



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

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

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

REGULAR MEETING Tuesday, April 6, 2021

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 Zoom click [here](https://zoom.us/j/95806441379?)(or copy and paste the link into your browser);
<https://zoom.us/j/95806441379?>, Meeting ID (if needed): 958 0644 1379, Passcode (if
needed): 173007; or to attend via telephone, dial 1-669-900-9128**

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. Proclamation for National Library Week 2021**

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. March 1, 2021 Special Meeting Minutes, March 2, 2021 Regular Meeting Minutes and March 16, 2021 Special Meeting Minutes
2. February 2021 Check Register Summary
3. 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
4. Resolution 2021-012 approving a Memorandum of Understanding (MOU) for the Central Coast Community Energy (3CE) shared seats with the Cities of Monterey and Pacific Grove and appointing Council Member Baron as the Policy Board Alternate pursuant to the MOU
5. Resolution 2021-013 establishing the City of Carmel-by-the-Sea Integrated Pest Management Policy, Policy Number 2021-001

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 2021-001 amending sections 2.28.030, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments and Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions
7. Ordinance 2021-002 adding Chapter 12.48 "Special Events" to the Carmel-by-the-Sea Municipal Code and Resolution 2021-015 rescinding Resolution 2016-035 and rescinding City Council Policy C16-01 "Special Events"
8. Receive additional information regarding pension mitigation options to address the City's unfunded pension liability; discuss options, including the development of a pension funding policy, and provide direction to staff
9. Resolution 2021-016 authorizing purchases for essential public safety projects including the emergency fire pump replacement at Sunset Center, renovation of the Police Dispatch Room, replacement of two Police vehicles, a water filtration system at the Public Works Yard, a Greenhouse Gas Emissions Forecast Study, and reopening City facilities per CDC Covid-19 guidelines
10. Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions for At Will Executives and classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association effective June 1, 2021
11. Receive an update and tentatively select proposed Fiscal Year 2021/22 Capital Improvement Program projects and provide direction to staff

12. Receive a report on paid parking in Carmel-by-the-Sea, and provide direction to staff on whether to pursue further action on a program in the City

FUTURE AGENDA ITEMS

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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

National Library Week 2021 Proclamation

WHEREAS, libraries of all types are at the heart of their cities, towns, schools, and campuses, serving their communities;

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries have long served as trusted and treasured institutions for all members of the community regardless of race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status;

WHEREAS, the Carmel Public Library is a safe, accessible and inclusive place that fosters a sense of belonging and community;

WHEREAS, the Carmel Public Library's services extend far beyond the four walls of their buildings and everyone is welcome to use their resources;

WHEREAS, the Carmel Public Library offers opportunities for everyone to explore new worlds and become their best selves through access to technology, entertainment and learning resources;

WHEREAS, in times of crisis and change, the staff of the Carmel Public Library play an invaluable role in supporting their community both in person and virtually;

WHEREAS, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

NOW, THEREFORE, be it resolved that I Dave Potter, Mayor of Carmel-by-the-Sea proclaim National Library Week, April 4-10, 2021. During this week, I encourage all residents to visit Carmel Public Library online to access resources and services. Because of you, Libraries Transform lives and communities.



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

**April 6, 2021
CONSENT AGENDA**

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Britt Avrit, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: March 1, 2021 Special Meeting Minutes, March 2, 2021 Regular Meeting Minutes and March 16, 2021 Special Meeting Minutes

RECOMMENDATION:

Approve March 1, 2021 Special Meeting Minutes, March 2, 2021 Regular Meeting Minutes and March 16, 2021 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 - March 1, 2021 Special Meeting Minutes
Attachment #2 - March 2, 2021 Regular Meeting Minutes
Attachment #3 - March 16, 2021 Special Meeting Minutes

CITY COUNCIL SPECIAL MEETING
Monday, March 1, 2021
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 p.m.

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

PUBLIC APPEARANCES

None

CLOSED SESSION

Item A: Public Employee Performance Evaluation pursuant to Government Code Section 54957; Title: City Administrator

ADJOURNMENT

APPROVED:

ATTEST:

Dave Potter, Mayor

Ashlee Wright for
Britt Avrit, MMC
City Clerk

REGULAR MEETING
Tuesday, March 2, 2021
4:30

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 p.m.

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

EXTRAORDINARY BUSINESS

Item A: American Red Cross Month Proclamation

Mayor Potter read the proclamation and Patsy Gasca, Disaster Program Manager, spoke about the work of the American Red Cross.

PUBLIC APPEARANCES

The following members of the public spoke:
Sober Grad

ANNOUNCEMENTS

Item A: City Administrator Announcements

The City Administrator announced that staff will begin testing the Zoom platform, celebrated staff employment anniversaries, and stated that the meeting would be adjourned in honor of former Council Member Barbara Livingston.

Item B: City Attorney Announcements

The City Attorney stated the City Council met in Closed Session on March 1, 2021 and discussed the matters listed on the agenda with no reportable action.

Item C: Councilmember Announcements

Mayor Pro Tem Richards thanked all of the volunteer groups who have stepped forward to help during the pandemic and stated that he is proud of our town. He thanked Leadership Carmel for their Hearts project.

Council Member Baron announced that the next Climate Change Committee would be March 18 and that the Carmel High School Environmental Club would be presenting at the meeting.

Council Member Ferlito spoke about Barbara Livingston's service to the community.

CONSENT AGENDA

Mayor Pro Tem Richards requested Item No. 4 be removed for separate discussion.

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council approved the Consent Agenda with the exception of Item No. 4 by the following roll call vote:

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

Item 1: February 2, 2021 Special and Regular Meeting Minutes

Item 2: Monthly Reports for January: 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: January 2021 Check Register Summary

Item 5: Resolution 2021-011 approving a budget amendment to the Fiscal Year 2020-2021 adopted budget for a Monterey Peninsula Water Management District Grant to install a demonstration rain garden

Item 4: Resolution 2021-010 approving a Funding Agreement with the Transportation Agency of Monterey County (TAMC) for the Wayfinding Sign Program

The Public Works Director provided a staff report on this item and responded to questions from Mayor Pro Tem Richards and questions received from the public (Sue McCloud) via email.

Public Comment
None

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council adopted Resolution 2021-010 approving a Funding Agreement with the Transportation Agency of Monterey County (TAMC) for the Wayfinding Sign Program, by the following roll call vote:

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

ORDERS OF BUSINESS

Item 6: Consider authorizing staff to issue a Request for Proposals for the leasing of the historic Forest Theater for theatrical programming and facility management

The Library and Community Activities Director provided the staff report for this item.

Public Comment

Stephen Moorer
Christine Sandin
Carrie Glen

On a motion by Mayor Pro Tem Richards and seconded by Council Member Baron, the City Council authorized staff to issue a Request for Proposals for the leasing of the historic Forest Theater for theatrical programming and facility management, by the following roll call vote:

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

Item 7: Receive an update on Special Events for 2021

The Library and Community Activities Director provided the update for this item.

Discussion among the City Council and staff included discussion challenges of organizing events with COVID protocols, cancelling the Memorial Day ceremony and 4th of July celebration and potential options for celebrating events that didn't involve gatherings.

Public Comment

Stephen Moorer

On a motion by Council Member Theis and seconded by Council Member Ferlito, the City Council received the update provided by staff, directed staff to work with event organizers to mitigate risks at events, authorized the cancellation of the Memorial Day and 4th of July events and directed staff to work with the Community Activities Commission to develop alternate ways to celebrate holidays, by the following roll call vote:

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

Item 8: Receive an update on the City's unfunded pension liability, discuss pension mitigation options, including the development of a pension funding policy, and provide direction to staff

Representative of NHA provided the report on this item.

Discussion among the City Council and staff included options to mitigate pension liability.

Break at 6:34 p.m.

Resume 6:40 p.m.

Public Comment
Dale Byrne

Further discussion among the City Council and staff included options to mitigate pension liability.

No action needed, direction provided to staff.

Item 9: Update on the Climate Committee and discussion of State requirements for climate action

The Environmental Compliance Manager provided the update for this item.

Discussion among the City Council and staff included discussion of work completed to date and further components of the Climate Action plan that remain to be completed.

Public Comment
None

No action needed, direction provided to staff/receive and file only.

Item 10: Exceptions to uniform 10pm closure time for parklets

The Director of Community Planning & Building provided the staff report for this item.

Public Comment
Kim Stemler
Parker Logan
Scott Caracciolo

Discussion among the City Council and staff included discussion of closure times for restaurants, bars and tasting rooms.

Item 10 continued:

On a motion by Mayor Pro Tem Richards and seconded by Mayor Potter, the City Council approved exceptions to the uniform 10 p.m. closure time for Sades, and offer the same option to Barnel and A.W. Shucks, by the following roll call vote:

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

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council approved the 10:00 p.m. uniform closing of restaurants – last seating at 10:00 p.m., by the following roll call vote:

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

On a motion by Council Theis and seconded by Mayor Pro Tem Richards, the City Council approved the 7:00 p.m. uniform closing of tasting rooms, by the following roll call vote:

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

PUBLIC HEARINGS

Item 11: Consideration of an Appeal of the Forest and Beach Commission decision regarding fee assessment and mitigation for unauthorized tree removals at the northwest corner of Junipero Street and Thirteenth Avenue

The City Forester provided the staff report for this item. Appellant Dr. Vivian Price also presented on this item.

Discussion among the City Council and staff included discussion of the decision made by the Forest and Beach Commission regarding Pittosporum trees removed without a permit.

On a motion by Council Member Theis and seconded by Mayor Potter, the City Council moved to require the payment of \$2,500, inclusive of the cost of the Arborist Report in the amount of \$1,103.40, for two Pittosporum trees removed without a permit to be deposited in the City's Reforestation Fund.

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

FUTURE AGENDA ITEMS

None

ADJOURNMENT

The City Council adjourned the meeting in memory of Barbara Livingston.

Mayor Potter adjourned the meeting at 9:09 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Ashlee Wright for
Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Tuesday, March 16, 2021
4:00 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 4:00 p.m.

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

PUBLIC APPEARANCES

The following member of the public spoke:

Richard Kreitman

ORDERS OF BUSINESS

Item 1: Receive a presentation on the Five Year Financial Forecast and provide direction to staff

The Director of Budgets and Contracts provided the presentation for this item.

Discussion and questions among the City Council and staff included funding for projects in Operations Budget versus CIP Budget, concerns with staff levels as it relates to funding of projects, impact to staff with reopening of City facilities, concerns related to green infrastructure, and looking at ways to save money and other sources of revenue.

The following member of the public spoke regarding this item:

Richard Kreitman

Additional discussion included potential existence of a surplus at the end of this Fiscal Year, use of the surplus, saving the surplus, spending money on everyday experiences for residents, spending responsibly and judiciously, and the value of the 5-year forecast.

Item 2: Receive a presentation on the proposed Fiscal Year 2021/22 Capital Improvement Program and Five Year Capital Improvement Plan, and provide direction to staff

The Public Works Director provided the presentation for this item.

Discussion and questions among the City Council and staff included Council approving funds for the projects and staff prioritizing them, projects that would require staff to complete them, use of the Vehicle Replacement Fund, discussion of specific projects on the CIP list and discussion of the urgent projects provided in the presentation.

The following members of the public spoke regarding this item:

Richard Kreitman

Steve Dallas

Item 2 continued...

Additional discussion included the climate study and a comparable AMBAG study, funding the urgent projects listed, the 13 projects proposed in the presentation and moving forward with salary adjustments for the sacrifices made by staff using surplus to address any funding shortfall, the need for projects to enjoy in the Village by the residents, beautifying the town, moving forward with Police Department Renovation and sea-level rise projects. Additional discussion involved the need for a Project Manager and bringing back FTE's, hiring a Grant Writer, concerns about the future and the resurgence of COVID in Europe, and not spending right away.

ADJOURNMENT

Mayor Potter adjourned the meeting at 6:31 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk



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

April 6, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robin Scattini, Finance Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: February 2021 Check Register Summary

RECOMMENDATION:

Approve the check register for February 2021.

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 February.

FISCAL IMPACT:

The check register summary for February 2021 totals \$621,240.

PRIOR CITY COUNCIL ACTION:

Council ratified the January 2021 check register at its March 2 regular meeting.

ATTACHMENTS:

February 2021 check register

February 2021 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000 Marketing & Economic Development				
46519	Monterey County Convention & Visitors Bureau	Nov-Dec 2020 TID remittance	02/19/2021	29,312.91
46527	Visit Carmel	CHID Remittance for Nov-Dec 2020	02/19/2021	87,523.43
Total for Department: 000 Marketing & Economic Dvlpmnt				116,836.34
Department: 110 City Council				
46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	58.80
46456	Monterey County Mayor's Association	Annual dues for 2021	02/08/2021	1,500.00
46459	Peninsula Messenger LLC	Mail sorting and delivery	02/08/2021	6,437.00
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	168.05
46517	League of California Cities	Membership dues calendar year 2021	02/19/2021	2,626.00
Total for Department: 110 City Council				10,789.85
Department: 111 City Administration				
46413	California Chamber Of Commerce	2021 Labor Law Posters and pamphlets	02/08/2021	540.70
46415	Chavan and Associates, LLC	Financial audit billing	02/08/2021	5,200.00
46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	1,434.24
46418	Comcast	Business cable services-City Hall	02/08/2021	73.16
46419	Corbin Willits System	MOM Software support	02/08/2021	720.79
46427	Image Sales	Employee ID badges	02/08/2021	20.76
46429	Jane Wilson	Reimburse: City Hall lobby COVID forms box	02/08/2021	24.73
46431	NHA Advisors	Bond arbitrage and compliance reporting	02/08/2021	2,700.00
46442	Alhambra	Water service-City Hall	02/08/2021	30.86
46443	Amazon Web Services Inc	Monthly data storage and cloud service fees	02/08/2021	1,180.77
46445	AT&T	Telephone service citywide	02/08/2021	10,225.86
46446	AT&T	Police department router and telecom services	02/08/2021	711.80
46453	Iron Mountain	Records management and storage fees	02/08/2021	192.01
46457	Office Depot, Inc.	Office supplies	02/08/2021	89.04
46462	Sprint	Usage: voice, messaging, data	02/08/2021	452.22
46464	T-Mobile	Usage: voice, messaging, data	02/08/2021	1,458.39
46465	US Bank	NY Times digital subscription	02/08/2021	17.00
46467	Anna Aubuchon	FY 19-20 Years of service award: 10 years	02/09/2021	100.00
46468	Cindi Mitchell	FY19-20 Years of service award: 30 years	02/09/2021	400.00
46469	James Pingree	FY19-20 Years of service award: 30 years	02/09/2021	400.00
46471	Jeff Watkins	FY19-20 Years of service award: 15 years	02/09/2021	150.00
46472	Michael Feher	FY19-20 Years of service award: 5 years	02/09/2021	50.00

46473	Robert Culver	FY19-20 Years of service award: 25 years	02/09/2021	300.00
46474	Ronald Pfleger	FY19-20 Years of service award: 5 years	02/09/2021	50.00
46510	Carmel Office Supply	Shipping fees-IT	02/19/2021	23.51
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	515.45
46513	Comcast Business	CALNET NGEN billing	02/19/2021	644.82
46520	NHA Advisors	2010 Refunding Lease Rev bonds- arbitrage fee	02/19/2021	6,500.00
46521	Office Depot, Inc.	Office supplies	02/19/2021	76.16
46524	Ralph Anderson & Associates	Professional fees: CP&B Director search	02/19/2021	4,980.00
46525	Toshiba Financial Service	Copier contract Admin ESTUDIO 5506ACT	02/19/2021	403.46
46528	Wageworks,Inc	Healthcare monthly admin and compliance fee	02/19/2021	160.00
46529	Zoom Imaging Solutions, Inc.	Admin copier usage fees	02/19/2021	247.40
46535	Carmel Pine Cone	Legal noticing	02/26/2021	150.00
46564	US Bank	Subscriptions, IT equip, registration fees, supplies	02/26/2021	4,007.11
46566	Carmel Pine Cone	Legal noticing	02/26/2021	360.00
46567	Comcast	Business cable services-City Hall	02/26/2021	73.16
46568	Corbin Willits System	MOM Software support	02/26/2021	720.79
46570	Digital Deployment	Maintenance and security updates for website	02/26/2021	700.00
46574	US Bank	Subscription, notary dues, working lunch meetings	02/26/2021	191.40

Total for Department: 111 City Administration	46,275.59
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Department: 112 City Attorney

46509	Burke,Williams & Sorensen, LLP	January legal services	02/19/2021	15,902.40
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Total for Department: 112 City Attorney	15,902.40
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Department: 115 Community Planning & Building

46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	80.85
46420	CSG Consultants, Inc.	Building plan review services December 2020	02/08/2021	15,908.22
46421	De Lage Landen Financial	Front copier lease	02/08/2021	202.11
46425	FedEx	Plan delivery for volume study	02/08/2021	9.40
46428	IWORQ	iWorQ systems internet software management	02/08/2021	7,550.00
46434	Ryan Ranch Printers	Printing of corrections notices	02/08/2021	169.11
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	725.29
46536	Carmel Towing & Garage	Fuel - CPB vehicle	02/26/2021	34.94
46541	De Lage Landen Financial	Front copier lease	02/26/2021	212.22
46544	FedEx	Plan delivery for volume study	02/26/2021	36.25
46556	Office Depot, Inc.	Office supplies	02/26/2021	85.08
46564	US Bank	Professional membership dues and subscriptions	02/26/2021	945.11

Total for Department: 115 Community Planning & Bu	25,958.58
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Department: 116 Police

46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	1,082.56
46423	De Lage Landen Financial	Police Dept Copier Lease	02/08/2021	161.69
46424	De Lage Landen Financial	Police Dept Copier Lease	02/08/2021	161.69
46435	Same Day Shred	Shredding services	02/08/2021	45.00
46440	Verizon Wireless	Air Cards for PD Vehicles	02/08/2021	190.05
46444	American Lock & Key	New keys for PD	02/08/2021	912.69
46449	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	02/08/2021	191.48
46451	County of Santa Clara-Sheriff Office	COPLINK South Bay Information Sharing System	02/08/2021	298.28
46454	Lemos Service Inc	PD vehicle repair services	02/08/2021	1,073.59
46457	Office Depot, Inc.	Office supplies	02/08/2021	443.74
46458	Pacific Gas & Electric	Video cameras citywide	02/08/2021	171.89
46463	T2 Systems Canada Inc.	Digital Iris Services	02/08/2021	125.00
46465	US Bank	Training registration	02/08/2021	125.00
46466	Verizon Wireless	Air Cards for PD Vehicles for FY 20/21	02/08/2021	171.02
46484	Jeff Watkins	Wellness Program Reimbursement per MOU	02/09/2021	350.00
46485	Kenrick Shen	Wellness Program Reimbursement per MOU	02/09/2021	125.00
46492	Ronald Pfleger	Wellness Program Reimbursement per MOU	02/09/2021	300.00
46507	Alhambra	Bottle Water Service for PD	02/19/2021	152.11
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	1,067.92
46512	Comcast	Cable TV/High Speed Internet for PD	02/19/2021	62.76
46515	De Lage Landen Financial	Police Dept Copier Lease	02/19/2021	161.69
46526	US Bank Voyager Fleet	Fuel Police Dept	02/19/2021	44.39
46536	Carmel Towing & Garage	Police Dept-Fuel	02/26/2021	3,219.00
46542	Drivers License Guide Co.	2021 License ID Checking Guide	02/26/2021	35.06
46567	Comcast	Cable TV/High Speed Internet for PD	02/26/2021	234.68
46571	Monterey County District Attorney	Carmel portion FY 2019-20 Blood Alcohol costs	02/26/2021	1,355.27
46573	Silke Communications	Radio repair and maintenance	02/26/2021	417.27
Total for Department: 116 Police				12,678.83

Department: 117 Fire

46442	Alhambra	Bottle Water Service for Fire Dept	02/08/2021	152.53
46450	City Of Monterey	FY 20/21 Fire Contract Monthly Charges	02/08/2021	217,409.76
46489	Overhead Door Co of Salinas	Roll-up door repair, Carmel Fire Station	02/09/2021	4,000.00
46508	American Supply Company	Cleaning supplies	02/19/2021	392.03
46518	Mission Linen Service	Linen maintenance	02/19/2021	214.20
46536	Carmel Towing & Garage	Fuel purchases for fire vehicles	02/26/2021	670.13
46550	Mission Linen Service	Linen maintenance	02/26/2021	106.57
Total for Department: 117 Fire				222,945.22

Department: 118 Ambulance

46412	Bound Tree Medical LLC	Medical supplies	02/08/2021	2,619.54
46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	57.75
46422	De Lage Landen Financial	Ambulance-Copier lease	02/08/2021	78.71
46440	Verizon Wireless	Air Cards for Ambulance	02/08/2021	190.05
46447	Bound Tree Medical LLC	Medical supplies	02/08/2021	272.64
46450	City Of Monterey	Ambulance administration	02/08/2021	1,672.41
46450	City Of Monterey	Ambulance repairs parts and labor	02/08/2021	2,673.96
46452	Dr. James Stubblefield	Ambulance medical director contract services	02/08/2021	5,500.00
46460	Peninsula Welding & Medical Supply, inc.	Oxygen cylinder rentals	02/08/2021	47.95
46466	Verizon Wireless	Air Cards for Ambulance	02/08/2021	76.02
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	57.75
46514	Cypress Coast Ford/Lincoln	Ambulance vehicle repairs	02/19/2021	35.18
46515	De Lage Landen Financial	Ambulance-Copier lease	02/19/2021	71.01
46516	Dept of Health Care Services-Accounting/Cashiers	GEMTGAF 2020 Qtr 4 billing	02/19/2021	5,975.50
46532	Bound Tree Medical LLC	Medical supplies	02/26/2021	588.63
46536	Carmel Towing & Garage	Ambulance towing	02/26/2021	927.26
46559	Peninsula Welding & Medical Supply, inc.	Oxygen cylinder rentals	02/26/2021	179.22
Total for Department: 118 Ambulance				21,023.58

Department: 119 Public Works

46411	Alhambra	Water service Public Works	02/08/2021	158.79
46414	Carmel Area Wastewater District	Restaurant Inspection service FY 2020-21	02/08/2021	1,582.98
46416	Cintas Corporation	Uniforms for PW	02/08/2021	114.15
46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	489.25
46475	American Supply Company	Janitorial supplies	02/09/2021	1,518.84
46477	Cintas Corporation	Uniforms for PW	02/09/2021	1,123.29
46478	De Lage Landen Financial	Copier lease and usage	02/09/2021	205.39
46479	Dominic Marquez	Boot reimbursement per MOU	02/09/2021	120.10
46480	Edges Electrical Group	Electrical Supplies	02/09/2021	218.11
46481	Ferguson Enterprises, Inc.	Plumbing supplies	02/09/2021	68.63
46482	Granite Rock Company	Sandbag sand	02/09/2021	118.38
46483	Greenwaste Recovery Inc	Vista Lobos yellow foodwaste bin	02/09/2021	109.61
46486	M3 Environmental Consulting	Tri-annual microbial inspection - Park Branch	02/09/2021	1,065.98
46487	Marina Backflow Company	Backflow test - Ocean & Guadalupe water fountain	02/09/2021	60.00
46490	Poe's Plumbing & Backflow	Service call Forest Hill park flooding due to storm	02/09/2021	413.75
46491	Pureserve Building Service	Janitorial Services	02/09/2021	15,695.75
46493	Salinas Valley Ford Sales	Heater core for dump truck	02/09/2021	79.09
46494	Scarborough Lumber & Building	Facilities maintenance supplies	02/09/2021	80.38
46495	Tope's Tree Service Inc.	Tree work citywide	02/09/2021	3,332.50
46496	US Bank	Memberships, supplies	02/09/2021	1,241.57
46511	Coastal TPA, Inc	Dental and vision reimbursement claims	02/19/2021	1,032.45
46530	Ailing House Pest Control	Pest control services	02/26/2021	574.00

46531	Alhambra	Water service Public Works	02/26/2021	144.43
46534	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	02/26/2021	32.26
46536	Carmel Towing & Garage	January 2021 fuel	02/26/2021	1,781.74
46537	Cintas Corporation	Uniforms for PW	02/26/2021	285.97
46538	City Of Monterey	Vehicle repair charges parts & labor	02/26/2021	8,233.26
46539	Coast Counties Glass, Inc.	ADA correction/upgrade to Murphy restroom	02/26/2021	5,610.00
46540	Colburn Electronic Controls, LLC	Parts for Fire Dept. generator repair	02/26/2021	1,432.84
46543	Edges Electrical Group	Electrical Supplies	02/26/2021	1,901.78
46545	Ferguson Enterprises, Inc.	Plumbing supplies	02/26/2021	633.77
46546	Golden State Portables	Handicap unit Forest Theater	02/26/2021	761.76
46547	Granite Rock Company	Supplies	02/26/2021	895.86
46548	Greenwaste Recovery Inc	Vista Lobos yellow foodwaste bin	02/26/2021	109.61
46549	Jamestown Advanced Products Corp	41 trash receptacles/labels	02/26/2021	23,419.90
46551	MJ Murphy Lumber and Hardware	Lumber supplies	02/26/2021	485.27
46552	Monterey Auto Supply Inc/Napa Auto Parts	Vehicle supplies	02/26/2021	265.10
46553	Monterey One Water	MRSWMP FY20-21 program fees	02/26/2021	21,642.60
46554	Monterey Sanitary Supply	Cleaning supplies	02/26/2021	212.38
46555	Mutt Mitt	Mutt Mitt donation purchases	02/26/2021	5,243.13
46557	Overhead Door Co of Salinas	Service call: Norton Court roll-up garage.	02/26/2021	998.00
46560	Poe's Plumbing & Backflow	Service calls: Picadilly Park, Del Mar, Murphy Park	02/26/2021	600.00
46562	Scarborough Lumber & Building	Facilities maintenance supplies	02/26/2021	251.75
46563	Signworks Inc	City decals	02/26/2021	104.40
46564	US Bank	Supplies	02/26/2021	302.85

Total for Department: 119 Public Works	104,751.65
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Department: 120 Library

46417	Coastal TPA, Inc	Dental and vision reimbursement claims	02/08/2021	9.16
46523	Pacific Grove Self Storage	Storage unit for city art	02/19/2021	279.00

Total for Department: 120 Library	288.16
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Department: 121 Community Activities

46439	US Bank	Canva subscription, Farmers Market poinsettias	02/08/2021	1,048.59
46476	Carmel Pine Cone	Valentine's Day farmers market ad 1/4 page	02/09/2021	400.00
46488	Office Depot, Inc.	Office supplies	02/09/2021	32.33
46564	US Bank	Canva monthly subscription	02/26/2021	12.95

Total for Department: 121 Community Activities	1,493.87
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Department: 130 Non-Departmental

46438	Tristar Risk Management	Qtr 1 - Qtr 3 Workers Comp Admin Fees	02/08/2021	9,675.00
46448	Cal-Am Water Company	Water service citywide	02/08/2021	10,462.07

46458	Pacific Gas & Electric	Gas & electric service citywide	02/08/2021	10,301.83
46522	Pacific Gas & Electric	Gas & electric service citywide	02/19/2021	384.53
46533	Cal-Am Water Company	Water service citywide	02/26/2021	8,671.32
46561	Prism Public Risk Innovation	General Liability Program deductible FY 2020-21	02/26/2021	2,030.81

Total for Department: 130 Non-Departmental	41,525.56
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Department: 411 Debt Service

46572	MUFG Union Bank, N.A.	Bond fees: Carmel 2010 revenue bond	02/26/2021	770.00
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Total for Department: 411 Debt Service	770.00
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Grand Total	621,239.63
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February Contract Payments:

Vendor	Contract Amt	Paid through February	Contract Balance	
Pen Messenger	\$ 58,000.00	\$ 21,648.00	\$ 36,352.00	
Pureserve	\$ 198,349.00	\$ 125,566.00	\$ 72,783.00	
City of Monterey	\$2,493,245.00	\$ 1,521,868.32	\$ 971,376.68	Fire admin services
Tope's Tree Svc	\$ 25,000.00	\$ 9,813.00	\$ 15,187.00	
Chavan & Assoc.	\$ 32,000.00	\$ 24,000.00	\$ 8,000.00	



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

April 6, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Britt Avrit, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: 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

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.

The invoice submitted by Peninsula Messenger Service for the month of February shows 157 residents are receiving mail delivery service.

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 for February 2021
- Attachment #3 - Police, Fire & Ambulance Report
- Attachment #4 - Public Records Act Request Logs
- Attachment #5 - Public Works Report for February 2021

City Administrator Contract Log

Nothing to report for February, 2021



CITY OF CARMEL-BY-THE-SEA

Monthly Report

February 2021

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Marnie R. Waffle, AICP, Senior Planner
SUBMITTED ON:	March 25, 2021
APPROVED BY:	Brandon Swanson, Community Planning & Building Director

FEBRUARY 2021 – DEPARTMENT ACTIVITY REPORT

I. PLANNING APPLICATIONS:

In February of 2021, **32** planning permit applications were received.

II. BUILDING PERMIT APPLICATIONS:

In February of 2021, **33** Building Permit applications were received.

III. CODE COMPLIANCE CASES:

In February of 2021, **5** new code compliance cases were created.

IV. ENCROACHMENT APPLICATIONS:

In February of 2021, **32** encroachment permit applications were received.

V. YEAR-TO-DATE TRENDS

Table 1 includes the February 2021 totals, for planning and building permit applications, encroachments and code compliance cases with a comparison to February 2020 totals. As shown in the table, in 2021 there was a **7% decrease** in planning permit applications, a **31% decrease** in building permit applications, **77% decrease** in code compliance cases, and a **19% decrease** in encroachment permit applications compared to the same period 2020.

Table 1. Permit Application Totals

	<u>Planning</u>	<u>Building</u>	<u>Code Compliance</u>	<u>Encroachments</u>
2020 Totals	65	88	60	59
2021 Totals	60	61	14	48
% Difference	-7%	-31%	-77%	-19%



Planning Permit Report

02/01/2021 - 02/28/2021

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Status
21064	Design Study	Residential Electric Vehicle Charging Station installation	N. Casanova, 5 NW of Palou			Pending Assignment
21063	Design Study	"Plan Change - Permit #190512" Change in Site Coverage: Add new outdoor fireplace with gas log lighter, reduce existing site coverage, and install new stone patio at fireplace.	SW corner Carmelo and 12th			In Review
21062	Design Study	Add 1 (N) 22"w x 36" Skylight in the Kitchen	Torres 7 NW of 8th	2/25/2021		In Review
21061	Design Review	Bollards, Post & Chain, Lighting	Ocean Ave & San Carlos			In Review
21060	Business License	Boutique Donuts and Coffee Shop	Carmel Plaza - Ocean and Mission Street, Suite 205C	2/24/2021		In Review
21059	Design Study	Rebuild an existing deck, re-roof an existing asphalt shingle roof with new asphalt shingle roof, new stucco exterior over existing t1-11 wood siding, replace existing aluminum windows with new aluminum clad wood windows, replace existing doors with new stain grade wood, convert an existing 1-car carport beneath a deck to an enclosed 1-car garage, interior kitchen and bath remodel	Junipero 4th SW of 8th Ave	2/24/2021		In Review
21058	Use Permit	Use Permit amendment to expand existing restaurant space by 270 square feet. No additional tables or chairs.	San Carlos 3 NE of 6th Ave	2/22/2021		Scheduled for PC
21057	Design Study	Amend previously approved design and Historic determination (DS-082). Install new 2x8 furring over	Torres 3 SE of 1st	2/23/2021		Pending Assignment

		existing roof to facilitate install of code required fire sprinkler system. Install new 2x8 fascia board around roof. Existing 2x8 fascia board to remain. Install previously approved tar & gravel Roof and skylights on new roof				
21056	Business License	New Hair Salon	Junipero	2/23/2021		In Review
21055	Design Study	Interior Remodel, Kitchen extension, New windows, new fence replacement and revise driveway and roof extension	CARPENTER 2SW OF 4TH	3/1/2021		Pending Assignment
21054	Design Study	Plan revision to site plan; under construction	Guadalupe Street, 4Sw of 2nd Ave	2/23/2021		Pending Assignment
21053	Business License		Villa Carmel Bldg, suite 4 SW corner of Mission and 4th	2/18/2021		In Review
21052	Landscape Plan Check/Inspection	Revised landscape plan for screening as a response to the plan check correction item #1 on Nov. 25, 2020 - proposed screening from the public view				Pending Assignment
21051	Preliminary Site Assessment	Existing Scudellari residence with remodel @ first floor approximately 180 sq. ft and second story addition of 344 sq fe with deck enclosed in existing roof structure. No site work proposed	Camino Real 6 SE of 12th	2/19/2021		In Review
21050	Design Study	Two new carport skylights	2nd Ave. 2NW of Lincoln Ave.	2/18/2021		In Review
21049	Design Study	Selective grading at front yard, Install new tree to replace dead tree that was removed (tree removal permit already submitted and approved) ; reset (e) driveway pavers, New mortar set stone paver landing and steps at pedestrian gate, Remove select mortar-set stone features, Replace planting at front and rear yard including lawn	Casanova 2 SW of 11th	2/24/2021		In Review
21048	Business License	This business license BL 21-048 (Diggidy Dog) authorizes use of a 1,529 square foot commercial space offering the following goods and services. a. Primary Use: This use is classified as a Pet Supply Store (NAICS453910): I.This industry comprises establishments primarily engaged	NE Corner of Ocean and Monte Verde	2/11/2021	2/24/2021	Approved

		in retailing pet foods, and pet supplies. b. Ancillary Use: The Ancillary Use shall be classified as a Pet Photo Studio (NAICS 541921): I.This industry comprises establishments known as portrait studios primarily engaged in providingstill, video, or digital portrait photography services. II.The ancillary use shall occupy no more than 10% of the floor area of the primary use. III.Portraits shall be limited to portraits and photographs involving cats and dogs. IV.Operators of the ancillary use not directly employed by the business (Diggidy Dog) shall obtain an“in-and-about” business license prior to operation of the ancillary use.				
21047	Business License	This business license authorizes use of an existing commercial space located in the Central Commercial (CC) Zoning District providing the following goods and services:. Primary Use: This use is classified as an Office of a Real Estate Agent or Broker (NAICS 531210): Engaged in acting as agents and/or brokers in one or more of the following:(1)selling real estate for others; (2) buying real estate for others; and (3) renting real estate for others.	Lincoln 2 NE of 6th #A	2/19/2021	2/24/2021	Approved
21046	Business License	Photography Studio inside Diggidy Dog	NE Corner of Ocean Avenue & Monte Verde			Closed
21045	Historic Evaluation	Historic Evaluation	Carmelo 3 SW of 3rd	2/10/2021		Open
21044	Sign	Sign for new Business	Dolores between 5th and 6th	2/18/2021	2/25/2021	Approved
21043	Design Study	1.Replace brick with Carmel Stone on front entrance landing 2. Add removable Carmel stone pavers by gas meter	NW corner of 8th Ave and Scenic Rd.	2/11/2021		In Review
21042	Preliminary Site Assessment	Renovation of existing hotel and property	12th and San Antonio	2/18/2021		In Review
21041	Historic Evaluation	Staff-level historical evaluation	Santa Fe, 3 SE of 2nd Avenue	2/8/2021		In Review

21040	Preliminary Site Assessment	Demolish (E) SFR & Build new two story with attached 1 car garage and roof deck	Scenic 3 SW of Ocean	2/8/2021		In Review
21039	Design Study	Remodel & Addition to an (E) SFR, repair rooted and damaged (E) guardrail and deck along front of the house. Extend (E) roof over front entrance with new wood shake to match (E). Replace (E) roof over kitchen for improved drainage. Remove (E) storage shed at back of house & build new 136 SF "study" attached to (E) master bedroom. Install new exterior door from guest bedroom #2 to rear yard. Install new stone veneer over existing site wall in front yard to match (E) golden granite rock on site.	San Carlos 2 SE of 1st	2/5/2021		In Review
21038	Design Study	ADD A GARAGE DOOR TO ENCLOSE AN EXISTNG 60 SF COVERED AREA BELOW THE RESIDENCE AND EXTEND THE GARAGE SPACE GATE TO BE WOOD ON METAL STRUCTURE SAND/BEIGE COLOR AND FRAME TO MATCH THE RESIDENCE	Camino Real 4 NE of 4th	2/11/2021		In Review
21036	Design Study	Remove old patio and old retaining wall, install new pavers and retaining wall 27" high	26000 Junipero Avenue, Carmel	2/23/2021		In Review
21035	Design Study	Replacement of some existing windows within existing openings. New front door. New exterior light fixture. Painting of exterior body and trim.	SE Corner of Palou and Casanova	2/8/2021		In Review
21034	Design Study	This approval authorizes the demolition an existing 178 square foot deck at the rear of the residence and construction of a new 178 square foot wood deck within the same footprint. The project also proposes the addition of new landscape lighting located on the stairs of the deck. The project shall be in substantial compliance with the project plans prepared by Patrick LeMaster, dated received by the Community Planning & Building Department on February 5, 2021 unless modified by the conditions of approval herein.	San Carlos 3 NW of 2nd	2/5/2021	2/16/2021	Approved
21033	Business License	This business license authorizes use of a retail space to specialize in the sale of fine art.a.Primary Use: This use is classified as a Art Dealer (NAICS 453920):i.Primarily	Dolores bet 5th and 6th	2/2/2021	2/10/2021	Approved

		engaged in retailing original and limited edition art works. Included in this industry are establishments primarily engaged in displaying works of art for retail sale in art galleries.ii.The sale and display of artwork from multiple artists is permitted as a continuation of the prior use.				
21032	Design Study	Building approximaely 40 feet of reinforced concrete wall to replace an old Carmel Stone wall that crumbled in 2020. The failure of the old was was a result of Oak trees falling into it from an adjacent property owned by Cal Am. The new steel reinforced wall will be built at the same place as the crumbled wall located on the NW side of the property	NWC 2nd and Casanova	2/2/2021		In Review

Total Records: 32

3/2/2021



Building Permit Report

02/01/2021 - 02/28/2021

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
210062	3/1/2021		Residential. Low Voltage Landscape lighting.	3	Electrical	2996 Franciscan Way
210061	2/26/2021		Residential. Interior Remodel of kitchen, master bedroom suite, laundry room with no additional square footage. Addition of 36" retaining wall at back of property.	750,000	Building	4 Oak Knoll Way
210060	2/25/2021		Residential. Enclose portion of existing covered concrete storage area to create new studio with new siding to match existing. Install one new exterior door and one new insulated wood window. Add new electrical and lighting. Install new electric wall heater. Install new concrete patio with stone veneer to match existing. Contact: Charles White (831) 566-5555	15,000	Building	Santa Fe 2 SW of 1st
210059	2/24/2021	2/24/2021	Residential. Minor repair work of shingles and paint. No roofing work. Touch up paint on (e) trim and mildew wash the exterior siding. Patch paint but no change in design color or material. Contact: Masterwork Builders Inc (831) 229-8628	0	Exempt Work	Camino Del Monte 4 NW of San Carlos
210058	2/24/2021		Residential. Replace existing kitchen cabinets & countertops with new cabinets. New l.e.d. lighting in kitchen, add new skylight in kitchen. New gas line for range. Renovate 2 existing baths. No exterior work (other than skylight), no structural work.	25,000	Building	Torres 7 NW of 8th
210057	2/23/2021		Residential. Bathroom remodel with no exterior changes. Contact: Aureo Cruz (831) 884-3461	2,000	Building	5013 Lobos St
210056	2/22/2021	2/22/2021	Replace drinking fountain with ADA compliant double drinking foundation. Contact: Cleve Waters (831) 901-7127	3,000	Plumbing	Picadilly Park, btwn

						Ocean & 7th
210055	2/19/2021		Commercial. Renovate two guest rooms.	20,000	Building	NE Corner San Carlos & 5th
210054	2/18/2021	2/22/2021	Residential. Install navien tankless water heater, 10' of 3/4 gas pipe, kitchen and bathroom underfloor replacement, waist line re-pipe for kitchen & bathroom underfloor. Contact: Wilson's Plumbing (831) 375-4591	28,000	Plumbing	NW Corner Mission & 11th
210053	2/18/2021	2/22/2021	Residential. Place a small shed on property from California Custom Sheds, 64sf. Projected roof area less than 120sf. No digging is required. Shed height 8'. Contact: Maria Tarantino (614) 395-9142	0	Exempt Work	San Carlos 2 NW of 2nd
210052	2/18/2021	2/23/2021	Residential. Remove existing interior sheetrock only. Interior demolition to prepare for submission of new building permit. Contact: Rebecca Cass (831) 277-5183	15,000	Demolition	Ocean 3 NE of Guadalupe
210051	2/17/2021		Residential. Ruin approx 50' of water lines for hot & cold and recirculating line from unit to garage. Contact: JD's Plumbing (831) 394-3100	5,500	Plumbing	Junipero 3 NW of 5th
210050	2/17/2021	2/18/2021	Residential. Tear off existing roof and install new CertainTeed tar&gravel four-ply built up roof. Contact: Scudder Roofing (831) 373-7212	29,000	Roofing	SW Corner Carmelo & 10th
210049	2/17/2021		Commercial. 24.00kW Roof Mounted Solar PV System.	24,000	Electrical	NE Corner Junipero & 5th
210048	2/17/2021		Residential. Reductions in permeable area + Addition of backyard spa & retaining wall. Contact: Stocker & Allaire (831) 375-1890	165,000	Building	26174 Dolores Street
210046	2/16/2021	2/16/2021	Residential. Replace 40 gallon water heater in crawl space under home. Contact: A&R Plumbing (831) 394-7221	1,800	Plumbing	NE Corner of Mission & 10th
210045	2/11/2021		Repair fence and foundation with in-kind materials.	0	Exempt Work	Mission 4 SE of 12th

210044	2/10/2021		Residential. New electrical for new kitchen appliances. Contact: Campbell Construction (831) 809-0655	16,000	Building	26152 Ladera Drive
210043	2/10/2021		Commercial. Relocate after hours deposit box room, cut hole in existing exterior wall for installation of after hours deposit box, add 18 sf of sidewalk and install privacy wall @ AHD. Contact: Merbrink Construction (925) 439-9200	10,000	Building	NE Corner of San Carlos & 6th
210042	2/10/2021	2/10/2021	Residential. Proposed exempt work permit to allow for exploratory demo. The exploratory demo to include: removal of drywall at ceiling to determine condition of existing roof decking; removal of carpet; removal of drywall to determine post locations under header, demo to determine exterior wall stud sizes. No structural demo is proposed. Contact L Rocky Maguire Inc (831) 236-4309	5,000	Demolition	Monte Verde 3 SW of 12th
210041	2/9/2021	2/19/2021	Residential. Replace old knob and tube wiring, replace old ceiling lights with recessed lighting along with new outlets, switches, and circuit box. Contact: Flores Electrical (831) 241-8785	10,000	Electrical	5013 Lobos St
210040	2/8/2021	2/9/2021	Residential. Replace deteriorated water service from meter to house. Contact: A&R Plumbing (831) 394-7221	1,000	Plumbing	Torres 2 SE of Ocean
210039	2/5/2021	2/22/2021	Commercial. Tent covers in common area/outdoors. Contact: Gayle Speare (831) 624-0138	7,000	Building	Ocean Avenue & Mission Street
210038	2/5/2021		Commercial. Remove 1 (e) Trane gas pack rooftop unit and install a new unit utilizing a crane lift system. Contact: Zenda Heating & Sheetmetal (831) 392-0443	35,998	Mechanical	Carmel Plaza
210037	2/5/2021		Temporary Tent for Essential Service	6,000	Building	SE Corner Seventh and Dolores
210036	2/4/2021		Residential. Proposing to demolish an existing home and build a two story single family house.	408,000	Building	Monte Verde 2 NE of Santa Lucia

