarm Date From: 02/01/2024 To: 02/29/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	2/12/2024 1:03 PM	240212-MNT01294	0:02:31	7TH AVE	MONTE VERDE ST	3
Medical assist, assist EMS crew	2/16/2024 11:01 AM	240216-MNT01386	0:02:51	CAMINO REAL ST	OCEAN AVE	3
Medical assist, assist EMS crew	2/18/2024 9:17 AM	240218-MNT01432	0:01:06	JUNIPERO AVE	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/3/2024 1:00 AM	240203-MNT00840	0:04:32	N CARMELO ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	2/6/2024 11:10 PM	240206-MNT01122	0:03:07	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	2/7/2024 8:20 AM	240207-MNT01129	0:00:31	SAN CARLOS ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	2/7/2024 4:13 PM	240207-MNT01145	0:02:02	4TH AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	2/8/2024 7:09 AM	240208-MNT01159	0:04:13	GUADALUPE ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	2/8/2024 1:20 PM	240208-MNT01171	0:03:16	2ND AVE	SANTA FE ST	3
EMS call, excluding vehicle accident with injury	2/9/2024 6:36 PM	240209-MNT01217	0:03:15	SAN CARLOS ST	VISTA AVE	3
EMS call, excluding vehicle accident with injury	2/10/2024 4:59 PM	240210-MNT01241	0:03:18	MISSION ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	2/11/2024 12:25 AM	240211-MNT01253	0:01:33	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/20/2024 7:10 AM	240220-MNT01475	0:04:03	TORRES 3 SW 2ND ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	2/20/2024 8:43 AM	240220-MNT01476	0:04:05	MONTE VERDE 4 SW 4TH S	4TH AVE	2
EMS call, excluding vehicle accident with injury	2/22/2024 10:55 PM	240222-MNT01536	0:00:00	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/25/2024 12:34 PM	240225-MNT01596	0:04:22	HATTON RD	MONTEREY ST	3
EMS call, excluding vehicle accident with injury	2/25/2024 5:44 PM	240225-MNT01601	0:00:10	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/26/2024 2:37 PM	240226-MNT01614	0:04:20	10TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	2/26/2024 6:52 PM	240226-MNT01619	0:01:26	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/29/2024 8:28 PM	240229-MNT01698	0:03:04	LOBOS ST	4TH AVE	3
20			0:02:41			
322-399 Series (Rescues)						
Motor vehicle accident with no injuries.	2/25/2024 8:38 PM	240225-MNT01604	0:02:51	2ND AVE	SANTA RITA ST	3
Surf rescue	2/24/2024 3:12 PM	240224-MNT01577	0:03:48	SCENIC RD	8TH AVE	3
2			0:03:20			
400 Series (Hazardous Material)						
Hazardous condition, other	2/4/2024 4:32 PM	240204-MNT00989	0:04:20	TORRES ST	8TH AVE	2
Gas leak (natural gas or LPG)	2/4/2024 11:34 AM	240204-MNT00903	0:20:23	S MOUNTAIN VIEW AVE	GUADALUPE ST	3
Gas leak (natural gas or LPG)	2/4/2024 3:15 PM	240204-MNT00975	0:01:20	CARPENTER ST	3RD AVE	3
Gas leak (natural gas or LPG)	2/5/2024 10:42 AM	240205-MNT01045	0:01:47	3 NE SAN ANTONIO AVE	11TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>400 Series (Hazardous Material) cont.</b>						
Gas leak (natural gas or LPG)	2/19/2024 4:29 PM	240219-MNT01465	0:03:23	2ND AVE	JUNIPERO AVE	3
Chemical hazard (no spill or leak)	2/4/2024 10:27 AM	240204-MNT00878	0:05:36	OCEAN AVE	SAN CARLOS ST	2
Carbon monoxide incident	2/5/2024 10:39 PM	240205-MNT01079	0:06:18	VIZCAINO	FLANDERS WAY	3
Carbon monoxide incident	2/6/2024 11:38 AM	240206-MNT01096	0:06:16	2946 SANTA LUCIA AVE		2
Carbon monoxide incident	2/6/2024 12:23 PM	240206-MNT01100	0:02:07	2946 SANTA LUCIA AVE		3
Electrical wiring/equipment problem, other	2/1/2024 11:07 AM	240201-MNT00808	0:04:28	JUNIPERO AVE	11TH AVE	2
Electrical wiring/equipment problem, other	2/5/2024 3:07 PM	240205-MNT01065	0:03:57	OCEAN AVE	GUADALUPE ST	2
Heat from short circuit (wiring), defective/worn	2/5/2024 12:09 PM	240205-MNT01054	0:14:54	S MOUNTAIN VIEW AVE	GUADALUPE ST	3
Power line down	2/4/2024 10:20 AM	240204-MNT00876	0:16:38	FOREST RD	PINE RIDGE RD	3
Power line down	2/5/2024 6:54 AM	240205-MNT01028	0:06:01	CARPENTER ST	3RD AVE	2
Power line down	2/5/2024 10:52 AM	240205-MNT01046	0:08:38	SANTA FE ST	4TH AVE	3
Power line down	2/6/2024 1:43 PM	240206-MNT01101	0:05:26	2ND AVE	N SAN ANTONIO AVE	2
Arcing, shorted electrical equipment	2/4/2024 9:37 AM	240204-MNT00867	0:02:55	SCENIC RD	10TH AVE	3
Biological hazard, confirmed or suspected	2/16/2024 11:48 AM	240216-MNT01387	0:04:27	DOLORES ST	5TH AVE	3
Accident, potential accident, other	2/4/2024 11:29 AM	240204-MNT00909	0:01:47	3RD AVE	MONTE VERDE ST	3
Accident, potential accident, other	2/4/2024 12:33 PM	240204-MNT00939	0:02:20	PALOU AVE	N CASANOVA ST	3
Accident, potential accident, other	2/4/2024 1:16 PM	240204-MNT00955	0:04:52	5TH AVE	GUADALUPE ST	3
Accident, potential accident, other	2/4/2024 2:59 PM	240204-MNT00971	0:03:29	8TH AVE	SAN ANTONIO AVE	3
Building or structure weakened or collapsed	2/4/2024 9:01 AM	240204-MNT00863	0:06:14	SANTA RITA ST	3RD AVE	3
Building or structure weakened or collapsed	2/4/2024 9:08 AM	240204-MNT00865	0:03:28	MISSION ST	10TH AVE	3
Building or structure weakened or collapsed	2/4/2024 10:47 AM	240204-MNT00888	0:05:19	TORRES ST	8TH AVE	3
Building or structure weakened or collapsed	2/4/2024 11:35 AM	240204-MNT00904	0:00:00	MISSION ST	ALTA AVE	3
Building or structure weakened or collapsed	2/4/2024 12:12 PM	240204-MNT00929	0:01:16	DOLORES ST	1ST AVE	3
Building or structure weakened or collapsed	2/5/2024 7:54 AM	240205-MNT01034	0:05:49	25969 RIDGEWOOD RD		3
Building or structure weakened or collapsed	2/5/2024 10:09 AM	240205-MNT01044	0:06:01	1ST AVE	GUADALUPE ST	3
<b>29</b>			<b>0:05:30</b>			

#### 500 & 600 Series (Service Calls)

Service Call, other	2/4/2024 10:11 AM	240204-MNT00871	0:02:52	MISSION ST	SANTA LUCIA AVE	3
Service Call, other	2/4/2024 10:14 AM	240204-MNT00874	0:03:14	OCEAN AVE	CASANOVA ST	3
Service Call, other	2/4/2024 12:40 PM	240204-MNT00940	0:00:00	JUNIPERO AVE	7TH AVE	3
Service Call, other	2/4/2024 12:44 PM	240204-MNT00942	0:01:36	LINCOLN ST	9TH AVE	3
Service Call, other	2/4/2024 1:49 PM	240204-MNT00959	0:04:39	3RD AVE	SANTA FE ST	3
Service Call, other	2/4/2024 2:00 PM	240204-MNT00962	0:02:51	5895 JUNIPERO AVE		3
Service Call, other	2/4/2024 3:02 PM	240204-MNT00972	0:02:41	GUADALUPE ST	5TH AVE	3
Service Call, other	2/4/2024 4:47 PM	240204-MNT00993	0:05:24	2ND AVE	GUADALUPE ST	3
Service Call, other	2/4/2024 5:11 PM	240204-MNT00997	0:03:28	MONTE VERDE ST	3RD AVE	3
Service Call, other	2/4/2024 6:10 PM	240204-MNT01004	0:02:42	GUADALUPE ST	7TH AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls) cont.						
Service Call, other	2/13/2024 9:36 PM	240213-MNT01327	0:03:51	SAN CARLOS ST	12TH AVE	3
Lock-out	2/2/2024 1:44 PM	240202-MNT00828	0:03:36	MONTE VERDE ST	7TH AVE	2
Assist police or other governmental agency	2/6/2024 2:26 PM	240206-MNT01103	0:14:13	MISSION ST	8TH AVE	2
Public service	2/5/2024 7:23 AM	240205-MNT01032	0:02:23	2ND AVE	JUNIPERO AVE	2
Public service	2/9/2024 1:42 PM	240209-MNT01209	0:06:04	2ND AVE	N CASANOVA ST	2
Public service	2/9/2024 3:02 PM	240209-MNT01211	0:05:02	CAMINO DEL MONTE	JUNIPERO AVE	2
Public service	2/14/2024 8:41 AM	240214-MNT01337	0:02:55	3RD AVE	DOLORES ST	3
Public service	2/19/2024 3:08 PM	240219-MNT01462	0:04:05	MONTE VERDE ST	2ND AVE	3
Public service	2/21/2024 9:57 AM	240221-MNT01502	0:04:20	11TH AVE	CASANOVA ST	2
Public service	2/23/2024 2:20 PM	240223-MNT01555	0:01:28	OCEAN AVE	MISSION ST	2
Assist invalid	2/17/2024 8:52 AM	240217-MNT01406	0:03:44	GUADALUPE ST	6TH AVE	2
Assist invalid	2/18/2024 9:40 AM	240218-MNT01433	0:02:46	GUADALUPE ST	6TH AVE	2
No incident found on arrival at dispatch address	2/5/2024 6:01 PM	240205-MNT01072	0:04:26	SCENIC RD	SANTA LUCIA AVE	3
No incident found on arrival at dispatch address	2/10/2024 7:07 PM	240210-MNT01247	0:02:53	MISSION ST	7TH AVE	3
No incident found on arrival at dispatch address	2/11/2024 1:57 PM	240211-MNT01266	0:03:55	JUNIPERO AVE	4TH AVE	2
No incident found on arrival at dispatch address	2/19/2024 10:29 AM	240219-MNT01457	0:03:08	LINCOLN ST	6TH AVE	3
No incident found on arrival at dispatch address	2/19/2024 12:15 PM	240219-MNT01459	0:03:25	DOLORES ST	10TH AVE	3
EMS call, party transported by non-fire agency	2/18/2024 11:13 AM	240218-MNT01438	0:03:16	25995 RIDGEWOOD RD		3
EMS call, party transported by non-fire agency	2/21/2024 6:53 PM	240221-MNT01510	0:02:17	SAN CARLOS ST	7TH AVE	2
29			0:03:42			
700 Series (False Alarms)						
Alarm system sounded due to malfunction	2/3/2024 9:34 AM	240203-MNT00843	0:02:39	OCEAN AVE	MISSION ST	3
Alarm system sounded due to malfunction	2/3/2024 11:21 PM	240203-MNT00854	0:05:51	N CARMELO ST	4TH AVE	3
Alarm system sounded due to malfunction	2/4/2024 8:40 AM	240204-MNT00860	0:04:50	CARMELO ST	4TH AVE	3
Alarm system sounded due to malfunction	2/4/2024 9:54 AM	240204-MNT00869	0:01:45	SAN CARLOS ST	10TH AVE	3
Alarm system sounded due to malfunction	2/5/2024 12:19 AM	240205-MNT01019	0:04:00	MISSION ST	6TH AVE	2
Alarm system sounded due to malfunction	2/20/2024 2:20 PM	240220-MNT01484	0:03:14	MONTE VERDE ST	6TH AVE	3
Smoke detector activation, no fire - unintentional	2/12/2024 11:17 AM	240212-MNT01288	0:02:53	DOLORES ST	7TH AVE	3
Detector activation, no fire - unintentional	2/4/2024 11:51 AM	240204-MNT00912	0:00:53	DOLORES ST	7TH AVE	3
Detector activation, no fire - unintentional	2/14/2024 2:23 PM	240214-MNT01346	0:02:44	JUNIPERO AVE	6TH AVE	3
Alarm system activation, no fire - unintentional	2/17/2024 7:43 PM	240217-MNT01425	0:05:48	SCENIC RD	8TH AVE	3
Alarm system activation, no fire - unintentional	2/20/2024 12:21 AM	240220-MNT01470	0:03:56	DOLORES ST	7TH AVE	3
Carbon monoxide detector activation, no CO	2/6/2024 6:42 AM	240206-MNT01087	0:04:25	TORRES ST	OCEAN AVE, 2 SE	3
Carbon monoxide detector activation, no CO	2/12/2024 5:45 PM	240212-MNT01302	0:03:13	LOBOS ST	1ST AVE	2
13			0:03:33			
800 Series (Severe Weather)						
Wind storm, tornado/hurricane assessment	2/4/2024 10:13 AM	240204-MNT00872	0:07:57	Dolores ST	1st Ave	2
Wind storm, tornado/hurricane assessment	2/4/2024 11:55 AM	240204-MNT00922	0:01:30	Lobos ST	3rd Ave	3
Wind storm, tornado/hurricane assessment	2/4/2024 12:02 PM	240204-MNT00925	0:03:38	9th AVE	Torres St	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
<b>800 Series (Severe Weather) cont.</b>						
Wind storm, tornado/hurricane assessment	2/4/2024 12:47 PM	240204-MNT00946	0:03:32	Scenic RD	Ocean Ave	3
Wind storm, tornado/hurricane assessment	2/5/2024 7:15 AM	240205-MNT01030	0:06:48	Junipero AVE	Vista Ave	2

**5**

**0:04:41**

**Over 5 Minute Response Times Cause of Delay: Code 3 Responses**

240204-MNT00903 ME11 responded from St 11, delayed due to distance  
240205-MNT01079 E15 responded from St 15, delayed due to locating address  
240205-MNT01054 E15 responded from St 15, delayed due to engine malfunction  
240204-MNT00876 OES327 responded from St 16, delayed due to distance  
240205-MNT01046 ME11 responded from St 11, delayed due to distance  
240204-MNT00888 E15 responded from St 15, delayed due to weather  
240205-MNT01034 E15 responded from St 15, delayed due to weather  
240205-MNT01044 E15 responded from St 15, delay due to route obstruction and weather  
240204-MNT00993 ME11 responded from St 11, delay due to distance  
240203-MNT00854 E15 responded from St 15, delay due to trouble locating address  
240217-MNT01425 E15 responded from St 15, delay due to trouble locating address  
240204-MNT00863 E15 responded from St 15, delayed due to weather

<b>Code 2 Calls</b>	<b>23</b>
<b>Code 3 Calls</b>	<b>75</b>
<b>Total # of Incidents</b>	<b>98</b>
<b>% Under 5 Minute Response Time</b>	<b>84%</b>



