



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

Mayor Dave Potter, Council Members Jeff Baron,  
Karen Ferlito, Bobby Richards, and Carrie Theis  
Contact: 831.620.2000 [www.ci.carmel.ca.us](http://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, December 7, 2020 4:30 PM**

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

**To attend via Teleconference; Dial in number 1 314-626-3496 PIN: 561 219 846#**

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

#### **CALL TO ORDER AND ROLL CALL**

#### **OPEN SESSION**

#### **EXTRAORDINARY BUSINESS**

- A.** Proclamation recognizing the American Legion and Friends of the WWI Memorial Arch
- B.** Update on the Climate Action and Adaption Project
- C.** Receive a presentation from Carmel Cares regarding the public/private partnership with the City

#### **PUBLIC APPEARANCES**

Members of the Public are invited to speak on any item that does not appear on the Agenda and that is within the subject matter jurisdiction of the City Council. The exception is a Closed Session agenda, where speakers may address the Council on those items before the Closed Session begins. Speakers are usually given three (3) minutes to speak on any item; the time limit is in the discretion of the Chair of the meeting and may be limited when appropriate. Applicants and appellants in land use matters are usually given more time to speak. If an individual

wishes to submit written information, he or she may give it to the City Clerk. Speakers and any other members of the public will not approach the dais at any time without prior consent from the Chair of the meeting.

## **ANNOUNCEMENTS**

- A.** City Administrator Announcements
- B.** City Attorney Announcements
- C.** Councilmember Announcements

## **CONSENT AGENDA**

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

- 1.** November 2, 2020 Special Meeting Minutes, November 3, 2020 Meeting Minutes, and November 23, 2020 Special Meeting Minutes
- 2.** Monthly Reports for October: 1) City Administrator Contract Log; 2) Community Planning and Building Department Reports; 3) Police, Fire, and Ambulance Reports; 4) Public Records Act Requests, and 5) Public Works Department Report
- 3.** October 2020 Check Register Summary
- 4.** Resolution 2020-080 amending Policy C16-02 Records Management Program
- 5.** Resolution 2020-081 ratifying appointments to the Community Activities Commission, Harrison Memorial Library Board of Trustees, Historic Resources Board, Planning Commission and extending the term of a Member of the Forest & Beach Commission
- 6.** Resolution 2020-082 establishing the meeting dates of the City Council for calendar year 2021
- 7.** Resolution 2020-083 authorizing Free Use Days of the Sunset Center Theater and lobby for Carmel Unified School District
- 8.** Resolution 2020-084 authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Native Solutions, for a not-to-exceed fee of \$10,000, for the North Dunes Habitat Restoration Project
- 9.** Resolution 2020-085 authorizing the City Administrator to sign a Letter to Proceed allowing SiteLogiQ to perform an energy analysis of City facilities at no cost to the City

## **CLOSED SESSION**

- A.** Conference with Labor Negotiators pursuant to Government Code Section 54957.6. Agency Designated Representative: Assistant City Administrator Maxine Gullo; Employee Organization: Police Officers Association (POA)
- B.** Conference with Real Property Negotiators pursuant to Government Code Section 54956.8. Property: Forest Theater (Lots One to Fifteen inclusive in Block 85 as designated on the map of Addition Number 5 to Carmel-by-the-Sea). Agency Negotiator: City Administrator Chip Rerig; Negotiating Parties: Sunset Cultural Center; Under Negotiation: Lease price and terms of payment

## **ADJOURNMENT**

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

### **SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA**

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

### **SPECIAL NOTICES TO PUBLIC**

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

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

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
HONORING AMERICAN LEGION POST 512, THE FRIENDS OF THE WWI MEMORIAL ARCH AND  
STONEMASON BRIAN MCELLOWNEY FOR THEIR STEWARDSHIP OF THE WORLD WAR I MEMORIAL  
ARCH**

WHEREAS, the World War I Memorial Arch was dedicated on November 11, 1921 as “The Soldiers Memorial Fountain” to honor those who served during the Great War; and

WHEREAS, the monument was the result of the leadership efforts of the American Legion and notable California architect Charles Sumner Greene; and

WHEREAS, on August 6, 1977, the monument was severely damaged in an automobile accident and the restoration was carried out by Thomas Gordon Greene, son of Charles Sumner Greene, and stonemasons Joseph and Brian McEldowney; and

WHEREAS, the restored monument was rededicated on November 11, 1977; and

WHEREAS, in 2017, the Friends of the WWI Memorial Arch including, Ian Martin, Mike Brown, Michael LePage and Brian McEldowney, began fundraising efforts to restore deteriorated portions of the monument; and

WHEREAS, stonemason Brian McEldowney procured coastal sandstone from Santa Barbara County and used his skill and expertise to size, fabricate and texture new stones to replace the damaged ones; and

WHEREAS, it is important for all Carmel residents to remember the sacrifice of those who have served our country and recognize the stewardship of American Legion Post 512, the Friends of the WWI Memorial Arch and especially stonemason Brian McEldowney for restoring the monument in their honor.

NOW, THEREFORE, BE IT PROCLAIMED THAT I, Dave Potter, Mayor of the City of Carmel-by-the-Sea, on behalf of the City Council and the citizens of Carmel hereby honor American Legion 512, the Friends of the WWI Memorial Arch and especially stonemason Brian McEldowney for their stewardship of a nationally recognized monument honoring those who served in World War I.

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David Potter, Mayor



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

December 7, 2020  
EXTRAORDINARY BUSINESS

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Agnes Martelet, Manager, Environmental Compliance

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Update on the Climate Action and Adaption Project

### RECOMMENDATION:

Receive a presentation on the progress of the Climate Action and Adaptation Project.

### BACKGROUND/SUMMARY:

The Climate Action and Adaptation Project was included in the 2019-2020 Capital Improvement Plan (CIP) and was initiated in the fall of 2019 with the formation of the Climate Committee. The Climate Committee consists of two Council members, two staff members, and four members of the public with wide-ranging knowledge of assets and issues associated with Climate Change. The Climate Committee first met in November 2019 and has adopted the following Mission Statement:

*"We will assess the threats and challenges of climate change as they relate to our community by seeking input from experts and local constituents. We will use these inputs to develop actionable plans to mitigate those threats and educate the community."*

The Climate Committee used guidance from the State's Climate Adaptation Planning Guide, the State's Climate Action Resource Guide, the Statewide Energy Efficiency Collaborative, and example reports from neighboring municipalities to develop work plans. The purpose of the work plans is to concurrently assemble a Climate Action Plan that would mitigate the community's greenhouse gas emissions, and a Climate Adaptation Plan that would increase the community's resilience to climate change impacts. The work plans were initially developed in January 2020 and were updated in July 2020 due to COVID-19 impacts on City operations. The updated work plans are included in **Attachment 1**.

Despite a four-month hiatus and project defunding due to the impacts of COVID-19 on the City's budget, the Climate Committee has made important progress on the project, including developing a matrix of climate hazards and assets (**Attachment 2**), and developing a list of data sources and data gaps for various hazards and asset categories (**Attachment 3**).

The Committee also developed a list of stakeholders to contact to gather additional information or to share information about the project. Committee members reached out to many community organizations, including

the Rotary Club, Carmel Residents' Association, Friends of Mission Trail Nature Preserve, Chamber of Commerce, and local high schools and universities. The Committee also reached out to utilities, regional agencies, and professional organizations including the Carmel Area Wastewater District (CAWD), Monterey Peninsula Water Management District, PG&E, Central Coast Community Energy, Monterey Chapter of the American Institute of Architects (AIA), United States Geological Survey, Monterey Fire Department, and Association of Monterey Bay Area Governments (AMBAG).

Since September 2020, the Committee has been holding a series of monthly presentations to better understand potential hazards that could affect Carmel-by-the-Sea, as well as opportunities to increase community resilience. For example, the Committee has heard from the AIA on designing for fire, CAWD on the wastewater treatment facility's vulnerability to sea level rise and storms, Monterey Fire Department on community wildfire preparedness, and the City Forester on the Urban Forest and Climate Change adaptation. The Committee developed hazard and asset summary sheets based on these presentations, which will be used in the development of the vulnerability assessment and adaptation strategies for Carmel (**Attachment 4**). Upcoming presentations include the USGS Coastal Storm Modeling System, which is modeling cumulative impacts of sea level rise and storms on coastal resources along the California coast, and the results of the recently-completed Storm Drain Master Plan for Carmel-by-the-Sea.

The Committee's next steps on the Climate Adaptation Plan will be to develop a vulnerability assessment of City assets to climate hazards of most concern.

For the Climate Action Plan, the Committee will hear from AMBAG in early 2021 about the community greenhouse gas inventory completed for Carmel-by-the-Sea in 2018, and from Central Coast Community Energy on their efforts to minimize greenhouse gas emissions in power generation. Subsequent tasks on the Climate Action Plan will be to conduct a greenhouse gas emissions forecast; however, this work will require consultant technical support, which is currently unfunded.

#### **FISCAL IMPACT:**

In Fiscal Year 2019-2020, the Climate Action and Adaptation Project was included in the CIP with a budget of \$55,000; however, due to the COVID-19 impacts on City operations, the project was defunded in 2020. The project is currently being conducted entirely using staff and Committee volunteer resources.

#### **PRIOR CITY COUNCIL ACTION:**

In June 2019, the City Council adopted the Fiscal Year 2019-2020 budget, which included \$55,000 for a Climate Change Plan. In April 2020, the City Council eliminated funding for this project due to revenue shortfalls resulting from the COVID-19 Pandemic.

#### **ATTACHMENTS:**

Attachment 1: Updated Climate Adaptation and Climate Action Work Plans

Attachment 2: Priority Hazard and Asset Matrix

Attachment 3: Data Sources and Data Gaps

Attachment 4: Hazard & Asset Summary Sheets

| Project Phase                               | Tasks                                                                                                                                       | Suggested Lead(s)  | Done? | Timeline |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--|--|--|--|
|                                             |                                                                                                                                             |                    |       | Sep-19   | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 | Jul-21 |  |  |  |  |  |
| Phase I - Project Definition and Initiation |                                                                                                                                             |                    |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Assemble project team                                                                                                                       | Council            | ✓     |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Identify desired project outcomes (mission)                                                                                                 | Committee          | ✓     |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Define priority hazards, assets, and resilience goals                                                                                       | Council            | ✓     |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Define data source(s) and reliability, and data gaps for priority hazards & assets                                                          | Staff              | ✓     |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Identify & make contact with community organizations to engage with for information sharing and coordination                                | Committee          |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Identify & make contact with regional partners to engage with for information and coordination                                              | Committee          |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Identify sources of support & timing of support where applicable (e.g. grants)                                                              | Staff*             | ✓     |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Council Update on priority hazards, assets, and partners                                                                                    | Staff              |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |        |        |        |        |        |        |        |  |  |  |  |  |
| Phase II - Assess Vulnerability             |                                                                                                                                             |                    |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Describe historical hazard events, impacts, and identified vulnerabilities                                                                  | Committee/staff*   |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Finalize list of climate effects of most concern, and assets and populations that will be susceptible to them                               | Council/Committee* |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Finalize list of most sensitive populations and assets                                                                                      | Committee*         |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Evaluate climate change projections for priority effects and impacts of greatest concern                                                    | Staff*             |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Adaptive capacity and existing resources: develop matrix of existing community resources and policies that provide adaptation capacity      | Council/staff      |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Develop Vulnerability Scores for potential impacts and adaptive capacity                                                                    | Committee*         |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Council Update on Vulnerability Scoring                                                                                                     | Council            |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Engagement and Outreach: workshops to gather feedback on local vulnerabilities and strengths, community priorities and ideas for adaptation | Committee/Staff*   |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |  |  |  |  |  |
| Phase III - Define Adaptation Strategies    |                                                                                                                                             |                    |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Confirm project outcomes and resilience goals                                                                                               | Council            |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Review community ideas for adaptation and examples from other jurisdictions                                                                 | Committee          |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Assemble draft adaptation strategies                                                                                                        | Staff*             |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Review and prioritize strategies                                                                                                            | Committee          |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Council Review of Prioritized Strategies                                                                                                    | Council            |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Engagement and Outreach: workshops to develop and gather feedback on proposed strategies                                                    | Committee/Staff*   |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
| Phase IV - Adaptation Plan                  |                                                                                                                                             |                    |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Assemble a Climate Adaptation Plan Report-Workplan                                                                                          | Staff*             |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Review and Finalize Report-Workplan                                                                                                         | Committee*         |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             | Council Review and Adoption of the Plan-Workplan                                                                                            | Council            |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |
|                                             |                                                                                                                                             |                    |       |          |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |  |  |  |

\* denotes item that could be conducted by consultant  
Tasks in italics are likely to be impacted by social distancing requirements due to Covid-19  
Work plan edits: Bold text denotes an added or modified task; crossed-out tasks are removed

| Project Phase                               | Tasks                                                                                                                                       | Suggested Lead(s)  | Done? | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 | Aug-22 | Sep-22 |
|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Phase I - Project Definition and Initiation |                                                                                                                                             |                    |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Assemble project team                                                                                                                       | Council            | ✓     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Identify desired project outcomes (mission)                                                                                                 | Committee          | ✓     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Define priority hazards, assets, and resilience goals                                                                                       | Council            | ✓     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Define data source(s) and reliability, and data gaps for priority hazards & assets                                                          | Staff              | ✓     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Identify & make contact with community organizations to engage with for information sharing and coordination                                | Committee          |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Identify & make contact with regional partners to engage with for information and coordination                                              | Committee          |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Identify sources of support & timing of support where applicable (e.g. grants)                                                              | Staff*             | ✓     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Council Update on priority hazards, assets, and partners                                                                                    | Staff              |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Phase II - Assess Vulnerability             |                                                                                                                                             |                    |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Describe historical hazard events, impacts, and identified vulnerabilities                                                                  | Committee/staff*   |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Finalize list of climate effects of most concern, and assets and populations that will be susceptible to them                               | Council/Committee* |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Finalize list of most sensitive populations and assets                                                                                      | Committee*         |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Evaluate climate change projections for priority effects and impacts of greatest concern                                                    | Staff*             |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Adaptive capacity and existing resources: develop matrix of existing community resources and policies that provide adaptation capacity      | Council/staff      |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Develop Vulnerability Scores for potential impacts and adaptive capacity                                                                    | Committee*         |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Council Update on Vulnerability Scoring                                                                                                     | Council            |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Engagement and Outreach: workshops to gather feedback on local vulnerabilities and strengths, community priorities and ideas for adaptation | Committee/Staff*   |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Phase III - Define Adaptation Strategies    |                                                                                                                                             |                    |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Confirm project outcomes and resilience goals                                                                                               | Council            |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Review community ideas for adaptation and examples from other jurisdictions                                                                 | Committee          |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Assemble draft adaptation strategies                                                                                                        | Staff*             |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Review and prioritize strategies                                                                                                            | Committee          |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Council Review of Prioritized Strategies                                                                                                    | Council            |       |        |        |        |        |        |        |        | ★      |        |        |        |        |        |        |
|                                             | Engagement and Outreach: workshops to develop and gather feedback on proposed strategies                                                    | Committee/Staff*   |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
| Phase IV - Adaptation Plan                  |                                                                                                                                             |                    |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Assemble a Climate Adaptation Plan-Report-Workplan                                                                                          | Staff*             |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Review and Finalize Report-Workplan                                                                                                         | Committee*         |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|                                             | Council Review and Adoption of the Plan-Workplan                                                                                            | Council            |       |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |
|                                             |                                                                                                                                             |                    |       |        |        |        |        |        |        |        |        |        |        |        |        |        |        |

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| Project Phase                                                                        | Tasks                                                                                                              | Suggested Lead(s)  | Done? | Timeline            |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|-------|---------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--|--|
|                                                                                      |                                                                                                                    |                    |       | Sep-19              | Oct-19 | Nov-19 | Dec-19 | Jan-20 | Feb-20 | Mar-20 | Apr-20 | May-20 | Jun-20 | Jul-20 | Aug-20 | Sep-20 | Oct-20 | Nov-20 | Dec-20 | Jan-21 | Feb-21 | Mar-21 | Apr-21 | May-21 | Jun-21 |  |  |
| Phase I - Project Definition and Initiation                                          |                                                                                                                    |                    |       | Phase I             |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Create a Climate Action Plan Advisory Committee                                                                    | Council            | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Identify desired project outcomes (mission)                                                                        | Committee          | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Education: Background on GHG Inventory                                                                             | Staff              | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Education: Climate Action Planning Guidance                                                                        | Staff              | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Work Plan & Discuss the Scope of the Plan                                                                          | Staff              |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Identify & make contact with community organizations to engage with for information sharing and coordination       | Committee          |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Identify & make contact with regional partners to engage with for information and coordination                     | Council            |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Identify sources of support & timing of support where applicable (e.g. grants)                                     | Staff              | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Council Update on Phase I progress                                                                                 | Staff              |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |        |        |        |        |        |        |  |  |
| Phase II (Option A) - Baseline Assessments & Target Adoption (Community Only)        |                                                                                                                    |                    |       | Phase II (Option A) |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i> | Committee          | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Identify Goals and GHG Emissions Reduction Targets                                                                 | Committee          |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| ++                                                                                   | Estimate trends through an emissions forecast                                                                      | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Council Update on Inventories and Forcasting                                                                       | Staff              |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |  |  |
|                                                                                      | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Phase II (Option B) - Baseline Assessments & Target Adoption (Community & Municipal) |                                                                                                                    |                    |       | Phase II (Option B) |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i> | Committee          | ✓     |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Establish/Adopt Municipal Inventory Baseline                                                                       | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Identify Goals and GHG Emissions Reduction Targets                                                                 | Committee          |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| ++                                                                                   | Estimate trends through an emissions forecast                                                                      | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Council Update on Inventories and Forcasting                                                                       | Staff              |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        | ★      |  |  |
|                                                                                      | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Phase III - Develop Climate Action Plan                                              |                                                                                                                    |                    |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Identify Greenhouse Gas Emissions Reduction Strategies                                                             | Committee*         |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Review and prioritize strategies                                                                                   | Committee*         |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Conduct Analysis and Assemble Plan Strategies                                                                      | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Create Implementation Framework and Timeline                                                                       | Council*           |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Workshops to develop and gather feedback on proposed strategies & implementation timeline                          | Council/Committee* |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
|                                                                                      | Council Review of Prioritized Strategies                                                                           | Council*           |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| Phase IV - Action Plan Implementation & Adoption                                     |                                                                                                                    |                    |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Assemble Climate Action Plan Report                                                                                | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Review and Finalize Report                                                                                         | Staff*             |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |
| **                                                                                   | Council Review and Adoption of the Plan                                                                            | Council            |       |                     |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |        |  |  |

\* denotes item that could be conducted by consultant  
\*\* shared task with Adaptation Plan  
++ Decision Pointt: Will require consultant to complete. If consultant assistant is unavailable, cannot have certified CAP. If unable to proceed, options include: waiting until funding is available (date unknown), prepare an uncertified climate analysis without forcasts

| Project Phase                                                                        | Tasks                                                                                                              | Suggested Lead(s)  | Done? | Jul-21    | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22   | Mar-22 | Apr-22 | May-22 | Jun-22 | Jul-22 |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------|-------|-----------|--------|--------|--------|--------|--------|--------|----------|--------|--------|--------|--------|--------|
| Phase I - Project Definition and Initiation                                          |                                                                                                                    |                    |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Create a Climate Action Plan Advisory Committee                                                                    | Council            | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify desired project outcomes (mission)                                                                        | Committee          | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Education: Background on GHG Inventory                                                                             | Staff              | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Education: Climate Action Planning Guidance                                                                        | Staff              | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Work Plan & Discuss the Scope of the Plan                                                                          | Staff              |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Identify & make contact with community organizations to engage with for information sharing and coordination       | Committee          |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Identify & make contact with regional partners to engage with for information and coordination                     | Council            |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Identify sources of support & timing of support where applicable (e.g. grants)                                     | Staff              | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Council Update on Phase I progress                                                                                 | Staff              |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| Phase II (Option A) - Baseline Assessments & Target Adoption (Community Only)        |                                                                                                                    |                    |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i> | Committee          | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify Goals and GHG Emissions Reduction Targets                                                                 | Committee          |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| ++                                                                                   | Estimate trends through an emissions forecast                                                                      | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Council Update on Inventories and Forecasting                                                                      | Staff              |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| Phase II (Option B) - Baseline Assessments & Target Adoption (Community & Municipal) |                                                                                                                    |                    |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Establish/Adopt Community Inventory Baseline (2015, 2018) - <i>AMBAG to deliver community Inventory (Date TBD)</i> | Committee          | ✓     |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Establish/Adopt Municipal Inventory Baseline                                                                       | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify Goals and GHG Emissions Reduction Targets                                                                 | Committee          |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| ++                                                                                   | Estimate trends through an emissions forecast                                                                      | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Council Update on Inventories and Forecasting                                                                      | Staff              |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify opportunities for community workshops and educational outreach (continious)                               | Council/Committee  |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| Phase III - Develop Climate Action Plan                                              |                                                                                                                    |                    |       | Phase III |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Identify Greenhouse Gas Emissions Reduction Strategies                                                             | Committee*         |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Review and prioritize strategies                                                                                   | Committee*         |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Conduct Analysis and Assemble Plan Strategies                                                                      | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Create Implementation Framework and Timeline                                                                       | Council*           |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Workshops to develop and gather feedback on proposed strategies & implementation timeline                          | Council/Committee* |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
|                                                                                      | Council Review of Prioritized Strategies                                                                           | Council*           |       |           |        |        |        |        |        | ★      |          |        |        |        |        |        |
| Phase IV - Action Plan Implementation & Adoption                                     |                                                                                                                    |                    |       |           |        |        |        |        |        |        | Phase IV |        |        |        |        |        |
| **                                                                                   | Assemble Climate Action Plan Report                                                                                | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Review and Finalize Report                                                                                         | Staff*             |       |           |        |        |        |        |        |        |          |        |        |        |        |        |
| **                                                                                   | Council Review and Adoption of the Plan                                                                            | Council            |       |           |        |        |        |        |        |        |          |        |        |        |        | ★      |

\* denotes item that could be conducted by consultant  
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++ Decision Pointt: Will require consultant to complete. If consultant assistant is unavailable, cannot have certified CAP. If unable to proceed, options include: waiting until funding is available (date unknown), prepare an uncertified climate analysis without forecasts

City of Carmel-by-the-Sea  
Priority Hazards and Assets  
February 20, 2020

| Priority Assets at Risk                                                               | Priority Hazards |               |           |                                           |                           |                          |             |
|---------------------------------------------------------------------------------------|------------------|---------------|-----------|-------------------------------------------|---------------------------|--------------------------|-------------|
|                                                                                       | Sea Level Rise   | Ocean Warming | Wildfires | Stronger Storms<br>& Higher<br>Windspeeds | More Frequent<br>Droughts | Increased<br>Temperature | Fog changes |
| <b>Natural Assets</b>                                                                 |                  |               |           |                                           |                           |                          |             |
| Mission Trail Nature Preserve                                                         |                  |               | X         | X                                         | X                         | X                        | X           |
| North Dunes                                                                           | X                |               |           |                                           | X                         | X                        | X           |
| Urban Forest                                                                          |                  |               | X         | X                                         | X                         | X                        | X           |
| Marine Sanctuary                                                                      |                  | X             |           | X                                         | X                         | X                        | X           |
| Carmel Beach                                                                          | X                | X             |           | X                                         |                           |                          | X           |
|                                                                                       |                  |               |           |                                           |                           |                          |             |
| <b>Community</b>                                                                      |                  |               |           |                                           |                           |                          |             |
| Persons with disabilities                                                             |                  |               | X         | X                                         | X                         | X                        |             |
| Elderly Population                                                                    |                  |               | X         | X                                         | X                         | X                        |             |
| Visitors                                                                              | X                | X             | X         | X                                         |                           |                          |             |
| Local Businesses                                                                      | X                | X             | X         | X                                         |                           | X                        |             |
|                                                                                       |                  |               |           |                                           |                           |                          |             |
| <b>Utilities</b>                                                                      |                  |               |           |                                           |                           |                          |             |
| Water Supply (Drought Tolerance)                                                      |                  |               | X         |                                           | X                         | X                        |             |
| Electrical Energy Transmission (Electric<br>Vehicles, safety power shutoffs, outages) |                  |               | X         | X                                         |                           | X                        |             |
| Sanitary Sewer System                                                                 | X                |               |           | X                                         |                           |                          |             |
| PG&E/communication underground<br>infrastructure (gas, cable)                         | X                |               | X         |                                           |                           |                          |             |
| Storm drainage system                                                                 | X                |               |           | X                                         |                           |                          |             |
|                                                                                       |                  |               |           |                                           |                           |                          |             |
| <b>Regional Infrastructure</b>                                                        |                  |               |           |                                           |                           |                          |             |
| Wastewater Treatment Facility                                                         | X                |               |           | X                                         |                           | X                        |             |
| Transportation Infrastructure                                                         | X                |               | X         | X                                         |                           |                          |             |
| Hospital and emergency medical care<br>facilities                                     |                  |               | X         | X                                         |                           | X                        |             |
| Landfill & Waste Management                                                           |                  |               |           | X                                         |                           |                          |             |
|                                                                                       |                  |               |           |                                           |                           |                          |             |
| <b>Local Infrastructure</b>                                                           |                  |               |           |                                           |                           |                          |             |
| Scenic coastal trail, public restrooms and<br>beach access infrastructure             | X                |               | X         | X                                         |                           | X (visitors)             | X           |
| Coastal roadways and parking                                                          | X                |               |           | X                                         |                           | X (visitors)             |             |
| Seawalls and revetments                                                               | X                |               |           | X                                         |                           |                          |             |
| Other city streets                                                                    |                  |               |           | X                                         |                           |                          |             |
|                                                                                       |                  |               |           |                                           |                           |                          |             |
| Private property (including many second<br>homes)                                     | X                |               | X         | X                                         |                           | X                        |             |

City of Carmel-by-the-Sea  
Data Sources and Data Gaps  
February 20, 2020

| Priority Hazard               | Priority Assets at Risk from Hazard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Data Sources for Hazards                                                                                                                                                                                                                                                                                                                                                                                          |                |             | Data sources for assets at risk                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Data Gaps                                                                                                                                                                                                                                              |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Source                                                                                                                                                                                                                                                                                                                                                                                                            | Data Precision | Reliability |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                        |
| Sea Level Rise                | <ul style="list-style-type: none"><li>- North Dunes</li><li>- Carmel Beach</li><li>- Visitors</li><li>- Local businesses</li><li>- Sanitary sewer system</li><li>- PG&amp;E underground infrastructure</li><li>- Storm drainage system</li><li>- Wastewater treatment facility</li><li>- Transportation infrastructure</li><li>- Scenic coastal trail, public restrooms and beach access infrastructure</li><li>- Coastal roadways and parking</li><li>- Seawalls and revetments</li><li>- Private property</li></ul> | <ul style="list-style-type: none"><li>- USGS CosMos</li><li>- State of California Sea-Level Rise Guidance, 2018 Update</li><li>- Cal-Adapt</li><li>- Monterey Bay DEM</li><li>- NOAA SLR Viewer</li></ul>                                                                                                                                                                                                         | Regional       | Moderate    | <ul style="list-style-type: none"><li>- Del Mar Master Plan, 2009</li><li>- Shoreline Management Plan, 2003 (seawalls &amp; revetments, Scenic Coastal Trail)</li><li>- CAWD WWTP Sea Level Rise Study, 2018 (WWTP and sewer system)</li><li>- North Dunes Restoration Plan, 2016 (North Dunes)</li><li>- Storm Drain Master Plan, in process (Storm drainage system)</li><li>- Conserving California's Coastal Habitats, A Legacy and a Future with Sea Level Rise (regional data, The Nature Conservancy)</li><li>- David Shonman Shoreline Assessment + powerpoint presentation</li><li>- Monterey County Multi-jurisdictional Hazard Mitigation Plan, 2016</li></ul> | <ul style="list-style-type: none"><li>- PG&amp;E infrastructure resilience and potential issues</li><li>- Evaluation of coastal infrastructure based on new sea level rise modeling</li><li>- Critical transportation infrastructure at risk</li></ul> |
| Ocean warming & acidification | <ul style="list-style-type: none"><li>- Marine Sanctuary</li><li>- Carmel Beach</li><li>- Visitors</li><li>- Local businesses</li></ul>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                   |                |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"><li>- Projected impacts of ocean warming/acidification on local marine life and health of Sanctuary</li></ul>                                                                                                        |
| Wildfires                     | <ul style="list-style-type: none"><li>- Mission Trail Nature Preserve</li><li>- Urban forest</li><li>- Persons with disabilities</li><li>- Elderly population</li><li>- Visitors</li><li>- Local businesses</li><li>- Water supply</li><li>- Electrical energy supply</li><li>- Transportation infrastructure</li><li>- Hospital and emergency medical care</li><li>- Scenic coastal trail, rr, and beach access</li><li>- Private property, incl. 2nd homes</li></ul>                                                | <ul style="list-style-type: none"><li>- California 4th Climate Assessment</li><li>- Cal-Adapt</li><li>- Climate Change and Health Profile Report, Monterey County, 2017</li><li>- Living with Fire in California's Coast Ranges, Promoting Fire-Resistent Communities and Landscapes in an Era of Global Change, Symposium Proceedings, May 2018</li><li>- CalFire Fire and Resource Assessment Program</li></ul> | Regional       | Moderate    | <ul style="list-style-type: none"><li>- MTNP Baseline Biological Assessment, 2016</li><li>- MTNP Master Plan</li><li>- Forest Management Plan, 2000</li><li>- Climate Change and Health Profile Report, Monterey County, 2017 (sensitive populations)</li><li>- City of Carmel-by-the-Sea Emergency Operations Plan, 2015</li><li>- Monterey County Multi-jurisdictional Hazard Mitigation Plan, 2016</li></ul>                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"><li>- Water supply resilience to wilfires</li><li>- PG&amp;E infrastructure resilience</li><li>- Emergency response and medical care resilience</li><li>- Habitat resilience</li></ul>                               |

City of Carmel-by-the-Sea  
Data Sources and Data Gaps  
February 20, 2020

| Priority Hazard                      | Priority Assets at Risk from Hazard                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Data Sources for Hazards                                                                                |                |             | Data sources for assets at risk                                                                                                                                                                                                                                                                                                                                                                                                   | Data Gaps                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Source                                                                                                  | Data Precision | Reliability |                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                               |
| Stonger storms and higher windspeeds | <ul style="list-style-type: none"><li>- Mission Trail Nature preserve</li><li>- Urban forest</li><li>- Marine sanctuary</li><li>- Carmel Beach</li><li>- Persons with disabilities</li><li>- Elderly population</li><li>- Visitors</li><li>- Local businesses</li><li>- Electrical energy transmission</li><li>- PG&amp;E underground infrastructure</li><li>- Sanitary sewer</li><li>- Storm drainage system</li><li>- Transportation infrastructure</li><li>- Hospital and emergency medical care</li><li>- Landfill and waste management</li><li>- Scenic coastal trail, public restrooms and beach access infrastructure</li><li>- Coastal roadways and parking</li><li>- Seawalls and revetments</li><li>- Other city streets</li></ul> | <ul style="list-style-type: none"><li>- California 4th Climate Assessment</li><li>- Cal-Adapt</li></ul> | Regional       | Moderate    | <ul style="list-style-type: none"><li>- MTNP Baseline Biological Assessment, 2016</li><li>- MTNP Stream Stability Study, 2019</li><li>- Storm Drain Master Plan, in progress</li><li>- Shoreline Management Plan, 2003</li><li>- Monterey County Multi-jurisdictional Hazard Mitigation Plan, 2016</li></ul>                                                                                                                      | <ul style="list-style-type: none"><li>- Resilience of urban forest to stronger storms</li><li>- Resilience of PG&amp;E infrastructure</li><li>- Resilience of waste management operations to stronger storms and variable rainfall</li><li>- Emergency response and medical care resilience</li><li>- Combined effects of erosion from stronger storms and sea level rise on coastal infrastructure</li></ul> |
| More frequent droughts               | <ul style="list-style-type: none"><li>- Mission Trail Nature Preserve</li><li>- North Dunes</li><li>- Urban forest</li><li>- Marine Sanctuary</li><li>- Water supply</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"><li>- California 4th Climate Assessment</li><li>- Cal-Adapt</li></ul> | Regional       | Low         | <ul style="list-style-type: none"><li>- North Dunes Restoration Plan, 2016</li><li>- North Dunes Restoration Project Update, 2019</li><li>- Monterey Peninsula, Carmel Bay and South Monterey Bay Integrated Regional Water Management Plan Update, August 2019 (Water supply, habitats)</li><li>- 2010 Urban Water Management Plan, Monterey County District, California American Water, September 2012 (Water supply)</li></ul> | <ul style="list-style-type: none"><li>- Water supply resilience to droughts</li><li>- Emergency response and medical care resilience</li><li>- Combined effects of erosion from stronger storms and sea level rise on coastal infrastructure</li></ul>                                                                                                                                                        |

City of Carmel-by-the-Sea  
Data Sources and Data Gaps  
February 20, 2020

| Priority Hazard       | Priority Assets at Risk from Hazard                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Data Sources for Hazards                                                     |                |             | Data sources for assets at risk                                                                                                               | Data Gaps                                          |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|----------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
|                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Source                                                                       | Data Precision | Reliability |                                                                                                                                               |                                                    |
| Increased temperature | <div><div>- Mission Trail Nature Preserve</div><div>- North Dunes</div><div>- Urban Forest</div><div>- Marine Sanctuary</div><div>- Persons with disabilities</div><div>- Elderly population</div><div>- Electrical energy transmission</div><div>- Water supply</div><div>- Wastewater treatment facility</div><div>- Hospital and emergency medical care</div><div>- Scenic coastal trail, rr, beach access</div><div>- Coastal roadways and parking</div><div>- Private property</div></div> | Cal-Adapt<br>Climate Change and Health Profile Report, Monterey County, 2017 | Regional       | Moderate    | Climate Change and Health Profile Report, Monterey County (Persons w disabilities, elderly population, health & vector borne illness impacts) | - Urban forest resilience to increased temperature |
| Fog changes           | <div><div>- Mission Trail Nature Preserve</div><div>- North Dunes</div><div>- Urban Forest</div><div>- Marine Sanctuary</div><div>- Carmel Beach</div><div>- Scenic coastal trail, rr, beach access</div></div>                                                                                                                                                                                                                                                                                 | California 4th Climate Assessment                                            | Regional       | Low         |                                                                                                                                               | - Future fog patterns                              |



## CITY OF CARMEL-BY-THE-SEA

### Hazard and Asset Summary Sheet for Wastewater Treatment Facility and Associated Underground Infrastructure

September 17, 2020

**TO:** Climate Committee Members

**SUBMITTED BY:** Jeff Baron, Councilmember

#### SUMMARY

**Asset:** Wastewater treatment facility and associated underground infrastructure (CAWD)

**Hazards:** Sea level rise, Stronger Storms, More variable rainfall

**Version:** 2

**General Comments and Outlook:** The Carmel Area Wastewater District treatment facility (and underground infrastructure) will be under increasing environmental pressure as sea level rises and storms (and hence rainfall drainage down the Carmel River watershed) increase in intensity. CAWD's prediction is that the facility will need to be relocated by 2062, which is approximately 40 years in the future. The long term options for the facility seem to be

1. Retreat up the valley
2. Pump to Monterey One Water

#### Identified Issues:

- Both long term projects are said to be expensive, in the neighborhood of \$100,000,000.
- It will take a significant amount of time to make the decision as to which path to take.
- The value (cost) of the current facility (which may have to be abandoned) is approximately \$200,000,000
- The lagoon situation will become increasingly precarious as time passes.

#### Outstanding Issues:

- Do not understand (yet) an overrun scenario if the move is not completed in time. What are the consequences and/or costs if the plant is flooded during an extreme weather event?
- Of lesser visibility but still important are possible mitigation measures required for the CAWD underground and pumping infrastructures, particularly along the coastline.

#### Possible Committee Comments or Actions for Final Report

- The committee could/should recommend that the Carmel City Council pass a resolution on this topic, ensuring that the city monitors the transition towards a relocated plant, and perhaps has formal, written input into this process. The resolution might:
  - o Document the asset and the various hazards
  - o Assign staff/council personnel as liaisons to CAWD, with an eye towards resolution of this asset's vulnerability
  - o Urge CAWD to take specific actions

## REFERENCES

Attachment 4

- The CAWD Sea Level Rise Study can found at <https://www.cawd.org/2018-sea-level-rise-study>
- The CAWD presentation to the Committee: [https://ci.carmel.ca.us/sites/main/files/file-attachments/ccc\\_presentation\\_v3.pptx?1600365293](https://ci.carmel.ca.us/sites/main/files/file-attachments/ccc_presentation_v3.pptx?1600365293)
- Recording of the September 17, 2020 Meeting at which CAWD presented: [https://drive.google.com/file/d/1PZK0tP8b2jB\\_XoTtBJLPcXmLVEI9kY1Z/view](https://drive.google.com/file/d/1PZK0tP8b2jB_XoTtBJLPcXmLVEI9kY1Z/view)

## HISTORY

- Version 1 presented at Committee meeting on 10/15/2020
- Version 2 presented at Committee meeting on 11/19/2020.



# CITY OF CARMEL-BY-THE-SEA

## Hazard and Asset Summary Sheet for the A.I.A.'s Designing for Fire Presentation

September 17, 2020

**TO:** Climate Committee Members

**SUBMITTED BY:** John Hill, Committee Member

### SUMMARY

**Asset:** Public and Private Property, Public Safety

**Hazards:** Fire and Wildfire damage due to accumulated dry fuel & increasing wind and weather events.

**Version:** 1

**General Comments and Outlook:** The Monterey Bay Chapter of the American Institute of Architect's Committee on the Environment (COTE) explores the way design responds to climate change as the severity of fires and wildfires in California continues to increase in intensity and occurrence. Designers and the jurisdictions that oversee them should consider how fire affects property, and how to incorporate those factors without sacrificing the design, habitat, and the program. An integrated approach to fire resilience in the landscape along with hardening structures against fire are ways to mitigate fire impact on lives and property.

#### Identified Issues:

- Healthy, biodiverse sites are more fire resistant due to reduced fuel volume, native vegetation, avoiding erosion, and preserving trees, shrubs and watershed to create habitats.
- California had low intensity fires until the logging of old growth forests, grazing, introduction of invasive grasses, indigenous burning replaced by fire suppression, and urban sprawl invading wildlands.
- We now live where California needs to burn, in Wildland Urban Interface (WUI) zones.
- We can control fire resiliency by creating defensible space with Fire Defense Zones around structures, an ignition zone (5 feet), a defense zone (30 feet) and reduced fuel zone (100 feet)
- Fuel is affected by the height and placement of plants & their chemical content. Pine forests and Oak woodlands are resilient but dead material and limbed branches in the understory must be maintained.
- Fire retardant plants, trees, and ground covers can absorb heat and fire without burning, trap embers, reduce wind speed, and slow the travel of a fire.
- 9 out of 10 structures lost are due to low intensity ground fire and embers in the 5-foot zone around them. Combustible materials such as decks, wood chips, and plant material should not be located within 5 feet of, nor attached to the structure.
- Vents and windows are the most vulnerable areas in a house, gaps in vent screening should be no more than 1/8" maximum and plants should not be located near or below windows.

#### Remaining Issues to be understood:

- Maintenance or abatement status in reducing fuel levels in the City of Carmel by the Sea

#### Possible actions to be recommended in the committee's Final Report

- Carmel City Council should consider monitoring the level of fire hazards within the community. Resolutions and/or Ordinances could include:
  - o Documenting existing hazards.

- o City Forester consider fire retardant trees and plants in City controlled areas and for tree re-placement requirements for private property.
- o Updating City Planning guidelines to reflect or not conflict with WUI building requirements in the Very High Fire Hazard Severity (VHFHS) Zone.

Attachment 4

## REFERENCES

- The A.I.A. Designing for Fire Presentation <http://youtu.be/MWslhXidZnc>

## History

- Version 1 presented at committee meeting on 11/19/2020



## CITY OF CARMEL-BY-THE-SEA

### Hazard and Asset Summary Sheet for Community Wildfire Preparedness

October 15, 2020

**TO:** Climate Committee Members

**SUBMITTED BY:** John Hill, Committee Member

#### SUMMARY

**Asset:** Public and Private Property, Public Safety

**Hazards:** Local Fires and Wildfire damage due to accumulated dry fuel & increasing wind and weather events.

**Version:** 1

**General Comments and Outlook:** Community wildfire preparedness is supported by Monterey Fire's Defensible Space Inspection Program and coordination with surrounding fire prevention organizations to limit fire and wildfire risk through planning, prevention, and mitigation. Monterey Fire and Carmel Public Works have working relationships with the Pebble Beach Services District for fire mitigation in Pescadero Canyon, and partner with the Friends of Mission Trail Nature Preserve for fuel reduction in Mission Trail Nature Preserve. CalFire's Fire & Resource Assessment Program (FRAP) and Fire Hazard Severity Zone (FHSZ) maps are available on line, along with information on forest assessment, fire severity zones, defensible space, and hardening a home or structure against fire. Monterey Fire personnel have inspected and graded all Carmel parcels as pass, pending, or fail. Grading criteria is evolving as knowledge on fire spread is developed. Current criteria is based on dry fuel accumulation, spark arrestors, overhanging tree limbs, etc.

#### Identified Issues:

- A healthy forest that balances fuel suppression with environmental and ecological needs in our protected landscapes is very important.
- Some northern and eastern areas within City limits are within the Very High Fire Hazard Severity Zone.
- Some areas within the City limits and adjacent communities have accumulated fuel levels as well as overhead infrastructure (i.e. Mission Trail Park) that present fire and wildfire risks.
- The City's Building Department has adopted the California Building Code requirements in the Very High Fire Hazard Zone but the City's planning guidelines currently do not address them or may be in conflict with them.

#### Remaining Issues to be understood:

- Maintenance or abatement status in reducing fuel levels in the City of Carmel by the Sea (and adjacent communities which could threaten Carmel) in a wildfire, i.e. Del Monte forest in Pebble Beach, Monterey Regional Park District property east of Highway 1, etc.
- Extent of existing and problematic overhead Infrastructure in the City.

### Possible actions to be recommended in the committee's Final Report

- Carmel City Council consider updating the Safety Element of the General Plan to address fire hazards when the City updates the Housing Element in 2023, and monitors the level of fire hazards within and surrounding the community. Resolutions and/or Ordinances could include:
  - o Documenting the various existing hazards.
  - o Assign staff/council personnel as liaisons to Monterey Fire and CalFire (Cypress Fire District).
  - o Assist Monterey Fire in its current efforts in inspecting and identifying fire risks.
  - o Update City Planning guidelines to reflect or not conflict with current California codes (CBC Chapter 7 & CRC R337) in the Very High Fire Hazard Severity (VHFHS) Zone.

## REFERENCES

- Fire and Resource Assessment Program (FRAP) [ResilientCA.org](https://ResilientCA.org)
- Monterey Fire Defensible Space Inspection Program [mry.maps.arcgis.com](https://mry.maps.arcgis.com) , [monterey.org/fire](https://monterey.org/fire)
- CalFire Defensible Space/Home Hardening [readyforwildfire.org](https://readyforwildfire.org)
- CalFire Fire Severity Zone Viewer [gis.data.ca.gov](https://gis.data.ca.gov)
- Wildland Urban Interface (WUI) [frap.fire.ca.gov](https://frap.fire.ca.gov)
- Every Building's Wildfire Risk in Monterey County [defensibleapp.com](https://defensibleapp.com)

## History

- Version 1 presented at committee meeting on 11/19/2020



# CITY OF CARMEL-BY-THE-SEA

## Hazard and Asset Summary Sheet for the Urban Forest

October 15, 2020

**TO:** Climate Committee Members

**SUBMITTED BY:** Scott Lonergan, Committee Member

### SUMMARY

**Asset:** Urban Forest

**Hazards:** Stronger Storms & Wind, More Variable Rainfall, Increased Temperature, Wildfires

**Version:** 1

#### General Comments and Outlook:

- Carmel-by-the-Sea's upper canopy trees impart a distinctive ambiance and identify to the City, and provide several climate adaptation benefits including reducing urban heat island effect, capturing stormwater runoff, improved air quality, and sequestering carbon
- Increased transpiration and water demand, coupled with less consistent water availability as a result of fewer, larger storms, and reduced fog, is increasing tree stress
- Tree species selection and density is a 50 to 100-year decision with implications for 1) tree resilience and ecology, 2) aesthetics, and 3) safety and maintenance cost

#### Identified Issues:

- Our urban forest lacks age and species diversity and is currently showing signs of stress.

#### Remaining Issues to be Understood:

- Urban forest consideration as part of Action Plan e.g. carbon capture, walkability and desirability of the environment

#### Possible actions to be recommended in the committee's Final Report

- Update the CBTS Forest Management Plan, including a public process to determine tree canopy species and density objectives, and a process for ongoing monitoring and plan review.

### REFERENCES

- CBTS Forest Management Plan: [https://ci.carmel.ca.us/sites/main/files/file-attachments/forest\\_management\\_plan\\_0.pdf?1510272614](https://ci.carmel.ca.us/sites/main/files/file-attachments/forest_management_plan_0.pdf?1510272614)
- Sara Davis, City Forester 15-Oct-2020 Climate Change Committee presentation video: <https://carmel.novusagenda.com/agendapublic/VODPreview.aspx?meetingVideoID=898ec714-3a25-42a8-ae8f-2441cf4c1440&index=329>
- Canopy.org including the 16-Jul-2020 Resilient Trees for a New Climate webinar, including presentations from Igor Lacan, and Dave Muffly: <https://canopy.org/more-trees-please/>

### History

- Version 1 presented at committee meeting on 11/19/2020
- Sent for comments to Sara Davis (City Forester) on 11/10/2020



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

December 7, 2020  
EXTRAORDINARY BUSINESS

|                      |                                                                                                 |
|----------------------|-------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                        |
| <b>SUBMITTED BY:</b> | Robert Harary, P.E, Director of Public Works                                                    |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                  |
| <b>SUBJECT:</b>      | Receive a presentation from Carmel Cares regarding the public/private partnership with the City |

### RECOMMENDATION:

Receive a presentation from Carmel Cares regarding the public/private partnership with the City.

### BACKGROUND/SUMMARY:

The City of Carmel-by-the-Sea in general, and the Public Works Department in particular, have benefitted significantly from a number of volunteers and non-profit organizations who have stepped up to help us repair, maintain, and beautify the City during these difficult economic times resulting from the COVID-19 Pandemic.

One volunteer organization, called “Carmel Cares,” has been particularly helpful to Public Works this year. The City’s partnership with Carmel Cares has been very exciting, bold, unique, and mutually beneficial, and we hope this partnership continues for many years to come.

According to their website, [www.CarmelCares.org](http://www.CarmelCares.org) “Carmel Cares is a group of Carmelites dedicated to keeping Carmel-by-the-Sea a beautiful, inviting and safe place. We help by partnering with the City of Carmel and non-profits whereby our volunteers work on maintenance and improvement projects as well as community engagement programs. We do most of the work ourselves, but also fund various projects through a partnership with CarmelGives.org and the Carmel Chamber of Commerce.

With funding and support from another non-profit organization, Carmel Gives, Carmel Cares continues to recruit for Volunteer Caretakers to take responsibility for coordinating maintenance and improvements for various City assets around the Village. They currently have leaders for Forest Theater, Sunset Center Campus, the Scenic Pathway, Vista Lobos park, Park Branch Library grounds, WWI Memorial Arch, and many landscaped medians across the village. They have also created unique physical structures around Carmel that add to Carmel’s character. All volunteer efforts fall under the guidance of the Public Works Director and Public Works managers.

The City’s Donation and Gift Policy No. 2017-02 is to “establish a formal process for the acceptance and documentation of donations made to the City in a responsible, transparent, and accountable manner.”

Donations of items valued at \$2,499 or below may be accepted by the City Administrator. Donations of items valued at \$2,500 or more must be accepted by the City Council. A Donation Acceptance Form is filled out and issued to the donor for all non-labor donations. Staff will be submitting future agenda reports to the City Council on an approximate quarterly basis for formal acceptance, and appreciation, of donated goods and services.

The presentation from Dale Byrne, Chief Caring Officer of Carmel Cares, will provide an update on the public/private partnership success of the Carmel Cares program, review completed and ongoing projects, and address future opportunities. A similar presentation was given to the Forest and Beach Commission at their September 9, 2020 meeting.

#### **FISCAL IMPACT:**

None. All work described will be paid for or donated by volunteers. The Public Works Department will supplement their volunteers from time to time with labor, materials, and equipment when it is in the City's interest to do so.

#### **PRIOR CITY COUNCIL ACTION:**

At the October 6, 2020 meeting, the City Council adopted Resolution 2020-067 accepting donations from Carmel Cares including the roll up window at the concession stand at Forest Theater.

#### **ATTACHMENTS:**



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

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Britt Avrit, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** November 2, 2020 Special Meeting Minutes, November 3, 2020 Meeting Minutes, and November 23, 2020 Special Meeting Minutes

## RECOMMENDATION:

Approve November 2, 2020 Special Meeting Minutes, November 3, 2020 Meeting Minutes, and November 23, 2020 Special Meeting Minutes as presented.

