



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

Mayor Dale Byrne, Councilmembers Jeff Baron, Hans
Buder, Bob Delves, and Alissandra Dramov
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

CITY COUNCIL SPECIAL MEETING Monday, January 13, 2025 4:30 PM

HYBRID MEETING ATTENDANCE OPTIONS

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

**<https://ci-carmel-ca-us.zoom.us/j/81991221369> Webinar ID: 819 9122 1369
Passcode: 055985 Dial in: (253) 215-8782**

HOW TO OFFER PUBLIC COMMENT

The public may give public comment at this meeting in person, or using the Zoom teleconference module, provided that there is access to Zoom during the meeting. Zoom comments will be taken after the in-person comments. The public can also email comments to cityclerk@ci.carmel.ca.us. Comments must be received at least 2 hours before the meeting in order to be provided to the legislative body. Comments received after that time and up to the beginning of the meeting will be made part of the record.

Tour Time - 4:00 PM

TOUR OF INSPECTION

Prior to calling the meeting to order, the Board/Commission will conduct an on-site tour of inspection of the properties listed on the agenda and the public is welcome to join. After the tour is complete, the Board/Commission will begin the meeting in the City Council Chambers no earlier than the time noted on the agenda.

- A. Southeast Corner of Torres Street and 5th Avenue, Carmel (PERM EN 23-077 - Givens)

4:30 PM

CALL TO ORDER AND ROLL CALL

PUBLIC APPEARANCES

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

CONSENT AGENDA

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

1. December 2 & 9, 2024, Special Meeting Minutes and December 3, 2024 Regular Meeting Minutes
2. November 2024 Monthly Reports
3. November 2024 Check Register Summary
4. Resolution 2025-03 adopting the Fiscal Year 2025-2026 budget schedule
5. Resolution 2025-04, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the 2025 AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception

ORDERS OF BUSINESS

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

6. Resolution 2025-05 authorizing the City Administrator to execute a multi-year contract with MoGo Express for the delivery of mail from the Post Office to recipients within the City for a new not to exceed amount of \$270,000, granting the contract through June 30, 2025, with options to extend annually thereafter

CLOSED SESSION

- A. CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54957.6:
Agency Designated Representatives: Assistant City Administrator Brandon Swanson, Senior HR Analyst Marisa Bermudez, Police Commander Todd Trayer, and Police Chief Paul Tomasi
Employee Organization: Carmel Fire Ambulance Association

PUBLIC COMMENT - Limited to Items on Closed Session

ADJOURNMENT

2. Correspondence Received After Agenda Posting

This agenda was posted at City Hall, Monte Verde Street between Ocean Avenue and 7th Avenue, Harrison Memorial Library, located on the NE corner of Ocean Avenue and Lincoln Street, the Carmel-by-the-Sea Post Office, 5th

Avenue between Dolores Street and San Carlos Street, and the City's webpage <http://www.ci.carmel.ca.us> in accordance with applicable legal requirements.

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

January 13, 2025
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: December 2 & 9, 2024, Special Meeting Minutes and December 3, 2024 Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND/SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

Attachment 1) December 2, 2024 Minutes

Attachment 2) December 3, 2024 Minutes

Attachment 3) December 9, 2024 Minutes

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

SPECIAL MEETING MINUTES

Monday, December 2, 2024

CALL TO ORDER AND ROLL CALL

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

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

ANNOUNCEMENTS

None

PUBLIC APPEARANCES

None

CONSENT AGENDA

Councilmember Dramov pulled item 4 from consent.

Motion by Councilmember Baron to approve consent agenda items #1-3 and #5, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - November 4, 2024, Special Meeting Minutes and November 5, 2024 Regular Meeting Minutes

Item 2 - October 2024 Monthly Reports

Item 3 - October 2024 Check Register Summary

Item 5 - Resolution 2024-093 authorizing a refund of Building Permit Title 15 Plan Check fees in the amount of \$3,486.75 to Jan Nash for Building Permits BP 240165 (Nash) and BP 240202 (Nash – Garage)

ITEMS PULLED FROM CONSENT

Item 4 - Resolution 2024-092, Establishing the meeting dates of the City Council for calendar year 2025

Councilmember Dramov noted that this item is to adopt the Council Meeting dates for 2025 and asked for confirmation that if the new Council seated in 2025 wants to change the time of the meetings or add additional regular meetings to each month that would require Council consensus and an Ordinance to amend the municipal code. City Administrator Rerig confirmed that would be the correct process, and alternatively, the Council could simply add Special meetings as needed next year.

Motion by Dramov, to approve, seconded by Baron, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Dramov, Ferito, Richards, and Mayor Potter

NOES: None

ABSENT: None

ABSTAIN: None

ADJOURNMENT

Council adjourned the meeting at 4:33 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

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

**REGULAR MEETING MINUTES
Tuesday, December 3, 2024**

TOUR OF INSPECTION - 3:00 PM

Prior to calling the regular meeting to order, Council conducted an on-site tour of inspection of the properties listed below:

- A. Southeast Corner of Torres Street and 5th Avenue, Carmel (PERM EN 23-077 - Givens)
- B. Rio Park, East of Dolores Street and Lasuen Drive, Carmel

CALL TO ORDER AND ROLL CALL

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

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

EXTRAORDINARY BUSINESS

A. Carmel High School Report Out

Juliette Norman, Carmel High School (CHS) Associated Student Body (ASB) President announced that CHS won 3rd place in the International Mock Trial Competition in Chicago and the CHS Football team has advanced to the Nor Cal Regional Football Championship for the first time in 15 years and mentioned the winter season of several other sports and winter concerts. She spoke about the gift drive the students participated in to donate to local children and the Monterey County Food Bank. She thanked Mayor Potter for his support and years of service on Council on behalf of CHS.

B. Recognition of Mayor Dave Potter, Mayor Pro Tem Bobby Richards, and Councilmember Karen Ferlito for their years of service on City Council

City Administrator Rerig said this is an opportunity to recognize the years of outstanding service from Mayor Potter, Mayor Pro Tem Richards, and Councilmember Ferlito as their terms on Council come to an end. He thanked each outgoing Councilmember for their support and dedication to the community through public service. Councilmembers Baron and Dramov also voiced their appreciation for each of the outgoing members, and Mayor Potter, Mayor Pro Tem Richards, and Councilmember Ferlito each spoke about their experience on Council, thanked the community for their support over the years, and offered words of wisdom to the newly elected members of Council.

Public Comment:

Gary Richard Arnold

Ellie

Liz

No name

No name

Sam Farr

Carmel Youth Center outgoing board president

Graeme Robertson

Andi Carr

Sara Hinds

Ian Martin

Catherine

Jean

C Roy

Tim

Brian Rosen

Lara Bezich

Gail Nekunam

No name

Donna Jett

Cindy Lloyd

Linda Califore

C. Bridge to Everywhere (Rio Park) Committee Presentation

Ken White, Laura Bolling, Patrick from the Carmel Area Wastewater District (CAWD) gave a presentation on the “Bridge to Everywhere” project, which is to replace a bridge across the Carmel River that is over 70 years old, and turn into pedestrian walking bridge that connects the trails in Carmel-by-the-Sea to the State and Regional Parks south of the Carmel River.

Public comment:

Ian Martin

Victoria Beach

Andi Carr

No name

Council thanked CAWD for their presentation.

PUBLIC APPEARANCES

Andi Carr

No name

Council took a recess at 6:21 pm and returned at 6:31 pm.

ANNOUNCEMENTS

A. City Administrator Announcements – City Administrator Rerig requested that the meeting be adjourned in memory of Esther Pardida and John Henson, who are retired members of the City of Carmel who sadly passed away recently.

B. City Attorney Announcements - no announcements

C. Councilmember Announcements

Mayor Pro Tem Richards – Requested to adjourn the meeting also in memory of Brent Bispo, a friend who passed away recently, who lives locally, was a surfing legend, retired Monterey Fire Fighter, and a dear friend to many.

Councilmember Dramov - Reported that although the Veterans Day Celebration was canceled due to rain, she thanked the veterans and said that the City will work on improving the communication when events are canceled. She also reminded everyone that the new Councilmembers and Mayor will be sworn in next week on December 9th.

Councilmember Ferlito – Reported that she attended the Jersey Boys play at the Pac Rep Theater and it was a beautiful performance.

D. Ad Hoc Committees - Report Out

Ad Hoc Committee on Housing - Councilmember Ferlito thanked Mayor Pro Tem Richards, Planning Staff, and EMC for their work on adopting the Housing Element, but especially thanked Marnie Waffle for her dedication. She also said that she served on the Street Addresses Ad Hoc, and thanked Emily Garay for her exemplary work and thorough research on street addresses and thanked Chief Tomasi and Chief Miller for their support on street addresses. She also thanked Brian Pierik and his firm for his work on the street addresses item and staff report.

Councilmember Dramov said the Flock Camera Ad Hoc will have a report for Council in February.

CONSENT AGENDA

Councilmember Ferlito pulled consent item #1 for a brief comment. She requested that the AB 413 parking plan be reviewed annually to see if it's working and re-evaluate it if needed.

Public comment on consent agenda:

None

Motion to approve consent agenda items 1 & 2 by Councilmember Baron, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Dramov, Ferito, Richards, and Mayor Potter

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - Second Reading and Adoption of Ordinance No. 2024-002, amending Chapter 10.36.010 of the Carmel-by-the-Sea Municipal Code by adding subsection (1), under Section (C); Identifying Commercial Loading Zones to comply with CVC 22500 and Assembly Bill 413-The "Daylighting Bill" ***Approved 5-0-0-0***

Item 2 - Resolution 2024-094 authorizing the City Administrator to establish and adopt the new class specification and salary schedule of Library Associate, adopt revisions to the current Librarian I and II classes and new salary schedules ***Approved 5-0-0-0***

ORDERS OF BUSINESS

Item 3 - Resolution 2024-095 Authorizing the Mayor to Execute a Seventh Amendment to the City Administrator At-Will Employment Agreement Effective October 1, 2024.

City Attorney Pierik gave a brief summary of the item.

Public Comment:

No name

Council thanked City Administrator for his leadership and service and said that the raise is well deserved and overdue.

Motion by Councilmember Ferlito to adopt Resolution 2024-095 to approve a Seventh Amendment to the City Administrator At-Will Employment Agreement Effective October 1, 2024, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Dramov, Ferito, Richards, and Mayor Potter

NOES: None

ABSENT: None

ABSTAIN: None

Item 4 - Resolution 2024-098 authorizing the City Administrator to execute a construction contract with Coastal Paving & Excavating, Inc., in an amount, including contingency, of \$1,285,185, for Projects #1, 2, and 3 of the Drainage System Repairs Projects.

Public Works Director Harary gave a presentation on the item.

Public comment:

Victoria Beach

Donna Kostigan

Kathy Stokes

Councilmembers Baron and Dramov questioned why the City has so many berms, noting they are not natural and cause drainage problems. City Administrator Rerig explained that many residents requested berms to address drainage and erosion on their property, but this often shifts the problem to neighboring properties. Councilmember Ferlito suggested working with the residents affected by the Acacia headwall to help come up with a cost sharing solution to fix the issue. Councilmember Baron emphasized that the primary concern is not the cost but the liability and risk to the City.

Motion by Mayor Pro Tem Richards to adopt Resolution 2024-098 approving a construction contract with Coastal Paving & Excavating, Inc., for Projects #1, 2, and 3 of the Drainage System Repairs Projects, and explore possibilities for drainage project #4, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 5 - Receive a Report regarding Public Works Department Services, Key Accomplishments over the past seven years, and the 2024 Infrastructure Report Card

Public Works Director Harary gave a presentation to Council reviewing the significant accomplishments of the past 7 years by the public works department, and the status of the city's infrastructure since 2017 which has overall improved.

Public comment:

Cindy Lloyd

Andi Carr

Dale Byrne

Janine Chiccorat

Brandon Swanson

Council thanked Mr. Harary for his thorough presentation and his many years of service to the city and wished him the best in his upcoming retirement.

Item 6 - Update on City Council Resolution 2024-062 to develop alternative sites and programs that would allow for an amendment to the City's adopted 6th cycle Housing Element to remove Vista Lobos and Sunset Center from the Housing Sites Inventory List.

Assistant City Administrator Brandon Swanson gave a presentation to Council to provide an update on the City's work with the citizen formed Affordable Housing Alternatives (AHA) Group as well as with consultant Veronica Tam on the viability of replacing some of the city owned sites on the housing element with other sites.

Public comment:
Dale Byrne

PUBLIC HEARINGS

Item 7 - Resolution 2024-099 - Consideration of a partial after-the-fact Permanent Encroachment Permit, PERM EN 23-077 (Givens), for development in the public right of way which includes a series of terraced retaining walls, a new staircase with handrail, and a new driveway retaining wall located on the southeast corner of Torres Street and 5th Avenue in the Single-Family Residential (R-1) District.

City Administrator Rerig said that the applicant for the Givens Encroachment item has requested to continue this item due to a future meeting date due to the lateness of the meeting.

Motion by Mayor Potter to continue PERM EN 23-077 (Givens) to January 14, 2025, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote: AYES: Councilmembers Baron, Dramov, Ferito, Richards, and Mayor Potter

NOES: None

ABSENT: None

ABSTAIN: None

Item continued to January 14, 2025

FUTURE AGENDA ITEMS

None

ADJOURNMENT

The meeting adjourned at 8:22 p.m. in memory of John Hansen, Esther Pardido, and Brent Bispo.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

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

SPECIAL MEETING MINUTES

Monday, December 9, 2024

CALL TO ORDER AND ROLL CALL

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

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

ORDERS OF BUSINESS

Item 1 - Resolution 2024-100 declaring the results of the General Municipal Election held in the City of Carmel-by-the-Sea on November 5, 2024

City Council acknowledged the staff report by City Clerk Romero declaring the results of the General Municipal Election held on November 5, 2024.

Public comment:
none

Motion by Councilmember Baron to adopt Resolution 2024-100, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 2 - Remarks by outgoing members of Council

Councilmember Ferlito, Mayor Pro Tem Richards, and Mayor Potter thanked the public for their support over the years and congratulated the newly elected Mayor and Councilmembers.

Item 3 - Administer Oath of Office

City Clerk Romero administered the oaths of office to Councilmember Bob Delves, Councilmember Hans Buder, and Mayor Dale Byrne

Item 4 - Remarks by newly elected Councilmembers

Councilmembers Delves, Buder, and Mayor Byrne expressed gratitude to the public and thanked their families for their support, thanked the outgoing members of Council for their leadership, and shared their commitment to working together for the community.

Public comment:

None

Council adjourned the meeting at 4:51 p.m.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

January 13, 2025
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: November 2024 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (*none under \$60K for November*)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

Attachment 1) Community Planning and Building Department Reports

Attachment 2) Police, Fire, and Ambulance Reports

Attachment 3) Public Records Act Requests

Attachment 4) Public Works Department Reports



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Shelby Gorman, Administrative Coordinator
SUBMITTED ON:	November 1, 2024
APPROVED BY:	Brandon Swanson, Assistant City Administrator & Acting Director of Community Planning and Building

NOVEMBER 2024 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In November 2024, **32** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In November 2024, **5** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In November 2024, **41** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In November 2024, **7** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In November 2024, **1** new transient rental compliance case was created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In November 2024, **24** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In November 2024, **24** tree permit applications were received.

Table 1 includes the following November 2024 totals:

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

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

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2023 YTD Totals	373	68	568	219	35	262	360
2024 YTD Totals	365	56	468	166	19	238	362
YTD % Difference	- 2.14%	- 17.65%	- 17.61%	- 24.20%	-45.71%	- 9.16%	+0.56%



Planning Permit Report

11/01/2024 - 11/30/2024

Permit #	Permit Type	Permit Identifier	Track	Project Description	Address/Location	Date Received	Date Approved	Status
24364	Variance	VA 24364 (Lewis & McClellan Trust)		ASSOCIATED PERMIT DS 24014 for a new, non-conforming parking pad to replace an existing garage located in the front yard setback.	San Carlos Street 3 SW of Vista Avenue	11/26/2024		Pending Assignment
24363	Historic Evaluation	HE 24363 (Devine)		HISTORIC EVALUATION to determine the scope of work, a 2nd story addition.	CAMINO REAL 2 SW OF 9TH	12/27/2024		Pending Assignment
24362	Planning Permit Revision			Adding window to bathroom at lower level.	NE Corner of 12th and San Antonio			Pending Assignment
24361	Design Study	DS 24361 (Landi)	Streamlined	Add a 4'0" x 1'7" window in the stairwell on the South elevation to allow more natural light in the stairwell.	Camino Real 4 SE of Ocean	11/22/2024		In Review
24360	Historic Evaluation	HE 24360 (Jensen)		ASSOCIATED PERMIT: DS 24321. Replace existing, failing, wood roof with nonflammable metal standing seam roof. Proposed color is Sheffield metals medium bronze. Replace existing copper gutters and downspouts with new medium bronze non-copper to comply with environmental rules for City of Carmel.	Santa Lucia 2 NE of Scenic	11/26/2024		Pending Assignment
24359	Landscape Plan Check/Inspection	LD 24359 (La Playa Carmel Hotel, LLC)		Lawn replacement, 2,200 SQ FT. Existing footprint for replacement of new sod lawn. Irrigation system retro-fitted 5 years ago is still in good status.	SW Corner of Camino Real and 8th	11/19/2024		In Review
24358	Design Review	DR 24358 (Esperanza Carmel Commercial, LLC)	One	1) CHANGE IN USE: Change the use of a portion of the 1st floor commercial space to residential use. 2) STRUCTURAL MODIFICATIONS: Enclose an exterior covered area on the 1st floor to provide a compliant, accessible toilet for the 1st floor offices. Reconfigure a portion of the 2nd story apartments to one (1) 1-bedroom apartment and one (1) 3-bedroom townhouse.	San Carlos 2 NW of 8th Ave	11/21/2024		In Review
24357	Historic Evaluation	HE 24357 (Jackowski-Spidell)		HISTORIC EVALUATION. ASSOCIATED PERMIT DS 24308: Proposed project: Conversion of storage room into a full bathroom, new laundry room, new entry stairs, new proposed terrace	San Carlos St 2 NE of Santa Lucia Ave	11/20/2024		In Review
24356	Design Study	DS 24356 (Hardy)	Streamlined	Replace 2 sections of existing side fence on south property line	Monte Verde 3 SW of 2nd Ave	11/20/2024		In Review
24355	Design Study	DS 24355 (Schiavi)	Streamlined	Custom cedar gate	Lobos Street 3 SE of 3RD	11/12/2024		In Review

24354		VOID - SUBMITTED IN ERROR		Non-historic assessment / Hotel remodel	SW corner of San Carlos St. and 4th Ave.			Closed
24353	Design Study	DS 24353 (Casanova Pines)		Roof deck change in height; privacy screen under stair	Casanova 9 NW of Ocean	11/18/2024		In Review
24352	Landscape Plan Check/Inspection	LD 24352 (Fountain)	Streamlined	Revision to Permit #23250 planting plan for public right of way	NWC Junipero & 8th ROW	11/16/2024		In Review
24351	Design Study	DS 24351 (Del Mar Carmel LLC)	One	Interior renovation, replace one door and 2 windows, add 3 skylights and add glass panel wind break at front patio.	Scenic Road 4 SE 8th Avenue	11/13/2024		In Review
24350	Temporary Use Permit	TUP 24350 (Barmel Supper Club)		Authorization. This approval grants extended hours of operation for the Barmel Supper Club (operating as a full-line restaurant under a Use Permit). The approved closing time has been extended from 11 pm on Wednesday, November 27th to 1 am on Thursday, November 28th. Additional staffing and security will be on-site to manage patrons. Supper Club to be fully closed and empty no later than 1:15 am. No live music. Maximum occupancy of 48 individuals.	San Carlos 2 NE of 7th	11/13/2024	11/22/2024	Approved
24349	Design Review	DR 24349 (Cypress Inn Investment)	One	Repair 2nd story balcony on the south side of hotel portion. Paint hotel tower. Remove portion of south side garden wall to allow for equipment.	NE Corner of 7th & Lincoln Street			In Review
24348	Design Study	DS 24348 (Burchill)	One	ASSOCIATED PERMIT DS 21-439 (Burchill): guest house rehabilitation that includes extending the bedroom and bathroom walls, replacing with wood-clad windows, new roofing to match flat wooden shingles, removal of a skylight, and in the main house, removing high windows above garage and master bedroom, and adding Carmel stone veneer and wood paneling to front elevation. DS 24348 proposes no change in previously approved project scope; new design study in conjunction with building permit reactivation.	26106 Ladera Dr., Carmel, CA 93921	11/12/2024		In Review
24347	Design Study	DS 24347 (Dearborn)	One	Landscape planting, gas fire pit, wood fence, trellis, granite paving stone, granite slab.	Dolores St. 4SW of 10th Ave.	11/15/2024		In Review
24346	Design Study	DS 24346 (P&T 2024 LLC)	Two	Remove existing house and carport. Build new single family house with two story portion at rear; and new detached garage.	Santa Rita 5 SW of 3rd	11/11/2024		In Review
24345	Authorized Work	VOID - APPLICATION		VOID - APPLICATION SUBMITTED IN WRONG PORTAL	LOPEZ 3NW OF 4TH			Closed