# CARMEL-BY-THE-SEA FEBRUARY 2024 Response Summary Report by Incident Type

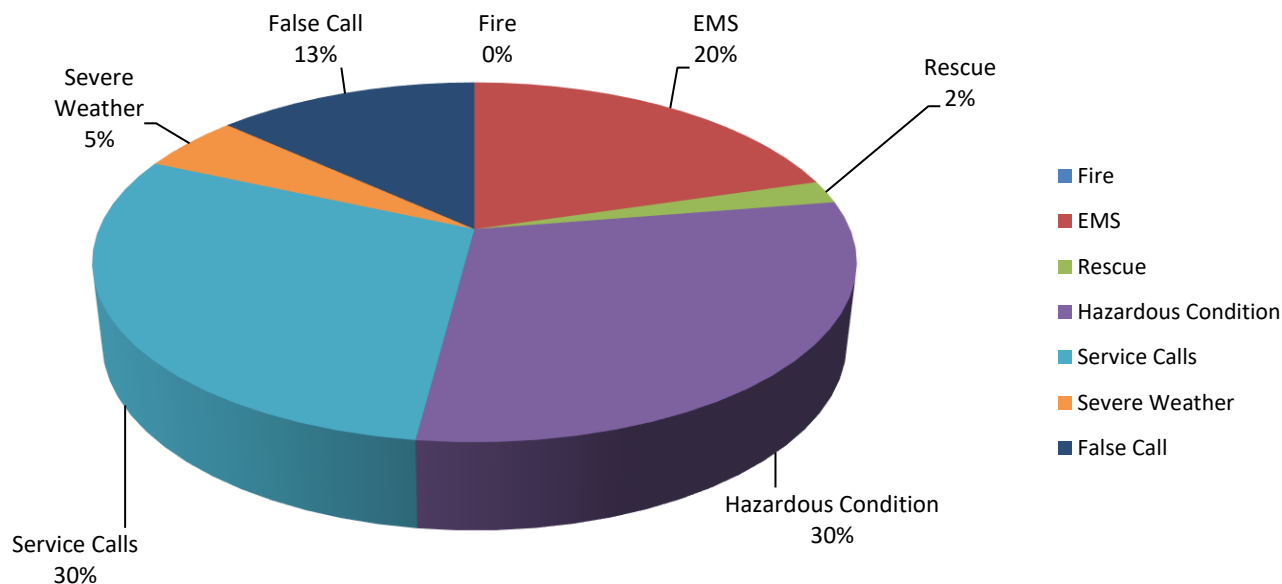


Type of Call	Number	Average Response Time
Fire	0	0:00
EMS	20	2:41
Rescue	2	3:20
Hazardous Condition	29	5:30
Service Calls	29	3:42
Severe Weather	5	4:41
False Call	13	3:33

Total Responses

98

3:54



Total Code 3 Calls:

75

Response Times for Code 3

Calls ≤ 5 minutes:

84%



RESPONSE SUMMARY REPORT BY DISTRICT  
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE  
Alarm Date From: 02/01/2024 To: 02/29/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Fire, other	2/20/2024	240220-CFA00229	00:03:52	DOLORES ST	7TH AVE	3
Forest, woods or wildland fire	2/5/2024	240205-CFA00168	00:02:59	S MOUNTAIN VIEW AVE	GUADALUPE ST	3
2			0:03:25			
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	2/3/2024	240203-CFA00137	00:05:43	N CARMELO ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	2/6/2024	240206-CFA00176	00:02:30	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	2/7/2024	240207-CFA00178	00:02:32	SAN CARLOS ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	2/7/2024	240207-CFA00180	00:01:43	4TH AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	2/8/2024	240208-CFA00181	00:03:55	GUADALUPE ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	2/8/2024	240208-CFA00183	00:03:24	2ND AVE	SANTA FE ST	3
EMS call, excluding vehicle accident with injury	2/9/2024	240209-CFA0187	00:05:00	SAN CARLOS 4 NE VISTA		3
EMS call, excluding vehicle accident with injury	2/10/2024	240210-1812-CFA0188	00:03:00	MISSION ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	2/12/2024	240212-CFA00194	00:02:37	7TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	2/12/2024	240212-CFA00195	00:02:03	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	2/16/2024	240216-CFA00210	00:02:21	CAMINO REAL ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/18/2024	240218-CFA00218	00:01:43	JUNIPERO AVE	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/18/2024	240218-CFA00219	00:03:10	25995 RIDGEWOOD RD		3
EMS call, excluding vehicle accident with injury	2/20/2024	240220-CFA00231	00:04:22	TORRES ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	2/20/2024	240220-CFA00232	00:04:17	MONTE VERDE ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/23/2024	240223-CFA00243	00:03:13	CAMINO REAL ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/25/2024	240225-CFA00247	00:04:00	HATTON ST		3
EMS call, excluding vehicle accident with injury	2/25/2024	240225-CFA0250	00:01:00	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/26/2024	240226-CFA00252	00:02:57	JUNIPERO AVE	OCEAN AVE	2
EMS call, excluding vehicle accident with injury	2/26/2024	240226-CFA00253	00:03:03	10TH AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	2/26/2024	240226-CFA00255	00:01:44	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/29/2024	240229-CFA00264	00:02:43	LOBOS ST	4TH AVE	3
22			0:03:03			
322-399 Series (Rescues)						
Motor vehicle accident with no injuries.	2/10/2024	240210-CFA0189	00:02:00	MISSION ST	7TH AVE	3
Motor vehicle accident with no injuries.	2/25/2024	240225-CFA00251	00:02:12	2ND AVE	SANTA RITA ST	3
2			0:02:06			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority	
400 Series (Hazardous Material)							
Hazardous condition, other	2/4/2024	240204-CFA00144	00:04:04	SANTA RITA ST	3RD AVE	3	
Hazardous condition, other	2/4/2024	240204-CFA00145	00:02:55	MISSION ST	10TH AVE	3	
Hazardous condition, other	2/4/2024	240204-CFA00146	00:03:21	SCENIC RD	10TH AVE	3	
Hazardous condition, other	2/4/2024	240204-CFA00150	00:03:56	MISSION ST	ALTA AVE	3	
Hazardous condition, other	2/4/2024	240204-CFA00151	00:01:25	LOBOS ST	3RD AVE	3	
Hazardous condition, other	2/4/2024	240204-CFA00152	00:02:34	9TH AVE	TORRES ST	3	
Hazardous condition, other	2/4/2024	240204-CFA00153	00:01:33	5TH AVE	GUADALUPE ST	3	
Hazardous condition, other	2/4/2024	240204-CFA00154	00:03:18	3RD AVE	SANTA FE ST	3	
Hazardous condition, other	2/4/2024	240204-CFA00155	00:01:24	5895 JUNIPERO AVE		3	
Hazardous condition, other	2/4/2024	240204-CFA00156	00:00:58	GUADALUPE ST	5TH AVE	3	
Hazardous condition, other	2/5/2024	240205-CFA00163	00:03:38	MONTE VERDE ST	13TH AVE	3	
Hazardous condition, other	2/5/2024	240205-CFA00164	00:03:53	25969 RIDGEWOOD RD		3	
Hazardous condition, other	2/5/2024	240205-CFA00167	00:03:43	SAN ANTONIO AVE	11TH AVE	3	
Hazardous condition, other	2/5/2024	240205-CFA00169	00:05:43	SCENIC RD	SANTA LUCIA AVE	3	
Hazardous condition, other	2/13/2024	240213-CFA00204	00:03:54	SAN CARLOS ST	12TH AVE	3	
Hazardous condition, other	2/19/2024	240219-CFA00225	00:03:30	DOLORES ST	10TH AVE	3	
Hazardous condition, other	2/19/2024	240219-CFA00227	00:02:03	LOBOS ST	3RD AVE	3	
Gas leak (natural gas or LPG)	2/19/2024	240219-CFA00228	00:03:39	2ND AVE	JUNIPERO AVE	3	
Carbon monoxide incident	2/5/2024	240205-CFA00171	00:05:05	VIZCAINO AVE	FLANDERS WAY	3	
19			0:03:11				
500 & 600 Series (Service Calls)							
Service Call, other	2/5/2024	240205-CFA00165	00:04:48	MISSION ST	3RD AVE	2	
Assist invalid	2/5/2024	240205-CFA00166	00:02:15	MISSION ST	3RD AVE	2	
Assist invalid	2/11/2024	240211-CFA00190	00:03:56	JUNIPERO AVE	4TH AVE	2	
Assist invalid	2/17/2024	240217-CFA00212	00:03:48	GUADALUPE ST	6TH AVE	2	
Assist invalid	2/18/2024	240218-CFA00217	00:01:44	SANTA FE ST	3RD AVE	2	
5			0:03:18				
700 Series (False Alarms)							
False alarm or false call, other	2/12/2024	240212-CFA00192	00:02:44	DOLORES ST	7TH AVE	3	
False alarm or false call, other	2/17/2024	240217-CFA00215	00:04:07	SCENIC RD	8TH AVE	3	
Alarm system sounded due to malfunction	2/3/2024	240203-CFA00139	00:02:44	OCEAN AVE	MISSION ST	3	
Alarm system activation, no fire - unintentional	2/3/2024	240203-CFA00142	00:05:30	N CARMELO ST	4TH AVE	3	
Alarm system activation, no fire - unintentional	2/5/2024	240205-CFA00159	00:03:55	MISSION ST	6TH AVE	3	
Alarm system activation, no fire - unintentional	2/14/2024	240214-CFA00207	00:02:30	JUNIPERO AVE	6TH AVE	3	
6			0:03:35				
Over 5 Minute Response Times Cause of Delay: Code 3 Responses					Code 2 Calls	6	
240203-CFA00137 Delayed due to distance					Code 3 Calls	50	
240205-CFA00169 Delayed due to distance					Total # of Incidents		56
240205-CFA00171 Delayed due to distance					% Under 5 Minute Response Time		92%



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
240203-CFA00142 Delayed due to distance				Total Average Response Time		0:03:06



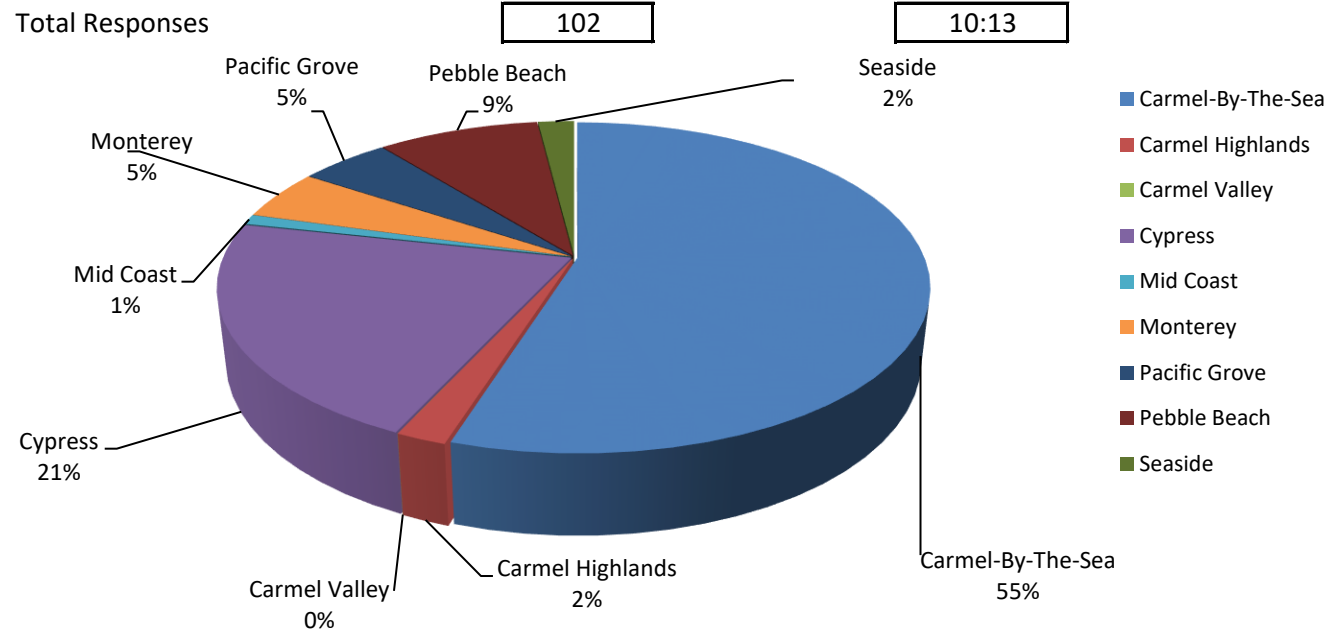
# CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

## FEBRUARY 2024

### Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-By-The-Sea	56	3:06
Carmel Highlands	2	16:32
Carmel Valley	0	0:00
Cypress	22	6:11
Mid Coast	1	15:11
Monterey	5	8:09
Pacific Grove	5	13:24
Pebble Beach	9	16:51
Seaside	2	12:38



Total Code 3 Calls:	<span style="border: 1px solid black; padding: 2px;">50</span>
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	<span style="border: 1px solid black; padding: 2px;">92%</span>



RESPONSE SUMMARY REPORT BY DISTRICT  
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE  
Alarm Date From: 02/01/2024 To: 02/29/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	2/5/2024	240205-CFA00160	00:21:48	178 SPINDRIFT RD		2
EMS call, excluding vehicle accident with injury	2/22/2024	240222-CFA00240	00:11:16	231 HWY 1		3
		2	0:16:32			
CYPRESS						
EMS call, excluding vehicle accident with injury	2/2/2024	240202-CFA00135	00:03:16	3600 OCEAN AVE		3
EMS call, excluding vehicle accident with injury	2/3/2024	240203-CFA00141	00:06:04	26270 DOLORES ST		3
EMS call, excluding vehicle accident with injury	2/3/2024	240203-CFA00140	00:05:33	26274 INSPIRATION AVE		3
EMS call, excluding vehicle accident with injury	2/4/2024	240204-CFA00158	00:08:08	HILLTOP PL	INSPIRATION AVE	2
EMS call, excluding vehicle accident with injury	2/5/2024	240205-CFA00170	00:07:32	26274 INSPIRATION AVE		2
EMS call, excluding vehicle accident with injury	2/7/2024	240207-CFA00177	00:06:30	3650 RIO ROAD		3
EMS call, excluding vehicle accident with injury	2/7/2024	240207-CFA00179	00:04:57	26254 CARMELO ST		3
EMS call, excluding vehicle accident with injury	2/13/2024	240213-CFA00202	00:05:57	4860 CARMEL VALLEY RD		3
EMS call, excluding vehicle accident with injury	2/14/2024	240214-CFA00205	00:07:51	4245 CANADA LN		3
EMS call, excluding vehicle accident with injury	2/14/2024	240214-CFA00206	00:04:35	3850 RIO RD		3
EMS call, excluding vehicle accident with injury	2/18/2024	240218-CFA00221	00:06:30	26279 OCEAN VIEW AVE		3
EMS call, excluding vehicle accident with injury	2/18/2024	240218-CFA00220	00:06:59	RIO VISTA DR	CHIQUITO PL	3
EMS call, excluding vehicle accident with injury	2/21/2024	240221-CFA00236	00:05:57	26181 VALLEY VIEW AVE		3
EMS call, excluding vehicle accident with injury	2/26/2024	240226-CFA00254	00:03:29	24703 CAMINO DEL MONTE		3
EMS call, excluding vehicle accident with injury	2/27/2024	240227-CFA00256	00:05:46	24697 CAMINO DEL MONTE		3
EMS call, excluding vehicle accident with injury	2/28/2024	240228-CFA00258	00:05:50	24520 OUTLOOK DR		3
EMS call, excluding vehicle accident with injury	2/28/2024	240228-CFA00261	00:04:49	100 CROSSROADS BLVD		3
EMS call, excluding vehicle accident with injury	2/29/2024	240229-CFA00263	00:05:49	3645 RIO RD		3
Motor vehicle accident with injuries	2/8/2024	240208-CFA00182	00:05:22	26135		3
Motor vehicle accident with injuries	2/12/2024	240212-CFA00193	00:12:20	5315 CARMEL VALLEY RD		2
Motor vehicle accident with injuries	2/23/2024	240223-CFA00244	00:05:55	6 CROSSROADS MALL		3
Assist invalid	2/14/2024	240214-CFA00208	00:06:51	25621 CARMEL KNOLLS DR		3
		22	0:06:11			
MID COAST						
Motor vehicle accident with no injuries.	2/17/2024	240217-CFA00213	00:15:11	HWY 1	ROCKY PT	3
		1	0:15:11			
MONTEREY						
EMS call, excluding vehicle accident with injury	2/3/2024	240203-CFA00138	00:10:15	200 GLENWOOD CIR		3
EMS call, excluding vehicle accident with injury	2/13/2024	240213-CFA00201	00:10:35	46 TWIN OAKS DR		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
MONTEREY cont.						
EMS call, excluding vehicle accident with injury	2/15/2024	240215-CFA00209	00:05:14	666 CASANOVA AVE		3
Motor vehicle/pedestrian accident (MV Ped)	2/12/2024	240212-CFA00191	00:07:51	DEL MONTE AVE	WASHINGTON ST	3
Motor vehicle accident with injuries	2/8/2024	240208-CFA00185	00:06:48	MUNRAS AVE	VIA ZARAGOZA	3
5			0:08:09			
PACIFIC GROVE						
EMS call, excluding vehicle accident with injury	2/2/2024	240202-CFA00134	00:08:43	1229 DAVID AVE		3
EMS call, excluding vehicle accident with injury	2/8/2024	240208-CFA00184	00:16:29	600 PINE AVE		2
EMS call, excluding vehicle accident with injury	2/17/2024	240217-CFA00211	00:16:23	1252 SURF AVE		3
EMS call, excluding vehicle accident with injury	2/21/2024	240221-CFA00235	00:12:55	551 GIBSON AVE		3
Motor vehicle accident with injuries	2/19/2024	240219-CFA00222	00:12:28	551 GIBSON AVE		3
5			0:13:24			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	2/12/2024	240212-CFA00196	00:07:40	1576 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	2/13/2024	240213-CFA00199	00:11:29	101 DRAKE RD		3
EMS call, excluding vehicle accident with injury	2/13/2024	240213-CFA00200	00:06:20	1576 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	2/17/2024	240217-CFA00214	00:07:34	1576 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	2/18/2024	240218-CFA00216	00:09:58	1500 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	2/19/2024	240219-CFA00224	00:16:12	1073 SAN CARLOS RD		3
EMS call, excluding vehicle accident with injury	2/20/2024	240220-CFA00230	00:08:09	3210 MACOMBER DR		3
EMS call, excluding vehicle accident with injury	2/22/2024	240222-CFA00239	01:12:13	3210 MACOMBER DR		3
EMS call, excluding vehicle accident with injury	2/22/2024	240222-CFA00241	00:12:01	3152 FOREST LAKE RD		3
9			0:16:51			
SEASIDE						
EMS call, excluding vehicle accident with injury	2/23/2024	240223-CFA00245	00:13:16	1876 ST HELENA ST		3
EMS call, excluding vehicle accident with injury	2/25/2024	240225-CFA00249	00:12:00	1443 MINGO AVE		3
2			0:12:38			

