



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

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

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

REGULAR MEETING Tuesday, May 5, 2020

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

To attend via Teleconference; Dial in number 1-267-819-1664 PIN: 579 602 152#

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

OPEN SESSION 4:30 PM

CALL TO ORDER AND ROLL CALL

EXTRAORDINARY BUSINESS

- A.** Monterey County Convention & Visitors Bureau Update
- B.** Proclamation for Public Works Week
- C.** Proclamation for Municipal Clerks Week

PUBLIC APPEARANCES

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

ANNOUNCEMENTS

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. Approve March 30, 2020 Special Meeting Minutes, April 6, 2020 Special Meeting Minutes, April 7, 2020 Meeting Minutes, and April 15, 2020 Special Meeting Minutes as presented.
2. Review monthly reports for March: 1). City Administrator Contract Log; 2.) Community Planning and Building Department Reports; 3.) Police, Fire, and Ambulance Reports; 4.) Public Records Act Requests, and 5.) Public Works Department Report.
3. March 2020 Check Register Summary
4. Adopt Resolution 2020-028, authorizing a Free Use Day of the Sunset Center Theater and Lobby for the Monterey Symphony.
5. Adopt Resolution 2020-029, amending Policy C95-01 Claims Against the City

ORDERS OF BUSINESS

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

6. Ordinance temporarily prohibiting evictions of tenants arising from income loss or substantial medical expenses related to the Coronavirus pandemic.
7. Verbal report on Coronavirus ("COVID-19") issues
8. Second Review of the proposed Fiscal Year 2020/21 Capital Improvement Program and Provide Direction to Staff

PUBLIC HEARINGS

9. Adopt Resolution 2020-030 adopting a schedule of fees for Fiscal Year 2020-2021 for Administrative Services, Community Activities, Community Planning and Building, Public Safety and Public Works Services and provide direction to staff
10. Discuss adoption of a Resolution establishing the value of parking in-lieu fees at \$105,044, per parking space based on the recently adopted 2019 California Building Codes; discuss other options regarding the Parking In-Lieu Fee Program; and provide direction to staff

FUTURE AGENDA ITEMS

ADJOURNMENT

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



National Public Works Week Proclamation
May 17 – 23, 2020
“It Starts Here”

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Carmel-by-the-Sea, CA; and,

WHEREAS, infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation’s transportation, water supply, drainage and solid waste systems, public buildings, urban forests, and other facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Carmel-by-the-Sea to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works operations and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association.

BE IT NOW RESOLVED, I, Mayor Dave Potter, do hereby designate the week May 17 – 23, 2020 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed at Carmel-by-the-Sea, CA this 5th day of May, 2020.



David Potter, Mayor

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

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
DESIGNATING May 3 – May 9, 2020 AS
PROFESSIONAL MUNICIPAL CLERKS WEEK**

Whereas, The Office of the Professional Municipal Clerk, a time honored and vital part of local government exists throughout the world, and

Whereas, The Office of the Professional Municipal Clerk is the oldest among public servants, and

Whereas, The Office of the Professional Municipal Clerk provides the professional link between the citizens, the local governing bodies and agencies of government at other levels, and

Whereas, Professional Municipal Clerks have pledged to be ever mindful of their neutrality and impartiality, rendering equal service to all.

Whereas, The Professional Municipal Clerk serves as the information center on functions of local government and community.

Whereas, Professional Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Professional Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, provincial, county and international professional organizations.

Whereas, it is most appropriate that we recognize the accomplishments of the Office of the Professional Municipal Clerk.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Dave Potter, Mayor of the City of Carmel-by-the-Sea, on behalf of the City Council and the citizens of Carmel hereby proclaim May 3 through May 9, 2020 as Professional Municipal Clerks Week and further extend appreciation to our Professional Municipal Clerk, Britt Avrit and to all Professional Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

David Potter, Mayor



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Approve March 30, 2020 Special Meeting Minutes, April 6, 2020 Special Meeting Minutes, April 7, 2020 Meeting Minutes, and April 15, 2020 Special Meeting Minutes as presented.

RECOMMENDATION:

Approve March 30, 2020 Special Meeting Minutes, April 6, 2020 Special Meeting Minutes, April 7, 2020 Meeting Minutes, and April 15, 2020 Special Meeting Minutes as presented.

BACKGROUND/SUMMARY:

The City Council routinely approves the Minutes of its meetings.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None for this action.

ATTACHMENTS:

- Attachment #1 - April 6, 2020 Special Meeting Minutes
- Attachment #2 - April 7, 2020 Meeting Minutes
- Attachment #3 - April 7, 2020 Special Meeting Minutes
- Attachment #4 - April 15, 2020 Special Meeting Minutes

CITY COUNCIL SPECIAL MEETING
Monday, April 6, 2020
4:30 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL

Mayor Potter called the meeting to order at 4:30

Present: Council Members Reimers, Baron, Theis, Mayor Pro Tem Richards, Mayor Potter

PUBLIC APPEARANCES

None

CLOSED SESSION

Item A: Consultation with: City Administrator, Assistant City Administrator, Chief of Police and City Attorney – Threat to Public Services pursuant to Government Code Section 54957.

Item B: Conference with Legal Counsel – Anticipated Litigation. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Government Code Section 54956.9: (one case)

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk

REGULAR MEETING
Tuesday, April 7, 2020

OPEN SESSION
4:30 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL

Mayor Potter called the meeting to order at 4:35 p.m.

Present: Council Members Baron, Reimers, Theis, Mayor Pro Tem Richards, Mayor Potter

PUBLIC APPEARANCES

None

ANNOUNCEMENTS

Item A: City Attorney Announcements/ Closed Session Oral Report in accordance with GC § 54957.1(a)

The City Attorney stated the City Council met in Closed Session on March 23, 2020, March 30, 2020 and April 6, 2020 with no reportable action.

Item B: Councilmember Announcements

Council Member Baron thanked the members of the Climate Change Committee for the work done thus far; thanked staff, especially the Public Safety staff for the work being done; thanked citizens who are helping with the Carmel Neighbors program to support the 100 neediest people in town; discussed MST bus driver who has tested positive which reminds him of how appreciative he is of those working each day during this time.

Mayor Pro Tem Richards discussed his recent visit to Public Works and commended staff on their positivity and thanked staff for all they do.

Council Member Reimers thanked City staff for all the work they are doing to keep the City moving and thanked those involved in the Carmel Neighbors program.

CONSENT AGENDA

Council Member Baron requested Item No. 7 be removed for separate discussion.

Council Member Reimers unexpectedly dropped off the teleconference meeting at this time.

On a motion by Council Member Theis and seconded by Mayor Pro Tem Richards, the City Council approved Consent Calendar Item No.'s 1-6, by the following roll call vote:

AYES: BARON, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: REIMERS
ABSTAIN: NONE

Item 1: Approve March 2, 2020 Special Meeting Minutes, March 3, 2020 Meeting Minutes, March 13, 2020 Special Meeting Minutes and March 23, 2020 Special Meeting Minutes as presented.

Item 2: Monthly Reports for February: 1.) City Administrator Contract Log; 2.) Community Planning and Building Department Reports; 3.) Police, Fire, and Ambulance Reports; 4.) Public Records Act Requests, and 5.) Public Works Department Report.

Item 3: February 2020 Check Register Summary.

Item 4: Adopt Resolution 2020-023 declaring the results of the Election held on March 3, 2020 for the submission of an ordinance amending Article IV, Transactions and Use Tax, of Chapter 3.28, Sales and Use Tax, of the Carmel-by-the-Sea Municipal Code to increase the Transactions and Use Taxes (Sales Tax) rate to one and one half percent (1.5%) for a period of twenty (20) years for general purposes.

Item 5:

1. Adopt Resolution 2020-024 authorizing the City Administrator to execute agreements with the California Department of Tax and Fee Administration for implementation of a local transactions and use tax;
2. Adopt Resolution 2020-025 authorizing the examination of Transactions (Sales) and Use Tax Records.

Item 6: Adopt Resolution 2020-026, approving a list of streets to be repaved for inclusion in the Fiscal Year 2020/21 Capital Improvement Plan and Budget partially funded by SB1; the Road Repair and Accountability Act.

Item 7: Adopt Resolution 2020-027 affirming modification to the home mail delivery program to include the use of eligibility criteria and provide direction to staff.

The following members of the public spoke:

Vinz Koller

Council Member Reimers rejoined the meeting at this time.

Discussion among staff and the City Council included discussion of their concerns with the public going to the Post Office during the pandemic, potentially offering an option of a reduced schedule for those who take part in the service and/or offering an emergency program in times of need such as now. Additional discussion took place regarding not moving forward with the item at this time, continuing with the direction previously provided to staff with an effective date of 2 months after the County lifts the restrictions and discussion of looking at having house numbers/addresses in the Village in the future. Additionally Council requested updates regarding the mail delivery service be included as part of the monthly reports at each Council meeting.

On a motion by Council Member Theis and seconded by Council Member Reimers, the City Council approved Consent Calendar Item No. 7 amending the effective date to be 60 days after the April 3, 2020 County of Monterey Shelter in Place Order has been lifted, by the following roll call vote:

AYES: BARON, REIMERS, THEIS, RICHARDS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: NONE

ORDERS OF BUSINESS

Item 8: Receive a presentation on the proposed Fiscal Year 2020/21 Capital Improvement Program and Five Year Capital Improvement Plan and provide direction to staff.

Public Works Director Robert Harary provided the staff report for this item.

Discussion among staff and the City Council included discussion of funding from the State and the timing related to spending those funds, continuing to fund pavement projects due to the funding received from the State, and discussion of the process for, and funding related to, undergrounding utilities. Discussion took place regarding potential donations for certain projects related to the Library if the City can also commit to investing in those projects. The City Council discussed the terms defund and defer, discussed the projects already approved by the Council and gave direction to staff regarding which projects are considered essential and which projects should be deferred or defunded and brought back as part of the budget discussion in May. Discussion took place regarding the difficulty in making decisions related to the budget when revenue projections are still being prepared and budget funding is not known.

The City Council thanked staff for their work on the Five Year Capital Improvement Plan and looks forward to its use for planning in the coming years.

Item 9: Ordinance temporarily prohibiting evictions of tenants arising from income loss or substantial medical expenses related to the Coronavirus pandemic.

The City Attorney stated additional research is needed regarding this item and requested this item be removed from the agenda and brought back May 5, 2020.

On a motion by Council Member Theis and seconded by Council Member Baron, the City Council approved pulling this item from the agenda and requested it be brought back on May 5, 2020 by the following roll call vote:

AYES: BARON, THEIS, POTTER
NOES: NONE
ABSENT: NONE
ABSTAIN: REIMERS, RICHARDS

ADJOURNMENT

Mayor Potter adjourned the meeting at 7:55 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Tuesday, April 7, 2020
4:30 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL

This meeting was called to order as part of the City Council's Regular Meeting at 4:30 p.m.

PUBLIC APPEARANCES

None

ORDERS OF BUSINESS

Item 1: The City Administrator will give a verbal report on Coronavirus ("COVID-19") issues including the Order of the Health Officer of the County of Monterey issued April 3, 2020. City Council will ask questions of staff, receive public comment, discuss Coronavirus ("COVID-19") issues and provide direction to the City Administrator as appropriate.

The City Administrator provided an update regarding Coronavirus in the City of Carmel-by-the-Sea.

Discussion amount the City Council and staff included discussion of concerns with surfers, concerns with beach access and the importance of citizens understanding the relevance of social distancing. The City Council thanked the community for the way in which they are handling to the situation, thanked staff for their hard work and dedication during the situation and for putting themselves in harm's way to continue to provide essential services, encouraged the community to practice patience and tolerance during these times and reminded everyone to appreciate those people who continue to work to provide services including grocery store workers among others.

ADJOURNMENT

Mayor Potter adjourned the meeting at 7:55 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Wednesday, April 15, 2020
2:00 PM

This meeting was held via teleconference due to the Shelter in Place Order issued by Monterey County and Governor Newsom's Executive Order N-29-20

CALL TO ORDER AND ROLL CALL

Mayor Potter called the meeting to order at 2:05 p.m.

Present: Council Members Reimers, Baron, Theis, Mayor Potter

PUBLIC APPEARANCES

None

CLOSED SESSION

Item A: Consultation with: City Administrator, Assistant City Administrator, Chief of Police and City Attorney – Threat to Public Services pursuant to Government Code Section 54957.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Review monthly reports for March: 1.) City Administrator Contract Log; 2.) Community Planning and Building Department Reports; 3.) Police, Fire, and Ambulance Reports; 4.) Public Records Act Requests, and 5.) Public Works Department Report.

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports.

Based upon Council direction provided during the April 7, 2020 meeting, staff have added a new section to the monthly staff report regarding the home mail delivery program. Listed below is a summary of the number of addresses receiving City-funded mail delivery services through the contract courier service.

Peninsula Messenger Service update: The month of March had an increase of 11 residents who requested mail delivery service. The invoice submitted by Peninsula Messenger Service shows 158 residents received the service as of April 1, 2020. The increase is believed to be related to the Shelter In Place Order as a result of the Covid-19 Pandemic.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

Monthly approvals.

ATTACHMENTS:

Attachment #1 - City Administrator Contract Log
Attachment #2 - Community Planning & Building Report

Attachment #3 - Police, Fire & Ambulance Report
Attachment #4 - Public Records Act Request Logs
Attachment #5 - Public Works Report for March 2020

City Administrator Contract Log

Nothing to report for March, 2020



CITY OF CARMEL-BY-THE-SEA

Monthly Report

March 2020

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie R. Waffle, AICP, Acting Community Planning & Building Director
SUBMITTED ON:	April 13, 2020
APPROVED BY:	Chip Rerig, City Administrator

MARCH 2020 – DEPARTMENT ACTIVITY REPORT

I. PLANNING APPLICATIONS:

In March of 2020, **25** planning permit applications were received.

II. BUILDING PERMIT APPLICATIONS:

In March of 2020, **40** Building Permit applications were received.

III. CODE COMPLIANCE CASES:

In March of 2020, **13** new code compliance cases were initialized.

IV. ENCROACHMENT APPLICATIONS:

In March of 2020, **15** encroachment permit applications were received.

V. YEAR-TO-DATE TRENDS

Table 1 includes the March 2020 totals, for planning and building permit applications, encroachments and code compliance cases with a comparison to March 2019 totals. As shown in the table, in 2020 there was a **33% decrease** in planning permit applications, a **21% decrease** in building permit applications, **37% decrease** in code compliance cases, and a **40% increase** in encroachment permit applications compared to the same period 2019.

Table 1. Permit Application Totals

	<u>Planning</u>	<u>Building</u>	<u>Code Compliance</u>	<u>Encroachments</u>
2019 Totals	135	163	115	53
2020 Totals	90	128	73	74
% Difference	-33%	-21%	-37%	40%



Planning Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
20091	Preliminary Site Assessment	Preliminary Site Assessment. Proposed 2-story residence	SWC Fifth Avenue and Lincoln	3/27/2020		In Review
20090	Design Study	Repair portion of grape stake fence along Casanova that is falling down. Replace front yard retaining wall on Palou which is over 80 years old and is cracked and unsightly.	Palou, 4 NE of Casanova	3/25/2020		Pending Assignment
20089	Preliminary Site Assessment	120 sf office addition; 47 sf powder and laundry rm addition; 85 sf dining room addition and 65 sf roof to deck conversion.	9th Avenue, 2 NE of Lincoln	3/23/2020		In Review
20088	Design Review	Raise sill height of window #2, an existing metal clad window on the lower-floor rear south elevation at the stairway of this historic residence. New window will be metal clad, divided-light with 3 vertical lights and two horizontal lights, replacing the original window that had 4 vertical lights and 2 horizontal lights. Staff finds this alteration consistent with the Secretary of the Interior's Standards. The existing metal window appears to have been altered as it does not match original window style and materials and board and batten siding had been installed below the window while the historic siding is horizontal clapboard. Condition of Approval #1: The applicant shall fill out and submit the Building Permit Revision application for a revision to the existing Building Permit (BP 19-661) before proceeding with the new work. No new work shall be done until the Building Department has fully approved the revision. Condition of Approval #2: The wood framing around the metal window shall be maintained or re-created in the same dimension when the new metal window is installed.	Ocean Avenue, 4 SW of Dolores Street	3/18/2020	4/1/2020	Approved
20087	Sign	Sign. Sea Bags Maine_Ready to Be Issued	Carmel Plaza - Ocean Avenue & Mission, Suite #211, Carmel CA			Corrections Required
20086	Preliminary Site Assessment	construction of a new 260 sf artist's studio over an existing 325.5 sf garage. New artist's studio to contain (1) full bathroom and storage area with bar sink. Construct new wood exterior stairs up to second floor studio. All proposed exterior materials to match existing.	San Carlos, 2 SW of 2nd Avenue	3/17/2020		In Review
20085	Preliminary Site Assessment	Preliminary Site Assessment. Proposed 232 sf addition to an (e) single family one story home. Relocate (e) front entrance. Replace all (e) exterior windows and doors. all other exterior materials to match (e). Add 3 new skylights. Build new rear yard patio and bring lot covered into compliance. Remove (1) 4" and (1) 5" non-significant trees, (3) 4" holly trees, (1) 12" oak pruning, (2) 14" oak trees, 2 16" oak trees and (1) 7' and 12" and 14" oak trees due to disease or risk to property damage.	25904 Ridgewood Road,	3/16/2020		In Review
20084	Design Study	Enclose existing carport to create an enclosed garage and add door and lighting to garage. Staff level historic evaluation for the property.	Mission, 3 SE of 11th Avenue	3/16/2020		In Review
20083	Design Review	Replace exterior doors & windows with wood clad (n) gutters and downspouts; (n) paint; (n) insulation; (n) gypsum boards. (N) plumbing, electrical (n) cabinets, refinishing floors. (N) landscaping - hard & soft and (n) fence.	2 SE of Ocean on Junipero	3/13/2020		In Review



Planning Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
20082	Design Study	Remodel & addition to an (e) 962 sf one story single family home. Add 109 sf to the (e) first floor and construct a new second floor 509 sf in size. Remove and (e) 207 sf carport and construct a new 220 sf one car garage. Remove an (e) 160 sf shed at the rear of the property. Replace (e) windows and doors around the house with new alum clad windows & doors. Install new horizontal wood siding around the exterior of house. Install new site walls, steps, walkways and patios.	Torres, 2 SE of 1st Avenue	3/13/2020		In Review
20081	Design Review	Facade alterations and improvements to non-historic structure in downtown conservation district	6th Avenue, 2 NW of Mission Street	3/11/2020		In Review
20080	Business License	This business license BL 20-080 (Sea Bags Maine) authorizes use of a 1,232 square foot commercial space offering the following goods and services. a. Primary Use: This use is classified as a Clothing Accessories Store (NAICS 448150): i. This industry comprises establishments primarily engaged in retailing single or combination lines of new clothing accessories.	Carmel Plaza - Ocean Avenue & Mission, Suite #211, Carmel CA	3/10/2020	3/13/2020	Approved
20079	Authorized Work	Remove and replace collapsing retaining wall. Disassemble and reassemble fence that will be undermined by the removal of the existing retaining wall. Contractor: DMD Construction. Contractor State License #: B800986 City Business License #: 26093 Tel: 831. 760. 7669	San Carlos, 2 SW of 9th	3/9/2020	3/9/2020	Approved
20078	Business License	Home Business License: DaltonTech Consulting	Mission 2 SW of 12th	3/9/2020	3/13/2020	Approved
20077	Preliminary Site Assessment	Preliminary Site Assessment. Demolish existing residence and build new 1600 SF 2 story - 3 bed, 3 bath cottage and detached 200 SF garage.	Camino Real, 2 SE of 11th	3/6/2020		In Review
20076	Authorized Work	Paint exterior of house. Contractor: Dru Jensen, Jensen Highland Craftsman Contractor State License#: 565051 City Business License #: 25526 Tel. # 831. 402. 9490	5010 Monterey Street	3/6/2020	3/6/2020	Approved
20075	Historic Determination	Requesting city designated historian for a historical determination.	Scenic, 5 SE of 11th	3/6/2020		In Review
20074	Business License	Business License: Links Club	Carmel Plaza - Ocean Avenue & Mission, Suite #101	3/5/2020		In Review
20073	Design Study	Replace existing wood and aluminum windows and doors with new metal clad wood windows and doors to match existing. Eliminate one window in master bedroom. Remove three 4'X4' skylights in the kitchen and install two 2'X4' skylights. Repaint the house.	Santa Fe, 2 NE of Mountain View	3/5/2020		Corrections Required
20072	Sign	Sign. Carmel Beach Grill	SWC of Ocean & Mission	3/10/2020	3/13/2020	Approved



Planning Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
20071	Design Review	LE SOUFFLE: Interior remodel to convert former Friar Tucks restaurant to Le Souffle (UP 20-004/BL 19-511/BP 20-038). Exterior proposed to be repainted (DR 20-071). Applicant has approval to prime the exterior while final color scheme is in review. Natural wood soffit below roof eaves to remain (no prime, no paint).	SEC Dolores & 5th	3/5/2020	4/2/2020	In Review
20070	Design Review	At tile roof section, we will remove tiles and salvage for reuse after installing new Malarkey UDL underlayment. At flat roof section, we will install a 50 mil single ply tan Duro-Last membrane to match as close as possible to existing roof floor over one layer of F R 10 fire rated sheet and 1/2" insulation to make a class A fire rated roof.	Dolores, between Ocean and 7th	3/4/2020		In Review
20069	Business License	This business license BL 20-069 (Noelle Micek Interiors) authorizes use of a 288 square foot commercial space offering the following goods and services. a. Primary Use: This use is classified as a Interior Design Service (NAICS 541410): i. This industry comprises establishments primarily engaged in planning, designing, and administering projects in interior spaces to meet the physical and aesthetic needs of people using them, taking into consideration building codes, health and safety regulations, traffic patterns and floor planning, mechanical and electrical needs, and interior fittings and furniture. Interior designers and interior design consultants work in areas, such as hospitality design, health care design, institutional design, commercial and corporate design, and residential design. This industry also includes interior decorating consultants engaged exclusively in providing aesthetic services associated with interior spaces.	San Carlos between 5th & 6th	3/4/2020	3/11/2020	Approved
20068	Sign	Installation of new sign for Synergy One Lending	Dolores 2 SW of 7th, Unit D	3/3/2020	3/13/2020	Approved



Planning Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
20067	Design Study	A Building Permit Revision to your existing Building Permit (BP 18-008) must first be submitted and Approved by the Building Department before construction may begin on any portion of the scope of these new revisions. This Planning Approval is for the following revisions: 1) New landscaping and irrigation, as reviewed and approved by the City Forester on the revised plans. 2) Eleven new 194-lumen, shielded and down-facing landscape lights spaced 10' apart, two step lights mounted on the inside of the stone columns at 18" from the grade or lower. 3) Two new 4' high stone columns at the front entrance. 4) A new gas fire pit in the southeast rear patio. 5) Per the Planning Commission approved plans, a new 6' tall wall (measured to the lower side) and 18" high planter at the southeast corner of the property. The original material was approved to be stone; however, staff is approving a stucco finish to match the residence. 6) New 4' high grape stake fence along 13th Ave. and along Lincoln Street. The fence shall also be 4' in height in the front 15' of the east side fence line (facing 13th) and 4' in height in the side 5' of the south fence line. Behind the front 15' and side 5', the fence will rise to 6' in height along the south and east interior sides.	SE corner of Lincoln & 13th	3/2/2020	4/7/2020	Approved

Total Records: 25

4/8/2020



Building Permit Report

03/01/2020 - 03/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200129	3/31/2020	3/31/2020	Residential. Tear off (e) roof and install CertainTeed Presidential shingles over 15 lb. felt & OSB plywood. Also install base, 2 plys & cap sheet at two flat areas.	19,000	Building	Palou 4 NE of Casanova
200128	3/30/2020		Residential. Replace section of hot & cold water lines.	2,500	Plumbing	Junipero 7 SW of 8th
200127	3/26/2020		Residential. Basic dry rot repair, by sistering on a PT 2x8 to the inside of the outer joist. No modifications to the handrail. We would only need to re-connect the bottom of the 2 balusters. Walking surface is 9'6" above grade.	845	Building	Monte Verde 4 NW Palou
200125	3/24/2020		Commercial. Repair existing stairs and install new handrails.	50,000	Building	SW Corner of San Carlos & 7th
200124	3/23/2020		Residential. Interior remodel, addition of two closets & fireplace.	15,000	Building	Guadalupe 4 NW of 6th
200123	3/20/2020		Residential. Construction of a new detached accessory garage 10 feet by 20 feet	24,750	Building	Carpenter 4 SE of 1st
200122	3/18/2020		Residential. kitchen Remodel and New Skylight in Bathroom	2,000	Building	2nd 2 NW of Lincoln
200121	3/17/2020		Residential. Full house remodel/113 SF deck addition/new metal roof/fenestration changes/new finishes throughout	225,000	Building	Dolores 2 NW of 4th
200120	3/17/2020	3/17/2020	Residential. Remove and replace existing 40-gallon water heater.	2,000	Plumbing	Perry Newberry 3 NW of 5th



Building Permit Report

03/01/2020 - 03/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200119	3/16/2020		The project will be a complete interior & exterior renovation with upgrades to the electrical, plumbing & heating system. Demolish the existing exterior deck and build a larger deck with a better outdoor seating. Remodel the kitchen, master bath room, all guest bath rooms, all guest bed rooms and laundry room. Install new hardwood floors, floor tile, granite counter tops, granite back splashes, plumbing fixtures and new cabinetry. Replace all windows and doors and apply Carmel stone to the exterior entry surround.	400,000	Building	Lincoln 4 SW of 9th
200118	3/16/2020		Residential. Addition of new 366 sf ADU in rear yard.	110,000	Building	26040 Ridgewood Road
200117	3/13/2020	3/17/2020	Residential. Replace (e) 200 amp panel with (n) 200 amp panel. Install 50amp electric vehicle charging station.	2,410	Electrical	San Antonio 3 SW of 11th
200116	3/12/2020		Residential. Plumbing additions and modifications associated with BP 20-113.	800,000	Plumbing	SW Corner Carpenter & 6th
200115	3/12/2020		Residential. Mechanical additions and modifications associated with BP 20-113.	800,000	Mechanical	SW Corner Carpenter & 6th
200114	3/12/2020		Residential. Electrical additions and modifications associated with BP 20-113.	800,000	Electrical	SW Corner Carpenter & 6th
200113	3/12/2020		Residential. Construct (N) 1800 sf two-story SFR with (N) driveway, site walls, and landscaping on vacant lot.	800,000	Building	SW Corner Carpenter & 6th



Building Permit Report

03/01/2020 - 03/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200112	3/12/2020		Residential. Electrical additions and modifications associated with BP 20-111.	0	Electrical	SE Corner San Carlos & 11th
200111	3/12/2020		Residential. Addition of 65 sf second story deck at master suite. Addition of two new patio doors at the rear and one window on the south side of residence. Demolition of interior wall to create dining room space.	55,000	Building	SE Corner San Carlos & 11th
200110	3/11/2020		Residential. Kitchen remodel	60,000	Building	Carpenter 2 SE of 5th
200109	3/10/2020	3/10/2020	Residential. Remove hot tar roofing on main flat roof area and three smaller flat roof decks and replace with GacoFlex liquid urethane system. Assembly to meet class "A" fire retardant requirements.	39,000	Roofing	Lopez 3 NW of 4th
200108	3/10/2020	3/12/2020	Commercial. Install interior door between units 16 and adjacent storage space. Fill-in door connecting unit 17 and same adjacent storage space.	5,000	Building	NW Corner Mission & 10th
200107	3/9/2020	3/9/2020	Residential. Replacement of 1/2" gas line for dryer. Pipe to be galvanized and exposed.	500	Plumbing	NE Corner Ocean & Camino Real
200106	3/9/2020	3/9/2020	Residential. Repipe hot and cold water lines under house & in walls utilizing AquaPex Pipe.	5,000	Plumbing	Santa Rita 6 SE of Ocean
200105	3/9/2020		Residential. Addition of AC unit to existing forced air system. Bryant 189BNV037000 19 SEER.	6,900	Mechanical	Carpenter 4 SE of 1st
200104	3/6/2020	3/23/2020	Residential. Kitchen remodelling. Change locaton, open up, vault ceiling & new appliances.	95,000	Building	Scenic 7 SW of Ocean



Building Permit Report

03/01/2020 - 03/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200103	3/6/2020	3/6/2020	Residential. Remove existing kitchen cabinets and replace with new kitchen cabinets. Base and overhead. All electrical and plumbing to remain in same positions. No wall or ceiling removal. No Structural work.	0	Exempt Work	24936 Valley Way
200102	3/6/2020	3/19/2020	Residential. Interior remodel of kitchen to include cabinetry, plumbing, and electrical work.	20,000	Building	Lobos 4 NE of 3rd
200101	3/5/2020	3/13/2020	Residential. Remodel of two bathrooms.	40,000	Building	Scenic 2 SE of Ocean
200100	3/5/2020	3/20/2020	Residential. Reconstruct fence and retaining wall between properties	8,500	Building	San Antonio 6 NE of 4th
200099	3/4/2020		Residential. Insulate entire house; new exterior doors and windows. Repair and remodel 2 baths; new lighting, new water heater and skylights	60,000	Building	Junipero 4 NW of 10th
200098	3/4/2020	3/4/2020	Residential. Repair & replace meter main & load center.	6,500	Electrical	Camino Real, 4 SE of 8th
200097	3/4/2020	3/4/2020	Wood shake roof to wood shake roof replacement over 2nd story bedroom only - tear off existing roof and install Class B heavy shakes over 30 lb. 22" felt and cap sheet.	4,000	Roofing	SW corner of 7th Ave. and Casanova St.
200096	3/3/2020	3/3/2020	Residential. Removing of two water heaters and drywall due to leaks in units. No electrical damage, no floor vent leaks.	3,500	Demolition	Mission 3 NW of 6th
200095	3/2/2020	3/11/2020	Residential. Plumbing additions and modifications associated with BP 20-093.	0	Plumbing	SE Corner Guadalupe & 4th



Building Permit Report

03/01/2020 - 03/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200094	3/2/2020	3/11/2020	Residential. Electrical additions and modifications associated with BP 20-093.	0	Electrical	SE Corner Guadalupe & 4th
200093	3/2/2020	3/11/2020	Residential. Kitchen remodel and master bathroom remodel.	40,000	Building	SE Corner Guadalupe & 4th
200092	3/2/2020	3/11/2020	Residential. Remove existing meter. Install new 125 amp meter main combo, rewire outlets in living room, dining room, and three bedrooms. Install tamper-proof outlets.	12,200	Electrical	Santa Fe 3 NW of 2nd
200091	3/2/2020	3/17/2020	Residential. Install junction box for main power, run power to a 2 gang light switch box and 2 interior outlets and 1 exterior outlet. Install 1 motion detection LED light next to front door. Install 2 LED shop light fixtures inside interior.	1,510	Electrical	Dolores 2 SE of 10th
200090	3/2/2020	3/2/2020	Residential. Demolition and removal of fire damaged interior walls and roof areas. Insulation and sheetrock to be removed to assess full extent of damage.	5,000	Building	SW Corner San Antonio & 2nd
200089	3/2/2020	3/2/2020	Residential. Remove and replace wood shake roof from main residence and garage. New roof assembly to meet class "A" fire retardant requirements.	26,800	Roofing	Casanova 3 SE of 7th

Total Records: 40

4/8/2020



Code Compliance Report

03/01/2020 - 03/31/2020

Case #	Case Type:	Status	Location	Problem Description	Date Received	Date Closed
20073	Lighting Violation	Open	SW Corner of Dolores and 12th	Bright Exterior Light	3/25/2020	
20072	Short-term Rental	Open	2905 Franciscan	Short term rental	3/24/2020	
20071	Planning/Building Violation	Open	NEC Scenic & 8th	1. Opening walls beyond scope of work - over 50% - will now require sprinklers. 2. Permit expired. 3. Contractor of record no longer on project. 4. Failure to protect historic property from damage	3/24/2020	
20070	Business License Violation	Open	Santa Rita SW of Ocean	No business license	3/17/2020	
20069	Building Violation	Open	Camino Real 4 SW of 13th	Exterior change without permit	3/16/2020	
20068	Skin Care Complaint	Open	Ocean SE of Monte Verde	Soliciting sales outside of business	3/11/2020	
20067	Building Violation	Open	NW Corner of Forest Rd and 8th Ave	Collapsed retaining wall	3/9/2020	
20066	Short-term Rental	Open	SE Corner of Ocean and Del Mar	Non-compliant STR	3/11/2020	
20065	Building Violation	Open	Lincoln 5 NE 6th	Work Hours Violation x 2	3/9/2020	
20064	Sign Violation	Closed	Dolores SE of Ocean	Banners	3/5/2020	3/9/2020
20063	Right of way Violation	Open	Torres 3 NW of 10th	Dirt piles in ROW	3/5/2020	
20061	Skin Care Complaint	Closed	Ocean SE of Monte Verde	Aggressive/deceptive sales	3/3/2020	3/6/2020
20060	Property Maintenance	Open	Santa Rita 4 NE of 3rd	Derelict property	3/2/2020	

Total Records: 13

4/8/2020



Encroachment Permit Report

03/01/2020 - 03/31/2020

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
200074	Temp Ench	3/30/2020	PG&E to install new anchor on an existing pole. PM 35131582.	4th between Dolores and Lincoln	4/2/2020	Approved
200073	Temp Ench	3/27/2020	Trench and Bellhole across Camino Real SW of 7th to install 55' of 1" PI gas service. PM 35112965.	Camino Real & 7th	3/30/2020	Approved
200072	Driveway	3/25/2020	Replace driveway on Casanova side with a nicer driveway based on pavers	Palou, 4 NE of Casanova		In Review
200071	Temp Ench	3/23/2020	15'x15' asphalt patch to repair water service.	Monte Verde 100' South of 3rd	3/26/2020	Approved
200070	Temp Ench	3/23/2020	Replace 40' section of 6" clay pipe. 811# X008301008-00X.	NW Corner Junipero & 2nd	3/26/2020	Approved
200069	Temp Ench	3/23/2020	Replace outside drop manhole connection with an inside drop.	NE Corner of Torres & 1st	3/26/2020	Approved
200068	Driveway	3/20/2020	Replace existing asphalt driveway with pavers	5010 Monterey St		In Review
200067	Temp Ench	3/16/2020	Install two way cleanout with SRV & BWV. Replace sewer lateral on property and in the street. 811# W007400028-00W.	SE Corner of Casanova & Palou	3/17/2020	Approved
200066	Temp Ench	3/12/2020	Replace 40' of sewer pipe with 3 in SDR 6' deep ex install a backwater valve.	Monte Verde 2 NE of 10th		In Review
200065	POD	3/9/2020	Placement of one pod for a 24 hour period beginning 3/16/20 and ending 3/17/20. Pod to be placed on Junipero south-west of Ocean Ave.	Carmel Plaza, SW Corner Ocean & Junipero	3/10/2020	Approved
200064	Temp Ench	3/9/2020	Dig two potholes - 7'x4' & 5'x4' to bore for service renew. If unable to bore, trench cut 2'x40' for service renewal.	Mission between 10th and 11th	3/9/2020	Approved
200063	Driveway	3/19/2020	Replace existing asphalt driveway with pavers.	5010 Monterey Street, Carmel, CA 93921		

200062	Temp Ench	3/3/2020	Remove construction demolition debris. Placement of dumpster in ROW.	NE Corner of Forest & 8th	3/3/2020	Approved
200061	Temp Ench	3/2/2020	Replace sewer lateral, install two-way cleanout with SRV and BWV.	Monte Verde 4 SW of 9th Avenue	3/3/2020	Approved
200060	Temp Ench	3/2/2020	Replace sewer lateral, install two-way cleanout with SRV and BWV.	San Antonio 2 NE of 12th Avenue	3/3/2020	Approved

Total Records: 15

4/8/2020



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

March 2020

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

AMBULANCE REPORT

Summary of Carmel Fire Ambulance March 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 March 2020 the ambulance was able to meet the performance measure. The response time was 100% with no code-3 calls over 5 minutes.

40 Calls for service in CBTS Average response time: 3:10 min.
26 EMS Code 3 calls for service –No calls over 5:00 min.

No Data available from AMR

MONTEREY FIRE REPORT

Summary of Monterey Fire March 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 March 2020 the fire department was unable to meet the performance measure. The response time was 94% with (2) code-3 calls over 5 minutes.

57 total calls for service in CBTS Average response time: 3:48 min.
36 total Code-3 calls

20-00001495; Rio Road; 3/4/20; 4:12pm (**5:05 min**); Fire Comm confirming address
20-00001889; Monte Verde & 12th; 3/24/20; (1:37am); (**6:15 min**); Time of day and distance

*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%.

Attachment 3

**There were four additional calls for service with a response time over five minutes. These were non-emergency calls classified as Code 2.*

BEACH FIRES

There were 4 illegal beach fires recorded during the month of March and no propane fires.

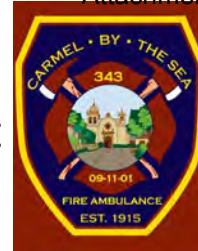
*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY DISTRICT

27015 CARMEL-BY-THE-SEA FIRE AMBULANCE

Alarm Dates: 3/01/2020 to 3/31/2020



Attachment 3

MEDICAL RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEAR	STREET
200301-CFA00252	Emergent	3/1/2020	2:01:11 AM	2:06:10 AM	0:04:59	2:32:36 AM	PINE RIDGE RD / FOREST RD
200301-CFA00253	Emergent	3/1/2020	3:00:27 AM	3:05:27 AM	0:05:00	3:53:19 AM	SAN ANTONIO AVE / 4TH AVE
200301-CFA00254	Emergent	3/1/2020	6:56:50 AM	6:59:35 AM	0:02:45	7:18:36 AM	7TH AVE / LINCOLN ST
200301-CFA00256	Emergent	3/1/2020	1:13:11 PM	1:16:05 PM	0:02:54	2:15:00 PM	5100 MONTEREY ST
200302-CFA00261	Emergent	3/2/2020	3:00:15 PM	3:04:55 PM	0:04:40	3:43:00 PM	CAMINO REAL ST / 9TH AVE
200304-CFA00267	Emergent	3/4/2020	7:24:31 AM	7:27:58 AM	0:03:27	8:10:00 AM	LINCOLN ST / 7TH AVE
200307-CFA00280	Emergent	3/7/2020	2:24:00 PM	2:27:00 PM	0:03:00	3:20:00 PM	13 SAN ANTONIO
200311-CFA00299	Emergent	3/11/2020	9:01:04 PM	9:03:56 PM	0:02:52	9:46:00 PM	3RD AVE / JUNIPERO AVE
200312-CFA00303	Emergent	3/12/2020	9:54:01 AM	9:57:36 AM	0:03:35	10:26:25 AM	DOLORES ST / 2ND AVE
200313-CFA00308	Emergent	3/13/2020	7:45:46 AM	7:49:24 AM	0:03:38	9:09:39 AM	CAMINO REAL ST / 9TH AVE
200313-CFA00311	Emergent	3/13/2020	8:02:07 PM	8:03:21 PM	0:01:14	8:53:50 PM	MISSION ST / 7TH AVE
200314-CFA00313	Emergent	3/14/2020	5:44:57 AM	5:48:09 AM	0:03:12	6:14:34 AM	SAN CARLOS ST / 7TH AVE
200314-CFA00314	Non-Emergent	3/14/2020	10:53:31 AM	10:56:26 AM	0:02:55	12:19:18 PM	DOLORES ST / 5TH AVE
200314-CFA00315	Emergent	3/14/2020	8:50:44 PM	8:51:49 PM	0:01:05	9:38:56 PM	JUNIPERO AVE / 4TH AVE
200315-CFA00317	Emergent	3/15/2020	8:04:32 AM	8:07:37 AM	0:03:05	8:41:21 AM	LINCOLN ST / 7TH AVE
200318-CFA00327	Emergent	3/18/2020	1:12:26 PM	1:15:51 PM	0:03:25	1:59:14 PM	LINCOLN ST / 3RD AVE
200319-CFA00330	Emergent	3/19/2020	8:23:01 AM	8:23:07 AM	0:00:06	8:38:09 AM	6TH AVE / MISSION ST
200319-CFA00333	Emergent	3/19/2020	9:19:44 PM	9:21:56 PM	0:03:29	9:47:50 PM	5TH AVE / SAN CARLOS ST
200321-CFA00336	Emergent	3/21/2020	5:02:45 AM	5:06:18 AM	0:03:33	5:45:22 AM	SANTA RITA ST / 6TH AVE
200321-CFA00339	Emergent	3/21/2020	7:50:35 PM	7:51:30 PM	0:00:55	8:38:16 PM	JUNIPERO AVE / 4TH AVE
200321-CFA00340	Emergent	3/21/2020	10:45:28 PM	10:50:13 PM	0:04:45	11:35:36 PM	LOBOS ST / 4TH AVE
200324-CFA00344	Emergent	3/24/2020	1:37:57 AM	1:42:20 AM	0:04:23	2:19:36 AM	MONTE VERDE ST / 12TH AVE
200324-CFA00346	Emergent	3/24/2020	5:29:26 PM	5:32:20 PM	0:02:54	5:55:45 PM	MISSION ST / OCEAN AVE
200327-CFA00357	Emergent	3/27/2020	12:45:50 PM	12:48:50 PM	0:03:00	1:15:00 PM	GUADALUPE ST / OCEAN AVE
200330-CFA00367	Emergent	3/30/2020	3:27:59 PM	3:31:45 PM	0:03:46	4:10:00 PM	CAMINO REAL ST / 10TH AVE
200331-CFA00369	Emergent	3/31/2020	5:04:34 PM	5:08:37 PM	0:04:03	6:00:00 PM	13TH AVE / SAN ANTONIO AVE

NUMBER OF EMS INCIDENTS 26 AVERAGE RESPONSE 0:03:11

FIRE RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEAR	STREET
200302-CFA00259	Emergent	3/2/2020	1:18:32 PM	1:22:22 PM	0:03:50	1:28:36 PM	1ST AVE / SANTA RITA ST
200302-CFA00262	Non-Emergent	3/2/2020	5:33:30 PM	5:37:34 PM	0:04:04	5:44:21 PM	GUADALUPE ST / OCEAN AVE
200303-CFA00266	Non-Emergent	3/3/2020	11:22:51 PM	11:26:44 PM	0:03:53	11:31:58 PM	DOLORES ST / 5TH AVE
200308-CFA00283	Emergent	3/8/2020	5:33:23 AM	5:36:00 AM	0:02:37	5:42:40 AM	DOLORES ST / 5TH AVE
200308-CFA00285	Non-Emergent	3/8/2020	8:10:49 PM	8:14:08 PM	0:03:19	8:16:09 PM	10TH AVE / LINCOLN ST

Attachment 3

100

I	ST
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200315-CFA00318	Emergent	3/15/2020	4:51:11 PM	4:54:51 PM	0:03:40	5:35:27 PM	Attachment 2	26245 DOW LN
200310-CFA00291	Emergent	3/10/2020	10:29:19 AM	10:36:00 AM	0:06:41	11:35:00 AM		26245 CARMEL RANCHO BLVD
200319-CFA00329	Emergent	3/19/2020	4:48:04 AM	4:56:11 AM	0:08:07	6:03:11 AM		3555 EDGEFIELD PL
200319-CFA00331	Emergent	3/19/2020	10:32:44 AM	10:37:26 AM	0:04:42	11:43:07 AM		26378 CARMEL RANCHO BLVD
200321-CFA00337	Emergent	3/21/2020	7:56:10 AM	8:03:29 AM	0:07:19	8:55:03 AM		25280 ARRIBA DEL MUNDO DR
200318-CFA00325	Emergent	3/18/2020	8:53:06 AM	8:59:07 AM	0:06:01	9:19:23 AM		3850 RIO RD
200316-CFA00321	Emergent	3/16/2020	1:52:14 PM	1:57:41 PM	0:05:27	2:44:33 PM		3241 TAYLOR RD
200325-CFA00350	Emergent	3/25/2020	4:27:19 PM	4:30:53 PM	0:03:34	5:10:00 PM		27953 SAN JOSE CREEK CANYON
200326-CFA00354	Emergent	3/26/2020	5:38:59 PM	5:47:04 PM	0:08:05	6:13:00 PM		4590 CARMEL VALLEY RD
200326-CFA00355	Emergent	3/26/2020	7:44:59 PM	7:50:01 PM	0:05:02	8:25:55 PM		26496 MISSION FIELDS RD
200326-CFA00353	Emergent	3/26/2020	2:48:46 AM	2:55:04 AM	0:06:18	3:50:34 AM		25620 HATTON RD
200326-CFA00352	Non-Emergent	3/26/2020	1:21:36 AM	1:32:12 AM	0:10:36	1:38:59 AM		4105 CANADA CT
200330-CFA00364	Emergent	3/30/2020	7:32:54 AM	7:40:00 AM	0:07:06	7:52:00 AM		26050 RIO VISTA DR
200331-CFA00372	Emergent	3/31/2020	8:01:31 PM	8:05:20 PM	0:03:49	8:36:22 PM		26488 MISSION FIELDS RD
200330-CFA00368	Emergent	3/30/2020	5:53:57 PM	5:59:00 PM	0:05:03	6:02:51 PM		3850 RIO RD
200327-CFA00356	Emergent	3/27/2020	9:52:10 AM	9:56:54 AM	0:04:44	10:38:49 AM		CARPENTER ST / HWY 1
200313-CFA00307	Emergent	3/13/2020	1:35:29 AM	1:41:34 AM	0:06:05	1:53:19 AM		CARMEL VALLEY RD / HWY 1
200315-CFA00319	Emergent	3/15/2020	8:37:32 PM	8:44:37 PM	0:07:05	9:03:34 PM		24640 LOWER TRL
Subtotal		34	Average Response Time		0:06:06		CYPRESS FIRE	

MID COAST

INCIDENT							
200304-CFA00270	Emergent	3/4/2020	11:02:21 PM	11:31:00 PM	0:28:39	1:07:42 AM	37732 PALO COLORADO RD
Subtotal		1	Average Response Time		0:28:39		MID COAST

MONTEREY

INCIDENT							
200311-CFA00298	Emergent	3/11/2020	5:23:41 PM	5:30:27 PM	0:06:46	5:52:37 PM	499 ALVARADO ST
200312-CFA00301	Non-Emergent	3/12/2020	5:58:35 AM	6:09:42 AM	0:11:07	7:02:01 AM	200 GLENWOOD CIR
200312-CFA00304	Emergent	3/12/2020	10:30:05 AM	10:38:13 AM	0:08:08	11:19:55 AM	23795 HOLMAN HWY
200309-CFA00288	Emergent	3/9/2020	10:34:47 AM	10:39:04 AM	0:04:17	11:19:16 AM	2 PORTOLA PLZ
200310-CFA00294	Emergent	3/10/2020	8:10:06 PM	8:19:54 PM	0:09:48	8:47:31 PM	1575 SKYLINE DR
200320-CFA00334	Emergent	3/20/2020	8:06:00 AM	8:14:57 AM	0:08:57	8:19:46 AM	20 DEL MONTE AVE
200320-CFA00335	Emergent	3/20/2020	8:05:38 PM	8:11:44 PM	0:06:06	8:26:16 PM	3850 RIO RD
200329-CFA00362	Emergent	3/29/2020	11:08:50 AM	11:17:25 AM	0:08:35	11:25:59 AM	1575 SKYLINE DR
200331-CFA00371	Emergent	3/31/2020	7:06:20 PM	7:11:20 PM	0:05:00	7:48:50 PM	343 DELA VINA AVE
Subtotal		9	Average Response Time		0:07:38	MONTEREY	

CARMEL VALLEY

INCIDENT							
200319-CFA00332	Emergency	A 3/19/2020	12:41:47 PM	12:51:42 PM	0:09:55	1:36:12 PM	1 OLD RANCH RD
Subtotal		1	Average Response Time		0:09:55	CARMEL VALLEY	

PEBBLE BEACH

200303-CFA00265	Emergent	3/3/2020	5:03:44 PM	5:14:47 PM	0:11:03	5:56:09 PM	Attachment 3
200311-CFA00296	Emergent	3/11/2020	3:29:29 PM	3:37:47 PM	0:08:18	4:25:00 PM	3904 RONDA RD
200307-CFA00281	Emergent	3/7/2020	11:22:02 PM	11:29:44 PM	0:07:42	11:42:04 PM	1500 CYPRESS DR
200321-CFA00338	Emergent	3/21/2020	1:27:24 PM	1:37:47 PM	0:10:23	2:18:45 PM	3060 AZTEC RD
200322-CFA00343	Emergent	3/22/2020	9:34:15 PM	9:43:07 PM	0:08:52	10:44:54 PM	1310 PORTOLA RD
200324-CFA00348	Emergent	3/24/2020	11:52:10 PM	12:01:28 AM	0:09:30	12:26:53 AM	3950 RONDA RD
200330-CFA00366	Emergent	3/30/2020	2:34:53 PM	2:42:34 PM	0:07:41	3:02:00 PM	3301 SEVENTEEN MILE DR
Subtotal		7	Average Response Time		0:09:04	PEBBLE BEACH	

TOTAL All CALLS		95	L AVERAGE RESPONSE TIME		0:05:45		
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CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

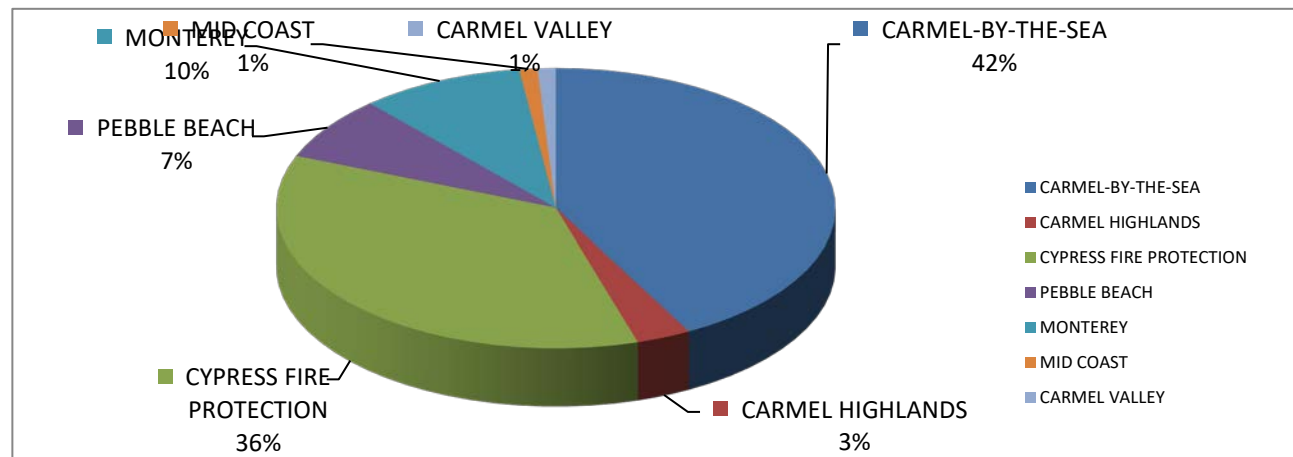
MARCH 2020

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
CARMEL-BY-THE-SEA	40	0:03:30
CARMEL HIGHLANDS	3	0:10:51
CYPRESS FIRE PROTECTION	34	0:06:06
PEBBLE BEACH	7	0:09:04
MONTEREY	9	0:07:38
MID COAST	1	0:28:39
CARMEL VALLEY	1	0:09:55
Total Responses	95	0:05:45

Percent of code 3 medical responses < 5min

100.00%





CARMEL-BY-THE-SEA FEBRUARY 2020 Response Summary Report by Incident Type

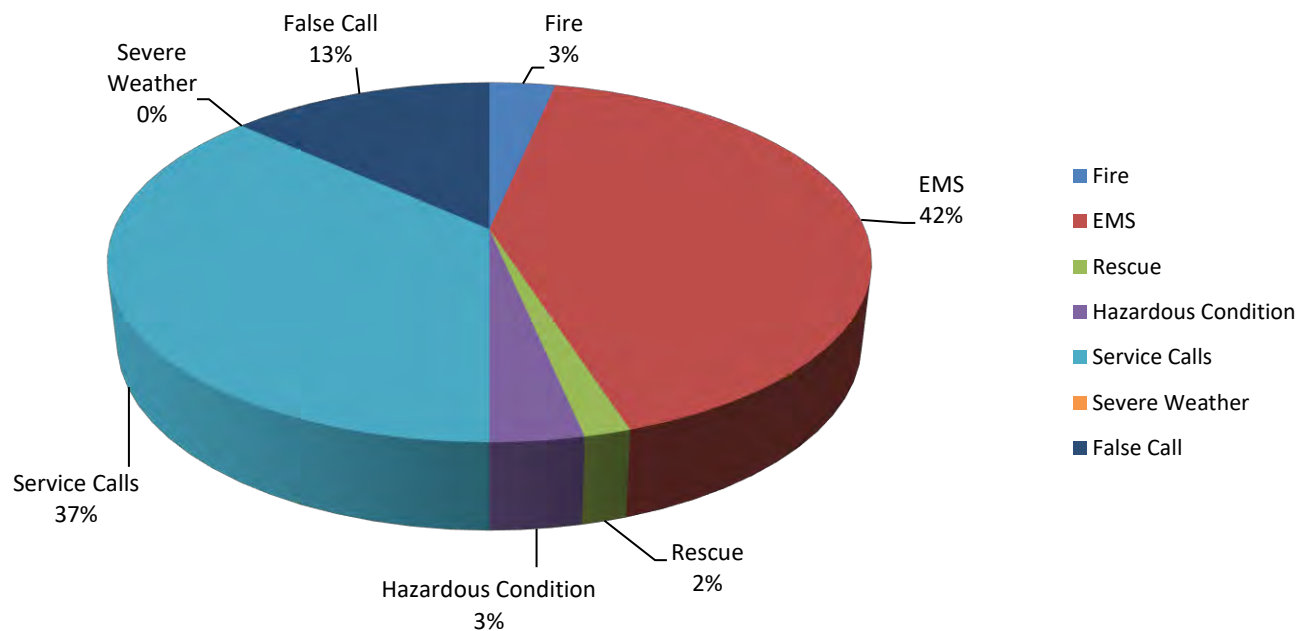


Type of Call	Number	Average Response Time
Fire	2	3:03
EMS	25	3:21
Rescue	1	2:49
Hazardous Condition	2	4:02
Service Calls	22	3:46
Severe Weather	0	0:00
False Call	8	2:55

Total Responses

60

3:27



Total Code 3 Calls:

40

Response Times for Code 3

Calls ≤ 5 minutes:

93%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE

27060 CARMEL-BY-THE-SEA

Alarm Date From: 3/1/2020 To: 3/31/2020



INCIDENT	DATE	ALARM	ARRIVAL	RESPONSE	STREET	
311	Medical assist, assist EMS crew					
20-0001710	3/14/2020	21:02:04	21:05:00	0:02:56	JUNIPERO	5TH
20-0001720	3/15/2020	8:04:32	8:07:00	0:02:28	LINCOLN	7TH
20-0001850	3/21/2020	19:50:35	19:51:51	0:01:16	JUNIPERO	4TH
20-0001958	3/27/2020	12:45:50	12:48:53	0:03:03	GUADALUPE	OCEAN
20-0002037	3/31/2020	8:38:17	8:40:35	0:02:18	JUNIPERO	OCEAN
Subtotal	5	Average Response Time		0:02:24		
321	EMS call, excluding vehicle accident with injury					
20-0001405	3/1/2020	3:00:27	3:05:16	0:04:49	SAN ANTONIO	4TH
20-0001408	3/1/2020	6:56:50	6:59:56	0:03:06	LINCOLN	7TH
20-0001419	3/1/2020	13:12:39	13:16:47	0:04:08	5100 MONTEREY	
20-0001448	3/2/2020	15:00:15	15:02:33	0:02:18	CAMINO REAL	9TH
20-0001482	3/4/2020	7:24:31	7:27:57	0:03:26	LINCOLN	7TH
20-0001495	3/4/2020	16:12:05	16:17:10	0:05:05	* 3049 RIO ROAD	
20-0001556	3/7/2020	14:24:00	14:27:22	0:03:22	13TH	SAN ANTONIO
20-0001653	3/11/2020	21:01:04	21:04:20	0:03:16	JUNIPERO	3RD
20-0001660	3/12/2020	9:54:01	9:57:32	0:03:31	DOLORES	2ND
20-0001675	3/13/2020	7:45:46	7:49:10	0:03:24	CAMINO REAL	9TH
20-0001692	3/13/2020	20:02:07	20:03:42	0:01:35	MISSION	7TH
20-0001699	3/14/2020	5:44:57	5:48:02	0:03:05	SAN CARLOS	7TH
20-0001702	3/14/2020	10:53:31	10:56:55	0:03:24	DOLORES	5TH
20-0001786	3/18/2020	13:12:26	13:14:31	0:02:05	LINCOLN	3RD
20-0001800	3/19/2020	8:23:01	8:23:07	0:00:06	6TH	MISSION
20-0001841	3/21/2020	5:02:45	5:07:04	0:04:19	SANTA RITA	6TH
20-0001856	3/21/2020	22:45:28	22:49:56	0:04:28	LOBOS	4TH
20-0001889	3/24/2020	1:37:57	1:44:12	0:06:15	* MONTE VERDE	12TH

20-0001907	3/24/2020	17:29:26	17:32:27	0:03:01	OCEAN	MISSION
20-0001996	3/29/2020	11:23:37	11:26:36	0:02:59	GUADALUPE	OCEAN
20-0002019	3/30/2020	15:27:59	15:31:52	0:03:53	CAMINO REAL	10TH
20-0002041	3/31/2020	17:04:34	17:08:23	0:03:49	13TH	SAN ANTONIO
Subtotal	22	Average Response Time		0:03:26		
412	Gas leak (natural gas or LPG)					
20-0001756	3/16/2020	18:58:35	19:02:35	0:04:00	MONTE VERDE	SANTA LUCIA
Subtotal	1	Average Response Time		0:04:00		
421	Chemical hazard (no spill or leak)					
20-0001576	3/8/2020	20:10:49	20:14:04	0:03:15	LINCOLN	10TH
Subtotal	1	Average Response Time		0:03:15		
443	Breakdown of light ballast					
20-0001744	3/16/2020	6:01:52	6:05:23	0:03:31	5TH	SAN CARLOS
Subtotal	1	Average Response Time		0:03:31		
444	Power line down					
20-0001761	3/17/2020	5:25:13	5:30:34	0:05:21	* JUNIPERO	8TH
Subtotal	1	Average Response Time		0:05:21		
522	Water or steam leak					
20-0001600	3/9/2020	18:16:10	18:20:21	0:04:11	MONTE VERDE	3RD
20-0001638	3/11/2020	11:29:05	11:33:18	0:04:13	LOBOS	2ND
Subtotal	2	Average Response Time		0:04:12		
552	Police matter					
20-0001987	3/28/2020	23:04:46	23:09:21	0:04:35	SANTA FE	5TH
Subtotal	1	Average Response Time		0:04:35		
553	Public service					
20-0001404	3/1/2020	2:01:11	2:06:55	0:05:44	* PINE RIDGE	FOREST
20-0001411	3/1/2020	9:25:53	9:29:02	0:03:09	TORRES	4TH
20-0001579	3/9/2020	7:36:20	7:41:55	0:05:35	* JUNIPERO	12TH
20-0001903	3/24/2020	13:51:24	13:54:26	0:03:02	DOLORES	6TH

20-0002009	3/30/2020	7:46:41	7:50:04	0:03:23	LINCOLN	7TH
20-0002022	3/30/2020	18:00:30	18:03:59	0:03:29	FOREST	PINE RIDGE
Subtotal	6	Average Response Time		0:04:04		
554	Assist invalid					
20-0001451	3/2/2020	17:33:30	17:36:49	0:03:19	GUADALUPE	OCEAN
20-0001574	3/8/2020	17:35:11	17:38:13	0:03:02	DOLORES	1ST
20-0001963	3/27/2020	16:35:06	16:38:00	0:02:54	LINCOLN	7TH
Subtotal	3	Average Response Time		0:03:05		
611	Dispatched & cancelled en route					
20-0001444	3/2/2020	13:18:32	13:22:22	0:03:50	1ST	SANTA RITA
Subtotal	1	Average Response Time		0:03:50		
622	No Incident found on arrival at dispatch address					
20-0001472	3/3/2020	17:25:58	17:28:47	0:02:49	DOLORES	5TH
20-0001534	3/6/2020	10:34:47	10:38:10	0:03:23	3029 LASUEN	
20-0001925	3/25/2020	20:05:50	20:09:45	0:03:55	SAN ANTONIO	2ND
Subtotal	3	Average Response Time		0:03:22		
733	Smoke detector activation due to malfunction					
20-0001421	3/1/2020	15:27:32	15:29:31	0:01:59	PERRY NEWBERRY	6TH
20-0001476	3/3/2020	23:22:51	23:26:01	0:03:10	DOLORES	5TH
20-0001562	3/8/2020	5:33:23	5:36:14	0:02:51	DOLORES	5TH
20-0002030	3/30/2020	23:18:54	23:20:36	0:01:42	SAN CARLOS	SANTA LUCIA
Subtotal	4	Average Response Time		0:02:25		
735	Alarm system sounded due to malfunction					
20-0001447	3/2/2020	14:50:35	14:54:04	0:03:29	TORRES	5TH
20-0001670	3/12/2020	18:43:25	18:46:18	0:02:53	DOLORES	OCEAN
Subtotal	2	Average Response Time		0:03:11		
743	Smoke detector activation, no fire- unintentional					
20-0001497	3/4/2020	16:36:25	16:40:52	0:04:27	SAN ANTONIO	4TH
20-0001523	3/5/2020	18:23:51	18:28:21	0:04:30	CARMELO	10TH

20-0001684	3/13/2020	13:36:01	13:41:06	0:05:05	* CARMELO	12TH
Subtotal	3	Average Response Time		0:04:41		
745	Alarm system activation, no fire- unintentional					
20-0001592	3/9/2020	14:00:31	14:02:22	0:01:51	DOLORES	7TH
Subtotal	1	Average Response Time		0:01:51		

* Over 5 minute responses:

20-0001404 Code 2 response
20-0001495 Code 3 response, delayed by Fire Communications in confirming address
20-0001579 Code 2 response
20-0001684 Code 2 response
20-0001761 Code 2 response
20-0001889 Code 3 response, delay cause by distance traveled



CITY OF CARMEL-BY-THE-SEA

Monthly Report

August 2019

City Clerk's Office

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

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

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

PRA LOG
March 2020

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

PRA LOG
March 2020

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

PRA LOG
March 2020

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

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



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department Report – March 2020

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	April 17, 2020
APPROVED BY:	Chip Rerig, City Administrator

Forest and Beach Commission Meeting of March 12, 2020:

- Cancelled due to COVID-19.