24344	Design Study	DS 24344 (Ocean View Venture LLC)	One	This project involves the installation of a 30kW liquid-cooled Kohler generator along with a Kohler automatic transfer switch both on the NE corner of the property, located in the side/back yard and behind a closed fence and retaining wall. The installation includes a 44"x86" concrete pad to serve as the foundation for the generator. Additionally, sound attenuation measures will be put in place if after the 3rd party sound testing determines they are necessary.	26174 Dolores Street, Carmel,	11/8/2024		In Review
24343	Design Study	DS 24343 (Graney)	One	Restoration & Repair of building structure & interior finishes that were damaged by water event. Relocate interior partition walls and make structural modifications as required. Primary bathroom addition of 80.0 SF.	NE Corner of Camino Real & 12th, Carmel, CA 93921			In Review
24342	Preliminary Site Assessment	PSA 24342 (McWhorter)		Site Assessment for Existing. Remodel 2BDR, 2BA SFR with basement garage. Propose 2 BDR, 1BA, one car garage with attached 469 sf ADU. Propose new ext. finishes, doors, windows, and roof. Basement mechanical & storage space to be added adjacent to garage. Roof deck at rear half of structure to be added & site improvements to paving & planters.	Carmelo St 2 NE of Ocean Ave	11/7/2024		In Review
24341	Design Study	DS 24341	One	Replace 3 windows	Camino Real			In Review
24340	Design Study	DS 24340 (Hockersmith)	One	Replaced rotted windows and doors	Guadalupe 4 NW of 1st, Carmel	11/8/2024		Corrections Required
24339	Design Review	DR 24339 (Clark)	One	Roof modification and planter removal	NW Corner of Mission and 8th	11/6/2024		In Review
24338	Design Study	DS 24338 (Williams)	One	Remove (E) Asphalt Driveway, (N) Paver driveway with paver walkway through R.O.W.	2NW Guadalupe St. & 6th Ave.			In Review
24337	Historic Evaluation	HE 24337 (Walker)		Phase I Historic Determination	Corner of Crespi and Flanders	11/5/2024		In Review
24336	Historic Evaluation	HE 24336 (Walker)		Phase I Historic Determination	Crespi 12 SE of Mountain View	11/5/2024		In Review
24335	Temporary Use Permit	TUP 24335 (Carmel Woman's Club)		Temporary Use Permit Application for a food truck from Chillin' and Grillin' for the Homecrafters art fair. Set up will begin at 8:00am and run from 10:00am to 3:00pm. Trash containers and removal to be provided by Chillin' and Grillin'. Food truck to be located along 9th, taking three parking stalls.	SW Corner of San Carlos & 9th	11/5/2024	11/22/2024	Approved
24334	Historic Evaluation	HE 24334 (Woodyard)		Historic Evaluation	SW corner San Antonio & 11th	10/31/2024	11/19/2024	Approved

24333	Sign	SI 24333 (Studio Florenzia)		Minimal wooden sign, black color with white letters, double-sided	SE Corner Monte Verde and 7th Ave., Suite 16-17, Carmel- by-the-Sea, CA 93921	10/31/2024		In Review



Business License Report

11/01/2024 - 11/30/2024

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
24056	Ownership Change	Esperanza Carmel	Rental Units	San Carlos 2 NW of 8th	11/19/2024		
24055	Ownership Change	Esperanza Carmel Commercial,	Rental Units	San Carlos 3 NE of 6TH Street	11/19/2024		
24054	Ownership Change	Pakmail Carmel by the Sea	Packing and Shipping	2 NW of 5TH Avenue and San Carlos Street	11/18/2024		
24053	New Business	Samali	Retail Clothing/Jewelry	Lincoln 2 SW of Ocean	11/8/2024		
24052	New Business	Fuse Architecture	Professional Service/Architecture Services	8th & Mission	11/6/2024		

Total Records: 5

12/2/2024



Building Permit Report

11/01/2024 - 11/30/2024

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
240514	11/27/2024		Bathroom remodels with minor plumbing and electrical upgrades.	25,000	Building	Torres 2 SE of 5th
240513	11/27/2024	11/27/2024	Remediate water damage in wood floors, under tile bathroom floor, undertile around shower fixtures and ceiling of storage area. Repair/replace in-kind, no new fixtures, electrical, or plumbing changes.	49,000	Building	Palou 4 NW of Casanova
240512	11/26/2024		Helical pier foundation stabilization and retaining wall construction.	125,000	Building	Torres 5 SE of 9th
240511	11/25/2024	11/25/2024	Tear off existing 5,500sf roof and replace with new CertainTeed Presidential TL in color "Autumn Blend".	52,500	Building	NW Corner of Ocean & Torres
240510	11/26/2024		Repairs to second level patio	20,000	Building	Santa Rita 2 NW of 6th
240509	11/25/2024		Replace existing shower/tub with a walk-in jetted tub with 20 amp dedicated circuit.	8,000	Building	Monte Verde 2 SW of 5th
240508	11/26/2024		New ADA restroom for the Carmel Belle Restaurant	50,000	Building	San Carlos 3 SW of Ocean
240507	11/25/2024		Like-for-life re-roof	5,000	Roofing	NW Corner of 4th and Mission
240506	11/22/2024		Kitchen electrical and plumbing changes	12,000	Building	Monterey 3 SW of 1st
240505	11/22/2024		Add battery backup to existing PV solar system.	20,000	Electrical	San Antonio 3 NW of 10th
240504	11/21/2024		Construct new 442sf ADU	0	Building	Santa Fe 3 NE of 5th
240503	11/21/2024		Demolish existing SFR and garage. Construct new 1,800 two-story SFR with attached garage.	720,000	Building	Santa Fe 3 NE of 5th

240502	11/20/2024	11/20/2024	Remove and replace the hardwood floor in the kitchen, guest bathroom, and master bathroom. Remove wall paper and paint in both bathrooms. Change cabinets/vanity and repaint.	0	Exempt Work	Crespi 3 SE of Mountain View
240501	11/20/2024		Exterior deck addition at rear yard of existing SFR including the removal of specific existing site coverage to bring property into compliance	30,000	Building	Forest 3 SW of 7th
240500	11/19/2024		Remove and dispose of existing roof system. Install new layer of 15lb felt, new flashing, and 4,984 sf of CertainTeed Presidential TL Shingles in color "Burnt Sienna".	95,000	Roofing	Junipero 3 NW of 8th
240499	11/19/2024		Commercial interior TI for a juice bar-adding sink/drain, gfi outlets, counter installed.	5,200	Building	Lincoln 3 SW of Ocean, Unit #2
240498	11/19/2024		Tear off existing roof on the rear unit. Install new underlayment and comp shingle in color "Mojave".	7,000	Roofing	Monte Verde 5 NW of Santa Lucia
240497	11/19/2024	11/26/2024	Replace guardrail, demo existing brick on stair landing, waterproof, re-install salvaged bricks and install new guardrail.	15,000	Building	Carmel Plaza
240496	11/19/2024		New 575sf ADU with a 161sf rooftop accessible from the main SFD.	150,000	Building	Dolores 4 SW of 1st
240495	11/15/2024		We will be restoring the exterior facade wood shingle due to dry rot and/or water damage. The restoration includes replacing select areas with damaged shingles, power washing and sealing of the exterior wood shingles and wood beams. The select areas where exterior repair and replacement is required consists of replacing materials "In Kind" with new to match existing materials, color and finish.	15,000	Building	San Carlos 2 NW of 8th
240494	11/15/2024		Removing all the knob and tube wiring in the garage and crawl space.	3,000	Electrical	Carmelo 5 SE of 13th

240493	11/14/2024	11/14/2024	Remove and replace electric tank type water heater. Install Bradford White BRE250T6 50 gal electric - relocate away from electrical panel, install new heater in pan and run drain and T & P to code.	2,900	Plumbing	San Antonio 2 NW of 12th
240492	11/14/2024		Intall whole-home LiPO3 battery backup inside utility room.	32,000	Electrical	Lopez 3 NW of 4th
240491	11/14/2024		New 558 SF Accessory dwelling unit with roof top deck	300,000	Building	SW Corner of Santa Rita & 1st
240490	11/14/2024		Addition of 96 SF to existing Main house. Lower existing garage floor by 12" and existing Utility room by 21". Re-use existing 7'-0"x6'-4" garage door, adding material and framing to create new 8'-6"x7'-0" single panel overhead garage door. Convert existing asphalt driveway to permeable paver driveway. Addition of 4 wood step to existing wood steps going up to existing patio.	100,000	Building	SW Corner of Santa Rita & 1st
240489	11/13/2024	11/19/2024	New paint for exterior of an existing historic residence.	35,000	Exempt Work	Monte Verde 2 NE of 9th
240488	11/13/2024	11/26/2024	Replace two termite damaged vertical support posts and sagging roof beam on carport.	2,000	Building	2nd 2 SE of Dolores
240487	11/12/2024		Remodel (E) single car garage with new pre-fab trusses and all new exterior and interior finishes.	50,000	Building	Santa Fe 7 SW of 8th
240486	11/8/2024		Conversion of existing garage & laundry room into a Junior ADU. Relocate W/D hook-up into main house. Replace garage doors with fence doors and sidelights. NO structural modification & NO change to building footprint of site coverage	60,000	Building	Casanova 4 NW of 13th
240485			Refurbish Primary bathroom, replacement of interior finishes including millwork, plumbing fixtures, tile & countertops. Add new French drain along N property boundary and add (2) rain gardens along E boundary to enhance site drainage.	10,000	BP Revision	Santa Fe 5 SW of 5th, Carmel

240484			Landscaping	91,000	BP Revision	Dolores St 4SW of 10th Ave.
240483	11/7/2024	11/7/2024	Remove existing wood shake roof and install new CertainTeed Presidential TL composition roof in color "Country Gray".	18,982	Roofing	7th 4 SE of Forest
240482	11/6/2024		Replace decking on existing roofing and repair guard rails with new post and repair existing siding where needed.	20,000	Building	San Antonio 3 SE of 7th
240481	11/7/2024		Installation of small-scale (1.600 kW) roof-mounted PV system.	8,846	Electrical	NW Corner of Santa Rita & 5th
240480	11/7/2024		INTERIOR AND EXTERIOR REMODEL, NEW WINDOWS AND DOORS, AND PAINT ETC	150,000	Building	Santa Fe 7 SW of 8th
240479	11/5/2024	11/5/2024	Remove existing roof and install new torch down roof with ground embedded on emulsion.	19,500	Roofing	Santa Fe 4 SE of Ocean
240478	11/5/2024	11/5/2024	Exterior and interior wall painting with new color "Otter Tail" by Behr.	0	Exempt Work	NW Corner of Mission & 4th
240477	11/5/2024	11/5/2024	Replacement of two existing wood french doors with new wood french doors within the same frame and header. Paint to match existing doors.	17,000	Exempt Work	NWC Scenic Rd & 8th Ave
240476	11/5/2024		Reroof of existing commercial flat roof with new TPO roof in color "White".	14,000	Roofing	Ocean 3 NW of Dolores
240475	11/5/2024		Install roof mounted solar pv 4.620 kWp system. 11-PV solar panels.. Install 2-Enphase 5p batteries .	24,000	Electrical	SW Corner of Santa Fe & Mountain View
240474	11/4/2024	11/4/2024	Remove existing wood shake roof and replace with new CertainTeed Presidential TL Comp shingles in color "Aged Bark".	45,000	Roofing	NW Corner of Carmelo & 13th

Total Records: 41

12/2/2024



Code Compliance Report

11/01/2024 - 11/30/2024

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
24180	11/22/2024	Open	San Carlos 6 SE of 13th	Bright exterior light	11/15/2024	
24179	11/27/2024	Open	San Carlos 2 NE of 7th	Loud bar noise	11/25/2024	
24178	11/25/2024	Open	Casanova 2 SE of 9th	Dead tree and dilapidated shed	10/10/2024	
24177	11/15/2024	Open	SW corner of Monte Verde and 7th	Re-roof residence and garage without a permit	11/14/2024	
24176	11/14/2024	Closed	SE Corner Dolores & 7th	Follow up on complaint about pressure washing garbage cans onto the street. Made contact with Jesus the kitchen supervisor, and confirmed they were pressure washing the patio area and some rubber mats. Instructed to not allow any water to leave the site if pressure washing in the future. Failure to do so may result in fines or penalties. Did not appear the water had flowed to the storm drain inlet. No notice was posted.	11/14/2024	11/14/2024

24175	11/14/2024	Closed	SWC Dolores & 7th	Follow up on complaint for pressure washing garbage can onto street. Spoke with the kitchen supervisor, Jesus, and confirmed that they were washing off the patio area and some rubber mats but not garbage cans. Informed him they can not allow water to leave the site if any pressure washing is to occur in future, failure to do so may result in fines or penalties. Water discharge did not appear to flow to the storm drain inlet. No notice was delivered.	11/14/2024	11/14/2024
24174	11/12/2024	Open	Ocean SE of San Antonio	Driveway construction in public right-of-way	11/12/2024	1/1/1900

Total Records: 7

12/2/2024



Transient Rental Report

01/01/2024 - 11/30/2024

Case #	Street	Status	Date Received	Last Status Date	Date Closed
24183	Torres	Potential STR identified	11/11/2024	11/19/2024	
24172	Junipero	Closed	9/21/2024	10/4/2024	10/4/2024
24164	Casanova	Closed	8/31/2024	10/4/2024	10/4/2024
24161	Monte Verde	Closed	9/9/2024	9/20/2024	9/20/2024
24159	Junipero	Closed	9/4/2024	9/20/2024	9/20/2024
24114	Torres	Closed	8/14/2024	10/28/2024	10/28/2024
24113	Mission	Closed	8/12/2024	9/6/2024	9/6/2024
24096	Torres	Closed	6/20/2024	6/21/2024	7/19/2024
24076	Monte Verde	Closed	4/19/2024	5/22/2024	5/22/2024
24069	Torres	Closed	3/8/2024	5/3/2024	5/3/2024
24067	Carmelo	Closed	2/26/2024	3/22/2024	3/22/2024
24051	Rio	Closed	2/8/2024	3/5/2024	3/5/2024
24049	8th	Closed	2/2/2024	2/20/2024	2/20/2024
24047	Lopez	Closed	1/29/2024	5/6/2024	6/5/2024
24046	2nd	Closed	1/30/2024	2/6/2024	6/12/2024
24045	Lobos	Closed	1/29/2024	3/6/2024	4/6/2024
24029	7th	Closed	1/16/2024	2/26/2024	2/26/2024
24028	Forest	Closed	1/16/2024	2/9/2024	2/9/2024
24027	Scenic	Closed	1/15/2024	2/8/2024	2/8/2024

Total Records: 19

12/4/2024



Encroachment Permit Report

11/01/2024 - 11/30/2024

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
240238	Temp Ench	11/25/2024	Veg management has identified 88 trees to be maintained. This consists of 20 removals and two poles with vines to be cleared or trimmed as they are in contact with power facilities.	88 locations		In Review
240237	Temp Ench	11/22/2024	Replace sewer lateral using pipe bursting.	Casanova 2 NE of 10th	11/25/2024	Issued
240236	Temp Ench	11/21/2024	PG&E to install overhead transformer and replace overhead service. PM# 35591366	Santa Rita 2 NW of 4th	11/22/2024	Issued
240235	Temp Ench	11/20/2024	Excavate a 3'x3' pit in the asphalt to repair damages made during a water leak.	Dolores 2 SE of 2nd	11/21/2024	Issued
240234	Temp Ench	11/20/2024	Excavate a 11'x6' pit in the asphalt to repair damages made during a water leak. CONDITION: Damaged sidewalk and cracks caused by water leaks are required to be repaired.	Intersection of Junipero & 4th	11/21/2024	Issued
240233	Driveway	11/19/2024	Replace existing driveway with new paver driveway, reducing size from 16' wide to 14' to meet current code.	SE Corner of San Antonio & Ocean	11/20/2024	Issued
240232	Temp Ench	11/19/2024	Repair section of sewer lateral near CAWD's manhole.	4th 2 NE of Lobos	11/20/2024	Issued
240231	Temp Ench	11/19/2024	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service.	San Antonio 2 NE of 12th		In Review
240230	Temp Ench	11/13/2024	Applicant to trench, backfill, and install electric substructures. PG&E to replace pole, riser, and underground secondary. PG&E to install new overhead transformer and underground service. PM# 35573676	SW Corner of Lincoln & 5th	11/14/2024	Issued
240229	Temp Ench	11/13/2024	Trenching and installation of conduit for PG&E underground service line.	Camino Real 4 SE of Ocean	11/14/2024	Issued
240228	Temp Ench	11/13/2024	Excavate and locate spot repair with max adapters and new pipe, Backfill, compact and asphalt.	Lobos 4 SW of 1st	11/13/2024	Issued
240227	Driveway	11/8/2024	Remove asphalt driveway and install new paver driveway.	Guadalupe 2 NW of 6th		In Review

240226	Temp Ench	11/7/2024	Dead tree removal that is making contact with power facilities.	6th 2 NW of Santa Rita	11/7/2024	Issued
240225	Temp Ench	11/7/2024	Overhead to underground conversion. Applicant to trench, backfill and install electrical substructures. PG&E to remove overhead and install underground service. PM# 35571399	Carmelo 2 NE of 8th	11/13/2024	Issued
240224	Driveway	11/7/2024	Improvements to driveway and asphalt connection at the right of way in association with BP 240312 (West).	SW Corner of Carmelo & 7th	11/7/2024	Issued
240223	Temp Ench	11/7/2024	Street opening for sewer main connection.	Casanova 4 SE of 8th	11/7/2024	Issued
240222	Temp Ench	11/6/2024	Reservation of three parking stalls	SW Corner of San Carlos & 9th		In Review
240221	Temp Ench	11/6/2024	Overlash approx. 646' of new cable along 5 existing poles & Access existing poles & existing power supply cabinets. (JB1958226)	Various locations from Monte Verde to Junipero and 7th to 13th	11/7/2024	Issued
240220	Temp Ench	11/5/2024	Removal of existing single check valve in the sidewalk and tie in to install a backflow device in owners property, replace pavers in sidewalk.	NW Corner of San Carlos & 6th	11/13/2024	Issued
240219	Temp Ench	11/4/2024	Replace sewer lateral using pipe bursting.	Sterling Way 2 SE of Perry Newberry	11/6/2024	Issued
240218	Temp Ench	11/4/2024	Replace sewer lateral using pipe bursting.	Santa Rita 3 SW of 4th	11/6/2024	Issued
240217	Temp Ench	11/4/2024	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM# 35584746	Monte Verde 2 SE of 8th	11/6/2024	Issued
240216	Temp Ench	11/4/2024	PG&E to trench and backfill a 5'x5' bellhole, PG&E to abandon existing gas service. PM# 35478138	Carmelo 2 NW of 12th	11/6/2024	Issued
240215	Temp Ench	11/4/2024	PG&E to trench and backfill a 5'x5' bellhole and abandon existing gas service. PM# 35424974.	Carmelo 2 SW of 11th	11/6/2024	Issued

