



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, February 2, 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 Teleconference; 1-505-445-8080 PIN: 735 762 474#

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.** Employee Introduction - Brandon Swanson, Community Planning & Building Director
- B.** SB1383, Food Waste Reduction and Organics Recycling Regulations
- C.** Receive a Presentation from the Public Works Director regarding the City's Storm Drain Master Plan

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

- A.** City Administrator Announcements
- B.** City Attorney Announcements
- C.** Councilmember 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. January 4, 2021 Special Meeting Minutes, January 5, 2021 Meeting Minutes and January 20, 2021 Special Meeting Minutes
- 2. Monthly Reports for December: 1) City Administrator Contract Log; 2) Community Planning and Building Department Reports; 3) Police, Fire, and Ambulance Reports; 4) Public Records Act Requests, and 5) Public Works Department Report
- 3. December 2020 Check Register Summary
- 4. Resolution 2021-007 adopting the Fiscal Year 2021-2022 budget schedule.

ORDERS OF BUSINESS

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

- 5. Mid-year status update regarding the Fiscal Year 2020-2021 Adopted Budget; budget amendments to the Fiscal Year 2020-2021 Adopted Budget; and direction to staff regarding the Council discretionary grant program for Fiscal Year 2021-2022
- 6. Review and provide direction regarding Fire Services RFP Process

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).



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

February 2, 2021
EXTRAORDINARY 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: SB1383, Food Waste Reduction and Organics Recycling Regulations

RECOMMENDATION:

Receive a presentation from Monterey Regional Waste Management District's consultant, HF&H, regarding new statewide regulations and modifications that will need to be implemented at the local level to be in compliance with Senate Bill 1383, Food Waste Reduction and Organics Recycling Regulations.

BACKGROUND/SUMMARY:

In September 2016, Governor Brown signed into law SB 1383, establishing methane emissions reduction targets in a statewide effort to reduce emissions of Short-Lived Climate Pollutants (SLCP). The law codified the California Air Resources Board's SLCP reduction strategy, established pursuant to SB 605 of 2014, to achieve reductions in statewide emissions of pollutants. Actions to reduce SLCPs are essential to address the many impacts of climate change on human health, especially in California's most at-risk communities and on the environment.

As it pertains to CalRecycle, SB 1383 establishes targets to achieve a 50 percent reduction in the level of statewide disposal of organic waste from the 2014 level by 2020, and a 75 percent reduction by 2025. The law also grants CalRecycle the regulatory authority required to achieve the organic waste disposal reduction targets, and establishes an additional target that not less than 20 percent of currently disposed edible food is recovered for human consumption by 2025.

Summary

- Reduce organic waste disposal 50% by 2020 and 75% by 2025.
- Starting in 2022, all jurisdictions must provide organic waste collection services to all residents and businesses and recycle these organic materials.
- Rescue for people to eat at least 20% of currently disposed surplus food by 2025.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

None.

ATTACHMENTS:



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

February 2, 2021
EXTRAORDINARY BUSINESS

TO: Honorable Mayor and City Council Members

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

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Receive a Presentation from the Public Works Director regarding the City's Storm Drain Master Plan

RECOMMENDATION:

Receive a Presentation from the Public Works Director regarding the City's Storm Drain Master Plan.

BACKGROUND/SUMMARY:

At the September 2019 meeting, the City Council adopted Resolution 2019-064, awarding a Professional Services Agreement to Schaaf & Wheeler Consulting Civil Engineers for the Storm Drain Master Plan (SDMP) for a not-to-exceed fee of \$174,910. This Capital Improvement Project was successfully completed on budget last fall.

The purpose of the SDMP was to provide an examination of flooding and drainage risks within the City limits and recommend actions necessary to accomplish appropriate level-of-service and reliability for the City's storm drain system.

The presentation will review the following:

- Unknowns and concerns prior to development of the SDMP
- Physical deficiencies found in the system during the field survey
- Overview of hydrology and hydraulic models performed to evaluate the drainage system
- High priority repairs and capacity improvements
- Anticipated flooding due to 10- and 50-year storms strengthened by climate change by the year 2045
- Conclusions

Attachment #1 provides the Executive Summary from the SDMP, followed by a map showing the City's existing drainage infrastructure. The attachment also includes a map showing the locations of recommended repairs and increased capacity projects as well as a table listing the recommended future capital improvement projects totaling \$9.9 million that are needed to have a fully functioning system for 10-year storm events.

The SDMP is available on the City's website under the Public Works main page at: [complete_final_sdmp_report_september_2020_small.pdf](http://carmel.ca.us/complete_final_sdmp_report_september_2020_small.pdf) (carmel.ca.us)

FISCAL IMPACT:

There is no fiscal impact to receiving this report.

The SDMP recommends investing \$9.9 million to make repairs to the structural integrity of the drainage system and improve system capacity to appropriately convey a 10-year storm event. These projects have been prioritized in the SDMP and will be included in future year Capital Improvement Programs as funding permits.

PRIOR CITY COUNCIL ACTION:

At the September 2019 meeting, the City Council adopted Resolution 2019-064, awarding a Professional Services Agreement to Schaaf & Wheeler Consulting Civil Engineers for the Storm Drain Master Plan Projector for a not-to-exceed fee of \$174,910.

This presentation was also given to the Climate Committee at their December 2020 meeting.

ATTACHMENTS:

Attachment #1 - SDMP Executive Summary



Carmel-by-the-Sea Storm Drain Master Plan



Executive Summary

This Storm Drain Master Plan (SDMP) establishes a prioritized capital improvement program to reduce the risk of flooding within the City of Carmel-by-the-Sea (City). The identified storm drain system improvement projects are intended to provide 10-year (10% annual exceedance) storm conveyance throughout the City.

Study Objectives

- The basic objective of this master plan document is to provide an examination of the drainage risks within the City limits and recommend actions necessary to accomplish appropriate level-of-service and reliability for storm drain systems owned by the City. Several tasks have been undertaken and completed as part of this study:
- Collection of field data to supplement GIS data for building an existing conditions model of the storm drainage network
- Assessment of the performance of existing storm drainage systems
- Assessment of the condition of the existing system
- Identification of capital improvements to reduce flood risk
- Identification of capital improvements to reduce failure risk
- Prioritization of capital improvements for risk reduction and cost benefit
- Establishment of a prioritized Capital Improvement Program (CIP) for storm drainage
- Estimation of project costs for the prioritized CIP

In accordance with California Environmental Quality Act (CEQA) Guidelines, Section 15262 (Statutory Exemptions), this SDMP is considered a planning document. The adoption of this document is exempt from the requirements to prepare Environmental Impact Reports (EIR) or Negative Declarations (ND). However, CEQA must be satisfied for any capital improvement project described in this report that may be implemented by the City in the future through the preparation of an appropriate EIR, ND, or determined to be categorically excluded.

Work Products

This master plan is intended to function as a multipurpose storm drain system resource guide for the City's staff and residents. City engineers responsible for the storm drain capital improvements should find sufficient background information and data in this document to serve as the basis for storm drainage Capital Improvement Program (CIP) implementation and/or modification. Improvement descriptions, maps, project costs, and other modeling data have been included in the appendices of this report.

Background

The City's storm drainage system consists of storm drain pipes with outlets to creek channels or Carmel Bay. Most of the City's system has capacity for the 10-year event; however, portions of the system lack the capacity necessary to meet the 10-year standard. Some known, recurring problem areas have been identified by City staff. Carmel-by-the-Sea generally drains in a westerly direction to the Carmel Bay. Tidal flooding is not a significant concern for oceanfront parcels.

System Evaluation

A MIKE URBAN rainfall-runoff model has been developed for the City which contains the portions of the overall storm drainage pipe and channel system that provide essential conveyance capacity for storm runoff. Detailed review, field investigations, analysis, and modeling of the area's storm drainage system lead to several conclusions. These conclusions have been utilized to recommend improvements to the system intended to reduce flood risk within the City. The recommended improvements are preliminary in nature and are based on currently available information. Detailed project designs will ultimately require more data, including utility locations, which remain to be obtained.

The drainage system surcharges in areas where the pipes do not provide the necessary capacity to convey runoff. Some flooding may occur in areas where the surcharge is higher than the ground surface. Generally, streets provide some capacity for conveying flow and it is not uncommon to observe gutter flows up to the top of adjacent curbs during high intensity rainfall events. Flooding greater than a foot in depth, however, is regarded as problematic regardless of the property damage caused by it. There is special concern in the City of Carmel because most residential areas lack curb-and-gutter and the existing asphalt swales and berms vary block-to-block.

The current physical condition of the drainage system was evaluated using pole-mounted camera topside observations and CCTV. The CCTV work focused on the City identified critical segments along with reaches noted during the topside work. Most of the observed system is in good condition; however, there are reaches with debris and sediment, damaged pipes, and other concerns. Improvements for the condition related projects are detailed in this report.

Capital Improvement Program

A Capital Improvement Program has been developed based on model results and suggested improvements. The roughly \$8.2 million in capacity and \$1.7 million in condition improvements, broken down into three priority levels, recommended by this master plan are based on the capacity and condition of the existing system and the need to correct identified deficiencies. Recommended improvements are intended for public rights-of-way and other City-owned property, not private facilities, or private property.

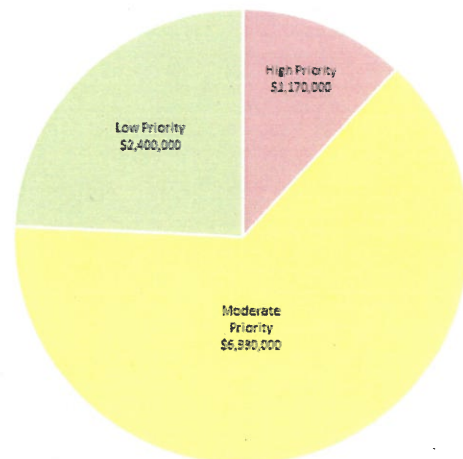


Figure ES-1: Capital Improvements Summary

Future Development

The CIP does not include the cost of new facilities related solely to new development (e.g., pipeline extensions to serve areas that are currently undeveloped). These new facilities would be constructed as part of the new developments and are not included in the CIP. Much of the future development within the City is anticipated to be in the form of infill projects. While this type of development may in fact reduce stormwater flows to the system, a detailed study should be conducted at the expense of the developer to analyze any impacts more accurately. In addition, some developments may occur in areas where the existing or possibly improved downstream systems are currently undersized. The City may request assistance from developers to improve the system and in turn be reimbursed for improvements made to the existing system.

Conclusion

This Master Plan provides a tool for citizens and City officials to use in their efforts to reduce both nuisance flooding and the likelihood of more serious storm water related hazards to private and/or public property. This study and proposed CIP are merely the conceptual starting point. It is anticipated that City staff and/or their consultants will perform more detailed studies and alternatives analyses to identify the most affordable and effective improvement projects with information gathered as part of the design process, including detailed topography, utility conflicts, available easements and rights-of-way, construction impacts, and long-term operation and maintenance.

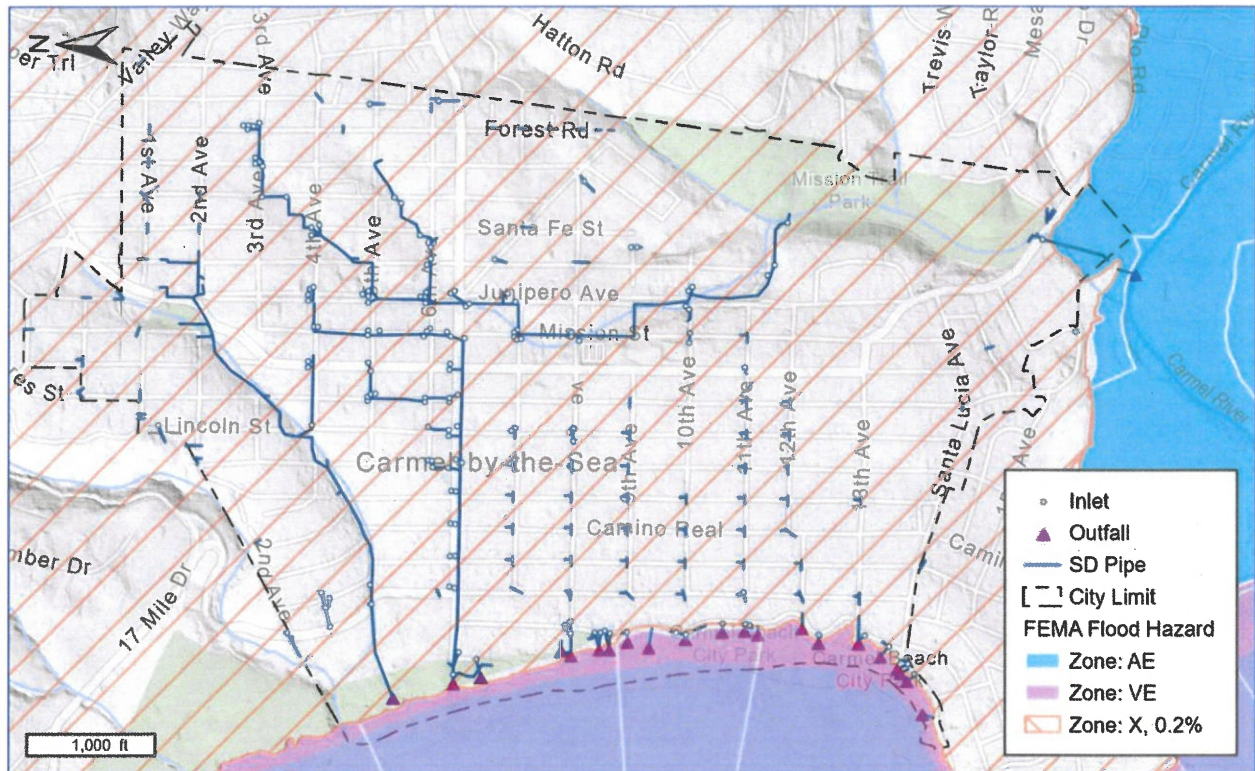


Figure 1-1: Existing Carmel-by-the-Sea Drainage System

1.5. History of Flooding within Carmel-by-the-Sea

Historical flooding information can be valuable in highlighting areas of recurring problems and prioritizing future improvements. Information about areas with known flooding problems was provided to Schaaf & Wheeler by the City employees. More discussion about the historical flooding problems in Carmel-by-the-Sea is presented in Section 4.4.

1.6. Regional Storm Water Coordination

A variety of agencies and municipalities maintain storm drainage systems within the study area. The most relevant of these is Monterey County, which maintain stormwater infrastructures outside the City of Carmel-by-the-Sea boundary. County runoff enters Carmel systems at 4th Avenue and Mission Trails Park. The City participates in the IRWMG and Regional Stormwater Resource Plan which identify stormwater capture opportunities throughout the region.

1.7. Master Plan Process

Carmel-by-the-Sea's storm drain system performance has been analyzed using the level-of-service criteria established herein to identify deficiencies and recommend capital improvements. Several tasks have been completed to reach this goal:

- 1) Create a hydraulic model using the GIS data provided by the city. Network features include:
 - a) Manhole invert and rim elevations

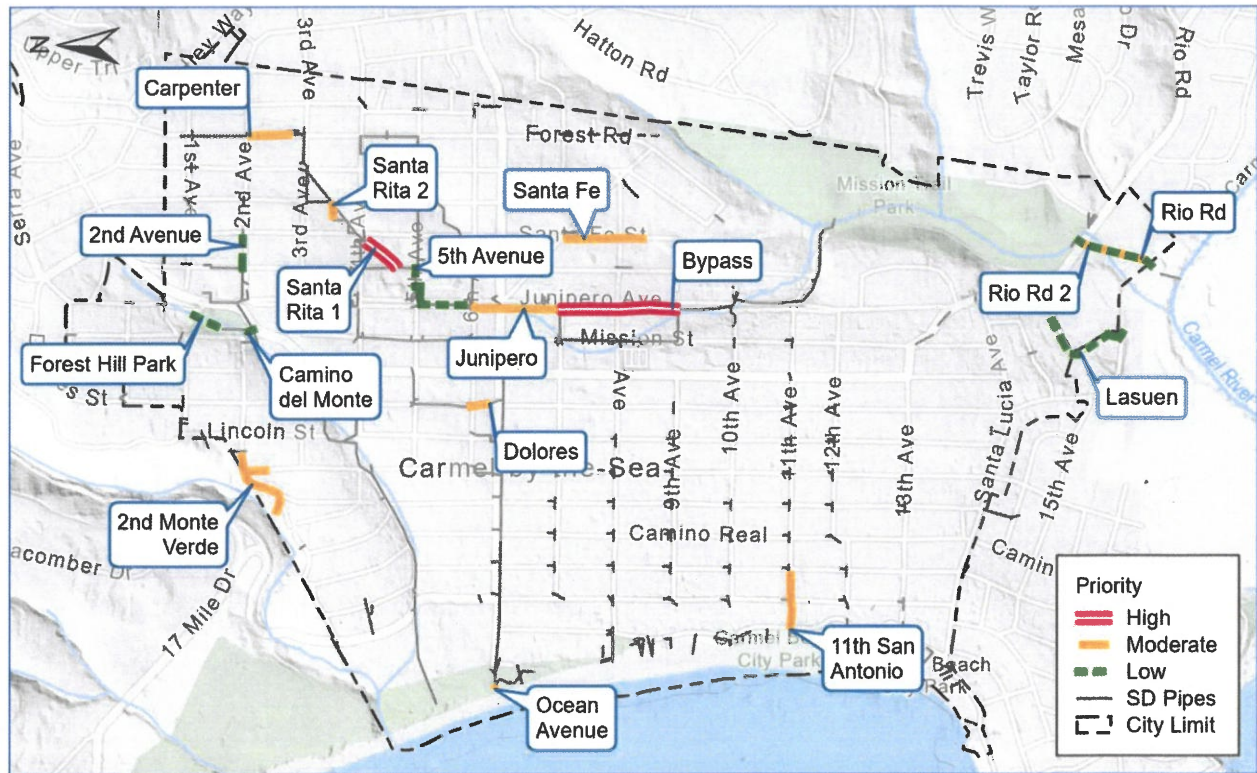


Figure 4-5: Prioritized CIP Projects

4.6.1. Annual Inspection of Pipes

CMPs typically are more susceptible to corrosion and damage compared to concrete pipes. Observations made during field inspections identified several CMPs in City of Carmel-by-the-Sea's storm drain system with visible damage and deformities. Several other pipes had varying levels of sedimentation. This project recommends performing continued CCTV video inspections. The CCTV inspections could potentially result in additional capital projects to repair the system.

4.6.2. High Priority Projects

The highest priority projects (Figure 4-5) are a combination of condition and capacity CIPs.

Mission Street Bypass

Modeling results indicate inadequacies along Junipero Avenue north of Ocean Avenue. There has also been observed flooding near 8th Avenue and Mission Street. This improvement adds an additional pipe and inlets along Junipero between 7th and 9th Avenues to provide more capacity and capture local runoff.

Santa Rita 1

The existing concrete box in an easement between Torres Street and Santa Fe Street (between 4th and 5th Avenues) has been bifurcated from the City system but may still convey local runoff. The CCTV inspection shows damage to the concrete in various locations and there is concern the box could collapse. The alignment, based on GIS, indicates the box may be under existing buildings and collapse could cause

5.5.2. Annual System Maintenance

The City currently spends roughly \$90,000 per year in consulted cleaning for the drainage system and permit compliance. This work includes removing debris from the 4 CDS units and numerous inlets. The City should continue these efforts along with the additional locations identified under this study. The estimated annual fee is \$90,000 for consultants and \$30,000 for City staff labor.

5.5.3. Storm Drain Improvement CIP

The CIP costs priority levels are summarized in Table 5-1. Detailed project sheets with required replacement pipe for high and moderate priority CIPs are included in Appendix D.

Table 5-3: CIP Projects for the City of Carmel-by-the-Sea

Priority	Asset Name	Estimated Cost ¹
High Priority	Mission Street Bypass	\$820,000
	Forest Hill Park – Emergency Repair	\$130,000
	Santa Rita 1	\$220,000
High Priority Total		\$1,170,000
Medium Priority	Junipero	\$800,000
	Rio Road 1	\$2,420,000
	Santa Rita 2	\$170,000
	Ocean Ave	\$250,000
	Santa Fe	\$490,000
	Carpenter	\$270,000
	11 th and San Antonio	\$400,000
	2 nd and Monte Verde	\$830,000
	Forest Hills Park - Realignment	\$700,000
Medium Priority Total		\$6,330,000
Low Priority	2 nd Avenue	\$150,000
	5th and Junipero	\$660,000
	Mission Trail Preserve Projects	\$940,000
	Camino del Monte	\$30,000
	Dolores	\$20,000
	Rio Road 2	\$140,000
	Lasuen	\$460,000
Low Priority Total		\$2,400,000
Grand Total		\$9,900,000

¹Includes Contingencies (40%). 2020 Construction cost only. Construction cost includes mobilization, traffic control, trench, and surface restoration. Does not include costs associated with permitting, land acquisition, or other unforeseen special circumstances.