Public Works Administration

- The voters successfully passed Measure C on the March 3, 2020 ballot. A portion of Measure C revenue will provide critical infrastructure rehabilitation funding for the next 20 years.
- Completed the preliminary 5-year Capital Improvement Plan. Present to Council in April.
- Requested that TAMC and Monterey County realign proposed US Bike Route 95 into Carmel. USBR95 will extend from Canada to Mexico, but was planned to bypass Carmel on Highway 1.
- Implemented the following measures throughout Public Works due to COVID-19 impacts:
 - ✓ Identified essential, health and safety-oriented, field, professional, and administrative tasks conforming to the Governor's Essential Critical Infrastructure Workers list.
 - ✓ PW team discussed 6-foot separation (social distancing), wearing ID badges and personal protective equipment, and disinfecting tools, equipment, and vehicles.
 - ✓ Staggered schedules to have only 2 employees start, lunch, and go home at same time.
 - ✓ Identified essential solo and two-person projects, deferring larger projects.
 - ✓ Assigned each field employee a separate truck or vehicle.
 - ✓ Set up temporary home offices for four professional staff.
 - ✓ Utilized cell phones to communicate frequently via calls, texts, and emails.
 - ✓ Suspended design work on all funded, but non-essential, capital improvement projects.

Environmental Programs

- Council concurred with the Planning Commission and public opinion survey to request that PG&E install, at no cost, 15W, 2700K LED warm white lights for all 17 safety street lights.
- Climate Action Committee meeting of March 19, 2020 was cancelled due to COVID-19.
- Coordinated the installation of 12 of 25 combined trash/recycling "Bear Saver" containers in parks and at facilities. Cost for the containers will be fully reimbursed by a Cal Recycle grant.
- Promoted a new 2020 Recycling Guide. The Guide noted that Carmel-by-the-Sea was the most improved agency by reducing recycling contamination from 21% to 16% last year.
- Held initial meeting with PG&E and representatives along San Antonio Avenue, between Second and Fourth, who are interested in self-funding a 5-pole, underground utility district.
- Five "Dogs on Leash" signs were fabricated and installed at entrances into the North Dunes Habitat Restoration site.

Public Works Department Report – March 2020

Facility Maintenance

- Supplemented the janitorial contract's crew by disinfecting frequently-touched surfaces, including doorknobs, stair railings, countertops, etc.
- Posted COVID-19 related, germ-oriented informational posters in all City bathrooms.
- The building permit for the new Sunset Center Ramp Lighting CIP project was finalized.
- Resumed work on replacing worn out electrical receptacles on the Ocean Avenue median islands with safer, code-compliant, weather tight, GFI receptacles.
- Repaired an ADA-accessible wooden ramp adjacent to the historic First Murphy House.
- Inspected, tested, and fueled all emergency generators.
- Coordinated with a pest exterminator to spray and eliminate termites at Flanders Mansion.

Project Management

- Construction of the Harrison Memorial Library Meeting Room Project continued with wood framing, rough-in electrical and mechanical components, sheet rock, and plastering.
- The construction contract was executed, a Notice to Proceed was issued, a preconstruction meeting was held, and technical submittals were checked to replace the boilers and associated equipment at Sunset Center.
- Contract documents were signed to replace the roof, gutters/downspouts, at the Scout House.
- Two competitive, responsive bids were received at the March 17th bid opening for the Police Building Renovation Project. The low bid was \$1.3M, \$300,000 over the architect's estimate. Moving forward or deferring the project will be decided with the Capital Improvement Plan.
- PG&E substantially completed the new gas pipeline and most service connections along Monte Verde Street, between Ocean and Seventh Avenues. Next, they trenched and installed the gas pipe on Monte Verde, between Seventh and Eighth Avenues. Project now on hold.
- PG&E's subcontractor continued to construct new ADA curb ramps at some intersections where there is an existing accessible path of travel.

Street Maintenance

- Cleared overgrown vegetation and debris out of earthen drainage channels and swales.
- Cleared out a clogged storm drain at Forest Hill Park which caused a large pond.
- Replaced a number of rotten, failing wooden street name signs and worn out traffic signs.
- Continued to repair concrete, brick, and paver sidewalks.
- Based on information from the Street Saver Pavement Management System, selected Ocean Avenue, between Monte Verde and San Antonio, San Carlos, between Fifth and Sixth Avenues, and several intersections for the Fiscal Year 2020/21 Paving Rehabilitation Project. The proposed, concrete-focused project also earmarked \$107,000 for concrete sidewalks.
- The second public meeting, scheduled for March 16, to solicit community feedback for the San Carlos paving project (Eighth and Thirteenth Avenues) was postponed due to COVID-19.

Forestry, Parks and Beach (Forester's Report)

- Started street-by-street inspections along the evacuation routes. The focus is on safety issues, such as removing dead/hazardous trees and large dead wood, pruning for emergency vehicle clearance, unblocking stop signs, and clearing sight triangles. (See table at bottom.)
- Continued to place decomposed granite in downtown tree wells to ensure a smooth transition with adjacent sidewalk elevations.
- PG&E continued to clear power lines.
- Bark beetles are quickly killing stressed pines throughout the City.
- Young tree structural pruning will wait until the COVID-19 Shelter in Place Order is lifted.

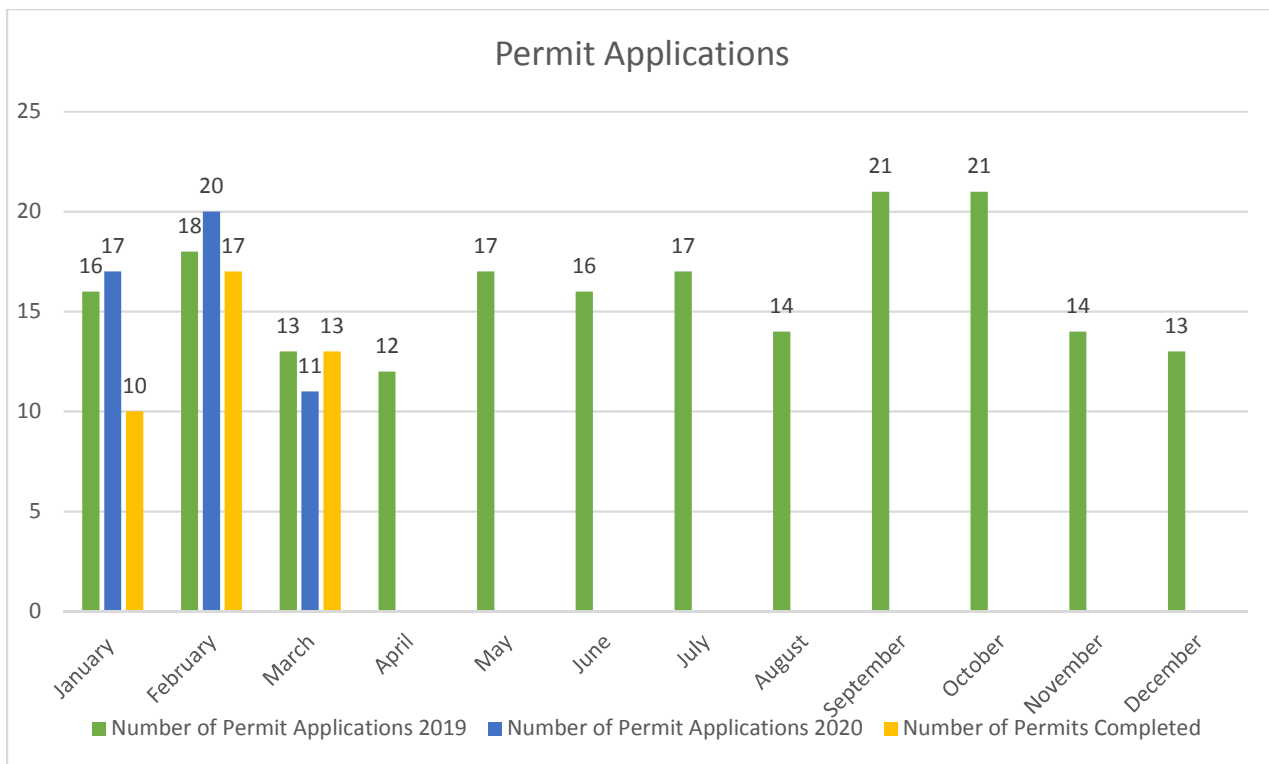
Forestry, Parks and Beach (Forester's Report) - Continued

Three notable tree failures:

- Oak at Carmelo 4 SE of Second Avenue
- Cypress limb at San Antonio 2 NE of Eleventh
- Oak in Devendorf Park

Permits for Private Development:

- 20 permit applications submitted
- 11 permits were processed to completion
- 17 permitted tree removals – 11 trees required to be planted
- 5 plan reviews

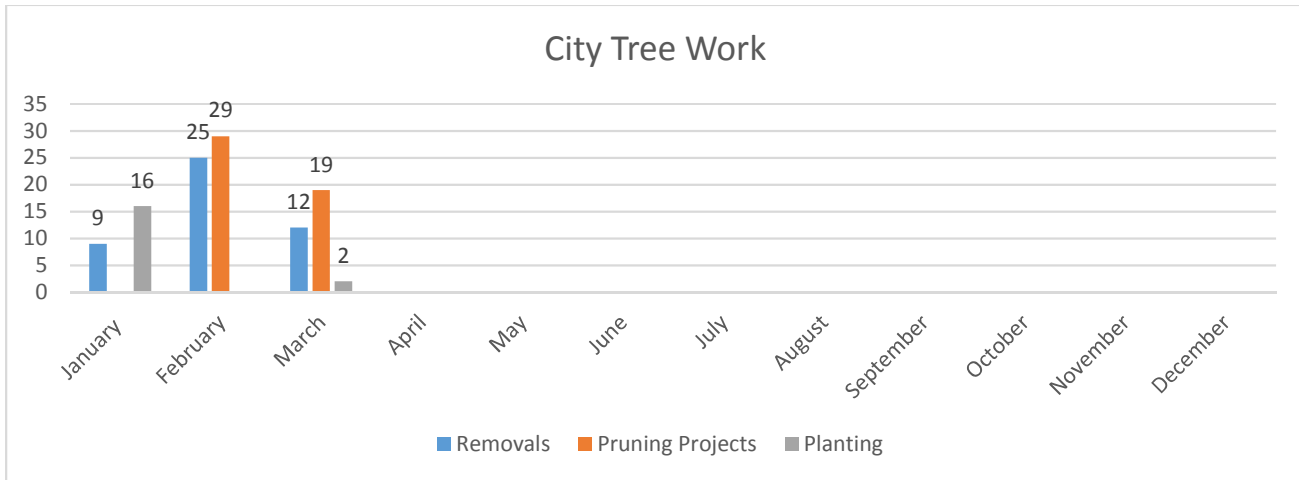


Five Stop Work Orders issued:

- Stop Work Order 5
 - Failure to install mulch per plan
- Stop Work Order 6
 - Building materials stored in driplines
 - Severed roots
 - Failure to install mulch per plan
- Stop Work Order 7
 - Storing construction materials in the driplines
 - Failure to install mulch per plan
 - Failure to install tree protection
- Stop Work Order 8
 - Storing construction materials in the driplines
 - Failure to install mulch per plan
- Stop Work Order 9
 - Storing construction materials in the driplines

City Removals and Plantings –

- 12 removals of dead/hazardous trees
- 19 pruning projects
- 2 plantings



	Young tree structural pruning	Remove dead wood	Prune for clearance	Prune to clear stop sign clearance	Prune to clear sight triangle	Removal	Inspection Date
8th from Junipero to Scenic	6	4	11	10	1	4	3/15/2020
Junipero from Camino Del Monte to S Ridgewood	34	21	89	11	2	20	3/27/2020
Ocean from Junipero to City	1	0	21	1	9	9	3/30/2020
Torres from Camino Del Monte to 4th	5	4	23	0	0	4	3/30/2020
Mission from Camino Del Monte to Santa Lucia	18	8	47	6	5	7	3/31/2020
One off inspections						13	4/2/2020
One off inspections						5	4/2/2020
One off inspections						3	4/6/2020
One off inspections						2	4/9/2020
One off inspections						4	4/7/2020
Totals	64	37	191	28	17	71	



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robin Scattini, Finance Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: March 2020 Check Register Summary

RECOMMENDATION:

Approve the check register for March 2020.

BACKGROUND/SUMMARY:

The check register is produced from the City's financial system. The report groups the checks by the respective department or function. The check register includes the check number, the name of the vendor, a description of the purchase, the check issue date and the amount of the check. 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 need not be disclosed under the Public Records Act.

On the last page of the report, staff have included the contract balance for the respective vendors that were paid in March.

FISCAL IMPACT:

The check register summary for March 2020 totals \$407,688.

PRIOR CITY COUNCIL ACTION:

Council ratified the February 2020 check register at its April regular meeting.

ATTACHMENTS:

March 2020 check register

March 2020 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 110 City Council				
44819	Peninsula Messenger Service	Mail service: Sort and delivery	03/05/2020	5,733.00
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	46.20
Total for Department: 110 City Council				5,779.20

Department: 111 City Administration

44801	Alhambra	Water service: City Hall	03/05/2020	113.11
44804	AT&T	Telephone service citywide	03/05/2020	3,123.26
44805	AT&T	Monthly long distance fees	03/05/2020	34.53
44808	Carmel Pine Cone	Legal noticing	03/05/2020	555.00
44812	Copies By-The-Sea	Agenda and misc printing services	03/05/2020	403.03
44815	Hinderliter, De Llamas & Associates	TOT auditing services	03/05/2020	1,620.42
44816	Iron Mountain	Data storage fees	03/05/2020	173.97
44822	Sloan Sakai Yeong & Wong	Professional services	03/05/2020	1,225.50
44823	Softchoice Corporation	Microsoft subscription: 12 months	03/05/2020	14,727.63
44826	US Bank	Bldg director recruitment services, subscriptions	03/05/2020	1,089.72
44827	Verizon Wireless	Usage: voice, messaging, data	03/05/2020	195.22
44832	CA Secretary of State	Notary renewal application: A Aubuchon	03/12/2020	40.00
44834	Carmel Pine Cone	Legal noticing	03/12/2020	131.25
44847	NHA Advisors	Pension consulting services	03/12/2020	8,412.50
44848	Office Depot, Inc.	Office supplies	03/12/2020	97.22
44852	Pitney Bowes Global Financial Services	Postage meter lease	03/12/2020	673.83
44857	Shawn Aguirre	Reimbursement for pre-employment finger scan	03/12/2020	27.00
44863	Zoom Imaging Solutions, Inc.	Admin copier usage	03/12/2020	284.99
44875	Arranged 4 Comfort	Ergonomic equipment	03/20/2020	1,329.92
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	103.95
44878	Code Publishing Company	Municipal code print supplement	03/20/2020	333.00
44879	Comcast	CALNET NONCGEN billing	03/20/2020	644.82
44880	Hinderliter, De Llamas & Associates	Sales tax review	03/20/2020	300.00
44881	Image Sales	Employee ID badges	03/20/2020	65.82
44885	ScanTastik Inc	Scanner	03/20/2020	4,625.00
44887	Universal Staffing Inc	Contract services for temp office help	03/20/2020	1,761.20
44888	US Bank	IT equipment, supplies and subscriptions	03/20/2020	3,627.34
Total for Department: 111 City Administration				45,719.23

Department: 112 City Attorney

44807	Burke,Williams & Sorensen, LLP	Legal services: January 2020	03/05/2020	18,568.00
44818	Kennedy, Archer & Giffen	Professional services	03/05/2020	1,377.50
Total for Department: 112 City Attorney				19,945.50

Department: 115 Community Planning & Building

44806	Baystar Express	Paper order - inv #124	03/05/2020	69.60
44812	Copies By-The-Sea	PC packet February 2020, inv #1046	03/05/2020	259.05
44813	De Lage Landen Financial	Front copier lease: invoice #66859801	03/05/2020	201.19
44821	Ryan Ranch Printers	Business cards	03/05/2020	119.63
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	782.82
Total for Department: 115 Community Planning & Building				1,432.29

Department: 116 Police

44803	Anthony Gotelli	Reimbursement: Interview & Interrogation training meals	03/05/2020	24.00
44810	Coastal TPA, Inc	Dental and vision reimbursement claims	03/05/2020	903.08
44811	Comcast	Cable TV & T1	03/05/2020	187.43
44814	Gerald Maldonado	Reimbursement: Interview & Interrogation training meals	03/05/2020	24.00
44817	Joe Martis	Reimbursement: Interview & Interrogation training meals	03/05/2020	24.00
44820	Ronald Pfleger	Reimbursement: Assertive supervision training expenses	03/05/2020	247.00
44837	Community Hospital of the Monterey Peninsula	January 2020 blood draws - inv# 400459324	03/12/2020	54.00
44845	Monterey County District Attorney	Blood alcohol costs - inv# BA022520	03/12/2020	918.97
44848	Office Depot, Inc.	Office supplies	03/12/2020	197.70
44854	Proforce Law Enforcement	Taser equipment and supplies - inv# 395124	03/12/2020	4,220.84
44859	T2 Systems Canada Inc.	Digital Iris Services	03/12/2020	125.00
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	952.27
Total for Department: 116 Police				7,878.29

Department: 117 Fire

44801	Alhambra	FD, water service	03/05/2020	151.69
44809	City Of Monterey	Fire Admin Services FY 2019-2020	03/05/2020	207,770.00
44809	City Of Monterey	January 2020 repair charges - inv# 87203	03/05/2020	9,711.80
44824	Summit Uniforms	Uniform pants, inv# 65430	03/05/2020	281.87
44836	City Of Monterey	December 2019 repair charges - inv# 86908	03/12/2020	413.03
44844	Mission Linen Service	Linen maintenance - inv# 511831689	03/12/2020	190.30
Total for Department: 117 Fire				218,518.69

Department: 118 Ambulance

44809	City Of Monterey	Ambulance administration	03/05/2020	1,582.00
44825	Teleflex LLC	Medical supplies - inv# 0178381	03/05/2020	550.00
44831	Bound Tree Medical LLC	Medical supplies	03/12/2020	1,216.36
44851	Peninsula Welding & Medical Supply, inc.	Oxygen cylinder rentals	03/12/2020	90.30
44858	Dr. James Stubblefield	Feb 2020 medical director services agreement	03/12/2020	5,500.00
44860	Teleflex LLC	Medical supplies - inv# 9502304138	03/12/2020	610.63
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	157.75
Total for Department: 118 Ambulance				9,707.04

Department: 119 Public Works

44810	Coastal TPA, Inc	Dental and vision reimbursement claims	03/05/2020	308.01
44829	Rene Aldama	Reimbursement: work rain gear	03/06/2020	229.35
44830	Ailing House Pest Control	Pest control: citywide all buildings and parks	03/12/2020	1,068.00
44833	Caltronics Business Systems, Inc.	Copier meter reading	03/12/2020	187.74
44835	Cintas Corporation	Uniform service for Public Works division	03/12/2020	395.85
44836	City Of Monterey	Public Works vehicle maintenance	03/12/2020	73.99
44838	De Lage Landen Financial	Copier lease and usage	03/12/2020	204.45
44839	Edges Electrical Group	Electrical supplies for all Public Works Divisions	03/12/2020	35.58
44840	Fastenal Company	Supplies for all Public Works divisions	03/12/2020	45.19
44841	GCS Environmental Equipment Services	Set of sweeper curtains- inv#21018	03/12/2020	380.44
44842	Granite Rock Company	Asphalt for various City location projects	03/12/2020	1,052.77
44853	Poe's Plumbing & Backflow	Plumbing services for various City locations	03/12/2020	179.34
44855	Pureserve Building Service	Janitorial services citywide	03/12/2020	19,060.43
44856	Scarborough Lumber & Building	Supplies for projects in the City	03/12/2020	257.74
44861	Uline Inc.	Safety glasses/gloves/hard hats/vests, inv#117060218	03/12/2020	311.72
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	1,300.38
44886	Sentry Alarm Systems	Library burglar/fire alarm monitoring	03/20/2020	195.00
Total for Department: 119 Public Works				25,285.98

Department: 120 Library

44850	Pacific Grove Self Storage	Storage unit for City art	03/12/2020	280.00
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	339.79
Total for Department: 120 Library				619.79

Department: 121 Community Activities

44843	Kelly Productions	4th of July entertainment non-refundable deposit	03/12/2020	1,000.00
44877	Coastal TPA, Inc	Dental and vision reimbursement claims	03/20/2020	11.55
44884	Margaret Perotti	Reimb. travel expenses - Special Event Safety Seminar	03/20/2020	759.61
Total for Department: 121 Community Activities				1,771.16

Department: 122 Economic Revitalization

44862	Visit Carmel	FY19-20 Regional destination marketing contribution	03/12/2020	30,000.00
Total for Department: 122 Economic Revitalization				30,000.00

Department: 130 Non-Departmental

44802	Alliant Insurance Services	City Administrator bond 3/1/20 - 3/1/21	03/05/2020	315.00
44849	Pacific Gas & Electric	Gas & electric service: citywide	03/12/2020	356.15
44876	Cal-Am Water Company	Water service: citywide	03/20/2020	7,990.65
44883	Pacific Gas & Electric	Gas & electric service: citywide	03/20/2020	10,402.36
Total for Department: 130 Non-Departmental				19,064.16

Department: 311 Capital Projects

44846	Neill Engineers Corp.	Pavement rehabilitation services: seal and slurry	03/12/2020	21,966.50
Total for Department: 311 Capital Projects				21,966.50
Grand Total				407,687.83

March Contract Payments:

Vendor	Contract Amt	Paid through March	Contract Balance	
Pen Messenger	\$ 203,025.00	\$ 171,867.00	\$ 31,158.00	
Neill Engineers	\$ 85,200.00	\$ 51,716.50	\$ 33,483.50	Street paving & slurry
Sloan SY & Wong	\$ 75,000.00	\$ 19,971.72	\$ 55,028.28	
Pureserve	\$ 231,587.00	\$ 171,543.87	\$ 60,043.13	
HdL & Assoc.	\$ 7,000.00	\$ 1,620.42	\$ 5,379.58	TOT auditing services
NHA Advisors	\$ 24,999.00	\$ 8,412.50	\$ 16,586.50	Pension consulting services
City of Monterey	\$2,381,892.00	\$ 1,862,139.25	\$ 519,752.75	Fire admin services



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

May 5, 2020
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Britt Avrit, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Adopt Resolution 2020-028, authorizing a Free Use Day of the Sunset Center Theater and Lobby for the Monterey Symphony.

RECOMMENDATION:

Adopt Resolution 2020-028, authorizing a Free Use Day of the Sunset Center Theater and Lobby for the Monterey Symphony.

BACKGROUND/SUMMARY:

The 2017 Agreement between the City and Sunset Cultural Center, Inc. (SCC) provides that the City shall have the right to use the theater and lobby for up to twelve (12) full days each fiscal year without charge, as long as the spaces have not already been committed to rental customers by SCC.

The City Administrator and the Monterey Symphony are requesting use of the Sunset Center through the City's Free Theater Days for a community event taking place in 2020.

Granting the Monterey Symphony use of the Sunset Center through the City's Free Theater Days will result in significant savings in facility use fees for these organizations.

FISCAL IMPACT:

None for this action

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment #1 - Resolution 2020-028 SCC Free Use Day

Attachment #2 - SCC Free Use Day Request, Monterey Symphony

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

RESOLUTION NO. 2020-028

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING A FREE USE DAY OF THE SUNSET CENTER THEATER AND LOBBY FOR
THE MONTEREY SYMPHONY**

WHEREAS, the City's Amended and Restated Lease Agreement with Sunset Center Cultural Center (SCC), adopted by the City Council on June 6, 2017, stipulates that the City shall have the right to use the Sunset Center theater, lobby and dressing rooms for up to twelve (12) full days (designated in the Lease Agreement as "Free Theater Days") each fiscal year without charge.; and

WHEREAS, the Monterey Symphony is requesting use of the Sunset Cultural Center through the City's Free Theater Days for a concert and reception for the celebration of Clint Eastwood's 90th birthday; and

WHEREAS, granting the Monterey Symphony one of the Sunset Center Free Theater Days will result in significant savings in facility use fees for these organizations.

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

Authorize the Monterey Symphony to utilize one of the City's Sunset Center Free Theater Days.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th day of May, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

MONTEREY SYMPHONY

2560 Garden Road, Suite 101
Monterey, CA 93940

(831) 646-8511 • montereysymphony.org

Attachment 2



February 27, 2020

Chip Rerig
City Administrator, Carmel-by-the-Sea
P.O. Box CC
Carmel-by-the-Sea, CA 93921

Max Bragado-Darman
*Music Director and
Conductor*

Nicola Reilly
Executive Director

Lee E. Rosen
President

Bruce Lindsey
*Vice-President &
Incoming President*

Patricia Yellich
Vice-President

Charles Schimmel
Treasurer

Jeffrey Wallace
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Alyce Nunes
Joanne Taylor

LEGAL COUNSEL

Mark O'Connor

Dear Chip:

I am writing today to request one of the City's free use days at Sunset Cultural Center (SCC) for the celebration of Clint Eastwood's 90th birthday. The Monterey Symphony was approached to be one of the main producing partners of this historic event. We have chosen Monday, November 23rd in alignment with our own season, and Mr. Eastwood's schedule. SCC leadership already has a hold on the date for us.

As you are deeply aware, Mr. Eastwood was elected mayor of Carmel-by-the-Sea in 1986 and 2001, so it seems fitting to have this celebration in the Village. The evening will include a concert and a reception beginning at 7 PM. Pieces of music from his most popular films will be presented with full orchestra, choir, and various soloists – including a concert whistler and a notable ocarina player. Other partners for this celebration include I Cantori Choir, Tehama, and Mr. Eastwood's own studio – Monterra Productions. SCC is also interested in playing a role.

The Monterey Symphony will have concluded its November concerts that weekend and will be fully prepared to present this musical spectacle on Monday. I hope this request is met with approval from your City Council and that everyone is available to attend.

Please let me know if you have questions. I can be reached at 831-645-1131.

Musically yours,


Nicola Reilly
Executive Director, Monterey Symphony



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

**May 5, 2020
CONSENT AGENDA**

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Britt Avrit, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Adopt Resolution 2020-029, amending Policy C95-01 Claims Against the City

RECOMMENDATION:

Adopt Resolution 2020-029, amending Policy C95-01 Claims Against the City.

BACKGROUND/SUMMARY:

On January 10, 1995, the City adopted Resolution 95-06 rescinding Policy 89-18 and Resolution 94-46, and incorporating and amending the substance of both documents into Policy C95-01. Upon further review of the Policy, it was determined the authority to deny claims had not been addressed in Policy 89-01.

The amendment provided in Exhibit A to Resolution 2020-029 updates the Policy to provide the City Administrator the authority to delegate denying and settlement of claims against the City up to \$50,000.

The Policy continues to provide that the City Administrator is authorized to present any claim to the City Council at his, or her, sole discretion.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

Adopted Resolution 94-46, April 5, 1994 delegating authority to the City Administrator to perform certain functions concerning processing of claims against the City.

Adopted Resolution 95-06, on January 10, 1995, rescinding Policy 89-18 and Resolution 94-46 and consolidating the information into Policy C95-01.

ATTACHMENTS:

Attachment #1 - Resolution 2020-029 Amending Policy C95-01, Claims Against the City

Attachment #2 - C95-01 Claims against the City

Attachment #3 - Resolution 94-46

Attachment #4 - Resolution 95-06

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

RESOLUTION NO. 2020-029

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AMENDING POLICY C95-01 CLAIMS AGAINST THE CITY**

WHEREAS, the City adopted Resolution 95-06 rescinding Policy 89-18 and Resolution 94-46 and incorporating and amending the substance of both documents into Policy C95-01; and

WHEREAS, California government Code Section 935.4 allows public entities the authority, by ordinance or resolution, to authorize an employee to deny claims and to allow, compromise or settle a claim against the local public entity if the amount to be paid pursuant to the allowance, compromise or settlement is fifty thousand dollars (\$50,000) or less.

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

Amend Policy C95-01 Claims Against the City, as provided in Exhibit A

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th day of May, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

**CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE**

Subject: Claims against the City	Policy/Procedure No: C95-01
Effective Date: 5 May 2020	Authority: Resolution No. 2020-029

Purpose:

Delegate authority for the denial and settlement of claims against the City.

Policy/Procedure:

Pursuant to California Government Code Section 935.4, the City Administrator or his/her designee is authorized to deny any claim against the City and to settle any claim against the City and the settlement payment may not exceed \$50,000.

The City Administrator is authorized to cause any individual claim to be presented to the City Council for consideration and action, at his or her sole discretion.

Department of Origin:

Administration

Revision Dates:

Resolution 95-06 January 10, 1995

Resolution No. 94-46 and rescinded Policy No. C89-18

Resolution No. 85-107

Rescinded Date:

CITY OF CARMEL-BY-THE-SEA
POLICY AND PROCEDURE

Subject: Claims against the City	Policy/Procedure No: C95-01
Effective Date: 10 January 1995 <u>5 May 2020</u>	Authority: Resolution No. 95-06 <u>2020-029</u>

Purpose:

~~To ease administrative burden, delegating~~ Delegate authority for the denial and settlement of claims against the City.

Policy/Procedure:

~~Upon approval of the City Attorney, staff is authorized to administer and pay small claims for damages under \$5,000 that do not involve personal liability.~~

Pursuant to California Government Code Section 935.4, the City Administrator or his/her designee is authorized to deny any claim against the City and ~~refer to settle any all~~ claims against the City ~~for money or damages up to and the settlement payment may not exceed~~ \$50,000.

The City Administrator is authorized to cause any individual claim to be presented ~~at to~~ the City Council for consideration and action, at his or her sole ~~-discretion.~~

Responsible Party:

~~City Administrator or his designee~~

Department of Origin:

Administration

Revision Dates:

Resolution 95-06 January 10, 1995

~~See~~ Resolution No. 94-46 and rescinded Policy No. C89-18

Resolution No. 85-107

Rescinded Date:

CITY OF CARMEL-BY-THE-SEA
CITY COUNCIL
RESOLUTION NO. 94-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
CARMEL-BY-THE-SEA DELEGATING TO THE CITY ADMINISTRATOR
THE AUTHORITY TO PERFORM CERTAIN FUNCTIONS CONCERNING THE
PROCESSING OF TORT CLAIMS AND OTHER CLAIMS, PAYMENT FOR WHICH
HAS NOT BEEN PREVIOUSLY AUTHORIZED BY CITY COUNCIL ACTION

WHEREAS, Section 935.4 of the Government Code of the State of California enables a City Council to delegate to a specified City employee the authority in connection with certain claims against the City for money or damages, to perform certain functions otherwise performed by the City Council; and

WHEREAS, the City Council desires to expedite the processing of such future claims for money or damages as may be filed by the City;

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

1. Authorize the City Administrator henceforth to deny and refer all claims against the City for money or damages up to \$50,000.
2. Authorize the City Administrator to cause any individual claim to be presented to the City Council for consideration and action, in his sole discretion.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of April, 1994, by the following roll call vote:

AYES: COUNCIL MEMBERS: Coniglio, Fischer, Livingston, Brooks

NOES: COUNCIL MEMBERS: None

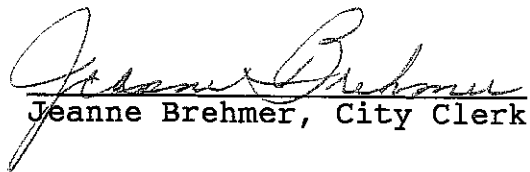
ABSENT: COUNCIL MEMBERS: White

SIGNED,



BARBARA BROOKS, MAYOR PRO TEMPORE
City of Carmel-by-the-Sea

ATTEST:


Jeanne Brehmer, City Clerk

**City Council
City of Carmel-by-the-Sea
Resolution No. 95-06**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RESCINDING POLICY C89-18 AND RESOLUTION NO. 94-46 AND INCORPORATING AND AMENDING THE SUBSTANCE OF BOTH DOCUMENTS INTO POLICY C95-01, CLAIMS FOR DAMAGES

WHEREAS, on December 17, 1985, the City Council adopted Policy C89-18 authorizing staff to administer and settle claims under \$1200, subject to the City Attorney's review; and

WHEREAS, to ease the administrative burden, claims up to \$5,000 should be delegated to staff for processing; and

WHEREAS, on April 5, 1994, the City Council adopted Resolution No. 94-46 authorizing the City Administrator to deny and refer claims against the City for money or damages up to \$50,000 pursuant to Government Code Section 935.4; and

WHEREAS, it is recommended that policies regarding claims for damages should be consolidated into one policy;

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

1. Rescind Resolution No. 94-46 and Policy C89-18.
2. Consolidate the substance of Resolution No. 94-46 and C89-18, as amended to reflect staff's authority to settle claims in an amount not to exceed \$5000, by adopting Policy C95-01 attached hereto and incorporated herein.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 10th day of January 1995, by the following roll call vote:

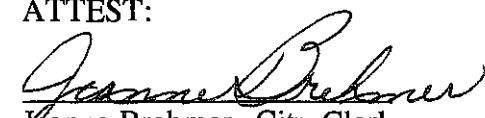
AYES: COUNCIL MEMBERS: Fischer, Hazdovac, Livingston, White

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: Coniglio

SIGNED,

ATTEST:


Jeanne Brehmer, City Clerk


KEN WHITE, MAYOR
City of Carmel-by-the-Sea



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Ordinance temporarily prohibiting evictions of tenants arising from income loss or substantial medical expenses related to the Coronavirus pandemic.

RECOMMENDATION:

1. Request a reading of the title of the Ordinance
2. Motion to waive further reading and introduce Ordinance 2020-002, temporarily prohibiting evictions of tenants arising from income loss or substantial medical expenses related to the Coronavirus pandemic.

BACKGROUND/SUMMARY:

In December 2019 and January 2020, reports began spreading worldwide of a flu-like virus first found in China, that was more deadly than the flu generally, with the virus becoming known as the Coronavirus ("COVID-19").

On or about March 4, 2020, as part of the State of California's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19.

On March 6, 2020, the County Administrative Officer of Monterey County ("County CAO") proclaimed a Local Emergency due to the threat of COVID-19 in the County.

On March 11, 2020, the World Health Organization ("WHO") classified the spread of COVID-19 internationally as a global pandemic.

On March 12, 2020, based on these events, the City Administrator of the City of Carmel-by-the-Sea, acting in his capacity as the Director of Emergency Services for the City, declared the existence of a local emergency within the City.

On March 13, 2020, the City Council adopted Resolution No. 2020-021 ratifying the City Administrator's Proclamation of the Existence of a Local Emergency Due to the Worldwide Spread of the Coronavirus

("COVID-19").

On March 16, 2020, the Governor issued Executive Order N-28-20, which waived any provisions of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions, including but not limited to Civil Code Sections 1940 et seq. or 1954.25 et seq., until May 31, 2020, unless extended.

On March 17, 2020, the County of Monterey Health Officer issued a "Shelter in Place" Order requiring, among other things, that people self-isolate in their places of residence.

On March 19, 2020, Governor Gavin Newsom issued a shelter in place order for the entire State of California.

On March 23, 2020, City Administrator Chip Rerig, acting in his capacity as the Director of Emergency Services for the City, issued Order No. 20-1 Staying Evictions in the City of Carmel-by-the-Sea.

On March 25, 2020, the California Department of Business Oversight secured support from national banks, state banks and credit unions for temporary delays in mortgage payments and foreclosure sales and evictions for homeowners who have economic impacts from COVID-19 with the objective of maximizing consistency and minimizing hurdles potentially faced by borrowers.

On March 27, 2020, Governor Newsom issued Executive Order N-37-20, which suspended the deadline specified in Code of Civil Procedure section 1167 for 60 days, by which a complaint for eviction must usually be served on a tenant within 5 days, in cases during the COVID-19 pandemic where a tenant is unable to pay rent.

On March 30, 2020, the City Council adopted Resolution No. 2020-022 Ratifying Director of Emergency Services Order No. 20-1.

On April 3, 2020, the County of Monterey Health Officer issued a further "Shelter in Place" Order to supersede the prior Orders of the Health Officer.

In order to comply with the shelter in place orders, and for their own safety, City residents must have access to permanent housing.

The COVID-19 pandemic and associated public health and shelter in place orders are expected to result in the closure of most local businesses for the foreseeable future, and result in extreme restrictions on other local businesses, resulting in commercial tenants suffering a significant decrease in income.

Without local protection, eviction notices for failure to pay rent are likely to surge as residents and businesses are unable to earn income due to the pandemic, or are forced to pay substantial medical expenses associated with the pandemic.

Particularly given the high cost of housing, evictions of tenants could lead to long term or permanent displacement of tenants impacting the health and safety of these tenants as well as the City.

During the COVID-19 pandemic, eviction notices and threats of eviction may surge.

For these reasons, it is appropriate to temporarily prohibit evictions until the authorization to suspend evictions under Executive Order N-28-20 and Executive Order N-37-20 terminates or the City Council declares an end to the local emergency, whichever occurs first, for any tenant who can demonstrate that they are being evicted for the failure to pay rent and that such failure is a direct impact of the COVID-19 pandemic, as provided in Governor Newsom's Executive Order N-28-20, issued March 16, 2020, and Executive Order N-37-20, issued March 27, 2020.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

On March 13, 2020, the City Council adopted Resolution 2020-021 ratifying the City Administrator's

Proclamation of the Existence of a Local Emergency Due to the Worldwide Spread of the Coronavirus (“COVID-19”).

On March 30, 2020, the City Council adopted a Resolution ratifying Order No. 20-1 Staying Evictions.

ATTACHMENTS:

Attachment #1 - Ordinance 2020-002

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

ORDINANCE NO. 2020-002

AN ORDINANCE TEMPORARILY PROHIBITING EVICTIONS OF TENANTS ARISING FROM INCOME LOSS OR SUBSTANTIAL MEDICAL EXPENSES RELATED TO THE CORONAVIRUS PANDEMIC

WHEREAS, the City of Carmel-by-the-Sea ("City") is authorized by Article XI, Section 7 of the California Constitution to make and enforce all regulations and ordinances using its police powers; and

WHEREAS, the California Emergency Services Act (California Government Code Section 8550, et. seq.) defines a local emergency as the existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a city, caused by conditions such as an epidemic, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of a city, and require the combined forces of other political subdivisions to combat; and

WHEREAS, Section 2.64.020 of the City Municipal Code defines "emergency" as the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this City, requiring the combined forces of other political subdivisions to combat (Emphasis Added); and

WHEREAS, in December 2019 and January 2020, reports began spreading worldwide of a flu-like virus first found in China, that was more deadly than the flu generally, with the virus becoming known as the Coronavirus ("COVID-19"); and

WHEREAS, on or about March 4, 2020, as part of the State of California's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19; and

WHEREAS, on March 6, 2020, the County Administrative Officer of Monterey County ("County CAO") proclaimed a Local Emergency due to the threat of COVID-19 in the County; and

WHEREAS, on March 11, 2020, the World Health Organization ("WHO") classified the spread of COVID-19 internationally as a global pandemic; and

WHEREAS, on March 12, 2020, based on said events, the City Administrator of the City of Carmel-by-the-Sea, acting in his capacity as the Director of Emergency Services for the City, declared the existence of a local emergency within the City; and

WHEREAS, on March 13, 2020, the City Council adopted Resolution No. 2020-021 ratifying the City Administrator's Proclamation of the Existence of a Local Emergency Due to the Worldwide Spread of the Coronavirus ("COVID-19"); and

WHEREAS, on March 16, 2020, Governor Gavin Newsom issued Executive Order N-28-20, that authorizes local jurisdictions to suspend the evictions of tenants for the non-payment of rent if the non-payment is a result of the COVID-19 pandemic, encourages financial institutions to slow foreclosures, and protects renters and homeowners against utility shutoffs for Californians affected by COVID-19; and

WHEREAS, on March 17, 2020, the County of Monterey Health Officer issued a "Shelter in Place" Order requiring, among other things, that people self-isolate in their places of residence; and

WHEREAS, on March 19, 2020, Governor Gavin Newsom issued a shelter in place order for the entire State of California; and

WHEREAS, on March 23, 2020, City Administrator Chip Rerig, acting in his capacity as the Director of Emergency Services for the City, issued Order No. 20-1 Staying Evictions in the City of Carmel-by-the-Sea; and

WHEREAS, on March 25, 2020, the California Department of Business Oversight secured support from national banks, state banks and credit unions for temporary delays in mortgage payments and foreclosure sales and evictions for homeowners who have economic impacts from COVID-19 with the objective of maximizing consistency and minimizing hurdles potentially faced by borrowers; and

WHEREAS, on March 27, 2020, Governor Newsom issued Executive Order N-37-20, which suspended the deadline specified in Code of Civil Procedure section 1167 for 60 days, by which a complaint for eviction must usually be served on a tenant within 5 days, in cases during the COVID-19 pandemic where a tenant is unable to pay rent; and

WHEREAS, on March 30, 2020, the City Council adopted Resolution No. 2020-022 Ratifying Director of Emergency Services Order No. 20-1; and

WHEREAS, on April 3, 2020, the County of Monterey Health Officer issued a further "Shelter in Place" Order to supersede the prior Orders of the Health Officer; and

WHEREAS, in order to comply with the shelter in place orders, and for their own safety, City residents must have access to permanent housing; and

WHEREAS, the COVID-19 pandemic and associated public health and shelter in place orders are expected to result in the closure of most local businesses for the foreseeable future, and result in extreme restrictions on other local businesses, resulting in commercial tenants suffering a significant decrease in income; and

WHEREAS, without local protection, eviction notices for failure to pay rent are likely to surge as residents and businesses are unable to earn income due to the pandemic, or are forced to pay substantial medical expenses associated with the pandemic; and

WHEREAS, particularly given the high cost of housing, evictions of tenants could lead to long term or permanent displacement of tenants impacting the health and safety of these tenants as well as the City.

WHEREAS, the City Council is concerned that, during the COVID-19 pandemic, eviction notices and threats of eviction will surge; and

WHEREAS, the City has determined that it is appropriate to temporarily prohibit evictions until the authorization to suspend evictions under Executive Order N-28-20 and Executive Order N-37-20 terminates or the City Council declares an end to the local emergency, whichever occurs first, for any tenant who can demonstrate that they are being evicted for the failure to pay rent and that such failure is a direct impact of the COVID-19 pandemic, as provided in Governor Newsom's Executive Order N-28-20, issued March 16, 2020, and Executive Order N-37-20, issued March 27, 2020.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARMEL- BY-THE-SEA DOES ORDAIN AS FOLLOWS:

Section 1: Incorporation of Findings. The City Council of the City of Carmel- by-the-Sea incorporates the findings above by reference as though fully set forth here.

Section 2: Codification. This Ordinance shall not be codified in the Carmel-by-the-Sea Municipal Code.

Section 3: CEQA. The City Council hereby finds that the action to adopt this Ordinance will not result in any change in the environment and thus is not a project subject to the requirements of CEQA. Further, even if the action to adopt this Ordinance was deemed to be a project subject to CEQA, the City Council finds the proposed Ordinance is exempt from CEQA under the common sense exemption set forth in Section 15061(b)(3), which provides that CEQA only applies to projects which have the potential for causing a significant effect on the environment, and thus where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Section 4: Authority Pursuant to Applicable Law. Pursuant to Cal. Gov. Code Section 8610, the City, while in a state of emergency proclaimed by the Director of Emergency Services and ratified by the City Council, may establish rules and regulations for dealing with the local emergency. Pursuant to City Municipal Code Section 2.64.060, the Director of Emergency Services has the authority to make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, so long as such rules and regulations must be confirmed at the earliest practicable time by the city council. The City Council also thus finds and determines that it has the authority to enact this ordinance pursuant to all applicable laws including, but not limited to, the California Emergency Services Act, the City Municipal Code and the declaration of local emergency issued by the City Council on March 13, 2020.

Section 5. Director of Emergency Services Order 20-1. On March 23, 2020, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the City Administrator, in his capacity as the Director of Emergency Services, issued Order No. 20-1 staying evictions in the City to protect life, property and civil order. On March 30, 2020, the City Council adopted a Resolution ratifying Order No. 20-1. This Ordinance is intended to provide support in addition to Order 20-1 for the staying of evictions according to the terms of this Ordinance.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this _____ day of _____, 2020, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

ATTACHMENT A

SECTION 1: PURPOSE.

This Ordinance ("Ordinance") temporarily prohibits evictions until the authorization to suspend evictions under Executive Order N-28-20 and Executive Order N-37-20 terminates, or the City Council declares an end to the local emergency, whichever occurs first, of residential tenants, commercial tenants and non-residential tenants, who can demonstrate that they have received a notice of eviction for failure to pay rent, and that such failure is related to a substantial loss of income or substantial out-of-pocket medical expenses resulting from the 2020 novel coronavirus (COVID-19) pandemic or any local, state, or federal government response to the pandemic.

SECTION 2: ORDERS BY GOVERNOR AND CITY DIRECTOR OF EMERGENCY SERVICES STAYING EVICTIONS.

A. Executive Order N-28-20, issued March 16, 2020, is attached as Exhibit A and incorporated by reference.

B. City Director of Emergency Services Order No. 20-1, issued on March 26, 2020 and ratified by the City Council on March 30, 2020 with the adoption of Resolution No. 2020-022, is attached as Exhibit B and incorporated by reference. If there are any inconsistencies between Exhibit B and this Ordinance, this Ordinance is controlling.

C. Executive Order N-37-20, issued March 27, 2020, is attached as Exhibit C and incorporated by reference.

SECTION 3: DEFINITIONS.

The following words and phrases, whenever used in this Ordinance, shall be construed as follows:

A. "Dwelling Unit" means a structure or the part of a structure that is used as a home, residence, or sleeping place by one or more persons who maintain a household or common household.

B. "Landlord" means an owner, lessor, or sublessor who receives or is entitled to receive rent for the use and occupancy of any Dwelling Unit or portion thereof or any building or structure of any kind which a business occupies to conduct its business.

C. "Eviction" means a termination of an agreement that preexists the COVID-19 pandemic, due to both of the following:

1. Nonpayment of rent, or a foreclosure, arising out of a substantial decrease in household or business income (including, but not limited to, a substantial decrease in household income caused by layoffs or a reduction in the number of compensable hours of work, or a substantial decrease in

business income caused by a reduction in opening hours or consumer demand), or substantial out-of-pocket medical expenses; and

2. The decrease in household or business income or the out-of-pocket medical expenses referenced in the last subparagraph was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19, and is documented.

D. "Owner" means any person, acting as principal or through an agent, offering a Dwelling Unit for rent, and includes a predecessor in interest to the owner.

E. "Pandemic" means the 2020 novel coronavirus (COVID-19) pandemic.

F. "Tenant" means any person entitled by written or oral agreement, or by sufferance, to the use or occupancy of a Dwelling Unit or any person or business entitled by written or oral agreement, or by sufferance, to use or occupy a building or structure to conduct its business.

SECTION 4: PROHIBITION ON EVICTIONS.

A. A landlord of any Dwelling Unit or Dwelling Units or of any building or structure occupied by a business shall not terminate or attempt to terminate a lawful tenancy for failure to pay rent if the tenant demonstrates that the failure to pay rent is directly related to a substantial loss of income or substantial out-of-pocket medical expenses associated with the coronavirus pandemic or any local, state, or federal government response to the pandemic.

B. This Ordinance shall also apply to a landlord's action that constitutes constructive eviction under California law. Terminations that are required to comply with an order issued by a government agency or court requiring that the real property be vacated are excepted from this prohibition.

C. To take advantage of the protections afforded under this Ordinance, a tenant must do all of the following:

1. Notify the landlord in writing before the day rent is due that the tenant has a covered reason for delayed payment. For purposes of this Ordinance, "writing" shall include emails, text messages, or other forms of electronic communication with landlord or landlord's representative.

2. Pay the portion of rent that the tenant is able to pay.

3. Demonstrate through documentation or other objectively verifiable means that the tenant has experienced:

a. Substantial loss of income from: (1) job loss; (2) layoffs; (3) a reduction in the number of compensable hours of work; (4) a store, restaurant, office, or business closure; (5) a substantial decrease in

business income caused by a reduction in opening hours or consumer demand; (6) the need to miss work to care for a home-bound school-age child or a family member infected with coronavirus; or (7) other similarly-caused loss of income that resulted from the COVID-19 pandemic; or

b. Substantial out-of-pocket medical expenses related to the COVID-19 pandemic.

D. Tenants who were afforded eviction protection under this Ordinance shall have up to sixty (60) days after the termination of this Ordinance to pay their landlord all unpaid rent.

E. Nothing in this Ordinance waives a tenant's obligations to pay back rent owed once this Ordinance is no longer effective; provided, however, that a landlord may not file an unlawful detainer action based on the failure to pay rent while this Ordinance is in effect unless the tenant fails to pay rent when due under Section 3 D of this Ordinance.

F. Nothing in this Ordinance shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due once this Ordinance is no longer effective.

G. This Ordinance shall not apply to any of the following circumstances:

1. Transient and tourist hotel occupancy as defined in subdivision (b) of Section 1940 of the California Civil Code.

2. Housing accommodations in a nonprofit hospital, religious facility, extended care facility, licensed residential care facility for the elderly, as defined in Section 1569.2 of the Health and Safety Code, or an adult residential facility, as defined in Chapter 6 of Division 6 of Title 22 of the Manual of Policies and Procedures published by the State Department of Social Services.

3. Dormitories owned and operated by an institution of higher education or a kindergarten and grades 1 to 12, inclusive, school.

H. The City Council urges financial institutions holding home or commercial mortgages, including banks, credit unions, government-sponsored enterprises, and institutional investors, to implement an immediate moratorium on foreclosures and related evictions when the foreclosure or foreclosure-related eviction arises out of a substantial decrease in household or business income, or substantial out-of-pocket medical expenses, which were caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.

SECTION 5: ENFORCEMENT.

A. In the event of a violation of this Ordinance, a Tenant who has been improperly served with notice of an eviction or an unlawful detainer action may institute a civil proceeding for an injunction, and the prevailing party shall be entitled to an award of reasonable attorneys' fees and costs if so ordered by the court.