Code 2 Calls	5
Code 3 Calls	41
Total # of Incidents	46
Total Average Response Time	0:12:42

# City Clerk PRA Request Log - February 2024

Attachment 3

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-08	2/5/2024	2/15/2024		Classification of ADU under APN 010-195-001 (house and the ADU)	Domine Barringer, CAWD	2/5/2024	response sent
2024-09	2/5/2024	2/15/2024	2/29/2024	emails sent to and from Chip Rerig July 1, July 2, July 3, July 4, July 5, 2020.	Allan Stevo		asked request to narrow the scope of request to subject matter if possible. Waiting for response. 2/8/2024. Sent email extening response 14 days to 2-29-2024 due to large volume or records to review. First set of responsive records sent 3/8/2024. Will continue to release records on a
2024-12	2/6/2024	2/16/2024	3/1/2024	All records, including emails, documents, police reports, complaints, communications, etc. regarding David or Debra ("Debbie") Hutchings, or referring to Mr. and Ms. Hutchings as residents of Lincoln St 3 NW of 9th Ave, including any police reports of any complaints against Mr. and Ms. Hutchings, for the time frame of 7/10/2023 to present" to or from between Carmel City officials, or City employees, including the Carmel Police Department staff.	Nicholas Smith, Hudson and Martin PC	3/8/2024	sent 14 day extension email on 2-16-24. Extended again to March 8, 2024. First set of records released 3-7-2024. Second and final set sent 3-8-2024
2024-13	2/6/2024	2/16/2024		owner, and what's their contact information (mailing address, email, phone number): - Mission 4 Ne Of, Carmel By The Sea - Guadalupe 4 Se Of Ocean, Carmel By The Sea - Monte Verde 5 Ne Of 5th, Carmel By The Sea - 24497 San Mateo Ave, Carmel - 25045 Monterey St #B, Carmel - 5014 Monterey St, Carmel - 149 Terrace Way, Carmel Valley - Guadalupe 4 Se Of Ocean, Carmel By The Sea - San Carlos 5 Nw Of 1st, Carmel By The Sea - 3800 Sticks and Stones, Carmel by the sea - Torres 5 Sw Of 2nd, Carmel By The Sea - NE Corner Of Oak Knoll Way And, Carmel By The Sea - 55 Calle De Este, Carmel Valley - Monte Verde 2 Ne Of 2nd, Carmel By The Sea - 25940 Junipero Ave, Carmel	Yaiza Garcia Minguez	2/6/2024	Sent email - no responsive records exist. Contact Monterey County Assessor.
2024-14	2/8/2024	2/20/2024		1) Any and all communications, correspondence, letters, emails, notes, memoranda, citations, reports, records of fees owed the City, stop work orders, police reports, photographs or any other documentary evidence relating to the tree pruning incident on October 9, 2023 at or near Monte Verde Street, 3 Northeast of Ninth Avenue (see Attachment 1 to this email message for a map of the area). 2) Any and all documents, correspondence, communications, letters, emails, notes, memoranda, citations, reports, photographs, records of fees owed to the City, appeals, and any other documents relating to Item 4 on the January 11, 2024 Forest and Beach Commission meeting agenda (Consider the release of a stop work order at Monte Verde Street 3 Northeast of Ninth Avenue).	Nicholas Smith, Hudson and Martin PC	2/20/2024	records sent 2-20-2024.

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-15	2/9/2024	2/20/2024		With respect to incidents occurring on or after January 1, 2014, we are requesting copies of all public records relating to any of the following circumstances, pursuant to Penal Code section 832.7(b): 1. Any incident involving the discharge of a firearm at a person by a peace officer or custodial officer 2. Any incident involving the use of force against a person by a peace officer or custodial officer that resulted in death or great bodily injury 3. Any incident in which a sustained finding was made by any law enforcement agency or oversight agency that a peace officer or custodial officer engaged in sexual assault involving a member of the public 4. Any incident in which a sustained finding was made by any law enforcement agency or oversight agency involving dishonesty by a peace officer or custodial officer directly relating to the reporting, investigation, or prosecution of a crime, or directly relating to the reporting of, or investigation of misconduct by, another peace officer or custodial officer, including, but not limited to, any false statements, filing false reports, destruction, falsifying, or concealing of evidence, or perjury 5. Any sustained finding involving a complaint that alleged unreasonable or excessive force 6. Any sustained finding an officer failed to intervene against another officer using force that is clearly	Muckrock	2/15/2024	sent response
2024-16	2/13/2024	2/23/2024		copy of Pitney Bowes postage meter lease	Brien Jones	2/13/2024	records sent.
2024-17	2/13/2024	2/23/2024		Property files for The Cottages of Carmel, 26245 Carmel Randcho Blvd, 93923	Betsy Hosko	2/13/2024	no records. Location is in the County. Notified requester
2024-18	2/9/2024	2/20/2024	3/5/2024	records regarding claim filed re: Anahit Sargsyan incident on 10-8-2023 sidewalk in front of Coach store, NE San Carlos and Ocean Ave	Hermine Khachatryan	3/14/2024	sent response and records
2024-19	2/20/2024	3/1/2024		building permit records from May 1, 2023 - January 31, 2024.	Rolex Domengiano	2/21/2024	records sent
2024-20	2/16/2024	2/26/2024		ALPR Data - Police Department PRA	Muckrock		forwarded request to PD
2024-21	2/26/2024	3/7/2024	3/21/2024	2023 Employee Compensation Report	Mary Schley	3/21/2024	sent 14 day extension email, new due date is 3/21. Record sent 3/21/2024
2024-22 (NR 24-7)	2/26/2024	3/7/2024		any information/documentation with the Fire Department regarding the property located at the northwest corner of San Carlos Street and 4th Avenue, Carmel by the Sea (APN: 010-124-012-000). Of particular interest are the following items: • Records of fire inspections at the subject property; • Records regarding petroleum product and/or hazardous substance usage/storage at the subject property (i.e., permits, inspections, hazardous materials business plans, SPCC plans, maps, site plans, chemical inventories); • Records regarding aboveground storage tank (AST) and/or underground storage tank (UST) systems at the subject property; • Records of hazardous substance and/or petroleum product releases, contamination or other known environmental concerns which may have affected the subject property; and/or • Records of significant fires that may have used AFFF/Class B firefighting foams at the subject property. The time frame for this request is 1940-2024.	Paige Callahan	2/27/2024	records scanned in GIS map, sent email to requester via Next Request with GIS link and instructions on how to download files. Gave contact information for Monterey Fire Department to request specific Fire Inspection records.

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-22 (NR 24-8)	2/26/2024	3/7/2024		<p>any information/documentation with the Building Department regarding the property located at the northwest corner of San Carlos Street and 4th Avenue, Carmel by the Sea (APN: 010-124-012-000). Of particular interest are the following items:</p> <ul style="list-style-type: none"> <li>• Available permits, licenses, and certificates of occupancy (including oldest historical records) OR permit summary (date, type of permit, applicant/tenant)</li> <li>• Construction date(s) [current building(s), and previous building(s) if applicable]</li> <li>• Permits of environmental concern (e.g., petroleum storage tanks, septic systems, oil/water separators)</li> <li>• Oldest and most recent maps and site layout plan of the subject property (if available)</li> <li>• Records of any major environmental violations or significant complaints registered against the subject property</li> </ul> <p>The time frame for this request is 1940-2024.</p>	Paige Callahan	3/14/2024	sent response with GIS link to property files.
2024-23 (NR 24-9)	2/26/2024	3/7/2024		<p>any information/documentation with the Planning Department regarding the property located at the northwest corner of San Carlos Street and 4th Avenue, Carmel by the Sea (APN: 010-124-012-000). Of particular interest are any environmental property use limitations/restrictions related to contamination and/or other environmental conditions at the subject property (e.g., environmental deed restrictions, groundwater use restrictions, methane zones). Thank you.</p>	Paige Callahan	3/14/2024	sent response with GIS link to property files.

## Police Records Request Log - February 2024

Attachment 3

Request No.	Request Date & Received By	10-Day Due Date	Date Completed by PSO	Requestor	Info Requested	Status
2023-0001	2/1/2024	2/11/2024	2/2/24 DA	Lexis Nexis	CC2400005	completed
2023-0002	02/01/2024 JK	2/11/2024	02/01/24 jk	Pacific Docu-Scan	CA2100610	completed
2023-0003	02/02/2024 MW	2/12/2024	02/02/24 mw	State of Idaho occupation license	CG2000580/ CG2100337	completed
2023-0004	2/8/2024	2/18/2024	2/9/24 DA	David Schwartz	CG2400048	completed
2023-0005	02/13/2024 ALI	2/23/2024	02/14/2024 ALI	LexisNexis	CA2400034	completed
2023-0006	02/23/2024 ALI	3/4/2024	3/7/24 DA	Powell, Carmen	CA2400060	completed
2023-0007	02/23/2024 ALI	3/4/2024	03/02/2024 DA	Farrens, Stacia	CG2300476	denied
2023-0008	02/26/2024 ALI	3/7/2024	3/8/24 DA	Jara, Elida	CG2300471	completed
2023-0009	02/26/2024 ALI	3/8/2024	3/7/24 DA	Boarao, Dennis	CG2400079	completed
2023-0010	02/26/2024 ALI	3/8/2024	3/8/2024 ALI	LexisNexis	CA2400065	completed
2023-0011	02/27/2024 ALI	3/9/2024	03/02/2024 DA	Attorney	CG2300476	denied





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

### **Public Works Department**

### **February 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>	March 3, 2024
<b>APPROVED BY:</b>	Chip Rerig, City Administrator

#### **City Council Meeting of February 6, 2024**

- Meeting cancelled due to the storms. Items deferred to the March 4<sup>th</sup> and 5<sup>th</sup> meetings.

#### **Forest and Beach Commission Meeting of February 8, 2024**

- Announcements included:
  - The City Forester will summarize the impacts from the significant February 4<sup>th</sup> storms under the City Forester's Report.
  - Police Chief Tomasi will attend the meeting next month to review the criteria of when we need to close the beach, coordinating emergency services with the County, and FEMA funding.
  - At the February 15<sup>th</sup> Climate Committee meeting, the consultants preparing the Coastal Engineering Study, Phase 1 will be presenting the results of sea level rise impacts to the shoreline and vulnerable infrastructure. Same presentation will be made at the March F&B Commission meeting.
- Commission approved the proposed project by the Leadership Carmel Class of 2024 for enhancements to the overlook along the Scenic Pathway south of Eighth Avenue, subject to issuance of an encroachment permit by staff.
- City Forester presented the results of one of the technical studies that comprises the Urban Forest Master Plan (UFMP), regarding the Tree Canopy and Land Cover Assessment. This included a summary of the 9,875 City-owned trees that were inventoried, assessed, and geo-located.
- City Forester gave a live demonstration of the TreeKeeper computer program in which all City trees are mapped. Each tree is linked to their attribute data, current health, and ties to any permits.
- The City Forester presented the Forester's Report for January 2024 which included the preliminary impacts of the February 4<sup>th</sup> storm. Impacts included 106 tree incidents, 43 trees fell, 8 trees in active failure removed, 50 large limbs, power lines down in 4 locations, and 12 homes impacted.
- The Public Works Director presented the Public Works Department Report for January 2024.

#### **Climate Committee Meeting of February 15, 2024**

- Consultants with Integral, Corp., who are completing the Coastal Engineering Study, Phase 1, presented their technical findings of Task 3, Shoreline and Beach Erosion Exposure Modeling, which included an overview of sea level rise impacts to the shoreline over the next 75+ years, and Task 4, Coastal Hazard and Sea Level Rise Vulnerabilities. Presentation is available on the City website under <https://ci.carmel.ca.us/public-works>.
- Staff presented updated project tracking spreadsheets for Climate Adaptation Plan and Climate Action Plan projects.

#### **Traffic Safety Committee Meeting of February 28, 2024**

- Based on recent pruning to improve sight visibility at Santa Rita Street at Fourth Avenue since the last TSC meeting, denied a request for a 4-way stop controlled intersection.

- As a follow-up to the last meeting's review of trucks using Junipero Street to bypass the designated San Carlos Street truck route, between Eighth and Thirteenth Avenues, the Police noted that 0 to only 6 trucks per day were counted over the course of nearly a week, and most of those trucks were local delivery trucks. Public Works noted that there is adequate signage for trucks to follow the designated truck route although a couple of signs need to be replaced. While no further action required at this time, the TSC will review this item following paving along San Carlos, scheduled for April, to ensure no change in truck routing behaviors once San Carlos is a shared truck/bus/bicycle route.
- Continued a request for a "Children at Play" sign(s) on Monte Verde Street, between Eighth and Ninth Avenues, pending more information from the Golden Bough Theater regarding anticipated children attending events following its renovation, and the possibility for the Theater to provide a traffic guard.
- Denied a request for a 4-way Stop controlled intersection at Camino Real and Ninth Avenue.
- Denied a request for additional Stop signs along San Antonio Avenue, between Eighth and Thirteenth Avenues, noting that San Antonio is an emergency access route, and that the intersecting streets are T-intersections.
- Approved a request for No Parking post(s) on the east side of San Antonio Avenue just north of Eleventh Avenue, due to parked vehicles obstructing the travel lane and reducing visibility.
- Approved a request for No Parking post(s) on Dolores Street 2 southeast of Vista Avenue, across from the Stevenson School driveway.
- Approved a request for a convex mirror to be mounted on a power pole at the southwest corner of Santa Fe Street and Mountain View Avenue.
- Acknowledged Public Works' request to allow for gaps in the split rail fence along the Junipero Street median, between Ocean and Seventh Avenues, rather than continuously repairing fences damaged intentionally by jaywalkers.