210035	2/3/2021		Residential. INTERIOR REMODEL OF A SINGLE FAMILY RESIDENCE. BATHROOM REMODEL (NO CHANGE IN FIXTURE COUNT) NEW FINISHES, NEW PLUMBING AND ELECTRICAL FIXTURES NEW CABINETS AROUND LAUNDRY	30,000	Building	Carmelo 2 NE of 8th
210034	2/3/2021		Residential. Repairs of existing 119 SF studio replacing rotten siding and roofing. Addition of interior electrical outlets and exterior porch light. Replacement of bubble skylight with a flat glass version with internal black-out shade. Contact: Borregaard Construction (831) 320-0242	12,000	Building	Camino Real 5 SW of 13th
210033	2/2/2021	2/2/2021	Residential. Remove (e) heating system and install Bryant 926TB036060V14, natural gas furnace and install new R6 insulated flexible duct work. Contact: Fire & Ice Inc (831) 383-1896	11,000	Mechanical	Monte Verde 2 NW of 10th
210032	2/1/2021		Residential. Replace existing damaged wood deck (same size and location), add new deck lights.	1,500	Building	San Carlos 3 NW of 2nd
210031	2/1/2021	2/2/2021	Residential. Emergency flat re-roof utilizing in-kind materials. Composition granulated torch down. 22'x10' roof patch. Contact: Steve Dallas (831) 293-4052	385	Building	NW Corner San Carlos & 12th
210030	2/1/2021	2/4/2021	Residential. Asbestos abatement of two units, #6 & #8. Contact: Disaster Kleenup (831) 899-2784	8,424	Building	Oak Tree Lodge, Mission between 5th & 6th, units #6 & #8
210029	2/1/2021		Residential. Relocate laundry room to closet space. Contact: Nick Hovick (831) 236-7181	42,000	Building	SW Corner of Carmelo & 9th

Total Records: 33

3/2/2021



Code Compliance Report

02/01/2021 - 02/28/2021

Case #	Case Type:	Status	Location	Problem Description	Date Received	Date Closed
21015	Building Violation	Open	Santa Rita 2 SW of 5th	Unclean construction site	2/25/2021	
21014	Building Violation	Closed	San Antonio 2 SW of 4th	Un-screened portable toilet	2/23/2021	2/24/2021
21013	Planning/Building Violation	Open	San Antonio 5 SE of Ocean	Demolition without permit	2/23/2021	
21012	Right of way Violation	Open	Torres 2 SW of 9th	Portable toilet in street	2/19/2021	
21011	Fire Code Violation	Open	Upstairs apartment at Ocean 3 NE of Lincoln	Sprinkler modification with fire permit	2/10/2021	

Total Records: 5

3/2/2021



Encroachment Permit Report

02/01/2021 - 02/28/2021

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
210048	Temp Ench	2/26/2021	PG&E to replace anchor that is below grade. PM#35167269. Contact: PG&E (559) 203-4619	NE Corner Camino Real & 11th	2/26/2021	Approved
210047	Temp Ench	2/25/2021	Replace sewer lateral using pipe bursting. 811# W105600290. Contact: Rooter King Plumbing (831) 394-5315	Guadalupe 2 NW of 7th	2/25/2021	Approved
210046	Temp Ench	2/25/2021	PG&E to replace overhead electrical equipment. PM#31524227. Contact: PG&E (831) 713-6019	SE Corner Junipero & 11th	2/25/2021	Approved
210045	Temp Ench	2/25/2021	Install anchor extension or replace anchor. PM#35167268. Contact: PG&E (831) 713-6019	9th 2 NE of San Antonio	2/25/2021	Approved
210044	Temp Ench	2/25/2021	Replace anchor that is below grade and trim pine tree for clearance above guy bob. PM# 35167271. Contact: PG&E (831) 713-6019	Dolores 1 NE of Santa Lucia		In Review
210043	Temp Ench	2/24/2021	PG&E to replace anchor that is below grade. PM#35167264. Contact: PG&E (800) 743-5000	Guadalupe 3 NE of 3rd	2/24/2021	Approved
210042	Temp Ench	2/23/2021	PG&E to add anchor extension. Primary anchor below grade. 7/32 guy. No place to park near pole without blocking lane partially. PM#44599642. Contact: PG&E (800) 743-5000	San Antonio 6 NE of 4th	2/23/2021	Approved
210041	Temp Ench	2/23/2021	PG&E to install a weather head extension on existing service conductor at one location. PM#44599757. Contact: PG&E (800) 743-5000	Sterling 2 NE of Perry Newberry	2/23/2021	Approved
210040	Temp Ench	2/22/2021	PG&E to replace anchor head that is below grade. PM#35167365. Contact: PG&E (831) 713-6019	Crespi NE of Flanders	2/22/2021	Approved
210039	Temp Ench	2/22/2021	PG&E to replace anchor head that is below grade. PM#35135199. Contact: PG&E (831) 713-6019	3115 Rio Road	2/22/2021	Approved

210038	Temp Ench	2/22/2021	Applicant to trench, backfill & install electric substructures. PG&E to install electric service. PM#35217043. Contact: PG&E (408) 478-1894	Casanova 2 SW of 13th	2/22/2021	Approved
210037	Temp Ench		Replace sewer line that has been damaged by boring. Line located in street outside of driveway	NE Corner San Carlos & 5th		In Review
210036	Driveway	2/19/2021	Replace driveway with wider driveway that mitigates brick border and planter area at sides by garage. Contact: Valley Landscape & Paving (831) 659-4794	SW Corner Santa Fe & 1st		In Review
210035	Temp Ench	2/19/2021	Replacement of the sewer lateral. Contact: Ramirez Plumbing (831) 393-9804	NW Corner of Junipero & 6th	3/2/2021	Approved
210034	Temp Ench	2/19/2021	PG&E to replace join anchor in rock planter area. PM#35167267. Contact: PG&E (831) 713-6019	San Antonio 4 SE of 10th	2/22/2021	Approved
210033	Temp Ench	2/19/2021	PG&E to replace overhead electrical equipment. PM#44599962. Contact: PG&E (800) 743-5000	Casanova 2 SE of 9th	2/22/2021	Approved
210032	Temp Ench	2/18/2021	Replace waste line from clean out near front retaining wall to city main line. Install new city WYE connection if necessary to complete plumbing, install clean out, SRV overflow & sewer backflow valve. Contact: RK Wilson Plumbing (831) 915-1101	9th 2 NE of Lincoln	2/18/2021	Approved
210031	Temp Ench	2/18/2021	Install 4" mainline from house to city main. Install two way clean out SRV. Contact: Wilsons' Plumbing and Heating (831) 375-4591	NW Corner of Mission & 11th		In Review
210030	Temp Ench	2/18/2021	Replace sewer lateral using pipe bursting. 811#W103900416. Contact: Rooter King (831) 394-5315	San Carlos 2 NE of 1st	2/18/2021	Approved
210029	Temp Ench	2/17/2021	PG&E to replace overhead electrical equipment. PM#35120261. Contact: PG&E (831) 713-6019	Intersection of Lopez & 4th		In Review
210028	Temp Ench	2/17/2021	PG&E to replace overhead electrical equipment. PM #35120239. Contact: PG&E (831) 713-6019	Intersection of Carmelo & 4th	2/17/2021	Approved
210027	Temp Ench	2/17/2021	PG&E to replace overhead electrical equipment. PM #35120237. Contact: PG&E (831) 713-6019	San Antonio 3 N of 4th		In Review
210026	Temp Ench	2/16/2021	Replace waste line from outlet at left side of residence to city main line. Install 4" ABS/SDR plastic pipe fittings & wye	NE Corner of Lobos & 2nd	2/17/2021	Approved

			connection if necessary to complete plumbing. Contact: RK Wilson Plumbing (831) 915-1101			
210025	Temp Ench	2/16/2021	PG&E to install new riser and underground electric services. Applicant to trench and install electric substructures. PM# 35216659. Contact: PG&E (408) 478-1894	Mission 6 NW of Santa Lucia	2/16/2021	Approved
210024	Temp Ench	2/10/2021	Applicant to trench, backfill & install electric substructures. PG&E to replace transformer. PM# 35204035. Contact: PG&E (408) 478-1894	Monte Verde & 6th	2/10/2021	Approved
210023	POD	2/10/2021	Moving into home, place pod in driveway for two weeks.			In Review
210022	Temp Ench	2/8/2021	Locate and repair a water leak from the service line to the house. The leak appears to be caused by large pine roots that pushed on the pipe connection. The pine is on public property. Contact: Andrei Kondratiev (831) 626-4047	Guadalupe 5 NW of 3rd		In Review
210021	Temp Ench	2/5/2021	PG&E to install new gas equipment. PM# 31513198. Contact: PG&E (831) 521-6282	2nd NW of Carpenter	2/8/2021	Approved
210020	Temp Ench	2/4/2021	Dig gas & electrical service for PG&E. Contact: JD's Plumbing (831) 394-3100	Camino Real 3.5 SE of 2nd	2/4/2021	Approved
210019	Temp Ench	2/2/2021	9'x3' Asphalt Patch for Cal Am. Contact: Coastal Paving and Excavating (831) 262-1425	Dolores SE of 1st	2/2/2021	Approved
210018	Temp Ench	2/1/2021	Applicant to trench, backfill & install electrical substructures. PG&E to install electric service. PM #35210760. Contact: PG&E (408) 478-1894	Camino Real 3 SE of 2nd	2/1/2021	Approved
210017	Temp Ench	2/1/2021	Replace sewer lateral using pipe bursting. 811# X013200634. Contact: Rooter King (831) 394-5315	NW Corner of San Carlos & 1st	2/1/2021	Approved

Total Records: 32

3/2/2021



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

February 2021

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 February Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2021 the ambulance was able to meet the performance measure. The response time was 97% with (1) code-3 call over 5 minutes.

45 Calls for service in CBTS Average response time: 3:05 min.
31 Code 3 calls for service –One over 5:00 min.

MONTEREY FIRE REPORT

Summary of Monterey Fire February Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of February 2021 the fire department was able to meet the performance measure. The response time was 97% with (1) code-3 call over 5 minutes.

47 total calls for service in CBTS Average response time: 2:57 min.
35 total Code-3 calls

BEACH FIRES

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

*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: 2/01/2021 to 2/28/2021



MEDICAL RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARED	STREET
210201-CFA00163	Emergent	2/1/2021	5:39:27 PM	5:42:17 PM	0:02:50	5:42:56 PM	SANTA RITA ST / PICO AVE
210201-CFA00164	Emergent	2/1/2021	10:23:46 PM	10:26:57 PM	0:03:11	11:00:00 PM	CARPENTER ST / 2ND AVE
210203-CFA00170	Emergent	2/3/2021	10:01:58 AM	10:03:19 AM	0:01:21	10:18:45 AM	MISSION ST / 4TH AVE
210205-CFA00176	Emergent	2/5/2021	4:41:20 PM	4:42:50 PM	0:01:30	5:37:53 PM	JUNIPERO AVE / 4TH AVE
210208-CFA00189	Emergent	2/8/2021	3:15:46 PM	3:19:00 PM	0:03:14	3:29:07 PM	LORCA LN / JUNIPERO AVE
210208-CFA00190	Emergent	2/8/2021	5:47:06 PM	5:48:37 PM	0:01:31	6:35:52 PM	DOLORES ST / OCEAN AVE
210208-CFA00192	Emergent	2/8/2021	8:02:12 PM	8:04:09 PM	0:01:57	8:28:28 PM	GUADALUPE ST / OCEAN AVE
210209-CFA00198	Emergent	2/9/2021	8:18:02 PM	8:19:14 PM	0:01:12	9:18:48 PM	DOLORES ST / 5TH AVE
210210-CFA00207	Non-Emergent	2/10/2021	9:36:43 PM	9:44:27 PM	0:07:44	10:49:00 PM	CASANOVA ST / FRASER WAY
210211-CFA00209	Non-Emergent	2/11/2021	9:18:19 AM	9:24:09 AM	0:05:50	9:38:57 AM	SANTA FE ST / 8TH AVE
210211-CFA00210	Emergent	2/11/2021	12:02:05 PM	12:08:45 PM	0:06:40	12:27:55 PM	1ST AVE / DOLORES ST
210211-CFA00211	Emergent	2/11/2021	12:54:36 PM	12:57:28 PM	0:02:52	1:45:00 PM	7TH AVE / LINCOLN ST
210211-CFA00212	Emergent	2/11/2021	7:39:18 PM	7:44:00 PM	0:04:42	8:16:00 PM	SANTA FE ST / 8TH AVE
210211-CFA00213	Emergent	2/11/2021	11:10:10 PM	11:12:42 PM	0:02:32	11:51:27 PM	MISSION ST / OCEAN AVE
210212-CFA00217	Emergent	2/12/2021	6:29:56 PM	6:32:12 PM	0:02:16	7:09:47 PM	1ST AVE / DOLORES ST
210215-CFA00226	Emergent	2/15/2021	3:43:28 AM	3:47:05 AM	0:03:37	4:32:32 AM	JUNIPERO AVE / OCEAN AVE
210215-CFA00229	Emergent	2/15/2021	1:45:19 PM	1:48:50 PM	0:03:31	2:52:02 PM	SCENIC RD / 12TH AVE
210215-CFA00230	Emergent	2/15/2021	6:24:04 PM	6:26:08 PM	0:02:04	7:20:48 PM	LINCOLN ST / 7TH AVE
210216-CFA00234	Emergent	2/16/2021	1:51:08 PM	1:53:35 PM	0:02:27	2:42:00 PM	MISSION ST / 8TH AVE
210216-CFA00235	Non-Emergent	2/16/2021	3:23:30 PM	3:26:53 PM	0:03:23	3:43:34 PM	OCEAN AVE / GUADALUPE ST
210218-CFA00242	Emergent	2/18/2021	6:56:07 AM	6:58:42 AM	0:02:35	7:52:00 AM	SAN CARLOS ST / 4TH AVE
210218-CFA00243	Emergent	2/18/2021	8:16:41 AM	8:18:53 AM	0:02:12	8:39:01 AM	OCEAN AVE / MONTE VERDE ST
210219-CFA00247	Emergent	2/19/2021	10:39:21 PM	10:42:29 PM	0:03:08	11:13:19 PM	MISSION ST / 3RD AVE
210222-CFA00252	Emergent	2/22/2021	11:11:01 AM	11:12:51 AM	0:01:50	11:23:55 AM	5TH AVE / SANTA FE ST
210222-CFA00253	Emergent	2/22/2021	12:19:33 PM	12:21:55 PM	0:02:22	1:30:00 PM	5TH AVE / SANTA FE ST
210224-CFA00257	Emergent	2/24/2021	4:10:38 PM	4:12:29 PM	0:01:51	5:25:53 PM	OCEAN AVE / MISSION ST
210225-CFA00261	Emergent	2/25/2021	1:37:36 PM	1:38:58 PM	0:01:22	2:21:05 PM	5TH AVE / DOLORES ST
210226-CFA00264	Emergent	2/26/2021	2:23:35 PM	2:26:00 PM	0:02:25	3:16:09 PM	3049 RIO RD
210228-CFA00272	Emergent	2/28/2021	2:20:37 PM	2:22:04 PM	0:01:27	3:15:00 PM	SAN CARLOS ST / 5TH AVE
210228-CFA00274	Emergent	2/28/2021	5:34:51 PM	5:38:07 PM	0:03:16	6:14:00 PM	SAN CARLOS ST / 8TH AVE
210228-CFA00276	Emergent	2/28/2021	8:23:12 PM	8:26:00 PM	0:02:48	8:35:00 PM	MISSION ST / 4TH AVE

NUMBER OF EMS INCIDENTS 31 AVERAGE RESPONSE 0:02:54

FIRE RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARED	STREET
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210202-CFA00167	Non-Emergent	2/2/2021	10:07:50 AM	10:12:30 AM	0:04:40	10:25:00 AM	25981 RIDGEWOOD RD
210204-CFA00172	Emergent	2/4/2021	7:12:59 AM	7:16:19 AM	0:03:20	7:24:32 AM	GUADALUPE ST / OCEAN AVE
210204-CFA00174	Non-Emergent	2/4/2021	7:07:50 PM	7:10:08 PM	0:02:18	7:16:52 PM	DOLORES ST / 5TH AVE
210207-CFA00182	Emergent	2/7/2021	3:52:08 AM	3:56:52 AM	0:04:44	4:22:31 AM	SAN CARLOS ST / 10TH AVE
210209-CFA00197	Emergent	2/9/2021	7:18:45 PM	7:20:46 PM	0:02:01	7:30:59 PM	OCEAN AVE / GUADALUPE ST
210209-CFA00199	Emergent	2/9/2021	9:32:14 PM	9:33:54 PM	0:01:40	9:45:00 PM	GUADALUPE ST / OCEAN AVE
210210-CFA00205	Emergent	2/10/2021	3:39:58 PM	3:49:15 PM	0:09:17	3:52:00 PM	CAMINO REAL ST / 4TH AVE
210211-CFA00208	Emergent	2/11/2021	2:51:58 AM	2:57:11 AM	0:05:13	3:00:20 AM	DOLORES ST / SANTA LUCIA
210213-CFA00218	Emergent	2/13/2021	7:57:39 AM	8:01:39 AM	0:04:00	8:06:14 AM	3RD AVE / LOBOS ST
210213-CFA00221	Emergent	2/13/2021	11:11:08 AM	11:14:07 AM	0:02:59	11:14:34 AM	SAN ANTONIO AVE / 7TH AVE
210215-CFA00227	Emergent	2/15/2021	10:07:51 AM	10:10:33 AM	0:02:42	10:11:49 AM	5TH AVE / MISSION ST
210215-CFA00228	Emergent	2/15/2021	10:24:19 AM	10:24:26 AM	0:00:07	10:37:06 AM	GUADALUPE ST / OCEAN AVE
210217-CFA00241	Emergent	2/17/2021	11:22:45 PM	11:27:46 PM	0:05:01	11:45:00 PM	1ST AVE / SAN CARLOS ST
210228-CFA00271	Emergent	2/28/2021	8:23:12 AM	8:26:02 AM	0:02:50	8:50:00 AM	SAN CARLOS ST / 8TH AVE

NUMBER OF FIRE INCIDENTS	14	AVERAGE RESPONSE	0:03:38
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TOTAL CARMEL CITY INCIDENTS	45	TOTAL AVERAGE RESPONSE TIME	0:03:05
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RESPONSES BY DISTRICT

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEARED	STREET
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CARMEL HIGHLANDS

INCIDENT							
210202-CFA00168	Emergent	2/2/2021	11:47:04 AM	11:51:50 AM	0:04:46	12:03:00 PM	27302 HWY 1
210203-CFA00171	Emergent	2/3/2021	7:11:22 PM	7:22:30 PM	0:11:08	8:15:09 PM	14 YANKEE POINT DR
210210-CFA00206	Emergent	2/10/2021	6:48:44 PM	6:55:51 PM	0:07:07	7:03:43 PM	27953 SAN JOSE CREEK CANY
210213-CFA00219	Emergent	2/13/2021	8:19:53 AM	8:31:38 AM	0:11:45	9:39:23 AM	95 YANKEE POINT DR
210216-CFA00232	Emergent	2/16/2021	9:18:27 AM	9:27:26 AM	0:08:59	9:42:32 AM	120 HIGHLAND DR
Subtotal		5	Average Response Time		0:08:45	Carmel Highlands	

CYPRESS FIRE

INCIDENT							
210201-CFA00160	Emergent	2/1/2021	12:50:51 AM	12:58:28 AM	0:07:37	1:41:08 AM	24970 OUTLOOK DR
210201-CFA00162	Emergent	2/1/2021	9:27:51 AM	9:31:46 AM	0:03:55	9:36:01 AM	26069 MESA DR
210202-CFA00165	Emergent	2/2/2021	1:46:58 AM	1:51:44 AM	0:04:46	2:45:54 AM	25396 HATTON RD
210202-CFA00166	Emergent	2/2/2021	8:25:14 AM	8:33:25 AM	0:08:11	9:38:16 AM	292 HACIENDA CARMEL
210203-CFA00169	Emergent	2/3/2021	9:36:30 AM	9:41:29 AM	0:04:59	9:54:33 AM	555 CARMEL RANCHO SHOPPI
210205-CFA00175	Emergent	2/5/2021	2:15:21 PM	2:20:13 PM	0:04:52	3:02:29 PM	3850 RIO RD
210206-CFA00179	Emergent	2/6/2021	12:08:08 PM	12:16:08 PM	0:08:00	1:08:15 PM	26135 CARMEL RANCHO BLVE
210207-CFA00183	Emergent	2/7/2021	10:00:52 AM	10:04:49 AM	0:03:57	11:08:32 AM	26408 MISSION FIELDS RD
210207-CFA00184	Emergent	2/7/2021	1:07:53 PM	1:11:58 PM	0:04:05	1:53:00 PM	5 CROSSROADS MALL
210208-CFA00185	Emergent	2/8/2021	2:40:03 AM	2:44:55 AM	0:04:52	3:32:31 AM	25225 N CARMEL HILLS DR
210208-CFA00186	Emergent	2/8/2021	6:48:36 AM	6:55:16 AM	0:06:40	6:56:45 AM	3850 RIO RD

210209-CFA00196	Emergent	2/9/2021	4:51:58 PM	4:55:24 PM	0:03:26	5:29:43 PM	3268 SYCAMORE PL
210212-CFA00214	Emergent	2/12/2021	9:07:43 AM	9:12:53 AM	0:05:10	9:55:06 AM	26245 CARMEL RANCHO BLVD
210212-CFA00215	Emergent	2/12/2021	12:30:58 PM	12:35:25 PM	0:04:27	1:20:00 PM	26135 CARMEL RANCHO BLVD
210212-CFA00216	Emergent	2/12/2021	1:22:41 PM	1:27:47 PM	0:05:06	3:20:00 PM	26156 LADERA DR
210213-CFA00220	Emergent	2/12/2021	7:53:38 PM	7:57:13 PM	0:03:35	8:22:36 PM	25930 VIA MARGARITA
210213-CFA00222	Emergent	2/13/2021	12:32:41 PM	12:37:19 PM	0:04:38	1:20:00 PM	26135 CARMEL RANCHO BLVD
210215-CFA00231	Emergent	2/15/2021	10:53:04 PM	10:58:44 PM	0:05:40	11:59:00 PM	3850 RIO RD
210216-CFA00233	Emergent	2/16/2021	12:33:19 PM	12:36:53 PM	0:03:34	12:50:59 PM	3850 RIO RD
210217-CFA00240	Emergent	2/17/2021	8:28:20 AM	8:38:18 AM	0:09:58	9:37:00 AM	71 DEL MESA CARMEL
210218-CFA00245	Emergent	2/18/2021	3:07:05 PM	3:11:04 PM	0:03:59	4:09:07 PM	26408 MISSION FIELDS RD
210223-CFA00254	Emergent	2/23/2021	6:07:27 PM	6:12:01 PM	0:04:34	7:04:15 PM	26246 DOLORES ST
210224-CFA00255	Emergent	2/24/2021	9:15:05 AM	9:19:28 AM	0:04:23	10:15:00 AM	26245 CARMEL RANCHO BLVD
210224-CFA00256	Emergent	2/24/2021	1:59:05 PM	2:04:27 PM	0:05:22	2:05:18 PM	CARMELO ST / SCENIC RD
210225-CFA00258	Emergent	2/25/2021	9:47:40 AM	9:55:30 AM	0:07:50	10:13:44 AM	4340 TOLANDO TRL
210225-CFA00260	Emergent	2/25/2021	11:49:51 AM	11:58:02 AM	0:08:11	12:47:58 PM	26245 CARMEL RANCHO BLVD
210227-CFA00265	Emergent	2/27/2021	9:02:30 AM	9:07:24 AM	0:04:54	9:08:18 AM	26135 CARMEL RANCHO BLVD
210228-CFA00269	Emergent	2/28/2021	12:17:37 AM	12:24:29 AM	0:06:52	12:44:48 AM	4000 RIO RD
210228-CFA00270	Emergent	2/28/2021	7:37:08 AM	7:44:58 AM	0:07:50	7:54:06 AM	4105 CANADA CT
Subtotal		29	Average Response Time		0:05:30	CYPRESS FIRE	

PEBBLE BEACH

INCIDENT							
210205-CFA00177	Emergent	2/5/2021	9:54:36 PM	10:02:39 PM	0:08:03	10:44:16 PM	1286 PADRE LN
210209-CFA00193	Emergent	2/9/2021	6:38:03 AM	6:47:27 AM	0:09:24	7:49:19 AM	1700 SEVENTEEN MILE DR
210225-CFA00259	Emergent	2/25/2021	10:19:07 AM	10:23:59 AM	0:04:52	10:36:55 AM	4112 PINE MEADOWS WAY
Subtotal		3	Average Response Time		0:07:26	PEBBLE BEACH	

MID COAST

INCIDENT							
210210-CFA00204	Emergent	2/10/2021	3:08:31 PM	3:13:00 PM	0:04:29	3:24:12 PM	37101 HWY 1
210214-CFA00223	Emergent	2/14/2021	10:18:06 AM	10:39:00 AM	0:20:54	11:35:00 AM	36700 CABRILLO HWY
210227-CFA00268	Emergent	2/27/2021	12:20:30 PM	12:33:29 PM	0:12:59	2:33:37 PM	35600 HWY 1
Subtotal		3	Average Response Time		0:16:57	MID COAST	

Marina

INCIDENT							
210216-CFA00238	Emergent	2/16/2021	8:33:33 PM	8:53:53 PM	0:20:20	9:18:46 PM	3098 DE FOREST RD
Subtotal		1	Average Response Time		0:20:20	Marina	

SEASIDE/SAND CITY

INCIDENT							
210209-CFA00195	Emergent	2/9/2021	11:11:54 AM	11:21:06 AM	0:09:12	12:14:09 PM	1865 LA SALLE AVE
210214-CFA00225	Emergent	2/14/2021	6:17:11 PM	6:22:15 PM	0:05:04	7:08:14 PM	1085 PALOMA RD
210218-CFA00246	Emergent	2/18/2021	5:54:15 PM	6:02:13 PM	0:07:58	7:10:00 PM	1400 DEL MONTE BLVD
Subtotal		3	Average Response Time		0:07:25	SEASIDE/SAND CITY	

PACIFIC GROVE

INCIDENT							
210221-CFA00251	Emergent	2/21/2021	12:44:28 PM	12:56:05 PM	0:11:37	1:48:00 PM	947 PETRA LN
210227-CFA00267	Emergent	2/27/2021	9:38:49 AM	9:47:11 AM	0:08:22	10:21:01 AM	OCEAN VIEW BLVD / SEA PAL
210228-CFA00275	Emergent	2/28/2021	6:42:18 PM	6:53:59 PM	0:11:41	7:30:53 PM	214 CONGRESS AVE
Subtotal		3	Average Response Time		0:10:33	PACIFIC GROVE	

MONTEREY

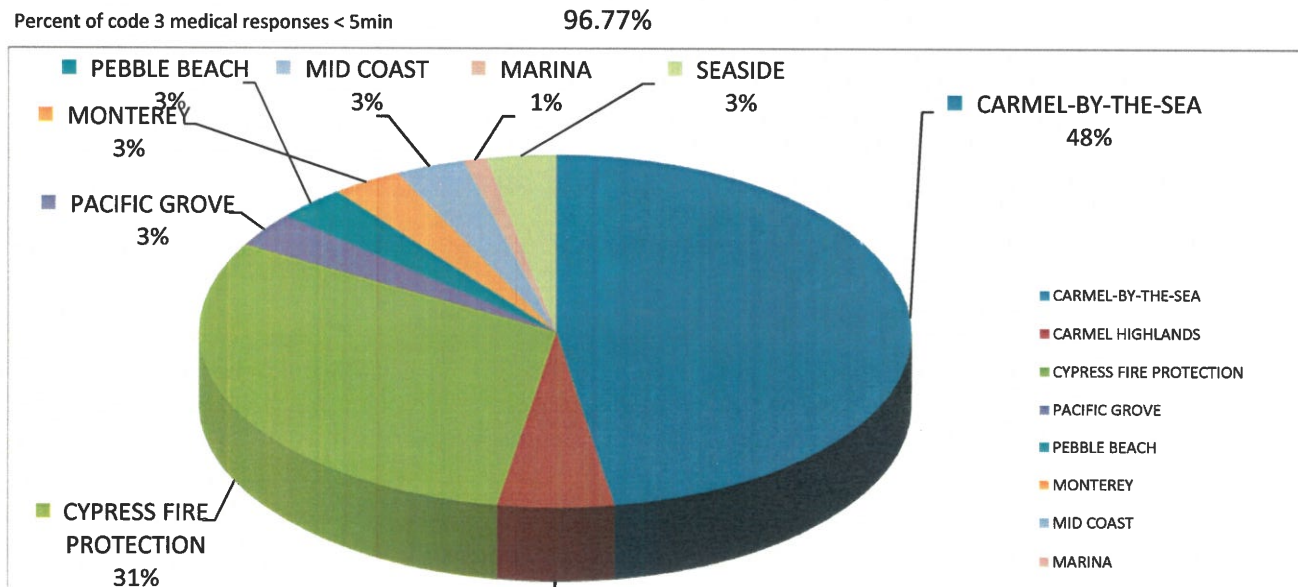
INCIDENT							
210208-CFA00188	Emergent	2/8/2021	1:27:44 PM	1:33:57 PM	0:06:13	2:23:35 PM	2020 DEL MONTE AVE
210217-CFA00239	Emergent	2/17/2021	3:56:12 AM	4:05:53 AM	0:09:41	4:28:32 AM	200 IRIS CANYON RD
210218-CFA00244	Emergent	2/18/2021	11:31:49 AM	11:41:56 AM	0:10:07	12:15:50 PM	EL DORADO ST / CASS ST
Subtotal		3	Average Response Time		0:08:40	MONTEREY	

TOTAL ALL CALLS		95	TOTAL AVERAGE RESPONSE TIME		0:05:18		
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**CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
FEBRUARY 2021**

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
CARMEL-BY-THE-SEA	45	0:03:05
CARMEL HIGHLANDS	5	0:08:45
CYPRESS FIRE PROTECTION	29	0:05:30
PACIFIC GROVE	3	0:10:33
PEBBLE BEACH	3	0:07:26
MONTEREY	3	0:08:40
MID COAST	3	0:16:57
MARINA	1	0:20:20
SEASIDE	3	0:10:33
Total Responses	95	0:05:18







RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
 Alarm Date From: 2/1/2021 To: 2/28/2021



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Cooking fire, confined to container	2/10/2021 3:38 PM	210210-MNT00903	0:06:46	CAMINO REAL ST	4TH AVE	3
		1	0:06:46			
300-321 Series (EMS)						
Medical assist, assist EMS crew	2/8/2021 5:47 PM	210208-MNT00859	0:01:17	DOLORES ST	OCEAN AVE	2
Medical assist, assist EMS crew	2/9/2021 8:17 PM	210209-MNT00882	0:02:35	DOLORES ST	5TH AVE	3
Medical assist, assist EMS crew	2/15/2021 3:42 AM	210215-MNT00978	0:04:34	JUNIPERO AVE	OCEAN AVE	3
Medical assist, assist EMS crew	2/15/2021 1:44 PM	210215-MNT00989	0:04:02	SCENIC RD	12TH AVE	2
Medical assist, assist EMS crew	2/15/2021 6:23 PM	210215-MNT00997	0:02:45	LINCOLN ST	7TH AVE	3
Medical assist, assist EMS crew	2/18/2021 8:16 AM	210218-MNT01044	0:02:19	OCEAN AVE	MONTE VERDE ST	3
Medical assist, assist EMS crew	2/26/2021 2:22 PM	210226-MNT01204	0:03:45	3049 RIO RD		3
EMS call, excluding vehicle accident with injury	2/1/2021 10:22 PM	210201-MNT00721	0:03:14	CARPENTER ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	2/10/2021 10:27 PM	210210-MNT00907	0:03:26	CARMELO ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	2/11/2021 12:53 PM	210211-MNT00919	0:02:18	7TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	2/12/2021 1:21 PM	210212-MNT00939	0:04:31	26156 LADERA DR		3
EMS call, excluding vehicle accident with injury	2/16/2021 1:50 PM	210216-MNT01004	0:02:35	MISSION ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	2/18/2021 6:54 AM	210218-MNT01040	0:02:37	SAN CARLOS ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	2/19/2021 10:38 PM	210219-MNT01080	0:03:03	MISSION ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	2/22/2021 12:18 PM	210222-MNT01130	0:02:18	5TH AVE	SANTA FE ST	3
EMS call, excluding vehicle accident with injury	2/24/2021 4:09 PM	210224-MNT01170	0:02:16	OCEAN AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	2/25/2021 1:36 PM	210225-MNT01185	0:02:02	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	2/28/2021 2:19 PM	210228-MNT01250	0:01:14	SAN CARLOS ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	2/28/2021 5:33 PM	210228-MNT01259	0:01:27	8TH AVE	SAN CARLOS	3
		19	0:02:45			
322-399 Series (Rescues)						
Motor vehicle/pedestrian accident (MV Ped)	2/12/2021 6:29 PM	210212-MNT00944	0:02:32	1ST AVE	DOLORES ST	3
Motor vehicle accident with no injuries.	2/11/2021 12:06 PM	210211-MNT00922	0:00:00	DOLORES ST	FIFTH AVE	2
Rescue or EMS standby	2/3/2021 10:00 AM	210203-MNT00742	0:02:45	MISSION ST	4TH AVE	3
		3	0:01:46			
400 Series (Hazardous Material)						
Gasoline or other flammable liquid spill	2/25/2021 5:36 PM	210225-MNT01190	0:02:05	LINCOLN ST	7TH AVE	3
Gas leak (natural gas or LPG)	2/15/2021 10:07 AM	210215-MNT00984	0:02:32	5TH AVE	MISSION ST	3
Arcing, shorted electrical equipment	2/22/2021 3:35 PM	210222-MNT01135	0:03:18	TORRES ST	OCEAN AVE	3
Accident, potential accident, other	2/13/2021 11:10 AM	210213-MNT00955	0:03:05	SAN ANTONIO AVE	7TH AVE	3
		4	0:02:45			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls)						
Overpressure rupture, explosion, overheat other	2/7/2021 3:51 AM	210207-MNT00827	0:03:49	SAN CARLOS ST	10TH AVE	3
Person in distress, other	2/16/2021 3:22 PM	210216-MNT01007	0:06:23	OCEAN AVE	GUADALUPE ST	2
Person in distress, other	2/22/2021 11:09 AM	210222-MNT01128	0:02:57	5TH AVE	SANTA FE ST	3
Water or steam leak	2/18/2021 3:29 PM	210218-MNT01058	0:06:07	DOLORES ST	11TH AVE	2
Water or steam leak	2/24/2021 8:27 PM	210224-MNT01172	0:04:00	12TH AVE	MISSION ST	2
Public service	2/15/2021 2:04 PM	210215-MNT00991	0:01:25	OCEAN AVE	6TH	2
Assist invalid	2/2/2021 10:07 AM	210202-MNT00726	0:04:42	25981 RIDGEWOOD RD		2
Assist invalid	2/4/2021 7:12 AM	210204-MNT00757	0:03:08	GUADALUPE ST	OCEAN AVE	2
Assist invalid	2/4/2021 7:07 PM	210204-MNT00774	0:02:21	DOLORES ST	5TH AVE	2
Assist invalid	2/8/2021 8:01 PM	210208-MNT00865	0:02:34	GUADALUPE ST	OCEAN AVE	3
Assist invalid	2/9/2021 7:17 PM	210209-MNT00880	0:02:11	OCEAN AVE	GUADALUPE ST	3
Assist invalid	2/9/2021 9:31 PM	210209-MNT00883	0:02:42	GUADALUPE ST	OCEAN AVE	3
Smoke scare, odor of smoke	2/26/2021 6:10 PM	210226-MNT01212	0:00:00	OCEAN AVE	MISSION ST	2
		13	0:03:15			
700 Series (False Alarms)						
Smoke detector activation due to malfunction	2/13/2021 7:56 AM	210213-MNT00949	0:04:03	3RD AVE	LOBOS ST	3
Smoke detector activation due to malfunction	2/19/2021 11:06 PM	210219-MNT01082	0:04:43	MONTE VERDE ST	3RD AVE	3
Smoke detector activation due to malfunction	2/28/2021 8:22 PM	210228-MNT01265	0:02:33	MISSION ST	4TH AVE	3
Alarm system sounded due to malfunction	2/1/2021 8:29 AM	210201-MNT00707	0:02:01	SAN CARLOS ST	5TH AVE	3
CO detector activation due to malfunction	2/11/2021 2:51 AM	210211-MNT00909	0:06:00	DOLORES ST	SANTA LUCIA AVE	2
Detector activation, no fire - unintentional	2/28/2021 8:22 AM	210228-MNT01241	0:03:06	SAN CARLOS ST	8TH AVE	3
Alarm system activation, no fire - unintentional	2/17/2021 11:22 PM	210217-MNT01036	0:02:15	1ST AVE	SAN CARLOS ST	3
		7	0:03:32			

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

210210-MNT00903 Delay caused by distance: Responded from Rio Road

Code 2 Calls	12
Code 3 Calls	35
Total # of Incidents	47
% Under 5 Minute Response Time	97.1%



CARMEL-BY-THE-SEA FEBRUARY 2021

Response Summary Report by Incident Type

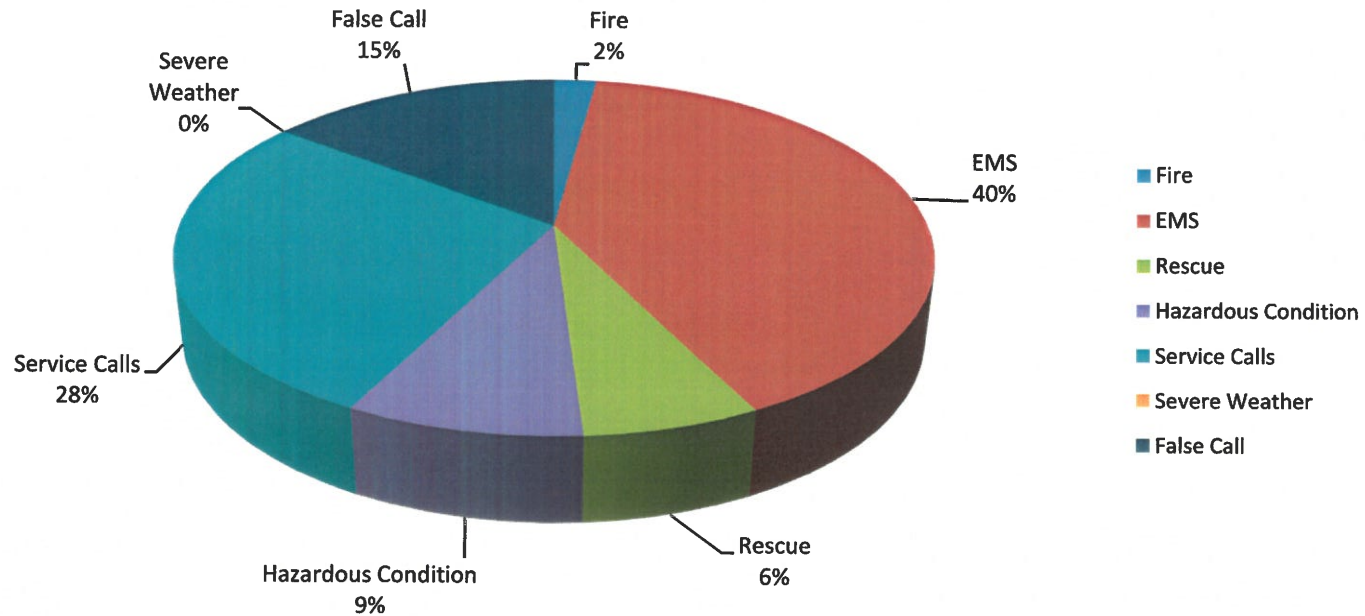


Type of Call	Number	Average Response Time
Fire	1	6:46
EMS	19	2:48
Rescue	3	1:46
Hazardous Condition	4	2:45
Service Calls	13	3:15
Severe Weather	0	0:00
False Call	7	3:32

Total Responses

47

2:57



Total Code 3 Calls:

35

Response Times for Code 3

Calls ≤ 5 minutes:

97.1%

47



CITY OF CARMEL-BY-THE-SEA

Monthly Report

February 2021

City Clerk's Office

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
SUBMITTED ON:	March 15, 2021
APPROVED BY:	Chip Rerig, City Administrator

In the month of February, the City handled 21 requests for public records.

	This Month	Calendar YTD
City Clerk's Office	9	13
Police Department	12	25
TOTAL REQUESTS/RESPONSES	21	38

February 2021 PRA

request number	Date Requested	10-day response date	records requested	requestor	date completed	notes
2021-005	2/1/2021	2/11/2021	architectural plans and any Planning Conditions of Approval documents for the property at Scenic 6-1/2 SW of Ocean- APN010-312-033	Paul Davis	2/2/2021	MP handled providing paper copies
2021-006	2/2/2021	2/16/2021	I would like to obtain all records of encroachment permit violations and/or warnings issued since June 1, 2020 to February 2, 2021. I'd like all emails between marrnie waffle, bo Grunde, city council members (past and present), chip Rerig, any member of the Carmel police department, and all other city employees. Any conversations about violations between any members listed above through email, both private and city run computer systems, text messages and phone conversations if available. Also any hand written/delivered documentation between any of the parties listed above that include any details about encroachment permit /parklet violations and/or warnings.	Parker Logan		rolling production of records
2021-007	2/10/2021	2/22/2021	all current employee/staff contact information; The specific information being requested is: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by \${Accounts Account Name}) 7. Email Address 8. Office Address (Address, City, State, Zip)	Publiccontractors.com	2/19/2021	
2021-008	2/10/2021	2/22/2021	I would like to request a copy of the complete home file for my home at Casanova SSW of 9th APN# 010-271-005. We are planning to remodel the home and it is currently under historical review. My architect is Thomas Hood, if you like, you have my permission to send the files to him direct.	Brad Holmgren	2/18/2021	MP working with requester
2021-009	2/10/2021	2/22/2021	Oath of Office for Chip Rerig, Dave Potter, Maxine Gullo, Brian Pierik, Bobby Richards, Jeff Baron, Karen Ferlito, Carrie Theis, Britt Avrit; copy of Britt Avrit's bond as an agent for the City of Carmel	Bernie Alvarado	2/24/2021	
2021-010	2/17/2021	3/1/2021	ordinances related to prohibiting signs or regulating signs on vehicles, parking of "trailers," parking of oversize vehicles and "72 hours parking."	Bruce Boyer	2/22/2021	
2021-011	2/18/2021	3/1/2021	current waste collection, processing & disposal franchise agreement and any amendments	Crystal Martin	2/22/2021	
2021-012	2/22/2021	3/4/2021	communications, notes, records, reports, exhibits, attachments, documents, videos, recordings, emails, memoranda, correspondence, etc. between the City and the Sunset Cultural Center Independent Study Group	Weinberg, Roger & Rosenfeld; David W. M. Fujimoto	3/2/2021	
2021-013	2/23/2021	3/5/2021	annual salary survey listing employee, position, base pay, OT, vacation/sick pay, other allowances, benefits, and retirement contributions	Mary Schley, Pine Cone	3/10/2021	

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	2/2/2021 mjr	2/12	2/26	02/02/21 MJR	Robert Fagan	831-601-7808	CG2100043	completed	02/02/21 released at counter MJR
2020-0002	02/02/21 mjr	2/12/2021	2/26/2021	02/02/21 MJR	Metropolitan Reporting		CA2100040	completed	02/02/21 mailed
2020-0003	2/4/2021	2/14/2021			William Bans	831-621-0280	all CFS re parties	completed	no records located
2020-0004	2/19/2020	3/1/2021		20-Feb	Carrie Theis		CG2100065	completed	2/20 mailed by DA
2020-0005	2/19/2021	3/1/2021		20-Feb	Debbie Thomas	831-626-9393	CG2100077	completed	redacted report mailed by DA
2020-0006	2/4/2021	2/14/2021		2/20 DA	Attorney John Coniglio		CG2000599	completed	BWC, photos, PAS Log mailed with sdt
2020-0007	2/24/2021	3/4/2021		2/25/21 DA	Lexis Nexis		CA2100071	completed	mailed by DA
2020-0008	2/24/2021	3/4/2021		2/25 DA	Lexis Nexis		CG2000581	completed	mailed initial report
2020-0009	2/24/2021	3/4/2021		2/25 DA	Lexis Nexis		CC2100054	completed	mailed by DA
2020-0010	2/26/2021	3/6/2021		27-Feb	Metropolitan Reporting		CG2100082	denied	letter mailed
						body cams-emails- texts			
2020-0011	2/26/2021	3/8/2021	3/12/2021	3/10 DA	Hermina Dallas		CG2100077	denied	denial letter being processed by City Attorney
2020-0012	2/26/2021	3/8/2021	3/12/2021	3/1 DA	Hermina Dallas		CG2100077	completed	picked up at counter MJR



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department Report – February 2021

TO: Honorable Mayor and City Council Members

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

SUBMITTED ON: March 2, 2021

APPROVED BY: Chip Rerig, City Administrator

City Council Meeting of February 2, 2021

- Received a presentation from the Monterey Regional Waste Management District's consultant on SB1383; food waste reduction and organics recycling.
- The Public Works Director presented an overview of the City's first Storm Drain Master Plan.