B. This Ordinance may be asserted as an affirmative defense in an unlawful detainer action.

C. A landlord's failure to comply with this Ordinance does not constitute a criminal offense but may subject an owner to civil fines and penalties as set forth in the Carmel-by-the-Sea Municipal Code.

D. The remedies provided in this Ordinance are in addition to any other existing remedies that may be available to a Tenant under local, state, or federal law or equity and in no way limit such existing remedies, if any.

SECTION 6: WAIVER.

A Landlord may request that the requirements of this Ordinance be waived or modified based on a showing that applying the requirements would have an unconstitutional application to the Landlord's property. A Landlord shall bear the burden of presenting evidence to support any such request for waiver or modification and shall set forth in detail the factual and legal basis for the claim, including all supporting documentation, for consideration by the City Council.

SECTION 7: EFFECTIVE DATES.

This Ordinance applies to eviction notices and unlawful detainer actions based on notices served or filed on or after the effective date of this Ordinance. The prohibitions on evictions shall continue to apply until the authorization to suspend evictions under Executive Order N-28-20 and Executive Order N-37-20, attached hereto, terminate or the City Council declares an end to the local emergency, whichever occurs first.

SECTION 8: SEVERABILITY.

If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-28-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection and otherwise mitigate the effects of COVID-19 are needed; and Attachment 1

WHEREAS the economic impacts of COVID-19 have been significant, and could threaten to undermine Californians' housing security and the stability of California businesses; and

WHEREAS many Californians are experiencing substantial losses of income as a result of business closures, the loss of hours or wages, or layoffs related to COVID-19, hindering their ability to keep up with their rents, mortgages, and utility bills; and

WHEREAS Californians who are most vulnerable to COVID-19, those 65 years and older, and those with underlying health issues, are advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

WHEREAS because homelessness can exacerbate vulnerability to COVID-19, California must take measures to preserve and increase housing security for Californians to protect public health; and

WHEREAS local jurisdictions, based on their particular needs, may therefore determine that additional measures to promote housing security and stability are necessary to protect public health or to mitigate the economic impacts of COVID-19; and

WHEREAS local jurisdictions may also determine, based on their particular needs, that promoting stability amongst commercial tenancies is also conducive to public health, such as by allowing commercial establishments to decide whether and how to remain open based on public health concerns rather than economic pressures, or to mitigate the economic impacts of COVID-19; and

WHEREAS in addition to these public health benefits, state and local policies to promote social distancing, self-quarantine, and self-isolation require that people be able to access basic utilities—including water, gas, electricity, and telecommunications—at their homes, so that Californians can work from home, receive public health information, and otherwise adhere to policies of social distancing, self-quarantine, and self-isolation, if needed; and

WHEREAS many utility providers, public and private, covering electricity, gas, water, and sewer, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19; and

WHEREAS many telecommunication companies, including internet and cell phone providers, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19;

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately: Attachment 1

IT IS HEREBY ORDERED THAT:

- 1) The time limitation set forth in Penal Code section 396, subdivision (f), concerning protections against residential eviction, is hereby waived. Those protections shall be in effect through May 31, 2020.
- 2) Any provision of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions as described in subparagraphs (i) and (ii) below—including, but not limited to, any such provision of Civil Code sections 1940 et seq. or 1954.25 et seq.—is hereby suspended to the extent that it would preempt or otherwise restrict such exercise. This paragraph 2 shall only apply to the imposition of limitations on evictions when:
 - (i) The basis for the eviction is nonpayment of rent, or a foreclosure, arising out of a substantial decrease in household or business income (including, but not limited to, a substantial decrease in household income caused by layoffs or a reduction in the number of compensable hours of work, or a substantial decrease in business income caused by a reduction in opening hours or consumer demand), or substantial out-of-pocket medical expenses; and
 - (ii) The decrease in household or business income or the out-of-pocket medical expenses described in subparagraph (i) was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19, and is documented.

The statutory cause of action for judicial foreclosure, Code of Civil Procedure section 725a et seq.; the statutory cause of action for unlawful detainer, Code of Civil Procedure section 1161 et seq., and any other statutory cause of action that could be used to evict or otherwise eject a residential or commercial tenant or occupant of residential real property after foreclosure is suspended only as applied to any tenancy, or residential real property and any

occupation thereof, to which a local government has imposed a limitation on eviction pursuant to this paragraph 2, and only to the extent of the limitation imposed by the local government.

Nothing in this Order shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due.

The protections in this paragraph 2 shall be in effect through May 31, 2020, unless extended.

- 3) All public housing authorities are requested to extend deadlines for housing assistance recipients or applicants to deliver records or documents related to their eligibility for programs, to the extent that those deadlines are within the discretion of the housing authority. Attachment 1
- 4) The Department of Business Oversight, in consultation with the Business, Consumer Services, and Housing Agency, shall engage with financial institutions to identify tools to be used to afford Californians relief from the threat of residential foreclosure and displacement, and to otherwise promote housing security and stability during this state of emergency, in furtherance of the objectives of this Order.
- 5) Financial institutions holding home or commercial mortgages, including banks, credit unions, government-sponsored enterprises, and institutional investors, are requested to implement an immediate moratorium on foreclosures and related evictions when the foreclosure or foreclosure-related eviction arises out of a substantial decrease in household or business income, or substantial out-of-pocket medical expenses, which were caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.
- 6) The California Public Utilities Commission is requested to monitor measures undertaken by public and private utility providers to implement customer service protections for critical utilities, including but not limited to electric, gas, water, internet, landline telephone, and cell phone service, in response to COVID-19, and on a weekly basis publicly report these measures.

Nothing in this Order shall be construed to invalidate any limitation on eviction enacted by a local jurisdiction between March 4, 2020 and this date.

Nothing in this Order shall in any way restrict state or local authority to order any quarantine, isolation, or other public health measure that may compel an individual to remain physically present in a particular residential real property.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 16th day of March 2020.



GAVIN NEWSOM
Governor of California

Attachment 1

ATTEST:

ALEX PADILLA
Secretary of State

**DIRECTOR OF EMERGENCY SERVICES ORDER NO. 20-1 STAYING EVICTIONS IN
THE CITY OF CARMEL BY-THE-SEA**

WHEREAS, Pursuant to Carmel-by-the-Sea Municipal Code ("CMC") Section 2.64.050 , as City Administrator of the City of Carmel-by-the-Sea ("City"), I serve as the Director of Emergency Services for the City; and

WHEREAS, In December 2019, reports began spreading worldwide about a flu-like virus first found in China that was significantly more deadly than the flu generally, with the virus becoming known as the Coronavirus ("COVID-19"); and

WHEREAS, On March 4, 2020, a State of Emergency was proclaimed by Governor Gavin Newsom; and

WHEREAS, March 11, 2020, the World Health Organization ("WHO") classified the spread of COVID-19 internationally as a global pandemic; and

WHEREAS, On March 12, 2020 at 10:26 a.m., acting in my capacity as the Director of Emergency Services, I issued a Proclamation ("Proclamation") ordering there is a local state of emergency ("Local Emergency") which now exists in the City due to COVID-19 ("Coronavirus"); and

WHEREAS, On March 13, 2020 at 11:00 a.m., there was a Special Meeting of the City Council at which the Council adopted Resolution No. 2020-021 ratifying the City Administrator's Proclamation of the Existence of a Local Emergency due to the Worldwide Spread of the Coronavirus ("COVID-19"), and

WHEREAS, On March 17, 2020, the Governor issued Executive Order N-28-20, which waived any provisions of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions, including but not limited to Civil Code Sections 1940 *et seq.* or 1954.25 *et seq.*, until May 31, 2020, unless extended. A copy of Executive Order N-28-20 is attached hereto as Exhibit 1 and is hereby incorporated by reference; and

WHEREAS, In the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, it is necessary to issue and implement this Order 20-1 to protect life, property and civil order and I am issuing this Order 20-1 pursuant to the authority granted to me by all applicable laws including, but not limited to, Government Code Section 38791, CMC Chapter 2.64 and Executive Order N-28-20 issued by the Governor.

NOW, THEREFORE, AS THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF CARMEL BY-THE-SEA, I HEREBY ISSUE THE FOLLOWING ORDER:

SECTION 1. This Order hereby incorporates by reference as though fully set forth here the above recitals and Exhibit 1 attached hereto.

SECTION 2. A temporary moratorium on eviction for non-payment of rent, by any residential tenant, any commercial tenant, and/or any non-residential tenant, impacted by the COVID-19 crisis is imposed as set forth herein.

SECTION 3. During the period of local emergency declared in response to COVID-19, no landlord shall endeavor to evict a tenant for nonpayment of rent if the tenant demonstrates that the tenant is unable to pay rent due to Financial Impacts related to COVID-19.

SECTION 4. A landlord who knows that a tenant cannot pay some or all of the rent temporarily for the reasons set forth above in Section 2 shall not serve a notice pursuant to CCP 1161(2), file or prosecute an unlawful detainer action based on a 3-day pay or quit notice, or otherwise seek to evict for nonpayment of rent.

SECTION 5. A landlord knows of a tenant's inability to pay rent within the meaning of this Order if the tenant, within 30 days after the date that rent is due, notifies the landlord in writing of lost income and inability to pay full rent due to Financial Impacts related to COVID-19, and provides documentation to support the claim. For purposes of this Order, "in writing" includes email or text communications to a landlord or the landlord's representative with whom the tenant has previously corresponded by email or text, as well as traditional written communication. Any medical or financial information provided to the landlord shall be held in confidence, and only used for evaluating the tenant's claim.

SECTION 6. Tenants who were afforded eviction protection under this section shall have up to sixty (60) days after the termination of this Order to pay their landlord all unpaid rent.

SECTION 7. Nothing in this section waives a tenant's obligations to pay back rent owed once this Order is no longer effective; provided, however, that a landlord may not file an unlawful detainer action based on the failure to pay rent while this Order is in effect unless the tenant fails to pay rent when due under Section 6 of this Order.

SECTION 8. Nothing in this Order shall relieve the tenant of liability for the unpaid rent, nor restrict a landlord's ability to recover rent due.

SECTION 9. For purposes of this Order, "financial impacts related to COVID-19" ("Financial Impact") include nonpayment of rent, or a foreclosure, arising out of a substantial decrease in household or business income (including, but not limited to, a substantial decrease in household income caused by layoffs or a reduction in the number of compensable hours of work, or a substantial decrease in business income caused by a reduction in opening hours or consumer demand), or substantial out-of-pocket medical expenses; provided that, the Financial Impact was caused by the COVID-19 pandemic, or by any local, state or federal government response to COVID-19, and is documented.

SECTION 10. For purposes of this Order, "no-fault eviction" refers to any eviction for which the notice to terminate tenancy is not based on alleged fault by the tenant, including but not limited to eviction notices served pursuant to Code of Civil Procedure sections 1161(1), 1161(5), or 1161c. This order applies to nonpayment eviction notices, no-fault eviction notices, and unlawful detainer actions based on such notices, served or filed on or after the date on which a Local Emergency was proclaimed.

SECTION 11. This Order shall be punishable as set forth in the CMC Section 1.16.010. In addition, this Order grants a defense in the event that an unlawful detainer action is commenced in violation of this Order.

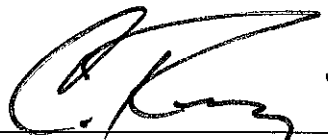
SECTION 12. This Local Emergency shall continue until it is terminated by proclamation of the City Council. Pursuant to Section 8630 of the Government Code, the City Council shall proclaim the termination of a local emergency at the earliest possible date that conditions warrant.

SECTION 13. This Order shall be in force and effect until May 31, 2020, until and unless superseded by a duly enacted Ordinance or Resolution of the City Council of the City or a further Order by the Director of Emergency Services adopted during the local emergency that expressly supersedes this Order. Should the Governor extend Executive Order N-28-20, this Order will continue automatically beyond May 31, 2020 to the date of the Governor's extension unless superseded.

SECTION 14. If any section, subsection, sentence, clause, or phrase of this Order is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Order. I hereby declare that I would have issued this Order and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Order would be subsequently declared invalid or unconstitutional.

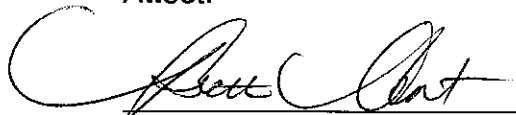
SECTION 15. The City Clerk shall certify to the adoption of this Order and shall cause a certified Order to be filed in the Office of the City Clerk.

This Order is hereby issued on March 23, 2020 at 3:37 pm



Chip Rerig, Director of Emergency Services

Attest:



Britt Avrit, City Clerk

**EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA**

Attachment 1

EXECUTIVE ORDER N-28-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection and otherwise mitigate the effects of COVID-19 are needed; and

WHEREAS the economic impacts of COVID-19 have been significant, and could threaten to undermine Californians' housing security and the stability of California businesses; and

WHEREAS many Californians are experiencing substantial losses of income as a result of business closures, the loss of hours or wages, or layoffs related to COVID-19, hindering their ability to keep up with their rents, mortgages, and utility bills; and

WHEREAS Californians who are most vulnerable to COVID-19, those 65 years and older, and those with underlying health issues, are advised to self-quarantine, self-isolate, or otherwise remain in their homes to reduce the transmission of COVID-19; and

WHEREAS because homelessness can exacerbate vulnerability to COVID-19, California must take measures to preserve and increase housing security for Californians to protect public health; and

WHEREAS local jurisdictions, based on their particular needs, may therefore determine that additional measures to promote housing security and stability are necessary to protect public health or to mitigate the economic impacts of COVID-19; and

WHEREAS local jurisdictions may also determine, based on their particular needs, that promoting stability amongst commercial tenancies is also conducive to public health, such as by allowing commercial establishments to decide whether and how to remain open based on public health concerns rather than economic pressures, or to mitigate the economic impacts of COVID-19; and

WHEREAS in addition to these public health benefits, state and local policies to promote social distancing, self-quarantine, and self-isolation require that people be able to access basic utilities—including water, gas, electricity, and telecommunications—at their homes, so that Californians can work from home, receive public health information, and otherwise adhere to policies of social distancing, self-quarantine, and self-isolation, if needed; and



WHEREAS many utility providers, public and private, covering electricity, gas, water, and sewer, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19; and

WHEREAS many telecommunication companies, including internet and cell phone providers, have voluntarily announced moratoriums on service disconnections and late fees for non-payment in response to COVID-19;

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The time limitation set forth in Penal Code section 396, subdivision (f), concerning protections against residential eviction, is hereby waived. Those protections shall be in effect through May 31, 2020.
- 2) Any provision of state law that would preempt or otherwise restrict a local government's exercise of its police power to impose substantive limitations on residential or commercial evictions as described in subparagraphs (i) and (ii) below—including, but not limited to, any such provision of Civil Code sections 1940 et seq. or 1954.25 et seq.—is hereby suspended to the extent that it would preempt or otherwise restrict such exercise. This paragraph 2 shall only apply to the imposition of limitations on evictions when:
 - (i) The basis for the eviction is nonpayment of rent, or a foreclosure, arising out of a substantial decrease in household or business income (including, but not limited to, a substantial decrease in household income caused by layoffs or a reduction in the number of compensable hours of work, or a substantial decrease in business income caused by a reduction in opening hours or consumer demand), or substantial out-of-pocket medical expenses; and
 - (ii) The decrease in household or business income or the out-of-pocket medical expenses described in subparagraph (i) was caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19, and is documented.

The statutory cause of action for judicial foreclosure, Code of Civil Procedure section 725a et seq.; the statutory cause of action for unlawful detainer, Code of Civil Procedure section 1161 et seq., and any other statutory cause of action that could be used to evict or otherwise eject a residential or commercial tenant or occupant of residential real property after foreclosure is suspended only as applied to any tenancy, or residential real property and any



occupation thereof, to which a local government has imposed a limitation on eviction pursuant to this paragraph 2, and only to the extent of the limitation imposed by the local government.

Nothing in this Order shall relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due.

The protections in this paragraph 2 shall be in effect through May 31, 2020, unless extended.

- 3) All public housing authorities are requested to extend deadlines for housing assistance recipients or applicants to deliver records or documents related to their eligibility for programs, to the extent that those deadlines are within the discretion of the housing authority.
- 4) The Department of Business Oversight, in consultation with the Business, Consumer Services, and Housing Agency, shall engage with financial institutions to identify tools to be used to afford Californians relief from the threat of residential foreclosure and displacement, and to otherwise promote housing security and stability during this state of emergency, in furtherance of the objectives of this Order.
- 5) Financial institutions holding home or commercial mortgages, including banks, credit unions, government-sponsored enterprises, and institutional investors, are requested to implement an immediate moratorium on foreclosures and related evictions when the foreclosure or foreclosure-related eviction arises out of a substantial decrease in household or business income, or substantial out-of-pocket medical expenses, which were caused by the COVID-19 pandemic, or by any local, state, or federal government response to COVID-19.
- 6) The California Public Utilities Commission is requested to monitor measures undertaken by public and private utility providers to implement customer service protections for critical utilities, including but not limited to electric, gas, water, internet, landline telephone, and cell phone service, in response to COVID-19, and on a weekly basis publicly report these measures.

Nothing in this Order shall be construed to invalidate any limitation on eviction enacted by a local jurisdiction between March 4, 2020 and this date.

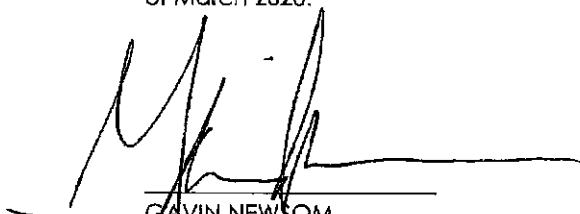
Nothing in this Order shall in any way restrict state or local authority to order any quarantine, isolation, or other public health measure that may compel an individual to remain physically present in a particular residential real property.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.



I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

IN WITNESS WHEREOF I have
hereunto set my hand and caused
the Great Seal of the State of
California to be affixed this 16th day
of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-37-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS in a short period of time, COVID-19 has rapidly spread throughout California, necessitating stringent public health emergency orders, as well as guidance from federal, state, and local public health officials; and

WHEREAS on March 16, 2020, I issued Executive Order N-28-20, suspending state law limitations on local jurisdictions that impose restrictions on evictions; and

WHEREAS on March 19, 2020, I issued Executive Order N-33-20, ordering all residents to immediately heed the Order of the State Public Health Officer for all residents, unless exempted, to stay home or at their place of residence; and

WHEREAS many Californians are experiencing or will experience substantial losses of income as a result of business closures, the loss of hours or wages, or layoffs related to COVID-19, hindering their ability to keep up with their rent, and leaving them vulnerable to eviction; and

WHEREAS minimizing evictions during this period is critical to reducing the spread of COVID-19 in vulnerable populations by allowing all residents to stay home or at their place of residence in compliance with Executive Order N-33-20; and

WHEREAS Chief Justice Tani Cantil-Sakauye issued advisory guidance on March 20, 2020 for superior courts to suspend most civil trials and hearings for at least 60 days, and on March 23, 2020, suspended all jury trials for a period of 60 days, and extended by 60 days the time period for the holding of a civil trial; and

WHEREAS on March 25, 2020 the Department of Business Oversight secured support from national banks, state banks and credit unions for temporary delays in mortgage payments and foreclosure sales and evictions for homeowners who have economic impacts from COVID-19 with the objective of maximizing consistency and minimizing hurdles potentially faced by borrowers.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following Order to become effective immediately:

IT IS HEREBY ORDERED THAT:

- 1) The deadline specified in Code of Civil Procedure section 1167 shall be extended for a period of 60 days for any tenant who is served, while

this Order is in effect, with a complaint that seeks to evict the tenant from a residence or dwelling unit for nonpayment of rent and who satisfies all of the following requirements:

- a. Prior to the date of this Order, the tenant paid rent due to the landlord pursuant to an agreement.
 - b. The tenant notifies the landlord in writing before the rent is due, or within a reasonable period of time afterwards not to exceed 7 days, that the tenant needs to delay all or some payment of rent because of an inability to pay the full amount due to reasons related to COVID-19, including but not limited to the following:
 - (i) The tenant was unavailable to work because the tenant was sick with a suspected or confirmed case of COVID-19 or caring for a household or family member who was sick with a suspected or confirmed case of COVID-19;
 - (ii) The tenant experienced a lay-off, loss of hours, or other income reduction resulting from COVID-19, the state of emergency, or related government response; or
 - (iii) The tenant needed to miss work to care for a child whose school was closed in response to COVID-19.
 - c. The tenant retains verifiable documentation, such as termination notices, payroll checks, pay stubs, bank statements, medical bills, or signed letters or statements from an employer or supervisor explaining the tenant's changed financial circumstances, to support the tenant's assertion of an inability to pay. This documentation may be provided to the landlord no later than the time upon payment of back-due rent.
- 2) No writ may be enforced while this Order is in effect to evict a tenant from a residence or dwelling unit for nonpayment of rent who satisfies the requirements of subparagraphs (a)-(c) of paragraph 1.
 - 3) The protections in paragraphs 1 and 2 shall be in effect through May 31, 2020.

Nothing in this Order shall prevent a tenant who is able to pay all or some of the rent due from paying that rent in a timely manner or relieve a tenant of liability for unpaid rent.

Nothing in this Order shall in any way restrict state or local governmental authority to order any quarantine, isolation, or other public health measure that may compel an individual to remain physically present in a particular residential property.

IT IS FURTHER ORDERED that this Order supersedes Executive Order N-28-20 to the extent that there is any conflict with that Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

I FURTHER DIRECT that as soon as hereafter possible, this proclamation be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 27th day of March 2020.



Attachment 1

GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State



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

**May 5, 2020
ORDERS OF BUSINESS**

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Verbal report on Coronavirus ("COVID-19") issues

RECOMMENDATION:

The City Administrator will give a verbal report on Coronavirus ("COVID-19") issues including the Order of the Health Officer of the County of Monterey issued April 3, 2020. City Council will ask questions of staff, receive public comment, discuss Coronavirus ("COVID-19") issues and provide direction to the City Administrator as appropriate.

BACKGROUND/SUMMARY:

In December 2019 and January 2020, reports began spreading worldwide of a flu-like virus first found in China, that was more deadly than the flu generally, with the virus becoming known as the Coronavirus ("COVID-19").

On or about March 4, 2020, as part of the State of California's response to address the global COVID-19 outbreak, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19.

On March 6, 2020, the County Administrative Officer of Monterey County ("County CAO") proclaimed a Local Emergency due to the threat of COVID-19 in the County.

On March 11, 2020, the World Health Organization ("WHO") classified the spread of COVID-19 internationally as a global pandemic.

On March 12, 2020, based on these events, the City Administrator of the City of Carmel-by-the-Sea, acting in his capacity as the Director of Emergency Services for the City, declared the existence of a local emergency within the City.

On March 13, 2020, the City Council adopted Resolution 2020-021 ratifying the City Administrator's Proclamation of the Existence of a Local Emergency Due to the Worldwide Spread of the Coronavirus ("COVID-19").

On March 17, 2020, the Monterey County Health Officer issued a Shelter in Place Order.

On April 3, 2020, the Monterey County Health Officer issued an updated Shelter in Place Order which further restricted activities in Monterey County.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

On March 13, 2020, the City Council adopted Resolution 2020-021 ratifying the City Administrator's Proclamation of the Existence of a Local Emergency Due to the Worldwide Spread of the Coronavirus ("COVID-19").

On March 30, 2020, the City Council adopted a Resolution ratifying Order No. 20-1 Staying Evictions.

ATTACHMENTS:

Monterey County Health Officer Shelter in Place Order, 4-3-2020

**ORDER OF THE HEALTH OFFICER
OF THE COUNTY OF MONTEREY (1) DIRECTING
ALL INDIVIDUALS LIVING IN THE COUNTY TO CONTINUE
SHELTERING AT THEIR PLACE OF RESIDENCE EXCEPT FOR
ESSENTIAL NEEDS; (2) CONTINUING TO EXEMPT HOMELESS
INDIVIDUALS FROM THE ORDER BUT URGING GOVERNMENT
AGENCIES TO PROVIDE THEM SHELTER AND HAND SANITATION
FACILITIES; (3) LIMITING TRAVEL FOR OUTDOOR RECREATION
ACTIVITIES AND RESTRICTING ACCESS TO RECREATION AREAS;
(4) REQUIRING ESSENTIAL BUSINESSES TO IMPLEMENT SOCIAL
DISTANCING PROTOCOLS; (5) CLARIFYING AND FURTHER
LIMITING ESSENTIAL BUSINESS ACTIVITIES, INCLUDING
CONSTRUCTION; AND (6) DIRECTING ALL BUSINESSES AND
GOVERNMENT AGENCIES TO FURTHER CEASE NON-ESSENTIAL
OPERATIONS**

DATE OF ORDER: APRIL 3, 2020

Please read this Order carefully. Violation of or failure to comply with this Order is a misdemeanor punishable by fine, imprisonment, or both. (California Health and Safety Code § 120295, *et seq.*; and Cal. Penal Code §§ 69, 148(a)(1).

UNDER THE AUTHORITY OF CALIFORNIA HEALTH AND SAFETY CODE SECTIONS 101040, 101085, AND 120175, THE HEALTH OFFICER OF THE COUNTY OF MONTEREY ("HEALTH OFFICER") ORDERS:

1. This Order supersedes the March 17, 2020 Order of the Health Officer (as amended March 20, 2020) directing all individuals to shelter in place ("Prior Shelter Order"). This Order clarifies, strengthens, and extends certain terms of the Prior Shelter Order to increase social distancing and further reduce person-to-person contact in order to further slow transmission of Novel Coronavirus Disease 2019 ("COVID-19"). As of the effective date and time of this Order set forth in Section 16 below, all individuals, businesses and government agencies in the County of Monterey ("County") are required to follow the provisions of this Order.
2. The intent of this Order is to ensure that the maximum number of people shelter in their places of residence to the maximum extent feasible to slow the spread of COVID-19, and mitigate the impact of the COVID-19 pandemic on delivery of critical healthcare services to those in need. All provisions of this Order must be interpreted to effectuate this intent. Failure to comply with any of the provisions of this Order constitutes an imminent threat

Order of the Monterey County Health Officer
to Shelter in Place

and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.

3. All individuals currently living within the County are ordered to shelter at their place of residence. They may leave their residence only for Essential Activities, Essential Governmental Functions, to work for Essential Businesses, or to perform Minimum Basic Operations for non-essential businesses, all as defined in Section 13. Individuals experiencing homelessness are exempt from this Section, but are strongly urged to obtain shelter, and governmental and other entities are strongly urged to, as soon as possible, make such shelter available and provide handwashing or hand sanitation facilities to persons who continue experiencing homelessness.
4. When people need to leave their place of residence for the limited purposes allowed in this Order, they must strictly comply with Social Distancing Requirements as defined in Section 13.k, except as expressly provided in this Order.
5. All businesses with a facility or outdoor work areas in the County, except Essential Businesses, as defined in Section 13.f, are required to cease all activities at such facilities or work areas located within the County except Minimum Basic Operations, as defined in Section 13.g. For clarity, all businesses may continue operations consisting exclusively of owners, employees, volunteers, or contractors performing activities at their own residences (i.e., working from home). All Essential Businesses are strongly encouraged to remain open. However, Essential Businesses are directed to maximize the number of employees who work from home. Essential Businesses may only assign those employees who cannot perform their job duties from home to work outside the home. All Essential Businesses shall prepare, post, and implement a Social Distancing Protocol at each of their facilities or outdoor work areas at which they are maintaining operations, as specified in Section 13.h. Businesses that include an Essential Business component at their facilities alongside non-essential components must, to the extent feasible, scale down their operations to the Essential Business component only; provided, however, that mixed retail businesses that are otherwise allowed to operate under this Order may continue to stock and sell non-essential products. Essential businesses must follow industry-specific guidance issued by the Health Officer related to COVID-19.
6. All public and private gatherings of any number of people occurring outside a single household or living unit are prohibited, except for the limited purposes expressly permitted in this Order. Nothing in this Order prohibits members of a single household or living unit from engaging in Essential Travel or Essential Activities together.
7. All travel, including, but not limited to, travel on foot, bicycle, scooter, motorcycle, automobile, or public transit, except Essential Travel, as defined below in Section 13.i, is prohibited. People may use public transit only for purposes of performing Essential Activities or to travel to and from work to operate Essential Businesses, maintain Essential Governmental Functions, or to perform Minimum Basic Operations at non-essential businesses. Transit agencies and people riding on public transit must comply

with Social Distancing Requirements, as defined in Section 13.k, to the greatest extent feasible. This Order allows travel into or out of the County only to perform Essential Activities, operate Essential Businesses, maintain Essential Governmental Functions, or perform Minimum Basic Operations at non-essential businesses.

8. This Order is issued based on evidence of increasing occurrence of COVID-19 within the County and throughout neighboring counties (especially in the San Francisco Bay Area), scientific evidence and best practices regarding the most effective approaches to slow the transmission of communicable diseases generally and COVID-19 specifically, and evidence that the age, condition, and health of a significant portion of the population of the County places that population at risk for serious health complications, including death, from COVID-19. Due to the outbreak of the COVID-19 disease in the general public, which is now a pandemic according to the World Health Organization, there is a public health emergency throughout the County. Making the problem worse, some individuals who contract the virus causing the COVID-19 disease have no symptoms or have mild symptoms, which means they may not be aware they carry the virus and are transmitting it to others. Because even people without symptoms can transmit the infection, and because evidence shows the infection is easily spread, gatherings and other interpersonal interactions can result in transmission of the virus. This public health emergency has worsened since the County issued the Prior Shelter Order on March 17, 2020, with increasing numbers of confirmed cases, hospitalizations, and deaths, and increasing strain on health care resources. At the same time, evidence suggests that the restrictions on mobility and social distancing requirements imposed by the Prior Shelter Order are slowing the rate of increase in community transmission and confirmed cases by limiting interactions among people, consistent with scientific evidence of the efficacy of similar measures in other parts of the country and world. The scientific evidence shows that at this stage of the emergency, it remains essential to continue to slow virus transmission as much as possible to protect the most vulnerable, to prevent the health care system from being overwhelmed, and to prevent deaths. Extension of the Prior Shelter Order and strengthening of its restrictions are necessary to further reduce the spread of the COVID-19 disease, preserving critical and limited healthcare capacity in the County and advancing toward a point in the public health emergency where transmission can be controlled.
9. This Order is also issued in light of the existence, as of the morning of April 3, 2020, of 53 cases of COVID-19 and 2 deaths in the County, as well as exponential increase in the number of confirmed cases in the neighboring seven Bay Area jurisdictions that issued similar Orders, including a significant and increasing number of suspected cases of community transmission and likely further significant increases in transmission. This Order is necessary to slow the rate of spread, and the Health Officer will re-evaluate it as further data become available.
10. This Order is issued in accordance with, and incorporates by reference, the March 4, 2020 Proclamation of a State of Emergency issued by Governor Gavin Newsom, the March 6, 2020, Declaration of Local Emergency by the County Administrative Officer,

Order of the Monterey County Health Officer
to Shelter in Place

the March 10, 2020 Resolution of the Board of Supervisors Ratifying and Extending the Declaration of a Local Emergency, and the March 13, 2020 declaration of national emergency by the President of the United States.

11. This Order is issued in light of evidence that the Prior Health Order has been generally effective in increasing social distancing, but that at this time additional restrictions are necessary to further mitigate the rate of transmission of COVID-19, to prevent the health care system from being overwhelmed, and prevent death. This Order comes after the release of substantial guidance from the Centers for Disease Control and Prevention, the California Department of Public Health, and other public health officials throughout the United States and around the world, including an increasing number of orders imposing similar social distancing requirements and mobility restrictions to combat the spread and harms of COVID-19. The Health Officer will continue to assess the quickly evolving situation and may modify or extend this Order, or issue additional Orders, related to COVID-19, as changing circumstances dictate.
12. This Order is also issued in light of the March 19, 2020 Order of the State Public Health Officer (the “State Shelter Order”) , which set baseline statewide restrictions on non-residential business activities effective until further notice, as well as the Governor’s March 19, 2020 Executive Order N-33-20 directing California residents to follow the State Shelter Order. The State Shelter Order was complementary to the Prior Shelter Order. This Order adopts in certain respects more stringent restrictions addressing the particular facts and circumstances in this County, which are necessary to control the public health emergency as it is evolving within the County, Central Coast and the greater Bay Area. Without this tailored set of restrictions that further reduces the number of interactions between persons, scientific evidence indicates that the public health crisis in the County will worsen to the point at which it may overtake available health care resources within the County and increase the death rate. Also, this Order enumerates additional restrictions on non-work-related travel not covered by the State Shelter Order, including limiting such travel to performance of Essential Travel or Essential Activities; sets forth mandatory Social Distancing Requirements for all individuals in the County when engaged in activities outside their residences; and adds a mechanism to ensure that Essential Businesses comply with the Social Distancing Requirements. Where a conflict exists between this Order and any state public health order related to the COVID-19 pandemic, the most restrictive provision controls. Consistent with California Health and Safety Code section 131080 and the Health Officer Practice Guide for Communicable Disease Control in California, except where the State Health Officer may issue an order expressly directed at this Order and based on a finding that a provision of this Order constitutes a menace to public health, any more restrictive measures in this Order continue to apply and control in this County.

13. Definitions and Exemptions.

- a. For the purposes of this Order, individuals may leave their residence only to perform the following “Essential Activities.” However, people at high risk of

severe illness from COVID-19 and people who are sick are strongly urged to stay in their residence to the extent possible, except as necessary to seek or provide medical care or Essential Governmental Functions. Essential Activities are:

- i. To engage in activities or perform tasks important to their health and safety, or to the health and safety of their family or household members (including pets), such as, by way of example only and without limitation, obtaining medical supplies or medication, or visiting a health care professional, including a veterinarian.
- ii. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, canned food, dry goods, frozen foods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products, products needed to work from home, or products necessary to maintain the habitability, sanitation, and operation of residences.
- iii. To engage in outdoor recreation activity, including, by way of example and without limitation, walking, hiking, bicycling, and running, in compliance with Social Distancing Requirements and with the following limitations:
 1. Outdoor recreation activity at parks, beaches, and other open spaces must be in conformance with any restrictions on access and use established by the Health Officer, a government agency, or other entity that manages such area, to reduce crowding and risk of transmission of COVID-19. Such restrictions may include, but are not limited to, restricting the number of entrants, closing the area to vehicular access and parking, or closure to all public access;
 2. Use of recreational areas with high-touch equipment or that encourage gathering, including, but not limited to, playgrounds, outdoor gym equipment, picnic areas, dog parks, and barbecue areas, is prohibited outside of residences, and all such areas shall be closed to public access including by signage and, as appropriate, by physical barriers;
 3. Use of shared facilities for recreational activities outside of residences, including, but not limited to, golf courses, tennis and pickle ball courts, rock parks, climbing walls, pools, spas, saunas, shooting and archery ranges, gyms, disc golf, team sports fields and basketball courts is prohibited and those areas must be closed for recreational purposes, including by signage and, as appropriate, by physical barriers. Such facilities may be repurposed during the emergency to provide essential services needed to address the COVID-19 pandemic; and
 4. Sports or activities that include the use of shared equipment may only be engaged in by members of the same household or living unit.

- iv. To perform work for an Essential Business or to otherwise carry out activities specifically permitted in this Order, including Minimum Basic Operations, as defined in this Section.
 - v. To provide necessary care for a family member or pet in another household who has no other source of care.
 - vi. To attend a funeral with no more than 10 individuals present.
 - vii. To move residences, but only if it is not possible to defer an already planned move, if the move is necessitated by safety, sanitation, or habitability reasons, if the move is necessary to preserve access to shelter, or necessary to secure employment in an essential service. When moving into or out of the Monterey Bay region, individuals are strongly urged to quarantine for 14 days. To quarantine, individuals should follow the guidance of the United States Centers for Disease Control and Prevention.
- b. For the purposes of this Order, individuals may leave their residence to work for, volunteer at, or obtain services at “Healthcare Operations,” including, without limitation, hospitals, clinics, COVID-19 testing locations, dentists, pharmacies, blood banks and blood drives, pharmaceutical and biotechnology companies, other healthcare facilities, healthcare suppliers, home healthcare services providers, mental health providers, or any related and/or ancillary healthcare services. “Healthcare Operations” also includes veterinary care and all healthcare services provided to animals. This exemption for Healthcare Operations shall be construed broadly to avoid any interference with the delivery of healthcare, broadly defined. “Healthcare Operations” excludes fitness and exercise gyms and similar facilities.
- c. For the purposes of this Order, individuals may leave their residence to provide any services or perform any work necessary to the operation and maintenance of “Essential Infrastructure,” including agriculture, airports, utilities (including water, sewer, gas, and electrical), oil and gas production and refining, energy production and supply, roads and highways, public transportation, solid waste facilities (including collection, removal, disposal, and processing facilities), cemeteries, mortuaries, crematoriums, and telecommunications systems (including the provision of essential global, national, and local infrastructure for internet, computing services, business infrastructure, communications, and web-based services).
- d. For the purposes of this Order, all first responders, emergency management personnel, emergency dispatchers, court personnel, and law enforcement personnel, and others who need to perform essential services are categorically exempt from this Order to the extent they are performing those essential services. Further, nothing in this Order shall prohibit any individual from performing or accessing “Essential Governmental Functions,” as determined by the governmental entity performing those functions in the County. Each governmental entity shall identify and designate appropriate employees,

volunteers, or contractors to continue providing and carrying out any Essential Governmental Functions, including the hiring or retention of new employees or contractors to perform such functions. Each governmental entity and its contractors must employ all necessary emergency protective measures to prevent, mitigate, respond to and recover from the COVID-19 pandemic, and all Essential Governmental Functions shall be performed in compliance with Social Distancing Requirements to the greatest extent feasible.

- e. For the purposes of this Order, a “business” includes any for-profit, non-profit, or educational entity, whether a corporate entity, organization, partnership or sole proprietorship, and regardless of the nature of the service, the function it performs, or its corporate or entity structure.
- f. For the purposes of this Order, “Essential Businesses” are:
 - i. Those businesses listed as “Essential Infrastructure;”
 - ii. Healthcare Operations and businesses that operate, maintain, or repair Essential Infrastructure;
 - iii. Grocery stores, certified farmers’ markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of unprepared food, canned food, dry goods, non-alcoholic beverages, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, as well as hygienic products and household consumer products necessary for personal hygiene or the habitability, sanitation, or operation of residences. The businesses included in this subparagraph (iii) include establishments that sell multiple categories of products provided that they sell a significant amount of essential products identified in this subparagraph, such as liquor stores that also sell a significant amount of food.
 - iv. Any form of cultivation of products for personal consumption or use, including farming, ranching, livestock, and fishing; and associated activities, including but not limited to, activities or businesses associated with planting, growing, harvesting, processing, cooling, storing, packaging, and transporting such products, or the wholesale or retail sale of such products, provided that, to the extent possible, such businesses comply with Social Distancing Requirements and otherwise provide for the health and safety of their employees;
 - v. Businesses that provide food, shelter, and social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - vi. Construction, but only of the types listed in this subparagraph below:
 - 1) Projects immediately necessary to the maintenance, operation or repair of Essential Infrastructure;
 - 2) Projects associated with Healthcare Operations, including creating or expanding Healthcare Operations;

- 3) Affordable housing that is or will be at least partially income-restricted, including multi-unit or mixed-use developments;
 - 4) Public works projects if specifically designated as an Essential Governmental Function by the lead governmental agency;
 - 5) Shelters and temporary housing, but not including hotels or motels;
 - 6) Projects immediately necessary to provide critical non-commercial services to individuals experiencing homelessness, elderly persons, persons who are economically disadvantaged, and persons with special needs;
 - 7) Construction necessary to ensure that existing construction sites that must be shut down under this Order are left in a safe and secure manner, but only to the extent necessary to do so; and
 - 8) Construction or repair necessary to ensure that residences and buildings containing Essential Businesses are safe, sanitary, or habitable and operable, to the extent such construction or repair cannot reasonably be delayed;
- vii. Newspapers, television, radio, and other media services;
 - viii. Gas stations and auto-supply, auto-repair (including, but not limited to, for cars, trucks, motorcycles and motorized scooters), and automotive dealerships, but only for the purpose of providing auto-supply and auto-repair services (and not, by way of example, car sales or car washes). This subparagraph (viii) does not restrict the on-line purchase of automobiles if they are delivered to a residence or Essential Business;
 - ix. Bicycle repair and supply shops;
 - x. Banks and related financial institutions;
 - xi. Service providers that enable residential transactions (including rentals, leases, and home sales), including, but not limited to, real estate agents, escrow agents, notaries, and title companies, provided that appointments and other residential viewings must only occur virtually or, if a virtual viewing is not feasible, by appointment with no more than two visitors at a time residing within the same household or living unit and one individual showing the unit (except that in person visits are not allowed when the occupant is still residing in the residence);
 - xii. Hardware stores;
 - xiii. Plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the habitability, sanitation, and operation of residences and Essential Businesses, but not for cosmetic or other purposes;
 - xiv. Arborists, landscapers, gardeners, and similar service professionals, but only to the limited extent necessary to maintain the habitability, sanitation, operation of businesses or residences, or the safety of residents, employees, or the public (such as fire safety or tree trimming to prevent a

- dangerous condition), and not for cosmetic or other purposes (such as upkeep);
- xv. Businesses providing mailing and shipping services, including post office boxes;
 - xvi. Educational institutions—including public and private K-12 schools, colleges, and universities—for purposes of facilitating distance learning or performing essential functions, provided that social distancing of six-feet per person is maintained to the greatest extent possible;
 - xvii. Laundromats, drycleaners, and laundry service providers;
 - xviii. Restaurants and other facilities that prepare and serve food, but only for delivery or carry out. Schools and other entities that typically provide free food services to students or members of the public may continue to do so under this Order on the condition that the food is provided to students or members of the public on a pick-up and take-away basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;
 - xix. Funeral home providers, mortuaries, cemeteries, and crematoriums, to the extent necessary for the transport, preparation, or processing of bodies or remains;
 - xx. Businesses that supply other Essential Businesses with the support or supplies necessary to operate, but only to the extent that they support or supply these Essential Businesses. This exemption shall not be used as a basis for engaging in sales to the general public from retail storefronts;
 - xxi. Businesses that have the primary function of shipping or delivering groceries, food, or other goods directly to residences or businesses. This exemption shall not be used to allow for manufacturing or assembly of non-essential products or for other functions besides those necessary to the delivery operation;
 - xxii. Airlines, taxis, rental car companies, rideshare services (including shared bicycles and scooters), and other private transportation providers providing transportation services necessary for Essential Activities and other purposes expressly authorized in this Order;
 - xxiii. Home-based care for seniors, adults, children, and pets;
 - xxiv. Residential facilities and shelters for seniors, adults, and children;
 - xxv. Professional services, such as legal, notary, or accounting services, when necessary to assist in compliance with non-elective, legally required activities;
 - xxvi. Services to assist individuals in finding employment with Essential Businesses;
 - xxvii. Moving services that facilitate residential or commercial moves that are allowed under this Order;
 - xxviii. Childcare facilities providing services that enable owners, employees, volunteers, and contractors for Essential Businesses or Essential Governmental Functions to work as permitted. Children of owners,

employees, volunteers, and contractors who are not exempt under this Order may not attend childcare facilities. To the extent possible, childcare facilities must operate under the following conditions:

1. Childcare must be carried out in stable groups of 12 or fewer (“stable” means that the same 12 or fewer children are in the same group each day).
 2. Children shall not change from one group to another.
 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix with each other.
 4. Childcare providers shall remain solely with one group of children.
- g. For the purposes of this Order, “Minimum Basic Operations” means the following activities for businesses, provided that owners, employees, and contractors comply with Social Distancing Requirements as defined this Section, to the extent possible, while carrying out such operations:
- i. The minimum necessary activities to maintain and protect the value of the business’s inventory and facilities; ensure security, safety, and sanitation; process payroll and employee benefits; provide for the delivery of existing inventory directly to residences or businesses; and related functions.
 - ii. The minimum necessary activities to facilitate owners, employees, and contractors of the business being able to continue to work remotely from their residences, and to ensure that the business can deliver its service remotely.
- h. For the purposes of this Order, all Essential Businesses must prepare and post by no later than 11:59 p.m. on April 8, 2020 a “Social Distancing Protocol” for each of their facilities in the County frequented by the public or employees. The Social Distancing Protocol must be substantially in the form attached to this Order as Appendix A. The Social Distancing Protocol must be posted at or near the entrance of the relevant facility, and shall be easily viewable by the public and employees. A copy of the Social Distancing Protocol must also be provided to each employee performing work at the facility. All Essential Businesses shall implement the Social Distancing Protocol and provide evidence of its implementation to any authority enforcing this Order upon demand. The Social Distancing Protocol must explain how the business is achieving the following, as applicable:
- i. Limiting the number of people who can enter into the facility and work areas at any one time to ensure that people in the facility and work areas can easily maintain a minimum six-foot distance from one another at all times, except as required to complete the Essential Business activity;
 - ii. Where lines may form at a facility, marking six-foot increments at a minimum, establishing where individuals should stand to maintain adequate social distancing;

- iii. Providing hand sanitizer, soap and water, or effective disinfectant at or near the entrance of the facility and in other appropriate areas for use by the public and employees, and in locations where there is high-frequency employee interaction with members of the public (e.g. cashiers);
 - iv. Providing for contactless payment systems or, if not feasible to do so, the providing for disinfecting all payment portals, pens, and styluses after each use;
 - v. Regularly cleaning and disinfecting other high-touch surfaces; and
 - vi. Posting a sign at the entrance of the facility and work area informing all employees and customers that they should: avoid entering the facility if they have a cough or fever; maintain a minimum six-foot distance from one another; sneeze and cough into one's elbow; not shake hands or engage in any unnecessary physical contact.
 - vii. Any additional social distancing measures being implemented (see the Centers for Disease Control and Prevention's guidance at: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>).
- i. For the purposes of this Order, "Essential Travel" means travel for any of the following purposes:
 - i. Travel related to the provision of or access to Essential Activities, Essential Infrastructure, Essential Governmental Functions, Essential Businesses, or Minimum Basic Operations.
 - ii. Travel to care for any elderly, minors, dependents, or persons with disabilities.
 - iii. Travel to or from educational institutions for purposes of receiving materials for distance learning, for receiving meals, and any other related services.
 - iv. Travel to return to a place of residence from outside the County.
 - v. Travel required by law enforcement or court order.
 - vi. Travel required for non-residents to return to their place of residence outside the County. Individuals are strongly encouraged to verify that their transportation out of the County remains available and functional prior to commencing such travel.
 - vii. Travel to manage after-death arrangements and burial.
 - viii. Travel to arrange for shelter or avoid homelessness.
 - ix. Travel to avoid domestic violence or child abuse.
 - x. Travel for parental custody arrangements.
 - xi. Travel to a place to temporarily reside in a residence or other facility to avoid potentially exposing others to COVID-19, such as a hotel or other facility provided by a governmental authority for such purposes.
- j. For purposes of this Order, "residences" include hotels, motels, shared rental units and similar facilities. Residences also include living structures and outdoor

spaces associated with those living structures, such as patios, porches, backyards, and front yards that are only accessible to a single family or household unit.

- k. For purposes of this Order, “Social Distancing Requirements” means:
 - i. Maintaining at least six-foot social distancing from individuals who are not part of the same household or living unit;
 - ii. Frequently washing hands with soap and water for at least 20 seconds, or using hand sanitizer that is recognized by the Centers for Disease Control and Prevention as effective in combatting COVID-19;
 - iii. Covering coughs and sneezes with a tissue or fabric or, if not possible, into the sleeve or elbow (but not into hands); and
 - iv. Avoiding all social interaction outside the household when sick with a fever or cough.

All individuals must strictly comply with Social Distancing Requirements, except to the limited extent necessary to provide care (including childcare, adult or senior care, care to individuals with special needs, and patient care); as necessary to carry out the work of Essential Businesses, Essential Governmental Functions, or provide for Minimum Basic Operations; or as otherwise expressly provided in this Order.

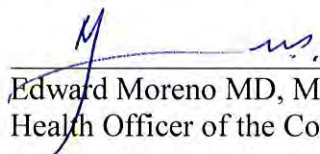
14. Government agencies and other entities operating shelters and other facilities that house or provide meals or other necessities of life for individuals experiencing homelessness must take appropriate steps to help ensure compliance with Social Distancing Requirements, including adequate provision of hand sanitizer. Also, individuals experiencing homelessness who are unsheltered and living in encampments should, to the maximum extent feasible, abide by 12 foot by 12 foot distancing for the placement of tents, and government agencies should provide restroom and hand washing facilities for individuals in such encampments as set forth in Centers for Disease Control and Prevention Interim Guidance Responding to Coronavirus 2019 (COVID-19) Among People Experiencing Unsheltered Homelessness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/unsheltered-homelessness.html>).
15. Pursuant to Government Code sections 26602 and 41601 and Health and Safety Code section 101029, the Health Officer requests that the Sheriff and all chiefs of police in the County ensure compliance with and enforce this Order. The violation of any provision of this Order constitutes an imminent threat and menace to public health, constitutes a public nuisance, and is punishable by fine, imprisonment, or both.
16. This Order shall become effective at 11:59 p.m. on April 3, 2020 and will continue to be in effect until 11:59 p.m. on May 3, 2020, or until it is extended, rescinded, superseded, or amended in writing by the Health Officer.
17. Copies of this Order shall promptly be: (1) made available at County Government Center at 168 W. Alisal Street, Salinas CA 93901; (2) posted on the County Public Health Department website (www.co.monterey.ca.us), the County Health Department website

Order of the Monterey County Health Officer
to Shelter in Place

(www.co.monterey.ca.us/government/departments-a-h/health), and such other websites as the County may determine; (3) distributed to the electronic and print press; and (4) provided to any member of the public requesting this Order.

18. If any provision of this Order to its application to any person or circumstance is held to be invalid, the reminder of the Order, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this Order are severable.

IT IS SO ORDERED:



Edward Moreno MD, MPH
Health Officer of the County of Monterey

Dated: April 3, 2020

Attachments: Appendix A – Social Distancing Protocol



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

May 5, 2020
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robert Harary, P.E, Director of Public Works

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Second Review of the proposed Fiscal Year 2020/21 Capital Improvement Program and Provide Direction to Staff

RECOMMENDATION:

Receive report regarding:

- (1) Review 11 capital improvement projects funded in FY 2019/20 or prior, and provide direction to staff to either: Proceed with the Project, Defer the Project but keep funds earmarked, or Defund the Project until some future year.
- (2) Review 30 additional capital improvement projects identified for FY 2020/21, and provide direction to staff to either: Fund and Proceed with the new Project, or Defer the Project into the 5-year Capital Improvement Plan.

This second review of these Projects will also include staff's recommendations.

Given the economic impact associated with the COVID 19 pandemic, there is likely to be no funding available for capital projects effective July 1, 2020. However, it is prudent for the City Council and community at large to understand the status of the infrastructure systems, as demonstrated by the Annual Public Works Infrastructure Report Card, as well as identify infrastructure needs for the upcoming fiscal year with a forecast for the subsequent four years after, and include this information in the adopted Budget.

The proposed projects contemplated for the new fiscal year requires review by the Planning Commission to ensure compatibility with the General Plan, prior to the Budget and CIP being adopted. Having identified and prioritized projects at this time, even if new projects are to be future-funded, would allow staff to proceed to the Planning Commission and the Council could allocate funding for the most critical capital projects when funding becomes available.

BACKGROUND/SUMMARY:

At the April 7, 2020 City Council video conference meeting, the Public Works Director provided a brief overview of the following Capital Improvement Program (CIP) related topics:

A) In FY 2019/20, twenty one (21) projects, totaling \$2,422,994, were completed, or will be substantially completed, by June 30, 2020.

B) Reviewed projects submitted by the community at large. Most of those suggestions were related to nuisance drainage problems, which are already being addressed as part of the City-wide Master Drainage Plan, or are facility-related projects that were already identified in the 5-year CIP.

C) The scope of work for a \$50,000, donor-funded project changed from a Harrison Memorial Library Staff Area Renovation Project into a Master Plan for both the Harrison Memorial and Park Branch Libraries.

D) The preliminary Capital Improvement Plan for the subsequent fiscal years ("5-year CIP") listed 93 projects totaling \$16.2 million of which an estimated \$5.6 million could be obtained from other fund sources.

Unless there are questions during the Second Review of the CIP presentation on May 5th, the items listed above require no further action from the City Council.

Action Items for the May 5, 2020 Meeting

There are two categories of projects to review for a second time.

The first category consists of 11 projects funded in FY 2019/20 or prior, all of which were in progress when these projects were suddenly halted due to the COVID19 virus. Following each project description are Council's preliminary direction at the April 7 meeting, as well as current staff recommendations. Although the final review and disposition of Projects will be held at the June meeting, Staff is seeking Council's direction to either: Proceed with these Projects, Defer the Project but keep funds earmarked, or Defund the Project advancing them into the 5-year Capital Improvement Plan.

The second category consists of 30 additional capital improvement projects identified for FY 2020/21 prior to the economic impacts due to the COVID19 virus. Each project includes Council's preliminary direction at the April 7 meeting, as well as current staff recommendations. Although the final review and disposition of Projects will be held at the June meeting, Staff is seeking Council's direction to either: Fund and Proceed with the new Project, or Defer the Project into the 5-year Capital Improvement Plan.

Category I – Funded Projects in FY 2019/20

Eleven (11) FY 2019/20 projects, with a total value of \$2,501,512, were underway prior to the COVID19 hold. Most of these projects could be completed within several months once the economy returns to normal, a timeframe that is currently unknown. The current status of these projects is listed below.

It should be noted that while projects were budgeted, the ability to move forward with these projects is contingent on the City receiving budgeted revenues. Given the projected decline in revenue associated with the economic impacts of COVID 19, City staff has not been moving forward with most projects. Council may need to prioritize among both existing and proposed new capital projects for funding once the economic climate stabilizes.

- **Police Building Renovation Project.** Nearly \$1.0 million has been budgeted for this essential, albeit non-urgent project. Two competitive bids were received in March with the low bid of \$1.31 million, which, with a 10% contingency, would be \$1.44M. A decision to reject these bids or award a contract can be deferred through mid-June. Evaluation of the bids concluded that Value Engineering (VE) alternatives plus selection of all deductive bid items could lower the price by up to \$180,000.

April 7, 2020 Council Comments: Defer, Reserve Funds for Project

May 5, 2020 Staff Recommendation: Defund/Future Project. Reject bids in June. Rebid in future with VE and other deductive items incorporated into the base bid.

- (Three CIP Projects) The **FY 2019/20 Citywide Paving Project**, coupled with the **San Carlos Street Bike Route and San Carlos Street Median Islands**, are on hold in final design. The next steps will be to host a second public meeting, seek input from the Planning and Forest and Beach Commissions and the City Council, prior to advertising this \$973,509 project for bids. The budget for this project includes approximately \$417,000 in external revenues. As in past years, the design consultant fees will be credited to the Maintenance of Effort (MOE) funding requirement of \$557,000, and starting now, actual city staff time will also be credited to the MOE.

April 7, 2020 Council Comments: Defund only the Median Islands, Proceed with the Paving and Bike Route Projects

May 5, 2020 Staff Recommendation: Proceed with all three (3) Projects and carry-over Funds into FY 2020/21. The Medians are half-funded by a donation already received, and median island landscape options were already presented at a public meeting workshop.

- **Scenic Pathway Reconstruction**. Bid documents were in progress by staff to replace a segment of the Scenic Pathway. Once released from hold, the bid documents could be completed, and bidding for construction of this \$230,000 project could be underway.

April 7, 2020 Council Comments: Defund

May 5, 2020 Staff Recommendation: Defund/Future Project. Public Works will endeavor to perform some of the work in-house.

- **Scout House Roof Replacement and Scout House Renovation - Design**. Council awarded a \$62,720 contract for roof reconstruction, leaving \$12,280 available to start the renovation design. The roof project is currently under construction and moving forward. However, an additional \$60,000 would be needed to design the Scout House renovation.

April 7, 2020 Council Comments: Continue Roof, Defund Renovation

May 5, 2020 Staff Recommendation: Continue Roof, Defund Renovation/Future Project

- Quotes were received for a new **Backup Generator at the Harrison Memorial Library**, predominately to backup the IT servers and essential computer equipment. The quotes were under the \$60,000 budget. The next step would be to present the project to the Planning Commission and process a building permit.