## BACKGROUND/SUMMARY:

The City Council routinely approves the Minutes of its meetings.

## FISCAL IMPACT:

None for this action.

## PRIOR CITY COUNCIL ACTION:

None for this action.

## ATTACHMENTS:

November 2, 2020 Special Meeting Minutes  
November 3, 2020 Meeting Minutes  
November 23, 2020 Special Meeting Minutes

**CITY COUNCIL SPECIAL MEETING**  
**Monday, November 2, 2020**  
**4:30 PM**

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

**CALL TO ORDER AND ROLL CALL**

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

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

**PUBLIC APPEARANCES**

None

**CLOSED SESSION**

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

**ADJOURNMENT**

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Britt Avrit, MMC  
City Clerk

**REGULAR MEETING**  
**Tuesday, October 6, 2020**  
**4:30 PM**

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

**CALL TO ORDER AND ROLL CALL**

Mayor/Chair Potter called the meeting to order at 4:30

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

**PUBLIC APPEARANCES**

None

**ANNOUNCEMENTS**

**Item A:** City Administrator Announcements

The City Administrator wished the Mayor happy birthday, thanked the Mayoral and Council Member candidates for a great campaign and stated a link will be available on the City's website for election results after 8:00 p.m.

**Item B:** City Attorney Announcements

The Mayor stated the City Council met in Closed Session on November 2, 2020 and discussed the matters listed on the agenda with no reportable action.

**Item C:** Councilmember Announcements

Council Member Theis stated Monterey Regional Waste Management District is researching ways to reopen Last Chance Mercantile.

Council Member Reimers discussed the Mutt Mitt Program, and recognized a donor who donated \$5,000 to the program.

Council Member Baron thanked Council Member Reimers for her service, complimented the Community Activities Commission and the Libraries & Community Activities Director for the City's farmers market, and discussed the upcoming Climate Committee meeting.

Mayor Potter thanked the election candidates for running a professional campaign.

## **CONSENT AGENDA**

Mayor Pro Tem Richards requested Item No. 5 be removed for separate discussion.

On a motion by Council Member Reimers and seconded by Council Member Theis, the City Council approved the Consent Calendar with the exception of Item No. 5 by the following roll call vote:

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

**Item 5:** Resolution 2020-074 approving a partial waiver of the building fees and planning application fees associated with the Golden Bough Theater remodel

Mayor Potter requested clarification of the status of PacRep's fundraising.

The following members of the public spoke on this item:

Stephen Moorer  
Jeanette Witten

Discussion among the City Council and staff included discussion of the impact of Covid-19 on nonprofit organizations in the City and discussion of 'soft costs' and 'hard costs.' The City Council discussed their support of nonprofit organizations and an alternate option of waiving \$19,500 in fees was discussed. Additionally discussion took place regarding the cost of staff time, the elimination of all projects from the City's budget, being fiscally conservative and the reiteration of the City's support to offer a 50% reduction in fees at this time.

On a motion by Council Member Baron and seconded by Council Member Theis, the City Council approved Consent Calendar Item No. 5 as provided in the Staff Report, by the following roll call vote:

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

**Item 1:** October 5, 2020 Special Meeting Minutes, October 6, 2020 Meeting Minutes, and October 22, 2020 Special Meeting Minutes

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

**Item 3:** September 2020 Check Register Summary

### **CONSENT AGENDA CONTINUED...**

**Item 4:** Resolution 2020-073 authorizing and approving the City of Carmel-by-the-Sea current pay rates and ranges for At-Will classifications salary plan in accordance with Municipal Code 2.52.520 effective November 1, 2020

**Item 5:** Resolution 2020-074 approving a partial waiver of the building fees and planning application fees associated with the Golden Bough Theater remodel

**Item 6:** Resolution 2020-075 authorizing the City Administrator to execute Amendment No. 1 to the Measure X Pavement Management Programs Funding Agreement with the Transportation Agency for Monterey County

### **ORDERS OF BUSINESS**

**Item 7:** Resolution 2020-076 authorizing the placement of a plaque in the garden at the Harrison Memorial Library honoring longtime Carmel-by-the-Sea Garden Club member Shirley Meneice for her service to the community

The Libraries & Community Activities Director provided the staff report for this item.

Discussion among the City Council and staff included the City Council's appreciation of Ms. Meneice for her service to the community.

On a motion by Council Member Theis and seconded by Mayor Pro Tem Richards, the City Council adopted Resolution 2020-076 authorizing the placement of a plaque in the garden at the Harrison Memorial Library honoring longtime Carmel-by-the-Sea Garden Club member Shirley Meneice for her service to the community, by the following roll call vote:

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

**Item 8:** Hold the Public Meeting to receive testimony on the proposed renewal of the Carmel Hospitality Improvement District and the levying of assessments

Council Member Theis stated she needs to recuse from this item because she owns a hotel and left the meeting at this time.

Visit Carmel Executive Director Amy Herzog gave the presentation for this item.

The City Council requested clarification regarding the proposed increase, specifically if this increase restricts the percentage to 3% for 10 years and requested clarification regarding how another increase could be processed in the future if needed.

**Item 8 continued...**

The following members of the public spoke on this item

Mark Watson  
Chris Woodman  
Mary Crowe

The City council thanked everyone involved for their hard work with this process.

No vote required, public meeting has been held and testimony received.

Council Member Theis returned to the meeting at this time.

**Item 9:** Resolution 2020-077 authorizing the Mayor to execute a fourth amendment to the City Administrator At-Will Employment Agreement effective November 1, 2020

Council Member Reimers provided the staff report for this item.

Discussion among the City Council included the City Council's appreciation of the thoroughness of the process, the City Administrator's 'fit' with the City and the Council's appreciation of the attention he gives to the village. The City Council requested that the City Administrator's goals be included in his file and reviewed on a regular basis.

On a motion by Mayor Pro Tem Richards and seconded by Council Member Reimers, the City Council adopted Resolution 2020-077 authorizing the Mayor to execute a fourth amendment to the City Administrator At-Will Employment Agreement effective November 1, 2020, by the following roll call vote:

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

**Item 10:** Resolution 2020-078 accepting tree mitigation and donation from Laura Overett and approving a budget amendment to the Fiscal Year 2020/21 Adopted Budget for the North Dunes Habitat Restoration Project

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

The City Council requested clarification regarding the trees recommended to be removed.

Discussion among the City Council and staff included discussion of when and why the Dunes were purchased and the City Council expressed their appreciation to Ms. Overett for her generous donation. Council Member Reimers quoted from the July 15, 2008 North Dunes & Del Mar Dunes Habitat Restoration Plan written by Jean Ferreira, Botanist: "3. Identify Monterey Cypress landscaping areas in North Dunes that will be maintained as historical landscaping. Remove all other non-native trees in the dunes with exception of one landmark sized Eucalyptus tree at the corner of Ocean and N, San Antonio Ave."

**Item 10 continued...**

Council Member Reimers made a motion and Council Member Theis seconded.

The City Council and staff discussed the established North Dunes Plan and discussed an objection to changing that plan to allow the Council to identify and remove trees when that should be left up to staff. Additionally, the Council discussed supporting the action taken by the City Council two years ago, discussed restoring the Dunes and not restoring the forest; removal of the 10 trees was approved by the plan. Discussion took place regarding the growth of trees in the two years since the plan was adopted, the dimensional standard for removing trees, the restoration effort was to remove planted trees to propagate native dunes species, and discussion of the legality of making changes to which trees are removed. Additionally the City Council discussed using the donation to defer to staff to manage the plan a previous Council has approved. The motion honors the plan from 2008.

On a motion by Council Member Reimers and seconded by Council Member Theis, the City Council adopted Resolution 2020-078 accepting tree mitigation and donation from Laura Overett and approving a budget amendment to the Fiscal Year 2020/21 Adopted Budget for the North Dunes Habitat Restoration Project and "Included in this motion are Staff's recommendations for the \$21,250 to be allocated to the North Dunes Habitat Restoration Capital Improvement Project to fund the following tasks as amended - Native Solutions' dunes biologist, Joey Canapa , for data collection and preparation of the Year 4 and 5 technical report required by the Coastal Development Permit. With an estimated fee of \$7,000, an amendment to the Agreement with Native Solution would be submitted for Council approval at an upcoming meeting. While staff will continue to manage the overall project and have field crews support the project to the extent possible, staff does not have the technical knowledge nor sufficient time to perform these professional services in house; Design and installation of interpretive signage; the tree removal permit that has been approved by the Coastal Commission will be implemented immediately to remove the trees by the volleyball court and nearby as well as the additional trees permitted by the permit and selected by the Forester, Sara Davis. All trees to be removed are the planted trees by the Volleyball Court, designated to be removed in the Jean Ferreira, Botanist, report of July 15, 2008. Should they measure greater, should any trees measure greater than the 8" at chest height, one tree in another location on the Dunes will be allowed to remain, reducing the number of removals to nine; Potential split rail fencing along the site borders along San Antonio and Ocean Avenue", by the following roll call vote:

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

**FUTURE AGENDA ITEMS**

Council Member Baron requested the City Council discuss at a future meeting a pilot program that would close Scenic Avenue for recreational activities potentially one morning a week.

### **CLOSING REMARKS**

Council Member Reimers thanked previous Council Members and those current Council Members who voted yes to restore the Dunes, thanked Save Our Native Dunes for honoring the original plan to restore the Dunes, thanked her supporters in her position and thanked the staff.

Council Member Theis thanked Council Member Reimers for her commitment to the City, for her service on the Planning Commission and expressed her appreciation for knowing where Council Member Reimers stood on certain issues. Council Member Theis also expressed appreciation for Council Member Reimers' boldness and thoroughness and stated she enjoyed working with her.

Council Member Baron thanked Council Member Reimers for her service and stated he enjoyed working with her over the past 2 years.

Mayor Pro Tem Richards stated he hates to see Council Member Reimers leave and expressed his appreciation for her willingness to listen.

City Administrator Rerig stated he is grateful for Council Member Reimers' support and bringing the Council together and stated she is a wonderful addition to the City team.

Mayor Potter thanked Council Member Reimers for her welcoming attitude and stated her leadership made a difference.

### **ADJOURNMENT**

Mayor Potter adjourned the meeting at 6:18 p.m.

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Britt Avrit, MMC  
City Clerk

**CITY COUNCIL SPECIAL MEETING**  
**Monday, November 23, 2020**  
**4:30 PM**

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

**CALL TO ORDER AND ROLL CALL**

Mayor Potter called the meeting to order at 4:32 p.m.

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

**PUBLIC APPEARANCES**

None

**PUBLIC HEARINGS**

**Item 1:** CDP 18-231 - Beach Fire Management Pilot Program

The Acting Community Planning and Building Director provided the staff report for this item.

The following members of the public spoke on this item

Amy Hall

Jeannie McCullough

Discussion among the City Council and staff included discussion of the current program, the fiscal impact of the fire pits in a COVID and non-COVID era, a propane only program, potential "community fires" at which the community could enjoy a fire on the beach and discussion of other city's beach fire programs and restrictions. Additional discussion took place regarding the purpose for the item being heard by the City Council at this time and the implications if the City Council does not take action on the Pilot Program. The City Council discussed a previous request that the two sides of the issue get together and try to reach a compromise and discussed potentially extending the program for a year and a half or two years to allow time to test the success of the Pilot Program at a time when restrictions due to COVID are not in place. Discussion of the importance of taking action on the Pilot Program and discussion of potentially making the Pilot Program permanent took place.

On a motion by Council Member Theis and seconded by Mayor Pro Tem Richards, the City Council approved extending the current Beach Fire Pilot Program to May 31, 2022, by the following roll call vote:

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

**ADJOURNMENT**

Mayor Potter adjourned the meeting at 5:02 p.m.

APPROVED:

ATTEST:

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Dave Potter, Mayor

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Britt Avrit, MMC  
City Clerk



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Britt Avrit, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

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

#### RECOMMENDATION:

Review and receive monthly reports.

#### BACKGROUND/SUMMARY:

This is a monthly series of reports.

Based upon Council direction provided during the April 7, 2020 meeting, staff have added a new section to the monthly staff report regarding the home mail delivery program.

The invoice submitted by Peninsula Messenger Service for the month of October shows 182 residents are receiving mail delivery service.

#### FISCAL IMPACT:

None for this action.

#### PRIOR CITY COUNCIL ACTION:

Monthly approvals.

#### ATTACHMENTS:

- Attachment #1 - City Administrator Contract Log
- Attachment #2 - Community Planning & Building Report
- Attachment #3 - Police, Fire & Ambulance Report
- Attachment #4 - Public Records Act Request Logs
- Attachment #5 - Public Works and Forester's Report for October 2020

## City Administrator Contract Log FY 2020-21

[illegible]



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

October 2020

### Community Planning and Building Department

|               |                                                                       |
|---------------|-----------------------------------------------------------------------|
| TO:           | Honorable Mayor and City Council Members                              |
| SUBMITTED BY: | Marnie R. Waffle, AICP, Acting Community Planning & Building Director |
| SUBMITTED ON: | November 23, 2020                                                     |
| APPROVED BY:  | Chip Rerig, City Administrator                                        |

#### OCTOBER 2020 – DEPARTMENT ACTIVITY REPORT

##### I. PLANNING APPLICATIONS:

In October of 2020, **26** planning permit applications were received.

##### II. BUILDING PERMIT APPLICATIONS:

In October of 2020, **49** Building Permit applications were received.

##### III. CODE COMPLIANCE CASES:

In October of 2020, **9** new code compliance cases were initialized.

##### IV. ENCROACHMENT APPLICATIONS:

In October of 2020, **37** encroachment permit applications were received.

##### V. YEAR-TO-DATE TRENDS

Table 1 includes the October 2020 totals, for planning and building permit applications, encroachments and code compliance cases with a comparison to October 2019 totals. As shown in the table, in 2020 there was a **37% decrease** in planning permit applications, a **31% decrease** in building permit applications, **66% decrease** in code compliance cases, and a **50% increase** in encroachment permit applications compared to the same period 2019.

**Table 1. Permit Application Totals**

|              | <u>Planning</u> | <u>Building</u> | <u>Code Compliance</u> | <u>Encroachments</u> |
|--------------|-----------------|-----------------|------------------------|----------------------|
| 2019 Totals  | 452             | 639             | 348                    | 210                  |
| 2020 Totals  | 284             | 439             | 118                    | 315                  |
| % Difference | -37%            | -31%            | -66%                   | 50%                  |



## Planning Permit Report

10/01/2020 - 10/31/2020

| Permit # | Permit Type      | Project Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Address/Location                                  | Date Received | Date Approved | Status    |
|----------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|---------------|---------------|-----------|
| 20323    | Design Study     | REMODEL OF AN EXISTING SINGLE FAMILY RESIDENCE WITH DETACHED GARAGE. REVISION TO PREVIOUSLY APPROVED DESIGN STUDY DS 15-322 TO CHANGE EXTERIOR MATERIALS, DOOR AND WINDOW LOCATIONS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Northeast Corner of San Antonio and Ocean Avenues |               |               | In Review |
| 20322    | Business License | <p>1. This business license BL 20-322 (Studio Fogline) authorizes use of a 200 square foot commercial space offering the following goods and services.</p> <p>a. Primary Use: This use is classified as an offices of a mail order houses or catalog order store (NAICS 454110):</p> <p>i. This industry comprises establishments primarily engaged in retailing all types of merchandise using nonstore means, such as catalogs, toll free telephone numbers, or electronic media, such as interactive television or the Internet. Included in this industry are establishments primarily engaged in retailing from catalog showrooms of mail-order houses.</p> <p>ii. Offices of mail order houses or catalog order stores with no retail outlet are allowed in the RC district (CMC 17.14.040.T.6.b). Retail sales from the business space is prohibited.</p> <p>b. Ancillary Use: The Ancillary Use shall be classified as a Interior Design Service (NAICS 541410):</p> | 8th Avenue 4 NW of San Carlos                     | 10/28/2020    |               | Approved  |

|       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                            |            |            |           |
|-------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------|------------|-----------|
|       |                  | i. This industry comprises establishments primarily engaged in planning, designing, and administering projects in interior spaces to meet the physical and aesthetic needs of people using them, taking into consideration building codes, health and safety regulations, traffic patterns and floor planning, mechanical and electrical needs, and interior fittings and furniture. Interior designers and interior design consultants work in areas, such as hospitality design, health care design, institutional design, commercial and corporate design, and residential design. This industry also includes interior decorating consultants engaged exclusively in providing aesthetic services associated with interior spaces. |                                                                            |            |            |           |
| 20320 | Design Study     | Demolition of existing single family residence and construction of new 2-story residence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | San Antonio 5 SE of 8th                                                    |            |            | In Review |
| 20319 | Design Study     | New Driveway Gate located in the shared easement at the front of the property requiring review and approval by the Planning Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 26162 Ladera Drive                                                         | 10/26/2020 | 11/10/2020 | Approved  |
| 20318 | Sign             | Commercial sign for Big Little Boxes located at Carmel Square                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | San Carlos between ocean and 7th                                           | 10/23/2020 | 11/3/2020  | Approved  |
| 20317 | Design Review    | Replacement of 7, 150 wall, 2,700 - Kelvin, High-pressure sodium parking lot lights with 24-watt (150-watt equivalent), 2700-Delvin LED's. Only the bulbs, ballasts and associated wiring will be replaced. The light poles and light fixtures will not be replaced and will remain in the same locations.                                                                                                                                                                                                                                                                                                                                                                                                                             | SS Eighth between Mission and San Carlos (Sunset Center North Parking Lot) | 10/23/2020 |            | In Review |
| 20316 | Design Study     | Replacing existing windows with energy efficient dual pane windows                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 4 Santa Rita SW 3rd.                                                       |            |            | Closed    |
| 20315 | Business License | Psychotherapist Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Lincoln 2 NW of 7th                                                        |            |            | Closed    |

|       |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                       |            |            |                  |
|-------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------|------------|------------------|
| 20314 | Use Permit       | Extend operating hours to midnight                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Lincoln SE of Ocean Avenue            | 10/22/2020 |            | Scheduled for PC |
| 20313 | Business License | <p>This business license authorizes the use of a 1,080 square foot restaurant space located in the Service Commercial (SC) Zoning District, offering the following goods and services: Primary Use: This use is classified as a Full-Line Restaurant (NAICS 722110): Approval of this permit authorizes the establishment of a full-line restaurant</p> <p>selling a full line of prepared food and drinks for on-site consumption using non-disposable plates, glasses and utensils. This use is permitted as per Use Permit UP</p> <p>13-1 (Pastries &amp; Petals). The restaurant is authorized 24 interior seats and 23 exterior seats. Ancillary Use: The sale of alcoholic beverages is permitted, but shall be subordinate to the primary use. No more than 20% of the seating is permitted at a bar or in a separate bar room. Other goods or services not directly related to the authorizations listed in condition #1 are prohibited. The use shall be operated in compliance with the floor plan, menu, and business description included as part of the application received on November 14, 2020.</p> | Mission between 4th and 5th           | 10/21/2020 | 11/18/2020 | Approved         |
| 20312 | Design Study     | EXTEND MAIN LEVEL OF AN EXISTING SINGLE FAMILY RESIDENCE WITH ATTACHED LOWER LEVEL GARAGE. ADD MASTER BEDROOM SUITE. REMODEL INTERIOR INCLUDING KITCHEN AND BATHROOMS. REPLACE EXTERIOR SIDING, ROOF, WINDOWS AND DOORS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CAMINO REAL 6 NORTHEAST OF 4TH AVENUE |            |            | In Review        |

|       |                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                    |            |           |                      |
|-------|---------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------|-----------|----------------------|
| 20310 | Design Study        | Install artificial turf and landscape upgrade/revision                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Santa Fe 4 SE of 1st               | 10/21/2020 |           | In Review            |
| 20309 | Design Study        | Landscape renovation to include 63' of 18" high stucco wall with stone cap along driveway, 10 x 12 stone patio, 40' long gravel stepped pathway, removal of 12 Catalina Cherry Trees                                                                                                                                                                                                                                                                                                                                      | 2996 Franciscan Way                | 10/22/2020 |           | Corrections Required |
| 20306 | Variance            | Variance assoc. with DS 20-191 (Brookes). Request for a variance to the cumulative side yard setback regulation based on existing, irregular lot configuration                                                                                                                                                                                                                                                                                                                                                            | Carmel 2 NW of 12th                | 10/20/2020 |           | In Review            |
| 20305 | Design Study        | Demolish duplex, new 1600 s.f. SFR with 200 s.f. garage                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | SEC Lincoln and 3rd Ave.           |            |           | In Review            |
| 20304 | Sign                | Additional sign in window next to existing Songbird Counseling sign                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Lincoln, 2 NW of 7th               | 10/15/2020 | 11/3/2020 | Approved             |
| 20303 | Business License    | Retail sales of bespoke home and garden goods                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | San Carlos 3 NW of 8th             | 10/15/2020 |           | Corrections Required |
| 20302 | Historic Evaluation | Historic Determination of existing residence that has been substantially remodeled                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ocean Avenue 2 NW of Guadalupe     | 10/13/2020 |           | In Review            |
| 20301 | Bench Dedication    | Bench for late wife Carole Weston Kyewski                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desired location - 1st Murphy Park | 10/13/2020 |           | In Review            |
| 20300 | Design Study        | Remodel interior, new Addition, Garage to be demolished and rebuilt and relocated on property                                                                                                                                                                                                                                                                                                                                                                                                                             | Dolores 5 NW of 2nd                | 10/12/2020 |           | In Review            |
| 20299 | Design Study        | Construct an 88 SF bathroom addition under the CBTS 2nd bathrom protocl. The new bathroom will be constructed at the rear of the property as described in the enclosed construction drawings. It will be installed where there is existing site coverage and that site coverage will be removed prior to constructing the new bathroom. No new site coverage will be installed as a a result of this addition & existing site coverage of 2 x 88 sf or 176 sg of site coverage will be removed by the owner as reuired by | Santa Fe 3 SE of 2nd               | 10/13/2020 |           | Corrections Required |

|       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |            |            |                    |
|-------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------|------------|--------------------|
|       |                                 | the 2nd Bathroom protocol. The architectural style of the roofline for the addition and all construction materials and windows will be consistent and compatible with the existing look. the New bathroom will consist of a shower and single washbasin and toilet.                                                                                                                                                                                                                                    |                             |            |            |                    |
| 20298 | Preliminary Site Assessment     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 6th 2 NE of 8th             |            |            | Pending Assignment |
| 20297 | Landscape Plan Check/Inspection | Remove Large eugenia bushes in the rear yard and replace with plants per attached landscape plan                                                                                                                                                                                                                                                                                                                                                                                                       | 4920 Monterey Street        | 10/9/2020  |            | In Review          |
| 20296 | Design Study                    | 1. This approval authorizes the repair of a 90 square foot second story deck and addition of a tile walking surface and new metal railing. The project also includes the replacement of a garage door and the painting of the exterior trim brown trip "Mexican Sand Dollar" by Kelly Moore. The project shall be consistent with the project plans and supplemental materials prepared by William Mefford, dated received, November 10, 2020, except as modified by the conditions of approval herein | Carmelo 3 NE of Santa Lucia | 10/9/2020  | 11/16/2020 | Approved           |
| 20295 | Design Study                    | Spa & retaining wall to be added. Replacement of south gravel walkway with permeable surface. Adjustments of patio footprints.                                                                                                                                                                                                                                                                                                                                                                         | 26174 Dolores Street        | 10/20/2020 |            | In Review          |
| 20294 | Design Review                   | Outdoor seating on private property                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                             |            |            | In Review          |
|       |                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                             |            |            |                    |

Total Records: 26

11/23/2020



## Building Permit Report

10/01/2020 - 10/31/2020

| Permit # | Date Submitted | Date Approved | Project Description                                                                                                                                                                                   | Valuation | Permit Type | Property Location                 |
|----------|----------------|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------|-----------------------------------|
| 200441   | 10/29/2020     | 10/29/2020    | Residential. Remove and replace leaking water heater. Install Bradford White 50 gallon electric water heater. Contact: A & R Plumbing (831) 394-7221                                                  | 2,000     | Plumbing    | SE Corner Mission & 4th, Unit #1  |
| 200440   | 10/29/2020     |               | Residential. Install approx 60' of new water service. Contact: Chris Wilson Plumbing and Heating (831) 393-9321                                                                                       | 6,026     | Building    | Casanova 5 SW of 9th              |
| 200439   | 10/29/2020     | 10/30/2020    | Residential. Install shower at existing location. Contact: JD's Plumbing (831) 394-3100                                                                                                               | 5,000     | Plumbing    | Casanova 3 SW of 13th             |
| 200438   |                |               | VOID                                                                                                                                                                                                  | 0         | Building    |                                   |
| 200437   | 10/30/2020     | 10/30/2020    | Commercial. Repair damage to existing fence. Revised: Replace approx. 66' of perimeter fencing around property in the same location and at the same height. Contact: Cecile Williamson (831) 624-3825 | 0         | Exempt Work | SW Corner Ocean Avenue & Casanova |
| 200436   | 10/30/2020     |               | Residential. Installing 11 solar P.V panels with battery storage on existing residential roof. No change to electric system                                                                           | 26,076    | Building    | Torres 2 NE of 4th                |
| 200435   | 10/29/2020     | 10/29/2020    | Residential. Replace a 100amp main electrical panel in-kind. Contact: Wright Electrical Company (831) 207-1519                                                                                        | 3,100     | Electrical  | Camino Real 5 NW of 4th           |
| 200434   | 10/29/2020     |               | Commercial. Replace (e) roof-top package unit with new Bryant 577CPWC48090 in-kind with 90k BTU unit. Contact: R & S Heating & Sheet Metal (831) 641-0508                                             | 10,900    | Mechanical  | SE Corner Ocean & Dolores         |
| 200433   | 10/30/2020     |               | Residential. Installing 14 solar P.V panels with battery storage on existing residential roof. No change to electric system                                                                           | 20,849    | Electrical  | Santa Fe 2 NE of 1st              |
| 200432   | 10/29/2020     | 10/29/2020    | Remove and replace 60,000 BTU furnace/AC unit. Contact: Chris Wilson Plumbing and Heating (831) 375-4591                                                                                              | 10,000    | Mechanical  | Dolores 4 NE of 1st               |

|        |            |            |                                                                                                                                                                                                                                                                                                                                                          |        |            |                                 |
|--------|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|---------------------------------|
| 200430 | 10/29/2020 | 10/30/2020 | Residential. Re-roofing: Remove existing wood shake roofing and replace section on 1st story SE side, Certainteed Presidential TL autumn blend color. Contact: Dority Roofing (831) 375-8158                                                                                                                                                             | 18,400 | Roofing    | Vizcaino 7 SW of Mountain View  |
| 200429 | 10/23/2020 | 10/30/2020 | Commercial. Remove old galvanized metal roof, install 1/2" ultra fold barrier to separate old roof from new. Install 60 mil with PVC membrane CONDITION: COLOR OF PVC MUST BE TAN, replace old pipe penetrations 10" or smaller vent assemblies with new PVC flashings. Install 2" 2pc compression metal drip edge. Contact: Ross Roofing (831) 394-8581 | 32,775 | Building   | San Carlos 2 SE 5th             |
| 200428 | 10/23/2020 |            | Residential. Installing 11 solar P.V panels with battery storage on existing residential roof. No change to electric system.                                                                                                                                                                                                                             | 26,076 | Electrical | Torres 2 NE of 4th              |
| 200427 | 10/22/2020 |            | Residential. Installation of 3.780 kW - 9 panel solar array.                                                                                                                                                                                                                                                                                             | 22,000 | Electrical | Scenic 4 NE of 12th             |
| 200426 |            |            | VOID                                                                                                                                                                                                                                                                                                                                                     | 24,000 | Building   |                                 |
| 200425 | 10/22/2020 |            | Residential. Remodel kitchen. All appliances to go back in same location. Add track lighting on walls.                                                                                                                                                                                                                                                   | 40,000 | Building   | Casanova 7 SW of 13th           |
| 200424 |            |            | VOID                                                                                                                                                                                                                                                                                                                                                     | 0      | Building   |                                 |
| 200423 | 10/19/2020 | 10/20/2020 | Residential. Re-roofing: Remove existing shake roof and replace with a CertainTeed Landmark TL composition shingles, Country Grey. Contact: Dority Roofing (831) 375-8158                                                                                                                                                                                | 51,040 | Roofing    | Scenic 4 NE of 12th             |
| 200422 | 10/19/2020 | 10/19/2020 | Residential. Replace (e) 100 amp main panel with new 100 amp main electrical panel. Contact: Mike Bruno Electric (831) 402-1221                                                                                                                                                                                                                          | 2,300  | Electrical | SE Corner Lincoln & 1st         |
| 200421 | 10/19/2020 |            | Residential. Solar PV/ gridtied / 7.13kw/ 19 modules / add 125a subpanel.                                                                                                                                                                                                                                                                                | 35,500 | Electrical | Forest 2 SE of 8th              |
| 200420 | 10/16/2020 |            | Residential. Open portions of framing to expose interior foundation, floor, wall and roof connections to better understand (e) buildings, identify structure and prepare for full permit submission. Remove hazardous exterior stucco/paint and replace to match existing.                                                                               | 68,160 | Demolition | San Antonio 2 NE of Santa Lucia |

|        |            |            |                                                                                                                                                                                            |         |             |                               |
|--------|------------|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|-------------------------------|
| 200419 | 10/16/2020 |            | Residential. Remodel including 2 baths, bedroom on main floor, remove existing kitchen and bath on upper floor and replace, new deck over existing lower floor bedroom and guardrails.     | 527,839 | Building    | Camino Real 5 SW of 10th      |
| 200418 | 10/15/2020 |            | Residential. Additions to (e) SFR with new detached 1 car garage.                                                                                                                          | 500,000 | Building    | Carmelo 3 SW of 7th           |
| 200417 | 10/14/2020 | 10/14/2020 | Residential. Replace 11 (e) wood windows in existing openings with Jeldwen solid wood windows. Contact: Austin Barker (831) 229-8287                                                       | 0       | Exempt Work | Casanova 3 SW of 13th         |
| 200416 | 10/14/2020 |            | Residential. Remodel existing residence and add addition.                                                                                                                                  | 350,000 | Building    | North Camino Real 4 SW of 2nd |
| 200415 | 10/13/2020 | 10/13/2020 | Residential. Replace kitchen windows with new Sierra Pacific aluminum clad windows and doors with simulated divided lights. Contact: RC Benjamin (831) 236-8437                            | 0       | Exempt Work | Junipero 3 SE of 12th         |
| 200414 | 10/12/2020 | 10/28/2020 | Residential. INTERIOR REMODEL ONLY, REPLACE EXISTING KITCHEN FIXTURES, CABINETS, AND APPLIANCES WITH NEW FIXTURES, CABINETS, AND APPLIANCES. Contact: Wayfinder Development (831) 521-2489 | 25,000  | Building    | Casanova 3 SE of 2nd          |
| 200413 | 10/12/2020 | 10/12/2020 | Residential. Remove & replace water heater in basement. Install 40 gallon Bradford-White water heater. Contact: A&R Plumbing (831) 394-7221                                                | 2,500   | Plumbing    | Vista 2 NW of Mission         |
| 200412 | 10/12/2020 | 11/18/2020 | Residential. Installation of 1 energy storage system. Contact: Tesla (805) 821-1010                                                                                                        | 7,000   | Electrical  | SW Corner Camino Real & 11th  |
| 200411 |            |            | Residential                                                                                                                                                                                | 0       | Building    |                               |
| 200410 | 10/12/2020 | 10/14/2020 | Residential. Remove composition shingles - install composition shingles. Contact: SEL Roofing & Waterproofing (831) 277-6738                                                               | 15,534  | Roofing     | NW Corner Santa Rita & 1st    |
| 200409 | 10/9/2020  | 10/9/2020  | Residential. Water heater leaks and needs to be changed.                                                                                                                                   | 0       | Plumbing    | Mission 5 SW of 12th          |

|        |            |            |                                                                                                                                                                                                                                                                                                             |         |            |                           |
|--------|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------|---------------------------|
| 200408 | 10/8/2020  |            | Residential. Installation of two energy storage systems. Contact: Tesla (805) 821-1010                                                                                                                                                                                                                      | 14,000  | Electrical | San Antonio 4 NW of 12th  |
| 200407 | 10/8/2020  | 10/8/2020  | Residential. Overhead meter main load center service change from 100 amp to a 200 amp service. Contact: Craft Electric Co (831) 915-3488                                                                                                                                                                    | 3,000   | Electrical | Guadalupe 4 SE of 5th     |
| 200406 | 10/7/2020  |            | Residential. Voluntary Floor Stabilization and Drainage Installation in Crawlspace. Contact: Mark Phelps (925) 961-7912                                                                                                                                                                                     | 10,000  | Building   | Torres 3 SW of 2nd        |
| 200405 | 10/6/2020  | 10/13/2020 | Residential. Remove 1 structural column and replace with 2 new beams and 4 new columns. Contact: Stepanek Construction (831) 915-2730                                                                                                                                                                       | 12,000  | Building   | SW Corner Junipero & 5th  |
| 200404 | 10/5/2020  |            | Residential. Remove & dispose of (e) tar & gravel roof. Inspect and replace any damaged wood. Install Malarkey roofing system, replace all pipe, plumbing vent, drain pipe flashings. Mop a flood coat of hot asphalt and install 1/4" crushed gray granite over roof. Contact: Ross Roofing (831) 394-8581 | 18,306  | Roofing    | 1st 2 SW of Dolores       |
| 200403 | 10/23/2020 |            | Residential . Remove existing tile on deck and replace with two layers of fire sheet, single ply 60 MIL PVC roofing material. Remove gutters and down spouts and replace with new. Secure existing railing, install pedestals with slip sheet, and Install porcelain pavers.                                | 21,600  | Roofing    | Carmelo 4 NW of 4th       |
| 200402 | 10/5/2020  |            | Residential. New ADU and JADU, 1232 s.f. addition.                                                                                                                                                                                                                                                          | 400,000 | Building   | Santa Fe 3 SW of 4th      |
| 200401 | 10/5/2020  | 10/5/2020  | Residential. Replace an (e) forced air heating system including 95%+ efficient furnace and new duct work. Contact: Hardy Quality Air (831) 722-3242                                                                                                                                                         | 9,000   | Mechanical | Santa Fe 3 SW of Mtn View |
| 200400 | 10/5/2020  | 10/15/2020 | Residential. Replace emeter main electrical service panel with new 200 amp main panel. Contact: Tschudin Electric, Inc. (831) 224-2229                                                                                                                                                                      | 3,000   | Electrical | 26000 Junipero Ave        |
| 200399 | 10/5/2020  | 11/2/2020  | Residential. Remove & replace sheetrock - 2 BR, LR & small connecting hall (not include either bath or kitchen). Contact: Bill Nurge (408) 750-6199                                                                                                                                                         | 2,500   | Building   | Monte Verde 2 SE of 7th   |

|        |           |           |                                                                                                                                                   |        |            |                                   |
|--------|-----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------|-----------------------------------|
| 200398 |           |           | Remove existing Eugenia bushes and replace as per plan                                                                                            | 500    | Building   | 4920 Monterey St.                 |
| 200397 | 10/1/2020 | 10/7/2020 | Residential. Tear off (e) roof & install Presidential TL shingles over 15 lb felt & osb plywood. Contact: Williams Roofing Company (831) 758-2749 | 20,000 | Building   | Camino Real 3 SW of 4th           |
| 200396 | 10/1/2020 | 11/2/2020 | Residential. Install new 16 SEER Bryant 126CNA036000 air conditioner. Contact: R & S Heating & Sheetmetal (831) 641-0508                          | 8,600  | Mechanical | SW Corner of Monterey and 1st     |
| 200395 | 10/1/2020 | 11/2/2020 | Residential. Install new Bryant 189BNV025000, 19 SEER air conditioner. Contact: R&S Heating & Sheetmetal (831) 641-0508                           | 9,800  | Mechanical | Lincoln 3 SE of 11th              |
| 200394 |           |           | Roof Top Solar Installation 7.02kw system                                                                                                         | 23,000 | Electrical | Perry Newberry Way 2 s/w 4th Ave. |
| 200393 | 10/1/2020 | 10/1/2020 | Residential. Install electrical for under cabinet light.                                                                                          | 750    | Electrical | San Carlos 4 NE 1st               |
| 200392 |           |           | Residential                                                                                                                                       | 0      | Building   |                                   |
|        |           |           |                                                                                                                                                   |        |            |                                   |

Total Records: 49

11/23/2020



## Code Compliance Report

10/01/2020 - 10/31/2020

| Case # | Case Type:                 | Status | Location                    | Problem Description                  | Date Received | Date Closed |
|--------|----------------------------|--------|-----------------------------|--------------------------------------|---------------|-------------|
| 20125  | Skin Care Complaint        | Closed | Ocean NE of Dolores         | Soliciting sales outside of business | 10/26/2020    | 10/27/2020  |
| 20124  | Skin Care Complaint        | Closed | Ocean NE of Dolores         | Soliciting sales outside of business | 10/25/2020    | 10/27/2020  |
| 20123  | Skin Care Complaint        | Closed | Ocean NE of Dolores         | Soliciting sales outside of business | 10/22/2020    | 10/27/2020  |
| 20122  | Business License Violation | Closed | Ocean NW of Dolores         | Souvenir displays                    | 10/22/2020    | 10/28/2020  |
| 20120  | Sign Violation             | Open   | San Carlos NE of 7th        | Sign Violation                       | 10/17/2020    |             |
| 20119  | Lighting Violation         | Open   | NW Corner of Scenic and 8th | Bright exterior light                | 10/13/2020    |             |
| 20118  | Skin Care Complaint        | Closed | Ocean NE of Dolores         | Soliciting sales outside of business | 10/6/2020     | 10/6/2020   |
| 20117  | Business License Violation | Closed | Ocean NE of Dolores         | Soliciting sales outside of business | 10/3/2020     | 10/3/2020   |
| 20115  |                            |        |                             |                                      |               |             |
|        |                            |        |                             |                                      |               |             |

Total Records: 9

11/23/2020



## Encroachment Permit Report

10/01/2020 - 10/31/2020

| Permit # | Permit Type | Date Submitted | Project Description                                                                                                                                                                    | Property Location             | Date Issued | Status    |
|----------|-------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------|-----------|
| 200315   | Temp Ench   | 10/29/2020     | Trenching of access to underground gas lines as well as power/electrical and sewer. Contact: Rocky Maguire Inc (831) 236-4309                                                          | Casanova 7 NW of Ocean, Lot 2 |             | In Review |
| 200314   | Temp Ench   | 10/29/2020     | Trenching of access to underground gas lines as well as power/electrical and sewer. Contact: Rocky Maguire Inc (831) 236-4309                                                          | Casanova 7 NW of Ocean, Lot 3 |             | In Review |
| 200313   | Temp Ench   | 10/29/2020     | Trenching of access to underground gas lines as well as power/electrical and sewer. Contact: Rocky Maguire Inc (831) 236-4309                                                          | Casanova 7 NW of Ocean, Lot 1 |             | In Review |
| 200312   | Temp Ench   | 10/29/2020     | Replace 30' of 4" lay sewer line 8' deep with manufacture wye. CONDITION: SHORING MUST BE PROPERLY INSTALLED AND MAINTAINED. Contact: Chris Wilson Plumbing and Heating (831) 393-9321 | Santa Rita 3 NE of 5th        | 11/2/2020   | Approved  |
| 200311   | Temp Ench   | 10/29/2020     | Deactivate 1/2" HP plastic service at main. PG&E to do all work. PM 35177951. Contact: PG&E 831-521-6282                                                                               | San Antonio 2 SW of 4th       | 11/5/2020   | Approved  |
| 200310   | Driveway    | 10/29/2020     | Remove (e) driveway and front patio and replace with pavers. No change to existing grade. Contact: Goldstone Masonry (831) 521-3662                                                    | NW Corner Lincoln & 11th      |             | In Review |
| 200309   | Temp Ench   | 10/28/2020     | Replace water service pipe in front yard from meter to house                                                                                                                           | SW Corner of Lobos & 2nd      | 10/28/2020  |           |
| 200308   | Temp Ench   | 10/29/2020     | Replace water service pipe in front yard from meter to house. Contact: MyPlumber Inc (831) 682-1934                                                                                    | SW Corner Lobos & 2nd         |             | In Review |

|        |           |            |                                                                                                                                                                        |                          |            |           |
|--------|-----------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|------------|-----------|
| 200307 | Temp Ench | 10/26/2020 | Replace sewer lateral using pipe bursting. 811 # X029502302. Contact: Rooter King (831) 394-5315                                                                       | San Carlos 5 NE of 3rd   | 10/29/2020 | Approved  |
| 200306 | Temp Ench | 10/23/2020 | PG&E to install new underground service. Applicant to trench, install substructures and backfill. PM #35147344. Contact: PG&E (831) 521-6282                           | Scenic 3 NW of 8th       | 10/23/2020 | Approved  |
| 200305 | Temp Ench | 10/22/2020 | Trenching for PG&E to upgrade gas and electrical service. Contact: Gary Brown (831) 419-5683                                                                           | 1 Sand & Sea             |            | In Review |
| 200304 | Temp Ench | 10/21/2020 | PG&E to install new gas service. PM #35138521. Contact: PG&E (831) 521-6282                                                                                            | Torres 2 SW of 9th       | 10/21/2020 | Approved  |
| 200303 | Temp Ench | 10/21/2020 | 4" fire service, tie in at existing 6" water main, 4" fire line to building corner, vertical DDC, AC and concrete patch paving. Contact: MPE (415) 377-3618            | Lincoln 2 SE of Ocean    | 10/29/2020 | Approved  |
| 200302 | Temp Ench | 10/20/2020 | Replace sewer lateral using pipe bursting. 811# W029300613. Contact: Rooter King (831) 394-5315                                                                        | Torres 2 SE of 5th       | 10/20/2020 | Approved  |
| 200301 | Temp Ench | 10/20/2020 | PG&E to install transponder underground service and meter. Contact: PG&E (831) 521-6282                                                                                | Scenic 7 NW of 8th       | 11/6/2020  | Approved  |
| 200300 | Temp Ench | 10/20/2020 | Replace sewer lateral using pipe bursting. 811 # X029302704. Contact: Rooter King (831) 394-5315                                                                       | Dolores 3 SW of 7th      | 10/20/2020 | Approved  |
| 200299 | Temp Ench | 10/19/2020 | PG&E to replace overhead transformer. Applicant to trench/backfill all and provide electric substructures PG&E to make final connections. Contact: PG&E (831) 521-6282 | Guadalupe 2 NE of 2nd    | 10/19/2020 | Approved  |
| 200298 | Driveway  | 10/19/2020 | Take out old asphalt driveway and replace with 1/2" fine asphalt. 13'x100' driveway. Contact: Coastal Paving and Excavating (831) 809-8991                             | 2nd 2 SE of Torres       | 11/16/2020 | Approved  |
| 200297 | Temp Ench | 10/19/2020 | Remove and replace asphalt patch in the intersection of Junipero & 3rd. Contact: MPE (831) 277-6134                                                                    | SE Corner Junipero & 3rd | 10/19/2020 | Approved  |
| 200296 | Temp Ench | 10/19/2020 | Access the public right-of-way on the beach property to remove two tea trees along south side of driveway. Contact: Ron Brown (831) 620-1352                           | 1 Sand & Sea             |            | In Review |
| 200295 | Temp Ench | 10/16/2020 | PG&E to install overhead transformer, riser and meter. PM: 35158836. Contact: PG&E (831) 521-6282                                                                      | Camino Real 2 SW of 2nd  |            | In Review |

|        |           |            |                                                                                                                                                      |                              |            |           |
|--------|-----------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------|-----------|
| 200294 | Temp Ench | 10/16/2020 | Placement of a pod to store furniture during floor refinishing. Contact: Wayne Wood (831) 905-6799                                                   | San Carlos 2 NE of 2nd       | 10/19/2020 | Approved  |
| 200293 | Temp Ench | 10/16/2020 | Replace sewer lateral using pipe bursting. 811# W028800421. Contact: Rooter King (831) 394-5315                                                      | Lobos 4 NE of 3rd            | 10/19/2020 | Approved  |
| 200292 | Temp Ench | 10/14/2020 | Replace sewer lateral using pipe bursting. 811# W028100178. Contact: Rooter King (831) 394-5315                                                      | Casanova 2 NE of 7th         | 10/14/2020 | Approved  |
| 200291 | Temp Ench | 10/13/2020 | Replacement of sewer lateral using pipe bursting. 811# W028000289. Contact: Rooter King (831) 394-5315                                               | 1st 2 NE of Lobos            | 10/13/2020 | Approved  |
| 200290 | Temp Ench | 10/13/2020 | Replacement of sewer lateral using pipe bursting. 811# W028100185. Contact: Rooter King (831) 394-5315                                               | San Carlos 3 NE of 13th      | 10/13/2020 | Approved  |
| 200289 | Temp Ench | 10/13/2020 | Replacement of sewer lateral using pipe bursting. 811# W028100180. Contact: Rooter King (831) 394-5315                                               | San Antonio 4 NE of 4th      | 10/13/2020 | Approved  |
| 200288 | Temp Ench | 10/13/2020 | Remove and replace a 3x3 square of sidewalk. Contact: Perkins Grading & Underground (831) 236-1101                                                   | San Carlos 2 NE of 12th      | 10/19/2020 | Approved  |
| 200287 | Temp Ench | 10/13/2020 | Replace approx 80' of sewer line from clean out through breezeway to city main in Dolores St. 811# W028200189. Contact: ACME Plumbing (831) 422-2311 | San Carlos 3 SW of 5th       | 10/14/2020 | Approved  |
| 200286 |           |            |                                                                                                                                                      |                              |            |           |
| 200285 | Temp Ench | 10/8/2020  | Replace sewer lateral using pipe bursting. 811# W027300022. Contact: Rooter King (831) 394-5315                                                      | Santa Fe 2 SE of Ocean       | 10/8/2020  | Approved  |
| 200284 | Temp Ench | 10/7/2020  | AT&T Job A01TTTR to place 1 ground bed. CONDITION: ALL WORK TO REMAIN AT LEAST 12" CLEAR OF STORM DRAIN. Contact: AT&T (559) 454-4900                | NE Corner Dolores & 11th     | 10/20/2020 | Approved  |
| 200283 | Driveway  | 10/5/2020  | Demo (e) asphalt driveway, grade (e) baserock, install new CalStone pavers. Contact: Valley Lanscaping & Paving (831) 596-1344                       | SE Corner Lobos & Valley Way | 10/8/2020  | Approved  |
| 200282 | Temp Ench | 10/5/2020  | Placement of POD in driveway to store furniture while painting. Contact: Chris Tescher (831) 594-7721                                                | Carmelo 2 SW of Ocean        | 10/6/2020  | Approved  |
| 200281 | Driveway  | 10/5/2020  | Replace (e) asphalt driveway with Belgard Cambridge Cobble pavers from garage almost to street, leaving a 4' asphalt apron. Replace (e)              | Santa Fe 3 SE of 2nd         | 10/9/2020  | In Review |

|        |              |  |                                                                           |  |  |  |
|--------|--------------|--|---------------------------------------------------------------------------|--|--|--|
|        |              |  | brick walk with pavers. Contact: Black Diamond Landscaping (831) 206-8795 |  |  |  |
| 200280 | Temp<br>Ench |  | Outdoor Seating in the Public Way for wine tasting                        |  |  |  |
| 200279 | Temp<br>Ench |  | Outdoor Seating in the Public Way for wine tasting                        |  |  |  |
|        |              |  |                                                                           |  |  |  |

Total Records: 37

11/23/2020



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

**October 2020**

**Public Safety**

|                      |                                          |
|----------------------|------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members |
| <b>SUBMITTED BY:</b> | Paul Tomasi, Public Safety Director      |
| <b>SUBMITTED ON:</b> | November 12, 2020                        |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator           |

### **AMBULANCE REPORT**

#### **Summary of Carmel Fire Ambulance October 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 October 2020 the ambulance was able to meet the performance measure. The response time was 96% with (1) code-3 call over 5 minutes.

47 total calls for service in CBTS

26 Code 3 EMS calls for service – Average response time: 2:58 min, (One EMS calls over 5:00 min)

### **MONTEREY FIRE REPORT**

#### **Summary of Monterey Fire October 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 October 2020 the fire department was able to meet the performance measure. The response time was 96% with (1) code-3 calls over 5 minutes.

63 total calls for service in CBTS Average response time: 3:38 min.

44 total Code-3 calls

### **BEACH FIRES**

Illegal beach fire statistics were not recorded during the month of October.



