



CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION

Sarah Berling, Kelly Brezoczky, Tamara Michie, JC
Myers, Brian Sours

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

REGULAR MEETING Thursday, April 13, 2023 3:30 PM

THIS MEETING WILL BE HELD IN PERSON IN THE COUNCIL CHAMBERS AND VIA TELECONFERENCE. This meeting will be held via teleconference and in-person in the City Council Chambers at City Hall located on Monte Verde Street between Ocean and Seventh Avenues. To participate via teleconference click the following link to attend via Zoom (or copy and paste link in your browser):

<https://ci-carmel-ca-us.zoom.us/j/81305050185> Meeting ID: 813 0505 0185 Passcode: 028358 Dial: +1 253 215 8782

The COVID-19 Community Level for Monterey County as of the date of this agenda posting on April 10, 2023 is LOW (mask wearing not required). Seating will be limited and available on a first come first served basis.

MEETING 3:30 PM

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE

PUBLIC APPEARANCES

Members of the public are entitled to speak on matters of municipal concern not on the agenda during Public Appearances. Each person's comments shall be limited to 3 minutes, or as otherwise established by the Commission. Matters not appearing on Commission's agenda will not receive action at this meeting but may be referred to staff for a future meeting. Persons are not required to give their names, but it is helpful for speakers to state their names so that they may be identified in the minutes 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 Commission or the public may ask that any items be considered individually for purposes of Commission discussion and/ or for public comment. Unless that is done, one motion may be used to adopt all recommended actions.

1. Approve the March 9, 2023 Meeting Minutes

ORDERS OF BUSINESS

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

2. Presentation on the City's prioritization, data, and actions related to tree concerns
3. Public Works Director's Report for March 2023, including the Forestry Division Report.

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

Any supplemental writings or documents distributed to a majority of the Forest & Beach Commission regarding any item on this agenda, received after the posting of the agenda will be available at the Public Works Department located on the east side of Junipero Street between Fourth and Fifth Avenues during normal business hours.

SPECIAL NOTICES TO PUBLIC

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



CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report

April 13, 2023
CONSENT AGENDA

TO: Forest and Beach Commissioners

SUBMITTED BY: Yvette Oblander, Administrative Coordinator

SUBJECT: Approve the March 9, 2023 Meeting Minutes

RECOMMENDATION:

Approve the March 9, 2023 Meeting Minutes.

BACKGROUND/SUMMARY:

FISCAL IMPACT:

ATTACHMENTS:

Attachment #1 - March 9, 2023 Meeting Minutes

REGULAR MEETING MINUTES
Thursday, March 9, 2023

MEETING 3:30 PM

CALL TO ORDER AND ROLL CALL

PRESENT: Berling, Brezoczky, Myers, Sours
ABSENT: Michie
STAFF PRESENT: Robert Harary, P.E., Director of Public Works
Tom Ford, Administrative Analyst
Rob Culver, Public Works Superintendent
Yvette Oblander, Commission Secretary/Administrative Coordinator

PLEDGE OF ALLEGIANCE

Chair Myers led the public in the Pledge of Allegiance

PUBLIC APPEARANCES

Bruce Dini, Carmel High School Interact Club
James Bronson III
Carmel High Students: Katie and Julia

The Carmel High students gave a brief presentation on the volunteer landscaping work they are assisting Carmel Cares with at the San Antonio and Fourth Avenue intersection, under the supervision of Mr. Bronson.

ANNOUNCEMENTS

- Director Harary introduced newer Public Works Department staff to the Commission, many of whom have been focused on recent storm recovery efforts:
 - Eric Miller – Tree Care Specialist
 - Mike Wood – Forestry Maintenance Worker
 - Gilbert Tamayo - Streets Maintenance Worker
 - David Saldivar - Streets Maintenance Worker
 - Jessica Juico – Environmental Administrative Technician
 - Tom Ford - Forestry Administrative Analyst
 - Javier Hernandez, Project Manager (introduced during Item 4)
- Due to an internet glitch, the February Forest and Beach meeting's Zoom link was not working, and the public could not watch nor participate in the meeting. Therefore, tentative actions that the Commission voted on in February will have to be formally voted on again at this, or subsequent meetings.
- At a future date, staff will bring back the Public Hearing item involving the hedge on San Antonio southwest of Second Avenue. This item is scheduled for the May meeting. Recent correspondence from attorneys associated with this matter was made available to the Commissioners and public.