Total Records: 24

12/2/2024



Tree Permit Report

11/01/2024 - 11/30/2024

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
24339	11/4/2024	Tree Evaluation	San Carlos 2 SE of 13th	EVALUATION FOR REMOVAL: (1) Pine Tree, 40+ feet	Approved	11/19/2024
24340	11/5/2024	Tree Removal/Pruning	Carmelo 5 NE of Santa Lucia	PRUNING: Removal of small less than 4" branches, grows into Oak tree	Approved	11/5/2024
24341	11/6/2024	Emergency Tree Work	NE Corner of Torres & 2nd Ave.	REMOVAL: Pine, Dead, Huge	Approved	11/6/2024
24342	11/7/2024	Tree Evaluation	Crespi 2 SW of Mountain View	EVALUATION: 2 very large pine trees	Approved	11/19/2024
24343	11/7/2024	Tree Removal/Pruning	25960 Junipero Ave	PRUNING: Remove large Oak tree limb overhanging roof; 10" DBH	In Review	
24344	11/7/2024	Tree Removal/Pruning	San Antonio 1 SW of 11th Ave.	PRUNING: One Monterey pine, 38" DBH remove one 20" limb from southside of tree overhanging the house REMOVAL: One coast oak 24" DBH along northside of house. One Eucalyptus, 24 inch DBH in back yard	Approved	11/21/2024
24345	11/8/2024	Tree Removal/Pruning	SE Corner of Ocean and Monte Verde	PRUNING: City trees touching the building of roof height on Ocean Ave and Monte Verde side	In Review	
24346	11/8/2024	Tree Evaluation	4802 Monterey St.	EVALUATION: Monterey pine (1 tree) very tall	Approved	11/15/2024
24347	11/11/2024	Tree Removal/Pruning	Dolores 2 SW of 4th Street	Trim large limbs over house per insurance letter	In Review	
24348	11/11/2024	Tree Removal/Pruning	GUADALUPE 5 TH SE OF SEVENTH STREET	REMOVAL OF TWO LIVE OAKS DAMAGED IN STORM OF FEB 2024	Approved	11/22/2024
24349	11/12/2024	Tree Removal/Pruning	Scenic Road 5th house SE of 10th	Removal of 2 Cypress Trees in front yard	In Review	

24350	11/12/2024	Tree Removal/Pruning	Junipero 2nd nw of third	Pruning one oak and one pine	Approved	11/12/2024
24351	11/13/2024	Tree Evaluation	Dolores 5 SE of 10th	Evaluate tree for removal or pruning. 1 Mongolia tree/ approx. 35' tall.	In Review	
24352	11/14/2024	Tree Evaluation	Camino Real 11 NE of 4th	EVALUATION: QTY 1, 28" Diameter Oak	In Review	
24353	11/19/2024	Tree Removal/Pruning	End of 12th & E. Junipero	PRUNING: large pine on driveway REMOVAL: (possible) oak at front of driveway	Approved	11/19/2024
24354	11/20/2024	Tree Removal/Pruning	Palou 3 NW of N. Casanova	REMOVAL: 1 Coastal Live Oak 15" DBH	Approved	11/21/2024
24355	11/20/2024	Tree Evaluation	NW Corner of Santa Rita & 4th	EVALUATION: One HUGE pine tree, one #1 City owned pine- red marked REMOVAL: one #2 Dead city owned pine tree (Leaning towards house- Top heavy)	In Review	
24356	11/21/2024	Tree Removal/Pruning	Lincoln 3 NW of 9th	REMOVAL: One Acacia Tree 30 feet high (guess)	Approved	11/21/2024
24357	11/21/2024	Tree Removal/Pruning	Carmelo 2NW of 10th	One city Pine for removal Cypress trees for pruning	Approved	11/21/2024
24358	11/22/2024	Tree Removal/Pruning	25983 MISSION ST	Removal of Oak limb	Approved	11/22/2024
24359	11/25/2024	Tree Removal/Pruning	NW Corner of Carmelo & 4th	REMOVAL: One dead oak tree	In Review	
24360	11/25/2024	Tree Evaluation	SW Corner Santa Rita & 2nd, Carmel, CA 93921	Single Family Home	In Review	
24361	11/26/2024	Tree Removal/Pruning	NE Corner 5th & Carpenter	CITY TREES - REMOVAL & PRUNING: One (1) Monterey pine.	In Review	
24362	11/29/2024	Tree Removal/Pruning	4th Avenue and Mission Street	Remove 40' high Sweet-gum tree in front of walkway to property.	In Review	

Total Records: 24

12/2/2024



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

November 2024

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 November 2024 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 November 2024, the ambulance was able to meet the performance measure. The response time was 100% with (0) code-3 calls over 5 minutes.

38 Calls for service in CBTS Average response time: 3:21 min.

29 Code 3 calls for service –Zero calls over 5:00 min.

MONTEREY FIRE REPORT

Summary of Monterey Fire November 2024 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 November 2024, the fire department was unable to meet the performance measure. The response time was 91% with (4) code-3 calls over 5 minutes.

65 total calls for service in CBTS Average response time: 4:01 min.

44 total Code-3 calls – Four calls with a response time over 5:00 min.

11/5/2024- Scenic & 11th- Response Time 12:25 min- Response from Monterey Station 11

11/18/2024 – Ocean & Santa Rita- Response Time 5:37 min- Response from another call

11/25/2024- San Antonio & 12th- Response Time 5:51 min- Delay due to distance

11/5/2024-Monte Verde & 12th -Response Time 5:03 min.- Delay due to distance

BEACH FIRES

There were 3 illegal beach fires reported during the month of November.

*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 INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 11/01/2024 To: 11/30/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	11/5/2024 6:19 PM	241105-MNT08263	0:11:07	DOLORES ST	9TH AVE	2
EMS call, excluding vehicle accident with injury	11/2/2024 1:19 PM	241102-MNT08162	0:02:15	5TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	11/3/2024 8:03 AM	241103-MNT08178	0:04:22	LINCOLN ST	9TH AVE	3
EMS call, excluding vehicle accident with injury	11/4/2024 2:11 PM	241104-MNT08217	0:02:29	OCEAN AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	11/4/2024 3:38 PM	241104-MNT08221	0:03:06	DOLORES ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	11/5/2024 3:57 PM	241105-MNT08256	0:00:02	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	11/5/2024 4:36 PM	241105-MNT08260	0:12:25	11TH AVE	SCENIC RD	3
EMS call, excluding vehicle accident with injury	11/6/2024 12:03 PM	241106-MNT08287	0:01:53	MISSION ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	11/11/2024 1:26 AM	241111-MNT08429	0:06:50	SANTA FE ST	1ST AVE	2
EMS call, excluding vehicle accident with injury	11/11/2024 11:19 AM	241111-MNT08436	0:06:06	MISSION ST	5TH AVE	2
EMS call, excluding vehicle accident with injury	11/12/2024 2:30 PM	241112-MNT08459	0:00:49	DOLORES ST	5TH AVE	2
EMS call, excluding vehicle accident with injury	11/13/2024 11:40 AM	241113-MNT08475	0:04:06	LINCOLN ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	11/17/2024 1:41 AM	241117-MNT08555	0:04:17	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	11/18/2024 2:23 PM	241118-MNT08591	0:02:50	5TH AVE	SANTA RITA ST	3
EMS call, excluding vehicle accident with injury	11/18/2024 2:33 PM	241118-MNT08593	0:05:37	OCEAN AVE	SANTA RITA ST	3
EMS call, excluding vehicle accident with injury	11/19/2024 2:19 AM	241119-MNT08601	0:04:01	CAMINO REAL ST	11TH AVE	3
EMS call, excluding vehicle accident with injury	11/22/2024 9:19 AM	241122-MNT08675	0:03:01	OCEAN AVE	SANTA FE ST	3
EMS call, excluding vehicle accident with injury	11/23/2024 6:56 PM	241123-MNT08711	0:02:28	8TH AVE	LINCOLN ST	3
EMS call, excluding vehicle accident with injury	11/24/2024 11:52 AM	241124-MNT08727	0:01:51	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	11/25/2024 2:23 AM	241125-MNT08744	0:05:51	SAN ANTONIO AVE	12TH AVE	3
EMS call, excluding vehicle accident with injury	11/25/2024 7:32 PM	241125-MNT08770	0:02:44	OCEAN AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	11/26/2024 5:26 PM	241126-MNT08789	0:03:04	MISSION ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	11/29/2024 12:09 PM	241129-MNT08858	0:00:50	8TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	11/29/2024 4:30 PM	241129-MNT08861	0:04:01	26152 LADERA DR		3
24			0:04:00			
400 Series (Hazardous Material)						
Gas leak (natural gas or LPG)	11/27/2024 11:47 AM	241127-MNT08815	0:03:39	SAN CARLOS ST	6TH AVE	3
Electrical wiring/equipment problem, other	11/25/2024 9:28 AM	241125-MNT08751	0:03:41	S MOUNTAIN VIEW AVE	SANTA FE ST	3
Electrical wiring/equipment problem, other	11/28/2024 1:27 PM	241128-MNT08837	0:02:57	SANTA FE ST	S MOUNTAIN VIEW AVE	3
Biological hazard, confirmed or suspected	11/16/2024 1:53 PM	241116-MNT08543	0:03:00	MISSION ST	4TH AVE	3
4			0:03:19			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls)						
Lock-out	11/24/2024 5:56 PM	241124-MNT08733	0:02:54	DOLORES ST	4TH AVE	2
Water problem, other	11/13/2024 4:42 PM	241113-MNT08488	0:05:57	12TH AVE	MONTE VERDE ST	3
Water problem, other	11/14/2024 11:56 AM	241114-MNT08503	0:05:00	FOREST RD	7TH AVE	2
Water or steam leak	11/17/2024 11:15 AM	241117-MNT08566	0:08:38	SAN CARLOS ST	2ND AVE	2
Water or steam leak	11/24/2024 1:43 AM	241124-MNT08720	0:04:54	SANTA RITA ST	3RD AVE	2
Public service assistance, other	11/25/2024 10:55 AM	241125-MNT08756	0:08:57	CAMINO REAL ST	4TH AVE	2
Public service assistance, other	11/26/2024 12:04 PM	241126-MNT08784	0:05:09	11TH AVE	CARMELO ST	2
Public service assistance, other	11/25/2024 2:27 PM	241125-MNT08763	0:05:06	CARMELO ST	11TH AVE	2
Public service	11/23/2024 10:00 AM	241123-MNT08698	0:04:28	LOBOS ST	1ST AVE	3
Assist invalid	11/16/2024 2:07 PM	241116-MNT08544	0:14:14	SAN CARLOS ST	12TH AVE	2
Assist invalid	11/18/2024 10:32 AM	241118-MNT08588	0:07:00	CARMELO ST	2 NE OF 11TH AVE	2
Assist invalid	11/24/2024 6:55 PM	241124-MNT08735	0:00:21	CARMELO ST	11TH AVE	2
Assist invalid	11/29/2024 10:44 PM	241129-MNT08867	0:04:43	MONTE VERDE ST	11TH AVE	2
No incident found on arrival at dispatch address	11/5/2024 10:40 AM	241105-MNT08241	0:03:12	CASANOVA ST	7TH AVE	2
No incident found on arrival at dispatch address	11/5/2024 2:05 PM	241105-MNT08254	0:01:58	OCEAN AVE	JUNIPERO AVE	3
No incident found on arrival at dispatch address	11/13/2024 11:43 AM	241113-MNT08477	0:11:11	OCEAN AVE	SAN CARLOS ST	2
No incident found on arrival at dispatch address	11/23/2024 5:10 PM	241123-MNT08708	0:05:36	SCENIC RD	SANTA LUCIA AVE	2
No incident found on arrival at dispatch address	11/24/2024 12:30 PM	241124-MNT08728	0:04:06	DOLORES ST	SANTA LUCIA AVE	3
No incident found on arrival at dispatch address	11/24/2024 12:59 PM	241124-MNT08729	0:01:58	OCEAN AVE	SCENIC RD	3
No incident found on arrival at dispatch address	11/7/2024 6:07 PM	241107-MNT08330	0:04:10	LINCOLN ST	2ND AVE	3
EMS call, party transported by non-fire agency	11/3/2024 6:04 PM	241103-MNT08192	0:04:47	LOBOS ST	3RD AVE	3

21

0:05:27

700 Series (False Alarms)

Smoke detector activation due to malfunction	11/26/2024 1:08 PM	241126-MNT08787	0:03:38	OCEAN AVE	LINCOLN ST	3
Heat detector activation due to malfunction	11/22/2024 7:50 PM	241122-MNT08683	0:03:43	MISSION ST	OCEAN AVE	3
Alarm system sounded due to malfunction	11/7/2024 12:40 AM	241107-MNT08306	0:03:33	MONTE VERDE ST	6TH AVE	3
Alarm system sounded due to malfunction	11/9/2024 5:15 PM	241109-MNT08388	0:01:33	SANTA FE ST	OCEAN AVE	2
Alarm system sounded due to malfunction	11/13/2024 12:14 PM	241113-MNT08479	0:02:15	8TH 4SW AVE	DOLORES ST	3
Alarm system sounded due to malfunction	11/22/2024 7:15 PM	241122-MNT08681	0:03:15	OCEAN AVE	MISSION ST	3
Alarm system sounded due to malfunction	11/22/2024 11:17 PM	241122-MNT08688	0:03:41	SAN CARLOS ST	4TH AVE	3
Alarm system sounded due to malfunction	11/29/2024 11:32 AM	241129-MNT08855	0:03:39	OCEAN AVE	LINCOLN ST	3
Alarm system sounded due to malfunction	11/30/2024 9:42 AM	241130-MNT08877	0:03:09	OCEAN AVE	MONTE VERDE ST	2
Alarm system sounded due to malfunction	11/30/2024 7:20 PM	241130-MNT08891	0:04:00	JUNIPERO AVE	11TH AVE	2
Smoke detector activation, no fire - unintentional	11/30/2024 7:20 PM	241130-MNT08892	0:04:00	JUNIPERO AVE	11TH AVE	3
Detector activation, no fire - unintentional	11/29/2024 6:32 PM	241129-MNT08863	0:04:10	SANTA RITA ST	3RD AVE	3
Detector activation, no fire - unintentional	11/30/2024 2:01 PM	241130-MNT08884	0:02:55	LINCOLN ST	6TH AVE	3
Alarm system activation, no fire - unintentional	11/10/2024 11:10 AM	241110-MNT08410	0:03:47	4TH AVE	MISSION ST	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
700 Series (False Alarms) cont.						
Alarm system activation, no fire - unintentional	11/12/2024 2:11 PM	241112-MNT08458	0:02:53	DOLORES ST	2ND AVE	3
Alarm system activation, no fire - unintentional	11/28/2024 11:47 AM	241128-MNT08834	0:03:23	OCEAN AVE	LINCOLN ST	3

16

0:03:21

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

241105-MNT08260 T11 responded from St. 11 area
 241118-MNT08593 Delay due to second call in Carmel and distance
 241125-MNT08744 Delay due to distance
 241113-MNT08488 Delay due to distance

Code 2 Calls	21
Code 3 Calls	44
Total # of Incidents	65
% Under 5 Minute Response Time	91%



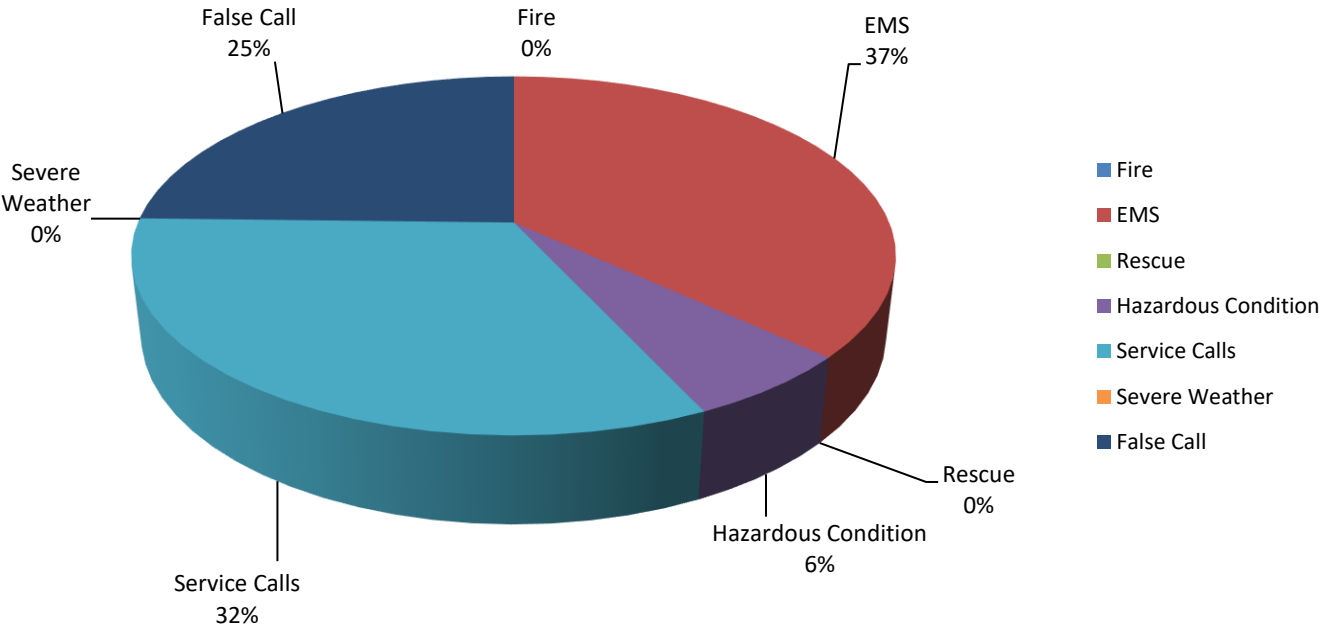
CARMEL-BY-THE-SEA NOVEMBER 2024

Response Summary Report by Incident Type



Type of Call	Number	Average Response Time
Fire	0	0:00
EMS	24	4:00
Rescue	0	0:00
Hazardous Condition	4	3:19
Service Calls	21	5:27
Severe Weather	0	0:00
False Call	16	3:21

Total Responses	65	4:01
-----------------	----	------



Total Code 3 Calls:	44
Response Times for Code 3 Calls ≤ 5 minutes:	91%



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 11/01/2024 To: 11/30/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	11/03/2024 06:06 PM	241103-CFA01197	00:01:54	LOBOS ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	11/04/2024 03:39 PM	241104-CFA01201	00:02:13	DOLORES ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	11/05/2024 02:06 PM	241105-CFA01205	00:02:16	OCEAN AVE	JUNIPERO AVE	3
EMS call, excluding vehicle accident with injury	11/05/2024 06:20 PM	241105-CFA01207	00:11:17	DOLORES ST	9TH AVE	2
EMS call, excluding vehicle accident with injury	11/06/2024 12:03 PM	241106-CFA01209	00:04:53	MISSION ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	11/10/2024 11:07 PM	241110-CFA01223	00:02:31	SAN CARLOS ST	9TH AVE	3
EMS call, excluding vehicle accident with injury	11/11/2024 01:26 AM	241111-CFA01224	00:06:51	SANTA FE ST	1ST AVE	2
EMS call, excluding vehicle accident with injury	11/11/2024 11:20 AM	241111-CFA01225	00:03:40	MISSION ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	11/17/2024 01:42 AM	241117-CFA01235	00:04:17	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	11/18/2024 02:23 PM	241118-CFA01239	00:03:11	5TH AVE	SANTA RITA ST	3
EMS call, excluding vehicle accident with injury	11/19/2024 02:20 AM	241119-CFA01240	00:04:54	CAMINO REAL ST	11TH AVE	3
EMS call, excluding vehicle accident with injury	11/22/2024 09:20 AM	241122-CFA01243	00:03:01	OCEAN AVE	2 SW SANTA RITA	3
EMS call, excluding vehicle accident with injury	11/24/2024 11:53 AM	241124-CFA01247	00:01:57	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	11/25/2024 02:24 AM	241125-CFA01250	00:04:22	SAN ANTONIO AVE	12TH AVE	3
EMS call, excluding vehicle accident with injury	11/25/2024 07:32 PM	241125-CFA01251	00:02:57	OCEAN AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	11/26/2024 05:27 PM	241126-CFA01254	00:02:53	MISSION ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	11/29/2024 12:09 PM	241129-CFA01264	00:01:06	8TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	11/29/2024 04:30 PM	241129-CFA01265	00:04:30	26152 LADERA DR		3
18			0:03:49			
322-399 Series (Rescues)						
Search for person in water	11/24/2024 01:00 PM	241124-CFA01248	00:02:09	OCEAN AVE	SCENIC RD	3
1			0:02:09			
400 Series (Hazardous Material)						
Hazardous condition, other	11/05/2024 10:39 AM	241105-CFA01204	00:04:43	CASANOVA ST	7TH AVE	2
Hazardous condition, other	11/28/2024 01:28 PM	241128-CFA01261	00:03:14	SANTA FE ST	S MOUNTAIN VIEW AVE	3
2			0:03:59			
500 & 600 Series (Service Calls)						
Lock-out	11/24/2024 05:58 PM	241124-CFA01249	00:02:53	DOLORES ST	4TH AVE	2
Water or steam leak	11/13/2024 04:42 PM	241113-CFA01231	00:05:59	12TH AVE	MONTE VERDE ST	2
Water or steam leak	11/14/2024 11:56 AM	241114-CFA01233	00:07:59	FOREST RD	7TH AVE	2
Water or steam leak	11/17/2024 11:16 AM	241117-CFA01237	00:04:00	SAN CARLOS ST	2 SE 2ND AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
500 & 600 Series (Service Calls) cont.						
Assist invalid	11/17/2024 04:28 PM	241117-CFA01238	00:03:06	DOLORES ST	1ST AVE	2
Assist invalid	11/29/2024 10:45 PM	241129-CFA01267	00:04:53	MONTE VERDE ST	11TH AVE	2