## RESPONSE SUMMARY REPORT BY DISTRICT

### 27015 CARMEL-BY-THE-SEA FIRE AMBULANCE

Alarm Dates: 10/01/2020 to 10/31/2020



### MEDICAL RESPONSES CARMEL CITY

| INCIDENT        | PRIORITY     | DATE       | ALARM       | ARRIVAL     | RESPONSE | CALL CLEARED | STREET            |
|-----------------|--------------|------------|-------------|-------------|----------|--------------|-------------------|
| 201001-CFA01080 | Emergent     | 10/1/2020  | 6:58:46 PM  | 6:58:54 PM  | 0:00:08  | 7:43:56 PM   | CAMINO REAL ST ,  |
| 201003-CFA01092 | Emergent     | 10/3/2020  | 10:30:55 PM | 10:34:00 PM | 0:03:05  | 11:30:52 PM  | OCEAN AVE / SAN   |
| 201004-CFA01093 | Emergent     | 10/4/2020  | 12:11:23 AM | 12:15:59 AM | 0:04:36  | 12:24:30 AM  | PINE RIDGE RD / F |
| 201004-CFA01096 | Emergent     | 10/4/2020  | 7:58:07 PM  | 8:00:09 PM  | 0:02:02  | 8:04:48 PM   | SAN CARLOS ST /   |
| 201005-CFA01102 | Emergent     | 10/5/2020  | 6:39:05 PM  | 6:41:17 PM  | 0:02:12  | 7:15:01 PM   | MONTE VERDE ST    |
| 201006-CFA01103 | Emergent     | 10/6/2020  | 12:14:33 PM | 12:18:55 PM | 0:04:22  | 1:04:31 PM   | LINCOLN ST / 12TH |
| 201012-CFA01119 | Emergent     | 10/12/2020 | 11:05:16 PM | 11:08:58 PM | 0:03:42  | 11:19:59 PM  | CAMINO REAL ST ,  |
| 201013-CFA01125 | Emergent     | 10/13/2020 | 8:36:26 PM  | 8:38:06 PM  | 0:01:40  | 9:25:00 PM   | DOLORES ST / 5TH  |
| 201014-CFA01126 | Emergent     | 10/14/2020 | 9:41:59 AM  | 9:44:42 AM  | 0:02:43  | 9:50:00 AM   | SAN ANTONIO AVE   |
| 201014-CFA01130 | Emergent     | 10/14/2020 | 10:54:22 PM | 10:59:01 PM | 0:04:39  | 11:21:04 PM  | CARMELO ST / 10TH |
| 201019-CFA01161 | Non-Emergent | 10/19/2020 | 5:52:38 AM  | 5:58:54 AM  | 0:06:16  | 6:08:18 AM   | CAMINO REAL ST ,  |
| 201020-CFA01170 | Emergent     | 10/20/2020 | 9:21:00 AM  | 9:28:00 AM  | 0:07:00  | 10:36:00 AM  | SANTA LUCIA/FRA   |
| 201022-CFA01182 | Emergent     | 10/22/2020 | 8:03:03 PM  | 8:05:51 PM  | 0:02:48  | 8:09:00 PM   | 307 STIRLING RD   |
| 201023-CFA01183 | Emergent     | 10/23/2020 | 4:59:12 AM  | 5:02:20 AM  | 0:03:08  | 5:15:49 AM   | OCEAN AVE / MISS  |
| 201023-CFA01190 | Emergent     | 10/23/2020 | 3:06:24 PM  | 3:10:47 PM  | 0:04:23  | 3:45:00 PM   | OCEAN AVE / DEL   |
| 201024-CFA01195 | Emergent     | 10/24/2020 | 11:14:00 AM | 11:17:23 AM | 0:03:23  | 11:53:26 AM  | SANTA FE ST / OC  |
| 201025-CFA01199 | Emergent     | 10/24/2020 | 11:53:07 PM | 11:55:32 PM | 0:02:25  | 12:41:44 AM  | 8TH AVE / SANTA   |
| 201025-CFA01200 | Emergent     | 10/25/2020 | 10:35:38 PM | 10:38:39 PM | 0:03:01  | 11:04:00 PM  | 4TH AVE / SAN CA  |
| 201026-CFA01210 | Emergent     | 10/27/2020 | 9:01:54 AM  | 9:03:07 AM  | 0:01:13  | 9:59:14 AM   | OCEAN AVE / MISS  |
| 201027-CFA01211 | Emergent     | 10/27/2020 | 10:32:22 AM | 10:34:04 AM | 0:01:42  | 11:30:00 AM  | LINCOLN ST / 5TH  |
| 201027-CFA01212 | Emergent     | 10/27/2020 | 2:10:18 PM  | 2:13:16 PM  | 0:02:58  | 3:14:44 PM   | 4TH AVE / SANTA   |
| 201027-CFA01215 | Emergent     | 10/27/2020 | 9:23:40 PM  | 9:24:37 PM  | 0:00:57  | 9:38:46 PM   | SAN CARLOS ST /   |
| 201028-CFA01219 | Emergent     | 10/28/2020 | 2:50:49 PM  | 2:53:23 PM  | 0:02:34  | 3:00:21 PM   | OCEAN AVE / SCEI  |

|                 |          |            |            |            |         |            |                  |
|-----------------|----------|------------|------------|------------|---------|------------|------------------|
| 201030-CFA01225 | Emergent | 10/30/2020 | 2:52:25 PM | 2:54:49 PM | 0:02:24 | 3:26:46 PM | LINCOLN ST / 6TH |
| 201030-CFA01226 | Emergent | 10/30/2020 | 5:51:04 PM | 5:53:37 PM | 0:02:33 | 5:56:05 PM | OCEAN AVE / DEL  |
| 201030-CFA01228 | Emergent | 10/30/2020 | 6:56:29 PM | 6:57:44 PM | 0:01:15 | 7:29:25 PM | OCEAN AVE / SCEI |

|                                |           |                         |                |
|--------------------------------|-----------|-------------------------|----------------|
| <b>NUMBER OF EMS INCIDENTS</b> | <b>26</b> | <b>AVERAGE RESPONSE</b> | <b>0:02:58</b> |
|--------------------------------|-----------|-------------------------|----------------|

## FIRE RESPONSES CARMEL CITY

| INCIDENT        | PRIORITY     | DATE       | ALARM       | ARRIVAL     | RESPONSE | CALL CLEARED | STREET              |
|-----------------|--------------|------------|-------------|-------------|----------|--------------|---------------------|
| 201001-CFA01075 | Non-Emergent | 10/1/2020  | 12:13:14 PM | 12:17:12 PM | 0:03:58  | 12:24:32 PM  | SAN CARLOS ST /     |
| 201001-CFA01076 | Non-Emergent | 10/1/2020  | 4:13:01 PM  | 4:17:07 PM  | 0:04:06  | 4:24:35 PM   | 26010 RIDGEWOOD     |
| 201003-CFA01088 | Emergent     | 10/3/2020  | 10:06:27 AM | 10:09:22 AM | 0:02:55  | 10:24:19 AM  | SANTA FE ST / 4TH   |
| 201003-CFA01089 | Emergent     | 10/3/2020  | 10:31:41 AM | 10:33:01 AM | 0:01:20  | 10:49:23 AM  | CARPENTER ST / 5    |
| 201007-CFA01105 | Non-Emergent | 10/7/2020  | 6:09:06 PM  | 6:13:00 PM  | 0:03:54  | 6:20:00 PM   | CARPENTER ST / 5    |
| 201011-CFA01114 | Emergent     | 10/11/2020 | 5:09:11 PM  | 5:12:23 PM  | 0:03:12  | 5:22:53 PM   | DOLORES ST / 131    |
| 201012-CFA01117 | Emergent     | 10/12/2020 | 3:33:09 PM  | 3:39:12 PM  | 0:06:03  | 3:56:22 PM   | SCENIC RD / 8TH     |
| 201015-CFA01135 | Emergent     | 10/15/2020 | 8:00:46 PM  | 8:04:06 PM  | 0:03:20  | 8:09:54 PM   | DOLORES ST / 3RD    |
| 201015-CFA01136 | Emergent     | 10/15/2020 | 10:52:06 PM | 10:56:53 PM | 0:04:47  | 11:01:29 PM  | LOBOS ST / VALLE    |
| 201018-CFA01156 | Emergent     | 10/18/2020 | 9:42:45 AM  | 9:46:42 AM  | 0:03:57  | 9:49:33 AM   | CASANOVA ST / 1     |
| 201018-CFA01157 | Emergent     | 10/18/2020 | 10:16:59 AM | 10:20:51 AM | 0:03:52  | 10:25:13 AM  | GUADALUPE ST / 1    |
| 201022-CFA01176 | Emergent     | 10/22/2020 | 11:41:39 AM | 11:44:19 AM | 0:02:40  | 11:45:43 AM  | OCEAN AVE / TORO    |
| 201022-CFA01178 | Emergent     | 10/22/2020 | 2:11:50 PM  | 2:15:53 PM  | 0:04:03  | 2:18:09 PM   | LINCOLN ST / 13TH   |
| 201023-CFA01184 | Emergent     | 10/23/2020 | 9:19:42 AM  | 9:21:21 AM  | 0:01:39  | 9:27:37 AM   | SAN CARLOS ST /     |
| 201024-CFA01194 | Emergent     | 10/24/2020 | 8:11:00 AM  | 8:15:00 AM  | 0:04:00  | 8:17:00 AM   | CASANOVA SANTA      |
| 201024-CFA01193 | Emergent     | 10/24/2020 | 3:52:49 AM  | 3:55:44 AM  | 0:02:55  | 3:58:21 AM   | OCEAN AVE / MISSION |
| 201025-CFA01201 | Emergent     | 10/26/2020 | 1:36:00 AM  | 1:39:00 AM  | 0:03:00  | 1:46:00 AM   | OCEAN/MISSION       |
| 201028-CFA01220 | Emergent     | 10/28/2020 | 4:48:08 PM  | 4:51:30 PM  | 0:03:22  | 4:56:09 PM   | CAMINO REAL ST /    |
| 201029-CFA01221 | Emergent     | 10/29/2020 | 8:06:02 AM  | 8:10:25 AM  | 0:04:23  | 8:16:08 AM   | CARPENTER ST / 5    |
| 201031-CFA01233 | Non-Emergent | 10/31/2020 | 7:46:19 PM  | 7:48:59 PM  | 0:02:40  | 7:55:00 PM   | GUADALUPE ST / C    |
| 201031-CFA01234 | Non-Emergent | 10/31/2020 | 10:25:35 PM | 10:29:38 PM | 0:04:03  | 10:37:09 PM  | 4TH AVE / GUADALUPE |

|                                 |           |                         |                |
|---------------------------------|-----------|-------------------------|----------------|
| <b>NUMBER OF FIRE INCIDENTS</b> | <b>21</b> | <b>AVERAGE RESPONSE</b> | <b>0:03:32</b> |
|---------------------------------|-----------|-------------------------|----------------|

|                                    |           |                                      |                |
|------------------------------------|-----------|--------------------------------------|----------------|
| <b>TOTAL CARMEL CITY INCIDENTS</b> | <b>47</b> | <b>OVERALL AVERAGE RESPONSE TIME</b> | <b>0:03:21</b> |
|------------------------------------|-----------|--------------------------------------|----------------|

## RESPONSES BY DISTRICT

| INCIDENT | PRIORITY | DATE | ALARM | ARRIVAL | RESPONSE | CALL CLEARED | STREET |
|----------|----------|------|-------|---------|----------|--------------|--------|
|----------|----------|------|-------|---------|----------|--------------|--------|

#### CARMEL HIGHLANDS

| INCIDENT        |          |            |                              |             |                |                         |                  |
|-----------------|----------|------------|------------------------------|-------------|----------------|-------------------------|------------------|
| 201003-CFA01090 | Emergent | 10/3/2020  | 3:43:57 PM                   | 3:53:38 PM  | 0:09:41        | 4:49:12 PM              | 1 POINT LOBOS ST |
| 201005-CFA01101 | Emergent | 10/5/2020  | 3:15:33 PM                   | 3:22:01 PM  | 0:06:28        | 4:10:58 PM              | 1 POINT LOBOS ST |
| 201007-CFA01104 | Emergent | 10/7/2020  | 11:29:02 AM                  | 11:38:42 AM | 0:09:40        | 12:01:49 PM             | 120 HIGHLAND DR  |
| 201017-CFA01149 | Emergent | 10/17/2020 | 2:55:56 PM                   | 3:02:00 PM  | 0:06:04        | 3:51:44 PM              | HWY 1 / POINT LO |
| 201017-CFA01152 | Emergent | 10/17/2020 | 11:03:38 PM                  | 11:11:03 PM | 0:07:25        | 11:15:43 PM             | HWY 1 / CORONA   |
| 201018-CFA01153 | Emergent | 10/18/2020 | 3:03:38 AM                   | 3:20:36 AM  | 0:16:58        | 3:45:16 AM              | HWY 1 / HIGHLAND |
| 201020-CFA01169 | Emergent | 10/20/2020 | 8:18:57 AM                   | 8:30:55 AM  | 0:11:58        | 9:22:03 AM              | 28 MAL PASO RD   |
| 201022-CFA01175 | Emergent | 10/22/2020 | 10:28:19 AM                  | 10:36:32 AM | 0:08:13        | 11:24:51 AM             | 186 VAN ESS WAY  |
| 201024-CFA01198 | Emergent | 10/24/2020 | 9:06:18 PM                   | 9:19:06 PM  | 0:12:48        | 11:09:15 PM             | HWY 1 / YANKEE P |
| 201026-CFA01205 | Emergent | 10/26/2020 | 2:37:26 PM                   | 2:43:13 PM  | 0:05:47        | 2:46:43 PM              | 27720 HWY 1      |
| 201028-CFA01216 | Emergent | 10/28/2020 | 5:24:56 AM                   | 5:35:36 AM  | 0:10:40        | 5:39:14 AM              | 80 SPRUCE WAY    |
| 201028-CFA01218 | Emergent | 10/28/2020 | 12:16:41 PM                  | 12:27:43 PM | 0:11:02        | 1:18:21 PM              | 196 UPPER WALDE  |
| 201029-CFA01222 | Emergent | 10/29/2020 | 2:36:01 PM                   | 2:43:11 PM  | 0:07:10        | 3:30:18 PM              | 2910 RIBERA RD   |
| <b>Subtotal</b> |          | <b>13</b>  | <b>Average Response Time</b> |             | <b>0:09:32</b> | <b>Carmel Highlands</b> |                  |

#### CYPRESS FIRE

| INCIDENT        |          |            |             |             |         |             |                  |
|-----------------|----------|------------|-------------|-------------|---------|-------------|------------------|
| 201001-CFA01077 | Emergent | 10/1/2020  | 5:35:24 PM  | 5:40:17 PM  | 0:04:53 | 6:14:00 PM  | 6 CROSSROADS M   |
| 201002-CFA01081 | Emergent | 10/2/2020  | 11:26:02 AM | 11:34:15 AM | 0:08:13 | 12:17:00 PM | 26135 CARMEL RA  |
| 201002-CFA01086 | Emergent | 10/2/2020  | 8:16:22 PM  | 8:20:42 PM  | 0:04:20 | 8:25:00 PM  | 26047 ATHERTON   |
| 201004-CFA01094 | Emergent | 10/4/2020  | 6:52:30 AM  | 6:58:56 AM  | 0:06:26 | 7:35:08 AM  | 3850 RIO RD      |
| 201004-CFA01095 | Emergent | 10/4/2020  | 3:24:02 PM  | 3:27:46 PM  | 0:03:44 | 4:02:00 PM  | 24520 OUTLOOK E  |
| 201004-CFA01097 | Emergent | 10/4/2020  | 9:08:57 PM  | 9:14:55 PM  | 0:05:58 | 10:00:19 PM | 3850 RIO RD      |
| 201005-CFA01099 | Emergent | 10/5/2020  | 8:11:43 AM  | 8:16:02 AM  | 0:04:19 | 8:56:07 AM  | 2480 BAY VIEW AV |
| 201005-CFA01100 | Emergent | 10/5/2020  | 10:30:56 AM | 10:36:29 AM | 0:05:33 | 11:30:00 AM | 25790 CARMEL KN  |
| 201007-CFA01106 | Emergent | 10/7/2020  | 10:34:16 PM | 10:40:16 PM | 0:06:00 | 11:31:00 PM | 555 CARMEL RANC  |
| 201008-CFA01108 | Emergent | 10/8/2020  | 4:29:20 PM  | 4:34:41 PM  | 0:05:21 | 5:02:00 PM  | 26245 CARMEL RA  |
| 201009-CFA01111 | Emergent | 10/9/2020  | 2:36:21 PM  | 2:44:18 PM  | 0:07:57 | 3:50:00 PM  | 25040 PINE HILLS |
| 201011-CFA01113 | Emergent | 10/11/2020 | 7:00:51 AM  | 7:05:35 AM  | 0:04:44 | 7:58:35 AM  | 26160 CAMINO RE  |

|                 |          |            |                              |             |                |                     |                   |
|-----------------|----------|------------|------------------------------|-------------|----------------|---------------------|-------------------|
| 201012-CFA01118 | Emergent | 10/12/2020 | 5:01:48 PM                   | 5:07:18 PM  | 0:05:30        | 5:48:08 PM          | 3850 RIO RD       |
| 201013-CFA01123 | Emergent | 10/13/2020 | 2:19:07 PM                   | 2:22:00 PM  | 0:02:53        | 2:24:20 PM          | MISSION ST / 4TH  |
| 201015-CFA01133 | Emergent | 10/15/2020 | 1:44:40 PM                   | 1:49:00 PM  | 0:04:20        | 2:45:02 PM          | 26245 CARMEL RA   |
| 201016-CFA01137 | Emergent | 10/16/2020 | 5:56:13 AM                   | 6:05:10 AM  | 0:08:57        | 6:09:00 AM          | ISABELLA AVE / SC |
| 201016-CFA01138 | Emergent | 10/16/2020 | 7:46:10 AM                   | 7:52:23 AM  | 0:06:13        | 8:27:04 AM          | 26360 MISSION FI  |
| 201016-CFA01141 | Emergent | 10/16/2020 | 12:57:57 PM                  | 1:03:50 PM  | 0:05:53        | 1:08:21 PM          | 24815 CARPENTER   |
| 201016-CFA01147 | Emergent | 10/16/2020 | 8:09:35 PM                   | 8:20:11 PM  | 0:10:36        | 9:09:14 PM          | 24950 OUTLOOK C   |
| 201016-CFA01148 | Emergent | 10/16/2020 | 10:48:38 PM                  | 10:54:10 PM | 0:05:32        | 11:44:49 PM         | 101 CROSSROADS    |
| 201017-CFA01150 | Emergent | 10/17/2020 | 6:39:29 PM                   | 6:44:04 PM  | 0:04:35        | 7:07:37 PM          | 3600 VIA MAR MO   |
| 201017-CFA01151 | Emergent | 10/17/2020 | 8:59:51 PM                   | 9:04:22 PM  | 0:04:31        | 9:17:00 PM          | 26509 WILLOW PL   |
| 201018-CFA01155 | Emergent | 10/18/2020 | 8:20:00 AM                   | 8:24:00 AM  | 0:04:00        | 9:00:00 AM          | 3611 OLIVER RD    |
| 201018-CFA01160 | Emergent | 10/18/2020 | 2:29:13 PM                   | 2:35:25 PM  | 0:06:12        | 3:08:08 PM          | 26245 CARMEL RA   |
| 201019-CFA01162 | Emergent | 10/19/2020 | 10:41:48 AM                  | 10:46:37 AM | 0:04:49        | 11:32:55 AM         | 26171 MESA DR     |
| 201019-CFA01163 | Emergent | 10/19/2020 | 2:32:26 PM                   | 2:42:55 PM  | 0:10:29        | 3:02:00 PM          | 26142 CARMEL KN   |
| 201021-CFA01173 | Emergent | 10/21/2020 | 10:30:07 AM                  | 10:34:06 AM | 0:03:59        | 10:50:11 AM         | 3470 RIO RD       |
| 201022-CFA01177 | Emergent | 10/22/2020 | 1:07:46 PM                   | 1:12:08 PM  | 0:04:22        | 1:47:06 PM          | 225 CROSSROADS    |
| 201022-CFA01180 | Emergent | 10/22/2020 | 4:51:00 PM                   | 4:53:00 PM  | 0:02:00        | 5:30:00 PM          | 26270 DOLORES S   |
| 201023-CFA01191 | Emergent | 10/23/2020 | 6:31:43 PM                   | 6:39:46 PM  | 0:08:03        | 6:41:33 PM          | 25700 CANADA DF   |
| 201023-CFA01192 | Emergent | 10/23/2020 | 7:26:00 PM                   | 7:28:55 PM  | 0:02:55        | 8:21:42 PM          | 25100 HATTON RC   |
| 201024-CFA01196 | Emergent | 10/24/2020 | 2:07:10 PM                   | 2:12:17 PM  | 0:05:07        | 2:37:22 PM          | 25583 CANADA DF   |
| 201024-CFA01197 | Emergent | 10/24/2020 | 5:12:52 PM                   | 5:17:25 PM  | 0:04:33        | 5:55:00 PM          | 5 CROSSROADS M    |
| 201026-CFA01209 | Emergent | 10/27/2020 | 7:31:00 AM                   | 7:37:00 AM  | 0:06:00        | 5:30:18 PM          | 24520 OUTLOOK C   |
| 201026-CFA01208 | Emergent | 10/26/2020 | 7:33:00 PM                   | 7:37:00 PM  | 0:04:00        | 8:10:00 PM          | 15TH/DOLORES      |
| 201027-CFA01207 | Emergent | 10/26/2020 | 5:01:00 PM                   | 5:06:00 PM  | 0:05:00        | 5:20:00 PM          | 25621 CARMEL KN   |
| 201030-CFA01227 | Emergent | 10/30/2020 | 6:10:10 PM                   | 6:15:28 PM  | 0:05:18        | 6:50:48 PM          | 26999 HWY 1       |
| 201030-CFA01229 | Emergent | 10/30/2020 | 8:31:04 PM                   | 8:36:32 PM  | 0:05:28        | 8:39:28 PM          | HWY 1 / RIO RD    |
| 201031-CFA01230 | Emergent | 10/31/2020 | 12:14:06 PM                  | 12:21:32 PM | 0:07:26        | 1:42:00 PM          | CARMELO ST / SCI  |
| 201031-CFA01232 | Emergent | 10/31/2020 | 6:12:42 PM                   | 6:18:08 PM  | 0:05:26        | 7:10:00 PM          | 26245 CARMEL RA   |
| <b>Subtotal</b> |          | <b>40</b>  | <b>Average Response Time</b> |             | <b>0:05:32</b> | <b>CYPRESS FIRE</b> |                   |

#### PEBBLE BEACH

| INCIDENT        |          |            |            |            |         |            |                  |
|-----------------|----------|------------|------------|------------|---------|------------|------------------|
| 201003-CFA01087 | Emergent | 10/3/2020  | 9:16:10 AM | 9:24:44 AM | 0:08:34 | 9:39:51 AM | 1576 CYPRESS DR  |
| 201014-CFA01128 | Emergent | 10/14/2020 | 1:40:31 PM | 1:49:13 PM | 0:08:42 | 2:50:00 PM | 3245 CABRILLO RI |

|                 |          |            |                              |            |                |                     |                 |
|-----------------|----------|------------|------------------------------|------------|----------------|---------------------|-----------------|
| 201016-CFA01144 | Emergent | 10/16/2020 | 5:42:18 PM                   | 5:50:29 PM | 0:08:11        | 6:37:43 PM          | 1700 SEVENTEEN  |
| 201018-CFA01154 | Emergent | 10/18/2020 | 6:56:11 AM                   | 7:07:17 AM | 0:11:06        | 7:50:00 AM          | 3035 SHERMAN RI |
| 201021-CFA01174 | Emergent | 10/21/2020 | 5:58:53 PM                   | 6:07:18 PM | 0:08:25        | 7:10:48 PM          | 1106 WILDCAT CA |
| 201023-CFA01188 | Emergent | 10/23/2020 | 2:02:07 PM                   | 2:10:18 PM | 0:08:11        | 2:16:10 PM          | 3114 HERMITAGE  |
| 201026-CFA01206 | Emergent | 10/26/2020 | 4:35:47 PM                   | 4:38:00 PM | 0:02:13        | 4:47:48 PM          | 3388 SEVENTEEN  |
| 201027-CFA01213 | Emergent | 10/27/2020 | 3:43:04 PM                   | 3:48:41 PM | 0:05:37        | 4:45:00 PM          | 3290 MACOMBER   |
| <b>Subtotal</b> |          | <b>8</b>   | <b>Average Response Time</b> |            | <b>0:07:37</b> | <b>PEBBLE BEACH</b> |                 |

#### MID COAST

| INCIDENT        |          |            |                              |             |                |                  |             |
|-----------------|----------|------------|------------------------------|-------------|----------------|------------------|-------------|
| 201016-CFA01139 | Emergent | 10/16/2020 | 10:27:43 AM                  | 10:48:50 AM | 0:21:07        | 11:39:46 AM      | 38751 HWY 1 |
| <b>Subtotal</b> |          | <b>1</b>   | <b>Average Response Time</b> |             | <b>0:21:07</b> | <b>MID COAST</b> |             |

#### SEASIDE

| INCIDENT        |          |            |                              |             |                |                |                |
|-----------------|----------|------------|------------------------------|-------------|----------------|----------------|----------------|
| 201013-CFA01122 | Emergent | 10/13/2020 | 8:31:29 AM                   | 8:45:00 AM  | 0:13:31        | 9:29:00 AM     | 1613 WARING ST |
| 201023-CFA01187 | Emergent | 10/23/2020 | 12:36:42 PM                  | 12:43:03 PM | 0:06:21        | 12:52:58 PM    | 1744 SOTO ST   |
| <b>Subtotal</b> |          | <b>2</b>   | <b>Average Response Time</b> |             | <b>0:09:56</b> | <b>SEASIDE</b> |                |

#### PACIFIC GROVE

| INCIDENT        |          |            |                              |            |                |                      |                |
|-----------------|----------|------------|------------------------------|------------|----------------|----------------------|----------------|
| 201002-CFA01084 | Emergent | 10/2/2020  | 4:09:45 PM                   | 4:14:27 PM | 0:04:42        | 5:10:00 PM           | 200 LIGHTHOUSE |
| 201009-CFA01110 | Emergent | 10/9/2020  | 9:35:57 AM                   | 9:46:36 AM | 0:10:39        | 10:32:23 AM          | 214 CONGRESS A |
| 201019-CFA01167 | Emergent | 10/19/2020 | 8:17:45 PM                   | 8:34:22 PM | 0:16:37        | 9:10:00 PM           | 512 LOBOS AVE  |
| <b>Subtotal</b> |          | <b>3</b>   | <b>Average Response Time</b> |            | <b>0:10:39</b> | <b>PACIFIC GROVE</b> |                |

#### MONTEREY

| INCIDENT        |          |            |             |             |         |             |                  |
|-----------------|----------|------------|-------------|-------------|---------|-------------|------------------|
| 201008-CFA01107 | Emergent | 10/8/2020  | 2:07:24 PM  | 2:15:05 PM  | 0:07:41 | 3:08:16 PM  | 100 BARNET SEGA  |
| 201012-CFA01116 | Emergent | 10/12/2020 | 9:23:50 AM  | 9:34:59 AM  | 0:11:09 | 10:10:12 AM | 1499 DAVID AVE   |
| 201016-CFA01140 | Emergent | 10/16/2020 | 12:26:36 PM | 12:37:32 PM | 0:10:56 | 12:56:39 PM | 455 RAMONA AVE   |
| 201018-CFA01159 | Emergent | 10/18/2020 | 12:04:28 PM | 12:07:20 PM | 0:02:52 | 12:19:58 PM | FIGUEROA ST / FI |
| 201020-CFA01168 | Emergent | 10/20/2020 | 5:05:04 AM  | 5:14:14 AM  | 0:09:10 | 5:52:00 AM  | 435 PALO VERDE / |
| 201020-CFA01171 | Emergent | 10/20/2020 | 6:05:55 PM  | 6:15:01 PM  | 0:09:06 | 7:05:00 PM  | 209 JOHN ST      |

|                 |            |            |                              |             |                |                 |                  |
|-----------------|------------|------------|------------------------------|-------------|----------------|-----------------|------------------|
| 201023-CFA01185 | Emergent   | 10/23/2020 | 9:43:03 AM                   | 9:49:56 AM  | 0:06:53        | 10:03:45 AM     | 2069 LEIDIG CIR  |
| 201026-CFA01203 | Emergent   | 10/26/2020 | 10:08:50 AM                  | 10:11:34 AM | 0:02:44        | 10:29:30 AM     | 1110 CASS ST     |
| 201026-CFA01204 | Emergent   | 10/26/2020 | 10:38:36 AM                  | 10:50:11 AM | 0:11:35        | 11:46:01 AM     | 648 PINE AVE     |
| 201030-CFA01223 | Emergent   | 10/29/2020 | 11:59:48 PM                  | 12:07:20 AM | 0:07:32        | 12:08:37 AM     | HOLMAN HWY / HV  |
| 201030-CFA01224 | Emergent D | 10/30/2020 | 10:53:10 AM                  | 11:04:33 AM | 0:11:23        | 11:45:00 AM     | 2020 DEL MONTE , |
| <b>Subtotal</b> |            | <b>11</b>  | <b>Average Response Time</b> |             | <b>0:08:16</b> | <b>MONTEREY</b> |                  |

|                        |            |                                    |  |                |
|------------------------|------------|------------------------------------|--|----------------|
| <b>TOTAL ALL CALLS</b> | <b>125</b> | <b>TOTAL AVERAGE RESPONSE TIME</b> |  | <b>0:05:44</b> |
|------------------------|------------|------------------------------------|--|----------------|

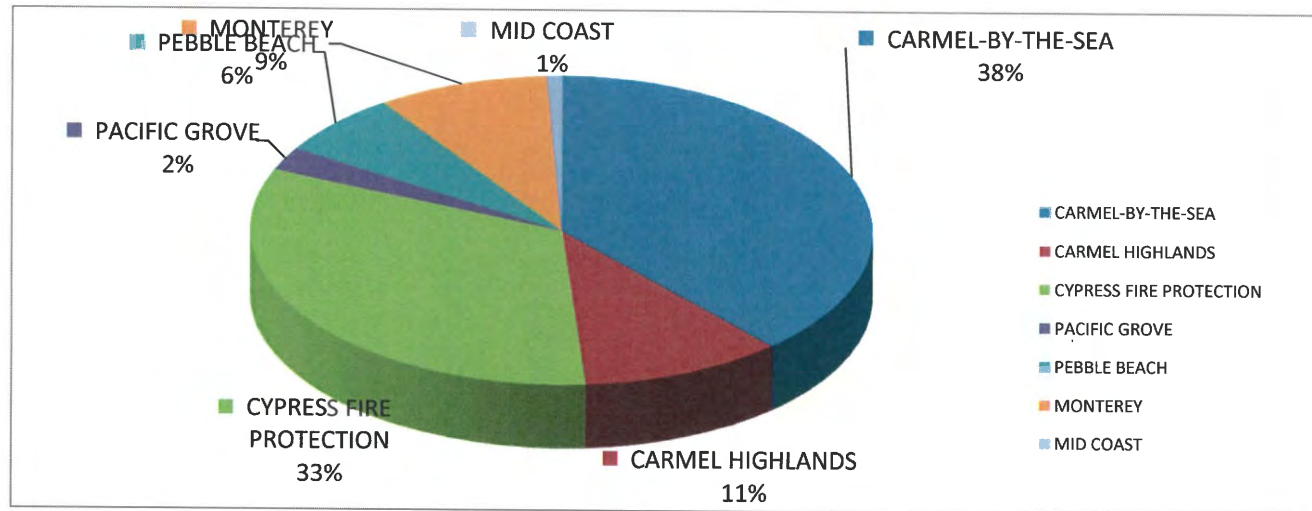
# CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT OCTOBER 2020

## Response Summary Report by District Type

| <u>District Response</u> | <u>Number</u> | <u>Average Response Time</u> |
|--------------------------|---------------|------------------------------|
| CARMEL-BY-THE-SEA        | 47            | 0:03:21                      |
| CARMEL HIGHLANDS         | 13            | 0:09:32                      |
| CYPRESS FIRE PROTECTION  | 40            | 0:05:32                      |
| PACIFIC GROVE            | 3             | 0:10:39                      |
| PEBBLE BEACH             | 8             | 0:07:37                      |
| MONTEREY                 | 11            | 0:08:16                      |
| MID COAST                | 1             | 0:21:07                      |
| SEASIDE                  | 3             | 0:10:39                      |
| <b>Total Responses</b>   | <b>125</b>    | <b>0:05:44</b>               |

Percent of code 3 medical responses < 5min

96.00%





RESPONSE SUMMARY REPORT BY INCIDENT TYPE  
27060 CARMEL-BY-THE-SEA  
Alarm Date From: 10/1/2020 To: 10/31/2020



| Incident                                         | Alarm Date          | Incident Number | Response Time | Combined Address | Cross Street  | Priority |
|--------------------------------------------------|---------------------|-----------------|---------------|------------------|---------------|----------|
| 100 Series (Fires)                               |                     |                 |               |                  |               |          |
| Dumpster or other outside trash receptacle fire  | 10/3/2020 10:29 PM  | 201003-MNT05897 | 0:02:39       | OCEAN AVE        | SAN CARLOS ST | 2        |
| 1                                                |                     |                 | 0:02:39       |                  |               |          |
| 300-321 Series (EMS)                             |                     |                 |               |                  |               |          |
| Medical assist, assist EMS crew                  | 10/1/2020 6:49 PM   | 201001-MNT05850 | 0:09:39       | CAMINO REAL ST   | 10TH AVE      | 3        |
| Medical assist, assist EMS crew                  | 10/20/2020 9:32 AM  | 201020-MNT06271 | 0:09:16       | N CAMINO REAL    | 4TH AVE       | 3        |
| Medical assist, assist EMS crew                  | 10/30/2020 6:54 PM  | 201030-MNT06512 | 0:02:56       | OCEAN AVE        | SCENIC RD     | 3        |
| EMS call, excluding vehicle accident with injury | 10/6/2020 12:13 PM  | 201006-MNT05938 | 0:02:53       | LINCOLN ST       | 12TH AVE      | 3        |
| EMS call, excluding vehicle accident with injury | 10/8/2020 3:47 PM   | 201008-MNT05986 | 0:04:23       | 3005 LASUEN DR   |               | 3        |
| EMS call, excluding vehicle accident with injury | 10/9/2020 10:06 AM  | 201009-MNT06003 | 0:03:33       | RIO RD           | LADERA DR     | 3        |
| EMS call, excluding vehicle accident with injury | 10/13/2020 8:35 PM  | 201013-MNT06110 | 0:02:13       | DOLORES ST       | 5TH AVE       | 3        |
| EMS call, excluding vehicle accident with injury | 10/16/2020 3:24 PM  | 201016-MNT06180 | 0:01:52       | LINCOLN ST       | 6TH AVE       | 3        |
| EMS call, excluding vehicle accident with injury | 10/16/2020 6:19 PM  | 201016-MNT06185 | 0:03:42       | 1ST AVE          | GUADALUPE ST  | 3        |
| EMS call, excluding vehicle accident with injury | 10/20/2020 9:20 AM  | 201020-MNT06269 | 0:04:51       | SANTA LUCIA AVE  | FRASER WAY    | 3        |
| EMS call, excluding vehicle accident with injury | 10/21/2020 2:18 AM  | 201021-MNT06293 | 0:03:48       | SANTA FE ST      | OCEAN AVE     | 3        |
| EMS call, excluding vehicle accident with injury | 10/23/2020 3:05 PM  | 201023-MNT06358 | 0:02:40       | OCEAN AVE        | DEL MAR AVE   | 3        |
| EMS call, excluding vehicle accident with injury | 10/24/2020 11:13 AM | 201024-MNT06371 | 0:02:23       | SANTA FE ST      | OCEAN AVE     | 3        |
| EMS call, excluding vehicle accident with injury | 10/24/2020 9:31 PM  | 201024-MNT06384 | 0:02:22       | 5TH AVE          | JUNIPERO AVE  | 3        |
| EMS call, excluding vehicle accident with injury | 10/25/2020 10:34 PM | 201025-MNT06396 | 0:02:49       | 4TH AVE          | SAN CARLOS ST | 3        |
| EMS call, excluding vehicle accident with injury | 10/27/2020 9:01 AM  | 201027-MNT06424 | 0:01:43       | MISSION ST       | OCEAN AVE     | 3        |
| EMS call, excluding vehicle accident with injury | 10/27/2020 10:31 AM | 201027-MNT06429 | 0:02:12       | LINCOLN ST       | 5TH AVE       | 3        |
| EMS call, excluding vehicle accident with injury | 10/27/2020 2:09 PM  | 201027-MNT06438 | 0:01:09       | 4TH AVE          | SANTA RITA ST | 3        |
| EMS call, excluding vehicle accident with injury | 10/27/2020 9:22 PM  | 201027-MNT06445 | 0:02:18       | SAN CARLOS ST    | 4TH AVE       | 3        |
| 19                                               |                     |                 | 0:03:31       |                  |               |          |
| 322-399 Series (Rescues)                         |                     |                 |               |                  |               |          |
| Motor vehicle accident with injuries             | 10/5/2020 6:37 PM   | 201005-MNT05929 | 0:02:58       | MONTE VERDE ST   | 11TH AVE      | 3        |
| Motor vehicle/pedestrian accident (MV Ped)       | 10/1/2020 6:50 PM   | 201001-MNT05849 | 0:02:48       | 6TH AVE          | JUNIPERO AVE  | 3        |
| Rescue or EMS standby                            | 10/12/2020 11:04 PM | 201012-MNT06082 | 0:04:18       | CAMINO REAL ST   | 8TH AVE       | 3        |
| Rescue or EMS standby                            | 10/24/2020 11:52 PM | 201024-MNT06386 | 0:03:20       | 8TH AVE          | SANTA FE ST   | 3        |
| Rescue or EMS standby                            | 10/30/2020 2:51 PM  | 201030-MNT06507 | 0:02:17       | LINCOLN ST       | 6TH AVE       | 3        |
| 5                                                |                     |                 | 0:03:08       |                  |               |          |
| 400 Series (Hazardous Material)                  |                     |                 |               |                  |               |          |
| Gas leak (natural gas or LPG)                    | 10/12/2020 3:32 PM  | 201012-MNT06073 | 0:03:28       | SCENIC RD        | 8TH AVE       | 3        |
| Gas leak (natural gas or LPG)                    | 10/18/2020 10:16 AM | 201018-MNT06234 | 0:03:34       | GUADALUPE ST     | 1ST AVE       | 3        |
| Accident, potential accident, other              | 10/22/2020 2:11 PM  | 201022-MNT06333 | 0:03:41       | LINCOLN ST       | 13TH AVE      | 3        |
| 3                                                |                     |                 | 0:03:34       |                  |               |          |

| Incident                                         | Alarm Date          | Incident Number | Response Time  | Combined Address   | Cross Street   | Priority |
|--------------------------------------------------|---------------------|-----------------|----------------|--------------------|----------------|----------|
| <b>500 &amp; 600 Series (Service Calls)</b>      |                     |                 |                |                    |                |          |
| Water or steam leak                              | 10/3/2020 10:05 AM  | 201003-MNT05880 | 0:03:53        | SANTA FE ST        | 4TH AVE        | 2        |
| Public service                                   | 10/5/2020 5:09 AM   | 201005-MNT05913 | 0:06:29        | CAMINO REAL ST     | OCEAN AVE      | 2        |
| Assist invalid                                   | 10/1/2020 4:12 PM   | 201001-MNT05842 | 0:06:14        | 26010 RIDGEWOOD RD |                | 2        |
| Assist invalid                                   | 10/4/2020 12:10 AM  | 201004-MNT05899 | 0:04:28        | PINE RIDGE RD      | FOREST RD      | 2        |
| Assist invalid                                   | 10/7/2020 6:08 PM   | 201007-MNT05972 | 0:04:26        | CARPENTER ST       | 5TH AVE        | 2        |
| Assist invalid                                   | 10/13/2020 9:18 AM  | 201013-MNT06089 | 0:05:29        | CARPENTER ST       | 5TH AVE        | 2        |
| Assist invalid                                   | 10/28/2020 4:47 PM  | 201028-MNT06468 | 0:03:03        | CAMINO REAL ST     | 8TH AVE        | 2        |
| Assist invalid                                   | 10/29/2020 8:04 AM  | 201029-MNT06479 | 0:04:51        | CARPENTER ST       | 5TH AVE        | 2        |
| Assist invalid                                   | 10/31/2020 7:45 PM  | 201031-MNT06535 | 0:03:26        | GUADALUPE ST       | OCEAN AVE      | 2        |
| No incident found on arrival at dispatch address | 10/1/2020 12:12 PM  | 201001-MNT05837 | 0:03:29        | SAN CARLOS ST      | 1ST AVE        | 2        |
| No incident found on arrival at dispatch address | 10/4/2020 7:57 PM   | 201004-MNT05909 | 0:02:34        | SAN CARLOS ST      | OCEAN AVE      | 3        |
| No incident found on arrival at dispatch address | 10/9/2020 2:49 PM   | 201009-MNT06008 | 0:03:45        | 10TH AVE           | CAMINO REAL ST | 3        |
| No incident found on arrival at dispatch address | 10/13/2020 7:55 AM  | 201013-MNT06087 | 0:04:26        | 3RD AVE            | LINCOLN ST     | 2        |
| No incident found on arrival at dispatch address | 10/14/2020 9:41 AM  | 201014-MNT06122 | 0:03:06        | SAN ANTONIO AVE    | OCEAN AVE      | 3        |
| No incident found on arrival at dispatch address | 10/14/2020 10:53 PM | 201014-MNT06134 | 0:04:41        | CARMELO ST         | 10TH AVE       | 3        |
| No incident found on arrival at dispatch address | 10/19/2020 5:51 AM  | 201019-MNT06251 | 0:06:06        | CAMINO REAL ST     | 10TH AVE       | 2        |
| No incident found on arrival at dispatch address | 10/23/2020 9:18 AM  | 201023-MNT06349 | 0:02:02        | SAN CARLOS ST      | 8TH AVE        | 3        |
| No incident found on arrival at dispatch address | 10/31/2020 12:34 PM | 201031-MNT06528 | 0:02:51        | DOLORES ST         | 7TH AVE        | 3        |
| No incident found on arrival at dispatch address | 10/31/2020 3:39 PM  | 201031-MNT06533 | 0:01:50        | SCENIC RD          | 9TH AVE        | 2        |
| No incident found on arrival at dispatch address | 10/31/2020 10:24 PM | 201031-MNT06539 | 0:05:22        | 4TH AVE            | GUADALUPE ST   | 2        |
| Smoke from barbecue, tar kettle                  | 10/18/2020 9:41 AM  | 201018-MNT06233 | 0:03:57        | CASANOVA ST        | 13TH AVE       | 3        |
| EMS call, party transported by non-fire agency   | 10/17/2020 9:03 PM  | 201017-MNT06222 | 0:03:01        | JUNIPERO AVE       | 5TH AVE        | 3        |
| HazMat release investigation w/no HazMat         | 10/3/2020 10:30 AM  | 201003-MNT05882 | 0:02:09        | CARPENTER ST       | 5TH AVE        | 2        |
| <b>23</b>                                        |                     |                 | <b>0:03:59</b> |                    |                |          |

### 700 Series (False Alarms)

|                                                    |                     |                 |                |            |             |   |
|----------------------------------------------------|---------------------|-----------------|----------------|------------|-------------|---|
| False alarm or false call, other                   | 10/16/2020 8:13 PM  | 201016-MNT06193 | 0:02:53        | LINCOLN ST | OCEAN AVE   | 3 |
| Smoke detector activation due to malfunction       | 10/15/2020 10:51 PM | 201015-MNT06163 | 0:04:51        | LOBOS ST   | VALLEY WAY  | 3 |
| Alarm system sounded due to malfunction            | 10/5/2020 7:31 PM   | 201005-MNT05930 | 0:00:00        | MISSION ST | 5TH AVE     | 2 |
| Alarm system sounded due to malfunction            | 10/11/2020 5:08 PM  | 201011-MNT06052 | 0:03:07        | DOLORES ST | 13TH AVE    | 3 |
| Alarm system sounded due to malfunction            | 10/22/2020 11:40 AM | 201022-MNT06331 | 0:02:43        | OCEAN AVE  | TORRES ST   | 3 |
| Alarm system sounded due to malfunction            | 10/23/2020 4:58 AM  | 201023-MNT06347 | 0:03:06        | OCEAN AVE  | MISSION ST  | 3 |
| Alarm system sounded due to malfunction            | 10/24/2020 3:52 AM  | 201024-MNT06366 | 0:03:28        | OCEAN AVE  | MISSION ST  | 3 |
| Alarm system sounded due to malfunction            | 10/26/2020 1:35 AM  | 201026-MNT06397 | 0:03:21        | OCEAN AVE  | MISSION ST  | 3 |
| Smoke detector activation, no fire - unintentional | 10/15/2020 8:00 PM  | 201015-MNT06157 | 0:03:15        | DOLORES ST | 3RD AVE     | 3 |
| Smoke detector activation, no fire - unintentional | 10/16/2020 3:58 PM  | 201016-MNT06181 | 0:07:12        | CARMELO ST | 8TH AVE     | 2 |
| Smoke detector activation, no fire - unintentional | 10/24/2020 8:12 AM  | 201024-MNT06367 | 0:04:00        | CASA NOVA  | SANTA LUCIA | 3 |
| Detector activation, no fire - unintentional       | 10/3/2020 1:29 PM   | 201003-MNT05886 | 0:03:30        | DOLORES ST | OCEAN AVE   | 2 |
| <b>12</b>                                          |                     |                 | <b>0:03:27</b> |            |             |   |

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

201001-MNT05850 - ME 11 responded from St. 11, 2 simultaneous calls in Carmel-by-the-Sea

201020-MNT06271 - ME 11 responded from St. 11, 2 simultaneous calls in Carmel-by-the-Sea. Incorrect address given through dispatch.

|                                       |              |
|---------------------------------------|--------------|
| <b>Code 2 Calls</b>                   | <b>19</b>    |
| <b>Code 3 Calls</b>                   | <b>44</b>    |
| <b>Total # of Incidents</b>           | <b>63</b>    |
| <b>% Under 5 Minute Response Time</b> | <b>95.5%</b> |



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

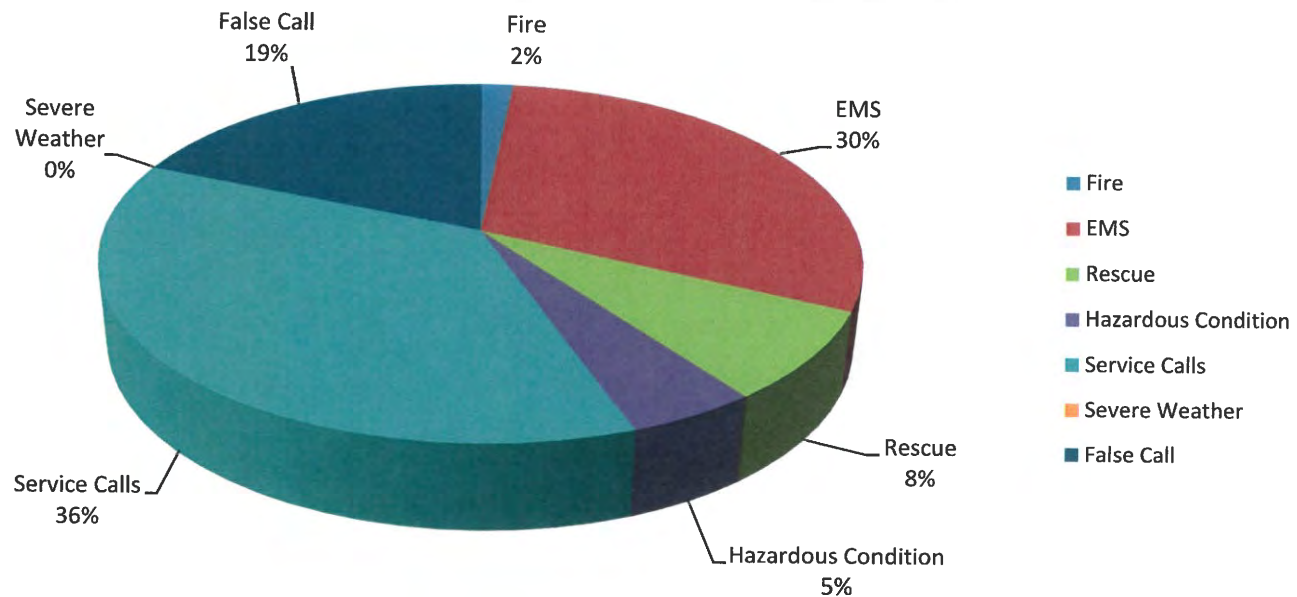


| Type of Call        | Number | Average Response Time |
|---------------------|--------|-----------------------|
| Fire                | 1      | 2:39                  |
| EMS                 | 19     | 3:31                  |
| Rescue              | 5      | 3:08                  |
| Hazardous Condition | 3      | 3:34                  |
| Service Calls       | 23     | 3:59                  |
| Severe Weather      | 0      | 0:00                  |
| False Call          | 12     | 3:27                  |

Total Responses

63

3:38



Total Code 3 Calls:

44

Response Times for Code 3  
Calls ≤ 5 minutes:

95.5%



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

**October 2020**

**City Clerk's Office**

|                      |                                          |
|----------------------|------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members |
| <b>SUBMITTED BY:</b> | Britt Avrit, City Clerk                  |
| <b>SUBMITTED ON:</b> | November 10, 2020                        |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator           |