CONSENT AGENDA

Item 1: Approve the January 12, 2023 Meeting Minutes

Item 2: Approve the February 9, 2023 Meeting Minutes

Item 3: Public Comments received after the meeting

Commissioner Sours moved to approve the January 12, 2023, the February 9, 2023 Meeting Minutes, and the Public Comments received after the meeting, seconded by Commissioner Berling and carried by the following vote:

AYES: Berling, Brezoczky, Myers, Sours
 NOES: None
 ABSENT: Michie
 ABSTAIN: None

ORDERS OF BUSINESS

Item 4: Receive a presentation from Integral Corp./Haro Kashunich & Associates regarding the results of the Coastal Engineering Condition Evaluation which is part of the Coastal Engineering Study.

Director Harary provided an overview of the staff report and history of the Coastal Engineering Study project, and will introduce Dr. David Revell with Integral Consulting and Moses Cuprill, the Geotechnical Engineer, with Haro Kasunich & Associates, who will both be giving today's presentation.

There are two, funded Capital Improvement Projects that have been blended together. The first one is the Sea Level Rise/Coastal Engineering Report. The second one is Beach Sand Survey and Wall Inspections. At the August 2022 meeting, the City Council approved a \$175,000 Professional Service Agreement with a firm called EMC Planning Group, who teamed up with Integral and Haro Kasunich, to perform the overall Coastal Engineering Study. Today's report and presentation is for the first of four (4) tasks associated with the Phase I portion of the project. In other words, there will be more reports coming before the Commission going forward. The City will also be re-formulating the Climate Committee, and we will ask the consultants to do a similar presentation at a Climate Committee meeting.

Dr. David Revell and Moses Cuprill introduced themselves. Dr. Revell briefly described the purpose of the Coastal Engineering Study and how it will be developed in two phases, with the first phase going through the end of January 2024. This presentation is regarding the first task which is to document the condition of the existing seawalls and rock revetments armoring along the shoreline, and the beach access stairs. These shoreline infrastructure elements will also be evaluated for future climate change impacts, including sea level rise. Then options will be developed to reduce the risk of damage and keep the character of the beach and shoreline in Carmel.

Mr. Cuprill summarized the condition evaluation of the 11 sea walls, 6 rock revetments, and 11 public access stair structures that were inspected along Carmel Beach. He noted that high priority repairs include one of the sea walls (the Fourth Avenue Outfall), three of the revetments, and three of the beach access stairs. He also noted that over a dozen other elements warrant some level of repairs, albeit less urgent.

Mark Fox, who is working with Mr. Cuprill, noted that he personally was involved with the installation of one of the revetments at the beach, and it is still performing excellently. They are in the process of preparing the detailed technical report to wrap up Task 1.

Dr. Revell and Mr. Cuprill addressed questions of the Commission. The Commissions expressed strong concerns about the lack of investment in properly maintaining the shoreline infrastructure for so many prior years, and requested that these repairs be expedited.

Public Comment

Dale Byrne

Nancy Twomey
Shirley Moon

Item 5: Leadership Carmel's proposed Legacy Project at Forest Hill Park

Director Harary gave a brief recap about Leadership Carmel's two potential Legacy Projects that were presented to the Commission in February. Based on the Commission's constructive feedback, Leadership Carmel decided to focus on Forest Hill Park, and the Devendorf Park project will be deferred. Mr. Harary introduced Bill Kerr from Leadership Carmel.

Mr. Kerr gave a presentation and an update of the Nature Play features of the proposed project at Forest Hill Park. They are requesting the Commission's approval to proceed with this project, and they are very grateful for the feedback they received at the last meeting. Mr. Kerr answered questions from the Commission.

Public Comment

None

Director Harary stated that the Planning Department did a preliminary design study on this application. If the Forest and Beach Commission approves this item, it is still contingent on final administrative approval by the Community Planning & Building and Public Works Departments.