April 7, 2020 Council Comments: Defund

May 5, 2020 Staff Recommendation: Defund/Future Project

- **Climate Change Plan**. The current FY 2019/20 CIP budget allocated \$55,000 for a consultant to prepare a Vulnerability Study for the Climate Change Committee. Consultants have submitted proposals for this work; however, the consultant selection process, as well as an award of a

professional services agreement with the selected consultant, are on hold.

April 7, 2020 Council Comments: Defund, but approve \$30,000 for the FY 2020/21 CIP Budget

May 5, 2020 Staff Recommendation: Defund, Continue Committee

- The **Harrison Memorial Library Exterior Painting Project** was budgeted at \$46,000 based on the remaining available funds during the FY 2019/20 CIP Budget cycle, not based on a cost estimate. Due, in part, to lead paint suspected around eaves and windows, the estimated cost of the Project is \$100,000.

April 7, 2020 Council Comments: Defund

May 5, 2020 Staff Recommendation: Defund/Future Project. Public Works will endeavor to perform some of the work in-house.

- **Computer Server Resilience.** While none of the \$35,000 funds have been expended to date, plans were underway to purchase vital computer equipment contingent on the City's finances.

April 7, 2020 Council Comments: Defund

May 5, 2020 Staff Recommendation: Defund/Future Project

- **Tree Planting Initiative.** A separate, but overlapping CIP Project, called "Downtown Tree Project," was nearly complete prior to being placed on hold. Since there is only a small project fund balance, it is recommended that the Downtown Tree Project be closed out and the balance return to the end balance.

This other Tree Planting Initiative Project, which had an initial budget of \$27,003, was intended to be carried forward for a second year, contingent on the City's finances, to plant any additional downtown trees, continue to experiment with other forestry techniques, such as testing tree diapers, as well as to provide resources to supplement the Friends of Carmel Forest, Friends of Mission Trails Nature Preserve, and others.

April 7, 2020 Council Comments: Defund

May 5, 2020 Staff Recommendation: Defund both the Downtown Tree Project and this Tree Planting Initiative. Use existing Tree Restoration Funds and the Public Works Forestry Operating Budget for tree projects in FY 2020/21.

Category II – Proposed New Projects for FY 2020/21

Overall, thirty (30) new projects, valued at \$2,774,416, have been identified in FY 2020/21 as described below. These projects include streets and drainage infrastructure improvements, facility and library betterment projects, urban forest and park enhancements, and vehicle and equipment purchases.

Streets:

- Several existing, but heavily damaged and deforming concrete street segments have been identified for reconstruction as part of the **City's Annual Pavement Rehabilitation Program FY 2020/21**.

These streets include Ocean Avenue, between Monte Verde and San Antonio, the entire intersection of Ocean and San Antonio, and San Carlos, between Fifth and Sixth Avenues, including both intersections. Once the concrete is removed, it may be paved with new concrete, or asphalt pavement, or both concrete with an asphalt pavement overlay. Bike route markings and signage would be included along San Carlos Street.

The City is required to commit \$557,048 in FY 2020/21 to meet our MOE funding level to receive state funds. In addition to the \$557,048 requested, this project will be augmented by an estimated \$179,000 from Measure X, \$95,070 from Highway User Tax, and \$66,298 from the Road Maintenance and Rehabilitation Act, for a total project cost of \$897,416.

- **Sidewalk Repairs.** For cost-effectiveness based on greater quantities of work, concrete and asphalt sidewalk repairs would be included in the above concrete street reconstruction project. A budget of \$107,000, part of the City's MOE total of \$557,048, would be earmarked for sidewalk repairs.

April 7, 2020 Council Comments: Tentatively Selected

May 5, 2020 Staff Recommendation: Defer. May have financial impact in future years due to MOE requirements.

Drainage:

- **Design of Drainage Pipe Repairs and System Bottleneck Corrections.** The City-wide Drainage Master Plan is nearing completion. This Plan identified numerous spot repairs needed to our existing underground storm drain pipes, and identified several "bottlenecks" in the drainage system which results in excess surface runoff flowing down streets and onto private properties in several locations during heavy storms. The proposed \$200,000 project would be for a consultant to design all of these repairs efficiently at one time, for subsequent construction over a number of future years based on a prioritized rankings noted in the Plan and funding availability.

April 7, 2020 Council Comments: Tentatively Selected

May 5, 2020 Staff Recommendation: Defer

- The **Backup Generator at the Park Branch Library** is nearing the end of its useful life. If the generator is not replaced, at an estimated cost of \$15,000, the generator could fail during storms resulting in flooding in the library basement.

April 7, 2020 Council Comments: Fund

May 5, 2020 Staff Recommendation: Fund

Facility Projects:

- The **Sunset Center Exterior Painting Project** is proposed in two phases. This first phase would be to remediate asbestos and lead paint on the exterior, make repairs to windows, doorjamb, and other prep work, with a cost estimate of \$100,000. A subsequent phase 2 would be to actually paint the exterior walls of the building.

April 7, 2020 Council Comments: Tentatively Selected

May 5, 2020 Staff Recommendation: Defer

- As noted above, the **Scout House Renovation Design** has only \$12,280 remaining. An additional \$60,000 would be needed to pay for the design of the renovation design. Future funding would also be required for the actual renovation work.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- As noted above, the **Harrison Memorial Library Exterior Painting Project** was initially budgeted at \$46,000. The estimated cost of the Exterior Painting, including lead paint abatement, is \$100,000. Additional funding of \$54,000 would be needed to proceed with this project.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer, Public Works will endeavor to perform some of the work in-house.

- **Flanders Mansion Maintenance:** The Facility Maintenance operating budget in Public Works has been insufficient to proactively maintain City buildings, especially older facilities like Flanders Mansion. Recently, new roof leaks were encountered, termites had to be eradicated, and other repairs were pending prior to COVID19. Making these repairs, when needed, would be prudent in order to provide basic upkeep of the building. A supplemental operating budget allocation of \$20,000 is needed to provide a reasonable level of maintenance service.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer. Note that the level of building maintenance services and the property's overall condition will continue to deteriorate.

- **Forest Theater Truss:** Theater representatives and staff tentatively agreed to split the cost of a new truss spanning over the Forest Theater stage at a City cost of \$17,000.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- **ADA Upgrades, Year 3.** Based on the results of the 2018 ADA Transition Plan, funding should be programmed each year to demonstrate good faith efforts to address disability obstacles across the City. Year 2 (FY 2019/20) included ADA upgrades to the restrooms of the Park Branch Library and in Devendorf Park. Many of these improvements have been installed by staff at significant savings over contractor installations, but materials and vendors are still necessary. For Year 3, \$16,000 is recommended.

April 7, 2020 Council Comments: Fund

May 5, 2020 Staff Recommendation: Fund

Forestry, Parks and Beach Projects:

- Staff recommends hiring an engineering consultant at a cost of \$125,000 to **Design Stream Restoration and Erosion Control Measures for the Mission Trails Nature Preserve**, as recommended in the 2019 Stream Stability Report. Construction of eight (8), inter-related projects would be constructed over subsequent years, subject to funding availability. One of the most urgent, safety-related projects would be proper abandonment of the water well and removal of the above ground tank. The stream restoration design is also needed to obtain various environmental permits and provide better opportunities to be awarded grant funding for "shovel-ready" projects.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- A **Forestry Management Plan**, estimated to cost \$40,000, was requested by the new City Forester to replace existing, but outdated plans. The updated plan would set the foundation for forestry and park activities for many years into the future.

April 7, 2020 Council Comments: Defer, Combine with Fire Risk Assessment?

May 5, 2020 Staff Recommendation: Defer. Possibly begin a long internal process of organically preparing our own Plan with in-house resources.

- **Mission Trail Nature Preserve** has made marked improvements in recent years. To continue with invasive tree and stump removals, revegetation efforts, signage, and trail enhancements, \$25,000 is recommended. (This would be in addition to the cost of designing the stream stability projects noted above.)

April 7, 2020 Council Comments: Fund

May 5, 2020 Staff Recommendation: Fund. Council may set a higher or lower level of funding for this Project. Many of the larger invasive trees would require tree contractors to remove; however, Public Works Forestry crews would be able to remove or prune some of the smaller, more-accessible trees as time permits.

- The **North Dunes Habitat Restoration Project** has also made noticeable improvements in recent years. To continue biological monitoring and reporting of endangered and sensitive species, as well as to continue post and cable railing protective measures, new interpretive signage, and other enhancements, \$10,000 is recommended.

April 7, 2020 Council Comments: Fund

May 5, 2020 Staff Recommendation: Fund. Council may set a higher or lower level of funding for this Project.

Vehicle and Equipment Project:

- A new **Police Vehicle C8** to replace the 2012 Expedition, \$60,000.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- A new **Police Vehicle C5** to replace the 2014 Charger, \$55,000.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- Six (6) additional police **Barriers**, \$45,000, would supplement the eight (8) barriers acquired earlier in this FY.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- A new, **Shared Vehicle for Community Planning & Building inspector and code enforcement coordinator**, \$30,000.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- A new, **Automated External Defibrillator** (AED) for the ambulance, \$25,000.

April 7, 2020 Council Comments: Fund

May 5, 2020 Staff Recommendation: Defer. Existing AED was repaired.

- New **small vehicle/golf cart-like Water Truck**, \$15,000, for more efficient and cost-effective watering operations.

April 7, 2020 Council Comments: Defer.

May 5, 2020 Staff Recommendation: Defer

Environmental Projects:

- A consultant is needed to provide technical support to update the **Trash and Storm Water Ordinances** so that the City remains in compliance with state regulatory mandates, \$30,000.

April 7, 2020 Council Comments: Fund \$15,000. Perform as much as possible in house.

May 5, 2020 Staff Recommendation: Defer. Public Works will endeavor to perform some of the work in-house..

- The **Climate Change Committee** initially requested \$30,000 for supplemental technical support in the new FY. This funding could be used to expand the scope of services, and increase the cap of the professional services agreement with the consultant who will be preparing the vulnerability study

April 7, 2020 Council Comments: Fund this \$30,000 Project. Defund the existing, FY 2019/20 Category I Project (\$55,000).

May 5, 2020 Staff Recommendation: Defer. Continue Committee Meetings.

- To proceed with an **Underground Utility District**, initial planning, engineering, and surveying would be required for \$25,000 to generate a formal plat and legal description. This District would be eligible for use of Rule 20A funds for subsequent design and installation. Approximately \$900,000 is available to the City in PG&E's Rule 20A account. Note that the California Public Utilities Commission is currently revising the methodology to utilizing Rule 20A funds.

April 7, 2020 Council Comments: Refine the Scope of Work for a consultant to propose the methodology to form such a District, provide cost estimates, identify pros and cons for various District locations, including a full, City-wide District, and support public workshops and/or committees to initiate this as a long-term project.

May 5, 2020 Staff Recommendation: With staff's rough order of magnitude cost estimate of \$65 million to underground all aerial lines in the City, coupled with the changing requirements for using Rule 20A funds, staff recommends to Defer.

- Shared **Fire Risk Assessment** with costs shared with the Cities of Monterey and Pacific Grove, \$20,000.

April 7, 2020 Council Comments: Combine with Forest Management Plan?

May 5, 2020 Staff Recommendation: Defer

IT Projects:

- **Uninterrupted Power Supply Systems:** \$20,000, to protect our computer systems and secure the City's data from power disruption.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- **GIS Development, Phase 2,** \$20,000, to incorporate additional, available data from external sources and from City files, into the geodatabase, and establish initial applications for staff to use the GIS to streamline work processes, such as permit processing.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

- The City Clerk has requested a consultant to develop a **Document Retention Schedule** for \$20,000. The City needs to be retaining records according to current regulations. The City's current, adopted retention schedule is based on the State's guidelines which are now out of date, and some City records are not included in those guidelines which may put the City at risk.

April 7, 2020 Council Comments: Defer

May 5, 2020 Staff Recommendation: Defer

Library Projects:

- The following three (3) projects for the **Harrison Memorial Library** could be considered a "conceptual package deal." Should the City invest \$100,000 to **paint the interior** of the library, and another \$100,000 to **replace the carpeting**, the Library Board and donors would be satisfied that the City has been meeting its long term maintenance obligation for this historic building. The suggestion is that this investment by the City could leverage up to \$500,000 of donations to the library for **extensive interior renovations**, including shelving, furniture, and lighting.

April 7, 2020 Council Comments: Mayor/Council to discuss with Board/Donors

May 5, 2020 Staff Recommendation: Pursue Donors. If successful, some projects could be fast-tracked to complete certain renovation projects while the building is closed or has restricted hours due to COVID19.

5-Year Capital Improvement Plan

Attachment #1 is a preliminary Capital Improvement Plan that was updated to reflect the actions of the April 7 Council meeting as well as anticipated May 5 Council direction. Basically, projects that were previously funded but now defunded or deferred, and the proposed FY 2020/21 projects that are being deferred were shifted into Year #2 (FY 2021/22) and Year #3 (FY 2022/23). To reflect all long range projects previously planned, an additional year, Year #6 (FY 2025/26) is included.

The final 5 (or 6) year Capital Improvement Plan will be included in the FY 2020/21 CIP Budget for planning purposes only.

FISCAL IMPACT:

5-Year Financial Forecast

Staff will present a preliminary five year forecast as part of the presentation on May 5, 2020. The COVID19 pandemic is anticipated to have significant economic impacts; however, the magnitude of the loss on City revenue is unknown at this time.

With 2/3 of the City's budgeted revenue derived from transient occupancy and sales taxes, the City will end the current fiscal year significantly under its budgeted revenues in these two categories due to the decline in tourism-related travel and spending. Economic literature has estimated the fiscal impacts of COVID19 on tourism as 6-7 times greater than the resulting economic climate of 9/11 while other literature discusses US unemployment rate reaching 30%.

Fiscal Year 2020/21 projections contemplate different scenarios regarding the economic recovery and associated improvements in travel and consumer spending as well as an increase in the local sales tax, which becomes effective on July 1, 2020. However, with severely curtailed revenues, the primary focus for the FY 2020/21 budget will be on maintaining essential services and funding debt and other known liabilities, and will likely require funding for capital projects to be deferred until the latter part of FY 2020/21 or FY 2021/22.

PRIOR CITY COUNCIL ACTION:

At the April 7, 2020 City Council video conference meeting, the City Council:

- Received a presentation regarding 21 capital improvement projects completed in FY 2019/20

- Provided tentative direction as to 11 previously-funded projects that were in progress at the time all projects were suspended in mid-March due to the COVID19 virus crises
- Considered 30 new capital improvement projects and initiatives that were identified for the new fiscal year prior to the COVID19 virus crises, and
- Received an overview of 93 prudent projects to consider over the subsequent four years (“5-year CIP”).

ATTACHMENTS:

Attachment #1 - 6-year Capital Improvement Plan



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen - Director, Contracts and Budgets
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Adopt Resolution 2020-030 adopting a schedule of fees for Fiscal Year 2020-2021 for Administrative Services, Community Activities, Community Planning and Building, Public Safety and Public Works Services and provide direction to staff

RECOMMENDATION:

Adopt Resolution 2020-030 adopting a schedule of fees for Fiscal Year 2020-2021 for Administrative Services, Community Activities, Community Planning and Building, Public Safety and Public Works Services and provide direction to staff.

BACKGROUND/SUMMARY:

In August 2015, the City hired Revenue and Cost Specialists, LLC ("RCS") to prepare a cost of services study ("Study"). The study calculated the City's cost of providing certain types of services to specific customers, or users, of the services. For these services, the user is charged a fee for the service, such as the issuance of a permit or license, which benefits the user. The service may be withheld if payment is not received and thus these services may be considered as "personal choice services." As the service has an identifiable user and that user receives a benefit from receiving the service, the City is legally allowed to recover its cost of providing the service from the user through a fee or charge for service. Cost recovery for services allows for a more equitable financing of these services as the specific user pays for the service rather than the cost of the services being funded, or subsidized, by other general purpose revenues.

The study proposed a recommended fee for various services based upon full cost recovery. Staff incorporated recommendations provided by Council into the proposed fee schedule first adopted in September 2016 and have adjusted the fees annually for inflation in accordance with City policy. In 2019, the City retained RCS to prepare an update to the original study in order to examine the relationship between the current fees being charged and the cost of providing the service, again, in accordance with City policy that stipulates fees should be reviewed at least every three years. The update commenced in the autumn of 2019 and involved the consultant revising the City's costs of providing services based upon staff salaries and benefits and other allowable overhead expenses and interviewing City staff regarding the processes involved in completing various activities. The final report was completed in early March 2020 in order to align the fee schedule with the budget development process, which primarily occurs from February to June.

Summary

The purpose of this agenda item is to provide an update regarding fees and for Council to adopt the proposed master fee schedule for the upcoming fiscal year. Upon adoption of the resolution, the fees will become effective on July 1, 2020. Since the prior fee schedules have been adjusted annually for inflation, overall the Proposed Fiscal Year 2020-2021 ("FY 20-21") fees are fairly consistent with the current fee schedule, with a few exceptions as summarized in more detail by the functional area below.

The staff report references the name of a particular service and a corresponding number (S-XXX). Detailed information regarding the fee is available within Attachment #1, City of Carmel-by-the-Sea Fee Study Update Report, by using the reference number. The Study includes a description of the service, the staff position(s) involved in performing the service, the average processing time, cost of the service and the current and proposed fees. A summary matrix of the current and proposed fees is also included as reference as Attachment #2.

The proposed fees associated with the charges for services are intended to recover 100% of the City's cost of providing the service from the user, or beneficiary, of the service. However, Council may determine that certain services have a community-wide benefit and choose to reduce fees associated with certain services. If fees are reduced to less than 100% of cost recovery, then the difference between the cost of the service and the fee charged to the user needs to be made up, or subsidized, by other General Fund revenues. This in turn means that there would be less General Fund revenue available for other community-wide services. Staff recommends that Council strive to achieve full cost recovery for all services.

Functional Area- Community Planning and Building

The majority of the City's charges for services pertain to services provided by the Community Planning and Building Department. These services include such activities as design review, use permits, historical evaluations, and building plan review and inspections. For FY 20-21, the majority of planning-related fees are proposed to decrease as the cost of providing the service is less than prior years due to changes in staffing and other organizational efforts to promote efficiencies. The proposed fee schedule does not include any subsidy for planning services, including the processing of appeals and Mills Act contracts, which have been subsidized in the past based upon prior Council direction. For FY 20-21, the Department is proposing a new fee for a traffic control plan review/inspection (S-070A). In general, the FY 20-21 proposed building-related fees are consistent with the current fee schedule.

The City of Monterey currently provides fire prevention and inspection services as part of the fire services agreement between Carmel and Monterey. Staff recommends that the City of Carmel charge the same fees as the City of Monterey for various fire plan reviews and inspection services. Aligning Carmel's fees with the City of Monterey will allow for full cost recovery of these services and offset the cost of the fire service agreement.

Carmel's costs for planning and building services are based upon the cost of City staff and other allowable expenses as well as the processes involved in completing activities, such as design review. Attachment #3 provides a comparison of development fees for the City and neighboring jurisdictions pertaining to four scenarios. The comparison is based upon assumptions as to which applications would be required in other agencies as the nomenclature for planning services varies among jurisdictions and do not always match. In addition, the processes undertaken by agencies may also be quite different. With these caveats, the comparison table does provide an illustration of Carmel's current and proposed fees in relation to the range of fees charged by other jurisdictions.

Functional Area- Public Works

The FY 19-20 proposed fees for tree removal (S-072), tree pruning (S-072A) and tree appeals (S-072C and S-072D) are significantly greater than the current fees charged, with increases ranging from \$365 to

\$940.

One reason for the increased cost is that it takes more staff time to process these activities as it did in the past when the original tree evaluations were completed at no charge to the public. This may be the result of different staff performing the work and/or due to the change in processes. For example, if in the past, an evaluation of a tree was performed by staff without charge and prior to a permit being obtained, then the amount of time needed for the review may have been reduced as the field work associated with a tree permit was already performed prior to the permit. In addition, there is now a different configuration of staff involved in the various processes due to changes in the organization of the Department and to promote enhanced coordination between forestry and public works functions.

A comparison of charges for tree activities by neighboring cities is included as a reference in *Table 1: Tree Pruning and Removal Fees Comparison*, below. However, the actual process undertaken for reviewing a tree permit may be substantially different in jurisdictions, which would contribute to the amount of the fee.

Table 1: Tree Pruning and Removal Fees Comparison

	Carmel Current	Carmel Proposed	Marina	Monterey	Pacific Grove	Seaside
Tree Pruning/ Trimming	\$235	\$600		\$107	\$92 for a single tree removal/ trimming; \$28 for each additional tree	\$108 for 1-5 trees
Tree Removal	\$235 no construction \$435 construction \$235 Public Tree	\$1,170	Administrative: \$50. \$1,335 per application plus \$110 for every 10 trees after the first 10 trees	\$312 for 1-3 trees (no project) or \$641 or 271- tree permit with development	\$57	\$108 for 1-5 trees

Functional Area- Public Safety

Most of the services provided by the Police Department have a community-wide benefit and are paid for by General Fund revenues such as property, hotel and sales taxes. However, there are some services that have specific users and are provided by charging a fee. Examples of these services include animal transport, residential parking permits and vehicle verification.

The proposed fees for the Police Department are, in general, consistent with the current fee schedule. However, charges for a response to a false alarm are recommended to increase by \$40 for the first activation. Responding to a false alarm is a typical fee charged by local governments, and, as shown below in *Table 2: Police False Alarm Fee Comparison*, other Monterey Peninsula cities also charge for this service. The intent of this fee is to: (1) recover the cost of response; (2) deter repeat incidences and (3) minimize the administrative expense of tracking multiple violations.

Table 2: Police False Alarm Fee Comparison

False Alarm	Carmel Current	Carmel Proposed	Del Rey Oaks	Marina	Monterey	Pacific Grove	Seaside
First Response	\$60	\$100	\$0	\$0	\$0	\$0, or \$131 unpermitted alarm	\$183
Second Response	\$110	\$120	\$150	\$150	\$30	\$57	\$183
Third Response	\$160	\$180	\$250	\$200	\$50	\$157	\$183
Fourth Response	\$160	\$180	\$250	\$200	\$75	\$261	\$183
Fifth Response	\$160	\$180	\$250	\$200	\$100	\$366	\$183
Sixth Response	\$160	\$180	\$250	\$250	\$500	\$366	\$183

In addition to the Police Department responding to false alarms, many cities also charge when the Fire Department responds to false alarms. As explained earlier within the staff report, Fire services are provided through a contract with the City of Monterey. Monterey does not charge for the first false alarm, but does charge tiered amounts for each subsequent false alarm (\$20, \$30, \$60, \$100 and \$500 respectively). Currently Carmel currently does not charge for this service, and should the fee be imposed, it will require administrative coordination between the two cities for invoicing and fee collection.

Public safety includes police, fire and ambulance services. Currently in accordance with Council direction established in 2010, any individual that receives ambulance services and lives within the zip code 93921 is billed a residential rate. Services provided outside of this zip code are billed at a non-residential rate. For comparison, basic life support services (BLSE1) are billed at \$1,246.88 for residents and \$2,265.54 for non-residents while advanced life support services (ALSE1) are \$1,362.52 for residents and \$2,265.54 for non-residents. In FY 18-19, there were nearly 800 ambulance runs. Of these runs, 93% were paid by Medicare, workers compensation, MediCal and insurance, which assumes that these entities were billed the residential rate if they were covering the costs of services for individuals living within the 93921 zip code.

In order to achieve greater cost recovery for calls within the City and to promote consistency in the fees charged for the same services, staff recommends that Council: (1) charge the same fees for services regardless of residency and (2) adopt the Monterey County Ambulance Rates as specified within Exhibit C to Resolution 2020-031. Should Council support this rate adjustment, staff will coordinate with the City's billing provider to update the ambulance billing schedule for the upcoming fiscal year.

Functional Area- Community Activities

Community Activities includes special event fees, Vista Lobos rental and the fees associated with vendors participating in the Homecrafters Fair. The Department is proposing a new fee of \$740 for the upcoming fiscal year for an appeal of staff decision to the Community Activities Commission (S-097), as this is the only department with either a board or commission that does not currently have an appeal fee in place.

The FY 20-21 proposed fee for processing a special event permit is decreasing by \$115 to \$620. The current fee of \$430 for a film permit is proposed to be separated into two different fees for either a still photo (\$280) or a motion picture (\$590) to reflect the complexity of staff time involved in these different types of filming permits. While the proposed fees are intended to recover the City's cost of providing the service, which is based upon the City's staffing and other allowable overhead costs and its special event permitting processes, a comparison of other special event fees charged by neighboring Peninsula cities is included in *Table 3: Special Event Fee Comparison*, below for reference.

Table 3: Special Event Fees Comparison

	Carmel Current	Carmel Proposed	Marina	Monterey	Pacific Grove	Seaside
Special Event Permit	\$735 \$180 for Non-profit or school	\$620 \$155 Non- profit or school	\$2,470 Major T.U.P. special event	\$550/day or \$1,250 for park closure	\$23 for a Minimum Impact Event; \$205 for an event with 1-999 participants; \$751 for an event with more than 1,000 participants	\$108
Filming	\$430 \$110 for Non-profit or school	\$280 Still Photo \$590 Motion Picture \$110 Non- profit or school	\$130 Film/Video \$45 Still Photo	\$350- \$1500 a day for commercial filming	\$142 Minor \$481 Mid- level \$783 Major	\$882

In addition to special events that are held at the beach, in parks, or in the right-of-way, there is also a charge for parking stalls, which includes the cost of issuing a special event permit as well as a rental fee for the exclusive use of the stall as that parking space is no longer available for public use. The rental fee of \$100 per day per stall is increased to \$200 during peak demand associated with specific special events (Car Week and PGA Tour) and the time of year (last two weeks in December). Currently, this fee is waived for shuttle services that are provided for specific events based upon prior Council direction. While the proposed FY 20-21 fee schedule reflects the decreased cost of the permit, it does assume that the two rental fees are still in place and continues the subsidy for shuttle services. The FY 20-21 proposed fee schedule also includes the continuation of a 75% subsidy for non-profit organizations and schools consistent with previous Council direction. Council has the option to either increase or decrease the current subsidy as well as make any changes to parking stall fees.

While the fee schedule is intended to recover the cost of the City providing certain services, like issuing a special event permit, there are other services the City offers, namely rental of City facilities, where the City may charge more than its costs and may assess a fee based on demand and market conditions. In particular, the fee schedule includes the current rental cost for Vista Lobos of \$25 an hour and the costs to a

vendor to participate in the Homecrafters' Fair (\$25 jury fee and \$205 booth rental fee). Council has the option to adjust these rental fees based upon market conditions.

Functional Area- Administrative Services

Administrative Services includes such services as business license registration and renewal, construction parking permits and document reproduction and other services provided by the City Clerk whose fees are largely stipulated by the State. The FY 20-21 proposed fee for processing a new fixed business license, which requires a review by the Community Planning and Building Department to ensure the business activity is consistent with zoning requirements, is proposed to decrease by \$80 to \$310. The fee for an "In and About" license and a business license renewal are proposed to remain the same at \$15 each. A comparison of the business license administrative fees charged by Peninsula jurisdictions is included below for reference in *Table 4: Business License Administrative Fee Comparison*.

Table 4: Business License Administrative Fee Comparison

	Carmel Current	Carmel Proposed	Del Rey Oaks	Marina	Pacific Grove	Seaside
Business License	\$15	\$15	\$25	\$40	\$21	\$15

Although the updated study did not review this fee, based upon recent Council direction, the proposed fee schedule includes a charge of \$45 for home mail delivery services, which includes City administration for processing requests and invoicing (\$4) and the direct cost of the courier service (\$41). The proposed fee is waived for residents that meet eligibility criteria. The fee schedule also includes the rental of a parking space at the Norton Garage and Council may increase the rental cost based upon demand and market conditions.

FISCAL IMPACT:

The FY 19-20 Adopted Budget assumed \$2.5 million in revenue for charges for services. It is anticipated that this revenue will fall short of its budget target by \$500,000. In FY 20-21, the majority of fees charged for service are proposed to decrease as the cost of providing these services is less than in prior years due to departmental efficiencies. However, staff is expecting that the demand for planning and building services will remain strong and that staff will be able to resume providing these services utilizing social distancing protocols. These charges will offset other anticipated decreased demand for services in other areas such as business license administration, community activities and public safety due to the economic impacts associated with COVID 19. At this time, staff assumes that charges for services will generate approximately \$2 million in revenue in FY 20-21, although it is possible that this revenue will be significantly less depending on the magnitude of the ongoing economic impacts of COVID 19.

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

Attachment #1-Carmel-by-the-Sea Fee Study Update Report
Attachment #2-Comparison Current and Proposed Fees
Attachment #3-Development Fee Comparison 19-20

Attachment #4 - Resolution 2020-030 Adoption FY 20-21 Fee Schedule

**Fee Study Update Report
for the
City of Carmel-by-the-Sea**

MARCH 2020

Prepared by:

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Serving Local Governments Since 1975

March 9, 2020

Chip Rerig, City Administrator
City of Carmel-by-the-Sea
PO Box CC
Carmel-by-the-Sea, CA 93921

Mr. Rerig,

This Report is submitted pursuant to our contract with the City to perform a revenue and cost analysis and to develop a cost distribution and cost control system for the City for its services.

The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

This Report provides currently useful information about the City's status on recovery of costs for all City services. In addition, it will assist in projecting and determining the future level and equity of these City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Eric Johnson". The signature is stylized with a large loop and a long horizontal stroke.

ERIC JOHNSON
President

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of Carmel-by-the-Sea decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately \$158,600 in additional cost recovery if the recommendations provided herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, and overhead costs.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for

City of Carmel-by-the-Sea Fee Study Update

reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered "costs reasonably borne."¹

Principle Involved. A basic principle involved in this Report is the recognition of those full business costs as they are as defined by the authors of the Constitutional amendment, NOT just those costs which 1) the City might recognize and decide to budget; or 2) which it might decide to use in some other cost analysis methodology; or 3) that other jurisdictions not so complying might use; or 4) that some accounting or other consulting firm might decide it should use, based on some external, non-California legal requirements.

These cost elements have been determined in a businesslike manner per basic business principles, and applied to each and every fee-financed or fee-financeable service provided by the City, modified only slightly to accommodate the published intent and definitions of the authors of Article XIII B. Thus a logical, legal, and Constitutionally-mandated cost-consciousness can now be applied to City operations.

TYPES OF COSTS

The following costs, identified above as part of "costs reasonably borne" by the Authors of Proposition 4, make up the cost detail found on the right-hand page in Appendix B for each service center.

Salaries and Wages

City government is in fact a service industry, and therefore, it is natural that salaries make up the largest single element of cost for most services.

Interview Process. In order to allocate the salaries, lengthy interviews were held, documents sought and researched, and reports and accounting records examined by RCS. The result was, in most cases, a percentage or hours distribution of individual employee personal services costs.

¹ A Summary of Proposed Implementing Legislation and Drafter's Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979); Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

City of Carmel-by-the-Sea Fee Study Update

One hundred percent of the time of all City employees was distributed. In other words, everyone had to be someplace, all of their time. No judgments were made about what personnel should or might be doing. Their time was distributed to those service centers where the time was expended.

Employee Fringe Benefits

Since fractional time -- to as low as three minutes per unit of service or one-twentieth of a percent of the annual time of an employee has been allocated to service centers, fringe benefit costs also must be fractionalized to carefully and accurately distribute those ancillary personnel costs.

The City finances numerous benefits for its employees, thereby incurring measurable costs for these items, including:

- PERS & Social Security Retirement
- Health, Dental, Vision, and Life Insurance
- Disability Insurance
- Medicare Insurance
- Deferred Compensation
- Other MOU Obligations

All these costs are current operating expenses, and the amounts were isolated. Actual costs were determined and reduced to a percentage of salary for each of the positions.

Maintenance and Operation Costs

All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies etc., were derived from the 2019-2020 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

General and Departmental Overhead Costs

Overhead costs provide the vital glue that holds an organization together operationally and provide important coordinating capabilities. They also provide the day-to-day support services

City of Carmel-by-the-Sea Fee Study Update

and facilities required for the organization to function effectively. RCS allocated these costs to the remainder of the City organization as a percentage of salaries.

Full Cost Distribution. The purpose of deriving overhead costs to apportion these amounts to direct service program costs. By adopting this method the City will be aware of its true costs and be able to emulate business methods. Article XIII B's (Proposition 4 of 1979) authors intended this, defining as part of "costs reasonably borne" a calculated "reasonable allocation for overhead and administration."

General City Overhead. These services primarily set policy and support other departments without providing a deliverable service to the public. Where they do perform an end-user service, such costs have not been allocated to other departments.

Departmental Administration. Costs in this category involve intra-departmental support functions, outside the above listed general City overhead functions, and involve the allocation of staff time within and among departmental functions. These services also do not provide end-user deliverables to the public, but instead provide vital administrative support within specific departments.

Fully Allocated Hourly Rates. All the above items make up the fully allocated hourly rate which is calculated for each position in the City.

Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume, which comes from looking at historic volume and estimates of current year levels.

City of Carmel-by-the-Sea Fee Study Update

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees, and allow for timely adjustment to reflect changes in the cost of providing services

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" is on the left hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

City of Carmel-by-the-Sea Fee Study Update

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

CITY OF CARMEL-BY-THE-SEA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2019-2020

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POTENTIAL COST
					CURRENT	SUGGEST	RECOVERY
S-001	TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$35,600	\$34,394	\$1,206	103.5%	100%	(\$1,200)
S-002	TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$29,070	\$26,476	\$2,594	109.8%	100%	(\$2,600)
S-002A	TRACK 1 DESIGN REV/STUDY-STREAMLINE	\$445	\$193	\$252	230.6%	100%	(\$300)
S-002B	TREE EVALUATION	\$0	\$329	(\$329)	0.0%	100%	\$0 #
S-003	TR 1 DESIGN REV/STUDY - REF TO PC	\$12,150	\$10,732	\$1,418	113.2%	100%	(\$1,400)
S-003A	TR 1 DESIGN REV/STUDY-REFER TO HRB	\$1,215	\$1,073	\$142	113.2%	100%	\$0 #
S-004	TRACK 2 DESIGN REVIEW - MINOR	\$87,590	\$86,092	\$1,498	101.7%	100%	(\$1,500)
S-005	TRACK 2 DESIGN REVIEW - MAJOR	\$131,170	\$134,533	(\$3,363)	97.5%	100%	\$3,400
S-005A	TRACK 2 DESIGN REV - MAJOR NEW COMM	\$5,045	\$2,341	\$2,704	215.5%	100%	\$0 #
S-006	PRELIMINARY SITE ASSESSMENT	\$57,920	\$72,734	(\$14,814)	79.6%	100%	\$14,800
S-007	REASONABLE ACCOMODATION - STAFF	\$7,460	\$2,170	\$5,290	343.8%	100%	(\$5,300)
S-008	VOLUMETRIC ANALYSIS	\$5,850	\$5,770	\$80	101.4%	100%	(\$100)
S-009	USE PERMIT	\$57,665	\$49,757	\$7,908	115.9%	100%	(\$7,900)
S-010	MINOR USE PERMIT	N/A	N/A	N/A	N/A	100%	\$0
S-011	USE PERMIT AMENDMENT	\$2,800	\$1,743	\$1,057	160.6%	100%	\$0 #
S-012	TEMPORARY USE PERMIT	\$160	\$352	(\$192)	45.5%	100%	\$0 #
S-013	RESTRICTED COMM USE TRANSFER REQ	\$885	\$498	\$387	177.7%	100%	\$0 #
S-014	WATER CREDIT TRANSFER REQUEST	\$3,035	\$3,513	(\$478)	86.4%	100%	\$0 #
S-015	VARIANCE	\$1,950	\$2,147	(\$197)	90.8%	100%	\$0 #
S-017	PRE-APPLICATION REVIEW - STAFF	\$1,815	\$1,614	\$201	112.5%	100%	\$0 #
S-018	PRELIMINARY REVIEW - PLAN COMM	\$1,300	\$3,345	(\$2,045)	38.9%	100%	\$0 #
S-019	COASTAL DEV. PERMIT - DEVELOPMENT	\$0	\$8,206	(\$8,206)	0.0%	100%	\$8,200
S-019A	COASTAL DEV. PERMIT - EVENT	\$6,350	\$6,804	(\$454)	93.3%	100%	\$500
S-020	SPECIFIC PLAN	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-021	SPECIFIC PLAN AMENDMENT	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-022	GENERAL PLAN AMENDMENT	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-023	SPHERE OF INFLUENCE AMENDMENT	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-024	ZONING CODE AMENDMENT	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-025	ANNEXATION	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-026	DEVELOPMENT AGREEMENT	\$0	\$490	(\$490)	0.0%	100%	\$0 #
S-027	ENVIRONMENTAL REVIEW (IS/ND/EIR)	\$0	\$140	(\$140)	0.0%	100%	\$0 #
S-028	ENVIRONMENTAL NOTICE OF EXEMPTION	\$280	\$151	\$129	185.4%	100%	\$0 #
S-029	MITIGATION MONITORING	\$0	\$547	(\$547)	0.0%	100%	\$0 #

CITY OF CARMEL-BY-THE-SEA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2019-2020

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POTENTIAL
					CURRENT	SUGGEST	COST RECOVERY
S-030	TENTATIVE/FINAL MAP	\$1,200	\$1,277	(\$77)	94.0%	100%	\$0 #
S-031	AMENDED FINAL MAP	\$980	\$980	\$0	100.0%	100%	\$0 #
S-032	CERTIFICATE OF COMPLIANCE	\$715	\$586	\$129	122.0%	100%	\$0 #
S-033	LOT LINE ADJUSTMENT/SUBDIV - PC	\$1,865	\$518	\$1,347	360.0%	100%	(\$1,300)
S-034	LOT MERGER - STAFF REVIEW	\$2,300	\$3,600	(\$1,300)	63.9%	100%	\$1,300
S-035	PRELIM (PHASE 1) HIST EVAL - STAFF	\$2,790	\$4,074	(\$1,284)	68.5%	100%	\$1,300
S-035A	PHASE 1 HISTORIC EVAL - QUAL PROF	\$0	\$260	(\$260)	0.0%	100%	\$0 #
S-036	PHASE 2 HIST EVAL-HRB REV OF DESIGN	\$2,105	\$1,517	\$588	138.8%	100%	\$0 #
S-037	APPEAL TO HISTORIC RESOURCES BOARD	\$2,600	\$2,034	\$566	127.8%	100%	\$0 #
S-038	MILLS ACT CONTRACT PROCESSING	\$1,350	\$3,441	(\$2,091)	39.2%	100%	\$0 #
S-039	PC CODE DETERMINATION	\$3,660	\$4,665	(\$1,005)	78.5%	100%	\$1,000
S-040	ZONING COMPLIANCE DETERMINATION	\$645	\$549	\$96	117.5%	100%	\$0 #
S-041	TIME EXTENSION - STAFF	\$320	\$300	\$20	106.7%	100%	\$0 #
S-042	TIME EXTENSION - PLAN COMM	\$675	\$868	(\$193)	77.8%	100%	\$0 #
S-042A	TIME EXTENSION - CITY COUNCIL	\$675	\$1,054	(\$379)	64.0%	100%	\$0 #
S-043	PUBLIC HEARING CONTINUANCE - PC	\$850	\$851	(\$1)	99.9%	100%	\$0 #
S-043A	PUBL HEARING CONTINUANCE - COUNCIL	\$850	\$901	(\$51)	94.3%	100%	\$0 #
S-044	APPEAL TO PLANNING COMMISSION	\$1,420	\$2,001	(\$581)	71.0%	100%	\$0 #
S-044A	APPEAL TO CITY COUNCIL	\$1,420	\$2,001	(\$581)	71.0%	100%	\$0 #
S-045	SIGN APPLICATION	\$7,310	\$11,571	(\$4,261)	63.2%	100%	\$4,300
S-046	SIGN REFERRAL TO PLANNING COMM	\$1,680	\$3,315	(\$1,635)	50.7%	100%	\$1,600
S-047	RELOCATE EXISTING SIGN	\$300	\$1,045	(\$745)	28.7%	100%	\$700
S-048	TEMPORARY SIGN PERMIT	\$540	\$391	\$149	138.1%	100%	(\$100)
S-050	BUILDING RELOCATION	\$1,905	\$1,858	\$47	102.5%	100%	\$0
S-051	LARGE FAMILY DAY CARE (RESIDENTIAL)	\$745	\$728	\$17	102.3%	100%	\$0
S-052	GENERAL PLAN UPDATE	\$0	\$35,000	(\$35,000)	0.0%	50%	\$17,500
S-053	PLANNING TECHNICAL ASSISTANCE	N/A	N/A	N/A	N/A	100%	\$0
S-054	BUILDING PLAN CHECK	\$287,065	\$365,320	(\$78,255)	78.6%	100%	\$0
S-054A	BUILDING INSPECTION	\$378,296	\$225,245	\$153,051	167.9%	100%	\$0
S-054B	BUILDING RE-INSPECTION	\$5,250	\$7,024	(\$1,774)	74.7%	100%	\$1,800
S-054C	PERMIT APPLICATION EXTENSION	\$550	\$443	\$107	124.2%	100%	(\$100)
S-054D	PERMIT EXTENSION	\$1,075	\$701	\$374	153.4%	100%	(\$400)
S-054E	BUILDING PERMIT PRE-APPLIC. CONFER.	\$0	\$306	(\$306)	0.0%	100%	\$300

CITY OF CARMEL-BY-THE-SEA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
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REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POTENTIAL COST
					CURRENT	SUGGEST	RECOVERY
S-055	BUILDING SINGLE TRADE PERMIT	\$26,600	\$22,323	\$4,277	119.2%	100%	(\$4,300)
S-055A	ON-SITE DRIVEWAY PERMIT	\$0	\$261	(\$261)	0.0%	100%	\$300
S-056	SOLAR PLAN CHECK/INSPECTION PERMIT	\$18,025	\$15,237	\$2,788	118.3%	100%	(\$2,800)
S-057	RE-ROOF PERMIT	\$62,115	\$30,382	\$31,733	204.4%	100%	(\$31,700)
S-058	BUILDING BOARD APPEAL	\$975	\$1,012	(\$37)	96.3%	100%	\$0
S-059	DUPLICATE INSPECTION CARD	\$700	\$605	\$95	115.7%	100%	(\$100)
S-059A	BUILDING TECHNICAL ASSISTANCE	N/A	N/A	N/A	N/A	100%	\$0
S-059B	STOP WORK INVESTIGATION	\$21,500	\$23,359	(\$1,859)	92.0%	100%	\$1,900
S-059C	TEMPORARY CERTIFICATE OF OCCUPANCY	\$1,290	\$1,268	\$22	101.7%	100%	\$0
S-059D	ALTERNATE MATERIALS/METHODS REVIEW	\$525	\$1,013	(\$488)	51.8%	100%	\$500
S-059E	BUILDING PHASED WORK REQUEST	\$10,750	\$14,563	(\$3,813)	73.8%	100%	\$3,800
S-060	LANDSCAPE PLAN CHECK/INSPECTION	\$180	\$268	(\$88)	67.2%	100%	\$100
S-060A	BUILDING TECHNOLOGY SURCHARGE	\$2,790	\$14,202	(\$11,412)	19.6%	100%	\$11,400
SUBTOTAL - COMMUNITY PLANNING & BUILDING		\$1,306,341	\$1,268,001	\$38,340	103.0%		\$13,600
S-061	NEW BENCH LOCATION	\$10,800	\$11,258	(\$458)	95.9%	100%	\$500
S-062	ADOPTION OF EXISTING BENCH	\$2,865	\$2,377	\$488	120.5%	100%	(\$500)
S-063	REPLACEMENT OF BENCH PLAQUE	\$915	\$770	\$145	118.8%	100%	(\$100)
S-069	TEMPORARY ENCROACHMENT PERMIT	\$9,300	\$12,979	(\$3,679)	71.7%	100%	\$3,700
S-070	PERMANENT ENCROACHMENT PERMIT	\$4,444	\$7,566	(\$3,122)	58.7%	100%	\$3,100
S-070A	TRAFFIC CONTROL PLAN REVIEW/INSPECT	\$0	\$568	(\$568)	0.0%	100%	\$600
S-072	TREE REMOVAL PERMIT	\$25,380	\$126,133	(\$100,753)	20.1%	100%	\$100,800
S-072A	TREE PRUNING REQUEST	\$235	\$21,559	(\$21,324)	1.1%	100%	\$21,300
S-072C	TREE APPEAL TO FOREST & BEACH COMM	\$1,375	\$27,804	(\$26,429)	4.9%	100%	\$26,400
S-072D	TREE APPEAL TO CITY COUNCIL	\$1,375	\$2,048	(\$673)	67.1%	100%	\$0 #
S-073	PRIVATE TREE FALL IN PUBLIC R-O-W	\$0	\$229	(\$229)	0.0%	100%	\$0 #
S-074	DAMAGE TO CITY PROPERTY	N/A	N/A	N/A	N/A	100%	\$0
SUBTOTAL - PUBLIC WORKS		\$56,689	\$213,291	(\$156,602)	26.6%		\$155,800
S-075	LOUD PARTY PUBLIC DISTURBANCE RESP.	\$0	\$12,078	(\$12,078)	0.0%	100%	\$0 *
S-076	POLICE FALSE ALARM RESPONSE	\$4,490	\$27,712	(\$23,222)	16.2%	100%	\$0 *

CITY OF CARMEL-BY-THE-SEA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2019-2020

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POTENTIAL COST
					CURRENT	SUGGEST	RECOVERY
S-077	ALARM PERMIT	\$4,100	\$3,958	\$142	103.6%	100%	\$0
S-078	VEHICLE IMPOUND RELEASE	\$15,625	\$17,339	(\$1,714)	90.1%	100%	\$1,700
S-079	MISDEMEANOR BOOKING	\$1,680	\$1,805	(\$125)	93.1%	100%	\$100
S-080	MISCELLANEOUS POLICE PERMIT	\$170	\$185	(\$15)	91.9%	100%	\$0
S-081	FINGERPRINTING ON REQUEST	\$4,000	\$3,419	\$581	117.0%	100%	(\$600)
S-082	CLEARANCE FORM TRAVEL LETTER	\$600	\$622	(\$22)	96.5%	100%	\$0
S-083	VIN VERIFICATION	\$300	\$298	\$2	100.7%	100%	\$0
S-084	CITATION SIGN-OFF	\$2,500	\$2,557	(\$57)	97.8%	100%	\$100
S-085	ANIMAL IMPOUND	\$2,300	\$3,546	(\$1,246)	64.9%	100%	\$1,200
S-086	ANIMAL TRANSPORT	\$300	\$304	(\$4)	98.7%	100%	\$0
S-087	SIGN ABATEMENT	\$0	\$639	(\$639)	0.0%	100%	\$0 *
S-088	RESIDENT/EMPLOYEE PARKING PERMIT	\$13,750	\$15,186	(\$1,436)	90.5%	100%	\$1,400
S-089	POLICE COURT WITNESS	\$3,410	\$14,438	(\$11,028)	23.6%	100%	\$0 **
S-090	POLICE REPORT COPY	\$0	\$364	(\$364)	0.0%	100%	\$0 **
S-091	POLICE PHOTOGRAPH COPY	\$25	\$78	(\$53)	32.1%	100%	\$100
S-091A	AMBULANCE TRANSPORT SERVICES	\$561,150	\$1,902,263	(\$1,341,113)	29.5%	100%	\$0
	SUBTOTAL - PUBLIC SAFETY	\$614,400	\$2,006,791	(\$1,392,391)	30.6%		\$4,000
S-092	BEACH SPECIAL EVENT PERMIT	\$11,025	\$9,261	\$1,764	119.0%	100%	\$0 *
S-094	SPECIAL EVENT PERMIT	\$6,615	\$5,557	\$1,058	119.0%	100%	\$0 *
S-095	SPECIAL EVENT OVERTIME SERVICES	\$2,800	\$1,451	\$1,349	193.0%	100%	\$0 *
S-096	FILM PERMIT	\$7,310	\$8,790	(\$1,480)	83.2%	100%	\$0 *
S-097	COMMUNITY ACTIVITIES APPEAL	\$0	\$742	(\$742)	0.0%	100%	\$0 #
S-099	FACILITY RENTAL	\$2,650	\$50,615	(\$47,965)	5.2%	100%	\$0 *
S-102	INTERLIBRARY LOAN PROCESSING	\$468	\$13,485	(\$13,017)	3.5%	4%	\$0
S-104	LOST/DAMAGED MATERIALS PROCESSING	\$0	\$930	(\$930)	0.0%	0%	\$0
S-106	SELF SERVE LIBRARY COPYING	\$1,000	\$0	\$1,000	N/A	100%	\$0
	SUBTOTAL - COMMUNITY ACTIVITIES	\$31,868	\$90,831	(\$58,963)	35.1%		\$0
S-107	NEW BUSINESS REGISTRATION PROCESS	\$49,970	\$34,409	\$15,561	145.2%	100%	(\$15,600)
S-108	BUSINESS REGISTER RENEWAL PROCESS	\$31,950	\$34,953	(\$3,003)	91.4%	100%	\$0

CITY OF CARMEL-BY-THE-SEA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2019-2020

REF #	SERVICE TITLE	REVENUE	COST	PROFIT/ (SUBSIDY)	PERCENT RECOVERY		POTENTIAL COST
					CURRENT	SUGGEST	RECOVERY
S-109	DUPLICATE BUSINESS LICENSE	\$50	\$67	(\$17)	74.6%	100%	\$0
S-110	CHANGE BUSINESS NAME	\$75	\$105	(\$30)	71.4%	100%	\$0
S-111	CONSTRUCTION PARKING PERMIT	\$5,575	\$3,225	\$2,350	172.9%	100%	\$0
S-112	CREDIT/DEBIT CARD PROCESSING	\$10,950	\$11,000	(\$50)	99.5%	100%	\$0
S-113	NSF CHECK PROCESSING	\$200	\$210	(\$10)	95.2%	100%	\$0
S-114	DOCUMENT REPRODUCTION/SCANNING	\$15	\$22	(\$7)	68.2%	50%	\$0 **
S-115	ELECTRONIC FILE COPY	\$0	\$828	(\$828)	0.0%	100%	\$800
S-116	DOCUMENT CERTIFICATION	\$0	\$11	(\$11)	0.0%	100%	\$0
S-118	RECORD COMPILATION	\$0	\$136	(\$136)	0.0%	100%	\$0
S-119	LOCAL CANDIDATE FILING	\$25	\$204	(\$179)	12.3%	15%	\$0 **
S-120	LOCAL INITIATIVE PROCESSING	\$200	\$1,361	(\$1,161)	14.7%	15%	\$0 **
	SUBTOTAL - ADMINISTRATION	\$99,010	\$86,531	\$12,479	114.4%		(\$14,800)
	GRAND TOTAL	\$2,108,308	\$3,665,445	(\$1,557,137)	57.5%		\$158,600

KEY TO SYMBOLS:

- # - Occurs Infrequently
- * - Market Sensitive
- ** - Limited by State Law

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APPENDIX A

SUMMARY
OF
CURRENT FEES
AND
PROPOSED FEES

**CITY OF CARMEL-BY-THE-SEA
FEE COMPARISON REPORT
FY 2019-2020**

REF #: S-001	TITLE: TRACK 1 DESIGN REVIEW/STUDY - MINOR
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$445 per application	\$430 per application
REF #: S-002	TITLE: TRACK 1 DESIGN REVIEW/STUDY - MAJOR
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$855 per application	\$780 per application
REF #: S-002A	TITLE: TRACK 1 DESIGN REV/STUDY-STREAMLINE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$445 per application	\$195 per application
REF #: S-002B	TITLE: TREE EVALUATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	\$330 per application
REF #: S-003	TITLE: TR 1 DESIGN REV/STUDY - REF TO PC
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,215 per application in addition to the base Track 1 fee	\$1,075 per application in addition to the base Track 1 fee
REF #: S-003A	TITLE: TR 1 DESIGN REV/STUDY-REFER TO HRB
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,215 per application in addition to the base Track 1 fee	\$1,075 per application in addition to the base Track 1 fee

**CITY OF CARMEL-BY-THE-SEA
FEE COMPARISON REPORT
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REF #: S-004	TITLE: TRACK 2 DESIGN REVIEW - MINOR
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$2,305 per application	\$2,265 per application
REF #: S-005	TITLE: TRACK 2 DESIGN REVIEW - MAJOR
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,045 per application	\$5,175 per application
REF #: S-005A	TITLE: TRACK 2 DESIGN REV - MAJOR NEW COMM
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,045 per application	\$2,340 per application plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.
REF #: S-006	TITLE: PRELIMINARY SITE ASSESSMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$905 per application	\$1,135 per application
REF #: S-007	TITLE: REASONABLE ACCOMODATION - STAFF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,865 per application	\$545 per application
REF #: S-008	TITLE: VOLUMETRIC ANALYSIS
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.	\$130 per application plus actual consultant cost

**CITY OF CARMEL-BY-THE-SEA
FEE COMPARISON REPORT
FY 2019-2020**

REF #: S-009	TITLE: USE PERMIT
<u>CURRENT FEE</u> \$3,035 per application	<u>RECOMMENDED FEE</u> \$2,620 per application
REF #: S-010	TITLE: MINOR USE PERMIT
<u>CURRENT FEE</u> \$2,800 per application	<u>RECOMMENDED FEE</u> This service is no longer provided and should be removed from the fee schedule.
REF #: S-011	TITLE: USE PERMIT AMENDMENT
<u>CURRENT FEE</u> \$2,800 per application	<u>RECOMMENDED FEE</u> \$1,745 per application
REF #: S-012	TITLE: TEMPORARY USE PERMIT
<u>CURRENT FEE</u> \$160 per application	<u>RECOMMENDED FEE</u> \$350 per application
REF #: S-013	TITLE: RESTRICTED COMM USE TRANSFER REQ
<u>CURRENT FEE</u> \$885 per application	<u>RECOMMENDED FEE</u> \$500 per application
REF #: S-014	TITLE: WATER CREDIT TRANSFER REQUEST
<u>CURRENT FEE</u> \$3,035 per application	<u>RECOMMENDED FEE</u> \$3,515 per application

**CITY OF CARMEL-BY-THE-SEA
FEE COMPARISON REPORT
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REF #: S-015	TITLE: VARIANCE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,950 per application	\$2,145 per application
REF #: S-017	TITLE: PRE-APPLICATION REVIEW - STAFF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,815 per application with 50% of this fee credited towards future planning fees for this project.	\$1,615 per application with 50% of this fee credited towards future planning fees for this project.
REF #: S-018	TITLE: PRELIMINARY REVIEW - PLAN COMM
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,300 per application with 50% of this fee credited towards future planning fees for this project.	\$3,345 per application with 50% of this fee credited towards future planning fees for this project.
REF #: S-019	TITLE: COASTAL DEV. PERMIT - DEVELOPMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
No fee added to other Planning fees	\$130 per application - Added to other Planning fees
REF #: S-019A	TITLE: COASTAL DEV. PERMIT - EVENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,270 per application	\$1,360 per application
REF #: S-020	TITLE: SPECIFIC PLAN
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.

**CITY OF CARMEL-BY-THE-SEA
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REF #: S-021	TITLE: SPECIFIC PLAN AMENDMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.
REF #: S-022	TITLE: GENERAL PLAN AMENDMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.
REF #: S-023	TITLE: SPHERE OF INFLUENCE AMENDMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.
REF #: S-024	TITLE: ZONING CODE AMENDMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.
REF #: S-025	TITLE: ANNEXATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.
REF #: S-026	TITLE: DEVELOPMENT AGREEMENT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.	\$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.