In the month of October, the City handled 22 requests for public records.

|                                 | This Month | Calendar YTD |
|---------------------------------|------------|--------------|
| City Clerk's Office             | 10         | 111          |
| Police Department               | 12         | 146          |
|                                 |            |              |
| <b>TOTAL REQUESTS/RESPONSES</b> | <b>22</b>  | <b>257</b>   |

## October 2020 PRA

| request number | Date Requested | 10-day due date | records requested                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | requestor                | date completed                       | notes                                                                 |
|----------------|----------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------|-----------------------------------------------------------------------|
| 2020-102       | 10/1/2020      | 10/12/2020      | Electronic copies of Public Records Act requests and City's responses to PRA requests CITY CLERK'S OFFICE PRA LOG AUGUST 2020 REQUEST NUMBERS PRA 2020-077, 2020-085 and 2020-089                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Paterson                 | 10/2/2020                            |                                                                       |
| 2020-103       | 10/5/2020      | 10/15/2020      | what documents support the City's action to require face coverings in the City of Carmel-by-the-Sea's public parks and open spaces.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Paterson                 | 10/12/2020                           |                                                                       |
| 2020-104       | 10/5/2020      | 10/15/2020      | all communications including emails, text messages, and chat server (such as Microsoft Link, Skype, or Google Hangouts) messages since 1/1/2017 between this person (environmental official, likely the person who addresses compliance issues around your city. It appears that you have an Environmental Compliance Division, this is what I seek) and any 'maintenance workers' or 'gardeners' who particularly work on trees                                                                                                                                                                                                                                                                                                                                                                               | darryljames334@gmail.com | retracted<br>10/13/2020              |                                                                       |
| 2020-105       | 10/8/2020      | 10/19/2020      | Electronic copies of the court case file on the following cases: UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF CALIFORNIA, SAN JOSE STEVEN MCINCHAK, Petitioner/Plaintiff, v. CITY OF CARMEL-BY-THE-SEA, JASON STILWELL, CITY ADMINISTRATOR OF THE CITY OF CARMEL-BY-THE-SEA, SUSAN PAUL, ADMINISTRATIVE SERVICES DIRECTOR OF THE CITY OF CARMEL-BY-THE-SEA; and DOES 1 through 50, inclusive, Defendants. CASE NO. 5:14-cv-03084; SUPERIOR COURT OF CALIFORNIA COUNTY OF MONTEREY McInchak, Plaintiff/Petitioner vs. City of Carmel-by-the-Sea et al, Defendant/Respondent<br>Case No. M128062, Additionally, electronic copy of the forensic report prepared by Mark Alcock which was the basis for the City placing Steve McInchak on paid administrative leave, executing a search warrant, et cetera. | Paterson                 |                                      | 10/22/2020<br>waiting for<br>records from<br>Iron Mountain            |
| 2020-106       | 10/12/2020     | 10/22/2020      | I would like to make an appointment to come in or have sent to me the complete file on the home I recently purchased at Casanova 5SW of 9th. Assessor Number : 010-271-005                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Brad Holmgren            | 10/13/2020<br>reviewed<br>paper file | 10/12/2020<br>email sent -<br>needs to set<br>appointment<br>with CPB |

## October 2020 PRA

| request number | Date Requested | 10-day due date | records requested                                                                                                                                                   | requestor                            | date completed | notes |
|----------------|----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|----------------|-------|
| 2020-107       | 10/12/2020     | 10/22/2020      | complete and comprehensive account of Carmel's total costs associated with employee compensation.                                                                   | Todd Maddison/Transparent California | 10/22/2020     |       |
| 2020-108       | 10/22/2020     | 11/2/2020       | SE corner Lincoln & 13th - records of our construction project specifically any stop work notices, red tags or any other communications with the general contractor | John & Rebecca Arioto                | 11/2/2020      |       |
| 2020-109       | 10/27/2020     | 11/6/2020       | official Oath of Office for Officer Tomasi, Officer Martis, Officer Lightfoot, officer Boucher, Officer Pfleger                                                     | David James Rodriguez                | 11/2/2020      |       |
| 2020-110       | 10/27/2020     | 11/6/2020       | copies of their sworn oaths for Martis, Pfleger, Lightfoot, Boucher, Tomasi, Greg Johnson                                                                           | Bernadette Alvarado                  | 11/2/2020      |       |
| 2020-111       | 10/28/2020     | 11/9/2020       | correct dimensions for 101-054-010-000, the owner's name is Lowery                                                                                                  | Michael Kovac                        | 11/2/2020      |       |

| Request No. | Request Date<br>& Received By | 10-Day Due<br>Date | 14-Day<br>Ext. Date | Date Completed by<br>PSO | Requestor                      | Phone        | Info Requested | Status    | Date & PSO Mailed           |
|-------------|-------------------------------|--------------------|---------------------|--------------------------|--------------------------------|--------------|----------------|-----------|-----------------------------|
| 2020-0001   | 10/02 MJR                     |                    |                     | 10/03 MJR                | Shaquille Mangum               | 626-824-4445 | CA2000473      | Completed | released at the counter MJR |
| 2020-0002   | 10/05 mw                      | 10/15/2020         |                     | 10/8 DA                  | Michael McDonald               | 410-231-1993 | CG1700589      | completed | mailed                      |
| 2020-0003   | 10/6 mjr                      |                    |                     | 10/6 MJR                 | Harris Personal Injury Lawyers | 805-544-0100 | CA2000473      | Completed | mailed                      |
| 2020-0004   | 10/6 mjr                      |                    |                     | 10/6 MJR                 | Dia ATES                       |              | CA2000364      | Completed | released at the counter SB  |
| 2020-0005   | 10/7 da                       |                    |                     | 10/8 da                  | Jamison William Sweet          |              | 90-0645        | Completed | mailed redacted report      |
| 2020-0006   | 10/16 mjr                     |                    |                     | 10/16 mjr                | Jillian Winkoff                | 858-987-6188 | CA2000497      | Completed | released at the counter MJR |
| 2020-0007   | 10/16 sb                      | 10/26/2020         |                     | 10/16 sb                 | LexisNexis                     | 800-934-9698 | CA2000473      | Completed | mailed                      |
| 2020-0008   | 10/21 da                      | 10/31/2020         |                     | 10/21 DA                 | Roy Crumpton                   |              | CG2000498      | completed | mailed by da                |
| 2020-0010   | 10/15/2020                    | 10/25/2020         |                     | 10/21 DA                 | Doug Schmitz                   |              | Name Checks    | completed | emailed response            |
| 2020-0011   | 10/24/2020                    | 11/4/2020          |                     | 10/24 DA                 | Santi Rogers                   |              | CC2000601      | completed | released at front counter   |
| 2020-0012   | 10/24/2020                    | 11/4/2020          |                     | 10/24 DA                 | Robert Moskowitz               |              | CA1800422      | completed | released at counter         |



# CITY OF CARMEL-BY-THE-SEA

## Monthly Report

### Public Works Department Report – October 2020

|                      |                                                  |
|----------------------|--------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members         |
| <b>SUBMITTED BY:</b> | Robert M. Harary, P.E., Director of Public Works |
| <b>SUBMITTED ON:</b> | November 12, 2020                                |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                   |

#### City Council Meeting of October 6, 2020

- Authorized \$178,000 Per Capita Parks and Recreation grant to pursue up to 3 trail access, stream stability, and drainage improvements in Mission Trail Nature Preserve, south entry.
- For Mr. Stepanek appeal, modified Forest and Beach Commission decision by imposing \$33,900 fine, removal of neighbor's cypress tree and stump at his expense, and other mitigation measures for damage to multiple trees during grading.
- Accepted \$7,300 donation from Carmel Cares/Carmel Gives to replace the rollup window at the Forest Theater concession stand, as well as new landscape maintenance equipment, two new, upgraded magazine racks for Ocean Avenue, and significant landscaping labor.

#### Forest and Beach Commission Meeting of October 8, 2020

- Approved removal of oak tree pushing into a ledger of a house, Carmelo 4SW of Second.
- Approved removal of a large oak limb conflicting with proposed garage, Lincoln and Fifth.
- City Forester presented forestry enforcement-oriented shortcomings and possible solutions.

#### Climate Action Committee Meeting of October 15, 2020

- Received presentation from Monterey Fire Department regarding defensible space and wild fire resilience.
- Received presentation by City Forester regarding adapting our forest to climate change.

#### Public Works Administration

- Served on Traffic Safety Committee on October 21, 2020 to reduce restrictions for the post office parking lot to 10 minutes on Monday to Saturday, from 8:00 am to 5:00 pm.
- Met with representative of SiteLogiQ, a company who could perform an in-depth analysis of the energy efficiency and sustainability of each City-owned facility at no cost to City.
- Collaborated w/Carmel Cares for Median Minders program and Scenic Pathway restoration.
- Coordinated land survey needs by Friends of Lester Rowntree Native Plant Garden.
- Met with local landscape maintenance volunteers who are aggressively cleaning up the Vista Lobos park.
- Supported Carmel Cares' new website: [www.carmelcares.org](http://www.carmelcares.org)

## **Environmental Programs**

- Gave presentation to City Council regarding the North Dunes Habitat Restoration Project.
- Installed 20 new, metal ribbon-style trash/recycling containers along Ocean Avenue and in the downtown area. Received many compliments.
- Drafted City's first Integrated Pesticide Policy. Draft policy was circulated for comments.
- To comply with state mandate AB1826, notified commercial and multi-family properties who exceed 2 cubic yards of solid waste that they need to work with GreenWaste to establish organics service (yellow bin) by the end of 2020.
- Directed City crews work in North Dunes including relocation and installation of post and cable fencing and pruning of cypress trees.

## **Facility Maintenance**

- ChargePoint, the Electric Vehicle charger manufacturer, tested the two new dual chargers at the Sunset Center north parking lot. Wiring had to be corrected to charge properly.
- Continued to obtain quotes for the Park Branch Library backup generator which is eligible for a 1.87% interest loan from Central Coast Community Energy.
- Completed several plumbing repairs made easier due to the new snake tool donated from Carmel Cares.
- Coordinated with a vendor to inspect and test backflow preventers at City facilities.
- Coordinated with a vendor to inspect and test the City's emergency generators.
- Coordinated with a vendor to install new, ADA-compliant toilet partitions for the First Murphy House restrooms.

## **Street Maintenance**

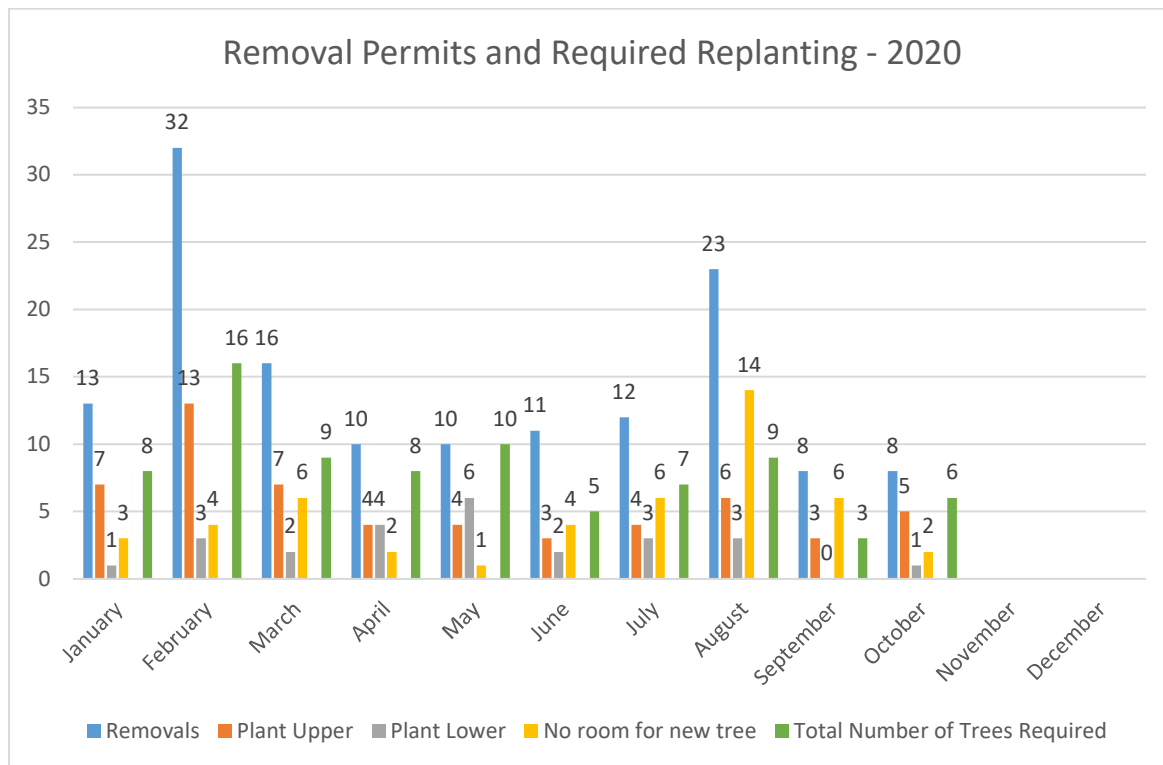
- The Friends of the Mission Trail Nature Preserve constructed a wooden boardwalk over a portion of the Doolittle Trail that gets muddy after winter storms.
- Constructed drainage berms using 5 tons of hot mix asphalt pavement.
- Continued to inspect and clean out drainage culverts across the City.
- Switched over from dry weather drainage diversion into cleaned and opened channels to relay rainwater into the Carmel River and Pacific Ocean.
- Continued removing piles of weeds from the MTNP and Scenic Pathway.
- Replaced a vandalized bench at MTNP and removed unauthorized stickers from stop signs.
- Inspected construction of a decorative stone wall planter at the NW corner of Monte Verde Street and Seventh Avenue.
- Removed campaign signs illegally placed in the public right-of-way

## **Forestry, Parks and Beach (Forester's Report)**

- The Friends of the Carmel Forest planted twenty new trees at the Forest Theater.
- There were 3 notable tree failures in October. A Liquidamber branch fell onto a car, a pine branch fell into an intersection, and a young cypress snapped at the base from girdling roots.
- 2,599 trees have been inventoried in TreeKeeper as of November 2, 2020. Staff is inventorying trees as work and inspections are performed.
- Two large trees are having their wood repurposed into benches and planters.
- Calls from residents about the concern of falling trees and branches is on the rise.

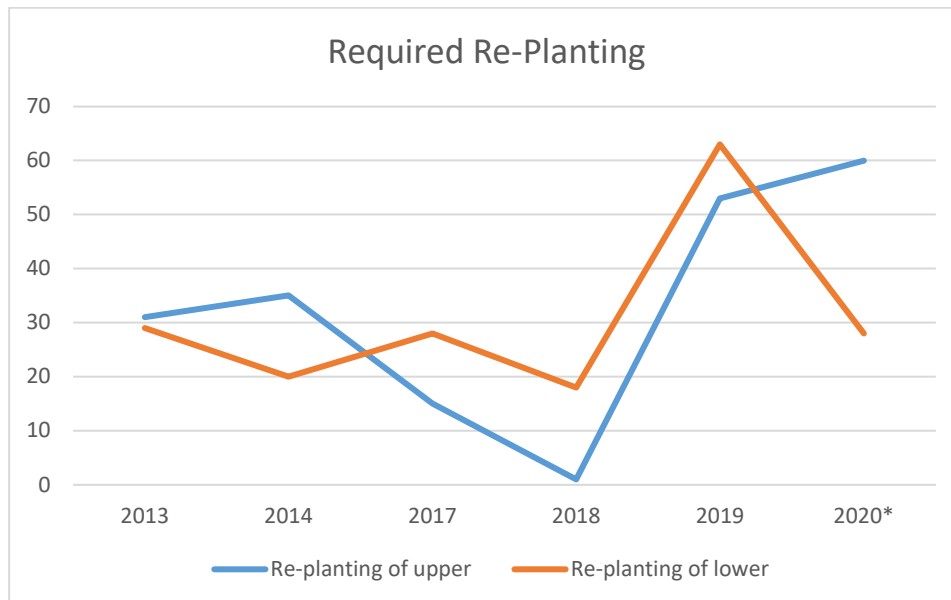
- Outreach has begun for fall right of way tree plantings. Flyers will be affixed to a stake at each proposed planting location. Experience shows that when residents are involved in the tree planting process, the new trees are more likely survive.
- No Stop Work Orders were issued in October.

### Private and Development Activities



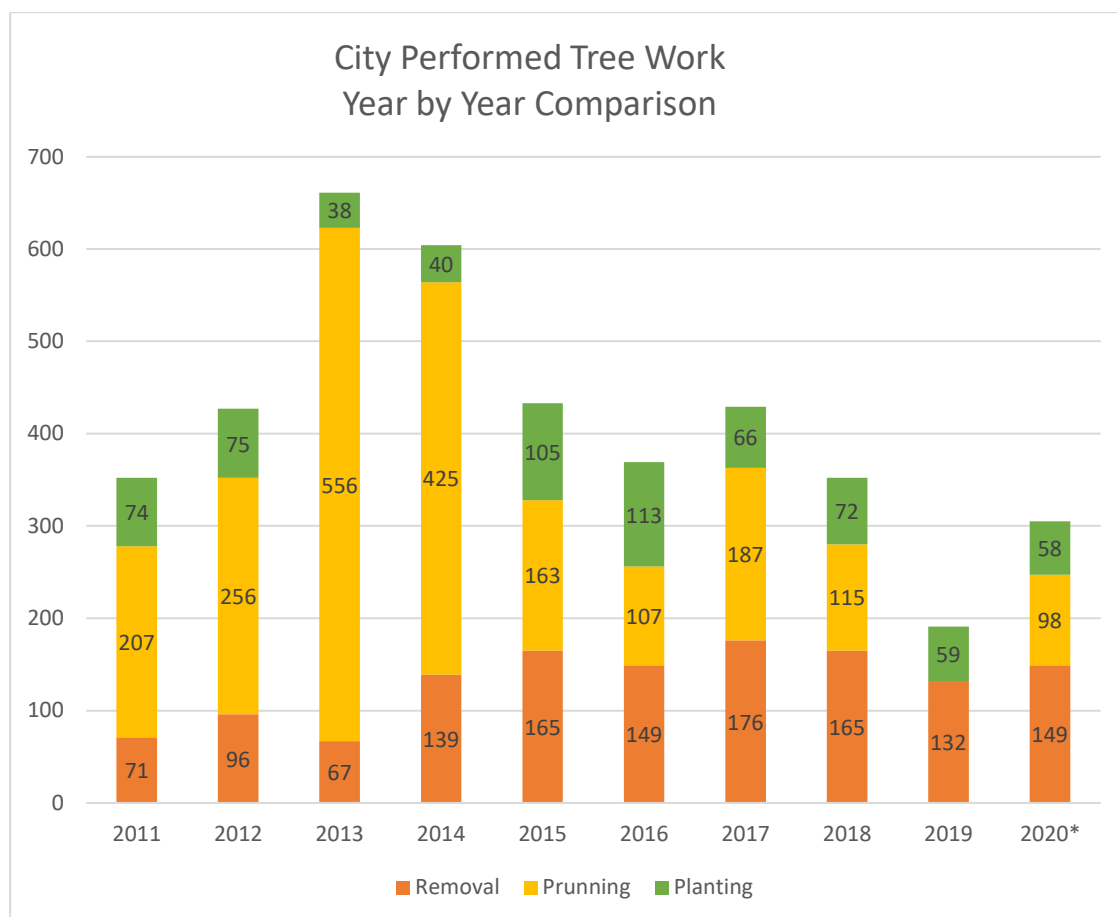
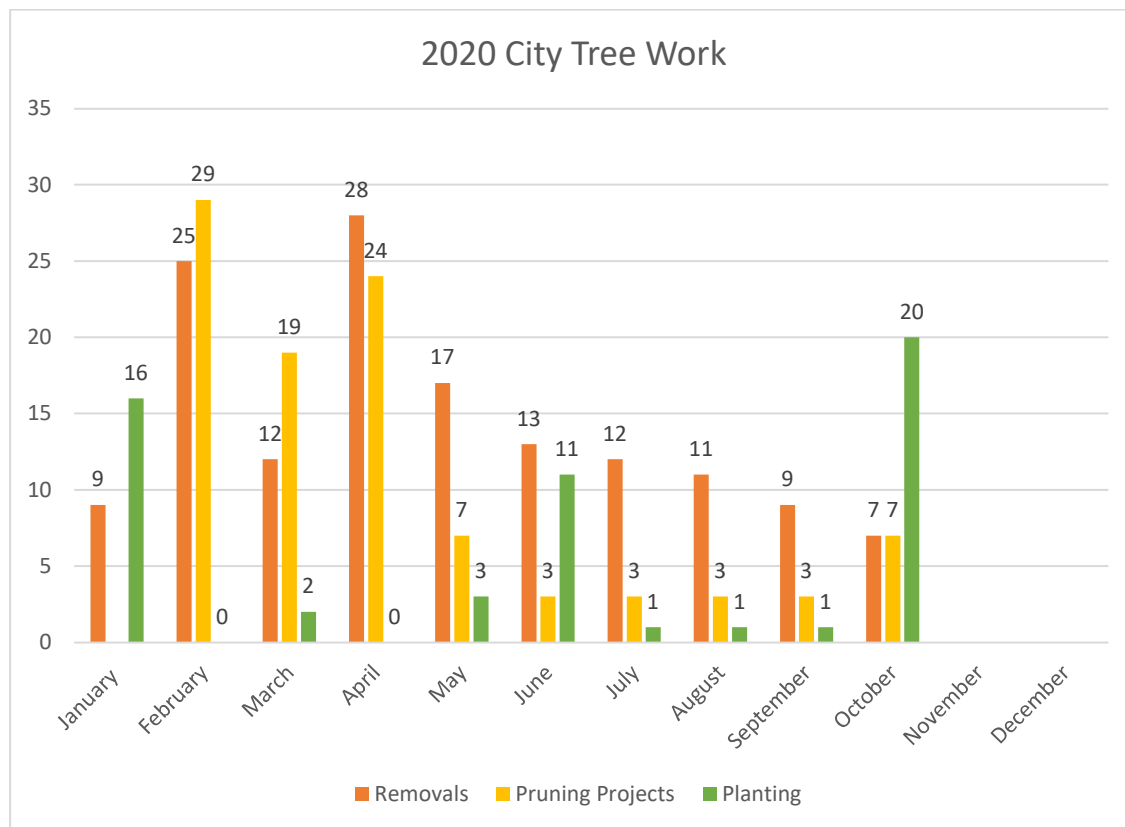
| 2020 Permitted Removals and Required Planting |          |             |             |                      |                                |
|-----------------------------------------------|----------|-------------|-------------|----------------------|--------------------------------|
|         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

| Historic permitted removals and required planting |                 |                  |                  |                      |                      |                      |               |
|---------------------------------------------------|-----------------|------------------|------------------|----------------------|----------------------|----------------------|---------------|
|                                                   | Removal Permits | Removal of upper | Removal of lower | Re-planting Required | Re-planting of upper | Re-planting of lower | Re-planting % |
| 2012                                              | 96              |                  |                  | 20                   |                      |                      | 20.83%        |
| 2013                                              | 123             | 60               | 63               | 59                   | 31                   | 29                   | 47.97%        |
| 2014                                              | 145             | 64               | 81               | 49                   | 35                   | 20                   | 33.79%        |
| 2016                                              | 90              |                  |                  | 37                   |                      |                      | 41.11%        |
| 2017                                              | 119             | 50               | 69               | 43                   | 15                   | 28                   | 36.13%        |
| 2018                                              | 77              | 37               | 60               | 20                   | 1                    | 18                   | 25.97%        |
| 2019                                              | 170             | 107              | 63               | 116                  | 53                   | 63                   | 68.24%        |
| 2020*                                             | 165             | 46               | 40               | 100                  | 57                   | 26                   | 60.61%        |
|                                                   | *year to date   |                  |                  |                      |                      |                      |               |
|                                                   |                 |                  |                  |                      |                      |                      |               |



### City Forestry, Parks, and Beach Activities

|                         |       |
|-------------------------|-------|
| City Tasks October 2020 |       |
| Work Type               | Count |
| Inspection              | 56    |
| Pruning                 | 7     |
| Removals                | 7     |
| Failures                | 3     |
| Planting                | 20    |





# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Robin Scattini, Finance Manager

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** October 2020 Check Register Summary

#### RECOMMENDATION:

Approve the check register for October 2020.

#### BACKGROUND/SUMMARY:

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

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

#### FISCAL IMPACT:

The check register summary for October 2020 totals \$1,118,464.

#### PRIOR CITY COUNCIL ACTION:

Council ratified the September 2020 check register at its November 3 regular meeting.

#### ATTACHMENTS:

October 2020 check register

**October 2020 Check Register**

| Check No.                                                  | Vendor/Employee                              | Transaction Description                                 | Date       | Amount     |
|------------------------------------------------------------|----------------------------------------------|---------------------------------------------------------|------------|------------|
| Department: 000 Marketing & Economic Development           |                                              |                                                         |            |            |
| 45917                                                      | Visit Carmel                                 | CHID distribution: July-Aug 2020                        | 10/20/2020 | 95,248.98  |
| 45920                                                      | Monterey County Convention & Visitors Bureau | TID distribution: July-Aug 2020                         | 10/23/2020 | 46,745.82  |
| Total for Department: 000 Marketing & Economic Development |                                              |                                                         |            | 141,994.80 |
| Department: 110 City Council                               |                                              |                                                         |            |            |
| 45821                                                      | Monterey County Business Council             | Partner membership: FY20-21                             | 10/09/2020 | 500.00     |
| 45823                                                      | Peninsula Messenger Service                  | Mail service: Sort and delivery                         | 10/09/2020 | 7,462.00   |
| 45931                                                      | Coastal TPA, Inc                             | Dental and vision reimbursement claims                  | 10/23/2020 | 46.20      |
| Total for Department: 110 City Council                     |                                              |                                                         |            | 8,008.20   |
| Department: 111 City Administration                        |                                              |                                                         |            |            |
| 45811                                                      | Amazon Web Services Inc                      | Monthly data storage and cloud service fees             | 10/09/2020 | 1,101.62   |
| 45815                                                      | Coastal TPA, Inc                             | Dental and vision reimbursement claims                  | 10/09/2020 | 412.95     |
| 45816                                                      | CSAC Excess Insurance Authority              | FY 2020-2021 Employee Assistance Program                | 10/09/2020 | 474.60     |
| 45817                                                      | Harrison Memorial Library                    | Reimburse for OnSip VOIP phone service on HML credit ca | 10/09/2020 | 947.23     |
| 45818                                                      | Iron Mountain                                | Records management and storage fees                     | 10/09/2020 | 259.33     |
| 45824                                                      | Sprint                                       | Usage: voice, messaging, data                           | 10/09/2020 | 322.99     |
| 45825                                                      | US Bank                                      | Subscriptions                                           | 10/09/2020 | 60.93      |
| 45827                                                      | Verizon Wireless                             | Usage: voice, messaging, data                           | 10/09/2020 | 246.95     |
| 45851                                                      | Rachael Grewell                              | Bond refinance notary signing fee                       | 10/15/2020 | 250.00     |
| 45856                                                      | AT&T                                         | Telephone service citywide                              | 10/15/2020 | 1,380.82   |
| 45857                                                      | AT&T                                         | Police Dept router and telecommunication services       | 10/15/2020 | 711.80     |
| 45859                                                      | Carmel Pine Cone                             | Legal noticing                                          | 10/15/2020 | 570.00     |
| 45874                                                      | T-Mobile                                     | Monthly cell usage                                      | 10/15/2020 | 1,457.37   |
| 45921                                                      | Alhambra                                     | Water service-City Hall                                 | 10/23/2020 | 51.74      |
| 45923                                                      | Amazon Web Services Inc                      | Monthly data storage and cloud service fees             | 10/23/2020 | 1,334.41   |
| 45925                                                      | AT&T                                         | Telephone service citywide                              | 10/23/2020 | 82.48      |
| 45928                                                      | Carmel Pine Cone                             | Legal noticing                                          | 10/23/2020 | 187.50     |
| 45931                                                      | Coastal TPA, Inc                             | Dental and vision reimbursement claims                  | 10/23/2020 | 1,319.53   |
| 45932                                                      | Comcast                                      | Business cable services-City Hall                       | 10/23/2020 | 68.54      |
| 45933                                                      | Comcast Business                             | CALNET NGEN billing                                     | 10/23/2020 | 644.82     |
| 45937                                                      | Digital Deployment                           | Maintenance and security updates for website            | 10/23/2020 | 700.00     |
| 45939                                                      | Hinderliter, De Llamas & Associates          | Sales tax audit FY 2020-21                              | 10/23/2020 | 2,745.59   |
| 45940                                                      | MISAC                                        | Membership 2020-2021                                    | 10/23/2020 | 130.00     |
| 45947                                                      | TCS Total Compensation Systems Inc           | GASB75 Valuation Services                               | 10/23/2020 | 2,500.00   |
| 45948                                                      | Toshiba Financial Service                    | Copier contract Admin ESTUDIO 5506ACT                   | 10/23/2020 | 433.86     |

|                                               |                              |                                                          |            |           |
|-----------------------------------------------|------------------------------|----------------------------------------------------------|------------|-----------|
| 45949                                         | US Bank                      | OnSip phone services, memberships, training registration | 10/23/2020 | 3,092.91  |
| 45952                                         | Wageworks, Inc               | Healthcare monthly Admin and Compliance fee              | 10/23/2020 | 170.00    |
| 45953                                         | Zoom Imaging Solutions, Inc. | Admin copier usage fees                                  | 10/23/2020 | 421.55    |
| Total for Department: 111 City Administration |                              |                                                          |            | 22,079.52 |

Department: 112 City Attorney

|                                         |                                 |                       |            |           |
|-----------------------------------------|---------------------------------|-----------------------|------------|-----------|
| 45926                                   | Burke, Williams & Sorensen, LLP | August legal services | 10/23/2020 | 33,605.68 |
| Total for Department: 112 City Attorney |                                 |                       |            | 33,605.68 |

Department: 115 Community Planning & Building

|                                                   |                         |                                        |            |          |
|---------------------------------------------------|-------------------------|----------------------------------------|------------|----------|
| 45863                                             | Engineered Fire Systems | Plan review services                   | 10/15/2020 | 1,050.00 |
| 45877                                             | Carmel Towing & Garage  | Fuel for Building Inspector vehicle    | 10/16/2020 | 35.72    |
| 45931                                             | Coastal TPA, Inc        | Dental and vision reimbursement claims | 10/23/2020 | 80.85    |
| Total for Department: 115 Community Planning & Bu |                         |                                        |            | 1,166.57 |

Department: 116 Police

|                                  |                                        |                                                  |            |           |
|----------------------------------|----------------------------------------|--------------------------------------------------|------------|-----------|
| 45813                            | Caltronics Business Systems, Inc.      | Copy machine Usage Fee per contract              | 10/09/2020 | 39.96     |
| 45819                            | Legal Notification Services Inc        | iSubpeona Annual License                         | 10/09/2020 | 129.97    |
| 45822                            | Pacific Gas & Electric                 | Video cameras citywide                           | 10/09/2020 | 215.83    |
| 45826                            | US Bank Voyager Fleet                  | Fuel Police Dept                                 | 10/09/2020 | 247.42    |
| 45845                            | Lemos Service Inc                      | Repair services - 2012 Ford Expedition           | 10/15/2020 | 181.88    |
| 45849                            | Monterey Tire Service Inc              | Police Dept Vehicle Maintenance:Tires 2016 Dodge | 10/15/2020 | 698.10    |
| 45852                            | Seaside Chrysler, Dodge, Jeep          | Police Dept Vehicle Maint: 2013 Dodge Charger    | 10/15/2020 | 2,144.39  |
| 45858                            | Caltronics Business Systems, Inc.      | Copy machine Usage Fee per contract              | 10/15/2020 | 163.70    |
| 45868                            | Monterey County Information Technology | Monthly connection fees to County IT Radio/Gen   | 10/15/2020 | 496.80    |
| 45873                            | T2 Systems Canada Inc.                 | Digital Iris Services                            | 10/15/2020 | 125.00    |
| 45875                            | Trucksis Enterprises, Inc.             | 50 Covid Mask signs/stakes                       | 10/15/2020 | 486.16    |
| 45921                            | Alhambra                               | Bottle Water Service for PD                      | 10/23/2020 | 133.65    |
| 45927                            | California Peace Officers Association  | Sworn Membership                                 | 10/23/2020 | 125.00    |
| 45929                            | Carmel Towing & Garage                 | Fuel for PD                                      | 10/23/2020 | 2,367.74  |
| 45931                            | Coastal TPA, Inc                       | Dental and vision reimbursement claims           | 10/23/2020 | 621.67    |
| 45932                            | Comcast                                | Cable TV/High Speed Internet for PD              | 10/23/2020 | 61.78     |
| 45934                            | County of Monterey IT Dept             | Monthly connection fees to County IT Radio/Gen   | 10/23/2020 | 496.80    |
| 45935                            | Cradlepoint                            | Netcloud Mobile Essentials Plan, Inv #SQ0819513, | 10/23/2020 | 180.00    |
| 45936                            | De Lage Landen Financial               | Police Dept Copier Lease                         | 10/23/2020 | 474.27    |
| 45938                            | Federal Licensing Inc                  | Call sign KMA766 licensing                       | 10/23/2020 | 189.00    |
| 45943                            | Same Day Shred                         | Shredding services                               | 10/23/2020 | 45.00     |
| 45946                            | Silke Communications                   | Radio repair and maintenance                     | 10/23/2020 | 469.64    |
| Total for Department: 116 Police |                                        |                                                  |            | 10,093.76 |

Department: 117 Fire

|                                |                                        |                                            |            |            |
|--------------------------------|----------------------------------------|--------------------------------------------|------------|------------|
| 45810                          | Alhambra                               | Bottle Water Service for Fire Dept         | 10/09/2020 | 14.00      |
| 45814                          | City Of Monterey                       | Vehicle Repairs for Fire Engine            | 10/09/2020 | 11,180.17  |
| 45820                          | Mission Linen Service                  | Linen maintenance                          | 10/09/2020 | 98.21      |
| 45840                          | Carmel Towing & Garage                 | Fuel purchases for ambulance/fire vehicles | 10/15/2020 | 1,346.46   |
| 45846                          | Mission Linen Service                  | Linen maintenance                          | 10/15/2020 | 108.63     |
| 45861                          | City Of Monterey                       | Fire Admin Services                        | 10/15/2020 | 217,409.76 |
| 45868                          | Monterey County Information Technology | Fire Dept Monthly connection County IT     | 10/15/2020 | 149.04     |
| 45919                          | City Of Monterey                       | Fire Admin Services                        | 10/23/2020 | 217,409.76 |
| 45934                          | County of Monterey IT Dept             | Fire Dept Monthly connection County IT     | 10/23/2020 | 149.04     |
| 45941                          | Mission Linen Service                  | Linen maintenance                          | 10/23/2020 | 206.62     |
| Total for Department: 117 Fire |                                        |                                            |            | 448,071.69 |

Department: 118 Ambulance

|                                     |                                          |                                        |            |           |
|-------------------------------------|------------------------------------------|----------------------------------------|------------|-----------|
| 45841                               | Cypress Coast Ford/Lincoln               | Amb:F450 Repairs                       | 10/15/2020 | 1,232.91  |
| 45842                               | De Lage Landen Financial                 | Copier lease and usage                 | 10/15/2020 | 75.01     |
| 45850                               | Peninsula Welding & Medical Supply, inc. | Oxygen cylinder rentals                | 10/15/2020 | 128.79    |
| 45855                               | Wittman Enterprises, LLC                 | Ambulance Billing Services             | 10/15/2020 | 5,417.68  |
| 45861                               | City Of Monterey                         | Ambulance administration               | 10/15/2020 | 1,672.41  |
| 45861                               | City Of Monterey                         | Ambulance overtime coverage            | 10/15/2020 | 7,084.92  |
| 45907                               | De Lage Landen Financial                 | Copier lease and usage                 | 10/20/2020 | 152.95    |
| 45919                               | City Of Monterey                         | Ambulance administration               | 10/23/2020 | 1,672.41  |
| 45930                               | City Of Monterey                         | Ambulance overtime coverage            | 10/23/2020 | 6,157.63  |
| 45931                               | Coastal TPA, Inc                         | Dental and vision reimbursement claims | 10/23/2020 | 315.75    |
| 45950                               | Verizon Wireless                         | Air Cards for Ambulance                | 10/23/2020 | 394.14    |
| Total for Department: 118 Ambulance |                                          |                                        |            | 24,304.60 |

Department: 119 Public Works

|       |                                          |                                     |            |          |
|-------|------------------------------------------|-------------------------------------|------------|----------|
| 45812 | American Supply Company                  | Cleaning Supplies                   | 10/09/2020 | 597.84   |
| 45830 | Cintas Corporation                       | Uniforms for PW                     | 10/13/2020 | 153.74   |
| 45831 | Granite Rock Company                     | Supplies for PW                     | 10/13/2020 | 1,200.48 |
| 45832 | Monterey Auto Supply Inc/Napa Auto Parts | Vehicle supplies for PW             | 10/13/2020 | 60.55    |
| 45833 | Poe's Plumbing & Backflow                | FH Park leak repair                 | 10/13/2020 | 342.44   |
| 45834 | PSTS, Inc.                               | Maint. pump the oil-water separator | 10/13/2020 | 569.50   |
| 45835 | Scarborough Lumber & Building            | Supplies for PW                     | 10/13/2020 | 25.82    |
| 45836 | Tree Stuff Lockbox No 639707             | Rigging equipment                   | 10/13/2020 | 4,096.36 |
| 45837 | Underground Service Alert Nor Cal        | CA state fee for regulatory costs   | 10/13/2020 | 784.73   |
| 45838 | US Bank                                  | Supplies                            | 10/13/2020 | 1,362.37 |
| 45860 | Cintas Corporation                       | Uniforms for PW                     | 10/15/2020 | 113.78   |
| 45862 | De Lage Landen Financial                 | Copier lease and usage              | 10/15/2020 | 205.39   |

|       |                                          |                                                      |            |           |
|-------|------------------------------------------|------------------------------------------------------|------------|-----------|
| 45864 | Ewing Irrigation and Landscape Supply    | Irrigation supplies                                  | 10/15/2020 | 35.30     |
| 45865 | Fastenal Company                         | Supplies for news racks                              | 10/15/2020 | 21.09     |
| 45866 | Ferguson Enterprises, Inc.               | Plumbing supplies for facilities division            | 10/15/2020 | 151.28    |
| 45867 | Granite Rock Company                     | Parking blocks for EV charger spaces                 | 10/15/2020 | 80.95     |
| 45869 | Monterey Fire Ext. Co.                   | Extinguisher service at PD                           | 10/15/2020 | 166.03    |
| 45872 | Scarborough Lumber & Building            | Supplies for PW                                      | 10/15/2020 | 45.18     |
| 45876 | American Messaging                       | Messaging service for panic alarms                   | 10/16/2020 | 114.71    |
| 45879 | Cintas Corporation                       | Uniforms for PW                                      | 10/16/2020 | 155.64    |
| 45881 | Granite Rock Company                     | Supplies for PW                                      | 10/16/2020 | 858.14    |
| 45882 | Jamestown Advanced Products Corp         | 41 trash/recycling receptacles: ribbon style metal   | 10/16/2020 | 45,195.63 |
| 45885 | Poe's Plumbing & Backflow                | Clear sewer line at Picadilly Park                   | 10/16/2020 | 104.21    |
| 45886 | Pureserve Building Service               | Janitorial services                                  | 10/16/2020 | 15,695.75 |
| 45889 | Scarborough Lumber & Building            | Supplies for PW                                      | 10/16/2020 | 90.52     |
| 45890 | US Bank                                  | Supplies, Enviro Master Covid-19 facility spraying   | 10/16/2020 | 1,809.14  |
| 45902 | Alhambra                                 | Water service Public Works                           | 10/20/2020 | 460.25    |
| 45903 | Bill's Plumbing, Drain, Backflow         | Replace backflow: beach restroom end of Ocean        | 10/20/2020 | 850.00    |
| 45904 | Carmel Towing & Garage                   | September fuel                                       | 10/20/2020 | 1,493.37  |
| 45905 | Cintas Corporation                       | Uniforms for PW                                      | 10/20/2020 | 121.23    |
| 45906 | Davey Resource Group, Inc.               | TreeKeeper subscription                              | 10/20/2020 | 2,500.00  |
| 45908 | Ferguson Enterprises, Inc.               | Plumbing supplies for facilities division            | 10/20/2020 | 25.21     |
| 45909 | Gerecke Electrical LLC                   | Work shop compressor                                 | 10/20/2020 | 1,300.00  |
| 45910 | Iverson Tree Service                     | Tree work citywide                                   | 10/20/2020 | 1,981.25  |
| 45911 | Marina Backflow Company                  | Backflow test - 8 locations                          | 10/20/2020 | 440.00    |
| 45912 | Monterey Auto Supply Inc/Napa Auto Parts | Vehicle supplies for PW                              | 10/20/2020 | 109.62    |
| 45913 | Poe's Plumbing & Backflow                | Repairs at Devendorf Park                            | 10/20/2020 | 190.00    |
| 45915 | Scarborough Lumber & Building            | Supplies for PW                                      | 10/20/2020 | 75.59     |
| 45916 | Tree Stuff Lockbox No 639707             | Rigging equipment                                    | 10/20/2020 | 326.20    |
| 45924 | American Messaging                       | Messaging service for panic alarms                   | 10/23/2020 | 4.22      |
| 45931 | Coastal TPA, Inc                         | Dental and vision reimbursement claims               | 10/23/2020 | 1,299.60  |
| 45945 | Sentry Alarm Systems                     | Monitoring: burglar alarm systems all city buildings | 10/23/2020 | 231.00    |
| 45954 | Ailing House Pest Control                | Pest control services                                | 10/26/2020 | 574.00    |
| 45955 | American Supply Company                  | Material and repair supplies                         | 10/26/2020 | 275.19    |
| 45956 | Andy & Me                                | Rear window replacement: Unit #1                     | 10/26/2020 | 295.00    |
| 45957 | Cintas Corporation                       | Uniforms for PW                                      | 10/26/2020 | 153.67    |
| 45958 | Golden State Portables                   | Handicap unit Forest Theater                         | 10/26/2020 | 380.88    |
| 45959 | Marina Backflow Company                  | Backflow test - 2 locations                          | 10/26/2020 | 110.00    |
| 45960 | Monterey Auto Supply Inc/Napa Auto Parts | Vehicle supplies for PW                              | 10/26/2020 | 253.90    |
| 45961 | Mutt Mitt                                | Mutt Mitt donation purchases                         | 10/26/2020 | 5,219.13  |
| 45962 | US Bank                                  | Safety vests, office supplies, training registration | 10/26/2020 | 323.32    |

Total for Department: 119 Public Works

93,029.20

Department: 120 Library

|                                   |                  |                                        |            |          |
|-----------------------------------|------------------|----------------------------------------|------------|----------|
| 45815                             | Coastal TPA, Inc | Dental and vision reimbursement claims | 10/09/2020 | 475.25   |
| 45931                             | Coastal TPA, Inc | Dental and vision reimbursement claims | 10/23/2020 | 1,082.50 |
| Total for Department: 120 Library |                  |                                        |            | 1,557.75 |

Department: 122 Economic Revitalization

|                                                   |                                              |                                                         |            |            |
|---------------------------------------------------|----------------------------------------------|---------------------------------------------------------|------------|------------|
| 45847                                             | Monterey County Convention & Visitors Bureau | FY20-21 Jurisdiction Investment: Q2                     | 10/15/2020 | 60,020.00  |
| 45854                                             | Sunset Cultural Center Inc.                  | FY20-21 Sunset Center Operating Grant: Q2               | 10/15/2020 | 144,375.00 |
| 45951                                             | Visit Carmel                                 | FY20-21 Regional destination marketing contribution: Q2 | 10/23/2020 | 24,000.00  |
| Total for Department: 122 Economic Revitalization |                                              |                                                         |            | 228,395.00 |

Department: 130 Non-Departmental

|                                            |                               |                                    |            |            |
|--------------------------------------------|-------------------------------|------------------------------------|------------|------------|
| 45822                                      | Pacific Gas & Electric        | Gas & electric service citywide    | 10/09/2020 | 56.06      |
| 45848                                      | Monterey County Tax Collector | Secured property taxes: FY 2020-21 | 10/15/2020 | 80,466.90  |
| 45870                                      | Pacific Gas & Electric        | Gas & electric service citywide    | 10/15/2020 | 8,081.54   |
| 45918                                      | Cal-Am Water Company          | Water service citywide             | 10/23/2020 | 11,029.18  |
| 45922                                      | Alliant Insurance Services    | FY 2020-2021 Fire Policy           | 10/23/2020 | 250.00     |
| 45942                                      | Pacific Gas & Electric        | Gas & electric service citywide    | 10/23/2020 | 808.86     |
| Total for Department: 130 Non-Departmental |                               |                                    |            | 100,692.54 |

Department: 311 Capital Projects

|                                            |                                  |                                                           |            |              |
|--------------------------------------------|----------------------------------|-----------------------------------------------------------|------------|--------------|
| 45944                                      | Schaaf & Wheeler Civil Engineers | Storm drain master project: assessment of drainage system | 10/23/2020 | 5,465.00     |
| Total for Department: 311 Capital Projects |                                  |                                                           |            | 5,465.00     |
| Grand Total                                |                                  |                                                           |            | 1,118,464.31 |

October Contract Payments:

| Vendor            | Contract Amt   | Paid through Oct. | Contract Balance |                     |
|-------------------|----------------|-------------------|------------------|---------------------|
| Pen Messenger     | \$ 72,000.00   | \$ 66,215.00      | \$ 5,785.00      |                     |
| Pureserve         | \$ 198,349.00  | \$ 62,783.00      | \$ 135,566.00    |                     |
| Schaaf & Wheeler  | \$ 174,910.00  | \$ 159,345.96     | \$ 15,564.04     |                     |
| City of Monterey  | \$2,493,245.00 | \$ 869,639.04     | \$1,623,605.96   | Fire admin services |
| Iverson Tree Svc. | \$ 75,000.00   | \$ 1,981.25       | \$ 73,018.75     |                     |



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Britt Avrit, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Resolution 2020-080 amending Policy C16-02 Records Management Program

#### RECOMMENDATION:

Adopt Resolution 2020-080 amending Policy C16-02 Records Management Program.

#### BACKGROUND/SUMMARY:

On June 6, 2016 the City adopted Resolution 2016-032 establishing Policy C16-02, Records Management Program for the City.

Policies often represent best practices for organizations and should be reviewed and updated on a regular basis. Policies, as well, should be the framework by which staff ensures the City is compliance with applicable laws and regulations and should not include detailed processes which limit staff from achieving the goal of compliance. The attached policy removes specific procedures to allow current and future staff the opportunity to ensure the City remains compliant through a general procedure without listing the exact process by which staff will be bound.

The City Clerk worked with the City Attorney's Office to review and update Policy C16-02. The amendment provided in Exhibit A to Resolution 2020-080 updates the Policy to reflect current practices, updates definitions, removes those definitions that do not apply, and simplifies the procedures associated with routine maintenance, storage and destruction of records.

Included in Policy C16-02 is the City's Records Retention Schedule which is not impacted by the proposed Policy update. The City Clerk, when budget allows, will engage a consultant to thoroughly review and update the City's Retention Schedule. Once completed, the update will be brought to the City Council for approval.

#### FISCAL IMPACT:

No direct fiscal impact for this action.

#### PRIOR CITY COUNCIL ACTION:

June 6, 2016, adopted Resolution 2016-032

## ATTACHMENTS:

Attachment #1 - Policy C16-02 redline

Attachment #2 - Resolution 2020-080 Amending Policy C16-02 Records Management Program

C16-02

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

|                                            |                                    |
|--------------------------------------------|------------------------------------|
| <b>Subject:</b> Records Management Program | <b>Policy/Procedure No:</b> C16-02 |
|--------------------------------------------|------------------------------------|

|                                    |                                                        |
|------------------------------------|--------------------------------------------------------|
| <b>Effective Date:</b> 6 June 2016 | <b>Authority:</b> Resolution No. <del>2</del> 2016-032 |
|------------------------------------|--------------------------------------------------------|

**Purpose:**

The purpose of this policy is to establish a citywide records management program for the ~~preservation, protection, retention and legal disposition~~proper and efficient management of records and ~~to establish~~ a records retention schedule for all City departments in compliance with applicable federal, state and local laws.

**Policy/Procedure:**

As set forth fully in the policy document attached.

**Responsible Parties:**

~~City Council~~All City departments/divisions to include employees, elected and appointed officials, temporary workers, volunteers and contractors of the City who are acting on behalf of the City and who have access to, use of, or are involved in the maintenance or storage of the City's records.