Commissioner Brezoczky moved to approve the Forest Hill Park Project as presented, seconded by Commissioner Sours and carried by the following vote:

AYES:	Berling, Brezoczky, Myers, Sours
NOES:	None
ABSENT:	Michie
ABSTAIN:	None

Item 6: Earth Day/Arbor Day Event to be held on Saturday, April 22, 2023 at Devendorf Park

Environmental Administrative Technician, Jessica Juico presented the Staff Report for the inaugural Earth Day event, to be held as a single, combined event with our annual Arbor Day event on April 22nd at Devendorf Park from 10 am to 2 pm.

- The Public Works and Community Activities Departments are planning the inaugural Earth Day event as part of the implementation of the City's adopted Climate Adaptation Plan, which recommends the "active engagement and development of partnerships with community stakeholders, local businesses, and residents to achieve steady progress towards the City's climate resilience goals."
- In 2018, the Forest and Beach Commission established that the Arbor Day celebration would be held in the third week of April each year. Observing Arbor Day is also a requirement to continue the City's long term "Tree City USA" status.
- Public Works will lead a tree-planting ceremony. A location on the north side of the park, east of the flag pole, has been identified for a small, native cultivar like the "Ray Hartman" Ceanothus, as recommended by our consulting arborist Justin Ono.
- There will be about 22 booths hosted by community-based organizations, businesses, and special districts who will provide products, programs, and services to help the public reduce their carbon footprint and adopt sustainable practices.

Ms. Juico answered questions from the Commission.

Public Comment

None

Item 7: Public Works Director's Report for February 2023, including the Forestry Division Report.

Director Harary presented the Public Works Department report for February 2023, including the Forestry Division report.

City Council actions related to Forestry, Parks, and Beach issues – March 7th

- Based on community opposition, Council deleted the landscaped median islands along San Carlos Street, but directed staff to keep the Bike Route along San Carlos as part of the upcoming paving project.
- Council reiterated its intention to prohibit beach fires, including no fire pits, based on an upcoming ordinance, and that only propane devices will be allowed on Carmel Beach.
- Council awarded on-call tree service contracts to three contractors: Community Tree Service, Tope's Tree Service, and West Coast Arborists. These contracts include the option for the City to retain a qualified consulting arborist, as well as to perform tree planting, watering, pruning, removal, and stump grinding services.

Forestry Division Report

- Began to prioritize the removal of numerous tree stumps and differentiate stumps to be removed by staff, minor, relatively less costly stumps to be removed by tree contractors, and finally, the largest stumps that will be most costly and potentially deferred until budget allows.
- Made repairs to damaged post and cable fencing in the North Dunes.
- For the January Storm Recovery: John Ley's Tree Service and Tope's Tree Service substantially completed storm-related emergency tree removal and tree debris.
- PG&E and Forestry continued working in tandem to identify City trees which are in poor condition and in close proximity to power lines. As a result, trees marked for PG&E removal display a yellow placard and will be removed by Community Tree Service in the coming weeks. These trees have been assessed by our consultant arborist, Justin Ono, and/or Forestry staff. Up to 29 trees are planned for removal at this time
- 20 new trees were planted in February!
- The Ocean Avenue Pathway, between Carpenter and Junipero Streets, was spruced up. The work included pruning trees and hedges, removal of invasive ivy and Acacia tree seedlings, weed whacking, sight clearance for stop signs, removal of debris, and spreading fresh mulch
- Twenty-eight (28) potential Task Orders were prepared and issued to Town & Country for pricing. Once these Task Orders are approved, it will cover ongoing landscape maintenance tasks for the balance of this Fiscal Year.

Forestry, Parks, and Beach-related Capital Improvement Projects

- On February 8th, the Planning Commission approved a Coastal Development Permit for the Mission Trail Nature Preserve (MTNP) Well Abandonment, and Tank/Pump House Removal Project, subject to certain environmental conditions.
- The Planning Commission also approved a Coastal Development Permit for the MTNP – 3 Drainage Projects, which includes piping, a hardened swale, and a short boardwalk, subject to certain environmental conditions.