**CITY OF CARMEL-BY-THE-SEA
FEE COMPARISON REPORT
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REF #: S-027		TITLE: ENVIRONMENTAL REVIEW (IS/ND/EIR)	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Contract cost plus 10%		Contract cost plus 10%	
REF #: S-028		TITLE: ENVIRONMENTAL NOTICE OF EXEMPTION	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$280 per application plus County fees		\$150 per application plus County fees	
REF #: S-029		TITLE: MITIGATION MONITORING	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Deposit determined by staff with charges at the fully allocated hourly rates plus outside costs.		\$3,000 deposit with charges at the fully allocated hourly rates plus outside costs.	
REF #: S-030		TITLE: TENTATIVE/FINAL MAP	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs.		\$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs.	
REF #: S-031		TITLE: AMENDED FINAL MAP	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs.		\$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs.	
REF #: S-032		TITLE: CERTIFICATE OF COMPLIANCE	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$715 per application		\$585 per application plus actual contract cost	

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REF #: S-033	TITLE: LOT LINE ADJUSTMENT/SUBDIV - PC
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,865 per application	\$520 per application plus actual contract cost
REF #: S-034	TITLE: LOT MERGER - STAFF REVIEW
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$575 per application	\$900 per application plus actual contract cost
REF #: S-035	TITLE: PRELIM (PHASE 1) HIST EVAL - STAFF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$310 per application	\$455 per application
REF #: S-035A	TITLE: PHASE 1 HISTORIC EVAL - QUAL PROF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Deposit determined by staff with charges at the fully allocated hourly rates plus outside costs.	\$260 per application plus actual cost for Historian review
REF #: S-036	TITLE: PHASE 2 HIST EVAL-HRB REV OF DESIGN
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$2,105 per application Historian Review - Actual costs with a \$1,570 deposit	\$1,515 per application plus actual cost for Historian review
REF #: S-037	TITLE: APPEAL TO HISTORIC RESOURCES BOARD
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$2,600 per application Historian Review - Actual costs with a \$1,500 deposit	\$2,035 per application plus actual cost for Historian review

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REF #: S-038	TITLE: MILLS ACT CONTRACT PROCESSING
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,350 per application (50% cost recovery)	\$3,440 per application
REF #: S-039	TITLE: PC CODE DETERMINATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$915 per application	\$1,165 per application
REF #: S-040	TITLE: ZONING COMPLIANCE DETERMINATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$645 per application	\$550 per application
REF #: S-041	TITLE: TIME EXTENSION - STAFF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$320 per application	\$300 per application
REF #: S-042	TITLE: TIME EXTENSION - PLAN COMM
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$675 per application	\$870 per application
REF #: S-042A	TITLE: TIME EXTENSION - CITY COUNCIL
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$675 per application	\$1,055 per application

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REF #: S-043		TITLE: PUBLIC HEARING CONTINUANCE - PC	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$850 per continuance		\$850 per continuance	
REF #: S-043A		TITLE: PUBL HEARING CONTINUANCE - COUNCIL	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$850 per continuance		\$900 per continuance	
REF #: S-044		TITLE: APPEAL TO PLANNING COMMISSION	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$1,420 per appeal		\$2,000 per appeal	
Appeal in the Coastal Zone - No Charge by State law		Appeal in the Coastal Zone - No Charge by State law	
REF #: S-044A		TITLE: APPEAL TO CITY COUNCIL	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$1,420 per appeal		\$2,000 per appeal	
Appeal in the Coastal Zone - No Charge by State law		Appeal in the Coastal Zone - No Charge by State law	
REF #: S-045		TITLE: SIGN APPLICATION	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$170 per application		\$270 per application	
REF #: S-046		TITLE: SIGN REFERRAL TO PLANNING COMM	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$420 per application		\$830 per application	

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REF #: S-047	TITLE: RELOCATE EXISTING SIGN
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$50 per application	\$175 per application
REF #: S-048	TITLE: TEMPORARY SIGN PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$135 per application	\$100 per application
REF #: S-050	TITLE: BUILDING RELOCATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,905 per application	\$1,860 per application
REF #: S-051	TITLE: LARGE FAMILY DAY CARE (RESIDENTIAL)
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$745 per application	\$730 per application
REF #: S-052	TITLE: GENERAL PLAN UPDATE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
3.5% of all Building & Safety permits	3.5% of all Building & Safety permits
REF #: S-053	TITLE: PLANNING TECHNICAL ASSISTANCE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Charge the fully allocated hourly rate for all personnel involved after 15 minutes.	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.

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REF #: S-054**TITLE: BUILDING PLAN CHECK****CURRENT FEE**

New Construction - Various fees based on construction valuation

Plan Revision after approval - \$250 base plus \$70 per hour for review longer than 30 minutes.

RECOMMENDED FEE

New Construction - No Change

Additional Plan Review - \$250 base plus \$150 per hour for review longer than one hour

Plan Revision after approval - \$250 base plus \$150 per hour for review longer than one hour

REF #: S-054A**TITLE: BUILDING INSPECTION****CURRENT FEE**

New Construction - Various fees based on construction valuation

Trade Permits - Various fees

Stormwater Inspection - \$64.50 per inspection

RECOMMENDED FEE

No Change, except:

Permit by Appointment - \$330

REF #: S-054B**TITLE: BUILDING RE-INSPECTION****CURRENT FEE**

\$105 per re-inspection

RECOMMENDED FEE

\$140 per re-inspection

REF #: S-054C**TITLE: PERMIT APPLICATION EXTENSION****CURRENT FEE**

\$110 per extension (maximum of 4)

RECOMMENDED FEE

\$90 per extension (maximum of 4)

REF #: S-054D**TITLE: PERMIT EXTENSION****CURRENT FEE**

\$215 per extension (maximum of 2)

RECOMMENDED FEE

\$140 per extension (maximum of 2)

REF #: S-054E**TITLE: BUILDING PERMIT PRE-APPLIC. CONFER.****CURRENT FEE**

None

RECOMMENDED FEE

\$305 per application

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REF #: S-055	TITLE: BUILDING SINGLE TRADE PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Gas Service Reconnection - \$105 per permit Other - \$190 per permit	\$160 per permit
REF #: S-055A	TITLE: ON-SITE DRIVEWAY PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	\$260 per permit
REF #: S-056	TITLE: SOLAR PLAN CHECK/INSPECTION PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$515 per application	Plan Check - \$305 Inspection - \$130
REF #: S-057	TITLE: RE-ROOF PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$505 per permit	\$245 per permit
REF #: S-058	TITLE: BUILDING BOARD APPEAL
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$975 per application	\$1,010 per appeal
REF #: S-059	TITLE: DUPLICATE INSPECTION CARD
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$70 per card	\$60 per card

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REF #: S-059A	TITLE: BUILDING TECHNICAL ASSISTANCE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Charge the fully allocated hourly rate for all personnel involved after 15 minutes.	Charge the fully allocated hourly rate for all personnel involved after 15 minutes.
REF #: S-059B	TITLE: STOP WORK INVESTIGATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$500 per investigation plus double the permit fee	\$545 per investigation plus double the permit fee
REF #: S-059C	TITLE: TEMPORARY CERTIFICATE OF OCCUPANCY
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$215 per application	\$215 per application
REF #: S-059D	TITLE: ALTERNATE MATERIALS/METHODS REVIEW
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$105 per hour plus actual cost of City Staff	\$205 per application plus actual cost of City Staff for all time over one hour
REF #: S-059E	TITLE: BUILDING PHASED WORK REQUEST
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$215 per application	\$290 per application
REF #: S-060	TITLE: LANDSCAPE PLAN CHECK/INSPECTION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$180 per plan check	\$270 per plan/inspection

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REF #: S-060A		TITLE: BUILDING TECHNOLOGY SURCHARGE	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$1.55 per permit		\$8 per permit	
REF #: S-061		TITLE: NEW BENCH LOCATION	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$1,060 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$1,100 if a public hearing is required.		\$925 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$1,325 if a public hearing is required.	
REF #: S-062		TITLE: ADOPTION OF EXISTING BENCH	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$390 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$525 if a public hearing is required.		\$300 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$580 if a public hearing is required.	
REF #: S-063		TITLE: REPLACEMENT OF BENCH PLAQUE	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$390 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$525 if a public hearing is required.		\$390 per application plus the actual cost of the plaque plus \$380 if a public hearing is required.	
REF #: S-069		TITLE: TEMPORARY ENCROACHMENT PERMIT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Crane/Oversized Vehicle - \$370 per permit Dumpster/Pod - \$150 per permit Other - \$150 per permit		\$210 per permit	
REF #: S-070		TITLE: PERMANENT ENCROACHMENT PERMIT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Curb/Gutter/Sidewalk - \$235 Right-of-way Excavation - \$370 per permit plus \$3.50 per lineal foot Permanent Encroachment - \$965 Newspaper Rack - \$130		Street Excavation - \$735 per permit plus \$4.25 per lineal foot Other - \$415 per permit plus \$4.25 per lineal foot Plus cost of damage to public right-of-way or street as determined by the Public Works Director.	

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REF #: S-070A	TITLE: TRAFFIC CONTROL PLAN REVIEW/INSPECT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	\$355 per review plus \$210 per each additional review
REF #: S-072	TITLE: TREE REMOVAL PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
No Construction Removal - \$235 per permit Construction Removal - \$435 per permit Public Tree Removal - \$235 per tree	\$1,170 per permit
REF #: S-072A	TITLE: TREE PRUNING REQUEST
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$235 per permit	\$600 per permit
REF #: S-072C	TITLE: TREE APPEAL TO FOREST & BEACH COMM
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,375 per appeal	\$2,315 per appeal plus actual outside costs
REF #: S-072D	TITLE: TREE APPEAL TO CITY COUNCIL
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$1,375 per appeal	\$2,050 per appeal plus actual outside cost
REF #: S-073	TITLE: PRIVATE TREE FALL IN PUBLIC R-O-W
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Charge the fully allocated hourly rate for all personnel involved plus any outside costs	Charge the fully allocated hourly rate for all personnel involved plus any outside costs

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REF #: S-074**TITLE: DAMAGE TO CITY PROPERTY****CURRENT FEE**

Charge the fully allocated hourly rate for all personnel involved plus any outside costs.

RECOMMENDED FEE

Charge the fully allocated hourly rate for all personnel involved plus any outside costs.

REF #: S-075**TITLE: LOUD PARTY PUBLIC DISTURBANCE RESP.****CURRENT FEE**

1st Response - No Charge
2nd Response the same day - \$165 per response
3rd Response within a calendar year - \$495 per response

RECOMMENDED FEE

1st Response - No Charge
2nd Response the same day - \$200 per response
3rd Response within a calendar year - \$500 per response

REF #: S-076**TITLE: POLICE FALSE ALARM RESPONSE****CURRENT FEE**

1st Activation - \$60
2nd Activation - \$110
Each Subsequent Activation in a calendar year - \$160

RECOMMENDED FEE

1st Activation - \$100
2nd Activation - \$120
Each Subsequent Activation in a calendar year - \$180

REF #: S-077**TITLE: ALARM PERMIT****CURRENT FEE**

New - \$40 per permit
Renewal - \$25 per permit

RECOMMENDED FEE

New - \$35 per permit
Renewal - \$25 per permit

REF #: S-078**TITLE: VEHICLE IMPOUND RELEASE****CURRENT FEE**

\$125 per vehicle

RECOMMENDED FEE

\$140 per vehicle

REF #: S-079**TITLE: MISDEMEANOR BOOKING****CURRENT FEE**

Non-Carmel bookings - \$140 per booking

RECOMMENDED FEE

Non-Carmel bookings - \$150 per booking

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REF #: S-080	TITLE: MISCELLANEOUS POLICE PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$170 per application plus DOJ fees	\$185 per application plus DOJ fees
REF #: S-081	TITLE: FINGERPRINTING ON REQUEST
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$40 plus outside agency fees	\$35 plus outside agency fees
REF #: S-082	TITLE: CLEARANCE FORM TRAVEL LETTER
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$50 per letter	\$50 per letter
REF #: S-083	TITLE: VIN VERIFICATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$50 per vehicle	\$50 per vehicle
REF #: S-084	TITLE: CITATION SIGN-OFF
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Non-Carmel citations - \$25 per citation	Non-Carmel citations - \$25 per citation
REF #: S-085	TITLE: ANIMAL IMPOUND
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Within a calendar year:	Within a calendar year:
1st impound - \$90	1st impound - \$100
2nd impound - \$110	2nd impound - \$120
3rd and subsequent impounds - \$130	3rd and subsequent impounds - \$140

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REF #: S-086		TITLE: ANIMAL TRANSPORT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Local Transport - \$25 per transport To County Animal Shelter - \$90 per transport		Local Transport - \$25 per transport To County Animal Shelter - \$90 per transport	
REF #: S-087		TITLE: SIGN ABATEMENT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$25 per sign		\$25 per sign	
REF #: S-088		TITLE: RESIDENT/EMPLOYEE PARKING PERMIT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$25 per permit Misuse of Residential Permit - \$110		\$28 per permit Misuse of Residential Permit - \$110	
REF #: S-089		TITLE: POLICE COURT WITNESS	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Fees are set by the court		Fees are set by the court	
REF #: S-090		TITLE: POLICE REPORT COPY	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
1st 10 pages - No Charge Each additional page - \$0.20		1st 10 pages - No Charge Each additional page - \$0.20	
REF #: S-091		TITLE: POLICE PHOTOGRAPH COPY	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Standard reproduction - \$0.10 per page Documents from microfilm - \$0.20 per page Oversize/special processing - Actual costs		photo - \$5 per photo digital - \$5 per disk	

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REF #: S-091A**TITLE: AMBULANCE TRANSPORT SERVICES****CURRENT FEE**

Various resident and non-resident fees

RECOMMENDED FEE

Charge the current Monterey County ambulance transport fees

REF #: S-092**TITLE: BEACH SPECIAL EVENT PERMIT****CURRENT FEE**

Processing:

Non-Profit/School - \$180 per rental

Other - \$735 per permit

Rental:

Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit

Other - \$500 per rental plus \$500 refundable damage deposit

Sound Permit:

Non-Profit/School - \$10 per permit

Other - \$25 per permit

RECOMMENDED FEE

Processing:

Non-Profit/School - \$180 per rental

Other - \$620 per permit

Rental:

Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit

Other - \$500 per rental plus \$500 refundable damage deposit

Sound Permit:

Non-Profit/School - \$10 per permit

Other - \$25 per permit

REF #: S-094**TITLE: SPECIAL EVENT PERMIT****CURRENT FEE**

Processing:

Non-Profit/School - \$180 per rental

Other - \$735 per permit

Rental:

Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit

Other - \$500 per rental plus \$500 refundable damage deposit

With Alcohol:

Non-Profit/School - \$45 per permit Other - \$180 per permit

Sound Permit:

Non-Profit/School - \$10 per permit Other - \$25 per permit

RECOMMENDED FEE

Processing:

Non-Profit/School - \$180 per rental

Other - \$620 per permit

Rental:

Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit

Other - \$500 per rental plus \$500 refundable damage deposit

With Alcohol:

Non-Profit/School - \$45 per permit Other - \$180 per permit

Sound Permit:

Non-Profit/School - \$10 per permit Other - \$25 per permit

REF #: S-095**TITLE: SPECIAL EVENT OVERTIME SERVICES****CURRENT FEE**

Overtime Staff time:

Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved

Other - Charge 100% of the fully allocated hourly rates for all personnel involved

Barricade Rental - \$1,000 Resident Block Party - No Charge

Parking Stall Rental :

Non-Profit/School - \$180 per permit plus \$100 per stall/day

Other - \$735 per permit plus \$100 per stall/day

(Peak Demand Rental - \$200 per stall/day)

RECOMMENDED FEE

Overtime Staff time:

Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved

Other - Charge 100% of the fully allocated hourly rates for all personnel involved

Barricade Rental - \$1,000 Resident Block Party - No Charge

Parking Stall Rental :

Non-Profit/School - \$180 per permit plus \$100 per stall/day

Other - \$735 per permit plus \$100 per stall/day

(Peak Demand Rental - \$200 per stall/day)

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REF #: S-096		TITLE: FILM PERMIT	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Non-Profit/School - \$110 Other - \$430		Non-Profit/Student - \$110 Other: Still Photo - \$280 Motion Picture - \$590	
REF #: S-097		TITLE: COMMUNITY ACTIVITIES APPEAL	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
None		\$740 per appeal	
REF #: S-099		TITLE: FACILITY RENTAL	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$25 per hour plus \$125 refundable cleaning deposit Homecrafter Fair: Jury Fee - \$25 Rental Fee - \$205		\$25 per hour plus \$125 refundable cleaning deposit Homecrafter Fair: Jury Fee - \$25 Rental Fee - \$205	
REF #: S-102		TITLE: INTERLIBRARY LOAN PROCESSING	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
\$3 per item		\$3 per item	
REF #: S-104		TITLE: LOST/DAMAGED MATERIALS PROCESSING	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Actual cost of lost or damaged materials		Actual cost of lost or damaged materials	
REF #: S-106		TITLE: SELF SERVE LIBRARY COPYING	
<u>CURRENT FEE</u>		<u>RECOMMENDED FEE</u>	
Black and White - \$0.20 per copy Color - \$0.50 per copy Microfilm - \$0.20 per copy Scanner - \$0.20 per copy		Black and White - \$0.20 per copy Color - \$0.50 per copy Microfilm - \$0.20 per copy Scanner - \$0.20 per copy	

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REF #: S-107	TITLE: NEW BUSINESS REGISTRATION PROCESS
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Fixed Location - \$390 per application + \$4 State fee In & About - \$20 per application + \$4 State fee Home License - \$130 per application + \$4 State fee	Fixed Location - \$310 per application + \$4 State fee In & About - \$20 per application + \$4 State fee Home License - \$130 per application + \$4 State fee
REF #: S-108	TITLE: BUSINESS REGISTER RENEWAL PROCESS
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$15 per renewal + \$4 State fee	\$15 per renewal + \$4 State fee
REF #: S-109	TITLE: DUPLICATE BUSINESS LICENSE
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$5 per license	\$7 per license
REF #: S-110	TITLE: CHANGE BUSINESS NAME
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$15 per business	\$20 per business
REF #: S-111	TITLE: CONSTRUCTION PARKING PERMIT
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
Non-Space Specific - \$15 per permit plus \$35 per day Space Specific - \$25 per permit plus \$35 per day	Non-Space Specific - \$15 per permit plus \$35 per day Space Specific - \$35 per permit plus \$35 per day
REF #: S-112	TITLE: CREDIT/DEBIT CARD PROCESSING
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
2.5% of the charged amount	2.5% of the charged amount

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REF #: S-113	TITLE: NSF CHECK PROCESSING
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$40 per NSF check	\$40 per NSF check
REF #: S-114	TITLE: DOCUMENT REPRODUCTION/SCANNING
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$0.10 per copy	First 10 copies - No Charge Additional copies - \$0.20 per copy FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed
REF #: S-115	TITLE: ELECTRONIC FILE COPY
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	\$5 per device
REF #: S-116	TITLE: DOCUMENT CERTIFICATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	\$10 per document
REF #: S-118	TITLE: RECORD COMPILATION
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
None	Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.
REF #: S-119	TITLE: LOCAL CANDIDATE FILING
<u>CURRENT FEE</u>	<u>RECOMMENDED FEE</u>
\$25 per candidate	\$25 per candidate
Fee is set by the State	Fee is set by the State

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REF #: S-120**TITLE: LOCAL INITIATIVE PROCESSING****CURRENT FEE**

\$200 per initiative

Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This fee is limited by the State Law - Elections Code Section 9202(b)

RECOMMENDED FEE

\$200 per initiative

Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This fee is limited by the State Law - Elections Code Section 9202(b)

APPENDIX B

REVENUE AND COST SUMMARY WORKSHEETS Matched With COST DETAIL WORKSHEETS

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 1 DESIGN REVIEW/STUDY - MINOR		REFERENCE NO. S-001	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Track 1 Design Review/Study - Minor (Resid. & Commercial) by staff for compliance with City codes and guidelines including, but not limited to, landscaping, exterior lighting, skylights, awnings, display cases, fences/walls, trellis, and arbor.			
CURRENT FEE STRUCTURE \$445 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$445.00	TOTAL REVENUE:	\$35,600
UNIT COST:	\$429.93	TOTAL COST:	\$34,394
UNIT PROFIT (SUBSIDY):	\$15.07	TOTAL PROFIT (SUBSIDY):	\$1,206
TOTAL UNITS:	80	PCT. COST RECOVERY:	103.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$430 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRACK 1 DESIGN REVIEW/STUDY - MINOR				REFERENCE NO. S-001		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 80		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	80	\$2,910
PLANNING	ASSISTANT PLANNER		2.58	\$269.56	80	\$21,565
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	80	\$1,238
PLANNING	SENIOR PLANNER		0.50	\$83.16	80	\$6,653
BUILDING	PERMIT TECH		0.25	\$25.36	80	\$2,029
		TYPE SUBTOTAL	3.83	\$429.93		\$34,394
		TOTALS	3.83	\$429.93		\$34,394

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 1 DESIGN REVIEW/STUDY - MAJOR		REFERENCE NO. S-002	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Track 1 Design Review/Study - Major (Residential & Commercial) by staff for compliance with City codes and guidelines including, but not limited to, minor commercial facade remodels, additions less than 10% of the existing floor area.			
CURRENT FEE STRUCTURE \$855 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$855.00	TOTAL REVENUE:	\$29,070
UNIT COST:	\$778.71	TOTAL COST:	\$26,476
UNIT PROFIT (SUBSIDY):	\$76.29	TOTAL PROFIT (SUBSIDY):	\$2,594
TOTAL UNITS:	34	PCT. COST RECOVERY:	109.80%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$780 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRACK 1 DESIGN REVIEW/STUDY - MAJOR				REFERENCE NO. S-002		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 34		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	34	\$1,237
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	34	\$284
PLANNING	ASSOCIATE PLANNER		4.50	\$487.17	34	\$16,564
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.50	\$96.70	34	\$3,288
PLANNING	SENIOR PLANNER		0.75	\$124.74	34	\$4,241
BUILDING	PERMIT TECH		0.25	\$25.36	34	\$862
		TYPE SUBTOTAL	6.50	\$778.71		\$26,476
TOTALS			6.50	\$778.71		\$26,476

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 1 DESIGN REV/STUDY-STREAMLINE		REFERENCE NO. S-002A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of Track 1 Design Review/Study - Streamlined Review by staff for compliance with City codes and guidelines including, but not limited to, one of the following: front yard fencing, fire pits/BBQ's, hot tubs, exterior lighting, in-kind window replace			
CURRENT FEE STRUCTURE \$445 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$445.00	TOTAL REVENUE:	\$445
UNIT COST:	\$193.00	TOTAL COST:	\$193
UNIT PROFIT (SUBSIDY):	\$252.00	TOTAL PROFIT (SUBSIDY):	\$252
TOTAL UNITS:	1	PCT. COST RECOVERY:	230.57%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$195 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRACK 1 DESIGN REV/STUDY-STREAMLINE				REFERENCE NO. S-002A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.33	\$28.59	1	\$29
PLANNING	ASSISTANT PLANNER		1.33	\$138.96	1	\$139
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
TYPE SUBTOTAL			1.91	\$192.91		\$193
TOTALS			1.91	\$193.00		\$193

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TREE EVALUATION		REFERENCE NO. S-002B	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Performance of a tree evaluation by the City Forester in conjunction with a Track 1 Design Review/Study project to determine significance.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$329.00		TOTAL COST: \$329	
UNIT PROFIT (SUBSIDY): \$(329.00)		TOTAL PROFIT (SUBSIDY): \$(329)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$330 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TREE EVALUATION				REFERENCE NO. S-002B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSOCIATE PLANNER		0.33	\$35.73	1	\$36
PW-FOREST & BEACH	CITY FORESTER		1.25	\$271.66	1	\$272
TYPE SUBTOTAL			1.83	\$329.05		\$329
TOTALS			1.83	\$329.00		\$329

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TR 1 DESIGN REV/STUDY - REF TO PC		REFERENCE NO. S-003	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Staff referral of the review of Track 1 Design Review/Study to the Planning Commission for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$1,215 per application in addition to the base Track 1 fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,215.00	TOTAL REVENUE:	\$12,150
UNIT COST:	\$1,073.20	TOTAL COST:	\$10,732
UNIT PROFIT (SUBSIDY):	\$141.80	TOTAL PROFIT (SUBSIDY):	\$1,418
TOTAL UNITS:	10	PCT. COST RECOVERY:	113.21%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,075 per application in addition to the base Track 1 fee			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TR 1 DESIGN REV/STUDY - REF TO PC				REFERENCE NO. S-003		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.00	\$86.63	10	\$866
PLANNING	ASSOCIATE PLANNER		4.58	\$495.83	10	\$4,958
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.83	\$353.92	10	\$3,539
PLANNING	SENIOR PLANNER		0.67	\$111.43	10	\$1,114
BUILDING	PERMIT TECH		0.25	\$25.36	10	\$254
TYPE SUBTOTAL			8.33	\$1,073.17		\$10,732
TOTALS			8.33	\$1,073.20		\$10,732

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TR 1 DESIGN REV/STUDY-REFER TO HRB		REFERENCE NO. S-003A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Staff referral of the review of minor modifications to a historic resource submitted as a Track 1 Design Review/Study to the Historic Resources Board for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$1,215 per application in addition to the base Track 1 fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,215.00	TOTAL REVENUE:	\$1,215
UNIT COST:	\$1,073.00	TOTAL COST:	\$1,073
UNIT PROFIT (SUBSIDY):	\$142.00	TOTAL PROFIT (SUBSIDY):	\$142
TOTAL UNITS:	1	PCT. COST RECOVERY:	113.23%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,075 per application in addition to the base Track 1 fee			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

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SERVICE TR 1 DESIGN REV/STUDY-REFER TO HRB				REFERENCE NO. S-003A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.00	\$86.63	1	\$87
PLANNING	ASSOCIATE PLANNER		4.58	\$495.83	1	\$496
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.83	\$353.92	1	\$354
PLANNING	SENIOR PLANNER		0.67	\$111.43	1	\$111
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	8.33	\$1,073.17		\$1,073
		TOTALS	8.33	\$1,073.00		\$1,073

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 2 DESIGN REVIEW - MINOR		REFERENCE NO. S-004	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review by the Planning Commission including substantial residential remodel, full comm facade remodel, substantial change to site layout, installation of telecomm equipment, alteration of less than 10% of an existing courtyard/intra-block walkway.			
CURRENT FEE STRUCTURE \$2,305 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$2,305.00		TOTAL REVENUE: \$87,590	
UNIT COST: \$2,265.58		TOTAL COST: \$86,092	
UNIT PROFIT (SUBSIDY): \$39.42		TOTAL PROFIT (SUBSIDY): \$1,498	
TOTAL UNITS: 38		PCT. COST RECOVERY: 101.74%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,265 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRACK 2 DESIGN REVIEW - MINOR				REFERENCE NO. S-004		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 38		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.67	\$144.67	38	\$5,497
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	38	\$318
PLANNING	ASSOCIATE PLANNER		9.00	\$974.34	38	\$37,025
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.33	\$450.62	38	\$17,124
PLANNING	SENIOR PLANNER		0.75	\$124.74	38	\$4,740
BUILDING	PERMIT TECH		0.25	\$25.36	38	\$964
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		2.00	\$537.48	38	\$20,424
TYPE SUBTOTAL			16.08	\$2,265.57		\$86,092
TOTALS			16.08	\$2,265.58		\$86,092

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 2 DESIGN REVIEW - MAJOR		REFERENCE NO. S-005	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review by the Planning Commission for compliance with City codes and guidelines including, but not limited to, new residential dwelling and additions to residential or commercial buildings greater than 10% of the existing floor area.			
CURRENT FEE STRUCTURE \$5,045 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$5,045.00		TOTAL REVENUE: \$131,170	
UNIT COST: \$5,174.35		TOTAL COST: \$134,533	
UNIT PROFIT (SUBSIDY): <u>\$(129.35)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(3,363)</u>	
TOTAL UNITS: 26		PCT. COST RECOVERY: 97.50%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,175 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

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SERVICE TRACK 2 DESIGN REVIEW - MAJOR				REFERENCE NO. S-005		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 26		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		3.50	\$303.21	26	\$7,883
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	26	\$217
PLANNING	PLAN & BLDG SVCS DIRECTOR		4.75	\$918.65	26	\$23,885
PLANNING	SENIOR PLANNER		20.33	\$3,381.29	26	\$87,914
BUILDING	PERMIT TECH		0.25	\$25.36	26	\$659
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		2.00	\$537.48	26	\$13,974
		TYPE SUBTOTAL	30.91	\$5,174.35		\$134,533
TOTALS			30.91	\$5,174.35		\$134,533

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRACK 2 DESIGN REV - MAJOR NEW COMM		REFERENCE NO. S-005A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of Track 2 Design Review - Major by the Planning Commission for compliance with City codes and guidelines for new commercial buildings.			
CURRENT FEE STRUCTURE \$5,045 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5,045.00	TOTAL REVENUE:	\$5,045
UNIT COST:	\$2,341.00	TOTAL COST:	\$2,341
UNIT PROFIT (SUBSIDY):	\$2,704.00	TOTAL PROFIT (SUBSIDY):	\$2,704
TOTAL UNITS:	1	PCT. COST RECOVERY:	215.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,340 per application plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRACK 2 DESIGN REV - MAJOR NEW COMM				REFERENCE NO. S-005A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		4.25	\$368.18	1	\$368
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		6.25	\$1,208.75	1	\$1,209
PLANNING	SENIOR PLANNER	Plus Actual Costs	1.16	\$192.93	1	\$193
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		2.00	\$537.48	1	\$537
		TYPE SUBTOTAL	13.99	\$2,341.06		\$2,341
TOTALS			13.99	\$2,341.00		\$2,341

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE PRELIMINARY SITE ASSESSMENT		REFERENCE NO. S-006	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Prior to a Track 2 application, a site and tree review to determine the feasibility of the project within City planning standards.			
CURRENT FEE STRUCTURE \$905 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$905.00		TOTAL REVENUE: \$57,920	
UNIT COST: \$1,136.47		TOTAL COST: \$72,734	
UNIT PROFIT (SUBSIDY): \$(231.47)		TOTAL PROFIT (SUBSIDY): \$(14,814)	
TOTAL UNITS: 64		PCT. COST RECOVERY: 79.63%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,135 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE PRELIMINARY SITE ASSESSMENT				REFERENCE NO. S-006		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 64		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	64	\$1,386
PLANNING	ASSOCIATE PLANNER		3.67	\$397.31	64	\$25,428
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	64	\$990
PLANNING	SENIOR PLANNER		0.58	\$96.47	64	\$6,174
BUILDING	PERMIT TECH		0.25	\$25.36	64	\$1,623
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		0.25	\$67.19	64	\$4,300
PW-ENVIRON. COMPLIA	ENVIRON. COMPLIANCE MANAG		1.50	\$187.01	64	\$11,969
PW-FOREST & BEACH	CITY FORESTER		1.50	\$326.00	64	\$20,864
		TYPE SUBTOTAL	8.08	\$1,136.47		\$72,734
TOTALS			8.08	\$1,136.47		\$72,734

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE REASONABLE ACCOMODATION - STAFF		REFERENCE NO. S-007	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for reasonable accommodations (residential) in land use, zoning and building regulations, policies, practices and procedures to provide individuals with disabilities equal access to housing.			
CURRENT FEE STRUCTURE \$1,865 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,865.00		TOTAL REVENUE: \$7,460	
UNIT COST: \$542.50		TOTAL COST: \$2,170	
UNIT PROFIT (SUBSIDY): \$1,322.50		TOTAL PROFIT (SUBSIDY): \$5,290	
TOTAL UNITS: 4		PCT. COST RECOVERY: 343.78%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$545 per application			

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COST DETAIL WORKSHEET
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SERVICE REASONABLE ACCOMODATION - STAFF				REFERENCE NO. S-007		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.33	\$28.59	4	\$114
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	4	\$33
PLANNING	ASSOCIATE PLANNER		3.42	\$370.25	4	\$1,481
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.50	\$96.70	4	\$387
PLANNING	SENIOR PLANNER		0.08	\$13.31	4	\$53
BUILDING	PERMIT TECH		0.25	\$25.36	4	\$101
		TYPE SUBTOTAL	4.66	\$542.57		\$2,170
TOTALS			4.66	\$542.50		\$2,170

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE VOLUMETRIC ANALYSIS		REFERENCE NO. S-008	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a residential projects total proposed volume for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$130.00	TOTAL REVENUE:	\$5,850
UNIT COST:	\$128.22	TOTAL COST:	\$5,770
UNIT PROFIT (SUBSIDY):	\$1.78	TOTAL PROFIT (SUBSIDY):	\$80
TOTAL UNITS:	45	PCT. COST RECOVERY:	101.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$130 per application plus actual consultant cost			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE VOLUMETRIC ANALYSIS				REFERENCE NO. S-008		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 45		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	45	\$975
PLANNING	ASSOCIATE PLANNER	Plus Actual Costs	0.75	\$81.20	45	\$3,654
BUILDING	PERMIT TECH		0.25	\$25.36	45	\$1,141
		TYPE SUBTOTAL	1.25	\$128.22		\$5,770
TOTALS			1.25	\$128.22		\$5,770

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE USE PERMIT		REFERENCE NO. S-009	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a Use Permit (Residential & Commercial) by the Planning Commission for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$3,035 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,035.00	TOTAL REVENUE:	\$57,665
UNIT COST:	\$2,618.79	TOTAL COST:	\$49,757
UNIT PROFIT (SUBSIDY):	\$416.21	TOTAL PROFIT (SUBSIDY):	\$7,908
TOTAL UNITS:	19	PCT. COST RECOVERY:	115.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,620 per application			

CITY OF CARMEL-BY-THE-SEA
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SERVICE USE PERMIT				REFERENCE NO. S-009		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 19		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.67	\$231.30	19	\$4,395
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	19	\$159
PLANNING	ASSOCIATE PLANNER		15.25	\$1,650.97	19	\$31,368
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.92	\$564.73	19	\$10,730
PLANNING	SENIOR PLANNER		0.83	\$138.05	19	\$2,623
BUILDING	PERMIT TECH		0.25	\$25.36	19	\$482
		TYPE SUBTOTAL	22.00	\$2,618.77		\$49,757
TOTALS			22.00	\$2,618.79		\$49,757

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SERVICE MINOR USE PERMIT		REFERENCE NO. S-010	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a minor use permit for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$2,800 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% This service is no longer provided and should be removed from the fee schedule.			

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SERVICE MINOR USE PERMIT				REFERENCE NO. S-010		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

CITY OF CARMEL-BY-THE-SEA
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SERVICE USE PERMIT AMENDMENT		REFERENCE NO. S-011	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of an amendment to an approved Use Permit by the Planning Commission for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$2,800 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,800.00	TOTAL REVENUE:	\$2,800
UNIT COST:	\$1,743.00	TOTAL COST:	\$1,743
UNIT PROFIT (SUBSIDY):	\$1,057.00	TOTAL PROFIT (SUBSIDY):	\$1,057
TOTAL UNITS:	1	PCT. COST RECOVERY:	160.64%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,745 per application			

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SERVICE USE PERMIT AMENDMENT				REFERENCE NO. S-011		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.42	\$209.64	1	\$210
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		9.08	\$983.00	1	\$983
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.67	\$516.38	1	\$516
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	14.50	\$1,742.74		\$1,743
		TOTALS	14.50	\$1,743.00		\$1,743

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SERVICE TEMPORARY USE PERMIT		REFERENCE NO. S-012	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a Temporary Use Permit by the Director for temporary events to ensure compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$160 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$160.00	TOTAL REVENUE:	\$160
UNIT COST:	\$352.00	TOTAL COST:	\$352
UNIT PROFIT (SUBSIDY):	\$(192.00)	TOTAL PROFIT (SUBSIDY):	\$(192)
TOTAL UNITS:	1	PCT. COST RECOVERY:	45.45%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$350 per application			

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SERVICE TEMPORARY USE PERMIT				REFERENCE NO. S-012		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.42	\$81.23	1	\$81
PLANNING	SENIOR PLANNER		1.08	\$179.63	1	\$180
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
CODE ENFORCEMENT	CODE COMPLIANCE COORD.		0.33	\$35.64	1	\$36
TYPE SUBTOTAL			2.41	\$351.88		\$352
TOTALS			2.41	\$352.00		\$352

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SERVICE RESTRICTED COMM USE TRANSFER REQ		REFERENCE NO. S-013	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a request to relocate an established restricted commercial use by staff for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$885 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$885.00	TOTAL REVENUE:	\$885
UNIT COST:	\$498.00	TOTAL COST:	\$498
UNIT PROFIT (SUBSIDY):	\$387.00	TOTAL PROFIT (SUBSIDY):	\$387
TOTAL UNITS:	1	PCT. COST RECOVERY:	177.71%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$500 per application			

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SERVICE RESTRICTED COMM USE TRANSFER REQ				REFERENCE NO. S-013		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.50	\$43.32	1	\$43
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		3.75	\$405.98	1	\$406
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	1	\$15
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	4.66	\$498.49		\$498
TOTALS			4.66	\$498.00		\$498

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SERVICE WATER CREDIT TRANSFER REQUEST		REFERENCE NO. S-014	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident	
DESCRIPTION OF SERVICE Review of a request to transfer water credits by the City Council for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$3,035 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$3,035.00		TOTAL REVENUE: \$3,035	
UNIT COST: \$3,513.00		TOTAL COST: \$3,513	
UNIT PROFIT (SUBSIDY): \$(478.00)		TOTAL PROFIT (SUBSIDY): \$(478)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 86.39%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,515 per application			

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SERVICE WATER CREDIT TRANSFER REQUEST				REFERENCE NO. S-014		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.92	\$252.96	1	\$253
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.92	\$564.73	1	\$565
PLANNING	SENIOR PLANNER		16.00	\$2,661.12	1	\$2,661
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	22.17	\$3,512.53		\$3,513
		TOTALS	22.17	\$3,513.00		\$3,513

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SERVICE VARIANCE		REFERENCE NO. S-015	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a Variance by the Planning Commission for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$1,950 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,950.00	TOTAL REVENUE:	\$1,950
UNIT COST:	\$2,147.00	TOTAL COST:	\$2,147
UNIT PROFIT (SUBSIDY):	<u>\$(197.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(197)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	90.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,145 per application			

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SERVICE VARIANCE				REFERENCE NO. S-015		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN COORDINATOR		2.92	\$252.96	1	\$253
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		3.17	\$613.08	1	\$613
PLANNING	SENIOR PLANNER		7.50	\$1,247.40	1	\$1,247
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
TYPE SUBTOTAL			13.92	\$2,147.16		\$2,147
TOTALS			13.92	\$2,147.00		\$2,147

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SERVICE PRE-APPLICATION REVIEW - STAFF		REFERENCE NO. S-017	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a preliminary review of a proposed project by staff.			
CURRENT FEE STRUCTURE \$1,815 per application with 50% of this fee credited towards future planning fees for this project.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,815.00		TOTAL REVENUE: \$1,815	
UNIT COST: \$1,614.00		TOTAL COST: \$1,614	
UNIT PROFIT (SUBSIDY): \$201.00		TOTAL PROFIT (SUBSIDY): \$201	
TOTAL UNITS: 1		PCT. COST RECOVERY: 112.45%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,615 per application with 50% of this fee credited towards future planning fees for this project.			

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SERVICE PRE-APPLICATION REVIEW - STAFF				REFERENCE NO. S-017		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	1	\$36
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.75	\$145.05	1	\$145
PLANNING	SENIOR PLANNER		6.00	\$997.92	1	\$998
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		0.25	\$67.19	1	\$67
PW-ENVIRON. COMPLIA	ENVIRON. COMPLIANCE MANAG		1.00	\$124.67	1	\$125
PW-FOREST & BEACH	CITY FORESTER		1.00	\$217.33	1	\$217
TYPE SUBTOTAL			9.67	\$1,614.15		\$1,614
TOTALS			9.67	\$1,614.00		\$1,614

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SERVICE PRELIMINARY REVIEW - PLAN COMM		REFERENCE NO. S-018	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a preliminary review of a proposed project by the Planning Commission.			
CURRENT FEE STRUCTURE \$1,300 per application with 50% of this fee credited towards future planning fees for this project.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,300.00		TOTAL REVENUE: \$1,300	
UNIT COST: \$3,345.00		TOTAL COST: \$3,345	
UNIT PROFIT (SUBSIDY): <u>\$(2,045.00)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(2,045)</u>	
TOTAL UNITS: 1		PCT. COST RECOVERY: 38.86%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,345 per application with 50% of this fee credited towards future planning fees for this project.			

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SERVICE PRELIMINARY REVIEW - PLAN COMM				REFERENCE NO. S-018		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.08	\$180.19	1	\$180
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.25	\$435.15	1	\$435
PLANNING	SENIOR PLANNER		9.92	\$1,649.89	1	\$1,650
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		0.25	\$67.19	1	\$67
PW-STREETS	PW SUPERINTENDENT		2.00	\$427.58	1	\$428
PW-ENVIRON. COMPLIA	ENVIRON. COMPLIANCE MANAG		1.00	\$124.67	1	\$125
PW-FOREST & BEACH	CITY FORESTER		2.00	\$434.66	1	\$435
TYPE SUBTOTAL			19.75	\$3,344.94		\$3,345
TOTALS			19.75	\$3,345.00		\$3,345

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SERVICE COASTAL DEV. PERMIT - DEVELOPMENT		REFERENCE NO. S-019	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a Coastal Development Permit for any development in the coastal zone. No fee to be charged when processed concurrently with another discretionary permit application.			
CURRENT FEE STRUCTURE No fee added to other Planning fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$128.22		TOTAL COST: \$8,206	
UNIT PROFIT (SUBSIDY): \$(128.22)		TOTAL PROFIT (SUBSIDY): \$(8,206)	
TOTAL UNITS: 64		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$130 per application - Added to other Planning fees			

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SERVICE COASTAL DEV. PERMIT - DEVELOPMENT				REFERENCE NO. S-019		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 64		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	64	\$1,386
PLANNING	ASSOCIATE PLANNER		0.75	\$81.20	64	\$5,197
BUILDING	PERMIT TECH		0.25	\$25.36	64	\$1,623
TYPE SUBTOTAL			1.25	\$128.22		\$8,206
TOTALS			1.25	\$128.22		\$8,206

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SERVICE COASTAL DEV. PERMIT - EVENT		REFERENCE NO. S-019A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business/Comm. Group	
DESCRIPTION OF SERVICE Review of a Coastal Development Permit for any event in the coastal zone. No fee to be charged when processed concurrently with another discretionary permit application.			
CURRENT FEE STRUCTURE \$1,270 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,270.00		TOTAL REVENUE: \$6,350	
UNIT COST: \$1,360.80		TOTAL COST: \$6,804	
UNIT PROFIT (SUBSIDY): <u>\$ (90.80)</u>		TOTAL PROFIT (SUBSIDY): <u>\$ (454)</u>	
TOTAL UNITS: 5		PCT. COST RECOVERY: 93.33%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,360 per application			

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SERVICE COASTAL DEV. PERMIT - EVENT				REFERENCE NO. S-019A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.25	\$108.29	5	\$541
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.83	\$353.92	5	\$1,770
PLANNING	SENIOR PLANNER		5.25	\$873.18	5	\$4,366
BUILDING	PERMIT TECH		0.25	\$25.36	5	\$127
		TYPE SUBTOTAL	8.58	\$1,360.75		\$6,804
TOTALS			8.58	\$1,360.80		\$6,804

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SERVICE SPECIFIC PLAN		REFERENCE NO. S-020	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a developer-initiated specific plan for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$490.00	TOTAL COST:	\$490
UNIT PROFIT (SUBSIDY):	\$(490.00)	TOTAL PROFIT (SUBSIDY):	\$(490)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE SPECIFIC PLAN				REFERENCE NO. S-020		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
TYPE SUBTOTAL			3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

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SERVICE SPECIFIC PLAN AMENDMENT		REFERENCE NO. S-021	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a developer-initiated specific plan amendment for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$490.00	TOTAL COST:	\$490
UNIT PROFIT (SUBSIDY):	\$(490.00)	TOTAL PROFIT (SUBSIDY):	\$(490)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE SPECIFIC PLAN AMENDMENT				REFERENCE NO. S-021		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

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SERVICE GENERAL PLAN AMENDMENT		REFERENCE NO. S-022	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a developer-initiated general plan amendment for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$490.00		TOTAL COST: \$490	
UNIT PROFIT (SUBSIDY): \$(490.00)		TOTAL PROFIT (SUBSIDY): \$(490)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE GENERAL PLAN AMENDMENT				REFERENCE NO. S-022		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

CITY OF CARMEL-BY-THE-SEA
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SERVICE SPHERE OF INFLUENCE AMENDMENT		REFERENCE NO. S-023	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a developer-initiated sphere of influence amendment for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$490.00		TOTAL COST: \$490	
UNIT PROFIT (SUBSIDY): \$(490.00)		TOTAL PROFIT (SUBSIDY): \$(490)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE SPHERE OF INFLUENCE AMENDMENT				REFERENCE NO. S-023		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

CITY OF CARMEL-BY-THE-SEA
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SERVICE ZONING CODE AMENDMENT		REFERENCE NO. S-024	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a developer-initiated zoning code amendment for compliance with City codes and standards.			
CURRENT FEE STRUCTURE \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$490.00	TOTAL COST:	\$490
UNIT PROFIT (SUBSIDY):	\$(490.00)	TOTAL PROFIT (SUBSIDY):	\$(490)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE ZONING CODE AMENDMENT				REFERENCE NO. S-024		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

CITY OF CARMEL-BY-THE-SEA
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SERVICE ANNEXATION		REFERENCE NO. S-025	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Non-Resident	
DESCRIPTION OF SERVICE Review of a proposed annexation into the City.			
CURRENT FEE STRUCTURE \$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$490.00	TOTAL COST:	\$490
UNIT PROFIT (SUBSIDY):	\$(490.00)	TOTAL PROFIT (SUBSIDY):	\$(490)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE ANNEXATION				REFERENCE NO. S-025		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE DEVELOPMENT AGREEMENT		REFERENCE NO. S-026	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE AGREEMENT	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a proposed development agreement.			
CURRENT FEE STRUCTURE \$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$490.00	TOTAL COST:	\$490
UNIT PROFIT (SUBSIDY):	\$(490.00)	TOTAL PROFIT (SUBSIDY):	\$(490)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE DEVELOPMENT AGREEMENT				REFERENCE NO. S-026		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.92	\$79.70	1	\$80
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.08	\$402.27	1	\$402
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	3.08	\$490.33		\$490
TOTALS			3.08	\$490.00		\$490

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SERVICE ENVIRONMENTAL REVIEW (IS/ND/EIR)		REFERENCE NO. S-027	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of environmental documents prepared by a qualified consultant including initial studies, negative declarations, mitigated negative decs, and environmental impact reports for compliance with City codes and the California Environmental Quality Act.			
CURRENT FEE STRUCTURE Contract cost plus 10%			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$140.00		TOTAL COST: \$140	
UNIT PROFIT (SUBSIDY): \$(140.00)		TOTAL PROFIT (SUBSIDY): \$(140)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Contract cost plus 10%			

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SERVICE ENVIRONMENTAL REVIEW (IS/ND/EIR)				REFERENCE NO. S-027		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.58	\$50.25	1	\$50
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.42	\$81.23	1	\$81
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
TYPE SUBTOTAL			1.08	\$139.84		\$140
TOTALS			1.08	\$140.00		\$140

CITY OF CARMEL-BY-THE-SEA
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SERVICE ENVIRONMENTAL NOTICE OF EXEMPTION		REFERENCE NO. S-028	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Preparation and filing of a Notice of Exemption for projects deemed categorically exempt from the California Environmental Quality Act.			
CURRENT FEE STRUCTURE \$280 per application plus County fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$280.00	TOTAL REVENUE:	\$280
UNIT COST:	\$151.00	TOTAL COST:	\$151
UNIT PROFIT (SUBSIDY):	\$129.00	TOTAL PROFIT (SUBSIDY):	\$129
TOTAL UNITS:	1	PCT. COST RECOVERY:	185.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$150 per application plus County fees			

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SERVICE ENVIRONMENTAL NOTICE OF EXEMPTION				REFERENCE NO. S-028		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSOCIATE PLANNER	Plus County Fee	0.75	\$81.20	1	\$81
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.25	\$48.35	1	\$48
		TYPE SUBTOTAL	1.25	\$151.21		\$151
TOTALS			1.25	\$151.00		\$151

CITY OF CARMEL-BY-THE-SEA
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SERVICE MITIGATION MONITORING		REFERENCE NO. S-029	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Implementation and monitoring of environmental impact mitigation in accordance with the California Environmental Quality Act.			
CURRENT FEE STRUCTURE Deposit determined by staff with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$547.00	TOTAL COST:	\$547
UNIT PROFIT (SUBSIDY):	\$(547.00)	TOTAL PROFIT (SUBSIDY):	\$(547)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,000 deposit with charges at the fully allocated hourly rates plus outside costs.			

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SERVICE MITIGATION MONITORING				REFERENCE NO. S-029		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.83	\$547.32	1	\$547
PLANNING	SENIOR PLANNER	Deposit	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	2.83	\$547.32		\$547
TOTALS			2.83	\$547.00		\$547

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SERVICE TENTATIVE/FINAL MAP		REFERENCE NO. S-030	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of a tentative and/or final map creating more than two lots by staff for compliance with City codes, guidelines and the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,200.00		TOTAL REVENUE: \$1,200	
UNIT COST: \$1,277.00		TOTAL COST: \$1,277	
UNIT PROFIT (SUBSIDY): <u>\$(77.00)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(77)</u>	
TOTAL UNITS: 1		PCT. COST RECOVERY: 93.97%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,000 deposit with charges at the fully allocated hourly rates plus any outside costs.			

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SERVICE TENTATIVE/FINAL MAP				REFERENCE NO. S-030		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PLANNING	ADMIN COORDINATOR		0.58	\$50.25	1	\$50
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.00	\$386.80	1	\$387
PLANNING	SENIOR PLANNER		5.00	\$831.60	1	\$832
TYPE SUBTOTAL			7.66	\$1,277.01		\$1,277
TOTALS			7.66	\$1,277.00		\$1,277

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SERVICE AMENDED FINAL MAP		REFERENCE NO. S-031	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE MAP	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Review of an amendment to an approved final map for compliance with City codes, guidelines and the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$980.00	TOTAL REVENUE:	\$980
UNIT COST:	\$980.00	TOTAL COST:	\$980
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,000 deposit with charges at the fully allocated hourly rates plus any outside costs.			