### Administration

- Prepared staff report for the March 5<sup>th</sup> Council meeting regarding the first review of the Capital Improvement Program for Fiscal Year 2024/25. The report identified 15 capital plus 14 operating budget-funded projects completed in FY 2023/24, collectively valued at \$3.3M, four projects recommended to be canceled or modified, 14 active projects to be carried over into FY 2024/25 with a total value of \$8.1M, 6 carry over, "shovel ready" projects that require supplement funding of approximately \$1.7M for construction, 6 new equipment and IT purchases valued at \$0.5M that could be funded by the Vehicle and Equipment Fund, and 12 potential new capital projects, valued at \$2.9M and funding from the Capital Fund. The report makes clear that the list of needed projects may exceed funding availability and contributes to the current one-year backlog in completing existing projects.
- Updated the preliminary 5-Year Capital Improvement Plan.
- On February 22<sup>nd</sup>, a meeting was held with the California Coastal Commission (CCC) regarding repairs that are needed along the shoreline that are urgent and longer-term projects, as well as repairs needed for beach access stairs, rock revetments, and seawalls. The CCC advised the City that certain repairs above the mean high tide line could be completed by City forces under a City-issued Emergency Coastal Development Permit.
- Subsequent to the meeting with the CCC, Public Works managers inspected all concrete and wooden beach access stairs and prepared a "Game Plan" to repair and open the concrete stairs located at Eighth, Tenth-South, Eleventh, Thirteenth, and Santa Lucia Avenues. This effort will be followed by repairing the wooden stairs at Martin Way. Remaining stairs require structural engineering/construction measures and more sand to return to the beach to eliminate the steep drop off at the stair bottoms.
- On February 21<sup>st</sup>, the Public Works Director participated in a City Directors on Point event at the Women's Club that was sponsored by the Carmel Residents Association.
- On February 27<sup>th</sup> and 29<sup>th</sup>, the City Forester, Public Works Superintendent, Environmental Programs Manager, and Project Manager participated in public Development Workshops to present information on tree permits, encroachment permits, storm water quality measures, and drainage requirements.
- Coordinated with Leadership Carmel Class of 2024 to guide submittals required for staff to process the encroachment permit associated with the Scenic Pathway Overlook Legacy Project approved by the Forest and Beach Commission.

- For the Maintenance Worker vacancy, 10 candidates were interviewed by an external panel, and the top four finalists are scheduled for a final departmental interview in early March.
- PW managers met with colleagues in the Community Planning & Building Department to continue to review and develop new process improvement strategies.
- Updated a list of 50 active projects and key task assignments for Public Works staff for the months of February through June 2024.

**Carmel Cares and Other Volunteer Groups**

- For the Ocean Avenue Median Islands Landscaping Project, Carmel Cares prepared landscaping plans, cost estimates, and PowerPoint slides to present the landscaping project to the Forest and Beach Commission for final approval at the March 14<sup>th</sup> meeting.
- Carmel High School Interact Group students worked with Carmel Cares volunteers to do extensive weeding and clean up at the Forest Theater native plant garden.
- “Downtown Detail” volunteers continued to clean and improve the downtown area.
- “Median Minds” volunteers continued to improve medians across the Village.
- The Friends of Mission Trail Nature Preserve coordinated with Environmental Programs staff regarding new, donor-funded MTNP entry signs. Sign designs will be submitted to the Forest and Beach Commission and Planning Department for approval in April.

**Environmental Programs**

- For the Coastal Engineering Study, Phase 1, received and accepted the consultants’ technical report covering Tasks 3, Shoreline and Beach Erosion Exposure Modeling, and Task 4, Coastal Hazard and Sea Level Rise Vulnerabilities.
- Prepared staff reports for the February 15<sup>th</sup> Climate Committee meeting associated with the Coastal Engineering Study Tasks 3 and 4, and regarding project tracking spreadsheets for projects identified in the Climate Action and Climate Adaptation Plans.
- 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 this LCP Grant-funded Amendment. This item was postponed from the February to March 4<sup>th</sup> Council meetings.
- CalRecycle representatives visited Carmel and performed a random, “lid flip” audit of trash, recycling, and organics containers in the Village. Happy to report that Carmel is “ahead of the curve” in regards to proper sorting of trash, recyclables, and organics in the waste containers.
- Participated in a tour of organizations awarded Edible Food Recovery Program Grants who are redirecting unconsumed, edible food from the landfill, where it breaks down into Greenhouse Gas, to benefit people in need.
- Confirmed 37 organizations and vendors to participate in the second annual Earth Day, to be held in conjunction with Arbor Day and Community Day, on April 20, 2024. Prepared staff report for the March 14<sup>th</sup> Forest and Beach Commission regarding this event.
- Friday Letter public service announcements included:
  - E-waste disposal information
  - Link to a new television commercial regarding proper Pet Waste Disposal
  - Packaging used batteries in bags for recycling pickup, outside of the waste stream
  - Rain barrels
  - Save the date May 4<sup>th</sup> for “Snapshot Day” for volunteers to collect water quality samples

**Facility Maintenance**

- For the Sunset Center Carpenter Hall Heater Replacement Project (CIP), a Purchase Order was issued, a mechanical building permit is being processed, and parts were ordered.
- As part of the ADA Upgrade Project Year 6 (CIP), ADA-compliant railings for the Harrison Memorial Library were fabricated and galvanized by the vendor. Installation scheduled in late March.
- Received additional quotes from electrical contractors to rebuild the electrical panel next to the Ocean/Juniper Christmas tree for safety reasons.

- Although the annual fire system inspections were completed last fall, the last of the identified, remedial repairs to sprinkler systems were completed in February.
- Following a storm, a drain was clogged in a flat portion of the Sunset Center roof, causing water to leak into the electrical room below. Thanks to Monterey Fire who helped us access the high roof using their ladder truck so we could clear the drains.
- At the request of the Library, began to evaluate the capability of the Park Branch Library emergency generator to be able to backup additional electrical circuits, and possibly heating, to accommodate storm shelter facilities during power outages.
- In the Sunset Center north parking lot, a rusted light pole failed, and a replacement pole was ordered.
- At the Del Mar restroom, replaced rusted rollup door components housing the beach ATV vehicle.
- At the Norton Court parking garage, repaired a parking exit gate, and assessed options to replace the failing security access system that is reaching the end of its useful life.
- Troubleshooting and repairs were completed to prevent short-circuiting of Police parking lot lighting.
- Attended the National Fire Protection Association Fire Pump class.

### **Project Management for the Capital Improvement Program**

#### 4 Leaf Projects:

- Similar to the Police Building Project public meeting on January 25<sup>th</sup>, the Council Ad Hoc Committee held a second public meeting on February 1<sup>st</sup> to seek additional community input on the building condition assessment, Police space programming needs, and preliminary concepts for potentially relocating the Police Station to a new site or renovating the building in the current location.
- Amendment No. 1 to the Professional Services Agreement with 4 Leaf consultants was outlined. Three of 4 Leaf's four previously-assigned projects will officially end, and a Notice to Proceed will be issued to authorize \$10,180 for additional services associated with the Police Building Project using available supplemental services funds.

#### Ausonio, Inc. Projects:

- Elevator Service Company decommissioned the Park Branch Library Dumbwaiter in record time. The contractor also permanently sealed off the dumbwaiter shaft. Notification was also made to the State Department of Industrial Relations/Elevator Unit to release the City of its maintenance obligations for this unused dumbwaiter. A letter was drafted to terminate our costly maintenance contract with Otis Elevator.
- For the Sunset Center North Wing and Harrison Memorial Library Exterior/Interior Painting Project, the construction kickoff meeting was held with the contractor, Color New Co., and technical submittals and encroachment permits were processed. An \$85,000 deductive Change Order was executed reflecting significantly-reduced interior painting in the library. Painting to begin at Sunset Center in late March.
- Staff is reviewing 90% complete contract documents for re-bidding the City Hall Roof Replacement Project. This Project will be "shovel ready" for bidding in July should additional CIP funding be allocated for construction.
- For the Sunset Center Retaining Walls Repair Project and San Antonio Walkway Repair Project, Second to Fourth Avenues, ZFA Structural Engineers performed site visits and are developing the 30% design drawings for both projects for City review in early March.
- For the Sunset Center Portico Design Project, Ten Over Studio submitted three portico concept designs and renderings. The project team will discuss these options in early March and prepare a preliminary cost figure for potential FY 2024/25 CIP funding.

#### Wallace Group Projects:

- For the FY 2022/23 Concrete Streets Repair Project, additional meetings were held with BKF Engineers who are incorporating the final 95% review comments, generated by Wallace Group and staff, into their final construction plans, specifications, and cost estimates. Shovel-ready contract documents will be ready well in advance of forecasted construction funding.

- For the FY 2023/24 City-wide Paving Project, Wallace Group submitted the 30% design package and an associated cost estimate of \$1.7M. 30% plans are under review while the consultant begins to advance the project design plans to 60% complete.
- For the Shoreline Infrastructure Repair Project, reviewed a second draft Request for Proposal to hire an engineering firm with shoreline expertise. Continuing to resolve issues including environmental services scope, options for beach stair repairs, and availability of prior reports.

**Additional Capital Improvement Projects:**

- For the \$1.14M, FY 2021/22 City-wide Paving Project, Monterey Peninsula Engineering raised manhole covers to the grade of the new asphalt overlays, constructed asphalt berms, and installed thermoplastic legends and markings along Junipero Street, Third to Fourth Avenues, along Santa Fe Street, Fourth to Fifth Avenue, and at the Junipero/Camino del Monte Intersection. Sidewalk repairs were delayed due to weather and delivery of permeable pavers, but are scheduled for March.
- For the Mission Trail Nature Preserve (MTNP) 3 Drainage Projects, which includes drainage piping near Rio Road, an 85-foot boardwalk over a bog, and reconstruction of a large swale, the contract was advertised for construction bids. Fourteen contractors attended the mandatory pre-bid meeting and site tour. Bid opening is on March 19<sup>th</sup>. Also, met with Dudek to significantly down scope their environmental monitoring proposals for during and post construction as required by the regulatory agency permits. A revised proposal is forthcoming.
- For the 4 City-wide Drainage Improvement Projects, Denise Duffy & Associates and staff performed site assessments for discharging into the MTNP and Pescadero creeks, and allowing the project to proceed with two Notices of Exemption under CEQA. Contact was also made with a property owner at the south end of Santa Fe Street, south of Eighth Avenue, who supports the City's acquisition of an easement through a landscaped area, to allow for drainage line to discharge into the MTNP creek.
- For the PG&E Rule 20A underground utility district project, the Council Ad Hoc committee and staff toured the two proposed underground district locations: Del Mar parking lot west of San Antonio Avenue, and along the MTNP Willow Trail for power lines servicing homes located along Ridgewood Road.
- Met with Carmel Area Wastewater District staff and their design and environmental consultants, who are working on their upcoming Scenic Road Sewer pipe bursting project, to coordinate environmental documentation processing and minimize construction impacts to the City.

**Street Maintenance**

- During and following several storm events in February, cleared out storm drains, picked up fallen branches and tree debris piles, and stockpiled additional sand for sand bags.
- Beach access stairs between Eighth Avenue south to Martin Way continue to be temporarily closed. Signs and barricades were replaced as needed.
- Filled a number of street potholes that resulted from rain events, and performed supplemental street sweeping.
- Continued making priority sidewalk repairs based on the recent Annual Sidewalk Survey Update. Also began grinding of sidewalk uplifts.
- Installed several more ribbon-style trash and recycling containers. A total of 20 of the 30 recently-purchase containers have now been installed.
- Ordered a new Ford Mustang Mach 3 EV vehicle for Police administration use.
- The two old forestry trucks were sold at public auction for \$6,400.

**Forestry, Parks, and Beach (Forester's Report)**

- Status of Davey Resource Group (DRG) development of the Urban Forest Master Plan (UFMP):
  - o The first draft of the UFMP was expected in December, but has been delayed and is expected in March.
  - o The UFMP technical report regarding the Tree Planting Palette will be presented to the Forest and Beach Commission and Steering Committee on March 14th.

- o Coordinated with Commissioner Brezoczky regarding coding of information submitted under the UFMP Community Survey to better distinguish input from Carmel residents versus input from respondents from adjacent geographic areas.
- In February, Forestry crews picked up 19 piles of storm-damaged trees and branches, removed 20 fallen, dead or hazardous trees, and pruned 7 trees. Storm cleanup is still ongoing. No new city trees were planted due to the urgency of storm recovery.
- The intense storm in early February brought on a mass of communication from residents seeing over 300 calls and/or emails come in. 224 “tickets” were resolved, but due to staffing challenges, 863 tickets remain outstanding, including correspondences prior to the storm.
- Predominantly as a result of the February 4<sup>th</sup> storm, our 3 tree contractors removed 18 falling trees and pruned 15 trees with broken hanging branches determined by the Forester to be of imminent risk, under contract Task Orders.
- Landscape maintenance work across the City continues to be fully engaged by Town & Country.
- Purchased electric chainsaw in first step to electrifying tools for tree crew.
- Began to transition tree permit intake processing from the Community Planning and Building counter at City Hall over to the Public Works/Forestry office. Cross training underway with an official transfer date scheduled in March.

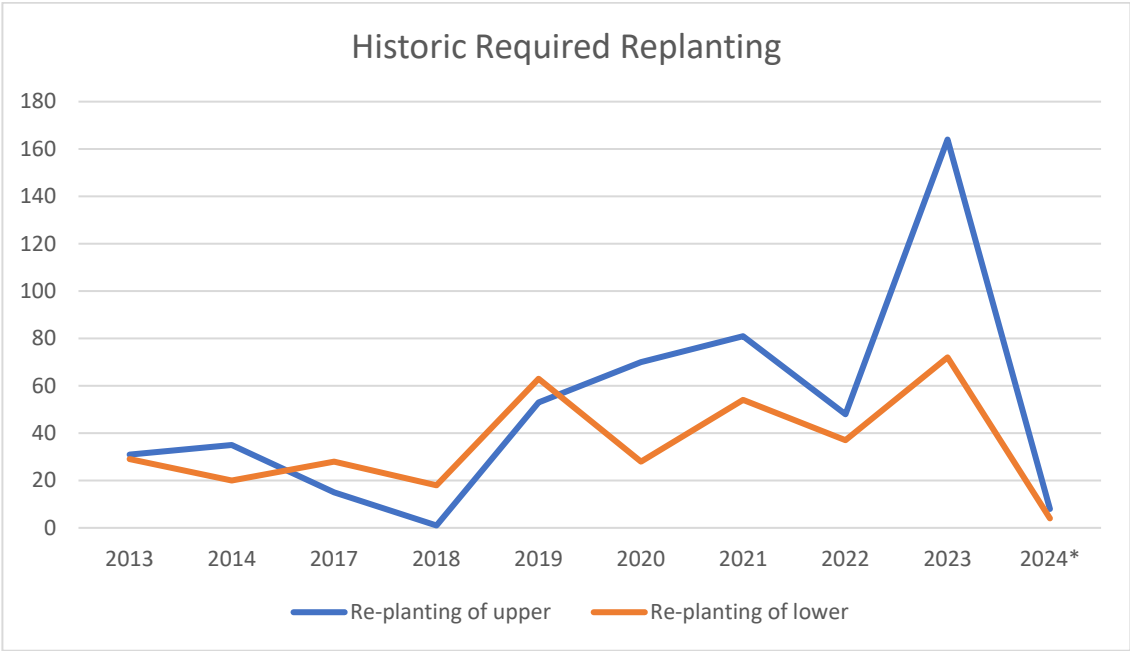
## Permit Information

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	49	21	4	6	21	11	10	3	3	0	0	6
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2024 Totals	66	33	5	10	29	17	12	8	4	0	2	12

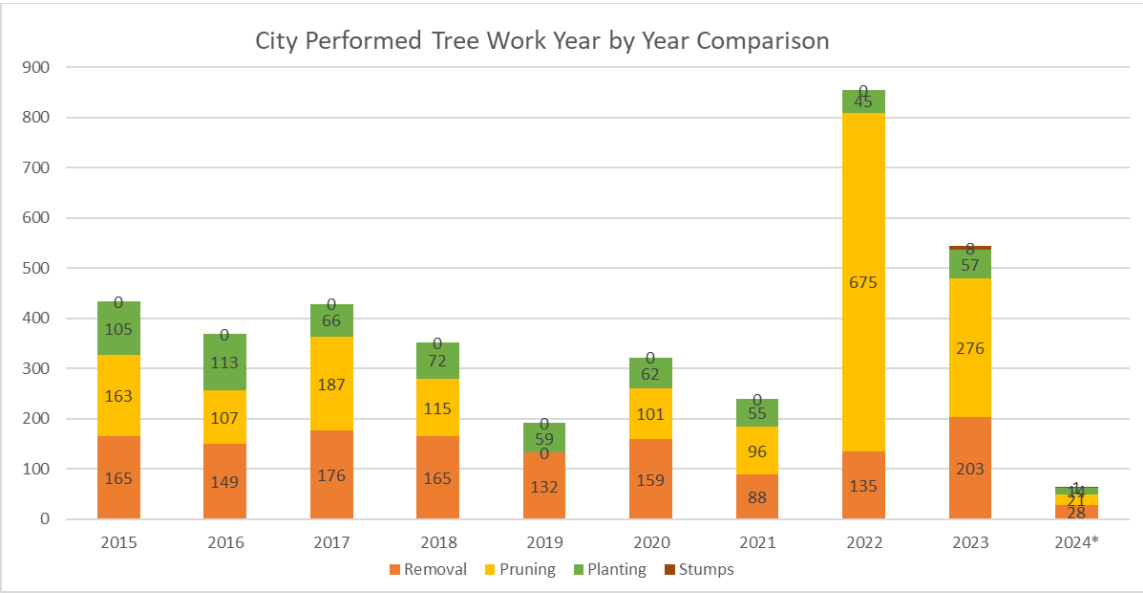


Historic permitted removals and required planting		
	Re-planting of upper	Re-planting of lower
2013	31	29
2014	35	20
2017	15	28
2018	1	18
2019	53	63
2020	70	28
2021	81	54
2022	48	37
2023	164	72
2024*	8	4