Forest and Beach Commission Meeting of February 11, 2021

- Refined a developer's request from the January meeting to remove 28 trees on 16 parcels to construct eight (8) single-family homes and a hotel. Site is between Carpenter and Guadalupe Streets, south of First Avenue. Commission approved the Forester's recommendation to permit removal of 23 trees and plant approximately 57 new trees. No healthy tree may be removed until demolition/building permits have been issued.
- The Environmental Programs Manager and City Forester presented the City's draft Integrated Pest Management Policy. The Commission supports the proposed Policy.

Climate Action Committee Meeting of February 18, 2021

- The Association of Monterey Bay Area Governments presented the results of the City's 2018 Greenhouse Gas Inventory.
- Central Coast Community Energy presented their climate action initiatives and energy procurement strategy.

Public Works Administration

- Certificates of Appreciation were issued to Senior Maintenance Worker, Jim Pingree for 30 years of service to the City, Public Works Superintendent Rob Culver for 25 years of service, and Maintenance Worker Michael Feher for 5 years of service.
- Baby Amilia was born to Tree Care Specialist Giuliano Picciuto and his wife, Anita.
- Completed a bicycle and pedestrian Wayfinding Sign funding agreement with the Transportation Agency of Monterey County (TAMC).
- TAMC accepted our Measure X audit submission without comments for the second year in a row. Special thanks to Finance for their efforts.
- Led by the City Clerk, drafted a Request for Proposals for Janitorial Services as the current Pureserve contract expires on June 30.

- Collected input and drafted a Capital Improvement Plan for FY 2021/22. First draft to be presented to the City Council on March 16.
- Met with the City Attorney's office regarding updating the Tree Ordinance and reviewing the Forest and Beach Commission's authority to impose fines and mitigation measures.
- Sponsored by the Community Planning and Building Department, Public Works participated in new Development Review Meetings to identify significant issues and conditions of approval for larger development projects.
- Continued to hold weekly meetings with Carmel Cares to coordinate improvements to the Scenic Pathway, Devendorf Park, median islands, and other initiatives.
- Compiled an equipment list of a dozen items, collectively valued at \$5,000, for Carmel Cares/ Carmel Gives consideration for reimbursements. All items would benefit the City as a whole.

Environmental Programs

- Completed the draft Integrated Pest Management Policy.
- Resumed storm water commercial inspections with the Carmel Area Wastewater District.
- Removed piles of ivy, weeds, and debris from the Mission Trail Nature Preserve (MTNP).
- Refined and approved new fire-fuel and invasives removal projects with the Friends of MTNP.
- Replaced seven (7) high-pressure sodium lights with energy-efficient LED lights at the Sunset Center north parking lot.
- Received 12 new, metal ribbon style trash/recycling containers funded by CalRecycle.
- Identified the locations for the 12 new trash/recycling containers in the downtown area. Installation begins in March.

Facility Maintenance

- The fire pump system serving the Sunset Center complex burned out rendering the Center unable to be occupied. An emergency purchase of replacement parts, costing \$52,000, was promptly ordered, and delivery is expected in early April. In the meantime, bid proposals for installation of the new pump equipment from three qualified contractors are pending.
- Hired a vendor who installed a new, high-speed garage door for the ambulance bay at the Fire station.
- Repaired broken metal doors covering a fire suppression valve vault in the sidewalk behind the Harrison Memorial Library. One contractor quote was \$9,000, but repaired by staff for \$400.
- Saved \$845 by relocating a decorative light from the janitor's closet to the main area at the Scenic Pathway restrooms.
- The broken fire alarm panel was replaced at the Forest Theater.
- The fire alarm panel at the Harrison Memorial Library was damaged apparently due to a power surge when power was restored following the January storms. Repairs are in progress.
- Sewer lines were jetted at park restrooms as preventative maintenance.
- Continued making repairs to the rollup gate and security door at the Norton Parking Garage.

Street Maintenance

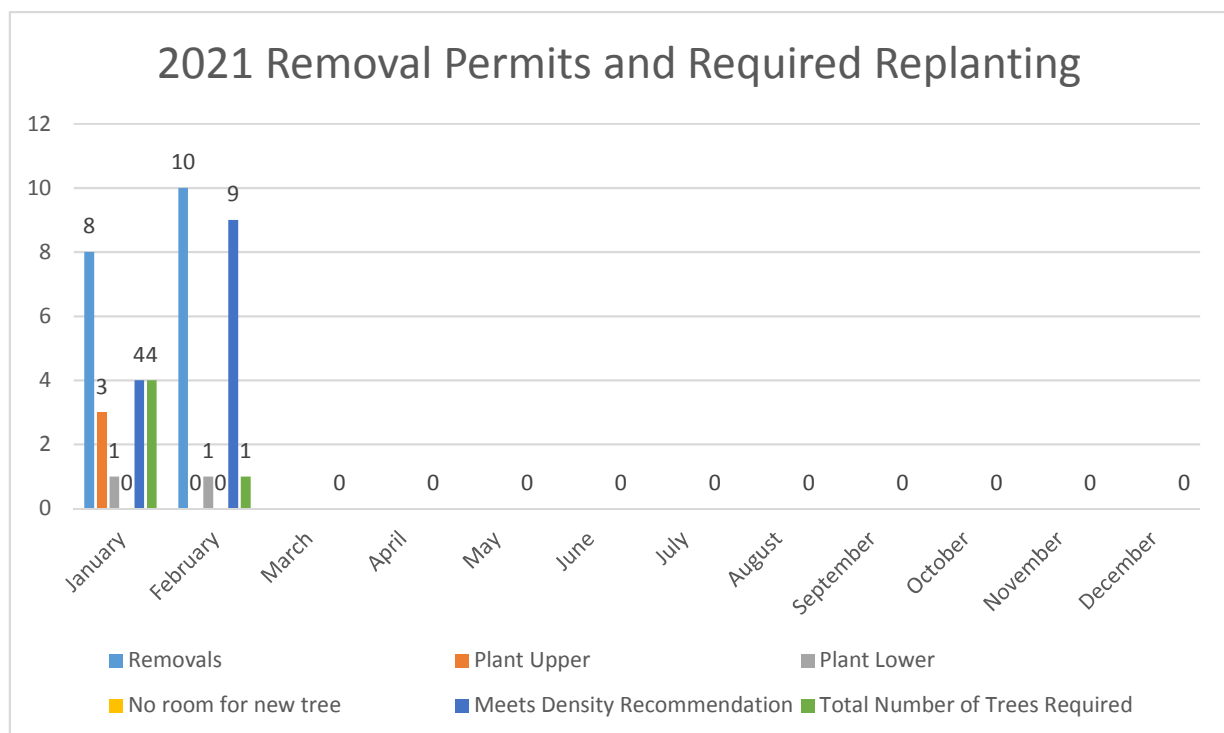
- Provided staffing for the four-day President's Day weekend. The amount of trash encountered that weekend was much less than during the New Year's Day holiday.
- Met with consultants from Monterey Salinas Transit regarding their long-range goals and service needs.

- The Friends of MTNP removed concrete steps at the foot of the abandoned pump house, allowing the Doolittle Trail to be extended without the steps being an obstacle.
- Continued to clear out drainage channels and culverts resulting from the heavy storms in late January, as well as localized flooded areas. Also repaired damaged traffic signs and fences.
- Continued making repairs to sidewalk uplifts based on the annual sidewalk inspection survey.
- Repaired curbs and benches in Devendorf Park.
- Replaced a broken section of the children's slide at Forest Hill Park.

Forestry, Parks and Beach (Forester's Report)

- One tree failed from root rot and another split in half under a power line requiring removal. There were 3 limb failures; one on Santa Lucia and two on Lincoln that were struck by a truck.
- 2,684 trees have been inventoried in TreeKeeper as of March 2, 2021. Staff is inventorying trees as work and inspections are performed.
- Large roots were cut of a pine at Casanova Street and Thirtieth Avenue resulting in the tree being removed for safety reasons.
- Cleanup from late January storms included removal of dead trees, hanging branches, and debris, and replanting newer trees that tipped over.
- Coordinated with PG&E for pruning City trees to clear power lines and removing eight more large, dead trees.
- Carmel Cares activities resumed in February with a focus on shrub pruning and ivy removal at Devendorf Park.

Private and Development Activities

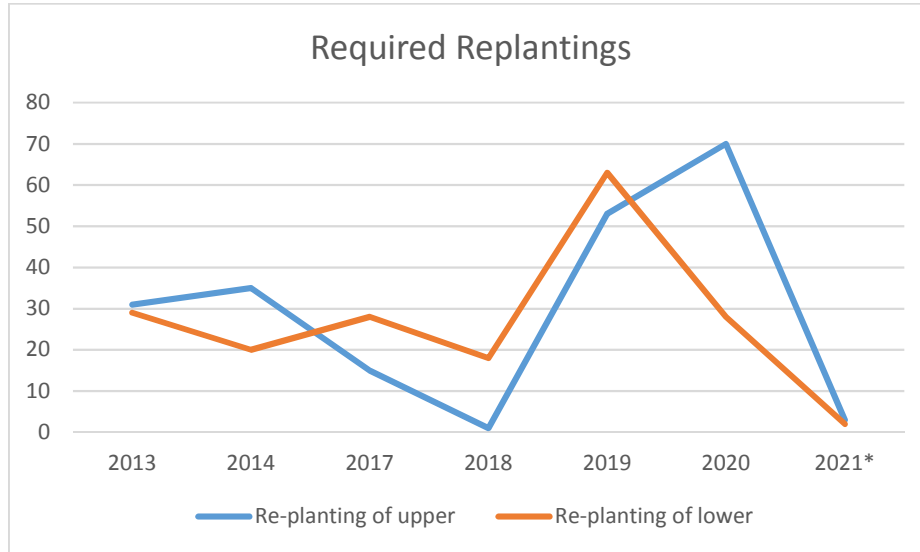


2021 Permitted Removals and Required Plantings

	Removals	Plant Upper	Plant Lower	No room for new tree	Meets Density Recommendation	Total Number of Trees Required
January	8	3	1	0	4	4
February	10	0	1	0	9	1
March						0
April						0
May						0
June						0
July						0
August						0
September						0
October						0
November						0
December						0
2021 totals	18	3	2	0	13	5

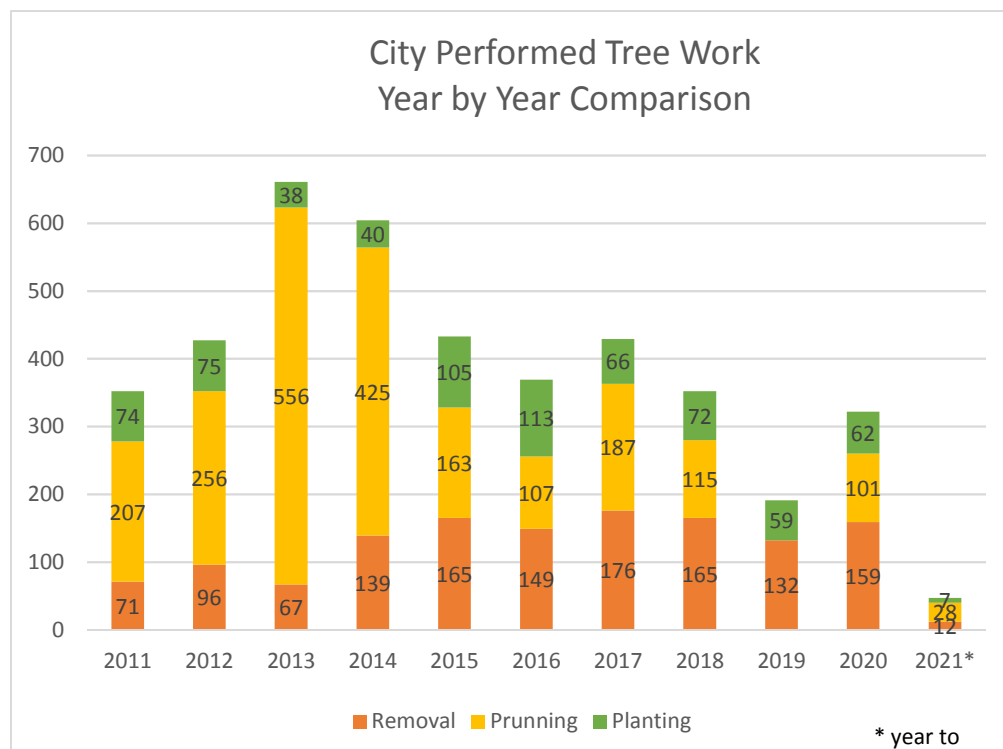
Historic Permitted Removals and Required Plantings

	Removal Permits	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %
2012	96			20			20.83%
2013	123	60	63	59	31	29	47.97%
2014	145	64	81	49	35	20	33.79%
2016	90			37			41.11%
2017	119	50	69	43	15	28	36.13%
2018	77	37	60	20	1	18	25.97%
2019	170	107	63	116	53	63	68.24%
2020	175	57	41	120	67	26	68.57%
2021*yr to date	13	16	2	5	3	2	38.46%



City Forestry, Parks, and Beach Activities

City Tasks February 2021	
Work Type	Count
Inspection	16
Pruning	1
Removals	4
Failures	4
Planting	3





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

April 6, 2021
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Chip Rerig, City Administrator
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-012 approving a Memorandum of Understanding (MOU) for the Central Coast Community Energy (3CE) shared seats with the Cities of Monterey and Pacific Grove and appointing Council Member Baron as the Policy Board Alternate pursuant to the MOU

RECOMMENDATION:

Adopt Resolution 2021-012 approving a Memorandum of Understanding (MOU) for the Central Coast Community Energy (3CE) shared seats with the Cities of Monterey and Pacific Grove and appointing Council Member Baron as the Policy Board Alternate pursuant to the MOU.

BACKGROUND/SUMMARY:

Central Coast Community Energy (3CE) is a Community Choice Energy agency established by local communities to source clean and renewable electricity for Monterey, San Benito and Santa Cruz counties and parts of San Luis Obispo and Santa Barbara counties while retaining the utility provider's traditional role of delivering power and maintaining electric infrastructure as well as billing. Before including parts of San Luis Obispo and Santa Barbara counties, 3CE was known as Monterey Bay Community Power. The City shares a seat on the governing Policy and Operations Boards with the Cities of Monterey and Pacific Grove.

3CE's Policy and Operations Boards are comprised (respectively) of local elected officials and City Managers/City Administrators/Chief Administrative Officers from member agencies. Each shared board seat has a primary, alternate and at-large representatives assigned from the three cities. Adopting a memorandum of understanding (attached) between the three cities will allow for an agreed upon rotational schedule for the representatives for the shared seats on the Policy and Operations Boards going forward. The Cities of Pacific Grove and Monterey City Council's have signed the Memorandum of Understanding.

Regardless of each cycle or appointed individuals, elected officials and City Managers/Administrators/Chief Administrative Officers are invited to attend 3CE meetings as they see fit.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

The City Council routinely makes appointment to various outside agencies.

ATTACHMENTS:

Attachment #1 - 3CE Policy and Operational Board Appointments MOU

Attachment #2 - Resolution 2021-012 Approving MOU with 3CE and appointing Council Member Baron as Policy Board Alternate

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") is entered into on _____ ("Effective Date") by and between the City of Pacific Grove, City of Monterey and City of Carmel by the Sea., The three cities shall be collectively referred to as the "Parties" and individually as a "Party".

RECITALS

- A. As a public agency, Central Coast Community Energy (3CE) is governed by a Policy Board and an Operational Board comprised of elected officials, city managers and city administrators. This governing structure assures that the voices from each city and county served by 3CE will have a seat at the table when important decision regarding 3CE policies and operations are being made.
- B. The 3CE Policy Board and Operational Board are shared seats by the Parties.
- C. Each board seat shall have a designated primary and alternate designee appointed to 3CE by January 1st every other year.
- D. Appointments will be held for 2-year terms.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants contained herein, the Parties hereby agree as follows:

1. Purpose. The purpose of this MOU, includes but is not limited to, allowing the Parties to agree to a rotational appointment schedule, further described in Exhibit A for naming elected officials, city managers and city administrators to the 3CE Policy Board and Operational Board shared seats. ("Purpose")
2. Term. This MOU may only be terminated by mutual written agreement.
3. Amendments. This MOU may only be amended by writing signed by all Parties.

ACKNOWLEDGED AND AGREED:

City of Pacific Grove

By: _____
Name: Bill Peake
Title: Mayor

City of Monterey

By: _____
Name: Clyde Roberson
Title: Mayor

City of Carmel by the Sea

By: _____
Name: Dave Potter
Title: Mayor

City of Pacific Grove

By: _____
Name: Ben Harvey
Title: City Manager

City of Monterey

By: _____
Name: Hans Uslar
Title: City Manager

City of Carmel by the Sea

By: _____
Name: Chip Rerig
Title: City Manager

EXHIBIT A – 3CE Shared Seats Rotational Schedule

1. Policy Board. Each cycle is two years duration and filled by an elected official. Return to Cycle 1 after Cycle 3 completes.

Cycle 1

Policy Board Primary - Monterey

Policy Board Alternate - Pacific Grove

Policy Board At Large – Carmel by the Sea

Cycle 2

Policy Board Primary – Pacific Grove

Policy Board Alternate - Carmel by the Sea

Policy Board At Large – Monterey

Cycle 3

Policy Board Primary - Carmel by the Sea

Policy Board Alternate - Monterey

Policy Board At Large – Pacific Grove

2. Operational Board. Each cycle is two years duration and is filled by city managers or city administrators. Return to Cycle 1 after Cycle 3 completes.

Cycle 1

Operational Board Primary - Monterey

Operational Board Alternate - Pacific Grove

Operational Board At Large – Carmel by the Sea

Cycle 2

Operational Board Primary – Pacific Grove

Operational Board Alternate - Carmel by the Sea

Operational Board At Large – Monterey

Cycle 3

Operational Board Primary - Carmel by the Sea

Operational Board Alternate - Monterey

Operational Board At Large – Pacific Grove

3. Starting Point. Policy Board appointment to the 2021-2022 term shall start on Cycle 2 based on previous 2-year appointment. Operational Board appointment to the 2021-2022 term shall start on Cycle 2 based on previous 2-year appointment.

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

RESOLUTION NO. 2021-012

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING A MEMORANDUM OF UNDERSTANDING (MOU) FOR THE CENTRAL COAST
COMMUNITY ENERGY (3CE) SHARED SEATS WITH THE CITIES OF MONTEREY AND
PACIFIC GROVE AND APPOINTING COUNCIL MEMBER BARON AS THE POLICY BOARD
ALTERNATE PURSUANT TO THE MOU**

WHEREAS, Central Coast Community Energy (3CE) is a Community Choice Energy agency established by local communities to source clean and renewable electricity for Monterey, San Benito and Santa Cruz counties and parts of San Luis Obispo and Santa Barbara counties; and

WHEREAS, 3CE's Policy and Operations Boards are comprised (respectively) of local elected officials and city managers/chief administrative officers from member agencies; and

WHEREAS, adopting a memorandum of understanding between the three cities will allow for an agreed upon rotational schedule for the representatives for the shared seats on the Policy and Operations Boards going forward; and

WHEREAS, in addition to their duties on the City Council, Council Members serve as the City's representatives to outside agencies.

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

Approve the Memorandum of Understanding for the Central Coast Community Energy (3CE) shared seats with the Cities of Monterey and Pacific Grove; and

Appoints Council Member Baron as the Policy Board Alternate pursuant to the MOU.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 6th day of April, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk



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

April 6, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Agnes Martelet, Manager, Environmental Compliance

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2021-013 establishing the City of Carmel-by-the-Sea Integrated Pest Management Policy, Policy Number 2021-001

RECOMMENDATION:

Adopt Resolution 2021-013 establishing the City of Carmel-by-the-Sea Integrated Pest Management Policy, Policy Number 2021-001.

BACKGROUND/SUMMARY:

In order to protect the health of our residents and the environment, the City has long operated under an unwritten policy that we do not use pesticides in City operations. However, there have been instances where appropriate and careful use of pesticides has been warranted and necessary because alternative methods of pest control were not feasible. Examples of pesticide uses that have been necessary in specific situations include:

- Removal of wasp nests that endanger public use areas
- Treatment of invasive tree stumps at Mission Trail Nature Preserve where the site is inaccessible for stump grinding
- Treatment of invasive ice plant at the North Dunes to aid in the removal of this aggressive invasive species and restoration of native dune habitat

The purpose of an Integrated Pest Management (IPM) policy is to provide a scientific, systematic, and environmentally responsible approach to identifying the best pest control method before using any pesticide, and in those rare cases where alternative approaches are not feasible, to use the least toxic pesticide option available. The IPM policy also supports a more transparent government, where decision-making regarding pest management is readily available, transparent, and the amount of pesticide used annually, if any, is tracked.

The IPM policy will also ensure that the City complies with its National Pollutant Discharge Elimination System (NPDES) stormwater permit with the State Water Resource Control Board. The permit requires implementation of best practices that reduce the discharge of pesticides, herbicides and fertilizers by utilizing non-chemical solutions, ensuring any pesticide applications are conducted in such a way that overspray and leaching are minimized, and by recording the types and amounts of pesticides used within a

permitted area.

The Environmental Compliance Manager will be charged with coordination of the program, tracking pesticide usage, and ensuring compliance with the NPDES permit. The City Forester will manage decision-making related to pest management activities, including developing standard IPM operating procedures, compliance with the City's IPM guidelines, and staff training.

At their February 11, 2021 meeting, the Forest and Beach Commission received a presentation on the proposed IPM policy. There were no public comments. The Commission unanimously supported the policy and recommended forwarding it to City Council for adoption. The proposed IPM policy is included as Attachment 2.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:

Attachment 1: Resolution 2021-013

Attachment 2: City of Carmel-by-the-Sea Integrated Pest Management Policy

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

RESOLUTION NO. 2021-013

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ESTABLISHING THE CITY OF CARMEL-BY-THE-SEA INTEGRATED PEST MANAGEMENT
POLICY, POLICY NUMBER 2021-001**

WHEREAS, the purpose of an Integrated Pest Management Policy is to provide a scientific, systematic, and environmentally-responsible approach to identifying the best pest control method before using any pesticide; and

WHEREAS, an Integrated Pest Management Policy supports a more transparent government, where decision-making regarding pest management is readily available, transparent, and the amount of pesticide used annually, if any, is tracked; and

WHEREAS, an Integrated Pest Management Policy also ensures that the City complies with its National Pollutant Discharge Elimination System stormwater permit with the State Water Resource Control Board; and

WHEREAS, at their February 11, 2021 meeting, the Forest and Beach Commission unanimously supported the Integrated Pest Management Policy and recommended forwarding it to the City Council for adoption.

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

Establish the City of Carmel-by-the-Sea Integrated Pest Management Policy, Policy Number 2021-001.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of April, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

Policy Number 2021-001

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

Subject: Integrated Pest Management Policy and Guidelines	Policy/Procedure No: 2021-001
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Effective Date:	Authority:
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Purpose: The City of Carmel-by-the-Sea is establishing this policy to ensure that pesticides are only used as a last resort when other means of pest control are infeasible; and to ensure that, if a pesticide must be used, that public health and the environment are protected.

Policy goals include:

1. Create awareness among City staff and citizens of integrated pest management techniques and environmental stewardship.
2. Ensure effective pest management on City property while minimizing health risks to the public and City staff, and risks to the environment that could result from pest management activities.
3. Promote transparency about the City's pest management actions.

Policy/Procedure:

The City Forester, in collaboration with the Environmental Compliance Manager, will develop and periodically review the City's IPM Program, which will apply to all City pest and weed management activities. The Program will include the following:

1. Appointment of a single person as the **IPM Program Coordinator** within the City for citywide IPM implementation and program evaluation.
2. Adherence to **IPM decision-making steps** for managing pests on City-owned properties and facilities.
3. Participation in countywide and **regional efforts** to further relevant policies and activities.
4. Maintenance of accurate **records** on IPM implementation and pesticide use.
5. **Staff training.**
6. Development of **Standard IPM Operating Procedures** for key pests.
7. Inclusion of City IPM policies and guidelines in **City contracts** for pest management.
8. Maintenance of a **list of resources** that can be accessed by staff.
9. Obtaining prior approval of any **change to the implementation program** by the Director of Public Works and Environmental Compliance Manager.

IPM Program Coordinator

The City Forester is the City's IPM Program Coordinator and works in collaboration with the Environmental Compliance Manager to implement the IPM Program. The IPM Program coordinator has the following responsibilities:

1. Coordinating efforts to adopt IPM techniques for the City.
2. Communicating with appropriate staff and providing information on the goals and guidelines of the program.
3. Providing training to Public Works and other City staff in the requirements of this IPM policy, as well as preparing individuals who handle pesticides and herbicides in obtaining and maintaining a Qualified Applicator Certification.
4. Tracking all pesticide use and ensuring that the information is available to the public.
5. Coordinating with other public agencies that are practicing IPM programs.
6. **Filing monthly pesticide use reports with the County and renewing bi-annual pesticide permit.**
7. Serving as public information officer in coordination with the Environmental Compliance Manager on IPM and pesticide related issues.
8. Keeping current on Federal (EPA), State Department of Pesticide Regulation (DPR), County Environmental Health and local regulations, and provide updates to department personnel.

IPM Decision-Making Steps

- A. Based on field observations, evaluate locations and sites where pest problems commonly occur to properly **identify the pest, determine pest population size and location, and identify any natural enemy populations.**
- B. **Identify conditions that contribute to the development of pest populations**, as well as measures that could be employed to prevent and manage pest populations. Prevention measures may include:
 - Design, construction, and maintenance of landscapes and buildings to reduce and eliminate pest habitats.
 - Modification of management practices including watering, fertilizing, mulching, waste management, and food storage to discourage the development of a pest population or to increase the resilience of a landscape or plant.
 - Modification of pest ecosystems to reduce food, water sources, harborage, and access to buildings.
 - Education of staff and the public about the connection between pests and the

availability of food, harborage, and access, and the role humans can play in preventing and reducing pest problems.

- C. **Determine treatment thresholds** based on the level of biological, aesthetic, or economic damage that is tolerable.
- D. When a pest population reaches its treatment threshold, **choose treatment strategies that are appropriate for the site and the pest.**

1	Evaluate non-pesticide management strategies first
2	Prioritize the use of physical controls such as sanitation, mowing weeds, using traps, and installing barriers
3	Create landscapes that encourage naturally occurring insect parasites and predators to help manage pest insects
4	When pesticides are necessary, select reduced-risk pesticides and use the minimum amounts needed to be effective
5	Apply pesticide at the most effective time based on pest biology, monitoring, weather, season, and local site conditions
6	Whenever feasible, use pesticide application methods, such as spot treatments and containerized baits, that minimize opportunities for mobilization of the pesticide in stormwater runoff, and minimize impacts on non-target organisms

- E. **Evaluate the results of the treatment** to improve pest management.

Tracking Pesticide Use

The IPM Program Coordinator will work with the Environmental Compliance Manager to maintain accurate records of pesticide use that are accessible upon request. At the end of each month, each Division Manager will complete a Monthly Chemical Use Report form and return it to the IPM Coordinator or designee by the last day of the month in which the pesticide was used. The City's IPM Coordinator must utilize the information provided to complete a **Monthly Summary Pesticide Use Report** on the State's [CalAgPermits](#) website by the tenth of each month. The Monthly Summary Pesticide Use Report is only submitted during months when pesticides have been applied outdoors by City Staff.

The IPM Program Coordinator is also responsible for maintaining accurate records of pesticide use by City contractors on City property. City contractors utilizing any pesticides on City property will be responsible for submitting Monthly Summary Pesticide Use Reports to the State, and to provide a Chemical Use Report to the IPM Program Coordinator.

Monthly Chemical Use Report Form

Date	EPA/Calif. Reg. No. from Label	Product Name	Active Ingredient Chemical Name	No. of Applications	Total amount used / Units	Target Pest	Area Treated	Contractor

Staff Training

Pesticides and herbicides shall be applied by a certified **qualified applicator** that has been trained in application methods. Applicators should be versed in techniques, safety precautions, pest biology, proper use of personal protective equipment, proper storage, handling, environmental concerns, employee rights regarding pesticide, and California Department of Pesticide Regulation and Monterey County guidelines.

Training must be performed by a qualified person and cover the following for each pesticide handled:

1. Information on the pesticide label concerning human health effects.
2. Hazards of the pesticide, including acute and long-term effects.
3. Pesticide poisoning symptoms and routes pesticides and herbicides can enter the body.
4. Emergency first aid and how to get emergency medical care.
5. Routine and emergency decontamination procedures.
6. Need for, limitations, use, and cleaning of personal protective equipment (PPE).
7. Prevention, recognition and first aid for heat-related illnesses.
8. Safe procedures for handling pesticides and herbicides, including engineering controls.
9. Environmental concerns, such as drift and runoff and stormwater quality impacts.
10. Warnings against taking pesticides and herbicides home.
11. Regulatory requirements, including Material Safety Data Sheets (MSDS) and Pesticide Safety Information Series (PSIS).
12. Purpose and requirements of medical supervision, when applicable.
13. Location of hazard communication information.
14. Employee rights.

Person(s) applying pesticides and herbicides that are not licensed must have pesticide safety training before the use of any pesticide, regardless of toxicity. Training must be updated annually. A record must be made of each employee applying pesticides and herbicides, and evidence of training certified

by the trainer/supervisor. Copies of the record form will be kept by the employee and the City, and be available to local and State officials.

Standard IPM Operating Procedures

Standard IPM Operating Procedures shall be established for priority pests and weeds of concern. Additionally, the following general conditions shall be followed:

Pesticides and herbicides will be used only in authorized situations where other alternative methods have proven not to be effective or feasible (e.g., cannot be sustained due to budgetary or other constraints). When pesticide application is necessary, the following practices shall be followed:

General Application Best Practices:

1. No Category 1 pesticides and herbicides shall be used within the city limits except with the specific pre-authorization of the City's Public Works Director to protect the health or safety of the public. Category 1 pesticides are those that are classified as highly toxic on the basis of either oral, dermal, or inhalation toxicity. These pesticides have the signal words "Danger" and "Poison" printed in red with a skull and crossbones symbol prominently displayed on the package label.
2. Prior approval of the IPM Coordinator is required for all applications.
3. Applications shall be performed by a certified qualified applicator to avoid any hazard to any person or animal in the area or adjacent areas and to avoid any property damage.
4. Application(s) shall be made at the time of the treatment of weeds' most susceptible stage.
5. Care shall be observed not to damage non-targeted vegetation, especially when applying a non-selective herbicide.
6. Spraying shall be confined to target species and drift must be avoided.

Specific Application Best Practices:

No pesticides and herbicides are to be applied within 50 yards of any designated playground unless conditions call for control of a hazardous or noxious pest or weeds. In this case, the area must be closed until re-entry is deemed safe.

Pesticides and herbicides shall not be sprayed when weather conditions are:

- More than 5 miles per hour winds
- Damp or foggy
- Rainy
- Extremely cold or hot

The City will provide personal protective clothing and equipment to City personnel engaged in the

application of pesticides and herbicides on City property as stated on the manufacturer's label. Contractors are required to provide their own PPE.

Any person applying a pesticide on City property must have in their possession the following documents:

- Pesticide label
- Pesticide MSDS, (Material Safety Data Sheet)
- Medical Emergency Contact Information

Storage and Disposal

All pesticide storage locations must be posted with visible warning notices legible from a distance of 25 feet from any direction in English and Spanish. Any pesticide containers holding 1 gallon of concentrate or more, and any container above 3-gallons containing diluted pesticides or herbicides must be transported outside of the vehicle cab in a manner that will prevent spillage onto the vehicle or off the vehicle.

Empty pesticide containers, other than bags, must be rinsed and drained into the spraying equipment on site by the user, at the time of use, using the triple rinse method. Rinse solution should be applied to the treated areas.

All pesticide containers must be labeled with the following information:

- Name of pesticide
- Category of pesticide
- EPA registration number
- Active ingredient
- Precautionary statements
- First aid and personal protective equipment instructions

Small spills of pesticides and herbicides should be cleaned up immediately with absorbent material such as cat litter. For major toxic pesticide spills, contact the Fire Department and request Emergency Response Personnel. Note what pesticide it is, category, and if it is threatening to enter the storm drain system.

City Contracts

The IPM Program Coordinator will review contract provisions or addenda to purchase orders issued by all City departments that contract for pest management services and monitor contract work to ensure City IPM policies and guidelines are adhered to by all contractors performing pest

management work on City maintained properties and facilities.

Public Outreach and Resources

Public outreach efforts will include the distribution of information, as appropriate, such as Our Water Our World and Ecowise IPM Certification, or equivalent programs. The IPM Coordinator will coordinate and keep records of the following:

1. The City's, countywide, and regional advertising campaigns that focus on reducing the impact of urban pesticide use.
2. The City's outreach to pest control operators and landscapers, or contribution to regional efforts to promote IPM to pest control operators and landscapers.
3. Placement of messages focused on reducing the impact of urban pesticide use in the City's Friday Letter.
4. Distribution of IPM information and resources at public outreach events and on the website.
5. IPM Program updates in the Forester's Report to the City Council and Forest and Beach Commission.

Environmentally Sensitive Habitat Areas

In accordance with the City's municipal code, any weed removal activities conducted within an Environmentally Sensitive Habitat Area (ESHA) shall be done as specified in a Biological Resources Report and authorized through a coastal development permit. In no case shall the use of fertilizer, herbicide, or other chemical be allowed within 100 feet of a riparian habitat.

Stormwater NPDES Annual Report

By October 1st of each year, the IPM Program Coordinator will work with the Environmental Compliance Manager to prepare a summary of the previous Fiscal Year's IPM Program activities for the portion of the City's NPDES Stormwater Annual Report related to Pesticides Toxicity Control.

Responsible Party: City Forester and Environmental Compliance Manager

Department of Origin: Public Works

Revision Dates:

Rescinded Date:



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

April 6, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Ordinance 2021-001 amending sections 2.28.030, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments and Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions

RECOMMENDATION:

1. Request a reading of the title of the Ordinance
2. Motion to waive further reading and introduce Ordinance 2021-001 amending sections 2.28.030, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 of the Carmel-by-the-Sea Municipal Code related to timing of Board and Commission appointments
3. Adopt Resolution 2021-014 amending Policy C89-06, Appointments to Boards and Commissions

BACKGROUND/SUMMARY:

City Boards and Commissions perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community. Currently these appointments are made at the City Council meeting in September each year with the appointees' terms beginning in October each year. The appointments took place after the City's General Municipal Election which was held in April of even-numbered years. Beginning in 2018, the City's General Municipal Election was moved to November of even-numbered years.

The City Clerk worked with the City Attorney's Office to update the Municipal Code. The attached ordinance changes the timing for the Board/Commission appointments to take place in May each year to be more in line with the timing of the City's General Municipal Election. The Ordinance would extend existing terms in order to effectuate the timing change.

To remain consistent, Policy C89-06 Appointments to Boards and Commissions also needs to be updated to reflect the change in timing. The policy provided in Exhibit A to Resolution 2021-014 reflects the change in timing and reflects current practices as it relates to Board/Commission recruitment and appointment. Additionally, the policy updates the process for handling unscheduled vacancies.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

Policy C89-06 was last updated March 2, 2009.

ATTACHMENTS:

Attachment #1 - Ordinance 2021-001 Amending the Municipal Code regarding timing of Board and Commission appointments

Attachment #2 - Policy C89-06 Appointments to Boards and Commissions, redline

Attachment #3 - Resolution 2021-014 Amending Policy C89-06, Appointments to Boards and Commissions

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

ORDINANCE NO. 2021-001

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AMENDING SECTIONS 2.28.030, 2.32.030, 2.36.030, 2.72.030, AND 2.74.010 OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE RELATED TO TIMING OF BOARD AND COMMISSION APPOINTMENTS

WHEREAS, to ensure for the orderly administration of the City of Carmel-by-the-Sea, the City Council has determined it necessary to amend provisions of the municipal code regarding the timing of appointments to the City's boards and commissions.

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

SECTION 1. Amendment of Section 2.28.030. Section 2.28.030 of Title 2, Chapter 2.28 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

2.28.030 Appointment Process.

A. Members of the Community Activities Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of members shall be staggered so that at least two terms, but no more than three terms, shall expire in any one year. Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days. the incumbent may continue to serve until a new member is appointed.~~

SECTION 2. Amendment of Section 2.32.030. Section 2.32.030 of Title 2, Chapter 2.32 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

2.32.030 Appointment Process.

A. Members of the Forest and Beach Commission shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of members shall be staggered so that at least two terms, but no more than three terms, shall expire in any one year. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission.~~ Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of outgoing members shall end simultaneously. The newly appointed member(s) shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days~~ the incumbent may continue to serve until a new member is appointed.

SECTION 3. Amendment of Section 2.36.030. Section 2.36.030 of Title 2, Chapter 2.36 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

2.36.030 Appointment Process.

A. ~~Members of the Planning Commission shall be appointed in accordance with City policy adopted by resolution of the City Council~~ shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of members shall be staggered so that no more than two terms shall expire in any one year. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the commission prior to being seated.~~ Terms of office for new members shall begin at the commencement of the first regular meeting in the month of ~~October~~ May of the appropriate year. Terms of office for outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days.~~ the incumbent may continue to serve until a new member is appointed.

SECTION 4. Amendment of Section 2.72.030. Section 2.72.030 of Title 2, Chapter 2.72 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

2.72.030 Appointment Process.

A. Members of the Harrison Memorial Library Board of Trustees shall be nominated by the Mayor, whose nomination shall be ratified by at least three of the five members of the City Council.

B. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. ~~Appointments shall be, where possible, made prior to the beginning of the term of office, in order that the new member(s) shall be able to become familiar with the functions of the board.~~ Terms of office for new members shall begin the date of the regular meeting in ~~October~~ May of the appropriate year. Terms of office of outgoing members shall end simultaneously. The newly appointed members shall be sworn in by the City Clerk.

C. In the event an appointment cannot be made in a timely manner, ~~the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days.~~ the incumbent may continue to serve until a new member is appointed.

SECTION 5. Amendment of Section 2.74.010. Section 2.74.010 of Title 2, Chapter 2.74 of the Carmel-by-the-Sea Municipal Code is amended to read in its entirety as follows:

2.74.010 Historic Resources Board.

A. Establishment. There is hereby established in the City a Historic Resources Board consisting of five members with powers and duties to administer the City's historic preservation program. Specific duties, responsibilities and functions of the Board are established in this title.

B. Board Member Qualifications.

1. Members of the Board shall have demonstrated interest in and knowledge of architectural history, architecture, archaeology, anthropology, paleontology, architecture, historic architecture, local history or fields related to historic preservation such as construction, planning, geography, landscape architecture, urban design, ethnography, fine arts, or real estate.

2. The Board shall be comprised of three professional members, consisting of one member each, from the following combined fields: (1) history, architectural history, or urban design, (2) architecture or historic architecture, and (3) archaeology, anthropology, or paleontology. The remaining two public members may represent any of the related historic preservation fields noted above.

3. All members shall be residents and electors of the City, except in the event that no resident with the requisite expertise needed for a professional member can be found. In such case one professional member appointee may reside outside the City limits but within the sphere of influence. In any event, a majority of the Board shall at all times be composed of resident-electors of the City and all public members shall at all times be resident-electors.

4. If professional members with the required expertise cannot be found, the City Council may substitute one or more additional public members with a demonstrated interest in historic preservation.

C. Term.

~~1. Board members shall serve for a term of four years. Terms of the members shall be staggered so that at least one term, but no more than two terms, shall expire annually. Appointments shall be made, where possible, prior to the beginning of the term of office, in order that the new member(s) may become familiar with the functions of the Board.~~

2. Terms of office for new members shall commence at the beginning of the first regular meeting in the month of ~~October~~ May. Terms of outgoing members shall end simultaneously.

D. Board Member Appointment.

~~1. Members of the Historic Resources Board shall be nominated by the Mayor whose nomination shall be ratified by at least three members of and appointed by the City Council. The newly appointed members shall be sworn in by the City Clerk. The City Clerk shall swear in the newly appointed member(s).~~

~~2. In the event an appointment cannot be made in a timely manner, the City Council, with consent of the incumbent, may extend the incumbent's term for up to 90 days. the incumbent may continue to serve until a new member is appointed. Any new appointee to a scheduled or unscheduled vacancy shall hold office until the expiration date of that position.~~

3. All members shall serve at the pleasure of the City Council. Any member may be removed from the Board upon a majority vote of the City Council.

SECTION 6. Effect on Existing Terms. The term of each current member of the Community Activities Commission, Forest and Beach Commission, Planning Commission, Harrison Memorial Library Board of Trustees, and Historic Resources Board, shall be extended approximately seven months in duration so that the expiration of such member's term shall now be on the first regular meeting in May that is after the October expiration date that would have applied to such member's term in the absence of this Ordinance.

SECTION 7. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

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.

SECTION 9. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-
THE-SEA this _____ day of _____, 2021.**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

C89-06

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

Subject: Appointments to Boards and Commissions	Policy/Procedure No: C89-06
--	------------------------------------

Effective Date: 1 October 1988	Authority: Resolution No. 88-47
---------------------------------------	--

Purpose:

To provide guidelines for appointments to Boards and Commissions.

Policy/Procedure:

As set forth fully in the policy document attached.