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SERVICE AMENDED FINAL MAP				REFERENCE NO. S-031		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	1	\$36
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.25	\$241.75	1	\$242
PLANNING	SENIOR PLANNER		4.17	\$693.55	1	\$694
		TYPE SUBTOTAL	5.92	\$980.04		\$980
TOTALS			5.92	\$980.00		\$980

CITY OF CARMEL-BY-THE-SEA
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SERVICE CERTIFICATE OF COMPLIANCE		REFERENCE NO. S-032	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer	
DESCRIPTION OF SERVICE Request for a Certificate of Compliance prepared by staff in accordance with City codes, guidelines and the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$715 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$715.00	TOTAL REVENUE:	\$715
UNIT COST:	\$586.00	TOTAL COST:	\$586
UNIT PROFIT (SUBSIDY):	\$129.00	TOTAL PROFIT (SUBSIDY):	\$129
TOTAL UNITS:	1	PCT. COST RECOVERY:	122.01%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$585 per application plus actual contract cost			

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SERVICE CERTIFICATE OF COMPLIANCE				REFERENCE NO. S-032		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		4.08	\$441.70	1	\$442
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.50	\$96.70	1	\$97
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
		TYPE SUBTOTAL	5.08	\$585.67		\$586
		TOTALS	5.08	\$586.00		\$586

CITY OF CARMEL-BY-THE-SEA
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SERVICE LOT LINE ADJUSTMENT/SUBDIV - PC		REFERENCE NO. S-033	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a lot line adjustment or subdivision creating two lots from one lot by the Planning Commission for compliance with City codes, guidelines and the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$1,865 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,865.00	TOTAL REVENUE:	\$1,865
UNIT COST:	\$518.00	TOTAL COST:	\$518
UNIT PROFIT (SUBSIDY):	\$1,347.00	TOTAL PROFIT (SUBSIDY):	\$1,347
TOTAL UNITS:	1	PCT. COST RECOVERY:	360.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$520 per application plus actual contract cost			

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SERVICE LOT LINE ADJUSTMENT/SUBDIV - PC				REFERENCE NO. S-033		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.58	\$50.25	1	\$50
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		2.67	\$289.05	1	\$289
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.75	\$145.05	1	\$145
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	4.33	\$518.07		\$518
		TOTALS	4.33	\$518.00		\$518

CITY OF CARMEL-BY-THE-SEA
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SERVICE LOT MERGER - STAFF REVIEW		REFERENCE NO. S-034	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a property owner request to consolidate lots and/or lot fragments or merge small lots into larger lots by staff for compliance with City codes, guidelines and the Subdivision Map Act.			
CURRENT FEE STRUCTURE \$575 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$575.00		TOTAL REVENUE: \$2,300	
UNIT COST: \$900.00		TOTAL COST: \$3,600	
UNIT PROFIT (SUBSIDY): <u>\$(325.00)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(1,300)</u>	
TOTAL UNITS: 4		PCT. COST RECOVERY: 63.89%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$900 per application plus actual contract cost			

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SERVICE LOT MERGER - STAFF REVIEW				REFERENCE NO. S-034		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.58	\$50.25	4	\$201
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	4	\$33
PLANNING	ASSOCIATE PLANNER		5.00	\$541.30	4	\$2,165
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.42	\$274.63	4	\$1,099
BUILDING	PERMIT TECH		0.25	\$25.36	4	\$101
		TYPE SUBTOTAL	7.33	\$899.90		\$3,600
		TOTALS	7.33	\$900.00		\$3,600

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SERVICE PRELIM (PHASE 1) HIST EVAL - STAFF		REFERENCE NO. S-035	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a property for potential historical significance by staff for compliance with City codes and regulations.			
CURRENT FEE STRUCTURE \$310 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$310.00	TOTAL REVENUE:	\$2,790
UNIT COST:	\$452.67	TOTAL COST:	\$4,074
UNIT PROFIT (SUBSIDY):	\$(142.67)	TOTAL PROFIT (SUBSIDY):	\$(1,284)
TOTAL UNITS:	9	PCT. COST RECOVERY:	68.48%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$455 per application			

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SERVICE PRELIM (PHASE 1) HIST EVAL - STAFF				REFERENCE NO. S-035		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 9		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	9	\$195
PLANNING	ASSISTANT PLANNER		3.42	\$357.32	9	\$3,216
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.25	\$48.35	9	\$435
BUILDING	PERMIT TECH		0.25	\$25.36	9	\$228
		TYPE SUBTOTAL	4.17	\$452.69		\$4,074
		TOTALS	4.17	\$452.67		\$4,074

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SERVICE PHASE 1 HISTORIC EVAL - QUAL PROF		REFERENCE NO. S-035A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a property for potential historical significance by a qualified professional for compliance with City codes and regulations.			
CURRENT FEE STRUCTURE Deposit determined by staff with charges at the fully allocated hourly rates plus outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$260.00		TOTAL COST: \$260	
UNIT PROFIT (SUBSIDY): \$(260.00)		TOTAL PROFIT (SUBSIDY): \$(260)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$260 per application plus actual cost for Historian review			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE PHASE 1 HISTORIC EVAL - QUAL PROF				REFERENCE NO. S-035A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSOCIATE PLANNER	Plus Actual Costs	2.17	\$234.92	1	\$235
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	2.42	\$260.28		\$260
		TOTALS	2.42	\$260.00		\$260

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE PHASE 2 HIST EVAL-HRB REV OF DESIGN		REFERENCE NO. S-036	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of modifications to a historic property for consistency with the State standards for historic properties by a qualified professional followed by review of modifications to a historic property for consistency with the State standards by the HRB.			
CURRENT FEE STRUCTURE \$2,105 per application Historian Review - Actual costs with a \$1,570 deposit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$2,105.00		TOTAL REVENUE: \$2,105	
UNIT COST: \$1,517.00		TOTAL COST: \$1,517	
UNIT PROFIT (SUBSIDY): \$588.00		TOTAL PROFIT (SUBSIDY): \$588	
TOTAL UNITS: 1		PCT. COST RECOVERY: 138.76%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,515 per application plus actual cost for Historian review			

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SERVICE PHASE 2 HIST EVAL-HRB REV OF DESIGN				REFERENCE NO. S-036		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.75	\$151.60	1	\$152
PLANNING	ASSOCIATE PLANNER	Plus Actual Costs	8.50	\$920.21	1	\$920
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.17	\$419.68	1	\$420
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	12.67	\$1,516.85		\$1,517
TOTALS			12.67	\$1,517.00		\$1,517

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE APPEAL TO HISTORIC RESOURCES BOARD		REFERENCE NO. S-037	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of an appeal of a historic determination made by staff or a determination of consistency with the secretary of the interior's standards made by staff to the Historic Resources Board.			
CURRENT FEE STRUCTURE \$2,600 per application Historian Review - Actual costs with a \$1,500 deposit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$2,600.00		TOTAL REVENUE: \$2,600	
UNIT COST: \$2,034.00		TOTAL COST: \$2,034	
UNIT PROFIT (SUBSIDY): \$566.00		TOTAL PROFIT (SUBSIDY): \$566	
TOTAL UNITS: 1		PCT. COST RECOVERY: 127.83%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,035 per application plus actual cost for Historian review			

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COST DETAIL WORKSHEET
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SERVICE APPEAL TO HISTORIC RESOURCES BOARD				REFERENCE NO. S-037		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.17	\$187.99	1	\$188
PLANNING	ASSOCIATE PLANNER		11.83	\$1,280.72	1	\$1,281
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.75	\$531.85	1	\$532
BUILDING	PERMIT TECH		0.33	\$33.48	1	\$33
		TYPE SUBTOTAL	17.08	\$2,034.04		\$2,034
		TOTALS	17.08	\$2,034.00		\$2,034

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE MILLS ACT CONTRACT PROCESSING		REFERENCE NO. S-038	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a Mills Act Contract for a historic property in accordance with City codes and State law.			
CURRENT FEE STRUCTURE \$1,350 per application (50% cost recovery)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,350.00		TOTAL REVENUE: \$1,350	
UNIT COST: \$3,441.00		TOTAL COST: \$3,441	
UNIT PROFIT (SUBSIDY): \$(2,091.00)		TOTAL PROFIT (SUBSIDY): \$(2,091)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 39.23%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,440 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE MILLS ACT CONTRACT PROCESSING				REFERENCE NO. S-038		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.00	\$173.26	1	\$173
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		4.25	\$821.95	1	\$822
PLANNING	SENIOR PLANNER	+ Attorney	14.50	\$2,411.64	1	\$2,412
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	21.08	\$3,440.57		\$3,441
TOTALS			21.08	\$3,441.00		\$3,441

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE PC CODE DETERMINATION		REFERENCE NO. S-039	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a code determination referred by the Director to the Planning Commission.			
CURRENT FEE STRUCTURE \$915 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$915.00	TOTAL REVENUE:	\$3,660
UNIT COST:	\$1,166.25	TOTAL COST:	\$4,665
UNIT PROFIT (SUBSIDY):	\$(251.25)	TOTAL PROFIT (SUBSIDY):	\$(1,005)
TOTAL UNITS:	4	PCT. COST RECOVERY:	78.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,165 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE PC CODE DETERMINATION				REFERENCE NO. S-039		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.58	\$136.88	4	\$548
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	4	\$33
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.75	\$338.45	4	\$1,354
PLANNING	SENIOR PLANNER		4.00	\$665.28	4	\$2,661
BUILDING	PERMIT TECH		0.17	\$17.25	4	\$69
		TYPE SUBTOTAL	7.58	\$1,166.22		\$4,665
		TOTALS	7.58	\$1,166.25		\$4,665

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ZONING COMPLIANCE DETERMINATION		REFERENCE NO. S-040	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for zoning compliance status of a property by staff.			
CURRENT FEE STRUCTURE \$645 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$645.00		TOTAL REVENUE: \$645	
UNIT COST: \$549.00		TOTAL COST: \$549	
UNIT PROFIT (SUBSIDY): \$96.00		TOTAL PROFIT (SUBSIDY): \$96	
TOTAL UNITS: 1		PCT. COST RECOVERY: 117.49%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$550 per application			

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COST DETAIL WORKSHEET
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SERVICE ZONING COMPLIANCE DETERMINATION				REFERENCE NO. S-040		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	1	\$36
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		3.75	\$405.98	1	\$406
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.42	\$81.23	1	\$81
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
		TYPE SUBTOTAL	4.84	\$549.20		\$549
TOTALS			4.84	\$549.00		\$549

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE TIME EXTENSION - STAFF		REFERENCE NO. S-041	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a time extension for a planning project approved by staff.			
CURRENT FEE STRUCTURE \$320 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$320.00	TOTAL REVENUE:	\$320
UNIT COST:	\$300.00	TOTAL COST:	\$300
UNIT PROFIT (SUBSIDY):	\$20.00	TOTAL PROFIT (SUBSIDY):	\$20
TOTAL UNITS:	1	PCT. COST RECOVERY:	106.67%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$300 per application			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE TIME EXTENSION - STAFF				REFERENCE NO. S-041		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	ASSOCIATE PLANNER		1.58	\$171.05	1	\$171
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.42	\$81.23	1	\$81
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
		TYPE SUBTOTAL	2.50	\$299.55		\$300
TOTALS			2.50	\$300.00		\$300

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE TIME EXTENSION - PLAN COMM		REFERENCE NO. S-042	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a time extension for a planning project approved by the Planning Commission.			
CURRENT FEE STRUCTURE \$675 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$675.00		TOTAL REVENUE: \$675	
UNIT COST: \$868.00		TOTAL COST: \$868	
UNIT PROFIT (SUBSIDY): \$(193.00)		TOTAL PROFIT (SUBSIDY): \$(193)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 77.76%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$870 per application			

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COST DETAIL WORKSHEET
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SERVICE TIME EXTENSION - PLAN COMM				REFERENCE NO. S-042		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.33	\$115.22	1	\$115
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.25	\$241.75	1	\$242
PLANNING	SENIOR PLANNER		2.92	\$485.65	1	\$486
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
		TYPE SUBTOTAL	5.75	\$868.23		\$868
		TOTALS	5.75	\$868.00		\$868

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE TIME EXTENSION - CITY COUNCIL		REFERENCE NO. S-042A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a time extension for a planning project approved by the City Council.			
CURRENT FEE STRUCTURE \$675 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$675.00	TOTAL REVENUE:	\$675
UNIT COST:	\$1,054.00	TOTAL COST:	\$1,054
UNIT PROFIT (SUBSIDY):	\$(379.00)	TOTAL PROFIT (SUBSIDY):	\$(379)
TOTAL UNITS:	1	PCT. COST RECOVERY:	64.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,055 per application			

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COST DETAIL WORKSHEET
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SERVICE TIME EXTENSION - CITY COUNCIL				REFERENCE NO. S-042A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.42	\$123.01	1	\$123
PLANNING	ASSISTANT PLANNER		0.08	\$8.36	1	\$8
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.17	\$419.68	1	\$420
PLANNING	SENIOR PLANNER		2.92	\$485.65	1	\$486
BUILDING	PERMIT TECH		0.17	\$17.25	1	\$17
		TYPE SUBTOTAL	6.76	\$1,053.95		\$1,054
		TOTALS	6.76	\$1,054.00		\$1,054

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE PUBLIC HEARING CONTINUANCE - PC		REFERENCE NO. S-043	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE CONTINUANCE	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Request by an applicant to continue a public hearing scheduled before the Planning Commission.			
CURRENT FEE STRUCTURE \$850 per continuance			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$850.00	TOTAL REVENUE:	\$850
UNIT COST:	\$851.00	TOTAL COST:	\$851
UNIT PROFIT (SUBSIDY):	\$(1.00)	TOTAL PROFIT (SUBSIDY):	\$(1)
TOTAL UNITS:	1	PCT. COST RECOVERY:	99.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$850 per continuance			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE PUBLIC HEARING CONTINUANCE - PC				REFERENCE NO. S-043		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.58	\$136.88	1	\$137
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.33	\$257.22	1	\$257
PLANNING	SENIOR PLANNER		2.75	\$457.38	1	\$457
		TYPE SUBTOTAL	5.66	\$851.48		\$851
TOTALS			5.66	\$851.00		\$851

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE PUBL HEARING CONTINUANCE - COUNCIL		REFERENCE NO. S-043A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE CONTINUANCE	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Request by an applicant to continue a public hearing scheduled before the City Council.			
CURRENT FEE STRUCTURE \$850 per continuance			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$850.00	TOTAL REVENUE:	\$850
UNIT COST:	\$901.00	TOTAL COST:	\$901
UNIT PROFIT (SUBSIDY):	\$(51.00)	TOTAL PROFIT (SUBSIDY):	\$(51)
TOTAL UNITS:	1	PCT. COST RECOVERY:	94.34%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$900 per continuance			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE PUBL HEARING CONTINUANCE - COUNCIL				REFERENCE NO. S-043A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.67	\$144.67	1	\$145
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.33	\$257.22	1	\$257
PLANNING	SENIOR PLANNER		3.00	\$498.96	1	\$499
		TYPE SUBTOTAL	6.00	\$900.85		\$901
TOTALS			6.00	\$901.00		\$901

CITY OF CARMEL-BY-THE-SEA
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SERVICE APPEAL TO PLANNING COMMISSION		REFERENCE NO. S-044	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of an appeal of a staff decision to the Planning Commission.			
CURRENT FEE STRUCTURE \$1,420 per appeal Appeal in the Coastal Zone - No Charge by State law			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,420.00		TOTAL REVENUE: \$1,420	
UNIT COST: \$2,001.00		TOTAL COST: \$2,001	
UNIT PROFIT (SUBSIDY): <u>\$(581.00)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(581)</u>	
TOTAL UNITS: 1		PCT. COST RECOVERY: 70.96%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,000 per appeal Appeal in the Coastal Zone - No Charge by State law			

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SERVICE APPEAL TO PLANNING COMMISSION				REFERENCE NO. S-044		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.17	\$187.99	1	\$188
PLANNING	ASSOCIATE PLANNER		11.83	\$1,280.72	1	\$1,281
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.75	\$531.85	1	\$532
		TYPE SUBTOTAL	16.75	\$2,000.56		\$2,001
TOTALS			16.75	\$2,001.00		\$2,001

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE APPEAL TO CITY COUNCIL		REFERENCE NO. S-044A	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of an appeal of a Historic Resources Board decision or a Planning Commission decision to the City Council.			
CURRENT FEE STRUCTURE \$1,420 per appeal Appeal in the Coastal Zone - No Charge by State law			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,420.00	TOTAL REVENUE:	\$1,420
UNIT COST:	\$2,001.00	TOTAL COST:	\$2,001
UNIT PROFIT (SUBSIDY):	\$(581.00)	TOTAL PROFIT (SUBSIDY):	\$(581)
TOTAL UNITS:	1	PCT. COST RECOVERY:	70.96%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,000 per appeal Appeal in the Coastal Zone - No Charge by State law			

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SERVICE APPEAL TO CITY COUNCIL				REFERENCE NO. S-044A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		2.17	\$187.99	1	\$188
PLANNING	ASSOCIATE PLANNER		11.83	\$1,280.72	1	\$1,281
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.75	\$531.85	1	\$532
		TYPE SUBTOTAL	16.75	\$2,000.56		\$2,001
		TOTALS	16.75	\$2,001.00		\$2,001

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE SIGN APPLICATION		REFERENCE NO. S-045	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Review of a request for a new sign by staff for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$170 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$170.00	TOTAL REVENUE:	\$7,310
UNIT COST:	\$269.09	TOTAL COST:	\$11,571
UNIT PROFIT (SUBSIDY):	\$(99.09)	TOTAL PROFIT (SUBSIDY):	\$(4,261)
TOTAL UNITS:	43	PCT. COST RECOVERY:	63.18%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$270 per application			

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COST DETAIL WORKSHEET
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SERVICE SIGN APPLICATION				REFERENCE NO. S-045		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 43		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	43	\$1,564
PLANNING	ASSISTANT PLANNER		1.67	\$174.48	43	\$7,503
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.17	\$32.88	43	\$1,414
BUILDING	PERMIT TECH		0.25	\$25.36	43	\$1,090
		TYPE SUBTOTAL	2.51	\$269.10		\$11,571
TOTALS			2.51	\$269.09		\$11,571

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE SIGN REFERRAL TO PLANNING COMM		REFERENCE NO. S-046	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Business	
DESCRIPTION OF SERVICE Referral of a request for a new sign to the Planning Commission for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$420 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$420.00		TOTAL REVENUE: \$1,680	
UNIT COST: \$828.75		TOTAL COST: \$3,315	
UNIT PROFIT (SUBSIDY): \$(408.75)		TOTAL PROFIT (SUBSIDY): \$(1,635)	
TOTAL UNITS: 4		PCT. COST RECOVERY: 50.68%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$830 per application			

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SERVICE SIGN REFERRAL TO PLANNING COMM				REFERENCE NO. S-046		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.50	\$129.95	4	\$520
PLANNING	ASSISTANT PLANNER		3.67	\$383.44	4	\$1,534
PLANNING	PLAN & BLDG SVCS DIRECTOR		1.50	\$290.10	4	\$1,160
BUILDING	PERMIT TECH		0.25	\$25.36	4	\$101
		TYPE SUBTOTAL	6.92	\$828.85		\$3,315
TOTALS			6.92	\$828.75		\$3,315

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SERVICE RELOCATE EXISTING SIGN		REFERENCE NO. S-047	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE SIGN	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a request to relocate an existing sign by staff for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$50 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$50.00	TOTAL REVENUE:	\$300
UNIT COST:	\$174.17	TOTAL COST:	\$1,045
UNIT PROFIT (SUBSIDY):	\$(124.17)	TOTAL PROFIT (SUBSIDY):	\$(745)
TOTAL UNITS:	6	PCT. COST RECOVERY:	28.71%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$175 per application			

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SERVICE RELOCATE EXISTING SIGN				REFERENCE NO. S-047		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.42	\$36.38	6	\$218
PLANNING	ASSISTANT PLANNER		1.17	\$122.24	6	\$733
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	6	\$93
TYPE SUBTOTAL			1.67	\$174.09		\$1,045
TOTALS			1.67	\$174.17		\$1,045

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SERVICE TEMPORARY SIGN PERMIT		REFERENCE NO. S-048	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a request for a temporary sign or banner by staff for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$135 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$135.00	TOTAL REVENUE:	\$540
UNIT COST:	\$97.75	TOTAL COST:	\$391
UNIT PROFIT (SUBSIDY):	\$37.25	TOTAL PROFIT (SUBSIDY):	\$149
TOTAL UNITS:	4	PCT. COST RECOVERY:	138.11%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$100 per application			

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SERVICE TEMPORARY SIGN PERMIT				REFERENCE NO. S-048		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	4	\$87
PLANNING	ASSISTANT PLANNER		0.58	\$60.60	4	\$242
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	4	\$62
TYPE SUBTOTAL			0.91	\$97.73		\$391
TOTALS			0.91	\$97.75		\$391

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SERVICE BUILDING RELOCATION		REFERENCE NO. S-050	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request to relocate a building from one parcel to another parcel within the City limits.			
CURRENT FEE STRUCTURE \$1,905 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,905.00		TOTAL REVENUE: \$1,905	
UNIT COST: \$1,858.00		TOTAL COST: \$1,858	
UNIT PROFIT (SUBSIDY): \$47.00		TOTAL PROFIT (SUBSIDY): \$47	
TOTAL UNITS: 1		PCT. COST RECOVERY: 102.53%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,860 per application			

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SERVICE BUILDING RELOCATION				REFERENCE NO. S-050		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		1.58	\$136.88	1	\$137
PLANNING	ASSISTANT PLANNER		9.00	\$940.32	1	\$940
PLANNING	PLAN & BLDG SVCS DIRECTOR		2.33	\$450.62	1	\$451
PLANNING	SENIOR PLANNER		1.83	\$304.37	1	\$304
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	14.99	\$1,857.55		\$1,858
		TOTALS	14.99	\$1,858.00		\$1,858

CITY OF CARMEL-BY-THE-SEA
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SERVICE LARGE FAMILY DAY CARE (RESIDENTIAL)		REFERENCE NO. S-051	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a request to establish a large family day care (7-12 persons) in a residential zone by staff for compliance with City codes and guidelines.			
CURRENT FEE STRUCTURE \$745 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$745.00	TOTAL REVENUE:	\$745
UNIT COST:	\$728.00	TOTAL COST:	\$728
UNIT PROFIT (SUBSIDY):	\$17.00	TOTAL PROFIT (SUBSIDY):	\$17
TOTAL UNITS:	1	PCT. COST RECOVERY:	102.34%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$730 per application			

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SERVICE LARGE FAMILY DAY CARE (RESIDENTIAL)				REFERENCE NO. S-051		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.33	\$28.59	1	\$29
PLANNING	ASSISTANT PLANNER		4.33	\$452.40	1	\$452
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.50	\$96.70	1	\$97
PLANNING	SENIOR PLANNER		0.75	\$124.74	1	\$125
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
		TYPE SUBTOTAL	6.16	\$727.79		\$728
		TOTALS	6.16	\$728.00		\$728

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SERVICE GENERAL PLAN UPDATE		REFERENCE NO. S-052	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Update of the City General Plan.			
CURRENT FEE STRUCTURE 3.5% of all Building & Safety permits			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$35,000.00		TOTAL COST: \$35,000	
UNIT PROFIT (SUBSIDY): \$(35,000.00)		TOTAL PROFIT (SUBSIDY): \$(35,000)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 50% 3.5% of all Building & Safety permits			

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SERVICE GENERAL PLAN UPDATE				REFERENCE NO. S-052		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING		\$350k Over 10 Years	0.00	\$35,000.00	1	\$35,000
		TYPE SUBTOTAL	0.00	\$35,000.00		\$35,000
		TOTALS	0.00	\$35,000.00		\$35,000

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SERVICE PLANNING TECHNICAL ASSISTANCE		REFERENCE NO. S-053	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE HOUR	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing technical assistance at the Planning counter at the request of the customer. This service does not include Public Records Act copy and research requests.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			

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SERVICE PLANNING TECHNICAL ASSISTANCE				REFERENCE NO. S-053		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

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SERVICE BUILDING PLAN CHECK		REFERENCE NO. S-054	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of building construction plans for compliance with City codes and standards.			
CURRENT FEE STRUCTURE New Construction - Various fees based on construction valuation Plan Revision after approval - \$250 base plus \$70 per hour for review longer than 30 minutes.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$390.56	TOTAL REVENUE:	\$287,065
UNIT COST:	\$497.03	TOTAL COST:	\$365,320
UNIT PROFIT (SUBSIDY):	\$(106.47)	TOTAL PROFIT (SUBSIDY):	\$(78,255)
TOTAL UNITS:	735	PCT. COST RECOVERY:	78.58%
SUGGESTED FEE FOR COST RECOVERY OF: 100% New Construction - No Change Additional Plan Review - \$250 base plus \$150 per hour for review longer than one hour Plan Revision after approval - \$250 base plus \$150 per hour for review longer than one hour			

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SERVICE				REFERENCE NO.		
BUILDING PLAN CHECK				S-054		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				735		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING OFFICIAL	Remainder Of Time	1.34	\$203.22	735	\$149,367
BUILDING	PERMIT TECH	Remainder Of Time	0.96	\$97.59	735	\$71,729
PW-STREETS	PW SUPERINTENDENT	1 Hr/Week	0.07	\$14.56	735	\$10,702
PW-ENVIRON. COMPLIA	ENVIRON. COMPLIANCE MANAG	5%	0.11	\$13.96	735	\$10,261
PW-FOREST & BEACH	CITY FORESTER	10%	0.22	\$48.67	735	\$35,772
TYPE SUBTOTAL			2.70	\$378.00		\$277,830
BUILDING	BUILDING INSPECTOR		4.00	\$561.92	4	\$2,248
TYPE SUBTOTAL			4.00	\$561.92		\$2,248
PLANNING	ASSISTANT PLANNER		0.38	\$39.18	345	\$13,517
PLANNING	SENIOR PLANNER		1.25	\$207.90	345	\$71,726
TYPE SUBTOTAL			1.63	\$247.08		\$85,243
TOTALS			8.33	\$497.03		\$365,320

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE BUILDING INSPECTION		REFERENCE NO. S-054A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of construction for compliance with City codes and standards.			
CURRENT FEE STRUCTURE New Construction - Various fees based on construction valuation Trade Permits - Various fees Stormwater Inspection - \$64.50 per inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$210.16		TOTAL REVENUE: \$378,296	
UNIT COST: \$125.14		TOTAL COST: \$225,245	
UNIT PROFIT (SUBSIDY): \$85.02		TOTAL PROFIT (SUBSIDY): \$153,051	
TOTAL UNITS: 1,800		PCT. COST RECOVERY: 167.95%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% No Change, except: Permit by Appointment - \$330			

CITY OF CARMEL-BY-THE-SEA
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SERVICE BUILDING INSPECTION				REFERENCE NO. S-054A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1,800		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING INSPECTOR	Remainder Of Time	0.66	\$92.81	1,800	\$167,058
BUILDING	PERMIT TECH		0.25	\$25.36	1,800	\$45,648
		TYPE SUBTOTAL	0.91	\$118.17		\$212,706
PLANNING	ASSISTANT PLANNER		1.50	\$156.72	20	\$3,134
PLANNING	SENIOR PLANNER		1.50	\$249.48	11	\$2,744
BUILDING	BUILDING OFFICIAL		1.00	\$151.84	2	\$304
		TYPE SUBTOTAL	4.00	\$558.04		\$6,182
PLANNING	ASSISTANT PLANNER	Permit By Appt.	0.50	\$52.24	15	\$784
BUILDING	BUILDING OFFICIAL	Permit By Appt.	1.00	\$151.84	20	\$3,037
BUILDING	PERMIT TECH	Permit By Appt.	1.25	\$126.81	20	\$2,536
		TYPE SUBTOTAL	2.75	\$330.89		\$6,357
TOTALS			7.66	\$125.14		\$225,245

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SERVICE BUILDING RE-INSPECTION		REFERENCE NO. S-054B	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE RE-INSPECTION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Re-inspection of construction that is needed due to the actions of the applicant.			
CURRENT FEE STRUCTURE \$105 per re-inspection			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$105.00	TOTAL REVENUE:	\$5,250
UNIT COST:	\$140.48	TOTAL COST:	\$7,024
UNIT PROFIT (SUBSIDY):	\$(35.48)	TOTAL PROFIT (SUBSIDY):	\$(1,774)
TOTAL UNITS:	50	PCT. COST RECOVERY:	74.74%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$140 per re-inspection			

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SERVICE BUILDING RE-INSPECTION				REFERENCE NO. S-054B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING INSPECTOR		1.00	\$140.48	50	\$7,024
		TYPE SUBTOTAL	1.00	\$140.48		\$7,024
		TOTALS	1.00	\$140.48		\$7,024

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SERVICE PERMIT APPLICATION EXTENSION		REFERENCE NO. S-054C	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE EXTENSION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Extension of an expiring Building Permit Application at the request of the applicant.			
CURRENT FEE STRUCTURE \$110 per extension (maximum of 4)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$110.00		TOTAL REVENUE: \$550	
UNIT COST: \$88.60		TOTAL COST: \$443	
UNIT PROFIT (SUBSIDY): \$21.40		TOTAL PROFIT (SUBSIDY): \$107	
TOTAL UNITS: 5		PCT. COST RECOVERY: 124.15%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$90 per extension (maximum of 4)			

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SERVICE PERMIT APPLICATION EXTENSION				REFERENCE NO. S-054C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING OFFICIAL		0.25	\$37.96	5	\$190
BUILDING	PERMIT TECH		0.50	\$50.73	5	\$254
		TYPE SUBTOTAL	0.75	\$88.69		\$443
		TOTALS	0.75	\$88.60		\$443

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SERVICE PERMIT EXTENSION		REFERENCE NO. S-054D	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE EXTENSION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Extension of an expiring or expired Building Permit at the request of the applicant.			
CURRENT FEE STRUCTURE \$215 per extension (maximum of 2)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$215.00	TOTAL REVENUE:	\$1,075
UNIT COST:	\$140.20	TOTAL COST:	\$701
UNIT PROFIT (SUBSIDY):	\$74.80	TOTAL PROFIT (SUBSIDY):	\$374
TOTAL UNITS:	5	PCT. COST RECOVERY:	153.35%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$140 per extension (maximum of 2)			

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SERVICE PERMIT EXTENSION				REFERENCE NO. S-054D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSISTANT PLANNER		0.25	\$26.12	5	\$131
BUILDING	BUILDING OFFICIAL		0.25	\$37.96	5	\$190
BUILDING	PERMIT TECH		0.75	\$76.09	5	\$380
TYPE SUBTOTAL			1.25	\$140.17		\$701
TOTALS			1.25	\$140.20		\$701

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SERVICE BUILDING PERMIT PRE-APPLIC. CONFER.		REFERENCE NO. S-054E	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for a pre-application review of a proposed construction project by staff.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$306.00		TOTAL COST: \$306	
UNIT PROFIT (SUBSIDY): \$(306.00)		TOTAL PROFIT (SUBSIDY): \$(306)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$305 per application			

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SERVICE BUILDING PERMIT PRE-APPLIC. CONFER.				REFERENCE NO. S-054E		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSISTANT PLANNER		0.50	\$52.24	1	\$52
BUILDING	BUILDING OFFICIAL		1.00	\$151.84	1	\$152
BUILDING	PERMIT TECH		1.00	\$101.45	1	\$101
TYPE SUBTOTAL			2.50	\$305.53		\$306
TOTALS			2.50	\$306.00		\$306

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SERVICE BUILDING SINGLE TRADE PERMIT		REFERENCE NO. S-055	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of over the counter single plumbing, mechanical, or electrical permits for compliance with City codes and standards, and inspection of the resulting construction.			
CURRENT FEE STRUCTURE Gas Service Reconnection - \$105 per permit Other - \$190 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$190.00	TOTAL REVENUE:	\$26,600
UNIT COST:	\$159.45	TOTAL COST:	\$22,323
UNIT PROFIT (SUBSIDY):	\$30.55	TOTAL PROFIT (SUBSIDY):	\$4,277
TOTAL UNITS:	140	PCT. COST RECOVERY:	119.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$160 per permit			

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SERVICE				REFERENCE NO.		
BUILDING SINGLE TRADE PERMIT				S-055		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				140		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING INSPECTOR		0.75	\$105.36	140	\$14,750
BUILDING	PERMIT TECH		0.50	\$50.73	140	\$7,102
		TYPE SUBTOTAL	1.25	\$156.09		\$21,853
BUILDING	BUILDING INSPECTOR		0.50	\$70.24	4	\$281
BUILDING	BUILDING OFFICIAL		0.25	\$37.96	5	\$190
		TYPE SUBTOTAL	0.75	\$108.20		\$471
TOTALS			2.00	\$159.45		\$22,323

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SERVICE ON-SITE DRIVEWAY PERMIT		REFERENCE NO. S-055A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a new or replaced driveway for compliance with City codes and standards.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$261.00		TOTAL COST: \$261	
UNIT PROFIT (SUBSIDY): \$(261.00)		TOTAL PROFIT (SUBSIDY): \$(261)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$260 per permit			

CITY OF CARMEL-BY-THE-SEA
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SERVICE ON-SITE DRIVEWAY PERMIT				REFERENCE NO. S-055A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSISTANT PLANNER		0.75	\$78.36	1	\$78
BUILDING	PERMIT TECH		0.75	\$76.09	1	\$76
PW-STREETS	PW SUPERINTENDENT		0.50	\$106.90	1	\$107
TYPE SUBTOTAL			2.00	\$261.35		\$261
TOTALS			2.00	\$261.00		\$261

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE SOLAR PLAN CHECK/INSPECTION PERMIT		REFERENCE NO. S-056	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of solar system construction plans for compliance with City codes and standards, and inspection of the resulting construction.			
CURRENT FEE STRUCTURE \$515 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$515.00	TOTAL REVENUE:	\$18,025
UNIT COST:	\$435.34	TOTAL COST:	\$15,237
UNIT PROFIT (SUBSIDY):	\$79.66	TOTAL PROFIT (SUBSIDY):	\$2,788
TOTAL UNITS:	35	PCT. COST RECOVERY:	118.30%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check - \$305 Inspection - \$130			

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SERVICE SOLAR PLAN CHECK/INSPECTION PERMIT				REFERENCE NO. S-056		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSISTANT PLANNER	Plan Check	0.25	\$26.12	35	\$914
BUILDING	BUILDING INSPECTOR	Inspection	0.75	\$105.36	35	\$3,688
BUILDING	BUILDING OFFICIAL	Plan Check	1.50	\$227.76	35	\$7,972
BUILDING	PERMIT TECH	Inspection	0.25	\$25.36	35	\$888
BUILDING	PERMIT TECH	Plan Check	0.50	\$50.73	35	\$1,776
TYPE SUBTOTAL			3.25	\$435.33		\$15,237
TOTALS			3.25	\$435.34		\$15,237

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE RE-ROOF PERMIT		REFERENCE NO. S-057	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Review of re-roof construction plans for compliance with City codes and standards, and inspection of the resulting construction.			
CURRENT FEE STRUCTURE \$505 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$505.00	TOTAL REVENUE:	\$62,115
UNIT COST:	\$247.01	TOTAL COST:	\$30,382
UNIT PROFIT (SUBSIDY):	\$257.99	TOTAL PROFIT (SUBSIDY):	\$31,733
TOTAL UNITS:	123	PCT. COST RECOVERY:	204.45%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 per permit			

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SERVICE RE-ROOF PERMIT				REFERENCE NO. S-057		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 123		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSISTANT PLANNER		0.25	\$26.12	123	\$3,213
BUILDING	BUILDING INSPECTOR		1.00	\$140.48	123	\$17,279
BUILDING	PERMIT TECH		0.75	\$76.09	123	\$9,359
		TYPE SUBTOTAL	2.00	\$242.69		\$29,851
BUILDING	BUILDING OFFICIAL		0.50	\$75.92	7	\$531
		TYPE SUBTOTAL	0.50	\$75.92		\$531
		TOTALS	2.50	\$247.01		\$30,382

CITY OF CARMEL-BY-THE-SEA
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SERVICE BUILDING BOARD APPEAL		REFERENCE NO. S-058	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Appeal of a decision of the Building Official to the Building Board.			
CURRENT FEE STRUCTURE \$975 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$975.00		TOTAL REVENUE: \$975	
UNIT COST: \$1,012.00		TOTAL COST: \$1,012	
UNIT PROFIT (SUBSIDY): \$(37.00)		TOTAL PROFIT (SUBSIDY): \$(37)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 96.34%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,010 per appeal			

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COST DETAIL WORKSHEET
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SERVICE BUILDING BOARD APPEAL				REFERENCE NO. S-058		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING OFFICIAL		6.00	\$911.04	1	\$911
BUILDING	PERMIT TECH		1.00	\$101.45	1	\$101
		TYPE SUBTOTAL	7.00	\$1,012.49		\$1,012
		TOTALS	7.00	\$1,012.00		\$1,012

CITY OF CARMEL-BY-THE-SEA
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SERVICE DUPLICATE INSPECTION CARD		REFERENCE NO. S-059	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE CARD	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Creation of a duplicate inspection card because the applicant lost the card.			
CURRENT FEE STRUCTURE \$70 per card			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$70.00	TOTAL REVENUE:	\$700
UNIT COST:	\$60.50	TOTAL COST:	\$605
UNIT PROFIT (SUBSIDY):	\$9.50	TOTAL PROFIT (SUBSIDY):	\$95
TOTAL UNITS:	10	PCT. COST RECOVERY:	115.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$60 per card			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE DUPLICATE INSPECTION CARD				REFERENCE NO. S-059		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING INSPECTOR		0.25	\$35.12	10	\$351
BUILDING	PERMIT TECH		0.25	\$25.36	10	\$254
		TYPE SUBTOTAL	0.50	\$60.48		\$605
		TOTALS	0.50	\$60.50		\$605

CITY OF CARMEL-BY-THE-SEA
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SERVICE BUILDING TECHNICAL ASSISTANCE		REFERENCE NO. S-059A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE REVIEW	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Providing technical assistance at the Building counter at the request of the customer. This service does not include Public Records Act copy and research requests.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all personnel involved after 15 minutes.			

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February 17, 2020

CITY OF CARMEL-BY-THE-SEA
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SERVICE STOP WORK INVESTIGATION		REFERENCE NO. S-059B	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE INVESTIGATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Inspection of work performed without the proper permits.			
CURRENT FEE STRUCTURE \$500 per investigation plus double the permit fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$500.00	TOTAL REVENUE:	\$21,500
UNIT COST:	\$543.23	TOTAL COST:	\$23,359
UNIT PROFIT (SUBSIDY):	\$(43.23)	TOTAL PROFIT (SUBSIDY):	\$(1,859)
TOTAL UNITS:	43	PCT. COST RECOVERY:	92.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$545 per investigation plus double the permit fee			

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SERVICE STOP WORK INVESTIGATION				REFERENCE NO. S-059B		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 43		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING INSPECTOR		3.00	\$421.44	43	\$18,122
BUILDING	BUILDING OFFICIAL		0.25	\$37.96	43	\$1,632
BUILDING	PERMIT TECH		0.75	\$76.09	43	\$3,272
		TYPE SUBTOTAL	4.00	\$535.49		\$23,026
PLANNING	SENIOR PLANNER		0.50	\$83.16	4	\$333
		TYPE SUBTOTAL	0.50	\$83.16		\$333
		TOTALS	4.50	\$543.23		\$23,359

CITY OF CARMEL-BY-THE-SEA
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SERVICE TEMPORARY CERTIFICATE OF OCCUPANCY		REFERENCE NO. S-059C	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review and inspection of a request to occupy a building before all permits are final.			
CURRENT FEE STRUCTURE \$215 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$215.00	TOTAL REVENUE:	\$1,290
UNIT COST:	\$211.33	TOTAL COST:	\$1,268
UNIT PROFIT (SUBSIDY):	\$3.67	TOTAL PROFIT (SUBSIDY):	\$22
TOTAL UNITS:	6	PCT. COST RECOVERY:	101.74%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$215 per application			

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SERVICE TEMPORARY CERTIFICATE OF OCCUPANCY				REFERENCE NO. S-059C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ASSOCIATE PLANNER		0.25	\$27.07	6	\$162
BUILDING	BUILDING INSPECTOR		0.50	\$70.24	6	\$421
BUILDING	BUILDING OFFICIAL		0.25	\$37.96	6	\$228
BUILDING	PERMIT TECH		0.75	\$76.09	6	\$457
TYPE SUBTOTAL			1.75	\$211.36		\$1,268
TOTALS			1.75	\$211.33		\$1,268

CITY OF CARMEL-BY-THE-SEA
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SERVICE ALTERNATE MATERIALS/METHODS REVIEW		REFERENCE NO. S-059D	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request to use alternate materials or methods for construction.			
CURRENT FEE STRUCTURE \$105 per hour plus actual cost of City Staff			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$105.00	TOTAL REVENUE:	\$525
UNIT COST:	\$202.60	TOTAL COST:	\$1,013
UNIT PROFIT (SUBSIDY):	\$(97.60)	TOTAL PROFIT (SUBSIDY):	\$(488)
TOTAL UNITS:	5	PCT. COST RECOVERY:	51.83%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$205 per application plus actual cost of City Staff for all time over one hour			

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COST DETAIL WORKSHEET
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SERVICE ALTERNATE MATERIALS/METHODS REVIEW				REFERENCE NO. S-059D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING OFFICIAL		1.00	\$151.84	5	\$759
BUILDING	PERMIT TECH		0.50	\$50.73	5	\$254
		TYPE SUBTOTAL	1.50	\$202.57		\$1,013
		TOTALS	1.50	\$202.60		\$1,013

CITY OF CARMEL-BY-THE-SEA
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SERVICE BUILDING PHASED WORK REQUEST		REFERENCE NO. S-059E	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request to break a proposed project into various phases.			
CURRENT FEE STRUCTURE \$215 per application			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$215.00	TOTAL REVENUE:	\$10,750
UNIT COST:	\$291.26	TOTAL COST:	\$14,563
UNIT PROFIT (SUBSIDY):	\$(76.26)	TOTAL PROFIT (SUBSIDY):	\$(3,813)
TOTAL UNITS:	50	PCT. COST RECOVERY:	73.82%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$290 per application			

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SERVICE BUILDING PHASED WORK REQUEST				REFERENCE NO. S-059E		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	BUILDING OFFICIAL		1.25	\$189.80	50	\$9,490
BUILDING	PERMIT TECH		1.00	\$101.45	50	\$5,073
		TYPE SUBTOTAL	2.25	\$291.25		\$14,563
		TOTALS	2.25	\$291.26		\$14,563

CITY OF CARMEL-BY-THE-SEA
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SERVICE LANDSCAPE PLAN CHECK/INSPECTION		REFERENCE NO. S-060	
PRIMARY DEPARTMENT PLANNING	UNIT OF SERVICE PLAN/PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a stand-alone landscape plan for compliance with City codes and standards, and inspection of the construction.			
CURRENT FEE STRUCTURE \$180 per plan check			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$180.00		TOTAL REVENUE: \$180	
UNIT COST: \$268.00		TOTAL COST: \$268	
UNIT PROFIT (SUBSIDY): \$(88.00)		TOTAL PROFIT (SUBSIDY): \$(88)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 67.16%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$270 per plan/inspection			

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COST DETAIL WORKSHEET
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SERVICE LANDSCAPE PLAN CHECK/INSPECTION				REFERENCE NO. S-060		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PLANNING	ADMIN COORDINATOR		0.25	\$21.66	1	\$22
PLANNING	ASSISTANT PLANNER		1.17	\$122.24	1	\$122
PLANNING	PLAN & BLDG SVCS DIRECTOR		0.08	\$15.47	1	\$15
PW-FOREST & BEACH	CITY FORESTER		0.50	\$108.67	1	\$109
TYPE SUBTOTAL			2.00	\$268.04		\$268
TOTALS			2.00	\$268.00		\$268

CITY OF CARMEL-BY-THE-SEA
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SERVICE BUILDING TECHNOLOGY SURCHARGE		REFERENCE NO. S-060A	
PRIMARY DEPARTMENT BUILDING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Replacement of technology needed for Building & Safety.			
CURRENT FEE STRUCTURE \$1.55 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1.55	TOTAL REVENUE:	\$2,790
UNIT COST:	\$7.89	TOTAL COST:	\$14,202
UNIT PROFIT (SUBSIDY):	\$(6.34)	TOTAL PROFIT (SUBSIDY):	\$(11,412)
TOTAL UNITS:	1,800	PCT. COST RECOVERY:	19.65%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$8 per permit			

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SERVICE BUILDING TECHNOLOGY SURCHARGE				REFERENCE NO. S-060A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1,800		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING		IWORQ	0.00	\$5.56	1,800	\$10,008
BUILDING		Hardware Replacement	0.00	\$0.89	1,800	\$1,602
BUILDING		Bluebeam	0.00	\$1.44	1,800	\$2,592
		TYPE SUBTOTAL	0.00	\$7.89		\$14,202
TOTALS			0.00	\$7.89		\$14,202

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SERVICE NEW BENCH LOCATION		REFERENCE NO. S-061	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for a new memorial bench at a new location and construction and installation of the bench and plaque.			
CURRENT FEE STRUCTURE \$1,060 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$1,100 if a public hearing is required.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,160.00	TOTAL REVENUE:	\$10,800
UNIT COST:	\$2,251.60	TOTAL COST:	\$11,258
UNIT PROFIT (SUBSIDY):	\$(91.60)	TOTAL PROFIT (SUBSIDY):	\$(458)
TOTAL UNITS:	5	PCT. COST RECOVERY:	95.93%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$925 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$1,325 if a public hearing is required.			

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SERVICE NEW BENCH LOCATION			REFERENCE NO. S-061			
NOTE Unit Costs are an Average of Total Units			TOTAL UNITS 5			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-FACILITIES MAINT.	BLDG MAINTENANCE SUPV.	+ Bench/Plaque Cost	2.00	\$274.08	5	\$1,370
PW-FOREST & BEACH	CITY FORESTER		3.00	\$651.99	5	\$3,260
		TYPE SUBTOTAL	5.00	\$926.07		\$4,630
PLANNING	ADMIN COORDINATOR	Public Hearing	1.58	\$136.88	5	\$684
PLANNING	ASSISTANT PLANNER	Public Hearing	5.25	\$548.52	5	\$2,743
PLANNING	PLAN & BLDG SVCS DIRECTOR	Public Hearing	1.92	\$371.33	5	\$1,857
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS	Public Hearing	1.00	\$268.74	5	\$1,344
		TYPE SUBTOTAL	9.75	\$1,325.47		\$6,627
TOTALS			14.75	\$2,251.60		\$11,258

CITY OF CARMEL-BY-THE-SEA
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SERVICE ADOPTION OF EXISTING BENCH		REFERENCE NO. S-062	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for the adoption of an existing memorial bench, installation of the plaque, and construction of the bench if applicable.			
CURRENT FEE STRUCTURE \$390 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$525 if a public hearing is required.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$477.50	TOTAL REVENUE:	\$2,865
UNIT COST:	\$396.17	TOTAL COST:	\$2,377
UNIT PROFIT (SUBSIDY):	\$81.33	TOTAL PROFIT (SUBSIDY):	\$488
TOTAL UNITS:	6	PCT. COST RECOVERY:	120.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$300 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$580 if a public hearing is required.			

CITY OF CARMEL-BY-THE-SEA
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SERVICE				REFERENCE NO.		
ADOPTION OF EXISTING BENCH				S-062		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				6		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING	PERMIT TECH		0.25	\$25.36	6	\$152
PW-FACILITIES MAINT.	BLDG MAINTENANCE SUPV.	+ Bench/Plaque Cost	2.00	\$274.08	6	\$1,644
TYPE SUBTOTAL			2.25	\$299.44		\$1,797
PLANNING	ADMIN COORDINATOR	Public Hearing	0.42	\$36.38	1	\$36
PLANNING	ASSISTANT PLANNER	Public Hearing	2.17	\$226.72	1	\$227
PLANNING	PLAN & BLDG SVCS DIRECTOR	Public Hearing	0.25	\$48.35	1	\$48
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS	Public Hearing	1.00	\$268.74	1	\$269
TYPE SUBTOTAL			3.84	\$580.19		\$580
TOTALS			6.09	\$396.17		\$2,377

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE REPLACEMENT OF BENCH PLAQUE		REFERENCE NO. S-063	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for the replacement of an existing memorial bench plaque plus installation of new plaque.			
CURRENT FEE STRUCTURE \$390 per application plus the actual cost of the bench and plaque (plus 20% for future maintenance) plus \$525 if a public hearing is required.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$915.00	TOTAL REVENUE:	\$915
UNIT COST:	\$770.00	TOTAL COST:	\$770
UNIT PROFIT (SUBSIDY):	\$145.00	TOTAL PROFIT (SUBSIDY):	\$145
TOTAL UNITS:	1	PCT. COST RECOVERY:	118.83%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$390 per application plus the actual cost of the plaque plus \$380 if a public hearing is required.			

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Attachment 1

SERVICE				REFERENCE NO.		
REPLACEMENT OF BENCH PLAQUE				S-063		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
BUILDING	PERMIT TECH		0.25	\$25.36	1	\$25
PW-FACILITIES MAINT.	BLDG MAINTENANCE SUPV.	+ Plaque Cost	1.00	\$137.04	1	\$137
PW-FOREST & BEACH	SENIOR MAINT WORKER		2.00	\$229.22	1	\$229
TYPE SUBTOTAL			3.25	\$391.62		\$392
PLANNING	ADMIN COORDINATOR	Public Hearing	0.42	\$36.38	1	\$36
PLANNING	ASSISTANT PLANNER	Public Hearing	2.17	\$226.72	1	\$227
PLANNING	PLAN & BLDG SVCS DIRECTOR	Public Hearing	0.25	\$48.35	1	\$48
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS	Public Hearing	0.25	\$67.19	1	\$67
TYPE SUBTOTAL			3.09	\$378.64		\$379
TOTALS			6.34	\$770.00		\$770

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TEMPORARY ENCROACHMENT PERMIT		REFERENCE NO. S-069	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a temporary encroachment in the public right-of-way, such as cranes, dumpsters, pods, or lane closures.			
CURRENT FEE STRUCTURE Crane/Oversized Vehicle - \$370 per permit Dumpster/Pod - \$150 per permit Other - \$150 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$150.00		TOTAL REVENUE: \$9,300	
UNIT COST: \$209.34		TOTAL COST: \$12,979	
UNIT PROFIT (SUBSIDY): \$(59.34)		TOTAL PROFIT (SUBSIDY): \$(3,679)	
TOTAL UNITS: 62		PCT. COST RECOVERY: 71.65%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$210 per permit			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TEMPORARY ENCROACHMENT PERMIT				REFERENCE NO. S-069		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 62		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	PERMIT TECH		0.50	\$50.73	62	\$3,145
PUBLIC WORKS ADMIN	ADMIN COORDINATOR		0.50	\$51.71	62	\$3,206
PW-STREETS	PW SUPERINTENDENT		0.50	\$106.90	62	\$6,628
TYPE SUBTOTAL			1.50	\$209.34		\$12,979
TOTALS			1.50	\$209.34		\$12,979

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE PERMANENT ENCROACHMENT PERMIT		REFERENCE NO. S-070	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Review of a permanent encroachment in the public right-of-way, such as Utility street cuts, sidewalk, curb, gutter, driveway, R-O-W landscaping, retaining walls, drainage, boring, and aerial powerpoles.			
CURRENT FEE STRUCTURE Curb/Gutter/Sidewalk - \$235 Right-of-way Excavation - \$370 per permit plus \$3.50 per lineal foot Permanent Encroachment - \$965 Newspaper Rack - \$130			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$370.33		TOTAL REVENUE: \$4,444	
UNIT COST: \$630.50		TOTAL COST: \$7,566	
UNIT PROFIT (SUBSIDY): \$(260.17)		TOTAL PROFIT (SUBSIDY): \$(3,122)	
TOTAL UNITS: 12		PCT. COST RECOVERY: 58.74%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Street Excavation - \$735 per permit plus \$4.25 per lineal foot Other - \$415 per permit plus \$4.25 per lineal foot Plus cost of damage to public right-of-way or street as determined by the Public Works Director.			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE				REFERENCE NO.		
PERMANENT ENCROACHMENT PERMIT				S-070		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
BUILDING	PERMIT TECH	Street Excavation	2.00	\$202.90	4	\$812
PW-STREETS	PW SUPERINTENDENT	Add'l 25 Feet	0.50	\$106.90	4	\$428
PW-STREETS	PW SUPERINTENDENT	Street Excavation	2.50	\$534.48	4	\$2,138
		TYPE SUBTOTAL	5.00	\$844.28		\$3,377
BUILDING	PERMIT TECH	Other	2.00	\$202.90	8	\$1,623
PW-STREETS	PW SUPERINTENDENT	Add'l 25 Feet	0.50	\$106.90	8	\$855
PW-STREETS	PW SUPERINTENDENT	Other	1.00	\$213.79	8	\$1,710
		TYPE SUBTOTAL	3.50	\$523.59		\$4,189
TOTALS			8.50	\$630.50		\$7,566

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TRAFFIC CONTROL PLAN REVIEW/INSPECT		REFERENCE NO. S-070A	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE PLAN/PERMIT	SERVICE RECIPIENT Developer/Utility	
DESCRIPTION OF SERVICE Review of traffic control plans for right-of-way construction and inspection of traffic control devices.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$568.00		TOTAL COST: \$568	
UNIT PROFIT (SUBSIDY): \$(568.00)		TOTAL PROFIT (SUBSIDY): \$(568)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$355 per review plus \$210 per each additional review			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TRAFFIC CONTROL PLAN REVIEW/INSPECT				REFERENCE NO. S-070A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		0.25	\$67.19	1	\$67
PW-STREETS	PROJECT MANAGER		1.00	\$181.93	1	\$182
PW-STREETS	PW SUPERINTENDENT		0.50	\$106.90	1	\$107
		TYPE SUBTOTAL	1.75	\$356.02		\$356
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS	Add'l Review	0.25	\$67.19	1	\$67
PW-STREETS	PROJECT MANAGER	Add'l Review	0.50	\$90.97	1	\$91
PW-STREETS	PW SUPERINTENDENT	Add'l Review	0.25	\$53.45	1	\$53
		TYPE SUBTOTAL	1.00	\$211.61		\$212
TOTALS			2.75	\$568.00		\$568

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TREE REMOVAL PERMIT		REFERENCE NO. S-072	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for the removal of a tree larger than 4 inches in diameter.			
CURRENT FEE STRUCTURE No Construction Removal - \$235 per permit Construction Removal - \$435 per permit Public Tree Removal - \$235 per tree			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$235.00		TOTAL REVENUE: \$25,380	
UNIT COST: \$1,167.90		TOTAL COST: \$126,133	
UNIT PROFIT (SUBSIDY): <u>\$(932.90)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(100,753)</u>	
TOTAL UNITS: 108		PCT. COST RECOVERY: 20.12%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,170 per permit			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE TREE REMOVAL PERMIT				REFERENCE NO. S-072		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 108		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		0.50	\$134.37	108	\$14,512
PW-STREETS	PW SUPERINTENDENT		0.50	\$106.90	108	\$11,545
PW-FOREST & BEACH	CITY FORESTER		4.00	\$869.32	108	\$93,887
PW-FOREST & BEACH	SENIOR MAINT WORKER		0.50	\$57.31	108	\$6,189
		TYPE SUBTOTAL	5.50	\$1,167.90		\$126,133
		TOTALS	5.50	\$1,167.90		\$126,133

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TREE PRUNING REQUEST		REFERENCE NO. S-072A	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Review of a request for the pruning of a tree larger than 4 inches in diameter.			
CURRENT FEE STRUCTURE \$235 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$6.53	TOTAL REVENUE:	\$235
UNIT COST:	\$598.86	TOTAL COST:	\$21,559
UNIT PROFIT (SUBSIDY):	\$(592.33)	TOTAL PROFIT (SUBSIDY):	\$(21,324)
TOTAL UNITS:	36	PCT. COST RECOVERY:	1.09%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$600 per permit			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE TREE PRUNING REQUEST				REFERENCE NO. S-072A		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 36		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-STREETS	PW SUPERINTENDENT		0.50	\$106.90	36	\$3,848
PW-FOREST & BEACH	CITY FORESTER		2.00	\$434.66	36	\$15,648
PW-FOREST & BEACH	SENIOR MAINT WORKER		0.50	\$57.31	36	\$2,063
TYPE SUBTOTAL			3.00	\$598.87		\$21,559
TOTALS			3.00	\$598.86		\$21,559

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TREE APPEAL TO FOREST & BEACH COMM		REFERENCE NO. S-072C	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPEAL	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Appeal of tree-related decision to the Forest & Beach Committee.			
CURRENT FEE STRUCTURE \$1,375 per appeal			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$114.58		TOTAL REVENUE: \$1,375	
UNIT COST: \$2,317.00		TOTAL COST: \$27,804	
UNIT PROFIT (SUBSIDY): <u>\$(2,202.42)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(26,429)</u>	
TOTAL UNITS: 12		PCT. COST RECOVERY: 4.95%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,315 per appeal plus actual outside costs			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE TREE APPEAL TO FOREST & BEACH COMM				REFERENCE NO. S-072C		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PUBLIC WORKS ADMIN	ADMIN COORDINATOR		2.00	\$206.82	12	\$2,482
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		3.00	\$806.22	12	\$9,675
PW-FOREST & BEACH	CITY FORESTER		6.00	\$1,303.98	12	\$15,648
		TYPE SUBTOTAL	11.00	\$2,317.02		\$27,804
		TOTALS	11.00	\$2,317.00		\$27,804

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE TREE APPEAL TO CITY COUNCIL		REFERENCE NO. S-072D	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE APPEAL	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Appeal of a tree-related decision to the City Council.			
CURRENT FEE STRUCTURE \$1,375 per appeal			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,375.00	TOTAL REVENUE:	\$1,375
UNIT COST:	\$2,048.00	TOTAL COST:	\$2,048
UNIT PROFIT (SUBSIDY):	\$(673.00)	TOTAL PROFIT (SUBSIDY):	\$(673)
TOTAL UNITS:	1	PCT. COST RECOVERY:	67.14%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,050 per appeal plus actual outside cost			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE TREE APPEAL TO CITY COUNCIL				REFERENCE NO. S-072D		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PUBLIC WORKS ADMIN	ADMIN COORDINATOR		1.00	\$103.41	1	\$103
PUBLIC WORKS ADMIN	DIRECTOR OF PUBLIC WORKS		4.00	\$1,074.96	1	\$1,075
PW-FOREST & BEACH	CITY FORESTER		4.00	\$869.32	1	\$869
TYPE SUBTOTAL			9.00	\$2,047.69		\$2,048
TOTALS			9.00	\$2,048.00		\$2,048

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE PRIVATE TREE FALL IN PUBLIC R-O-W		REFERENCE NO. S-073	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE TREE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Removal of a fallen private tree in the public right-of-way.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all personnel involved plus any outside costs			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$229.00		TOTAL COST: \$229	
UNIT PROFIT (SUBSIDY): \$(229.00)		TOTAL PROFIT (SUBSIDY): \$(229)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all personnel involved plus any outside costs			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE PRIVATE TREE FALL IN PUBLIC R-O-W				REFERENCE NO. S-073		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-FOREST & BEACH	SENIOR MAINT WORKER		2.00	\$229.22	1	\$229
		TYPE SUBTOTAL	2.00	\$229.22		\$229
		TOTALS	2.00	\$229.00		\$229

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE DAMAGE TO CITY PROPERTY		REFERENCE NO. S-074	
PRIMARY DEPARTMENT PUBLIC WORKS	UNIT OF SERVICE OCCURRENCE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Repair of damage to City property.			
CURRENT FEE STRUCTURE Charge the fully allocated hourly rate for all personnel involved plus any outside costs.			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rate for all personnel involved plus any outside costs.			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

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SERVICE DAMAGE TO CITY PROPERTY				REFERENCE NO. S-074		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-STREETS	MAINTENANCE WORKER	Actual Costs	0.00	\$0.00	1	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE LOUD PARTY PUBLIC DISTURBANCE RESP.		REFERENCE NO. S-075	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Response to a public disturbance, such as a loud party.			
CURRENT FEE STRUCTURE 1st Response - No Charge 2nd Response the same day - \$165 per response 3rd Response within a calendar year - \$495 per response			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$109.80		TOTAL COST: \$12,078	
UNIT PROFIT (SUBSIDY): \$(109.80)		TOTAL PROFIT (SUBSIDY): \$(12,078)	
TOTAL UNITS: 110		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st Response - No Charge 2nd Response the same day - \$200 per response 3rd Response within a calendar year - \$500 per response			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020**

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SERVICE LOUD PARTY PUBLIC DISTURBANCE RESP.				REFERENCE NO. S-075		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 110		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER	1st Resp-20 M/E Of 2	0.67	\$100.77	100	\$10,077
		TYPE SUBTOTAL	0.67	\$100.77		\$10,077
POLICE	POLICE OFFICER	2nd Resp-40 M/E Of 2	1.33	\$200.05	10	\$2,001
		TYPE SUBTOTAL	1.33	\$200.05		\$2,001
TOTALS			2.00	\$109.80		\$12,078

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE POLICE FALSE ALARM RESPONSE		REFERENCE NO. S-076	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE RESPONSE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Response to a false burglary alarm due to malfunction or operator error.			
CURRENT FEE STRUCTURE 1st Activation - \$60 2nd Activation - \$110 Each Subsequent Activation in a calendar year - \$160			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$16.33		TOTAL REVENUE: \$4,490	
UNIT COST: \$100.77		TOTAL COST: \$27,712	
UNIT PROFIT (SUBSIDY): \$(84.44)		TOTAL PROFIT (SUBSIDY): \$(23,222)	
TOTAL UNITS: 275		PCT. COST RECOVERY: 16.20%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st Activation - \$100 2nd Activation - \$120 Each Subsequent Activation in a calendar year - \$180			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE POLICE FALSE ALARM RESPONSE				REFERENCE NO. S-076		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 275		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER	20 M/E Of 2	0.67	\$100.77	275	\$27,712
		TYPE SUBTOTAL	0.67	\$100.77		\$27,712
		TOTALS	0.67	\$100.77		\$27,712

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE ALARM PERMIT		REFERENCE NO. S-077	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing the contact information for a burglary alarm within the City.			
CURRENT FEE STRUCTURE New - \$40 per permit Renewal - \$25 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$29.29		TOTAL REVENUE: \$4,100	
UNIT COST: \$28.27		TOTAL COST: \$3,958	
UNIT PROFIT (SUBSIDY): \$1.02		TOTAL PROFIT (SUBSIDY): \$142	
TOTAL UNITS: 140		PCT. COST RECOVERY: 103.59%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% New - \$35 per permit Renewal - \$25 per permit			

CITY OF CARMEL-BY-THE-SEA
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SERVICE ALARM PERMIT				REFERENCE NO. S-077		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 140		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER	New	0.33	\$34.19	40	\$1,368
		TYPE SUBTOTAL	0.33	\$34.19		\$1,368
POLICE	POLICE SERVICES OFFICER	Renewal	0.25	\$25.90	100	\$2,590
		TYPE SUBTOTAL	0.25	\$25.90		\$2,590
TOTALS			0.58	\$28.27		\$3,958