6 0:03:22

700 Series (False Alarms)

False alarm or false call, other	11/10/2024 11:11 AM	241110-CFA01218	00:03:22	4TH AVE	MISSION ST	3
Alarm system sounded due to malfunction	11/26/2024 01:09 PM	241126-CFA01253	00:03:07	OCEAN AVE	LINCOLN ST	3
Unintentional transmission of alarm, other	11/01/2024 01:23 PM	241101-CFA01190	00:04:33	CARMELO ST	OCEAN AVE	3
Alarm system activation, no fire - unintentional	11/07/2024 12:41 AM	241107-CFA01211	00:03:46	MONTE VERDE ST	6TH AVE	3
Alarm system activation, no fire - unintentional	11/13/2024 12:15 PM	241113-CFA01229	00:02:44	8TH AVE	DOLORES ST	3
Alarm system activation, no fire - unintentional	11/22/2024 07:16 PM	241122-CFA01244	00:03:44	OCEAN AVE	MISSION ST	3
Alarm system activation, no fire - unintentional	11/22/2024 07:52 PM	241122-CFA01245	00:03:08	MISSION ST	OCEAN AVE	3
Alarm system activation, no fire - unintentional	11/22/2024 11:18 PM	241122-CFA01246	00:04:05	SAN CARLOS ST	4TH AVE	3
Alarm system activation, no fire - unintentional	11/29/2024 11:32 AM	241129-CFA01263	00:03:04	OCEAN AVE	LINCOLN ST	3
Alarm system activation, no fire - unintentional	11/30/2024 02:01 PM	241130-CFA01269	00:03:03	LINCOLN ST	6TH AVE	3
Alarm system activation, no fire - unintentional	11/30/2024 07:21 PM	241130-CFA01270	00:03:42	JUNIPERO AVE	11TH AVE	3

11 0:03:29

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

Code 2 Calls	9
Code 3 Calls	29
Total # of Incidents	38
% Under 5 Minute Response Time	100%
Total Average Response Time	0:03:21



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 11/01/2024 To: 11/30/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	11/14/2024	241114-CFA01234	00:09:58	1401 LISBON LN		2
1			0:09:58			
CYPRESS						
EMS call, excluding vehicle accident with injury	11/30/2024	241130-CFA01268	00:05:58	27720 HWY 1		3
EMS call, excluding vehicle accident with injury	11/29/2024	241129-CFA01266	00:04:59	26270 DOLORES ST		3
EMS call, excluding vehicle accident with injury	11/28/2024	241128-CFA01260	00:02:25	2377 BAY VIEW AVE		3
EMS call, excluding vehicle accident with injury	11/26/2024	241126-CFA01252	00:07:10	24750 LOWER TRL		3
EMS call, excluding vehicle accident with injury	11/27/2024	241127-CFA01257	00:09:35	4245 CANADA LN		3
EMS call, excluding vehicle accident with injury	11/19/2024	241119-CFA01241	00:06:31	25835 HATTON RD		3
EMS call, excluding vehicle accident with injury	11/14/2024	241114-CFA01232	00:11:07	252 CROSSROADS BLVD		3
EMS call, excluding vehicle accident with injury	11/10/2024	241110-CFA01220	00:07:20	CALLE LA CRUZ	RIBERA RD	3
EMS call, excluding vehicle accident with injury	11/8/2024	241108-CFA01217	00:09:13	24411 PORTOLA RD		2
EMS call, excluding vehicle accident with injury	11/8/2024	241108-CFA01216	00:09:33	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	11/7/2024	241107-CFA01212	00:06:53	24308 SAN JUAN RD		3
EMS call, excluding vehicle accident with injury	11/5/2024	241105-CFA01206	00:03:31	SEVENTEEN MILE DR	CARMEL WAY	3
EMS call, excluding vehicle accident with injury	11/6/2024	241106-CFA01210	00:05:29	3305 RIO RD		3
EMS call, excluding vehicle accident with injury	11/5/2024	241105-CFA01203	00:07:51	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	11/4/2024	241104-CFA01202	00:02:48	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	11/3/2024	241103-CFA01196	00:05:24	3262 TAYLOR RD		3
EMS call, excluding vehicle accident with injury	11/3/2024	241103-CFA01195	00:05:27	25835 HATTON RD		3
EMS call, excluding vehicle accident with injury	11/11/2024	241111-CFA01227	00:07:35	3745 WHITMAN CIR		3
EMS call, excluding vehicle accident with injury	11/10/2024	241110-CFA01222	00:05:39	26334 RIVER PARK PL		3
Motor vehicle accident with injuries	11/6/2024	241106-CFA01208	00:06:59	HWY 1	CARPENTER ST	3
20			0:06:34			
MONTEREY						
EMS call, excluding vehicle accident with injury	11/10/2024	241110-CFA01221	00:07:51	23795 HOLMAN HWY		3
EMS call, excluding vehicle accident with injury	11/7/2024	241107-CFA01214	00:10:51	1000 AGUAJITO RD		3
EMS call, excluding vehicle accident with injury	11/7/2024	241107-CFA01213	00:09:55	6 VIA VENTURA		3
EMS call, excluding vehicle accident with injury	11/2/2024	241102-CFA01192	00:09:17	1501 SKYLINE DR		3
EMS call, excluding vehicle accident with injury	11/1/2024	241101-CFA01191	00:09:37	576 HARTNELL ST		3
Motor vehicle accident with no injuries.	11/13/2024	241113-CFA01230	00:11:45	MTY SNS HWY	MONTERRA RD	3
6			0:09:53			
PACIFIC GROVE						
EMS call, excluding vehicle accident with injury	11/2/2024	241102-CFA01193	00:14:27	1229 DAVID AVE		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
1			0:14:27			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	11/11/2024	241111-CFA01226	00:07:21	LIVE OAK MEADOWS RD		3
EMS call, excluding vehicle accident with injury	11/8/2024	241108-CFA01215	00:11:49	3353 SEVENTEEN MILE DR		3
EMS call, excluding vehicle accident with injury	11/19/2024	241119-CFA01242	00:08:55	1491 PADRE LN		3
EMS call, excluding vehicle accident with injury	11/13/2024	241113-CFA01228	00:08:36	1700 SEVENTEEN MILE DR		3
EMS call, excluding vehicle accident with injury	11/4/2024	241104-CFA01198	00:19:02	66 SPANISH BAY CIR		3
Public service assistance, other	11/10/2024	241110-CFA01219	00:05:55	3212 PALMERO WAY		3
6			0:10:16			
					Code 2 Calls	2
					Code 3 Calls	32
					Total # of Incidents	34
					Total Average Response Time	0:10:18



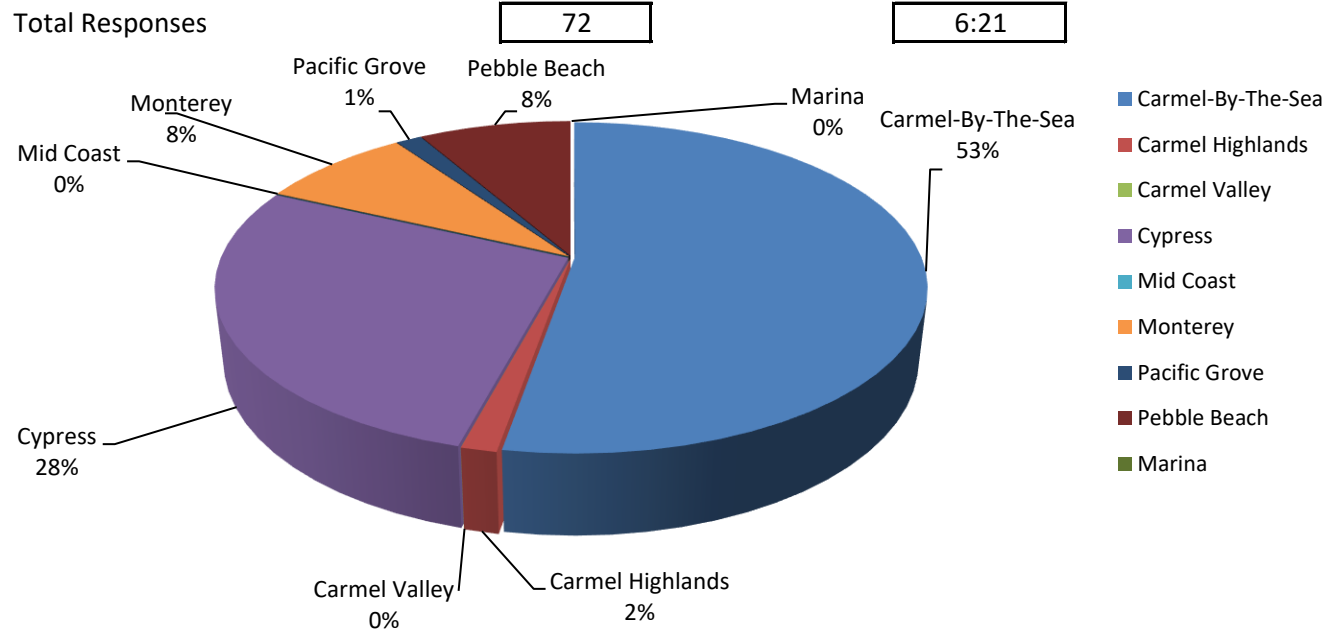
CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

NOVEMBER 2024

Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-By-The-Sea	38	3:21
Carmel Highlands	1	9:58
Carmel Valley	0	0:00
Cypress	20	6:34
Mid Coast	0	0:00
Monterey	6	9:53
Pacific Grove	1	14:27
Pebble Beach	6	10:16
Marina	0	0:00



Total Code 3 Calls:	29
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	100%

**City Clerk PRA Log
November 2024**

Attachment 3

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-114	11/11/2024	11/21/2024	12/11/2024	PDF copies of the MOST RECENT or LAST purchase invoice(s) for Janitorial supplies and or any cleaning supplies	Veronica Sumler, Zero Waste USA	12/10/2024	deadline extended due to short staffing in November. Records sent to requester on 12/10/2024
2024-115	11/13/2024	11/25/2024	12/11/2024	A list of all trees cut down in the Village of Carmel over the last three years to the date of this request to include the following information: Species of tree removed Exact Location of tree Exact reason for tree removal	Neal Kruse	12/10/2024	deadline extended due to short staffing in November and staff time to compile records. Records sent to requester on 12/10/2024
2024-116	11/25/2024	12/5/2024		100+ page request for records pertaining to the May 14, 2022 mass shooting in Buffalo New York (See request)	Michael Ayele (aka "W")	12/6/2024	no responsive records exist.
2024-117	11/26/2024	12/11/2024		Please report the transient occupancy tax (TOT) revenue accrued each month or quarter during the 2023-2024 fiscal year, as well as the TOT rate imposed during that time. If possible, please also provide a breakdown of the TOT revenue accrued by short-term vacation rentals (Airbnb, Vrbo, etc.).	Ginger Jensen, Dean Runyan Associates	12/19/2024	deadline extended due to short staffing in November. records sent to requester on 12/19/24.
2024-118	11/26/2024	12/6/2024		Please provide all approved plans and contracts for the San Antonio Ave. pathway reconstruction project that the city is currently undertaking.	Sheryl Fox, Anthony Lombardo & Associates	12/10/2024	records sent.
2024-119	11/27/2024	12/9/2024	1/16/2025	all records including, but not limited to, decisions, directions, discussions, communications, and studies concerning pickle ball at Forest Hill Park involving the City Council, Planning Commission, and Forest and Beach Commission, from January 1, 2011 to the present time. In addition, please provide all City staff records concerning pickle ball at Forest Hill Park for the same time period.	John Kratchmer		extended deadline to 1/16/2025 due to GC 7922.535(c)(2). Sent first batch of records to requester on 1/3/2025.

Police Records Request Log
November 2024

Request No.	Request Date & Received By	10-Day Due Date	Info Requested	Requestor	Date Completed by PSO	Status	Date & PSO Mailed
2024-0001	11/6/2024 mw	11/15/2024	CG2400527	Metropolitan reporting	11/15/2024 da	completed	mailed
2024-0002	11/12/2024 NS	11/22/2024	CG2200421	Velo Carmel - Mad Dogs & Englishmen	11/20/2024 mw	completed	released at counter
2024-0003	11/12/24 mw	11/22/2024	CG0500616	Melissa Macias	11/12/2024 mw	completed	mailed 11/13/2024 mw
2024-0004	11/13/2024 NS	11/23/2024	CG2400546	Ana Gamboa	12/02/24 mw	completed	released at counter
2024-0005	11/13/24 mw	11/23/2024	no record ref to MCSO	pacific docu scan - rebecca king	11/19/2024	completed	No record, fax response
2024-0006	11/14/2024 mw	11/24/2024	Arrest & Crime Log 10/07/2017 - 10/08/2017	Washington Post. com	11/20/24 AI	completed	Email 11/20/2024 AI
2024-0007	11/18/2024 NS	11/18/2024	CQ2400553	World Oil	11/18/2024	completed	Picked Up 11/18/2024 NS
2024-0008	11/19/2024 mw	11/29/2024	CG2400465	Metropolitan reporting	11/19/2024 mw	No releasable	Pending investigation DDA
2024-0009	11/20/2024 NS	11/30/2024	CC2400453	Glen Wild	11/25/24 mw	completed	picked up
2024-0010	11//19/2024 mw	11/29/2024	CG24000482	Harris Esq. Dustin Smith	11/20/2024	Cancelled request	cancelled via telephone (mw) destroy check when receive
2024-0011	11/20/2024 NS	11/30/2024	CA2400553	Leonard Cangiamilla	11/20/2024	completed	Mailed 11/20/2024
2024-0012	11/26/2024 NS	12/6/2024	No record on file	Lexis Nexis	11/26/2024	Completed	Mailed 11/26/2024
2024-0013	11/29/2024 AI	12/9/2024	CA2400481	Metropolitan Reporting Bureau	12/2/2024	Completed	Mailed 12/02/2024 AI



CITY OF CARMEL-BY-THE-SEA

Public Works Department November 2024 Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert Harary, P.E., Director of Public Works
SUBMITTED ON:	December 4, 2024
APPROVED BY:	Chip Rerig, City Administrator

City Council Special Meeting of November 4, 2024

- Councilmembers and Forest and Beach Commissioners toured the site of the Mission Trail Nature Preserve (MTNP) three drainage improvement projects located near the Rio Road entry gate.

City Council Meeting of November 5, 2024

- Received a presentation from the Carmel Area Wastewater District regarding the Santa Rita and Guadalupe Sewer Main Pipe Bursting Project, and authorized the issuance of an Encroachment Permit with 53 special conditions of approval to minimize construction impacts.
- Adopted Resolution 2024-091 establishing the Del Mar Underground Utility District and authorizing the Del Mar Utility Undergrounding Project utilizing PG&E Rule 20A work credits.
- First Reading and introduction of Ordinance No. 2024-002, amending Chapter 10.36.010 of the Municipal Code to include AB 413, known as the "Daylighting Law." Once the Council adopts the associated Ordinance in December, Public Works will repaint curbs adjacent to intersections at over 100 locations in downtown.

Forest and Beach Commission Meeting of November 14, 2024

- Announcements included:
 - Commissioner Buder has been elected to serve on the City Council effective December 9th; therefore, this will be his last Commission meeting. He was thanked for his service.
 - Introduced Val Gaino, the City's new Environmental Analyst who will be supporting climate change initiatives, projects in sensitive habitats, water quality, and recycling projects.
 - Bob Harary announced his retirement at the end of the year, and Environmental Programs Manager Mary Bilse will be Acting Director while the recruitment gets underway.
 - Mr. Harary recommended that he present the Public Works Report and Infrastructure Report Card to the Commission at the December meeting, and this was supported by the Commissioners.
- A follow-up to the October Public Hearing was held to consider the release of a Stop Work Order at the northwest corner of Carpenter Street and Fifth Avenue. During excavation for a foundation of a new home, multiple significant trees were damaged or destroyed in violation of Carmel Municipal Code Section 17.48.110 and the Building Permit. Commission approved the release of the Stop Work Order subject to payment of \$19,720 in fees and depreciated value of the trees, issued no other citations, and noted that the property owner will still need to resolve the Stop Work Order issues associated with the Building Permit before construction resumes.

- A follow-up to the September Public Hearing was held regarding the removal of a large Monterey pine at 26010 Ridgewood Road. Initially, City Forester Ono recommended against removal; however, since then, the neighboring property provided documentation by a structural engineer that the tree is directly damaging their home. Based on testimony by both neighbors and the revised recommendation by the Forester, the Commission approved removal of the tree.
- As part of the Coastal Engineering Study, Phase 2 Project, representatives of EMC Planning Group and Integral Corp. presented a draft Sea Level Rise Community Survey. The Survey will gather data in the public's use of Carmel Beach and identify community interest in possible adaptation strategies to maintain as much beach as possible over many future years as the sea level rises. The Commission requested changes to the draft Survey and directed staff to return for further review and approval.
- Administrative Analyst Ford recapped the September and October meetings regarding noise concerns associated with pickleball play at Upper Forest Hill Park. An informal sound survey revealed that there were only a few instances where the noise level exceeded 60 decibels, the limit in the City's Noise Element, but the ongoing "pop" sounds" was more disturbing to nearby residents. Mr. Ford also introduced information and costs associated with noise-reducing acoustic fencing and noted other negligible cost mitigation measures such as reducing the days/times allowed for pickleball play, or requiring players to use sound reducing equipment. The Commission requested staff to return with a representative of the acoustic fencing vendor for more information.
- Staff briefly recapped the results of the Carmel Forest Master Plan (CFMP) Workshop sessions held at Carpenter Hall on October 28th and 29th and received confirmation from the Commission to continue editing the draft CFMP per comments received and support consulting ecologist Nicole Nedeff who will oversee the revisions.
- The City Forester presented the Forester's Report for October 2024, which noted: a) We received a letter from CalFire officially terminating the grant for the CFMP for which we spent an enormous amount of time to administer but received no reimbursements, b) commenced a qualification-based selection process to hire an environmental firm to perform the CEQA analysis regarding the CFMP, and c) crews began to trim overgrown acacia around the North Dunes Habitat Restoration site.
- The Public Works Director presented the Public Works Report for October 2024, which noted: a) Council's adoption of the Del Mar Underground Utility District will ultimately open up the views at the main entry onto Carmel Beach and along the North Dunes site, b) working with a contractor to obtain an informal quote to repair the closed beach access stairs at Tenth Avenue North, if we can do so for under \$60k, and c) 25 students from Stevenson Upper School removed invasives at the North Dunes site, and 15 students planted, watered, trimmed, and added compost at the Forest Theater garden.