Miscellaneous Forest, Parks, beach and related Public Works items

- Project Manager Javier Hernandez started with the City on February 16th. Initial key projects include Rule 20A Undergrounding, Coastal Engineering Study, MTNP – 3 Drainage

Project, Wave Broadband permitting, and EV charging stations at the Vista Lobos Parking Lot.

- Provided documentation for FEMA reimbursement, related to out of pocket expenditures to date (\$65k), staff costs to date (\$120k), and anticipated future costs (\$400k) associated with infrastructure related recovery from the January storms.

Public Comment

Maria Sutherland

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Respectfully submitted,

Yvette Oblander, Administrative Coordinator, Commission Secretary

Approved by:

JC Myers, Chair



CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report

April 13, 2023
ORDERS OF BUSINESS

TO: Forest and Beach Commissioners

SUBMITTED BY: Thomas C. Ford, Administrative Analyst

SUBJECT: Presentation on the City's prioritization, data, and actions related to tree concerns

RECOMMENDATION:

Discuss information presented in presentation, including feedback from members of the community, regarding tree-related efforts in order to ensure the Forestry Division of Public Works is managing the urban forest in a safe, efficient, and effective manner.

BACKGROUND/SUMMARY:

Recent storms and their impacts have highlighted the need to convey how the City manages our aging urban forest, as well as how the City prepares for and responds to storms. The Forestry Division has listened to residents regarding their concerns and seeks to provide a transparent perspective into the management of the urban forest.

A presentation will be given by Thomas Ford, Forestry Administrative Analyst, and will include:

- A. Storm Tally
 - Fallen
 - Removed
 - Known Issues
 - Further Data (City and DRG)
- B. Fiscal Impact
 - Invoices Received
 - High-Priority Contract Work Pending Completion
- C. Prioritization
 - Ongoing City Work
 - Contract Work (High Priority)
 - Emergency Situations
 - Permits
- D. Condition of the Forest
 - City Data
 - DRG Data
 - UFMP (Urban Forestry Master Plan)
- E. Questions and Feedback of Commissioners and Community

FISCAL IMPACT:

Public Works continues to receive invoices for the contracted work associated with the March 2023 storms. Thus, the fiscal impact of the storms is still being determined. Public Works may have to request additional funding from City Council in May or June if the original contract amounts of \$30,000, \$60,000, and \$60,000 for Community Tree Service, Topes Tree Service, and West Coast Arborists, respectively, have been exceeded.

The Forestry Division's operating budget for the upcoming Fiscal Year (FY) 2023/24 may be increasing by over 50% compared to the initially-adopted budget for FY 2022/23. The exact budget amount is subject to review by the City Council in May and June, but will be reviewed with the Forest and Beach Commission in the near future.

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA FOREST AND BEACH COMMISSION Staff Report

April 13, 2023
ORDERS OF BUSINESS

TO: Forest and Beach Commissioners

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

SUBJECT: Public Works Director's Report for March 2023, including the Forestry Division Report.

RECOMMENDATION:

Receive the Public Works Director's Report for March 2023, including the Forestry Division Report.

BACKGROUND/SUMMARY:

The Public Works Director's Report for March 2023 will include:

- A. City Council actions related to Forestry, Parks, and Beach issues.
- B. Forestry Division Report
- C. Forestry, Parks, and Beach-related Capital Improvement Projects
- D. Climate Action and Climate Adaptation Plan implementation
- E. Update on Volunteer Organizations
- F. Miscellaneous Forest, Parks, Beach, and related Public Works items

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment #1 - Public Works Director's Report for March 2023



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department

March 2023

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	April 3, 2023
APPROVED BY:	Chip Rerig, City Administrator

City Council Meeting of March 7, 2023

- Adopted Resolution 2023-0028 awarding on-call tree service contracts to Community Tree Service, Tope's Tree Service, and West Coast Arborists, for an amount of \$30,000, \$60,000, and \$60,000 respectively, for the remainder of Fiscal Year 2022/23, with an expiration date of June 30, 2026.
- The Public Works Director presented the history of the Fiscal Year 2019/20 Annual Paving Project, which includes microsurfacing pavement, shared bike route, and landscaped median islands along San Carlos Street. Based on community opposition, Council approved the deletion of the median islands and directed staff to proceed with the microsurfacing, contingent on planting new trees, and with the bike route designated by pavement markings without signage. The Engineer of Record is currently researching the necessity of any signage.