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

February 2, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Britt Avrit, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: January 4, 2021 Special Meeting Minutes, January 5, 2021 Meeting Minutes and January 20, 2021 Special Meeting Minutes

RECOMMENDATION:

Approve January 4, 2021 Special Meeting Minutes, January 5, 2021 Meeting Minutes and January 20, 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:

January 4, 2021 Special Meeting Minutes
January 5, 2021 Meeting Minutes
January 20, 2021 Special Meeting Minutes

**CITY COUNCIL SPECIAL MEETING
Monday, January 4, 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: Conference with Real Property Negotiators pursuant to Government Code Section 54956.8. Property: Forest Theater (Lots One to Fifteen inclusive in Block 85 as designated on the map of Addition Number 5 to Carmel-by-the-Sea). Agency Negotiators: City Administrator Chip Rerig and Library and Community Activities Director Ashlee Wright; Negotiating Parties: Sunset Cultural Center; Under Negotiation: Lease price and terms of payment

Item B: Conference with Legal Counsel – Anticipated Litigation; Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2) - One Case

ADJOURNMENT

APPROVED:

ATTEST:

Dave Potter, Mayor
City Clerk

Britt Avrit, MMC

REGULAR MEETING
Tuesday, January 5, 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

The following member of the public spoke:
Jo Todd

ANNOUNCEMENTS

Item A: City Administrator Announcements

The City Administrator thanked Marnie Waffle for stewarding the Community Planning & Building Department through a very busy and tumultuous time, thanked Maxine Gullo for taking care of the Village in his absence and reminded the public of the importance of using the trash cans as there's been an increase in trash in the Village.

Item B: The City Attorney stated the City Council met in Closed Session on January 4, 2021 and discussed the matters listed on the agenda with no reportable action.

Item C: Councilmember Announcements

Council Member Theis discussed the upcoming Climate Committee meeting and thanked the Library team for making their services accessible even when the Library is closed.

Mayor Pro Tem Richards stated he reached out to Green Waste regarding the trash and was reminded the contract states there is no trash pick-up on the New Year's Day holiday.

Mayor Potter thanked those specific businesses who took it upon themselves to handle the accumulation of trash over the holidays.

Council Member Ferlito discussed attending the upcoming AMBAG meeting and the increase of litter on Highway 1.

CONSENT AGENDA

Mayor Potter removed Item No. 4 for separate discussion and Council Member Baron requested Item No.'s 6 and 9 be removed for separate discussion.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Baron, the City Council approved the Consent Agenda with the exception of Item No.'s 4, 6 and 9 by the following roll call vote:

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

The following member of the public spoke regarding Item No. 4:
Tim Allen

Mayor Potter stated the Carmel Cares program is impressive and the City Council Members expressed their appreciation for the efforts of all those involved.

On a motion by Mayor Potter and seconded by Mayor Pro Tem Richards, the City Council approved Consent Agenda Item No. 4 by the following roll call vote:

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

The Director of Budgets and Contracts provided a brief overview of item No. 6; Mail Delivery Service Program.

The City Council requested clarification regarding the total amount budgeted for this service.

Council Member Baron discussed his concerns with budget adjustments.

Discussion among the City Council and staff included discussion of the dissolution of the Water Authority and the funds remaining from that body, and discussion of the budgeting process, limitations for spending if costs exceed budgeted funds and appropriation limits. Additionally, discussion took place regarding the issues surrounding mail delivery, including the Post Office hours, parking at the Post Office, and the delay in receiving mail. The City Council discussed the previous action taken to limit those who can receive the mail delivery at no cost and the need for a future discussion regarding having addresses in the Village.

CONSENT AGENDA CONTINUED...

On a motion by Council Member Baron and seconded by Mayor Pro Tem Richards, the City Council approved Consent Agenda Item No. 6 by the following roll call vote:

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

Council Member Baron stated he pulled this item due to his desire to remain consistent with his votes on the topic and not being able to support the item.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Theis, the City Council approved Consent Agenda Item No. 9 by the following roll call vote:

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

Item 1: December 3, 2020 Special Meeting Minutes, December 7, 2020 Special Meeting Minutes, December 8, 2020 Meeting Minutes, and December 15, 2020 Special Meeting Minutes

Item 2: Monthly Reports for November: 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: November 2020 Check Register Summary

Item 4: Resolution 2021-001 accepting donations from Carmel Cares, a volunteer organization

Item 5: Resolution 2021-002 ratifying an appointment to the Forest & Beach Commission

Item 6: Resolution 2021-003 authorizing the City Administrator to execute Amendment No. 2 to the mail service agreement with Peninsula Messenger Service and approve a budget amendment to the Fiscal Year 2020-2021 Adopted Budget

Item 7: Resolution 2021-004 authorizing a refund of a Design Review (DR 20-326, The Pocket) permit fee of \$430.00 and Planning Commission referral fee of \$1,075.00 to Kent Ipsen.

CONSENT AGENDA CONTINUED...

Item 8: Ordinance 2020-007 adding chapter 2.04.170 to the Carmel-by-the-Sea Municipal Code relating to electronic and paperless filing of Fair Political Practices Commission Campaign Disclosure Statements

Item 9: Ordinance 2020-009 amending and restating Chapter 12.46 (Sidewalk Vending Program) of the Carmel-by-the-Sea Municipal Code.

ORDERS OF BUSINESS

Item 10: Resolution 2021-005 receiving the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020

The City Administrator thanked the team, the Auditor and all involved for their hard work on the Comprehensive Annual Financial Report (CAFR).

The Auditor provided the presentation for this item.

The City Council discussed their appreciation for staff and implementation of the City's processes that influence the report and encouraged the public to read the CAFR to be aware of the City's financial status.

On a motion by Council Member Theis and seconded by Council Member Baron, the City Council adopted Resolution 2021-005 receiving the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2020, by the following roll call vote:

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

Item 11: Direction to staff regarding whether or not to pursue intermittent closures of Scenic Road for recreational purposes

The Public Works Director provided the staff report for this item.

The City Council requested clarification regarding who conducted the survey, who received the survey and clarification regarding the options for the City Council to consider.

Item 11 Continued...

The following members of the public spoke:

Joshua Madfis
Gary Austray
Jill Lewis
Michael McWalters
Parker Logan
Theodora Miller
Sebastian Miller
Nicole Forester
Miss Madfis
Brian McCarthy
Dale Byrne
Maryann
Susan Bolgard
Patrick McGivney

Discussion among the City Council and staff included discussion of the public safety concerns, previous closures of Scenic Road, no formal survey regarding this topic conducted as of this meeting, and discussion of the associated costs which are unknown at this time. Additionally, the City Council and staff discussed a meeting that took place with the County and City staff regarding this topic. The City Council discussed the reason the item was brought before the City Council, discussed the issues bike riders face in the City, discussed a potential public outreach program related to this topic and possibly moving this project along slowly. Discussion took place regarding the cost, the impact to the Police Department staff, beach access, alternate sites and discussed bike lanes throughout the City. Additional discussion took place regarding locations in the area where people can go to ride bikes and roller skate. The City Council discussed their concerns with people who have mobility issues but do not have a handicapped sticker and limiting their access to the beach.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Ferlito, the City Council voted to forego this project (intermittent closures of Scenic Road for recreational purposes), by the following roll call vote:

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

PUBLIC HEARINGS

Item 12: Sidewalk Vending Program Application Fees

The City Administrator provided the staff report for this item.

Item 12 Continued...

The following member of the public spoke:
Parker Logan

Discussion among the City Council and staff included discussion of the way the permits are issued and the process, permits and insurance involved with renewing the permits. Additionally discussion took place regarding the laws relating to this topic and what happens if a permit holder does not renew their permit.

Council Member Baron clarified his support for this item is due to his support of charging for a service the City provides.

On a motion by Council Member Theis and seconded by Mayor Pro Tem Richards, the City Council adopted Resolution 2021-006 approving application fees for Sidewalk Vending Permits, by the following roll call vote:

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

FUTURE AGENDA ITEMS

Council Member Ferlito requested the City begin discussion to bring the City's General Plan up-to-date.

ADJOURNMENT

Mayor Potter adjourned the meeting at 6:56 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk

CITY COUNCIL SPECIAL MEETING
Wednesday, January 20, 2021
5:00 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 5:00 p.m.

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

PUBLIC APPEARANCES

None

The City Administrator welcomed Brandon Swanson, the City's new Community Planning & Building Director.

ORDERS OF BUSINESS

Item 1: Outdoor Seating in the Public Way

The Senior Planner provided the staff report for this item.

The City Council requested clarification regarding the status of the existing permits and related insurance, identifying the restaurants that participate, responsibility for incidents that may occur involving the parklets, use of the General Plan, clarification of what the City Council is being asked to do for this item and clarification regarding involvement of the Department of Alcoholic Beverage Control (ABC).

The following members of the public spoke regarding this topic:

Jack Galante
Jeannie McCullough
Mike & Michelle Sapon
Richard Kreitman
Parker Logan
Amanda LeVett
Ashley
David Fink
Stephen
Gabriel Georis
Dawn Galante
Nera
Chris Sanders
Theresa Holman
Sara Cook

Item 1 continued...

The following members of the public spoke regarding this topic:

Rich Pepe
Todd Tice
Federico
Lydia
Bechard

Discussion among the City Council and staff included discussion regarding the City's attempt to offer an interim solution for picnicking; does not apply to wine tasting rooms and bars, and discussion of taking alcohol to-go. Extensive discussion took place regarding the need to determine what the insurance implications will be, if insurance companies will provide coverage for this and what the State's stance will be.

Mayor Pro Tem Richards made a motion that the City Council explore the idea of picnicking in the right of way as long as "that motion doesn't mean we are going to do it," to explore the idea further and fully understand what the insurance issues are and what the State wants; concerned with many of the issues raised.

Council Member Theis discussed the unintended consequences of not allowing eating in the parklets in that people are dining outside anyway and eating wherever they can such as the Library, sitting on curbs, standing in front of hotels and there has been an increase in trash. Council Member Theis also discussed the need for the restaurants to know it is their responsibility to police, clean, and sanitize their parklet if this moves forward.

Council Member Theis made a motion to move forward to allow picnicking in the parklets in the right of way that are on City property only and to outline the critical areas such as those items listed as recommendations A through J on the staff report; Mayor Potter seconded the motion to initiate discussion.

Council Member Ferlito and Council Member Baron discussed not being able to support the motion due to the rules in place by the State and the risk to the community.

Discussion took place regarding the nexus between outdoor dining and an increase in COVID cases and the need for guidelines/boundaries to limit reckless behavior. Additionally the City Council and staff discussed deferring a decision until the February 2, 2021 City Council meeting after which more information can be obtained in order to make a decision. Discussion took place regarding parklet encroachment permits and the associated insurance.

Council Member Theis stated she will withdraw her motion in order to defer a decision until the February 2, 2021 meeting.

The City Attorney provided a preliminary motion; provide direction to staff to consult with the restaurants and their insurance companies regarding picnicking in parklets and consult with the State with recommendations A through J from the staff report; and check to see if there are alcohol related issues. The City Attorney suggested depending on the outcome of that motion, staff can prepare a staff report for the February 2, 2021 City Council meeting and at that time the threshold questions can be discussed.

Item 1 continued...

Discussion among the City Council and staff included potentially adding more options at the February 2, 2021 meeting.

Council Member Theis withdrew her previous motion and stated she accepts the City Attorney's motion; Mayor Potter seconded.

Council Member Baron stated he cannot support the motion and discussed his concerns with the State, insurance, enforcement, and the impact to staff time. Council Member Baron requested staff conduct an informal poll of the restaurants to determine how many are interested in the program. Council Member Ferlito stated she cannot support the motion.

On a motion by Council Member Theis and seconded by Mayor Potter, the City Council directed staff to consult with the restaurants, the insurance companies and the State for picnicking in the parklets related to conditions A through J on the Staff report, to check with the Department of Alcoholic Beverage Control (ABC) for alcohol related issues and continued the item to the February 2, 2021 City Council meeting at which time staff can provide a report on what has been learned, by the following roll call vote:

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

ADJOURNMENT

Mayor Potter adjourned the meeting at 7:16 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Britt Avrit, MMC
City Clerk



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

February 2, 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 December: 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 December shows 184 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 December 2020
- Attachment #3 - Police, Fire & Ambulance Report
- Attachment #4 - Public Records Act Request Logs
- Attachment #5 - Public Works and Forester's Report for December 2020

**City Administrator Contract Log
FY 2020-2021**

Date Entered Into	Contractor	Contract Amount	Purpose
12/4/2020	TELECOM LAW FIRM, PC	NTE \$10,000	LEGAL SERVICES REGARDING TELECOMMUNICATIONS



CITY OF CARMEL-BY-THE-SEA

Monthly Report

December 2020

Community Planning and Building Department

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Marnie R. Waffle, AICP, Senior Planner

SUBMITTED ON: January 13, 2021

APPROVED BY: Marnie R. Waffle, AICP, Senior Planner

DECEMBER 2020 – DEPARTMENT ACTIVITY REPORT

I. PLANNING APPLICATIONS:

In December of 2020, **42** planning permit applications were received.

II. BUILDING PERMIT APPLICATIONS:

In December of 2020, **50** Building Permit applications were received.

III. CODE COMPLIANCE CASES:

In December of 2020, **11** new code compliance cases were initialized.

IV. ENCROACHMENT APPLICATIONS:

In December of 2020, **27** encroachment permit applications were received.

V. YEAR-TO-DATE TRENDS

Table 1 includes the December 2020 totals, for planning and building permit applications, encroachments and code compliance cases with a comparison to December 2019 totals. As shown in the table, in 2020 there was a **30% decrease** in planning permit applications, a **30% decrease** in building permit applications, **64% decrease** in code compliance cases, and a **51% increase** in encroachment permit applications compared to the same period 2019.

Table 1. Permit Application Totals

	<u>Planning</u>	<u>Building</u>	<u>Code Compliance</u>	<u>Encroachments</u>
2019 Totals	515	762	386	240
2020 Totals	359	536	140	362
% Difference	-30%	-30%	-64%	51%



Planning Permit Report

12/01/2020 - 12/31/2020

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Status
20400	Design Study	add new window in back (not visible to any)	N.E. Corner 13th & Monte Verde St	12/31/2020		In Review
20399	Design Study	Add 122 sf to existing wood deck. New deck with composite decking and guardrail mixed wood and metal balusters	Guadalupe 2 NE of 7th	12/29/2020		In Review
20398	Design Review	Alterations to main house and detached cottage	ES San Antonio 2 NE of Santa Lucia	12/29/2020		In Review
20397	Design Study	Addition of 206 SF Carport and enclose existing carport for storage area	SE Corner of Casanova and 4th	12/30/2020		In Review
20396	Design Study	Reroof of historic resource	SW corner of Lincoln and fourth	12/23/2020		In Review
20395	Design Review	Demolition of two office buildings and one apartment building. Construction of an underground garage for 22 cars, 11 commercial spaces on ground floor and 8 apartments on the 2nd floor.	Dolores 2nd SE of 7th Ave	12/23/2020		Pending Assignment
20394	Lot Merger	LOT MERGER OF 3 LOTS, 6, 8 & 10 IN BLOCK 91	DOLORES 2ND S/E FROM 7TH	12/23/2020		Pending Assignment
20393	Design Study	Adding Hardscape to backyard	Camino Real 5NE 4th	12/23/2020		In Review
20392	Design Study	Addition and Remodel of existing single-family residence, including new attached ADU, decks, new detached garage, and interior remodeling	Camino Real (3) SW of 13th	12/22/2020		Pending Assignment
20391	Design Review	Relocate all parking spaces from the west side to the east side of the parking area to improve ADA & pedestrian access and safety. Relocate the driveway and reduce its width from 21	Mission & 7th Avenue	12/22/2020		In Review

		fee to 11 fee. Construct a masonry wall and landscape area along 7th Avenue frontage at the back of the sidewalk to screen the parking area from street view. Wall would have 1 wood vehicle gate and 1 wood pedestrian gate and 2 display cases to match existing ones on the adjacent GDG building				
20390	Design Study	Amendment to Design Study: minor changes to North elevation (right side) in the Living Room to include the removal of 2 windows, adjustments to the size & location of the two remaining windows, for the addition of a new interior gas fireplace; new window at Powder Room	Mission 2 SW First	12/21/2020		In Review
20389	Historic Evaluation	Historic determination	Casanova 5 SW of 9th	12/18/2020		In Review
20388	Business License	This business license BL 20-388 (Monterey Touring Vehicles, Classic Car Rentals) authorizes use of a commercial space offering the following goods and services. a. Primary Use: This use is classified as an Administrative Office (NAICS #561110): i. This industry comprises establishments primarily engaged in providing a range of day-to-day office administrative services, such as financial planning; billing and recordkeeping; personnel; and physical distribution and logistics. ii. The use authorizes the business as an office used as an administrative and informational site only, and does not authorizing the renting vehicles on-site or within the city limits. All vehicle rentals (pick up, drop off, maintenance, cleaning, etc) shall occur off-site and outside of the city limits. The Carmel Municipal Code does not allow for vehicle rentals.	SE corner of Junipero and 5th space #10	12/31/2020	1/5/2021	Approved
20387	Notice of Exempt Work	Replace framing of fence between two properties - approximately 100' between the two lots.	Santa Fe 2 NW of 6th	12/17/2020		In Review

20386	Sign	Replacement of two existing wood signs (one wall mounted and one ground-mounted monument sign) with two new red cedar signs in the same dimensions and in the same kind, using the same sign post.	NW Corner Ocean and Torres	12/17/2020	12/30/2020	Approved
20385	Design Study	Replace (3) windows and 1 door on the existing west facing 2nd floor with a new 3-panel multi-sliding door	5 s.e. of Ocean on Scenic	12/17/2020		Closed
20384	Historic Evaluation	Staff Level Historical Evaluation	San Carlos Street, 4 SE of 1st Avenue	12/1/2020		In Review
20383	Design Review	Re roofing of a commercial building	NEC Mission and 5th	12/16/2020		In Review
20382	Business License	This business license BL 20-382 (Bennett Sculpture) authorizes use of an existing retail space offering the following goods and services.a.Primary Use: This use is classified as a Art Gallery (NAICS 453920):i.This industry comprises establishments primarily engaged in retailing original and limited edition artworks. Included in this industry are establishments primarily engaged in displaying works of art for retail sale in art galleries.ii.Artwork shall be limited to works of art produced by members of the Bennett family.	Dolores between 5th and 6th - SuVecino Courtyard	12/15/2020	12/30/2020	Approved
20381	Preliminary Site Assessment	Preliminary Site Assessment for proposed Track 2 Design Study	11th Avenue 2 NW of Dolores Street	12/29/2020		Pending Assignment
20380	Design Study	Reduce site coverage, Demolish rear yard decks and hot tub, reduce side of front patio and pave walkway; reduce existing impervious driveway to two wheel strips. Increase floor area from 1651 to 1719 sq ft. Remove fence and construct new. replace garage door and add window, relocate trash receptacle screen, Replace windows and add new windows and doors	Carmelo 3 SW of 3rd	12/16/2020		In Review
20379	Appeal	Appeal of DR 20-107 (Pac Rep Theater)	Monte Verde 4 SW of 8th	12/14/2020		In Review
20378	Design Study	Construction of a new 12'x20' (240 SF detached garage in the NE corner of the lot	SWC Mission & 1st	12/31/2020		In Review