Traffic Safety Committee Meeting of November 26, 2024

- Public Works Director Harary introduced the "Monterey County Regional Vision Zero Plan" which is intended to reduce injury accidents and improve traffic safety. The Plan will be managed by the Transportation Agency of Monterey County (TAMC) over the next two years.
- Continued a request to modify the two-way stop-controlled intersection at Sixth Avenue and Dolores Street to four-way stops, so that a downtown circulation report from approximately 2005 can be reviewed and discussed at the next Committee meeting.
- Approved modifications to the Fifth Avenue/San Carlos Street intersection by installing a new Stop Sign for westbound travel - subject to Council approval, removing a misleading arrows sign on the post in the northwest planter, painting the pavement for eastbound travel to discourage travel into the one-way street, painting an eastbound directional arrow at the driveway east of the Post Office, and reviewing the site conditions in approximately six months.

- Approved a request for marked parking stalls on the east side of Mission Street between 4 Eighth and Ninth Avenues.
- Modified a request for a No Parking post on Santa Rita Street, 2 southeast of Ocean Avenue, by approving the painting of one directional arrow on an existing post and painting No Parking on the pavement next to a retaining wall.
- Reviewed the Santa Rita Street/Mountain View Avenue intersection, and approved installation of a convex mirror to be installed in the southeast quadrant.
- Denied a request for a No Parking post at the southeast corner of Tenth Avenue and Dolores Street.

Administration

- Prepared the staff report and presentation slides for the December 3rd City Council meeting for the Public Works Director to review Public Works operations, highlight key accomplishments over the past 7+ years, and present six categories in the Infrastructure Report Card comparing current 2024 infrastructure conditions with that of 2017.
- The Public Works Director updated the 1995 Job Description, and the position was posted in early December. Director Harary will be retiring on December 23rd. Environmental Programs Manager Mary Bilse will be Acting Director and is well underway in getting up to speed on key Public Works projects, programs, and challenges.
- Valeria Gaino began her position as Environmental Analyst effective November 1st.
- A background check is in progress with a candidate to fill the new Maintenance Worker position for Forestry that was included in the Fiscal Year 2024/25 Budget.
- The Maintenance Worker I/II position(s) anticipated to be vacant in 2025 were posted for recruitment.
- A second final candidate withdrew from further consideration for the vacant Project Manager position, and the position was reposted.
- Director Harary attended his last TAMC TAC meeting where he shared the City's success in implementing the AB 413 Daylighting Bill. He also announced his retirement to peers who may be interested in applying for the Carmel opportunity. Project Manager Javier Hernandez will serve on the TAMC TAC, effective January, and Public Works Superintendent Rob Culver will continue to serve as our alternate member.
- Met with Mayor-Elect Byrne to review new ideas to improve the Village.
- Met with the Leadership Carmel Class of 2025 Project Manager and provided feedback for a few potential Legacy Projects that the class is proposing to accomplish next year.
- At the request of Public Works Staff, and with support from the City Administrator, Director Harary began to hold a series of eight informal training sessions dubbed "Bob University." Training sessions held in November included: "Public Presentation Tips," "Budgeting and Financial Tips," and "Leadership and Management Tips." December sessions will include: "Consultant Selection Process and Professional Services Agreements," "Capital Improvement Projects from Programming through Construction Closeout," "Facility Maintenance," and "Community Awareness of Public Works." Sessions are being video recorded for future reference.
- Attended the CalPERA Class at the Monterey Conference Center regarding Public Sector Compensation and Labor Trends.

Carmel Cares and Other Volunteer Groups

- City Lloyd once again improved the flowers and plantings in the WWI Memorial Arch located at Ocean Avenue and San Carlos Street.
- The Friends of MTNP (FOMTNP) upgraded single panel map signs with adjacent matching panels containing cork boards for public postings, at all five primary entrances into the

Preserve. The City will be upgrading the map displays in the original panels also using Attachment 4 FOMTNP donated funds.

- The FOMTNP and the City Forester will be providing a joint presentation at the December 12th Forest and Beach Commission regarding shared maintenance programs and success in the MTNP over the years.
- Carmel Cares received two more donations, one from a private fund and one from the Pine Inn, to offset expenses associated with the Ocean Ave Median Landscaping project.
- Carmel Cares sent in another 9,000 cigarette butts collected in the downtown area to Terracycle for conversion into furniture.

Environmental Programs

- For the MTNP 3 Drainage Projects, a) submitted a request from the California State Parks grant for reimbursement of \$177k, and b) submitted a letter to the Army Corps of Engineers to close out the first of three regulatory permits obtained for this project.
- For the Coastal Engineering Study, Phase 2 Project, worked with the consultants to modify the draft Community Survey associated with Sea Level Rise based on feedback received at the November 14th Forest and Beach Commission meeting.
- Researched and updated CalRecycle procurement records.
- Began to update and streamline the SB 1383 recycling/organics program's waiver process.
- Coordinated City staff attendance at an annual training event, hosted by the Monterey Regional Stormwater Management Program, regarding implementation of Construction Best Management Practices and Site Inspections.
- Selected a furniture vendor, refined office furniture needs to maximize refurbished furniture, and reviewed quotes. The selected furniture will be installed in the new Public Works offices for environmental and project management staff currently being constructed at Vista Lobos.
- Public service messages in Friday Letters included information on California King Tides, and proper Food Composting of Thanksgiving feast leftovers.

Facility Maintenance

- For the ADA Upgrades Project, Year 7, requested quotes from steel fabricators to install eight ADA-compliant handrail extensions to existing railings around the Sunset Center site.
- A Contractor is nearing completion of three enclosed offices for Public Works staff in the back of the Vista Lobos community room. Completed work included framing, electrical modifications, dry wall installation, texturing, and installation of windows. Remaining work includes lighting and painting by the contractor, and carpeting and relocation of an air duct by Facility Maintenance staff.
- Problems persist with the roll up door at the Norton Court Garage. Although the security access system was upgraded as a capital improvement project, the motor to the roll up door failed and cannot be repaired. Efforts to find a replacement motor have been unsuccessful to date, and replacement of the entire roll up door with a new motor is upwards of \$30,000.
- Removed Halloween decorations around Devendorf Park and installed white year-end holiday lighting along the Ocean Avenue medians and lighted reindeer in Devendorf Park.
- Checked roofs, cleared gutters, and tested sump pumps and generators in preparation for winter storms.
- Replaced several damaged window screens for the Fire Station.
- Coordinated troubleshooting efforts for a backup phone line to Flanders Mansion used for the security system.
- Made minor adjustments to the tree up-lights along the Ocean Avenue medians.

4 Leaf Projects:

- For the Police Building Project, additional meetings were held with Indigo Architects and the Project Team to review the Design Concept to rehabilitate and expand the existing building on-site. Indigo provided refined floor plans which included potential furniture layouts, initial architectural renderings of the proposed building complex from different perspectives and refined the preliminary construction phasing plan based on staff comments. The date to unveil the design concept dates was considered factoring in new City Councilmembers coming on board and changes to the Ad Hoc Committee. The next public meeting is anticipated in early January 2025.

Ausonio, Inc. Projects:

- For the Sunset Center Cottage Window Repairs Project, once the hazardous materials were remediated and cleared in October, the Contractor made great progress on the repairs of the windows in November. The City Planner assessed the repaired windows, noted the good “aged character look,” and agreed that the windows meet the historic quality standards. A punch list was prepared for minor remaining items. The project is anticipated to be completed in December, ahead of schedule and under budget.
- For the City Hall Roof Replacement Project, the Contractor installed the gutters and downspouts and performed several additional punch list items in November; however, the gutters and downspouts were substandard in several locations and require rework. Also, due to water intrusion that occurred in September due to the responsibility of the Contractor, a change order was issued reducing the contract amount by \$35,000 to cover actual costs incurred by the City for DKS disaster cleanup, additional Ausonio fees, and key City staff time directly involved in the cleanup. In addition, a subcontractor filed a Stop Payment Notice to the City claiming that they were not paid for their work. A response letter, with input from the City Attorney’s office, is forthcoming.
- For the San Antonio Pathway Repair Project, Second to Fourth Avenues. the Contractor mobilized to the site in early November. A detour for southbound San Antonio traffic, going east on Second Avenue and south on Camino Real and/or Carmelo, both met with strong local resident opposition. Traffic control adjustments continue to be made as needed. The Contractor also excavated the concrete piers in the southerly half of the project and set up forms for the steel-reinforced pier caps. Unfortunately, several additional piers were found to need pier caps which will result in change orders on the order of \$70k. A mid-year budget augmentation will be needed to continue to advance construction.
- For the Sunset Center Retaining Walls Repair Project, Ausonio prepared a revised construction cost estimate based on staff’s review of their initial, overly conservative estimate. The new estimate of \$1.4M exceeds the available budget of \$550k. The Project Team is proposing to defer repair of the wall along Mission Street, south of Eighth Avenue, to a future Phase 2 which will reduce the Phase 1 project cost to \$900k. In addition, an option to revise the Carmel stone wall along Eighth Avenue with a railing element rather than a full height stone wall is being considered to further reduce costs. A mid-year budget adjustment of \$400k is also being considered to allow this “Shovel Ready” project to advance into construction in the springtime.
- For the Lincoln Street Trestle Bridge Evaluation Project, north of Fourth Avenue, a kickoff meeting and site visit was held with ZFA Structural Engineers. The engineers also took field measurements, photos of problem areas, and tested the footings.

Wallace Group Projects:

Attachment 4

- For the Shoreline Infrastructure Repair Project, which is combined with Reconstruction of the Fourth Avenue Outfall Wall Reconstruction Project, negotiations were concluded with the selected firm, Moffat & Nichol. The scope of work, fees (approximately \$400k), schedule, and contractual terms have now all been agreed to, and the documents are currently being converted into a Professional Services Agreement. The Agreement is anticipated to be submitted to Council for award in January.

Additional Capital Improvement Projects:

- For CalAm Water's Dolores Water Main Replacement Project, between Santa Lucia and Eighth Avenues, two special conditions of the encroachment permit are being resolved as necessary to close out this project.
- For the MTNP 3 Drainage Projects, City Councilmembers and Forest and Beach Commissioners toured the site on November 4th. The Contractor previously completed all three projects in the MTNP and the urgent repair of a drainage sink hole located near Eighth Avenue and Scenic Road. Using the remaining \$12k left in the contract, the Contractor also repaired a large pavement patch on Ladera Drive. All field work is now complete. A Notice of Completion was prepared and recorded.
- For the 4 City-wide Drainage Improvements Project, staff prepared the staff report, resolution, and presentation slides to request the City Council to award the Base Bid at their December 3rd meeting. The Base Bid contains three projects which were included in the Storm Drain Master Plan Update as high priorities at a cost, with contingency, of \$1,285,185.
- For the Sunset Center North Lot Electrical Panel Replacement and EV Charging Stations Project, PG&E prepared their design for a new transformer to provide EV service, and prepared a draft Agreement, under Rule 29A, which would offer the City and EV charging patrons discounted electrical rates for the charging stations.
- For the Rule 20A Undergrounding Project, the City Council established the Del Mar Underground Utility District at their November 5th meeting. Staff provided the adopted Resolution and District boundary map to PG&E, and PG&E notified staff that the City is now an "Active Community," thus eliminating the risk of losing any further Work Credits.
- For Wave Astound Broadband's proposed Fiber Optic project, staff met with Wave to outline the path ahead. Wave appears opposed to installing their cables underground. As an alternative, good faith effort to work with the City, Wave suggested providing the City with a dedicated dark fiber line which would improve the City's IT connectivity between computer servers in various City buildings and would lead to improved Hot Spots for the community. Technical parameters are currently being explored. Once established, the project will return to the City Council seeking approval of the corresponding Encroachment Permit with Special Conditions of Approval in early 2025.

Street Maintenance

- Supported the Veteran's Day event (although canceled due to weather) and the Craft Fair by setting up no parking and detour signs, barricades, and providing additional staffing.
- Cleaned up after several November storms. No flooding was reported and only a few tree limbs fell, but more potholes were observed, and extra street sweeping was required.
- Based on citizen concerns about upcoming winter storms, additional drainage berms were installed at several locations using hot mix asphalt.
- For the City Hall Parking Lot Resurfacing Project, restriped the parking lot, including with an ADA-accessible van parking space, and installed new tire stops and a bike rack. Some fine tuning of parking spaces to improve safety is scheduled for December.
- At Rio Park, site cleanup continues by removing old bollards, discarded pipes and lumber, and debris. In addition, the metal beach fire cauldrons were sold at a public auction.

- Finished spreading wood chips along the last segment of Willow Trail in the MTN. Attachment 4
- Continued making priority repairs for sidewalks, including at four locations requested by the Police Department.
- Made repairs to the wooden boardwalk along the Fourth Avenue pathway towards the beach access stairs.
- Removed a deteriorated wood bench and supports at Scenic Road near Thirteenth Avenue and ordered a replacement bench.
- The old vehicle lift in the Garage has been out of service for some time. A contractor notified us that a \$22k hydraulic cylinder needs to be replaced. Alternatives are being considered in lieu of further investment in the old vehicle lift such as a portable lift that could be relocated and reused when the Police and Public Works Building is renovated.

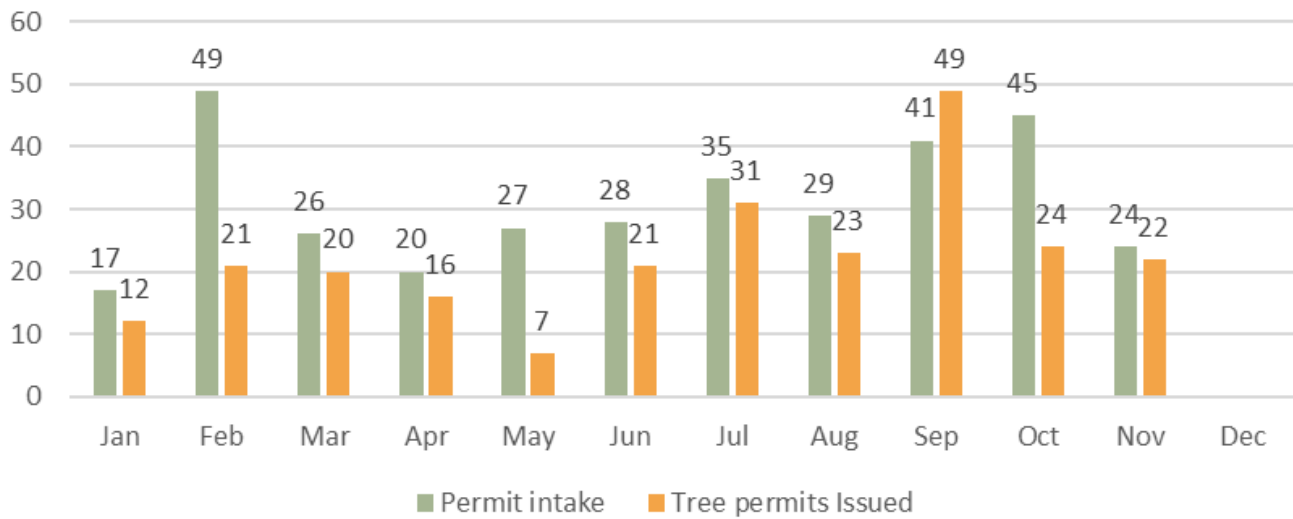
Forestry, Parks, and Beach

- Carmel Forest Master Plan (CFMP):
 - Based on a selection committee's review of eight Statements of Qualifications received from environmental firms, three firms were short-listed for informal interviews in early December. The selected firm will conduct the CEQA analysis of the final CFMP when it is ready.
- Contractors:
 - Landscape maintenance contractor Town & Country began to provide landscape maintenance services along the Scenic Pathway previously funded by Carmel Cares. This contractor also continues their landscape maintenance throughout the City with new task orders issued for watering newly planted trees and relocating an irrigation box on the Scenic Pathway.
 - City Contractor Tope's Tree Service began working on a Task Order including 40 dead or dying trees for removal or pruning.
 - New Task Orders are being compiled for West Coast Arborists and Community Tree Service and will be sent by late December/early January.
- City Staff and Crews:
 - City Forester Justin Ono earned certification as a Parks and Recreation Professional from the National Recreation and Parks Association.
 - Forestry and Environmental staff attended Stevenson Lower School to launch the National Oceanic and Atmospheric Administration's "Ocean Guardians Program." Students will be supporting this initiative by ongoing cleanup efforts in Forest Hill Park.
 - Administrative Analyst Tom Ford conducted an informal sound survey around the Upper Forest Hill Park pickleball courts and researched acoustical fencing information.
 - In November, Forestry crews planted 6 new trees, pruned 32 trees, removed 8 dead or dangerous trees, and ground or removed 6 stumps.
 - Installed landscaping around the retaining wall planter in the south City Hall parking lot. Plantings included Ceanothus: Ray Hartman and Carmel creeper, Flannel bush, Emerald carpet manzanita, and red flowering currant.
 - Continued to prune overgrown acacia at the North Dunes Habitat Restoration site.
 - In preparation for construction on the San Antonio Pathway Reconstruction Project, crews trimmed trees and landscaping from Fourth Avenue northwards. The process will be repeated in the section south of Second Avenue as the construction contractor completes work in the first section.