CITY OF CARMEL-BY-THE-SEA
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SERVICE VEHICLE IMPOUND RELEASE		REFERENCE NO. S-078	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Impound and a release of a vehicle.			
CURRENT FEE STRUCTURE \$125 per vehicle			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$125.00	TOTAL REVENUE:	\$15,625
UNIT COST:	\$138.71	TOTAL COST:	\$17,339
UNIT PROFIT (SUBSIDY):	\$(13.71)	TOTAL PROFIT (SUBSIDY):	\$(1,714)
TOTAL UNITS:	125	PCT. COST RECOVERY:	90.11%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$140 per vehicle			

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COST DETAIL WORKSHEET
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SERVICE VEHICLE IMPOUND RELEASE				REFERENCE NO. S-078		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 125		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER		0.75	\$112.81	125	\$14,101
POLICE	POLICE SERVICES OFFICER		0.25	\$25.90	125	\$3,238
TYPE SUBTOTAL			1.00	\$138.71		\$17,339
TOTALS			1.00	\$138.71		\$17,339

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
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SERVICE MISDEMEANOR BOOKING		REFERENCE NO. S-079	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE BOOKING	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a court-ordered misdemeanor booking for non-Carmel bookings.			
CURRENT FEE STRUCTURE Non-Carmel bookings - \$140 per booking			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$140.00	TOTAL REVENUE:	\$1,680
UNIT COST:	\$150.42	TOTAL COST:	\$1,805
UNIT PROFIT (SUBSIDY):	\$(10.42)	TOTAL PROFIT (SUBSIDY):	\$(125)
TOTAL UNITS:	12	PCT. COST RECOVERY:	93.07%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Non-Carmel bookings - \$150 per booking			

Attachment 1

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CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE MISCELLANEOUS POLICE PERMIT		REFERENCE NO. S-080	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a business operation which requires a background check.			
CURRENT FEE STRUCTURE \$170 per application plus DOJ fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$170.00		TOTAL REVENUE: \$170	
UNIT COST: \$185.00		TOTAL COST: \$185	
UNIT PROFIT (SUBSIDY): <u>\$(15.00)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(15)</u>	
TOTAL UNITS: 1		PCT. COST RECOVERY: 91.89%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$185 per application plus DOJ fees			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE MISCELLANEOUS POLICE PERMIT				REFERENCE NO. S-080		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER		1.00	\$150.41	1	\$150
POLICE	POLICE SERVICES OFFICER		0.33	\$34.19	1	\$34
		TYPE SUBTOTAL	1.33	\$184.60		\$185
		TOTALS	1.33	\$185.00		\$185

CITY OF CARMEL-BY-THE-SEA
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SERVICE FINGERPRINTING ON REQUEST		REFERENCE NO. S-081	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PRINT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for fingerprinting.			
CURRENT FEE STRUCTURE \$40 plus outside agency fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$40.00	TOTAL REVENUE:	\$4,000
UNIT COST:	\$34.19	TOTAL COST:	\$3,419
UNIT PROFIT (SUBSIDY):	\$5.81	TOTAL PROFIT (SUBSIDY):	\$581
TOTAL UNITS:	100	PCT. COST RECOVERY:	116.99%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$35 plus outside agency fees			

**CITY OF CARMEL-BY-THE-SEA
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SERVICE FINGERPRINTING ON REQUEST				REFERENCE NO. S-081		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER		0.33	\$34.19	100	\$3,419
		TYPE SUBTOTAL	0.33	\$34.19		\$3,419
		TOTALS	0.33	\$34.19		\$3,419

CITY OF CARMEL-BY-THE-SEA
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SERVICE CLEARANCE FORM TRAVEL LETTER		REFERENCE NO. S-082	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request for a local background check and clearance letter.			
CURRENT FEE STRUCTURE \$50 per letter			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$50.00	TOTAL REVENUE:	\$600
UNIT COST:	\$51.83	TOTAL COST:	\$622
UNIT PROFIT (SUBSIDY):	\$(1.83)	TOTAL PROFIT (SUBSIDY):	\$(22)
TOTAL UNITS:	12	PCT. COST RECOVERY:	96.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$50 per letter			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
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SERVICE CLEARANCE FORM TRAVEL LETTER				REFERENCE NO. S-082		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER		0.50	\$51.80	12	\$622
		TYPE SUBTOTAL	0.50	\$51.80		\$622
TOTALS			0.50	\$51.83		\$622

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SERVICE VIN VERIFICATION		REFERENCE NO. S-083	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Verification of the vehicle identification number of a vehicle on request.			
CURRENT FEE STRUCTURE \$50 per vehicle			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$50.00		TOTAL REVENUE: \$300	
UNIT COST: \$49.67		TOTAL COST: \$298	
UNIT PROFIT (SUBSIDY): \$0.33		TOTAL PROFIT (SUBSIDY): \$2	
TOTAL UNITS: 6		PCT. COST RECOVERY: 100.67%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$50 per vehicle			

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COST DETAIL WORKSHEET
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SERVICE VIN VERIFICATION				REFERENCE NO. S-083		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 6		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER		0.33	\$49.64	6	\$298
		TYPE SUBTOTAL	0.33	\$49.64		\$298
TOTALS			0.33	\$49.67		\$298

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SERVICE CITATION SIGN-OFF		REFERENCE NO. S-084	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE CITATION	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Sign-off of mechanical non-compliance citations issued outside the jurisdiction.			
CURRENT FEE STRUCTURE Non-Carmel citations - \$25 per citation			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$25.00	TOTAL REVENUE:	\$2,500
UNIT COST:	\$25.57	TOTAL COST:	\$2,557
UNIT PROFIT (SUBSIDY):	\$(0.57)	TOTAL PROFIT (SUBSIDY):	\$(57)
TOTAL UNITS:	100	PCT. COST RECOVERY:	97.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Non-Carmel citations - \$25 per citation			

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CITY OF CARMEL-BY-THE-SEA
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SERVICE ANIMAL IMPOUND		REFERENCE NO. S-085	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE IMPOUND	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Impound and release of a stray animal to its owner.			
CURRENT FEE STRUCTURE Within a calendar year: 1st impound - \$90 2nd impound - \$110 3rd and subsequent impounds - \$130			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$65.71	TOTAL REVENUE:	\$2,300
UNIT COST:	\$101.31	TOTAL COST:	\$3,546
UNIT PROFIT (SUBSIDY):	\$(35.60)	TOTAL PROFIT (SUBSIDY):	\$(1,246)
TOTAL UNITS:	35	PCT. COST RECOVERY:	64.86%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Within a calendar year: 1st impound - \$100 2nd impound - \$120 3rd and subsequent impounds - \$140			

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SERVICE ANIMAL IMPOUND				REFERENCE NO. S-085		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 35		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	COMM SVCS/ANIMAL CONTROL		1.00	\$101.32	35	\$3,546
		TYPE SUBTOTAL	1.00	\$101.32		\$3,546
		TOTALS	1.00	\$101.31		\$3,546

CITY OF CARMEL-BY-THE-SEA
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SERVICE ANIMAL TRANSPORT		REFERENCE NO. S-086	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE TRANSPORT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Transport of an impounded animal on request.			
CURRENT FEE STRUCTURE Local Transport - \$25 per transport To County Animal Shelter - \$90 per transport			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$25.00		TOTAL REVENUE: \$300	
UNIT COST: \$25.33		TOTAL COST: \$304	
UNIT PROFIT (SUBSIDY): \$(0.33)		TOTAL PROFIT (SUBSIDY): \$(4)	
TOTAL UNITS: 12		PCT. COST RECOVERY: 98.68%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Local Transport - \$25 per transport To County Animal Shelter - \$90 per transport			

CITY OF CARMEL-BY-THE-SEA
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SERVICE ANIMAL TRANSPORT				REFERENCE NO. S-086		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	COMM SVCS/ANIMAL CONTROL		0.25	\$25.33	12	\$304
		TYPE SUBTOTAL	0.25	\$25.33		\$304
		TOTALS	0.25	\$25.33		\$304

CITY OF CARMEL-BY-THE-SEA
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SERVICE SIGN ABATEMENT		REFERENCE NO. S-087	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE SIGN	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Removal and storage of illegal signs in the public right-of-way.			
CURRENT FEE STRUCTURE \$25 per sign			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$0.00		TOTAL REVENUE: \$0	
UNIT COST: \$25.56		TOTAL COST: \$639	
UNIT PROFIT (SUBSIDY): \$(25.56)		TOTAL PROFIT (SUBSIDY): \$(639)	
TOTAL UNITS: 25		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$25 per sign			

**CITY OF CARMEL-BY-THE-SEA
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SERVICE SIGN ABATEMENT				REFERENCE NO. S-087		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER	Per Sign	0.17	\$25.57	25	\$639
		TYPE SUBTOTAL	0.17	\$25.57		\$639
TOTALS			0.17	\$25.56		\$639

CITY OF CARMEL-BY-THE-SEA
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SERVICE RESIDENT/EMPLOYEE PARKING PERMIT		REFERENCE NO. S-088	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Processing a request for a residential or employee parking permit.			
CURRENT FEE STRUCTURE \$25 per permit Misuse of Residential Permit - \$110			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$25.00		TOTAL REVENUE: \$13,750	
UNIT COST: \$27.61		TOTAL COST: \$15,186	
UNIT PROFIT (SUBSIDY): \$(2.61)		TOTAL PROFIT (SUBSIDY): \$(1,436)	
TOTAL UNITS: 550		PCT. COST RECOVERY: 90.54%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$28 per permit Misuse of Residential Permit - \$110			

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SERVICE RESIDENT/EMPLOYEE PARKING PERMIT				REFERENCE NO. S-088		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 550		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER		0.17	\$17.61	550	\$9,686
POLICE		Permit Cost	0.00	\$10.00	550	\$5,500
		TYPE SUBTOTAL	0.17	\$27.61		\$15,186
TOTALS			0.17	\$27.61		\$15,186

CITY OF CARMEL-BY-THE-SEA
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SERVICE POLICE COURT WITNESS		REFERENCE NO. S-089	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE DAY	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Police Officer attendance at civil court hearings as a witness.			
CURRENT FEE STRUCTURE Fees are set by the court			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$284.17	TOTAL REVENUE:	\$3,410
UNIT COST:	\$1,203.17	TOTAL COST:	\$14,438
UNIT PROFIT (SUBSIDY):	\$(919.00)	TOTAL PROFIT (SUBSIDY):	\$(11,028)
TOTAL UNITS:	12	PCT. COST RECOVERY:	23.62%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Fees are set by the court			

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SERVICE POLICE COURT WITNESS				REFERENCE NO. S-089		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER		8.00	\$1,203.15	12	\$14,438
		TYPE SUBTOTAL	8.00	\$1,203.15		\$14,438
		TOTALS	8.00	\$1,203.17		\$14,438

CITY OF CARMEL-BY-THE-SEA
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SERVICE POLICE REPORT COPY		REFERENCE NO. S-090	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REPORT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing copies of police reports on request.			
CURRENT FEE STRUCTURE 1st 10 pages - No Charge Each additional page - \$0.20			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1.04	TOTAL COST:	\$364
UNIT PROFIT (SUBSIDY):	\$(1.04)	TOTAL PROFIT (SUBSIDY):	\$(364)
TOTAL UNITS:	350	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 1st 10 pages - No Charge Each additional page - \$0.20			

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SERVICE POLICE REPORT COPY				REFERENCE NO. S-090		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 350		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER		0.01	\$1.04	350	\$364
		TYPE SUBTOTAL	0.01	\$1.04		\$364
		TOTALS	0.01	\$1.04		\$364

CITY OF CARMEL-BY-THE-SEA
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SERVICE POLICE PHOTOGRAPH COPY		REFERENCE NO. S-091	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PHOTO/DISK	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing copies of police photographs on request.			
CURRENT FEE STRUCTURE Standard reproduction - \$0.10 per page Documents from microfilm - \$0.20 per page Oversize/special processing - Actual costs			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1.00	TOTAL REVENUE:	\$25
UNIT COST:	\$3.12	TOTAL COST:	\$78
UNIT PROFIT (SUBSIDY):	\$(2.12)	TOTAL PROFIT (SUBSIDY):	\$(53)
TOTAL UNITS:	25	PCT. COST RECOVERY:	32.05%
SUGGESTED FEE FOR COST RECOVERY OF: 100% photo - \$5 per photo digital - \$5 per disk			

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SERVICE POLICE PHOTOGRAPH COPY				REFERENCE NO. S-091		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE SERVICES OFFICER	Photo Or Disk	0.03	\$3.11	25	\$78
		TYPE SUBTOTAL	0.03	\$3.11		\$78
		TOTALS	0.03	\$3.12		\$78

CITY OF CARMEL-BY-THE-SEA
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SERVICE AMBULANCE TRANSPORT SERVICES		REFERENCE NO. S-091A	
PRIMARY DEPARTMENT AMBULANCE	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing emergency medical transport to the community.			
CURRENT FEE STRUCTURE Various resident and non-resident fees			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$561,150.00	TOTAL REVENUE:	\$561,150
UNIT COST:	\$1,902,263.00	TOTAL COST:	\$1,902,263
UNIT PROFIT (SUBSIDY):	<u>\$(1,341,113.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(1,341,113)</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	29.50%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the current Monterey County ambulance transport fees			

CITY OF CARMEL-BY-THE-SEA
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SERVICE				REFERENCE NO.		
AMBULANCE TRANSPORT SERVICES				S-091A		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
AMBULANCE	OVERTIME	\$220,000	6,000.00	\$376,080.00	1	\$376,080
AMBULANCE	PAID CALL FIRE FIGHTERS	\$20,000	400.00	\$35,644.00	1	\$35,644
AMBULANCE	PARAMEDIC/FIREFIGHTER	100% Of 6	13,872.00	\$1,200,482.88	1	\$1,200,483
AMBULANCE		Contract Services	0.00	\$246,100.00	1	\$246,100
AMBULANCE		Medical Supplies	0.00	\$39,150.00	1	\$39,150
NON-DEPARTMENTAL		Utilities	0.00	\$4,806.48	1	\$4,806
		TYPE SUBTOTAL	20,272.00	\$1,902,263.36		\$1,902,263
TOTALS			20,272.00	\$1,902,263.00		\$1,902,263

CITY OF CARMEL-BY-THE-SEA
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SERVICE BEACH SPECIAL EVENT PERMIT		REFERENCE NO. S-092	
PRIMARY DEPARTMENT COMMUNITY SERVICES	UNIT OF SERVICE RENTAL	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Review of a private special event on the public beach.			
CURRENT FEE STRUCTURE Processing: Non-Profit/School - \$180 per rental Other - \$735 per permit Rental: Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit Other - \$500 per rental plus \$500 refundable damage deposit Sound Permit: Non-Profit/School - \$10 per permit Other - \$25 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$735.00		TOTAL REVENUE: \$11,025	
UNIT COST: \$617.40		TOTAL COST: \$9,261	
UNIT PROFIT (SUBSIDY): \$117.60		TOTAL PROFIT (SUBSIDY): \$1,764	
TOTAL UNITS: 15		PCT. COST RECOVERY: 119.05%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Processing: Non-Profit/School - \$180 per rental Other - \$620 per permit Rental: Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit Other - \$500 per rental plus \$500 refundable damage deposit Sound Permit: Non-Profit/School - \$10 per permit Other - \$25 per permit			

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SERVICE BEACH SPECIAL EVENT PERMIT				REFERENCE NO. S-092		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
COMMUNITY SERVICES	COMM. SERVICES ASST.		6.00	\$617.40	15	\$9,261
		TYPE SUBTOTAL	6.00	\$617.40		\$9,261
		TOTALS	6.00	\$617.40		\$9,261

CITY OF CARMEL-BY-THE-SEA
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SERVICE SPECIAL EVENT PERMIT		REFERENCE NO. S-094	
PRIMARY DEPARTMENT COMMUNITY SERVICES	UNIT OF SERVICE EVENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Review of a private special event in a City park or the public right-of-way.			
CURRENT FEE STRUCTURE Processing: Non-Profit/School - \$180 per rental Other - \$735 per permit Rental: Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit Other - \$500 per rental plus \$500 refundable damage deposit With Alcohol: Non-Profit/School - \$45 per permit Other - \$180 per permit Sound Permit: Non-Profit/School - \$10 per permit Other - \$25 per permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$735.00		TOTAL REVENUE: \$6,615	
UNIT COST: \$617.44		TOTAL COST: \$5,557	
UNIT PROFIT (SUBSIDY): \$117.56		TOTAL PROFIT (SUBSIDY): \$1,058	
TOTAL UNITS: 9		PCT. COST RECOVERY: 119.04%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Processing: Non-Profit/School - \$180 per rental Other - \$620 per permit Rental: Non-Profit/School - \$250 per rental plus \$500 refundable damage deposit Other - \$500 per rental plus \$500 refundable damage deposit With Alcohol: Non-Profit/School - \$45 per permit Other - \$180 per permit Sound Permit: Non-Profit/School - \$10 per permit Other - \$25 per permit			

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SERVICE SPECIAL EVENT PERMIT				REFERENCE NO. S-094		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 9		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
COMMUNITY SERVICES	COMM. SERVICES ASST.		6.00	\$617.40	9	\$5,557
		TYPE SUBTOTAL	6.00	\$617.40		\$5,557
		TOTALS	6.00	\$617.44		\$5,557

CITY OF CARMEL-BY-THE-SEA
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SERVICE SPECIAL EVENT OVERTIME SERVICES		REFERENCE NO. S-095	
PRIMARY DEPARTMENT COMMUNITY SERVICES	UNIT OF SERVICE EVENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Providing overtime staffing services for private events in the public right-of-way.			
CURRENT FEE STRUCTURE Overtime Staff time: Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved Other - Charge 100% of the fully allocated hourly rates for all personnel involved Barricade Rental - \$1,000 Resident Block Party - No Charge Parking Stall Rental : Non-Profit/School - \$180 per permit plus \$100 per stall/day Other - \$735 per permit plus \$100 per stall/day (Peak Demand Rental - \$200 per stall/day)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$560.00		TOTAL REVENUE: \$2,800	
UNIT COST: \$290.20		TOTAL COST: \$1,451	
UNIT PROFIT (SUBSIDY): \$269.80		TOTAL PROFIT (SUBSIDY): \$1,349	
TOTAL UNITS: 5		PCT. COST RECOVERY: 192.97%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Overtime Staff time: Non-Profit/School - Charge 25% of the fully allocated hourly rates for all personnel involved Other - Charge 100% of the fully allocated hourly rates for all personnel involved Barricade Rental - \$1,000 Resident Block Party - No Charge Parking Stall Rental : Non-Profit/School - \$180 per permit plus \$100 per stall/day Other - \$735 per permit plus \$100 per stall/day (Peak Demand Rental - \$200 per stall/day)			

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CITY OF CARMEL-BY-THE-SEA
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SERVICE FILM PERMIT		REFERENCE NO. S-096	
PRIMARY DEPARTMENT COMMUNITY SERVICES	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Review of a request to film within the City.			
CURRENT FEE STRUCTURE Non-Profit/School - \$110 Other - \$430			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$430.00	TOTAL REVENUE:	\$7,310
UNIT COST:	\$517.06	TOTAL COST:	\$8,790
UNIT PROFIT (SUBSIDY):	\$(87.06)	TOTAL PROFIT (SUBSIDY):	\$(1,480)
TOTAL UNITS:	17	PCT. COST RECOVERY:	83.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Non-Profit/Student - \$110 Other: Still Photo - \$280 Motion Picture - \$590			

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SERVICE				REFERENCE NO.		
FILM PERMIT				S-096		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				17		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE	POLICE OFFICER		0.50	\$75.21	17	\$1,279
		TYPE SUBTOTAL	0.50	\$75.21		\$1,279
COMMUNITY SERVICES COMM. SERVICES ASST.		Still Photo	2.00	\$205.80	4	\$823
		TYPE SUBTOTAL	2.00	\$205.80		\$823
COMMUNITY SERVICES COMM. SERVICES ASST.		Motion Picture	5.00	\$514.50	13	\$6,689
		TYPE SUBTOTAL	5.00	\$514.50		\$6,689
TOTALS			7.50	\$517.06		\$8,790

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SERVICE COMMUNITY ACTIVITIES APPEAL		REFERENCE NO. S-097	
PRIMARY DEPARTMENT COMMUNITY ACTIVITIES	UNIT OF SERVICE APPEAL	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Appeal of a staff decision to the Community Activities Commission.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$742.00	TOTAL COST:	\$742
UNIT PROFIT (SUBSIDY):	\$(742.00)	TOTAL PROFIT (SUBSIDY):	\$(742)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$740 per appeal			

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SERVICE COMMUNITY ACTIVITIES APPEAL				REFERENCE NO. S-097		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY	DIR OF LIBRARY & COM SVCS		4.00	\$742.36	1	\$742
		TYPE SUBTOTAL	4.00	\$742.36		\$742
		TOTALS	4.00	\$742.00		\$742

CITY OF CARMEL-BY-THE-SEA
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SERVICE FACILITY RENTAL		REFERENCE NO. S-099	
PRIMARY DEPARTMENT COMMUNITY SERVICES	UNIT OF SERVICE RENTAL	SERVICE RECIPIENT Resident/Business/Comm Group	
DESCRIPTION OF SERVICE Review of a request to rent the Vista Lobos facility and maintenance of that facility.			
CURRENT FEE STRUCTURE \$25 per hour plus \$125 refundable cleaning deposit Homecrafter Fair: Jury Fee - \$25 Rental Fee - \$205			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$176.67		TOTAL REVENUE: \$2,650	
UNIT COST: \$3,374.33		TOTAL COST: \$50,615	
UNIT PROFIT (SUBSIDY): <u>\$(3,197.66)</u>		TOTAL PROFIT (SUBSIDY): <u>\$(47,965)</u>	
TOTAL UNITS: 15		PCT. COST RECOVERY: 5.24%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$25 per hour plus \$125 refundable cleaning deposit Homecrafter Fair: Jury Fee - \$25 Rental Fee - \$205			

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SERVICE FACILITY RENTAL				REFERENCE NO. S-099		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-FOREST & BEACH		Vista Lobos Maint	0.00	\$3,305.73	15	\$49,586
		TYPE SUBTOTAL	0.00	\$3,305.73		\$49,586
COMMUNITY SERVICES COMM. SERVICES ASST.		New User	1.00	\$102.90	8	\$823
		TYPE SUBTOTAL	1.00	\$102.90		\$823
COMMUNITY SERVICES COMM. SERVICES ASST.		Existing User	0.29	\$29.40	7	\$206
		TYPE SUBTOTAL	0.29	\$29.40		\$206
TOTALS			1.29	\$3,374.33		\$50,615

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SERVICE INTERLIBRARY LOAN PROCESSING		REFERENCE NO. S-102	
PRIMARY DEPARTMENT LIBRARY	UNIT OF SERVICE ITEM	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing a request to borrow an item from another library at the request of a patron.			
CURRENT FEE STRUCTURE \$3 per item			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$3.00		TOTAL REVENUE: \$468	
UNIT COST: \$86.44		TOTAL COST: \$13,485	
UNIT PROFIT (SUBSIDY): \$(83.44)		TOTAL PROFIT (SUBSIDY): \$(13,017)	
TOTAL UNITS: 156		PCT. COST RECOVERY: 3.47%	
SUGGESTED FEE FOR COST RECOVERY OF: 4% \$3 per item			

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SERVICE INTERLIBRARY LOAN PROCESSING				REFERENCE NO. S-102		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 156		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY	LIBRARY ASSISTANT		0.03	\$2.51	156	\$392
LIBRARY	LIBRARY ASSISTANT	Return Item	0.50	\$41.90	156	\$6,536
LIBRARY	LIBRARY ASSISTANT	Search/Process	0.33	\$27.65	156	\$4,313
LIBRARY	LIBRARIAN I - PT	Initial Process	0.08	\$5.68	156	\$886
LIBRARY	LIBRARIAN II	Initial Process	0.08	\$8.70	156	\$1,357
		TYPE SUBTOTAL	1.02	\$86.44		\$13,485
TOTALS			1.02	\$86.44		\$13,485

CITY OF CARMEL-BY-THE-SEA
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SERVICE LOST/DAMAGED MATERIALS PROCESSING		REFERENCE NO. S-104	
PRIMARY DEPARTMENT LIBRARY	UNIT OF SERVICE ITEM	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing lost or damaged library materials.			
CURRENT FEE STRUCTURE Actual cost of lost or damaged materials			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$46.50	TOTAL COST:	\$930
UNIT PROFIT (SUBSIDY):	\$(46.50)	TOTAL PROFIT (SUBSIDY):	\$(930)
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 0% Actual cost of lost or damaged materials			

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COST DETAIL WORKSHEET
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SERVICE LOST/DAMAGED MATERIALS PROCESSING				REFERENCE NO. S-104		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
LIBRARY	CIRCULATION SUPERVISOR		0.17	\$17.39	20	\$348
LIBRARY	CIRCULATION SUPERVISOR	Reorder Item	0.08	\$8.18	20	\$164
LIBRARY	LIBRARY ASSISTANT	Replace Item Shelf	0.25	\$20.95	20	\$419
		TYPE SUBTOTAL	0.50	\$46.52		\$930
TOTALS			0.50	\$46.50		\$930

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SERVICE SELF SERVE LIBRARY COPYING		REFERENCE NO. S-106	
PRIMARY DEPARTMENT LIBRARY	UNIT OF SERVICE N/A	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Replacement of the self-serve copier at the library.			
CURRENT FEE STRUCTURE Black and White - \$0.20 per copy Color - \$0.50 per copy Microfilm - \$0.20 per copy Scanner - \$0.20 per copy			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$1,000.00		TOTAL REVENUE: \$1,000	
UNIT COST: \$0.00		TOTAL COST: \$0	
UNIT PROFIT (SUBSIDY): \$1,000.00		TOTAL PROFIT (SUBSIDY): \$1,000	
TOTAL UNITS: 1		PCT. COST RECOVERY: 0.00%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Black and White - \$0.20 per copy Color - \$0.50 per copy Microfilm - \$0.20 per copy Scanner - \$0.20 per copy			

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SERVICE NEW BUSINESS REGISTRATION PROCESS		REFERENCE NO. S-107	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Registration of new business for regulatory purposes, including zoning and fire safety review.			
CURRENT FEE STRUCTURE Fixed Location - \$390 per application + \$4 State fee In & About - \$20 per application + \$4 State fee Home License - \$130 per application + \$4 State fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$130.81		TOTAL REVENUE: \$49,970	
UNIT COST: \$90.08		TOTAL COST: \$34,409	
UNIT PROFIT (SUBSIDY): \$40.73		TOTAL PROFIT (SUBSIDY): \$15,561	
TOTAL UNITS: 382		PCT. COST RECOVERY: 145.22%	
SUGGESTED FEE FOR COST RECOVERY OF: 100% Fixed Location - \$310 per application + \$4 State fee In & About - \$20 per application + \$4 State fee Home License - \$130 per application + \$4 State fee			

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SERVICE NEW BUSINESS REGISTRATION PROCESS				REFERENCE NO. S-107		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 382		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
FINANCE	OFFICE ASSISTANT - PT	Fixed Location	0.33	\$17.36	94	\$1,632
PLANNING	ASSISTANT PLANNER	Fixed Location	2.00	\$208.96	94	\$19,642
CODE ENFORCEMENT	CODE COMPLIANCE COORD.	Fixed Location	0.75	\$80.99	94	\$7,613
		TYPE SUBTOTAL	3.08	\$307.31		\$28,887
FINANCE	OFFICE ASSISTANT - PT	In And About	0.33	\$17.36	283	\$4,913
		TYPE SUBTOTAL	0.33	\$17.36		\$4,913
FINANCE	OFFICE ASSISTANT - PT	Home Occupancy	0.33	\$17.36	5	\$87
PLANNING	ASSISTANT PLANNER	Home Occupancy	1.00	\$104.48	5	\$522
		TYPE SUBTOTAL	1.33	\$121.84		\$609
TOTALS			4.74	\$90.08		\$34,409

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SERVICE BUSINESS REGISTER RENEWAL PROCESS		REFERENCE NO. S-108	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE RENEWAL	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Renewal of business registrations for regulatory purposes.			
CURRENT FEE STRUCTURE \$15 per renewal + \$4 State fee			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$31,950
UNIT COST:	\$16.41	TOTAL COST:	\$34,953
UNIT PROFIT (SUBSIDY):	\$(1.41)	TOTAL PROFIT (SUBSIDY):	\$(3,003)
TOTAL UNITS:	2,130	PCT. COST RECOVERY:	91.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$15 per renewal + \$4 State fee			

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SERVICE				REFERENCE NO.		
BUSINESS REGISTER RENEWAL PROCESS				S-108		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				2,130		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	FINANCE SPECIALIST	Dbase Cleanup-2 H/M	0.01	\$0.95	2,130	\$2,024
FINANCE	FINANCE SPECIALIST	Collect/Lic - 10 Min	0.17	\$14.31	2,130	\$30,480
FINANCE	FINANCE SPECIALIST	Report/Letters-24 Hr	0.01	\$0.95	2,130	\$2,024
FINANCE	OFFICE ASSISTANT - PT	Report/Letters-8 Hr	0.00	\$0.20	2,130	\$426
TYPE SUBTOTAL			0.20	\$16.41		\$34,953
TOTALS			0.20	\$16.41		\$34,953

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SERVICE DUPLICATE BUSINESS LICENSE		REFERENCE NO. S-109	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE LICENSE	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Providing a duplicate business license on request.			
CURRENT FEE STRUCTURE \$5 per license			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$5.00	TOTAL REVENUE:	\$50
UNIT COST:	\$6.70	TOTAL COST:	\$67
UNIT PROFIT (SUBSIDY):	\$(1.70)	TOTAL PROFIT (SUBSIDY):	\$(17)
TOTAL UNITS:	10	PCT. COST RECOVERY:	74.63%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$7 per license			

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SERVICE CHANGE BUSINESS NAME		REFERENCE NO. S-110	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE BUSINESS	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing a request to change the business name for an existing business.			
CURRENT FEE STRUCTURE \$15 per business			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$75
UNIT COST:	\$21.00	TOTAL COST:	\$105
UNIT PROFIT (SUBSIDY):	\$(6.00)	TOTAL PROFIT (SUBSIDY):	\$(30)
TOTAL UNITS:	5	PCT. COST RECOVERY:	71.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$20 per business			

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SERVICE CHANGE BUSINESS NAME				REFERENCE NO. S-110		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	FINANCE SPECIALIST		0.25	\$21.05	5	\$105
		TYPE SUBTOTAL	0.25	\$21.05		\$105
TOTALS			0.25	\$21.00		\$105

CITY OF CARMEL-BY-THE-SEA
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SERVICE CONSTRUCTION PARKING PERMIT		REFERENCE NO. S-111	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT Business	
DESCRIPTION OF SERVICE Processing a parking permit to be used by contractors during construction.			
CURRENT FEE STRUCTURE Non-Space Specific - \$15 per permit plus \$35 per day Space Specific - \$25 per permit plus \$35 per day			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$24.89	TOTAL REVENUE:	\$5,575
UNIT COST:	\$14.40	TOTAL COST:	\$3,225
UNIT PROFIT (SUBSIDY):	\$10.49	TOTAL PROFIT (SUBSIDY):	\$2,350
TOTAL UNITS:	224	PCT. COST RECOVERY:	172.87%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Non-Space Specific - \$15 per permit plus \$35 per day Space Specific - \$35 per permit plus \$35 per day			

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SERVICE CREDIT/DEBIT CARD PROCESSING		REFERENCE NO. S-112	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE N/A	SERVICE RECIPIENT Developer/Resident/Business	
DESCRIPTION OF SERVICE Processing credit and debit card payments to the City.			
CURRENT FEE STRUCTURE 2.5% of the charged amount			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10,950.00	TOTAL REVENUE:	\$10,950
UNIT COST:	\$11,000.00	TOTAL COST:	\$11,000
UNIT PROFIT (SUBSIDY):	\$(50.00)	TOTAL PROFIT (SUBSIDY):	\$(50)
TOTAL UNITS:	1	PCT. COST RECOVERY:	99.55%
SUGGESTED FEE FOR COST RECOVERY OF: 100% 2.5% of the charged amount			

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SERVICE CREDIT/DEBIT CARD PROCESSING				REFERENCE NO. S-112		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE		Bank Fees	0.00	\$11,000.00	1	\$11,000
		TYPE SUBTOTAL	0.00	\$11,000.00		\$11,000
		TOTALS	0.00	\$11,000.00		\$11,000

CITY OF CARMEL-BY-THE-SEA
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SERVICE NSF CHECK PROCESSING		REFERENCE NO. S-113	
PRIMARY DEPARTMENT ADMIN SERVICES	UNIT OF SERVICE NSF CHECK	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Processing an insufficient funds check.			
CURRENT FEE STRUCTURE \$40 per NSF check			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$40.00	TOTAL REVENUE:	\$200
UNIT COST:	\$42.00	TOTAL COST:	\$210
UNIT PROFIT (SUBSIDY):	\$(2.00)	TOTAL PROFIT (SUBSIDY):	\$(10)
TOTAL UNITS:	5	PCT. COST RECOVERY:	95.24%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$40 per NSF check			

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SERVICE NSF CHECK PROCESSING				REFERENCE NO. S-113		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCE	FINANCE MANAGER		0.08	\$10.94	5	\$55
FINANCE	FINANCE SPECIALIST		0.25	\$21.05	5	\$105
FINANCE		\$10 Bank Charge	0.00	\$10.00	5	\$50
		TYPE SUBTOTAL	0.33	\$41.99		\$210
TOTALS			0.33	\$42.00		\$210

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SERVICE DOCUMENT REPRODUCTION/SCANNING		REFERENCE NO. S-114	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE COPY	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Reproduction or scanning of public records on request.			
CURRENT FEE STRUCTURE \$0.10 per copy			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1.00	TOTAL REVENUE:	\$15
UNIT COST:	\$1.47	TOTAL COST:	\$22
UNIT PROFIT (SUBSIDY):	\$(0.47)	TOTAL PROFIT (SUBSIDY):	\$(7)
TOTAL UNITS:	15	PCT. COST RECOVERY:	68.18%
SUGGESTED FEE FOR COST RECOVERY OF: 50% First 10 copies - No Charge Additional copies - \$0.20 per copy FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if mailed			

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SERVICE DOCUMENT REPRODUCTION/SCANNING				REFERENCE NO. S-114		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
ADMINISTRATION		Copier Lease	0.00	\$0.10	15	\$2
CITY CLERK	CITY CLERK		0.01	\$1.36	15	\$20
		TYPE SUBTOTAL	0.01	\$1.46		\$22
		TOTALS	0.01	\$1.47		\$22

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SERVICE ELECTRONIC FILE COPY		REFERENCE NO. S-115	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE DEVICE	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Reproduction of digital public records to an electronic device, such as a DVD, CD, or thumb drive.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$4.08	TOTAL COST:	\$828
UNIT PROFIT (SUBSIDY):	\$(4.08)	TOTAL PROFIT (SUBSIDY):	\$(828)
TOTAL UNITS:	203	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5 per device			

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SERVICE ELECTRONIC FILE COPY				REFERENCE NO. S-115		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 203		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	CITY CLERK		0.03	\$4.08	203	\$828
		TYPE SUBTOTAL	0.03	\$4.08		\$828
		TOTALS	0.03	\$4.08		\$828

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SERVICE DOCUMENT CERTIFICATION		REFERENCE NO. S-116	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE DOCUMENT	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Certification of a City document on request.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$11.00	TOTAL COST:	\$11
UNIT PROFIT (SUBSIDY):	\$(11.00)	TOTAL PROFIT (SUBSIDY):	\$(11)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10 per document			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE DOCUMENT CERTIFICATION				REFERENCE NO. S-116		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	CITY CLERK		0.08	\$10.89	1	\$11
		TYPE SUBTOTAL	0.08	\$10.89		\$11
		TOTALS	0.08	\$11.00		\$11

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE RECORD COMPILATION		REFERENCE NO. S-118	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT Resident/Non-Resident	
DESCRIPTION OF SERVICE Compilation or creation of records that do not exist at present.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$136.00	TOTAL COST:	\$136
UNIT PROFIT (SUBSIDY):	\$(136.00)	TOTAL PROFIT (SUBSIDY):	\$(136)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Record Compilation/Creation - charge the fully allocated hourly rate for all personnel involved plus any outside costs.			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020**

Attachment 1

SERVICE RECORD COMPILATION				REFERENCE NO. S-118		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	CITY CLERK		1.00	\$136.13	1	\$136
		TYPE SUBTOTAL	1.00	\$136.13		\$136
TOTALS			1.00	\$136.00		\$136

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE LOCAL CANDIDATE FILING		REFERENCE NO. S-119	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE CANDIDATE	SERVICE RECIPIENT Resident	
DESCRIPTION OF SERVICE Processing an application for a local candidate.			
CURRENT FEE STRUCTURE \$25 per candidate Fee is set by the State			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$25.00	TOTAL REVENUE:	\$25
UNIT COST:	\$204.00	TOTAL COST:	\$204
UNIT PROFIT (SUBSIDY):	\$(179.00)	TOTAL PROFIT (SUBSIDY):	\$(179)
TOTAL UNITS:	1	PCT. COST RECOVERY:	12.25%
SUGGESTED FEE FOR COST RECOVERY OF: 15% \$25 per candidate Fee is set by the State			

**CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020**

Attachment 1

SERVICE LOCAL CANDIDATE FILING				REFERENCE NO. S-119		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	CITY CLERK		1.50	\$204.20	1	\$204
		TYPE SUBTOTAL	1.50	\$204.20		\$204
		TOTALS	1.50	\$204.00		\$204

CITY OF CARMEL-BY-THE-SEA
REVENUE AND COST SUMMARY WORKSHEET
FY 2019-2020

SERVICE LOCAL INITIATIVE PROCESSING		REFERENCE NO. S-120	
PRIMARY DEPARTMENT CITY CLERK	UNIT OF SERVICE INITIATIVE	SERVICE RECIPIENT Resident/Business	
DESCRIPTION OF SERVICE Processing an application for a local ballot initiative.			
CURRENT FEE STRUCTURE \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. This fee is limited by the State Law - Elections Code Section 9202(b)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE: \$200.00		TOTAL REVENUE: \$200	
UNIT COST: \$1,361.00		TOTAL COST: \$1,361	
UNIT PROFIT (SUBSIDY): \$(1,161.00)		TOTAL PROFIT (SUBSIDY): \$(1,161)	
TOTAL UNITS: 1		PCT. COST RECOVERY: 14.70%	
SUGGESTED FEE FOR COST RECOVERY OF: 15% \$200 per initiative Fee is refundable to the filer, if within one year of filing the notice of intent, the elections official certifies the sufficiency of the petition. This fee is limited by the State Law - Elections Code Section 9202(b)			

CITY OF CARMEL-BY-THE-SEA
COST DETAIL WORKSHEET
FY 2019-2020

Attachment 1

SERVICE LOCAL INITIATIVE PROCESSING				REFERENCE NO. S-120		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY CLERK	CITY CLERK		10.00	\$1,361.30	1	\$1,361
		TYPE SUBTOTAL	10.00	\$1,361.30		\$1,361
		TOTALS	10.00	\$1,361.00		\$1,361

Study Update REF #	SERVICE	CURRENT FEE	PROPOSED FEE	VARIANCE	VARIANCE
S-001	TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$445 per application Attachment 2	\$430 per application	\$ (15)	-3%
S-002	TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$855 per application	\$780 per application	\$ (75)	-9%
S-002A	TRACK 1 DESIGN REV/STUDY-STREAMLINE	\$445 per application	\$195 per application	\$ (250)	-56%
S-002B	TREE EVALUATION	None- New fee	\$330 per application	\$ 330	100%
S-003	TR 1 DESIGN REV/STUDY - REF TO PC	\$1,215 per application in addition to the base Track 1 fee	\$1,075 per application in addition to the base Track 1 fee	\$ (140)	-13%
S-003A	TR 1 DESIGN REV/STUDY-REFER TO HRB	\$1,215 per application in addition to the base Track 1 fee	\$1,075 per application in addition to the base Track 1 fee	\$ (140)	-13%
S-004	TRACK 2 DESIGN REVIEW - MINOR	\$2,305 per application	\$2,265 per application	\$ (40)	-2%
S-005	TRACK 2 DESIGN REVIEW - MAJOR	\$5,045 per application	\$5,175 per application	\$ 130	3%
S-005A	TRACK 2 DESIGN REV - MAJOR NEW COMM	\$5,045 per application	\$2,340 per application plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.	\$ (2,705)	-54%
S-006	PRELIMINARY SITE ASSESSMENT	\$905 per application	\$1,135 per application	\$ 410	25%
S-007	REASONABLE ACCOMODATION - STAFF	\$1,865 per application	\$545 per application	\$ (1,320)	-242%
S-008	VOLUMETRIC ANALYSIS	\$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs.	\$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs. Deposit may be increased by staff based upon project complexity.	\$ -	0%
S-009	USE PERMIT	\$3,035 per application	\$2,620 per application	\$ (415)	-14%
S-011	USE PERMIT AMENDMENT	\$2,800 per application	\$1,745 per application	\$ (1,055)	-16%
S-012	TEMPORARY USE PERMIT	\$160 per application	\$350 per application	\$ 190	119%
S-013	RESTRICTED COMM USE TRANSFER REQ	\$885 per application	\$500 per application	\$ (385)	-38%
S-014	WATER CREDIT TRANSFER REQUEST	\$3,035 per application	\$3,515 per application	\$ 480	16%
S-015	VARIANCE	\$1,950 per application	\$2,145 per application	\$ 195	10%
S-017	PRE-APPLICATION REVIEW - STAFF	\$1,815 per application with 50% of this fee credited towards future planning fees for this project.	\$1,615 per application with 50% of this fee credited towards future planning fees for this project.	\$ (200)	-12%
S-018	PRELIMINARY REVIEW - PLAN COMM	\$1,300 per application with 50% of this fee credited	\$3,345 per application with 50% of this fee credited towards	\$ 2,045	157%
S-019	COASTAL DEV. PERMIT - DEVELOPMENT	No fee added to other Planning fees	\$130 per application - Added to other Planning fees	\$ 130	100%
S-019A	COASTAL DEV. PERMIT - EVENT	\$1,270 per application	\$1,360 per application	\$ 90	7%
S-020	SPECIFIC PLAN	\$5,000 deposit with charges at the fully allocated hourly	\$5,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-021	SPECIFIC PLAN AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly	\$5,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-022	GENERAL PLAN AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly	\$5,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-023	SPHERE OF INFLUENCE AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly	\$5,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-024	ZONING CODE AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly	\$5,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-025	ANNEXATION	\$10,000 deposit with charges at the fully allocated hourly	\$10,000 deposit with charges at the fully allocated hourly	\$ -	0%
S-026	DEVELOPMENT AGREEMENT	\$10,000 deposit with charges at the fully allocated hourly	\$10,000 deposit with charges at the fully allocated hourly	\$ -	0%
S-027	ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%	Contract cost plus 10%	\$ -	0%
S-028	ENVIRONMENTAL NOTICE OF EXEMPTION	\$280 per application plus County fees	\$150 per application plus County fees	\$ (130)	-87%
S-029	MITIGATION MONITORING	Deposit determined by staff with charges at the fully	\$3,000 deposit with charges at the fully allocated hourly rates	\$ 3,000	0%
S-030	TENTATIVE/FINAL MAP	\$4,000 deposit with charges at the fully allocated hourly	\$4,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-031	AMENDED FINAL MAP	\$1,000 deposit with charges at the fully allocated hourly	\$1,000 deposit with charges at the fully allocated hourly rates	\$ -	0%
S-032	CERTIFICATE OF COMPLIANCE	\$715 per application	\$585 per application plus actual contract cost	\$ (130)	-22%
S-033	LOT LINE ADJUSTMENT/SUBDIV - PC	\$1,865 per application	\$520 per application plus actual contract cost	\$ (1,345)	-72%
S-034	LOT MERGER - STAFF REVIEW	\$575 per application	\$900 per application plus actual contract cost	\$ 325	57%
S-035	PRELIM (PHASE 1) HIST EVAL - STAFF	\$310 per application	\$455 per application	\$ 145	44%

S-035A	PHASE 1 HISTORIC EVAL - QUAL PROF	Deposit determined by staff with charges at the fully	\$260 per application plus actual cost for Historian review with	\$ 260	0%
S-036	PHASE 2 HIST EVAL-HRB REV OF DESIGN	\$2,105 per application	\$1,515 per application plus actual cost for Historian review	\$ (590)	-28%
S-037	APPEAL TO HISTORIC RESOURCES BOARD	\$2,600 per application	\$2,035 per application plus actual cost for Historian review	\$ (565)	-22%
S-038	MILLS ACT CONTRACT PROCESSING	\$1,350 per application (50% cost recovery)	\$3,440 per application	\$ 2,090	155%
S-039	PC CODE DETERMINATION	\$915 per application	\$1,165 per application	\$ 700	27%
S-040	ZONING COMPLIANCE DETERMINATION	\$645 per application	\$550 per application	\$ (95)	-15%
S-041	TIME EXTENSION - STAFF	\$320 per application	\$300 per application	\$ (20)	-6%
S-042	TIME EXTENSION - PLAN COMM	\$675 per application	\$870 per application	\$ 195	29%
S-042A	TIME EXTENSION - CITY COUNCIL	\$675 per application	\$1,055 per application	\$ 380	56%
S-043	PUBLIC HEARING CONTINUANCE - PC	\$850 per continuance	\$850 per continuance	\$ 380	0%
S-043A	PUBL HEARING CONTINUANCE - COUNCIL	\$850 per continuance	\$900 per continuance	\$ 50	6%
S-044	APPEAL TO PLANNING COMMISSION	\$1,420 per appeal Appeal in the Coastal Zone - No Charge by State law	\$2,000 per appeal Appeal in the Coastal Zone - No Charge by State law	\$ 580	41%
S-044A	APPEAL TO CITY COUNCIL	\$1,420 per appeal	\$2,000 per appeal	\$ 580	41%
S-045	SIGN APPLICATION	\$170 per application	\$270 per application	\$ 100	59%
S-046	SIGN REFERRAL TO PLANNING COMM	\$420 per application	\$830 per application	\$ 410	98%
S-047	RELOCATE EXISTING SIGN	\$50 per application	\$175 per application	\$ 125	250%
S-048	TEMPORARY SIGN PERMIT	\$135 per application	\$100 per application	\$ (35)	-26%
S-050	BUILDING RELOCATION	\$1,905 per application	\$1,860 per application	\$ (45)	-2%
S-051	LARGE FAMILY DAY CARE (RESIDENTIAL)	\$745 per application	\$730 per application	\$ (15)	-2%
S-052	GENERAL PLAN UPDATE	3.5% of all Building & Safety permits	3.5% of all Building & Safety permits	\$ -	0%
S-053	PLANNING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel	Charge the fully allocated hourly rate for all personnel	\$ -	0%
S-054	BUILDING PLAN CHECK	New Construction - Various fees based on construction	New Construction - No Change. Fees based on construction	\$ 80	114%
S-054A	BUILDING INSPECTION	New Construction - Various fees based on construction	No Change. Various fees based on construction valuation.	\$ -	0%
S-054B	BUILDING RE-INSPECTION	\$105 per re-inspection	\$140 per re-inspection	\$ 35	33%
S-054C	PERMIT APPLICATION EXTENSION	\$110 per extension (maximum of 4)	\$90 per extension (maximum of 4)	\$ (20)	-18%
S-054D	PERMIT EXTENSION	\$215 per extension (maximum of 2)	\$140 per extension (maximum of 2)	\$ (75)	-35%
S-054E	BUILDING PERMIT PRE-APPLIC. CONFER.	None	\$305 per application	\$ 305	100%
S-055	BUILDING SINGLE TRADE PERMIT	Gas Service Reconnection - \$105 per permit	\$160 per permit	\$ 55	52%
S-055A	ON-SITE DRIVEWAY PERMIT	None	\$260 per permit	\$ 260	100%
S-056	SOLAR PLAN CHECK/INSPECTION PERMIT	\$515 per application	Plan Check - \$305	\$ (80)	-41%
S-057	RE-ROOF PERMIT	\$505 per permit	\$245 per permit	\$ (260)	-51%
S-058	BUILDING BOARD APPEAL	\$975 per application	\$1,010 per appeal	\$ 35	4%
S-059	DUPLICATE INSPECTION CARD	\$70 per card	\$60 per card	\$ (10)	-14%
S-059A	BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel	Charge the fully allocated hourly rate for all personnel	\$ -	0%
S-059B	STOP WORK INVESTIGATION	\$500 per investigation plus double the permit fee	\$545 per investigation plus double the permit fee	\$ 45	9%
S-059C	TEMPORARY CERTIFICATE OF OCCUPANCY	\$215 per application	\$215 per application	\$ -	0%
S-059D	ALTERNATE MATERIALS/METHODS REVIEW	\$105 per hour plus actual cost of City Staff	\$205 per application plus actual cost of City Staff for all time	\$ 100	95%
S-059E	BUILDING PHASED WORK REQUEST	\$215 per application	\$290 per application	\$ 75	35%
S-060	LANDSCAPE PLAN CHECK/INSPECTION	\$180 per plan check	\$270 per plan/inspection	\$ 90	50%
S-060A	BUILDING TECHNOLOGY SURCHARGE	\$1.55 per permit	\$8 per permit	\$ 6	416%
S-061	NEW BENCH LOCATION	\$1,060 per application plus the actual cost of the bench	\$925 per application plus the actual cost of the bench and	\$ (135)	-13%
S-062	ADOPTION OF EXISTING BENCH	\$390 per application plus the actual cost of the bench	\$300 per application plus the actual cost of the bench and	\$ (90)	-23%
S-063	REPLACEMENT OF BENCH PLAQUE	\$390 per application plus the actual cost of the bench	\$390 per application plus the actual cost of the plaque plus	\$ -	0%
S-069	TEMPORARY ENCROACHMENT PERMIT	Crane/Oversized Vehicle - \$370 per permit	\$210 per permit	\$ 160	-43%
S-070	PERMANENT ENCROACHMENT PERMIT	Curb/Gutter/Sidewalk - \$235	Street Excavation - \$735 per permit plus \$4.25 per lineal foot	\$ 500	213%
S-070A	TRAFFIC CONTROL PLAN REVIEW/INSPECT	None- new fee	\$355 per review plus \$210 per each additional review	\$ 355	100%

S-072	TREE REMOVAL PERMIT	No Construction Removal - \$235 per permit	\$1,170 per permit	\$ 935	398%
S-072A	TREE PRUNING REQUEST	\$235 per permit	\$600 per permit	\$ 365	155%
S-072C	TREE APPEAL TO FOREST & BEACH COMM	\$1,375 per appeal	\$2,315 per appeal plus actual outside costs	\$ 940	68%
S-072D	TREE APPEAL TO CITY COUNCIL	\$1,375 per appeal Attachment 2	\$2,050 per appeal plus actual outside cost	\$ 675	49%
S-073	PRIVATE TREE FALL IN PUBLIC R-O-W	Charge the fully allocated hourly rate for all personnel	Charge the fully allocated hourly rate for all personnel	\$ -	0%
S-074	DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel	Charge the fully allocated hourly rate for all personnel	\$ -	0%
S-075	LOUD PARTY PUBLIC DISTURBANCE RESP.	1st Response - No Charge	1st Response - No Charge	\$ -	21%
S-076	POLICE FALSE ALARM RESPONSE	1st Activation - \$60	1st Activation - \$100	\$ 40	67%
S-077	ALARM PERMIT	New - \$40 per permit	New - \$35 per permit	\$ (5)	-13%
S-078	VEHICLE IMPOUND RELEASE	\$125 per vehicle	\$140 per vehicle	\$ 15	12%
S-079	MISDEMEANOR BOOKING	Non-Carmel bookings - \$140 per booking	Non-Carmel bookings - \$150 per booking	\$ 10	7%
S-080	MISCELLANEOUS POLICE PERMIT	\$170 per application plus DOJ fees	\$185 per application plus DOJ fees	\$ 15	7%
S-081	FINGERPRINTING ON REQUEST	\$40 plus outside agency fees	\$35 plus outside agency fees	\$ (5)	-13%
S-082	CLEARANCE FORM TRAVEL LETTER	\$50 per letter	\$50 per letter	\$ -	0%
S-083	VIN VERIFICATION	\$50 per vehicle	\$50 per vehicle	\$ -	0%
S-084	CITATION SIGN-OFF	Non-Carmel citations - \$25 per citation	Non-Carmel citations - \$25 per citation	\$ -	0%
S-085	ANIMAL IMPOUND	Within a calendar year:	Within a calendar year:	\$ 10	11%
S-086	ANIMAL TRANSPORT	Local Transport - \$25 per transport	Local Transport - \$25 per transport	\$ -	0%
S-087	SIGN ABATEMENT	\$25 per sign	\$25 per sign	\$ -	0%
S-088	RESIDENT/EMPLOYEE PARKING PERMIT	\$25 per permit	\$30 per permit	\$ 5	20%
S-089	POLICE COURT WITNESS	Fees are set by the court	Fees are set by the court	\$ -	0%
S-090	POLICE REPORT COPY	1st 10 pages - No Charge	1st 10 pages - No Charge	\$ -	0%
S-091	POLICE PHOTOGRAPH COPY	Standard reproduction - \$0.10 per page	photo - \$5 per photo	\$ -	100%
S-091A	AMBULANCE TRANSPORT SERVICES	Fees vary	Charge the current Monterey County ambulance transport	\$ -	
S-092	BEACH SPECIAL EVENT PERMIT	Processing:	Processing:	\$ (115)	-16%
S-094	SPECIAL EVENT PERMIT	Processing:	Processing:	\$ (115)	-16%
S-095	SPECIAL EVENT OVERTIME SERVICES	Overtime Staff time:	Overtime Staff time:	\$ -	0%
S-096	FILM PERMIT	Non-Profit/School - \$110	Non-Profit/Student - \$110	\$ 110	37%
S-097	COMMUNITY ACTIVITIES APPEAL	None	\$740 per appeal	\$ 740	100%
S-099	FACILITY RENTAL	\$25 per hour plus \$125 refundable cleaning deposit	\$25 per hour plus \$125 refundable cleaning deposit	\$ -	0%
S-102	INTERLIBRARY LOAN PROCESSING	\$3 per item	\$3 per item	\$ -	0%
S-104	LOST/DAMAGED MATERIALS PROCESSING	Actual cost of lost or damaged materials	Actual cost of lost or damaged materials	\$ -	0%
S-106	SELF SERVE LIBRARY COPYING	Black and White - \$0.20 per copy	Black and White - \$0.20 per copy	\$ -	0%
S-107	NEW BUSINESS REGISTRATION PROCESS	Fixed Location - \$390 per application + \$4 State fee	Fixed Location - \$310 per application + \$4 State fee	\$ (80)	-26%
S-108	BUSINESS REGISTER RENEWAL PROCESS	\$15 per renewal	\$15 per renewal	\$ -	0%
S-109	DUPLICATE BUSINESS LICENSE	\$5 per license	\$10 per license	\$ 5	100%
S-110	CHANGE BUSINESS NAME	\$15 per business	\$20 per business	\$ 5	33%
S-111	CONSTRUCTION PARKING PERMIT	Non-Space Specific - \$15 per permit plus \$35 per day	Non-Space Specific - \$15 per permit plus \$35 per day	\$ -	0%
S-112	CREDIT/DEBIT CARD PROCESSING	2.5% of the charged amount	2.5% of the charged amount	\$ -	0%
S-113	NSF CHECK PROCESSING	\$40 per NSF check	\$40 per NSF check	\$ -	0%
S-114	DOCUMENT REPRODUCTION/SCANNING	\$0.10 per copy	First 10 copies - No Charge Additional copies - \$0.20 per copy FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if	\$ -	0%
S-115	ELECTRONIC FILE COPY	None	\$5 per device	\$ 5	100%
S-116	DOCUMENT CERTIFICATION	None	\$10 per document	\$ 10	100%
S-118	RECORD COMPILATION	None	Record Compilation/Creation - charge the fully allocated	\$ -	0%

S-119	LOCAL CANDIDATE FILING	\$25 per candidate	\$25 per candidate	\$ -	0%
S-120	LOCAL INITIATIVE PROCESSING	\$200 per initiative	\$200 per initiative	\$ -	0%
	NORTON PARKING GARAGE RENTAL	\$1,500 (billed \$375 per quarter)	\$1,525 (\$380 per quarter)	\$ 25	2%
	ELECTRIC CHARGING STATION	\$1 per hour Attachment 2	\$1 per hour	\$ -	0%
	HOME MAIL DELIVERY SERVICE	\$0	\$45 per address per month (6 month minimum)	\$ 45	100%
	FIRE SERVICES (provided by the City of Monterey)				
	review	\$0	\$66	\$ 66	100%
	installations-	\$0	\$235	\$ 235	100%
	(missed appointment)	\$0	fully burdened cost		
	Fire Plan review and inspections, Medical Gas-	\$0	\$235	\$ 235	100%
	(400 - 1000 sq ft)-	\$0	\$143	\$ 143	100%
	(1000 - 2000 sq ft)	\$0	\$194	\$ 194	100%
	(>2000 sq ft)	\$0	\$244	\$ 244	100%
	Fire Sprinkler System 1-5 Heads	\$375	\$428	\$ 53	14%
	Fire Sprinkler System 6-180 Heads (in- house review)	\$375	\$816	\$ 441	118%
	Fire Sprinkler System 6-180 Heads (contractor	\$375	\$428 plus cost of contractor review	\$ 53	14
	Automatic Fire Sprinkler System 180+ Heads (in-	\$375	\$816	\$ 441	118%
	Fire Sprinkler System 180+ Heads (contractor review)	\$375	\$662 plus cost of contractor review	\$ 287	77%
	Protection System, other than Sprinklers (ie., spray	\$375	\$816	\$ 441	118%
	Protection System, other than sprinklers (ie., spray	\$375	\$525	\$ 150	40%
	Fire re-inspection				
	Initial	\$0	\$0		
	First	\$0	\$0		
	Second	\$0	\$100	\$100	100%
	Third	\$0	\$200	\$200	100%
	Fourth and subsequent	\$0	\$500	\$500	100%

COMPARISON OF DEVELOPMENT FEES

MINOR MOD TO EXISITNG SFR

200 SQ FT			Attachment 3				Monterey
\$10,000 ON-SITE VALUATION	Carmel Current	Carmel Proposed	Pacific Grove	Monterey	Marina	Seaside	County
Categorical Exemption	\$280	\$150	\$278	N/A	N/A	N/A	N/A
Track 1 Design Review - Major	\$855	\$780	\$856	\$1,122	\$1,010	\$500	\$1,000
Building Plan Review (R-2)	\$247	\$247	\$455	\$284	\$150	\$850	\$94
Building Inspection (R-2)	\$380	\$380	\$607	\$453	\$231	\$1,020	\$117
Total Deposits and Fees	\$1,762	\$1,557	\$2,196	\$1,859	\$1,391	\$2,370	\$1,211

BUSINESS TENANT IMPROVEMENT

1,500 SQ FT							Monterey
\$80,000 ON-SITE VALUATION	Carmel Current	Carmel Proposed	Pacific Grove	Monterey	Marina	Seaside	County
Categorical Exemption	\$280	\$150	\$278	N/A	N/A	N/A	N/A
Track 2 Design Review - Minor	\$2,305	\$2,265	\$3,156	\$313	\$7,775	\$2,459	\$4,000
Minor Use Permit/Use Permit	\$2,800	\$2,620	\$1,199	\$2,068	\$5,350	\$1,000	\$5,000
Building Plan Review (B)	\$1,090	\$1,090	\$2,240	\$1,576	\$706	\$2,722	\$1,210
Building Inspection (B)	\$1,677	\$1,677	\$2,489	\$2,441	\$1,086	\$3,570	\$1,512
Total	\$8,152	\$7,802	\$9,362	\$6,398	\$14,917	\$9,751	\$11,722

NEW SINGLE FAMILY RESIDENCE (R-3)

3,000 SQ FT TYPE III-A							Monterey
\$450,000 ON-SITE VALUATION	Carmel Current	Carmel Proposed	Pacific Grove	Monterey	Marina	Seaside	County
Categorical Exemption	\$280	\$150	\$278	N/A	N/A	N/A	N/A
Preliminary Site Assessment	\$905	\$1,135	N/A	N/A	\$480	\$623	N/A
Track 2 Design Review - Major	\$5,045	\$5,175	\$3,052	\$3,993	\$7,775	\$2,000	\$6,000
Building Plan Review	\$3,740	\$3,740	\$6,143	\$5,614	\$2,397	\$7,654	\$11,340
Building Inspection	\$5,754	\$5,754	\$8,191	\$8,654	\$3,689	\$19,724	\$14,175
Total	\$15,724	\$15,954	\$17,664	\$18,261	\$14,341	\$30,001	\$31,515

NEW COMMERCIAL BUILDING (M)

20,000 SQ FT TYPE III-B							Monterey
\$1,200,000 ON-SITE VALUATION	Carmel Current	Carmel Proposed	Pacific Grove	Monterey	Marina	Seaside	County
Categorical Exemption	\$280	\$150	\$278	N/A	N/A	N/A	N/A
Track 2 Design Review - Major	\$5,045	\$5,175	\$4,684	\$3,993	\$7,775	\$1,500	\$6,000
Use Permit	\$3,035	\$2,620	\$2,987	\$4,000 Deposit	\$5,350	\$1,500	\$5,000
Building Plan Review	\$9,059	\$9,059	\$16,814	\$11,928	\$4,775	\$17,648	\$30,240
Building Inspection	\$13,936	\$13,936	\$18,682	\$18,369	\$7,838	\$40,118	\$37,800
Total	\$31,355	\$30,940	\$43,445	\$34,290+\$4,000 DEP	\$25,738	\$60,766	\$79,040

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

RESOLUTION NO. 2020-030

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING A SCHEDULE OF FEES FOR FISCAL YEAR 2020-2021 FOR ADMINISTRATIVE
SERVICES, COMMUNITY ACTIVITIES, COMMUNITY PLANNING AND BUILDING, PUBLIC
SAFETY AND PUBLIC WORKS SERVICES**

WHEREAS, the City of Carmel-by-the-Sea retained Revenue and Cost Specialists, LLC, to prepare the "Fee Study Update Report" to identify the City's reasonable costs borne for providing services; the beneficiaries of those services, and the revenues generated by those paying fees for receiving services; and

WHEREAS, the City wishes to comply with both the letter and the spirit of Article XIII B of the California Constitution and limit the growth of taxes; and,

WHEREAS, the intent of the fee study is to review the relationship between fees/charges and the cost of providing services in accordance with City Financial Policies (Policy C94-01); and

WHEREAS, pursuant to Government Code Section 66016, the specific fees to be charged for services must be adopted by the City Council by Resolution, after providing notice and holding a public hearing; and,

WHEREAS, a notice of public hearing has been published in the Carmel Pine Cone on April 17, 2020 and May 1, 2020 respectively per California Government Code Section 6062a, oral and written presentations made and received, and the required public hearing held on May 5, 2020.