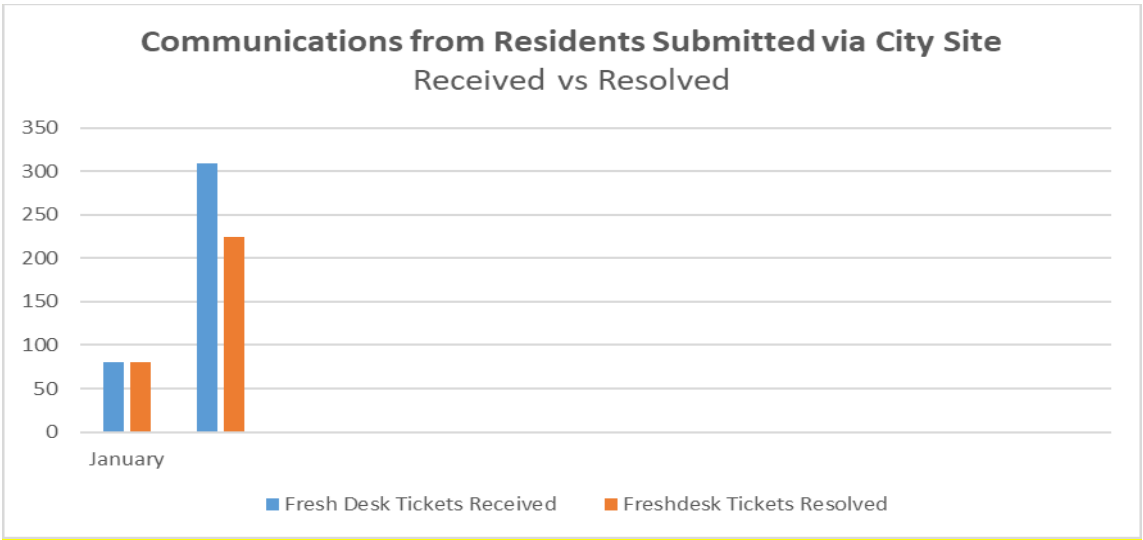
Historic permitted removals and required planting								
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	29	17	12	12	8	4	41.38%	39



City Forestry, Parks, and Beach Activities



\*Year to date



\*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.





# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

April 1, 2024  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Subbhada Winer, Finance Manager

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** February 2024 Check Register Summary

#### RECOMMENDATION:

Approve the check register for February 2024.

#### BACKGROUND/SUMMARY:

The check register is a financial report generated from the City's financial system (**Attachment 1**). It categorizes checks by the responsible department or function, providing essential information such as the check number, vendor name, purchase description, check issue date, and the check amount.

Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and therefore are not subject to disclosure under the Public Records Act.

As a supplement to the check register, staff have included information about the contract balances for vendors who received payments during the month of February 2024. This data can be found on the last page of the report.

The check register provides valuable insights into the City's financial transactions, ensuring transparency and accountability in our financial operations. The exclusion of certain legal services payments adheres to the California Supreme Court's guidelines, safeguarding attorney-client privilege. The contract balance information further enhances our financial transparency.

#### FISCAL IMPACT:

The check register summary for February 2024, totals \$912,828.23.

#### PRIOR CITY COUNCIL ACTION:

Council ratified the December 2023 and January 2024 check registers at the March 4, 2024 regular meeting.

## ATTACHMENTS:

Attachment 1) February 2024 Check Register

## February 2024 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
<b>Department: 000</b> ____				
52922	County of Monterey-Treasury Division	Citation Receipts Jan 2024	02/16/2024	5,925.00
52931	Monterey County Convention & Visitors Bureau	TID Oct-Dec 2023	02/16/2024	84,257.91
52945	Visit Carmel	CRID Oct-Dec 2023 remittance	02/16/2024	276,072.91
<b>Total for Department: 000</b> ____				<b>366,255.82</b>
<b>Department: 110 City Council</b>				
52878	Peninsula Messenger LLC	Mail service sorting and delivery	02/05/2024	7,128.00
52918	CHS-ASB Mock Trial	Mock Trial grant FY 23-24	02/16/2024	5,000.00
52928	League of California Cities-Monterey Bay Division	Membership dues 2024	02/16/2024	300.00
52944	US Bank	Cal Chamber membership	02/16/2024	647.90
52973	League of California Cities-Monterey Bay Division	D. Potter, B Richards Mty Bay Division 1/25/24	02/26/2024	100.00
52981	Peninsula Messenger LLC	Mail service sorting and delivery	02/26/2024	88.00
<b>Total for Department: 110 City Council</b>				<b>13,263.90</b>
<b>Department: 111 City Administration</b>				
52847	Alhambra	Water service-City Hall	02/05/2024	121.41
52849	AT&T	Telephone service citywide	02/05/2024	2,356.32
52851	Carmel Pine Cone	Legal noticing	02/05/2024	165.00
52856	Code Publishing Company	Municipal Code updates:Web, paper and electronic	02/05/2024	1,711.50
52864	Iron Mountain	Records storage and management services	02/05/2024	969.35
52866	J 4 Systems	System moderization and resiliency services directed by IT Amend	02/05/2024	617.50
52870	MISAC	Membership 2023-24 D DeNoyer	02/05/2024	97.50
52876	Office Depot, Inc.	Office supplies Admin	02/05/2024	503.81
52886	Softchoice Corporation	SLG EA Microsoft Enterprise agreement/Azure Security upgrade Add	02/05/2024	9,000.00
52890	T-Mobile	Monthly cell service, usage and purchases	02/05/2024	1,054.34
52893	Universal Staffing Inc	Temporary staffing services:H Griffin	02/05/2024	2,440.00
52895	Verizon Wireless	Cell phone sales and usage	02/05/2024	3,396.90
52908	Amazon Web Services Inc	Data and cloud storage fees	02/16/2024	956.56
52910	AT&T	Telephone service citywide	02/16/2024	2,065.09
52911	Aviate Enterprises Inc	Enterprise Immune System Software services IT Dept	02/16/2024	17,193.36
52921	Corbin Willits System	MOM Financial system monthly fee	02/16/2024	720.79
52926	J 4 Systems	System moderization and resiliency services directed by IT Amend	02/16/2024	95.00
52927	Kathleen O'Connell	Coffee and doughnuts for TAC on 2/5/2024 during power outage	02/16/2024	51.00
52929	Marisa Bermudez	LCW Conference expenses 2/6-2/9/2024	02/16/2024	198.24
52933	Office Depot, Inc.	Admin Office supplies	02/16/2024	132.73
52937	Pitney Bowes Bank Inc Purchase Power	Meter refill 2/1/2024	02/16/2024	3,045.00
52938	Pitney Bowes Global Fin S	Postage meter lease	02/16/2024	836.55
52939	Softchoice Corporation	SLG EA Microsoft Enterprise agreement/Azure Security upgrade	02/16/2024	24,173.48
52943	Universal Staffing Inc	Temporary staffing services:H Griffin	02/16/2024	6,725.25
52944	US Bank	League of Ca Cities conf refund	02/16/2024	-675.00
52944	US Bank	Admin - 2023 W-2 1099s	02/16/2024	118.79
52944	US Bank	Office supplies Admin	02/16/2024	44.71
52944	US Bank	Election materials - MCA Direct	02/16/2024	416.88
52944	US Bank	HR subscription - CPS HR consulting	02/16/2024	310.00
52944	US Bank	HR Subscription - Metro Fax	02/16/2024	11.95
52944	US Bank	IT subscriptions - Constant Contact, Freshworks	02/16/2024	313.00
52944	US Bank	IT subscriptions- Microsoft, Freshworks, Zoom, Adobe, Backblaze, Google	02/16/2024	3,274.40
52947	Xerox Financial Services	Xerox copier leases citywide	02/16/2024	1,452.53
52954	Carmel Pine Cone	Legal noticing	02/26/2024	738.75
52959	Comcast Business	NonNGEN internet and recurring charges	02/26/2024	98.97
52961	Corbin Willits System	MOM Financial system monthly fee	02/26/2024	720.79
52968	Image Sales	Employee ID Badges	02/26/2024	35.36
52970	Iron Mountain	Records storage and management services	02/26/2024	968.28
52971	J 4 Systems	System moderization and resiliency services directed by IT Amend	02/26/2024	332.50
52976	MRC	Printer usage fees-All departments	02/26/2024	544.48
52978	Office Depot, Inc.	Admin Office supplies	02/26/2024	59.55
52982	Pitney Bowes Inc	Postage meter repairs	02/26/2024	668.61

## Attachment 1

52985	Quality Print & Copy	Printing service-Business cards,stationary,envelopes	02/26/2024	202.11
52993	US Bank	IT subscriptions - Junction Networks	02/26/2024	1,637.25
52993	US Bank	NY Times subscription	02/26/2024	20.00
52993	US Bank	Employee appreciation lunch	02/26/2024	70.58
52993	US Bank	Employee training	02/26/2024	1,195.00
52993	US Bank	Slide AI subscription	02/26/2024	10.00

Total for Department: 111 City Administration	91,196.17
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**Department: 112 City Attorney**

52912	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	02/16/2024	434.50
52914	Burke,Williams & Sorensen, LLP	City Attorney services- Oct & Nov General matters	02/16/2024	87,855.40
52987	Sloan Sakai Yeung & Wong	Legal services	02/26/2024	300.00

Total for Department: 112 City Attorney	88,589.90
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**Department: 115 Community Planning & Building**

52860	EMC Planning Group, Inc	FY 23-24: SB2 Money - 6th Cycle Housing Element, thru 12/31/2023	02/05/2024	25,014.32
52861	Engineered Fire Systems	FY 23-24: Fire Systems Review (revenue offset), DEC 2023	02/05/2024	187.50
52865	IWORQ	CP&B Permit Mgmt. Software & Pmt. Processing (Payroc)	02/05/2024	13,125.00
52869	Minuteman Press	Correction Notice Booklets, Bldg. Dept.	02/05/2024	914.05
52876	Office Depot, Inc.	CP&B Office Supplies	02/05/2024	86.27

Total for Department: 115 Community Planning & Building	39,327.14
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**Department: 116 Police**

52857	Community Hospital of the Monterey Peninsula	PD Testing services	02/05/2024	27.00
52867	Javier Auto Services	PD Auto Repairs	02/05/2024	2,018.33
52881	Quality Print & Copy	PD - Printing services:50 Citation books	02/05/2024	1,395.66
52883	Same Day Shred	PD-Document shredding services	02/05/2024	60.00
52888	T2 Systems Canada Inc.	PD:Digital iris services	02/05/2024	75.00
52896	When to Work	On line scheduling service PD	02/05/2024	412.00
52907	Alhambra	Water service-Police Dept	02/16/2024	167.06
52915	California Police Chiefs Association	Registration fee E Higgins WLLE	02/16/2024	1,050.00
52917	Carmel Towing & Garage	PD Fuel	02/16/2024	4,676.36
52920	Comcast	PD Cable serices	02/16/2024	23.04
52923	De Lage Landen Financial	PD Copier usage	02/16/2024	493.19
52924	Department of Justice/Accounting Office	PD:Fingerprinting and misc ID services	02/16/2024	130.00
52932	Monterey County Health Department	Forensic examination fee	02/16/2024	2,052.00
52933	Office Depot, Inc.	Office supplies PD	02/16/2024	175.91
52941	T2 Systems, Inc	Automated owner lookups-Mail services	02/16/2024	640.21
52942	Transunion Risk & Alterna	PD: Monthly fee for information services	02/16/2024	75.00
52950	Amazon Capitol Services	PD Supplies and Equipment	02/26/2024	606.30
52956	Cintas Corp 2 (First Aid)	First Aid supplies PD	02/26/2024	225.35
52958	Comcast	PD Cable serices	02/26/2024	360.40
52960	Community Hospital of the Monterey Peninsula	PD Testing services	02/26/2024	54.00
52963	Department of Justice/Accounting Office	PD:Fingerprinting and misc ID services	02/26/2024	64.00
52969	Interstate Battery	Specialty batteries	02/26/2024	316.82
52978	Office Depot, Inc.	Office supplies PD	02/26/2024	134.83
52988	Swift Car Wash	Car washes Police Dept	02/26/2024	120.00
52992	Uretsky Security	Professional services: Background investigations for PD	02/26/2024	3,291.12
52995	Veritas CVSA Truth Verification Services	PD: Professional services	02/26/2024	350.00

Total for Department: 116 Police	18,993.58
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**Department: 117 Fire**

52871	Mission Linen Service	Fire Dept laundry service	02/05/2024	261.96
52909	American Supply Company	Fire Dept janitorial supplies	02/16/2024	221.29
52917	Carmel Towing & Garage	Fire Dept. Gas Expense (E15)	02/16/2024	708.14
52919	City Of Monterey	Vehicle repairs	02/16/2024	7,374.80
52925	Edwards Truck Center Inc	Repairs to 2009 Pierce Fire engine	02/16/2024	25,326.97
52930	Mission Linen Service	Fire Dept laundry service	02/16/2024	247.24
52949	Alhambra	Water service Fire Dept	02/26/2024	126.80
52974	Mission Linen Service	Fire Dept laundry service	02/26/2024	123.62

Total for Department: 117 Fire	34,390.82
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**Department: 118 Ambulance**

## Attachment 1

52879	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	02/05/2024	90.30
52913	Bound Tree Medical LLC	Medical supplies	02/16/2024	367.27
52917	Carmel Towing & Garage	Amb Dept. Gas Expense (7166)	02/16/2024	926.07
52919	City Of Monterey	FY 23-24 Ambulance overtime reimbursement for staffing by MRY	02/16/2024	4,602.89
52923	De Lage Landen Financial	Ambulance copier usage	02/16/2024	71.01
52936	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	02/16/2024	34.81
52996	Wittman Enterprises, LLC	Ambulance billing service	02/26/2024	3,667.48

Total for Department: 118 Ambulance	9,759.83
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**Department: 119 Public Works**