20377	Design Review	Repainting exterior (Store Front) to compliment new tenants brand, and also match adjacent business in Paseo San Carlos Square.	WS San Carlos between Ocean and 7th	12/14/2020		In Review
20376	Design Study	Remodel of an (e) 1,444 SF SFD. Install new exterior wood and stucco siding, install new alum, clad windows and doors. Construct new chimney on southside yard. Add 119.5 SF of new floor area to front of the house. Demolish (e) 190 SF one car garage and construction of a new 236.5 SF one car garage. Proposed site work including new hardscape, landscape, site walls and patio.	San Antonio 3 SE of 11th	12/18/2020		In Review
20375	Design Study	REMOVE (2) FIREPLACES AND WALL, NEW GAS FIREPLACE, NEW 21'-1" x 6'-8" PANORAMIC DOOR	Lincoln Street, 3 NW of 3rd ave.	12/29/2020		In Review
20374	Business License	This business license BL 20-376 (Artisan) authorizes use of a 1,420 square foot ground floor commercial space offering the following goods and services. a. Primary Use: This use is classified as a Home Furnishing Store (NAICS 442299): i. Establishments primarily engaged in retailing new home furnishings.	NWC San Carlos and 6th	12/11/2020	12/16/2020	Approved
20373	Design Study	Demolish existing residence and build new 1600SF 2 story - 3 bed, 3 bath cottage and detached 200SF garage	Camino Real 2 SE 11th			Pending Assignment
20372	Design Study	This approval authorizes the addition of a new exterior staircase located on the west elevation. The stairs shall be accessed from an existing second story balcony and will lead to the patio below. A new canopy roof is also proposed for the area between the first and second floors facing west. All materials and finishes are proposed to match the existing. The construction shall be consistent with the plan set prepared by Jun Sillano dated received by the Community Planning and Building Department on December 16, 2020 except as modified by the conditions of approval.	Scenic Road 5 NW of 8th	12/16/2020	1/6/2021	Approved
20371	Design Review	1. This approval of Design Review (DR 20-371) authorizes the painting of the existing door, windows, and awnings "Charcoal Smoke" by Glidden, as well as modifications to the outdoor	Mission between 4th and 5th	12/10/2020	12/31/2020	Approved

		seating area including the addition of new screening barriers and landscaping, and the addition of new umbrellas and patio heaters. The project shall be consistent with project plans approved by the Community Planning & Building Department on December 31, 2020 unless modified by the Conditions of Approval.				
20370	Design Study	1) The in-kind replacement of the existing rotten board-and-batten siding and some of the rotten structural supports with new board-and-batten siding and new support beams on the north and west elevations of an existing, nonconforming artist studio located in the north side and rear west setbacks. The existing, nonconforming artist studio is 119 square feet in area, height is 11'-4" length is 16'-3". 2) The installation of new electrical outlets and two interior light fixtures inside the artist studio. 3) The installation of one exterior, shielded, down-facing light fixture on the south wall of the artist studio limited to 375 lumens in brightness. 4) Under a separate building permit the installation of a sink in the studio.	Camino Real, 4 SW of 13th Avenue	12/15/2020	12/30/2020	In Review
20369	Design Study	1) On the top floor rear west elevation, the installation of a 3' x 6' master bedroom window, the replacement of two divided light windows with two solid pane windows. 2) A new rear west family room divided light window, the replacement of the oriel windows with solid pane windows. 3) On the south side, the removal of an existing oriel window and installation of French doors. Replace a door with a new divided light window. Extend the existing landing stairs in front of the French doors, install a new exterior light. Replace south dining room window with a new window with no grids. Add new divided light window to the east of the chimney. 4) The replacement of four windows on the north elevation. 5) The installation of a new skylight on the north slope of the roof with an interior shade. 5) The installation of a new gas fire pit in the south brick patio. Plans are available for review at: https://ci.carmel.ca.us/post/current-planning-applications	Camino Real, 6 SW of 2nd Avenue	12/3/2020	1/5/2021	Approved

20368	Business License	Full Service Restaurant	Mission 3 SW of 5th	12/8/2020		In Review
20367	Design Study	MINOR REMODELING OF A HOME TO CONSTRUCT MASTER CLOSET & BATHROOM	NE CORNER OF 10TH & LINCOLN			In Review
20366	Sign	New sign for Sugar Farms Marketplace, wood 3 square feet single sided custom sandblasted.	Carmel Plaza, Mission & Ocean	12/10/2020	12/28/2020	Approved
20365	Design Study	Interior reconfiguration of main level bedroom and bathroom	LINCOLN 6SE OF 3RD	12/7/2020		In Review
20364	Design Study	Rebuild lower part of stairs and new stair railing	0 Monte Verde 3SE of 13th			Closed
20363	Historic Evaluation	Historic Evaluation	Scenic 3SW of Ocean Avenue	1/7/2021		Pending Assignment
20362	Design Study	Replace all 9 existing 50 year old single pane aluminum windows and 2 existing 50 yr old single pane aluminum sliding glass doors with energy efficient double pane and insulated aluminum windows and sliding glass doors. New windows and doors will be cottage style with grids. Frames and grids will be white in color. no change in size or shape of windows	San Carlos Street 4 SE of 1st	12/1/2020		Corrections Required
20361	Design Study	Installation of artificial turf (Heavenly Greens, 'Nutmeg Lush II') between existing driveway strips for a single family residence located on Santa Fe 2 SE of 3rd Avenue in the Single-Family Residential (R-1) Zoning District. Area measures 2'-9" wide by 26' long.	Santa Fe 2 SE of 3rd	12/1/2020	12/30/2020	Approved
20360	Design Study	1. This approval of Design Study (DS 20-360) authorizes the installation of a gas fire pit located on an existing residential property at the northeast corner of 5th and Guadalupe. The new fire pit is proposed to be 2.5 feet tall with a 5 foot diameter and constructed with Carmel Stone. The addition of the fire pit will result in 19.6 square feet of additional site coverage for the site resulting in 381 square feet over coverage improvements for the site. The project shall be consistent with the plans and application materials on file	NEC 5th and Guadalupe	12/3/2020	12/18/2020	Approved

		with the city dated received December 3, 2020, except as modified by the conditions of approval.				
20359	Historic Evaluation	Historic Evaluation in association with DS 20-284 (Twomey) for the replacement of all original aluminum windows with new wood clad with aluminum windows. A Phase II Historic Report was composed by the City's Historic Consultant Meg Clovis. Staff issued a Determination of Ineligibility and notice was sent to the Historic Resources Board via email on 12/28/20.	NEC corner of Mission and 10th	12/10/2020	12/28/2020	Approved

Total Records: 42

1/7/2021



Building Permit Report

12/01/2020 - 12/31/2020

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
200538	12/29/2020		Residential. Repipe waste and water lines. Install new shower valves and drains. Contact: JD's Plumbing (831) 394-3100	12,000	Plumbing	Monte Verde 2 NW of 10th
200537	12/29/2020	12/29/2020	Residential. Remove gutters, remove fascia, install new fascia and gutters. Replace rotten trim. Contact: Santos Construction (831) 277-6845	0	Exempt Work	SEC Junipero & 4th
200536	12/28/2020		Residential. Repairs and improvements to an (e) detached 330 sf cottage, conversion to an ADU.	60,000	Building	Casanova 7 NW of Ocean, Lot #3
200535	12/28/2020	12/28/2020	Mixed Use. Partial re-roof on upper 3000 sf flat leaking section of roof by preparing existing cap sheet roof for an overlay. Installing with new 50 Mil Duro-Last single ply roof membrane roof over one layer of fire rated slip sheet. CONDITION: COLOR TO BE DARK GRAY. Contact: Scudder Roofing (831) 384-1500	58,245	Roofing	Mission 3 SW of 5th
200534	12/28/2020		Add 122 s.f. to existing wood deck. New composite decking surface and gaurdrail with wood and metal balusters.	15,000	Building	Guadalupe 2 NE of 7th
200533	12/28/2020		Commercial. Generator replacement	200,000	Mechanical	SW Corner Junipero & 7th
200532	12/24/2020	12/28/2020	Residential. Emergency tankless water heater replacement- Remove leaking Noritz 199k BTU tankless water heater and replacing with a new Navien NPE-240 199K BTU tankless water heater in same location. Contact: Precision Plumbing (831) 649-1990	4,000	Plumbing	NEC Corner of Casanova & 12th
200531			VOID	0	Building	
200530			VOID	0		

200529	12/17/2020		Residential. 132 SF Master Bath Remodel, replace Liv Rm windows, Bar remodel.	60,000	Building	26040 Ridgewood RD
200528	12/16/2020	12/16/2020	Residential. Main electrical panel replacement. Contact: Julio Caballero (408) 394-0023	1,500	Electrical	Junipero 1 SE of 11th
200527	12/16/2020		Residential. Install 7.245KW (23) Panels roof-mount PV system with (1) LG 9.8KWH Energy Storage. Existing 100 AMP Main Panel with 90 AMP Main Breaker to be replaced with new 125 AMP Main Panel with 100 AMP Main Breaker. Contact: SunRun Installation (408) 398-8766	21,666	Electrical	5016 MONTEREY ST
200526	12/16/2020	12/16/2020	Residential. Remove and replace water heater inside house. Install 50 gallon Bradford White water heater. Contact: A&R Plumbing (831) 394-7221	1,800	Plumbing	NEC of Camino Real & 12th
200525	12/16/2020		Residential. Remove existing, damaged garage skylight and replace with roofing section. New roof material to match existing. Contact: Barak Construction (831) 917-8016	4,000	Building	Scenic 7 SW of Ocean
200524	12/16/2020	12/16/2020	Residential. Replacing block wall that was removed by previous landscaper. Contact: Town & Country Gardening and Landscaping (831) 625-3105	5,000	Exempt Work	Dolores 3 NW of 2nd
200523	12/15/2020	12/16/2020	Residential. At flat section of roof tear off (e) tar & gravel roof down to its original sheathing. Install with new 4 ply built-up roof system. At pitched shake roof, tear off (e) shakes and install with new 30lb felt over 72 mineral cap sheet and 3/4" heavy shakes. Contact: Scudder Roofing (831) 384-1500	29,770	Roofing	Lincoln 3 SW of 13th
200522	12/14/2020	12/15/2020	Residential. Replace 3/4" type I copper water service from meter to house, approx 40'. Contact: Wilson's Plumbing (831) 375-4591	3,000	Plumbing	Carmelo 3 SW of 8th
200521	12/11/2020		Commercial. Reroof from wood shake to clay tile. Contact: Protek Roofing (831) 713-7749	25,000	Roofing	NEC Mission & 5th
200520	12/11/2020		Commercial. Interior auditorium, lobby, and exiting alterations. Contact: Otto Construction (831) 657-9805	2,390,000	Building	Monte Verde 4 SW of 8th
200519	12/11/2020	12/11/2020	Residential. Remove (e) tar and gravel roof and replace with new gray 60 mil PVC over 1/4" Den's Decking. Contact: Premo Roofing (831) 443-3605	14,890	Roofing	SE Corner of Camino Real & 12th

200518	12/11/2020	12/11/2020	Residential. Remove (e) 100 amp service and replace with a 200 amp service panel. Remove and replace riser, riser wires, install 2 new ground rods. Contact: Consumer Electric (831) 373-1600	3,600	Electrical	Guadalupe 3 NW of 1st
200517	12/11/2020		Residential. Repair Driveway Bridge (Approx. 324 SF).	18,000	Building	SW Corner Lincoln & 4th
200516	12/10/2020		Residential. Replace tile on deck, replace tile in bathrooms, paint exterior, interior, all items like for like. New deck railing, sand and finish floor. Remove (e) fireplace and replace with new insert. Contact: Frank Jenkins (831) 402-0247	58,000	Building	NE Corner Santa Rita & 5th
200515	12/10/2020		Residential. ADU addition. Exterior remodel, window replacement, new siding, new roof, 31 sf addition. Interior remodel with new bathroom and kitchen to replace existing.	240,000	Building	Casanova 7 NW of Ocean Lot 1
200514	12/10/2020		Residential. Resolving code violation. Interior electrical re-wire, (e) lighting to remain, replace kitchen cabinets, replace master bedroom windows & doors, add exterior door lighting.	30,000	Building	26000 Junipero
200513	12/9/2020	12/10/2020	Residential. Remove boiler and install two water heaters, one for domestic and one for heat. Contact: A Ramirez Plumbing (831) 899-1554	5,500	Plumbing	Monte Verde 3 NW of 7th
200512	12/9/2020	12/9/2020	Residential. Tear off (e) wood shake roof down to its original roof sheathing. Install with new aluminum low gloss dark bronze 1.5 Snap lock metal roof system with high temperature self adhered metal underlayment over new 1/2" CDX plywood over (e) skip sheathing. Contact: Scudder Roofing (831) 384-1500	54,270	Building	Dolores 3 NE of 11th
200511	12/9/2020	12/16/2020	Residential. Install Santa Maria stone veneer to brick siding. Contact: Inca Landscaping (831) 320-4420	8,000	Exempt Work	NE Corner Lincoln & 9th
200510	12/8/2020	12/8/2020	Residential. Remove & replace leaking 50 gallon natural gas water heater. Contact: A & R Plumbing (831) 394-7221	2,500	Plumbing	Camino Real 2 SW of 4th
200509	12/8/2020	12/8/2020	Residential. Remove and replace (e) flooring throughout, cabinet doors, kitchen counters. Install new interior wood trim & base boards. Paint interior. Contact: M. Hale Construction (805) 441-7689	0	Exempt Work	Carmelo 2 NE of 10th
200508	12/7/2020		Residential. Installation of 120 sf storage shed south of driveway. Contact: Harvest Construction (831) 647-3139	0	Exempt Work	Camino Real 2 NE of 4th

200507	12/4/2020		Residential. Addition of 160sf, remodel 300sf of a SFR.	60,000	Building	Santa Rita 4 NE of 6th
200506	12/4/2020		Commercial. Internal refurbishment of small office to include the installation of new 2 hour fire rated cans. Contact: Jolley Builders (831) 238-6044	4,950	Electrical	7th 2 NW of Lincoln
200505	12/4/2020		Residential. Rebuild lower part of stairs and replace stair railings.	5,000	Building	Monte Verde 3 SE of 13th
200504	12/4/2020	12/8/2020	Residential. Run a wire to microwave change covers on switches.	1	Electrical	Vizcaino 7 SW of Mountain View
200503	12/4/2020		Residential. Addition of new ADU. Contact: Romulo Rios (831) 840-2467	43,000	Building	Torres 5 NE of 8th
200502	12/4/2020		Residential. Relocate gas hookup for range/oven in kitchen and replace a section of pipe	750	Plumbing	SE Corner of Carpenter & 6th
200501	12/3/2020	12/4/2020	Residential. Roof mounted 5.92 Kw solar PV system install. Contact: SolarTecture (831) 233-3004	21,345	Electrical	Santa Rita 4 NE of 2nd
200500	12/3/2020	12/3/2020	Residential. Change out existing Munchkin boiler with new US Aspen boiler. Contact: Lockwood Mechanical (831) 596-2810	7,500	Mechanical	NW Corner of Camino Real and 9th
200499	12/2/2020	12/3/2020	Residential. Reroofing, apply two layers of Certainteed self adhered base ply and 1 layer of SA cap. Contact: Monterey Coast Construction (831) 917-4094	15,000	Roofing	San Antonio 5 NE of 4th
200498	12/2/2020		Residential. Install stone veneers on porch & siding and new railing inside of existing railing border. Contact: Inca Landscaping (831) 320-4420	10,000	Building	NE Corner Lincoln & 9th
200497	12/2/2020		Commercial. Exporative work to determine any existing sewer line issues that triggered recent overflow incidents. Demolition performed to investigate sewer line issues. Removal and replacement of demoed area with sheetrock. Contact: JD Desai (831) 406-0130	500	Building	NW Corner San Carlos & 5th

200496	12/2/2020	12/17/2020	Residential. Trenching and creating infiltration channels & pit for south side rain gutters & driveway channel drain. Contact: Ramie Allard (831) 238-3774	4,500	Building	Dolores 3 SW 11th
200495	12/1/2020	1/5/2021	Residential. Repair 90 sf of 2nd story wood deck over (e) garage with new tile surface and metal railing. Replace garage door.	10,000	Building	Carmelo 3 NE of Santa Lucia
200494	12/1/2020	12/1/2020	Residential. Tear off (e) wood shake roof down to its original sheathing. Install with new 20 oz copper 16" wide "SIM 1.5 SL" standing seam roof over new 1/2" CDX plywood to provide solid sheathing over existing skip sheathing. Install with one layer of high temp self adhered membrane and one layer of fire-rated slip sheet. Contact: Scudder Roofing (831) 269-9181	79,975	Roofing	Dolores 3 NE of 11th
200493	12/2/2020		Replace eroding landscape walls with new walls less than four feet in height. Replace eroding steps with new ones to prevent erosion and make safe.	24,000	Building	Crespi 7 SE of Mountain View
200492	12/1/2020		Residential. Relocating electrical panel from inside of closet to hallway wall. Upgrade existing water lines from galvanized to copper. Contact: Hare Construction (831) 655-9507	5,000	Electrical	San Antonio 7 NE of Ocean
200491	12/1/2020		Residential. Remove (e) wood shakes and replace with new fiberglass shingles. Contact: Premo Roofing Co (831) 443-3605	25,900	Roofing	SE Corner Lincoln & 2nd
200490	12/1/2020	12/11/2020	Commercial. Investigative demolition of interior items to generate new plan set for proposed work. Contact: Mario Balesteri (831) 915-2129	0	Building	NE Corner San Carlos & 5th
200489	12/1/2020	12/2/2020	Commercial. Direct Overlay of 60 MIL TPO over existing roofing system. Contact: Bay Quality Roofing and Building Services (831) 733-2298	18,350	Roofing	San Carlos btwn 5th & 6th

Total Records: 50

1/7/2021



Code Compliance Report

12/01/2020 - 12/31/2020

Case #	Case Type:	Status	Location	Problem Description	Date Received	Date Closed
20146	Planning/Building Violation	Open	Lincoln 2 NW of 10th	Landscape/construction without permit	12/15/2020	1/1/1900
20145	Right of way Violation	Open	Santa Lucia E of San Carlos	Gravel in ROW	12/9/2020	1/1/1900
20144	Other	Closed	Torres 5NE of 3rd	Vehicle storage lot in R-1	12/16/2020	
20143	Right of way Violation	Open	Camino Real 2 SW of 11th	Gravel in ROW	12/8/2020	1/1/1900
20142	Right of way Violation	Open	Camino Real 2 SE of 11th	Gravel in ROW	12/8/2020	
20141	Right of way Violation	Open	Camino Real 2 SE of 12th	Gravel in ROW	12/8/2020	1/1/1900
20140	Building Violation	Open	Monte Verde 3 NW of 7th	Tankless water heater change out without permit	12/9/2020	
20139	Business License Violation	Open	San Carlos NW of 6th	No Business License	12/5/2020	
20138	Building Violation	Open	Frasier 2 NE of Camino Real	Construction activity	12/7/2020	1/1/1900
20137	Planning Violation	Open	Dolores 5 SE of 12th	Unpermitted structure	12/6/2020	1/1/1900
20136	Tree Violation	Open	Torres 4 NE of 5th	Tree trimming activity	12/2/2020	

Total Records: 11

1/7/2021



Encroachment Permit Report

12/01/2020 - 12/31/2020

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
200362	Temp Ench	12/30/2020	Replace sewer lateral. Contact: Ramirez Plumbing (831) 393-9804	SE Corner Ocean & Dolores		In Review
200361	Temp Ench	12/30/2020	Cutoff of the (e) gas line by PG&E for new service. Contact: Butch Fischer (831) 277-4952	Monte Verde 3 SE of 11th		In Review
200360	Temp Ench	12/28/2020	Replace sewer lateral using pipe bursting. 811# W035600150. Contact: Rooter King (831) 394-5315	1 Sand & Sea		In Review
200359	Temp Ench	12/28/2020	6'x4' asphalt patch for CalAm job #0567. Contact: Coastal Paving and Excavating (831) 809-8991	Scenic approx 500' SE of 8th		In Review
200358	Temp Ench	12/28/2020	Replace sewer lateral using pipe bursting. 811# W035100110. Contact: Rooter King (831) 394-5315	Scenic 3 NE of 13th	1/6/2021	Approved
200357	Temp Ench	12/22/2020	Replace sewer lateral using pipe bursting. 811 #W035600141. Contact: Rooter King (831) 394-5315	NE Corner Scenic & 10th	1/4/2021	Approved
200356	Temp Ench	12/22/2020	Overlash approx 148' across 2 existing poles. Contact: Comcast (209) 992-2311	San Carlos & 2nd		In Review
200355	Temp Ench	12/18/2020	Install BWV, SRV, and replace sewer lateral. 811# X035002172. Contact: Easy Drains Plumbing (831) 521-6882	Monte Verde 3 SE of 5th	12/22/2020	Approved
200354	Temp Ench	12/15/2020	Sewer Lateral Replacement with 4" Trenchless SDR Pipe from a 3x3 opening in the street 2ft from the gutter at a depth of 6ft. CONDITION: TWO FLAGGERS MUST BE USED TO CLOSE NORTHBOUND LANE DUE TO HEAVY TRAFFIC. Contact: Brad's Plumbing (831) 917-4009	SE Corner of Carpenter & 2nd Ave.	12/16/2020	Approved
200353	Temp Ench	12/15/2020	PG&E to replace overhead electrical equipment. PM# 31520021. Contact: PG&E (408) 478-1894	NEC Scenic & 13th	12/15/2020	Approved

200352	Temp Ench	12/15/2020	200A panel to be installed on north wall of garage at new SGR. New 25' underground electrical service. PM# 31484528. Contact: PG&E (408) 478-1894	Scenic 3 NW of 8th	12/15/2020	Approved
200351	Temp Ench	12/14/2020	Grind 3'x16" section of sidewalk concrete. Contact: MPS Construction (831) 521-9454	NE Corner of San Carlos & 4th	12/14/2020	Approved
200350	Temp Ench	12/11/2020	PG&E to trench and backfill, PG&E to abandon gas service at main. PM# 35210886. Contact: PG&E (408) 478-1894	Casanova 5 SE of 12th	12/14/2020	Approved
200349	Temp Ench	12/10/2020	Install new sewer lateral connection. Contact: Hastings Construction (831) 620-0920	Mission 2 SW of First	12/14/2020	Approved
200348	Temp Ench	12/10/2020	Applicant to trench and backfill. PG&E to dig 3 tap holes over gas main to abandon gas services in place at main. PM# 35213554. Contact: PG&E (408) 478-1894	Casanova 7 NW of Ocean	12/14/2020	Approved
200347	Temp Ench	12/10/2020	Applicant to trench and backfill. PG&E to install new gas service. PM #35193892. Contact: PG&E (408) 478-1894	Santa Rita 2 SW of 5th	1/4/2021	Approved
200346	Temp Ench	12/8/2020	PG&E to replace overhead electrical equipment. PM #44569383. Contact: PG&E (831) 713-6019	Lobos SE of 3rd	12/8/2020	Approved
200345	Temp Ench	12/8/2020	Replace sewer lateral using pipe bursting. 811# W033800327. Contact: Rooter King (831) 394-5315	SE Corner Casanova & 12th	12/8/2020	Approved
200344	Temp Ench	12/8/2020	PG&E to replace overhead electrical equipment. PM #31519460. Contact: PG&E (831) 713-6019	Camino Real 2 SE of 12th	12/8/2020	Approved
200343	Temp Ench	12/7/2020	Installation of new sewer lateral. Contact: JD's Plumbing (831) 394-3100	Torres 5 NE of 6th	12/7/2020	Approved
200342	Temp Ench		New Electric and Gas	San Antonio 2 SW of 4th street		
200341	Temp Ench	12/4/2020	Applicant to trench and backfill. PG&E to install new gas service. Contact: PG&E (408) 478-1894	2nd 2 NE of Guadalupe	12/22/2020	Approved
200340	Temp Ench	12/4/2020	Remove package unit from roof via crane and lift new unit onto roof via crane. Roughly one hour of work estimated. Contact: Richard Russo (831) 641-0508	SE Corner Ocean & Dolores	12/4/2020	Approved
200339	Temp Ench	12/2/2020	10'x6' asphalt restoration patch. Contact: Coastal Paving & Excavating (831) 809-8991	Intersection of Ocean & Dolores	12/22/2020	Approved

200338	Temp Ench	12/2/2020	Replace sewer lateral using pipe bursting. 811# X033700676. Contact: Rooter King (831) 394-5315	Santa Fe 4 SW of 2nd		In Review
200337	Temp Ench	12/1/2020	3'x15' pothole to expose main to relocate existing 1" water service line for P9-C clearance. 4'x4' pothole to abandon old service. Contact: CalAm Water (831) 646-3273	Torres 2 NE of 5th	12/2/2020	Approved
200336	Temp Ench	12/1/2020	Replace waste line 30'. Install two way clean out, sewer release valve and backwater valve. Contact: RK Wilson Plumbing (831) 915-1101	Casanova 2 SW 13th	12/2/2020	Approved

Total Records: 27

1/7/2021



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

December 2020

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

AMBULANCE REPORT

Summary of Carmel Fire Ambulance December 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 December 2020 the ambulance was unable to meet the performance measure. The response time was 92% with (2) code-3 call over 5 minutes.