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

Section 1. Fee Schedule Adoption. The following schedule of fees and charges are hereby directed to be computed by and applied by the various City departments, and to be collected by the City Finance Department for the herein listed special services when provided by the City or its designated contractors.

Section 2. Separate Fee for Each Process. All fees set forth by this resolution are for each identified process; additional fees shall be required for each additional process or service that is requested or required. Where fees are indicated on a "per unit" of measurement basis, the fee is for each identified unit or portion thereof within the indicated ranges of such units.

Section 3. Listing of Fees. The following fees shall be charged and collected for the following enumerated services, as shown in Exhibits A-C.

Section 4. Interpretations. This Resolution may be interpreted by the City department heads in consultation with the City Administrator and, should there be a conflict between two fees, the lower in dollar amount of the two shall be applied.

A. It is the intention of the City Council to review the fees and charges as determined and set out herein based on the City's next Annual Budget and all the City's costs reasonably borne as established at that time and, as and if warranted, to revise such fees and charges based thereon.

Section 5. Constitutionality. If any portion of this Resolution is declared invalid or unconstitutional, it is the intention of the City Council to have passed the entire Resolution and all its component parts, and all other sections of this Resolution shall remain in full force and effect.

Section 6. Repealer. All resolutions and other actions of the City Council in conflict with the contents of this Resolution are hereby repealed.

Section 7. Effective Date. This Resolution shall go into full force and effect on July 1, 2020.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 5th day of May, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

EXHIBIT A

Study Update REF #	SERVICE	PROPOSED FEE: JULY 1, 2020- JUNE 30, 2021
S-001	TRACK 1 DESIGN REVIEW/STUDY - MINOR	\$430 per application
S-002	TRACK 1 DESIGN REVIEW/STUDY - MAJOR	\$780 per application
S-002A	TRACK 1 DESIGN REV/STUDY-STREAMLINE	\$195 per application
S-002B	TREE EVALUATION	\$330 per application
S-003	TR 1 DESIGN REV/STUDY - REF TO PC	\$1,075 per application in addition to the base Track 1 fee
S-003A	TR 1 DESIGN REV/STUDY-REFER TO HRB	\$1,075 per application in addition to the base Track 1 fee
S-004	TRACK 2 DESIGN REVIEW - MINOR	\$2,265 per application
S-005	TRACK 2 DESIGN REVIEW - MAJOR	\$5,175 per application
S-005A	TRACK 2 DESIGN REV - MAJOR NEW COMM	\$2,340 per application plus a deposit determined by staff with charges at the fully allocated hourly rates for Project Planner.
S-006	PRELIMINARY SITE ASSESSMENT	\$1,135 per application
S-007	REASONABLE ACCOMODATION - STAFF	\$545 per application
S-008	VOLUMETRIC ANALYSIS	\$130 per application plus \$1,500 deposit with charges at the fully allocated hourly rates plus any outside costs. Deposit may be increased by staff based upon project complexity.
S-009	USE PERMIT	\$2,620 per application
S-011	USE PERMIT AMENDMENT	\$1,745 per application
S-012	TEMPORARY USE PERMIT	\$350 per application
S-013	RESTRICTED COMM USE TRANSFER REQ	\$500 per application
S-014	WATER CREDIT TRANSFER REQUEST	\$3,515 per application
S-015	VARIANCE	\$2,145 per application
S-017	PRE-APPLICATION REVIEW - STAFF	\$1,615 per application with 50% of this fee credited towards future planning fees for this project.
S-018	PRELIMINARY REVIEW - PLAN COMM	\$3,345 per application with 50% of this fee credited towards
S-019	COASTAL DEV. PERMIT - DEVELOPMENT	\$130 per application - Added to other Planning fees
S-019A	COASTAL DEV. PERMIT - EVENT	\$1,360 per application
S-020	SPECIFIC PLAN	\$5,000 deposit with charges at the fully allocated hourly rates
S-021	SPECIFIC PLAN AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly rates
S-022	GENERAL PLAN AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly rates
S-023	SPHERE OF INFLUENCE AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly rates
S-024	ZONING CODE AMENDMENT	\$5,000 deposit with charges at the fully allocated hourly rates
S-025	ANNEXATION	\$10,000 deposit with charges at the fully allocated hourly
S-026	DEVELOPMENT AGREEMENT	\$10,000 deposit with charges at the fully allocated hourly
S-027	ENVIRONMENTAL REVIEW (IS/ND/EIR)	Contract cost plus 10%
S-028	ENVIRONMENTAL NOTICE OF EXEMPTION	\$150 per application plus County fees
S-029	MITIGATION MONITORING	\$3,000 deposit with charges at the fully allocated hourly rates
S-030	TENTATIVE/FINAL MAP	\$4,000 deposit with charges at the fully allocated hourly rates
S-031	AMENDED FINAL MAP	\$1,000 deposit with charges at the fully allocated hourly rates
S-032	CERTIFICATE OF COMPLIANCE	\$585 per application plus actual contract cost
S-033	LOT LINE ADJUSTMENT/SUBDIV - PC	\$520 per application plus actual contract cost
S-034	LOT MERGER - STAFF REVIEW	\$900 per application plus actual contract cost
S-035	PRELIM (PHASE 1) HIST EVAL - STAFF	\$455 per application
S-035A	PHASE 1 HISTORIC EVAL - QUAL PROF	\$260 per application plus actual cost for Historian review with
S-036	PHASE 2 HIST EVAL-HRB REV OF DESIGN	\$1,515 per application plus actual cost for Historian review
S-037	APPEAL TO HISTORIC RESOURCES BOARD	\$2,035 per application plus actual cost for Historian review
S-038	MILLS ACT CONTRACT PROCESSING	\$3,440 per application
S-039	PC CODE DETERMINATION	\$1,165 per application
S-040	ZONING COMPLIANCE DETERMINATION	\$550 per application
S-041	TIME EXTENSION - STAFF	\$300 per application
S-042	TIME EXTENSION - PLAN COMM	\$870 per application
S-042A	TIME EXTENSION - CITY COUNCIL	\$1,055 per application
S-043	PUBLIC HEARING CONTINUANCE - PC	\$850 per continuance
S-043A	PUBL HEARING CONTINUANCE - COUNCIL	\$900 per continuance
S-044	APPEAL TO PLANNING COMMISSION	\$2,000 per appeal. Appeal in the Coastal Zone - No Charge by State law
S-044A	APPEAL TO CITY COUNCIL	\$2,000 per appeal
S-045	SIGN APPLICATION	\$270 per application

S-046	SIGN REFERRAL TO PLANNING COMM	\$830 per application
S-047	RELOCATE EXISTING SIGN	\$175 per application
S-048	TEMPORARY SIGN PERMIT	\$100 per application
S-050	BUILDING RELOCATION	\$1,860 per application
S-051	LARGE FAMILY DAY CARE (RESIDENTIAL)	\$730 per application
S-052	GENERAL PLAN UPDATE	3.5% of all Building & Safety permits
S-053	PLANNING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel
S-054	BUILDING PLAN CHECK	Based on Building and Safety Construction Valuation
S-054A	BUILDING INSPECTION	Based on Building and Safety Construction Valuation
S-054B	BUILDING RE-INSPECTION	\$140 per re-inspection
S-054C	PERMIT APPLICATION EXTENSION	\$90 per extension (maximum of 4)
S-054D	PERMIT EXTENSION	\$140 per extension (maximum of 2)
S-054E	BUILDING PERMIT PRE-APPLIC. CONFER.	\$305 per application
S-055	BUILDING SINGLE TRADE PERMIT	\$160 per permit
S-055A	ON-SITE DRIVEWAY PERMIT	\$260 per permit
S-056	SOLAR PLAN CHECK/INSPECTION PERMIT	Plan Check - \$305
S-057	RE-ROOF PERMIT	\$245 per permit Attachment 4
S-058	BUILDING BOARD APPEAL	\$1,010 per appeal
S-059	DUPLICATE INSPECTION CARD	\$60 per card
S-059A	BUILDING TECHNICAL ASSISTANCE	Charge the fully allocated hourly rate for all personnel
S-059B	STOP WORK INVESTIGATION	\$545 per investigation plus double the permit fee
S-059C	TEMPORARY CERTIFICATE OF OCCUPANCY	\$215 per application
S-059D	ALTERNATE MATERIALS/METHODS REVIEW	\$205 per application plus actual cost of City Staff for all time
S-059E	BUILDING PHASED WORK REQUEST	\$290 per application
S-060	LANDSCAPE PLAN CHECK/INSPECTION	\$270 per plan/inspection
S-060A	BUILDING TECHNOLOGY SURCHARGE	\$8 per permit
S-061	NEW BENCH LOCATION	\$925 per application plus the actual cost of the bench and
S-062	ADOPTION OF EXISTING BENCH	\$300 per application plus the actual cost of the bench and
S-063	REPLACEMENT OF BENCH PLAQUE	\$390 per application plus the actual cost of the plaque plus
S-069	TEMPORARY ENCROACHMENT PERMIT	\$210 per permit
S-070	PERMANENT ENCROACHMENT PERMIT	Street Excavation - \$735 per permit plus \$4.25 per lineal foot
S-070A	TRAFFIC CONTROL PLAN REVIEW/INSPECT	\$355 per review plus \$210 per each additional review
S-072	TREE REMOVAL PERMIT	\$1,170 per permit
S-072A	TREE PRUNING REQUEST	\$600 per permit
S-072C	TREE APPEAL TO FOREST & BEACH COMM	\$2,315 per appeal plus actual outside costs
S-072D	TREE APPEAL TO CITY COUNCIL	\$2,050 per appeal plus actual outside cost
S-073	PRIVATE TREE FALL IN PUBLIC R-O-W	Charge the fully allocated hourly rate for all personnel
S-074	DAMAGE TO CITY PROPERTY	Charge the fully allocated hourly rate for all personnel
S-075	LOUD PARTY PUBLIC DISTURBANCE RESP.	1st Response - No Charge
S-076	POLICE FALSE ALARM RESPONSE	1st Activation - \$100
S-077	ALARM PERMIT	New - \$35 per permit
S-078	VEHICLE IMPOUND RELEASE	\$140 per vehicle
S-079	MISDEMEANOR BOOKING	Non-Carmel bookings - \$150 per booking
S-080	MISCELLANEOUS POLICE PERMIT	\$185 per application plus DOJ fees
S-081	FINGERPRINTING ON REQUEST	\$35 plus outside agency fees
S-082	CLEARANCE FORM TRAVEL LETTER	\$50 per letter
S-083	VIN VERIFICATION	\$50 per vehicle
S-084	CITATION SIGN-OFF	Non-Carmel citations - \$25 per citation
S-085	ANIMAL IMPOUND	Within a calendar year:
S-086	ANIMAL TRANSPORT	Local Transport - \$25 per transport
S-087	SIGN ABATEMENT	\$25 per sign
S-088	RESIDENT/EMPLOYEE PARKING PERMIT	\$30 per permit
S-089	POLICE COURT WITNESS	Fees are set by the court
S-090	POLICE REPORT COPY	1st 10 pages - No Charge
S-091	POLICE PHOTOGRAPH COPY	photo - \$5 per photo
S-091A	AMBULANCE TRANSPORT SERVICES	Charge the current Monterey County ambulance transport
S-092	BEACH SPECIAL EVENT PERMIT	Processing:
S-094	SPECIAL EVENT PERMIT	Processing:
S-095	SPECIAL EVENT OVERTIME SERVICES	Overtime Staff time:
S-096	FILM PERMIT	Non-Profit/Student - \$110

S-097	COMMUNITY ACTIVITIES APPEAL	\$740 per appeal
S-099	FACILITY RENTAL	\$25 per hour plus \$125 refundable cleaning deposit
S-102	INTERLIBRARY LOAN PROCESSING	\$3 per item
S-104	LOST/DAMAGED MATERIALS PROCESSING	Actual cost of lost or damaged materials
S-106	SELF SERVE LIBRARY COPYING	Black and White - \$0.20 per copy
S-107	NEW BUSINESS REGISTRATION PROCESS	Fixed Location - \$310 per application + \$4 State fee
S-108	BUSINESS REGISTER RENEWAL PROCESS	\$15 per renewal
S-109	DUPLICATE BUSINESS LICENSE	\$10 per license
S-110	CHANGE BUSINESS NAME	\$20 per business
S-111	CONSTRUCTION PARKING PERMIT	Non-Space Specific - \$15 per permit plus \$35 per day
S-112	CREDIT/DEBIT CARD PROCESSING	2.5% of the charged amount
S-113	NSF CHECK PROCESSING	\$40 per NSF check
S-114	DOCUMENT REPRODUCTION/SCANNING	First 10 copies - No Charge Additional copies - \$0.20 per copy FPPC copies - \$0.10 per copy plus \$5 for retrieval of documents if more than five years old plus postage cost if
S-115	ELECTRONIC FILE COPY	\$5 per device Attachment 4
S-116	DOCUMENT CERTIFICATION	\$10 per document
S-118	RECORD COMPILATION	Record Compilation/Creation - charge the fully allocated
S-119	LOCAL CANDIDATE FILING	\$25 per candidate
S-120	LOCAL INITIATIVE PROCESSING	\$200 per initiative
	NORTON PARKING GARAGE RENTAL	\$1,525 (\$380 per quarter)
	ELECTRIC CHARGING STATION	\$1 per hour
	HOME MAIL DELIVERY SERVICE	\$45 per address per month (6 month minimum)
	FIRE SERVICES (provided by the City of Monterey)	
	review	\$66
	installations-	\$235
	(missed appointment)	fully burdened cost
	Fire Plan review and inspections, Medical Gas-	\$235
	(400 - 1000 sq ft)-	\$143
	(1000 - 2000 sq ft)	\$194
	(>2000 sq ft)	\$244
	Fire Sprinkler System 1-5 Heads	\$428
	Fire Sprinkler System 6-180 Heads (in- house review)	\$816
	Fire Sprinkler System 6-180 Heads (contractor	\$428 plus cost of contractor review
	Fire Sprinkler System 180+ Heads (in-house review)	\$816
	Fire Sprinkler System 180+ Heads (contractor	\$662 plus cost of contractor review
	Protection System, other than Sprinklers (ie., spray	\$816
	Protection System, other than sprinklers (ie., spray	\$525
	Fire Re-inspection	
	Initial	\$0
	First	\$0
	Second	\$100
	Third	\$200
	Fourth and subsequent	\$500

City of Carmel-by-the-Sea Building Safety Division Fees					
Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
\$ 1 – 2,000	\$101.77	\$193.36	48,001 – 49,000	838.33	1,289.14
2,001 – 3,000	110.13	193.36	49,001 – 50,000	851.69	1,310.30
3,001 – 4,000	128.66	197.94	50,001 – 51,000	860.96	1,324.56
4,001 – 5,000	147.18	226.44	51,001 – 52,000	870.22	1,338.80
5,001 – 6,000	165.70	254.94	52,001 – 53,000	878.49	1,353.05
6,001 – 7,000	184.22	283.43	53,001 – 54,000	888.74	1,367.30
7,001 – 8,000	202.75	311.93	54,001 – 55,000	898.01	1,381.55
8,001 – 9,000	221.28	340.43	55,001 – 56,000	907.27	1,395.80
9,001 – 10,000	239.80	368.93	56,001 – 57,000	916.53	1,410.04
10,001 – 11,000	258.32	397.41	57,001 – 58,000	925.79	1,424.29
11,001 – 12,000	276.82	425.91	58,001 – 59,000	935.05	1,438.54
12,001 – 13,000	295.37	454.41	59,001 – 60,000	944.31	1,452.79
13,001 – 14,000	313.89	482.90	60,001 – 61,000	953.57	1,467.03
14,001 – 15,000	332.41	511.40	61,001 – 62,000	962.83	1,481.29
15,001 – 16,000	350.93	539.90	62,001 – 63,000	972.10	1,495.53
16,001 – 17,000	369.46	568.40	63,001 – 64,000	981.36	1,509.78
17,001 – 18,000	387.98	596.89	64,001 – 65,000	990.62	1,524.03
18,001 – 19,000	406.50	625.39	65,001 – 66,000	999.88	1,538.27
19,001 – 20,000	425.02	653.88	66,001 – 67,000	1,009.13	1,552.52
20,001 – 21,000	443.55	682.37	67,001 – 68,000	1,018.40	1,566.77
21,001 – 22,000	462.05	710.87	68,001 – 69,000	1,027.66	1,581.02
22,001 – 23,000	480.59	739.37	69,001 – 70,000	1,036.92	1,595.26
23,001 – 24,000	499.11	767.87	70,001 – 71,000	1,046.18	1,609.52
24,001 – 25,000	517.63	796.36	71,001 – 72,000	1,055.45	1,623.76
25,001 – 26,000	530.99	816.92	72,001 – 73,000	1,064.71	1,638.01
26,001 – 27,000	544.36	837.47	73,001 – 74,000	1,073.97	1,652.26
27,001 – 28,000	557.71	858.04	74,001 – 75,000	1,083.23	1,666.50
28,001 – 29,000	571.08	878.59	75,001 – 76,000	1,092.49	1,680.76
29,001 – 30,000	584.45	899.15	76,001 – 77,000	1,092.35	1,695.00
30,001 – 31,000	597.81	919.70	77,001 – 78,000	1,111.01	1,709.25
31,001 – 32,000	611.18	940.27	78,001 – 79,000	1,120.27	1,723.59
32,001 – 33,000	624.43	960.82	79,001 – 80,000	1,129.54	1,737.75
33,001 – 34,000	637.90	981.38	80,001 – 81,000	1,138.80	1,751.99
34,001 – 35,000	660.67	1,001.93	81,001 – 82,000	1,148.06	1,766.25
35,001 – 36,000	664.62	1,022.50	82,001 – 83,000	1,157.32	1,780.49
36,001 – 37,000	715.60	1,043.06	83,001 – 84,000	1,166.58	1,794.74
37,001 – 38,000	691.35	1,063.61	84,001 – 85,000	1,175.84	1,808.99
38,001 – 39,000	704.72	1,084.18	85,001 – 86,000	1,185.10	1,823.23
39,001 – 40,000	718.07	1,104.72	86,001 – 87,000	1,194.36	1,837.49
40,001 – 41,000	731.44	1,125.29	87,001 – 88,000	1,206.77	1,851.73
41,001 – 42,000	744.80	1,145.84	88,001 – 89,000	1,212.89	1,865.98
42,001 – 43,000	758.16	1,166.41	89,001 – 90,000	1,222.15	1,880.23
43,001 – 44,000	771.52	1,186.96	90,001 – 91,000	1,231.41	1,894.48
44,001 – 45,000	784.89	1,207.52	91,001 – 92,000	1,240.66	1,908.72
45,001 – 46,000	798.52	1,128.07	92,001 – 93,000	1,249.93	1,922.98
46,001 – 47,000	811.61	1,248.64	93,001 – 94,000	1,259.19	1,937.22
47,001 – 48,000	824.97	1,269.19	94,001 – 95,000	1,268.45	1,951.46

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
95,001 – 96,000	1,277.71	1,965.72	144,001 – 145,000	1,648.16	2,535.64
96,001 – 97,000	1,286.98	1,979.96	145,001 – 146,000	1,657.61	2,547.03
97,001 – 98,000	1,296.24	1,994.21	146,001 – 147,000	1,662.98	2,558.43
98,001 – 99,000	1,305.50	2,008.46	147,001 – 148,000	1,670.39	2,569.83
99,001 – 100,000	1,314.76	2,022.71	148,001 – 149,000	1,677.80	2,581.23
100,001 – 101,000	1,322.70	2,034.10	149,001 – 150,000	1,685.21	2,592.62
101,001 – 102,000	1,329.57	2,045.50	150,001 – 151,000	1,692.62	2,604.02
102,001 – 103,000	1,336.98	2,056.90	151,001 – 152,000	1,700.03	2,615.43
103,001 – 104,000	1,344.39	2,068.30	152,001 – 153,000	1,707.43	2,626.83
104,001 – 105,000	1,351.80	2,079.70	153,001 – 154,000	1,714.84	2,638.23
105,001 – 106,000	1,366.62	2,091.10	154,001 – 155,000	1,722.25	2,649.62
106,001 – 107,000	1,366.62	2,102.50	155,001 – 156,000	1,729.66	2,661.02
107,001 – 108,000	1,374.03	2,113.90	156,001 – 157,000	1,737.07	2,672.42
108,001 – 109,000	1,381.44	2,125.29	157,001 – 158,000	1,744.48	2,683.82
109,001 – 110,000	1,388.85	2,136.69	158,001 – 159,000	1,751.89	2,695.21
110,001 – 111,000	1,396.25	2,148.09	159,001 – 160,000	1,759.30	2,706.51
111,001 – 112,000	1,403.66	2,159.49	160,001 – 161,000	1,766.71	2,718.01
112,001 – 113,000	1,411.07	2,170.88	161,001 – 162,000	1,774.12	2,729.41
113,001 – 114,000	1,418.48	2,182.28	162,001 – 163,000	1,781.53	2,740.80
114,001 – 115,000	1,425.89	2,193.68	163,001 – 164,000	1,788.93	2,752.20
115,001 – 116,000	1,433.30	2,205.08	164,001 – 165,000	1,796.34	2,763.61
116,001 – 117,000	1,440.71	2,216.49	165,001 – 166,000	1,803.75	2,775.01
117,001 – 118,000	1,448.12	2,227.88	166,001 – 167,000	1,811.16	2,786.40
118,001 – 119,000	1,389.69	2,239.28	167,001 – 168,000	1,818.57	2,797.80
119,001 – 120,000	1,462.94	2,250.68	168,001 – 169,000	1,825.98	2,809.20
120,001 – 121,000	1,470.34	2,262.08	169,001 – 170,000	1,833.39	2,820.60
121,001 – 122,000	1,477.75	2,273.47	170,001 – 171,000	1,840.80	2,831.99
122,001 – 123,000	1,485.16	2,284.87	171,001 – 172,000	1,848.21	2,843.39
123,001 – 124,000	1,492.57	2,296.27	172,001 – 173,000	1,855.62	2,854.79
124,001 – 125,000	1,499.98	2,307.67	173,001 – 174,000	1,863.03	2,866.19
125,001 – 126,000	1,507.39	2,319.06	174,001 – 175,000	1,870.43	2,877.58
126,001 – 127,000	1,514.80	2,330.46	175,001 – 176,000	1,877.84	2,888.99
127,001 – 128,000	1,522.21	2,341.86	176,001 – 177,000	1,885.25	2,900.39
128,001 – 129,000	1,529.62	2,353.27	177,001 – 178,000	1,892.66	2,911.79
129,001 – 130,000	1,537.03	2,364.66	178,001 – 179,000	1,900.07	2,923.18
130,001 – 131,000	1,544.44	2,376.06	179,001 – 180,000	1,907.48	2,934.58
131,001 – 132,000	1,551.84	2,387.46	180,001 – 181,000	1,914.89	2,945.98
132,001 – 133,000	1,559.25	2,398.86	181,001 – 182,000	1,922.30	2,957.38
133,001 – 134,000	1,566.66	2,410.25	182,001 – 183,000	1,929.70	2,968.77
134,001 – 135,000	1,574.07	2,421.65	183,001 – 184,000	1,937.12	2,980.17
135,001 – 136,000	1,581.48	2,433.05	184,001 – 185,000	1,944.52	2,991.57
136,001 – 137,000	1,588.89	2,444.45	185,001 – 186,000	1,951.93	3,002.97
137,001 – 138,000	1,596.30	2,455.84	186,001 – 187,000	1,959.34	3,014.36
138,001 – 139,000	1,603.71	2,420.22	187,001 – 188,000	1,966.75	3,025.77
139,001 – 140,000	1,611.12	2,478.64	188,001 – 189,000	1,974.16	3,037.17
140,001 – 141,000	1,618.53	2,490.05	189,001 – 190,000	1,981.57	3,048.57
141,001 – 142,000	1,625.94	2,501.44	190,001 – 191,000	1,988.99	3,059.97
142,001 – 143,000	1,633.34	2,512.84	191,001 – 192,000	1,996.39	3,071.36
143,001 – 144,000	1,640.75	2,524.24	192,001 – 193,000	2,003.80	3,082.76

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
193,001 – 194,000	2,011.21	3,094.16	242,001 – 243,000	2,374.24	3,652.68
194,001 – 195,000	2,018.62	3,105.56	243,001 – 244,000	2,381.65	3,664.08
195,001 – 196,000	2,026.02	3,116.95	244,001 – 245,000	2,389.06	3,675.47
196,001 – 197,000	2,033.43	3,128.35	245,001 – 246,000	2,396.47	3,686.87
197,001 – 198,000	2,040.84	3,139.75	246,001 – 247,000	2,403.88	3,698.27
198,001 – 199,000	2,048.25	3,151.15	247,001 – 248,000	2,411.28	3,709.68
199,001 – 200,000	2,055.66	3,162.55	248,001 – 249,000	2,418.69	3,721.07
200,001 – 201,000	2,063.07	3,173.94	249,001 – 250,000	2,416.70	3,732.47
201,001 – 202,000	2,070.48	3,185.35	250,001 – 251,000	2,433.51	3,743.87
202,001 – 203,000	2,077.89	3,196.75	251,001 – 252,000	2,440.92	3,755.27
203,001 – 204,000	2,085.30	3,208.14	252,001 – 253,000	2,448.33	3,766.66
204,001 – 205,000	2,092.71	3,219.54	253,001 – 254,000	2,455.74	3,778.06
205,001 – 206,000	2,100.11	3,230.94	254,001 – 255,000	2,463.15	3,789.46
206,001 – 207,000	2,107.52	3,242.34	255,001 – 256,000	2,470.56	3,800.86
207,001 – 208,000	2,114.93	3,253.73	256,001 – 257,000	2,477.97	3,812.25
208,001 – 209,000	2,122.34	3,265.13	257,001 – 258,000	2,485.37	3,823.65
209,001 – 210,000	2,129.75	3,276.53	258,001 – 259,000	2,492.78	3,835.05
210,001 – 211,000	2,137.16	3,287.93	259,001 – 260,000	2,500.19	3,846.46
211,001 – 212,000	2,144.57	3,299.33	260,001 – 261,000	2,507.60	3,857.85
212,001 – 213,000	2,151.98	3,310.73	261,001 – 262,000	2,515.01	3,869.25
213,001 – 214,000	2,159.38	3,322.13	262,001 – 263,000	2,522.42	3,880.65
214,001 – 215,000	2,166.79	3,333.53	263,001 – 264,000	2,529.83	3,892.05
215,001 – 216,000	2,174.19	3,344.92	264,001 – 265,000	2,537.24	3,903.45
216,001 – 217,000	2,181.60	3,356.32	265,001 – 266,000	2,544.65	3,914.84
217,001 – 218,000	2,189.01	3,367.72	266,001 – 267,000	2,552.06	3,926.24
218,001 – 219,000	2,196.42	3,379.12	267,001 – 268,000	2,559.47	3,937.64
219,001 – 220,000	2,203.83	3,390.51	268,001 – 269,000	2,566.87	3,949.04
220,001 – 221,000	2,211.24	3,401.91	269,001 – 270,000	2,574.28	3,960.43
221,001 – 222,000	2,218.65	3,413.31	270,001 – 271,000	2,581.69	3,971.83
222,001 – 223,000	2,226.06	3,424.71	271,001 – 272,000	2,589.10	3,983.24
223,001 – 224,000	2,233.47	3,436.11	272,001 – 273,000	2,596.51	3,994.64
224,001 – 225,000	2,240.88	3,447.51	273,001 – 274,000	2,603.92	4,006.03
225,001 – 226,000	2,248.29	3,458.91	274,001 – 275,000	2,611.33	4,017.43
226,001 – 227,000	2,255.69	3,470.31	275,001 – 276,000	2,618.74	4,028.83
227,001 – 228,000	2,263.10	3,481.71	276,001 – 277,000	2,626.14	4,040.23
228,001 – 229,000	2,270.51	3,493.10	277,001 – 278,000	2,633.56	4,051.62
229,001 – 230,000	2,277.92	3,504.50	278,001 – 279,000	2,640.96	4,063.02
230,001 – 231,000	2,285.33	3,515.90	279,001 – 280,000	2,648.37	4,074.42
231,001 – 232,000	2,292.74	3,527.30	280,001 – 281,000	2,655.78	4,085.82
232,001 – 233,000	2,300.15	3,538.69	281,001 – 282,000	2,663.19	4,097.21
233,001 – 234,000	2,307.56	3,550.09	282,001 – 283,000	2,670.60	4,108.62
234,001 – 235,000	2,314.97	3,561.49	283,001 – 284,000	2,678.01	4,120.01
235,001 – 236,000	2,322.38	3,572.90	284,001 – 285,000	2,685.42	4,131.42
235,001 – 237,000	2,329.78	3,584.29	285,001 – 286,000	2,692.83	4,142.81
237,001 – 238,000	2,337.19	3,595.69	286,001 – 287,000	2,700.24	4,154.21
238,001 – 239,000	2,344.60	3,607.09	287,001 – 288,000	2,707.65	4,165.61
239,001 – 240,000	2,352.01	3,618.49	288,001 – 289,000	2,715.06	4,177.01
240,001 – 241,000	2,359.42	3,629.88	289,001 – 290,000	2,722.46	4,188.40
241,001 – 242,000	2,366.83	3,641.28	290,001 – 291,000	2,729.87	4,199.80

Construction Valuation	Plan Check Fee	Permit Fee	Construction Valuation	Plan Check Fee	Permit Fee
291,001 – 292,000	2,729.87	4,199.80	321,001 – 322,000	2,959.55	4,553.16
292,001 – 293,000	2,744.69	4,222.60	322,001 – 323,000	2,966.96	4,564.55
293,001 – 294,000	2,752.10	4,233.99	323,001 – 324,000	2,974.37	4,575.95
294,001 – 295,000	2,759.51	4,245.40	324,001 – 325,000	2,981.78	4,587.35
295,001 – 296,000	2,766.92	4,256.80	325,001 – 326,000	2,989.19	4,598.75
296,001 – 297,000	2,774.33	4,268.20	326,001 – 327,000	2,996.60	4,610.14
297,001 – 298,000	2,781.73	4,279.58	327,001 – 328,000	3,004.01	4,621.54
298,001 – 299,000	2,789.15	4,290.99	328,001 – 329,000	3,011.42	4,632.94
299,001 – 300,000	2,796.55	4,302.39	329,001 – 330,000	3,018.83	4,644.34
300,001 – 301,000	2,803.96	4,313.79	330,001 – 331,000	3,026.24	4,655.74
301,001 – 302,000	2,811.37	4,325.19	331,001 – 332,000	3,033.64	4,667.14
302,001 – 303,000	2,818.78	4,336.58	332,001 – 333,000	3,041.05	4,678.54
303,001 – 304,000	2,826.19	4,347.98	333,001 – 334,000	3,048.46	4,689.94
304,001 – 305,000	2,833.60	4,359.38	334,001 – 335,000	3,055.87	4,701.33
305,001 – 306,000	2,841.01	4,370.78	335,001 – 336,000	3,063.28	4,712.73
306,001 – 307,000	2,848.42	4,382.18	336,001 – 337,000	3,070.68	4,724.13
307,001 – 308,000	2,855.82	4,393.58	337,001 – 338,000	3,078.09	4,735.53
308,001 – 309,000	2,863.24	4,404.98	338,001 – 339,000	3,085.50	4,746.93
309,001 – 310,000	2,870.65	4,416.38	339,001 – 340,000	3,092.91	4,758.32
310,001 – 311,000	2,878.05	4,427.77	340,001 – 341,000	3,100.32	4,769.72
311,001 – 312,000	2,885.46	4,439.17	341,001 – 342,000	3,107.72	4,775.24
312,001 – 313,000	2,892.87	4,450.57	342,001 – 343,000	3,115.13	4,792.53
313,001 – 314,000	2,900.28	4,461.97	343,001 – 344,000	3,122.54	4,803.91
314,001 – 315,000	2,907.69	4,473.36	344,001 – 345,000	3,129.95	4,815.32
315,001 – 316,000	2,915.10	4,484.76	345,001 – 346,000	3,137.36	4,826.72
316,001 – 317,000	2,922.51	4,496.16	346,001 – 347,000	3,144.77	4,838.12
317,001 – 318,000	2,929.92	4,507.56	347,001 – 348,000	3,152.18	4,849.51
318,001 – 319,000	2,937.33	4,537.76	348,001 – 349,000	3,159.59	4,860.91
319,001 – 320,000	2,944.74	4,530.36	349,001 – 350,000	3,167.00	4,872.31
320,001 – 321,000	2,952.14	4,541.75	350,000 and above	65% of Permit Fee	4,872.31 plus \$11.40 per \$1000.00 in Valuation Above \$350,000.00

Ambulance Services	
Service/Procedure/Supply	Rate
Adenosine	\$194.94
Albuterol Nebulizer	\$52.15
ALS1	\$2,558.30
ALS2	\$2,558.30
ALSN	\$2,558.30
Aspirin	\$1.16
Atropine	\$42.69
Bag Valve Mask	\$98.10
Blanket	\$25.19
Blood Glucose Test	\$76.50
BLS1	\$2,558.30
Chux Pad	\$7.71
CPAP Procedures/Supplies	\$306.57
Dextrose 50%	\$41.95
Disposable Linen	\$41.23
EKG Electrodes	\$85.94
EKG Monitoring	\$150.12
Emesis Basin	\$5.70
EOA, Combitube, King	\$423.83
EZIO	\$402.36
Glucose Paste	\$27.20
Highway Safety	\$169.50
Infection Control	\$30.98
Intubation	\$441.89
Mileage	\$55.18
Morphine	\$32.92
Narcan	\$82.69
Night Charge	\$140.88
Nitrospray	\$21.64
Nitroglycerine (Tablet)	\$18.70
Non-Rebreather Oxygen Mask	\$12.57
Normal Saline Infusion	\$119.90
Cannula	\$22.35
OI Supplies	\$402.08
Oxygen	\$164.94
Pulse Oximetry	\$68.19
Restraints (Disposable)	\$42.93
Speciality Care Transport	\$4,046.55
Splinting- Arm	\$20.96
Splinting-Spinal	\$170.36
Standby Services	\$175.84
Universal Precautions	\$30.96
Vehicle Extraction	\$282.50



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

May 5, 2020
PUBLIC HEARINGS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie Waffle, AiCP – Acting Community Development Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Discuss adoption of a Resolution establishing the value of parking in-lieu fees at \$105,044, per parking space based on the recently adopted 2019 California Building Codes; discuss other options regarding the Parking In-Lieu Fee Program; and provide direction to staff

RECOMMENDATION:

Discuss adoption of a Resolution establishing the value of parking in-lieu fees at \$105,044, per parking space based on the recently adopted 2019 California Building Codes; discuss other options regarding the Parking In-Lieu Fee Program; and provide direction to staff.

BACKGROUND/SUMMARY:

On December 8, 1965, the City Council adopted Ordinance No. 122 CS which established off-street parking requirements for the commercial districts of the City. The current parking requirements are listed below in **Table 1**. The reason for adopting Ordinance No. 122 CS was to require and develop off-street parking in the City's commercial zones for business owners and their employees. Creating more off-street parking would allow curbside spaces to remain available to customers and would reduce the impacts of employee parking in adjacent residential neighborhoods.

Table 1. Current Minimum Off-Street Parking Requirements

TABLE A: MINIMUM PARKING REQUIREMENTS					
Land Use	Basis for Requirement	Land Use District Parking Factors			
		CC	SC	RC	R4
Permanent Residential Use	Spaces per Unit	1	1	1.5	1.5
Affordable Housing for Moderate-, Low- or Very Low-Income	Spaces per Dwelling Unit	1/2	1/2	1/2	1/2
Senior Housing, Cooperative Housing or Group Care Facilities	Spaces per Dwelling Unit	1/3	1/3	1/3	1/3
	Guest Spaces per Each Four Full Units	1	1	1	1
Nursing Home or Other Resident Care Facility	Spaces per Patient or Resident	N/A	1/3	1/3	1/3
Commercial Retail or Service Uses Not Otherwise Specified in this Table	Spaces per 600 Square Feet of Commercial Floor Area or per Business/Ship Space, Whichever is Greater	1	1	1	1
SIC 701: Hotels and Motels	Spaces per Rental Unit, Including Manager's Unit	1	1	1	1

In addition to creating minimum parking requirements, Ordinance No. 122 CS established a formula for calculating the value of a parking in-lieu fee for properties that could not provide the required number of off-street parking spaces.

The Ordinance further established that, no less frequently than annually, the City Council shall establish by Resolution the value of the parking in-lieu fee based on the value of improved parking facilities on a per stall basis. The funds collected are deposited into a special fund to be used by the city to develop off-street public parking in or near the business district. The current parking in-lieu fee fund balance is \$714,000.

Historically, as property values and construction costs have increased, the parking in-lieu fee has also increased. **Table 2** below provides a history of those increases.

Table 2. Historical Data on Adopted In-Lieu Parking Fees

<u>Date Established</u>	<u>Authority</u>	<u>Amount</u>
August 8, 1972	Resolution No. 2929	\$4,500
June 5, 1973	Resolution No. 3013	\$6,500
April 6, 1976	Resolution No. 76-13	\$8,000
October 3, 1977	Resolution No. 77-98	\$13,750
September 30, 1980	Ordinance No. 80-14	\$18,936
June 4, 1985	Resolution No. 85-40	\$20,865
November 7, 1989	Resolution No. 89-133	\$25,328
December 8, 1992	Resolution No. 92-107	\$27,520
December 7, 1999	Resolution No. 99-145	\$49,980
May 19, 2003	Resolution No. 2003-72	\$54,080

The formula for calculating the value of the in-lieu parking fee is contained in Section 17.38.040 of the City's Municipal Code (Attachment 2) and is also part of the City's certified Local Coastal Plan. The in-lieu parking fee formula is summarized as follows:

- Current construction costs of public parking garages with a Type I or Type II fire resistance (refer to Attachment 3);
- Multiplied by the regional modifier for the San Francisco area (1.75 has been used historically in Carmel); and
- Increased by 50 percent to reflect land costs.

The resulting factor is multiplied by 400 square feet per in-lieu parking stall to determine the total amount of the fee to be charged. A fee reduction of 25 percent is granted for parking spaces required for newly established residential dwelling units.

The parking in-lieu fee is adjusted based on the adopted Building Codes in effect at the time of review. On March 3, 2020 the City Council adopted the 2019 editions of the California Building Codes. Based on staff's review, it appears that the parking in-lieu fee has not been updated since the 2001 edition of the California Building Codes.

Proposed Parking In-Lieu Fee

Staff calculated the cost per square foot for a parking structure based on the February 2020 Building Valuation Data table published by the International Code Council (ICC). A parking structure with an S-2 Group Occupancy has an average Type I/II construction cost of \$100.04 per square foot. The following is a summary of the calculation:

Construction Cost/Square Foot for a Type I/Type II Parking Garage (\$100.04) x Regional Modifier (1.75) + Land Cost (50%) x 400 Square Feet = Cost of In-Lieu Fee/parking space

$\$100.04 \times 1.75 = \$175.07 \times 50\% = \$87.54$

$\$175.07 + \$87.54 = \$262.61$

$\$262.61 \times 400 \text{ SF} = \$105,044 \text{ per parking space}$

Table 3 provides the amount of parking in-lieu fees for up to 5 stalls based on the updated value of the fee. The in-lieu fee is collected at the time a building permit is issued for the project or at issuance of a business license if no building permit is required.

Table 3. Parking In-Lieu Fees

No. of Parking Stalls	Parking In-Lieu Fee
1	\$105,044
2	\$210,088
3	\$315,132
4	\$420,176
5	\$525,220

Proposed Parking In-lieu Fee Amendments

Due to the San Francisco area regional modifier and high land costs, the parking in-lieu fee can be cost prohibitive to property owners who want to redevelop their property but are unable to provide off-street parking or, in the case of properties located in the Central Commercial zoning district, are not permitted to construct off-street parking (CMC 17.38.030.A). To lessen the burden on development, staff is seeking direction from the Council on whether the value of the parking in-lieu fee should be updated or whether modifications to the parking in-lieu fee program should be further evaluated.

City Council Options

Option No. 1. Discuss adoption of a Resolution (Attachment 1) updating the value of the parking in-lieu fee from the 2003 rate of \$54,080 per parking space to \$105,044 per parking space based on the 2019 California Building Codes. If Council directs staff to pursue this option, a formal Resolution would be brought back to the Council at a future meeting for adoption. Under this option, the existing parking in-lieu fee program formula would remain unchanged.

Option No. 2. Discuss an urgency ordinance to defer taking action on updating the value of the parking in-lieu fee to a later date as determined by the Council. The current parking in-lieu fee of \$54,080 would remain in place.

Option No. 3. Direct staff to study modifications to the current formula, including but not limited to,

- a) Eliminating the land cost factor;
- b) Eliminating the fee for new residential units;
- c) Reducing the parking space factor to less than 400 square feet; and/or
- d) Developing an entirely new formula.

Staff would engage the services of a consultant to evaluate the current parking in-lieu fee program and make a recommendation on modifications to the formula. The program has remained unchanged since it was adopted in 1965 and a specific public parking project has not been identified for the use of the funds collected. The consultant would evaluate different public parking projects, their associated costs, and propose adjustments to the formula commensurate with funding a specific project.

Option No. 4. Direct staff to amend Title 17 and eliminate the parking in-lieu fee program entirely. By eliminating the in-lieu fee program, property owners would be required to provide off-street parking either on their property or on private property at an off-site location. Properties in the Central Commercial zoning district where off-street parking is prohibited would be required to provide all parking on private property at an off-site location. This option could significantly constrain redevelopment in the commercial zoning districts.

Option No. 5. Provide other direction as determined by the Council.

Process to Amend/Eliminate the Parking In-Lieu Fee Program

Any modification to the parking in-lieu fee program, or elimination of the program altogether, would require an amendment to Title 17 of the Municipal Code and the Local Coastal Plan. The Planning Commission would review the proposed amendments at a public hearing and provide a recommendation to the City Council. The City Council would consider the amendments at two public hearings and following adoption, the amendments would be submitted to the Coastal Commission for certification.

FISCAL IMPACT:

The parking in-lieu fees collected are placed in a dedicated fund for the sole purpose of funding public parking improvements in the village. Updating the fee based on the 2019 California Building Codes could result in increases to the fund balance if a development project or new business requires additional off-street parking and the property owner is unable to provide it. Deferring the fee update could result in fewer fees collected during the deferment period. If directed to amend the parking in-lieu fee program, there would be costs associated with engaging a consultant to develop a new program.

PRIOR CITY COUNCIL ACTION:

The City Council adopted Resolution 2003-72 on June 3, 2003 establishing the parking in-lieu fee at \$54,080 based on the 2001 California Building Codes.

ATTACHMENTS:

- Attachment #1 - Draft Resolution Establishing Parking In-Lieu Fees
- Attachment #2 - CMC Section 17.38.040 (Parking In-Lieu Fee Program)
- Attachment #3 - Building Valuation Table (Feb. 2020)

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

RESOLUTION NO. XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ESTABLISHING THE VALUE OF PARKING IN-LIEU FEES AT \$105,044 PER PARKING
SPACE BASED ON THE RECENTLY ADOPTED 2019 CALIFORNIA BUILDING CODES**

WHEREAS, Section 17.38.040 of the Carmel-By-The-Sea Municipal Code provides a formula for the establishment of the value of parking in-lieu fees; and

WHEREAS, the value of the parking in-lieu fee is recalculated following adoption of new California Building Code standards by the City Council; and

WHEREAS, the parking in-lieu fee was last updated on June 3, 2003 by Resolution 2003-72 based on the 2001 California Building Code and was set at \$54,080 per parking space; and

WHEREAS, on March 3, 2020 the City Council adopted Ordinance 2020-001 adopting the 2019 editions of the California Building (CBC), Residential (CRC), Energy (CEnC), Fire (CFC), Mechanical (CMC), Plumbing (CPC), Electrical (CEC), Green Building Standards (CGBSC), Historic Building (HBC), and Existing Building Codes (EBC), with local amendments; and

WHEREAS, the parking in-lieu fee has been recalculated based on the 2019 California Building Codes.

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

Establish the value of a parking in-lieu fee at \$105,044 per parking space based on the adopted 2019 California Building Codes.

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

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

17.38.040 Parking In-Lieu Fee Program.

When parking adjustments have been authorized by the Planning Commission in conformance with CMC 17.38.030(C), required parking may be satisfied by the payment to the City of in-lieu fees. Funds collected by the City from such payments shall be deposited in a specific fund and used by the City to acquire and/or develop off-street parking. Such parking shall be available to the public and shall be in or near the business district of the City. Funds paid to the City for in-lieu parking shall not be refundable in the event of destruction or removal of the structure or land use for which the funds were paid, but shall run with the land. The City shall maintain a record of all spaces credited to each property including all spaces paid through in-lieu fees, spaces physically provided on each property and all spaces represented by the existing parking nonconformity on each site.

A. Payment of In-Lieu Fees. All in-lieu parking fees shall be paid prior to the issuance of the first permit (any business license or building permit) for which the in-lieu fees are required with one exception. The only exception arises when the number of in-lieu parking spaces exceeds five, in which case at least 40 percent of the total in-lieu fees shall be paid prior to the issuance of the project permit or license and the remaining balance shall accrue interest at the prime interest rate fixed on the date the first permit or license is issued. Any fees, including interest that will be subject to such delayed payments shall be evidenced by a promissory note. This promissory note shall provide for the payment of attorney's fees and costs to the prevailing party and shall be secured by a deed of trust.

B. Determination of Value of Parking In-Lieu Fees. The amount to be charged for an in-lieu parking space shall be determined by using the current construction costs of public garages having Type I or Type II fire resistance and the regional modifier for the San Francisco area as supplied by the "Building Standards" of the International Conference of Building Officials and a factor representing land costs. Four hundred square feet shall be used as the necessary area for a car to park and have maneuvering room with ingress and egress. The current construction costs per square foot shall be multiplied by the modifier to determine the cost per square foot to construct the parking space. The cost of constructing the parking space shall then be increased by 50 percent to reflect land cost. This total shall be the fee paid for each full in-lieu parking space. A fee reduction of 25 percent shall be allowed for parking spaces required for newly established residential dwelling units. (Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

Building Valuation Data – FEBRUARY 2020

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in August 2020. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the “average” construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2018 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again it should be noted that, when using this data, these are “average” costs based on typical construction methods for each occupancy group and type of construction. The average costs

include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
- 3.

$$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a \$300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is \$30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300,000 \times 75\%}{\$30,000,000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

$$\text{Permit Fee} = \text{Gross Area} \times \text{Square Foot Construction Cost} \times \text{Permit Fee Multiplier}$$

Example

Type of Construction: IIB

Area: 1st story = 8,000 sq. ft.

2nd story = 8,000 sq. ft.

Height: 2 stories

Permit Fee Multiplier = 0.0075

Use Group: B

1. Gross area:
Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
B/IIB = \$177.38/sq. ft.
3. Permit Fee:
Business = 16,000 sq. ft. x \$177.38/sq. ft x 0.0075
= \$21,286

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

Attachment 3

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).
- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs ^{a, b, c}

Group (2018 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	247.86	239.47	233.25	223.81	210.17	204.10	216.62	195.46	188.40
A-1 Assembly, theaters, without stage	227.10	218.71	212.49	203.05	189.41	183.34	195.86	174.70	167.65
A-2 Assembly, nightclubs	191.96	186.56	182.12	174.70	164.94	160.39	168.64	149.29	144.33
A-2 Assembly, restaurants, bars, banquet halls	190.96	185.56	180.12	173.70	162.94	159.39	167.64	147.29	143.33
A-3 Assembly, churches	229.69	221.30	215.08	205.64	192.37	187.27	198.45	177.66	170.60
A-3 Assembly, general, community halls, libraries, museums	192.20	183.81	176.59	168.15	153.51	148.44	160.96	138.80	132.75
A-4 Assembly, arenas	226.10	217.71	210.49	202.05	187.41	182.34	194.86	172.70	166.65
B Business	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
E Educational	209.90	202.64	196.82	188.34	175.49	166.60	181.86	153.45	148.75
F-1 Factory and industrial, moderate hazard	117.60	112.19	105.97	101.84	91.54	87.26	97.61	75.29	70.95
F-2 Factory and industrial, low hazard	116.60	111.19	105.97	100.84	91.54	86.26	96.61	75.29	69.95
H-1 High Hazard, explosives	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	N.P.
H234 High Hazard	109.99	104.58	99.35	94.22	85.14	79.87	89.99	68.89	63.56
H-5 HPM	200.26	192.96	186.54	177.38	161.90	155.84	170.40	142.43	136.08
I-1 Institutional, supervised environment	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
I-2 Institutional, hospitals	335.53	328.23	321.81	312.65	296.45	N.P.	305.67	276.99	N.P.
I-2 Institutional, nursing homes	233.12	225.82	219.40	210.24	195.51	N.P.	203.26	176.05	N.P.
I-3 Institutional, restrained	227.71	220.41	213.99	204.83	190.84	183.78	197.85	171.37	163.02
I-4 Institutional, day care facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
M Mercantile	142.95	137.54	132.11	125.68	115.38	111.83	119.62	99.73	95.77
R-1 Residential, hotels	199.70	192.92	186.99	179.78	164.90	160.43	179.93	148.60	143.96
R-2 Residential, multiple family	167.27	160.49	154.56	147.35	133.71	129.23	147.50	117.40	112.76
R-3 Residential, one- and two-family ^d	155.84	151.61	147.83	144.09	138.94	135.27	141.72	130.04	122.46
R-4 Residential, care/assisted living facilities	197.83	191.05	185.12	177.91	163.28	158.81	178.06	146.98	142.33
S-1 Storage, moderate hazard	108.99	103.58	97.35	93.22	83.14	78.87	88.99	66.89	62.56
S-2 Storage, low hazard	107.99	102.58	97.35	92.22	83.14	77.87	87.99	66.89	61.56
U Utility, miscellaneous	84.66	79.81	74.65	71.30	64.01	59.80	68.04	50.69	48.30

- Private Garages use Utility, miscellaneous
- For shell only buildings deduct 20 percent
- N.P. = not permitted
- Unfinished basements (Group R-3) = \$22.45 per sq. ft.