Forest and Beach Commission Meeting of March 9, 2023

- The results of Task 1 – Coastal Condition Assessment, of the Coastal Engineering Study, was presented by consultants Integral and Haro Kashunich & Associates. High priority repairs were identified for 1 of 11 seawalls, 3 of 6 rock revetments, and 3 of 11 beach access stairs. Ten other shoreline facilities were identified for less urgent repairs. Commissioners stressed the importance of expediting all repairs.
- Representatives of the Leadership Carmel class of 2023 presented an update to their Legacy Projects. Previously-considered improvements to memorials at Devendorf Park will be deferred. Nature play equipment for Forest Hill Park, including stump seats, log tunnel, braille panel, and owl box, were refined based on Commission feedback received in February. The Commission approved the project subject to administrative reviews by the Community Planning & Building and Public Works Departments.
- Presented an overview of the inaugural Earth Day celebration, to be concurrent with Arbor Day, on Saturday, April 22nd, at Devendorf Park.
- Presented the Public Works Report, including Forestry Division update, for February 2023.

City Council Special Meetings of March 14 and March 21, 2023

- Both meetings were cancelled due to storm events. The Capital Improvement Program Workshop was rescheduled to April 5, 2023.

Administration

- Prepared the staff report and two resolutions with the City Attorney's office, regarding the Request for Proposals (RFP), Operations and Maintenance Agreement, and Site Lease for the Scout House Renovation, Activities Programming, and Facility Management for the April 4th Council meeting.

- Prepared the staff report and presentation for the first review of the Fiscal Year 2023/24 Capital Improvement Program for the Council Workshop on April 5th.
- For the FY 2023/24 operating budget for Public Works: submitted cost spreadsheets for five divisions, updated the department description, listed FY 2022/23 accomplishments and FY 2023/24 goals, and prepared budget summary narratives.
- Prioritized storm response for multiple significant storm events that occurred in March.
- Met with representatives of FEMA and the California Office of Emergency Services regarding documentation needed for reimbursement for expenses resulting from the January 2023 storms.
- Negotiated a claims settlement with Cal Coast Electric for electrical switches and panel upgrades in the Public Works Garage. The contractor claims the work actually cost over \$56,000 despite their estimated quote of \$13,000. The case settled for \$24,172.
- Processed 2.5 years' worth of payments (\$6,000) to Otis Elevator for the long unused dumbwaiter at the Park Branch Library. Staff decided to settle the matter using a mid-year budget augmentation rather than challenge their one-sided contract through legal means.

Carmel Cares

- On March 2nd, 18 volunteers with tech startup company, Alcion, picked up 17 pounds of trash.
- On March 25th, 65 volunteers met at Devendorf Park and supported Carmel Cares for Clean California Day by picking up litter and cigarette butts across the City in a grid pattern.
- The Carmel High School Interact Club worked with Carmel Cares to upgrade landscaping at the San Antonio/Fourth Avenue intersection, and along the Fourth Avenue boardwalk toward the beach.
- Donated and installed a new rollup door at the Forest Theater sound booth.
- Upgraded landscaping around the Post Office Parking Lot.
- Removed overgrown ivy and improved landscaping around the Park Branch Library.
- Cleaned up the Del Mar Parking Lot.