44 Calls for service in CBTS Average response time: 3:20 min.

25 Code 3 calls for service –Two calls over 5:00 min.

12/01/20; 1:21am; Guadalupe & 5th **(5:00 min)** – Early morning Call

12/25/20; 2:38am; mission & Santa Lucia **(5:17min)** –Early Morning Call

MONTEREY FIRE REPORT

Summary of Monterey Fire December 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 December 2020 the fire department was able to meet the performance measure. The response time was 100% with (0) code-3 calls over 5 minutes.

51total calls for service in CBTS Average response time: 3:18 min.

31 total Code-3 calls

BEACH FIRES

There were two illegal beach fires recorded during the month of December.

*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: 12/01/2020 to 12/31/2020



MEDICAL RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEAR	STREET
201201-CFA01381	Emergent	12/1/2020	1:21:57 AM	1:26:57 AM	0:05:00	1:51:37 AM	GUADALUPE ST / 5TH AVE
201202-CFA01387	Emergent	12/2/2020	4:35:35 PM	4:37:17 PM	0:01:42	5:52:45 PM	CARMELO ST / OCEAN AVE
201203-CFA01390	Emergent	12/3/2020	4:54:35 PM	4:56:54 PM	0:02:19	6:09:33 PM	SAN CARLOS ST / 12TH AVE
201204-CFA01397	Emergent	12/4/2020	10:25:41 PM	10:29:32 PM	0:03:51	11:47:52 PM	OCEAN AVE / SCENIC RD
201207-CFA01401	Emergent	12/7/2020	2:20:19 PM	2:21:56 PM	0:01:37	2:45:00 PM	DOLORES ST / 5TH AVE
201210-CFA01414	Emergent	12/10/2020	10:12:03 PM	10:16:47 PM	0:04:44	11:03:11 PM	SAN CARLOS ST / 13TH AVE
201211-CFA01419	Emergent	12/11/2020	8:43:40 PM	8:47:30 PM	0:03:50	9:43:40 PM	GUADALUPE ST / OCEAN AVE
201214-CFA01431	Non-Emergent	12/14/2020	12:02:04 PM	12:13:54 PM	0:11:50	12:59:10 PM	DEL MAR AVE / OCEAN AVE
201216-CFA01439	Emergent	12/16/2020	5:57:02 PM	5:59:21 PM	0:02:19	6:08:16 PM	LINCOLN ST / 8TH AVE
201217-CFA001445B	Emergent	12/17/2020	2:55:00 PM	2:57:00 PM	0:02:00	3:26:58 PM	ON SAN CARLOS 2 NW OF 7TH
201217-CFA01444	Emergent	12/17/2020	7:30:42 AM	7:33:39 AM	0:02:57	8:09:15 AM	SAN CARLOS ST / 13TH AVE
201217-CFA01445	Emergent	12/17/2020	2:56:05 PM	2:57:11 PM	0:01:06	3:26:58 PM	SAN CARLOS ST / 7TH AVE
201218-CFA01450	Emergent	12/18/2020	4:22:35 PM	4:24:43 PM	0:02:08	5:45:00 PM	MISSION ST / 8TH AVE
201221-CFA01462	Emergent	12/21/2020	10:55:19	10:58:20 AM	0:03:01	11:32:00 AM	FOREST RD / 7TH AVE
201221-CFA01463	Emergent	12/21/2020	2:14:25 PM	2:19:03 PM	0:04:38	3:46:43 PM	SANTA FE ST / 2ND AVE
201221-CFA01465	Emergent	12/21/2020	5:34:54 PM	5:37:08 PM	0:02:14	6:08:00 PM	7TH AVE / LINCOLN ST
201222-CFA01472	Emergent	12/22/2020	6:50:57 PM	18:55:10	0:04:13	8:05:00 PM	S MOUNTAIN VIEW AVE / 8TH
201223-CFA01474	Emergent	12/23/2020	10:51:52 AM	10:53:57 AM	0:02:05	11:55:40 AM	LINCOLN ST / 7TH AVE
201224-CFA01479	Emergent	12/24/2020	3:52:13 PM	3:52:25 PM	0:00:12	4:39:14 PM	MISSION ST / 6TH AVE
201225-CFA01480	Emergent	12/25/2020	2:38:25 AM	2:43:42 AM	0:05:17	3:03:45 AM	MISSION ST / SANTA LUCIA /
201225-CFA01481	Emergent	12/25/2020	9:57:22 AM	10:00:32 AM	0:03:10	10:47:41 AM	4TH AVE / LOPEZ AVE
201226-CFA01487	Non-Emergent	12/26/2020	1:44:03 PM	1:49:28 PM	0:05:25	1:51:02 PM	SCENIC RD / SANTA LUCIA A
201227-CFA01491	Emergent	12/27/2020	6:50:38 PM	6:52:44 PM	0:02:06	6:56:51 PM	JUNIPERO AVE / 3RD AVE
201227-CFA01493	Emergent	12/27/2020	11:15:25 PM	11:18:59 PM	0:03:34	12:21:03 AM	GUADALUPE ST / OCEAN AVE
201227-CFA01496	Emergent	12/28/2020	1:26:22 PM	1:29:45 PM	0:03:23	1:40:20 PM	1 DEL MAR

NUMBER OF EMS INCIDENTS 25 AVERAGE RESPONSE 0:03:23

FIRE RESPONSES CARMEL CITY

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEAR	STREET
201207-CFA01400	Emergent	12/7/2020	1:19:48 PM	1:22:55 PM	0:03:07	1:24:13 PM	DOLORES ST / 5TH AVE
201207-CFA01403	Emergent	12/7/2020	9:36:44 PM	9:40:49 PM	0:04:05	10:35:00 PM	24832 SANTA RITA ST
201207-CFA01408	Non-Emergent	12/9/2020	6:42:00 PM	6:45:00 PM	0:03:00	6:49:00 PM	DOLORES ST / 5TH AVE
201208-CFA01405	Non-Emergent	12/8/2020	8:33:53 AM	8:37:53 AM	0:04:00	8:42:14 AM	LINCOLN ST / 12TH AVE
201212-CFA01422	Emergent	12/12/2020	12:30:45 PM	12:33:33 PM	0:02:48	12:38:39 PM	JUNIPERO AVE / 6TH AVE
201219-CFA01453	Emergent	12/19/2020	6:45:54 AM	6:51:21 AM	0:05:27	6:54:00 AM	CAMINO DEL MONTE / JUNIPE

201219-CFA01455	Emergent	12/19/2020	10:19:04 AM	10:21:00 AM	0:01:56	10:23:30 AM	MONTE VERDE ST / 9TH AVE
201220-CFA01458	Emergent	12/20/2020	12:34:32 PM	12:40:11 PM	0:05:39	12:40:30 PM	MISSION ST / VISTA AVE
201220-CFA01459	Emergent	12/20/2020	12:40:00 PM	12:44:00 PM	0:04:00	12:55:00 PM	MISSION ST / VISTA AVE
201220-CFA01460	Emergent	12/20/2020	7:06:10 PM	7:10:42 PM	0:04:32	8:17:37 PM	4801 MONTEREY ST
201220-CFA01461	Emergent	12/20/2020	8:59:47 PM	9:01:24 PM	0:01:37	9:17:07 PM	5TH AVE / MISSION ST
201222-CFA01472	Emergent	12/22/2020	6:50:57 PM	6:55:10 PM	0:04:13	8:05:00 PM	S MOUNTAIN VIEW AVE / 8TH
201223-CFA01475	Emergent Down	12/23/2020	12:40:42 PM	12:43:10 PM	0:02:28	12:57:24 PM	SAN CARLOS ST / 7TH AVE
201227-CFA01490	Emergent	12/27/2020	1:46:45 PM	1:51:41 PM	0:04:56	2:00:00 PM	CARMELO ST / 10TH AVE
201228-CFA01497	Non-Emergent	12/28/2020	6:34:49 PM	6:36:59 PM	0:02:10	6:43:30 PM	MISSION ST / 5TH AVE
201228-CFA01499	Non-Emergent	12/28/2020	10:00:04 PM	10:02:16 PM	0:02:12	10:22:00 PM	MISSION ST / 5TH AVE
201229-CFA01500	Emergent	12/29/2020	10:17:01 AM	10:20:45 AM	0:03:44	10:27:58 AM	6TH AVE / DOLORES ST
201229-CFA01501	Emergent	12/29/2020	10:51:03 AM	10:53:28 AM	0:02:25	11:09:10 AM	5TH AVE / SANTA FE ST
201230-CFA01505	Non-Emergent	12/30/2020	12:41:01 PM	12:50:27 PM	0:09:26	12:55:18 PM	MISSION ST / 5TH AVE

NUMBER OF FIRE INCIDENTS	19	AVERAGE RESPONSE	0:03:47
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TOTAL CARMEL CITY INCIDENTS	44	TOTAL AVERAGE RESPONSE TIME	0:03:20
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RESPONSES BY DISTRICT

INCIDENT	PRIORITY	DATE	ALARM	ARRIVAL	RESPONSE	CALL CLEAR	STREET
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CARMEL HIGHLANDS

INCIDENT							
201201-CFA01385	Emergent	12/1/2020	3:55:43 PM	4:01:51 PM	0:06:08	5:02:00 PM	2910 RIBERA RD
201203-CFA01391	Emergent	12/3/2020	9:14:11 PM	9:25:22 PM	0:11:11	10:20:00 PM	196 UPPER WALDEN RD
201208-CFA01404	Emergent	12/8/2020	7:07:57 AM	7:18:35 AM	0:10:38	7:21:10 AM	HWY 1 / SONOMA LN
201208-CFA01406	Emergent	12/8/2020	9:34:31 AM	9:43:02 AM	0:08:31	9:56:45 AM	1 POINT LOBOS STATE RESER
201210-CFA01411	Emergent	12/10/2020	2:15:16 AM	2:23:28 AM	0:08:12	3:07:56 AM	2872 CUESTA WAY
201219-CFA01452	Emergent	12/19/2020	1:57:40 AM	2:04:00 AM	0:06:20	2:05:00 AM	142 CARMEL RIVIERA DR
201224-CFA01476	Emergent	12/24/2020	3:13:48 AM	3:25:00 AM	0:11:12	4:31:12 AM	95 YANKEE POINT DR
201226-CFA01486	Emergent	12/26/2020	8:55:07 AM	9:06:31 AM	0:11:24	10:42:33 AM	4 YANKEE BEACH WAY
201218-CFA01447	Emergent	12/18/2020	10:37:06 AM	10:47:45 AM	0:10:39	12:10:00 PM	1 POINT LOBOS STATE RESER
Subtotal		9	Average Response Time		0:09:22	Carmel Highlands	

CYPRESS FIRE

INCIDENT							
201201-CFA01382	Emergent	12/1/2020	9:53:10 AM	9:58:29 AM	0:05:19	11:00:00 AM	26245 CARMEL RANCHO BLVD
201203-CFA01388	Emergent	12/3/2020	1:49:42 AM	1:56:38 AM	0:06:56	2:59:15 AM	26600 OLIVER RD
201203-CFA01389	Emergent	12/3/2020	9:34:25 AM	9:38:20 AM	0:03:55	10:19:30 AM	3226 CAMINO DEL MONTE
201204-CFA01392	Emergent	12/4/2020	6:28:07 AM	6:35:22 AM	0:07:15	6:44:57 AM	26245 CARMEL RANCHO BLVD
201204-CFA01395	Emergent	12/4/2020	12:11:42 PM	12:18:42 PM	0:07:00	1:05:00 PM	26245 CARMEL RANCHO BLVD
201204-CFA01396	Emergent	12/4/2020	5:16:51 PM	5:25:37 PM	0:08:46	5:29:34 PM	25700 CANADA DR
201207-CFA01402	Emergent	12/7/2020	5:30:54 PM	5:36:59 PM	0:06:05	6:38:50 PM	26245 CARMEL RANCHO BLVD
201207-CFA01403	Emergent	12/7/2020	9:36:44 PM	9:40:49 PM	0:04:05	10:35:00 PM	24832 SANTA RITA ST

201210-CFA01412	Emergent	12/10/2020	12:44:36 PM	12:51:50 PM	0:07:14	1:43:59 PM	3850 RIO RD
201210-CFA01413	Emergent	12/10/2020	2:45:59 PM	2:51:02 PM	0:05:03	3:36:03 PM	25877 S CARMEL HILLS DR
201211-CFA01415	Emergent	12/11/2020	6:04:33 AM	6:12:33 AM	0:08:00	6:31:42 AM	3186 SYCAMORE PL
201211-CFA01416	Emergent	12/11/2020	10:02:01 AM	10:07:02 AM	0:05:01	10:53:31 AM	24809 SANTA FE ST
201212-CFA01421	Emergent	12/12/2020	9:40:08 AM	9:46:48 AM	0:06:40	10:46:03 AM	26245 CARMEL RANCHO BLVE
201212-CFA01423	Emergent	12/12/2020	5:32:47 PM	5:38:35 PM	0:05:48	6:40:00 PM	25661 MORSE DR
201213-CFA01427	Emergent	12/13/2020	12:34:29 PM	12:41:00 PM	0:06:31	12:52:50 PM	26245 CARMEL RANCHO BLVE
201215-CFA01432	Emergent	12/15/2020	9:29:37 AM	9:35:01 AM	0:05:24	10:09:27 AM	26245 CARMEL RANCHO BLVE
201215-CFA01434	Emergent	12/15/2020	9:24:34 PM	9:31:41 PM	0:07:07	10:30:49 PM	26349 MONTE VERDE ST
201216-CFA01436	Emergent	12/16/2020	5:29:39 AM	5:37:39 AM	0:08:00	6:15:43 AM	24345 SAN PEDRO LN
201216-CFA01440	Emergent	12/16/2020	6:55:06 PM	6:59:40 PM	0:04:34	8:38:58 PM	3574 OLIVER RD
201218-CFA01446	Emergent	12/18/2020	9:35:25 AM	9:42:27 AM	0:07:02	10:29:00 AM	26245 CARMEL RANCHO BLVE
201218-CFA01448	Emergent	12/18/2020	1:03:17 PM	1:12:44 PM	0:09:27	2:15:00 PM	5315 CARMEL VALLEY RD
201219-CFA01454	Emergent	12/19/2020	8:13:53 AM	8:18:00 AM	0:04:07	9:33:09 AM	4105 CANADA CT
201221-CFA01468	Emergent	12/21/2020	10:59:22 PM	11:05:09 PM	0:05:47	11:40:00 PM	25673 FLANDERS DR
201222-CFA01470	Emergent	12/22/2020	12:04:36 PM	12:12:51 PM	0:08:15	1:39:00 PM	252 DEL MESA CARMEL
201222-CFA01471	Emergent	12/22/2020	4:06:55 PM	4:11:52 PM	0:04:57	4:58:51 PM	26135 CARMEL RANCHO BLVE
201224-CFA01477	Emergent	12/24/2020	12:34:21 PM	12:40:59 PM	0:06:38	12:50:06 PM	5 CROSSROADS MALL
201224-CFA01478	Emergent	12/24/2020	1:15:30 PM	1:19:08 PM	0:03:38	1:30:00 PM	3600 OCEAN AVE
201225-CFA01482	Emergent	12/25/2020	1:10:42 PM	1:16:12 PM	0:05:30	1:59:14 PM	24685 HANDLEY DR
201225-CFA01483	Emergent	12/25/2020	2:53:42 PM	3:01:19 PM	0:07:37	3:08:00 PM	VIA PETRA / CARMEL VALLEY
201226-CFA01489	Emergent	12/26/2020	4:44:32 PM	4:49:10 PM	0:04:38	6:58:57 PM	26387 ISABELLA AVE
201227-CFA01492	Emergent	12/27/2020	8:23:57 PM	8:33:25 PM	0:09:28	8:46:16 PM	26356 CARMEL RANCHO LN
201228-CFA01494	Emergent	12/28/2020	9:50:35 AM	9:56:46 AM	0:06:11	10:51:34 AM	260 HACIENDA CARMEL
201231-CFA-1507	Emergent	12/31/2020	6:33:40 AM	6:40:00 AM	0:06:20	7:20:00 AM	3665 RIO RD
Subtotal		33	Average Response Time		0:06:19	CYPRESS FIRE	

PEBBLE BEACH

INCIDENT							
201205-CFA01398	Emergent	12/5/2020	12:25:04 PM	12:35:00 PM	0:09:56	1:10:00 PM	3280 CYPRESS DR
201213-CFA01429	Emergent	12/13/2020	5:57:09 PM	6:03:40 PM	0:06:31	7:18:42 PM	1500 CYPRESS DR
201225-CFA01485	Emergent	12/25/2020	6:08:20 PM	6:15:50 PM	0:07:30	7:20:00 PM	1522 RIATA RD
201228-CFA01495	Emergent	12/28/2020	12:03:50 PM	12:13:59 PM	0:10:09	1:09:08 PM	1071 MISSION RD
201228-CFA01498	Emergent	12/28/2020	7:46:18 PM	7:53:37 PM	0:07:19	8:58:40 PM	1414 ALVA LN
Subtotal		5	Average Response Time		0:08:17	PEBBLE BEACH	

MID COAST

INCIDENT							
201230-CFA01506	Emergent	12/30/2020	1:01:04 PM	1:15:40 PM	0:14:36	2:56:08 PM	32634-33169 HWY 1
Subtotal		1	Average Response Time		0:14:36	MID COAST	

Monterey County Regional

INCIDENT							
201231-CFA01509	Emergent	12/31/2020	4:17:23 PM	4:28:25 PM	0:11:02	5:31:19 PM	25395 BOOTS RD
Subtotal		1	Average Response Time		0:11:02	Monterey County Regional	

SEASIDE

INCIDENT							
201202-CFA01386	Emergent	12/2/2020	2:15:42 PM	2:25:08 PM	0:09:26	3:01:43 PM	1949 FREMONT BLVD
Subtotal		1	Average Response Time		0:09:26	SEASIDE	

PACIFIC GROVE

INCIDENT							
201211-CFA01418	Emergent Down	12/11/2020	2:29:00 PM	2:40:00 PM	0:11:00	3:45:00 PM	651 SINEX AVE
201221-CFA01467	Emergent Down	12/21/2020	7:49:18 PM	7:56:25 PM	0:07:07	9:12:21 PM	651 SINEX AVE
Subtotal		2	Average Response Time		0:09:04	PACIFIC GROVE	