52846	Ailing House Pest Control	Pest Control	02/05/2024	55.00
52848	Always Under Pressure	Oil water seperator	02/05/2024	356.25
52853	Chargepoint, Inc.	Maintenance on chargepoint stations 1/18/24 #IN242418	02/05/2024	2,700.32
52854	Cintas Corp 2 (First Aid)	Supplies for City FA Cabinets 1/2/24 #5191095293	02/05/2024	941.95
52855	Cintas Corporation	Uniform Service for PW staff	02/05/2024	381.82
52858	De Lage Landen Financial	Lease for copiers for PW	02/05/2024	205.40
52862	Granite Rock Company	Public Works supplies	02/05/2024	922.22
52863	Hayward Lumber	Public Works Streets supplies	02/05/2024	200.91
52874	Municipal Maintenance Equipment	6 gutter brooms for sweeper	02/05/2024	1,462.10
52875	Napa Auto Parts	PW vehicle supplies	02/05/2024	677.43
52880	PSTS, Inc.	Services:Pumping oil-water separator 12/22/23 #1086948	02/05/2024	750.00
52884	Scarborough Lumber & Building	Public Works Streets supplies	02/05/2024	15.07
52885	Sentry Alarm Systems	Alarm monitoring	02/05/2024	1,368.31
52889	Terex Utilities	Service and inspection of the Hi-Ranger	02/05/2024	1,995.00
52892	Uline Inc.	Safety supplies for PW/Forestry	02/05/2024	159.39
52894	US Bank	La Hearne Supply Company - Gate Lift	02/05/2024	419.15
52894	US Bank	USPS Postage	02/05/2024	18.05
52894	US Bank	M&S Building Supply - car bumper	02/05/2024	215.71
52894	US Bank	Home Depot Plywood for unit 6 siderails	02/05/2024	236.63
52894	US Bank	Home Depot Blower and battery	02/05/2024	381.28
52897	Wm Baxter Electric	Main Library heater Police parking lights 1/20/24 #1286	02/05/2024	190.00
52919	City Of Monterey	November 2023 repair Unit 14 and chipper repair	02/16/2024	4,115.75
52940	Sunbelt Rentals, Inc	Rental Truck fro hot mix- Check reissue- 10/25/23 #146291732-000	02/16/2024	1,095.54
52944	US Bank	Supplies for City facilities - CW 1/8/24	02/16/2024	1,582.92
52944	US Bank	Team building lunch	02/16/2024	348.80
52948	Ailing House Pest Control	Pest Control	02/26/2024	424.00
52949	Alhambra	Water for Public Works Dept.	02/26/2024	120.89
52952	California Fire Protection, Inc.	Annual fire inspection, extinguishers	02/26/2024	975.00
52953	Carmel Cares-Dale Byrne, President	Repairs for Firestation deck-1/8/24 #0026	02/26/2024	5,100.00
52955	Carmel Towing & Garage	Fuel for PW vehicles	02/26/2024	2,693.83
52957	Cintas Corporation	Uniform Service for PW staff	02/26/2024	556.60
52964	Drought Resistant Nursery	Plants for City sites1/17/24 #267289	02/26/2024	1,394.41
52966	Golden State Portables	Portable RR rental	02/26/2024	650.00
52967	Granite Rock Company	Public Works supplies	02/26/2024	772.90
52972	Lakeside Nursery	Plants for City sites 12/6/24 #220000215271	02/26/2024	1,090.99
52975	MJ Murphy Lumber and Hardware	Supplies for City projects	02/26/2024	671.45
52977	Napa Auto Parts	PW vehicle supplies	02/26/2024	639.95
52979	Overhead Door Co of Salinas	Overhead door service	02/26/2024	1,160.67
52983	Poe's Plumbing & Backflow	Plumbinf repair for City Facilities	02/26/2024	528.24
52984	Pureserve Building Service	Janitorial services FY 23/24	02/26/2024	21,775.59
52986	Scarborough Lumber & Building	Public Works Streets supplies	02/26/2024	1,198.02
52989	Tope's Tree Service Inc.	Tree services citywide as directed by City Forester	02/26/2024	53,468.69
52990	Uline Inc.	Safety supplies for PW/Forestry	02/26/2024	1,516.01
52991	Universal Staffing Inc	Temporary staffing services PW/Forestry	02/26/2024	5,027.97
52994	Valley Hills Nursery	Plants for City sites 1/9/24 #7569	02/26/2024	1,666.69

Total for Department: 119 Public Works	122,226.90
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**Department: 120 Library**

52935	Pacific Grove Self Storage	Storage Unit - Document storage	02/16/2024	406.00
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Total for Department: 120 Library	406.00
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**Department: 121 Community Activities**

## Attachment 1

52944	US Bank	Amazon Fire tablet	02/16/2024	151.47
52944	US Bank	Carmel Prepares presentation	02/16/2024	990.00

Total for Department: 121 Community Activities	1,141.47
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**Department: 122 Economic Revitalization**

52873	Monterey County Convention & Visitors Bureau	Current year Jurisdiction Investment	02/05/2024	51,007.50
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Total for Department: 122 Economic Revitalization	51,007.50
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**Department: 130 Non-Departmental**

52877	Pacific Gas & Electric	Citywide gas & electric services	02/05/2024	15.97
52934	Pacific Gas & Electric	Citywide gas & electric services	02/16/2024	23,426.98
52951	Cal-Am Water Company	Water service citywide	02/26/2024	10,087.59
52980	Pacific Gas & Electric	Citywide gas & electric services	02/26/2024	451.06

Total for Department: 130 Non-Departmental	33,981.60
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**Department: 311 Capital Projects**

52845	4Leaf, Inc	PD Building PM	02/05/2024	8,536.14
52852	Cate Electrical Co., Inc.	PD Electrical work 1/5/24 #48247	02/05/2024	260.00
52860	EMC Planning Group, Inc	Coastal Hazard project services	02/05/2024	2,779.83
52891	Tombleson Inc.	PW double doors replace hinges 1/9/24 #24-869-1	02/05/2024	2,270.90
52946	Wallace Group	Shoreline Coastal Protection Improvement Projects	02/16/2024	3,354.75
52953	Carmel Cares-Dale Byrne, President	Scenic Pathways - Hardscape - Carmel Cares match	02/26/2024	3,992.60
52962	Davey Resource Group, Inc.	CIP:Urban Forest Master Plan Project manager services	02/26/2024	6,951.00
52965	Edges Electrical Group	Bollards for SSC 11/3/23 #S5935216.001	02/26/2024	14,142.38

Total for Department: 311 Capital Projects	42,287.60
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Grand Total	912,828.23
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Vendor	Contract Amt	Paid thru February	Contract Balance
Pen Messenger	\$ 107,730.00	\$ 83,780.00	\$ 23,950.00
City of Monterey *	\$ 2,950,699.00	\$ 1,976,222.80	\$ 974,476.20
Pureserve *	\$ 272,000.00	\$ 173,570.48	\$ 98,429.52
4Leaf Inc.	\$ 179,800.00	\$ 101,108.81	\$ 78,691.19



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

April 1, 2024  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Robert Harary, P.E, Director of Public Works
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Receive a presentation by California American Water Company to introduce the Dolores Street Water Main Replacement Project and authorize issuance of an Encroachment Permit with Special Conditions of Approval

### RECOMMENDATION:

Receive a presentation by California American Water Company to introduce the Dolores Street Water Main Replacement Project and authorize issuance of an Encroachment Permit with Special Conditions of Approval.

### BACKGROUND/SUMMARY:

California American Water Company (CalAm) has completed the design of a proposed water main replacement project along Dolores Street, between Eighth and Santa Lucia Avenues, and has applied for a permanent Encroachment Permit (**Attachment 1**) to proceed into construction.

The Project consists of abandoning in place approximately 3,000 feet of the existing 4-inch diameter water main, and constructing a new, parallel, 8-inch diameter water main which will typically be 3-feet deep. The Project includes upgrading existing and adding two additional fire hydrants, replacing customer water service lines and meter boxes, and installing pipeline appurtenances. All new infrastructure will be located below the ground with the exception of the new fire hydrants. Upon completion of the pipeline, the street will be resurfaced with a slurry seal at no cost to the City. A Project location map is shown in **Attachment 2**.

This water main replacement project is part of CalAm's infrastructure upgrade program to replace aging infrastructure in order to reduce leaks, improve water quality, increase flows for fire protection, and provide better reliability for their customers in and around the project area. Customers will continue to have water service at all times except temporarily when service connections are switched over.

Public Works has reviewed the proposed pipeline construction plans, traffic control plans, and arborist report. The Project design was modified to reduce impacts to existing tree roots by locating the water main further away from the edge of the roadway while still maintaining adequate separation from existing sewer and gas mains that are also in the road right-of-way. No trees will be removed. In addition, the Monterey Fire Department and Carmel Community Planning and Building Department evaluated the proposed fire hydrant locations and spacing, ensuring compliance with current codes.

To minimize impacts to the community before, during, and after construction, Public Works developed 70 Conditions of Approval for the Encroachment Permit which were all negotiated with and accepted by CalAm. These conditions are listed in **Attachment 3**. Key Conditions of Approval for the Encroachment Permit include:

- Provide \$5M general liability insurance coverage
- Provide public notices and signs which display a 24/7 hotline phone number for concerns
- Provide ongoing coordination with Police, Fire, GreenWaste, and others
- Conform to approved traffic control plans
- Provide detour routing around the active construction zones
- Provide local residence ingress and egress at all times
- Confirm to all environmental regulations and mitigation measures
- Provide updated construction schedules to the City
- Coordinate and shutdown, if necessary, during City special events
- Reconstruct any damage to private and public property

At this time, construction is anticipated to begin in May and be substantially completed within four months. CalAm and their engineering consultant, H2O Urban Solutions, will manage construction and oversee the contractor, Monterey Peninsula Engineering. Public Works will ensure adherence to approved traffic control plans, inspect street restoration work, and ensure compliance to the Conditions of Approval. The Directors of Public Works and Public Safety have the authority to immediately shut down the Project if serious problems or safety issues arise.

At the April 1, 2024 Council meeting, Mr. David Pezzini, CalAm's Engineering Project Manager, will provide a presentation describing the purpose of the Project, anticipated construction impacts, and mitigation measures.

### **ENVIRONMENTAL REVIEW**

The City finds that this Project is exempt from CEQA as it meets the requirements of Section 15302(c) "Replacement or reconstruction of existing utility systems and/or facilities involving negligible or no expansion of capacity". The project is for the replacement of an existing water pipeline within the existing roadway right-of-way. A Notice of Exemption will be filed by the City upon Project approval by the City Council.

### **FISCAL IMPACT:**

Based on the length of pipeline replacement, this Encroachment Permit fee is \$13,516.

### **PRIOR CITY COUNCIL ACTION:**

N/A

### **ATTACHMENTS:**

Attachment #1 - CalAm Encroachment Permit

Attachment #2 - Project Location Map 2

Attachment #3 - Conditions of Approval





## TEMPORARY ENCROACHMENT PERMIT APPLICATION

City of Carmel-by-the-Sea  
Department of Community Planning & Building  
P.O. Drawer CC, Carmel, CA 93921  
(831) 620-2010 OFFICE

TEMPER Attachment 1  
FEE PD \_\_\_\_\_  
REC # \_\_\_\_\_  
Copy Given to: \_\_\_\_\_  
Date: \_\_\_\_\_

1. Property Owner: California American Water Company Date: 9/20/2023

2. Project Location: Dolores St - 8th Av to Santa Lucia Av

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Parcel #: \_\_\_\_\_

Mailing Address: 511 Forest Lodge Rd., Suite 100 City: Pacific Grove State: CA Zip: 93950

3. Contractor Contact Person (Circle One): David Pezzini

Mailing Address: Same as above City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone # (831) 521-6367 E-Mail: David.Pezzini@amwater.com

Contractor State Lic #: \_\_\_\_\_ Contractor City Lic #: \_\_\_\_\_  
Type: \_\_\_\_\_

4. Date Work is Scheduled to Begin: Jan 2024 Projected Completion Date: Jun 2024

\*PLEASE ATTACH SITE PLAN AND PHOTOS DETAILING PROPOSED\*

FULLY DESCRIBE ALL WORK PROPOSED: Water main line replacement with new 8" line and water services, meters, meter boxes, w/ some new fire hydrants and replacement fire hydrants on Dolores St from 8th Av to Santa Lucia Av

→PLEASE NOTIFY **USA DIG** (Call 811) **48 HOURS PRIOR** TO DIGGING

→PLEASE NOTIFY **PUBLIC WORKS DEPT.** (831-620-2074) **48 HOURS PRIOR** TO START OF WORK

→CONTROL OF DRAINAGE DURING **AND** AFTER CONSTRUCTION IS **REQUIRED.**

### Applicant Acknowledgement

I understand and agree to comply with all pertinent conditions, standards and requirements as specified by the Carmel Municipal Code, State, County and Federal regulations pertaining to this permit application. I agree to properly maintain the subject work at no expense to the City and to indemnify the City from any liability arising from the permit issued. Acceptance by the City of the work described hereon is not a waiver of my obligations as stated herein.

Applicant Name (Print Clearly): David Pezzini

Signature: David Pezzini Date: 10/3/2023

**CITY USE ONLY BELOW**

Attachment 1

Lead Department: ☐ Planning & Building ☐ Public Works

Public Works: Approve/Disapprove

Forestry/Beach: Approve/Disapprove

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Planning Department: Approve/Disapprove  
(Optional)

Police Department: Approve/Disapprove  
(Optional)

By: \_\_\_\_\_ Date: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Community Activities Department: Approve/Disapprove  
(Optional)

By: \_\_\_\_\_ Date: \_\_\_\_\_

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Comments/Conditions:

**Please protect all trees during construction:**

**→HAND DIG WITHIN 10 FEET OF TREES.**

**→NOTIFY FORESTER OF ROOTS 2" OR MORE THAT NEED TO BE CUT.**

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**FINAL INSPECTION FROM PUBLIC WORKS: \_\_\_\_\_**

**DATE: \_\_\_\_\_**



# **CITY OF CARMEL BY THE SEA**

## **COMMUNITY PLANNING AND BUILDING DEPARTMENT**

### **SITE PLAN SKETCH REQUIREMENTS FOR TEMPORARY AND PERMANENT ENCROACHMENT PERMITS AND DRIVEWAY PERMIT APPLICATIONS**

#### **General Requirements:**

- ☒ Site Plan Sketch should be drawn to scale, or to approximate scale with key measurements (driveway width and length, pathway width and length, property line lengths) noted
- ☒ Include North arrow
- ☐ If a supplemental sheet, Site Plan Sketch should be on an 8.5"x11" sheet
- ☐ If on a supplemental sheet, include Project Address, APN, Owner's Name, and Date

#### **Project Information:**

- ☒ Show and call out all property boundaries with street frontage.
- ☒ Label streets with street names
- ☒ Note all improvements in the City Right-of-Way (ROW) for adjacent roadways. Identify the street, the edge of the pavement, and depict existing and any proposed improvements within the ROW.
- ☒ Show the location of the main building or edge of the building
- ☒ Depict existing and any proposed hardscape in the area of work (driveways, patios, paths, etc.), and note existing and proposed. Include dimensions or widths and call out materials (asphalt, pavers, decomposed granite, etc.)
- ☒ Show any areas proposed for staging of construction or demolition materials.
- ☒ Show all existing trees with a trunk diameter > 2 inches that are within 10 feet of all work areas. Call out approximate tree diameter and species, if known.

Last revised: March 2016



# Right-of-Way Vision Statement

In most neighborhoods, the edges of the public right-of-way (between the road edge and adjacent private property lines) are unpaved. The right-of-way is often left unplanted resulting in an informal character of volunteer plantings, packed earth and pine needles. The right-of-way is also often planted with indigenous species consistent with a forest appearance. Both approaches contribute to a linear green belt appearance that helps to create the “village in a forest” character that defines the City.

The City has adopted clear standards that guide the treatment of the right-of-way in the residential district. These standards can be found at [www.ci.carmel.ca.gov](http://www.ci.carmel.ca.gov) or at the Department of Community Planning and Building located at City Hall. Some of these standards include:

- Drought-tolerant, native plants, informally arranged may be permitted.
- Formal plant arrangements with highly colorful flowering plants are prohibited.
- When possible, plantings should not extend to the street edge to allow for off-street parking.
- Paving, gravel, boulders, logs, timbers, planters or other above-ground encroachments are prohibited, except paving for driveways, unless an encroachment permit has been obtained from the City.
- A narrow crushed Decomposed Granite pathway from the street to the property entrance may be allowed without an encroachment permit.

The City is requesting your assistance to ensure that the right-of-way adjacent to your property complies with City standards. If you would like assistance in determining whether the right-of-way adjacent to your property is out of compliance, please contact the Department of Community Planning and Building at (831) 620-2010.



# City of Carmel-By-The-Sea

## TRAFFIC CONTROL PLAN – 2018 HANDOUT

### **Objective:**

The objective of a Traffic Control Plan (TCP) is to permit a contractor, utility, or developer to work within the public right-of-way in a safe, efficient, and effective manner while maintaining a safe, uniform flow of vehicle traffic. Additionally, a TCP ensures safe provisions for bicyclists and pedestrians to bypass the construction Work Zone.

TCPs shall be submitted to the Community Planning and Building Department at Carmel City Hall on Monte Verde, between Ocean and 7<sup>th</sup> Avenue, at least 48 hours prior to obstructing any travel to allow for Public Works review and approval and for notifications to the Carmel Police and Fire Departments.