Responsible Party:

City Clerk

Department of Origin:

Administration

Revision Dates:

4 April 1989 (Resolution No. 1989-33)
 7 May 1991 (Resolution No. 91-46) (Resolution No. 1986-27)
 1 October 1991 (Minute Motion)
 5 November 1991 (Resolution No. 91-103)
 4 April 1995 (Resolution No. 95-34)
 9 September 1997 (Resolution No. 97-97)
 5 December 2000 (Resolution No. 2000-143)
 2 March 2009 (28 October 2008 Council Retreat)
[6 April 2021 \(Resolution 2021-014\)](#)

City Administrator Approval of Departmental Policies: 12/2000

Rescinded Date:

C89-06

POLICY C89-06

APPOINTMENT TO COMMISSIONS, BOARDS, COMMITTEES

Appointment to all City Boards, Commissions and Committees are established by the City's Municipal Code as Mayoral appointments with confirmation by the City Council.

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Posting and Notification of Vacancies

State law requires an annual posting prior to December 31 of all appointive terms on Boards, Commissions and Committees which are scheduled to expire within the upcoming year. The notice shall not be removed until these vacancies have been filled. State law requires unscheduled vacancies (resignation, etc.) to be publicly noticed within 20 days after the occurrence of the vacancy and prohibits appointment to the vacancy within 10 days of the public notice.

1. The City Clerk shall maintain ~~a file containing~~ all applications for appointive positions pursuant to the City's adopted retention schedule. All applications must be made on a form provided by the City Clerk. ~~Applications will be purged annually in November.~~ Interested applicants must reapply.
2. ~~A letter and application form~~ Notice shall be sent to each current Board/Commission/Committee member whose term is set to expire in ~~October~~ May, ~~inquiring about their intent to seek reappointment and specifying that an affirmative response does not automatically mean reappointment.~~ Those Commissioner/Board members who wish to be reappointed must ~~complete and return the application to the City Clerk~~ reapply by a date certain.
3. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.
- ~~3-4.~~ A subcommittee, comprised of the Mayor and Mayor Pro Tempore, shall review all applications and interview each prospective member.
- ~~4-1. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.~~
5. The City Clerk shall ~~place a display ad~~ advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. ~~Immediately f~~ Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
6. The subcommittee shall notify the City Clerk in sufficient time to place the nominees on ~~the September~~ the September City Council agenda for ratification by the ~~full~~ Council.

C89-06

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7. Pursuant to the Municipal Code, ~~a~~Appointments shall be ratified by at least three of the five members of the City Council, confirmed by majority vote of those members present at the Council meeting at which the matter has been scheduled.
8. The Mayor, Mayor Pro Tempore or the ~~and~~ City Clerk shall notify each appointee of the City Council's action. The Clerk shall provide each appointee with the process for filing a a current 700 Statement of Economic Interest, Form 700 Assuming Office Form and a Value Statement for acknowledgement of receipt by each new appointee.

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C89-06

9. All new appointees shall receive a Handbook for New Commission/Board/Committee Mmembers.
10. The City Clerk shall notify all new appointees of the date and time to attend an orientation program conducted by the City Attorney. The program will cover City government in general, and not be Commission/Department specific presentation regarding the Brown Act.
11. Each department subsequently will arrange a full departmental orientation meeting, including review of the individual's own orientation handbook. This is the handbook that expands upon the information contained in the Citywide commissioner handbook.

Unscheduled Vacancies:

1. ~~1.~~ All resignations shall be in writing and filed with the City Clerk, who will distribute it to the affected parties. A Notice of Unscheduled vacancy will not be posted until such a written resignation is received.
2. ~~2.~~ The appointment procedure shall follow the same guidelines as that for regularly scheduled appointments, with the exception that no ~~no~~ appointment shall be made until 10 days after the public Notice of Unscheduled Vacancy.
3. The City Clerk shall advertise in the Carmel Pine Cone seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
4. The Mayor and Mayor Pro Tempore, shall review all applications, including those received for the most recent annual recruitment, and interview each new applicant.
5. Steps 6- 11 above will be followed with regard to appointing individuals to unscheduled vacant positions.

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Oath of Office:

1. The City Clerk shall administer the Oath of Office ~~and present a Certificate of Appointment to each new appointee at the applicable Board/Commission immediately as soon as possible~~ following the Council meeting when they are confirmed and prior to attending the first Commission/Board meeting.

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

RESOLUTION NO. 2021-014

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AMENDING POLICY C89-06, APPOINTMENTS TO BOARDS AND COMMISSIONS**

WHEREAS, the City adopted Resolution 89-33 establishing the process for appointments to Boards and Commission; and

WHEREAS, the City wishes to amend Policy C89-06 to change the appointment of the Board/Commission/Committee Members to occur in May each year as appropriate so that it follows the City's General Municipal Election which is held in November of each even-numbered year; and

WHEREAS, it is appropriate to clean up Policies from time-to time to reflect current practices and to be in line with other City Policies.

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

Amend Policy C89-06 Appointments to Boards and Commissions, as provided in Exhibit A

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 6th day of April, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

EXHIBIT A

C89-06

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

Subject: Appointments to Boards and Commissions	Policy/Procedure No: C89-06
--	------------------------------------

Effective Date: 1 October 1988	Authority: Resolution No. 88-47
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Purpose:

To provide guidelines for appointments to Boards and Commissions.

Policy/Procedure:

As set forth fully in the policy document attached.

Responsible Party:

City Clerk

Department of Origin:

Administration

Revision Dates:

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2 March 2009 (28 October 2008 Council Retreat)
6 April 2021 (Resolution 2021-014)

City Administrator Approval of Departmental Policies: 12/2000

Rescinded Date:

C89-06

POLICY C89-06

APPOINTMENT TO COMMISSIONS, BOARDS, COMMITTEES

Appointment to all City Boards, Commissions and Committees are established by the City's Municipal Code as Mayoral appointments with confirmation by the City Council.

Posting and Notification of Vacancies

State law requires an annual posting prior to December 31 of all appointive terms on Boards, Commissions and Committees which are scheduled to expire within the upcoming year. The notice shall not be removed until these vacancies have been filled. State law requires unscheduled vacancies (resignation, etc.) to be publicly noticed within 20 days after the occurrence of the vacancy and prohibits appointment to the vacancy within 10 days of the public notice.

1. The City Clerk shall maintain all applications for appointive positions pursuant to the City's adopted retention schedule. All applications must be made on a form provided by the City Clerk. Interested applicants must reapply.
2. Notice shall be sent to each current Board/Commission/Committee member whose term is set to expire in May. Those Commission/Board members who wish to be reappointed must reapply by a date certain.
3. The City Clerk shall notify the Mayor, Mayor Pro Tempore, members of Council, the chairpersons of Boards/Commissions, and appropriate department directors of upcoming vacancies.
4. A subcommittee, comprised of the Mayor and Mayor Pro Tempore, shall review all applications and interview each prospective member.
5. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
6. The subcommittee shall notify the City Clerk in sufficient time to place the nominees on a City Council agenda for ratification by the Council.

C89-06

7. Pursuant to the Municipal Code, appointments shall be ratified by at least three of the five members of the City Council.
8. The Mayor, Mayor Pro Tempore or the City Clerk shall notify each appointee of the City Council's action. The Clerk shall provide each appointee with the process for filing a Statement of Economic Interest, Form 700.
9. All new appointees shall receive a Handbook for New Commission/Board/Committee Members.
10. The City Clerk shall notify all new appointees of the date and time to attend a presentation regarding the Brown Act.
11. Each department subsequently will arrange a full departmental orientation meeting, including review of the individual's own orientation handbook. This is the handbook that expands upon the information contained in the Citywide commissioner handbook.

Unscheduled Vacancies:

1. All resignations shall be in writing and filed with the City Clerk, who will distribute it to the affected parties. A Notice of Unscheduled vacancy will not be posted until such a written resignation is received.
2. No appointment shall be made until 10 days after the public Notice of Unscheduled Vacancy.
3. The City Clerk shall advertise in the *Carmel Pine Cone* seeking applications from the general public. The Clerk shall establish a deadline for applications to be received. Following the deadline, copies of these applications shall be provided to the subcommittee of the Mayor and Mayor Pro Tempore for their review.
4. The Mayor and Mayor Pro Tempore, shall review all applications, including those received for the most recent annual recruitment and interview each new applicant.
5. Steps 6-11 above will be followed with regard to appointing individuals to unscheduled vacant positions.

Oath of Office:

The City Clerk shall administer the Oath of Office as soon as possible following the Council meeting when they are confirmed and prior to attending the first Commission/Board meeting.



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

April 6, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ashlee Wright, Director, Libraries & Community Activities
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Ordinance 2021-002 adding Chapter 12.48 "Special Events" to the Carmel-by-the-Sea Municipal Code and Resolution 2021-015 rescinding Resolution 2016-035 and rescinding City Council Policy C16-01 "Special Events"

RECOMMENDATION:

1. Request a reading of the title of the Ordinance
2. Motion to waive further reading and introduce Ordinance 2021-002 adding Chapter 12.48 "Special Events to the Carmel-by-the-Sea Municipal Code
3. Adopt Resolution 2021-015 rescinding Resolution 2016-035 and rescinding City Council Policy C16-01 "Special Events".

BACKGROUND/SUMMARY:

Special events, including public assemblies, parades, processions, block parties, car show events, and similar public gatherings provide cultural enrichment, economic vitality, enhance community identity, and generally provide a community benefit by enriching the lives of Carmel-by-the-Sea residents and business owners and visitors to the village.

The use of streets, sidewalks, and parks, and other traditional public forum for expressive activity is an inalienable and protected right under the First Amendment of the United States Constitution and Article I of the California Constitution, but may be subject to content-neutral time, place and manner restrictions as might be necessary to protect public property, the rights of other citizens to access and make use of such fora, and minimize public safety and traffic concerns related to such activity.

Public assemblies, parades and other special events also require a commitment of significant city resources, including public safety to regulate vehicular and pedestrian traffic, public works crews to mitigate maintenance impacts and ensure trash impacts do not cause environmental hazards, enforcement staff to issue citations, and administrative staff to administer and oversee such special events.

City Council Policy C16-01 "Special Events" was adopted in 2016 to provide guidelines for the administration of the application and permitting process for special events occurring in Carmel-by-the-Sea.

In May 2018, staff was directed by Council to work with an ad hoc committee of the Community Activities Commission (CAC) to update policy C16-01, including eliminating the “Special Event Support Program” section of the policy. Further in February 2020 Council directed staff to return to Council with a further augment to Policy C16-01 regarding Car Week specifically to limit the number of Car Week events to the Tuesday and Thursday events.

As part of the policy review and revision process, staff undertook a survey of other California city policies to conduct comparisons in process. As part of this research process, staff discovered that the majority of cities that issue permits for special events have a section of their municipal codes that governs special event permitting.

The purpose of municipal policies is to seek to establish clear-cut, orderly, and systematic methods for handling certain administrative duties and internal City operations. On the other hand, ordinances are an expression of municipal will affecting the conduct of the inhabitants generally, or of a number of them under some general designation.

Staff is recommending the adoption of an ordinance to replace policy C16-01 and provide a more thorough coordinated process for managing special events on public property to ensure the public health, safety and welfare of event patrons, residents and other visitors, and to provide for fees, charges and procedures required to administer the permit process.

This ordinance also places some restrictions on locations of events. Special events are not appropriate in all locations of the City of Carmel by the Sea, due to significant impacts that such events may have on key transportation thoroughfares, and on protected environmental resources.

It is proposed that more stringent permit requirements will be imposed for Forest Hill Park and Picadilly Park to regulate organized gatherings of more than twenty-five or more persons based on the small size of such parks. Further because of their designations as Environmentally Sensitive Habitats, it is proposed that Special events be prohibited at the Mission Trail Nature Preserve and on the North Dunes and Del Mar Dunes.

Staff is also recommending that Council rescind Policy C16-01 “Special Events” and are proposing the drafting of a separate policy relating to City facility rentals. Ordinance 2021-001 covers many of the sections in Policy 16-01 (withstanding that covering facility rentals) and those not covered in the municipal code are covered in the special event permit application.

It should be noted that as part of continuing efforts to improve customer service, staff conduct regular reviews of the special event application for efficiency, effectiveness, and opportunities to streamline.

FISCAL IMPACT:

There is no fiscal impact associated with this item.

PRIOR CITY COUNCIL ACTION:

City Council Policy C16-01 “Special Events” was adopted in 2016 to provide guidelines for the administration of the application and permitting process for special events occurring in Carmel-by-the-Sea.

In May 2018, staff was directed by Council to work with an ad hoc committee of the Community Activities Commission (CAC) to update policy C16-01, including eliminating the “Special Event Support Program” section of the policy. Further in February 2020 Council directed staff to return to Council with a further augment to Policy C16-01 regarding Car Week specifically to limit the number of Car Week events to the Tuesday and Thursday events.

ATTACHMENTS:

Attachment #1 - Ordinance 2021-002

Attachment #2 - Draft Chapter 12.48 Special Events

Attachment #3 - Resolution 2016-035

Attachment #4 - Policy C16-01 Special Events

Attachment #5 - Resolution 2021-015 Rescinding Reso 2016-035 and Policy C16-01

ORDINANCE NO. [REDACTED]

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY- THE-SEA TO ENACT CHAPTER 12.48 (SPECIAL EVENTS ORDINANCE) OF THE CARMEL-BY-THE-SEA MUNICIPAL CODE

The City Council ordains as follows:

SECTION 1. Findings. The City Council finds as follows:

A. Special events, including public assemblies, parades, processions, block parties, car show events, and similar public gatherings provide cultural enrichment, economic vitality, enhance community identity, and generally provide a community benefit by enriching the lives of the citizens of Carmel-by-the-Sea and members of the public from other jurisdictions.

B. The use of streets, sidewalks, and parks, and other traditional public forum for expressive activity is an inalienable and protected right under the First Amendment of the United States Constitution and Article I of the California Constitution, but may be subject to content-neutral time, place and manner restrictions as might be necessary to protect public property, the rights of other citizens to access and make use of such fora, and minimize public safety and traffic concerns related to such activity.

C. Public assemblies, parades and other special events also require a commitment of significant city resources, including public safety to regulate vehicular and pedestrian traffic, public works crews to mitigate maintenance impacts and ensure trash impacts do not cause environmental hazards, enforcement staff to issue citations, and administrative staff to administer and oversee such special events.

D. Special events are not appropriate in all locations of the City of Carmel by the Sea, due to significant impacts that such events may have on key transportation thoroughfares, and on protected environmental resources. More stringent permit requirements should be imposed for Forest Hill Park and Picadilly Park to regulate organized gatherings of more than twenty-five or more persons based on the small size of such parks, and anticipated health, safety, and traffic impacts that would arise out of larger public gatherings at such parks, which are not likely to accommodate such larger gatherings without the dedication of additional City resources.

E. Special events should be prohibited at the Mission Trail Nature Preserve, as a formally designated Environmentally Sensitive Habitat Area, and includes key habitat such as wetlands, Arroyo Willow thickets, Monterey pine forest and coastal prairie. The Preserve is also home to protected species, including the federally endangered Yadon's rein-orchid, Hickman's onion (a California Rare Plant), and Monterey dusky-footed woodrat (Species of Concern). Special events should also be prohibited at the North Dunes and Del Mar Dunes, which have been designated as Environmentally Sensitive Habitat Area (ESHA) and are maintained as a preserve under the North Dunes & Del Mar Dunes Habitat Restoration Plan. The North Dunes and Del Mar Dunes are home to sensitive native coastal habitats, including dune strand, coastal scrub, coastal prairie, and oak woodland. The Preserve is home to the Federally Endangered Tidestrom lupine, and the California legless lizard (Species of Concern). These areas have been designated as sites for the preservation and restoration of these habitats and species, while providing opportunities for

passive recreation and enjoyment of the outdoors, and as such, they are not suitable for holding public events and receiving large numbers of visitors.

F. The purpose of this ordinance is to provide a coordinated process for managing special events on public property to ensure the public health, safety and welfare of event patrons, residents and other visitors, and to provide for fees, charges and procedures required to administer the permit process.

SECTION 2. Environmental Review. The City Council exercises its independent judgment and finds that the proposed ordinance is not subject to California Environmental Quality Act (CEQA), pursuant to Section 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment), and section 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because the subject regulations have no potential for resulting in any significant physical change to the environment, either directly or indirectly.

SECTION 3. Chapter 12.48 (Special Events) Enacted. Chapter 12.48 (Special Events Ordinance) of Title 12 (Streets, Sidewalks, and Public Places) of the Carmel-by-the-Sea Municipal Code is hereby enacted as set forth in Exhibit A.

SECTION 4. Effective Date. This ordinance shall become effective 30 days from final passage.

SECTION 5. 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.

SECTION 6. Publication. The City Clerk is directed to certify this ordinance and cause it to be published in the manner required by law.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL BY-THE-SEA this _____ day of _____, 2021.

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

OAK #4847-2096-2529 v1
07904-0000

Chapter 12.48 – Special Events Ordinance

12.48.010 Title

12.48.020 Purpose and intent

12.48.030 Definitions

12.48.040 General Provisions

12.48.050 Standards and Requirements

12.48.060 Permit Review Procedures and Fees.

12.48.070 Deposits for special events

12.48.080 Indemnification and Insurance

12.48.090 Permits and Fees Not Exclusive

12.48.100 Interference with Special Events

12.48.110 Penalties

12.48.010 Title

This chapter shall be known as the City of Carmel-by-the-Sea “Special Events Ordinance”.

12.48.020 Purpose and Intent.

To provide regulations allowing for special events while mitigating impacts on residents, visitors and businesses, maintaining traffic circulation, and ensuring public safety.

It is not the intent of this ordinance to prohibit conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas which are protected by the First Amendment of the United States Constitution or Article 1, Section 2 of the California Constitution, but to provide for reasonable time, place, and manner restrictions related to the same in order to protect public safety.

12.48.030 Definitions

“Applicant” means any person who seeks a permit under this chapter to organize a special event.

“Attendance” means the number of attendees anticipated to attend or who participate in a special event, whichever number is greater.

“Attendee” means any person anticipated to attend or participate or who actually does participate in a special event.

“City” means the City of Carmel-by-the-Sea.

“City Administrator” means the City Administrator of the City of Carmel-by-the-Sea.

“City Council” or “Council” means the City Council of the City of Carmel-by-the-Sea.

“City property” means all real property and improvements owned, operated or controlled by City within the City’s jurisdiction. City property includes, but is not limited to City Hall, police and fire facilities, recreational facilities, parks, beaches, libraries, and streets and sidewalks.

“Concert” shall mean any concert or performance of non-recorded or recorded musical selections which is open to the general public, whether or not for charge. The term shall not include the presentation of non-recorded or recorded musical selections in connection with any public gathering where the presentation of such musical selection is only incidental to such public gathering and not a primary purpose thereof.

“Expressive Activity” means conduct, the sole or principal object of which is the expression, dissemination or communication by verbal, visual, literary or auditory means of opinion, views or ideas. Expressive Activity includes, but is not limited to, public oratory and the distribution of literature.

“Organize” means to organize, operate, manage, stage, promote, sponsor or carry on a special event.

“Organizer” means the person who organizes, operates, manages, stages, promotes, sponsors or carries on a special event.

“Outdoor(s)” means any place other than in a permanent building. Outdoor(s) shall include tents, canopies and temporary structures.

“Permittee” shall mean any person that has been issued a permit to organize a special event in accordance with this chapter.

“Person” means and includes an individual, corporation, partnership, trust, non-profit organization, association, group or other business entity or organization.

“Public Property” for the purposes of this chapter means any publicly owned property within the City, and shall include all parks, beaches, and streets.

“Reviewing Authority” means the Community Activities Director, or such other person as may be designated by the City Administrator, who is authorized under the provisions of this chapter to review and act upon a special event application.

“Special Event” means any of the following:

1. Any organized formation, parade, procession, demonstration or assembly which may include persons, animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street, sidewalk or other public right-of-way owned or controlled by the City which does not comply with applicable traffic regulations, laws or controls; or
2. Any organized assemblage of seventy-five (75) or more persons at any public place, public property or public facility which is to gather for a common purpose under the direction or control of a person, and any organized assemblage of twenty-five (25) or more persons at Forest Hill Park or Piccadilly Park.
3. Any other organized activity conducted by a person for a common or collective use, purpose, or benefit which shall require the use of city public services for street closure, erecting barriers, or traffic control, or that will interfere with normal use and operation of public right-of ways for vehicular travel.

For illustrative purposes, examples of special events include, but are not limited to, concerts, parades, circuses, fairs, festivals, block parties, street fairs, community events, on the water activities (such as boat races) with spectators on public land, mass participation sports (such as marathons and other running events), athletic or sporting events, and community celebrations and observances conducted on public property or public rights of way.

"Special Event Venue" means that area for which a special event permit has been issued.

12.48.040 General Provisions.

A. Permit Required. Except as provided by the terms of a permit, lease or contract which has been specifically authorized by the City Council, no person shall operate any special event regulated by this chapter without first obtaining a permit in accordance with the provision of this chapter, unless exempt as set forth below.

B. Exempt Activities. The following activities are specifically exempt from the provisions of this chapter:

1. Commercial filming regulated by Chapter 5.28.

2. Activities conducted by a governmental agency acting within the scope of its authority, including events organized by the City;
3. Activities or events authorized under a conditional use permit under Title 17 of this Code.
4. Funeral processions by a licensed mortuary or funeral home.
5. Expressive Activity, provided that the Expressive Activity will abide by all applicable traffic regulations, laws or controls, and does not require any street closures, traffic or pedestrian barriers or traffic control. If practicable, the organizers should give notice to the City's Reviewing Authority at least four (4) hours prior to the event informing the City of the date and time of the event and provide an estimate of the approximate number of persons who will be participating.

12.48.050 Standards and Requirements.

A. Event Venue and Hours of Operation. Special event activities shall be limited to the venue area so designated in the permit approval. Special events shall not be conducted between the hours of ten p.m. and seven a.m. unless the Reviewing Authority determines that such hours of operation will not result in conditions materially detrimental to nearby property owners, residents, or businesses, or to public health or safety.

B. Prohibited Locations. Permits will not be issued for the closure of the following streets and thoroughfares: San Antonio Street, Junipero Avenue, Carpenter Street, Santa Lucia Avenue, or streets with designated bus or truck routes. Permits for special events will not be issued for the use of the Mission Trail Nature Preserve, nor the North Dunes or Del Mar Dunes areas as identified in the Del Mar Master Plan and the North Dunes & Del Mar Dunes Habitat Restoration Plan.

C. Other Requirements. In addition to the requirements set out in this section, the Reviewing Authority may also impose reasonable conditions of approval as is necessary to coordinate multiple uses of public property, assure preservation of public property and public places, prevent dangerous, unlawful or impermissible uses, protect the safety of persons and property and to control vehicular and pedestrian traffic in and around the venue, provided that such requirements shall not be imposed in a manner that will unreasonably restrict expressive or other activity protected by the California or United States constitutions. These conditions may include conditions relating to waste management and restoration of the special event venue, environmental protection, conditions to ensure safe accommodation of an event's pedestrian and vehicular traffic, including restricting events to city sidewalks, portions of a city street, or other public right-of-way, and reasonable designation of alternate sites, times, dates, or modes for exercising expressive activity.

12.48.060 Permit Review Procedures and Fees.

A. Application Filing. Applications for special events shall be made in advance of the start of the special event. Applications shall be submitted to the Reviewing Authority. Applications shall be processed in the order of receipt and shall be processed within 14 days, unless, by written notice to the Applicant, the Reviewing determines to extend the period for an additional fourteen days.

If an application for a special event is submitted for a date less than 28 days before the proposed event, the Reviewing Authority shall determine if there is sufficient time remaining for proper review of the application under the provisions of this chapter. If the Reviewing Authority determines that there is sufficient time for review, the Reviewing Authority shall process the application. If the Reviewing Authority determines that there is not sufficient time, the Applicant shall be given the option of rescheduling the special event, or withdrawal of the application, or denial of the application. If the application is withdrawn prior to processing, the Applicant would be given a full refund of fees.

B. Submission Requirements. Applications for special events shall be completed in their entirety on forms supplied by the Reviewing Authority, and shall include information such as the Applicant, a description of the special event, a site plan or route plan, and any other information deemed necessary by the Reviewing Authority to complete review of the proposal. If the special event is proposed to be operated with another person different than the Applicant, the application shall include the name, address and telephone number of each person who will operate the special event. Any person

who applies for a permit as an authorized agent of the Applicant shall provide written authorization of such agency.

C. **Application Fees.** Applications shall be accompanied by a fee established by resolution of the City Council. The fee shall be established at a rate to cover the City's actual costs of review and processing of the application.

D. **Use and Service Fees.** Where a special event requires street closure, barriers, or other infrastructure, the Applicant shall pay such fees as may be established by resolution of the City Council for traffic control and related municipal expenses. Additionally, use of City buildings or facilities shall be subject to any use or rental fees established by the City which shall be deposited by the Applicant prior to use.

E. **Review Process.** The Reviewing Authority shall review and act on complete permit applications in accordance with the procedures set out below.

1. **Filing.** Applications shall undergo initial staff review. Within ten business days of filing, the Reviewing Authority shall cause the Applicant to be notified in writing whether the application is complete. If an application is determined to be incomplete, the notification shall identify those parts of the application that are incomplete and shall indicate the manner in which they can be made complete. The Director may reject the application if the Applicant fails to complete the application after having been notified of the additional information request.

2. **Action by Reviewing Authority.** After determination that the application is complete, the Reviewing Authority shall conduct an appropriate investigation, including consultation with other departments and site visits as deemed necessary. The Reviewing Authority shall then approve a special event permit, with or without conditions, upon finding that:

- a. The proposed use of the property is not governed by or subject to any other permit procedures provided elsewhere in this code or other applicable laws, rules or regulations;
- b. The event will not substantially interrupt public transportation or other vehicular and pedestrian traffic in the area of its location;
- c. The event will not conflict with construction or development in the public right of way or on public property;
- d. The event will not require the diversion of public safety or other city employees from their normal duties so as to unreasonably reduce adequate levels of service to any other portion of the City, and the event will not adversely affect the City's ability to reasonably perform municipal functions or furnish city services;
- e. The concentration of persons, animals or vehicles will not unreasonably interfere with the movement of police, fire, ambulance, and other public safety or emergency vehicles on the streets;
- f. The event will not unreasonably interfere with any other special event for which a permit has already been granted or with the provision of City services in support of other scheduled events or scheduled government functions; and
- g. The proposed use, event or activity will not have a significant adverse environmental impact.
- h. The event will not have an unmitigatable adverse impact upon residential or business access and traffic circulation in the same general venue area.

3. **Denial or Revocation by Reviewing Authority.** The Reviewing Authority shall deny, and may revoke an issued permit, if the Reviewing Authority finds that:

- a. The special event will unreasonably disrupt traffic or create an unreasonable danger to the health or safety of the applicant, spectators, city employees, or members of the public, which may not be adequately remedied by reasonable traffic control and other safety measures.
- b. The special event is scheduled to occur at a location and time in conflict with another special event permitted or that will be permitted to a prior applicant;
- c. The special event will unreasonably interfere with access to police or fire stations, or other public safety facilities, or will require the diversion of so many public employees that allowing the event would create inadequate levels of service to the remainder of the City;
- d. The location of the special event is reasonably likely to substantially interfere with any construction or maintenance work scheduled to take place upon or along the City streets, or a previously granted encroachment permit;
- e. The special event is in conflict with applicable provisions of any federal, state and/or local laws;
- f. Information in the application or supplemental information is found to be incomplete, materially false or misleading;
- g. The applicant fails to comply with all terms of this chapter including failure to remit all fees and deposits, or fails to provide proof of insurance and/or an indemnification agreement as required by this chapter; or
- h. The proposed area for the special event or for the set up or dispersal of the special event could not physically accommodate the number of participants expected to participate in the special event.

Nothing herein authorizes denial of a permit because of the need to protect participants from the conduct of others, if reasonable permit conditions can be imposed to allow for adequate protection of special event participants with the number of police officers available to police the special event.

- 4. Permit Issuance. If the permit is approved, the Director shall cause the permit to be issued subject to confirmation that all information and documents required by this chapter have been filed, all required fees, and deposits have been paid or posted, and all conditions of approval have been provided for.

F. Appeals to City Administrator. Within ten days of the date of written notification of action by the Reviewing Authority, an Applicant for a Permit may appeal any denial of the application or any condition of approval to the City Administrator or designee. The City Administrator or designee shall hear appeals within ten days following filing of the appeal. Such appeal shall set forth, with particularity, the facts upon which the appeal is being made. Decisions by the City Administrator shall be final with no right to further appeal. On appeal, the City Administrator or designee shall approve the application unless he or she makes one or more of the findings for denial set out in this section, in which case the City Administrator may deny the application. In approving a special event permit, the City Administrator or designee may exercise the authority of the Reviewing Authority to impose conditions of approval. The City Administrator or designee's determination to grant or deny the appeal shall be the final decision of the City.

12.48.080 Deposits for special events.

A. Deposit. For special events using barriers or structures, displaying or using horses or other large animals, operation of water stations, food distribution or sales, beverage distribution or sales, and/or sale of other goods or services, the applicant shall provide a deposit prior to the issuance of a special event permit. The amount of the deposit shall be the amount established in the most recent fee schedule adopted by City Council resolution.

B. Refund of Deposit. The deposit shall be refunded after the special event when the Reviewing Authority determines

that the area used for the permitted special event has been cleaned and structures and personal property removed, such that the property is restored to the same condition as existed prior to the special event.

12.48.090 Indemnification and Insurance.

A. Indemnification. Each Permittee shall execute a hold harmless agreement in a form approved by the City agreeing to defend, indemnify, and hold harmless the City against losses and liabilities incurred from the willful or negligent acts or omissions of Permittee or its officers, employees, and agents. Nothing in this provision shall require a permittee to indemnify the City from claims or losses occasioned by the reaction of third parties to Expressive Activity at the permittee's event.

B. Except as otherwise prohibited by law, the permittee shall procure and maintain in full force and effect during the term of the permit a policy of insurance from a reliable insurance company authorized to do business in the state, which policy includes the City, its boards, officers, agents, employees, and volunteers as either named insureds or additional named insureds and which provides the coverage that the Reviewing Authority determines to be commercially reasonable and adequate under the circumstances. The Reviewing Authority shall maintain a list of applicable insurance limits and coverages required that is determined solely on the size of the event, the use of vehicles, and the nature of the facilities involved. If the Reviewing Authority determines that a particular use, event, or activity which is for a permit period of no more than one day does not present a substantial or significant public liability or property damage exposure for the City or its officers, agents, employees, or volunteers, the Reviewing Authority may give a written waiver of the insurance requirements of this Section.

12.48.100 Interference with Special Events.

It is unlawful for any person to obstruct, impede or interfere with any authorized assembly, person, vehicle or animal participating in a special event for which a special event permit has been issued.

12.48.110 Penalties.

Any person willfully violating any provision of this chapter shall be deemed guilty of a misdemeanor, and shall be subject to penalty in accordance with Chapter 1.16.

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

RESOLUTION NO. 2016-035

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING CITY COUNCIL POLICY C16-01 : "CITY OF CARMEL-BY-THE-SEA SPECIAL
EVENTS POLICY"**

WHEREAS, current City policies governing special events are conflicting and outdated;
and

WHEREAS, an Ad Hoc Event Policy and Event Fee Waiver Policy Review Committee
was appointed to create an updated, comprehensive policy;

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

Adopt City Council Policy C16-01 : "City of Carmel-by-the-Sea Special Events Policy".

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 7th day of June, 2016, by the following roll call vote:

AYES: COUNCIL MEMBERS: Hardy, Reimers, Richards, Theis, and Dallas

NOES: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS

SIGNED:

ATTEST:


Steve G. Dallas, Mayor


Ashlee Wright, City Clerk

City of Carmel-by-the-Sea **SPECIAL EVENTS**

POLICY

Community Activities Department
Carmel-by-the-Sea, CA 93921
(831) 624-1366

Library and Community Activities
Director

SPECIAL EVENTS POLICY C16-____

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SPECIAL EVENTS POLICY

Policy No. C16-__

GENERAL

INTRODUCTION

The City of Carmel-by-the-Sea supports and encourages events that have a significant economic, charitable, or community benefit while maintaining the values and unique character of the village.

Special events can create a sense of community by, among other things:

- Providing a social gathering place for residents and visitors.
- Establishing and maintaining local traditions.
- Enhancing and supporting the unique village character and residential values.
- Showcasing talents of local artists and residents
- Providing cultural, educational and recreational enrichment.
- Enhancing the local economy and the City's reputation as a world-renowned destination.
- Providing funding opportunities for local community-serving, non-profit organizations.

PURPOSE

The purpose of this policy is to provide guidelines, processes, and regulations for special events that will protect public property and provide safety for participants and residents, and will strike an appropriate balance between the benefits of organized events and their associated impacts on the community and on the environment.

PREVIOUS POLICIES RESCINDED

This policy incorporates relevant information contained in previously adopted City policies pertaining to events and eliminates conflicting policies. For those reasons, the following policies are to be rescinded by City Council resolution: C89-45, C90-01, C95-06 and C12-02.

DEFINITIONS

For the purpose of this policy, the following definitions apply:

Application processing fee - Charges for staff time and expenses for processing special event permit applications. Application fees are established by the City Council by resolution.

City property - Any City street, sidewalk, parking lot, park, plaza, or any other property owned or controlled by the City.

City-sponsored event - A special event that meets at least one of the following criteria:

1. The event is planned, organized and executed by City staff, either solely or in cooperation with City-sanctioned partners (e.g., Fourth of July celebration, the Sandcastle Contest, Halloween parade and birthday party, and Tree-lighting Ceremony).
2. The event is held by an official City Support Group as defined in City Policy C89-47.

Event - Includes special event.

Event Organizer - Any person or organization that conducts, manages, promotes, organizes, aids or solicits attendance at a commercial or non-commercial special event.

Merchandise - Includes goods, wares, personal property, merchandise or any other similar item that is generally sold.

Non-profit organization – A charitable organization (not an individual) that is exempted from payment of income taxes by federal or state law as designated by IRS Code 501(c)3 and has

been in existence for a minimum of three months preceding the date of application for a special event permit.

Public notification - If necessary, the Event Organizer provides notice to affected businesses and/or residents of the event's potential impacts. The Event Organizer is responsible for following the Notification Process outlined in this policy.

Public facility - Any property located within the City limits and owned by the City of Carmel-by-the-Sea.

Rental fee - A fixed amount for the rental of all or a portion of a venue, based on the length of the event; where applicable, a maintenance fee for facility rehabilitation/maintenance may be included with the rental fee if appropriate. Rental fees are established by the City Council by resolution.

Sale by donation - Refers to such events as raffles, or to monetary contributions given to offset cost of goods provided (e.g., donations toward wine provided at event for no charge).

Sidewalk - That portion of a street, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel.

Special event - An activity on public property open to the general public, with or without an admission charge. Special events include:

- Any organized formation, parade, procession or assembly of persons, which may or may not include animals, vehicles or any combination thereof that is to assemble or travel in unison on any street that does not comply with normal or usual traffic regulations or controls; or,
- Any organized assemblage of persons at any park or facility, owned by the City that is to gather for a common purpose under the direction and control of a person; or,
- Any other organized activity conducted by a sponsoring organization or person for a common or collective use, purpose or benefit that involves the use of, or has an impact on, City property or facilities and the provisions of city services.

Examples of special events include, but are not limited to concerts, parades, special interest shows or expos, markets, fairs, festivals, block parties, community events or mass participation sports (such as marathons and running events, bicycle races or tours, etc.).

For the purpose of this policy, special events are distinguished from the following:

- Recurring program activities on public property, conducted by the City or by a lessee of City property, where the activity is specifically authorized by use permit and/or by the terms of the property lease; and
- Events on private property.

Special Event Coordinator - The person assigned by the City Administrator to carry out the duties and responsibilities set forth in this policy.

Special event permit - A permit issued under this policy.

Special event venue - That area for which a special event permit has been issued.

Staff Committee - Composition of the City committee includes Community Activities staff, Public Works Superintendent, Police Department staff, Planning Department staff, and Risk Manager.

Street - A way or place of whatever nature publicly maintained and open to use of the public for purposes of vehicular travel.

Support group - Associations of individuals who have voluntarily joined together in a unit whose sole or primary purpose is to provide assistance—monetary, social, cultural or otherwise, but not political—to the City or one of its departments. A group that has been formally designated by the City Council and is recognized to be private body.

Vendor - any person who sells or offers to sell any goods, food, or beverages within a special event venue.

CRITERIA FOR EVALUATING AND SCHEDULING SPECIAL EVENTS

Careful consideration will be made for each event being held in the City of Carmel-by-the-Sea taking into consideration the following:

COMMUNITY IMPACTS

Special events can impact the community by, among other things:

- Adding to traffic congestion and exacerbating parking problems.
- Impinging on use of public spaces for passive enjoyment by area residents.
- Having a negative impact on the health and appearance of public landscaping and on the condition of public buildings and property.
- Adding direct and indirect expenses to the City budget for maintenance of public facilities.
- Adding direct and indirect expenses to City operations by diverting staff resources away from other high priority work programs and projects.

CRITERIA FOR EVENT EVALUATION

The City of Carmel-by-the-Sea has the responsibility for determining whether or not any applicant shall be entitled to hold a special event. The City shall take into account the effect the proposed special event will have upon the community and the environment as defined in the purpose. The City will also consider:

- Whether any inconvenience that the general public may suffer is outweighed by the potential benefit to the community as a whole.
- Whether the holding of the special event as planned would create an undue burden upon the resources of the City.
- The safety of the proposed event.
- The frequency of the same or similar event(s).

EVENTS THAT REQUIRE A PERMIT

A formal permit is required for use of public property in the City of Carmel-by-the-Sea for any of the following conditions:

- Exclusive use of any portion of any City property to the exclusion of the general public. (CMC Chapter 17.70 Definition of “Temporary Event”)
- Support of any commercial enterprise, e.g., caterer, portable restrooms, etc.
- Sound equipment use requiring greater than a 12-volt system. (CMC Chapter 8, 56.085)
- Erection of any structure, e.g., stage, tents, etc. (CMC Chapter 12, Section 32.060)
- Any request that involves special outside or City support, e.g., traffic control, traffic cones, barricades, signage, extra trash pickup, etc.
- Any request that involves the use of a stationary internal combustion engine, e.g., gas generator.
- A gathering or assemblage of 50 people or more.

Any request for exception from current City codes, rules, regulations, restrictions and policies governing activities on City property requires City Council authorization.

CITY SUPPORT GROUPS

This policy does not apply to City support groups as designated by the City Council and defined in the City's Support Groups Policy. Requests for use of public facilities by City support groups shall be in compliance with the Support Groups Policy C89-47 dated September 21, 1989 (adopted in Resolution No. 89-121) and revised from time to time thereafter.

PERMIT PROCESS

On forms provided by the City, a group or individual may make application to hold a special event using public property. Applications for special events are to be submitted at least 90 days in advance of the event and evaluated by the Staff Committee.

The City is not obligated to accept applications submitted less than 90 days in advance. Special Event Permit applications may not be submitted more than one year in advance of the date of the proposed event. The application may be approved, denied, or approved with conditions by the Staff Committee. Following action by the Staff Committee, the application may be reviewed and/or approved by the Community Activities Commission and/or the City Council.

STAFF COMMITTEE

The composition of the Staff Committee includes the following: Community Activities staff, Public Works Superintendent, Police Department staff, Planning Department staff, and Risk Manager. The Staff Committee may be expanded or contracted by enlisting the aid of other City personnel, as determined by event location or other pertinent criteria.

STAFF COMMITTEE REVIEW OF APPLICATION

The event organizer will be required to attend a pre-event meeting with the Staff Committee as referenced in the "Required Timeline", Attachment 1.

If the proposed use is deemed by the Staff Committee to potentially impact the community or the general public's well being, the Event Organizer shall provide public notice. For annual or continuing events, the Staff Committee shall decide – taking into consideration factors such as size, complexity, significant or substantive changes, etc. – whether public noticing will be required in subsequent years.

For annual or continuing events the permit may be renewable, provided there are no significant or substantive changes to the event. Following each event the Staff Committee will evaluate the event and determine if permit conditions should be amended and/or whether it will be renewable.

All events that require downtown street closures, have a significant impact on public facilities, require a significant amount of City staff support, or require an exemption from current City codes or policies require City Council approval. City Staff will inform the Event Organizer of the date and time at which the Community Activities Commission and/or City Council will review the application. The Event Organizer or a representative shall be present at this meeting to respond to questions.

CRITERIA FOR REVIEW OF APPLICATION

The Staff Committee will take into consideration:

- Consistency with the City's General Plan, Shoreline Management Plan, Ordinances, and Policies.
- Safety of the proposed event.
- Anticipated amount of extra personnel hours required to be furnished by the City.

- Event interference with the flow of traffic in the area and the need to close streets in a safe manner to allow emergency access for fire, police and EMS vehicles.
- Anticipated number of attendees over the entire timeframe of the special event.
- Potential need for notification to impacted neighbors or businesses.

The Staff Committee will also consider the following issues:

- Season of year/time of day/duration of activity.
- Conflicts with other events.
- Staging requirements.
- Parking.
- Street closures.
- Noise.
- Lights.
- Vehicles (trucks/number of vehicles).
- Advertising and signage.
- Sale of merchandise.

With input from the Staff Committee, the City Administrator will make a determination whether the Event Organizer has demonstrated a positive working relationship with the City and staff by:

- Cooperating/collaborating with City staff prior to, during, and after the event.
- Meeting all application deadlines.
- Properly caring for City property and/or City equipment.
- Providing a pre-event budget and post-event financial report to the Community Activities Director.

In reviewing permits, the Staff Committee shall neither discriminate nor infringe on rights related to free speech, protected classes or their Constitutional issue. If such issues arise, the City Attorney will be consulted.

PUBLIC NOTIFICATION

An event can change the normal flow of residential and business activity, potentially causing a negative impact to the community. In such cases the Staff Committee may determine that public notice to the surrounding neighborhood is required prior to reaching a decision. The applicant shall be responsible for distributing such notice.

NOTIFICATION PROCESS

If an event involves a street closure, amplified sound (more than announcements), the sale of alcohol, or more than 200 anticipated attendees, the applicant will be required to notify, in writing, all residents and businesses within 300 feet of the event venue and/or route at least two weeks prior to the Community Activities Commission or City Council meeting at which the event will be considered. The notification must include the following information:

- Name of event.
- Description of the event, including anticipated number of attendees.
- Name of person(s) or organization(s) sponsoring the event, with contact information including phone and e-mail.
- Proposed date, time and duration of the event, including setup and tear down.
- Proposed street closure(s) and alternative route(s), if applicable.
- Use of amplified sound, if applicable.
- Sale or serving of alcohol, if applicable.
- City staff contact information.

- Date, time and location of the public meeting(s) at which the event request will be considered.

The notification may be distributed door-to-door or mailed to the impacted area. A distribution list may be obtained from the Community Planning and Building Department. The applicant must also notice the proposed event in the local newspaper, and is encouraged to use other appropriate means of distribution such as e-mail blasts, and posting the notification on community or shared boards and at the Carmel Chamber of Commerce.

To complete the notification requirement, applicant must submit a Notification Certification listing the residents and businesses that were sent the notification, and the method of notification that was used. The Notification Certification form can be obtained from the Community Activities Department.

COMPETING INTERESTS

To avoid overlapping requests for a scarce resource, the Community Activities Department will maintain a calendar to schedule events at specific sites. The following ranked priority list shall be used as a guide by the Staff Committee in resolving conflicts among competing interests:

- Contractual obligations (leases, etc.).
- City Council, Commission, or department activities.
- City-sponsored events.
- Permit renewals for annual events.
- Events to raise funds for city programs.
- New events – non-profit organizations.
- New events – for-profit organizations.