MONTEREY

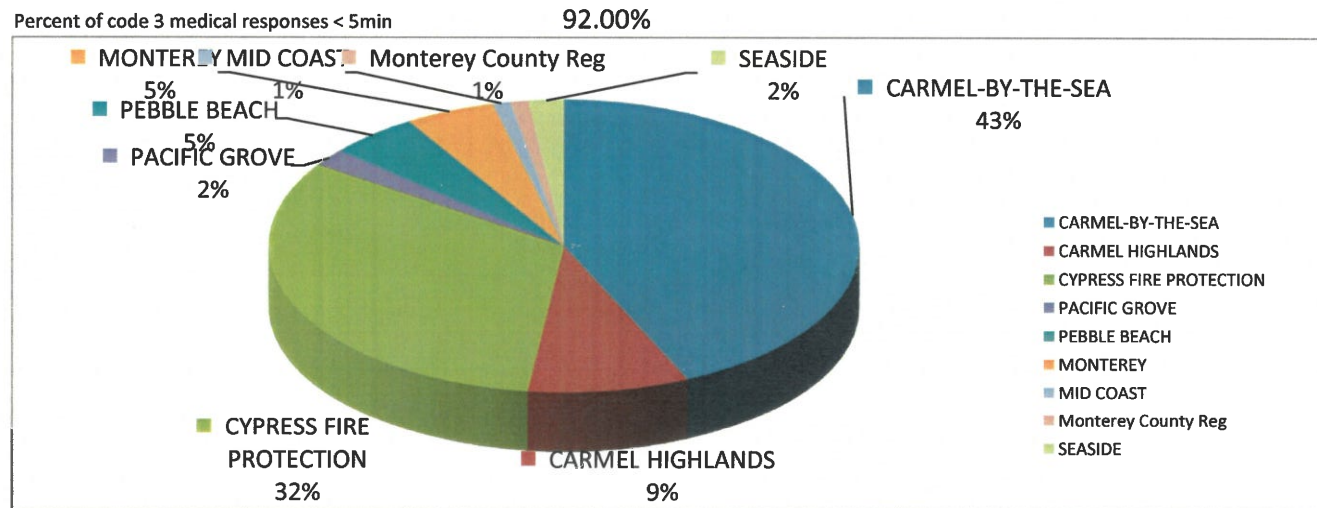
INCIDENT							
201209-CFA01410	Emergent	12/9/2020	7:05:47 PM	7:10:29 PM	0:04:42	7:17:27 PM	1156 8TH ST
201216-CFA01438	Emergent	12/16/2020	1:16:36 PM	1:22:19 PM	0:05:43	2:28:43 PM	23795 HOLMAN HWY
201216-CFA01439	Emergent	12/16/2020	5:57:02 PM	5:59:21 PM	0:02:19	6:08:16 PM	LINCOLN ST / 8TH AVE
201217-CFA01444	Emergent	12/17/2020	7:30:42 AM	7:33:39 AM	0:02:57	8:09:15 AM	SAN CARLOS ST / 13TH AVE
201226-CFA01488	Emergent	12/26/2020	3:00:44 PM	3:06:00 PM	0:05:16	4:15:00 PM	410 CLAY ST
Subtotal		5	Average Response Time		0:04:11	MONTEREY	

TOTAL ALL CALLS		101	TOTAL AVERAGE RESPONSE TIME		0:05:30		
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CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT
November 2020

Response Summary Report by District Type

<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
CARMEL-BY-THE-SEA	44	0:03:20
CARMEL HIGHLANDS	9	0:09:22
CYPRESS FIRE PROTECTION	33	0:06:19
PACIFIC GROVE	2	0:09:04
PEBBLE BEACH	5	0:08:17
MONTEREY	5	0:04:11
MID COAST	1	0:14:36
Monterey County Reg	1	0:11:02
SEASIDE	2	0:09:04
Total Responses	101	0:05:30





RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 12/1/2020 To: 12/31/2020



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Building fire	12/22/2020 6:49 PM	201222-MNT07666	0:04:14	S MOUNTAIN VIEW AVE	8TH AVE	3
Dumpster or other outside trash receptacle fire	12/20/2020 8:58 PM	201220-MNT07620	0:01:47	5TH AVE	MISSION ST	3
2			0:03:01			
300-321 Series (EMS)						
Medical assist, assist EMS crew	12/1/2020 1:21 AM	201201-MNT07206	0:04:43	GUADALUPE ST	5TH AVE	3
Medical assist, assist EMS crew	12/10/2020 10:11 PM	201210-MNT07402	0:01:57	SAN CARLOS ST	13TH AVE	3
Medical assist, assist EMS crew	12/21/2020 10:46 AM	201221-MNT07632	0:03:11	FOREST RD	7TH AVE	2
Emergency medical service incident, other	12/21/2020 5:34 PM	201221-MNT07646	0:02:30	7TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	12/3/2020 4:53 PM	201203-MNT07271	0:02:41	SAN CARLOS ST	12TH AVE	3
EMS call, excluding vehicle accident with injury	12/7/2020 2:19 PM	201207-MNT07340	0:03:07	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/10/2020 10:33 PM	201210-MNT07403	0:02:10	DOLORES ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	12/18/2020 4:22 PM	201218-MNT07569	0:02:25	MISSION ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/20/2020 9:57 AM	201220-MNT07608	0:03:33	SAN CARLOS ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	12/21/2020 2:13 PM	201221-MNT07637	0:04:49	SANTA FE ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	12/24/2020 3:52 PM	201224-MNT07699	0:00:12	6TH MISSION ST	6TH AVE	2
EMS call, excluding vehicle accident with injury	12/25/2020 2:37 AM	201225-MNT07707	0:04:35	MISSION ST	SANTA LUCIA AVE	3
EMS call, excluding vehicle accident with injury	12/25/2020 9:56 AM	201225-MNT07717	0:02:58	4TH AVE	LOPEZ AVE	3
EMS call, excluding vehicle accident with injury	12/27/2020 11:14 PM	201227-MNT07775	0:03:39	GUADALUPE ST	OCEAN AVE	2
14			0:03:02			
322-399 Series (Rescues)						
Motor vehicle/pedestrian accident (MV Ped)	12/26/2020 1:42 PM	201226-MNT07743	0:03:36	SCENIC RD	SANTA LUCIA AVE	2
Surf rescue	12/28/2020 1:25 PM	201228-MNT07785	0:03:41	OCEAN AVE	DEL MAR AVE	3
Rescue or EMS standby	12/11/2020 8:43 PM	201211-MNT07423	0:03:28	GUADALUPE ST	OCEAN AVE	3
Rescue or EMS standby	12/17/2020 2:55 PM	201217-MNT07544	0:02:07	SAN CARLOS ST	7TH AVE	3
Rescue or EMS standby	12/23/2020 10:50 AM	201223-MNT07680	0:02:25	LINCOLN ST	7TH AVE	3
5			0:03:03			
400 Series (Hazardous Material)						
Arcing, shorted electrical equipment	12/28/2020 6:33 PM	201228-MNT07790	0:02:09	MISSION ST	5TH AVE	3
Biological hazard, confirmed or suspected	12/29/2020 10:16 AM	201229-MNT07800	0:02:17	6TH AVE	DOLORES ST	2
Biological hazard, confirmed or suspected	12/29/2020 10:49 AM	201229-MNT07801	0:02:07	5TH AVE	SANTA FE ST	3
3			0:02:11			
500 & 600 Series (Service Calls)						
Water or steam leak	12/7/2020 9:23 AM	201207-MNT07332	0:06:26	CARMELO ST	4TH AVE	2
Water or steam leak	12/13/2020 7:39 AM	201213-MNT07446	0:05:20	MONTE VERDE ST	9TH AVE	2
Water or steam leak	12/13/2020 2:48 PM	201213-MNT07453	0:04:54	2ND AVE	LOBOS ST	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
Water or steam leak	12/16/2020 1:45 PM	201216-MNT07518	0:04:38	SANTA FE ST	2ND AVE	2
Water or steam leak	12/20/2020 7:05 PM	201220-MNT07617	0:04:04	4801 MONTEREY ST		3
Water or steam leak	12/27/2020 1:45 PM	201227-MNT07761	0:05:36	CARMELO ST	10TH AVE	2
Assist police or other governmental agency	12/2/2020 5:19 PM	201202-MNT07244	0:03:55	RIO RD	LADERA DR	3
Assist police or other governmental agency	12/17/2020 7:29 AM	201217-MNT07535	0:03:31	SAN CARLOS ST	13TH AVE	3
Assist police or other governmental agency	12/30/2020 12:39 PM	201230-MNT07830	0:03:29	MISSION ST	5TH AVE	2
Public service	12/6/2020 3:48 PM	201206-MNT07318	0:00:51	LINCOLN ST	OCEAN AVE	2
Public service	12/20/2020 12:33 PM	201220-MNT07611	0:04:24	MISSION ST	VISTA AVE	2
Assist invalid	12/8/2020 8:33 AM	201208-MNT07353	0:04:37	LINCOLN ST	12TH AVE	2
Assist invalid	12/8/2020 4:00 PM	201208-MNT07364	0:00:00	6TH AVE	MISSION ST	2
Assist invalid	12/9/2020 6:41 PM	201209-MNT07382	0:02:34	DOLORES ST	5TH AVE	2
Assist invalid	12/25/2020 6:24 PM	201225-MNT07728	0:03:00	GUADALUPE ST	OCEAN AVE	3
Defective elevator, no occupants	12/7/2020 1:19 PM	201207-MNT07337	0:02:58	DOLORES ST	5TH AVE	2
No incident found on arrival at dispatch address	12/19/2020 10:18 AM	201219-MNT07585	0:03:33	MONTE VERDE ST	9TH AVE	3
No incident found on arrival at dispatch address	12/19/2020 9:00 PM	201219-MNT07598	0:03:59	MONTE VERDE ST	9TH AVE	3
No incident found on arrival at dispatch address	12/27/2020 6:49 PM	201227-MNT07768	0:02:26	JUNIPERO AVE	3RD AVE	3
No incident found on arrival at dispatch address	12/28/2020 9:58 PM	201228-MNT07792	0:02:11	MISSION ST	5TH AVE	2
		20	0:03:37			

700 Series (False Alarms)

Heat detector activation due to malfunction	12/13/2020 10:29 AM	201213-MNT07449	0:03:06	OCEAN AVE	LINCOLN ST	2
Smoke detector activation, no fire - unintentional	12/22/2020 11:21 AM	201222-MNT07655	0:03:27	TORRES ST	8TH AVE	3
Smoke detector activation, no fire - unintentional	12/23/2020 12:39 PM	201223-MNT07681	0:03:05	SAN CARLOS ST	7TH AVE	3
Detector activation, no fire - unintentional	12/16/2020 5:56 PM	201216-MNT07529	0:02:49	LINCOLN ST	8TH AVE	3
Detector activation, no fire - unintentional	12/17/2020 2:51 AM	201217-MNT07533	0:03:51	OCEAN AVE	MONTE VERDE ST	3
Alarm system activation, no fire - unintentional	12/12/2020 12:29 PM	201212-MNT07431	0:02:53	JUNIPERO AVE	6TH AVE	3
Alarm system activation, no fire - unintentional	12/19/2020 6:44 AM	201219-MNT07581	0:06:03	CAMINO DEL MONTE	JUNIPERO AVE	2
		7	0:03:36			

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

none

Code 2 Calls	20
Code 3 Calls	31
Total # of Incidents	51
% Under 5 Minute Response Time	100.0%



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

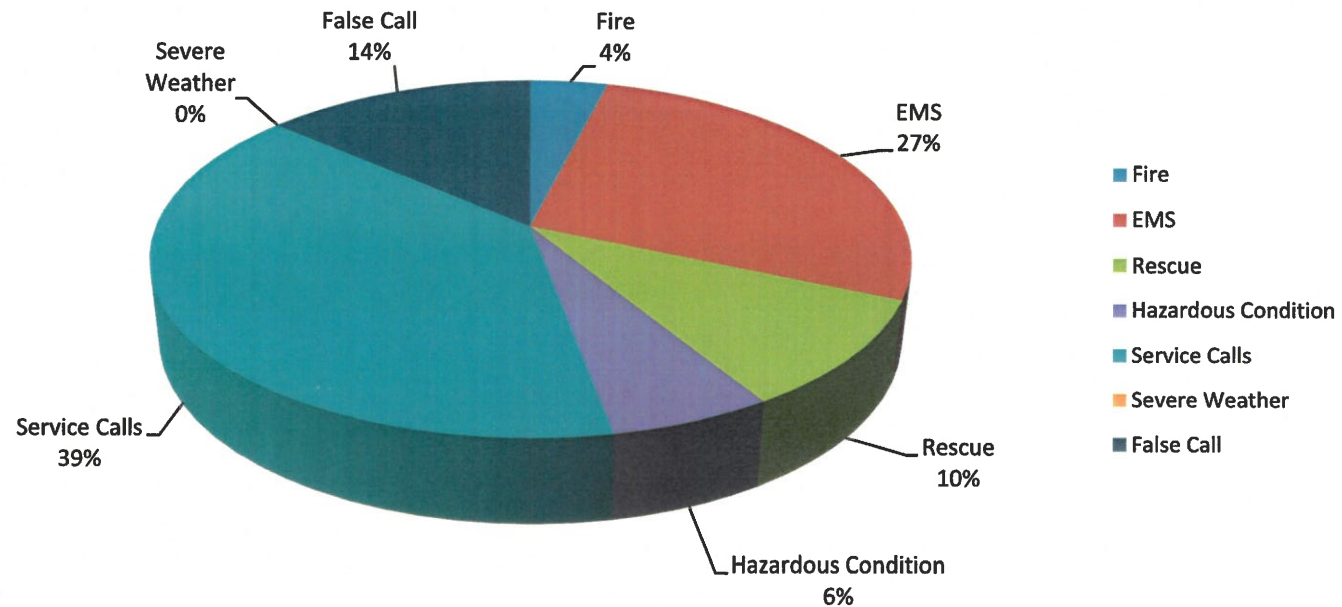


Type of Call	Number	Average Response Time
Fire	2	3:01
EMS	14	3:02
Rescue	5	3:03
Hazardous Condition	3	2:11
Service Calls	20	3:37
Severe Weather	0	0:00
False Call	7	3:36

Total Responses

51

3:18



Total Code 3 Calls:

31

Response Times for Code 3

Calls ≤ 5 minutes:

100.0%



CITY OF CARMEL-BY-THE-SEA

Monthly Report

December 2020

City Clerk's Office

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Britt Avrit, City Clerk
SUBMITTED ON:	January 12, 2021
APPROVED BY:	Chip Rerig, City Administrator

In the month of December, the City handled 12 requests for public records.

	This Month	Calendar YTD
City Clerk's Office	5	119
Police Department	7	166
TOTAL REQUESTS/RESPONSES	12	285

December 2020 PRA

request number	Date Requested	10-day due date	records requested	requestor	date completed	notes
2020-115	12/3/2020	12/14/2020	building permit documents for a 1999 2nd story addition and remodel for a home on Carmelo (2) SW of 10th (APN: 010-278-002) Block W Lot S3	Erik Dyar	12/14/2020	requester worked with CP&B to obtain copies through a local business
2020-116	12/11/2020	12/21/2020	Records requested: 1) business license application(s) and license(s) issued for business(es) at 1) 4 NE Dolores At 6th Ave., Carmel-by-the-Sea CA 93921; 2) East Side of Lincoln St., (Between Ocean Ave. & 7th St.) Carmel-by-the Sea CA 93921 3) O' My Sole; 4) CLIFF MASON, INC.; 5) CHILSEA, INC.; 6) USOMS, INC.; 7) CHILSEA, INC.	Robert Dewberry	12/15/2020	
2020-117	12/28/2020	1/7/2021	City manager compensation contracts from 2011 to 2018; City manager annual evaluation results from 2011 to 2018	Yuan Ji		emailed requester 1/7/2021, anticipated remaining records available (if any) by 2/1/2021
2020-118	12/29/2020	1/8/2021	All emails sent or received in the last six months by the city mentioning Ronald Austin, All emails the city has sent to or received from any listserv (including any list served associated with the League of California Cities) regarding public records requests for the last 6 months	Ron Austin	1/8/2021	
2020-119	12/29/2020	1/8/2021	service history' for the last five years for the location of the damaged road at 3rd Avenue and Monterey Street in The city of Carmel	Eric Allen	1/7/2021	

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	12/7/20 mw	12/17		12/07 mw	Division of investigation consumer affairs	dennis scully	all reports- related	emailed	12/07/20 mw
2020-0002	12/11/20 SB	12/21/2020		12/11 SB	Monterey Co DA Legal Sec M Cordova	831-755-5243	all reports- related	efiled	12/11/20 SB
2020-0003	12/19/20 CN	12/29/2020		12/24	The State Bar of CA	415-538-2451	CG0500628	case purged	12/24 da faxed response
2020-0004	12/19/20 CN	12/29/2020			lexis nexis	678-924-4900	CC2000706	completed	mailed by CN
2020-0005	12/18/2020	12/28/2020		24-Dec	Richard Jackson	707-210-4571	CG2000575	completed	mailed by DA
									NO REPORT FOUND, LOSS
2020-0006	12/17/2020	12/27/2020		12/24/2020	Lexis Nexis		CC2000642	COMPLETED	NOT OUR JURIS
2020-0007	12/24/2020	1/4/2020		12/24/20 da	Commission on Teacher Credential		CQ2000548	completed	mailedby DA



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Works Department Report – December 2020

TO: Honorable Mayor and City Council Members

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

SUBMITTED ON: December 31, 2020

APPROVED BY: Chip Rerig, City Administrator

City Council Meeting of December 7, 2020

- Carmel Cares gave a presentation about the mutually beneficial public/private partnership with Public Works and noted the success of various projects and generous donations for the City.
- Approved a \$10,000 Amendment to the Professional Services Agreement with Native Solutions to allow dune biologist Joey Canepa to continue work in the North Dunes Habitat.
- SiteLogiQ was authorized to proceed with a no-cost, energy audit of all City-owned buildings and facilities to identify cost-savings and greenhouse gas mitigation measures.

Forest and Beach Commission Meeting of December 10, 2020

- Received a presentation from the Monterey Fire Chief regarding fire prevention strategies and response resources for Pescadero Canyon.
- Received a presentation from the Environmental Programs Manager regarding progress made to date with the Climate Action Committee.
- Approved the removal of 5 of 6 trees requested to be removed on Casanova Street, 5 SE of Twelfth Avenue, in accordance with a Tree Management Plan prepared for the site.
- Requested more information from an applicant before making a decision regarding a magnolia tree that is causing minor damage to a planter wall and patio.

Climate Action Committee Meeting of December 17, 2020

- Received a presentation from a United States Geological Survey scientist regarding coastal storm modeling and shoreline impacts expected due to sea level rise.
- Received a presentation from the Public Works Director regarding the City's new Storm Drain Master Plan. The Plan concluded that our drainage system was designed for only 10-year (versus 20-year) storms. Approximately \$9.9M is needed to repair the system and remove bottlenecks to properly convey 10-year storms. Without repairs, 10-year storms will continue to cause minor flooding in a several areas of the City. Storms are expected to be 17% stronger by 2045. A 50-year storm would cause moderate to significant flooding and damage, especially in the northeast/downtown area and through the Mission Trail Nature Preserve to discharge into the Carmel River.

The Public Works Team's Highlights of 2020

Despite Covid-19's shelter in place orders, quarantines, and numerous day-to-day safety measures, and despite a few painful layoffs, a drastic decrease to the department's operating budget, and defunding of all capital improvement projects, we were still able to accomplish several important projects, as listed in this year's highlights:

1. Developed a new public/private partnership with Carmel Cares, who, among other things, is volunteering to restore the Scenic Pathway, Forest Theater, and Vista Lobos Park, donating various maintenance tools, a John Deere Gator truck for watering, a sidewalk scrubber machine, and much more. www.carmelcares.org
2. Constructed the new Gathering Room in the Harrison Memorial Library.
3. Continued to work with the Friends of Mission Trail Nature Preserve to remove additional dead and invasive trees, weeds and fire fuel, while completing the renovation of the Doolittle Trail.
4. Resumed vehicle maintenance tasks in-house for the first time since the 1990s, which reduced expenses versus sending vehicles out for routine maintenance and minor repairs.
5. Replaced 60-year old, obsolete boilers at Sunset Center.
6. In the North Dunes, removed a significant quantity of weeds and invasive plants, pruned trees, installed more post and cable railing, and presented the restoration project progress to the Council and Commissions.
7. Installed dual trash/recycling cans with decorative, metal ribbon in portions of the downtown.
8. Saved a tentative layoff position by rejecting high bids received for landscape maintenance services and doing those tasks ourselves, with more care, while saving funds.
9. Replaced the roof on the Scout House, partially funded by a grant.
10. Completed the City's first Storm Drain Master Plan, which identified deficiencies in the drainage system, repairs needed, and bottlenecks which cause flooding.
11. Made notable progress on the Climate Action and Adaptation Project.
12. Obtained rigging equipment which enables City crews to remove mid-sized and some taller dead or diseased trees (versus removing only smaller trees as in prior years).
13. Installed, at no cost to the City, three new, dual electric vehicle chargers in the Sunset Center north parking lot, raising the total number of simultaneous charges to 11 vehicles.
14. Made progress on ADA upgrades in bathrooms and installed ADA-compliant railings in Devendorf Park.