### **A TCP must be submitted to the City for approval in the following circumstances:**

1. Obstructing one or more travel lanes along any arterial street: Carpenter Street, Junipero Street, Ocean Avenue, Rio Road, and San Carlos Street (south of Ocean).
2. Obstructing one or more travel lanes along the truck and bus routes (including portions of 2<sup>nd</sup> Avenue, 8<sup>th</sup> Avenue, Carpenter Street, Junipero Street, and San Carlos Street (south of Ocean).
3. Obstructing one or more travel lanes along any of the following collector streets: 4<sup>th</sup> Avenue (west of Dolores), 8<sup>th</sup> Avenue, Camino Del Monte Avenue, Mountain View Avenue, San Antonio (Ocean to Santa Lucia), Santa Lucia (east of Dolores), and Scenic Drive.
4. Obstruction of one travel lane in a residential area for more than eight (8) hours.
5. Obstruction of one travel lane in the business district for more than four (4) hours.
6. All proposed road closures.

Note: As an alternative to obstructing traffic, parking spaces can be purchased on a day-by-day basis by contacting the Executive Assistant at City Hall at phone number (831) 620-2000.

### **Traffic Control Plan Preparation Requirements:**

Every TCP submitted for City review and approval must conform to the following guidelines:

1. TCP shall reflect actual job site conditions.
2. TCPs shall be prepared to scale on 24" x 36" or 11" x 17" sheets.
3. Use legible lettering.
4. Provide a legend for symbols used.
5. Provide a north arrow.

6. Provide a “USA/811 Call Before You Dig” warning stamp.
7. Lay out streets in proper orientation and label streets.
8. Indicate posted speed limits.
9. Show and label (or use legends for) existing crosswalks, bike lanes, parking spaces, striping, ADA ramps, berms, and drainage facilities.
10. Show existing regulatory signs in the vicinity of the construction Work Zone.
11. Identify the type of construction (i.e. install gas line, pave new driveway).
12. Indicate location and dimensions of the proposed construction Work Zone.
13. Show your proposed equipment/materials staging area, if applicable.
14. Note the contractor’s business name, address, phone number, and license number.
15. Note the name and phone number(s) of 24-hour contact(s) for emergencies.
16. Indicate the proposed start date and estimated construction completion date.
17. Label proposed temporary construction signs, barricades, delineators, flaggers, etc.
18. Label proposed taper lengths, width, and delineator spacing.
19. Label signs/barricades to navigate bicyclists and pedestrians around the Work Zone.
20. Label any proposed temporary parking restrictions.
21. Copy the following General Notes onto the TCP.

**Traffic Control Plan General Notes:**

1. All traffic control devices shall conform to the latest edition of the California Manual on Uniform Traffic Control Devices (MUTCD).
2. Work hours are 8:00 am – 6:30 pm Monday-Friday, and 8:00 am to 5:30 pm on Saturdays.
3. Any night work will require prior written approval from the Community Planning & Building Department.
4. The contractor shall maintain traffic control devices 24 hours per day, 7 days per week.
5. Traffic control devices shall be removed from view when not in use.
6. Travel lanes through construction sites shall be at least 12 feet wide.
7. Temporary “No Parking” signs must be posted at least 48 hours prior to work.
8. Open trenches must be backfilled or plated during non-working hours.
9. A flashing arrow board is required prior to the taper for arterial lane closures.
10. Workers shall wear visibility vests in the day and reflective vests at night.
11. Flaggers shall be trained in the fundamentals of flagging traffic and equipped with a vest, hard hat, and C-28 “Stop/Slow” paddle.
12. TCPs for construction work along an arterial street or within the downtown business district shall be signed and stamped by a registered Civil Engineer or Traffic Engineer.
13. Road closures and detours require prior written approval by the Director of Public Works.
14. The Director of Public Works, Director of Public Safety, or designee, are authorized to order changes to assure public safety.



Together, Building  
a Better California

Corporate Relations | 77 Beale Street | San Francisco, CA 94105 | 415.973.5930 | [www.pge.com](http://www.pge.com)

May 30, 2017

## **PG&E Urges Customers to Always Call 811 to Avoid Damaging Utility Lines in Carmel-by-the-Sea**

**CARMEL-BY-THE-SEA, Calif.** — With spring's warmer weather comes an abundance of pre-summer outdoor projects that require digging. To prevent damage to underground utility lines in Carmel-by-the-Sea, Pacific Gas and Electric Company (PG&E) urges customers to call 811 before starting any project that involves digging.

"Whether you are planning to do it yourself or hire a professional, you should always call 811 before each job to have underground utility lines marked," said Rob Morse, senior manager of PG&E's Central Coast division. "It's a free and easy service that protects public safety and helps avoid damage to utility lines, service interruptions and fines."

Last year, there were more than 1,735 strikes on PG&E's underground infrastructure — six of them in Carmel-by-the Sea. This year, the city has experienced two dig-ins. Fencing, water and sewer projects are the top three activities that have resulted in underground utility strikes in Carmel. Of the 1,735 strikes in 2016, more than 55 percent had not called ahead to have underground utility lines properly marked. The average cost to those who damaged PG&E's underground utility lines, including fines and repairs, amounted to \$7,500.

### **About the 811 Free Safety Service**

811 is a free nationwide service that sends utilities to mark the location of underground lines, including gas, electric, water and fiber optic services. Underground Service Alert (USA) North, which operates 811 in PG&E's service area, created [811express.com](http://811express.com) to reduce demand to the 811 call line and provide a convenient way for the public to request utility markings.

Homeowners and contractors can prevent gas leaks and power outages while protecting themselves and the safety of their community by requesting a USA ticket. Contractors are required by law to contact 811 at least two working days prior to excavation, but any digging project requires a USA ticket, including planting a tree or setting posts for a picket fence.

### **About PG&E**

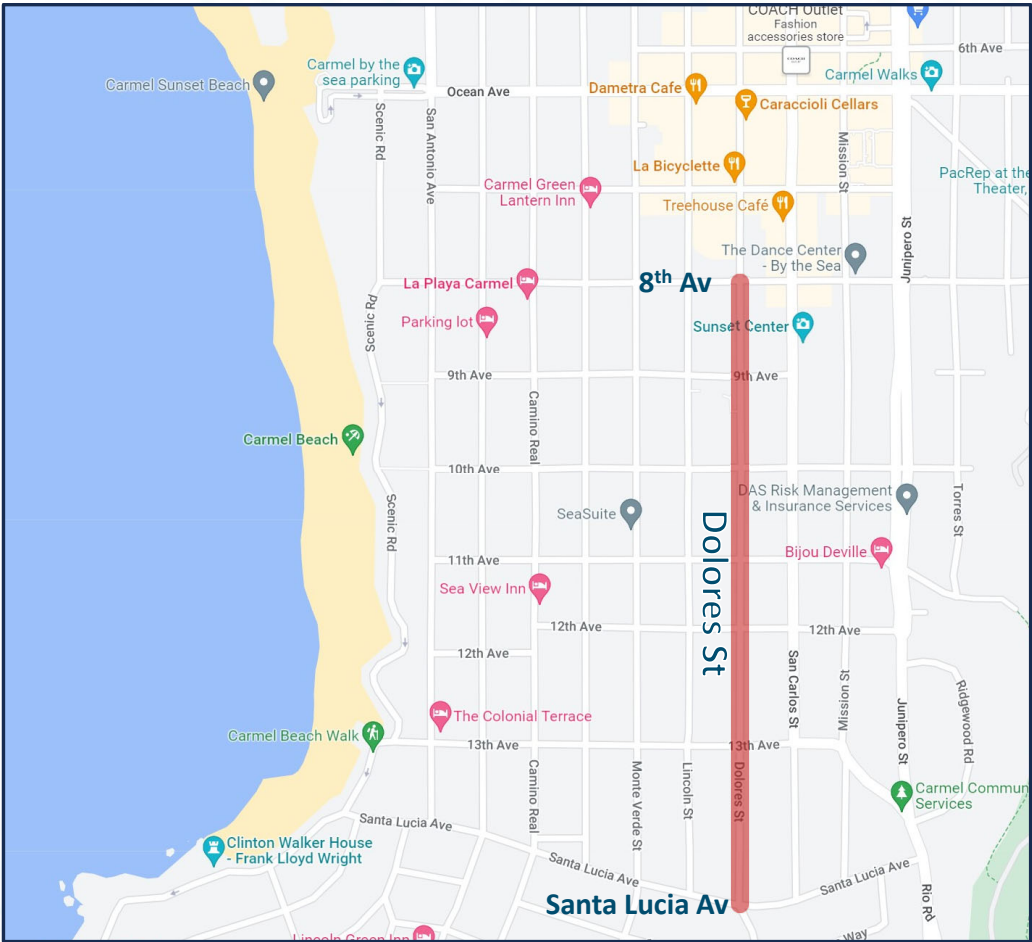
Pacific Gas and Electric Company, a subsidiary of [PG&E Corporation](http://PG&E Corporation) (NYSE:PCG), is one of the largest combined natural gas and electric energy companies in the United States. Based in San Francisco, with more than 20,000 employees, the company delivers some of the nation's cleanest energy to nearly 16 million people in Northern and Central California. For more information, visit [www.pge.com/](http://www.pge.com/) and [pge.com/news](http://pge.com/news).



# Project Site Map

Legend:

 Project Limits





**Public Works General Conditions of Approval**

1. Carmel-by-the-Sea to file CEQA Negative Declaration with the County of Monterey.
2. Pipeline Alignment: As-built or redline drawings shall be submitted to the City prior to acceptance of the surface improvements showing offsets of the centerline of the 8" pipeline from the face of curb or centerline of street along each street segment.
3. Blow Off Valves: Obtain prior City approval for placement or relocation. Fire hydrants to be color-coded per NFPA. (Ok. Fire hydrants painted by the Fire Department.
4. Air Release Valves: No ARV's are proposed. Obtain prior City approval if ARV's are required.
5. Pressure Reducing Valves: No PRVs are proposed. Obtain prior City approval if PRVs are required.
6. Surface-Accessed Vaults: No surface-accessed vaults are proposed. Obtain prior City approval if surface-accessed vaults are required.
7. Public Relations: CalAm shall implement the following outreach program as a minimum during construction of the Dolores Street Main Replacement:
  - a) Project shall be presented at City Council Meeting prior to approval, in addition neighborhood meetings throughout the project phases might be required.
  - b) Door hangers and notices
  - c) Project barricades shall identify Project name and include Project owner contact information.
  - d) Magnetic truck signs (optional)
8. Council Meeting/Study Session: Cal Am to make additional presentations to the City Council upon request.
9. Joint Utility Coordination Meetings: Cal Am to continue to attend and present updates at bi-monthly Joint Utility Coordination Meetings.
10. Plan Checking: During construction of the Dolores Street Main Replacement, the City will provide plan checking services for: revisions to traffic control plans, ADA ramps, relocated sewer laterals, relocated sewer and storm drain pipelines, intersection modification plans, and street and sidewalk improvements that cannot be reconstructed to meet preconstruction conditions in accordance with ADA standards, due to utility conflicts or similar reasons.
11. Construction Inspection: Quality Control (QC) Inspection shall be performed by Cal Am or Cal Am's contracted inspector, CM Works. The City's inspections, whether by City staff, consultants, testing services, or combination, is intended for Quality Assurance (QA) purposes. City requests copies of all QC inspection daily inspection reports for each heading,

and all QC materials testing results performed by independent firm under the Contractor. City will make City's QA inspection reports and materials testing reports available to Cal Am upon request.

12. Right-of-Way: Provide evidence to the City of any right-of-entry permits and/or temporary or permanent easements on private properties within City limits.
13. Permits (Other): Provide City with a copy of the following permits obtained for this Project:
  - a) California Department of Health Services Office of Drinking Water Variance for Water/Sewer line separation requirements if applicable.
14. FY 2021/2022 Pavement Rehabilitation Program: While no conflicts are anticipated, the City and Contractor will meet in good faith to determine a resolution which minimizes impacts to both projects.
15. Potholing: Pothole data shall be incorporated into As-Built/Red Line set.
16. Key City Events: Cal Am's External Affairs Manager and City's Communications Officer to coordinate during construction and advise construction team of upcoming events. City to provided listing of key City Events, and Contractor will make good faith efforts to reduce public inconvenience during City events.
17. Water Valves: All water valves located within paved City streets shall be replaced in accordance with Cal AM Standard Drawing No. 4, including installation of new G-5 Valve Box and Cover with Metal Lid Marked "Water."
18. Conformed Plans: Provide City with two (2) full size and two (2) half size sets of conformed plans and four (4) copies of the specifications with all appendices prior to the start of construction at no cost to City. See #38, Potholing.
19. Prior to issuance of a building permit, the applicant shall submit a completed BMP Tracking form for review and approval by the City of Carmel. Best Management Practices shall be implemented and in place prior to any construction operation being initialized.

#### **Forestry Comments/Conditions**

20. Street Trees: No trees are to be removed under this Permit. Contractor's arborist to contact City Forester at (831) 877-0949 for site consultations prior to trimming any canopy or roots of any City tree. Any trees damaged by Contractor's operations shall be replaced and maintained for a period for up to five (5) years as required by the City Forester. (Roots no larger than 2 inches shall not be cut without approval by CAW or City Forester.) (It was discussed that CAW and City arborist will walk the project prior to start of construction to identify potential concerning areas or tree locations.

**CITY OF CARMEL BY THE SEA CONTRACTOR CONDITIONS:**

21. Blow off discharges: discharges are not permitted into the city's storm drain system, including into lakes or streams. This applies to construction water and future operations of the pipeline. Discharges into the sanitary sewer system require prior approval of the Monterey regional water pollution control agency (MRWPCA), CAWD, and the city.
22. Street trees: no trees are to be removed under this permit. Contractor's arborist to contact city forester at (831) 877-0949 for site consultations prior to trimming any canopy or roots of any city tree. Any trees damaged by contractor's operations shall be replaced and maintained for a period of up to five (5) years as required by the city forester. Roots no larger than 2 inches shall not be cut without approval by CAWD or City Forester. Caw and city arborist will walk the project prior to start of construction to identify potential concerning areas or tree locations.
23. Staging areas: provide to the city legal evidence of the use of all staging area(s) located within city limits.
24. Haul roads: haul roads will follow pipeline alignment and approved traffic control plans to the extent possible. Deviations require prior approval of the city.
25. Cross gutters: restore cross gutters per city standard. Cross gutters are to be reconstructed from spandrel to spandrel.
26. Striping/markings: existing signs, striping, pavement legends, and markings will be restored to current city standards and as directed by the city. Provide temporary pavement markings and striping on arterials in accordance with MUTCD and Caltrans standards. Provide permanent striping, legends, and markings within ten (10) business days of permanent pavement restoration. City to provide specifications on painting, striping, and markings.
27. Parking notices, tees and stalls: provide a minimum of 72-hour advance notices for no parking zones every 50 feet in each direction affected. Restore parking tees per city standard detail. Parking notices will indicate the start date and anticipated duration of work within the affected area. Coordinate no parking zones with public works, (831) 620-2070.
28. Crosswalks: restore crosswalk striping per city standard regardless of existing condition.
29. Ingress, egress, and parking impacts: notify, coordinate, and resolve access, ingress, egress, special needs (disabilities), and parking issues with all private property owners/tenants and businesses along the pipeline route. Contractor to always provide access to residents.
30. Incomplete street openings (barriers and steel plates): where street openings cannot be backfilled during the day of opening, suitable barriers shall be placed around the excavation to prevent accidents, and lighted barricades shall be continuously maintained at the opening site. Alternatively, steel plates may be placed over or flush with the trench if traffic would otherwise be impeded. Steel traffic plates may be used at the end of trench in order to start work the following day without having to re-excavate the trench. No more the two steel plates shall be

used at the finishing end of trench. Trench plates along arterials shall be flush with adjacent asphalt pavement; however, this requirement is waived within concrete pavement.

Temporary trench repair: all streets shall be temporarily restored with either cold mix or hot mix asphalt (HMA). The temporary trench patch must be kept in good condition with a reasonably smooth riding surface until structural pavement restoration. If cold mix asphalt is used, at the discretion of both the city and caw, the contractor may be required to pave the initial half of the alignment with HMA if the conditions or required maintenance of cold mix asphalt continues to be an issue.