RESOLVING CONFLICTS

If two or more events are proposed within the same priority at the same time and place, the Staff Committee shall use the following criteria for making a recommendation on which event to approve:

- Local organization vs. regional or outside organization.
- Impacts of the event on the community.
- Date of application.
- Ease of rescheduling to another time or place.

APPLICATION APPROVAL / DENIAL NOTIFICATION

After review, the Community Activities Director shall notify the applicant in writing of approval or denial of all special event requests.

All parties whose special event request have been approved shall assume full responsibility for compliance with all conditions, fees, and City, State and Federal laws. They assume responsibility for their actions, and any consequences associated with the special event. The Event Organizer or any event sponsors are advised not to announce, advertise or promote events until a permit has been issued.

Permit applications may be denied at the City's sole discretion. The City may propose alternate locations or dates, or may refuse to issue a permit. If the proposed special event does not satisfactorily pass the assessment in terms of the section "Criteria for Review of Application," the application will be recommended for denial.

APPEALS PROCESS

An Event Organizer whose application is denied, or who objects to the conditions or restrictions placed on the permit, may appeal to the City Administrator by submitting a written request to the

Community Activities Director within 10 working days of the date on the City's notification of denial, conditions or restrictions. The appeal must be based on the original submitted application. The appealing party will be notified in writing of the City Administrator's decision or action.

If the appealing party is dissatisfied with the City Administrator's response, the party may appeal to the City Council within 14 working days of receipt of the City Administrator's response. The appeal shall be in writing, including a copy of the appeal to the Community Activities Director and City Administrator and their responses. The appeal must be based on the original submitted application and shall include the reasons for disagreeing with the responses and include any supporting documents.

Upon receipt of the appeal, the City Council will hear the matter at an upcoming meeting. The decision of the City Council is final.

REVOCATION OF PERMIT

Any conditions not met as set out in the approval of the application may be grounds for revocation of the permit by the City.

COST RECOVERY

Through permit review, the Staff Committee will estimate direct costs (labor, equipment and materials) for trash, portable toilets, and City departments Public Safety (Police and Ambulance), Forest and Beach, Community Activities, Public Works and Administration. Permit applications will be billed for staff hours, equipment, and associated costs.

Fees are established by Resolution of the City Council. These fees shall apply to short-term use for special events. Exceptions: Cost recovery will not be required for City-sponsored events (e.g., Fourth of July celebration, Sandcastle contest, Halloween parade and birthday party, Tree-lighting Ceremony).

EVENT DETAILS

PERMITS

The Event Organizer is responsible for obtaining all necessary required permits. Depending on the event, these may include, but are not limited to, the following:

- Sign or banner approval from the City's Community Planning and Building Department.
- Encroachment permits from the City's Community Planning and Building Department.
- Monterey County Environmental Health Department permit.
- Department of Alcoholic Beverage Control (ABC) permit.

The Event Organizer is also responsible for ensuring that event vendors obtain all required permits including, but not limited to, Temporary Event Food Permit and Temporary Seller's Permit. Event Organizer must also ensure that event vendors have a current City of Carmel-by-the-Sea business license.

ALCOHOL

The sale of alcohol is allowed by permit only. The Event Organizer:

- Must obtain a permit from the State of California Alcoholic Beverage Control (ABC).
- Must post signs at all exits that "Alcohol is NOT Allowed Beyond this Point."

- Will be responsible for maintaining controls as specified by the Alcoholic Beverage Control Board.

Hours of sale will be regulated by the Carmel-by-the-Sea Police Department. Police may close the sale of alcohol at any time during the event in the interest of public safety or if they determine that these controls are not being followed.

The ABC Permit application must be submitted to the City for approval at least 30 days prior to the event. A copy of the temporary license must be provided to the Community Activities Department at least 10 days in advance of the event.

CROWD MANAGEMENT / EVENT SECURITY / TRAFFIC CONTROL

The Event Organizer must develop an event security plan in cooperation with the Police Department, and should incorporate an on-site private security plan for final Police Department approval. The plan should also include how vehicular and pedestrian traffic will be directed, whether there will be shuttle buses, and location of pick-up and drop-off areas. The City may require the Event Organizer to retain uniformed police personnel as needed for traffic, alcohol control and event security.

STREET CLOSURES

Permits will not be issued for such thoroughfares as San Antonio Street, Junipero Avenue, Carpenter Street, Santa Lucia, or bus/truck routes. Closure of other downtown streets will be considered on a case-by-case basis and will require City Council approval.

For any street closure, the Event Organizer will be required to provide uniformed officers or security officers on site to ensure public safety. Any closure of public streets will require physical barriers (cones, barricades, delineators) to ensure public safety. The number and placement of street barriers will be determined by the City. Rental fees for the barriers will be charged.

The Event Organizer must work with the City to specify the times and locations of all proposed lane closures and develop a traffic control plan that will ensure an adequate level of service on the public streets that remain open.

PARADES / WALKS / RUNS / RACE GUIDELINES

All proposed routes will be reviewed by the Police Department and the City to determine the impact on public safety. Any route that would severely impact public safety or others' rights will not be approved.

The duration of any parade, walk, run or race should not exceed two hours. The Event Organizer will be required to provide sufficient monitors to control the staging area, direct orderly entry from the staging area, ensure continuous forward motion of participants along the route, and direct dispersal.

An adequate number of trash receptacles as determined by the City must line the route.

INSURANCE REQUIREMENTS

The City of Carmel-by-the-Sea requires liability coverage for \$1,000,000 (or \$2,000,000 for large-scale events) for non-City-sponsored special events on City property. All property and locations that are to be utilized and insured must be listed to reflect the City's interest in the insured property.

The policy must read as follows: The City of Carmel-by-the-Sea, its public officials, officers, agents, and employees are named as additionally insured in respect to <EVENT> on <DATE>. This information is typed in the "Description of operations/Locations/Vehicles/Exclusions Added by

Endorsement/Special Provisions. A separate, “Additionally Insured” endorsement page, with the same wording as above, is also required.

The policy must specify commencement and expiration dates for coverage of the event.

NAME/ADDRESS OF INSURED must read: City of Carmel-by-the-Sea, PO Box CC, Carmel, CA 93921. The name of the insurance company writing the policy, policy number, address, e-mail address, phone and fax must be included. The Insurance Company must be a company doing business in California and must be rated A+ or better. The rating of the company must be attached to the Certificate of Liability/Additionally Insured Endorsement.

The following insurance requirements are standard for special events. The Event Organizer shall furnish the City a “Certificate of Insurance” showing there is in force the following valid policy naming the Event Organizer as insured and showing:

- **Commercial General Liability** – minimum \$1,000,000 (or minimum \$2,000,000 for large-scale events) combined single limit per occurrence for bodily injury and property damage including products and completed operations;
- **Automobile Liability** – (required for parades and car shows) minimum \$1,000,000 (or minimum \$2,000,000 for large-scale events) combined single limit per accident for bodily injury and property damage for all owned, hired or non-owned vehicles.
- **Liquor Liability** – (when alcohol is being served or sold):
 - If the Event Organizer will be supplying alcoholic beverages for no charge, the Commercial General Liability insurance should include host liquor liability coverage.
 - If the Event Organizer is using a caterer or other vendor to supply alcohol, that vendor must have liquor liability coverage with minimum limit of \$1,000,000 per occurrence.
 - If the Event Organizer intends to sell alcohol, either the Event Organizer or vendor providing the alcohol for sale must have a valid liquor sales license and liquor liability insurance covering the sale of alcohol with minimum liquor liability limit of \$1,000,000 per occurrence.

AMPLIFIED SOUND

Any event using amplified sound requires a permit and must follow the regulations of Municipal Code Section 8.56.010 through 8.56.110 to avoid “unnecessary, excessive and annoying noises from all sources.”

LOGISTICS AND CLEANUP

Portable toilets: The Event Organizer shall be responsible to provide portable toilets and indicate their location on the site diagram. The number of portable toilets will be based on a formula of at least one for every 250 people, or in the case of large-scale events, as determined by the Staff Committee. City facilities will not be substituted for the requirement and shall not be included in the formula. Ten percent of the total number of toilets shall be ADA/handicapped accessible. The goal is to have at least one wheelchair accessible toilet in each grouping of portable restrooms.

Cleanup: The Event Organizer must submit an event cleanup plan and must work with the City’s waste management provider to address recycling and waste diversion. The plan must indicate sufficient staff to handle cleanup throughout the day and after the event, and sufficient equipment placed in effective locations.

- In the case of a street event, streets will remain closed to allow for adequate cleanup. Post-event cleanup must commence immediately after the end of the event.

- Litter and trash control shall include the event site and a one-block radius around the event site.
- Event Organizer shall provide copies of rental agreements for commercial dumpsters and portable toilets.

MERCHANDISE AND ALCOHOLIC BEVERAGES

There is no distinction between “direct sales” and “sale by donation” (e.g., raffles, requesting a donation in exchange for merchandise, alcohol, etc.). Table 2 shall be used as a guide to determine where such sales would be appropriate. In all cases where alcohol is sold or distributed, the operator must have all of the appropriate licenses, permits and insurance coverage.

Authorization to sell merchandise or food/beverages at locations outside the commercial district and outside a fixed place of business is usually prohibited by the Zoning Code, the Business License Code or the General Plan. Granting a permit under this Policy must therefore be limited to special events that are of limited duration, within a defined space and consistent with the following in Table 2:

**TABLE 2
SALES OF MERCHANDISE, FOOD AND ALCOHOLIC BEVERAGES
IN PUBLIC PLACES AND/OR MUNICIPAL BUILDINGS**

Municipal Location	Merchandise	Food	Alcohol
Carmel Beach	No	No	No
Del Mar Parking Lot	No	No	No
Devendorf Park	Yes	Yes	No
Forest Hill Park	Yes	Yes	No
Piccadilly Park	No	No	No
Mission Trail Nature Preserve	No	No	No
Scout House	No	Yes	Yes *
Forest Theater	No	Yes	Yes *
Vista Lobos	No	Yes	Yes *
Indoor city facilities	Yes	Yes	Yes *
Outdoor city facilities	Yes	Yes	No
Commercial streets and parking lots	Yes	Yes	No
Residential streets and parking lots	No	No	No

***Alcohol:** Permittee must have a license for sales and distribution

FOOD PERMIT / FOOD BOOTH REQUIREMENTS

The Health and Safety Code for the State of California states that the organizer of a community or special event which involves temporary food and/or food booth facilities must obtain a health permit. This applies to both selling and giving food away. The Event Organizer is responsible for obtaining all necessary permits – temporary event food and temporary seller’s permits - from the Monterey County Health Department. The Event Organizer is also responsible for ensuring that all event vendors obtain temporary event food and temporary seller’s permits.

The Event Organizer and food vendors must comply with all State and County requirements governing temporary food facilities, as outlined in the [California Retail Food Code, Chapter 11](#).

To review County requirements and download forms and applications, go to the [Monterey County Health Department website](#).

The Event Organizer must submit a complete list of all food vendors at least 14 working days prior to the event. All participating food vendors must have valid permits from the Monterey County Health Department and a business license from the City of Carmel-by-the-Sea.

The use of single-use carryout plastic bags at any business, restaurant, corporate or individual special event is prohibited (Carmel Municipal Code Chapter 8.74).

The use of CFC-processed food packaging or polystyrene foam food packaging is also prohibited (Carmel Municipal Code Chapter 8.68).

TENT AND CANOPY REQUIREMENTS

Erection of any tent will require a permit and may be inspected by the Fire Department. Article 32 of the State Fire Code requires that permits be obtained for the rental, use, or installation of any tents over 200 square feet in size, and canopies over 400 square feet in size.

When more than one tent or canopy is installed at the same location, adjacent to one another, the total square footage shall be computed for the purpose of enforcing the need for a permit.

When erecting a tent or canopy, no stakes shall be placed into the ground (to prevent damage to streets, irrigation systems or tree roots). Weights, sand bags or barrels of water are suggested alternatives.

STREET BANNER / SIGN REQUIREMENTS

A special event permit will be issued only after a banner and/or sign permit, along with any applicable Coastal Development permit, has been obtained. Applications for those permits must be submitted to the Community Planning and Building Department for review and approval or denial. Policy C95-07 (revised May 7, 2013) "Banners on Public Property" sets forth the duration, installation, monitoring and removal of banners. Carmel Municipal Code Chapter 17.40 sets forth signage requirements and guidelines.

ELECTRICAL REQUIREMENTS

Electrical power is limited by location and the amount of power needed. The City will not be able to provide power in many locations, and in those cases the Event Organizer will need to use "whisper quiet" type generators for power in compliance with noise regulations as outlined in Carmel Municipal Code Sections 8.56.010 through 8.56.110.

AIR JUMPERS ("JUMP" HOUSES)

Inflatable structures such as "jump" houses or air jumpers are not permitted.

Table 3 REQUIRED TIMELINE

WHAT ORGANIZER MUST DO PERMITTING PROCESS	DUE DATE
Submit Special Event Application including site map to the City.	<i>At least 90 days (small events) or 180 days (large scale events)</i> before event and no more than 1 year before the event
Submit banner/sign permit application to Community Planning and Building Department.	<i>A minimum of 90 days</i> before event
Submit any partial fee waiver request, accompanied by a pre-event budget.	<i>At least 90 days</i> in advance for consideration by CA&CC and City Council
Attend pre-event meeting scheduled by the City. Develop event security and traffic control plans in cooperation with City Staff.	New events require meeting at least <i>90 days</i> in advance. Returning events require meeting <i>60 days</i> in advance
Deliver written notice as need to neighbors and/or businesses.	<i>At least 14 days prior to the public meeting at which the event will be considered</i>
Secure and submit Certificate of Insurance to the City.	<i>14 to 60 days</i> before event
Secure required permits from appropriate departments or agencies.	<i>14 to 60 days</i> before event
Event fee estimates for City services available from the City.	<i>14 to 30 days</i> before event
Submit copies of all applicable permits to the City.	<i>14 to 21 days</i> before event
Submit applicable ABC permit application to City.	<i>At least 30 days</i> before event
Submit temporary ABC permit to City.	<i>At least 10 days</i> before event
Provide evidence of portable toilet and trash bin arrangements; provide an event cleanup plan.	<i>14 days</i> before event
If required, attend pre-event site walkthrough – arranged by the City staff.	<i>1 to 2 days</i> before event
HOLDING THE EVENT	SCHEDULED EVENT DATE
Clear event site of all remaining litter	<i>Immediately</i> after event
Remove all event equipment from event site (portable toilets, fencing, booths, stage, signs, etc.).	<i>Within 24 hours</i> after event and/or before start of business the next day. Signs are to be removed <i>immediately</i> after event.
If required, post-event site walkthrough – arranged by the City staff.	<i>1 to 2 days</i> after event
Post-event meeting with the Staff Committee.	<i>7 to 30 days</i> after event
Submit post-event financial report reflecting income and expenses.	<i>7 to 30 days</i> after event

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

RESOLUTION NO. 2021-015

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
RESCINDING RESOLUTION 2016-035 AND RESCINDING CITY COUNCIL POLICY C16-01
“SPECIAL EVENTS”.**

WHEREAS, in 2016 June City Council adopted Resolution 2016-035 adopting Council Policy C16-01 “Special Events”; and

WHEREAS, City Council Policy C16-01 “Special Events” was adopted in 2016 to provide guidelines for the administration of the application and permitting process for special events occurring in Carmel-by-the-Sea; and

WHEREAS, special events also require a commitment of significant city resources, including public safety to regulate vehicular and pedestrian traffic, public works crews to mitigate maintenance impacts and ensure trash impacts do not cause environmental hazards, enforcement staff to issue citations, and administrative staff to administer and oversee such special events; and

WHEREAS, staff is proposing the adoption of Ordinance 2021-002 to replace City Council Policy C16-01 and provide a more thorough coordinated process for managing special events on public property to ensure the public health, safety and welfare of event patrons, residents and other visitors, and to provide for fees, charges and procedures required to administer the permit process.

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

Rescind Resolution 2016-035 adopting Policy C16-01 “Special Events” and rescind Council Policy C16-01 “Special Events”.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 6th day of April, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk



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

**April 6, 2021
ORDERS OF BUSINESS**

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen - Director, Contracts and Budgets
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive additional information regarding pension mitigation options to address the City's unfunded pension liability; discuss options, including the development of a pension funding policy, and provide direction to staff

RECOMMENDATION:

Receive additional information regarding pension mitigation options to address the City's unfunded pension liability; discuss options, including the development of a pension funding policy, and provide direction to staff.

BACKGROUND/SUMMARY:

The California Public Employees' Retirement System ("CalPERS") is the largest pension fund in the country and manages investments for nearly 2 million members on behalf of the State, schools and various public agencies. The City is a public agency member of CalPERS and has two primary CalPERS plans, one for its miscellaneous members and one for safety. Similar to other public agencies, the City's pension costs are increasing with the City's unfunded accrued liability (UAL) currently projected at \$24.7 million as of 6/30/2021.

On March 3, 2021, Council received an update regarding the City's unfunded pension liability and potential strategies available to Council to help address its pension obligations. These strategies included a "fresh start" amortization and new amortization schedule with CalPERS; using cash reserves to establish and fund a Pension Rate Stabilization Program (e.g. Section 115 Trust) dedicated to pension and/or other post-employment benefit costs; using cash reserves to make an additional lump sum payment to CalPERS to pay down the UAL; issuing new pension obligation bonds and/or restructuring remaining debt service payments on the existing pension obligation bond; establishing a new internal reserve fund dedicated to pension liability; and developing a pension financial policy that would specify a dollar amount or percentage of one-time monies, annual surplus revenue and/or debt savings for pension mitigation.

The purpose of this agenda item is to continue the discussion regarding pension mitigation options. In particular, NHA Advisors will be providing information regarding other jurisdictions' approaches to pension mitigation; additional information regarding a Section 115 Trust and sample pension policies from other jurisdictions.

FISCAL IMPACT:

Based upon preliminary direction from the March 2, 2021 Council meeting, staff are planning to allocate \$1 million from anticipated new revenue toward pension mitigation options as part of the Fiscal Year 2021-2022 budget.

PRIOR CITY COUNCIL ACTION:

Council received presentations on the City's pension liability on April 8, 2018 and December 4, 2018. On January 8, 2019, Council adopted a resolution endorsing participation in a pension rate stabilization program and authorized staff to issue a Request for Proposals for a Section 115 Trust. On January 7, 2020, Council received a presentation on various pension cost migration strategies, including the use of a Section 115 trust and making additional payments to CalPERS to reduce the amount of the unfunded accrued liability. On March 3, 2021, Council received an update on the City's unfunded pension liability, discussed pension mitigation options, including the development of a pension funding policy, and provided direction to staff. Staff incorporated the preliminary direction provided by Council from the March 3, 2021 meeting into the City's five-year financial forecast and allocated \$1 million annually starting in Fiscal Year 2021-2022 toward pension mitigation strategies. The financial forecast was presented to Council on March 16, 2021.

ATTACHMENTS:



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

April 6, 2021
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: Resolution 2021-016 authorizing purchases for essential public safety projects including the emergency fire pump replacement at Sunset Center, renovation of the Police Dispatch Room, replacement of two Police vehicles, a water filtration system at the Public Works Yard, a Greenhouse Gas Emissions Forecast Study, and reopening City facilities per CDC Covid-19 guidelines

RECOMMENDATION:

Adopt Resolution 2021-016 approving six essential public safety projects including ratifying the emergency purchase of a fire pump system for Sunset Center from The Brown Company; ratifying a purchase order with Cosco Fire Protection for installation of the fire pump system; allocating funding for the Police Dispatch Room renovation and replacement of two police vehicles, authorizing a purchase order with Always Under Pressure for replacement of the water filtration system at the public works yard; authorizing funding for a Greenhouse Gas Emissions Study; and authorizing funding for facility upgrades to allow City buildings to re-open per CDC Covid-19 Guidelines, all using Fiscal Year 2020/21 end balance

BACKGROUND/SUMMARY:

This report provides the justification, status, and cost associated with six (6) essential public safety projects that are proposed to proceed immediately, all funded by the projected Fiscal Year 2020/21 end balance surplus. All of these projects were introduced at the March 16, 2021 Special Council meeting along with the proposed Capital Improvement Program. However, at that meeting, only three of the projects, namely the fire replacement pump at Sunset Center, water filtration system at the Public Works Yard, and the Greenhouse Gas Emissions Forecast were proposed to be funded at the April 6, 2021 meeting. Due to the unanticipated budget surplus and the need to expedite essential public safety projects, three additional projects are being advanced to this meeting. These three projects are the Police dispatch renovation, replacement of two Police vehicles, and installation of physical improvements to reopen City facilities per CDC guidelines.

Project #1 - Emergency Fire Pump Replacement at Sunset Center

In the early morning of Sunday, February 7, 2021, staff was notified of smoke coming out of the fire booster pump house at Sunset Center. Representatives of Fire Protection Inc., Sunset Center, and Facilities

Maintenance met to discuss the fate of this booster pump and its maintenance history. It appears that the booster pump was running at high speeds for a while over the weekend with the water having nowhere to go. This burned out the pump and motor. A power surge could not be ruled out as an underlying cause. The system was only 20 years old, but the warranty expired. Burnt metal can be seen in the photos in **Attachment 2**.

Without this booster pump, the fire sprinklers inside Sunset Center will not work, resulting in an emergency situation and closure of the building. However, subsequent tests of a bypass was sufficient for the Fire Marshall to waive having a fire watch of the building every hour until the replacement pump is installed. The City Attorney clarified emergency purchasing procedures for this project per Municipal Code Sections 3.12.140 and 3.12.510 (excerpts noted below).

"3.12.140 Bidding Procedures – Dispensation When

Purchase of supplies, materials, or equipment shall be by quotation or bid procedures as set forth in this chapter. Such procedures may be dispensed with by the purchasing agent, at her or his sole discretion and judgment as to the best interest of the City, as follows:

A. When an emergency threatens the life, health or property of the community and requires that an order be placed immediately with the nearest available source of supply;

Provided, that even when procedures are dispensed with hereunder, City Council approval, by resolution, shall be required for purchases of \$25,000 or more. (Ord. 2015-01 § 1 (Exh. A), 2015; Ord. 2003-02 § 1, 2003).

3.12.510 Emergencies – Contracts Let Without Bids

Public works project contracts governed by this article may be let without advertising for bids if such work shall be deemed by the City Council to be of urgent necessity for the preservation of life, health or property, and shall be authorized by resolution passed by an affirmative vote of at least three of its members and containing a declaration of the facts constituting such urgency. (Ord. 2003-02 § 1, 2003)."

Next, we contacted the existing pump manufacturer, Brown Company, who confirmed that this system cannot be repaired or rebuilt, it has to be replaced. Brown Company recommended replacing the system in kind; otherwise, a new design would be required which would be subject to approval by the Fire Marshall and Building Official. Further, the dimensions of the support pads and piping connections would likely have to be changed with a different pump, and even the sprinklers inside the building may need to be modified, all at additional cost.

Delivery from the Brown Company was scheduled for 8-weeks from issuing the Purchase Order, in the amount of \$52,962, as follows:

· Equipment	\$43,606 (Attachment 3)
· 9.25% Sales Tax	4,034
· 4 Week expedited delivery	2,800 (no cost if not expedited)
· 5% Contingency	<u>2,522</u> (no cost if not needed)
Total = \$52,962	

Concurrently with processing the Purchase Order for the pump equipment, staff requested quotes from three (3) fire protection specialty companies for removal of the old system, installation of the new system, and startup and testing. We intentionally asked these companies to include the cost of the new equipment – as a backup, but the cost of equipment will be deducted from the bid.

The following bids were received:

- \$112,500 from Cosco Fire Protection
- \$123,590 from Western States Fire Protection Co.
- No bid from Bay Fire Sprinklers

Negotiations were held with Cosco to remove the cost of equipment from their bid, as well as to include labor and payment bonds, and lift the pump equipment from the manufacturer's delivery truck to the pump house. The revised, negotiated cost is \$47,745.60. **(Attachment 4)** A 10% contingency of \$4,775 is recommended if site conditions warrant refinements, for a total amount of **\$52,520.60**.

The combined total estimated project cost, including new equipment, removal of the existing pump, installation of the new equipment, and contingency is not-to-exceed **\$105,482.60**. This project is scheduled to be completed within two weeks upon delivery of the pump system.

Project #2 - Police Dispatch Renovation:

Multiple ergonomic reports were completed due to reported issues. Renovations at an estimated cost of **\$50,000** are required to improve employee safety for this room which is occupied 24/7/365.

This renovation cannot be further delayed to be part of the now unfunded, \$1.4M Police Building Renovation Project, as previously planned and designed. Unspent funds may need to be carried forward into FY 2021/22; however, the plans and specifications included in the major renovation project will be the basis for renovating the dispatch room.

Project #3 - Police Vehicles C8 and C5:

A new Police vehicle C8 would replace the 2012 Ford Expedition, and a new vehicle C5 would replace the 2014 DodgeCharger. These older vehicles are no longer reliable emergency response vehicles. Some, but not all, of the specialized police equipment can be salvaged from the existing vehicles and installed in the new vehicles.

Total cost, with equipment, of \$150,000 could be leased/purchased at **\$30,000 per year** for a total of **five (5) years**. Acquisitions are anticipated to be completed by the end of the current FY 2020/21.

Project #4 - Greenhouse Gas Emissions Forecast Study

The Climate Action and Adaptation Project is being conducted entirely by Councilmembers, community volunteers, and staff. The Climate Committee is requesting funding to hire an environmental consultant to conduct a greenhouse gas (GHG) emissions forecast study which will allow the Committee to evaluate greenhouse gas reduction potentials of various policies and projects.

Specifically, the Climate Committee is seeking a consultant for the following technical tasks:

- Develop a forecast of future emissions under a business-as-usual scenario.
- Evaluate the impacts of anticipated regional, state, and federal policies and programs on GHG emission reductions, and incorporate into the forecast as appropriate.
- Assist in identifying and selecting appropriate GHG reduction strategies for the City.
- Quantify/forecast GHG reduction strategies selected by the Committee.
- Summarize emissions inventory, forecasting methodology, and findings in a report.
- Present the results of the report to the Climate Committee and City Council.

The GHG Emissions Study is required for the City's next General Plan update. As elements of the City's General Plan are approaching 20 years old, and the General Plan's Housing Element is due to be updated by 2023, it would be beneficial to have a completed Climate Action Plan (CAP) to guide the Housing Element update as well as subsequent elements to be updated. This GHG forecast is also needed to keep the momentum going for the Committee's CAP project. In addition, while a stand-alone CAP is not required to meet California Environmental Quality Act's (CEQA) GHG emissions analysis requirements, it does provide a comprehensive approach in a

streamlined and efficient manner. Many other local agencies have completed their GHG studies and CAPs.

There are several qualified environmental consultants in the City's Statement of Qualifications database who will be contacted to submit project-specific proposals without the need to start with a Request for Proposal process from scratch. Once the proposals are received and ranked by a selection panel, the cost and terms of a Professional Services Agreement will be negotiated with the best qualified firm. The estimated fee will not exceed **\$20,000**. Remaining funds may need to be carried forward into the next fiscal year if the Study is not yet complete.

Project #5 - Water Filtration System at the Public Works Yard

A water filtration system is required to ensure compliance of Yard operations with our National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit with the State. Wastewater from washing City vehicles and the street sweeper cannot be directed into the storm drain system. Thus, the purpose of a treatment unit is to treat wastewater from the wash down area so the water can be recycled and reused onsite, while the overflow is sent to the sanitary sewer system instead of the storm drain system, and oil and sludge are collected and disposed of separately.

The existing treatment unit located at the Public Works Yard (**Attachment 5**) was installed in 2003. The backwash system is broken, and replacement parts are no longer manufactured. This does not prevent the unit from operating; however, it is allowing sediment and grime to quickly accumulate within the system. Because of this, the unit is operating at approximately 10% of capacity and breaks down more frequently. When that happens, we must halt all vehicle washing, including daily washing of the street sweeper, and thus, street sweeping must be halted until the unit is repaired.

The existing treatment unit appears to have been unnecessarily complex compared to today's systems. Public Works is proposing to replace the unit with a simpler system that is more cost-effective to install and maintain.

Public Works received quotes from three (3) vendors to install their proprietary, pre-engineered systems meeting environmental requirements as follows:

- **\$17,014** from Always Under Pressure (**Attachment 6**)
- \$19,334 from Environmental Cleaning Systems
- \$21,011 from California Stream

Upon adoption of the subject resolution, a Purchase Order will be issued to the low bidder. The new water filtration system is anticipated to be installed and tested before June 30, 2021.

Project #6 - Reopening City Facilities per CDC Covid-19 Guidelines

The City retained a consultant to review all occupied City buildings and identify physical improvements needed to meet Center for Disease Control (CDC) Covid-19 Guidelines to safely reopen to the public. A draft report is currently under review.

Tentatively, improvements to be recommended may include: plexiglass partitions between staff and the public, partitions between staff members, modifications at high contact areas, replacement doors, upgraded ventilation filters, etc. The cost is to be determined, with an initial order of magnitude estimate of **\$10,000**. Unspent funds may need to be carried forward into the next FY 2021/22.

FISCAL IMPACT:

Funding for all six (6) new projects is available due to a projected net surplus in revenue for Fiscal Year

2020/21.

The costs for the projects are:

1. Fire Pump Replacement at Sunset Center	\$105,483
2. Police Dispatch Renovation	50,000
3. Police Vehicles C5, C8	30,000
4. Greenhouse Gas Emissions Forecast Study	20,000
5. Public Works Yard Water Filtration Unit	17,014
6. Reopening City Facilities	<u>10,000</u>
Total	\$232,497

PRIOR CITY COUNCIL ACTION:

These projects were introduced to the City Council at the March 16, 2021 Special Meeting.

ATTACHMENTS:

Attachment #1 - Resolution 2021-016 Authorizing funding for six essential Public Safety Projects for FY 2020-21

Attachment #2 - Photos of Burned Out Pump

Attachment #3 - Quote from Brown Company

Attachment #4 - Quote from Cosco Fire Protection

Attachment #5 - Existing Water Filtration System at PW Yard

Attachment #6 - Quote from Always Under Pressure

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

RESOLUTION NO. 2021-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA APPROVING SIX ESSENTIAL PUBLIC SAFETY PROJECTS INCLUDING RATIFYING THE EMERGENCY PURCHASE OF A FIRE PUMP SYSTEM FOR SUNSET CENTER FROM THE BROWN COMPANY; RATIFYING A PURCHASE ORDER WITH COSCO FIRE PROTECTION FOR INSTALLATION OF THE FIRE PUMP SYSTEM; ALLOCATING FUNDING FOR THE POLICE DISPATCH ROOM RENOVATION AND REPLACEMENT OF TWO POLICE VEHICLES, AUTHORIZING A PURCHASE ORDER WITH ALWAYS UNDER PRESSURE FOR REPLACEMENT OF THE WATER FILTRATION SYSTEM AT THE PUBLIC WORKS YARD; AUTHORIZING FUNDING FOR A GREENHOUSE GAS EMISSIONS STUDY; AND AUTHORIZING FUNDING FOR FACILITY UPGRADES TO ALLOW CITY BUILDINGS TO RE-OPEN PER CDC COVID-19 GUIDELINES, ALL USING FISCAL YEAR 2020/21 END BALANCE

WHEREAS, the fire pump at Sunset Center unexpectedly burned out, resulting in an emergency situation and closure of the building; and

WHEREAS, Municipal Code Sections 3.12.140 and 3.12.510 allow for the dispensation in bidding procedures and contracting under emergency situations, provided that the City Council approves, by resolution, purchases of \$25,000 or more; and

WHEREAS, replacement of the fire pump and equipment in kind was determined to be the quickest and least-expensive way to restore fire protection to Sunset Center; and

WHEREAS, a Purchase Order was issued to the Brown Company, in an amount not-to-exceed \$52,962, for manufacturing and delivering the fire pump and associated equipment; and

WHEREAS, quotes were received separately from qualified fire pump installation contractors, and a Purchase Order was issued to low bidder, Cosco Fire Protection, in the amount, with 10% contingency, of \$52,520.60; and

WHEREAS, to improve safety, the Police dispatch room requires renovations, with an estimated cost of \$50,000, which cannot wait until the Police Building Renovation Project is funded; and

WHEREAS, Police vehicles C8 and C5 are no longer reliable emergency response vehicles and need to be replaced, and a leasing arrangement can be established with initial costs not to exceed \$30,000; and

WHEREAS, with a budget estimate of \$20,000, the Climate Committee seeks an environmental consultant to prepare a Greenhouse Gas Emissions Forecast Study to advance the Climate Action and Adaptation Project and allow for the City's General Plan, and it's component elements, to be updated; and

WHEREAS, the existing water filtration system at the Public Works Yard is required for the City to comply with the NPDES municipal storm water permit with the State, but it is breaks down frequently and results in halting of washing the street sweeper and other vehicles; and

WHEREAS, three quotes were received from vendors to install a pre-engineered water filtration system, with the lowest quote of \$17,014.32 submitted by Always Under Pressure; and

WHEREAS, under an abundance of caution, the City plans to reopen City Facilities following the Center for Disease Control's Covid-19 guidelines, to protect staff, visitors, and customers, and the cost for furnishing and installing consultant-recommended items estimated to be \$10,000; and

WHEREAS, a projected increase in Property Tax Secured revenue for Fiscal Year 2020/21 is sufficient to fund all six projects at this time.

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

Ratify the emergency Purchase Order of a fire pump system for Sunset Center from the Brown Company for \$52,962; and

Ratify an emergency Purchase Order with Cosco Fire Protection for installation of the new fire pump system for \$52,520.60; and

Authorize funding up to \$50,000 to renovate the Police dispatch following the design included in the Police Building Renovation Project; and

Authorize funding for the replacement of Police vehicles C8 and C5 using a leasing arrangement with initial cost to not exceed \$30,000; and

Authorize funding up to \$20,000 for a qualified consultant to prepare a Greenhouse Gas Emissions Forecast Study; and

Authorize a Purchase Order with low bidder, Always Under Pressure, for replacement of the water filtration system at the Public Works Yard for \$17,014.32; and

Authorize funding up to \$10,000 for facility upgrades to allow City buildings to re-open per Center for Disease Control Covid-19 guidelines; and

Authorize the increase of Property Tax Secured revenue in the amount of \$232,496.92 to pay for all purchases included in this Resolution, as detailed in Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 6th day of April, 2021, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

EXHIBIT A

General Ledger Account and Description	Purpose	FY 2020-21 Adopted Budget	Adjustment Amount	FY 2020-21 Amended Budget
101-119-42-42105 General Fund Expenditures Public Works Department Facilities Maintenance Division Materials and Supplies	Increase Materials and Supplies budget for COVID-19 re-opening facility upgrades	\$35,000	\$10,000	\$45,000
101-119-43-42001 General Fund Expenditures Public Works Department Environmental Compliance Division Contract Services	Increase Contract Services budget for Greenhouse Gas Emissions Forecast Study consultant services	\$89,100	\$20,000	\$109,100
503-513-00-43002 Vehicle & Equipment Replacement Fund: Capital Outlay – Building & Improvements	Increase Capital Outlay – Building & Improvements budget for purchase and installation of Sunset Center fire pump system for \$105,482.60 and Police dispatch renovation for \$50,000	\$0	\$155,482.60	\$155,482.60
101-119-40-42001 General Fund Expenditures Public Works Department Administrative Division Contract Services	Increase Contract Services budget for replacement of Public Works yard water filtration system	\$19,150	\$17,014.32	\$36,164.32

503-513-00-43002 Vehicle & Equipment Replacement Fund: Capital Outlay – Vehicles & Fire Trucks	Increase Capital Outlay – Vehicles & Fire Trucks budget for lease of two replacement Police vehicles	\$0	\$30,000	\$30,000
101-000-00-31001	Increase Property Taxes – Secured budget	\$6,302,218	\$232,496.92	\$6,534,714.92





The Brown Company

28847 Mack Street
Hayward, CA 94545
Contractor License: CA C-16, C-61 715370
NV C41A-0085145
Ph) 510-886-5260 Fx) 510-537-7707
www.thebrownco.net

2/9/2021

Carmel by The Sea
PO Box CC
Carmel-by-the-Sea, CA 93921

Attention: Cleve Waters
Re: Sunset Theater Center, Carmel
Quote: #Q21019 LEA16009

Dear Cleve:

We are pleased to offer material per description below:

750 GPM at 80 psi, 57 BHP, suction pressure at 45 psi, Driver HP: 73, site elevation of 100 feet, site temperature of 95 degrees fahrenheit, 2100 RPM, 12VDC/115AC Volts, 125/125# Flanges, Right-Hand Rotation

<u>Qty</u>	<u>Product</u>
1	Aurora, 5-481-15A, Fire Pump, UL Listed, FM Approved, Horizontal Splitcase fire pump, with suction and discharge gauges, air valve, base mounted to a
1	Clarke, JU4H-UFAEF2, Fire Pump Engine, UL Listed, FM Approved, Heat exchanger only. This equipment is UL listed and FM approved. Engine comes with coupling, muffler, flex connector, batteries, rack and cables.
1	Tornatech, GPD-12-120, Diesel Fire Pump Controller, UL Listed, FM Approved,
1	Aurora, ecc.conc, Adapters for NFPA 20 minimum pipe sizes, for minimum sizes, as needed by pump flange size
1	Aurora, JP and C, Jockey pump and controller, at 10 PSI higher than rated pump
1	LTL, Ground, Delivery - Standard,
1	startup trip, acceptance test per NFPA 20 Ch. 14 with test report,

Total Price, FOB Factory, Ground Freight Included, Not Including Sales Tax \$43,606.00

Price does not include sales tax. Sales tax will be added to order unless a valid resale card is provided at time of order. Price reflects a cash or check discount. If using a credit card, other terms apply. Attached terms and conditions shall apply. The Brown Company represents fire pump manufacturers. The Brown Company and its employees look forward to working with you with respect to the purchase of fire pumps and related products as well as assisting you in project consultation. The employees are not authorized to install or repair the products.

Payment Terms to be Net 30.

Prices valid 30 days.

Shipment is 10 weeks after release of order to production, not including holidays.

Purchase orders are to The Brown Company.

For fire water flow to test the fire pump, there must be a safe, clear area for the water to travel. We are not responsible for water damage, dechlorination or disposal.

Diesel fuel, if required, is by others. Off-loading, installation, all permits by others. Pump to be installed per NFPA 20 requirements or as local jurisdiction allows.

Notes:

This is replacement for existing diesel fire pump.

Demolition, wiring, Installation, permits, off loading and rigging are by others.

Pump is not dimensionally identical to existing. Piping and or anchorage changes will be needed.

Add \$ 2,800 for 4 week production schedule , if we confirm it is available. Existing fuel tank will be re used. We have also included new jockey pump , this can be deleted if existing unit is still functional. Deduct (\$ 1800.00)

The existing controller will not be adequate for the new engine. Therefore a new controller has been included

Very Truly Yours,



Craig Brown, The Brown Company, Representatives for Aurora Pumps, Fairbanks Pumps, and Tigerflow Systems

Accepted by: _____

Accepted Name: _____

Date: _____



COSCO Fire Protection

Fire Protection and Life Safety Specialists

March 19, 2021

City of Carmel by the Sea
Attn: Cleve Waters IV
Facilities Maintenance Division Supervisor
cwaters@ci.carmel.ca.us
831-901-7127

Re: Sunset Cultural Center
8th and Mission
Carmel, CA.

Subject: Fire pump, controller and jockey pump installation

Cosco Fire Protection, hereby proposes to furnish material, labor, permits and drawings to perform the following outlined scope of work for the sum of: \$ 47,745.60

Fitter labor.....	\$26,400.00
Permits & design.....	\$6,500.00
Jockey pump pipe, checks and valves.....	\$1,500.00
Pump Modification piping and material.....	\$6,500.00
Alarm Tech labor.....	\$2,640.00
Equipment rental.....	\$3,500.00
Bonding.....	\$705.60

Scope of Work

A. Including:

Removal of old pump and controller
Rental equipment
Includes new jockey pump piping, check valves and control valves
Includes alarm system wiring and misc. alarm material
Misc. pressure sensing line material
Permit fees and design
Disposal of old fire pump, controllers and piping
Pump and alarm testing and inspections (assist fire pump and alarms with Pump Company)

B. Excluding:

1. Structural calculations of any nature.
2. Painting, priming, masking, cutting and patching.
3. Design criteria more stringent than NFPA 13 requirements.
4. Bonding (bonding, if required, can be provided at additional cost)
5. Anti-Freeze systems and or Insulation of any nature.
6. Fire watch, temporary water or associated fees.
7. Overtime, weekend, holiday or shift work
8. Any electrical work for new fire pump controller and block heater
9. Any electrical inspections
10. Diesel fuel or tank
11. Any warrantee issues other than diesel pump and jockey pump piping

C. Clarifications:

1. Cosco Fire Protection does not assume responsibility for the structural strength of the subject building, and should structural calculations be required we will provide it at an agreed upon increase in the contract price.
- C. This proposal does not include any amounts for impacts such as interference, disruptions, rescheduling, and change in the sequence of work, or delays and/or associated acceleration. We expressly reserve the right to submit our request for any of these items should we be faced with performing work under any of these conditions.

If you would like us to proceed with the above outlined scope of work, please sign below and return and we will get started on the design/installation portion right away. Please issue a contract/P.O. for this work as soon as possible. If you have any questions or require additional information, please contact us at (800) 485-3795. This proposal is valid for 30 days.

Thank you for letting Cosco Fire Protection, Inc. be your number one source for all your fire protection needs.

Sincerely,

Accepted _____

Dated _____

Greg Garcia
COSCO FIRE PROTECTION, INC.





Quotation

WaterMaze CLT-300 Pre-treatment

Thank you for the opportunity to quote this equipment.

Always Under Pressure
990 Lonus Street
San Jose, CA 95126-3713
800-654-6879
408-998-3051
Fax-998-0881
pressurewashers.com

Company: **City of Carmel By the Sea**
Address: P.O. Box SS
Carmel, CA 93921
Attn: **Rob Culver**
Phone: 831-624-3543
Fax: 831-624-2132
Cell: 831-901-4888
e-mail: rculver@ci.carmel.ca.us

Date: January 6, 2021
Quote #: **2625**
Written by: **David R. Wyett**
Cell #: 408-685-7425
e-mail: dave@alwaysunderpressure.com
Est. Delivery: 7-10 days from order
Terms: Check or CC w/order or lease
Quote Valid: For 60 days

Qty	Part #	Description	Each	Price
1	CLT-300	WaterMaze Waste Water Treatment Tank		
		300 gl high-density, polyethylene tank		
		55° sloped bottom		
		Includes tank lid & support frame		
		Also includes two Coelescoping Cones		
1		Transfer Pump, 4/10 hp, 120 volts w/25' cord		
1		Float Switch w/25' cord, for Transfer Pump above		
1		Transfer Tank, 100 gallons		
1		Plumbing from the pit to the CLT-300		
1		Electrical for the transfer tank and float switch		
1		Misc. Plumbing		
1		Misc. Electrical Wiring		
1		Sludge Bag Collection System		
1		CLT-300 automatic Dump Valve		
1		55 gallon Drip Deck		
				\$15,985.00
Scope of Work: This is a quote to install a pretreatment system to separate oil & solids from vehicle washing. We will install a 300 gallon, cone-bottom tank beside the wash pad near the building. We will connect the pump in the sump pit to the cone-bottom tank, provide a line to overflow to the Transfer Tank. A pump in the transfer tank will send the water to the 2500 gallon storage tank. This quote includes the parts listed above and the labor to install. It also itcludes removal of the old system.				
75% with the order, 15 % on completion, 10% 10 days after completion				
For a City, County or District Discount, deduct				\$ 799.25
Lease Options Available 36 Month Lease-to-Buy				\$604.01
Sub-total				\$15,185.75
Freight-in				\$388.00
Subtotal				\$15,573.75
Tax				\$1,440.57
Total				\$17,014.32

Acceptance

Date: _____ PO#: _____

Customer Signature: _____

Thank You!