Public Works Administration

- Senior Facilities Maintenance Worker, Leo Hernandez, completed four months of National Guard training in Missouri and came back a soldier.
- Completed documentation required for the Measure X funding audit by TAMC.
- Coordinated with TAMC requesting a waiver of installing regional wayfinding signs made of metal and seeking equivalent funds to make similarly worded signs made of wood.
- Posted public meeting notices along Scenic and San Antonio regarding the January 5th hearing about the potential for intermittent closures along Scenic for recreational purposes.
- Coordinated with Human Resources regarding more restrictive Covid-19 lockdown procedures. Several employees had to be quarantined due to out of state travel.

Environmental Programs

- Oversaw removal of a total of 80 yard-waste bags full of invasive weeds, ice plant, and dead brush from the North Dunes Habitat Restoration Area, thanks to volunteers.
- Submitted planning application to allow for the conversion of 7 area lights in the Sunset Center north parking lot into energy-efficient LED lights.
- Unfortunately, the City's contamination rate of non-recyclable materials dumped into the blue recycling containers increased from 16% last year to 24% this year. More education coming.
- Coordinated with Friends of Carmel Forest to remove a conventional planter at the NW corner of Monte Verde and Seventh Ave., and install a demonstration rain garden/percolation pit.
- Notified citizens that effective January 1, 2021, pressure treated wood must be disposed of in a Class I Hazardous Waste landfill.

Facility Maintenance

- Supported the Community Activities Department with installation of holiday lighting along the Ocean Avenue median islands and in and surrounding Devendorf Park.
- Coordinated with Carmel Cares to reconstruct the entrance gate to Forest Theater.
- Received donation of small and larger diameter plumbing snakes from Carmel Cares.
- Coordinated with a vendor to inspect and re-certify the City's fire extinguishers.
- Supervised repairs of roll-up doors, door buzzers, alarms, a security door, and others.

Street Maintenance

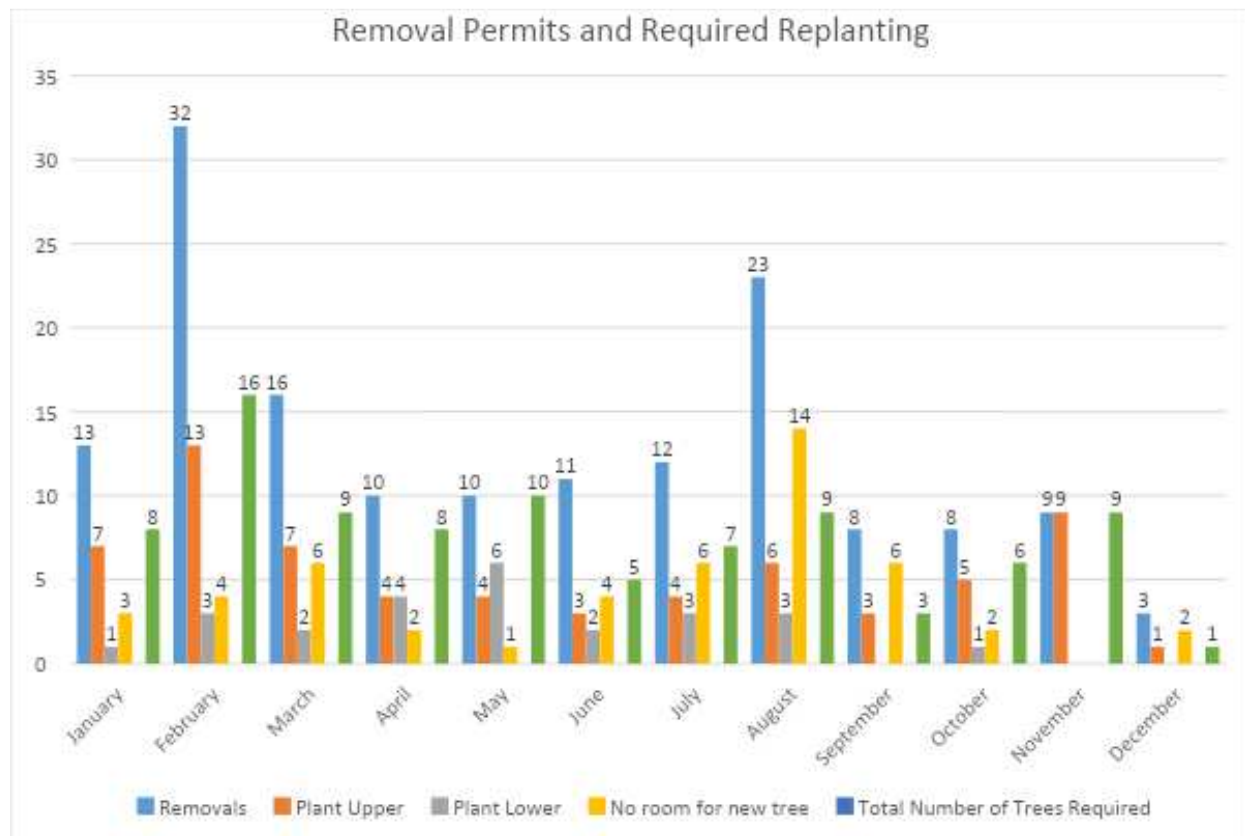
- Received a Sidewalk Scrubbing machine from Carmel Cares. Training took place inside the Public Works Garage which now has a shiny concrete floor.
- Completed the annual storm drain inspections and began the annual sidewalk inspections.
- Repaired pathway and fencing along Fourth Avenue down to the beach access stairs.
- Continued removing piles of ivy, weeds, and debris from the MTNP.
- Stripped obsolete Fire Vehicle 6485 of all special equipment and sold at auction.
- Coordinated multiple repairs of the street sweeper and clutch repair of the wood chipper.
- Held the annual cleanup of the Public Works facility, including organizing the tool room and yard/storage areas. The crew also cleaned out their work vehicles.

Forestry, Parks and Beach (Forester's Report)

- Carmel Cares continued to cleanup and weed the Scenic Pathway, Vista Lobos Park, Forest Theater, and various medians.
- No Stop Work Orders were issued in December.
- No notable failures occurred in December.⁵⁸

- 2,646 trees have been inventoried in the TreeKeeper program as of December 29, 2020. Staff is inventorying trees as work and inspections are performed.
- Armillaria root rot was noted in the fruiting stage after rain in late December. This is a significant pathogen in the urban forest.

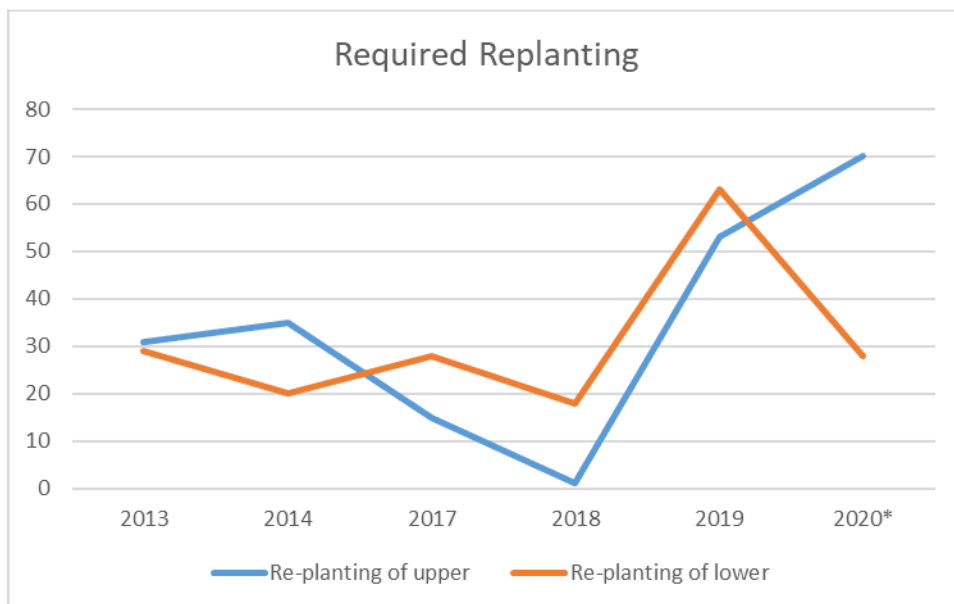
Private and Development Activities



2020 Permitted Removals and Required Planting					
	Removals	Plant Upper	Plant Lower	No Room for New Tree	Total Number of Trees Required
January	13	7	1	3	8
February	32	13	3	4	16
March	16	7	2	6	9
April	10	4	4	2	8
May	10	4	6	1	10
June	11	3	2	4	5
July	12	4	3	6	7
August	23	6	3	14	9
September	8	3	0	6	3
October	8	5	1	2	6
November	9	9	0	0	9

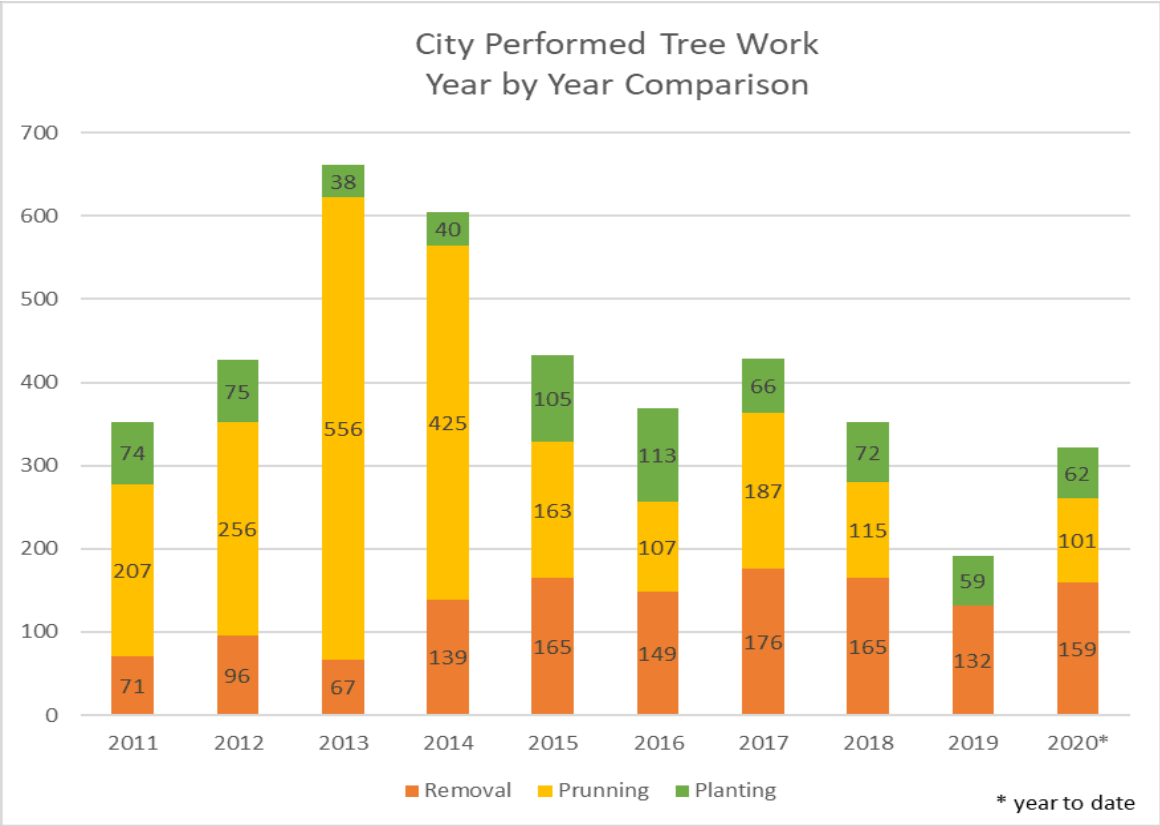
December	3	1	0	2		1
2020 Totals	155	66	25	50		91

Historic Permitted Removals and Required Planting							
	Removal Permits	Removal Upper	Removal Lower	Replanting Required	Replanting Upper	Replanting 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%



City Forestry, Parks, and Beach Activities

City Tasks December 2020	
Work Type	Count
Inspections	33
Prunings	4
Removals	3
Failures	0
Plantings	3





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

February 2, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Robin Scattini, Finance Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: December 2020 Check Register Summary

RECOMMENDATION:

Approve the check register for December 2020.

BACKGROUND/SUMMARY:

The check register is produced from the City's financial system. The report groups the checks by the respective department or function. The check register includes the check number, the name of the vendor, a description of the purchase, the check issue date and the amount of the check. Per the California Supreme Court's decision in the case of Los Angeles County Board of Supervisors v. Superior Court (Dec. 29, 2016) (2016 WL 7473802), the check register excludes the specific invoice payments for legal services incurred for pending and active investigations, pending and active litigation, as well as recently concluded matters. The Supreme Court has ruled that these specific invoices are protected under attorney-client privilege and need not be disclosed under the Public Records Act.

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

FISCAL IMPACT:

The check register summary for December 2020 totals \$643,026.

PRIOR CITY COUNCIL ACTION:

Council ratified the November 2020 check register at its January 5 regular meeting.

ATTACHMENTS:

December 2020 check register

December 2020 Check Register

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000 Marketing & Economic Development				
46127	Visit Carmel	CRID remittance July-Sept 2020	12/03/2020	40,530.07
46229	Monterey County Convention & Visitors Bureau	Sep-Oct 2020 TID remittance	12/18/2020	46,025.10
46242	Visit Carmel	CHID remittance for Sep-Oct 2020	12/18/2020	95,696.63
Total for Department: 000 Marketing & Economic Development				182,251.80
Department: 110 City Council				
46176	Peninsula Messenger Service	Mail service: Sort and delivery	12/11/2020	7,544.00
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	46.20
Total for Department: 110 City Council				7,590.20
Department: 111 City Administration				
46105	AT&T	Telephone service citywide	12/03/2020	82.48
46107	Carmel Pine Cone	Legal noticing	12/03/2020	270.00
46109	Comcast	Business cable services-City Hall	12/03/2020	68.54
46111	Corbin Willits System	MOM Software support	12/03/2020	720.79
46114	FedEx	Shipping fees	12/03/2020	29.90
46125	US Bank	Admin and HR Subscriptions	12/03/2020	62.25
46129	AT&T	Police department router and telecommunication services	12/03/2020	711.80
46133	CDW-Government Inc	IT supplies	12/03/2020	281.45
46134	Chavan and Associates, LLC	Financial audit billing	12/03/2020	7,100.00
46140	Digital Deployment	Maintenance and security updates for website	12/03/2020	700.00
46141	I.A.M.P	Consultation fee:Forest Theater streaming event set up	12/03/2020	100.00
46142	Iron Mountain	Records management and storage fees	12/03/2020	321.31
46148	Alhambra	Water service-City Hall	12/11/2020	52.80
46150	Amazon Web Services Inc	Data storage and cloud service fees	12/11/2020	1,019.25
46152	AT&T	Telephone service citywide	12/11/2020	1,712.08
46153	California Municipal Statistics Inc	Preparation of CAFR statistics	12/11/2020	500.00
46155	Carmel Pine Cone	Legal noticing	12/11/2020	240.00
46158	Coastal TPA, Inc	Dental and vision reimbursement claims	12/11/2020	562.85
46159	Conti Corp	Maint contract-IT	12/11/2020	1,200.00
46173	Office Depot, Inc.	Office supplies	12/11/2020	123.22
46178	Pitney Bowes Global Fin S	Postage meter lease	12/11/2020	676.42
46182	Sprint	Usage: voice, messaging, data	12/11/2020	325.02
46190	Verizon Wireless	Usage: voice, messaging, data	12/11/2020	246.96
46192	Zoom Imaging Solutions, Inc.	Admin copier usage fees	12/11/2020	243.74
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	103.95

46217	Comcast Business	CALNET NGEN billing	12/18/2020	1,289.64
46231	Office Depot, Inc.	Office supplies	12/18/2020	338.14
46235	Purchase Power	Postage meter refill	12/18/2020	3,434.00
46239	Sprint	Usage: voice, messaging, data	12/18/2020	559.34
46240	T-Mobile	Usage: voice, messaging, data	12/18/2020	1,457.85
46243	Wageworks, Inc	Healthcare monthly Admin and Compliance fee	12/18/2020	520.00
46244	AT&T	Telephone service citywide	12/22/2020	83.09
46257	US Bank	Training registrations, IT supplies and services	12/22/2020	2,470.84

Total for Department: 111 City Administration	27,607.71
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Department: 112 City Attorney

46208	Burke, Williams & Sorensen, LLP	October legal services	12/18/2020	22,426.50
46245	Burke, Williams & Sorensen, LLP	November legal services	12/22/2020	11,570.70
46255	Renne Public Law Group	General legal fees	12/22/2020	105.00

Total for Department: 112 City Attorney	34,102.20
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Department: 115 Community Planning & Building

46123	Ryan Ranch Printers	Business cards	12/03/2020	60.09
46156	Carmel Towing & Garage	Fuel for Building Inspector vehicle	12/11/2020	71.68
46158	Coastal TPA, Inc	Dental and vision reimbursement claims	12/11/2020	133.40
46160	CSG Consultants, Inc.	Building Plan Review Services	12/11/2020	16,809.60
46163	Engineered Fire Systems	Plan review services	12/11/2020	400.00
46188	US Bank	On line training for Code Compliance	12/11/2020	75.00
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	80.85
46218	CSG Consultants, Inc.	Building Plan Review Services	12/18/2020	18,446.87
46219	De Lage Landen Financial	Front copier lease	12/18/2020	212.22
46221	Engineered Fire Systems	Plan review services	12/18/2020	150.00
46257	US Bank	Digital report copies	12/22/2020	600.00

Total for Department: 115 Community Planning & Bu	37,039.71
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Department: 116 Police

46109	Comcast	Cable TV/High Speed Internet for PD	12/03/2020	177.65
46116	Lemos Service Inc	Vehicle repair services	12/03/2020	637.13
46119	Monterey Tire Service Inc	Vehicle maintenance	12/03/2020	300.95
46120	Office Depot, Inc.	Office supplies	12/03/2020	324.80
46125	US Bank	Safety and vehicle equipment, training fee	12/03/2020	303.14
46126	Verizon Wireless	Air Cards for PD vehicles	12/03/2020	266.17
46132	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	12/03/2020	150.03
46136	Coastal TPA, Inc	Dental and vision reimbursement claims	12/03/2020	296.80
46137	County of Monterey IT Dept	PD Cellular access/telephone calling and access	12/03/2020	496.80

46145	Monterey County, Dept of Emerg Services	FY 2020-21 NGEN /Operations & maintenance	12/03/2020	16,557.12
46156	Carmel Towing & Garage	Fuel for PD	12/11/2020	2,555.41
46158	Coastal TPA, Inc	Dental and vision reimbursement claims	12/11/2020	661.75
46161	De Lage Landen Financial	Police Dept Copier Lease	12/11/2020	161.69
46168	Lemos Service Inc	Vehicle repair services	12/11/2020	938.76
46174	Pacific Gas & Electric	Video cameras citywide	12/11/2020	178.29
46175	PCS Mobile	Annual subscription for AutoVu Management Services	12/11/2020	8,652.46
46179	Same Day Shred	Shredding services	12/11/2020	45.00
46184	T2 Systems Canada Inc.	Digital Iris Services	12/11/2020	125.00
46189	US Bank Voyager Fleet	Fuel for PD	12/11/2020	11.94
46205	Alhambra	Bottle Water Service for PD	12/18/2020	196.73
46207	Axon Enterprise, Inc	Year 3 billing: Evidence.com and Tech Assurance Plan	12/18/2020	15,752.68
46209	California Department Of Justice	Fingerprinting services	12/18/2020	512.00
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	242.55
46216	Comcast	Cable TV/High Speed Internet for PD	12/18/2020	57.03
46230	Monterey Tire Service Inc	Vehicle maintenance	12/18/2020	184.25
46241	US Bank	Fuel, training fees, supplies	12/18/2020	1,047.01

Total for Department: 116 Police

50,833.14

Department: 117 Fire

46117	Mission Linen Service	Linen maintenance	12/03/2020	113.45
46135	City Of Monterey	Fire Admin Services	12/03/2020	217,409.76
46137	County of Monterey IT Dept	Fire Dept: Cellular access	12/03/2020	149.04
46148	Alhambra	Bottle Water Service for Fire Dept	12/11/2020	145.21
46156	Carmel Towing & Garage	Fuel purchases for fire vehicles	12/11/2020	539.48
46171	Mission Linen Service	Linen maintenance	12/11/2020	103.31
46206	American Supply Company	Cleaning supplies	12/18/2020	224.07
46214	City Of Monterey	Ambulance repairs:Parts and Labor	12/18/2020	5,903.40
46228	Mission Linen Service	Linen maintenance	12/18/2020	103.31
46249	Mission Linen Service	Linen maintenance	12/22/2020	103.31