**Department of Origin:**

Administration

**Revision Dates:**

Resolution 2020-XXX, December 8, 2020

**Rescinded Date:**

## C16-02

## CITY OF CARMEL-BY-THE-SEA

## POLICY NO. C2016-02

## RECORDS MANAGEMENT PROGRAM

**DEFINITIONS**

- **Active Records** – Records that are referred to at least once a month. Also – as a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and used in the conduct of daily business. These are typically retained for short time periods. Examples include subject, chronological, work plans, and policy files.
- ~~Archival Records – Records with enduring value because they reflect significant historical events, document the history and development of the City, or provide valuable research data.~~
- ~~Damaged Records – Records that have been damaged by water, fire, and other forms of contamination during natural and man-made disasters. Dependent on the severity of the damage, records may be recovered or may need to be declared unrecoverable and destroyed.~~
- ~~Discovery – The pretrial disclosure of pertinent facts or documents by one or both parties to a civil action or proceeding. Anything requested during discovery must be disclosed if it exists – even non-records and records that should have been destroyed earlier. Discovery effectively freezes selected holdings until released by the opposing attorney or the court.~~
- **Email** - Short for electronic mail, the transmission of messages over communications networks. The messages ~~can be notes entered from the keyboard or~~ may include attachments of electronic files ~~stored on disk.~~
- **Inactive records** – Records that are accessed an average of less than once per month, but have not completed their full retention period. These records may be stored in a separate location from active files. ~~Also – a Perpetual Record that has fulfilled its function. (See also Perpetual Record)~~
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”

- **Non-Records** – ~~Materials not kept in the ordinary course of business, such as transitory documents, voicemail, email, unofficial copies of documents kept only for convenience or reference, working papers, stocks of publications and blank forms, and library or museum material intended solely for reference or exhibition. Also documents such as rough notes, calculations or drafts assembled in preparation or analysis of other documents. NOTE: A draft that contains substantive comments from a project applicant, an applicant's attorney, consultant or agent, should be treated as a record of comments received from that source, and the draft or portions showing the substantive comments should ordinarily be retained accordingly. (See also **Discovery**)~~ None records. Non-records are not retained in the ordinary course of business and may include, without limitation, the following materials to the extent that they have no significant or lasting value; electronic messages created for routine communication or in lieu of a telephone call; transmittal letters; acknowledgements, miscellaneous notices of community affairs, employee meetings or holidays, working files and materials that are considered personal, and papers, drafts, rough notes or calculations created and used in the preparation or analysis of records.
- **Permanent Records** – Records that are required to be kept in perpetuity, usually identified by statute or other written guidance. Examples include original minutes, ordinances, resolutions, land grant deeds, etc.
- **Perpetual Records** – Records retained as active files for an indefinite period of time and then stored or destroyed after some event takes place. Examples include personnel files which are active until a person terminates his or her employment; policy files kept until the policy is changed; contract files that are active until the contract terminates, then destroyed a fixed number of years later; current database information that is ~~supereeded~~superseded; etc.
- **Program Records** – Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorders files, election files, probate records, medical records, etc.
- **Public Records** – For purposes of the California Records Act, any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
- **Records** – A "thing which constitutes an objective, lasting indication of a writing, event, or other information which is in the custody of a public officer and ~~was is~~ kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference." (1981-64 Ops. Cal. Atty. Gen. 317, 326; (1981) citing People v. Pearson (1952) 111 C.A. 2d 9 and People v. Tomalty (1910) 14 C.A. 2d 9). Substantive written communications from individuals or entities who are not City employees, officials, or contractors would ordinarily be considered records--.
- **Record Formats** – Records received or generated by the City in the course of its business, including paper documents, computer received and generated records in other formats such as microfilm, videos, audio recordings, photographs, maps, etc.
- **Records Management** – the systematic control of the acquisition, processing, use, protection, storage and final disposition of all records, including the establishment and maintenance of a system for filing and indexing records.
- **Records Retention Schedule** – The document describing records maintained by City departments and

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~~specifying, in accordance with statutory requirements or evaluations, the period of time established for their retention which must elapse before the records may be destroyed. A list of all records produced or maintained by an agency and the actions taken with regards to those records. A retention schedule is an agency's legal authority to receive, create, retain, and dispose of official public records. It assists the agency by documenting which records require office or temporary storage, which records have historic or research value, and which records should be destroyed because they no longer have any administrative, fiscal, historical, or legal value. In the event of litigation, courts accept a retention schedule as establishing an agency's "normal course of doing business".~~

- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal, historical and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.
- **Software** – Any system, program, application, instruction, or protocol designed to store, control or process data.
- **Vital Records** – Records required for daily operations and to resume those operations after a disaster. A Vital Records program protects records from the effects of the disaster and assists in recovery from the event.

## **PROGRAM SCOPE AND OBJECTIVES:**

### **Introduction**

The City of Carmel-by-the-Sea Records Management Program is designed to protect the City's information assets and manage them effectively by employing systematic methods for creation, maintenance, retention, disposition, and retrieval of official City records. Through application of sound record management practices, the program ensures the availability of records and information when needed by City staff and members of the public. These practices also ensure the elimination of unnecessary, redundant records, the preservation of records of continuing value for historical, ~~and legal~~ ~~and administrative research value~~, and the destruction of records that are obsolete in accordance with established ~~guidelines-procedures~~ once they reach their approved ~~disposition date~~ ~~retention~~.

By controlling the life cycle of records from creation to final disposition, the City will better manage its information assets, facilitate efficient access to information when needed, provide documentation of compliance to state and federal agencies, and preserve the valuable history of the organization. Records that are not appropriately maintained or improperly destroyed expose the City to potential liability. The City Clerk's Office coordinates the Records Management Program in cooperation with all City departments. The City Clerk is also responsible for preserving the City's legislative history through permanent records such as minutes, ~~minute~~, ordinances, and resolutions.

### **Records Retention Schedule**

The Records Retention Schedule provides the foundation for the Records Management Program and plays a pivotal role in its implementation. The City Clerk maintains the retention ~~schedule which~~ ~~schedule that~~ covers each department of the City and updates the schedule on a periodic basis to accommodate ~~legal administrative,~~ ~~or fiscal policy changes.~~ ~~Changes in federal, state and local laws.~~

~~The~~ ~~is~~ ~~schedule,~~ based on the Local Government Records Retention Guidelines (LGRRG), establishes mandatory minimum retention periods for all City records. ~~If federal or state law, court ruling, or regulation establishes the~~

~~retention period for a record, a citation to the relevant provision is given; if no citation is present, authority for the retention period is based on departmental, legal and management recommendations.~~

~~Records not addressed in the attached schedule should be considered routine in nature and would be identified as general information under a specific record series. Retention for those records would be two (2) years unless specific laws, decisions or opinions apply to that records series.~~

Transitory correspondence files, consisting of routine transactions, memoranda or emails holding no administrative, fiscal, historical, or legal value should not be ~~filed with working files~~ retained. ~~Examples of transitory documents may be, but are not limited to transmittal letters, forms, requests for routine information or publications, announcements, and other documents not requiring action by the receiving office.~~

Documents that are not transitory in nature, not addressed in this schedule, and for which there are legal requirements or the records is essential either for legal, historical, fiscal or administrative value shall have a record series ~~number and~~ title assigned to them and ~~they~~ shall be added to the retention schedule.

California Government Code, Section 34090.5 sets forth that if a record ~~series~~ can be produced electronically and proper archival methods are set in place, the original may be destroyed, with the exception of those documents that are required to be kept permanently in their original format as outlined in the retention schedule. It is the goal of the City to move toward an electronic imaging program. Until an electronic system is in place, a concerted effort will be made to adhere to the retention schedule and to destroy all appropriate records that are being stored in various facilities throughout the City, and prepare archival material for electronic filing. This process will eliminate a large number of storage boxes and release space for other uses, as well as bring the Records Management Program into full compliance.

#### Email Retention Policy

The City's email system is not intended to be used for the electronic storage or maintenance of City records. The email system, to function as intended, anticipates or requires that employees regularly delete communications from the system.

Routine email messages comparable to telephonic communications are non-records. They are not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City use or reference. Email messages and attachments comparable to hard copy documents that would be retained under the Records Retention Schedule should be categorized in the appropriate record series. It is each user's responsibility to remove non-substantive records from the email system ~~on a rolling sixty day schedule~~. This includes items in "received" and "sent" folders. ~~An email is not considered destroyed once it has been deleted from a user's mailbox. It may still be considered a record until it is permanently deleted from the system.~~

#### Disposition

City records are authorized to be destroyed on an on-going basis in accordance with the retention periods and best practices prescribed by the Records Retention Schedules set forth as part of this policy. ~~Notwithstanding the provisions herein and in~~ This policy establishes procedures in accordance with Government Code Section 34090, which states that *"unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required."* However, ~~this section~~ Section 34090 specifically prohibits the destruction of the following records:

- a. Records affecting the title to real property or liens thereon;
- b. Court records or records relating to legal proceedings and subject to a legal hold;

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- c. Records required to be kept by statute;
- d. Records less than two years old;
- e. The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

No department may dispose of any official City record prior to the expiration of its approved retention period. ~~In all instances documentation of destruction is required, the attached Authorization to Destroy Obsolete Records must be completed and signed by the Department Head and City Attorney. This form serves as a permanent record, and would be utilized in any legal proceedings as evidence of proper destruction. 9 or without following the procedure established in this policy.~~

#### **PROGRAM AUTHORITY**

The City of Carmel-by-the-Sea Records Management Program is based on state and federal laws and agency guidelines governing public records. Numerous State and Federal codes and sections apply to different types of records. The principal California law applicable to City records is Government Code Section 34090 *et. seq.*, which requires original records to be retained a minimum of two years and sets forth other requirements. Each record series listed in the City-wide Records Retention Schedule has applicable laws cited in the "Legal Authority" column.

California has adopted guidelines for retention periods of government records. Any deviation from these guidelines is noted in the "Legal Authority" or "Record Description" sections of the Records Retention Schedule.

1. Government Code Section 34090 – City records may be destroyed with approval of the legislative body by resolution and written consent of the City Attorney, except those records affecting title to real property or liens thereon; court records; records required to be kept by statute; records less than two years old; the minutes, ordinances, or resolutions of the legislative body or of a city commission or committee.

2. Government Code Section 34090.5 – Certain City records may be destroyed without the approval of the legislative body or written consent of the City Attorney if they have been scanned in archival quality in a trusted system that does not permit additions, deletions or changes to the original document. These records shall also be kept in a safe and secure place, and on a device used to reproduce such records as accurately and legibly as the originals and as accessible to the public as the originals.

3. Government Code Section 6200 – Every officer having custody of any record, map, book or paper filed in a public office who is guilty of willfully destroying, altering or removing the whole or any part of such item is punishable by imprisonment in accordance with State law.

4. In addition, California Government Code § 60201 subdivision (d)(4) requires the City to maintain any document that "relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years." Depending upon how long litigation remains pending or when settlement is reached, these "legal holds" can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. Departments will be notified of legal holds on specific documents by the ~~General Manager, District Secretary and/or the~~ District's legal counsel ~~City Attorney, City Administrator and/or City Clerk~~. Since legal holds commonly target a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

5. ~~District's legal counsel. Since legal holds commonly target a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.~~

#### **PROCEDURES:**

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On a routine, on-going basis, City staff shall conduct a review of all records under their control, which have been retained for the period of time required by the Records Retention Schedule. All records shall be categorized within one of the records retention series as set forth on the schedule. This schedule may be amended as appropriate and necessary by resolution when substantial changes in law, statute, ordinance, guideline or procedure is significant enough to warrant the issuance of an amended resolution and/or the rescinding of an existing resolution.

Upon determining that specific records have reached their retention maximum date, staff will request their destruction following appropriate destruction protocols. Should the City Attorney deem that certain records on schedule for destruction be retained for a longer period of time, the retention period for such records shall be extended accordingly and the retention schedule shall be amended to reflect such extension.

The City Council, City Administrator, City Attorney and City Clerk, all have distinct responsibilities with respect to the development of policy and procedural records management implementation as described below:

#### **City Council**

The City Council shall approve, adopt, ratify, by resolution, all records management policies, retention schedules, and any amendments thereto.

#### **City Attorney**

The City Attorney shall review the Records Retention Schedule and all proposed amendments to assure compliance with local, state, and federal legal requirements. The City Attorney shall also review and approve all Records Destruction Authorization Memos to ensure that listed records are not the subject of current or pending litigation.

#### **City Clerk**

—The City Clerk, as director of the Records Management Program, shall:

- a. Direct the preparation of a citywide records inventory of all departments.
- b. Prepare and maintain Records Retention Schedules based on the findings of the records inventory and discussions with City staff.
- c. Assist department Records Coordinators in reviewing and updating the Records Retention Schedules on a periodic basis. Revise policy and procedures as necessary to ensure interdepartmental coordination and cooperation in the creation, maintenance, protection, retention, and disposition of all City records.
- d. Submit Records Destruction Authorization Memos to each Department Director for approval to destroy records stored in the off-site records center. Carry out such destruction in accordance with established procedures.
- e. Maintain accurate logs and databases of all records stored in any off-site records center.
- f. Maintain documentation of all records destroyed in accordance with the Records Retention Schedule, including those records destroyed directly by department.
- g. Educate City staff on principles of records management and industry best practices through regular training meetings for department liaisons. Provide guidance, consultation, and advice as needed.

#### **Departments**

—Each department shall:

- a. ~~Appoint a Records Coordinator to work with the City Clerk in implementing the Records Management Program. This should be someone who is familiar with the nature and purpose of department records, has some authority to ensure adherence to records policies and procedures, and can recommend retention periods based on actual usage and legal requirements.~~
- b. ~~Assist the City Clerk in conducting and maintaining an inventory of all records created and maintained within the department.~~
- c. ~~Review their Retention Schedule bi-annually, submitting to the City Clerk any suggested revisions to retention periods, and additions or deletions of records series as department functions change.~~
- d. ~~At regular intervals but no less than once per year, transfer inactive records to storage in accordance with established procedures and using the Retention Schedule as a guide.~~
- e. ~~Review the list of records eligible for destruction to ensure that none of the records are the subject of an audit or pending litigation.~~
- f. ~~Educate other department staff in proper recordkeeping policies and procedures.~~

~~Following receipt of written approval of the City Attorney, City Administrator and City Clerk, the records of the City as set forth in the approved departmental records retention schedule are authorized to be destroyed and such destruction shall be witnessed by the City Clerk or a designated representative.~~

- All records should be retained and destroyed in accordance with the City's Records Retention Schedule
- By following the adopted Records Retention Schedule, the City may authorize the destruction of records.
- Unless otherwise provided by federal, state and local law, the City Administrator/or designee may authorize the destruction of any original document which is more than two years old, with written consent from the City Attorney, without retaining a copy of the documents as long as the retention and destruction of the document complies with the Records Retention Schedule as set forth in this policy.
- At least annually, the City Clerk will coordinate with City departments in reviewing records against the Records Retention Schedule to apply retention in a routine and consistent manner. Retention of records will be applied to shared drives, personal drives and external storage devices such as thumb drives.
- Records that have met retention according to the adopted Records Retention Schedule may be destroyed upon written approval of the Department Head, City Attorney, City Administrator and City Clerk.
- Department Heads will sign and provide to the City Clerk a list requesting destruction of records according to the Records Retention Schedule.
- The City Clerk will ensure records that have met retention are destroyed in a secure, efficient, and economical manner including using a shredding company and working with Information Technology staff.
- Records that have met retention pursuant to the adopted Records Retention Schedule and must be retained pursuant to a Litigation Hold will not be destroyed until the records have been released by the appropriate entities.

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Commented [KT1]: I added this for clarification since Section 34090 references "written consent" if the City Attorney and in practices, the recommendation on destruction will probably come in the form of a written memo for review and approval.

#### Responsibilities:

- The City Clerk is responsible for coordinating the Records Management Program for the City including:
  - o Developing and implementing an archival program for the storage of records regardless of the manner in which they are stored

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- o Providing the training and tools necessary for officials and employees to comply with this policy
- o Working with a vendor that- houses those physical records no longer required in office areas and have not met their legal retention.
- The City Clerk is responsible for maintaining an electronic copy of the City's Records Retention Schedule.
- The City Attorney, City Administrator and City Clerk are responsible for reviewing updating and approving the City's Records Retention Schedule in accordance with federal, state and local laws.
- Officials and employees are responsible for protecting, storing, transferring, using and manageing the City's records in accordance with the City's Records Retention Schedule and applicable federal, state and local law. Additionally, officials and employees are responsible for ensuring the economical and efficient maintenance and storage of records and promoting security of records in the most effective media format appropriate for preservation.

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C16-02

**CITY OF CARMEL-BY-THE-SEA  
RECORDS RETENTION SCHEDULE**

**LEGEND**

**Records Retention**

|                   |                         |
|-------------------|-------------------------|
| AC = Active       | AD = Adoption           |
| AU = Audit        | CL = Closed/Completions |
| CU = Current Year | DOB = Date of Birth     |
| E = Election      | L = Life                |
| P = Permanent     | S = Supersede           |
| T = Termination   |                         |

**CITATIONS**

|                                                |                                           |
|------------------------------------------------|-------------------------------------------|
| B & P – Business and Professions               | H&S – Health & Safety                     |
| CAC – California Administrative Code           | HUD – Housing and Urban Development       |
| CCP – Code of Civil Procedure                  | OSHA – Occupational Safety & Health Act   |
| CCR – Code of California Regulations           | PC – Penal Code                           |
| CEQA – California Environmental<br>Quality Act | POST – Police Officers Standards Training |
| CFR – Code of Federal Regulations              | UFC – Uniform Fire Code                   |
| EC – Election Code                             | USC – United States Code                  |
| FMLA – Family & Medical Leave Act,<br>1993     | WIC – Welfare & Institutions Code         |
| GC – Government Code                           |                                           |

## ADMINISTRATION

## C16-02

| Record Series                                | Retention | Citation                          | Descriptor                                                                                                                                                                                            |
|----------------------------------------------|-----------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUDIT</b>                                 |           |                                   |                                                                                                                                                                                                       |
| Annual Financial Report                      | CL + 2    | GC34090                           | Independent auditor analysis                                                                                                                                                                          |
| Bonds                                        | CL + 10   | GC34090;<br>CCP 337.5             | Final bond documentation                                                                                                                                                                              |
| Budget                                       | P         | GC34090                           | Annual operating budget approved by Legislative Body                                                                                                                                                  |
| Budget Operating (copies)                    | S         | GC34090                           | Departmental Reference                                                                                                                                                                                |
| Hearing or Review                            | AU + 2    | GC34090;<br>OMB A-128             | Documentation created and or received in connection with an audit hearing or review                                                                                                                   |
| Reports                                      | AU + 4    | GC34090;<br>OMB A-128             | Internal and/or external                                                                                                                                                                              |
| Reviews, Internal/External Periodic          | CU        | GC34090;<br>GC6250                | Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report                                                                                        |
| <b>COMMUNITY SERVICES</b>                    |           |                                   |                                                                                                                                                                                                       |
| Libraries                                    | CU + 2    | GC 34090                          | Books, art, gifts, donations, exhibits, theatre, music, special events, etc.                                                                                                                          |
| Plaques                                      | P         |                                   | Historic value                                                                                                                                                                                        |
| <b>ELECTIONS</b>                             |           |                                   |                                                                                                                                                                                                       |
| Affidavit Index                              | CL + 5    | EC 17001                          |                                                                                                                                                                                                       |
| Applications, Absentee Ballots and Envelopes | E + .5    | EC 17505;<br>EC 17302             | From date of election                                                                                                                                                                                 |
| Assisted, Challenged Voters List             | E + .5    | EC 17304                          | From date of election                                                                                                                                                                                 |
| Ballots                                      | E + .5    | EC 17302                          | From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order                                                         |
| Ballots Prop. 218 (Assessment Districts)     | P         | California Constitution Art. XIII | Property related fees (Assessment Ballot proceeding)                                                                                                                                                  |
| Calendar                                     | E + 2     | GC 34090                          |                                                                                                                                                                                                       |
| Canvass                                      | P         | GC 22932;<br>EC 17130;<br>EC 2653 | Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results |
| Certificates of Election                     | T + 4     | GC 81009(a) (d)                   | Certificates of election; Original reports and statements                                                                                                                                             |

|                                    |   |                        |                                                                            |
|------------------------------------|---|------------------------|----------------------------------------------------------------------------|
| Charter<br>Amendments/<br>Measures | P | GC34458-60;<br>GC34090 | Chapter designations by Secretary of State following<br>adoption of voters |
|------------------------------------|---|------------------------|----------------------------------------------------------------------------|

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                                                         | Retention      | Citation                           | Descriptor                                                                                                                                                                              |
|-----------------------------------------------------------------------|----------------|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fair Political Practices                                              |                |                                    |                                                                                                                                                                                         |
| Administration/<br>Campaign<br>Statements and<br>Conflict of Interest | CU + 5         |                                    | FPPC Opinions                                                                                                                                                                           |
| Campaign<br>disclosure, Elected                                       | P              | GC81009(b)<br>(g)                  | FPPC Filings                                                                                                                                                                            |
| Campaign<br>disclosure,<br>Not Elected                                | E + 5          | GC81009(b)                         | FPPC Filings                                                                                                                                                                            |
| Campaign<br>disclosure -<br>Unsuccessful<br>(all other<br>committees) | E + 7          | GC81009                            | FPPC Filings                                                                                                                                                                            |
| Candidate<br>Statements                                               | E + 4          |                                    | Sample ballot retained permanently.                                                                                                                                                     |
| History                                                               | P              | GC 34090                           | History of elections, sample ballots, certificates of<br>destruction, other resolutions re: elections                                                                                   |
| Statement of<br>economic interest -<br>Elected Officials              | T + 7          | GC<br>81009(e)                     | FPPC Filings                                                                                                                                                                            |
| Statement of<br>economic interest -<br>Not Elected                    | E + 5          | GC<br>81009(b)                     | FPPC Filings                                                                                                                                                                            |
| Lobbyist Registration                                                 | P              | EC<br>81009(b)                     | Statements                                                                                                                                                                              |
| Maps, Precincts/Voter<br>Information                                  | E + 2          | GC 34090;<br>EC 17501;<br>EC 17301 |                                                                                                                                                                                         |
| Nomination Papers<br>Successful<br>Unsuccessful                       | E + 4<br>E + 2 | EC 17100<br>GC<br>81009(b)         |                                                                                                                                                                                         |
| Notifications and<br>Publications                                     | E + 2          | GC 34090                           | Proof of publication or posting, certification and listing of<br>notice of posting; copy of newspaper notice and<br>certification of offices to be voted for at forthcoming<br>election |
| Oaths of Office                                                       | T + 6          | GC34090;<br>29 USC<br>1113         | Elected Officials                                                                                                                                                                       |

|           |     |                                                  |                                                                                     |
|-----------|-----|--------------------------------------------------|-------------------------------------------------------------------------------------|
| Petitions | .75 | EC 17200, 17400; GC 7253.5; EC 14700 + GC 3756:8 | From date of filing or election; Initiative, referendum, recall, Charter Amendments |
|-----------|-----|--------------------------------------------------|-------------------------------------------------------------------------------------|

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                                           | Retention | Citation                                                 | Descriptor                                                                                                                                                                                                                                                     |
|---------------------------------------------------------|-----------|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Precinct Records                                        | E + .5    | EC 17503                                                 | From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places<br>Includes notice of appointment of office and record of service |
| Roster (Of Voters)                                      | E + 5     | EC 17300                                                 | From date of election; Initiative, referendum recall, general municipal election, Charter Amendments                                                                                                                                                           |
| Voter Affidavits                                        | CL + 5    | EC 17000                                                 |                                                                                                                                                                                                                                                                |
| Voter Registration                                      | CU + 5    | EC 17000                                                 | Fire, special or school district                                                                                                                                                                                                                               |
| Signature Copy                                          |           |                                                          |                                                                                                                                                                                                                                                                |
| GENERAL SUBJECT                                         |           |                                                          |                                                                                                                                                                                                                                                                |
| Administration                                          | P         | GC 34090                                                 |                                                                                                                                                                                                                                                                |
| Biographies                                             | CU + 2    | GC34090                                                  |                                                                                                                                                                                                                                                                |
| Classifications and Appointments                        | P         | GC 34090;<br>GC 12946;<br>29 CFR 516.6(2); 29 CFR 1602.4 | Includes supplemental Personnel records. Wage rate tables 2 years.                                                                                                                                                                                             |
| Correspondence/<br>Originating Department               | CU + 2    | GC34090(d)                                               | If not attached to agreement or project file                                                                                                                                                                                                                   |
| Goals & Objectives                                      | CU + 2    | GC34090                                                  | Departmental goals & objectives                                                                                                                                                                                                                                |
| Policies & Procedures,<br>Departmental                  | S + 5     | GC34090(d)                                               | Retain while current                                                                                                                                                                                                                                           |
| Promotional Marketing                                   |           |                                                          |                                                                                                                                                                                                                                                                |
| External                                                | CU + 7    |                                                          |                                                                                                                                                                                                                                                                |
| Internal                                                | 2         |                                                          |                                                                                                                                                                                                                                                                |
| Reports                                                 |           |                                                          |                                                                                                                                                                                                                                                                |
| Departmental                                            | CU + 2    | GC34090                                                  | Special/or final summary, review or evaluation                                                                                                                                                                                                                 |
| Staff                                                   | CU + 2    | GC34090                                                  | Non-agenda related, includes supporting documentation                                                                                                                                                                                                          |
| Special Projects                                        | CU + 2    | GC34090                                                  |                                                                                                                                                                                                                                                                |
| Support Services                                        | CU + 2    | GC34090                                                  | Reproduction; printing; postal/mailing services, other internal resources                                                                                                                                                                                      |
| Travel Records                                          | CU + 2    | GC34090                                                  |                                                                                                                                                                                                                                                                |
| GRANTS                                                  |           |                                                          |                                                                                                                                                                                                                                                                |
| Community Development Block Grant and Urban Development | T + 4     | GC34090;<br>24 CFR 570.502<br>24 CFR85.42*               | Applications, reports, contracts, supporting documents;<br>*OMB Cir. A-102, A-110, A-128                                                                                                                                                                       |
| Federal and State                                       | CL + 5    | GC34090                                                  | Refer to grant application close-out procedure                                                                                                                                                                                                                 |
| Financial Records                                       | CL + 5    | GC34090                                                  | Refer to grant application close-out procedure                                                                                                                                                                                                                 |
| Unsuccessful                                            | CL + 2    | GC34090                                                  | Applications not entitled                                                                                                                                                                                                                                      |

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                                           | Retention      | Citation                                                                   | Descriptor                                                                                                                                                                     |
|---------------------------------------------------------|----------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HUMAN RESOURCES</b>                                  |                |                                                                            |                                                                                                                                                                                |
| Benefit Plan Claims                                     | P              | GC6250 et seq;<br>OMB A-129<br>29 CFR 1602.30;<br>32; Lab Rel<br>Sec 1174* | May include dental, disability, education, health, life and vision including dependent care and Employee Assistance<br>*29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113 |
| Benefit Plan Enrollment, Denied                         | CL + 4         | GC34090;<br>OMB A-128                                                      |                                                                                                                                                                                |
| Bond, Personnel Fidelity                                | T + 2          | GC34090                                                                    | Employee Fidelity Bonds                                                                                                                                                        |
| Employee Handbook                                       | S + 2          | GC 34090                                                                   | General employee information including benefit plans                                                                                                                           |
| Employee Programs                                       | CL + 2         | GC 34090;<br>GC 12946                                                      | Includes EAP and Recognition                                                                                                                                                   |
| Employee Rights<br>General Employees<br>Safety (Police) | T + 2<br>T + 5 | GC12946;<br>29 CFR 1602; 29<br>USC 211 (e);<br>203(m);                     | May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions                                                      |
| Hourly Employees                                        | T + 6          | GC12946;<br>GC34090*                                                       | *29 CFR 1627.3, Labor Relations Section 1174                                                                                                                                   |
| Immigrant                                               |                | Immigration Reform/<br>Control Act<br>1986 Pub. L<br>99-603                | I-9's                                                                                                                                                                          |
| Medical Leave                                           | CL + 30        | FMLA 1993<br>US OSHA; 29<br>CFR;<br>1910.20*                               | May include Family leave; certifications; tests; W-4's;<br>*29 CFR 1602.30.32; 49 CFR 193-9;                                                                                   |
| Motor Vehicle Pulls (DMV)                               | CL + 7         | GC12946, *                                                                 | *CA 91009; 8 USC 1324 (a)                                                                                                                                                      |
| Negotiation                                             | P              | 29 USC<br>Sections<br>211(c),<br>203(m),<br>207(g)                         | Notes, notebooks, correspondence, contracts, and Memorandums of Agreements                                                                                                     |

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                          | Retention | Citation                                                                                                        | Descriptor                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non-Safety Employees                   | T + 3     | Reference:<br>29 CFR<br>1627.3;<br>CCR Sec<br>1174; 29<br>CFR<br>1602.30.32;<br>GC6250 et<br>seq; 29<br>CFR; GC | Non-safety employees may include: Release<br>Authorizations; Certifications; Reassignments; outside<br>employment; commendations disciplinary actions;<br>terminations; Oaths of Office; evaluations-pre-employee<br>medicals; fingerprints; identification cards (ID=s)<br>*1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR<br>1068.6(a) |
| Personnel Records<br>(copies)          | CU + 2    | GC34090;<br>GC6250                                                                                              | Attendance; evaluations; drafts; worksheets; postings                                                                                                                                                                                                                                                                                         |
| PERS, Social Security,<br>SSI          | P         | 29 CFR<br>1627.3(2);<br>GC 12946,<br>34090                                                                      | EEOC/ADEA                                                                                                                                                                                                                                                                                                                                     |
| Recruitment                            | CL + 3    | Reference:<br>GC12946;<br>GC6250 et<br>seq;<br>29 CFR<br>1602 et seq<br>29 CFR<br>1607;<br>29CFR                | Applications, resumes, alternate lists/logs, indices;<br>ethnicity disclosures; examination materials;<br>examination answer sheets, job bulletins; eligibility;<br>electronic database                                                                                                                                                       |
| Reports                                | CU + 2    | GC34090                                                                                                         | Employee statistics, benefit activity; liability loss                                                                                                                                                                                                                                                                                         |
| Safety Employees                       | T + 5     | Reference:<br>29 CFR<br>16273; CCR<br>Sec 1174;<br>29 CFR<br>1607.4; *                                          | Police, fire, emergency employees may include; Release<br>Authorizations; Certifications Reassignments; outside<br>employment; commendations disciplinary actions;<br>terminations; Oaths of Office; evaluations-pre employee<br>medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR<br>516.6 et seq; 45 CFR 1068.6(a)                        |
| Surveys and Studies                    | CU + 2    | GC 12946,<br>34090; 29<br>CFR<br>516.6(2); 29<br>CFR                                                            | Includes classification, wage rates                                                                                                                                                                                                                                                                                                           |
| Training Records<br>Non-Safety         | CU + 7    | GC6250 et<br>seq                                                                                                | Employee applications, volunteer program training,<br>class training materials, internships;                                                                                                                                                                                                                                                  |
| Personnel (by name)                    | T + 7     | GC34090                                                                                                         | Paperwork documenting officers internal and external<br>training                                                                                                                                                                                                                                                                              |
| Safety                                 | CU + 2    | GC34090                                                                                                         | Certifications/designations                                                                                                                                                                                                                                                                                                                   |
| Vehicle Mileage<br>Reimbursement Rates | S + 2     | GC 34090                                                                                                        | Annual mileage reimbursement rates                                                                                                                                                                                                                                                                                                            |
|                                        |           |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                               |

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                                         | Retention                                        | Citation                           | Descriptor                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INFORMATION SERVICES</b>                           |                                                  |                                    |                                                                                                                                                                                     |
| Internet, World Wide Web                              | S + 2                                            | GC34090                            | Management/Policies and supporting documentation                                                                                                                                    |
| Inventory, Information Systems                        | S + 2                                            | GC34090                            | Hardware/Software Inventory logs; systems manuals                                                                                                                                   |
| Network Information Systems (LAN/WAN)                 | CU + 4                                           | GC34090;<br>CCP 337.2;<br>343      | Configuration maps and plans                                                                                                                                                        |
| Program Files and Directories                         | CU + 2<br>CU + (2 mos.)<br><br>CU + 1<br>CU + .5 | GC34090;<br>GC34090.7              | Annual backup<br>Daily backup<br><br>Monthly backup<br>Weekly backup                                                                                                                |
| Tapes Information Systems                             | CU + 2                                           | GC34090                            | System Generation                                                                                                                                                                   |
| <b>LEGAL/ LEGISLATIVE</b>                             |                                                  |                                    |                                                                                                                                                                                     |
| Agendas                                               | CU + 2                                           | GC34090                            | Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions |
| Agenda Reports(Master, Subject Files)                 | CU + 2                                           | GC34090 (d)                        | Documentation received, created and/or submitted to Council                                                                                                                         |
| Appeals, Civil                                        | CU + 3                                           | CCP 583.320(a)(3); GC 34090        |                                                                                                                                                                                     |
| Applications, Boards, Commissions, Committees         | CL + 2                                           | GC34090                            | Not selected                                                                                                                                                                        |
| Applications, Boards, Commissions, Committees         | T + 5                                            | GC34090;<br>GC40801                | Selected                                                                                                                                                                            |
| Articles of Incorporation                             | P                                                | GC34090;<br>CCP 337.2              |                                                                                                                                                                                     |
| Case Log                                              | CL + 7                                           | CCP 337.2;<br>343                  | From Close of cases listed; Chronological listing of cases                                                                                                                          |
| Case Records - (High Profile)                         | P                                                | GC6254                             | Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs                                    |
| Case Records                                          | CO + 7                                           | 42 USC s1983                       | Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)                                    |
| Contracts and Agreements<br>Excl. Capital Improvement | T + 5                                            | CCP 337.2, 343;<br>B&P7042.5;<br>* | Includes leases, equipment, services or supplies<br>*PU7685; 48 CFR:2; GC53066                                                                                                      |
| Incl. Capital Improvement                             | P                                                | 2.08.110;*                         | Construction<br>*GC37090a; 4004; H&S 19850                                                                                                                                          |
| Index, Attorney Case                                  | L                                                | GC6254                             | Including notations on activities related to case                                                                                                                                   |

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                               | Retention      | Citation                                          | Descriptor                                                                                         |
|---------------------------------------------|----------------|---------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Legal Advertising                           | CU + 4         | CCP 343,<br>349 et seq.;<br>GC 911.2;<br>GC 34090 | Includes public notices, legal publications                                                        |
| Logs, Attorney Service Request              | CU + 2         | GC34090                                           | Service request, summaries of monthly requests                                                     |
| Minutes                                     | P              | GC34090(d)<br>; GC36814;<br>GC40801               | Official minutes and hearing proceedings of governingbody or board, commission or committee        |
| Notices, Meeting                            | CU + 2         | GC<br>34090.7,<br>54960.1(c)(1)                   | Special meetings                                                                                   |
| Opinions                                    | S + 2          | GC34090;<br>GC6254                                | Confidential                                                                                       |
| Ordinances                                  | P              | GC34090(d)<br>40806                               | Charter amendments; municipal code                                                                 |
| Petitions                                   | CU + 1         | GC50115;<br>GC6253                                | Submitted to legislative bodies                                                                    |
| Resolutions                                 | P              | GC34090(d)<br>40801                               | Legislative actions                                                                                |
| Tapes, Audio/Video                          | CU + 3<br>mos. | GC 34090.7                                        | When used for minute preparation and may have historical value.                                    |
| <b>MUNICIPAL CLERK</b>                      |                |                                                   |                                                                                                    |
| Assessment Districts                        | P              | GC 34090                                          | Original documentation                                                                             |
| Inventory, Records                          | CU + 2         | GC34090;<br>80 OPS<br>Atty. Gen.<br>106           | Inventory of non-current or inactive records holdingsand location, indices. Tapes may be recycled. |
| Municipal Code                              | P              | GC 34090                                          | Supplements included                                                                               |
| Public Records Request                      | CL + 2         | GC 34090                                          |                                                                                                    |
| Records Management                          | CL + 2         | GC34090                                           | Document includes retrieval, transfers - inactive                                                  |
| Records Management DispositionCertification | P              | GC34090                                           | Documentation of final disposition or records                                                      |
| Records Retention Schedules                 | S + 4          | CCP 343                                           |                                                                                                    |
| <b>POLICIES/PROCEDURES</b>                  |                |                                                   |                                                                                                    |
| General Administrative                      | S + 2          | GC34090;<br>40801                                 | All city policies and procedures                                                                   |
| Policy, Council/ Proclamations              | S + 2          | GC34090                                           | Policies, directives rendered by Council not assigned a resolution or ordinance number             |
| <b>PUBLIC FINANCING AUTHORITY</b>           |                |                                                   |                                                                                                    |

|                |   |          |  |
|----------------|---|----------|--|
| Administration | P | GC 34090 |  |
|----------------|---|----------|--|

## ADMINISTRATION (CONTINUED)

C16-02

| Record Series                                        | Retention | Citation                                                | Descriptor                                                                                           |
|------------------------------------------------------|-----------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| Financial Records                                    | P         | GC 34090,<br>40802,<br>53901                            |                                                                                                      |
| Management Reports                                   | 2         | GC 34090                                                |                                                                                                      |
| <b>PUBLIC INFORMATION</b>                            |           |                                                         |                                                                                                      |
| Brochures,<br>publications,<br>newsletter, bulletins | S + 2     | GC 34090                                                |                                                                                                      |
| Calendar, City                                       | CU + 2    | GC 34090                                                |                                                                                                      |
| Media Relations                                      | CU + 2    | GC 34090                                                | Includes cable, newspaper, radio, message boards,<br>presentations.                                  |
| <b>RISK MANAGEMENT</b>                               |           |                                                         |                                                                                                      |
| Accident Reports - City<br>Assets                    | CL + 7    | 29 CFR<br>1904.2; 29;*<br>CFR 1904.6                    | Reports and related records<br>* CFR 1904.6                                                          |
| Bonds, Insurance                                     | P         | CCP 337.2;<br>343                                       | Bonds and insurance policies insuring city property and<br>other assets                              |
| Claims, Damage                                       | CL + 5    | GC34090;<br>GC25105.5                                   | Paid/Denied                                                                                          |
| Incident Reports                                     | CL + 7    | 29 CFR<br>1904.2; 29<br>CFR 1904.6                      | Theft, arson, vandalism, property damage or similar<br>occurrence (excluding fire/law enforcement)   |
| Insurance, ACCEL JT<br>Powers Agreement              | P         | GC34090                                                 | (Authority California Cities Excess Liability Insurance) B<br>Accreditation/ MOU=s/agreement/agendas |
| Insurance, Certificates                              | P         | GC34090                                                 | Insurance certificates filed separately from contracts,<br>includes insurance filed by licensees     |
| Insurance,<br>Liability/Property                     | P         | GC34090                                                 | May include liability, property, Certificates of<br>Participation, deferred, use of facilities       |
| Insurance, Workers<br>Compensation                   | P         | GC6410;<br>29 CFR<br>1910.20                            | Indemnity; PERS - working files - originalswith<br>Administrator                                     |
| Photographs,<br>Negatives, Film                      | CL + 2    | GC34090                                                 |                                                                                                      |
| Risk Management<br>Reports                           | CL + 5    | OMB 1220-<br>0029; 29<br>CFR1904.4;<br>GC 34090         | Federal OSHA Forms; Loss Analysis Report; Safety<br>Reports ; Actuarial Studies                      |
| Workers<br>Compensation                              | P         | CCR 14311;<br>15400.2;<br>CA<br>Labor Code<br>110-139.6 | Claim Files, Reports, Incidents<br>(working files) originals filed with Administrator                |
|                                                      |           |                                                         |                                                                                                      |

## DEVELOPMENT

## C16-02

| Record Series                                                | Retention | Citation                                                     | Descriptor                                                                                                                                                                                                                                         |
|--------------------------------------------------------------|-----------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADMINISTRATION</b>                                        |           |                                                              |                                                                                                                                                                                                                                                    |
| Benchmark Data                                               | CU + 2    | GC34090d                                                     | Horizontal, vertical & control                                                                                                                                                                                                                     |
| Bids & Proposals<br>(Unsuccessful)                           | CL + 2    | GC34090d                                                     |                                                                                                                                                                                                                                                    |
| Bonds                                                        | CL + 10   | CCP 337.5                                                    | Housing; Industrial Development                                                                                                                                                                                                                    |
| Development<br>Security                                      | CL + 2    | GC34090                                                      | Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work                                                                                                    |
| Code Books                                                   | P         | GC34090e                                                     | National Electrical Code, Uniform Building, Fire, Mechanical Plumbing & Supplements                                                                                                                                                                |
| Contractor                                                   | CU + 2    | GC34090d                                                     | Current listing                                                                                                                                                                                                                                    |
| Correspondence                                               | CU + 2    | GC34090d                                                     | Working documentation                                                                                                                                                                                                                              |
| Development<br>Conditions                                    | L         | GC34090                                                      | Mitigation measures; filed with case files                                                                                                                                                                                                         |
| Development<br>Agreements                                    | P         | CCP337, 337.1(a), 337.15; GC34090; 48 CFR                    | Infrastructure contracts, franchises. Original maintained for 7 years.                                                                                                                                                                             |
| Development<br>Standards                                     | P         | GC34090a                                                     | Landscape mediums, parkway landscape development, public works construction                                                                                                                                                                        |
| Drawings, Project Plan                                       | CU + 2    | GC34090d                                                     | Does not include those usually filed with case or project                                                                                                                                                                                          |
| Franchises                                                   | P         | GC65864, 65869.5, 34090*                                     | Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements<br>*CCP 337.2, 343; AC16023                                                                  |
| General Subject Files                                        | CU + 2    | GC34090d                                                     | Internal working files including correspondence                                                                                                                                                                                                    |
| Grants,<br>Community/Urban<br>Development (includes<br>CDBG) | CL + 4    | 24CFR 570.502(b) (3); 241CFR 85.42 & OMB Cir. A-110, Attach. | Project files, contracts, proposals, statements, reports, sub-recipient docket, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations |
| Historic Preservation<br>Inventory                           | 2         | GC34090d                                                     | Historic structures & landmarks                                                                                                                                                                                                                    |
| Incident Files                                               | 2         | GC34090d                                                     | Emergency Call Outs                                                                                                                                                                                                                                |
| Land Uses,<br>nonconforming                                  | P         | GC34090a                                                     | Building or site usage which does not conform to current standards                                                                                                                                                                                 |
| Logs                                                         | CU + 5    |                                                              | Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility                                                                                        |

## DEVELOPMENT (CONTINUED)

C16-02

| Record Series                         | Retention   | Citation                                            | Descriptor                                                                                                                                                                                                                |
|---------------------------------------|-------------|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maps & Plats                          | P           | GC34090a                                            | Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire |
| Master Plans, Annual                  | S + 2       | GC34090                                             | Special or long range program plan for municipalities – coordination of services; strategic planning                                                                                                                      |
| Permits, Construction                 | P           | GC34090a;<br>H&S 19850;<br>4003-4004                | Plans, building, signs, grading, encroachment, including blueprints and specifications                                                                                                                                    |
| Permits, Other                        | CL + 2      | GC34090d                                            | Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.                                                                           |
| Photographs                           | S + 2       | GC34090d                                            | Aerial photographs                                                                                                                                                                                                        |
| Projects, Not Completed or Denied     | CL + 2      | GC34090d                                            | Building, engineering, planning                                                                                                                                                                                           |
| Reports                               | CU + 2      | GC34090                                             | Activity, periodic                                                                                                                                                                                                        |
| Seismic Retrofit Program              | P           | GC34090a                                            | Includes Certificates of Compliance                                                                                                                                                                                       |
| Street Names and House Numbers        | P           | GC34090a                                            | Street dedications, closings, address assignment/changes                                                                                                                                                                  |
| Studies, Special Projects & Areas     | CL + 2      | GC34090d                                            | Engineering, joint powers, noise, transportation                                                                                                                                                                          |
| Surveys                               | P           | GC34090a                                            | Recording data and maps                                                                                                                                                                                                   |
| BUILDING                              |             |                                                     |                                                                                                                                                                                                                           |
| Blueprints, Specifications            | CL + 2      | GC34090d                                            | Submitted by contractors with application for permit and builds for Certificate of Occupancy                                                                                                                              |
| Certificates                          | L           | GC34090a                                            | Compliance, elevation, occupancy which affect real property                                                                                                                                                               |
| Construction (Approved)               | P           | GC34090a;<br>4003; 4004;<br>H&S 19850,<br>4003-4004 | New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds                                                                                 |
| Inspection                            | CL + 2      | GC34090d                                            | Correspondence, fees, appeal requests, reports                                                                                                                                                                            |
| Permits                               | P           | GC34090a;<br>H&S 19850;<br>4003-4004                | Plans, building, signs, grading, encroachment permits                                                                                                                                                                     |
| Signs (Temporary)                     | S + 2       | GC34090d                                            | Home occupations, off-premise signs                                                                                                                                                                                       |
| CODE ENFORCEMENT                      |             |                                                     |                                                                                                                                                                                                                           |
| Abandoned Vehicles                    | CL + 2      | GC34090d                                            |                                                                                                                                                                                                                           |
| Case Files                            | CL + 2      | GC34090d                                            | Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general                                 |
| Liens & Releases, Supporting Recorded | CL + 2<br>P | GC34090                                             | Utilities, abatement, licenses                                                                                                                                                                                            |

## DEVELOPMENT (CONTINUED)

C16-02

| Record Series                               | Retention | Citation                   | Descriptor                                                                                                                                                                       |
|---------------------------------------------|-----------|----------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Logs                                        | CU + 2    | GC34090d                   | Lien Recovery, citations, complaints                                                                                                                                             |
| Regulations                                 | S + 2     | GC34090d                   | Includes rules                                                                                                                                                                   |
| Reports, Federal and State                  | P         | GC34090a                   | Code enforcement statistics; may contain records affecting title to real property or lien thereon                                                                                |
| Violations, Building, Property & Zoning     | CL + 2    | GC34090d                   | Supporting code enforcement activity                                                                                                                                             |
| <b>ENGINEERING</b>                          |           |                            |                                                                                                                                                                                  |
| Capital Improvement Projects                | CL + 10   | CC337.15                   | Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.                                                                        |
| Construction Tracking, Daily                | P         | CC337.15                   | Assesses value of real property                                                                                                                                                  |
| Drawings, Traffic Control Plan              | P         | GC34090a                   | Signs, signing & striping, road construction                                                                                                                                     |
| Flood Control                               | CL + 2    | GC34090d                   | Storm Drains                                                                                                                                                                     |
| Special Districts                           | P         | GC34090a                   | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction                                                                                 |
| Street/Alley (Abandonment / Vacation)       | CL + 2    | GC34090d                   | Relinquishment of rights and fee title                                                                                                                                           |
| Traffic Signals                             | CL + 2    | GC34090d                   | Counts, collisions, accidents                                                                                                                                                    |
| <b>ENVIRONMENTAL QUALITY</b>                |           |                            |                                                                                                                                                                                  |
| Air Quality (AQMD)                          | CU + 7    | CCP 338(k); GC34090        | Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative                                                                      |
| Asbestos                                    | P         | GC34090a                   | Documents abatement projects, public buildings                                                                                                                                   |
| California Environmental Quality Act (CEQA) | P         | GC34090a + CEQA Guidelines | Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations |
| Congestion Management                       | CU + 2    | GC34090d                   | Ride sharing, trip reduction                                                                                                                                                     |
| Environmental Review                        | CL + 2    | GC34090d                   | Correspondence, consultants, issues, conservation                                                                                                                                |
| Pest Control                                | CU + 2    | GC34090d                   | Pesticide applications, inspections & sampling, documents                                                                                                                        |
| Soil                                        | CL + 2    | GC34090d                   | Analysis, construction recommendations                                                                                                                                           |
| Soil Reports                                | P         | GC34090d                   | Final Reports                                                                                                                                                                    |
| <b>HOUSING</b>                              |           |                            |                                                                                                                                                                                  |
| Bonds                                       | CL + 4    | CCP 337                    | Revenue Bond Documentation                                                                                                                                                       |

|          |        |                                                         |                                                                                                                                                                                         |
|----------|--------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Programs | CL + 3 | 24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110, #C | Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance |
|----------|--------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## DEVELOPMENT (CONTINUED)