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

April 6, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Sharon Friedrichsen - Director, Contracts and Budgets
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions for At Will Executives and classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association effective June 1, 2021

RECOMMENDATION:

Adopt Resolution 2021-017 authorizing the City Administrator to restore voluntary compensation reductions for At Will Executives and classifications covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association effective June 1, 2021.

BACKGROUND/SUMMARY:

The Fiscal Year 2020-2021 Adopted Budget projected significant decreases in the City's major revenue sources, including transient occupancy tax and sales tax, due to the ongoing economic impact associated with COVID-19. The City projected a deficit of \$1 million even after enacting staffing reductions and curtailing spending on capital projects. As a result of the forecasted deficit, various City employees voluntarily agreed to defer negotiated salary increases and/or implement salary and other compensation reductions to help the City achieve cost savings and lessen the planned financial deficit.

The City of Carmel-by-the-Sea Police Department includes various staff positions represented by the Police Officers' Association (POA). Given the City's forecasted financial condition, the POA voluntarily agreed to defer the negotiated salary adjustment scheduled for July 1, 2020. In addition, various "At Will" (Exempt) Executive positions voluntarily decreased their respective compensation packages through salary, deferred compensation and/or management leave reductions.

The coronavirus pandemic is unprecedented and thus it is difficult to model consumer behavior. Despite state shelter in place and travel restrictions and other COVID-19 protocols, the City's transient occupancy tax revenue was stronger than predicted for the first six months of the fiscal year. If this trend continues for the next six months and property taxes and sales taxes also remain strong for the latter part of the fiscal year, the City is expected to end the current fiscal year with a surplus.

Based upon the projected surplus, Council may consider whether to restore these voluntary reductions

before July 1, 2021. The attached resolution authorizes the City Administrator to restore these voluntary reductions on or before June 1, 2021.

Alternative Options: Council has the option to make the restoration effective May 1, 2021 instead of June 1, 2021. Alternatively, Council may postpone making any restorations at this time and use the projected savings toward next fiscal year's budget. All voluntary reductions are currently set to sunset on June 30, 2021.

FISCAL IMPACT:

The City is anticipated to achieve savings of approximately \$41,250 due to the deferral of the July 1, 2020 negotiated salary adjustment by the Police Officers' Association if the deferral sunsets on May 31, 2021. The value of salary and benefit savings resulting from voluntary reductions made by the nine At Will positions approximates \$110,000 for the period of July 1, 2020 through May 31, 2021.

PRIOR CITY COUNCIL ACTION:

Not applicable

ATTACHMENTS:

Attachment #1 - Resolution 2021-017-Restore Voluntary Concessions

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

RESOLUTION NO. 2021-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO RESTORE VOLUNTARY COMPENSATION REDUCTIONS FOR AT WILL EXECUTIVES AND CLASSIFICATIONS COVERED UNDER THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF CARMEL-BY-THE-SEA POLICE OFFICERS ASSOCIATION EFFECTIVE ON JUNE 1, 2021

WHEREAS, the City of Carmel-by-the-Sea's Fiscal Year 2020-2021 Adopted Budget reflects a structural deficit whereby planned expenditures outpace projected revenue due to the economic impact of COVID-19 on the City's major revenue sources; and

WHEREAS, various employees have made voluntary concessions to help reduce the City's expenditures during this unprecedented time; and

WHEREAS, the At-Will (Exempt) Executive Employees have voluntarily agreed to a reduction in compensation effective July 1, 2020; and

WHEREAS, employees represented by the Police Officers Association voluntarily deferred the negotiated July 1, 2020 salary adjustment; and

WHEREAS, based upon actual performance to date, major revenue sources are projected to outpace budget projections resulting in surplus for Fiscal Year 2020-2021; and

WHEREAS, the City Council wishes to acknowledge the concessions made by these various employees and restore the reductions in compensation prior to June 30, 2021.

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

Authorize the City Administrator to restore voluntary compensation reductions for At Will Executives and Classifications Covered under the Memorandum of Understanding between the City and the City of Carmel-by-the-Sea Police Officers Association effective June 1, 2021.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 6th day of April, 2021 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk



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

April 6, 2021
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

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

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Receive an update and tentatively select proposed Fiscal Year 2021/22 Capital Improvement Program projects and provide direction to staff

RECOMMENDATION:

Receive a report regarding:

1. Fifteen (15) capital improvement projects recommended for funding in FY 2021/22
2. Six (6) Special Projects recommended for FY 2021/22 to be funded through the operating budget, specialized restricted revenues, donations, and/or volunteers
3. Ten (10) key projects and funding needs for the subsequent four (4) fiscal years, to be included in the Budget as a 5-year Capital Improvement Plan and reviewed and updated each Fiscal Year
4. Council to tentatively select projects to be funded in FY 2021/22, and direct staff to present the proposed projects to the Planning Commission for a General Plan consistency review

BACKGROUND/SUMMARY:

Capital Project Definition

A Capital Project, or a Capital Outlay, is an asset that **costs more than \$10,000** and has an expected **useful life exceeding ten (10) years**. Some of the projects listed below do not fall under the definition of a capital project and, if funded, would be added to the operating budget of the respective departments. However, these other projects are competing for the same funding as capital projects and should be considered holistically with the Budget.

Strategy

At the Special Council Meeting of March 16, 2021, the Budget and Contracts Director presented a 5-year financial forecast (**Attachment #1**) in which the current Fiscal Year 2020/21 would end with a net surplus of \$2,626,112. Council may decide to use a portion of this surplus for proposed Capital Projects for FY 2021/22. The budget forecast for FY 2021/22 is projected to invest \$829,011 into Capital and end the year with a net surplus of \$970,723.

Clearly, there are sufficient funds in the current FY 2020/21 to fund the six (6) essential public safety projects, namely the Sunset Center Fire Pump Replacement, Police Dispatch Renovation, Police Vehicles

C5 and C8, a Greenhouse Gas Emissions Forecast Study, Water Filtration System at the Public Works Yard, and Facility Upgrades to Re-open City Facilities per CDC Guidelines. These projects, collectively valued at \$232,497, were addressed under a separate resolution.

As this is the second time potential capital and special projects will be presented to Council, the objective of this Agenda item is to drill down and “lock in” only those projects which will be funded in the upcoming FY 2021/22. Other important and needed projects outside of next fiscal year will be deferred to subsequent years (i.e. included in Years 2 through 5 in the 5-year CIP Plan).

I. Staff Recommended Capital Improvement Projects for FY 2021/22 Funding

The following 15 proposed FY 2021/22 projects include only the most pressing needs for critical infrastructure, or are public-safety-related, and/or are linked to external funding opportunities. They are listed from most to least expensive, but have not been prioritized against the other projects in this category. Changes from the Special Council Meeting of March 16, 2021 are noted where applicable. **The cumulative cost of the 15 projects is \$1,344,315, as shown in Attachment #2.**

Project #1 - FY 2019/20 Citywide Annual Paving Project (4 Conglomerated CIP Projects):

April 6, 2021 Update:

- *Projected revenue from the state and regional sources (Measure X, HUTA, and RMRA combined) has increased from \$348,503 to \$380,797.*
- *The San Carlos Street Bike Route and Landscaped Median Islands were advanced from FY 2022/23 to FY 2021/22 and merged back into the Annual Paving Project, as was originally planned and designed. Estimated savings is \$25,000 versus constructing these improvements a separate project. The cost for these improvements are eligible for Maintenance of Effort credit.*
- *The Mission Street Sidewalk Repair, between Fifth and Sixth Avenues, was merged into the Annual Paving Project. The cost for this improvement is also eligible for MOE credit.*

This asphalt paving project, coupled with the San Carlos Street Bike Route, San Carlos Street Median Islands, and Mission Street Sidewalk Repair, were put on hold at the 90% level in final design last spring due to the Covid-19 pandemic.

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

The City receives restricted funding from the State for street maintenance and other transportation-related projects through the Highway Users Tax Account (HUTA) and the Road Maintenance and Road Rehabilitation funds (RMRA) enacted as part of Senate Bill 1. As a condition of receiving these funds, the City is required to allocate a portion of its local General Fund revenues for transportation-related projects. This is known as the Maintenance of Effort (MOE) requirement, which has the objective that local funds used for street maintenance and other eligible expenses are maintained, and State funds do not replace, or supplant, local funds allocated for this purpose. If the City does not meet its annual MOE requirement, it may make up the difference the following year (annual MOE of Year 1 + annual MOE of Year 2) or risk repaying back the funds to the State.

The City also receives a portion of the voter-approved sales tax allocated for transportation safety projects (Measure X) from the Transportation Agency for Monterey County (TAMC). TAMC also has a MOE requirement that is similar to the State requirement, but also includes an annual cost index increase. The MOE is calculated at **\$571,815** for FY 2021/2022.

The City is projected to receive \$200,207 from Measure X, \$102,665 from HUTA, and \$77,925 from RMRA, or \$380,797 in total. The City would be required to pay for the entire cost of the paving project, including the conglomeration projects, although it would be offset by this incoming revenue. In addition, the City receives an allocation of Regional Transportation Improvement Program (RSTIP) funds through TAMC, which is not subject to a MOE requirement. Currently \$15,311 of RSTIP funds are programmed for the Mission Street Sidewalk Repair (see narrative below) and an additional \$13,437 is anticipated for next FY.

San Carlos Street Bike Route and Landscaped Median Islands:

These two CIP projects, located on San Carlos Street between Eighth and Thirteenth Avenues, were included in the 90% design of the 2019/20 City-wide Annual Paving Project. There is no additional net cost to the City because these projects will be credited toward the MOE for the paving project and will not be constructed as a separate project. This amount reflects the Council-accepted private donation of \$17,000 from Barbara Livingston and her neighbors for the median islands.

Mission Street Sidewalk Repairs:

As approved by Council, the City was allocated \$15,311 from RSTIP funding via TAMC in FY 2020/21 to repair a significantly uneven brick sidewalk on the west side of Mission Street, between Fifth and Sixth Avenues. To remove and replace the entire 720 square feet of uneven sidewalk, a total of \$36,000 is needed. The difference of \$21,000 would be City-funded but also credited toward the MOE obligation.

Project #2 - Police Radio Antenna:

April 6, 2021 Update:

- *Monterey County will install the antenna.*

This antenna is needed to meet 2013 FCC requirements for Digital Radio usage. An Urban Areas Security Initiative grant in the amount of \$175,000 is anticipated in October 2021. The City's portion of the project would be **\$200,000**, for a combined project total of \$375,000.

Project #3 - Public Access to Digital Property Files:

April 6, 2021 Update:

- *New public access enhancement/staff efficiency project requested by the Community Planning and Building.*

The City retains a "historic property file" for each individual lot. These files are kept as physical records housed in the Community Planning and Building (CP&B) office. Numbering over 5,000 files with countless documents in each one, they contain historic permitting and land use information for each property, many of which date back to the early 1900s. These files are not only used by staff for processing permits, but also frequently reviewed by property owners, historians, journalists, real estate agents, and others who wish to research a property.

Currently, if a member of the public wants to access these files, they need to schedule an appointment to come in and physically inspect the documents. (This service has been restricted due to Covid.) On average, CP&B receives 10 appointment requests per week, with each visit requiring a staff member to sit with the customer while they review files, which takes an hour on average.

This proposed project would scan and electronically digitize all property files and utilize the City's existing, interactive GIS map tool on the website to create a link to these property-specific digital records. The end result would be the ability to go online at any time and from anywhere, click on any lot in the City, and be given a link to all public documents in the currently physical property file. This project will provide better customer service, free up staff time for productivity, and utilize technology to make operations more

efficient. This system would also be used for land use documents moving forward, as permits continue to be processed on individual properties.

Creation of this digital system would implement the 2019 CP&B Strategic Plan, Goal #7 which is to *"Improve Department operations through effective use of current technology and systems,"* and *"Digitize property files and plan archives to reduce storage space and improve access to information;"* Goal #3, *"Be responsive to customer needs and questions in a timely, proactive manner,"* and Goal #4, *"Continue to obtain data and develop GIS capability related to land-use issues."*

The estimated cost for this project is **\$132,500**, and includes scanning and digitizing all property files, indexing and migrating them onto the City's Laserfiche record system, and updating the online GIS tool. Once started, the project would take approximately one-year to complete.

Project #4 - Drainage System Repairs:

The new, City-wide Drainage Master Plan identified numerous spot repairs needed for our existing, broken, underground storm drain pipes, as well as eliminating significant "bottlenecks" in the drainage system which result in excess surface runoff flowing down streets and potentially onto private properties during heavy storms. Pre-Covid, the estimated cost was \$200,000 to design repairs for the worst defects in our drainage system. Due to budget limitations, **\$100,000** is recommended in FY 2021/22 to get started on design of this important, multi-year, major project. Construction repairs would begin in another fiscal year.

At estimated \$4M will be needed to fix the two (2) most critical bottlenecks to significantly improve the drainage system, namely eliminating the Junipero/Mission/Junipero bypass and upsizing the box culverts below Rio Road.

Project #5 - Sunset Center Hazardous Materials Testing, Remediation, and Windows:

The overdue Sunset Center Exterior Painting Project is proposed in two phases. This first phase would be to test and remediate asbestos and lead paint around the windows of the main Sunset Center buildings, and repair some of the imminently failing windows, for a cost estimate of **\$60,000**. A subsequent phase would be to complete exterior repairs and hazardous windows, and paint the exterior walls assuming the existing lead paint can be encapsulated in place.

Project #6 - Ambulance:

This capital purchase would replace the 22-year-old back up ambulance that has exceeded its life expectancy and is no longer a reliable resource. Total cost of \$275,000 could be leased/purchased at **\$55,000 per year** for a total of **five (5) years**.

Project #7 - Libraries Master Plan:

April 6, 2021 Update:

Advanced to FY 2021/22

The Library Master Plan would be led by a consultant to support the Library's Strategic Plan objective to develop facility plans for both the Harrison Memorial and Park Branch Library buildings. The plan will identify opportunities for improvements in both buildings, including ADA access, shelving, modular furniture, and improved catalog access. This plan would also include consensus building with the Library Board, Carmel Public Library Foundation, City, and community to prioritize and fund future improvement projects. The estimated fee is **\$50,000**. Because there are many improvement concepts that would bolster library services, this master plan should be adopted before subsequent renovation projects are programmed for funding.

Project #8 - Facility Maintenance Supplement (Operations Budget):

April 6, 2021 Update:

- *Project was advanced to FY 2021/22*
- *Increased allocation from \$25,000 to \$50,000*

The Facility Maintenance operating budget in Public Works has been insufficient to maintain the City's buildings. Of particular concern are historic buildings including Flanders Mansion, City Hall, First Murphy House, Sunset Center (within City's responsibility), and the Harrison Memorial Library. Although some preventative maintenance measures are being implemented, these older facilities continue to deteriorate, and the significant backlog of deferred maintenance continues to increase.

Due to the lean budget during the Covid-19 pandemic, some repairs were simply put on hold. A recent example is the Norton Court Parking Garage entrance and exit arms which has one arm broken and the other arm near the end of its life. This \$9,000 project was put on hold pending funding.

These types of repairs could be addressed more quickly by having funds pre-programmed. Therefore, an increase in the Public Works Facilities Maintenance operating budget of **\$50,000** is requested. This increased level of funding will likely be needed into future fiscal years as these older buildings, and other facilities, continue to deteriorate.

Project #9 - Police Radios:

Twenty-two (22) new Police radios would replace the existing, hand-held radios which were purchased in 2009 and are past their useful life. At \$8,200 each, this capital outlay would cost a total of \$180,400. Total cost could be leased/purchased at **\$30,000 per year** for a total of **six (6) years**.

Project #10 - Retention Schedule (Operations Budget):

April 6, 2021 Update:

- *Project was advanced to FY 2021/22*

The City Clerk issued a Request for Proposal for a consultant to update the City's retention schedule and develop a 'Trusted System' for retaining the City's electronic records. The current retention schedule puts the City at potential risk and is not only well out of date, it may be inaccurate due to changes in various governing codes.

An updated Retention Schedule and establishment of a 'Trusted System' are necessary first steps to reach compliance, accurately retain and organize the City's records, and ultimately provide the public with greater transparency and access to the City's public records. This project will also allow the City to more efficiently retain and electronically and safely store its records. The estimated cost is **\$25,000**.

Project #11 - Mission Trails Nature Preserve (MTNP) Stream Stability Projects:

An engineering and environmental consultant is needed to design and obtain environmental permits for the first three (3) of eight (8) stream restoration and erosion control measures for MTNP, as recommended in the 2019 MTNP Stream Stability Report. The majority of funding for design, environmental permit acquisitions, and construction will be from the Council-accepted \$187,000 California State Parks Per Capita Grant. As this is a reimbursement-based grant, the City is required to pay for the cost of the project in advance, as well as a non-reimbursable 20% grant match of approximately \$45,000, for a total cost of \$230,000.

Since construction would not begin until the following fiscal year, only a portion of the project funds, \$90,000, is needed by the City in FY 2021/22 for design and permit acquisitions. The \$90,000 fee would be comprised of **\$20,000** from the City plus \$70,000 reimbursement from the grant. The project is required to be completed by December 2023.

Project #12 - Forestry Management Plan (Operations Budget):

April 6, 2021 Update:

- *Advanced to FY 2021/22*
- *Eligible for Reforestation Account funds*

The proposed Forestry Management Plan would consist of hiring a consultant to review existing plans, review current forestry management practices and resources, and convene diverse stakeholder groups to create a new plan that would guide consistent decisions about species selection, succession planting, and threats to our trees. This plan would also provide a comprehensive plan for the future of Carmel's forest. The estimated fee is **\$20,000**.

Project #13 - ADA Upgrades, Year 4:

Based on the results of the City's 2018 Americans with Disabilities Act Transition Plan, funding should be programmed each year to demonstrate good faith efforts to address disability obstacles across the City. A budget of **\$15,000** is requested for FY 2021/22.

Project #14 - Park Branch Library Backup Generator:

The backup generator at the Park Branch Library is past its useful life and increasingly unreliable. If the generator is not replaced, at an estimated cost of **\$15,000**, the generator could fail at any time, and should it fail during a storm, the result would likely be flooding, damage, and mold in the library basement.

Staff met with the Central Coast Community Energy (3CE) regarding a very low interest loan. While this project qualifies, 3CE was requesting a more robust and costly backup generator system to upgrade the library building into a safe haven during City-wide power outages. Due to funding constraints, staff recommends moving forward with only the minimum required replacement generator.

Project #15 - Sixth Avenue & Devendorf Park Plaza – Community Project:

April 6, 2021 Update:

- *Council requested the start of a new, major community-oriented project.*
- *Advanced to FY 2021/22*

Attachment #3 is a draft concept of the Sixth Avenue and Devendorf Park Plaza Project. This concept sketch was prepared by a landscape architect pro bono to give us a visual of potential improvements and help the community envision possibilities for an expanded park and plaza. The project seeks to expand the footprint of Devendorf Park up to the front of the Park Branch Library and create a combined park and open air plaza where community members and visitors can gather, picnic, hang out after school, enjoy small summer concerts, attend events, shop at the weekly Farmers' Market, or take a nice evening stroll.

The concept was presented and supported by the Community Activities Commission and the Library Board, but limited vetting has been done to date. Staff recommends that we proceed to present the concept to Council, other Commissions, and the public to solicit feedback. A design charette(s) would be an ideal way to collaborate development of the plaza with the community.

No cost (other than staff resources) would be needed to launch this project in FY 2021/22, but funding of this \$2.5 to \$3 million dollar project would be requested in subsequent fiscal years for design and construction. Potential obstacles that this project may need to mitigate include: 1. Closure of Sixth Avenue, between Junipero and Mission Streets, 2. relocation of the MST bus stop, and 3. loss of parking spaces in front of the Park Branch Library. Issues 1 and 2 have been occurring for the weekly Farmer's Market for more than three (3) years with no recorded negative impacts.

Within this project also lies the opportunity to explore options for the use of permeable pavers for rainwater

control, sustainable climate-change-resistant landscaping, and a potential underground storm drainage storage tank which may be a less expensive alternative to eliminate drainage system bottlenecks downstream by capturing and slowly discharging large storm flows south of the park.

II. Staff Recommended Special Projects for FY 2021/22 with External Funding, Donations, Volunteers, and Carry-Overs from FY 2020/21 Budget

The following six (6) special projects do not appear to require any further City funding at this time; however, like all capital projects, project management oversight is needed.

Project #16 - Ocean Avenue Medians Split Rail Fence:

The Carmel Residents Association plans to donate to the City **\$55,000** for installation of split rail fence along all five Ocean Avenue raised median islands, tentatively to be installed in a saw-tooth pattern near the center of each median island, subject to Planning Commission approval.

Project #17 - Wildfire Risk Assessment Plan (Operations Budget):

The current FY 2020/21 operating budget included **\$20,000** for a Wildfire Risk Assessment Plan which can possibly be implemented in conjunction with the cities of Monterey and Pacific Grove. Staff recommends that we carry over this unused appropriation to FY 2021/22 in the Fire Department Operations Budget.

Project #18 - Wayfinding Signs:

As approved at the March 2, 2021 Council meeting, TAMC will be reimbursing the City up to **\$18,500** for approximately 15 wooden wayfinding signs. These signs will provide directions to various Carmel area points of interest, especially for bicyclists, pedestrians, and visitors. Staff will seek Commission and Council approvals once the design has been developed.

Project #19 - North Dunes Habitat Restoration Project (Operations Budget):

Noticeable improvements have been made in recent years by removing invasive trees, non-native plants, and ice plant, post and cable railing, increasing the population of endangered species, etc. To continue biological monitoring, reporting of endangered and sensitive species, and to continue enhancements, such as new interpretive signage (which may have a funding sponsor) and/or split rail border fencing (which may be installed by Carmel Cares), the remainder of the \$22,250 donation/mitigation funds provided by Ms. June Overett for removal of her nearby eucalyptus trees (approximately **\$12,250**) should be carried-over into the FY 2020/21 Public Works Environmental Programs Operating Budget.

Project #20 - Carmel Cares Projects Oversight:

Guided and supported by Public Works, Carmel Cares will continue to implement a number of potential projects currently under consideration for FY 2021/22. Other than Public Works staff oversight and equipment support from time to time, there would be essentially **no cost** to the City to proceed with the following volunteer programs and projects:

- Median Minders Program
- Pick-up Posse Program
- Tree Tenders Program
- City entry signs (wooden, compatible with wayfinding signs)
- Devendorf Park Upgrades
- Equipment donations
- First Murphy Park observation deck and ADA improvement
- Forest Hill Park and North Dunes split rail fencing
- Forest Theater repairs
- MTNP - repair footbridge near Eleventh Avenue

- Park Branch Library dumbwaiter enclosure
- Scenic Pathway, Phase 2, replacement of wood barriers
- Sunset Center wrought iron railings

Project #21 - Energy Efficiency Projects (Operations Budget):

In December 2020, Council authorized a letter to proceed to SiteLogiQ, a firm who specializes in energy efficiency evaluations. This firm completed their evaluation of most City buildings, and their report findings will be presented in an upcoming Council meeting. It is assumed that one or two “low hanging fruit” projects could begin in FY 2021/22 if entirely funded by grants, rebates, and/or on-bill financing. There would be **no cost** to the City other than project management oversight.

III. Ten (10) Additional Key Projects and Funding Needs, previously considered by Council, over the Subsequent Four Fiscal Years, to be included in the Budget as a 5-year Capital Improvement Plan

• Police Building Renovation Project:

\$1.0 million was previously budgeted for this project. The design was completed, and construction bids were received in March 2020 with the low bid of \$1.31 million, which, with a 10% contingency, would have been **\$1.44M**. Although the project was unfunded due to the pandemic, the project is still necessary and should be strongly considered for near-future funding.

• Harrison Memorial Library Renovations:

The following three (3) projects for the Harrison Memorial Library could be considered a "package deal." Should the City invest \$100,000 to paint the exterior of the library, \$100,000 to paint the interior, and another \$100,000 to replace all of the carpeting, all of which are very much needed, then the Library Board may be satisfied that the City has met its ongoing maintenance obligation for this historic building. The concept is that a **\$300,000** investment by the City may leverage up to \$500,000 of private donations for extensive interior renovations, including shelving, furniture, lighting, and other upgrades, in the library.

• Water Well and Tank Removal in MTNP:

Proper, regulatory decommissioning of the abandoned water well, and physical removal of the elevated tank are needed. Otherwise, the City continues to be exposed to potential environmental and safety liability. The cost estimate is **\$150,000**.

• Sea Level Rise/Coastal Engineering Report:

This report is requested by the Climate Committee for the Committee's Climate Adaptation Plan. A consultant would be needed for an estimated fee of **\$150,000**. The relatively high cost assumes that soil borings and laboratory testing would be needed at strategic locations along the base of the bluffs and behind retaining walls. Staff is researching if this report could be accomplished together with neighboring agencies and/or by grant opportunities.

• Backup Generator at the Harrison Memorial Library:

Quotes were received for a new generator to predominately backup the IT servers and essential equipment in the lower level of the library. There is limited outdoor space available for the generator. The quotes were under **\$60,000**.

If funded, the next steps would be to identify a suitable location for the generator with the Community Planning and Building Department, and present the project to the Planning Commission prior to processing a building permit.

• Scout House Renovation:

The roof reconstruction was completed last year. Only \$12,280 was remaining to start the renovation design when the project was unfunded. The next step would be to retain an architect to design the renovation, including the challenging ADA aspects of the project. When funding for design is allocated (**\$40,000**), construction funding (\$360,000) should be allocated for the following fiscal year. The two-phase total cost is estimated to be \$400,000.

· **Computer Servers Resilience:**

\$35,000 was previously allocated; however, most IT upgrades and modifications were implemented using operating budget funds over the past few years. However, supplemental funding will be needed periodically in subsequent years to update and maintain our technology systems.

· **GIS Development, Phase 2:**

To increase the value and usefulness of our existing, powerful, but foundational, GIS system, **\$20,000** is suggested to retain the Geographic Center at Chico State University to incorporate additional, available data from external sources and City files, including the new storm drain master plan database, into the City-wide geodatabase.

Funding would also establish initial applications to use GIS to streamline work processes between departments, such as processing building, encroachment, and tree permits. The proposed FY 2021/22 Public Access to Digital Property Files project would be compatible with future enhancements of the GIS system.

· **Uninterrupted Power Supply System:**

An estimate of **\$20,000** is needed to protect our computer systems and secure the City's data from power disruptions.

· **Stormwater Ordinance:**

With an estimated fee of **\$15,000**, a consultant with expertise in California's strict stormwater regulations is needed to update the City's ordinance to remain in compliance with state mandates. The ordinance provisions are further complicated by the Area of Special Biological Significance status of Carmel Bay.

5-Year Capital Improvement Plan

A preliminary 5-year Capital Improvement Plan will be introduced at the Council meeting.

Although only the first fiscal year (2021/22) would be funded as part of the City Budget, the remaining years serve as a planning tool to identify, early on, anticipated future projects. A multi-year plan also accommodates scheduling larger projects into multiple years, allows for more projects to be underway concurrently, and allocates construction funding only when those funds are actually needed for "shovel-ready" projects.

Note that the needs for infrastructure renewal and facility repairs far exceed the project capital outlay and year end balances for each of the subsequent four years.

IV. Council guidance for Capital Improvement Projects

Staff is seeking Council's direction on the following issues:

- Tentatively approve or modify the recommended 15 proposed projects for FY 2021/22 CIP at an estimated cost of \$1,344,315.
- Tentative approve or modify the 6 recommended Special Projects funded by others, or by funds carried over from the current FY 2020/21.
- Incorporate public comments and suggestions into the FY 2021/22 CIP.
- Direct staff to present the proposed FY 2021/22 CIP to the Planning Commission in May for a

General Plan consistency review as required by State law and the City's Municipal Code.

FISCAL IMPACT:

The 5-Year Financial Forecast was presented to Council at the March 16, 2021 Special Meeting. The fiscal impact to the FY 2021/22 Budget for Capital Improvement Projects cannot be fully assessed until specific projects are selected by Council.

PRIOR CITY COUNCIL ACTION:

The 5-Year Financial Forecast was presented to Council at the March 16, 2021 Special Meeting. That presentation was followed by a summary of completed FY 2020/21 capital projects, an introduction to essential public safety projects to be funded in FY 2020/21, an introduction of potential FY 2021/22 capital projects, including special projects not requiring additional City funds, and a list of additional projects that were previously considered by Council, but which could be deferred to subsequent years in the 5-year Capital Improvement Plan.

ATTACHMENTS:

Attachment #1 - 5 Year Financial Forecast

Attachment #2 - Table of Costs for FY 2021/22 CIP

Attachment #3 - Sixth Avenue Devendorf Park Plaza Concept Sketch

	Fiscal Years										
	FY 18-19 Adopted Budget	FY 18-19 Actual	FY 19-20 Adopted Budget*	FY 19-20 Actual**	FY 20-21 Adopted	FY 20-21 Preliminary Estimated Actual (3/15/21)	FY 21-22 Projection	FY 22-23 Projection	FY 23-24 Projection	FY 24-25 Projection	FY 25-26 Projection
Revenues											
Property	6,368,550	6,496,558	6,573,376	6,663,614	6,822,304	7,419,963	7,163,419	7,378,322	7,599,671	7,827,662	8,062,491
Sales- Bradley Burns	2,550,650	2,639,607	2,606,100	2,143,020	1,896,796	1,977,994	2,454,109	2,608,704	2,739,274	2,856,869	2,979,958
Sales- Local	2,964,870	3,079,914	3,023,000	2,611,802	3,050,000	3,581,477	4,293,615	4,493,211	4,583,075	4,698,708	4,900,611
Transient Occupancy Tax (TOT)	6,350,000	6,882,015	6,842,900	6,477,220	2,488,198	4,000,409	5,161,511	5,849,713	6,193,814	6,537,914	6,734,052
Charges for Services	2,040,620	2,521,960	2,487,435	2,139,035	2,080,159	1,651,460	2,121,762	2,164,197	2,207,481	2,251,631	2,296,664
Other Revenues	2,469,810	2,441,120	2,682,746	2,596,158	2,442,768	2,291,616	2,491,623	2,541,456	2,592,285	2,644,131	2,697,013
H.R.1319 "American Rescue Plan Act of 2021"						717,337					
Revenue Total	22,744,500	24,061,174	24,215,557	22,630,849	18,780,225	21,640,256	23,686,040	25,035,603	25,915,600	26,816,914	27,670,789
Expenditures											
Salaries/Benefits	11,129,892	9,718,662	11,500,087	10,156,434	9,595,869	9,188,163	10,424,584	10,945,813	11,493,104	12,067,759	12,671,147
CalPERS Unfunded Accrued Liability Payment	1,064,162	1,026,968	1,434,476	1,351,531	1,598,574	1,598,574	1,833,526	2,054,790	2,205,022	2,359,311	2,460,500
Services/Supplies	7,914,036	8,657,484	8,251,667	8,304,641	7,366,461	7,269,328	7,734,784	8,121,523	8,527,599	8,953,979	9,401,678
General Fund Operating Total	20,108,090	19,403,114	21,186,230	19,812,606	18,560,904	18,056,065	19,992,894	21,122,126	22,225,725	23,381,049	24,533,325
Debt Service											
Pension Bond	701,820	701,220	699,176	698,056	698,863	698,863	700,438	701,080	0	0	0
Sunset Center Bond	507,390	507,390	508,578	500,334	508,678	82,228	156,000	156,000	503,700	509,100	499,000
NGEN Radio	28,770	51,663	36,974	45,791	36,974	36,974	36,974	36,974	0	0	0
Debt Total	1,237,980	1,260,273	1,244,727	1,244,181	1,244,515	818,065	893,412	894,054	503,700	509,100	499,000
Pension Mitigation Total							1,000,000	1,000,000	1,000,000	1,000,000	1,000,000
Capital Outlay Total	4,121,040	3,778,271	1,704,509	869,596	0	140,014	829,011	876,246	907,046	938,592	968,478
Expenses Total	25,467,110	24,441,658	24,135,466	21,926,383	19,805,419	19,014,144	22,715,317	23,892,427	24,636,471	25,828,741	27,000,803
Surplus/(Deficit)	(2,722,610)	(380,484)	80,091	704,466	(1,025,194)	2,626,112	970,723	1,143,176	1,279,129	988,173	669,986
Footnotes: *The Fiscal Year 2019-2020 Adopted Capital Outlay Budget was amended to \$3.4 million. **Transient occupancy tax revenue for Fiscal Year 2019-2020 includes \$5,115,271 in actual revenue and \$1,361,949 of Hosterly Fund Balance.											
FY 20-21 Preliminary Estimated Actual Assumptions: Revenues and General Fund expenditures are projected based upon year-to-date actuals. Debt service reflects revised payment schedule due to the refinancing of the Sunset Center Lease Revenue Bond. Capital includes \$123,000 for the fire pump at the Sunset Center and \$17,014 for water filtration system at Public Works.											
FY 21-22 to FY 24-25 Projections and Assumptions											
Revenues: Property Tax: Assumes 5% growth over FY 20-21 Adopted in FY 21-22 and 3% annual growth thereafter. Bradley Burns and Measure C assumes phased in economic recovery and return to FY 18-19 performance in FY 23-24. TOT assumes phased in recovery until reaching 90% of FY 18-19 level in FY 23-24. Charges for Services and Other Revenues assumes 2% annual growth for inflation.											
Expenditures: General Fund Operating: Salaries and Benefits in FY 21-22 reflects 8% growth over FY 20-21 budget to account for restoration of FY20-21 voluntary reductions; thereafter reflects 5% annual growth over each prior year's budget. FY 21-22 through FY 25-26 salaries and benefits are based on the FY 20-21 adopted budget funded positions and assumes no increase in staffing. PERS based upon CalPERS actuarial dated July 2020 with additional amount to account for investment loss due to unrealized investment discount rate. Services and supplies assumes 5% annual inflationary growth. Debt: Based on debt schedules. Pension Mitigation: Reflects direction provided by Council on 3/2/21 to set aside funding for pension mitigation options. Capital: Per financial policies, reflects 3.5% of projected revenues.											

ATTACHMENT #2 - CIP FOR FY 2021/22

Project No.	Project Description	City Funds	External Funds
Recommended FY 2021/22 Projects			
1	Annual Paving Project, incl. San Carlos Bike Route, Islands, and Mission Sidewalk	\$571,815	\$380,797
2	Police Radio Antenna	\$200,000	\$175,000
3	Public Access to Digital Property Files	\$132,500	\$0
4	Drainage System Repairs	\$100,000	\$0
5	Sunset Center Haz Mat Testing, Windows	\$60,000	\$0
6	Ambulance (5 year lease)	\$55,000	\$0
7	Libraries Master Plan	\$50,000	\$0
8	Facility Maintenance Supplement	\$50,000	\$0
9	22 Police Radios (6 year lease)	\$30,000	\$0
10	Retention Schedule	\$25,000	\$0
11	MTNP - Stream Stability Projects, Design, Permits	\$20,000	\$70,000
12	Forestry Management Plan (Operations)	\$20,000	\$0
13	ADA Upgrades, Year 4	\$15,000	\$0
14	PB Library Backup Generator (3CE Loan?)	\$15,000	\$0
15	Sixth Avenue & Devendorf Plaza (Outreach, Funding)	\$0	\$0
TOTAL RECOMMENDED PROJECTS:		\$1,344,315	\$625,797

Project No.	Project Description	City Funds	Carry Over from FY	External Funds
Recommended FY 2021/22 Special Projects				
16	Ocean Ave Medians Split Rail Fence	\$0	\$0	\$55,000
17	Wildfire Risk Assessment Plan (Operations)	\$0	\$20,000	\$0
18	Wayfinding Signs	\$0	\$0	\$18,500
19	North Dunes Habitat Restoration (Operations)	\$0	\$12,250	\$0
20	Carmel Cares Project Oversight	\$0	\$0	TBD
21	Energy Efficiency Projects (Operations)	\$0	\$0	TBD
TOTAL RECOMMENDED SPECIAL PROJECTS:		\$0	\$32,250	\$73,500

Project No.	Project Description	City Funds	External Funds
ALTERNATE/FUTURE FY PROJECTS			
1	Police Building Renovation	\$1,440,000	\$0
2	Harrison Memorial Library Renovations (Paint, Carpet)	\$300,000	\$500,000
3	MTNP Water Well and Tank Removal	\$150,000	\$0
4	Sea Level Rise/Coastal Engineering Report	\$150,000	\$0
5	Backup Generator at HML	\$60,000	\$0
6	Scout House Renovation	\$40,000	\$0
7	Computer Servers, Resilience	\$35,000	\$0
8	GIS Development, Phase 2	\$20,000	\$0
9	Uninterrupted Power Supply	\$20,000	\$0
10	Stormwater Ordinance	\$15,000	\$0
TOTAL ALTERNATE/FUTURE FY PROJECTS		\$2,230,000	\$500,000

JUNIPERO ST

REMOVABLE
BOLLARDS

EXISTING STAIRS
W/ NEW LANDING

DEVENDORF
STATUE

EXISTING RESTROOMS
TO REMAIN

NEW
PLANTING

CENTRAL
PLAZA

- WEEKLY MARKETS
- CAFE FURNITURE
- VENDORS
- EVENT SPACE

NEW
PLANTING
JUNIPERO
STATUE

LIBRARY

NEW ENTRY
STAIRS

DEVENDORF PARK

- NEW FLAG PLAZA AND STAIRS
- EXPANDED OPEN LAWN
- REDUCED HEDGE FOR VISIBILITY
- PEDESTRIAN-SCALE LIGHTING

RELOCATED
MEMORIALS

FLAG PLAZA

RELOCATED
PLAZA STAIRS
FLAG POLE

RE-ALIGNED
PATHS

RELOCATED
MEMORIALS

NEW ENTRY

EXISTING
TREES TO
REMAIN

BOLLARDS

EXPANDED
CORNER
ENTRIES

MISSION ST

MODIFIED INTERSECTION

CARMEL PLAZA



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

April 6, 2021
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Brandon Swanson, Community Planning & Building Director
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Receive a report on paid parking in Carmel-by-the-Sea, and provide direction to staff on whether to pursue further action on a program in the City

RECOMMENDATION:

Receive a report and provide direction to staff.

BACKGROUND/SUMMARY:

Executive Summary:

Periodically throughout the years, the City of Carmel-by-the sea has explored the concept of paid parking at various levels, including implementation of pilot programs, which ultimately were not made permanent. While undoubtedly a complex and controversial topic, paid parking does have potential merits that warrant revisiting the concept from time to time. This report is intended to provide some history on paid parking in the city, potential benefits and challenges of a program, options to inform what type of paid parking could be explored, and most importantly facilitate a “yes” or “no” direction from Council as to whether staff should further pursue development of a paid parking program at this time.

Discussion:

History

In 1999, at the recommendation of the “Parking 2000 Committee”, the City of Carmel-by-the-Sea contracted with Walker Parking Consultants to conduct a parking study for the City (Attachment 1). The resulting study provided ways for the City to regulate parking and traffic in the City through a paid parking program. In 2002, the Planning Commission unanimously approved the implementation of paid parking in the business district based on recommendations from the Walker study. The plan was to install meters on city streets and charge \$0.50 cents per half hour, with unlimited parking for residents who purchased a \$60 residential sticker. The plan also allowed employees to purchase a \$5 permit to park in designated employee-only parking areas. Greg D 'Ambrosia - Assistant City Administrator, was quoted in the September 13-19 2002, Pine Cone as saying; “It raises substantial money (as much as \$1.5 million net for the City), and manages many of the historical problems with traffic congestion, noise and other things that have bothered the community and residents for years and years.” Although the City set up two streets with

meters as a test program to demonstrate the effectiveness of paid parking, the City ended up removing them and not proceeding with permanent implementation after heavy criticism and opposition from the community.

In 2012, once again, the City Council began to take steps to try and improve downtown traffic and parking issues by approving a \$233,000 Capital Improvement Plan to address congestion and parking in the village. In 2013, with those funds, the City again hired Walker Parking Consultants to assess the City's current traffic and parking issues and provide analysis to the City (Attachment 2). The 2013 Walker report offered recommendations to the City for addressing the traffic and parking concerns at the time, which were similar to those mentioned in the 2000 report. The recommendation by Walker was to remove the paid parking in the North Lot of Sunset Center and install paid parking downtown. The Council approved a pilot program to gauge the effectiveness of paid parking. The pilot program consisted of a single meter placed mid-block along each of the ten blocks lining Ocean Avenue. City staff and Council in anticipation of the pilot program conducted multiple public workshops on paid parking as well as stakeholder outreach with businesses through face to face communication and partnering with the Carmel Chamber of commerce. To aid employees, business owners and visitors, all day free parking spaces were created in areas surrounding the business district. This included the removal of the paid parking in the Sunset Center North Lot.

Ultimately, in early 2014, the City Council granted final approval for moving forward with the parking pilot program to include 10 kiosks placed along Ocean Avenue. During the pilot program, the City contracted with concierge personnel to walk along Ocean Avenue and assist motorists with the use of the kiosks. During the pilot program, a significant amount of time was spent to educate users, employees, and business owners. It is important to note that the intent of the 2014 paid parking pilot program was to increase traffic flow, minimize traffic and reduce the number of parking citations being issued to visitors (Council had previously raised the issue about the number of visitors receiving a \$25.00 citation for violating parking time limits in the village). Once again, public opposition was strong, and was the driving forces in removing paid parking. In late 2014, the decision was made to eliminate parking meters from the business district and not complete the pilot program as result of a number of business owners and residents who objected to the City installing paid parking. The parking meters in the Sunset Center North lot, which were removed as part of the pilot program to ensure adequate free parking, were never reinstalled. This resulted in an approximately \$163,000 loss per year in revenue for the city. Council has since adopted an increase in parking fines from \$25.00 to \$40.00 for overtime parking violations.

Existing Conditions

Currently, parking is free everywhere in the City of Carmel-by-the-sea. Spaces are either all day, or time-limited (e.g.: "30-minute zone"). Generally, the two areas of the city that see the most visitor use are the greater commercial area and the areas which provide the best beach access. Given the transient nature of these two areas, they could be the most appropriate locations to consider of additional parking regulations, including paid parking. The following is a breakdown of available parking in each of the respective areas:

- **Greater Commercial Area** (Generally Junipero to Casanova; 8th Ave to 4th Ave.)
 - o Approximately 1,143 total spaces (not including spaces for disabled persons)
 - § (794) - 2 hour spaces
 - § (128) - 30 minute spaces
 - § (18) - 10 minute spaces
 - § (68) - Vista Lobos parking lot
 - § (135) - Sunset Center North parking lot
- **Beach Access Areas**
 - o Approximately 258 total spaces (not including spaces for disabled persons)
 - § (116) – Del Mar Lot (all spaces on Ocean Ave, West of San Antonio)

§ (13) – San Antonio between 4th Ave. and Ocean Ave.

§ (129) – Scenic between Ocean Ave and Martin Way (City limits).