Total for Department: 117 Fire

224,794.34

Department: 118 Ambulance

46106	Bound Tree Medical LLC	Medical supplies	12/03/2020	634.05
46126	Verizon Wireless	Air Cards for Ambulance	12/03/2020	128.07
46130	Bound Tree Medical LLC	Medical supplies	12/03/2020	153.87
46135	City Of Monterey	Ambulance administration	12/03/2020	1,672.41
46135	City Of Monterey	Ambulance overtime coverage	12/03/2020	14,081.19
46136	Coastal TPA, Inc	Dental and vision reimbursement claims	12/03/2020	80.00
46143	Isaac Eckel	Reimbursement for paramedic license renewal fee	12/03/2020	225.00
46146	Myles Routh	Reimbursement for paramedic license renewal fee	12/03/2020	225.00
46154	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	12/11/2020	87.96

46156	Carmel Towing & Garage	Fuel purchases for ambulance	12/11/2020	758.78
46158	Coastal TPA, Inc	Dental and vision reimbursement claims	12/11/2020	422.00
46177	Peninsula Welding & Medical Supply, inc.	Oxygen cylinder rentals	12/11/2020	121.49
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	57.75
Total for Department: 118 Ambulance				18,647.57

Department: 119 Public Works

46104	American Supply Company	Material and repair supplies	12/03/2020	406.74
46108	Cintas Corporation	Uniforms for PW	12/03/2020	146.90
46110	Conte's Generator Service	Generator annual service Library	12/03/2020	2,900.00
46112	Edges Electrical Group	Electrical supplies	12/03/2020	239.07
46113	Enviro-Master of Northern California	COVID sanitation spray services	12/03/2020	219.95
46115	Granite Rock Company	Supplies for PW	12/03/2020	294.33
46121	Overhead Door Co of Salinas	PW doors preventative maintenance	12/03/2020	911.53
46122	Poe's Plumbing & Backflow	Backflow test & repair Guadalupe & Ocean	12/03/2020	274.06
46123	Ryan Ranch Printers	Business cards	12/03/2020	120.17
46124	Scarborough Lumber & Building	Supplies	12/03/2020	28.00
46125	US Bank	Erosion and facility maintenance supplies	12/03/2020	921.07
46136	Coastal TPA, Inc	Dental and vision reimbursement claims	12/03/2020	285.00
46144	Monterey Auto Supply Inc/Napa Auto Parts	Vehicle supplies for PW	12/03/2020	371.87
46147	Ailing House Pest Control	Pest control services	12/11/2020	304.00
46148	Alhambra	Water service Public Works	12/11/2020	194.57
46149	Always Under Pressure	Service call & labor	12/11/2020	826.38
46151	American Messaging	Messaging service for panic alarms	12/11/2020	2.50
46157	Cintas Corporation	Uniforms for PW	12/11/2020	115.35
46158	Coastal TPA, Inc	Dental and vision reimbursement claims	12/11/2020	215.16
46161	De Lage Landen Financial	Copier lease and usage	12/11/2020	205.39
46164	Enviro-Master of Northern California	COVID sanitation spray services	12/11/2020	270.00
46165	Greenwaste Recovery Inc	Food waste cart service	12/11/2020	109.61
46180	Scarborough Lumber & Building	Supplies	12/11/2020	44.15
46183	State Water Resources Control Board (SWRCB)	Annual permit fee	12/11/2020	5,994.00
46188	US Bank	Supplies, plants, disinfectant	12/11/2020	799.83
46204	Ailing House Pest Control	Pest control services	12/18/2020	60.00
46210	Caltronics Business Systems, Inc.	Copy machine usage fee per contract	12/18/2020	45.44
46211	Carmel Towing & Garage	November fuel	12/18/2020	938.62
46213	Cintas Corporation	Uniforms for PW	12/18/2020	246.87
46214	City Of Monterey	Sweeper curtains	12/18/2020	1,578.13
46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	173.25
46222	Enviro-Master of Northern California	COVID sanitation spray services	12/18/2020	270.00
46223	Giuliano Picciuto	Boot reimbursement per MOU	12/18/2020	225.00
46224	International Society of Arboriculture	Membership for Michael Tope	12/18/2020	185.00
46227	Marine Sanctuary Foundation	Dry weather sampling	12/18/2020	2,257.34
46232	Overhead Door Co of Salinas	Norton Court parking garage service	12/18/2020	200.00
46236	Pureserve Building Service	Janitorial Services	12/18/2020	15,695.75

46237	Scarborough Lumber & Building	Supplies	12/18/2020	102.60
46238	Sentry Alarm Systems	Monitoring:Burglar alarm systems all city buildings	12/18/2020	183.00
46246	Cintas Corporation	Uniforms for PW	12/22/2020	146.18
46247	Enviro-Master of Northern California	COVID sanitation spray services	12/22/2020	200.00
46248	Golden State Portables	Handicap unit Forest Theater	12/22/2020	380.88
46250	Monterey Auto Supply Inc/Napa Auto Parts	Vehicle supplies for PW	12/22/2020	153.94
46253	Pacific Smog	Vehicle smog inspections	12/22/2020	328.00
46254	Poe's Plumbing & Backflow	Floor drains service call	12/22/2020	237.50
46256	Scarborough Lumber & Building	Supplies	12/22/2020	88.96
Total for Department: 119 Public Works				39,896.09

Department: 120 Library

46215	Coastal TPA, Inc	Dental and vision reimbursement claims	12/18/2020	83.74
46252	Pacific Grove Self Storage	Storage unit for city art	12/22/2020	280.00
Total for Department: 120 Library				363.74

Department: 121 Community Activities

46125	US Bank	Halloween lights	12/03/2020	120.48
46155	Carmel Pine Cone	Shop local & homecrafters' ad	12/11/2020	1,480.00
46185	The Christmas Light Pros	Install & remove holiday tree lights	12/11/2020	5,500.00
46187	Tigerlilly Florist&Gifts	Veteran's Day wreath & flowers	12/11/2020	284.06
46256	Scarborough Lumber & Building	Holiday decor/lighting supplies	12/22/2020	98.01
Total for Department: 121 Community Activities				7,482.55

Department: 130 Non-Departmental

46131	Cal-Am Water Company	Water service citywide	12/03/2020	33.71
46174	Pacific Gas & Electric	Gas & electric service citywide	12/11/2020	7,253.80
46233	Pacific Gas & Electric	Gas & electric service citywide	12/18/2020	681.51
Total for Department: 130 Non-Departmental				7,969.02

Department: 311 Capital Projects

46181	Schaaf & Wheeler Civil Engineers	Storm drain master plan: assessment of drainage system	12/11/2020	1,997.50
46251	Native Solutions	North Dunes restoration project		2,450.00
Total for Department: 311 Capital Projects				4,447.50
Grand Total				643,025.57

December Contract Payments:

Vendor	Contract Amt	Paid through December	Contract Balance	
Pen Messenger	\$ 58,000.00	\$ 7,544.00	\$ 50,456.00	
Pureserve	\$ 198,349.00	\$ 94,174.50	\$ 104,174.50	
City of Monterey	\$2,493,245.00	\$ 1,087,048.80	\$1,406,196.20	Fire admin services
Chavan & Assoc.	\$ 32,000.00	\$ 18,800.00	\$ 13,200.00	
Native Solutions	\$ 34,500.00	\$ 24,500.00	\$ 10,000.00	
Schaaf & Wheeler	\$ 174,910.00	\$ 161,343.46	\$ 13,566.54	



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

February 2, 2021
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Sharon Friedrichsen - Director, Contracts and Budgets

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2021-007 adopting the Fiscal Year 2021-2022 budget schedule.

RECOMMENDATION:

Adopt Resolution 2021-007 adopting the Fiscal Year 2021-2022 budget schedule.

BACKGROUND/SUMMARY:

This item is on the Council's agenda to adopt the Fiscal Year 2021-2022 budget schedule in accordance with the Carmel-by-the-Sea Municipal Code. Specifically, Municipal Code Section 3.06.020 requires the City Administrator to present a proposed budget schedule to Council on or before February 15 of each year. The budget schedule includes several meetings to encourage public participation in developing and prioritizing capital projects, programs and services given limited resources. The Fiscal Year 2021-2022 covers the period of July 1, 2021 through June 30, 2022.

FISCAL IMPACT:

There is no fiscal impact associated with adopting the budget schedule.

PRIOR CITY COUNCIL ACTION:

Not applicable.

ATTACHMENTS:

Attachment #1- Resolution 2021-007- Adopt FY 21-22 Budget Schedule

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

RESOLUTION NO. 2021-007

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING THE FISCAL YEAR 2021-2022 BUDGET SCHEDULE**

WHEREAS, the Carmel-by-the-Sea Municipal Code Section 3.06.020 requires the City Administrator to present to Council a proposed budget schedule on or before February 15 of each year; and

WHEREAS, the proposed budget scheduled attached herein as “Exhibit A” includes several regularly scheduled and special City Council meetings to allow for public participation regarding the identification and prioritization of proposed programs, projects and services to be funded as part of the Fiscal Year 2021-2022 (“FY 21-22”) budget process; and

WHEREAS, the proposed budget schedule is intended to allow sufficient time for Council to discuss the Fiscal Year 2021-2022 budget while also ensuring that the budget is adopted before the start of the new fiscal year on July 1 in accordance with the City’s Municipal Code.

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

Adopt the Fiscal Year 2021-2022 Budget Schedule as shown within Exhibit “A”.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk

EXHIBIT A

Adoption of FY 21-22 Budget Schedule	Council Meeting February 2, 2021
Development of FY 21-22 Budget Framework Revenue and Expenditure Estimates	February 2021
Identification of new Capital Improvement Projects and Update to Five-Year Capital Improvement Plan (CIP)	February 2021
Development of Departmental Budgets	February-March 2021
Financial Policies and Pension Mitigation Strategies	Council Meeting March 2, 2021
Five-Year Financial Forecast and Five-Year Capital Improvement Plan	Special Council Meeting Week of March 15, 2021
Council consideration of funding of projects as part of the FY 21-22 Capital Improvement Plan	Council Meeting April 6, 2021
Pension Mitigation Strategies and Selection of Section 115 Trust Administrator as applicable	Council Meeting April 6, 2021
Presentation of Preliminary FY 21-22 Budget	Council Meeting May 3, 2021
Preliminary FY 21-22 Budget Workshop	Special Council Meeting Week of May 17, 2021
Consideration of Adoption of FY 21-22 Budget	Council Meeting June 8, 2021
Consideration of Adoption of FY 21-22 Budget As Needed	Special Council Meeting Week of June 14, 2021

*Dates are tentative and subject to change.



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

February 2, 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:	Mid-year status update regarding the Fiscal Year 2020-2021 Adopted Budget; budget amendments to the Fiscal Year 2020-2021 Adopted Budget; and direction to staff regarding the Council discretionary grant program for Fiscal Year 2021-2022

RECOMMENDATION:

1. Receive a mid-year status update regarding the Fiscal Year 2020-2021 Adopted Budget;
2. Adopt Resolution 2021-008 approving budget amendments to the Fiscal Year 2020-2021 Adopted Budget; and
3. Provide direction to staff regarding the Council discretionary grant program for Fiscal Year 2021-2022

BACKGROUND/SUMMARY:

On June 16, 2020, Council adopted the Fiscal Year 2020-2021 ("FY 20-21") budget. The budget is a planning document that identifies a community's priorities and provides a framework for the programs, projects and services that the organization is able to fund based upon available resources. The adopted budget sets an appropriation limit for expenditures, which may be considered as a "ceiling" on the amount each department or function may spend within the fiscal year, unless a budget amendment is approved by Council to increase this spending limit. In order to achieve a balanced budget, projected new revenue, plus prior years' savings ("fund balance") if needed, need to equal or exceed planned expenditures. The FY 20-21 Budget included \$19.7 million in expenditures balanced by \$18.5 million in projected new revenue and just under \$1.1 million in fund balance.

Given the fluidity of the FY 20-21 Budget, staff have presented Council with monthly updates regarding the budget status as feasible. The purpose of this agenda item is to provide a mid-year budget status update to Council based upon actual revenues received and expenses incurred over the last six months of July 1-December 31, 2020. With six months of the fiscal year elapsed, the mid-year review provides an opportunity to analyze revenue and expenditure assumptions used in developing the budget and make adjustments to the budget as needed.

General Fund (Fund 101)

The General Fund includes revenues that may be used for any general governmental purpose, such as

property tax, the City's share of the statewide sales tax, business license tax and franchise fees. The local sales tax ("Measure C") and transient occupancy tax ("TOT") are housed within separate funds for tracking and transparency, and then transferred to the General Fund as needed to support citywide daily operations, services and programs. On the expenditure-side, the General Fund includes City departments and other functions that support ongoing citywide operations.

Revenues

The City's top three revenue sources are property taxes, sales and use taxes and transient occupancy taxes. Together, these three revenues are budgeted at \$14.3 million, or 76% of citywide revenues. Table 1, "FY 20-21 Major General Fund Revenues Received to Date", summarizes the major revenues received through December 31, 2020 for the General Fund. Both the timing and the amount of revenue is paramount as the receipt of revenue helps with monitoring both the budget and cash flow projections. Revenue may be considered akin to the City's income and the timely receipt of revenue enables the City to pay its required expenses pertaining to payroll and payment of vendors for services and supplies. With six months of the fiscal year elapsed, staff is able to provide a better estimate of whether these revenues are likely to meet the budget target that was developed in spring 2020.

Table 1: FY 20-21 Major General Fund Revenues Received to Date

Revenue	FY 20-21 Adopted Budget	Year-to- Date Actual (7/1/20- 12/31/20)	Percentage of Budget Received as of 12/31/20	Percentage of Budget Expected to be Received by 12/31/20
Property Taxes	\$6,822,304	\$4,205,363	62%	53%
State Sales Tax	1,886,796	608,295	32%	25%
Measure C Sales Tax	3,050,000	1,049,299	34%	25%
TOT	2,488,198	2,000,406	80%	39%
Charges for Services	2,080,159	856,289	41%	50%

Property Tax

Property taxes are budgeted at \$6.8 million, or 36% of citywide revenues, in FY 20-21 and include secured, unsecured, unitary and transfer taxes. The largest component of property taxes is secured taxes, which make up \$6.3 million, or 93%, of budgeted property tax revenues. Secured property tax revenues are collected by Monterey County and remitted to the City each calendar year at the end of December and the end of April respectively.

Due to the timing associated with developing the budget, staff assumed 3% growth over the FY 19-20 Estimated Actual of \$6.2 million in setting the FY 20-21 budget target of \$6.8 million. Staff anticipated receiving approximately 53% of the total budgeted revenue for all property taxes by December 31, 2020. The City actually received \$4.2 million of property taxes, or 62% of the FY 20-21 Budget of \$6.8 million, in December 2020. The breakdown of the types of property taxes received through 12/31/20 are shown below in Table 2, "FY 20-21 Property Tax Revenue Received to Date and Projection".

The property taxes remitted to the City in December 2020 included \$3.8 million in secured taxes, which is the largest category of property tax revenue. Last fiscal year, the City received 56% of the FY 19-20 actual secured property tax revenue in December 2019. Thus, if FY 20-21 trends are similar to FY 19-20, then the FY 20-21 property tax revenue would be approximately \$598,000 more than budgeted as illustrated below

in Table 2.

Table 2: FY 20-21 Property Tax Revenue Received To Date and Projection

Property Tax	FY 20-21 Adopted Budget	Year-to- Date Actual (7/1/20- 12/31/20)	Preliminary FY 20-21 Estimated Actual
Secured	\$6,302,218	\$3,807,627	\$6,799,335
Unsecured	247,175	223,794	248,660
Unitary	66,950	35,461	70,923
Transfer	205,961	138,481	301,045
Total	6,822,304	4,205,363	7,419,963

Sales and Use Taxes

Together, the City's allocation of the statewide sales tax (Bradley Burns) and the local sales tax (Measure C) are budgeted at \$5.0 million, or 28% of total citywide revenues in FY 20-21. As of 12/31/20, the City has received \$608,000 in Bradley Burns and \$1,049,000 in Measure C. Similar to TOT, typically sales tax returns are higher during the summer months in part by the increased number of visitors in town. The year-to-date actual reflects remittance from the State through October 31, 2020. Staff anticipated receiving 25% of the budgeted sales tax revenue by 12/31/20 based upon the State's typical disbursement cycle. Currently sales tax revenues are meeting projections.

However, staff recently received an update from HdL Companies, the City's sales tax consultant, that a potential change in the State's methodology regarding the allocation of the countywide pools could decrease the City's Bradley Burns projection by \$80,000. In addition, HdL is currently updating its economic forecast to reflect changing conditions, such as the State's recent shelter in place restrictions, and actual third quarter sales tax data and will be providing updated projections to City staff at the end of February. As a result, staff do not recommend adjusting the FY 20-21 Estimated Actual for sales tax revenues at this time as shown in Table 3, "FY 20-21 Sales Tax Revenue Received to Date and Projection", below.

Table 3: FY 20-21 Sales Tax Revenue Received To Date and Projection

Sales Tax	FY 20-21 Adopted Budget	Year-to-Date Actual (7/1/20- 12/31/20)	Preliminary FY 20-21 Estimated Actual
Bradley Burns	\$1,886,796	\$608,295	\$1,886,796
Measure C	3,050,000	1,049,299	3,050,000
Total	4,936,796	1,657,594	4,936,796

Transient Occupancy Taxes

Transient occupancy taxes ("TOT") are budgeted at \$2.5 million, or 13% of total citywide revenues in FY 20-21. Transient occupancy tax is based upon 10% of gross room rental revenue and is remitted to the City on a bi-monthly basis. Therefore the next remittance cycle of November-December 2020 will be due to the City on January 31, 2021. As of 12/31/20, the City has received \$2.0 million, which reflects taxes collected through October 31, 2020.

TOT has been challenging to forecast as the impact of the coronavirus on travel and leisure is unprecedented. As staff were developing the projected revenue for FY 20-21, the March 2020 statewide

shelter in place had been imposed and local hotels were nearly vacant. Staff assumed a significant decrease in TOT based on decreased summer travel due to a consumer's willingness and financial ability to travel and the elimination of events such as Car Week. The forecast accompanying the FY 20-21 Adopted Budget assumed incremental revenue for most of the fiscal year with a ramping up of revenue in May and June. Consumer demand for travel and hotel lodging was far greater than expected and taxes collected in the summer and autumn months generated \$2.0 million.

However, in addition to approaching the winter months and the usual low season, a second wave of the pandemic has emerged and the State issued a more restrictive shelter in place order in December 2020. These factors have the potential to curtail travel and overnight stays in the upcoming months. Alternatively, the timing associated with the vaccine process could also impact travel in the latter months of the fiscal year. Based upon the original projection developed by staff in the spring of 2020 for TOT for January through June, then TOT could generate close to \$3.5 million by June 30, 2021 as illustrated below in Table 4, "FY 20-21 Transient Occupancy Tax Revenue Received to Date and Projection". While unknown at the time, the FY 20-21 projection for these latter months actually mirrors the performance for the period of January-June 2020 totaling approximately \$1.2 million. When considering whether to adjust the budget target upward, Council should consider the fluidity of the impact of COVID-19 on travel as well as timing as the May-June 2020 TOT will not be received by the City until FY 21-22.

Table 4: FY 20-21 Transient Occupancy Tax Revenue Received To Date and Projection

TOT	FY 20-21 Adopted Budget	Year-to-Date Actual (7/1/20- 12/31/20)	Preliminary FY 20-21 Estimated Actual
	\$2,488,198	\$2,000,406	
January-February Estimate			195,000
March-April Estimate			370,000
May-June Estimate			915,000
Total			3,480,409

Charges for Services

Charges for Services are budgeted at \$2.1 million, or 12%, of total citywide revenues in FY 20-21. Revenue for charges for services is based upon the demand by the particular user for the service and, thus, the timing for the receipt of revenue varies. As of 12/31/20, \$954,000 has been received as shown below in Table 4, "FY 20-21 Charges for Services Received to Date and Projection". Administrative services includes business license administration fees, which are largely received in the first quarter, and overall this category is on track with projections. Public safety, which includes ambulance transport fees, is also on track with budget projections. The FY 20-21 Adopted Budget for planning charges assumed a decrease of approximately \$100,000 compared to the FY 19-20 Adopted Budget. This assumption was based upon the year-to-date actual at the time and the projected FY 19-20 Estimated Actual. Should demand for planning permits remain on par with the first six months of the fiscal year, then revenue may exceed the budget target by approximately \$81,000. Building services on the other hand, are not likely to meet the budget target. Again, assuming that the last six months mirrors the first part of the fiscal year, then building services may be under budget by \$377,000. City staff factored in a decrease in special events due to the impact of COVID-19 when setting the FY 20-21 budget target for community activities, reducing the FY 20-

21 budget to \$40,000 compared to \$174,000 in FY 19-20. It is however unlikely that special event permits will be issued for the remaining part of the fiscal year. While Table 4 illustrates the projected fiscal year-end estimated actual based on performance to date, staff does not recommend changing the budget target until additional revenue receipts are received.