2024 Permitted removals, pruning, and required planting

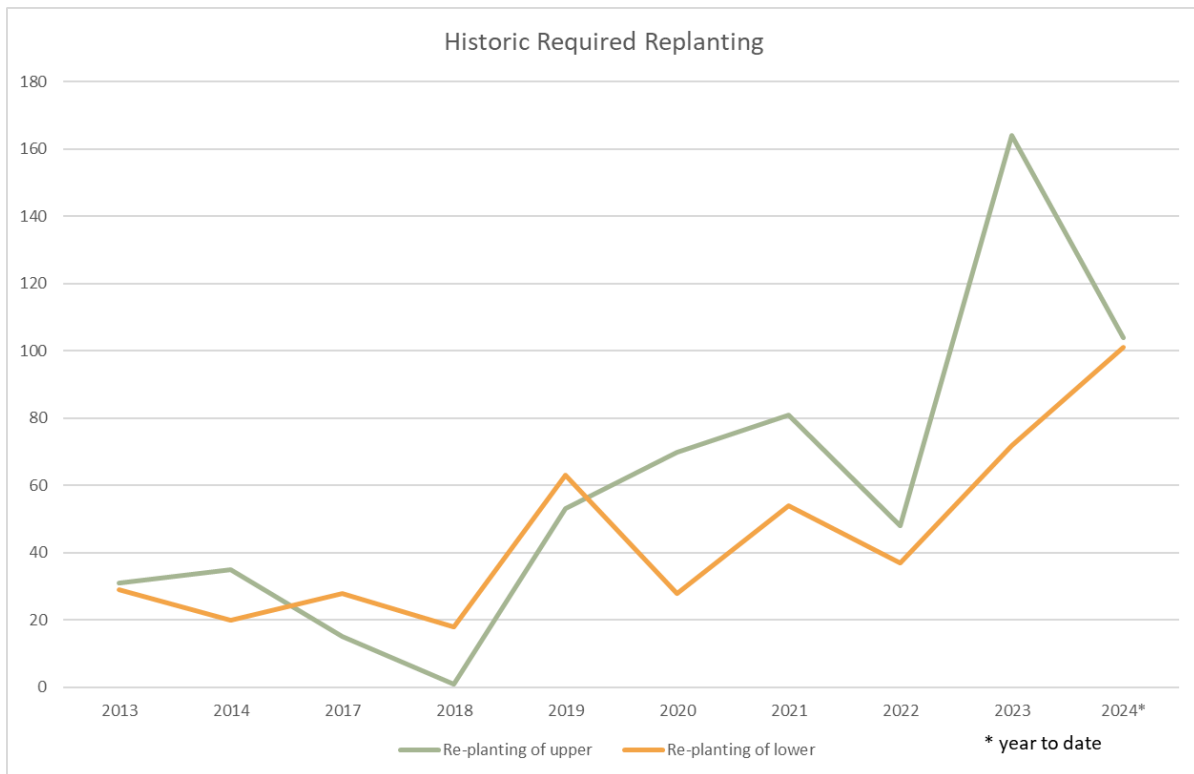
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	17	12	1	4	8	6	2	5	1	0	2	6
February	49	21	4	6	21	11	10	3	3	0	0	6
March	26	20	3	5	27	14	13	4	7	0	0	11
April	20	16	3	3	15	8	7	5	5	0	0	10
May	27	7	4	3	8	5	3	2	1	0	0	3
June	28	21	8	17	21	5	16	4	5	2	11	9
July	35	31	9	5	16	8	8	11	15	0	1	26
August	29	23	8	13	13	8	5	7	9	0	1	16
September	41	49	15	22	46	16	30	36	25	0	1	61
October	45	24	11	19	21	9	12	11	12	0	2	23
November	24	22	8	12	16	8	8	16	18	0	4	34
December												
2024 Totals	341	246	74	109	212	98	114	104	101	2	22	205

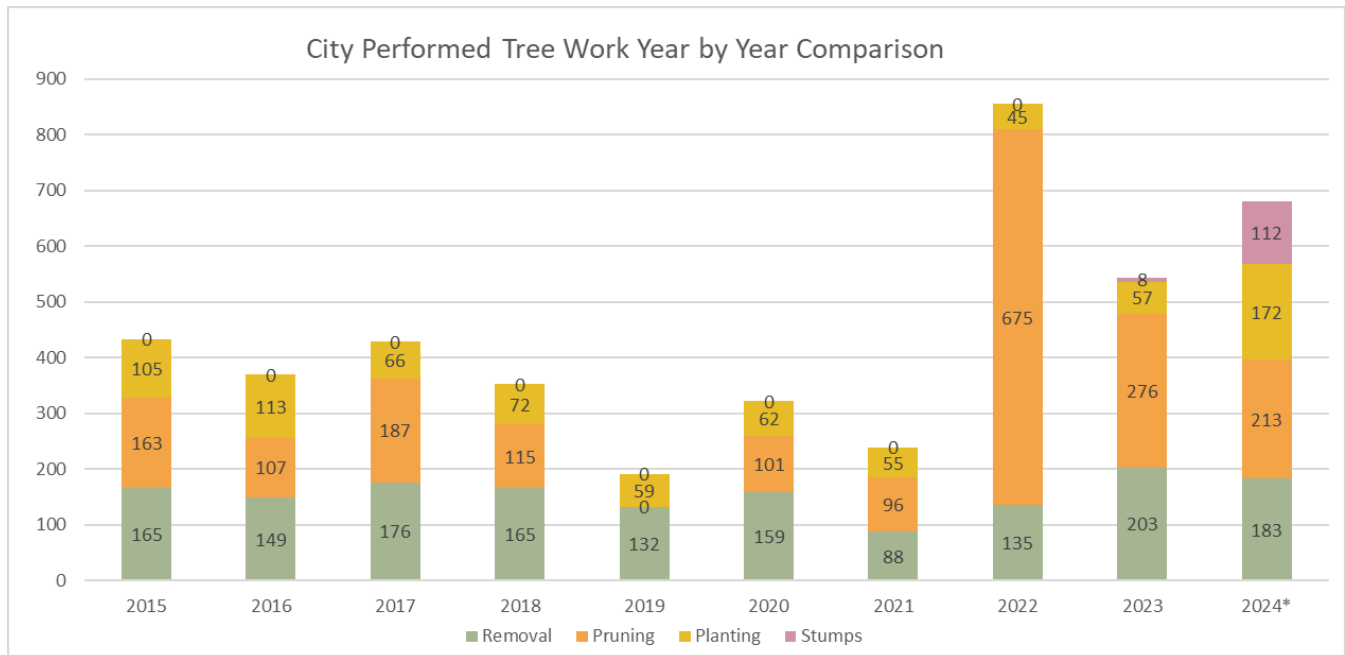
2024 Permits Intake vs. Issued



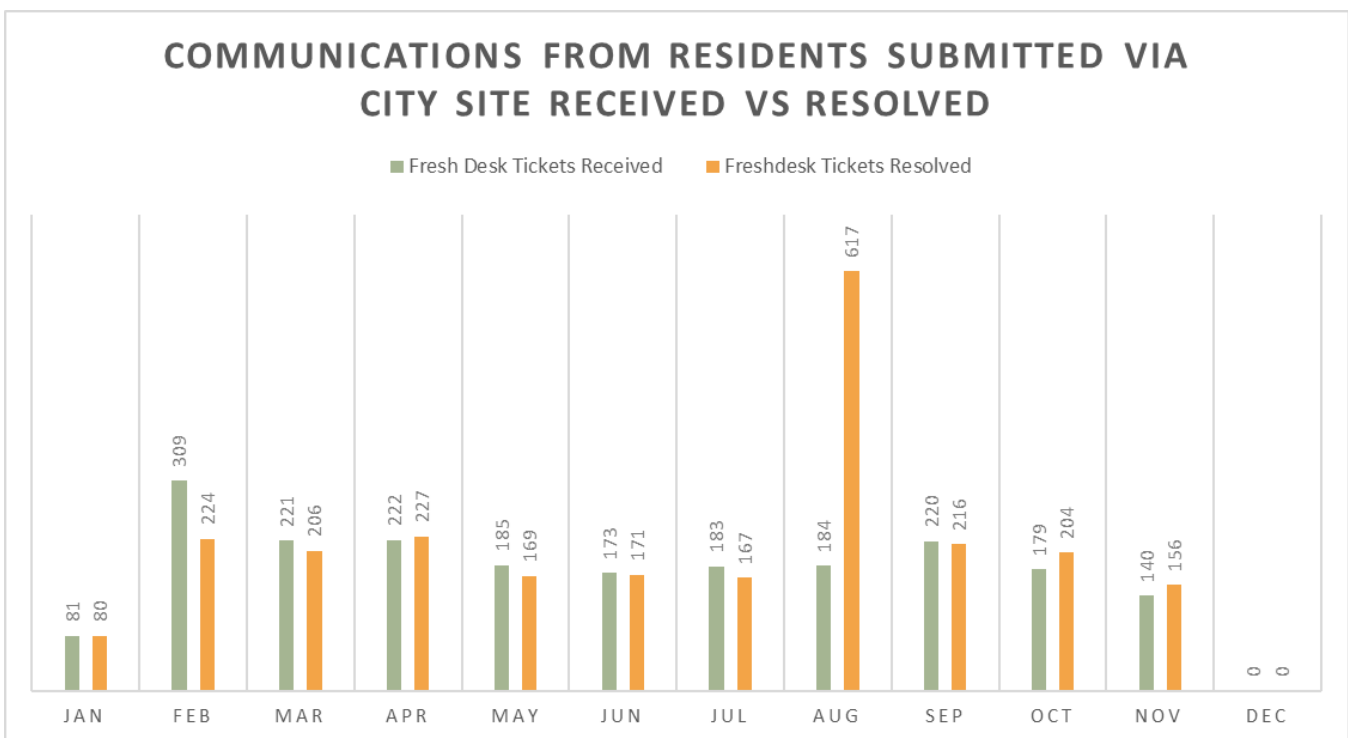
Historic permitted removals and required planting		
	Re-planting of upper	Re-planting of lower
2013	31	29
2014	35	20
2017	15	28
2018	1	18
2019	53	63
2020	70	28
2021	81	54
2022	48	37
2023	164	72
2024*	104	101
	*year to date	

Historic permitted removals and required planting								
Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	212	98	114	205	104	101	96.70%	356





*Year to date – Includes work performed by City crew as well as on call tree contractors.



*Numbers only represent correspondences received via the City's website and do not include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff. (Spike in resolutions partly due to large ticket cleanup project undertaken by Forestry support staff.)



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

January 13, 2025
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: November 2024 Check Register Summary

RECOMMENDATION:

Approve the check register for November 2024.

BACKGROUND/SUMMARY:

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

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

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

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

FISCAL IMPACT:

The check register summary for November 2024, totals \$2,292,882.43

PRIOR CITY COUNCIL ACTION:

Council ratified the October 2024 check register at the December 2, 2024 special council meeting.

ATTACHMENTS:

Attachment 1) November 2024 Check Register

November 2024 Check Register

Attachment 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000 ____				
54574	See Monterey	Jul-Aug 24 TID	11/01/2024	127,918.39
54584	Visit Carmel	Jul-Aug 2024 CHID	11/01/2024	453,454.85
54695	Visit Carmel	CRID remittance Jul-Sep 2024	11/22/2024	86,089.51
110724001	CALPERS	Health Premium Statement - November Active premiums	11/07/2024	136,877.32
Total for Department: 000 ____				804,340.07
Department: 110 City Council				
54614	Peninsula Messenger LLC	Mail service sorting and delivery	11/07/2024	7,568.00
54628	Dave Potter	League of Cal Cities Conference travel reimbursement	11/15/2024	3,074.75
54669	Carmel Chamber of Commerce	Table for 10 Membership luncheon	11/22/2024	1,300.00
54694	US Bank	Promo and meeting supplies	11/22/2024	175.23
Total for Department: 110 City Council				12,117.98
Department: 111 City Administration				
54541	Amazon Capitol Services	IT Supplies and Equipment	11/01/2024	526.63
54542	AT&T	Telephone service citywide	11/01/2024	2,449.07
54543	AT&T	Telephone service Citywide	11/01/2024	1,025.70
54549	Carmel Pine Cone	Legal noticing	11/01/2024	630.00
54552	Comcast	City Hall cable service	11/01/2024	550.99
54557	Granicus, Inc.	Novus Agenda, Novus Agenda Vidio streaming services extended sup	11/01/2024	2,500.00
54560	Iron Mountain	Records storage and management services	11/01/2024	1,129.34
54563	Juanita Menig	Reimburse for Workshop expense 10/18/24	11/01/2024	61.57
54567	MRC	Xerox copier usage citywide	11/01/2024	602.05
54569	Office Depot, Inc.	Office supplies Admin	11/01/2024	110.84
54576	SHI International Corp	QUOTE:NASPO Cloud Solutions (CArahsoft) subscription	11/01/2024	5,838.60
54582	US Bank	Clerk PRA software	11/01/2024	1,002.50
54582	US Bank	GFOA membership - Finance Manager	11/01/2024	150.00
54582	US Bank	HR Metrofax subscription	11/01/2024	11.95
54582	US Bank	HR meeting expenses	11/01/2024	86.46
54582	US Bank	IT subscriptions: Constant Contact, Freshworks	11/01/2024	320.00
54582	US Bank	IT subscriptions: Microsoft, Bitwarden, Freshworks, Adobe, Google, Backl	11/01/2024	3,054.77
54582	US Bank	IT telephone: Junction Network	11/01/2024	1,646.36
54583	Verizon Wireless	Cell phone sales and usage	11/01/2024	5,478.90
54587	Xerox Financial Services	Xerox copier leases citywide	11/01/2024	1,452.53
54598	Alhambra	Water service-City Hall	11/07/2024	195.35
54599	Amazon Web Services Inc	Data and cloud storage fees	11/07/2024	542.49
54606	Digital Deployment	Website support agreement:Maint, training, security and updates	11/07/2024	700.00
54609	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	11/07/2024	7,300.00
54612	Municipal Resource Group, LLC	City Administrator evaluation	11/07/2024	7,360.00
54621	Brandon Swanson	Cal Cities Conference travel reimbursement	11/15/2024	347.60
54643	Richard Rerig	Travel expense reimbursement - League of Cal. Cities Conference	11/15/2024	802.00
54662	AT&T	Telephone service citywide	11/22/2024	1,053.09
54663	AT&T	Telephone service Citywide	11/22/2024	1,025.70
54664	Benefit Coordinators Corporation (BCC)	Cobra Monthly Admin Fee	11/22/2024	83.60
54670	Carmel Pine Cone	Legal noticing	11/22/2024	622.50
54672	Comcast	Cable service PD	11/22/2024	447.91
54673	Comcast Business	NonNGEN internet and recurring charges	11/22/2024	644.40
54674	Copies By-The-Sea	Agenda printing services	11/22/2024	253.59
54680	IAMP Pro Audio/Anthony J. Nocita	Set-up, live production, associated support of city meetings and	11/22/2024	5,818.81
54681	ICMA	Dues: JS #1139386	11/22/2024	200.00
54682	Image Sales	Employee ID Badges	11/22/2024	60.16
54687	MRC	Xerox copier usage citywide	11/22/2024	53.17
54688	Municipal Resource Group, LLC	HR Services on demand	11/22/2024	562.50
54691	Pitney Bowes Global Fin S	Postage meter lease	11/22/2024	836.55
54692	Regional Government Services	Payroll services	11/22/2024	7,160.25
54693	SRS Private Investigations	Pre-employment report services	11/22/2024	358.00
54694	US Bank	Subscription exp IT: Miscrosoft, Bitwarden, Adobe, Zoom, Backblaze, Fre	11/22/2024	3,281.97
54694	US Bank	Supplies exp IT	11/22/2024	1,316.32
54694	US Bank	Telephone exp IT: Junction Networks	11/22/2024	1,645.12

54718	US Bank	IT subscriptions	11/27/2024	320.00
54718	US Bank	Office supplies Finance	11/27/2024	30.50
54718	US Bank	Finance Subscription - Travel Bank expense management	11/27/2024	1,248.00
54718	US Bank	Refund League of California Cities	11/27/2024	-575.00
110724001	CALPERS	Health Premium Statement - Admin fee	11/07/2024	420.63
Total for Department: 111 City Administration				72,743.47
Department: 112 City Attorney				
54545	Burke,Williams & Sorensen, LLP	City Attorney services-	11/01/2024	16,032.25
54665	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	11/22/2024	9,274.50
54668	Burke,Williams & Sorensen, LLP	City Attorney services-	11/22/2024	46,633.00
Total for Department: 112 City Attorney				71,939.75
Department: 115 Community Planning & Building				
54562	Jermel Laurie	Boot reimbursement	11/01/2024	245.80
54607	Engineered Fire Systems	FY 23-24: Fire Systems Review (revenue offset)	11/07/2024	1,000.00
54610	Margaret Clovis	Historical evaluation	11/07/2024	4,266.00
54619	Universal Staffing Inc	Temporary staffing services	11/07/2024	5,544.00
Total for Department: 115 Community Planning & Bu				11,055.80
Department: 116 Police				
54540	Alhambra	Water service-Police Dept	11/01/2024	234.98
54553	Community Hospital of the Monterey Peninst	PD Testing services	11/01/2024	81.00
54554	Department of Justice/Accounting Office	PD:Fingerprinting services	11/01/2024	32.00
54561	Jacqueline Keisling	Reimburse for conference 10/27-/10/30/2024	11/01/2024	953.32
54564	Michael Bruno	Reimburse for training expenses 10/29-11/2/2024 expenses	11/01/2024	961.08
54577	Swift Car Wash	Car washes Police Dept	11/01/2024	160.00
54578	T2 Systems Canada Inc.	Digital Iris Scanner Service	11/01/2024	75.00
54580	Transunion Risk & Alterna	PD: Monthly fee for information services	11/01/2024	75.00
54586	Wayside Garage	Auto repairs PD	11/01/2024	16,526.87
54603	Carmel Towing & Garage	PD Fuel charges	11/07/2024	2,285.67
54616	Petty Cash-Michael Bruno	Replenish PD petty cash	11/07/2024	36.00
54617	T2 Systems, Inc	Automated Owner Lookups/Color Mailed Letters	11/07/2024	61.44
54636	Jacob Clifford	SLI Session 1	11/15/2024	1,270.71
54671	Chaplin and Hill Investigative	Investigative services	11/22/2024	3,389.89
54675	Department of Justice/Accounting Office	PD:Fingerprinting services	11/22/2024	96.00
54684	Lexipol LLC	Annual Law Enforcement Daily Training/Policy Update and Training	11/22/2024	14,305.95
54703	Cindi Mitchell	Reimburse for OnDemand Class	11/27/2024	99.00
54718	US Bank	PD Conference exp-Bruno,Maldonado,Clifford	11/27/2024	3,870.00
Total for Department: 116 Police				44,513.91
Department: 117 Fire				
54551	City Of Monterey	FY 24-25 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	11/01/2024	271,133.00
54565	Mission Linen Service	Fire Dept laundry service	11/01/2024	256.28
54598	Alhambra	Water service-Fire Dept	11/07/2024	211.63
54603	Carmel Towing & Garage	Fire Dept. Gas Expense	11/07/2024	947.43
54605	City Of Monterey	Fire Services True-Up FY23-24	11/07/2024	87,811.43
54611	Mission Linen Service	Fire Dept laundry service	11/07/2024	131.64
54683	JD Repairs, Inc	Vehicle repairs Fire Dept	11/22/2024	15,688.90
54685	Mission Linen Service	Fire Dept laundry service	11/22/2024	256.28
Total for Department: 117 Fire				376,436.59
Department: 118 Ambulance				
54544	Bound Tree Medical LLC	Medical supplies	11/01/2024	4,751.18
54551	City Of Monterey	Ambulance Administration fee	11/01/2024	8,055.46
54600	Bound Tree Medical LLC	Medical supplies	11/07/2024	1,604.61
54603	Carmel Towing & Garage	Amb Dept. Gas Expense	11/07/2024	806.81
54605	City Of Monterey	Ambulance overtime reimbursement for staffing by Monterey Fire	11/07/2024	4,314.18
54615	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	11/07/2024	90.30
54667	Bound Tree Medical LLC	Medical supplies	11/22/2024	480.69
54689	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	11/22/2024	54.72
54696	Wittman Enterprises, LLC	Ambulance billing service	11/22/2024	3,470.63
Total for Department: 118 Ambulance				23,628.58

Department: 119 Public Works

54540	Alhambra	Water for PW	11/01/2024	314.76
54547	California Fire Protection, Inc.	Annual fire inspection, extinguishers	11/01/2024	1,340.22
54550	Cintas Corporation	Uniform Services	11/01/2024	205.43
54556	Ferguson Enterprises, Inc.	FM Plumbing/elec supplies	11/01/2024	86.05
54558	Granite Rock Company	Supplies for PW Streets	11/01/2024	467.55
54566	Monterey Sanitary Supply	FM Janitorial Supplies	11/01/2024	1,542.64
54568	National Stock Sign Company	6 cases of No Parking Signs	11/01/2024	1,556.81
54569	Office Depot, Inc.	Office Supplies for PW Admin	11/01/2024	243.38
54570	Overhead Door Co of Salinas	FM Overhead door services	11/01/2024	1,411.39
54572	Poe's Plumbing & Backflow	FM Plumbing services Citywide	11/01/2024	918.86
54573	Robert Half	Temp help in Forestry	11/01/2024	3,016.37
54575	Sentry Alarm Systems	FM Alarm services	11/01/2024	231.00
54581	Tree Stuff Lockbox No 639707	Forestry Supplies	11/01/2024	1,130.54
54620	Always Under Pressure	Service Call 10/22/24 #102348	11/15/2024	302.50
54622	California Fire Protection, Inc.	Annual fire inspection, extinguishers	11/15/2024	1,575.00
54624	Carmel Towing & Garage	Fuel for PW vehicles	11/15/2024	2,964.29
54625	Carpet Caravan Inc.	Flooring replacement CPD, detectoives office. #CG404627	11/15/2024	800.00
54626	Cintas Corporation	Uniform Services	11/15/2024	423.74
54627	City Of Monterey	Vehicle repairs	11/15/2024	4,580.37
54629	Drought Resistant Nursery	Forestry Materials and Supplies.	11/15/2024	1,804.89
54632	Granite Construction Company	Hot mix #2821137	11/15/2024	843.96
54633	Granite Rock Company	Supplies for PW Streets	11/15/2024	4,268.37
54638	Legacy Roofing and Waterproofing Inc	Roof maintenance at Flanders	11/15/2024	3,520.00
54640	Napa Auto Parts	PW vehicle supplies	11/15/2024	71.74
54641	PSTS, Inc.	Oil - Water separator	11/15/2024	960.00
54642	Pureserve Building Service	FM Janitorial services Citywide	11/15/2024	22,428.86
54644	Robert Culver	Work boots FY24/25	11/15/2024	205.00
54645	Scarborough Lumber & Building	Public Works Streets supplies	11/15/2024	70.43
54647	Tope's Tree Service Inc.	Tree work in City	11/15/2024	2,400.00
54648	Town and Country Gardening	Tree work in City	11/15/2024	14,477.67
54649	Tree Stuff Lockbox No 639707	Forestry Supplies	11/15/2024	1,157.74
54650	US Bank	Federico - Embroidery on caps	11/15/2024	375.00
54650	US Bank	Interview lunch panel	11/15/2024	270.42
54650	US Bank	Forestry CE - Certified Arborist Exam	11/15/2024	405.00
54650	US Bank	Compostable trash bags for Farmer's Market	11/15/2024	149.20
54650	US Bank	Grainger - band saw blade	11/15/2024	36.38
54650	US Bank	Autozone - backup camera	11/15/2024	152.93
54650	US Bank	Facilities: Grammerly subscription	11/15/2024	144.00
54650	US Bank	Facilities supplies: moisture meter, door mats, bulbs, tools	11/15/2024	343.90
54650	US Bank	Forestry wirecore lanyard with steel snaps	11/15/2024	114.69
54666	Blue Moon Native Garden	Trees for city sites 9/26/24 #2496	11/22/2024	646.80
54676	Drought Resistant Nursery	Plants for City locations 9/10/24 #269775	11/22/2024	18.46
54679	Granite Rock Company	Supplies for PW Streets	11/22/2024	502.74
54698	Ailing House Pest Control	FM Pest control services Citywide	11/27/2024	549.00
54700	California Premier Restoration	Remove the damaged section of the retaining wall in the basemen	11/27/2024	4,950.00
54702	Carmel Pine Cone	CFMP Public Notice 10/25/24 #2443MND017	11/27/2024	425.00
54704	Cintas Corporation	Safety jacket and vests for FM #19049855493 7/26/24	11/27/2024	776.19
54705	Community Tree Service	Tree work in City	11/27/2024	9,200.00
54707	Golden State Portables	Portable restroom rentals	11/27/2024	1,733.00
54708	Granite Construction Company	Hot Mix 2848081 11/14/24	11/27/2024	835.77
54709	Granite Rock Company	Supplies for PW Streets	11/27/2024	1,173.16
54711	MJ Murphy Lumber and Hardware	Lumber	11/27/2024	36.79
54713	Office Depot, Inc.	Office Supplies for PW Admin	11/27/2024	95.94
54715	Sentry Alarm Systems	FM Alarm services	11/27/2024	871.67
54716	Tope's Tree Service Inc.	Tree work in City	11/27/2024	5,250.00
54717	Town and Country Gardening	Tree work in City	11/27/2024	14,477.67
54718	US Bank	Team building expenses	11/27/2024	288.98
54718	US Bank	Printer ink	11/27/2024	61.18