Potential Benefits and Challenges

Paid parking is a complex topic. The following is a summary of the most compelling potential benefits and challenges. If the City Council wishes to further pursue a paid parking program, staff will more deeply explore the areas discussed below, along with others that may arise during research and analysis.

Benefits - Depending on the scope, Implementation of a paid parking program could supplement City revenues annually by over one-million dollars (\$1M) based on calculations from the previous Walker Parking reports. This additional revenue could be used to improve services to residents, pay down the City's unfunded liability, maintain strategic reserves, fund deferred capital maintenance projects, or numerous other items to benefit the City of Carmel-by-the-sea. In addition to fiscal benefits, the Walker studies point out that paid parking, as a parking management system, can also help to ease congestion and availability issues in high demand parking areas. Walker concludes that paid parking should not be viewed only as a generator of revenue, but should also be viewed as a way to ensure the availability of parking spaces when and where people need them. The report states that the biggest issue is typically not a lack of parking spaces but an uneven distribution of the demand for parking spaces, which in some cases can be resolved through a paid parking system.

Challenges - Enacting a paid parking program would not be without challenges. First, as evidenced by previous attempts to implement a program, consensus does not exist among members of the public for the best approach. To be successful, a paid parking program would require a great deal of stakeholder outreach and public hearings. Second, a paid parking program also poses regulatory challenges. The Coastal Access and Recreation Element of the City's General Plan (Sections G4-1, P4-1, P4-7, P4-44) and the Zoning Title (Section 17.20.180) contain language about retaining free parking and access to the beach. In early March of this year, City staff reached out to Coastal Commission staff for some preliminary feedback on the concept of paid parking, particularly along the beach. Commission staff felt that converting spaces near the beach to paid parking would be generally inconsistent with the City's Local Coastal Program (LCP), and would not be supportive of the concept. However, Commission staff did state that if 100% of the revenue generated by the paid parking went to improve the beach overlay area of the city it may be more supportable (e.g.: pathway maintenance, dunes landscaping, restroom maintenance, construct boardwalk from Del Mar to 8th Avenue, etc.). Third and finally, execution of the program itself could pose challenges from the perspective of how to actually charge people for parking. If not done properly, parking kiosks could be unsightly and inconsistent with the character of the village. Technology is available that allows transactions to take place completely via smart phones, which removes the need for physical kiosks, but introduces challenges when members of the public may be unfamiliar with or not have access to certain levels of technology.

Options

As previously mentioned, staff is only seeking a "yes" or "no" direction from the City Council at this point as to whether the merits of a paid parking program should be analyzed in detail at this point in time. However, there are options that the Council could consider regarding the type of program the City may be interested in. These options could help to focus staff time if there is a desire to pursue a program. Those options include, but are not limited to:

1. Paid parking in both the commercial and beach access areas – By far, this option would be the most complex and controversial. The interests and concerns relative to parking in these two areas of the city are very different, so a single approach may not be appropriate. In essence, two separate programs would need to be created. The potential fiscal and parking management benefits could be large, but this option would also be the most likely to fail due to complications.

2 . Paid parking in the commercial area only – With two previously completed reports by Walker Parking Consultants, and subsequent pilot programs, parking in the commercial area of the City is by far the most well understood. This previous research would provide staff a solid foundation to begin working from. However, as with previous attempts, business owners and residents, have not supported paid parking, stating publically that it falls outside the unique character of Carmel. Based on the history of those pilot programs, public support will be a factor in the successful integration of paid parking in the commercial area.

3 . Paid parking in the beach access areas only – The beach access areas provide a unique opportunity to focus a paid parking program in a relatively small area, that regularly has a significant number of visitors. With three discrete areas (Del Mar, San Antonio, and Scenic), a program could be created that provides the benefits of paid parking in some locations, while still retaining free parking in others to maintain unrestricted public coastal access. However, the regulatory challenges are greater in this area, since any changes to public access would require amendments to the City's LCP, and verification of consistency with the General Plan and Zoning.

4 . Other – The City Council may wish to explore a differently focused paid parking program, either larger or smaller in scale than the options presented here. Possibilities may include bringing back paid parking in the Sunset Center North Lot and potentially Vista Lobos.

Direction

Staff is seeking the following direction:

1. Is the City Council interested in staff doing further research and analysis on the merits of a paid parking program in the City of Carmel-by-the-sea?

2 . If “yes”, does the Council have any guidance related to a preferred program based on the options presented in this staff report?

a . If the Council says “yes”, staff recommends pursuing paid parking in the beach access areas only. In staff's opinion, this program would be the most manageable, and has the highest likelihood for success based on the history of paid parking in Carmel-by-the-sea.

ENVIRONMENTAL REVIEW:

Not Applicable. As a report and request for direction only, this action will not result in a direct or indirect physical change in the environment. Nothing is being approved by the City Council at this point. Therefore, the action does not qualify as a “project” as defined in section 15378 of the CEQA Guidelines, and is not subject to environmental review.

FISCAL IMPACT:

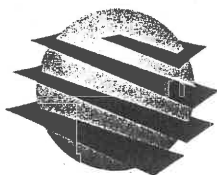
Direction from Council on whether to pursue development of a paid parking program at this time has no fiscal impacts on the City. Any staff time associated with this work would be part of the adopted City Budget. If in the future the City Council approved some form of paid parking program, the fiscal impacts would be directly tied to the number of spaces converted, and the rate which was charged. This impact would be discussed in future reports when a program was being considered for approval.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1 - 1999 Walker Parking study

Attachment 2 - 2013 Walker Parking study



WALKER
PARKING CONSULTANTS

MULTI-SPACE METER
PARKING STUDY
CARMEL-BY-THE-SEA, CALIFORNIA

Prepared for:
SCHLUMBERGER
TEST & TRANSACTIONS
MUNICIPALITIES SOLUTIONS

Initial Study
Aug '99



WALKER
PARKING CONSULTANTS

Walker Parking Consultants
2550 Hollywood Way, Suite 303
Burbank, CA 91505

Voice: 818.953.9130
Fax: 818.953.9331
www.walkerparking.com

Attachment 1

August 12, 1999

Greg D'Ambrosio
Assistant City Manager
City of Carmel-By-The-Sea
Carmel, CA 93921

Re: *Multi-Space Parking Meter Study*
Walker #37-7106.00

Dear Mr. D'Ambrosio:

We are pleased to submit the enclosed Multi-Space Parking Meter Study for the City of Carmel-By-The-Sea. The report was commissioned by Schlumberger Test & Transactions Municipalities Solutions - North America.

We look forward to discussing the report with the committee next Thursday, August 19.

Sincerely,

William E. Francis
Principal

Cc: Wade Bettisworth

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY

Attachment 1



WALKER
PARKING CONSULTANTS

PROJECT #37-7106.00/AUGUST 12, 1999

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APPENDIX

TABLE A-1 – ON-STREET PARKING OCCUPANCY

TABLE A-2 – ON-STREET PARKING OCCUPANCY

TABLE A-3 – OFF-STREET PARKING FACILITIES

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DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



WALKER ent 1
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PROJECT #37-7106.00/AUGUST 12, 1999

- Walker Parking Consultants' field personnel conducted parking occupancy counts of all on-street parking spaces (Friday, May 22) and off-street spaces (Tuesday, June 22) in downtown Carmel-By-The-Sea. Peak occupancies reached 88% (on-street) and 70% (off-street).
- The occupancies recorded above would have been even higher on Saturdays or on summer weekdays.
- On-street parking is considered fully occupied when occupancies reach 90%, since it is harder to find the last spaces and motorists hunting for them can create traffic congestion.
- All of the parking in the downtown area (with the exception of the Sunset Center pay lot) is free and most of the spaces are limited to 90 minutes.
- Free parking encourages downtown employees to park in the close-in spaces and move their cars from space to space to avoid a parking citation. This prevents visitors to the downtown area from finding convenient parking.
- Many visitors (when they do find a convenient parking space) want to park longer than the 90 minute limit.
- We have recommended the installation of multi-space parking meters, which (in conjunction with providing permit parking areas for downtown employees) would accomplish the following goals:
 - Increase the availability of convenient downtown parking for visitors to the City;
 - Allow visitors to park for an unlimited time without the fear of receiving a costly parking citation;
 - Provide specific on-street and off-street parking spaces in less convenient areas of downtown for employees at a nominal fee (\$5.00 per month);
 - Provide additional income that will allow the City to fund special programs for the benefit of the citizens of Carmel.
- We project that the net operating income from the multi-space meters will be approximately \$1,692,000 per year.

EXECUTIVE SUMMARY

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY

Attachment 1



WALKER
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PROJECT #37-7106.00/AUGUST 12, 1999

With the authorization of the City of Carmel-By-The-Sea Parking 2000 Committee (Committee), Schlumberger, Test & Transactions, Municipalities Solutions, North America (Schlumberger) commissioned Walker Parking Consultants (Walker) to study the feasibility of installing multi-space meters in downtown Carmel.

Currently all on-street parking in the downtown area is free and most spaces are limited to 90 minutes from the hours of 10:00 a.m. to 6:00 p.m., seven days per week. Most of the on-street spaces are at or near capacity most of the time between the hours of 11:00 a.m. and 5:00 p.m. This problem is partially created by employees parking in the on-street spaces and moving their cars every 90 minutes (or whenever an enforcement officer is seen marking tires).

Walker reviewed previous parking studies completed for the City, reviewed citation history provided by the Police Department, reviewed sales tax information provided by the Chamber of Commerce, met with the Committee, conducted occupancy counts of the on-street and off-street parking, and surveyed comparable cities to determine how they regulated on-street parking.

The study area is bounded by 3rd Avenue on the north, Torres Street on the east, 10th Avenue on the South, and Camino Real on the west. A map of the area is provided in Figure 1 on the following page.

INTRODUCTION

STUDY AREA

ON STREET PARKING OCCUPANCIES

On-street parking occupancy counts were conducted by Walker staff on Friday, May 21 at 11:00 a.m., 2:00 p.m. and 5:00 p.m. A spreadsheet showing the occupancy of each block face in the study area for the three counts is provided in Table A-1 of the Appendix. The following occupancies were recorded for the entire study area: 11:00 a.m. - 88%; 2:00 p.m. - 83%; and 5:00 p.m. - 77%.

However, the central area of downtown bounded by 5th Avenue on the north, Mission Street on the east, 7th Avenue on the south, and Monte Verde Street on the west experienced even higher occupancies for the 2:00 p.m. and 5:00 p.m. counts. The following occupancies were recorded for this area: 11:00 a.m. - 85%; 2:00 p.m. - 85%; and 5:00 p.m. - 87%. (Please refer to Table A-2 of the Appendix for a breakdown by street.)

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



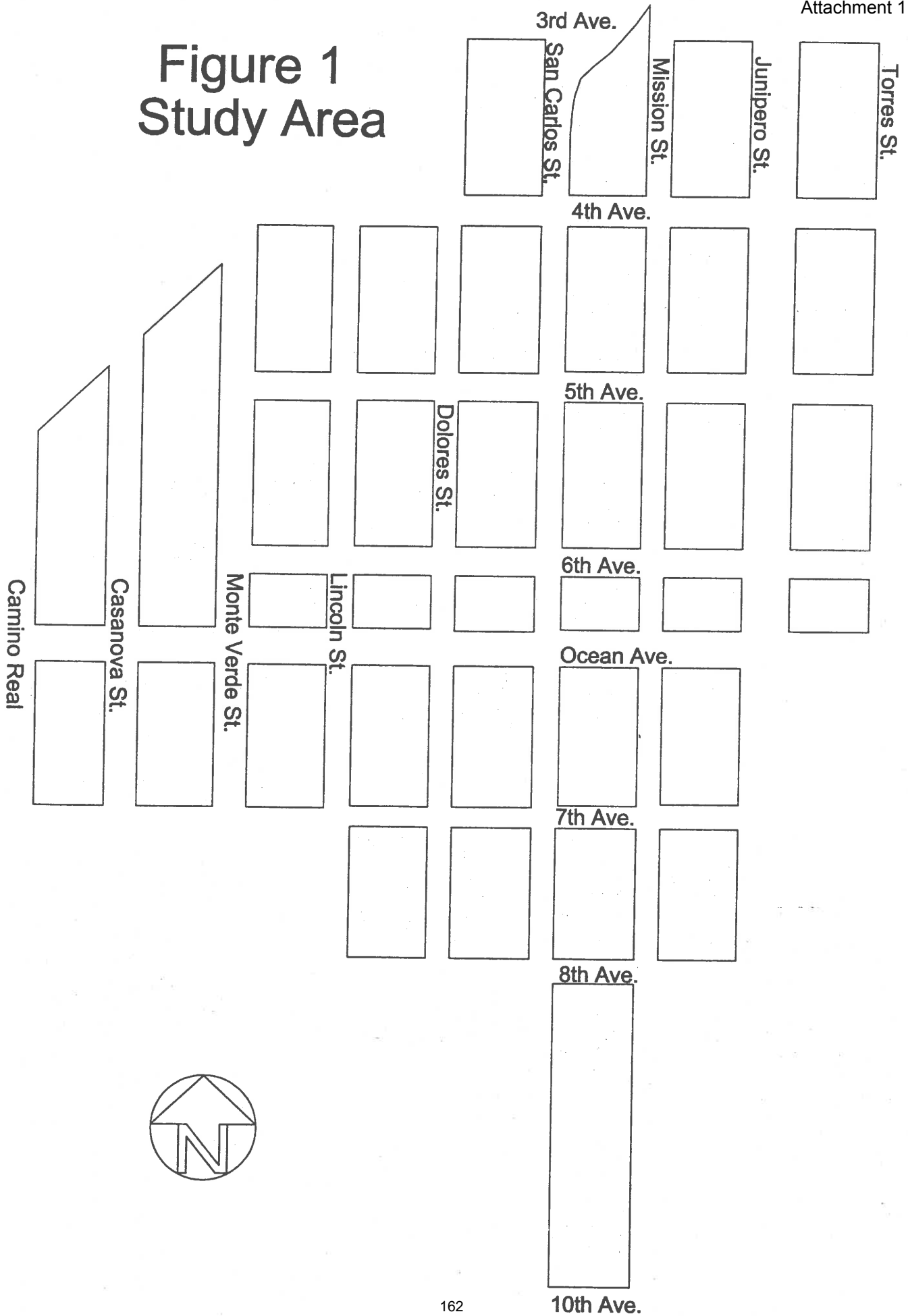
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It should be noted that on-street parking is considered fully occupied when it reaches 90% occupancy. This is called the "effective supply" in traffic engineering terms. In other words, the patron may have to search for many minutes in order to find a vacant parking space.

Also, it should be noted that the occupancy counts were taken during a non-peak day and during the off-peak season.

Figure 1 Study Area



DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



Attachment 1
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Occupancy counts were taken of all off-street parking facilities in the study area on Tuesday, June 22 between the hours of 12:30 p.m. and 3:00 p.m. In addition, three other off-street parking facilities outside the study area were counted. The off-street facilities and the number of spaces for each are provided on Figure 2 on the following page. The off-street parking facilities within the study area were 68% occupied. The three facilities counted that were not in the study area were 75% occupied. The total occupancy of the off-street parking facilities was 580 spaces or 70%. (Please refer to Table A-3 of the Appendix for a breakdown of occupancies by facility.)

Carmel has a total of 10 bus parking spaces located between Ocean Avenue and Seventh Avenue along Junipero Street that are used by tour buses. The spaces are free to the tour bus companies; however, the amount of time for which they may park is restricted to three hours.

Walker conducted a telephone survey of comparable downtown areas to determine what their policies were regarding on-street, employee and tour bus parking. The complete results of the survey are provided in Table 1 on the following page.

The major motivational factor for most cities that install metered parking is to free-up close-in parking spaces for visitors and shoppers. In order to accomplish this, area employees must be forced to park on the fringe of or outside the downtown area. Merely posting the streets with a one hour, ninety minute or two hour limit does little to keep employees from parking in front of their respective stores. If employees do not see an enforcement officer drive by marking tires, they can park for free and do not have to move their vehicles. If an enforcement officer does mark the vehicle tires on their street, they have from that time until the amount of time allowed (one hour, two hours, etc.) to move their vehicles to another on-street parking space.

The installation of meters deters employees in two ways. First, the cost (even though reasonable for short term stays) becomes expensive over an eight hour day. Second, the enforcement officer does not have to mark tires; therefore, employees have no warning and have to pay the meter each time they park to avoid a citation.

OFF STREET PARKING OCCUPANCIES

TOUR BUS PARKING

SURVEY OF COMPARABLE CITIES

REASONS FOR INSTALLING PARKING METERS

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



Attachment 1
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Table 1: Survey of Comparable Cities

City	On-Street Parking	Off-Street Employee Parking	Bus Parking
Santa Cruz	Meters - 1 hr, 2 hrs, 3 hrs, 4 hrs & 8 hrs - .15 + .75 per hour	\$16 to \$31 per month	Free
Monterey	Meters - 1 hr, 2 hrs, 12 hrs - .25 per hour	\$32.50/month, \$90/quarter, \$324.60/year	Free
Solvang	Free - unlimited time	Free	Free
Pacific Grove	Free - 2 hrs	\$65/six months; \$120/year	None provided
Newport Beach	Free - 1 hr, 2 hr & 4 hr Meters - .25, .50 and \$1.00/hr, various time limits	Free	\$14/day
Laguna Beach	Meters - .25 ea. 15 minutes, various time limits	Free	\$10/day
Capitola	Free - 2 hrs Meters - .25 ea 25 minutes, various time limits	None	\$6/day
Sausalito	Meters - \$1.00/hr various time limits	\$216/Quarterly	\$6/day
La Jolla	Free - 1 hr, 2 hrs, 4 hrs, unlimited	None	None provided

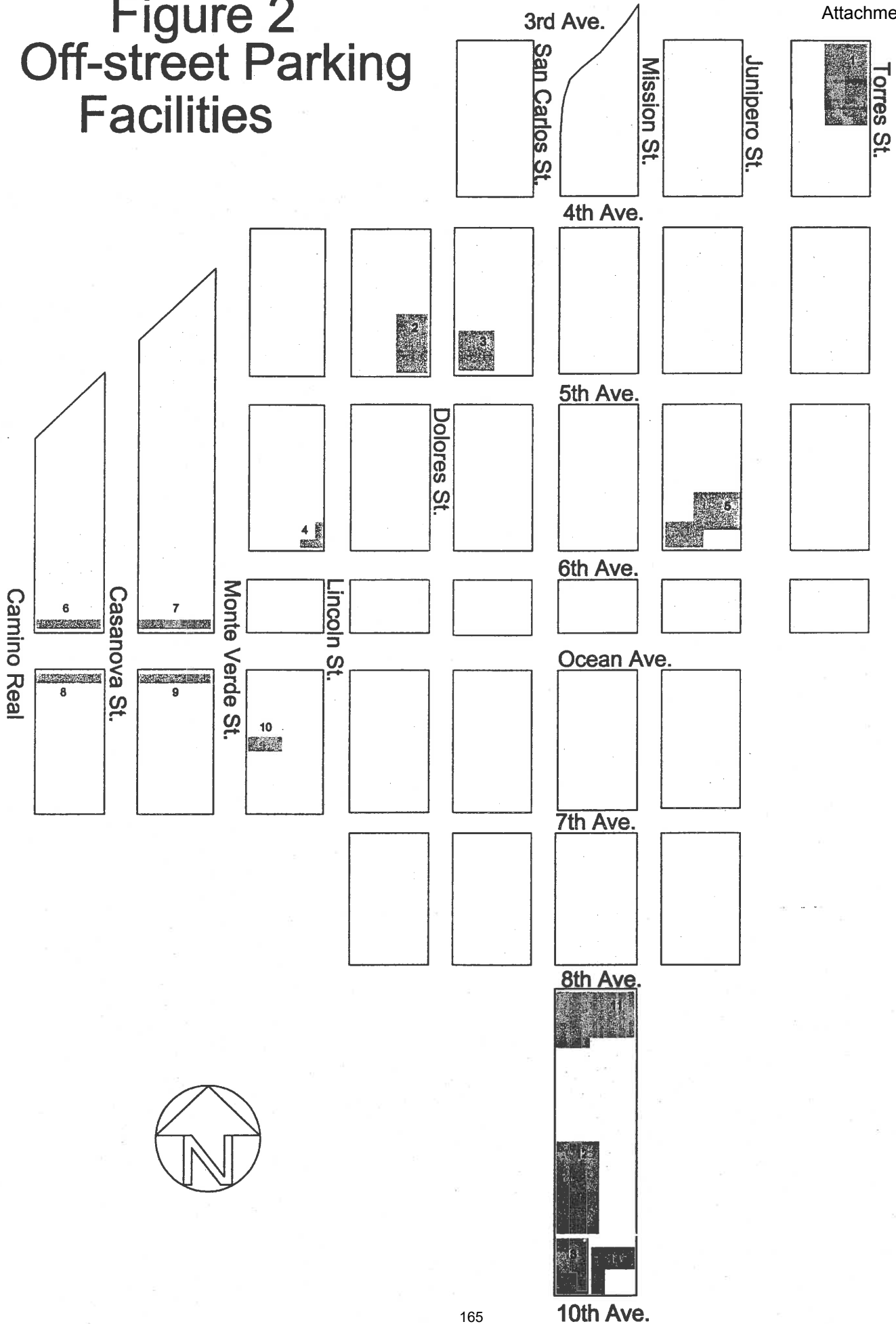
The installation of meters will not only open up additional parking spaces to area visitors, it will allow them to park for more than ninety minutes. The latter will be a tremendous aid to visitors who wish to spend an extended amount of time dining and shopping in the downtown area.

A secondary reason for installing parking meters is that the net income generated from the meters will allow the City to fund programs that will benefit the residents of Carmel. (Income, capital expense and operating expense projections are provided in a later section of this study.)

Multi-space meters work on basically the same theory as traditional parking meters. However, instead of installing one parking meter per parking space, it is only necessary to install one to three meters per block face. After parking their car, visitors proceed to the nearest multi-space meter. Directions on the rate card of each meter instruct the parkers that they may purchase time by increment by inserting coins, currency, debit card or credit card into the meter. Once the patrons have inserted the proper amount of money for the length of time they

HOW DO MULTI-SPACE METERS WORK?

Figure 2 Off-street Parking Facilities



DOWNTOWN CARMEL BY-THE-SEA**MULTI-SPACE METER PARKING STUDY**
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wish to purchase, a time dated receipt is printed from the meter. Patrons return to their vehicles and place the receipt on the dashboard. The receipt includes the expiration time and date; therefore, an enforcement officer can tell if the time has expired. (A picture of the proposed meters and accompanying specifications are included in the Appendix.)

Multi-space meters have several advantages over the traditional parking meters for cities such as Carmel-By-The-Sea.

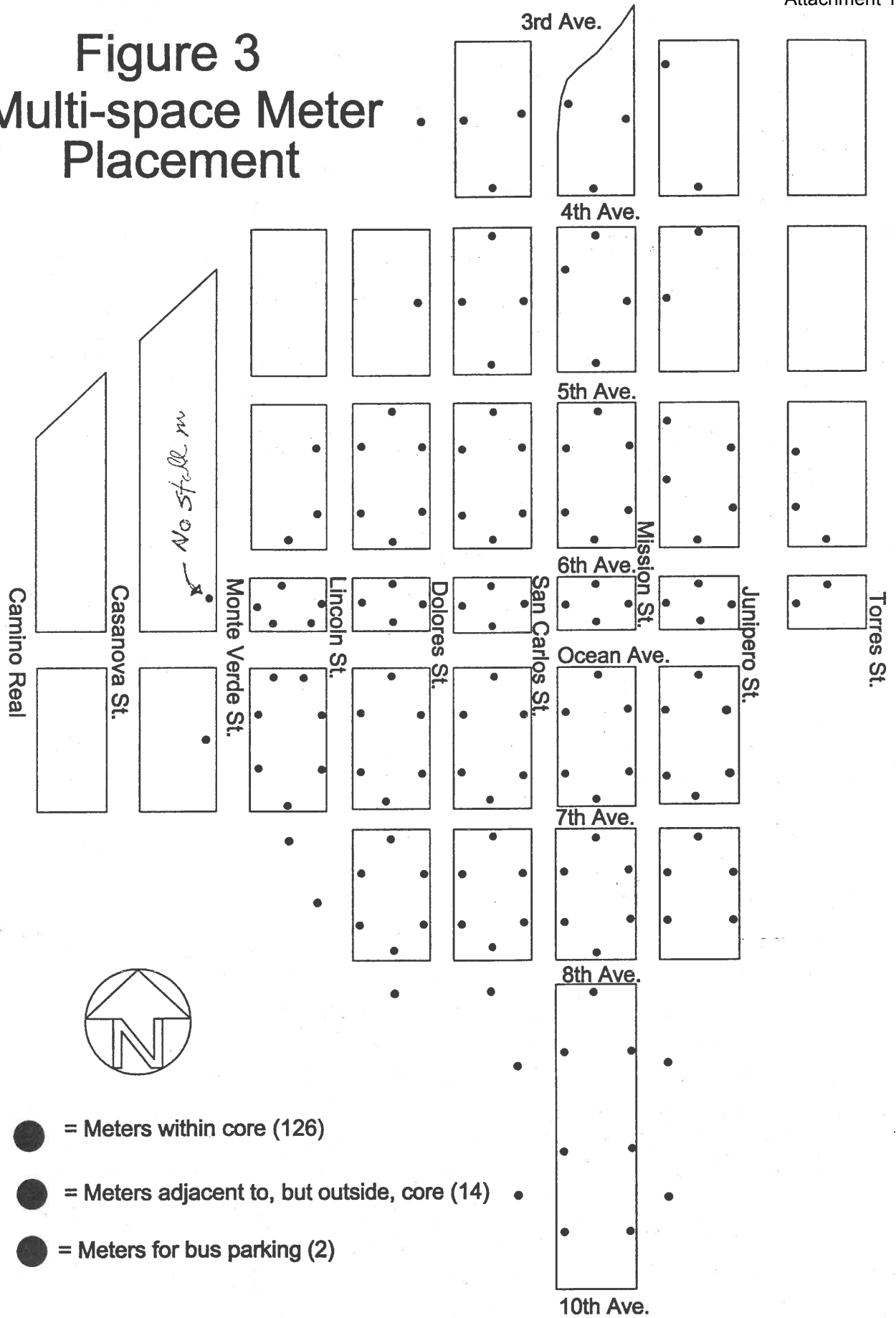
- The number of meters is greatly reduced, which in itself makes them more aesthetically pleasing than the large number of traditional meters that would be needed for the downtown area (140 multi-space meters vs. 1,049 single space meters).
- The multi-space meters can be painted or placed in aesthetically designed housings to blend with the overall architectural features of the city.
- Since fewer meters are required, maintenance and collection costs are less than the traditional meters.
- The multi-space meters allow for more payment options (coin, currency, debit cards and credit cards).
- The multi-space meters allow for more options in purchasing various time increments.
- Multi-space meters may be powered by solar energy, eliminating the installation and operating cost of electricity.
- Patrons can park more than once on the same payment as long as they have not exceeded the expiration time on the parking receipt.
- Income is not lost from patrons parking in a space that has unused time left on the meter, which often happens with traditional parking meters.

Schlumberger staff surveyed the downtown area and determined the number of multi-space meters that would be needed in order to adequately cover the downtown area. Multi-space meter placements are provided on Figure 3 on the following page. They recommend 140 multi-space meters for the on-street spaces and two meters for the bus spaces. Some of these parking spaces, which will be controlled by the meters depicted by the green dots, are currently unrestricted parking spaces.

ADVANTAGES OF MULTI-SPACE METERS
MULTI-SPACE METER LOCATIONS

Figure 3

Multi-space Meter Placement



DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



Attachment 1

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PROJECT #37-7106.00/AUGUST 12, 1999

Capital cost estimates for purchasing the required amount of multi-space meters for the downtown area are provided in Table 2 below.

Table 2: Capital Cost Estimate

Equipment	Unit Cost ⁽¹⁾	Total Cost
140 Multi-space meters	\$8,000	\$1,120,000
2 Bus Multi-space meters	10,750	21,500
Utility Van		18,000
Change Counting Equipment		5,000
TOTAL		\$1,164,500

⁽¹⁾ Includes installation costs; does not include signage costs or sales tax.

We recommend the following parking rates:

- 50 cents per half hour, no time limit for regular parking spaces,
- \$10.00 per hour, three hour time limit for bus parking spaces,
- Free parking for disabled accessible parking spaces and commercial and passenger loading zones.

Parking income projections are provided in Table 3 below. The projections are based on the following data:

- Parking occupancy and vehicle turnover data from previous parking studies conducted for the city,
- Parking occupancy data from field work performed by Walker for this study,
- Quarterly sales tax information provided by the City,
- Parking citations provided by the Police Department,
- Data provided by the Carmel Business Association.

CAPITAL COSTS

PARKING RATES RECOMMENDATION

PARKING INCOME PROJECTIONS

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY



Attachment 1
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Our projections do not include additional income that could be generated by the elimination of pavement markings, which restrict the number of automobiles that can park on any block face. Our projections also assume that the loss of income for violators would be off-set by the increase in parking ticket income.

Table 3: Income Projections

Generator	Amount
Vehicles 1,049 spaces X 1.00 per hour per space X 8 hours X 365 days X .67 average occupancy	\$2,052,000
Buses 10 spaces X \$10 per hour per space X 8 hours X 365 days X .50 average occupancy	<u>146,000</u>
TOTAL	\$2,198,000

The average occupancy of the metered parking spaces (.67) is based on the expected displacement of the majority of employees who are now parking in these spaces and moving their vehicles to avoid parking citations. We expect that many employees will purchase time when they are parking for short periods.

A majority of the displaced employee parkers will be able to be accommodated in the following parking areas:

- North lot at Sunset Center – 137 spaces;
- Vista Lobos parking lot – 68 spaces;
- Junipero Street median, between 3rd & 6th – 87 spaces;
- Junipero Street, between 3rd & 5th – 48 spaces;
- Ocean Avenue, west of Monte Verde and East of Camino Real – 53 spaces.

The 393 spaces referred to above would be made available for employee permit parking only at a cost of \$5.00 per month. These spaces will be able to accommodate up to 600 employees since employees work on different days of the week and different hours of the day. The income received from employee permit parking was not included in Table 3 since it would be off-set by the costs for administering the permit system.

DISPLACEMENT OF EMPLOYEE PARKERS

DOWNTOWN CARMEL BY-THE-SEA

MULTI-SPACE METER PARKING STUDY

Attachment 1



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PROJECT #37-7106.00/AUGUST 12, 1999

Annual operating expense projections are provided in Table 4 below. The projections are based on data provided by the City regarding salary ranges and our experience with other cities regarding staffing levels. Projected staffing levels assumes that additional enforcement will be needed in the adjacent residential areas to protect that parking from being encroached upon by the downtown employees.

OPERATING EXPENSE PROJECTIONS

Table 4: Operating Expense Projections

	Annual Salary ⁽¹⁾	Total
One Parking Enforcement Supervisor	\$45,000	\$45,000
Five Community Service Officers ⁽²⁾	39,520	198,000
Finance Specialist ⁽³⁾		6,000
Parking Receipts		18,000
Multi-space Meter Repairs ⁽⁴⁾		38,000
Amortization of Capital Costs ⁽⁵⁾		<u>201,000</u>
TOTAL		\$506,000

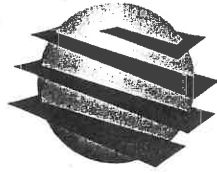
⁽¹⁾ Includes benefits

⁽²⁾ In addition to the three officers who are currently working in this area.

⁽³⁾ Additional salary and benefits to convert one Finance Specialist from part time to fulltime.

⁽⁴⁾ 3% of purchase price

⁽⁵⁾ \$1,164,500 (total capital costs) amortized over a 7 year period; at 6% interest



APPENDIX

Table A-1
On-Street Parking Occupancy
Friday, May 21

Location	From	To	Side	Total Spaces	Occupied			
					11:00 a.m.	%	2:00 p.m.	%
Torres St.	3rd	4th	East	6	2	33%	2	33%
	3rd	4th	West	9	6	67%	6	67%
	4th	5th	East	5	4	80%	5	100%
	4th	5th	West	6	4	67%	5	83%
	5th	6th	East	9	9	100%	7	78%
	5th	6th	West	12	12	100%	12	100%
	6th	Ocean	East	4	3	75%	2	50%
	6th	Ocean	West	0	0	0%	0	0%
Subtotal				51	40	78%	39	76%
Junipero Ave.	3rd	4th	East	13	13	100%	10	77%
	3rd	4th	West	9	4	44%	5	56%
	Center Island		East	10	10	100%	9	90%
	Center Island		West	12	12	100%	10	83%
	4th	5th	East	16	5	31%	4	25%
	4th	5th	West	10	8	80%	7	70%
	Center Island		East	15	14	93%	13	87%
	Center Island		West	16	16	100%	15	94%
	5th	6th	East	12	11	92%	10	83%
	5th	6th	West	12	10	83%	10	83%
	Center Island		East	17	17	100%	17	100%
	Center Island		West	17	16	94%	15	88%
	6th	Ocean	East	5	5	100%	3	60%
	6th	Ocean	West	6	5	83%	4	67%
	Ocean	7th	East	12	12	100%	12	100%
	Ocean	7th	West	2	1	50%	2	100%
	7th	8th	East	12	12	100%	11	92%

Location	From	To	Side	Total Spaces	Occupied				
					11:00 a.m.	%	2:00 p.m.	%	5:00 p.m.
Junipero Ave.	7th	8th	West	26	25	96%	26	100%	18
Subtotal				222	196	88%	183	82%	138
Mission St.	3rd	4th	East	14	13	93%	7	50%	8
	3rd	4th	West	11	11	100%	8	73%	5
	4th	5th	East	7	7	100%	6	86%	7
	4th	5th	West	12	12	100%	10	83%	11
	5th	6th	East	13	13	100%	13	100%	13
	5th	6th	West	17	17	100%	15	88%	14
	6th	Ocean	East	5	5	100%	4	80%	5
	6th	Ocean	West	5	5	100%	5	100%	4
	Ocean	7th	East	17	15	88%	13	76%	16
Mission St.	Ocean	7th	West	17	16	94%	16	94%	17
	7th	8th	East	14	12	86%	13	93%	13
	7th	8th	West	15	13	87%	12	80%	15
Subtotal				147	139	95%	122	83%	128
San Carlos St.	3rd	4th	East	5	5	100%	3	60%	5
	3rd	4th	West	13	13	100%	9	69%	7
	4th	5th	East	13	13	100%	11	85%	12
	4th	5th	West	13	13	100%	11	85%	11
	5th	6th	East	15	15	100%	10	67%	14
	5th	6th	West	17	17	100%	14	82%	16
	6th	Ocean	East	4	2	50%	0	0%	4
	6th	Ocean	West	5	4	80%	0	0%	5
	Ocean	7th	East	10	6	60%	4	40%	5
	Ocean	7th	West	16	15	94%	14	88%	14
	7th	8th	East	17	17	100%	12	71%	16
	7th	8th	West	13	12	92%	10	77%	13
Subtotal				141	132	94%	98	70%	122
Dolores St.	3rd	4th	East	0	0	0%	0	0%	0
	3rd	4th	West	7	7	100%	7	100%	1

Location	From	To	Side	Total Spaces	Occupied			
					11:00 a.m.	%	2:00 p.m.	%
Dolores St.	4th	5th	East	11	10	91%	8	73%
	4th	5th	West	15	13	87%	14	93%
	5th	6th	East	16	16	100%	13	81%
	5th	6th	West	18	18	100%	13	72%
	6th	Ocean	East	4	4	100%	0	0%
	6th	Ocean	West	4	4	100%	0	0%
	Ocean	7th	East	17	13	76%	15	88%
	Ocean	7th	West	15	14	93%	14	93%
	7th	8th	East	15	15	100%	14	93%
	7th	8th	West	16	15	94%	11	69%
Subtotal				138	129	93%	109	79%
Lincoln St.	5th	6th	East	11	10	91%	11	100%
	5th	6th	West	3	2	67%	2	67%
	6th	Ocean	East	6	3	50%	4	67%
	6th	Ocean	West	3	3	100%	3	100%
	Ocean	7th	East	18	17	94%	16	89%
	Ocean	7th	West	18	18	100%	17	94%
	7th	8th	East	16	15	94%	15	94%
	7th	8th	West	14	14	100%	12	86%
Subtotal				89	82	92%	80	90%
Monte Verde	6th	Ocean	East	5	5	100%	5	100%
	6th	Ocean	West	6	5	83%	5	83%
	Ocean	7th	East	13	11	85%	12	92%
	Ocean	7th	West	13	13	100%	11	85%
	7th	8th	East	14	14	100%	14	100%
	7th	8th	West	12	12	100%	10	83%
Subtotal				63	60	95%	57	90%
Third Ave.	Torres	Junipero	South	0	0	0%	0	0%
	Junipero	Mission	South	7	7	100%	5	71%
Subtotal				7	7	100%	5	71%

Location	From	To	Side	Total Spaces	Occupied			
					11:00 a.m.	%	2:00 p.m.	%
Fourth Ave.	Torres	Junipero	North	3	3	100%	3	100%
	Torres	Junipero	South	8	7	88%	5	63%
	Junipero	Mission	North	6	3	50%	2	33%
	Junipero	Mission	South	7	7	100%	3	43%
	Mission	San Carlos	North	7	4	57%	6	86%
	Mission	San Carlos	South	5	5	100%	4	80%
	San Carlos	Dolores	North	6	6	100%	6	100%
	San Carlos	Dolores	South	6	6	100%	6	100%
	Dolores	Lincoln	North	7	7	100%	7	100%
	Dolores	Lincoln	South	2	2	100%	2	100%
Subtotal				57	50	88%	44	77%
Fifth Ave.	Torres	Junipero	North	5	5	100%	5	100%
	Torres	Junipero	South	4	4	100%	4	100%
	Junipero	Mission	North	3	2	67%	3	100%
	Junipero	Mission	South	0	0	0%	0	0%
	Mission	San Carlos	North	6	4	67%	6	100%
	Mission	San Carlos	South	7	4	57%	7	100%
	San Carlos	Dolores	North	4	4	100%	4	100%
	San Carlos	Dolores	South	6	4	67%	5	83%
	Dolores	Lincoln	North	3	3	100%	3	100%
	Dolores	Lincoln	South	6	6	100%	5	83%
Subtotal	Lincoln	Monte Verde	North	7	7	100%	7	100%
	Lincoln	Monte Verde	South	4	3	75%	4	100%
				55	46	84%	53	96%
	Torres	Junipero	North	5	5	100%	5	100%
	Torres	Junipero	South	9	3	33%	9	100%
	Junipero	Mission	North	8	8	100%	8	100%
	Junipero	Mission	South	7	7	100%	6	86%
	Mission	San Carlos	North	0	0	0%	0	0%
	Mission	San Carlos	South	6	3	50%	4	67%
Sixth Ave.	San Carlos	Dolores	North	6	0	0%	6	100%

Location	From	To	Side	Total Spaces	Occupied				
					11:00 a.m.	%	2:00 p.m.	%	5:00 p.m.
Sixth Ave.	San Carlos	Dolores	South	8	1	13%	8	100%	6
	Dolores	Lincoln	North	9	9	100%	8	89%	8
	Dolores	Lincoln	South	8	8	100%	7	88%	7
	Lincoln	Monte Verde	North	9	9	100%	7	78%	7
	Lincoln	Monte Verde	South	9	7	78%	8	89%	8
Subtotal				84	60	71%	76	90%	60
Ocean									
	Junipero	Mission	North	10	10	100%	10	100%	10
	Junipero	Mission	South	10	9	90%	9	90%	10
	Mission	San Carlos	North	10	10	100%	10	100%	10
	Mission	San Carlos	South	10	7	70%	9	90%	10
	San Carlos	Dolores	North	10	10	100%	9	90%	10
	San Carlos	Dolores	South	9	9	100%	8	89%	3
	Dolores	Lincoln	North	10	9	90%	10	100%	9
	Dolores	Lincoln	South	9	7	78%	9	100%	3
	Lincoln	Monte Verde	North	10	9	90%	8	80%	10
	Lincoln	Monte Verde	South	10	9	90%	10	100%	9
Subtotal				98	89	91%	92	94%	84
Seventh Ave.									
	Junipero	Mission	North	7	4	57%	6	86%	7
	Junipero	Mission	South	7	2	29%	5	71%	6
	Mission	San Carlos	North	9	6	67%	7	78%	5
	Mission	San Carlos	South	7	6	86%	5	71%	6
	San Carlos	Dolores	North	8	7	88%	8	100%	8
	San Carlos	Dolores	South	8	7	88%	7	88%	7
	Dolores	Lincoln	North	9	6	67%	9	100%	9
	Dolores	Lincoln	South	7	5	71%	7	100%	7
	Lincoln	Monte Verde	North	7	4	57%	5	71%	6
	Lincoln	Monte Verde	South	9	3	33%	7	78%	5
Subtotal				78	50	64%	66	85%	66
Eight Ave.									
	Junipero	Mission	North	0	0	0%	0	0%	0
	Junipero	Mission	South	4	4	100%	4	100%	3

Location	From	To	Side	Total Spaces	Occupied					
					11:00 a.m.	%	2:00 p.m.	%	5:00 p.m.	%
Eight Ave.	Mission	San Carlos	North	8	8	100%	6	75%	6	75%
	Mission	San Carlos	South	7	6	86%	7	100%	6	86%
	San Carlos	Dolores	North	8	8	100%	4	50%	3	38%
	San Carlos	Dolores	South	7	7	100%	7	100%	6	86%
	Dolores	Lincoln	North	5	2	40%	5	100%	6	120%
	Dolores	Lincoln	South	7	7	100%	7	100%	6	86%
	Lincoln	Monte Verde	North	8	6	75%	8	100%	5	63%
Subtotal				54	48	89%	48	89%	41	76%
Grand Total				1284	1128	88%	1072	83%	990	77%

Table A-2
On-Street Parking Occupancy
Friday, May 21

Location	From	To	Side	Total Spaces	Occupied			
					11:00 a.m.	%	2:00 p.m.	%
Mission St.	5th	6th	East	13	13	100%	13	100%
	5th	6th	West	17	17	100%	15	88%
	6th	Ocean	East	5	5	100%	4	80%
	6th	Ocean	West	5	5	100%	5	100%
	Ocean	7th	West	17	16	94%	16	94%
Subtotal				57	56	98%	53	93%
San Carlos St.	5th	6th	East	15	15	100%	10	67%
	5th	6th	West	17	17	100%	14	82%
	6th	Ocean	East	4	2	50%	0	0%
	6th	Ocean	West	5	4	80%	0	0%
	Ocean	7th	East	10	6	60%	4	40%
	Ocean	7th	West	16	15	94%	14	88%
Subtotal				67	59	88%	42	63%
Dolores St.	5th	6th	East	16	16	100%	13	81%
	5th	6th	West	18	18	100%	13	72%
	6th	Ocean	East	4	4	100%	0	0%
	6th	Ocean	West	4	4	100%	0	0%
	Ocean	7th	East	17	13	76%	15	88%
	Ocean	7th	West	15	14	93%	14	93%
Subtotal				74	69	93%	55	74%
Lincoln St.	5th	6th	East	11	10	91%	11	100%
	5th	6th	West	3	2	67%	2	67%
	6th	Ocean	East	6	3	50%	4	67%
	6th	Ocean	West	3	3	100%	3	100%