Environmental Programs

- Updated and finalized a Professional Services Agreement with Applied Marine Science for copper and fecal bacteria sampling, laboratory testing, and reporting for our ASBS watershed.
- Notified environmental consulting firm, Denise Duffy & Associates, that based on their 2022 Statement of Qualifications, they were selected for North Dunes Habitat Restoration services and other on-call, as-needed, environmental support services.
- Received notification from GreenWaste of a 4.16% rate increase effective July 1, 2023. Rate information to be reviewed by consultant HF&H.
- Ordered 7 metal ribbon trash/recycling cans, most to be installed at Sunset Center.
- Processed a \$5,000 CalRecycle grant report.
- After reviewing the City's draft, updated Storm Water Ordinances for five months, the Coastal Commission notified us that they had no comments, but that others are still reviewing them.
- Continued planning for Earth Day/Arbor to be held on April 22nd in Devendorf Park.
- Obtained training on pre-construction site inspections relative to erosion and storm water runoff best management practices.

Facility Maintenance

- Coordinated and expedited the emergency repair of the blower motor for the Sunset Center boiler system with Bay City Boiler.
- Baxter Electric substantially completed the installation of a high capacity EV charging connection in the Public Works garage needed for the incoming electric street sweeper.
- Cal Coast Electrical load tested the electrical panel at the Fire Station. The panel is at 80% capacity.
- The diesel fuel tank was refilled for the Police/Public Works emergency generator.
- Issued a Purchase Order to Thayer Construction to repair the concession counter at Sunset Center.
- Researched options and began to obtain quotes for air conditioning the 911 Server closet in Public Works to prevent the system from overheating.
- Repaired the LED light fixture in the back of the City Council Chambers.
- Escorted the Alliant Insurance inspector around City buildings.

- The Forest Theater concession stand flooded due to storms and water infiltration, causing the facility to be closed temporarily.

Project Management for the Capital Improvement Program

Wallace Group Projects:

- For the MTNP Well Abandonment and Water Tank/Pump House Removal Project, 90% plans, specifications, and cost estimate were completed by Wallace Group and submitted to the City for review. Bidding is anticipated to begin by late April.
- For the Concrete Streets Repair Project, the geotechnical subconsultant drilled cores through the concrete at various locations to support the concrete repair evaluations. Traffic counts were also obtained by the Police Department and sent to BKF Engineering.
- Based on the results of the Storm Drain Master Plan Update, by Schaaf & Wheeler Consulting Engineers, some modifications will need to be made to the FY 2019/20 Paving Project (noted above, with improvements along San Carlos Street). Paving along portions of Junipero Street and Fifth Avenue will need to be deferred for underground drainage modifications.
- For the Drainage System Repairs Project, Neill Engineers performed field surveys and mapping to support the Master Plan Update, and are currently preparing fee proposals to design the upgrades, repairs, and bottleneck adjustments for an upcoming Amendment to their Professional Services Agreement.

Ausonio, Inc. Projects:

- For the City Hall Retaining Wall Repair Project, two responsive bids were received at the March 16th Bid Opening. Proposals and contractors were evaluated, bid additives were dismissed, and a staff report and resolution were prepared for the April 4th Council meeting. Award of the \$128,600 contract to Rehak General Engineering is contingent on a Budget Adjustment of \$113,600 from the General Fund End Balance.
- Architectural firm Ten Over Studios submitted 90% schematic plans and specifications for the City Hall Roof Replacement, Harrison Memorial Library (HML) Exterior/Interior Painting, Sunset Center Exterior Painting, and Cottage Windows Repairs Projects. The plans and specs are under review.
- For the HML generator, a meeting with all stakeholders was held to rule out alternatives and to proceed with a “best fit” project approach, namely modify a stone wall and planter area in front of the building. An application to bring this matter before the Historic Resources Board was also submitted.
- Ausonio prepared and submitted 90% schematic plans and specs for the HML Carpeting project.
- After a two-month inexcusable delay, Bureau Veritas submitted the draft Facility Condition Report for four City Buildings: City Hall, Fire Station, Public Works, and Vista Lobos. Report is under review.

4 Leaf Projects:

- For the Police Building Project, technical proposals were submitted by four architectural/engineering firms by the March 14th deadline. A selection committee comprised of the 4 Leaf project manager, Directors of Public Works and Community Planning & Building, and Acting Police Chief reviewed and ranked the proposals. A tentative selection was made, the separate fee envelope was opened, the top firm was notified, and a list of questions were prepared for our first negotiation meeting in early April.