C16-02

| Record Series                                 | Retention | Citation                                      | Descriptor                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|-----------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Redevelopment Budgets                         | P         | GC 34090.40802, 53901                         | Includes annual audit                                                                                                                                                                                                                                                       |
| Bond Issues                                   | P         | GC43900 et seq.                               |                                                                                                                                                                                                                                                                             |
| <b>MUNICIPAL FACILITY</b>                     |           |                                               |                                                                                                                                                                                                                                                                             |
| Capital Improvements, Construction            | P         | 2.083110; GC34090a; 4004; H&S 19850; GC34090a | Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems                                                                                                                                  |
| Facility Rentals/Use                          | CU + 2    | GC34090                                       | Permits, contracts, diagrams, schedules, insurance binders                                                                                                                                                                                                                  |
| Maintenance & Operations                      | CU + 2    | GC34090d                                      | Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal                                                                                                                 |
| <b>PLANNING</b>                               |           |                                               |                                                                                                                                                                                                                                                                             |
| Case files, Planning and Zoning               | P         | GC34909a; H&S 19850; 4003;4004                | Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body |
| Certificates                                  | L         | GC34090                                       | Retain during life of structure                                                                                                                                                                                                                                             |
| Flood Records                                 | CU + 2    | GC34090                                       |                                                                                                                                                                                                                                                                             |
| General Plan and Elements                     | P         | GC34090                                       | Includes sphere of influence                                                                                                                                                                                                                                                |
| General Plan Amendments<br>Approved<br>Denied | CU + 3    | GC34090; GC65103; *                           | * GC50110                                                                                                                                                                                                                                                                   |
| Interpretations                               | CU + 2    | GC34090                                       |                                                                                                                                                                                                                                                                             |
| Maps, Plans, Drawings, Exhibits, Photos       | P         | GC34090; H&S 19850; GC34090.7                 | Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans                                                                                                                                                                                          |
| <b>PROPERTY</b>                               |           |                                               |                                                                                                                                                                                                                                                                             |
| Abandonment                                   | P         | GC34090a                                      | Buildings, Condemnation, Demolition                                                                                                                                                                                                                                         |
| Acquisition/Disposition                       | CL + 10   | GC34090a; GC6254                              | Supporting documents re: sale, purchase, exchange, lease or rental of property by City                                                                                                                                                                                      |
| Annexation Case Files                         | P         | GC34090a                                      | Reports, agreements, public notices                                                                                                                                                                                                                                         |
| Appraisals                                    | CL + 2    | GC34090; GC6254(h)                            | Exempt until final acquisition or contract agreement obtained                                                                                                                                                                                                               |
| Deeds & Promissory Notes                      | P         | GC34090a *                                    | * 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110                                                                                                                                                                                                                      |
| Maps, City Boundary                           | P         | GC34090d                                      | Recorded maps, surveys, monuments                                                                                                                                                                                                                                           |
| Lot Split Cases                               | P         | GC34090                                       |                                                                                                                                                                                                                                                                             |
| Relocation Files                              | CL + 2    | GC34090                                       | e.g., Redevelopment                                                                                                                                                                                                                                                         |

## FINANCE

## C16-02

| Record Series                       | Retention | Citation                    | Descriptor                                                                                 |
|-------------------------------------|-----------|-----------------------------|--------------------------------------------------------------------------------------------|
| <b>ACCOUNTING</b>                   |           |                             |                                                                                            |
| Accounts Payable                    | AU + 4    | GC34090                     | Invoices, check copies, supporting documents                                               |
| Accounts Receivable                 | AU + 4    | GC 34090                    |                                                                                            |
| Applications                        | CL + 2    | GC34090                     | Utility connections, disconnects, registers, service                                       |
| Assessment Districts                | P         | GC 34090                    | Collection information; Original documentation files with municipal clerk                  |
| Bank Reconciliation                 | AU + 5    | GC34090; 26 CFR 16001-1     | Statements, summaries for receipts, disbursements & reconciliation                         |
| Billing Records                     | AU + 2    | GC34090                     | Customer name, service address, meter reading, usage, payments, applications/cancellations |
| Budget                              | AU + 2    | GC 34090                    |                                                                                            |
| Budget adjustments, journal entries | AU + 2    | GC34090                     | Account transfers                                                                          |
| Checks                              | AU + 5    | GC34090; CCP 337            | Includes payroll, canceled & voided checks                                                 |
| Deposits, Receipts                  | AU + 4    | GC 34090; CCP 337           | Checks, coins, currency                                                                    |
| Invoices                            | AU + 2    | GC34090                     | Copies sent for fees owed, billing, related documents                                      |
| Journals                            |           |                             |                                                                                            |
| Utility Billing                     | CU + 2    | GC34090                     | Billing including monthly activity                                                         |
| Ledger, General                     | P         | GC34090; *                  | * CCP 337                                                                                  |
| Voucher                             | AU + 4    | GC34090; CCP 337            | Account postings with supporting documents                                                 |
| Taxes, Receivable                   | AU + 3    | CCP338                      |                                                                                            |
| Warrant Register                    | AU + 2    | GC 34090.7                  |                                                                                            |
| <b>ADMINISTRATIVE SERVICES</b>      |           |                             |                                                                                            |
| Budget Operating (copies)           | S         | GC34090                     | Departmental Reference                                                                     |
| Budget, Proposed                    | CU + 2    | GC34090                     | Presented to Council                                                                       |
| Adopted                             | P         | GC 34090                    |                                                                                            |
| <b>FIXED ASSETS</b>                 |           |                             |                                                                                            |
| Inventory                           | AU + 4    | GC34090; 26 CFR 301 65-1(F) | Reflects purchase date, cost, account number                                               |
| Surplus Property                    |           |                             |                                                                                            |
| Auction                             | AU + 2    | GC34090                     | Listing of property                                                                        |
| Disposal                            | AU + 4    | GC34090; CCP 337            | Sealed bid sales of equipment                                                              |
| Vehicle Ownership & Title           | L         | VC 9900 et seq.             | Title transfers when vehicle sold                                                          |
| <b>LICENSE</b>                      |           |                             |                                                                                            |
| Business                            | T + 4     | GC34090; CCP 337            | Paid & reports                                                                             |

## FINANCE (CONTINUED)

C16-02

| Record Series                                    | Retention                  | Citation                                  | Descriptor                                                                                                           |
|--------------------------------------------------|----------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>PAYROLL</b>                                   |                            |                                           |                                                                                                                      |
| Adjustments                                      | AU + 4                     | GC 34090<br>29 CFR<br>516.5 – 516.6       | Audit purposes                                                                                                       |
| Employee Time Sheets                             | AU + 6                     | GC34090; 29<br>CFR 516.2*                 | Signed by employee for audit & FEMA Reports<br>*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530;<br>LC 1174(d)  |
| PERS Employee<br>Deduction Reports               | T + 4                      | GC34090;<br>CAC 22-<br>1085-2             | Record of deductions<br>(PERS Public Employee Retirement System) *26CFR<br>31.6001-1;29 CFR 516.5, 516.6, LC 1174(d) |
| Register                                         | P                          | GC34090;<br>GC37207                       | Labor costs by employee & program                                                                                    |
| Salary Records                                   | T + 3                      | GC34090; 29<br>CFR 516.2                  | Deduction authorization, beneficiary designations,<br>unemployment claims, garnishments                              |
| <b>PURCHASING</b>                                |                            |                                           |                                                                                                                      |
| Bids, RFQ's, RFP's<br>Successful<br>Unsuccessful | AU + 4<br>AU + 5<br>CU + 2 | GC34090;<br>CCP 337; *                    | Requests for Qualifications; Requests for Proposals<br>regarding goods and services * GC 25105-1; GC 34090           |
| <b>Requisitions</b>                              |                            |                                           |                                                                                                                      |
| Purchase Orders                                  | AU + 4                     | GC34090;<br>CCP 337                       | Original documents                                                                                                   |
| Stores                                           | CU + 2                     | GC34090                                   | Completed forms for ordering                                                                                         |
| Vendor Register                                  | P                          | GC34090                                   | Alpha vendor listing of purchase orders, invoices,<br>account numbers and check date                                 |
| <b>REPORTS</b>                                   |                            |                                           |                                                                                                                      |
| Audits                                           | P                          | GC 34090                                  |                                                                                                                      |
| Deferred Compensation                            | T + 5                      | GC34090; 26<br>CFR 16001-<br>1*           | Records of employee contributions and city payments<br>*29 CFR 1627.3(2)                                             |
| Federal and State Tax                            | AU + 4                     | GC34090;<br>29USC 436<br>*                | Forms 1096, 1099, W-4's and W-2's<br>*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T<br>19530;29 CFR 516.5-516.6    |
| Financial, Annual                                | AU + 7                     | GC 34090.7                                |                                                                                                                      |
| Investment<br>Transactions                       | P                          | GC34090;<br>CCP 337;<br>GC 53607          | Summary of transactions, inventory & earnings report                                                                 |
| Labor Distribution                               | AU + 2                     | GC34090                                   | Costs by employee & program                                                                                          |
| Meter Reading                                    | CU + 2                     | GC34090                                   |                                                                                                                      |
| State Controller                                 | P                          | GC34090                                   | Controller may destroy after 5 years                                                                                 |
| Utility Rebates                                  | CU + 2                     | GC34090                                   |                                                                                                                      |
| <b>TREASURER</b>                                 |                            |                                           |                                                                                                                      |
| Bank Statements                                  | AU + 2                     | FC 3368,<br>30210; GC<br>43900 et<br>seq. | Financing authority                                                                                                  |

## FINANCE (CONTINUED)

C16-02

| Record Series      | Retention | Citation                         | Descriptor                         |
|--------------------|-----------|----------------------------------|------------------------------------|
| <b>Bonds</b>       |           |                                  |                                    |
| Account Statements | CL + 10   | GC34090;<br>CCP 337.5            | Monthly statement of transactions. |
| Administration     | CL + 10   | GC34090;<br><del>CCP 337.5</del> | Supporting documents               |
| Bonds and Coupons  | CL + 2    | GC34090;<br>53921                | Paid/canceled                      |

## PUBLIC SAFETY

## C16-02

| Record Series                       | Retention | Citation               | Descriptor                                              |
|-------------------------------------|-----------|------------------------|---------------------------------------------------------|
| <b>EMERGENCY MANAGEMENT</b>         |           |                        |                                                         |
| Mutual Aid, Strategic Plans         | S + 2     | GC34090                |                                                         |
| <b>FIRE SAFETY ADMINISTRATION</b>   |           |                        |                                                         |
| Books, Fire Code                    | S + 3     | GC34090.7<br>CCP 340.5 | Include OPS manuals                                     |
| General Orders, Policies/Procedures | S + 2     |                        |                                                         |
| Inspections, Fire Prevention        | CL + 3    | UFC 103.34             | Alarm/sprinkler systems, prevention efforts             |
| Investigations, Evidence Arson      | P         | PC 799                 | Support prosecution resulting in homicide               |
| Investigations, Evidence Arson      | CL + 6    | PC 800                 | Great bodily harm, inhabited structure or property      |
| Journals, Fire Station              | CU + 2    | GC34090                | Activities, personnel, engine company                   |
| Permits, Uniform Fire Code          | CL + 2    | GC34090                |                                                         |
| <b>PERSONNEL</b>                    |           |                        |                                                         |
| Exposure                            | T + 30    | 29 CFR<br>1910.1020    | Sampling results, collection methodology, background    |
| Exposure                            | T + 1     | 29 CFR<br>1910.1020    | Laboratory reports and worksheets                       |
| Medical                             | T + 30    | 29 CFR<br>1910.1020    |                                                         |
| Medical                             | T + 2     | 29 CFR<br>1910.1020; * | Employees less than one year<br>*GC34090                |
| Training                            | T + 2     | GC34090                | Certifications/designations                             |
| <b>PROPERTY</b>                     |           |                        |                                                         |
| Apparatus/Vehicle                   | CU + 2    | GC34090<br>CCP 340.5 * | Repair and Maintenance<br>*8 CAL Code Reg. 3203 (b) (1) |
| Inventory, Equipment & Supplies     | CU + 2    | GC34090                |                                                         |
| Logs, Fire Equipment/Gear           | CU + 2    | GC34090                |                                                         |
| <b>REPORTS</b>                      |           |                        |                                                         |
| Incident                            | CL + 3    | GC34090<br>CCP338 *    | Dispatch and daily logs<br>*CCP 340.5                   |
| Field, Non-fire and Logs            | CU + 2    | GC34090                |                                                         |
| Fire, Non-arson and Logs            | CU + 2    | GC34090                |                                                         |

## PUBLIC SAFETY (CONTINUED)

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| Record Series                                              | Retention   | Citation                      | Descriptor                                                                                                                            |
|------------------------------------------------------------|-------------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Investigations,<br>Evidence Arson                          | CL + 3      | PC 801; UFC<br>104.32         | Structure                                                                                                                             |
| Weed Abatement                                             | CL + 2      | GC34090                       | Reports, assessments, resolutions, documentation                                                                                      |
| HAZARDOUS<br>MATERIALS                                     |             |                               |                                                                                                                                       |
| Hazardous Waste<br>Disposal                                | CU + 10     | CAL OSHA;<br>40 CFR<br>122.21 | Documentation re handling and disposal of hazardous waste                                                                             |
| Permits, Hazardous<br>Materials Storage                    | CU + 2      | GC34090                       | Departments consistently recommend permanent retention of environmentally sensitive materials.                                        |
| Programs, Household<br>Hazardous Waste                     | S + 2       | GC34090                       |                                                                                                                                       |
| Training Materials                                         | S + 2       | Cal Code *                    | Standards and Administration<br>*Reg. 3204(d), et seq.                                                                                |
| Underground Storage<br>Tank<br>Compliance<br>Maintenance & | P<br>CU + 2 | GC34090a<br>GC34090           | Documents re: storage<br>Location, installation, removal, remediation                                                                 |
| LAW ENFORCEMENT<br>ADMINISTRATION                          |             |                               |                                                                                                                                       |
| Accounting/Cash<br>Reconciliation                          | CU + 2      | GC34090                       |                                                                                                                                       |
| Alarm Records                                              | CU + 2      | GC34090                       |                                                                                                                                       |
| Claim Files                                                | CL + 6      | PC 832.5                      | Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens |
| Department Manual                                          | S           |                               | Changes to manual are recorded in the General Orders (permanent)                                                                      |
| Equipment<br>Communication                                 | T + 2       | GC34090                       | Retained until termination of equipment use; Manuals, instructions, procedures                                                        |
| Inventory                                                  | S + 2       | GC34090                       | Listing of equipment assigned to division, to whom it is assigned                                                                     |
| Reports<br>Activity                                        | CU + 2      | GC34090                       | Weekly/monthly/quarterly/<br>annual activity/statistical reports by division. Retain only one form for retention period               |
| Chemical Emissions<br>Survey                               | CU + 2      | GC34090                       |                                                                                                                                       |
| Response<br>Files                                          | CU + 2      | GC34090                       | Surveys, responses, correspondence with other agencies requesting statistical data                                                    |
| INVESTIGATIONS                                             |             |                               |                                                                                                                                       |

|                         |        |                                                                    |                                                                                                    |
|-------------------------|--------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| Administrative/Internal | CL + 5 | PC 832.5<br>EVC 1045<br>GC 12946<br>PC 801.5;<br>803(c) VC<br>2547 | Initiated by citizens complaints or internally initiated;<br>includes complaint, reports, findings |
|-------------------------|--------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|

## PUBLIC SAFETY (CONTINUED)

C16-02

| Record Series                                    | Retention | Citation                                     | Descriptor                                                                                                                                                                  |
|--------------------------------------------------|-----------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asset Forfeiture                                 | CL + 2    | GC34090                                      |                                                                                                                                                                             |
| Investigations/<br>Proceedings<br>Case File      |           |                                              |                                                                                                                                                                             |
| Notifications                                    | CU + 2    | GC34090                                      | To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file. |
| Case Books,<br>Investigative                     | CL + 2    | GC34090                                      | Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file                                      |
| Case Files<br>Homicide<br>Investigator's<br>File | P         | PC 799                                       |                                                                                                                                                                             |
| Narcotics (No<br>arrest, Narcotics Cases)        | CL + 2    | GC34090                                      | Retained by division until no longer useful for investigative purposes                                                                                                      |
| Officer Involved<br>Shootings                    | CL + 25   | GC34090                                      |                                                                                                                                                                             |
| Court<br>Daily<br>Schedule                       | CU + 1    | GC34090.7                                    | Printouts of daily court scheduling                                                                                                                                         |
| Sign-In Logs                                     | CU + 2    | GC34090                                      | Logs officers' names, time in/out for court appearances                                                                                                                     |
| Tracking<br>System Records                       | CU + 2    | GC34090                                      | Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition                                          |
| Evidence, Disposition<br>Forms                   |           |                                              | Attach to duplicate Property Report, file w/DR in Records Division                                                                                                          |
| Fingerprint<br>Applicants Files                  | T + 2     | GC34090                                      | Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants                                                   |
| Inked/Palm<br>Cards                              | AC + 20   |                                              | Persons booked into detention facility; (Copies distributed to county, state, federal agencies)                                                                             |
| Records<br>Latents                               |           | Approp. PC<br>Section                        | 1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized                                                     |
| Suspect,<br>Adult/Juvenile                       | CL        | Law<br>Enforcement<br>Management<br>Guide by | Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved                                                                        |
| Guns, Dealers Record<br>of Sale                  | CU + 6    | PC 12070                                     | Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)                                                                                                      |
| Informant Files                                  | T + 10    |                                              | Legal notifications, identification information, payment information, activities information                                                                                |

## PUBLIC SAFETY (CONTINUED)

C16-02

| Record Series        | Retention | Citation    | Descriptor                                                                                                                                   |
|----------------------|-----------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| Jail                 |           |             |                                                                                                                                              |
| Daily Logs           | CU + 6    | GC34090     | Daily report of staffing, bookings/releases, transfers, transportation                                                                       |
| Inmate Record        |           |             | Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California) |
| Inspection Files     | CL + 6    |             | Inspections by various agencies                                                                                                              |
| Surveys              | CL + 2    | GC34090     | Prepared quarterly, forwarded to State Board of Corrections                                                                                  |
| Licenses             | CU + 2    | GC34090     |                                                                                                                                              |
| Bicycle              |           |             |                                                                                                                                              |
| Bingo, Mace          | CU + 2    | GC34090     |                                                                                                                                              |
| Business             | T + 1     | GC34090     |                                                                                                                                              |
| License Review Board |           |             |                                                                                                                                              |
| Administrative Files |           |             |                                                                                                                                              |
| Duplicate (Pink),    | CU + 2    | GC34090     | Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency                     |
| Secondhand           |           |             |                                                                                                                                              |
| Dealer,              |           |             |                                                                                                                                              |
| Pawn Brokers         |           |             |                                                                                                                                              |
| Logs                 | S         |             |                                                                                                                                              |
| Auto Theft           |           |             |                                                                                                                                              |
| Case                 | CU + 1    |             |                                                                                                                                              |
| Assignment           |           |             |                                                                                                                                              |
| Daily                | CU + 2    | GC34090     |                                                                                                                                              |
| Activity             |           |             |                                                                                                                                              |
| Officer              | CU + 2    | GC34090     | Daily activity of incidents not reported by use of official report                                                                           |
| Report               | CU + 2    | GC34090     | Report numbers, type, names, dates retained for research value                                                                               |
| Summary              |           |             |                                                                                                                                              |
| Investigative        | CL + 10   | GC34090     | Retained by division until cases are suspended and closed                                                                                    |
| (Pre-Arrest)         |           |             |                                                                                                                                              |
| Juvenile             | CU + 2    | GC34090     | Logs document juvenile processing per CYA                                                                                                    |
| Detention            |           |             |                                                                                                                                              |
| Property             | CU + 2    | GC34090     | Logs items coming into and going out of property room                                                                                        |
| Control              |           |             |                                                                                                                                              |
| Rap Sheet            | CL + 2    | GC34090     | Requests for criminal history                                                                                                                |
| Subpoena             | CU + 2    | GC34090     | Subpoenas received/served daily                                                                                                              |
| Pawn Slips/Tickets   | CU + 3    | B & P 21628 |                                                                                                                                              |
| Photographs          |           |             | Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.                           |
| Daily Report         | T         | GC34090     | Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed                           |
| (Negatives)          |           |             |                                                                                                                                              |
| Inmates              | CU + 20   |             | By Prisoner number                                                                                                                           |
| (Negatives)          |           |             |                                                                                                                                              |

## PUBLIC SAFETY (CONTINUED)

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| Record Series                                                                                                                | Retention                                                                              | Citation         | Descriptor                                                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registration Files, Arson, Sex and Narcotics                                                                                 | Life of registrant within jurisdiction                                                 |                  | Fingerprint Card, photo, information also forwarded to DOJ                                                                                                                                                                                                                                                                                     |
| Arrest/Conviction H&S Section 11357 (b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring after January 1, 1996) | 2 (Mandatory destruction from date of conviction or date of arrest with no conviction) | H&S 11361.5      | Applicable to convictions occurring after January 1, 1996 or arrests not followed by a conviction occurring after January 1, 1996; Exception: H&S 11357(e), the record shall be retained until a juvenile offender attains the age of 18 years, then destroyed pursuant to 11361.5                                                             |
| Arrest/Conviction H&S Section 11357(b), (c), (d), (e) or H&S Section 11360 (b) violations (Occurring before January 1, 1996) | Mandatory Destruction (Upon notice from Department of Justice)                         | H&S 11361.5 (c)  | Applicable to convictions occurring prior to January 1, 1996 or arrests not followed by a conviction occurring prior to January 1, 1996 for violations of H&S Code 11357, 11364, 11365 and 11550                                                                                                                                               |
| Crime<br>Felonies<br>With<br>Or Without<br>Arrests                                                                           | See descriptor                                                                         | PC 800<br>PC 801 | Prosecution for an offense punishable by imprisonment in state prison for eight years or more must commence within 6 years after offense commission. Commencement of prosecution defined in PC 804. Exception: See PC 803 - Tolling/Extension of time periods; Appeals process and "Three Strikes" also considerations in assigning retention. |
| Misdemeanor / Infractions                                                                                                    | CL + 2                                                                                 | GC34090          | No arrests, identifiable property or missing persons (See: Note 1)                                                                                                                                                                                                                                                                             |
| Supplemental Felony Capital Crimes, Crimes Punishable by Death, Life Imprisonment                                            | P                                                                                      | PC 799           | No statutory limitation for prosecution. Includes Murder, kidnapping for ransom, treason, procuring execution by perjury, train wrecking, assault with a deadly weapon by a life-term prisoner, bombing resulting in death or bodily injury, making defective war materials that cause death                                                   |
| Destruction Guns                                                                                                             | P                                                                                      |                  |                                                                                                                                                                                                                                                                                                                                                |
| Narcotics                                                                                                                    | P                                                                                      |                  |                                                                                                                                                                                                                                                                                                                                                |
| Disposition of Arrest/Court Action                                                                                           |                                                                                        |                  | Retention determined by action taken; i.e., recordable arrest or detention (released no arrest)                                                                                                                                                                                                                                                |
| False Alarm (Duplicate)                                                                                                      | CU + 2                                                                                 | GC34090          |                                                                                                                                                                                                                                                                                                                                                |

|                          |        |         |                                                                                                                                               |
|--------------------------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Non-Criminal Occurrences | CU + 2 | GC34090 | Injured or sick persons; missing persons where person has been returned; traffic collision reports not used as the basis for criminal charges |
|--------------------------|--------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------|

## PUBLIC SAFETY (CONTINUED)

C16-02

| Record Series                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Retention                                        | Citation | Descriptor                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Original                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Until case is adjudicated/disposition determined |          | Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)                                                                                                                                                                                                                                                            |
| Range Inventory                                                                                                                                                                                                                                                                                                                                                                                                                                                           | S + 2                                            | GC34090  | Quarterly reports of inventories of weapons and ammunition held by Department Range                                                                                                                                                                                                                                                                             |
| Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CU + 2                                           | GC34090  | Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI -DOJ; Uniform Crime Reports                                                                                            |
| Statistical (Crime Analysis)                                                                                                                                                                                                                                                                                                                                                                                                                                              | CU + 2                                           | GC34090  | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records; citations, crime reports, accident reports, permits, receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage |
| Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Known to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting. | CU + 2                                           | GC34090  | Originals sent to FBI, DOJ                                                                                                                                                                                                                                                                                                                                      |
| Research Project Files                                                                                                                                                                                                                                                                                                                                                                                                                                                    | CL + 2                                           | GC34090  | May include request forms, background materials, staff reports, final project reports and supporting data                                                                                                                                                                                                                                                       |

## PUBLIC SAFETY (CONTINUED)

C16-02

| Record Series                                            | Retention                                                                  | Citation                            | Descriptor                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sealed<br>Adult Found<br>Factually Innocent              | Manda-tory<br>Destruc-<br>tion Upon<br>and Pursu-<br>ant to Court<br>Order | PC 851.8                            | General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.                                                                                                                                            |
| Juvenile                                                 | Manda-tory<br>Destruc-<br>tion upon<br>and pursu-<br>ant to court<br>order | WIC 826 (a)<br>& (b)<br>WIC 781 (a) | Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court |
| Subpoenas (Duplicate)                                    | CU + 2                                                                     | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Tapes<br>Audio,<br>Telephone and Radio<br>Communications | CU + 180<br>days                                                           | GC34090.6                           | Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action                                                                                          |
| Surveillance/Se-<br>curity Video (Jail)                  | CU + 13<br>mos.                                                            | GC34090.6                           |                                                                                                                                                                                                                                                                                                |
| Use of Force<br>Supervisory Review<br>Files              | CU + 2                                                                     | GC34090                             | Includes review forms, arrest report copies, logs                                                                                                                                                                                                                                              |
| Warrants<br>Felony                                       | Recall after<br>10 years.<br>Excep-tion:<br>Murder/                        |                                     | Recommended by the California Law Enforcement Warrant Officer's Association                                                                                                                                                                                                                    |
| Misdemeanor<br>Criminal                                  | Recall after<br>5 years                                                    |                                     | Recommended by the California Law Enforcement Warrant Officer's Association                                                                                                                                                                                                                    |
| Served                                                   | CU                                                                         |                                     | Includes Warrant Service Information Card, alpha index card                                                                                                                                                                                                                                    |
| Unserved<br>(Local)                                      | Until<br>served,<br>recalled or<br>purged                                  |                                     |                                                                                                                                                                                                                                                                                                |
| PATROL                                                   |                                                                            |                                     |                                                                                                                                                                                                                                                                                                |
| Cards                                                    | CU + 2                                                                     | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Dispatch                                                 |                                                                            |                                     |                                                                                                                                                                                                                                                                                                |
| Field Interview                                          | CL + 2                                                                     | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Citations<br>11357(e),<br>Juvenile                       | CL + 2                                                                     | 11361.5 H&S                         |                                                                                                                                                                                                                                                                                                |
| 11357b H&S,<br>11357c H&S, 11360b<br>H&S Violations      | CL + 2                                                                     | 11361.5<br>H&S*                     | *CA Admin Code, Chapter 1, Title II, Sec. 708                                                                                                                                                                                                                                                  |

|                     |        |         |  |
|---------------------|--------|---------|--|
| Cite and<br>Release | CL + 2 | GC34090 |  |
|---------------------|--------|---------|--|

## PUBLIC SAFETY (CONTINUED)

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| Record Series                                          | Retention               | Citation  | Descriptor                                                                                                              |
|--------------------------------------------------------|-------------------------|-----------|-------------------------------------------------------------------------------------------------------------------------|
| California<br>Vehicle Code Infractions<br>(Duplicates) | CU + 90<br>days         | GC34090   | Original is forwarded to court.                                                                                         |
| Parking/Traffic,<br>Duplicates                         | CU + 2                  | GC34090.7 | Originals are forwarded to court after agency<br>processing; includes citations electronically created                  |
| Transmittals                                           | CU + 2                  | GC34090   | Listing of citations forwarded to court, filed for<br>reference                                                         |
| Equipment<br>Radio Logs<br>(Communication)             | CU + 2                  | GC34090   | Documents problems, malfunctions, resolution to<br>provide equipment performance history                                |
| General Orders                                         | P                       |           |                                                                                                                         |
| Patrol Requests<br>(Correspondence)                    | CU + 2                  | GC34090   | From citizens for patrol presence                                                                                       |
| Radar Calibration<br>Records                           | T + 2                   | GC34090   | Documentation of Radar instruments retained during<br>use/ownership                                                     |
| Reports<br>Accident                                    | CL + 2                  | GC34090   | Non-Jury                                                                                                                |
| Traffic Collision<br>Fatalities                        | P                       |           |                                                                                                                         |
| Vehicle<br>Assignment<br>Reports                       | S                       |           | Record of assignments                                                                                                   |
| Down Reports                                           | CU + 1                  |           | Printouts reporting which vehicles are down for repair,<br>maintenance, etc.                                            |
| Repossession/<br>Private Impounds                      | CU + 2                  | GC34090   |                                                                                                                         |
| Service<br>Schedules                                   | S                       | GC34090   |                                                                                                                         |
| Vests, Bulletproof<br>Letters                          | CU + 2                  | GC34090   | Authorization to purchase                                                                                               |
| Warrants<br>Parking                                    | Recall after<br>1 year  |           | Recommended by the California Law Enforcement<br>Warrant Officer's Association                                          |
| Traffic                                                | Recall after<br>5 years |           | Recommended by the California Law Enforcement<br>Warrant Officer's Association                                          |
| Weapons, Database                                      | P                       |           | Departmentally-owned weapons, personal weapons,<br>alternate weapons, secondary handguns; produces<br>inventory reports |
|                                                        |                         |           |                                                                                                                         |
| SERVICES                                               |                         |           |                                                                                                                         |
| Chemicals/Film<br>Inventories                          | S                       |           |                                                                                                                         |

|                                                         |   |  |                                                                                                                                                 |
|---------------------------------------------------------|---|--|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Equipment<br>Inventory/Sign-<br>out Cards- Photo<br>Lab | T |  |                                                                                                                                                 |
| Operations Files<br>- Photo Lab                         | T |  | Retain until equipment no longer owned/used by<br>department; Manuals, instructions, procedures for<br>use/operations of photographic equipment |

## PUBLIC SAFETY (CONTINUED)

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| Record Series                                                                                                                          | Retention                 | Citation  | Descriptor                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grievance Files                                                                                                                        | CL + 2                    | GC34090   | Grievance filed by employees, supporting documentation                                                                                                                                         |
| Investigations,<br>Background<br>Background                                                                                            | CL + 2                    | GC34090   | Non hired                                                                                                                                                                                      |
| Hired                                                                                                                                  | P                         |           | Include original reports re: PC 832.5 investigations                                                                                                                                           |
| Parades & Special<br>Events File                                                                                                       | CL + 2                    | GC34090   | Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation                                                                              |
| Permits<br>Alcoholic<br>Beverage Control<br>License                                                                                    | L + 2                     | GC34090   | Approval process                                                                                                                                                                               |
| Concealed<br>Weapons                                                                                                                   | CL + 2                    | GC34090   |                                                                                                                                                                                                |
| Photographs<br>Personnel                                                                                                               | S + 2                     | GC34090   |                                                                                                                                                                                                |
| Negative Log                                                                                                                           | CU + 2                    | GC34090   |                                                                                                                                                                                                |
| Negatives, Misc.                                                                                                                       | CU + 2                    | GC34090   | Not case-related (Public relations, promotions, events, ceremonies, staff photos)                                                                                                              |
| Press Releases                                                                                                                         | CU + 2                    | GC34090   |                                                                                                                                                                                                |
| Press, Video Programs<br>(Community Relations)                                                                                         | CU + 2                    | GC34090   | Collection of videos of programs and events; outside press coverage of department                                                                                                              |
| Property Files                                                                                                                         | CU + 2                    | GC34090   | Original reports and supplemental documentation (Lost, Found, Safekeeping)                                                                                                                     |
| Property, Pawn<br>Broker/Secondhand                                                                                                    | CU + 2                    | GC34090   | Sales, slips. Dealer required to file duplicate with agency                                                                                                                                    |
| Reports<br>Dealer of Gun<br>Sales, Duplicate                                                                                           | CU + 6<br>mos.            | GC34090.7 | Original maintained by DOJ. Dealer required to file duplicate with agency                                                                                                                      |
| Restraining Orders,<br>Emergency Protective<br>Orders, Temporary<br>Restraining Orders,<br>Legal Stipulations,<br>Orders After Hearing | CU<br>(See<br>descriptor) |           | Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and FamilyCode Sections 6380-6383 are fulfilled and effective date of restraining order has expired. |
| Rosters (Divisional)                                                                                                                   | S + 2                     | GC34090   | Personnel assigned to division.                                                                                                                                                                |
| Schedules<br>Daily                                                                                                                     | CU + 2                    | GC34090   | Schedules of Officers on duty                                                                                                                                                                  |
| Watch<br>Assignment/<br>Timekeeping<br>Records                                                                                         | CU + 2                    | GC34090   |                                                                                                                                                                                                |
| Speaker Requests                                                                                                                       | CU + 2                    | GC34090   | Community and business requests for public appearances, speakers                                                                                                                               |

|                                            |       |         |                                                                        |
|--------------------------------------------|-------|---------|------------------------------------------------------------------------|
| Tests, Densitometer<br>Results (Photo Lab) | T + 2 | GC34090 | Daily tests of development chemicals/processes for<br>quality control. |
|--------------------------------------------|-------|---------|------------------------------------------------------------------------|

## PUBLIC SAFETY (CONTINUED)

C16-02

| Record Series        | Retention | Citation | Descriptor                                                                                       |
|----------------------|-----------|----------|--------------------------------------------------------------------------------------------------|
| Training Bulletins   | P         |          |                                                                                                  |
| Event Files          | CU + 2    | GC34090  | Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents |
| Lesson Plans, Range  | CL + 15   |          | Scope, content, time period of courses                                                           |
| Personnel (by name)  | T + 7     | GC34090  | Paperwork documenting officers' internal and external training                                   |
| Schedules, Range     | CU + 2    | GC34090  | Daily, weekly, monthly schedules of training events at range                                     |
| Volunteer Card Files | T + 2     | GC34090  | Volunteers' identification, contact information                                                  |

Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

## PUBLIC WORKS

C16-02

| Record Series                              | Retention | Citation      | Descriptor                                                                                                                            |
|--------------------------------------------|-----------|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>PARKS</b>                               |           |               |                                                                                                                                       |
| Agendas, Board                             | CU + 2    | GC34090       |                                                                                                                                       |
| Grants ( <i>refer to Admin.</i> )          |           |               |                                                                                                                                       |
| Inventory, Equipment                       | AU + 2    | GC34090       | Warranties, purchase orders                                                                                                           |
| Landscape                                  | CU + 2    | GC34090       | Drawings, contracts, complaints, specifications, photos, reports                                                                      |
| Maintenance / Operations                   | C + 2     | GC34090       | Includes work orders, inspection, repairs, cleaning, reports, complaints                                                              |
| Maps                                       | P         | GC34090       | Irrigation, plot plans                                                                                                                |
| Minutes, Board                             | P         | GC34090       |                                                                                                                                       |
| Photographs                                | S + 2     | GC34090       |                                                                                                                                       |
| Plans, Proposed                            | CU + 2    | GC34090       | Future plans, new sites, expansions                                                                                                   |
| Policies and Procedures                    | S + 2     | GC34090       | Includes rules and regulations                                                                                                        |
| Railroad Right-of-way                      | CL + 3    | 36 CFR 64.11  | Land acquisitions, correspondence, improvements, statutory records                                                                    |
| <b>Reports</b>                             |           |               |                                                                                                                                       |
| Accident                                   | CL + 2    | GC34090       | Patrons, employees                                                                                                                    |
| Others                                     | CL + 2    | GC34090       |                                                                                                                                       |
| Studies                                    | CL + 2    | GC34090       | Future sites, expansions                                                                                                              |
| Resolutions, Board                         | P         | GC34090       |                                                                                                                                       |
| Schedules, Class & Events                  | CU + 2    | GC34090       | Enrollment, liability releases, evaluations, attendance, flyers                                                                       |
| <b>SANITATION/ SOLID WASTE/ WASTEWATER</b> |           |               |                                                                                                                                       |
| Collections/Landfill                       | CU + 2    | GC34090       | Daily records, usage                                                                                                                  |
| Facilities                                 | CU + 2    | GC34090       | Correspondence, maps, patron list                                                                                                     |
| History, Sanitation                        | P         | GC34090       | Where City-owned                                                                                                                      |
| Incineration Plants, Sludge                | CU + 2    | 40 CFR 61.54  | Sludge, sampling, charging rate to measure mercury content                                                                            |
| Incinerator Operations, Treatment Plant    | CU + 2    | 40 CFR 60.153 | Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids |
| Maintenance and Operations                 | CU + 2    | GC34090       | Includes work orders, inspection, repairs, cleaning, reports, complaints                                                              |
| Maps, Septic Tank                          | P         | GC34090       | Location maps                                                                                                                         |
| Rates                                      | CU + 2    | GC34090       |                                                                                                                                       |
| Recycling Programs                         | S + 2     | GC34090       |                                                                                                                                       |
| Regulations                                | S + 2     | GC34090       | Includes legislation                                                                                                                  |
| <b>Reports</b>                             |           |               |                                                                                                                                       |
| Studies                                    | CL + 2    | GC34090       |                                                                                                                                       |
| Tonnage                                    | CU + 2    | GC34090       |                                                                                                                                       |

## PUBLIC WORKS (CONTINUED)

C16-02

| Record Series                         | Retention | Citation | Descriptor                                                                                     |
|---------------------------------------|-----------|----------|------------------------------------------------------------------------------------------------|
| <b>STREETS/ALLEYS</b>                 |           |          |                                                                                                |
| Abandonment / Vacations               | P         | GC34090  |                                                                                                |
| Closures                              | P         | GC34090  |                                                                                                |
| Easements, Dedications, Rights-of-Way | P         | GC34090  |                                                                                                |
| Field Books                           | P         | GC34090  |                                                                                                |
| Grants ( <i>see Admin.</i> )          |           |          |                                                                                                |
| Intersection Records                  | CU + 2    | GC34090  | Includes correspondence, volume counts, accident history                                       |
| Inventory, Traffic Control Device     | S + 2     | GC34090  | Signs, lights                                                                                  |
| Landscaping                           | CU + 2    | GC34090  | Plants, tree maintenance, work orders                                                          |
| Lighting                              | CU + 2    | GC34090  | Maintenance, work orders                                                                       |
| Maintenance / Operations              | CU + 2    | GC34090  | Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping    |
| Maps                                  | P         | GC34090  | Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers |
| Master Plans                          | CU + 2    | GC34090  | Copies                                                                                         |
| Parking                               |           |          |                                                                                                |
| Lots                                  | CU + 2    | GC34090  |                                                                                                |
| Regulations                           | S + 2     | GC34090  |                                                                                                |
| Reports/Studies                       | CL + 2    | GC34090  |                                                                                                |
| Permits                               |           |          |                                                                                                |
| Encroachment                          | P         | GC34090  |                                                                                                |
| Improvement                           | CL + 2    | GC34090  | May include curbs, sidewalks; Applications for excavation, fill, alterations                   |
| Oversize Load                         | CL + 2    | GC34090  |                                                                                                |
| Parking                               | CL + 2    | GC34090  | Residential                                                                                    |
| Paving                                | CL + 2    | GC34090  |                                                                                                |
| Use (Temporary)                       | CU + 2    | GC34090  | Includes Special Events                                                                        |
| Photographs                           | S + 2     | GC34090  | Includes aerials                                                                               |
| Plans, Capital Improvement, Projects  | P         | GC34090  | Streets, curbs, gutters, sidewalks, storm drains                                               |
| Policies and Procedures               | S + 2     | GC34090  | Includes rules, regulations, standards                                                         |
| Naming and numbering                  | P         | GC34090  |                                                                                                |

## PUBLIC WORKS (CONTINUED)

C16-02

| Record Series              | Retention | Citation             | Descriptor                                                                                              |
|----------------------------|-----------|----------------------|---------------------------------------------------------------------------------------------------------|
| Speed Limits               | S + 2     | GC34090              |                                                                                                         |
| Programs                   |           |                      |                                                                                                         |
| Federal Aid Urban          | CL +      | 23 CFR 633 (a) & (c) |                                                                                                         |
| Traffic Safety             | S + 2     | GC34090              | Drivers Education, Pedestrian Safety, Bicycle Lanes                                                     |
| Reports                    |           |                      |                                                                                                         |
| Bridges & Overpasses       | L         | GC34090              | Life of structure                                                                                       |
| Inspection                 | CU + 2    | GC34090              | Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure                        |
| Studies                    | CL + 2    | GC34090              | Traffic volume, accident history, requests, statistics, drawings supporting traffic devices             |
| Traffic Count              | CL + 2    | GC34090              | Evaluation of traffic volume                                                                            |
| Vehicle Accident           | CL + 2    | GC34090              |                                                                                                         |
| Routes, School Bus & Truck | S + 2     | GC34090              | Truck routes, access ramps, rest areas                                                                  |
| Signage                    | L + 2     | GC34090              | Log books, index register cards, inventory lists, records of traffic signs                              |
| Traffic Signals            | L         |                      | Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. |
| Weigh Scales               | S + 2     | GC34090              |                                                                                                         |
|                            |           |                      |                                                                                                         |
|                            |           |                      |                                                                                                         |
| WATER                      |           |                      |                                                                                                         |
| Connection Records         | P         | GC34090              | Maps, water line connections                                                                            |
| Flood Control              |           |                      |                                                                                                         |
| Drainage Facilities        | P         | GC34090              | Includes dams, lakes, basins, creeks                                                                    |
| Flood Zones                | P         | GC34090              | Includes flood maps                                                                                     |
| Insurance Programs         | S + 2     | GC34090              | Includes copies of policies, rules, programs                                                            |

## PUBLIC WORKS (CONTINUED)

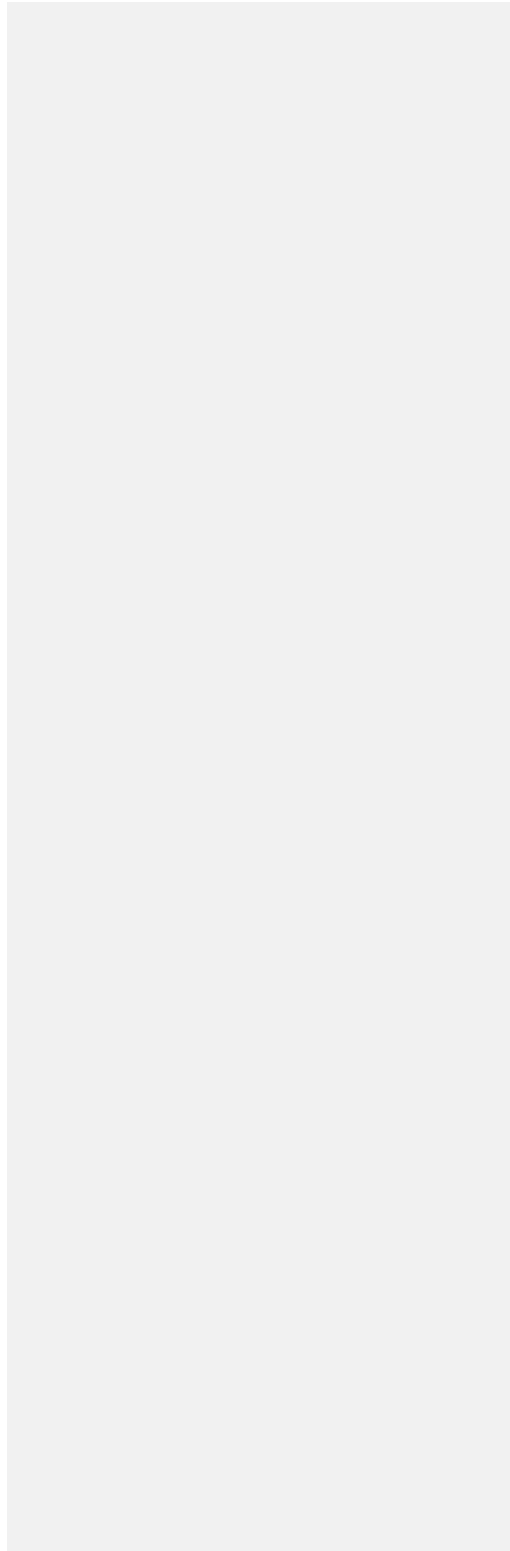
C16-02

| Record Series                                                          | Retention | Citation         | Descriptor                                                                                          |
|------------------------------------------------------------------------|-----------|------------------|-----------------------------------------------------------------------------------------------------|
|                                                                        |           |                  |                                                                                                     |
| Policies/<br>Procedures                                                | S + 2     | GC34090          | Rules and Regulations                                                                               |
| Reports/<br>Studies                                                    | CL + 2    | GC34090          |                                                                                                     |
| Grants ( <i>see Admin.</i> )                                           |           |                  |                                                                                                     |
| Inventory, Equipment                                                   | CU + 2    | GC34090          |                                                                                                     |
| Locations                                                              | P         | GC34090          | Mains, valves, hydrants, wells                                                                      |
| Maintenance and<br>Operations                                          | CU + 2    | GC34090          | Includes work orders, inspection, repairs, cleaning,<br>reports, complaints                         |
| Service                                                                | CU + 2    | GC34090          | Includes work orders, entry cards, manholes, service to<br>property owners                          |
| Well & Pumping                                                         | CU + 2    | GC34090          | Times operational, power used and quantity                                                          |
| Maps                                                                   | P         | GC34090          | Line location; easements                                                                            |
| Master Plans                                                           | CU + 2    | GC34090          | Copies                                                                                              |
| Meter Operations                                                       | CU + 2    | GC34090          | Reader reports, orders, tests Maintenance Reports                                                   |
| Permits                                                                |           |                  |                                                                                                     |
| National<br>Pollutant<br>Discharge<br>Elimination<br>System<br>(NPDES) | P         | 40 CFR<br>122.28 | Municipalities of 100,000/more, compliance with Clean<br>Water Act re: pollutants                   |
| Others                                                                 | CU + 2    | GC34090          | May depend on terms of state or federal agency                                                      |
| Policies and<br>Procedures                                             | S + 2     | GC34090          | Includes rules and regulations                                                                      |
| Rates                                                                  | S + 2     | GC34090          |                                                                                                     |
| Reclamation                                                            | CU + 5    | 40 CFR<br>122.41 | Daily operations including sewage flow, grit removal,<br>chlorine usage, lab analysis results, etc. |
| Reports                                                                |           |                  |                                                                                                     |
| Conservation                                                           | CU + 2    | GC34090          |                                                                                                     |
| Consumption                                                            | CU + 2    | GC34090          |                                                                                                     |
| Corrosion<br>Control                                                   | CU + 12   | 40 CFR<br>141.91 | Compliance documentation                                                                            |
| Discharge<br>Monitoring                                                | CU + 5    | 40 CFR<br>122.41 | Average amount of pollution discharged into waters of<br>municipality.                              |
| Drinking<br>Water<br>Corrections                                       | CU + 10   | 40 CFR<br>141.33 |                                                                                                     |
| Hydrograph                                                             | P         | GC34090          | Daily flow of streams                                                                               |
| Lead Service<br>Line                                                   | CU + 12   | 40 CFR<br>141.91 | Compliance documentation                                                                            |

## PUBLIC WORKS (CONTINUED)

C16-02

| Record Series                  | Retention | Citation      | Descriptor                                                                                                                   |
|--------------------------------|-----------|---------------|------------------------------------------------------------------------------------------------------------------------------|
|                                |           |               |                                                                                                                              |
| Public Education               | CU + 12   | 40 CFR 141.91 | Compliance documentation                                                                                                     |
| Quality Parameters             | CU + 12   | 40 CFR 141.91 | Compliance documentation                                                                                                     |
| Sanitary Surveys               | CU + 10   | 40 CFR 141.33 | Statistics, reports, correspondence                                                                                          |
| Source Water                   | CU + 12   | 40 CFR 141.91 | Compliance documentation, e.g. lead & copper                                                                                 |
| State Certification            | CU + 12   | 40 CFR 141.91 | Compliance documentation                                                                                                     |
| Variances, Water System        | CU + 5    | 40 CFR 141.33 |                                                                                                                              |
| Well Level                     | CU + 2    | GC34090       |                                                                                                                              |
| Sources                        | CU + 2    | GC34090       | May include wells, rivers, lakes, districts                                                                                  |
| Surveyor Field Notes           | P         | GC34090       | Notes preparatory to maps of water installations                                                                             |
| Surveys, Water System Sanitary | CU + 10   | 40 CFR 141.33 | Statistics, reports, correspondence                                                                                          |
| Tests                          |           |               |                                                                                                                              |
| Bacteriological Analysis       | CU + 5    | 40 CFR 141.33 | Compliance records include location, date, method and results; corrections, analysis of bacterial content                    |
| Chemical Analysis              | CU + 10   | 40 CFR 141.33 | Compliance records include location, date, method used and results; corrections, analysis of chemical content                |
| Quality                        | CU + 12   | 40 CFR 141.91 | Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc. |
| Valve Main Records             | P         | GC34090       |                                                                                                                              |
| Violations, Drinking Water     | CU + 3    | 40 CFR 141.33 | Retention applies to each violation                                                                                          |



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

**RESOLUTION NO. 2020-080**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AMENDING POLICY C16-02 RECORDS MANAGEMENT PROGRAM**

WHEREAS, the City Council adopted Resolution 2016-032 establishing Policy C16-02, Records Management Program; and

WHEREAS, policies should be reviewed and updated on a regular basis to reflect current practices and to be in compliance with current applicable laws; and

WHEREAS, Exhibit A reflects an update to Policy C16-02, which updates current practices, updates definitions, removes those definitions that do not apply, and simplifies the procedures associated with routine maintenance, storage and destruction of records.