The temporary trench repair asphalt shall be removed prior to structural pavement restoration. Asphalt replacement shall extend 1' beyond trench cut on each side of the trench. Where gutter edge or nearest lane line is less than 3' from trench limit, pave merit shall be replaced to gutter edge or to nearest lane line. When adjacent trenches are less than 3' from edge to edge, asphalt between trenches shall be removed and replaced. Additional pavement beyond the trench limits will be evaluated with site inspections if damage from construction to surrounding pavement occurs. The structural pavement restoration will be paved to a depth of at least 1" greater than existing pavement thickness.

Final surface restoration: within three (3) months of pipeline completion, or as otherwise agreed to by the city, all streets along the pipeline alignment shall be completed with final resurfacing (gutter to gutter, or curb to curb). Preference will be given to pave/resurface long segments of streets at one time. Areas of defective pavement shall be removed and replaced prior to resurfacing in coordination with city inspection and city standards. Pavement resurfacing shall be slurry type ii on residential streets and slurry type iii on all collector and arterial streets. Slurry mix designs to be pre-approved by city.

31. Contractor to avoid trenching or work that would trigger ADA ramps. Contractor shall contact caw and the city if there are any questions or concerns about which work could trigger ADA ramps.
32. Concrete pavement section: all concrete trenches/patches to be doweled with #4 rebar, 2 feet on center and epoxied. Concrete mix design to be pre-approved by city.
33. Prior to issuance of a building permit, the applicant shall submit a completed bmp tracking form for review and approval by the city of Carmel. The contractor shall implement the best management practices and have them in place prior to any construction operation being initialized. Bmp details have been added to the contract documents. Contractor responsible for any additional measures that may be required for this project, or to obtain approval by the city.
34. Environmental mitigation: city requests a copy of all reports, surveys, logs, and records.
  - A) cover all trucks hauling soil.
  - B) sweep all paved access roads daily.
  - C) enclose or cover daily exposed stockpiles.
  - D) the city may request reasonable technical support from the qualified biologist.

- E) trees and vegetation not planned for removal or trimming shall be protected in place prior to construction.
  - F) on-site spill containment measures shall be available at all work headings.
  - G) in addition to other required notifications, "contractor" shall also promptly notify caw and the city of any archaeological findings in the event any are encountered. All excavating is to cease immediately.
  - H) in addition to other required notifications, "contractor" shall also promptly notify caw and the city of findings of any human remains in the event any are encountered. All excavating is to cease immediately.
  - I) night time work is not permitted.
  - J) designate worker parking areas that minimize parking displacement, and review worker parking strategies with city.
35. Project schedule: provide city a construction "3 week look ahead" schedule on a regular basis. In lieu of a weekly construction schedule, a detailed project schedule will be required on at least a monthly basis.
36. Protection: trench compaction shall be limited to the use of a compactor in a manner that induces an external load at the point of compaction of no greater than 2,450 psf at the following locations:
- Locations where city utilities (storm drain and sewer only) are found to be located within 6'-5" of the outside diameter of the pipeline (i.e. based on USA markings and/or potholing), and
  - All crossings where the existing sewer is located below the pipeline trench.
- in lieu of a compactor, the contractor may backfill the trench with city-approved cement slurry. Sewer lateral repairs: existing sewer laterals damaged during construction will be repaired as soon as reasonably possible. Leaks as a result of the damaged pipe and/or repair shall be contained on site and disposed of in a lawful manner. All lateral connections will be made by the installation of a "wye" (y) and a straight piece of pipe. Repairs to be made by contractor and in accordance with CAWD requirements if damaged during construction.
37. Blow off valves: obtain prior city approval for placement or relocation.
38. Fire hydrants to be color coded per NFPA. Cal-am will flow test and determine flow capacity and color coding. Contractor to paint fire hydrant caps.
39. Air release valves: no ARV's are proposed. Obtain prior city approval if ARV's are required.
40. Pressure reducing valves: no PRV's are proposed. Obtain prior city approval if PRV's are required.
41. Surface accessed vaults: no surface accessed vaults are proposed. Obtain prior city approval if surface accessed vaults are required.
42. Contractor shall hang door hangers and notices.

43. Contractor to provide project barricades with project name and include project owner contact information.
44. Potholing: pothole data shall be incorporated into As-built/red line set.
45. Water valves: all water valves located within paved city streets shall be replaced in accordance with CalAm standard drawing no. 4, including installation of new g-5 valve box and cover with metal lid marked "water."
46. Emergency contacts: contractor to provide a list of at least three (3) names of 24/7 emergency contacts who can respond to accidents, traffic control and trench restoration issues. In addition, CalAm shall furnish and maintain an updated, comprehensive list of all project stakeholders, to include primary and alternate contacts, including CalAm, engineer of record, Caltrans, PG&E, AT&T, Comcast, city of Carmel by the sea, and other key stakeholders.
47. Construction work hours: night time work under this permit is not allowed. All other work is to be completed within the hours of 8:00 am -5:00 pm, Monday through Friday. If after hours, weekend, or holiday work is requested, prior authorization must be granted by the city. The city will charge an additional fee for all the work occurring outside of standard working hours.
48. Relocated utilities: while no relocations of city facilities are anticipated at this time, if necessary, they will be properly planned, designed, and coordinated in advance of construction as a result of potholing. In the event that an unforeseen condition during construction requires the prompt realignment or relocation of an existing city utility or facility (i.e. sewer or storm drain pipe, drainage inlet, traffic signal pull box), the contractor/engineer of record shall provide sketches of both the existing condition and proposed condition in plan and profile, along with photographs and the improvement plans illustrating the exact location. A meeting will be held at the site, or a phone conference will be held as soon as possible. Upon the city's assessment and approval, the work may proceed. The relocated facility will be shown on the as built plans. In the event of an emergency where immediate repairs are warranted, contractor/engineer of record shall make a good faith effort to contact the city prior to making emergency repairs.
49. Traffic control plans: TCP's for the 8" water main installation will be submitted for review and approval by the city. TCP's must be approved by the city for a minimum of two (2) weeks prior to construction of the 8" pipeline along that street segment. Additional or modifications to approved traffic control plans must also be approved by city prior to construction along the affected street segment. A preliminary TCP was provided to the city by caw. Final TCP to be provided by contractor.
50. Pedestrian/bicycle detour plans: provide safe provisions for pedestrians and bicycles around construction zones as required by the city.
51. Hazardous materials: handle, treat, and/or dispose of hazardous materials per specifications sections 01150 and 0220 or as otherwise directed by the regulatory agency having jurisdiction.
52. Preconstruction video: contractor to provide CAWD and City with an indexed (by street address), preconstruction video of existing surface improvements shown from both directions, of

acceptable clarity and quality to the city. In addition, provide copy of preconstruction photographs of specific locations within two (2) business days as requested by city.

53. Survey monuments: survey monuments removed or damaged due to construction operations shall be restored by a licensed land surveyor. All survey monuments located within the trench patch shall be replaced in accordance with city standard.
54. U.S.A. notification: at least two (2) days before any excavation, contractor must contact underground service alert at 1-800-227-2600.
55. Cutting street surfaces: all concrete and asphalt streets, and concrete and asphalt sidewalks, curbs, gutters, medians, and dikes, will be saw cut with smooth straight edges unless otherwise approved by the city.
56. Headings: no more than one (1) pipeline heading is permitted on this project at one time within the city limits without prior approval from the city.
57. Clean up of right of way: upon completion of work along a street segment, all materials, traffic control devices, scraps and other materials and debris shall be entirely removed and the right of way left in a condition satisfactory to the city.
58. Damage to existing facilities: promptly make repairs to the public right-of-way or underground utilities that are damaged by the work authorized by this permit. Damage to city streets outside of the pipeline alignment caused by construction operations, and specifically including haul routes, shall also be repaired to pre-construction conditions. These repairs shall be to the satisfaction of the city. Damage to third party utilities shall be repaired as required by the applicable utility's owner.
59. Storage of materials: absolutely no stockpiling of material will be allowed along the sidewalk or on private property. Stockpiling along the street must be contained within the barricaded/protected areas of work site as approved by the city. No stockpiling shall be located in the street gutter pan or drainage path.
60. Concrete washout locations: locations must be pre-approved by the city.
61. Emergency access: always maintain access for emergency vehicles.
62. Emergency response notifications: contractor shall notify police and fire (831) 624-6403, and ambulance service providers at least 48 hours in advance as to proposed road/lane closures, detours, and alternate routes available.
63. School zones: avoid truck trips through designated school zones during school drop off and pickup hours. Provide construction schedule updates to the schools for bus route coordination.
64. Road closure notifications: notify postal carrier, transit lines, trash collectors, school districts and affected residences and businesses at least 48 hours in advance as to proposed closures and alternate routes available.
65. Private improvements: restore, repair, or replace private property improvements damaged by construction operations to the pre-construction conditions as commercially practical and to the

private property owner's satisfaction. In the event the private property owner is not satisfied with the restoration or repair of damaged improvements, CalAm's external affairs manager, construction manager, and/or other such representative shall meet with the property owner to resolve the issue.

66. Construction progress meetings: city expects to be invited and be able to actively participate in stakeholder construction progress meetings. Regardless of attendance, the city shall receive copies of progress meeting agendas and meeting minutes.
67. Construction correspondence: city requests to be copied on project correspondence, submittals, RFI's, etc. Pertaining to restoration of surface improvements within the city limits.
68. Final inspection: prior to a final inspection, all surface improvement work must be approved to the satisfaction of the city in accordance with applicable specifications and standards.
69. Insurance: permit holder shall furnish a certificate of insurance showing there is in force the following valid policy showing the permit holder as the named insured and showing: a) commercial general liability-a minimum \$5,000,000 combined single limit per occurrence for bodily injury and property damage including products and completed operations, and 2) workers compensation and employers liability; limit of not less than \$1,000,000 per accident as required by the labor code of the state of California. Permit holder hereby waives any rights of subrogation against the city respecting worker's compensation. Commercial general liability certificate must be accompanied by the following endorsements: 1) the city of Carmel by the sea, its officials, officers, directors, employees, agents and volunteers (hereinafter "city covered parties") are named as additional insureds; 2) notice of cancellation or changes of coverage shall be given to the city. The insurance is primary insurance with respect to the city covered parties. Any other insurance the city may have shall be considered excess insurance only. Permit holder's insurance shall also include a separation of insured's provision so that permit holder's insurance shall apply separately to each insured against whom liability is asserted. Failure of the contractor to obtain and maintain the insurance as noted above may cause the denial and/or revocation of the contractor's permit, at the sole and absolute discretion of the city.
70. Business license: contractor is required to possess or obtain a city of Carmel-by-the-Sea business license prior to the start of work.





# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

April 1, 2024  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Tom Ford, Administrative Analyst
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Resolution 2024-023 approving Change Orders #3 for each of the City's On-Call Tree Service Contractors to include prior tree-related budgeted items totaling \$200,000 in addition to a \$200,000 mid-year budget allocation

#### RECOMMENDATION:

Adopt Resolution 2024-023 approving Change Orders #3 for each of the City's On-Call Tree Service Contractors to include prior tree-related budgeted items totaling \$200,000 in addition to a \$200,000 mid-year budget allocation.

#### BACKGROUND/SUMMARY:

In March 2023, Council awarded multi-year On-Call Tree Service Contracts to Community Tree Service (CTS), Tope's Tree Service (Topes), and West Coast Arborists (WCA) to perform a variety of tree services, predominantly removals of large dead or dangerous trees, prune or remove trees near powerlines, tall tree pruning, stump removals, and emergency storm recovery. The contracts also include other on-call services such as arborist services, tree planting, watering, and invasive removals.

Due to unprecedented storms in early 2023, Change Orders #1 to all three contractors were approved by Council in June 2023 to "true up" expenditures during Fiscal Year (FY) 2022/23. Change Orders #2 were also approved in June 2023 to initiate budgets for FY 2023/24. The original contract amounts and amounts for Change Orders #1 and #2 are tabulated below.

Tree Contractor	Original Contract (FY 23)	Change Orders #1 (FY 23)	Change Orders #2 (FY 24)
CTS	\$30,000	\$39,977	\$175,000
Topes	60,000	-14,388	175,000
WCA	60,000	7,647	175,000
<b>Totals</b>	<b>\$150,000</b>	<b>\$33,236</b>	<b>\$525,000</b>

The initial budget for FY 2023/24 under Change Orders #2 of \$525,000 did not account for other work identified in the FY 2023/24 Adopted Budget. Specially, \$125,000 was reserved for storm response, and \$75,000 was budgeted in the Operating Budget, rather than in the Capital Improvement Program, for tree

work in the Mission Trail Nature Preserve. The total tree services-related budget was therefore \$725,000. Keeping some funds in reserves allowed the City broader flexibility in allocating the remaining \$200,000 not yet under contract. However, following the winter in February 2024, Forestry issued Task Orders for all but \$33,000 of the above-mentioned \$725,000 for tree-related contract services.

As part of the Mid-Year Budget Adjustments at the March 5, 2024 meeting, Council authorized an additional allocation of \$200,000 for additional tree-related services to continue addressing the backlog of City tree and stump removals for the remainder of FY 2023/24.

The combined total amount of Change Orders #3 is \$400,000, which consists of the \$125,000 in storm reservices, \$75,000 for MTNP work, and \$200,000 from the Mid-Year Budget augmentation.

Upon Council approval of Change Orders #3:

- Community Tree Service's contract for FY 23-24 will increase from \$175,000 to \$325,000.
- Tope's Tree Service's FY 23-24 contract for FY 23-24 will increase from \$175,000 to \$350,000.
- West Coast Arborists FY 23-24 contract for FY 23-24 will increase from \$175,000 to \$250,000.

### **Environmental Evaluation**

This action does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code Section 21065. It has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and, therefore, does not require environmental review.

### **FISCAL IMPACT:**

Sufficient funding is available in the Public Works Department/Forestry Contractual Services Account #101-119-45-42001 to cover the amounts in Change Orders #3.

### **PRIOR CITY COUNCIL ACTION:**

In March 2023, Council awarded multi-year On-Call Tree Service Contracts to Community Tree Service, Tope's Tree Service, and West Coast Arborists with initial budgets for FY 2022/23. In June 2023, Council approved Change Orders #1 to true up expenses for FY 2022/23, and approved Change Orders #2 to set an initial budget for FY 2023/24 for each of the contractors at \$175,000.

In March 2024, Council approved a Mid-Year Budget Adjustment of \$200,000 for additional tree services for the remainder of FY 2023/24.

### **ATTACHMENTS:**

Attachment 1) Resolution 2024-023

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

**RESOLUTION NO. 2024-023**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
APPROVING CHANGE ORDERS #3 FOR THE CITY'S ON-CALL TREE SERVICE  
CONTRACTORS, IN THE COMBINED AMOUNT OF \$400,000 FOR THE REMAINDER OF  
THE FISCAL YEAR 2023/24**

WHEREAS, in March 2023, the City Council awarded multi-year, On-Call Tree Service contracts to Community Tree Service, Tope's Tree Service, and West Coast Arborists; and

WHEREAS, in June 2023, Council authorized Change Orders #1 to these contracts, for a net increase of \$33,236, to true up expenses for Fiscal Year 2022/23; and

WHEREAS, in June 2023, Council authorized Change Orders #2 to these contracts provided funding in the amount of \$175,000 each for Fiscal Year 2023/24, for a total combined amount of \$525,000; and

WHEREAS, the Public Works/Forestry operating budget for Fiscal Year 2023/24 reserved \$125,000 for storm response and \$75,000 for work in the Mission Trail Nature Preserve; and

WHEREAS, in March 2024, Council approved a Mid-Year Budget augmentation of \$200,000 to continue addressing the backlog of tree-related services for the remainder of Fiscal Year 2023/24; and

WHEREAS, Change Orders# 3 will allocate the remaining \$400,000 total to the three On-Call Tree Service contractors to cover the remainder of the 2023/24 Fiscal Year.

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

Approve Change Orders #3 to the On-Call Tree Services Contracts for the remainder of Fiscal Year 2023/24 as follows:

- Community Tree Service – Increase Fiscal Year 2023/24 budget of \$175,000 by \$150,000 for a total of \$325,000
- Tope's Tree Service – Increase Fiscal Year 2023/24 budget of \$175,000 by \$175,000 for a total of \$350,000
- West Coast Arborists – Increase Fiscal Year 2023/24 budget of \$175,000 by \$75,000 for a total of \$250,000

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
This 1st day of April, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dave Potter  
Mayor

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Nova Romero, M.M.C.  
City Clerk