Table 5: FY 20-21 Charges for Services Received To Date and Projection

Service	FY 20-21 Adopted Budget	Year-to- Date Actual (7/1/20- 12/31/20)	Preliminary FY 20-21 Estimated Actual
Admin Services	\$72,330	\$68,031	\$72,330
Public Safety	650,680	276,516	650,680
Planning	184,875	133,058	265,875
Building	1,080,670	351,983	703,670
Code Enforcement	6,525	8,400	10,000
Public Works/Forestry	45,000	18,301	45,000
Community Activities	40,079	0	0
Total	2,080,159	856,289	1,692,555

Expenditures

Salaries and Benefits

The FY 20-21 Adopted General Fund Operating Budget totals \$18.5 million. Of this amount, \$9.6 million, or 49%, is attributed to expenses associated with salaries and benefits. As of 12/31/20, salaries and benefits expenditure, inclusive of worker compensation premiums, totaled approximately \$4.8 million. This is 50% of the budget and spending is on target with projections.

Services and Supplies

Services and supplies are budgeted at \$7.4 million, or 37% of total citywide expenditures in FY 20-21. As of 12/31/20, services and supplies expenditures were approximately \$3.6 million. This is 49% of the total budgeted services and supplies and spending is on target with projections.

Departmental

As a general proxy for budget accuracy, with six months of the fiscal year elapsed, departmental expenditures should be at, or below, 50% of the budget (conversely, the remaining budget would be 50% or more). This accounts for the remaining budget allocated for personnel costs as well as services and supplies. Many expenditures are related to timing, with some expenses paid in the beginning of the fiscal year, other costs paid on a monthly or quarterly basis and other expenses paid toward the end of the fiscal year. While there may be timing factors that impact spending projections, overall departmental spending is aligning with the budget as illustrated in Table 5, "FY 20-21 General Fund Expenditures by Department and Available Budget", below. A synopsis of departmental spending is provided below for reference.

Table 6: FY 20-21 General Fund Expenditures by Department and Available Budget

Department	FY 20-21 Adopted Budget	Year-to-Date Expenses (7/1/20-12/31/20)	Remaining Budget Available as of 12/31/20

Council	\$186,733	\$112,571	40%
City Attorney	285,000	133,357	53%
Administration	1,816,809	935,898	48%
Non-departmental	2,782,444	1,570,582	44%
Economic Development	824,500	404,270	51%
Library	676,254	363,574	46%
Community Activities	90,490	53,295	41%
Planning & Building	1,224,098	516,770	57%
Public Works	2,482,660	1,251,843	48%
Ambulance	1,476,624	628,376	58%
Fire	2,675,445	1,362,814	48%
Police	3,930,405	1,823,359	54%
Total	18,451,462	9,156,709	55%

Council

The FY 20-21 Adopted Council budget is \$187,000. As of 12/31/20, \$113,000 has been spent, primarily related to the payment of regional memberships, discretionary grants and mail service. Due to the timing related to the expiration of the mail service contract, a budget amendment was approved by Council in January. Council spending is projected to be on track with the amended budget of \$203,000.

City Attorney

The City Attorney budget of \$285,000 assumes monthly costs of just under \$24,000. As of 12/31/20, \$133,000 has been spent on legal services, which reflects invoices paid through the end of November. While the services rendered by the City Attorney are currently meeting budget expectations, there are other unanticipated costs for specialized legal services in the areas of personnel and telecommunications, which may require a future budget amendment.

Administration

The Administration budget of \$1.8 million includes the functions of the City Administrator, Clerk, Finance, Human Resources and Information Technology. As of 12/31/20, \$936,000 has been spent on such items as staffing, software and system licenses, auditing services and telecommunications. The Department is on track with spending projections.

Non-departmental (Citywide)

The non-departmental budget of \$2.8 million includes various citywide expense, such as insurance premiums, utilities, property tax assessments and the City's share of retiree healthcare costs. The largest expense within this category is the City's payment of \$1.6 million to the California Public Employees' Retirement System (CalPERS) for the unfunded actuarial liability ("UAL"). The UAL is intended to address any shortfall between the amount CalPERS needs to pay for retirement benefits when people retire compared to the amount that CalPERS currently has on hand to pay for the estimated costs of these benefits. As of 12/31/20, \$1.6 million has been spent, or 66% of the budget, due to the timing of payments that are made in the first six months of the fiscal year.

One such payment is the premium for the City's general liability insurance policy. The City budgets the amount of this payment based upon an estimate it receives from CSAC Excess Insurance Authority. The

actual premium paid was less than the estimate, resulting in savings of \$41,000. Of these savings, approximately \$16,000 was transferred to the Council budget in January 2021 and an additional \$25,000 is proposed to be transferred to the Ambulance budget.

Economic Development

The Economic Development budget of \$824,500 includes contractual payments to the Sunset Center and other marketing entities including the Chamber of Commerce, Visit Carmel and the Monterey County Convention and Visitors Bureau. As of 12/31/20, \$404,000 has been spent based upon the timing of scheduled payments. Spending is on track with the budget target.

Library

The Library budget of \$676,000 includes funding of library staff. As of 12/31/20, \$364,000 has been spent and spending is on track with the budget target.

Community Activities

The Community Activities budget of \$90,000 includes funding to cover expenses related to City-sponsored special events. As of 12/31/20, \$53,000 has been spent. The Community Activities Commission is implementing its strategic plan and developing creative ways to engage the community in lieu of social gatherings. It is likely there will be incremental savings within the department. However, the amount of savings is contingent on the number and types of events the City will provide to the community within the next six months.

Community Planning and Building

The Community Planning and Building budget of \$1.2 million funds planning, building and code enforcement activities. As of 12/31/20, \$517,000 has been spent on staffing and contract services. A portion of the remaining budget includes \$186,000 in service and supplies, which includes funding allocated for consultant costs associated with the reimbursable State housing grant. Departmental spending is on track with budget projections.

Public Works

The Public Works budget of \$2.5 million includes funding to support the functions of environmental compliance, facility maintenance, forestry, and public works. As of 12/31/20, \$1.3 million has been spent, including janitorial service for City facilities and public restrooms, tree services, materials and supplies, gas and vehicle maintenance, including the repair of the street sweeper. Absent any additional large vehicle repairs and any winter storms that may require tree removals, the Department is on track to meet the budget projection. The City has received additional donations for Mutt Mitts and a budget amendment is proposed to increase the Department's materials and supplies budget to allow for the additional purchase of these supplies.

Ambulance

The Ambulance budget of \$1.5 million includes funding for expenses such as staffing, medical supplies and vehicle maintenance, the latter budgeted at \$17,000 in FY 20-21. As of 12/31/20, \$628,000 has been spent. Recently the eleven year old ambulance experienced an engine failure, which required a complete replacement of the engine at a cost of \$25,000. The vehicle age, high miles and accumulated engine hours contributed to the engine failure. The new engine will extend the life of the current vehicle and allow it to remain operable for service.

While 58% of the Ambulance budget is available at this time, it is intended to cover the costs of operations for the next six months and there are no savings projected at this time to cover the unanticipated engine repair. Therefore, a budget amendment is required to transfer savings from another department in order to pay for the cost of this repair. It is worth noting that the cost of a new vehicle is estimated at \$250,000.

Fire

The Fire budget of \$2.7 million largely includes the cost of the fire service contract with the City of Monterey. As of 12/31/20, \$1.4 million has been spent. Spending is on track with projections as the available budget is largely committed to the remaining monthly payments for fire services as well as the wildfire assessment study. The budget includes \$49,000 for the FY 19-20 fire true-up and, depending on the outcome of the true-up, there may be savings within this line item account that could be re-allocated to other programs or projects.

Police

The Police budget for FY 20-21 is \$3.9 million. As of 12/31/20, \$1.8 million has been spent on staffing and other operational items. The Department is anticipated to achieve savings of approximately \$45,000 due to the deferral of the July 1, 2020 negotiated salary adjustment by the Police Officers Association.

Budget Amendments

Process and Timing

While the mid-year review provides an opportunity to make adjustments to the budget based upon six months of performance, often budget amendments are brought forth for Council's consideration at different times of the fiscal year. The timing of budget amendments helps to mitigate overspending by adjusting the adopted appropriation limit for various line item accounts that are or projected to be over budget. Or, in the case of the approval of an agreement for service, the budget amendment helps ensure there is sufficient funding available before entering into a contractual obligation with a vendor.

The budget amendment process allows for an opportunity to 'course correct' the budget typically if either revenues are anticipated to be significantly below budget projections (and thus require reductions on the expenditure-side) and/or expenditures are expected to increase over the adopted spending limit. Regarding increased expenditures, in order to keep overall expenditures at the adopted level, an increase in the budget of one line item is offset with known savings in another area of the budget whenever feasible. Another option is to increase revenue to match the increased expenditure. Revenue estimates are not usually adjusted upward unless there is a high degree of confidence that the additional revenue will materialize. Using this approach, the overall budget appropriation will increase, but remain balanced as the increased revenues equals increased expenditures. The third option to address increased expenses is to use fund balance. However, additional use of fund balance now will minimize the amount available for future use and the FY 20-21 Budget already assumes the use of \$1 million in fund balance.

While six-months provides some indication of how revenues will likely perform for the full fiscal year, there is still a high degree of uncertainty related to the next six months, particularly in light of economic implications related to the coronavirus. Staff does not recommend changing the budget target for the major revenue sources at this time. If the budget targets are not adjusted upward during the fiscal year and perform better than expected, then either:

1. If all revenues outperform their respective budget targets and all expenses are at, or under, budget, then the fiscal year will end with a savings that will mitigate the planned use of \$1 million in fund balance, leaving funds available for future use; or
2. If some revenues, such as property taxes or TOT, outpace their budget targets, then these particular revenues may offset anticipated decreases in other areas of revenue. At this time, staff anticipates that some charges for services, and possibly sales taxes, are likely to fall short of current projections. Again, if together, all combined revenues equal or outpace expenditures, then the fiscal year will finish balanced or with savings.

However, there are known expenditures that require the budget to be adjusted to remain balanced as summarized below.

Proposed Amendments

1. Ambulance Vehicle Repair: As previously noted within the Ambulance narrative, the cost of the engine replacement of \$25,000 exceeds the vehicle maintenance line item budget of \$17,000 and no additional savings are anticipated within the Ambulance budget to offset this expense. It is recommended that \$25,000 of savings from the City's general liability insurance premiums be transferred to the Ambulance budget for the engine replacement.
2. Mutt Mitt Donations: The City received numerous donations to support the purchase of pet waste disposal supplies. On October 6, 2020, Council approved a budget amendment to increase the Public Works materials and supplies budget by \$18,850, which was offset by revenue (Public Works donations). Similarly, the proposed budget amendment recognizes \$3,150 in new donations and increases the Public Works budget by an additional \$3,150 for this specific purpose.

Other Funds

In addition to the General Fund, the City also uses other funds to account for specific types of restricted revenues, such as transportation-related funds, and specific types of expenditures, such as capital projects and debt service. The FY 20-21 Adopted Budget includes \$1.2 million for debt service for the Next Generation Countywide Radio Project, the Sunset Center, and the Pension Obligation bonds. The debt service is to be funded by anticipated Measure C revenues. Part of the \$1.2 million budget included \$509,000 for the payment for the Sunset Center Lease Revenue bond. Due to a combination of factors, including decreased cash flow resulting from diminished revenues, and low interest rates, Council approved the refinancing of the bond in September 2020. This action resulted in both immediate and long-term savings, including the deferral of most of the payment that was scheduled for November 2020. The City will have a payment of \$82,230 due in May 2021, which will result in projected savings of \$427,000 as long as Measure C revenues meet budget projections. (The debt service of \$1.2 million is to be paid from the \$3.1 million of Measure C revenue budgeted for FY 20-21.) Council has the option to:

1. Provide direction that all, or a portion, of Sunset Center budgeted funds be transferred to other General Fund operations or capital projects. However, while the debt service will result in budget savings, the City will need to realize revenue and have the appropriate cash on hand to pay for any new expenditures in lieu of making the budgeted debt service payment.
2. Allow the debt service savings to remain within the Debt Service Fund and contribute toward the overall citywide fund balance on June 30, 2021.
3. Provide direction that all, or a portion, of the Sunset Center budgeted funds, be used toward pension mitigation efforts, particularly after the close of the 2020-2021 fiscal year.

Preparation for FY 21-22 Budget

Council Discretionary Grant Program

In addition to continuing to monitor the status of the current fiscal year budget, Finance staff will be updating the financial forecast and developing the framework for the FY 21-22 budget. As part of the framework, staff is seeking direction regarding the City Council Discretionary Grant Program for Fiscal Year 2021-2022.

On January 3, 2017, Council adopted the City Council Discretionary Funds Grant Program (Policy C17-01) with the intent of providing a clear and consistent framework for both organizations seeking funding from the City as well as for the City Council in making funding decisions to various community organizations. In order to align the grant program with the budget process, the grant application process typically commences in February. The grant application process requires City staff time in preparing the application materials, reviewing submitted applications and providing recommendations to Council. In addition, the grant application process is quite extensive for the organizations seeking funding.

Staff are currently in the process of developing the financial framework for the FY 21-22 budget. However, given the ongoing impacts of the coronavirus, revenues are not expected to fully rebound for several years.

Therefore, in light of the fiscal constraints, staff is seeking direction from Council on whether to commence with the grant program for FY 21-22. In fiscal year 2019-2020, the City received \$22,000 in funding requests from organizations as part of the grant process, although the requests have been greater in prior years. The FY 20-21 Adopted Budget included funding of \$9,000 for community organizations.

FISCAL IMPACT:

Budget amendments total \$28,150. However, the proposed amendment of \$25,000 is a transfer between line item accounts and has no impact in term of increasing the overall FY 20-21 Adopted Budget. The Mutt Mitt donations and corresponding increase to the Public Works budget will increase the FY 20-21 Adopted Budget by \$3,150.

PRIOR CITY COUNCIL ACTION:

Council received a FY 20-21 budget status report on December 8, 2020.

ATTACHMENTS:

Attachment #1 - Resolution 2021-008-FY 20-21 Mid-Year Budget Amendments

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

RESOLUTION NO. 2021-008

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING BUDGET AMENDMENTS TO THE FISCAL YEAR 2020-2021 ADOPTED
BUDGET FOR MUTT MITT SPONSORSHIPS AND VEHICLE MAINTENANCE**

WHEREAS, the City Council adopted Resolution 2020-040 approving the Fiscal Year 2020-2021 Adopted Budget on June 16, 2020; and

WHEREAS, the City has received donations to support the purchase of pet waste disposal supplies known as "Mutt Mitts" and the budget amendment will increase the amount of Fiscal Year 2020-2021 budgeted revenue by \$3,150 to offset increased expenditures of \$3,150 within the Public Works Department's operating budget to purchase Mutt Mitts; and

WHEREAS, the City Ambulance recently suffered catastrophic engine failure that required the engine to be replaced for a cost of \$25,000 and the Ambulance budget is not able to absorb the cost of the engine replacement without being over budget; and

WHEREAS, there are savings in other departments to offset this expense and Carmel Municipal Code Section 3.06.030 requires Council approval of appropriations between departments.

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

Approves budget amendment to the Fiscal Year 2020-2021 Adopted Budget as shown in the attached Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of February, 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
101-000-00-36621 General Fund Revenue- Donations-Public Works	Increase Public Works donation revenue to recognize FY 20-21 Mutt Mitt sponsorships	\$33,111.86	\$3,150	\$36,261.86
101-119-40-42105 General Fund Expenditures Public Works Department Admin Division Materials and Supplies	Increase Material and Supplies budget to purchase Mutt Mitts	\$65,350	\$3,150	\$68,500
101-130-00-42501 General Fund Expenditures Non-departmental Liability Insurance Premiums	Transfer general liability premium savings to Ambulance for engine replacement	\$712,950	\$(25,000)	\$687,950
101-118-00-42003 General Fund Expenditures Ambulance Vehicle Maintenance	Increase vehicle maintenance budget for engine replacement expense	\$17,000	\$25,000	\$42,000



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

February 2, 2021
ORDERS OF BUSINESS

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Paul Tomasi, Chief of Police & Director, Public Safety

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Review and provide direction regarding Fire Services RFP Process

RECOMMENDATION:

Adopt Resolution 2021-009, authorizing the City Administrator to negotiate with the City of Monterey a twelve (12) month extension of the existing fire services contract while a new contract is developed for fire protection with City of Monterey Fire Department.

BACKGROUND/SUMMARY:

During the June 2, 2020 City Council meeting, Resolution 2020-036 was approved, authorizing the City Administrator to submit notice of termination of the existing agreement for fire services with the City of Monterey and pursue a new agreement for services through a competitive bidding (RFP) process.

The existing fire services contract with Monterey requires a notice of termination twelve (12) months in advance. With the adoption of Resolution 2020-036 in June 2020, the contract will terminate on June 30, 2021.

Upon further review, staff is recommending a twelve-month contract extension with Monterey Fire department due to a number of issues and opportunities that have been identified during the creation of an RFP.

During the past six months, staff has determined that the City could benefit from renegotiating the existing fire services contract with Monterey with the potential of meeting each of the following identified goals:

1. Potential Cost Reductions for Services
2. Management Options with Ambulance Personnel
3. Increase Public Outreach on Fire Awareness & Prevention

Staff is requesting that the City Council authorize the City Administrator to negotiate with the City of

Monterey a twelve-month extension of the existing fire services contract, moving the termination date to June 30, 2022. During this time, staff will work with Monterey to develop a new fire service contract to achieve the listed goals.

FISCAL IMPACT:

Fire services are a budgeted item and included in the City's yearly budget process.

PRIOR CITY COUNCIL ACTION:

On June 2, 2020, the City Council adopted Resolution 2020-036: A resolution of the City Council of the City of Carmel-by-the-Sea authorizing the City Administrator to submit notice of termination of the existing agreement for fire services with the City of Monterey and pursue a new agreement for services through a competitive bidding process.

ATTACHMENTS:

Resolution 2020-036

Resolution 2021-009 Fire Services Extension

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

RESOLUTION NO. 2020-036

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO SUBMIT NOTICE OF TERMINATION OF THE
EXISTING AGREEMENT FOR FIRE SERVICES WITH THE CITY OF MONTEREY AND PURSUE
A NEW AGREEMENT FOR SERVICES THROUGH A COMPETITIVE BIDDING PROCESS**

WHEREAS, On January 1, 2011, the City of Carmel-by-the-Sea entered into an Agreement for fire services with the City of Monterey; and

WHEREAS, the current Agreement renews every five (5) years; and

WHEREAS, the current Agreement last renewed on June 30, 2016 and is set to renew on June 30, 2021; and

WHEREAS, the terms of the Agreement require a twelve (12) month notice to the City of Monterey should the City request termination of the current Agreement ; and

WHEREAS, the City Administrator is recommending the City submit a notice of termination of the existing Agreement with the City of Monterey to pursue a new agreement through a competitive bidding process; and

WHEREAS, the new agreement would replace the existing Agreement with no lapse in service to the City of Carmel-by-the-Sea in providing fire protection services.

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

Authorize the City Administrator to submit a notice of termination of the existing Agreement for fire services with the City of Monterey and pursue a new contract for services through a competitive bidding process.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of June, 2020, by the following vote:

AYES: COUNCIL MEMBERS BARON, REIMERS, THEIS; MAYOR PRO TEM RICHARDS;
MAYOR POTTER

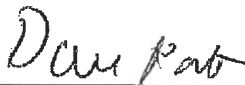
NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

APPROVED:

ATTEST:



Dave Potter
Mayor



Britt Avrit, MMC
City Clerk

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

RESOLUTION NO. 2021-009

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE WITH THE CITY OF MONTEREY
A TWELVE-MONTH EXTENSION OF THE EXISTING FIRE SERVICES CONTRACT WHILE A
NEW CONTRACT IS DEVELOPED FOR FIRE PROTECTION SERVICES WITH THE CITY OF
MONTEREY FIRE DEPARTMENT**

WHEREAS, on June 2, 2020, the City of Carmel-by-the-Sea authorized the City Administrator to submit a notice of termination to Monterey for fire services; and

WHEREAS, the current agreement expires June 30, 2021; and

WHEREAS, staff has identified a number of issues and opportunities with the RFP process for fire services; and

WHEREAS, the City Administrator is recommending a twelve-month extension of the fire services contract with Monterey with an expiration date of June 30, 2022; and

WHEREAS, staff will develop language for a new fire service contract with Monterey; and

WHEREAS; the new fire service contract will focus on meeting specific service related goals established by the City.

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

Authorize the City Administrator to enter into an agreement for a twelve-month extension to the Monterey fire service contract, while staff develops new contract language with Monterey for continued fire services.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 2nd day of February, 2021, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Britt Avrit, MMC
City Clerk