Additional CIP Projects:

- For the FY 2023/24 Annual Paving Project, identified 5 street segments to be overlaid, 20 streets for slurry seal, and 7 locations for sidewalk repairs. Staff report prepared for the April 4th Council meeting. Upon approval, the project description will be sent to the California Transportation Commission to qualify for partial state funding. The \$1,095,899 project includes \$438,570 from external sources.
- Reviewed updated installation plans, reports, and traffic control standards for fiber optic installation along power poles across the City, and a segment under San Carlos Street, submitted by Wave Broadband. Also updating fee calculations and special conditions of approval for a permanent encroachment permit. Applicant to present their project to Council at an upcoming meeting.

- For the Electrical Panels Upgrade Project, conducted a tour of electrical panels at five buildings with the selected electrical/mechanical engineering consultant, Advance Design Consultants, and began to develop a Professional Services Agreement. Consultant will also be preparing plans for the EV Charging Stations expansion along the south edge of the Vista Lobos parking lot.
- For the Rule 20A Undergrounding Utility District, coordinated with the regional PG&E Rule 20A liaison, prepared preliminary maps for two potential districts, one along the MTNP Willow Trail and one into the Del Mar parking lot, and submitted maps and photos for preliminary PG&E eligibility screening.

Street Maintenance

- For the March storms that caused significant damage to the urban forest, assigned all field crews to tree operations, including tree removals, hanger removals, debris clearing, and chipping. Storm drains were also monitored and cleared as needed. Minor damage was noted to other infrastructure.
- Began to implement the recommendations from the Traffic Safety Committee's February 28th meeting, notably installing a new speed limit sign on Santa Lucia Avenue.
- After inspections, closed the Tenth Avenue beach access stairs for safety reasons.

Forestry Parks and Beach Report (Forestry Report)

- The following tally provides an overview of storm impacts for the month of March:
 - 142 tree-related incidents reported
 - 47 trees fell in the City (excluding in the Mission Trail Nature Preserve – see below)
 - 28 trees removed due to uprooting/active failure
 - Dozens of broken or fallen limbs cleared
 - 57 tree-related jobs were contracted to tree contractors
 - 40 High-Priority tree removals and prunings scheduled
 - 70 permit applications received
 - 70 permits issued
 - Mission Trail Nature Preserve: 14 trees fell, 18 instances of trees with significant leaning, are heavily damaged, or dead, or piles of fire fuel (all need to be either removed, pruned, chipped, and cleared for fuel reduction)
- Grand total of calls, voicemails, and emails Public Works received with Forestry-related matters: 1,411, of which 424 remain unresolved.
- Justin Ono of Ono Consulting continues providing consulting arborist services on a part time basis.
- Louise Shurvinton Bradley is providing full time administrative support for tree permits through a temporary staffing agency.
- Davey Resource Group, the consultant who is preparing the Urban Forest Master Plan, completed the inventory of nearly 10,000 City trees and uploaded the information in the Tree Keeper program.
- On-call landscape maintenance contractor, Town & Country, is now underway performing work on 35 Task Orders covering a wide range of services for the remainder of this Fiscal Year.
- Following award of contracts by City Council, coordinated with new on-call tree services contractors Community Tree Service, Tope's Tree Service, and West Coast Arborist for submittal of bonds, insurance certificates, City business licenses, and other documents prior to execution of the contracts.

Private and Development Activities

2023 Permitted removals, pruning, and required planting											
	Tree permits received	Tree permits Issued	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Plant Upper	Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	28	6	0	12	3	7	5	1	0	2	5
February	23	22	1	24	15	9	15	10	0	0	25
March	70	70	21	71	47	24	32	14	1	7	46
April											
May											
June											
July											
August											
September											
October											
November											
December											
2023 totals	121	98		107	65	40	52	25	1	9	76

City Forestry, Parks, and Beach Activities

Tasks	Failures	Inspection	Plan reviews	Permit intake	Site Assessments	Stop work orders	Fresh Desk Tickets Received	Freshdesk Tickets Resolved
Jan	84	118	9	28	1	1	326	121
Feb		38	1	23	1	0	200	103
Mar	75	70	2	70	70	0	398	421