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

Amend Policy C16-02, Records Management Program as provided in Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7<sup>th</sup> day of December, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dave Potter  
Mayor

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Britt Avrit, MMC  
City Clerk

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

|                                                   |                                           |
|---------------------------------------------------|-------------------------------------------|
| <b><i>Subject:</i></b> Records Management Program | <b><i>Policy/Procedure No:</i></b> C16-02 |
|---------------------------------------------------|-------------------------------------------|

|                                           |                                                  |
|-------------------------------------------|--------------------------------------------------|
| <b><i>Effective Date:</i></b> 6 June 2016 | <b><i>Authority:</i></b> Resolution No. 2016-032 |
|-------------------------------------------|--------------------------------------------------|

**Purpose:**

The purpose of this policy is to establish a citywide records management program for the proper and efficient management of records and to establish a records retention schedule for all City departments in compliance with applicable federal, state and local laws.

**Policy/Procedure:**

As set forth fully in the policy document attached.

**Responsible Parties:**

All City departments/divisions to include employees, elected and appointed officials, temporary workers, volunteers and contractors of the City who are acting on behalf of the City and who have access to, use of, or are involved in the maintenance or storage of the City's records.

**Department of Origin:**

Administration

**Revision Dates:**

Resolution 2020-080, December 7, 2020

**Rescinded Date:**

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

**POLICY NO. C2016-02**

**RECORDS MANAGEMENT PROGRAM**

**DEFINITIONS**

- **Active Records** – Records that are referred to at least once a month. Also – as a retention period for a Perpetual Record that remains “active” until some event occurs to change its status, at which time it has fulfilled its function. (See also **Perpetual Record**)
- **Administrative Records** – Records commonly found in all offices and used in the conduct of daily business. These are typically retained for short time periods. Examples include subject, chronological, work plans, and policy files.
- **Email** - Short for electronic mail, the transmission of messages over communications networks. The messages may include attachments of electronic files.
- **Inactive records** – Records that are accessed an average of less than once per month, but have not completed their full retention period. These records may be stored in a separate location from active files.
- **Local Government** – Government Code, Section 6252 states: “‘Local Agency’ includes a county; city, whether general law or chartered; city and county; school district; municipal corporation; district; political subdivision; or any board, commission or agency thereof; other local public agency; or nonprofit entities that are legislative bodies of a local agency pursuant to subdivisions (c) and (d) of Government Code, Section 54952.”
- **Non-Records** – Non-records are not retained in the ordinary course of business and may include, without limitation, the following materials to the extent that they have no significant or lasting value; electronic messages created for routine communication or in lieu of a telephone call; transmittal letters; acknowledgements, miscellaneous notices of community affairs, employee meetings or holidays, working files and materials that are considered personal, and papers, drafts, rough notes or calculations created and used in the preparation or analysis of records.
- **Permanent Records** – Records that are required to be kept in perpetuity, usually identified by statute or other written guidance. Examples include original minutes, ordinances, resolutions, land grant deeds, etc.
- **Perpetual Records** – Records retained as active files for an indefinite period of time and then stored or destroyed after some event takes place. Examples include personnel files which are active until a person terminates his or her employment; policy files kept until the policy is changed; contract files that are active until the contract terminates, then destroyed a fixed number of years later; current database information that is superseded; etc.

- **Program Records** – Records that relate to the primary function of the agency in response to its daily mission. Examples include lien files, recorder's files, election files, probate records, medical records, etc.
  - **Public Records** – For purposes of the California Records Act, any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
  - **Record** – A "thing which constitutes an objective, lasting indication of a writing, event, or other information which is in the custody of a public officer and is kept either (1) because a law requires it to be kept or (2) because it is necessary or convenient to the discharge of the public officer's duties and was made or retained for the purpose of preserving its informational content for future reference." (64 Ops. Cal. Atty. Gen. 317, 326 (1981).)
  - **Record Formats** – Records received or generated by the City in the course of its business, including paper documents, computer received and generated records in other formats such as microfilm, videos, audio recordings, photographs, maps, etc.
  - **Records Management** – the systematic control of the acquisition, processing, use, protection, storage and final disposition of all records, including the establishment and maintenance of a system for filing and indexing records.
- Records Retention Schedule** – The document describing records maintained by City departments and specifying, in accordance with statutory requirements or evaluations, the period of time established for their retention which must elapse before the records may be destroyed.
- **Retention Period** – The length of time a record must be retained to fulfill its administrative, fiscal, historical and/or legal function. Then a record should be disposed of as soon as possible in accordance with an approved Records Retention Schedule.
  - **Software** – Any system, program, application, instruction, or protocol designed to store, control or process data.
  - **Vital Records** – Records required for daily operations and to resume those operations after a disaster. A Vital Records program protects records from the effects of the disaster and assists in recovery from the event.

## **PROGRAM SCOPE AND OBJECTIVES:**

### **Introduction**

The City of Carmel-by-the-Sea Records Management Program is designed to protect the City's information assets and manage them effectively by employing systematic methods for creation, maintenance, retention, disposition, and retrieval of official City records. Through application of sound record management practices, the program ensures the availability of records and information when needed by City staff and members of the public. These practices also ensure the elimination of unnecessary, redundant records, the preservation of records of continuing value for historical and legal value, and the destruction of records that are obsolete in accordance with established procedures once they reach their approved retention.

By controlling the life cycle of records from creation to final disposition, the City will better manage its information assets, facilitate efficient access to information when needed, provide documentation of compliance to state and federal agencies, and preserve the valuable history of the organization. Records that are not appropriately maintained or improperly destroyed expose the City to potential liability. The City Clerk's Office coordinates the Records Management Program in cooperation with all City departments. The City Clerk is also responsible for preserving the City's legislative history through permanent records such as minutes, ordinances, and resolutions.

### **Records Retention Schedule**

The Records Retention Schedule provides the foundation for the Records Management Program and plays a pivotal role in its implementation. The City Clerk maintains the retention schedule that covers each department of the City and updates the schedule on a periodic basis to accommodate Changes in federal, state and local laws.

The schedule, based on the Local Government Records Retention Guidelines (LGRRG), establishes mandatory minimum retention periods for all City records.

Transitory correspondence files, consisting of routine transactions, memoranda or emails holding no administrative, fiscal, historical, or legal value should not be retained. Documents that are not transitory in nature, not addressed in this schedule, and for which there are legal requirements or the records is essential either for legal, historical, fiscal or administrative value shall have a record series title assigned to them and shall be added to the retention schedule.

California Government Code, Section 34090.5 sets forth that if a record can be produced electronically and proper archival methods are set in place, the original may be destroyed, with the exception of those documents that are required to be kept permanently in their original format as outlined in the retention schedule. It is the goal of the City to move toward an electronic imaging program. Until an electronic system is in place, a concerted effort will be made to adhere to the retention schedule and to destroy all appropriate records that are being stored in various facilities throughout the City, and prepare archival material for electronic filing. This process will eliminate a large number of storage boxes and release space for other uses, as well as bring the Records Management Program into full compliance.

### **Email Retention Policy**

The City's email system is not intended to be used for the electronic storage or maintenance of City records. The email system, to function as intended, anticipates or requires that employees regularly delete communications from the system.

Routine email messages comparable to telephonic communications are non-records. They are not intended to be retained in the ordinary course of City business, and the informational content of such communications is neither necessary nor intended to be preserved for future City use or reference. Email messages and attachments comparable to hard copy documents that would be retained under the Records Retention Schedule should be categorized in the appropriate record series. It is each user's responsibility to remove non-substantive records from the email system. This includes items in "received" and "sent" folders.

**Disposition**

City records are authorized to be destroyed on an on-going basis in accordance with the retention periods and best practices prescribed by the Records Retention Schedules set forth as part of this policy. This policy establishes procedures in accordance with Government Code Section 34090, which states that *“unless otherwise provided by law, with the approval of the legislative body by resolution and the written consent of the City Attorney, the head of a city department may destroy any city record, document, instrument, book or paper, under his charge, without making a copy thereof, after the same is no longer required.”* However, Section 34090 specifically prohibits the destruction of the following records:

- a. Records affecting the title to real property or liens thereon;
- b. Court records or records relating to legal proceedings and subject to a legal hold;
- c. Records required to be kept by statute;
- d. Records less than two years old;
- e. The minutes, ordinances, or resolutions of the legislative body or of a city board or commission.

No department may dispose of any official City record prior to the expiration of its approved retention period or without following the procedure established in this policy.

**PROGRAM AUTHORITY**

The City of Carmel-by-the-Sea Records Management Program is based on state and federal laws and agency guidelines governing public records. Numerous State and Federal codes and sections apply to different types of records. The principal California law applicable to City records is Government Code Section 34090 *et. seq.*, which requires original records to be retained a minimum of two years and sets forth other requirements. Each record series listed in the City-wide Records Retention Schedule has applicable laws cited in the “Legal Authority” column.

California has adopted guidelines for retention periods of government records. Any deviation from these guidelines is noted in the “Legal Authority” or “Record Description” sections of the Records Retention Schedule.

1. Government Code Section 34090 – City records may be destroyed with approval of the legislative body by resolution and written consent of the City Attorney, except those records affecting title to real property or liens thereon; court records; records required to be kept by statute; records less than two years old; the minutes, ordinances, or resolutions of the legislative body or of a city commission or committee.
2. Government Code Section 34090.5 – Certain City records may be destroyed without the approval of the legislative body or written consent of the City Attorney if they have been scanned in archival quality in a trusted system that does not permit additions, deletions or changes to the original document. These records shall also be kept in a safe and secure place, and on a device used to reproduce such records as accurately and legibly as the originals and as accessible to the public as the originals.
3. Government Code Section 6200 – Every officer having custody of any record, map, book or paper filed in a public office who is guilty of willfully destroying, altering or removing the whole or any part of such item is punishable by imprisonment in accordance with State law.
4. In addition, California Government Code § 60201 subdivision (d)(4) requires the City to maintain any document that “relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years.” Depending upon how long litigation remains pending or when settlement is reached, these “legal holds” can potentially extend the life of a document well beyond the otherwise applicable retention period set forth in the accompanying schedules. Departments will be notified of legal holds on specific documents by the City Attorney, City Administrator and/or City Clerk. Since legal holds commonly target a specific subject or set of information, documents unrelated to the legal hold may be disposed according to the approved retention periods.

**PROCEDURES:**

- All records should be retained and destroyed in accordance with the City's Records Retention Schedule
- By following the adopted Records Retention Schedule, the City may authorize the destruction of records.
- Unless otherwise provided by federal, state and local law, the City Administrator/or designee may authorize the destruction of any original document which is more than two years old, with written consent from the City Attorney, without retaining a copy of the documents as long as the retention and destruction of the document complies with the Records Retention Schedule as set forth in this policy.
- At least annually, the City Clerk will coordinate with City departments in reviewing records against the Records Retention Schedule to apply retention in a routine and consistent manner. Retention of records will be applied to shared drives, personal drives and external storage devices such as thumb drives.
- Records that have met retention according to the adopted Records Retention Schedule may be destroyed upon written approval of the Department Head, City Attorney, City Administrator and City Clerk.
- Department Heads will sign and provide to the City Clerk a list requesting destruction of records according to the Records Retention Schedule.
- The City Clerk will ensure records that have met retention are destroyed in a secure, efficient, and economical manner including using a shredding company and working with Information Technology staff.
- Records that have met retention pursuant to the adopted Records Retention Schedule and must be retained pursuant to a Litigation Hold will not be destroyed until the records have been released by the appropriate entities.

**Responsibilities:**

- The City Clerk is responsible for coordinating the Records Management Program for the City including:
  - o Developing and implementing an archival program for the storage of records regardless of the manner in which they are stored
  - o Providing the training and tools necessary for officials and employees to comply with this policy
  - o Working with a vendor that houses those physical records no longer required in office areas and have not met their legal retention.
- The City Clerk is responsible for maintaining an electronic copy of the City's Records Retention Schedule.
- The City Attorney, City Administrator and City Clerk are responsible for reviewing updating and approving the City's Records Retention Schedule in accordance with federal, state and local laws.
- Officials and employees are responsible for protecting, storing, transferring, using and managing the City's records in accordance with the City's Records Retention Schedule and applicable federal, state and local law. Additionally, officials and employees are responsible for ensuring the economical and efficient maintenance and storage of records and promoting security of records in the most effective media format appropriate for preservation.

**CITY OF CARMEL-BY-THE-SEA  
RECORDS RETENTION SCHEDULE**

**LEGEND  
Records Retention**

AC = Active  
AU = Audit  
CU = Current Year  
E = Election  
P = Permanent  
T = Termination

AD = Adoption  
CL = Closed/Completions  
DOB = Date of Birth  
L = Life  
S = Supersede

**CITATIONS**

|                                                |                                           |
|------------------------------------------------|-------------------------------------------|
| B &P – Business and Professions                | H&S – Health & Safety                     |
| CAC – California Administrative Code           | HUD – Housing and Urban Development       |
| CCP – Code of Civil Procedure                  | OSHA – Occupational Safety & Health Act   |
| CCR – Code of California Regulations           | PC – Penal Code                           |
| CEQA – California Environmental<br>Quality Act | POST – Police Officers Standards Training |
| CFR – Code of Federal Regulations              | UFC – Uniform Fire Code                   |
| EC – Election Code                             | USC – United States Code                  |
| FMLA – Family & Medical Leave Act,<br>1993     | WIC – Welfare & Institutions Code         |
| GC – Government Code                           |                                           |

## ADMINISTRATION

**C16-02**

| Record Series                                | Retention | Citation                          | Descriptor                                                                                                                                                                                            |
|----------------------------------------------|-----------|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>AUDIT</b>                                 |           |                                   |                                                                                                                                                                                                       |
| Annual Financial Report                      | CL + 2    | GC34090                           | Independent auditor analysis                                                                                                                                                                          |
| Bonds                                        | CL + 10   | GC34090;<br>CCP 337.5             | Final bond documentation                                                                                                                                                                              |
| Budget                                       | P         | GC34090                           | Annual operating budget approved by Legislative Body                                                                                                                                                  |
| Budget Operating (copies)                    | S         | GC34090                           | Departmental Reference                                                                                                                                                                                |
| Hearing or Review                            | AU + 2    | GC34090;<br>OMB A-128             | Documentation created and or received in connection with an audit hearing or review                                                                                                                   |
| Reports                                      | AU + 4    | GC34090;<br>OMB A-128             | Internal and/or external                                                                                                                                                                              |
| Reviews, Internal/External Periodic          | CU        | GC34090;<br>GC6250                | Daily, weekly, monthly, quarterly or other summary, review, evaluation, log, list, statistics, except a report                                                                                        |
| <b>COMMUNITY SERVICES</b>                    |           |                                   |                                                                                                                                                                                                       |
| Libraries                                    | CU + 2    | GC 34090                          | Books, art, gifts, donations, exhibits, theatre, music, special events, etc.                                                                                                                          |
| Plaques                                      | P         |                                   | Historic value                                                                                                                                                                                        |
| <b>ELECTIONS</b>                             |           |                                   |                                                                                                                                                                                                       |
| Affidavit Index                              | CL + 5    | EC 17001                          |                                                                                                                                                                                                       |
| Applications, Absentee Ballots and Envelopes | E + .5    | EC 17505;<br>EC 17302             | From date of election                                                                                                                                                                                 |
| Assisted, Challenged Voters List             | E + .5    | EC 17304                          | From date of election                                                                                                                                                                                 |
| Ballots                                      | E + .5    | EC 17302                          | From date of election; ballots submitted to precincts/City Clerk that were not used - unless contested (EC 17302(c)) retention by court order                                                         |
| Ballots Prop. 218 (Assessment Districts)     | P         | California Constitution Art. XIII | Property related fees (Assessment Ballot proceeding)                                                                                                                                                  |
| Calendar                                     | E + 2     | GC 34090                          |                                                                                                                                                                                                       |
| Canvass                                      | P         | GC 22932;<br>EC 17130;<br>EC 2653 | Notifications and Publication of Election; Records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results; special election results |
| Certificates of Election                     | T + 4     | GC 81009(a) (d)                   | Certificates of election; Original reports and statements                                                                                                                                             |
| Charter Amendments/ Measures                 | P         | GC34458-60;<br>GC34090            | Chapter designations by Secretary of State following adoption of voters                                                                                                                               |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                                         | Retention      | Citation                                                     | Descriptor                                                                                                                                                                              |
|-----------------------------------------------------------------------|----------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Fair Political Practices                                              |                |                                                              |                                                                                                                                                                                         |
| Administration/<br>Campaign<br>Statements and<br>Conflict of Interest | CU + 5         |                                                              | FPPC Opinions                                                                                                                                                                           |
| Campaign<br>disclosure, Elected                                       | P              | GC81009(b)<br>(g)                                            | FPPC Filings                                                                                                                                                                            |
| Campaign<br>disclosure,<br>Not Elected                                | E + 5          | GC81009(b)                                                   | FPPC Filings                                                                                                                                                                            |
| Campaign<br>disclosure -<br>Unsuccessful<br>(all other<br>committees) | E + 7          | GC81009                                                      | FPPC Filings                                                                                                                                                                            |
| Candidate<br>Statements                                               | E + 4          |                                                              | Sample ballot retained permanently.                                                                                                                                                     |
| History                                                               | P              | GC 34090                                                     | History of elections, sample ballots, certificates of<br>destruction, other resolutions re: elections                                                                                   |
| Statement of<br>economic interest -<br>Elected Officials              | T + 7          | GC<br>81009(e<br>)                                           | FPPC Filings                                                                                                                                                                            |
| Statement of<br>economic interest -<br>Not Elected                    | E + 5          | GC<br>81009(b<br>)                                           | FPPC Filings                                                                                                                                                                            |
| Lobbyist Registration                                                 | P              | EC<br>81009(b)                                               | Statements                                                                                                                                                                              |
| Maps, Precincts/Voter<br>Information                                  | E + 2          | GC 34090;<br>EC 17501;<br>EC 17301                           |                                                                                                                                                                                         |
| Nomination Papers<br>Successful<br>Unsuccessful                       | E + 4<br>E + 2 | EC 17100<br>GC<br>81009(b)                                   |                                                                                                                                                                                         |
| Notifications and<br>Publications                                     | E + 2          | GC 34090                                                     | Proof of publication or posting, certification and listing of<br>notice of posting; copy of newspaper notice and<br>certification of offices to be voted for at forthcoming<br>election |
| Oaths of Office                                                       | T + 6          | GC34090;<br>29 USC<br>1113                                   | Elected Officials                                                                                                                                                                       |
| Petitions                                                             | .75            | EC 17200,<br>17400; GC<br>7253.5; EC<br>14700 + GC<br>3756:8 | From date of filing or election; Initiative, referendum,<br>recall, Charter Amendments                                                                                                  |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                                    | Retention | Citation                                                       | Descriptor                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------|-----------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Precinct Records                                                 | E + .5    | EC 17503                                                       | From date of election: Precinct official material; declaration of intention, precinct board member applications, orders appointing members of precinct boards and designating polling places<br>Includes notice of appointment of office and record of service |
| Roster (Of Voters)                                               | E + 5     | EC 17300                                                       | From date of election; Initiative, referendum recall, general municipal election, Charter Amendments                                                                                                                                                           |
| Voter Affidavits                                                 | CL + 5    | EC 17000                                                       |                                                                                                                                                                                                                                                                |
| Voter Registration<br>Signature Copy                             | CU + 5    | EC 17000                                                       | Fire, special or school district                                                                                                                                                                                                                               |
|                                                                  |           |                                                                |                                                                                                                                                                                                                                                                |
| <b>GENERAL SUBJECT</b>                                           |           |                                                                |                                                                                                                                                                                                                                                                |
| Administration                                                   | P         | GC 34090                                                       |                                                                                                                                                                                                                                                                |
| Biographies                                                      | CU + 2    | GC34090                                                        |                                                                                                                                                                                                                                                                |
| Classifications and<br>Appointments                              | P         | GC 34090;<br>GC 12946;<br>29 CFR<br>516.6(2); 29<br>CFR 1602.4 | Includes supplemental Personnel records. Wage rate tables 2 years.                                                                                                                                                                                             |
| Correspondence/<br>Originating Department                        | CU + 2    | GC34090(d)                                                     | If not attached to agreement or project file                                                                                                                                                                                                                   |
| Goals & Objectives                                               | CU + 2    | GC34090                                                        | Departmental goals & objectives                                                                                                                                                                                                                                |
| Policies & Procedures,<br>Departmental                           | S + 5     | GC34090(d)                                                     | Retain while current                                                                                                                                                                                                                                           |
| Promotional Marketing                                            |           |                                                                |                                                                                                                                                                                                                                                                |
| External                                                         | CU + 7    |                                                                |                                                                                                                                                                                                                                                                |
| Internal                                                         | 2         |                                                                |                                                                                                                                                                                                                                                                |
| Reports                                                          |           |                                                                |                                                                                                                                                                                                                                                                |
| Departmental                                                     | CU + 2    | GC34090                                                        | Special/or final summary, review or evaluation                                                                                                                                                                                                                 |
| Staff                                                            | CU + 2    | GC34090                                                        | Non-agenda related, includes supporting documentation                                                                                                                                                                                                          |
| Special Projects                                                 | CU + 2    | GC34090                                                        |                                                                                                                                                                                                                                                                |
| Support Services                                                 | CU + 2    | GC34090                                                        | Reproduction; printing; postal/mailing services, other internal resources                                                                                                                                                                                      |
| Travel Records                                                   | CU + 2    | GC34090                                                        |                                                                                                                                                                                                                                                                |
|                                                                  |           |                                                                |                                                                                                                                                                                                                                                                |
| <b>GRANTS</b>                                                    |           |                                                                |                                                                                                                                                                                                                                                                |
| Community<br>Development Block<br>Grant and Urban<br>Development | T + 4     | GC34090;<br>24 CFR<br>570.502<br>24<br>CFR85.42*               | Applications, reports, contracts, supporting documents;<br>*OMB Cir. A-102, A-110, A-128                                                                                                                                                                       |
| Federal and State                                                | CL + 5    | GC34090                                                        | Refer to grant application close-out procedure                                                                                                                                                                                                                 |
| Financial Records                                                | CL + 5    | GC34090                                                        | Refer to grant application close-out procedure                                                                                                                                                                                                                 |
| Unsuccessful                                                     | CL + 2    | GC34090                                                        | Applications not entitled                                                                                                                                                                                                                                      |
|                                                                  |           |                                                                |                                                                                                                                                                                                                                                                |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                           | Retention      | Citation                                                                | Descriptor                                                                                                                                                                     |
|---------------------------------------------------------|----------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>HUMAN RESOURCES</b>                                  |                |                                                                         |                                                                                                                                                                                |
| Benefit Plan Claims                                     | P              | GC6250 et seq;<br>OMB A-129<br>29 CFR 1602.30;<br>32; Lab Rel Sec 1174* | May include dental, disability, education, health, life and vision including dependent care and Employee Assistance<br>*29 CFR 1637.3; 29 USC 1027; 29 CFR 1627.3; 29 USC 1113 |
| Benefit Plan Enrollment, Denied                         | CL + 4         | GC34090;<br>OMB A-128                                                   |                                                                                                                                                                                |
| Bond, Personnel Fidelity                                | T + 2          | GC34090                                                                 | Employee Fidelity Bonds                                                                                                                                                        |
| Employee Handbook                                       | S + 2          | GC 34090                                                                | General employee information including benefit plans                                                                                                                           |
| Employee Programs                                       | CL + 2         | GC 34090;<br>GC 12946                                                   | Includes EAP and Recognition                                                                                                                                                   |
| Employee Rights<br>General Employees<br>Safety (Police) | T + 2<br>T + 5 | GC12946;<br>29 CFR 1602; 29 USC 211 (e);<br>203(m);                     | May include Arbitration, grievances, union requests, sexual harassment and Civil Rights, complaints, disciplinary actions                                                      |
| Hourly Employees                                        | T + 6          | GC12946;<br>GC34090*                                                    | *29 CFR 1627.3, Labor Relations Section 1174                                                                                                                                   |
| Immigrant                                               |                | Immigration Reform/<br>Control Act<br>1986 Pub. L 99-603                | I-9's                                                                                                                                                                          |
| Medical Leave                                           | CL + 30        | FMLA 1993<br>US OSHA; 29 CFR;<br>1910.20*                               | May include Family leave; certifications; tests; W-4's;<br>*29 CFR 1602.30.32; 49 CFR 193-9;                                                                                   |
| Motor Vehicle Pulls (DMV)                               | CL + 7         | GC12946, *                                                              | *CA 91009; 8 USC 1324 (a)                                                                                                                                                      |
| Negotiation                                             | P              | 29 USC Sections 211(c),<br>203(m),<br>207(g)                            | Notes, notebooks, correspondence, contracts, and Memorandums of Agreements                                                                                                     |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                          | Retention | Citation                                                                                                        | Descriptor                                                                                                                                                                                                                                                                                                                                    |
|----------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Non-Safety Employees                   | T + 3     | Reference:<br>29 CFR<br>1627.3;<br>CCR Sec<br>1174; 29<br>CFR<br>1602.30.32;<br>GC6250 et<br>seq; 29<br>CFR; GC | Non-safety employees may include: Release<br>Authorizations; Certifications; Reassignments; outside<br>employment; commendations disciplinary actions;<br>terminations; Oaths of Office; evaluations-pre-employee<br>medicals; fingerprints; identification cards (ID=s)<br>*1607.4; 29 CFR 655.202; 29 CFR 516.6 et seq; 45 CFR<br>1068.6(a) |
| Personnel Records<br>(copies)          | CU + 2    | GC34090;<br>GC6250                                                                                              | Attendance; evaluations; drafts; worksheets; postings                                                                                                                                                                                                                                                                                         |
| PERS, Social Security,<br>SSI          | P         | 29 CFR<br>1627.3(2);<br>GC 12946,<br>34090                                                                      | EEOC/ADEA                                                                                                                                                                                                                                                                                                                                     |
| Recruitment                            | CL + 3    | Reference:<br>GC12946;<br>GC6250 et<br>seq;<br>29 CFR<br>1602 et seq<br>29 CFR<br>1607;<br>29CFR                | Applications, resumes, alternate lists/logs, indices;<br>ethnicity disclosures; examination materials;<br>examination answer sheets, job bulletins; eligibility;<br>electronic database                                                                                                                                                       |
| Reports                                | CU + 2    | GC34090                                                                                                         | Employee statistics, benefit activity; liability loss                                                                                                                                                                                                                                                                                         |
| Safety Employees                       | T + 5     | Reference:<br>29 CFR<br>1627.3; CCR<br>Sec 1174;<br>29 CFR<br>1607.4; *                                         | Police, fire, emergency employees may include; Release<br>Authorizations; Certifications Reassignments; outside<br>employment; commendations disciplinary actions;<br>terminations; Oaths of Office; evaluations-pre employee<br>medicals *29 CFR 1602.30.32; 29 CFR 655.202; 29 CFR<br>516.6 et seq; 45 CFR 1068.6(a)                        |
| Surveys and Studies                    | CU + 2    | GC 12946,<br>34090; 29<br>CFR<br>516.6(2); 29<br>CFR                                                            | Includes classification, wage rates                                                                                                                                                                                                                                                                                                           |
| Training Records<br>Non-Safety         | CU + 7    | GC6250 et<br>seq                                                                                                | Employee applications, volunteer program training,<br>class training materials, internships;                                                                                                                                                                                                                                                  |
| Personnel (by name)                    | T + 7     | GC34090                                                                                                         | Paperwork documenting officers internal and external<br>training                                                                                                                                                                                                                                                                              |
| Safety                                 | CU + 2    | GC34090                                                                                                         | Certifications/designations                                                                                                                                                                                                                                                                                                                   |
| Vehicle Mileage<br>Reimbursement Rates | S + 2     | GC 34090                                                                                                        | Annual mileage reimbursement rates                                                                                                                                                                                                                                                                                                            |
|                                        |           |                                                                                                                 |                                                                                                                                                                                                                                                                                                                                               |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                         | Retention                                        | Citation                              | Descriptor                                                                                                                                                                          |
|-------------------------------------------------------|--------------------------------------------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>INFORMATION SERVICES</b>                           |                                                  |                                       |                                                                                                                                                                                     |
| Internet, World Wide Web                              | S + 2                                            | GC34090                               | Management/Policies and supporting documentation                                                                                                                                    |
| Inventory, Information Systems                        | S + 2                                            | GC34090                               | Hardware/Software Inventory logs; systems manuals                                                                                                                                   |
| Network Information Systems (LAN/WAN)                 | CU + 4                                           | GC34090;<br>CCP 337.2;<br>343         | Configuration maps and plans                                                                                                                                                        |
| Program Files and Directories                         | CU + 2<br>CU + (2 mos.)<br><br>CU + 1<br>CU + .5 | GC34090;<br>GC34090.7                 | Annual backup<br>Daily backup<br><br>Monthly backup<br>Weekly backup                                                                                                                |
| Tapes Information Systems                             | CU + 2                                           | GC34090                               | System Generation                                                                                                                                                                   |
| <b>LEGAL/ LEGISLATIVE</b>                             |                                                  |                                       |                                                                                                                                                                                     |
| Agendas                                               | CU + 2                                           | GC34090                               | Original agendas and special meeting notices, including certificates of posting, original summaries, original communications and action agendas for Council, Boards and Commissions |
| Agenda Reports(Master, Subject Files)                 | CU + 2                                           | GC34090<br>(d)                        | Documentation received, created and/or submitted to Council                                                                                                                         |
| Appeals, Civil                                        | CU + 3                                           | CCP<br>583.320(a)(3); GC<br>34090     |                                                                                                                                                                                     |
| Applications, Boards, Commissions, Committees         | CL + 2                                           | GC34090                               | Not selected                                                                                                                                                                        |
| Applications, Boards, Commissions, Committees         | T + 5                                            | GC34090;<br>GC40801                   | Selected                                                                                                                                                                            |
| Articles of Incorporation                             | P                                                | GC34090;<br>CCP 337.2                 |                                                                                                                                                                                     |
| Case Log                                              | CL + 7                                           | CCP 337.2;<br>343                     | From Close of cases listed; Chronological listing of cases                                                                                                                          |
| Case Records - (High Profile)                         | P                                                | GC6254                                | Significant cases which have importance/or set legal precedence. Includes logs, complaints, police reports, court orders, motions, notes, briefs                                    |
| Case Records                                          | CO + 7                                           | 42 USC<br>s1983                       | Includes logs, complaints, police reports, court orders, motions, notes, briefs, closing statements (unless minors - 3 years after attaining 18)                                    |
| Contracts and Agreements<br>Excl. Capital Improvement | T + 5                                            | CCP 337.2,<br>343;<br>B&P7042.5;<br>* | Includes leases, equipment, services or supplies<br>*PU7685; 48 CFR:2; GC53066                                                                                                      |
| Incl. Capital Improvement                             | P                                                | 2.08.110;*                            | Construction<br>*GC37090a; 4004; H&S 19850                                                                                                                                          |
| Index, Attorney Case                                  | L                                                | GC6254                                | Including notations on activities related to case                                                                                                                                   |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                | Retention      | Citation                                          | Descriptor                                                                                          |
|----------------------------------------------|----------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Legal Advertising                            | CU + 4         | CCP 343,<br>349 et seq.;<br>GC 911.2;<br>GC 34090 | Includes public notices, legal publications                                                         |
| Logs, Attorney Service Request               | CU + 2         | GC34090                                           | Service request, summaries of monthly requests                                                      |
| Minutes                                      | P              | GC34090(d)<br>; GC36814;<br>GC40801               | Official minutes and hearing proceedings of governing body or board, commission or committee        |
| Notices, Meeting                             | CU + 2         | GC<br>34090.7,<br>54960.1(c)(1)                   | Special meetings                                                                                    |
| Opinions                                     | S + 2          | GC34090;<br>GC6254                                | Confidential                                                                                        |
| Ordinances                                   | P              | GC34090(d)<br>40806                               | Charter amendments; municipal code                                                                  |
| Petitions                                    | CU + 1         | GC50115;<br>GC6253                                | Submitted to legislative bodies                                                                     |
| Resolutions                                  | P              | GC34090(d)<br>40801                               | Legislative actions                                                                                 |
| Tapes, Audio/Video                           | CU + 3<br>mos. | GC 34090.7                                        | When used for minute preparation and may have historical value.                                     |
| <b>MUNICIPAL CLERK</b>                       |                |                                                   |                                                                                                     |
| Assessment Districts                         | P              | GC 34090                                          | Original documentation                                                                              |
| Inventory, Records                           | CU + 2         | GC34090;<br>80 OPS<br>Atty. Gen.<br>106           | Inventory of non-current or inactive records holdings and location, indices. Tapes may be recycled. |
| Municipal Code                               | P              | GC 34090                                          | Supplements included                                                                                |
| Public Records Request                       | CL + 2         | GC 34090                                          |                                                                                                     |
| Records Management                           | CL + 2         | GC34090                                           | Document includes retrieval, transfers - inactive                                                   |
| Records Management Disposition Certification | P              | GC34090                                           | Documentation of final disposition or records                                                       |
| Records Retention Schedules                  | S + 4          | CCP 343                                           |                                                                                                     |
| <b>POLICIES/<br/>PROCEDURES</b>              |                |                                                   |                                                                                                     |
| General Administrative                       | S + 2          | GC34090;<br>40801                                 | All city policies and procedures                                                                    |
| Policy, Council/<br>Proclamations            | S + 2          | GC34090                                           | Policies, directives rendered by Council not assigned a resolution or ordinance number              |
| <b>PUBLIC FINANCING<br/>AUTHORITY</b>        |                |                                                   |                                                                                                     |
| Administration                               | P              | GC 34090                                          |                                                                                                     |

## ADMINISTRATION (CONTINUED)

**C16-02**

| Record Series                                        | Retention | Citation                                    | Descriptor                                                                                        |
|------------------------------------------------------|-----------|---------------------------------------------|---------------------------------------------------------------------------------------------------|
| Financial Records                                    | P         | GC 34090,<br>40802,<br>53901                |                                                                                                   |
| Management Reports                                   | 2         | GC 34090                                    |                                                                                                   |
| <b>PUBLIC INFORMATION</b>                            |           |                                             |                                                                                                   |
| Brochures,<br>publications,<br>newsletter, bulletins | S + 2     | GC 34090                                    |                                                                                                   |
| Calendar, City                                       | CU + 2    | GC 34090                                    |                                                                                                   |
| Media Relations                                      | CU + 2    | GC 34090                                    | Includes cable, newspaper, radio, message boards, presentations.                                  |
| <b>RISK MANAGEMENT</b>                               |           |                                             |                                                                                                   |
| Accident Reports - City Assets                       | CL + 7    | 29 CFR 1904.2; 29;*<br>* CFR 1904.6         | Reports and related records<br>* CFR 1904.6                                                       |
| Bonds, Insurance                                     | P         | CCP 337.2;<br>343                           | Bonds and insurance policies insuring city property and other assets                              |
| Claims, Damage                                       | CL + 5    | GC34090;<br>GC25105.5                       | Paid/Denied                                                                                       |
| Incident Reports                                     | CL + 7    | 29 CFR 1904.2; 29 CFR 1904.6                | Theft, arson, vandalism, property damage or similar occurrence (excluding fire/law enforcement)   |
| Insurance, ACCEL JT Powers Agreement                 | P         | GC34090                                     | (Authority California Cities Excess Liability Insurance) B Accreditation/ MOU=s/agreement/agendas |
| Insurance, Certificates                              | P         | GC34090                                     | Insurance certificates filed separately from contracts, includes insurance filed by licensees     |
| Insurance, Liability/Property                        | P         | GC34090                                     | May include liability, property, Certificates of Participation, deferred, use of facilities       |
| Insurance, Workers Compensation                      | P         | GC6410;<br>29 CFR 1910.20                   | Indemnity; PERS - working files - originals with Administrator                                    |
| Photographs, Negatives, Film                         | CL + 2    | GC34090                                     |                                                                                                   |
| Risk Management Reports                              | CL + 5    | OMB 1220-0029; 29 CFR 1904.4; GC 34090      | Federal OSHA Forms; Loss Analysis Report; Safety Reports ; Actuarial Studies                      |
| Workers Compensation                                 | P         | CCR 14311; 15400.2; CA Labor Code 110-139.6 | Claim Files, Reports, Incidents (working files) originals filed with Administrator                |
|                                                      |           |                                             |                                                                                                   |

## DEVELOPMENT

**C16-02**

| Record Series                                                | Retention | Citation                                                                        | Descriptor                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|-----------|---------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ADMINISTRATION</b>                                        |           |                                                                                 |                                                                                                                                                                                                                                                     |
| Benchmark Data                                               | CU + 2    | GC34090d                                                                        | Horizontal, vertical & control                                                                                                                                                                                                                      |
| Bids & Proposals<br>(Unsuccessful)                           | CL + 2    | GC34090d                                                                        |                                                                                                                                                                                                                                                     |
| Bonds                                                        | CL + 10   | CCP 337.5                                                                       | Housing; Industrial Development                                                                                                                                                                                                                     |
| Development<br>Security                                      | CL + 2    | GC34090                                                                         | Documentation created and or received in connection with the performance of work/services for the city, or for parcel maps and subdivision work                                                                                                     |
| Code Books                                                   | P         | GC34090e                                                                        | National Electrical Code, Uniform Building, Fire, Mechanical, Plumbing & Supplements                                                                                                                                                                |
| Contractor                                                   | CU + 2    | GC34090d                                                                        | Current listing                                                                                                                                                                                                                                     |
| Correspondence                                               | CU + 2    | GC34090d                                                                        | Working documentation                                                                                                                                                                                                                               |
| Development<br>Conditions                                    | L         | GC34090                                                                         | Mitigation measures; filed with case files                                                                                                                                                                                                          |
| Development<br>Agreements                                    | P         | CCP337,<br>337.1(a),<br>337.15;<br>GC34090;4<br>8 CFR                           | Infrastructure contracts, franchises. Original maintained for 7 years.                                                                                                                                                                              |
| Development<br>Standards                                     | P         | GC34090a                                                                        | Landscape mediums, parkway landscape development, public works construction                                                                                                                                                                         |
| Drawings, Project Plan                                       | CU + 2    | GC34090d                                                                        | Does not include those usually filed with case or project                                                                                                                                                                                           |
| Franchises                                                   | P         | GC65864,<br>65869.5,<br>34090*                                                  | Including subdivision agreements, contracts for sale or purchase of property, cable, grant of easements and/pr involving construction of improvements<br>*CCP 337.2, 343; AC16023                                                                   |
| General Subject Files                                        | CU + 2    | GC34090d                                                                        | Internal working files including correspondence                                                                                                                                                                                                     |
| Grants,<br>Community/Urban<br>Development (includes<br>CDBG) | CL + 4    | 24CFR<br>570.502(b)<br>(3);<br>241CFR<br>85.42 &<br>OMB Cir. A-<br>110, Attach. | Project files, contracts, proposals, statements, reports, sub-recipient dockets, Environmental review, grant documents, applications, inventory, consolidated plan, etc. Includes Section 108 loan guarantee *OMB Cir. A-102 & 128, HUD regulations |
| Historic Preservation<br>Inventory                           | 2         | GC34090d                                                                        | Historic structures & landmarks                                                                                                                                                                                                                     |
| Incident Files                                               | 2         | GC34090d                                                                        | Emergency Call Outs                                                                                                                                                                                                                                 |
| Land Uses,<br>nonconforming                                  | P         | GC34090a                                                                        | Building or site usage which does not conform to current standards                                                                                                                                                                                  |
| Logs                                                         | CU + 5    |                                                                                 | Logs, registers or similar records listing permits, certificates of occupancy issued; may include inspection, building activity, daily, plan check, utility                                                                                         |

## DEVELOPMENT (CONTINUED)

**C16-02**

| Record Series                             | Retention   | Citation                                                  | Descriptor                                                                                                                                                                                                                |
|-------------------------------------------|-------------|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Maps & Plats                              | P           | GC34090a                                                  | Engineering & field notes and profiles; cross-section of roads, streets, right-of-way, bridges; may include annexations, parks, tracts, block, storm drains, water easements, bench marks, trees, grading, landfill, fire |
| Master Plans, Annual                      | S + 2       | GC34090                                                   | Special or long range program plan for municipalities – coordination of services; strategic planning                                                                                                                      |
| Permits, Construction                     | P           | GC34090a;<br>H&S19850;<br><del>4002-4004</del>            | Plans, building, signs, grading, encroachment, including blueprints and specifications                                                                                                                                    |
| Permits, Other                            | CL + 2      | GC34090d                                                  | Alterations, encroachment, excavations, road, street sidewalks & curb alterations, transportation, swimming pool drainage, temporary uses, etc.                                                                           |
| Photographs                               | S + 2       | GC34090d                                                  | Aerial photographs                                                                                                                                                                                                        |
| Projects, Not Completed or Denied Reports | CL + 2      | GC34090d                                                  | Building, engineering, planning                                                                                                                                                                                           |
| Seismic Retrofit Program                  | CU + 2      | GC34090                                                   | Activity, periodic                                                                                                                                                                                                        |
| Street Names and House Numbers            | P           | GC34090a                                                  | Includes Certificates of Compliance                                                                                                                                                                                       |
| Studies, Special Projects & Areas         | CL + 2      | GC34090d                                                  | Street dedications, closings, address assignment/changes                                                                                                                                                                  |
| Surveys                                   | P           | GC34090a                                                  | Engineering, joint powers, noise, transportation                                                                                                                                                                          |
| BUILDING                                  |             |                                                           | Recording data and maps                                                                                                                                                                                                   |
| Blueprints, Specifications                | CL + 2      | GC34090d                                                  | Submitted by contractors with application for permit and builds for Certificate of Occupancy                                                                                                                              |
| Certificates                              | L           | GC34090a                                                  | Compliance, elevation, occupancy which affect real property                                                                                                                                                               |
| Construction (Approved)                   | P           | GC34090a;<br>4003; 4004;<br>H&S 19850,<br><del>4005</del> | New commercial and residential construction, tenant improvements room additions, spa, signs, block wall, remodel including security bonds                                                                                 |
| Inspection                                | CL + 2      | GC34090d                                                  | Correspondence, fees, appeal requests, reports                                                                                                                                                                            |
| Permits                                   | P           | GC34090a;<br>H&S 19850;<br><del>4003-4004</del>           | Plans, building, signs, grading, encroachment permits                                                                                                                                                                     |
| Signs (Temporary)                         | S + 2       | GC34090d                                                  | Home occupations, off-premise signs                                                                                                                                                                                       |
| CODE ENFORCEMENT                          |             |                                                           |                                                                                                                                                                                                                           |
| Abandoned Vehicles                        | CL + 2      | GC34090d                                                  |                                                                                                                                                                                                                           |
| Case Files                                | CL + 2      | GC34090d                                                  | Building, housing and mobile home code violation records including inspections; public nuisance rubbish and weed abatement, vehicle abatement, citations, massage parlor permits, general                                 |
| Liens & Releases, Supporting Recorded     | CL + 2<br>P | GC34090                                                   | Utilities, abatement, licenses                                                                                                                                                                                            |

| Record Series                               | Retention | Citation                                                | Descriptor                                                                                                                                                                              |
|---------------------------------------------|-----------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Logs                                        | CU + 2    | GC34090d                                                | Lien Recovery, citations, complaints                                                                                                                                                    |
| Regulations                                 | S + 2     | GC34090d                                                | Includes rules                                                                                                                                                                          |
| Reports, Federal and State                  | P         | GC34090a                                                | Code enforcement statistics; may contain records affecting title to real property or liensthereon                                                                                       |
| Violations, Building, Property & Zoning     | CL + 2    | GC34090d                                                | Supporting code enforcement activity                                                                                                                                                    |
| <b>ENGINEERING</b>                          |           |                                                         |                                                                                                                                                                                         |
| Capital Improvement Projects                | CL + 10   | CC337.15                                                | Supporting documents including bidders list, specifications, reports, plans, work orders, schedules, etc.                                                                               |
| Construction Tracking, Daily                | P         | CC337.15                                                | Assesses value of real property                                                                                                                                                         |
| Drawings, Traffic Control Plan              | P         | GC34090a                                                | Signs, signing & striping, road construction                                                                                                                                            |
| Flood Control                               | CL + 2    | GC34090d                                                | Storm Drains                                                                                                                                                                            |
| Special Districts                           | P         | GC34090a                                                | Supporting documents re: improvement, lighting, underground utility; bonds, taxes & construction                                                                                        |
| Street/Alley (Abandonment / Vacation)       | CL + 2    | GC34090d                                                | Relinquishment of rights and fee title                                                                                                                                                  |
| Traffic Signals                             | CL + 2    | GC34090d                                                | Counts, collisions, accidents                                                                                                                                                           |
| <b>ENVIRONMENTAL QUALITY</b>                |           |                                                         |                                                                                                                                                                                         |
| Air Quality (AQMD)                          | CU + 7    | CCP 338(k); GC34090                                     | Participants/voucher logs, Total Daily Mileage Survey (TDM); various local authorities; Commute Alternative                                                                             |
| Asbestos                                    | P         | GC34090a                                                | Documents abatement projects, public buildings                                                                                                                                          |
| California Environmental Quality Act (CEQA) | P         | GC34090a + CEQA Guidelines                              | Exemptions, Environmental Impact Report, Mitigation monitoring, negative declaration, notices of completion and determination, comments, statements of overriding considerations        |
| Congestion Management                       | CU + 2    | GC34090d                                                | Ride sharing, trip reduction                                                                                                                                                            |
| Environmental Review                        | CL + 2    | GC34090d                                                | Correspondence, consultants, issues, conservation                                                                                                                                       |
| Pest Control                                | CU + 2    | GC34090d                                                | Pesticide applications, inspections & sampling, documents                                                                                                                               |
| Soil                                        | CL + 2    | GC34090d                                                | Analysis, construction recommendations                                                                                                                                                  |
| Soil Reports                                | P         | GC34090d                                                | Final Reports                                                                                                                                                                           |
| <b>HOUSING</b>                              |           |                                                         |                                                                                                                                                                                         |
| Bonds                                       | CL + 4    | CCP 337                                                 | Revenue Bond Documentation                                                                                                                                                              |
| Programs                                    | CL + 3    | 24 CFR 570.502(b)(3); 24 CFR 85.42 & OMB Cir. A-110. #C | Includes comprehensive Housing Authority Strategy, Meeting Credit Certificate, Housing bond advisory, HOME, In-Lieu Housing Mitigation, Low/Moderate Housing, Rental Housing Assistance |