Total for Department: 119 Public Works**119,203.43****Department: 120 Library**

54613	Pacific Grove Self Storage	Storage Unit - Document storage	11/07/2024	407.00
-------	----------------------------	---------------------------------	------------	--------

Total for Department: 120 Library			407.00
Department: 121 Community Activities			Attachment 1
54623	Carmel Pine Cone	Halloween events ad 10/25/2024	11/15/2024 425.00
54631	John Given	13 bins of pumpkins for Pumpkin Roll 10.26.24	11/15/2024 1,950.00
54634	Hear & Now Monterey, LLC	Lighting for Halloween event band 10.31.24	11/15/2024 950.00
54637	Thomas Korper	Reimbursement for purchase of hot dogs and buns for Halloween ev	11/15/2024 189.62
54646	Solutions Office Interiors, Inc	Balance due on office furniture project	11/15/2024 3,210.48
Total for Department: 121 Community Activities			6,725.10
Department: 122 Economic Revitalization			
54669	Carmel Chamber of Commerce	Visitor Support Jul-Dec 2024	11/22/2024 30,000.00
Total for Department: 122 Economic Revitalization			30,000.00
Department: 130 Non-Departmental			
54546	Cal-Am Water Company	Water service citywide	11/01/2024 15,199.03
54571	PG&E	Citywide gas and electric services	11/01/2024 32,548.20
54686	Monterey County Tax Collector	Property tax per attached FY 2024-25	11/22/2024 94,133.92
54690	PG&E	Citywide gas and electric services	11/22/2024 3,445.09
54699	Cal-Am Water Company	Water service citywide	11/27/2024 17,534.93
110724001	CALPERS	Health Premium Statement - Retired premiums	11/07/2024 7,065.00
Total for Department: 130 Non-Departmental			169,926.17
Department: 311 Capital Projects			
54539	4Leaf, Inc	Project Management Services:PD/PW Building projects per contract	11/01/2024 4,396.20
54548	California Premier Restoration	PBL CA Building Improvements	11/01/2024 9,725.00
54555	EMC Planning Group, Inc	Outreach Adaptation Pathway Development	11/01/2024 9,777.33
54559	Indigo/Hammon & Playle Architects, LLP	Prep functional program report, concept drawings and cost estima	11/01/2024 52,784.88
54579	Ten Over Studio, Inc	Sunset Center Cottage Windows	11/01/2024 840.85
54585	Wallace Group	Streets Resurfacing	11/01/2024 1,015.00
54601	California Constructors	All equipment, material and laor to complete City Hall Roof Repl	11/07/2024 45,620.56
54630	Dudek	Environmental support:Drainage and erosion control plan reviews,	11/15/2024 4,053.20
54635	Indigo/Hammon & Playle Architects, LLP	Prep functional program report, concept drawings and cost estima	11/15/2024 1,455.00
54639	Monterey Peninsula Engineering	All equipment, material and labor to complete MTNP, 3 Stream/Dra	11/15/2024 374,661.00
54677	EMC Planning Group, Inc	PM-Outreach and Adaptation Pathway Development 10/31/24 #22-020-	11/22/2024 13,050.51
54697	4Leaf, Inc	Project Management Services:PD/PW Building projects per contract	11/27/2024 5,327.16
54701	Carmel Cares-Dale Byrne, President	Scenic Pathway supplies 10/8/024 #0045	11/27/2024 431.89
54706	Dudek	Environmental support:Drainage and erosion control plan reviews,	11/27/2024 10,386.25
54710	Haro, Kasunich and Associates, Inc	San Antonio Pathway Recon.	11/27/2024 491.25
54712	Neill Engineers Corp.	Drainage system repairs	11/27/2024 7,959.61
54714	Pacific Redwood Products, LLC	9/23/24 #3141 Forestry Supplies for City	11/27/2024 7,868.89
Total for Department: 311 Capital Projects			549,844.58
Grand Total			2,292,882.43



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

January 13, 2025
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2025-03 adopting the Fiscal Year 2025-2026 budget schedule

RECOMMENDATION:

Adopt Resolution 2025-03 adopting the Fiscal Year 2025-2026 budget schedule.

BACKGROUND/SUMMARY:

This item is on the Council's agenda to adopt the Fiscal Year 2025-2026 budget schedule in accordance with the Carmel-by-the-Sea Municipal Code. Specifically, Municipal Code §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 2025-2026 covers the period of July 1, 2025 through June 30, 2026.

FISCAL IMPACT:

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

PRIOR CITY COUNCIL ACTION:

Not applicable.

ATTACHMENTS:

Attachment 1) Resolution 2025-03

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

RESOLUTION NO. 2025-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
APPROVING THE FISCAL YEAR 2025-2026 BUDGET SCHEDULE**

WHEREAS, Carmel-by-the-Sea Municipal Code §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 budget schedule includes public meeting dates pertaining to the development and review of the capital improvement plan and annual operating budget to allow for public participation in the budget process; and

WHEREAS, the budget schedule is intended to allow City Council time to deliberate while also ensuring the budget is adopted before 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:

Approve the Fiscal Year 2025-2026 budget schedule per Exhibit A.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 13th day of January, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne
Mayor

Nova Romero
City Clerk

EXHIBIT A

Activity	Date*
Adoption of FY 25-26 Budget Schedule	Special Council Meeting January 13, 2025
Development: FY 25-26 Operating Budget / Five-Year Capital Improvement Plan (CIP) & Five-Year Financial Forecast	January - March 2025
Five-Year CIP and Financial Forecast Workshop	Special Council Meeting Week of March 10, 2025 or Week of March 17, 2025
Council consideration of funding projects as part of the FY 25-26 Capital Improvement Plan (CIP)	Council Meeting April 1, 2025
Submittal of FY 25-26 Proposed Budget to Council	Council Meeting May 6, 2025
FY 25-26 Proposed Budget Workshop	Special Council Meeting Week of May 12, 2025 or Week of May 19, 2025
Adoption of FY 25-26 Budget and GANN Limit	Council Meeting June 3, 2025
Adoption of FY 25-26 Budget and GANN Limit <i>as Needed</i>	Special Council Meetings June 16, 2025 June 23, 2025
FY 25-26 Begins	July 1, 2025

*Dates are tentative and subject to change



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

January 13, 2025
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2025-04, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the 2025 AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception

RECOMMENDATION:

Adopt Resolution 2025-04, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the 2025 AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception

BACKGROUND/SUMMARY:

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

Executive Summary

AIM Youth Mental Health is a local non-profit that supports youth mental health in Monterey County, through research, access to care, and empowering youth. AIM Youth Mental Health submitted a request to Council to consider granting them 1 (one) free use day of the Sunset Center in connection with their community event, the "AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception" scheduled for April 9, 2025 (**Attachment 2**). This event is designed to empower youth to share their perspectives on the mental health challenges they face today.

The event will celebrate local youth involved in two programs:

- **AIM Ideas Lab:** The AIM Ideas Lab provides high school students with guidance and support in identifying their own mental health solutions. The reception at the Sunset Ceneter will provide students with the opportunity to present their research findsings to our community during an AIM Ideas Lab Youth Panel.
- **AIM Awareness Design Challenge:** This art challenge enables middle and high school students to

voice mental health challenges through creative expression, with the hope of raising awareness, increasing understanding and empathy, and encouraging other youth to speak up and seek help. In collaboration with the Carmel Sunset Rotary Club, the artwork will be judged, framed, and ready for display at the reception, where the winners in each category will be presented to the community.

The Sunset Center offers an ideal venue to host this event showcasing AIM youth, their research, and inspiring art. Granting AIM Youth Mental Health one (1) Sunset Center Free Theater Day will result in significant savings in facility use fees for this organization, and help provide a memorable evening for local youth and families, reflecting months of collaboration to enhance youth mental health.

Recommendation

Staff requests that Council consider adopting a Resolution (**Attachment 1**), which will grant one (1) of the City's Free Use Days of the Sunset Cultural Center Theatre and Lobby for AIM Youth Mental Health to host a community event.

FISCAL IMPACT:

None for this item.

PRIOR CITY COUNCIL ACTION:

None for this item.

ATTACHMENTS:

Attachment 1) Resolution 2025-04

Attachment 2) AIM Letter

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

Attachment 1

RESOLUTION NO. 2025-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING ONE (1) FREE USE DAY OF THE SUNSET CENTER THEATER AND LOBBY
FOR THE AIM YOUTH MENTAL HEALTH COMMUNITY EVENT**

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

WHEREAS, AIM Youth Mental Health, a non-profit organization, supports youth mental health in Monterey County, through research, access to care, and empowering youth; and

WHEREAS, AIM Youth Mental Health is requesting one (1) Sunset Center Free Theater Day for the "AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception" on April 9, 2025; and

WHEREAS, this community event celebrates local youth and showcases their research and art, promoting collaboration to improve youth mental health; and

WHEREAS, granting AIM Youth Mental Health one (1) Sunset Center Free Theater Day will result in significant savings in facility use fees for this organization.

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

Authorize AIM Youth Mental Health to utilize one (1) of the City's Sunset Center Free Theater Days in 2025.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 14th day of January, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

October 24, 2024

City of Carmel-By-The-Sea

Mayor Potter
City of Carmel-by-the-Sea
Post Office Box CC
Carmel, California 93921

NOV 05 2024

Office of the City Clerk

Dear Mayor Potter:

On behalf of AIM Youth Mental Health, we would like to extend our heartfelt appreciation for the tremendous support the city provides to the youth of Monterey County and for our Sunset Center Free Day this past May. Our event saw great attendance and appreciation from some of the youth who attended the beautiful venue to showcase their art. One young man expressed his thanks and shared that he couldn't wait to enter next year and come back to the Sunset Center in the Spring of 2025!

Today, we are writing to request your consideration in granting AIM a Sunset Center Free Day to host the AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception on **April 9, 2025**. This annual event is designed to empower youth to share their perspectives on the mental health challenges they face today. Now more than ever, our youth need to know that they are seen and heard by their community.

Our event will celebrate local youth involved in two programs.

- **AIM Ideas Lab:** The AIM Ideas Lab provides high school students with guidance and support in identifying their own mental health solutions. The kickoff for this program will be held this December in person and virtually, with adult mentors and a greater number of high school applicants expected this year. January through March 15th, youth cohorts will create peer-to-peer mental health surveys, analyze responses, and draw conclusions. Our reception at the Sunset Center will provide students with the opportunity to present their research findings to our community during an AIM Ideas Lab Youth Panel.
- **AIM Awareness Design Challenge:** This art challenge enables middle and high school students to voice mental health challenges through creative expression, with the hope of raising awareness, increasing understanding and empathy, and encouraging other youth to speak up and seek help. It is heartening to see the level of emotional awareness, compassion, and creativity that emerges through students' art. The 8th Annual AIM Design Challenge kickoff is November 1st with the assistance of the Monterey County Office of Education dispersing the challenge information among the schools in Monterey County and throughout California. In collaboration with the Carmel Sunset Rotary Club, the artwork will be judged, framed, and ready for display at the reception, where the winners in each category will be presented to the community.

This reception will provide a memorable evening for local youth and families, reflecting the culmination of months of collaboration to improve youth mental health. AIM Ideas Lab youth presenters will share their research, and the Design Challenge winners will be presented with awards and offered a chance to share their message.

We believe that hosting this event at the beautiful Sunset Center offers the perfect venue to showcase our youth, their dedicated research, and inspiring art. We kindly request your assistance in providing AIM with a Free Day to hold this special event, allowing us to utilize this local treasure and all the resources and support the Sunset Center has to offer.

We await your response to this request and appreciate your consideration. Should you require further information or have any questions, please do not hesitate to contact us. Thank you for your time and support.

With Gratitude,


Connie Cumming
Administrative Coordinator

PO Box 4294 Carmel, CA 93921 | aimymh.org

AIM Youth Mental Health is a 501(c)(3) nonprofit organization, Tax ID#: 47-3992060



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

January 13, 2025
ORDERS OF BUSINESS

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Jayme Fields, Finance Manager
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2025-05 authorizing the City Administrator to execute a multi-year contract with MoGo Express for the delivery of mail from the Post Office to recipients within the City for a new not to exceed amount of \$270,000, granting the contract through June 30, 2025, with options to extend annually thereafter

RECOMMENDATION:

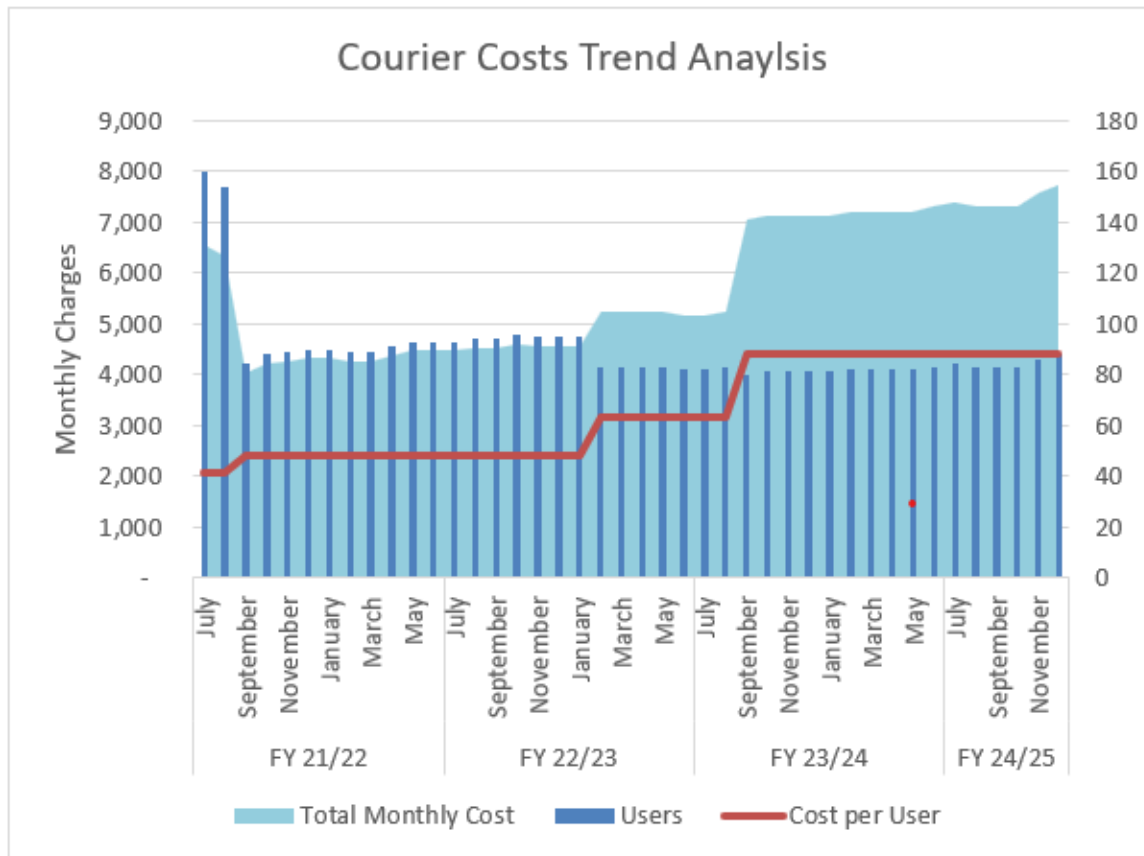
Adopt Resolution 2025-05 authorizing the City Administrator to execute a multi-year contract with MoGo Express for the delivery of mail from the Post Office to recipients within the City for a new not to exceed amount of \$270,000, granting the contract through June 30, 2025, with options to extend annually thereafter.

BACKGROUND/SUMMARY:

In 2015 staff issued a Request for Proposals (RFP) for home delivery of mail, in response to the then perceived difficulties of home deliveries, with a three year not-to-exceed amount of \$154,500 (\$51,500 annually) to support a private mail courier service delivering and collecting mail for residents. The resolution stated that the City wished to preserve its quality of life and community character, a part of which is the absence of house addresses and the use of post office boxes, whereas some residents were unable to collect their mail at the local post office.

In recent years, the City Council added an eligibility requirement that served to reduce the number of participants and overall cost. In order to receive this free service, the participant must now fill out an application and provide a doctor's note verifying that they are not able to pick up their own mail.

The contract with Peninsula Messenger Service has been extended a number of times across the years, most recently in July of 2024 after the lapse of the 2022 extension. An analysis of Courier Cost Trends, which have continued to increase, are as follows:



At this time City staff is recommending the replacement of the existing contract. The existing contract can be ended with no penalties. The City will save an estimated \$2,250 per month by doing this. As part of the next fiscal year's budget, staff will be looking for Council's direction as to whether this service should be continued to be provided at no cost to residents. The proposed contract will be structured so that only the remaining portion of this current fiscal year would be 'guaranteed'. In order to continue providing courier service through fiscal year 2025-26, the City would need to approve the first option of the contract, and so on into years two and three. The conversation with Council as part of the budget discussions would inform this decision each year of whether or not to exercise the option to continue providing free courier service.

The actual costs of services will vary based on the number of qualified participants. The estimated potential expenses under this contract are:

		<u>Estimated Monthly</u>	<u>Estimated Total</u>
initial period	February - June	5,500	33,000
extension 1	July - June	6,000	72,000
extension 2	July - June	6,550	78,600
extension 3	July - June	7,200	86,400
			270,000

FISCAL IMPACT:

Authorizing a new contract for services through June 30, 2025 with three annual options to renew and a not to exceed amount of \$270,000. The amount of the current year's contract is within the amount allocated in the 2024-2025 budget for this service.