Location	From	To	Side	Total Spaces	Occupied				
					11:00 a.m.	%	2:00 p.m.	%	5:00 p.m.
Lincoln St.	Ocean	7th	East	18	17	94%	16	89%	17
	Ocean	7th	West	18	18	100%	17	94%	18
Subtotal				59	53	90%	53	90%	55
Monte Verde	6th	Ocean	East	5	5	100%	5	100%	5
	6th	Ocean	West	6	5	83%	5	83%	5
	Ocean	7th	East	13	11	85%	12	92%	12
	Ocean	7th	West	13	13	100%	11	85%	13
Subtotal				37	34	92%	33	89%	35
Fifth Ave.	Mission	San Carlos	North	6	4	67%	6	100%	5
	Mission	San Carlos	South	7	4	57%	7	100%	7
	San Carlos	Dolores	North	4	4	100%	4	100%	2
	San Carlos	Dolores	South	6	4	67%	5	83%	4
	Dolores	Lincoln	North	3	3	100%	3	100%	3
	Dolores	Lincoln	South	6	6	100%	5	83%	6
	Lincoln	Monte Verde	North	7	7	100%	7	100%	5
	Lincoln	Monte Verde	South	4	3	75%	4	100%	2
Subtotal				43	35	81%	41	95%	34
Sixth Ave.	Mission	San Carlos	North	0	0	0%	0	0%	0
	Mission	San Carlos	South	6	3	50%	4	67%	3
	San Carlos	Dolores	North	6	0	0%	6	100%	4
	San Carlos	Dolores	South	8	1	13%	8	100%	6
	Lincoln	Monte Verde	North	9	9	100%	7	78%	7
	Lincoln	Monte Verde	South	9	7	78%	8	89%	8
Subtotal				38	20	53%	33	87%	28
Ocean	Mission	San Carlos	North	10	10	100%	10	100%	10
	Mission	San Carlos	South	10	7	70%	9	90%	10
	San Carlos	Dolores	North	10	10	100%	9	90%	10
	San Carlos	Dolores	South	9	9	100%	8	89%	3
	Dolores	Lincoln	North	10	9	90%	10	100%	9

Location	From	To	Side	Total Spaces	Occupied				
					11:00 a.m.	%	2:00 p.m.	%	5:00 p.m.
Ocean	Dolores	Lincoln	South	9	7	78%	9	100%	3
	Lincoln	Monte Verd	North	10	9	90%	8	80%	10
	Lincoln	Monte Verd	South	10	9	90%	10	100%	9
Subtotal				78	70	90%	73	94%	64
Seventh St.	Mission	San Carlos	South	7	6	86%	5	71%	6
	San Carlos	Dolores	North	8	7	88%	8	100%	8
	San Carlos	Dolores	South	8	7	88%	7	88%	7
	Dolores	Lincoln	North	9	6	67%	9	100%	9
	Dolores	Lincoln	South	7	5	71%	7	100%	7
	Lincoln	Monte Verd	North	7	4	57%	5	71%	6
	Lincoln	Monte Verd	South	9	3	33%	7	78%	5
Subtotal				55	38	69%	48	87%	48
Grand Total				508	434	85%	431	85%	440
									87%

Table A-3
Off-Street Parking Facilities
Parking Occupancy Counts
(Tuesday June 22)

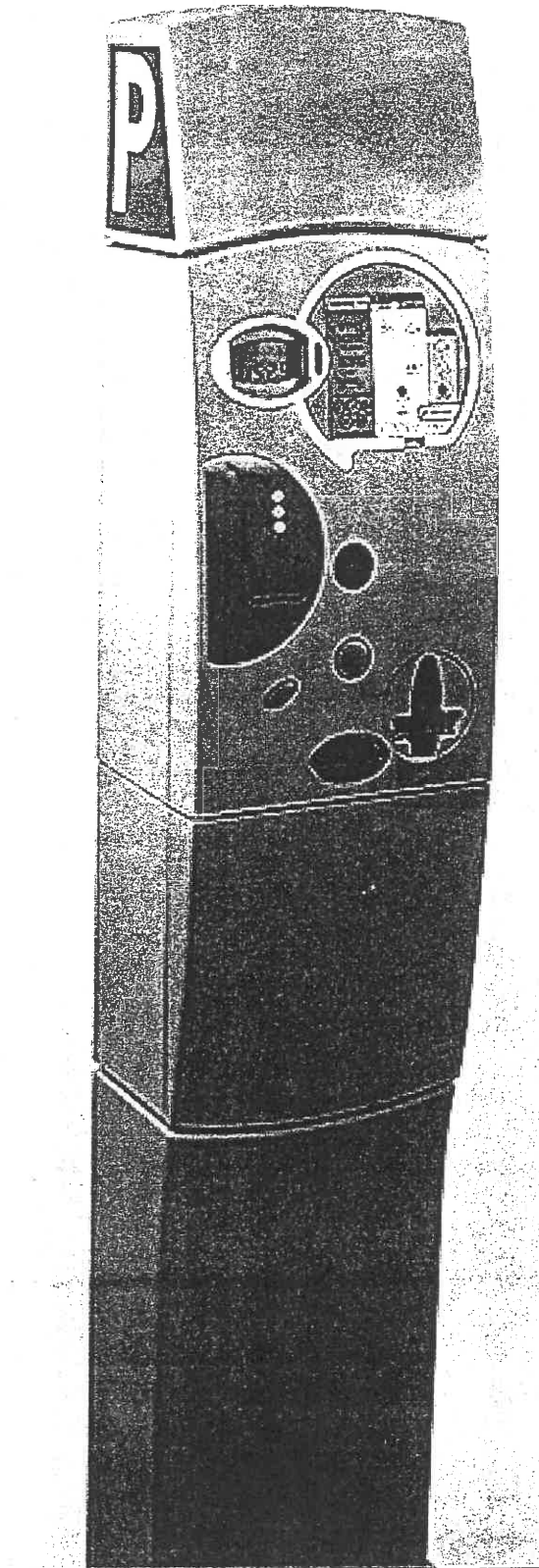
Map No.	Lot Name	Total Spaces	Occupied Spaces	% Occupied	Time
1	Vista Lobos	68	45	66.2%	3:00 PM
5	Harrison	19	15	78.9%	1:23 PM
11	Sunset Center	137	65	47.4%	12:55 PM
12	Sunset Center	34	30	88.2%	1:12 PM
14	Sunset Center	30	12	40.0%	1:05 PM
13	Sunset Center	18	6	33.3%	1:10 PM
13 ⁽¹⁾	Sunset Center	129	112	86.8%	2:05 PM
3	Post Office	18	12	66.7%	1:30 PM
2	Norton Court	37	19	51.4%	1:40 PM
4	Harrison Library	5	4	80.0%	1:50 PM
10	City Hall	9	8	88.9%	1:54 PM
7	Ocean Ave.	17	17	100.0%	12:30 PM
9	Ocean Ave.	12	12	100.0%	12:32 PM
6	Ocean Ave.	10	10	100.0%	12:35 PM
8	Ocean Ave.	<u>14</u>	<u>12</u>	85.7%	12:38 PM
Subtotal		557	379	68.0%	
a	Beach & Ocean Ave	122	112	91.8%	2:30 PM
b	Scenic Road (Ocean to City Limits)	127	87	68.5%	2:35 PM
c	Forest Theater	<u>18</u>	<u>2</u>	11.1%	2:55 PM
Subtotal ⁽²⁾		267	201	75.3%	
Grand Total		824	580	70.4%	

⁽¹⁾ Streets surrounding Sunset Center; no time restrictions

⁽²⁾ Lots a, b and c are outside the study area and not on the Area Map.

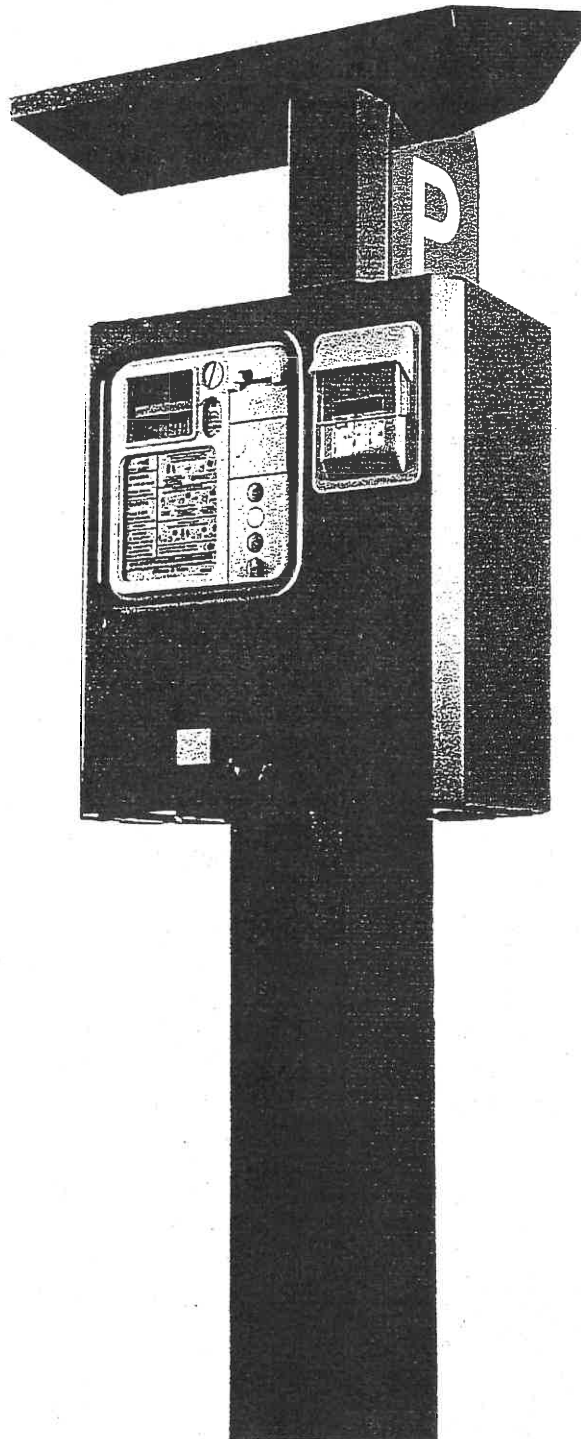
STELIO

On-Street Parking Control



PARKMASTER

Bus-Zone Parking Control





ANN ARBOR
525 Avis Drive, Suite 1
Ann Arbor, MI 48108
734.663.1070

ATLANTA
125 TownPark Drive, Suite 375
Kennesaw, GA 30144
770.218.1144

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Austin, TX 78701
512.492.0850

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October 28, 2013

Police Chief and Public Safety Director Michael Calhoun
City of Carmel-by-the-Sea Police Department
P.O. Box 600 (Southeast Junipero and Fourth Avenue)
Carmel-by-the-Sea, California 93921

Re: Downtown Parking Analysis and Parking Recommendations - Draft
Carmel-by-the-Sea, California

Dear Chief Calhoun:

Thank you very much for the opportunity to perform this study for you and the City of Carmel-by-the-Sea. Please find attached our draft findings and analysis of parking conditions in Carmel-by-the-Sea's downtown commercial district along with recommendations for managing the busy parking system.

This report contains a significant amount of data that we collected (which we detail in the appendices to the report) along with summaries and recommendations. We look forward to discussing the report with you and receiving your feedback at your earliest convenience.

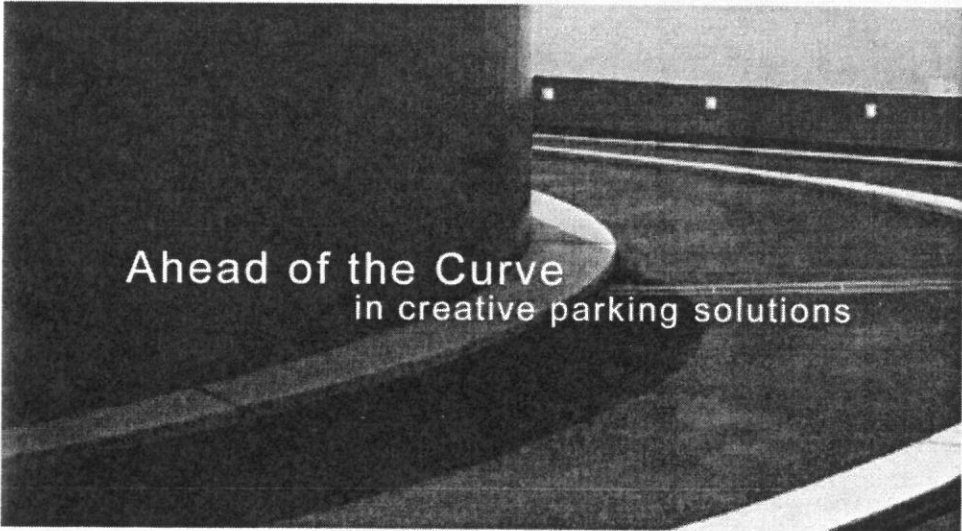
Thank you very much again.

Sincerely,

WALKER PARKING CONSULTANTS

Steffen Turoff
Project Manager

ST:dpa



Ahead of the Curve
in creative parking solutions

DRAFT

PARKING ANALYSIS AND
RECOMMENDATIONS

CARMEL-BY-THE-SEA, CALIFORNIA

Prepared for:
CITY OF CARMEL-BY-THE-SEA

OCTOBER 28, 2013



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DRAFT PARKING ANALYSIS AND RECOMMENDATIONS

CARMEL-BY-THE-SEA

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OCTOBER 28, 2013

33-1758.00

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DRAFT PARKING ANALYSIS AND RECOMMENDATIONS

CARMEL-BY-THE-SEA

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EXECUTIVE SUMMARY

Walker Parking Consultants (Walker) conducted a quantitative analysis of parking demand and supply in the downtown district of Carmel-by-the-Sea. Among our quantitative findings were the following:

- Peak parking demand was observed on a weekend (Saturday) afternoon during which time the occupancy rate for the combined on- and off-street parking system was 87%.
- The on-street parking occupancy during the (Saturday afternoon) peak was 90% but approximately two-thirds of the blocks in the area studied exceeded 90% occupancy during the peak, effectively resulting in a lack of available on-street parking along most streets in the commercial core. Peak occupancy conditions during the weekday count were essentially the same for on-street parking though lower for off-street parking.
- The on-street parking supply of two-hour and unrestricted parking spaces was found to have a deficit of 70± spaces during the peak.
- During the lunch time peak, 39 of 92 parking spaces surveyed hourly along Ocean Avenue and Dolores Street were occupied by cars staying 3+ hours, this despite time limits ranging from 30 minutes to two hours. 24 of these spaces were occupied by cars staying 4+ hours; we conclude from this data that, despite a diligent enforcement effort, long-term parkers are occupying a significant number of spaces designated for visitors and customers.
- Even during the periods of the highest parking occupancy rates, parking spaces were found to be available in City-owned off-street parking facilities and on-street parking spaces not in the immediate center of the commercial district.
- Carmel-by-the-Sea's parking challenges are more an issue of an imbalance of parking demand rather than a shortage of spaces; available spaces exist but proper policies are needed to redistribute parking demand and increase the availability of parking spaces in the busiest locations.

The overall, peak occupancy rate of the parking system in Downtown Carmel is among the highest we have observed among the dozens of parking demand studies that Walker has performed in commercial districts throughout California. Recent improvements in parking enforcement technology would provide the City with a greater ability to enforce existing parking restrictions, however paid parking, even if implemented only in those spaces experiencing the highest demand, would result in better management of the parking system overall (and could lower "ticket anxiety" for Carmel-by-the-Sea visitors). All of the comparable California coastal cities Walker surveyed for this assignment have implemented paid parking to better manage their parking systems.

While the aesthetic requirements of the City may make the implementation of paid parking more challenging than in other cities, new technologies could help mitigate the impact of paid parking on the streetscape.

The current parking occupancy conditions suggest that during busy periods, visitors are likely to have difficulty in finding an available parking space when visiting Carmel-by-the-Sea, resulting in a significant amount of traffic generated by visitors not driving to their destination

CURRENT PARKING CONDITIONS ANALYSIS



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CARMEL-BY-THE-SEA

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Table 1: Parking Space Inventory by Type

Spaces by Location and Control	Spaces	% Total
On-street	1,511	78%
Off-street City controlled ^A	312	16%
Off-street privately controlled, publicly available ^B	106	5%
Total Study Area Parking Supply	1,929	100%

^AIncludes the Vista Lobos, Sunset Center, City Hall, Harrison Park Branch Library and Post Office parking lots.

^BCarmel Plaza.

Source: Walker Parking Consultants, 2013

Draft

Table 2: Summary of On-Street Parking Space Inventory

	On Street Parking Spaces by Type						Total
	2 hr	30 min	10 min	Loading	Other*	No Time Restriction**	
Study Area Total	794	128	18	26	39	506	1,511

* Other includes, spaces reserved for police vehicles, spaces reserved for buses, ADA spaces, library patron spaces, and spaces timed for 60 and 90 minutes.

**Including spaces subject to residential parking permit requirements.

Source: Walker Parking Consultants, 2013

Table 3: Summary of Off-Street Parking Space Inventory

Number of Spaces by Type			
Reserved	ADA	Unreserved	Total
16	16	386	418

Source: Walker Parking Consultants, 2013

DRAFT PARKING ANALYSIS AND RECOMMENDATIONS

CARMEL-BY-THE-SEA



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OCCUPANCY COUNTS

Field staff performed occupancy counts in the study area on Thursday, July 11, 2013 and on Saturday, July 13, 2013 in order to identify peak weekday and weekend parking conditions. The counts began at 11:30 AM, 2:30 PM, and 5:30 PM in order to capture parking demand during lunch time, midafternoon and the dinner hour. Based on our experience, at least one of these times would reflect peak parking conditions in a commercial district with Carmel-by-the-Sea's characteristics. A space was marked as occupied if a vehicle were parked in it or if the space was otherwise unavailable.

Table 4: Summary of District-wide Parking Demand

Space Type		On Street		Off Street		Study Area Total	
Number of Spaces		1,511 spaces		418 spaces		1,929 spaces	
Date of Count	Time of Count	Number of Cars	Occupancy Percentage	Number of Cars	Occupancy Percentage	Number of Cars	Occupancy Percentage
Thursday July 11, 2013	11:00 AM	1,347	89%	208	50%	1,555	81%
	2:00 PM	1,260	83%	229	55%	1,489	77%
	5:00 PM	1,148	76%	245	59%	1,393	72%
Saturday July 13, 2013	11:00 AM	1,214	80%	177	42%	1,391	72%
	2:00 PM	1,365	90%	305	73%	1,670	87%
	5:00 PM	1,313	87%	240	57%	1,553	81%

Source: Walker Parking Consultants, 2013

The overall peak parking demand for the study area occurred during the 2:30 PM count on Saturday. During that interval, 87% of the available parking spaces were occupied, including 90% of on-street and 73% of the off-street spaces surveyed. While 2:30 PM on Saturday represented the time of peak parking demand we note the demand for on-street spaces varied little from the peak observed on the weekday or on Saturday afternoon. However, the demand for off-street spaces varied considerably more.

Table 4 suggests that the parking system overall has enough parking spaces to accommodate peak demand, not to mention more typical demand.¹ However, further analysis of the data suggests widespread areas of on-street parking were effectively not available. Meanwhile, at least 100 off-street parking spaces were observed to be available during the peak. The lack of availability of some spaces occurring at the same time that availability is observed in other spaces, particularly off-street spaces, suggests an imbalance of parking and not necessarily a shortage of parking spaces that could be remedied with the creation of more supply.

¹ It is worth noting that within the Goals and Objectives of the City's General Plan, it is stated "avoid overbuilding parking capacity by using average demand factors instead of peak demand when establishing parking requirements." (O2-5 P2-27). We note that this pragmatic approach should be considered when managing parking demand in the City's commercial district as a whole as well.

DRAFT PARKING ANALYSIS AND RECOMMENDATIONS

CARMEL-BY-THE-SEA

**WALKER**
PARKING CONSULTANTS

OCTOBER 28, 2013

33-1758.00

EFFECTIVE SUPPLY

It is unrealistic to expect parkers to search for and find the last available parking spaces without experiencing significant frustration and perceiving that parking is inadequate. A margin of extra spaces in the supply minimizes circulation problems so that drivers can find spaces in a reasonable amount of time.

At the same time, an evaluation of a parking system needs to account for factors that can reduce the number of spaces available to the parking public. In an imperfect world, drivers sometimes "mispark," taking up more than one space when they park. Some vehicles are so large that they do not fit into one stall. Workers performing routine work or maintenance on the street, in a parking lot or a nearby facility may need additional spaces for their equipment and their safety.

To account for these factors, Walker Parking Consultants assesses the adequacy of a parking system by incorporating a "cushion" into the parking supply. This cushion, or effective supply factor, lowers the calculated number of available parking spaces.

Visitors in particular, who by definition are less familiar with the area in which they are parking, need to be able to find spaces in a conveniently located, well-marked area. The effective parking supply factor thus allows for a more efficient use of a parking facility. The calculation of the effective supply factor for the study area requires careful consideration of several factors.

These factors include the size of the parking system, the type of spaces, the users' familiarity with the system, and the level of turnover. Typically parking spaces purposed primarily for employees need a smaller effective supply factor than spaces intended for visitors. Visitors are less familiar with the parking system tend to have higher turnover rates over the course of a day. They are more likely to park in different places and on different days.

Conversely, drivers familiar with the area tend to park more efficiently. This tendency is because members of these groups park in the location on a daily basis, are more familiar with the parking system, typically use the same parking areas each day, and frequently park in one place all day. As a result, on the one hand, they create less congestion. On the other hand, when they occupy a parking space, one long-term parker parked all day can prevent many short-term parkers from finding a space.

The effective supply factor applied to parking spaces can also be a function of the expectations of drivers and the desirability of the destination. In a high-demand location, the historic standard of 0.85 for on-street spaces we suggest would be too low. Recently in the parking industry we discuss a standard of one to two available parking spaces per block. We believe this standard to be appropriate for Carmel given the high demand for spaces and block faces that may contain $17 \pm$ parking spaces.

Consequently, in our analysis of the effective parking supply, we apply an effective supply factor of 0.90 for time-restricted and unrestricted on-street spaces, as well as publicly available

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Table 7: Summary of Effective Supply on Survey Days

Space Type		On Street		Off Street		Study Area Total	
Effective Supply		1,340 spaces		377 spaces		1,717 spaces	
Date of Count	Time of Count	Number of Cars	Adequacy/ (Deficit)	Number of Cars	Adequacy/ (Deficit)	Number of Cars	Adequacy/ (Deficit)
Thursday July 11, 2013	11:00 AM	1,347	(7)	208	169	1,555	162
	2:00 PM	1,260	80	229	148	1,489	228
	5:00 PM	1,148	192	245	132	1,393	324
Saturday July 13, 2013	11:00 AM	1,214	126	177	200	1,391	326
	2:00 PM	1,365	(25)	305	72	1,670	47
	5:00 PM	1,313	27	240	137	1,553	164

Source: Walker Parking Consultants, 2013

During the interval of peak demand, our overall analysis of the parking supply within our study area shows an overall surplus of 47± spaces (Table 7). The surpluses are many times higher during other periods when counts were performed. However, this surplus should not distract one's attention away from the 25± space deficit of on-street parking spaces. Table 8, below, provides a summary of the on-street parking adequacy and deficits by street for the interval of peak parking demand. Table 8 shows an actual deficit of 63± two-hour on-street parking spaces and seven unrestricted spaces.

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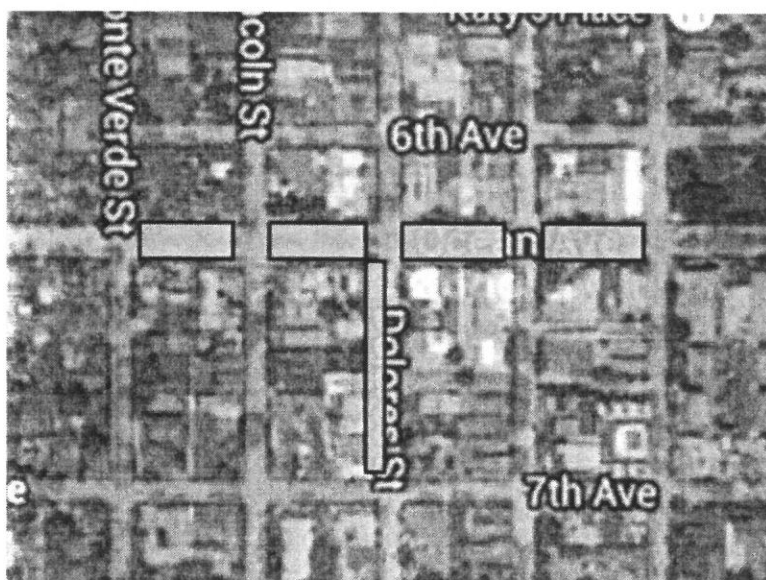
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We note that the spaces inventoried consisted of time restricted spaces. During our field work, parking enforcement was observed to be very active, chalking tires and issuing citations. However, in our experience enforcing time limits is an extremely time consuming and labor intensive effort. Drivers who regularly stay parked for more than the posted time limit (typically employees) become adept at determining the timing and pattern of enforcement, moving their vehicles (and alerting others to do so), and wiping off chalk marks applied for enforcement purposes. These efforts are made in order to avoid receiving a parking citation.

Figure 3: Map of LPI Area



For the LPI, field staff for Walker Parking Consultants recorded identifying license plate information from each car parked in the two LPI areas on an hourly basis with the first inventory starting at 10:00 AM and the last inventory starting at 8:00 PM. The LPI was performed on a weekday in July 2013.

The collected data were then analyzed to determine how long each vehicle was parked in the LPI area. Cars parked for three hours or longer were assumed to belong to area employees. Cars parked for less than three hours were assumed to belong to visitors [tourists or residents]. Based upon our assumptions, we drew the following conclusions.

Overall, Walker Parking Consultants counted separate 534 vehicles occupying the 92 parking spaces surveyed during the LPI. Table 9, below, summarizes the lengths of stay of the 534 vehicles inventoried during the LPI.

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COMPARABLE MUNICIPALITIES

Per the scope of services for this assignment, Walker was requested to perform a survey of parking policies in three comparable municipalities in order to determine how cities similar to Carmel manage their parking systems. In determining the comparable cities, Walker used criteria provided by the staff of the City-of-Carmel-by-the Sea. Table 10, below, summarizes the criteria.

Table 10: Criteria for Selecting Comparable Municipalities

Population between 3,500 and 25,000
Located in a coastal county of California
Tourism is an important part of economy
Strong "sense of place/quality of life" community
Similar scope of services ("hybrid delivery:" provides safety and posterity services but does not provide enterprise services like water, sewer, transit, harbors or airports)
Management/governance reputation
Slow growth

Source: City of Carmel-by-the-Sea, 2013

Based upon these criteria Walker understood that Carmel-by-the-Sea has identified the following cities as comparable:

- Capitola
- Carpinteria
- Laguna Beach
- Pismo Beach
- Sausalito
- Scotts Valley

From this list, Walker determined the following cities in California as the most appropriate for parking policy research: Capitola, Laguna Beach, Pismo Beach, and Sausalito. In surveying each of these municipalities, Walker sought information on how each cities' parking policies addressed on- and off-street parking demand and supply in core commercial areas. Table 11, below, summarizes the findings of the survey.

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FINDINGS

Carmel-by-the-Sea experiences a high demand for on-street parking spaces in its commercial core. While a preliminary review of data provided by City staff and observations of the enforcement operation suggest a diligent effort at enforcement, our findings indicate that the operation of a parking management system in the study area suffers from structural challenges:

- Policies are inadequate to address and manage the high demand for parking in the district;
- Outdated and inefficient technology; and
- An insufficient number of enforcement staff, particularly given the large area that is enforced, the type of technology and the policies in place.

Walker reviewed a number of parking system policies, practices, procedures and technologies for the purpose of addressing the challenges and needs of the parking system in Carmel-by-the-Sea's commercial core. Notable among these considerations, City staff instructed Walker that any new parking policies should minimally impact the streetscape in terms of the infrastructure needed to implement the new policies.

We have determined that options for improving management of the parking system and parking space availability include improving the enforcement technology and related procedures, establishing some measure of paid parking, or a combination of these two measures.

We believe that the goals and recommendations contained in this section are consistent with the City's Circulation Element based on its policies related to parking's impacts on overall land use goals and, by extension, the efficiencies gained through shared parking. The goal of these recommendations is to maximize the efficiency of the parking system in order to improve the customer service experience of drivers to Carmel's commercial district while minimizing the need for parking spaces that may sit empty for significant periods of time, thus harming the special nature of the district.

PAID PARKING AS A PARKING MANAGEMENT TOOL

Without paid parking, popular commercial districts suffer from the same challenge. Business owners and employees arrive at the destination first and park in the most convenient and visible spaces. Visitors and customers who arrive later, and are less familiar with the area, then face challenges in finding parking as the best spaces are taken up by long-term parkers. By charging an hourly rate for spaces, long-term parkers park in less expensive locations and make way for later arriving short-term parkers.

Despite frequent perceptions to the contrary, paid parking should be viewed as the most efficient way, and usually the only efficient, way to manage and allocate parking demand. It should not be viewed primarily as a generator of revenue. Paid parking should be viewed as a way to ensure the availability of parking spaces when and where people need them. Parking availability is typically the most important criteria of the parking system.

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area *could* improve availability for the general public, typically improved parking management measures are more effective in improving parking availability than is simply creating more spaces because the biggest issue is not a lack of parking spaces but an uneven distribution of the demand for parking spaces between on-street spaces (for which there is high demand) and off-street spaces (for which there is lower demand).

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METHODS OF IMPLEMENTING PAID PARKING

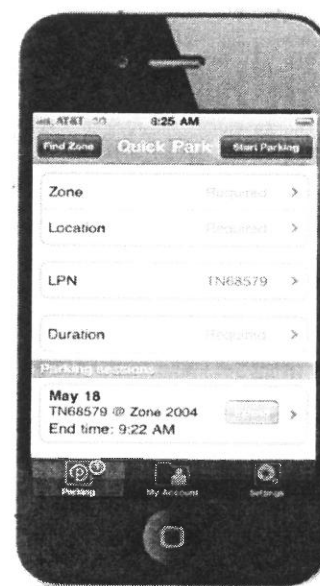
RECOMMENDED: PAY-BY-CELL

A credit card and a cellular (not necessarily a smart) phone is all the motorist needs to use this system:

- The cell-by-phone vendor sets up an account with/for the City;
- Signage advises motorists to call a designated phone number to pay for parking;
- Upon parking, the motorist calls the pay-by-cell vendor's automated payment line;
- First time users register their license plate and provide credit card payment information;
- The motorist is prompted to select the desired parking time;
- The pay-by-cell vendor charges the motorist or the City a convenience fee, typically \$0.35 per transaction; and
- The pay-by-cell vendor deposits the parking fees into the City's established bank account, keeping the convenience fees.

PbC systems can send a text message to the cell phone to advise of time expiration and can offer the option to add time if within the City's time limits.

While PbC systems are currently being implemented throughout the country only in rare (though an increasing number of) cases has PbC been implemented by itself, without an additional method by which to pay at a parking meter. The PbC option would provide Carmel-by-the-Sea with the attractive option of paid parking with no parking meters. However, challenges with a PbC only system in Carmel would consist primarily of the need to inform the public of the existence of the system as well as how to use it. Signage on the sidewalk in some form would likely be necessary to communicate this information to the public; something that we understand should be avoided or minimized.



We have analyzed the use of PbC as a standalone payment system without additional payment options and rejected this option. However we believe that it is likely a component of a larger payment solution.

Figure 4: Sample PbC Screen

RECOMMENDED: MULTI-SPACE METERS (MSMS)

MSMs, which accept credit cards and may also accept paper currency, have been implemented by cities specifically to reduce or eliminate the sidewalk clutter of a single space

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To minimize the impact on the streetscape, Walker considered the installation of MSMs at one or several strategic locations around but not in the commercial district, such as the Vista Lobos and Sunset (Center) lots for those parkers who chose not to pay for parking with their cell phones. Drivers could be directed to these lots using signage and either A) pay for parking in the peripheral location and drive to their destination, parking on street or B) choose to park free in these lots, thereby furthering the goal of redistributing parking demand away from the busy core of the commercial district. A pay-by-plate (PbP) MSM system could be integrated with a PbC system. However, Walker rejected the employment of PbP MSMs in these peripheral locations. We recommend PbP only if the MSMs are located in close proximity to where paid on-street parking is being implemented, basically on the street.

*RECOMMENDED: RESIDENTIAL PARKING PERMITS**Draft*

We note the use of residential parking permits at meters in a number of coastal cities including several of the comparable cities noted earlier. To implement this policy, City residents would register their license plates as special parking permits, entitling them to park in paid parking spaces without needing to purchase time. In other words, such a policy would likely fit with the parking enforcement regimen of pay-by-plate MSMs and pay-by-cell.

Figure 5: Sample Multispace Meter (MSM)

To the extent that the California Coastal Commission (CCC) must approve new parking policies in the City, the creation of this policy of preferential parking permits could be subject to scrutiny or challenge. However, as noted, there are other California coastal cities that allow residents to purchase parking permits for use at parking metered spaces.

ENFORCEMENT

The proposed system would be enforced via mobile license plate recognition (LPR) with fully integrated multi-space meter, pay-by-cell, permit and mobile LPR software systems. Walker typically recommends system capabilities and performance based specifications, not system providers; however, a T2-based system brought to market in the last two years is one of very few installed systems that incorporates all these capabilities has been beta tested.

With virtually all parking payments utilizing license plates and being enforced via mobile LPR, the T2 based system is a cutting edge solution. Walker has identified only a handful of installations that have fully integrated permit, multi-space meter, and pay-by-cell and mobile LPR software systems. Most of these systems were implemented on college campuses but can serve municipalities as well. Loyola Marymount University (LMU) in Southern California

⁴ We note that residential permits do not help and may hinder the turnover of metered spaces. However, they should be considered, if necessary, to get residents comfortable with the idea of paid parking.

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- Improved signage directing the public to use the Sunset and Vista Lobos parking lots, which are underutilized;
- Use proceeds from the City's parking in lieu fee program to provide more parking spaces within the district;
- The leasing of a limited number of available parking spaces from the owners of private off-street parking lots for use by employees or visitors. Leasing existing available spaces is far more cost effective than building new parking;
- Incenting the use of alternative modes by employees to access the district. These incentives could include bicycle parking facilities in existing off-street parking facilities, subsidized transit passes for employees, or potentially a shuttle to serve employees and visitors to the area;
- Eliminating paid parking for the general public in the Sunset Lot in order to encourage greater use of this parking facility;
- In an effort to provide balance to a more efficient parking citation issuance process, implement an ambassador-style approach to enforcement that emphasizes compliance over issuance of citations and takes into account the experience of visitors to Carmel.
- As part of the ambassador approach to parking enforcement, and in an effort to be more fair and customer focused, establish a system of graduated or tiered parking citation fines whereby first time offenders pay a fraction of the current citation rate and second offenders pay more per citation than for a first-time parking violation. Habitual offenders, who typically represent the bulk of the parking management challenges, would then pay several times the current citation rate.
- The creation of a Parking Benefit District (PBD) for the commercial core which would receive and allocate a portion of the parking revenue generated in the area for public improvements. Members of the PBD would also advise the City regarding the comprehensive management of on-street and off-street parking supplies to ensure that policies be maintained to distribute parking demand evenly throughout the parking system to maximize parking availability for the public. If parking spaces are going to generate revenue, on many levels it makes sense to return at least a portion of that revenue to the area from which it is generated.

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Table A-1: On-Street and Off-Street Parking Inventories

Location	From	To	Number of Spaces by Time				Total
			2 Hr	30 min	Other	Unreserved	
Juniata Ave	3rd	4th					20
	4th	5th	17	3	4	4	28
	5th	6th					25
	6th	7th	27				27
	7th	8th					34
Mission St	3rd	4th					26
	4th	5th	22	3			25
	5th	6th					31
	6th	7th	37				37
	7th	8th					34
San Carlos St	3rd	4th					17
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Dobson St	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Lincoln St	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Monte Verde St	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Carmel Plaza	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Sunset Center (North) Market	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Sunset Center (Southwest)	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Sunset Center (Southeast)	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24

Location	From	To	Number of Spaces by Time				Total
			2 Hr	30 min	Other	Unreserved	
Third Ave	3rd	4th					20
	4th	5th	17	3	4	4	28
	5th	6th					25
	6th	7th	27				27
	7th	8th					34
Fourth Ave	3rd	4th					26
	4th	5th	22	3			25
	5th	6th					31
	6th	7th	37				37
	7th	8th					34
Fifth Ave	3rd	4th					17
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Sixth Ave	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Seventh Ave	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24
Eighth Ave	3rd	4th					11
	4th	5th	26	3			29
	5th	6th					28
	6th	7th	24				24
	7th	8th					24

Facility Name	Number of Spaces by Type		Total
	Reserved	Unreserved	
A Vista Lobos	2	58	60
B Post Office		18	18
C Harrison Library Park Branch	4	16	22
D City Hall	3	4	8
E Carmel Plaza	4	102	106
F Sunset Center (North) Market	2	118	120
G Sunset Center (San Carlos / Middle)	3	26	31
H Sunset Center (Southwest)	3	17	20
I Sunset Center (Southeast)	4	27	33
Totals	16	386	418

Source: Walker Parking Consultants, 2013

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PROJECT NUMBER 33-1758-00

OCTOBER 28, 2013

Table A- 3: Parking Occupancy Counts Weekend

SATURDAY, 11 July 2013 11:00 AM

STREET	FROM	TO	NUMBER OF SPACES OCCUPIED					OCCUPANCY PERCENTAGE					SUPPLY ADEQUACY DEFICIENCY				
			2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other
Corbin St.	3rd Avenue	Coastal	70	2	0	0	3	73%	33%	0%	0%	0%	0	0	0	0	0
Autopark Ave	3rd Avenue	8th Avenue	106	6	2	0	1	115	82%	48%	50%	—	79%	16	3	0	2
San Carlos St.	3rd Avenue	10th Avenue	79	13	0	4	0	68	79%	68%	0%	—	77%	10	5	1	0
Del Norte St.	3rd Avenue	10th Avenue	98	13	0	4	0	115	87%	65%	—	0%	85%	11	4	0	2
Lincoln St.	3rd Avenue	10th Avenue	70	15	0	0	0	13	93%	63%	—	0%	87%	3	5	0	1
Chaparral St.	3rd Avenue	10th Avenue	10	0	0	0	0	81	100%	50%	—	0%	84%	0	6	0	1
Chaparral St.	3rd Avenue	10th Avenue	0	0	0	0	0	45	—	—	—	—	87%	12	1	0	3
North Avenue	3rd Avenue	10th Avenue	0	0	0	0	0	2	—	—	—	—	85%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	9	1	0	0	0	35	45%	100%	—	—	89%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	16	2	0	0	0	21	45	67%	55%	—	87%	2	0	0	0
North Avenue	3rd Avenue	10th Avenue	58	3	0	0	8	4	73	94%	72%	—	87%	2	0	0	0
Coastal	3rd Avenue	10th Avenue	76	11	0	1	1	26	115	100%	58%	—	91%	4	0	2	0
Chaparral St.	3rd Avenue	10th Avenue	55	4	0	0	1	16	75	83%	36%	—	80%	77%	4	5	0
Chaparral St.	3rd Avenue	10th Avenue	17	2	0	0	0	38	57	74%	50%	0%	83%	77%	3	1	0
Chaparral St.	3rd Avenue	10th Avenue	673	74	8	13	9	437	1,214	85%	44%	50%	86%	37	35	4	13
Totals			673	74	8	13	9	437	1,214	85%	44%	50%	86%	37	35	4	13

SATURDAY, 11 July 2013 2:30 PM

STREET	FROM	TO	NUMBER OF SPACES OCCUPIED					OCCUPANCY PERCENTAGE					SUPPLY ADEQUACY DEFICIENCY				
			2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other
Autopark Ave	3rd Avenue	8th Avenue	86	1	0	0	7	106	90%	17%	—	—	95%	0	4	0	2
San Carlos St.	3rd Avenue	10th Avenue	123	10	1	0	2	136	95%	77%	25%	—	91%	1	2	0	1
Del Norte St.	3rd Avenue	10th Avenue	113	12	0	0	0	64	178	100%	60%	—	94%	3	0	5	0
Lincoln St.	3rd Avenue	10th Avenue	78	22	0	0	4	132	100%	60%	—	—	100%	6	0	1	0
North Avenue	3rd Avenue	10th Avenue	17	4	0	2	0	66	89	100%	92%	—	96%	0	1	0	0
Chaparral St.	3rd Avenue	10th Avenue	0	0	0	0	0	62	62	—	—	—	78%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	0	0	0	0	0	1	—	—	—	—	25%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	12	2	0	0	0	36	49	100%	—	—	92%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	61	4	0	0	1	20	83	93%	67%	—	100%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	26	13	0	0	2	26	118	100%	100%	—	86%	11	0	6	0
North Avenue	3rd Avenue	10th Avenue	64	7	0	0	0	16	87	97%	64%	—	94%	0	1	0	0
North Avenue	3rd Avenue	10th Avenue	24	3	1	0	0	104	75%	100%	—	—	89%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	773	93	5	14	21	459	1,365	97%	73%	28%	91%	16	7	12	10
Totals			773	93	5	14	21	459	1,365	97%	73%	28%	91%	16	7	12	10

SATURDAY, 11 July 2013 5:00 PM

STREET	FROM	TO	NUMBER OF SPACES OCCUPIED					OCCUPANCY PERCENTAGE					SUPPLY ADEQUACY DEFICIENCY				
			2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other	2 hr	30 min	10 min	Loading	Other
Corbin St.	3rd Avenue	Coastal	0	0	0	0	0	0	—	—	—	—	—	0	0	0	0
Autopark Ave	3rd Avenue	8th Avenue	86	1	0	0	6	104	97%	17%	—	—	94%	0	4	0	0
San Carlos St.	3rd Avenue	10th Avenue	25	11	2	0	0	138	97%	85%	50%	—	92%	0	1	0	3
Del Norte St.	3rd Avenue	10th Avenue	98	14	0	0	0	177	97%	84%	85%	—	93%	1	0	0	0
Lincoln St.	3rd Avenue	10th Avenue	110	14	0	0	0	91	100%	92%	—	—	100%	4	0	0	0
North Avenue	3rd Avenue	10th Avenue	74	22	0	1	2	106	85%	92%	—	100%	85%	13	0	0	0
Chaparral St.	3rd Avenue	10th Avenue	19	3	0	1	0	82	100%	75%	—	—	84%	0	2	0	0
North Avenue	3rd Avenue	10th Avenue	0	0	0	0	0	59	59	—	—	—	74%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	0	0	0	0	0	4	—	—	—	—	100%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	12	1	0	0	0	30	43	100%	—	—	77%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	20	3	5	0	1	17	46	100%	45%	—	84%	11	4	0	0
North Avenue	3rd Avenue	10th Avenue	62	4	0	0	0	82	100%	100%	—	—	96%	0	1	0	0
North Avenue	3rd Avenue	10th Avenue	69	11	0	0	0	23	103	91%	59%	—	85%	6	0	3	1
North Avenue	3rd Avenue	10th Avenue	22	4	0	0	0	79	64%	64%	—	—	48%	0	0	0	0
North Avenue	3rd Avenue	10th Avenue	758	97	9	16	15	418	1,313	95%	73%	50%	88%	12	3	10	16
Totals			758	97	9	16	15	418	1,313	95%	73%	50%	88%	12	3	10	16

Source: Walker Parking Consultants, 2013.