PRIOR CITY COUNCIL ACTION:

Council adopted Resolution 2019-003 on January 8, 2019, contracting with Peninsula Messenger Services and authorized Amendment No. 1 on January 7, 2020 (Resolution 2020-005), Amendment No. 2 on January 5, 2021 (Resolution 2021-003), Amendment No. 3 on July 7, 2021 (Resolution 2021-035) and Amendment No. 4 on September 9, 2024 (Resolution 2024-074).

ATTACHMENTS:

Attachment 1) Resolution 2025-05

Attachment 2) Summary of Proposals Received

Attachment 3) MoGo Courier Services Proposal

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

RESOLUTION 2025-05

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A MULTI-YEAR CONTRACT WITH MOGO EXPRESS FOR THE DELIVERY OF MAIL FROM THE POST OFFICE TO RECIPIENTS WITHIN THE CITY FOR A NEW NOT TO EXCEED AMOUNT OF \$270,000

WHEREAS, the City of Carmel-by-the-Sea wishes to preserve its quality of life and community character; and

WHEREAS, part of the City's character is the absence of house addresses and the use of post office boxes at the local postal office; and

WHEREAS, some residents are physically unable to collect their mail at the local postal office and the City wishes to support a private mail courier service delivering and collecting mail for residents; and

WHEREAS, on November 6, 2024, Request for Proposal No.24-25-004 for Mail Courier Services was issued by the City; and

WHEREAS, on or before December 6, 2024, the City received four (4) responsive proposals; and

WHEREAS, the City reviewed, evaluated and scored all four responsive proposals; and

WHEREAS, based on a combination of technical ability and cost, the City determined MOGO Courier Services to be their preferred vendor; and

WHEREAS, the City wishes to enter into an agreement with MOGO Courier Services for a six-month contract with three annual options for a total contract amount not to exceed \$270,000; and

WHEREAS, professional services agreements exceeding \$59,999.00 total value require City Council approval to be valid.

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

Authorize the City Administrator to execute a multi-year professional services agreement

with MOGO Courier Service with a total term of February 1, 2025 – June 30, 2025, and total not to exceed amount of \$270,000. The first term of the contract will run from February 1, 2025 to June 30 2025. Subsequent terms of the contract will run from July 1 to June 30 of each following year and will require an option to be approved by the City prior to commencing.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE SEA
on this 14th day of January 2025, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk

Summary of Mail Delivery Proposals		MOGO	Unified Delivery	Senpex	Peninsula Messenger Service
<u>Proposal Summary</u>					
Qualifications/References		10 years of experience, background checks	10 years of experience, background checks, gov and medical experience	8 years of experience, background checks, City or citizen must schedule through their portal	50 years of experience
Work Plan		uniforms, dedicated couriers, technology for routing, tracking and communication	uniforms, dedicated couriers, local manager	on-call with City scheduling	currently providing this service to the City
Proposed Cost		\$5,500		\$22,080	
Calculated Cost		\$5,092	\$6,670	\$20,369	\$5,904
<u>Evaluation</u>					
quality of proposal		good	good	incomplete	good
experience & staffing capability		good	good	incomplete	OK
ability to perform		yes	yes	yes	yes
cost to City		best	good	high	good
Common Assumption		82 customers Monday - Friday	82 customers Monday - Friday	82 customers Monday - Friday	82 customers Monday - Friday
Additional City Assumptions					
frequency of mail		90%		90%	
work days in the month		mail received 9 our of 10 days 23	23	23	



City of Carmel-By-The-Sea

DEC 06 2024

Office of the City Clerk

*via email
11:58 pm*

RFP#24-25- 004: ON-SITE MAIL DELIVERY SERVICES PROPOSAL

PREPARED FOR

City of Carmel-by-the-Sea
Attn: City Clerk
cityclerk@ci.carmel.ca.us.

PREPARED BY

Rhandal Sayat, CEO
Mayon Capital, Inc.
dba: MoGo Express
(831) 760-1324
rhandal@mayoncapital.com



PROPOSAL SUMMARY

MoGo Express is pleased to submit our proposal to the City of Carmel-by-the-Sea for establishing a service agreement to provide on-site mail delivery services within the city limits. With our proven track record of delivering timely, consistent, and customer-focused mail services, we are committed to meeting the City's needs in full compliance with U.S. Postal Service standards, as well as the City's contracting and insurance requirements.

Carmel-by-the-Sea is a historic and unique coastal village known for its natural beauty, cultural heritage, and commitment to preserving its quality of life. As a one-square-mile community with a population of 4,000, the City has maintained its long-standing tradition of not using visible street addresses for mail delivery, relying instead on post office boxes. MoGo Express understands the importance of this tradition and is prepared to enhance the existing on-site mail delivery service for residents with qualifying medical conditions and designated City facilities. For residents without qualifying conditions, MoGo Express offers the option to contract directly with us for these services.

Our proposal ensures seamless mail delivery and collection services for the City's participating customers and multiple facilities, including City Hall and the Police Department. On average, MoGo Express will handle two totes of mail per day, delivering to residences and City facilities and returning collected mail to the U.S. Post Office. Our services will operate Monday through Friday, excluding federal holidays, with mail pickup beginning at 7:30 AM and deliveries completed no later than 5:00 PM.

As part of our commitment to excellence, MoGo Express will adhere to all U.S. Postal Service policies while ensuring customer accessibility through telephone support available from 8:00 AM to 5:00 PM. At the customer's request and expense, we will deliver or replace mailboxes as needed. Our operations will respect City regulations, avoiding mail delivery within public rights-of-way unless explicitly authorized. All MoGo Express couriers will be uniformed and undergo background checks in accordance with the standards of the City's Police Department.

MoGo Express is confident in our ability to deliver this essential service while upholding the City's standards and preserving its community traditions. We welcome the opportunity to partner with Carmel-by-the-Sea to provide a reliable and professional mail delivery solution tailored to the City's unique needs.

KEY FEATURES:

Service Scope and Delivery

- Provide on-site mail delivery services for Carmel-by-the-Sea residents and City facilities.
- Deliver and collect mail within the City's one-square-mile boundaries.
- Handle approximately 82 customers and two totes of mail per day.
- Deliver mail to customer locations, including City Hall and the Police Department.
- Return collected mail to the U.S. Post Office daily.

Service Frequency and Timing

- Operate Monday through Friday, excluding federal holidays.
- Mail pickup begins at 7:30 AM; deliveries must be completed by 5:00 PM.

Operational Standards

- Comply with all U.S. Postal Service policies and any updates.
- Provide customer support via telephone from 8:00 AM to 5:00 PM.
- Deliver or replace mailboxes upon customer request and expense.
- Ensure no deliveries occur in public rights-of-way unless authorized by the City.
- Adhere to City contracting and insurance requirements.

Courier Requirements

- Couriers must wear uniforms and carry identification as employees of the service provider.
- All couriers must pass a background check in compliance with City Police Department standards.

Additional Features

- Coordinate efforts with City staff to maintain service quality and compliance.
- Enhance customer satisfaction through courteous and consistent service.

KEY CONTACTS:

Jayme Fields - Finance Manager
City of Carmel-by-the-Sea
(831) 620-2017
jfields@ci.carmel.ca.us

QUALIFICATIONS & REFERENCES

COMPANY OVERVIEW

MoGo Express was founded by a team of visionaries with deep expertise in the logistics and delivery sector. Our founders were former contractors with FedEx, where they honed their skills in parcel delivery and logistics management. Their experience gave them invaluable insight into the complexities of supply chain operations, customer service, and time-sensitive deliveries.

Building on this foundation, the founders went on to create the first on-demand delivery service platform in emerging countries, recognizing the potential for innovation and service enhancement in the last-mile delivery space. This groundbreaking platform introduced a new level of efficiency and flexibility to the logistics industry, particularly in areas where traditional delivery systems had yet to gain traction.

With a commitment to operational excellence and customer satisfaction, MoGo Express now leverages this extensive experience to offer reliable and efficient delivery solutions tailored to meet the unique needs of our clients. Whether in emerging markets or established cities like Carmel-by-the-Sea, we understand the importance of connecting people with services that enhance their quality of life, and we remain dedicated to delivering those services with professionalism, reliability, and care.

KEY QUALIFICATIONS

- **Proven Expertise:** With over 10 years of experience in providing reliable, professional parcel delivery and logistics services, we have consistently tailored our offerings to meet the diverse needs of our clients, ensuring exceptional service delivery.
- **Customer-Centric Approach:** Our commitment to customer satisfaction is evident in the courteous, timely, and efficient services we deliver. We prioritize communication, flexibility, and reliability to ensure that every customer's needs are met.
- **Trained Professionals:** Our team of uniformed couriers undergoes rigorous background checks and comprehensive training to ensure the highest

standards of quality, compliance, and professionalism in every delivery.

- **Regulatory Compliance:** We possess extensive knowledge of U.S. Postal Service policies and local regulations. We consistently adhere to all postal service standards, ensuring seamless operations and compliance at every stage of the delivery process.
- **Operational Excellence & Technology Integration:** Our established processes, resources, and proprietary technology platform enable us to manage high-volume mail delivery and collection efficiently, even during fluctuating demand. Couriers are seamlessly connected through their smartphones, receiving real-time updates on delivery schedules, route management, and driver status. This integrated approach helps us optimize operations, reduce costs, and ensure timely deliveries, while providing visibility for both our team and customers.
- **Scalable Workforce Solutions:** MoGo Express prides itself on maintaining a fully in-house workforce. All couriers are direct hires and undergo a rigorous selection and training process to ensure they meet the highest standards of professionalism, safety, and customer service. Each courier is uniformed and undergoes background checks per the City's requirements, ensuring full compliance with both city and industry standards.
- **Insurance & Liability Coverage:** We secure superior insurance coverage, including Professional Liability, Workers Compensation, Commercial Automobile Liability and Cyber & Data Risk, with policies issued by insurers rated A+ by AM Best. This ensures that we are fully compliant with the City of Carmel-by-the-Sea's insurance requirements, offering peace of mind for both the City and its residents. Our robust coverage underscores our commitment to risk management and protecting the interests of all parties involved in the mail delivery services.
- **Industry Versatility:** Our company has successfully served a wide range of industries, including municipalities, retail, healthcare, and e-commerce. This diverse experience equips us with the flexibility and expertise to address the unique needs of the City of Carmel-by-the-Sea.
- **Community Focus:** We are deeply committed to maintaining the heritage and quality of life in communities like Carmel-by-the-Sea. We understand the unique character of the City and are dedicated to preserving its traditions while providing top-tier mail delivery services.

- **Robust Infrastructure:** Our reliable systems for route management, customer support, and performance tracking ensure that we can efficiently meet daily service demands and quickly resolve any service issues that may arise.
- **Flexible Solutions:** We offer tailored solutions to accommodate special requests from residents, including mailbox delivery and replacement services. Our ability to address individual needs ensures that we provide an all-encompassing service experience.

PREVIOUS RELEVANT EXPERIENCE:

- **Boray Express (FedEx Ground Contractor):** Delivery and operations for their route contract in Monterey, Pacific Grove and Pebble Beach

Mohammad Rizwan
(415) 519-2366
- **Layman Logistics (Amazon Logistics Contractor):** Sub for some of their routes in the Bay Area

Khrystyna Layman
(737) 333-4454
- **New Bath Expo:** Delivery of materials for their remodeling projects throughout Monterey and the Bay Area.

Edward Robins
(831) 521-4204
- **Karssli Corporation (FedEx Ground Contractor):** Delivery and route management for their route contract in Santa Cruz.

Mustafa Karssli
(831) 818-1449

WORK PLAN

SUMMARY:

MoGo Express is fully committed to meeting the City of Carmel-by-the-Sea's mail delivery requirements with the utmost professionalism and attention to detail. Our work plan ensures seamless service execution, from daily mail collection and delivery to exceptional customer service and compliance with City and U.S. Postal Service requirements..

Service Delivery Approach

To ensure that mail is delivered and collected consistently and on schedule, we will implement the following processes:

- **Collection and Delivery:** Mail will be collected once a day, Monday through Friday, excluding federal holidays, from the U.S. Post Office at 7:30 AM, and delivered to the designated locations within the City's one-square-mile boundaries. We will ensure that all deliveries are completed by 5:00 PM each day.
- **Addressing the Unique Environment:** Since the City does not use visible street addresses, we will utilize a detailed, updated list of residents who have requested mail delivery services, ensuring that each location receives mail on time, whether it's to a specific residence or City facility like City Hall or the Police Department.
- **Delivery to City Facilities:** In addition to residents' homes, we will provide services to City properties, including City Hall and the Police Department. These facilities will be prioritized according to the City's needs.

Staffing Plan

Our staffing model is designed to ensure we can meet the City's needs consistently, with the ability to scale operations if the number of residential accounts increases or changes.

- **Couriers:** We will assign dedicated couriers who are familiar with the local geography, including the particularities of non-traditional addresses. Couriers will be uniformed and identified with clear documentation. They will be responsible for ensuring timely deliveries and maintaining consistent,

high-quality service.

- **Training and Support:** Each courier will receive training on the City's layout and special requirements for navigating mail delivery in a community without street addresses. Additionally, they will be trained on customer service best practices to ensure a positive experience for all residents and City personnel.

Quality Control and Timeliness

To ensure service delivery aligns with the City's expectations, we will implement robust systems to track and manage operations.

- **Route Optimization:** Our team will use a route management system to ensure that deliveries are made in the most efficient manner. Routes will be adjusted dynamically, based on daily mail volume and service needs, to ensure on-time delivery.
- **Tracking and Reporting:** Our system will track the daily mail collection and delivery progress. We will provide the City with regular updates, allowing for full transparency. This system will ensure that no deliveries are missed and that each delivery is completed on time.
- **Contingency Plan:** In case of service disruptions (e.g., weather, courier absence), we will implement a backup plan that includes temporary courier replacements or adjusted schedules. Affected customers will be notified promptly.

Customer Service and Support

We prioritize customer satisfaction and have designed a comprehensive support system to address customer inquiries and resolve issues promptly.

- **Customer Support Line:** We will maintain a dedicated customer service line available from **8:00 AM to 5:00 PM**, ensuring residents and City staff can easily reach us with any concerns or requests.
- **Mailbox Services:** As requested by residents, we will provide and replace wooden mailboxes, coordinating with customers for delivery at their expense. We will ensure these services are timely and meet customer expectations.
- **Feedback and Resolution:** We will regularly collect feedback from residents and City staff regarding our service quality and address any concerns as quickly

as possible. This proactive approach ensures we continually improve our service delivery.

Compliance and Communication with City

We are committed to working closely with the City to ensure our operations comply with all applicable standards and regulations.

- **Adherence to U.S. Postal Service Standards:** We will maintain full compliance with U.S. Postal Service regulations to ensure that all mail delivery and collection activities are in line with national standards.
- **Coordination with City Staff:** Our team will maintain open lines of communication with City staff to ensure we remain aligned with the City's needs and to address any operational issues or changes in service requirements.

PROPOSED COST

Service Type	Proposed Price	Notes
Service Initiation	\$TBD	One time cost to initiate the service. Change order will also incur this fee.
Standard Mail Delivery	\$3.00 per address/day	For regular mail or small packages up to 100 stops.
Registered or Certified Mail	Additional \$3.00 per item	Covers signature confirmation and tracking.
Oversized Parcels	Additional \$5.00 per item	For items exceeding 10 lbs or large dimensions
Express Delivery (Same Day)	Additional \$10.00 per address	Urgent delivery before 12PM
Special Handling (Fragile Items)	Additional \$5.00 per trip	For safe transport of sensitive items requiring extra care.

Total Estimated Monthly Cost: Based on the City's projected delivery volume, the estimated monthly cost is approximately **\$5,500.00**.

CERTIFICATE OF LIABILITY INSURANCE

COPY

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 10/14/2024			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.							
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER NUTMEG INS AGENCY INC/PHS 76210797 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251			CONTACT NAME: PHONE (A/C, No, Ext): (888) 925-3137 FAX (A/C, No): E-MAIL ADDRESS:				
INSURED Mayon Capital Inc 761 NEESON RD MARINA CA 93933-5107			INSURER(S) AFFORDING COVERAGE INSURER A: Hartford Underwriters Insurance Company NAIC# 30104 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADOL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☒ OCCUR ☒ General Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X		76 SBU BK1JD8	09/05/2024	09/05/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COM/OP AGG \$4,000,000
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS HIRED AUTOS SCHEDULED AUTOS NON-OWNED AUTOS ☒	X		76 SBU BK1JD8	09/05/2024	09/05/2025	COMBINED SINGLE LIMIT (Ea. accident) \$2,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$10,000 OCCUR CLAIMS-MADE ☒	X		76 SBU BK1JD8	09/05/2024	09/05/2025	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTHER E.L. EACH ACCIDENT E.L. DISEASE -EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SL3032 attached to this policy.							
CERTIFICATE HOLDER				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan L. Castaneda</i>			

© 1988-2015 ACORD CORPORATION. All rights reserved.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/09/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hiscox Inc. d/b/a/ Hiscox Insurance Agency in CA 5 Concourse Parkway Suite 2150 Atlanta GA, 30328	CONTACT NAME: PHONE (A/C, No, Ext): (888) 202-3007 FAX (A/C, No): E-MAIL: contact@hiscox.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Insurance Company Inc NAIC # 10200 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Mayon Capital Inc 2728 Ransford Avenue Unit B Pacific Grove, CA 93950	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ SCHEDULED AUTOS ☐ ALL OWNED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS					EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE OTH-ER
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N				E L EACH ACCIDENT \$ E L DISEASE - EA EMPLOYEE \$ E L DISEASE - POLICY LIMIT \$
A	Cyber and Data Risk	Y	P103.974.389.1	10/09/2024	10/09/2025	Each Claim: \$ 5,000,000 Aggregate: \$ 5,000,000
A	Professional Liability	Y	P103.974.388.1	10/09/2024	10/09/2025	Each Claim: \$ 2,000,000 Aggregate: \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



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

January 13, 2025
ADJOURNMENT

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Chip Rerig, City Administrator

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Correspondence Received After Agenda Posting

RECOMMENDATION:

BACKGROUND/SUMMARY:

FISCAL IMPACT:

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Correspondence #1



**Carmel-
by-the-Sea**

Nova Romero <nromero@ci.carmel.ca.us>

January 13 Council Meeting

2 messages

'WILLIAM ONEIL' via cityclerk <cityclerk@ci.carmel.ca.us>

Mon, Jan 13, 2025 at 11:15 AM

Reply-To: WILLIAM ONEIL <[REDACTED]>

To: cityclerk@ci.carmel.ca.us

Cc: [REDACTED]

I would like comment on Resolution 2025-05

It is very kind of the city to pay for mail delivery to a select few. I am concerned about the cost to our city for this service. First, mail delivery does not have to be delivered every day. We pickup our mail twice a week, and still find, most of it is junk mail. Secondly, we have many different groups that are able to volunteer to deliver mail to the 82 people, on a twice a week proposed. VIPs, Rotary, Carmel Cares, etc, etc... Thirdly, the person receiving this service should be required to participate in the cost of this service.

Let's look at the number of days for this service. reduce it to two days a week, and see ... Look at what is being delivered . Junk mail, magazines, advertisements... Have volunteers help, cost participation.....

We are a village of helping others, or at least we should be, lets do this without the huge cost to our city.

Thank you

William ONeil

Nova Romero <nromero@ci.carmel.ca.us>

Mon, Jan 13, 2025 at 2:27 PM

To: Jeff Baron <jbaron@ci.carmel.ca.us>, Hans Buder <hbuder@ci.carmel.ca.us>, Alissandra Dramov <renewcarmel@outlook.com>, Dale Byrne <dbyrne@ci.carmel.ca.us>, Robert Delves <rdelves@ci.carmel.ca.us>
Cc: Chip Rerig <crerig@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>, Brian Pierik <bpierik@ci.carmel.ca.us>, Jayme Fields <jfields@ci.carmel.ca.us>

Good afternoon Mayor and Council,

Please see the correspondence below regarding Item #5 on today's agenda regarding mail delivery service.

(Reminder: please do not reply all)



**Nova Romero, MMC
City Clerk**

City of Carmel-by-the-Sea

P.O. Box CC

Carmel-by-the-Sea, CA 93921

(831) 620-2016

nromero@cbts.us

[Quoted text hidden]