## DEVELOPMENT (CONTINUED)

C16-02

| Record Series                                 | Retention | Citation                                      | Descriptor                                                                                                                                                                                                                                                                  |
|-----------------------------------------------|-----------|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Redevelopment Budgets                         | P         | GC 34090, 40802, 53901                        | Includes annual audit                                                                                                                                                                                                                                                       |
| Bond Issues                                   | P         | GC43900 et seq.                               |                                                                                                                                                                                                                                                                             |
| <b>MUNICIPAL FACILITY</b>                     |           |                                               |                                                                                                                                                                                                                                                                             |
| Capital Improvements, Construction            | P         | 2.083110; GC34090a; 4004; H&S 19850; GC34090a | Contains records re: Planning, design, construction, conversion or modification of local government-owned facilities, structures & systems                                                                                                                                  |
| Facility Rentals/Use                          | CU + 2    | GC34090                                       | Permits, contracts, diagrams, schedules, insurance binders                                                                                                                                                                                                                  |
| Maintenance & Operations                      | CU + 2    | GC34090d                                      | Service requests, invoices, supporting documentation; buildings, equipment, field engineering, public facilities including work orders and graffiti removal                                                                                                                 |
| <b>PLANNING</b>                               |           |                                               |                                                                                                                                                                                                                                                                             |
| Case files, Planning and Zoning               | P         | GC34909a; H&S 19850; 4003;4004                | Pertains to real property. May include blueprints, drawings, maps, plans, reports, evaluations, correspondence, uses, permits, variances, studies, appeals, compliance certificates, lot line adjustments or other planning-related matters brought before legislative body |
| Certificates                                  | L         | GC34090                                       | Retain during life of structure                                                                                                                                                                                                                                             |
| Flood Records                                 | CU + 2    | GC34090                                       |                                                                                                                                                                                                                                                                             |
| General Plan and Elements                     | P         | GC34090                                       | Includes sphere of influence                                                                                                                                                                                                                                                |
| General Plan Amendments<br>Approved<br>Denied | CU + 3    | GC34090, GC65103; *                           | * GC50110                                                                                                                                                                                                                                                                   |
| Interpretations                               | CU + 2    | GC34090                                       |                                                                                                                                                                                                                                                                             |
| Maps, Plans, Drawings, Exhibits, Photos       | P         | GC34090; H&S 19850; GC34090.7                 | Zoning, tentative subdivision, parcel, land use map, aerial photos, specific plans                                                                                                                                                                                          |
| <b>PROPERTY</b>                               |           |                                               |                                                                                                                                                                                                                                                                             |
| Abandonment                                   | P         | GC34090a                                      | Buildings, Condemnation, Demolition                                                                                                                                                                                                                                         |
| Acquisition/Disposition                       | CL + 10   | GC34090a; GC6254                              | Supporting documents re: sale, purchase, exchange, lease or rental of property by City                                                                                                                                                                                      |
| Annexation Case Files                         | P         | GC34090a                                      | Reports, agreements, public notices                                                                                                                                                                                                                                         |
| Appraisals                                    | CL + 2    | GC34090; GC6254(h)                            | Exempt until final acquisition or contract agreement obtained                                                                                                                                                                                                               |
| Deeds & Promissory Notes                      | P         | GC34090a *                                    | * 24 CFR 570.502(b)(3); 24 CFR 8.42 & OMB Circ. SA-110                                                                                                                                                                                                                      |
| Maps, City Boundary                           | P         | GC34090d                                      | Recorded maps, surveys, monuments                                                                                                                                                                                                                                           |
| Lot Split Cases                               | P         | GC34090                                       |                                                                                                                                                                                                                                                                             |
| Relocation Files                              | CL + 2    | GC34090                                       | e.g., Redevelopment                                                                                                                                                                                                                                                         |

| Record Series                       | Retention | Citation                    | Descriptor                                                                                 |
|-------------------------------------|-----------|-----------------------------|--------------------------------------------------------------------------------------------|
| <b>ACCOUNTING</b>                   |           |                             |                                                                                            |
| Accounts Payable                    | AU + 4    | GC34090                     | Invoices, check copies, supporting documents                                               |
| Accounts Receivable                 | AU + 4    | GC 34090                    |                                                                                            |
| Applications                        | CL + 2    | GC34090                     | Utility connections, disconnects, registers, service                                       |
| Assessment Districts                | P         | GC 34090                    | Collection information; Original documentation files with municipal clerk                  |
| Bank Reconciliation                 | AU + 5    | GC34090; 26 CFR 16001-1     | Statements, summaries for receipts, disbursements & reconciliation                         |
| Billing Records                     | AU + 2    | GC34090                     | Customer name, service address, meter reading, usage, payments, applications/cancellations |
| Budget                              | AU + 2    | GC 34090                    |                                                                                            |
| Budget adjustments, journal entries | AU + 2    | GC34090                     | Account transfers                                                                          |
| Checks                              | AU + 5    | GC34090; CCP 337            | Includes payroll, canceled & voided checks                                                 |
| Deposits, Receipts                  | AU + 4    | GC 34090; CCP 337           | Checks, coins, currency                                                                    |
| Invoices                            | AU + 2    | GC34090                     | Copies sent for fees owed, billing, related documents                                      |
| Journals                            |           |                             |                                                                                            |
| Utility Billing                     | CU + 2    | GC34090                     | Billing including monthly activity                                                         |
| Ledger, General                     | P         | GC34090; *                  | * CCP 337                                                                                  |
| Voucher                             | AU + 4    | GC34090; CCP 337            | Account postings with supporting documents                                                 |
| Taxes, Receivable                   | AU + 3    | CCP338                      |                                                                                            |
| Warrant Register                    | AU + 2    | GC 34090.7                  |                                                                                            |
|                                     |           |                             |                                                                                            |
| <b>ADMINISTRATIVE SERVICES</b>      |           |                             |                                                                                            |
| Budget Operating (copies)           | S         | GC34090                     | Departmental Reference                                                                     |
| Budget, Proposed                    | CU + 2    | GC34090                     | Presented to Council                                                                       |
| Adopted                             | P         | GC 34090                    |                                                                                            |
|                                     |           |                             |                                                                                            |
| <b>FIXED ASSETS</b>                 |           |                             |                                                                                            |
| Inventory                           | AU + 4    | GC34090; 26 CFR 301 65-1(F) | Reflects purchase date, cost, account number                                               |
| Surplus Property                    |           |                             |                                                                                            |
| Auction                             | AU + 2    | GC34090                     | Listing of property                                                                        |
| Disposal                            | AU + 4    | GC34090; CCP 337            | Sealed bid sales of equipment                                                              |
| Vehicle Ownership & Title           | L         | VC 9900 et seq.             | Title transfers when vehicle sold                                                          |
|                                     |           |                             |                                                                                            |
| <b>LICENSE</b>                      |           |                             |                                                                                            |
| Business                            | T + 4     | GC34090; CCP 337            | Paid & reports                                                                             |
|                                     |           |                             |                                                                                            |

| Record Series                                    | Retention                  | Citation                                  | Descriptor                                                                                                                    |
|--------------------------------------------------|----------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>PAYROLL</b>                                   |                            |                                           |                                                                                                                               |
| Adjustments                                      | AU + 4                     | GC 34090<br>29 CFR<br>516.5 – 516.6       | Audit purposes                                                                                                                |
| Employee Time Sheets                             | AU + 6                     | GC34090; 29<br>CFR 516.2*                 | Signed by employee for audit & FEMA Reports<br>*20 CFR 516.6(1); IRS Reg. 31.6001-1(e)(z); R&T 19530;<br>LC 1174(d)           |
| PERS Employee<br>Deduction Reports               | T + 4                      | GC34090;<br>CAC 22-<br>1085-2             | Record of deductions<br>( <i>PERS Public Employee Retirement System</i> ) *26CFR<br>31.6001-1;29 CFR 516.5, 516.6, LC 1174(d) |
| Register                                         | P                          | GC34090;<br>GC37207                       | Labor costs by employee & program                                                                                             |
| Salary Records                                   | T + 3                      | GC34090; 29<br>CFR 516.2                  | Deduction authorization, beneficiary designations,<br>unemployment claims, garnishments                                       |
|                                                  |                            |                                           |                                                                                                                               |
| <b>PURCHASING</b>                                |                            |                                           |                                                                                                                               |
| Bids, RFQ's, RFP's<br>Successful<br>Unsuccessful | AU + 4<br>AU + 5<br>CU + 2 | GC34090;<br>CCP 337; *                    | Requests for Qualifications; Requests for Proposals<br>regarding goods and services * GC 25105-1; GC 34090                    |
| Requisitions                                     |                            |                                           |                                                                                                                               |
| Purchase Orders                                  | AU + 4                     | GC34090;<br>CCP 337                       | Original documents                                                                                                            |
| Stores                                           | CU + 2                     | GC34090                                   | Completed forms for ordering                                                                                                  |
| Vendor Register                                  | P                          | GC34090                                   | Alpha vendor listing of purchase orders, invoices,<br>account numbers and check date                                          |
|                                                  |                            |                                           |                                                                                                                               |
| <b>REPORTS</b>                                   |                            |                                           |                                                                                                                               |
| Audits                                           | P                          | GC 34090                                  |                                                                                                                               |
| Deferred Compensation                            | T + 5                      | GC34090; 26<br>CFR 16001-<br>1*           | Records of employee contributions and city payments<br>*29 CFR 1627.3(2)                                                      |
| Federal and State Tax                            | AU + 4                     | GC34090;<br>29 USC 436<br>*               | Forms 1096, 1099, W-4's and W-2's<br>*26 CFR 31.6001.1-4; IRS REG 31.6001-1(e)(2);R&T<br>19530;29 CFR 516.5-516.6             |
| Financial, Annual                                | AU + 7                     | GC 34090.7                                |                                                                                                                               |
| Investment<br>Transactions                       | P                          | GC34090;<br>CCP 337;<br>GC 53607          | Summary of transactions, inventory & earnings report                                                                          |
| Labor Distribution                               | AU + 2                     | GC34090                                   | Costs by employee & program                                                                                                   |
| Meter Reading                                    | CU + 2                     | GC34090                                   |                                                                                                                               |
| State Controller                                 | P                          | GC34090                                   | Controller may destroy after 5 years                                                                                          |
| Utility Rebates                                  | CU + 2                     | GC34090                                   |                                                                                                                               |
|                                                  |                            |                                           |                                                                                                                               |
| <b>TREASURER</b>                                 |                            |                                           |                                                                                                                               |
| Bank Statements                                  | AU + 2                     | FC 3368,<br>30210; GC<br>43900 et<br>seq. | Financing authority                                                                                                           |

## FINANCE (CONTINUED)

**C16-02**

| <b>Record Series</b> | <b>Retention</b> | <b>Citation</b>       | <b>Descriptor</b>                  |
|----------------------|------------------|-----------------------|------------------------------------|
|                      |                  |                       |                                    |
| <b>Bonds</b>         |                  |                       |                                    |
| Account Statements   | CL + 10          | GC34090;<br>CCP 337.5 | Monthly statement of transactions. |
| Administration       | CL + 10          | GC34090;<br>CCP 337.5 | Supporting documents               |
| Bonds and Coupons    | CL + 2           | GC34090;<br>53921     | Paid/canceled                      |

## PUBLIC SAFETY

**C16-02**

| Record Series                       | Retention | Citation               | Descriptor                                              |
|-------------------------------------|-----------|------------------------|---------------------------------------------------------|
| <b>EMERGENCY MANAGEMENT</b>         |           |                        |                                                         |
| Mutual Aid, Strategic Plans         | S + 2     | GC34090                |                                                         |
| <b>FIRE SAFETY</b>                  |           |                        |                                                         |
| <b>ADMINISTRATION</b>               |           |                        |                                                         |
| Books, Fire Code                    | S + 3     | GC34090.7<br>CCP 340.5 | Include OPS manuals                                     |
| General Orders, Policies/Procedures | S + 2     |                        |                                                         |
| Inspections, Fire Prevention        | CL + 3    | UFC 103.34             | Alarm/sprinkler systems, prevention efforts             |
| Investigations, Evidence Arson      | P         | PC 799                 | Support prosecution resulting in homicide               |
| Investigations, Evidence Arson      | CL + 6    | PC 800                 | Great bodily harm, inhabited structure or property      |
| Journals, Fire Station              | CU + 2    | GC34090                | Activities, personnel, engine company                   |
| Permits, Uniform Fire Code          | CL + 2    | GC34090                |                                                         |
| <b>PERSONNEL</b>                    |           |                        |                                                         |
| Exposure                            | T + 30    | 29 CFR<br>1910.1020    | Sampling results, collection methodology, background    |
| Exposure                            | T + 1     | 29 CFR<br>1910.1020    | Laboratory reports and worksheets                       |
| Medical                             | T + 30    | 29 CFR<br>1910.1020    |                                                         |
| Medical                             | T + 2     | 29 CFR<br>1910.1020; * | Employees less than one year<br>*GC34090                |
| Training                            | T + 2     | GC34090                | Certifications/designations                             |
| <b>PROPERTY</b>                     |           |                        |                                                         |
| Apparatus/Vehicle                   | CU + 2    | GC34090<br>CCP 340.5 * | Repair and Maintenance<br>*8 CAL Code Reg. 3203 (b) (1) |
| Inventory, Equipment & Supplies     | CU + 2    | GC34090                |                                                         |
| Logs, Fire Equipment/Gear           | CU + 2    | GC34090                |                                                         |
| <b>REPORTS</b>                      |           |                        |                                                         |
| Incident                            | CL + 3    | GC34090<br>CCP338 *    | Dispatch and daily logs<br>*CCP 340.5                   |
| Field, Non-fire and Logs            | CU + 2    | GC34090                |                                                         |
| Fire, Non-arson and Logs            | CU + 2    | GC34090                |                                                         |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| Record Series                                              | Retention   | Citation                                                           | Descriptor                                                                                                                            |
|------------------------------------------------------------|-------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Investigations,<br>Evidence Arson                          | CL + 3      | PC 801; UFC<br>104.32                                              | Structure                                                                                                                             |
| Weed Abatement                                             | CL + 2      | GC34090                                                            | Reports, assessments, resolutions, documentation                                                                                      |
| HAZARDOUS<br>MATERIALS                                     |             |                                                                    |                                                                                                                                       |
| Hazardous Waste<br>Disposal                                | CU + 10     | CAL OSHA;<br>40 CFR<br>122.24                                      | Documentation re handling and disposal of hazardous waste                                                                             |
| Permits, Hazardous<br>Materials Storage                    | CU + 2      | GC34090                                                            | Departments consistently recommend permanent retention of environmentally sensitive materials.                                        |
| Programs, Household<br>Hazardous Waste                     | S + 2       | GC34090                                                            |                                                                                                                                       |
| Training Materials                                         | S + 2       | Cal Code *                                                         | Standards and Administration<br>*Reg. 3204(d) et seq.                                                                                 |
| Underground Storage<br>Tank<br>Compliance<br>Maintenance & | P<br>CU + 2 | GC34090a<br>GC34090                                                | Documents re: storage<br>Location, installation, removal, remediation                                                                 |
| LAW ENFORCEMENT<br>ADMINISTRATION                          |             |                                                                    |                                                                                                                                       |
| Accounting/Cash<br>Reconciliation                          | CU + 2      | GC34090                                                            |                                                                                                                                       |
| Alarm Records                                              | CU + 2      | GC34090                                                            |                                                                                                                                       |
| Claim Files                                                | CL + 6      | PC 832.5                                                           | Claim copy, correspondence, photographs, supporting documents relative to incidents involving the Police Department filed by citizens |
| Department Manual                                          | S           |                                                                    | Changes to manual are recorded in the General Orders (permanent)                                                                      |
| Equipment<br>Communication                                 | T + 2       | GC34090                                                            | Retained until termination of equipment use; Manuals, instructions, procedures                                                        |
| Inventory                                                  | S + 2       | GC34090                                                            | Listing of equipment assigned to division, to whom it is assigned                                                                     |
| Reports<br>Activity                                        | CU + 2      | GC34090                                                            | Weekly/monthly/quarterly/<br>annual activity/statistical reports by division. Retain only one form for retention period               |
| Chemical Emissions                                         | CU + 2      | GC34090                                                            |                                                                                                                                       |
| Survey<br>Response<br>Files                                | CU + 2      | GC34090                                                            | Surveys, responses, correspondence with other agencies requesting statistical data                                                    |
| INVESTIGATIONS                                             |             |                                                                    |                                                                                                                                       |
| Administrative/Internal                                    | CL + 5      | PC 832.5<br>EVC 1045<br>GC 12946<br>PC 801.5;<br>803(c) VC<br>2547 | Initiated by citizens complaints or internally initiated; includes complaint, reports, findings                                       |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| Record Series                               | Retention | Citation                                     | Descriptor                                                                                                                                                                  |
|---------------------------------------------|-----------|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Asset Forfeiture                            | CL + 2    | GC34090                                      |                                                                                                                                                                             |
| Investigations/<br>Proceedings<br>Case File |           |                                              |                                                                                                                                                                             |
| Notifications                               | CU + 2    | GC34090                                      | To legal property owner prior to case filing that property is subject to asset forfeiture proceedings. If case is filed, notification becomes part of forfeiture case file. |
| Case Books,<br>Investigative                | CL + 2    | GC34090                                      | Retained by division until a case is suspended/closed; transfer to Records Division to be filed with associated Daily Report (DR) file                                      |
| Case Files<br>Homicide                      | P         | PC 799                                       |                                                                                                                                                                             |
| Investigator's<br>File                      |           |                                              |                                                                                                                                                                             |
| Narcotics (No<br>arrest, Narcotics Cases)   | CL + 2    | GC34090                                      | Retained by division until no longer useful for investigative purposes                                                                                                      |
| Officer Involved<br>Shootings               | CL + 25   | GC34090                                      |                                                                                                                                                                             |
| Court<br>Daily<br>Schedule                  | CU + 1    | GC34090.7                                    | Printouts of daily court scheduling                                                                                                                                         |
| Sign-In Logs                                | CU + 2    | GC34090                                      | Logs officers' names, time in/out for court appearances                                                                                                                     |
| Tracking<br>System Records                  | CU + 2    | GC34090                                      | Database records subpoena number, officer name, case number, defendant name, district attorney name, court information disposition                                          |
| Evidence, Disposition<br>Forms              |           |                                              | Attach to duplicate Property Report, file w/DR in Records Division                                                                                                          |
| Fingerprint<br>Applicants Files             | T + 2     | GC34090                                      | Paperwork authorizing fingerprinting and background checks for city employment applicants and business license applicants                                                   |
| Inked/Palm<br>Cards                         | AC + 20   |                                              | Persons booked into detention facility; (Copies distributed to county, state, federal agencies)                                                                             |
| Records<br>Latents                          |           | Approp. PC<br>Section                        | 1) Retain for applicable case statute of limitation; 2) or until evidence in case is destroyed; Hard copy and digitized                                                     |
| Suspect,<br>Adult/Juvenile                  | CL        | Law<br>Enforcement<br>Management<br>Guide by | Adults/juveniles suspected of a crime, taken for comparison. Destroy after original purpose achieved                                                                        |
| Guns, Dealers Record<br>of Sale             | CU + 6    | PC 12070                                     | Applicants, Monthly Gun Audits, Applications Denied, Stolen (DOJ File)                                                                                                      |
| Informant Files                             | T + 10    |                                              | Legal notifications, identification information, payment information, activities information                                                                                |

| Record Series        | Retention | Citation    | Descriptor                                                                                                                                   |
|----------------------|-----------|-------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Jail</b>          |           |             |                                                                                                                                              |
| Daily Logs           | CU + 6    | GC34090     | Daily report of staffing, bookings/releases, transfers, transportation                                                                       |
| Inmate Record        |           |             | Dependent on facility's classification; see Laws and Guidelines for Local Detention Facilities by Board of Corrections (State of California) |
| Inspection Files     | CL + 6    |             | Inspections by various agencies                                                                                                              |
| Surveys              | CL + 2    | GC34090     | Prepared quarterly, forwarded to State Board of Corrections                                                                                  |
| <b>Licenses</b>      | CU + 2    | GC34090     |                                                                                                                                              |
| Bicycle              |           |             |                                                                                                                                              |
| Bingo, Mace          | CU + 2    | GC34090     |                                                                                                                                              |
| Business             | T + 1     | GC34090     |                                                                                                                                              |
| License Review Board |           |             |                                                                                                                                              |
| Administrative Files |           |             |                                                                                                                                              |
| Duplicate (Pink),    | CU + 2    | GC34090     | Original to licensee, Blue duplicate to DOJ; Pink duplicate retained by agency; renewals issued annually by local agency                     |
| Secondhand           |           |             |                                                                                                                                              |
| Dealer,              |           |             |                                                                                                                                              |
| Pawn Brokers         |           |             |                                                                                                                                              |
| <b>Logs</b>          | S         |             |                                                                                                                                              |
| Auto Theft           |           |             |                                                                                                                                              |
| Case                 | CU + 1    |             |                                                                                                                                              |
| <b>Assignment</b>    |           |             |                                                                                                                                              |
| Daily                | CU + 2    | GC34090     |                                                                                                                                              |
| Activity             |           |             |                                                                                                                                              |
| Officer              | CU + 2    | GC34090     | Daily activity of incidents not reported by use of official report                                                                           |
| Report               | CU + 2    | GC34090     | Report numbers, type, names, dates retained for research value                                                                               |
| Summary              |           |             |                                                                                                                                              |
| Investigative        | CL + 10   | GC34090     | Retained by division until cases are suspended and closed                                                                                    |
| (Pre-Arrest)         |           |             |                                                                                                                                              |
| Juvenile             | CU + 2    | GC34090     | Logs document juvenile processing per CYA                                                                                                    |
| <b>Detention</b>     |           |             |                                                                                                                                              |
| Property             | CU + 2    | GC34090     | Logs items coming into and going out of property room                                                                                        |
| Control              |           |             |                                                                                                                                              |
| Rap Sheet            | CL + 2    | GC34090     | Requests for criminal history                                                                                                                |
| Subpoena             | CU + 2    | GC34090     | Subpoenas received/served daily                                                                                                              |
| Pawn Slips/Tickets   | CU + 3    | B & P 21628 |                                                                                                                                              |
| Photographs          |           |             | Crime Scene, Registrant/Applicant, Photo file, Accident. Retain according to practical and functional association.                           |
| Daily Report         | T         | GC34090     | Assigned DR number, retained as form of evidence, destroyed at same time evidence for associated case is destroyed                           |
| (Negatives)          |           |             |                                                                                                                                              |
| Inmates              | CU + 20   |             | By Prisoner number                                                                                                                           |
| (Negatives)          |           |             |                                                                                                                                              |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| Record Series                                                                                                                               | Retention                                                                                                                | Citation           | Descriptor                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Registration Files,<br>Arson, Sex and<br>Narcotics                                                                                          | Life of<br>registrant<br>within juris-<br>diction                                                                        |                    | Fingerprint Card, photo, information also forwarded to<br>DOJ                                                                                                                                                                                                                                                                                                    |
| Arrest/Conviction H&S<br>Section 11357 (b), (c),<br>(d), (e) or H&S Section<br>11360 (b) violations<br>(Occurring after<br>January 1, 1996) | 2 (Man-<br>datory<br>destruc-<br>tion from<br>date of<br>convic-tion<br>or date of<br>arrest with<br>no convic-<br>tion) | H&S<br>11361.5     | Applicable to convictions occurring after January 1, 1996<br>or arrests not followed by a conviction occurring after<br>January 1, 1996; Exception: H&S 11357(e), the record shall<br>be retained until a juvenile offender attains the age of 18<br>years, then destroyed pursuant to 11361.5                                                                   |
| Arrest/Conviction H&S<br>Section 11357(b), (c),<br>(d), (e) or H&S Section<br>11360 (b) violations<br>(Occurring<br>before January 1, 1996) | Man-<br>datory<br>Destruc-<br>tion<br>(Upon<br>notice from<br>Depart-<br>ment of<br>Justice)                             | H&S 11361.5<br>(c) | Applicable to convictions occurring prior to January 1,<br>1996 or arrests not followed by a conviction occurring<br>prior to January 1, 1996 for violations of H&S Code<br>11357, 11364, 11365 and 11550                                                                                                                                                        |
| Crime<br>Felony Crimes<br>With<br>Or Without<br>Arrests                                                                                     | See<br>descriptor                                                                                                        | PC 800<br>PC 801   | Prosecution for an offense punishable by imprisonment in<br>state prison for eight years or more must commence<br>within 6 years after offense commission.<br>Commencement of prosecution defined in PC 804.<br>Exception: See PC 803 - Tolling/Extension of time<br>periods; Appeals process and "Three Strikes" also<br>considerations in assigning retention. |
| Misdemeanor<br>/ Infractions                                                                                                                | CL + 2                                                                                                                   | GC34090            | No arrests, identifiable property or missing persons<br>(See: Note 1)                                                                                                                                                                                                                                                                                            |
| Supplemental<br>Felony Capital Crimes,<br>Crimes Punishable by<br>Death, Life<br>Imprisonment                                               | P                                                                                                                        | PC 799             | No statutory limitation for prosecution. Includes Murder,<br>kidnapping for ransom, treason, procuring execution by<br>perjury, train wrecking, assault with a deadly weapon by a<br>life-term prisoner, bombing resulting in death or bodily<br>injury, making defective war materials that cause death                                                         |
| Destruction<br>Guns                                                                                                                         | P                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                                                                  |
| Narcotics                                                                                                                                   | P                                                                                                                        |                    |                                                                                                                                                                                                                                                                                                                                                                  |
| Disposition of<br>Arrest/Court Action                                                                                                       |                                                                                                                          |                    | Retention determined by action taken; i.e., recordable<br>arrest or detention (released no arrest)                                                                                                                                                                                                                                                               |
| False Alarm (Duplicate)                                                                                                                     | CU + 2                                                                                                                   | GC34090            |                                                                                                                                                                                                                                                                                                                                                                  |
| Non-Criminal<br>Occurrences                                                                                                                 | CU + 2                                                                                                                   | GC34090            | Injured or sick persons; missing persons where person<br>has been returned; traffic collision reports not used as the<br>basis for criminal charges                                                                                                                                                                                                              |

| Record Series                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Retention                                        | Citation | Descriptor                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Property Original                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Until case is adjudicated/disposition determined |          | Copy retained in records case file; Refer to Managing Property in Law Enforcement Agencies (By POST)                                                                                                                                                                                                                                                          |
| Range Inventory                                                                                                                                                                                                                                                                                                                                                                                                                                                          | S + 2                                            | GC34090  | Quarterly reports of inventories of weapons and ammunition held by Department Range                                                                                                                                                                                                                                                                           |
| Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CU + 2                                           | GC34090  | Arrest & Citation Register; Arson Offenses; Crimes Against Senior Citizens; Death in Custody; Domestic Violence; FBI Include Return A/Supp; Hate Crime Incidents; Homicide Reports, Supp.; Officers Killed or Assaulted; Original to FBI -DOJ; Uniform Crime Reports                                                                                          |
| Statistical (Crime Analysis)                                                                                                                                                                                                                                                                                                                                                                                                                                             | CU + 2                                           | GC34090  | Internally generated information using activity logs, citizen calls, current and past crime statistic reports, finance dept expenditure and budget records;citations, crime reports, accident reports, permits,receipts. Reports created for variety of purposes including increases/decreases in criminal activity; officer workload, deployment, time usage |
| Statistical (UCR), Uniform Crime Reports Mandatory to DOJ (LEIC); FBI Include Return A/Supplement; Supplementary Homicide Report; Law Enforcement Officers Killed or Assaulted; Monthly Return of Arson Offenses Know to Law Enforcement; Number of Violent Crimes Committed Against Senior Citizens; Monthly Report of Domestic violence Related Calls for Assistance; Monthly Arrest and Citation Register; Monthly Hate Crimes Incidents; Death In Custody Reporting. | CU + 2                                           | GC34090  | Originals sent to FBI, DOJ                                                                                                                                                                                                                                                                                                                                    |
| Research Project Files                                                                                                                                                                                                                                                                                                                                                                                                                                                   | CL + 2                                           | GC34090  | May include request forms, background materials,staff reports, final project reports and supporting data                                                                                                                                                                                                                                                      |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| Record Series                                            | Retention                                                              | Citation                            | Descriptor                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------|------------------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sealed<br>Adult Found<br>Factually Innocent              | Manda-tory<br>Destruc-tion Upon<br>and Pursu-<br>ant to Court<br>Order | PC 851.8                            | General provision: Upon petition, records of agency must be sealed and destroyed in accordance with the provisions set by court record; exceptions.                                                                                                                                            |
| Juvenile                                                 | Manda-tory<br>Destruc-tion upon<br>and pursu-<br>ant to court          | WIC 826 (a)<br>& (b)<br>WIC 781 (a) | Upon petition, local laws enforcement records within WIC 826(b) may be destroyed as ordered by the court, if related probation and juvenile court records have been destroyed by the probation officer. Records involving arrests, detention and/or petitioning juvenile before juvenile court |
| Subpoenas (Duplicate)                                    | CU + 2                                                                 | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Tapes<br>Audio,<br>Telephone and Radio<br>Communications | CU + 180<br>days                                                       | GC34090.6                           | Exception: Recordings used as evidence in a criminal prosecution or claim filed or litigation or potential claims and litigation shall be preserved for 100 days after conclusion of the court action                                                                                          |
| Surveillance/Se<br>curity Video (Jail)                   | CU + 13<br>mos.                                                        | GC34090.6                           |                                                                                                                                                                                                                                                                                                |
| Use of Force<br>Supervisory Review<br>Files              | CU + 2                                                                 | GC34090                             | Includes review forms, arrest report copies, logs                                                                                                                                                                                                                                              |
| Warrants<br>Felony                                       | Recall after<br>10 years.<br>Excep-tion:<br>Murder/                    |                                     | Recommended by the California Law Enforcement Warrant Officer's Association                                                                                                                                                                                                                    |
| Misdemeanor<br>Criminal                                  | Recall after<br>5 years                                                |                                     | Recommended by the California Law Enforcement Warrant Officer's Association                                                                                                                                                                                                                    |
| Served                                                   | CU                                                                     |                                     | Includes Warrant Service Information Card, alpha index card                                                                                                                                                                                                                                    |
| Unserved<br>(Local)                                      | Until<br>served,<br>recalled or<br>purged                              |                                     |                                                                                                                                                                                                                                                                                                |
| PATROL                                                   |                                                                        |                                     |                                                                                                                                                                                                                                                                                                |
| Cards                                                    | CU + 2                                                                 | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Dispatch                                                 |                                                                        |                                     |                                                                                                                                                                                                                                                                                                |
| Field Interview                                          | CL + 2                                                                 | GC34090                             |                                                                                                                                                                                                                                                                                                |
| Citations<br>11357(e),<br>Juvenile                       | CL + 2                                                                 | 11361.5 H&S                         |                                                                                                                                                                                                                                                                                                |
| 11357b H&S,<br>11357c H&S, 11360b<br>H&S Violations      | CL + 2                                                                 | 11361.5<br>H&S*                     | *CA Admin Code, Chapter 1, Title II, Sec. 708                                                                                                                                                                                                                                                  |
| Cite<br>and Release                                      | CL + 2                                                                 | GC34090                             |                                                                                                                                                                                                                                                                                                |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| <b>Record Series</b>                                    | <b>Retention</b>        | <b>Citation</b> | <b>Descriptor</b>                                                                                                                         |
|---------------------------------------------------------|-------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| California Vehicle Code<br>Infractions (Duplicates)     | CU + 90 days            | GC34090         | Original is forwarded to court.                                                                                                           |
| Parking/Traffic<br>, Duplicates                         | CU + 2                  | GC34090.7       | Originals are forwarded to court after agency processing; includes citations electronically created                                       |
| Transmittals                                            | CU + 2                  | GC34090         | Listing of citations forwarded to court, filed for reference                                                                              |
| Equipment<br>Radio Logs<br>(Communication)              | CU + 2                  | GC34090         | Documents problems, malfunctions, resolution to provide equipment performance history                                                     |
| General Orders                                          | P                       |                 |                                                                                                                                           |
| Patrol Requests<br>(Correspondence)                     | CU + 2                  | GC34090         | From citizens for patrol presence                                                                                                         |
| Radar Calibration<br>Records                            | T + 2                   | GC34090         | Documentation of Radar instruments retained during use/ownership                                                                          |
| Reports<br>Accident                                     | CL + 2                  | GC34090         | Non-Jury                                                                                                                                  |
| Traffic Collision<br>Fatalities                         | P                       |                 |                                                                                                                                           |
| Vehicle<br>Assignment<br>Reports                        | S                       |                 | Record of assignments                                                                                                                     |
| Down Reports                                            | CU + 1                  |                 | Printouts reporting which vehicles are down for repair, maintenance, etc.                                                                 |
| Repossession/<br>Private Impounds                       | CU + 2                  | GC34090         |                                                                                                                                           |
| Service<br>Schedules                                    | S                       | GC34090         |                                                                                                                                           |
| Vests, Bulletproof<br>Letters                           | CU + 2                  | GC34090         | Authorization to purchase                                                                                                                 |
| Warrants<br>Parking                                     | Recall after<br>1 year  |                 | Recommended by the California Law Enforcement Warrant Officer's Association                                                               |
| Traffic                                                 | Recall after<br>5 years |                 | Recommended by the California Law Enforcement Warrant Officer's Association                                                               |
| Weapons, Database                                       | P                       |                 | Departmentally-owned weapons, personal weapons, alternate weapons, secondary handguns; produces inventory reports                         |
|                                                         |                         |                 |                                                                                                                                           |
| <b>SERVICES</b>                                         |                         |                 |                                                                                                                                           |
| Chemicals/Fil<br>m Inventories                          | S                       |                 |                                                                                                                                           |
| Equipment<br>Inventory/Sign-<br>out Cards- Photo<br>Lab | T                       |                 |                                                                                                                                           |
| Operations Files<br>- Photo Lab                         | T                       |                 | Retain until equipment no longer owned/used by department; Manuals, instructions, procedures for use/operations of photographic equipment |

## PUBLIC SAFETY (CONTINUED)

**C16-02**

| <b>Record Series</b>                                                                                                                                           | <b>Retention</b>          | <b>Citation</b> | <b>Descriptor</b>                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Grievance Files                                                                                                                                                | CL + 2                    | GC34090         | Grievance filed by employees, supporting documentation                                                                                                                                          |
| Investigations,<br>Background<br>Background                                                                                                                    | CL + 2                    | GC34090         | Non hired                                                                                                                                                                                       |
| Hired                                                                                                                                                          | P                         |                 | Include original reports re: PC 832.5 investigations                                                                                                                                            |
| Parades & Special<br>Events File                                                                                                                               | CL + 2                    | GC34090         | Reports, memos, correspondence, scripts, supplier information, assignments, deployments, supporting documentation                                                                               |
| Permits<br>Alcoholic<br>Beverage Control<br>License                                                                                                            | L + 2                     | GC34090         | Approval process                                                                                                                                                                                |
| Concealed<br>Weapons                                                                                                                                           | CL + 2                    | GC34090         |                                                                                                                                                                                                 |
| Photographs<br>Personnel                                                                                                                                       | S + 2                     | GC34090         |                                                                                                                                                                                                 |
| Negative Log                                                                                                                                                   | CU + 2                    | GC34090         |                                                                                                                                                                                                 |
| Negatives, Misc.                                                                                                                                               | CU + 2                    | GC34090         | Not case-related (Public relations, promotions, events, ceremonies, staff photos)                                                                                                               |
| Press Releases                                                                                                                                                 | CU + 2                    | GC34090         |                                                                                                                                                                                                 |
| Press, Video Programs<br>(Community Relations)                                                                                                                 | CU + 2                    | GC34090         | Collection of videos of programs and events; outside press coverage of department                                                                                                               |
| Property Files                                                                                                                                                 | CU + 2                    | GC34090         | Original reports and supplemental documentation (Lost, Found, Safekeeping)                                                                                                                      |
| Property, Pawn<br>Broker/Secondhand                                                                                                                            | CU + 2                    | GC34090         | Sales, slips. Dealer required to file duplicate with agency                                                                                                                                     |
| Reports<br>Dealer of<br>Gun Sales, Duplicate                                                                                                                   | CU + 6<br>mos.            | GC34090.7       | Original maintained by DOJ. Dealer required to file duplicate with agency                                                                                                                       |
| Restraining Orders,<br>Emergency Protective<br>Orders, Temporary<br>Restraining Orders,<br>Legal Stipulations,<br>Orders After Hearing<br>Rosters (Divisional) | CU<br>(See<br>descriptor) |                 | Destroy after law enforcement actions described in PC 273.5, 273.6, 646.9, 12028.5, 13700 and Family Code Sections 6380-6383 are fulfilled and effective date of restraining order has expired. |
| Schedules<br>Daily                                                                                                                                             | S + 2                     | GC34090         | Personnel assigned to division.                                                                                                                                                                 |
| h<br>Assignment/<br>Timekeeping                                                                                                                                | CU + 2                    | GC34090         | Schedules of Officers on duty                                                                                                                                                                   |
| Speaker Requests                                                                                                                                               | CU + 2                    | GC34090         | Community and business requests for public appearances, speakers                                                                                                                                |
| Tests, Densitometer<br>Results (Photo Lab)                                                                                                                     | T + 2                     | GC34090         | Daily tests of development chemicals/processes for quality control.                                                                                                                             |

| Record Series        | Retention | Citation | Descriptor                                                                                       |
|----------------------|-----------|----------|--------------------------------------------------------------------------------------------------|
| Training Bulletins   | P         |          |                                                                                                  |
| Event Files          | CU + 2    | GC34090  | Correspondence, brochures, promotional materials, info on speakers, guests, supporting documents |
| Lesson Plans, Range  | CL + 15   |          | Scope, content, time period of courses                                                           |
| Personnel (by name)  | T + 7     | GC34090  | Paperwork documenting officers' internal and external training                                   |
| Schedules, Range     | CU + 2    | GC34090  | Daily, weekly, monthly schedules of training events at range                                     |
| Volunteer Card Files | T + 2     | GC34090  | Volunteers' identification, contact information                                                  |

**Note 1: The destruction of felony, misdemeanor and infraction Crime/Supplemental Reports is permitted providing:**

1. They do not relate to an unadjudicated arrest except for H&S 11357 or H&S 11360 violations;
2. They do not relate to unserved warrants;
3. They do not involve identifiable items which have not been recovered;
4. They do not relate to PC 290, PC 457.1, or H&S 11590 registrants;
5. They do not relate to violations listed in PC Sections 799 and 800;
6. The cases are not presently involved in either a civil or criminal litigation.

## PUBLIC WORKS

**C16-02**

| Record Series                              | Retention | Citation      | Descriptor                                                                                                                            |
|--------------------------------------------|-----------|---------------|---------------------------------------------------------------------------------------------------------------------------------------|
|                                            |           |               |                                                                                                                                       |
| <b>PARKS</b>                               |           |               |                                                                                                                                       |
| Agendas, Board                             | CU + 2    | GC34090       |                                                                                                                                       |
| Grants ( <i>refer to Admin.</i> )          |           |               |                                                                                                                                       |
| Inventory, Equipment                       | AU + 2    | GC34090       | Warranties, purchase orders                                                                                                           |
| Landscape                                  | CU + 2    | GC34090       | Drawings, contracts, complaints, specifications, photos, reports                                                                      |
| Maintenance / Operations                   | C + 2     | GC34090       | Includes work orders, inspection, repairs, cleaning, reports, complaints                                                              |
| Maps                                       | P         | GC34090       | Irrigation, plot plans                                                                                                                |
| Minutes, Board                             | P         | GC34090       |                                                                                                                                       |
| Photographs                                | S + 2     | GC34090       |                                                                                                                                       |
| Plans, Proposed                            | CU + 2    | GC34090       | Future plans, new sites, expansions                                                                                                   |
| Policies and Procedures                    | S + 2     | GC34090       | Includes rules and regulations                                                                                                        |
| Railroad Right-of-way                      | CL + 3    | 36 CFR 64.11  | Land acquisitions, correspondence, improvements, statutory records                                                                    |
| Reports                                    |           |               |                                                                                                                                       |
| Accident                                   | CL + 2    | GC34090       | Patrons, employees                                                                                                                    |
| Others                                     | CL + 2    | GC34090       |                                                                                                                                       |
| Studies                                    | CL + 2    | GC34090       | Future sites, expansions                                                                                                              |
| Resolutions, Board                         | P         | GC34090       |                                                                                                                                       |
| Schedules, Class & Events                  | CU + 2    | GC34090       | Enrollment, liability releases, evaluations, attendance, flyers                                                                       |
|                                            |           |               |                                                                                                                                       |
| <b>SANITATION/ SOLID WASTE/ WASTEWATER</b> |           |               |                                                                                                                                       |
| Collections/Landfill                       | CU + 2    | GC34090       | Daily records, usage                                                                                                                  |
| Facilities                                 | CU + 2    | GC34090       | Correspondence, maps, patron list                                                                                                     |
| History, Sanitation                        | P         | GC34090       | Where City-owned                                                                                                                      |
| Incineration Plants, Sludge                | CU + 2    | 40 CFR 61.54  | Sludge, sampling, charging rate to measure mercury content                                                                            |
| Incinerator Operations, Treatment Plant    | CU + 2    | 40 CFR 60.153 | Gas flow through wet scrubbing, oxygen content of exhaust gas, sludge rate, temperatures, fuel flow, total solids and volatile solids |
| Maintenance and Operations                 | CU + 2    | GC34090       | Includes work orders, inspection, repairs, cleaning, reports, complaints                                                              |
| Maps, Septic Tank                          | P         | GC34090       | Location maps                                                                                                                         |
| Rates                                      | CU + 2    | GC34090       |                                                                                                                                       |
| Recycling Programs                         | S + 2     | GC34090       |                                                                                                                                       |
| Regulations                                | S + 2     | GC34090       | Includes legislation                                                                                                                  |
| Reports                                    |           |               |                                                                                                                                       |
| Studies                                    | CL + 2    | GC34090       |                                                                                                                                       |
| Tonnage                                    | CU + 2    | GC34090       |                                                                                                                                       |

## PUBLIC WORKS (CONTINUED)

**C16-02**

| Record Series                                | Retention | Citation | Descriptor                                                                                     |
|----------------------------------------------|-----------|----------|------------------------------------------------------------------------------------------------|
| <b>STREETS/ALLEYS</b>                        |           |          |                                                                                                |
| Abandonment<br>/ Vacations                   | P         | GC34090  |                                                                                                |
| Closures                                     | P         | GC34090  |                                                                                                |
| Easements,<br>Dedications, Rights-of-<br>Way | P         | GC34090  |                                                                                                |
| Field Books                                  | P         | GC34090  |                                                                                                |
| Grants ( <i>see Admin.</i> )                 |           |          |                                                                                                |
| Intersection Records                         | CU + 2    | GC34090  | Includes correspondence, volume counts, accident history                                       |
| Inventory, Traffic Control Device            | S + 2     | GC34090  | Signs, lights                                                                                  |
| Landscaping                                  | CU + 2    | GC34090  | Plants, tree maintenance, work orders                                                          |
| Lighting                                     | CU + 2    | GC34090  | Maintenance, work orders                                                                       |
| Maintenance<br>/ Operations                  | CU + 2    | GC34090  | Includes work orders, inspection, repairs, cleaning, reports, complaints, signals, striping    |
| Maps                                         | P         | GC34090  | Fire hydrants, lighting districts, wheel chair ramps, storm drains, streets, sidewalks, sewers |
| Master Plans                                 | CU + 2    | GC34090  | Copies                                                                                         |
| Parking                                      |           |          |                                                                                                |
| Lots                                         | CU + 2    | GC34090  |                                                                                                |
| Regulations                                  | S + 2     | GC34090  |                                                                                                |
| Reports/Studies                              | CL + 2    | GC34090  |                                                                                                |
| Permits                                      |           |          |                                                                                                |
| Encroachment                                 | P         | GC34090  |                                                                                                |
| Improvement                                  | CL + 2    | GC34090  | May include curbs, sidewalks; Applications for excavation, fill, alterations                   |
| Oversize Load                                | CL + 2    | GC34090  |                                                                                                |
| Parking                                      | CL + 2    | GC34090  | Residential                                                                                    |
| Paving                                       | CL + 2    | GC34090  |                                                                                                |
| Use (Temporary)                              | CU + 2    | GC34090  | Includes Special Events                                                                        |
| Photographs                                  | S + 2     | GC34090  | Includes aerials                                                                               |
| Plans, Capital Improvement, Projects         | P         | GC34090  | Streets, curbs, gutters, sidewalks, storm drains                                               |
| Policies and Procedures                      | S + 2     | GC34090  | Includes rules, regulations, standards                                                         |
| Naming and numbering                         | P         | GC34090  |                                                                                                |

## PUBLIC WORKS (CONTINUED)

**C16-02**

| Record Series              | Retention | Citation             | Descriptor                                                                                              |
|----------------------------|-----------|----------------------|---------------------------------------------------------------------------------------------------------|
|                            |           |                      |                                                                                                         |
| Speed Limits               | S + 2     | GC34090              |                                                                                                         |
| Programs                   |           |                      |                                                                                                         |
| Federal Aid Urban          | CL +      | 23 CFR 633 (a) & (c) |                                                                                                         |
| Traffic Safety             | S + 2     | GC34090              | Drivers Education, Pedestrian Safety, Bicycle Lanes                                                     |
| Reports                    |           |                      |                                                                                                         |
| Bridges & Overpasses       | L         | GC34090              | Life of structure                                                                                       |
| Inspection                 | CU + 2    | GC34090              | Includes intersection, sidewalks. Bridges and Overpasses, keep life of structure                        |
| Studies                    | CL + 2    | GC34090              | Traffic volume, accident history, requests, statistics, drawings supporting traffic devices             |
| Traffic Count              | CL + 2    | GC34090              | Evaluation of traffic volume                                                                            |
| Vehicle Accident           | CL + 2    | GC34090              |                                                                                                         |
| Routes, School Bus & Truck | S + 2     | GC34090              | Truck routes, access ramps, rest areas                                                                  |
| Signage                    | L + 2     | GC34090              | Log books, index register cards, inventory lists, records of traffic signs                              |
| Traffic Signals            | L         |                      | Logs, drawings, wiring diagrams, codes, circuit numbers, installation records, testing and maintenance. |
| Weigh Scales               | S + 2     | GC34090              |                                                                                                         |
|                            |           |                      |                                                                                                         |
|                            |           |                      |                                                                                                         |
| WATER                      |           |                      |                                                                                                         |
| Connection Records         | P         | GC34090              | Maps, water line connections                                                                            |
| Flood Control              |           |                      |                                                                                                         |
| Drainage Facilities        | P         | GC34090              | Includes dams, lakes, basins, creeks                                                                    |
| Flood Zones                | P         | GC34090              | Includes flood maps                                                                                     |
| Insurance Programs         | S + 2     | GC34090              | Includes copies of policies, rules, programs                                                            |

## PUBLIC WORKS (CONTINUED)

**C16-02**

| Record Series                                                           | Retention | Citation         | Descriptor                                                                                       |
|-------------------------------------------------------------------------|-----------|------------------|--------------------------------------------------------------------------------------------------|
|                                                                         |           |                  |                                                                                                  |
| Policies/<br>Procedures                                                 | S + 2     | GC34090          | Rules and Regulations                                                                            |
| Reports/<br>Studies                                                     | CL + 2    | GC34090          |                                                                                                  |
| Grants ( <i>see Admin.</i> )                                            |           |                  |                                                                                                  |
| Inventory, Equipment                                                    | CU + 2    | GC34090          |                                                                                                  |
| Locations                                                               | P         | GC34090          | Mains, valves, hydrants, wells                                                                   |
| Maintenance and<br>Operations                                           | CU + 2    | GC34090          | Includes work orders, inspection, repairs, cleaning, reports, complaints                         |
| Service                                                                 | CU + 2    | GC34090          | Includes work orders, entry cards, manholes, service to property owners                          |
| Well & Pumping                                                          | CU + 2    | GC34090          | Times operational, power used and quantity                                                       |
| Maps                                                                    | P         | GC34090          | Line location; easements                                                                         |
| Master Plans                                                            | CU + 2    | GC34090          | Copies                                                                                           |
| Meter Operations                                                        | CU + 2    | GC34090          | Reader reports, orders, tests Maintenance Reports                                                |
| Permits                                                                 |           |                  |                                                                                                  |
| National<br>Pollutant<br>Discharge<br>Elimination<br>System<br>(NPSDES) | P         | 40 CFR<br>122.28 | Municipalities of 100,000/more, compliance with Clean Water Act re: pollutants                   |
| Others                                                                  | CU + 2    | GC34090          | May depend on terms of state or federal agency                                                   |
| Policies and<br>Procedures                                              | S + 2     | GC34090          | Includes rules and regulations                                                                   |
| Rates                                                                   | S + 2     | GC34090          |                                                                                                  |
| Reclamation                                                             | CU + 5    | 40 CFR<br>122.41 | Daily operations including sewage flow, grit removal, chlorine usage, lab analysis results, etc. |
| Reports                                                                 |           |                  |                                                                                                  |
| Conservation                                                            | CU + 2    | GC34090          |                                                                                                  |
| Consumption                                                             | CU + 2    | GC34090          |                                                                                                  |
| Corrosion<br>Control                                                    | CU + 12   | 40 CFR<br>141.91 | Compliance documentation                                                                         |
| Discharge<br>Monitoring                                                 | CU + 5    | 40 CFR<br>122.41 | Average amount of pollution discharged into waters of municipality.                              |
| Drinking<br>Water<br>Corrections                                        | CU + 10   | 40 CFR<br>141.33 |                                                                                                  |
| Hydrograph                                                              | P         | GC34090          | Daily flow of streams                                                                            |
| Lead Service<br>Line                                                    | CU + 12   | 40 CFR<br>141.91 | Compliance documentation                                                                         |

**PUBLIC WORKS (CONTINUED)**

| <b>Record Series</b>                  | <b>Retention</b> | <b>Citation</b>      | <b>Descriptor</b>                                                                                                                   |
|---------------------------------------|------------------|----------------------|-------------------------------------------------------------------------------------------------------------------------------------|
|                                       |                  |                      |                                                                                                                                     |
| <b>Public Education</b>               | <b>CU + 12</b>   | <b>40 CFR 141.91</b> | <b>Compliance documentation</b>                                                                                                     |
| <b>Quality Parameters</b>             | <b>CU + 12</b>   | <b>40 CFR 141.91</b> | <b>Compliance documentation</b>                                                                                                     |
| <b>Sanitary Surveys</b>               | <b>CU + 10</b>   | <b>40 CFR 141.33</b> | <b>Statistics, reports, correspondence</b>                                                                                          |
| <b>Source Water</b>                   | <b>CU + 12</b>   | <b>40 CFR 141.91</b> | <b>Compliance documentation, e.g. lead &amp; copper</b>                                                                             |
| <b>State Certification</b>            | <b>CU + 12</b>   | <b>40 CFR 141.91</b> | <b>Compliance documentation</b>                                                                                                     |
| <b>Variances, Water System</b>        | <b>CU + 5</b>    | <b>40 CFR 141.33</b> |                                                                                                                                     |
| <b>Well Level</b>                     | <b>CU + 2</b>    | <b>GC34090</b>       |                                                                                                                                     |
| <b>Sources</b>                        | <b>CU + 2</b>    | <b>GC34090</b>       | <b>May include wells, rivers, lakes, districts</b>                                                                                  |
| <b>Surveyor Field Notes</b>           | <b>P</b>         | <b>GC34090</b>       | <b>Notes preparatory to maps of water installations</b>                                                                             |
| <b>Surveys, Water System Sanitary</b> | <b>CU + 10</b>   | <b>40 CFR 141.33</b> | <b>Statistics, reports, correspondence</b>                                                                                          |
| <b>Tests</b>                          |                  |                      |                                                                                                                                     |
| <b>Bacteriological Analysis</b>       | <b>CU + 5</b>    | <b>40 CFR 141.33</b> | <b>Compliance records include location, date, method and results; corrections, analysis of bacterial content</b>                    |
| <b>Chemical Analysis</b>              | <b>CU + 10</b>   | <b>40 CFR 141.33</b> | <b>Compliance records include location, date, method used and results; corrections, analysis of chemical content</b>                |
| <b>Quality</b>                        | <b>CU + 12</b>   | <b>40 CFR 141.91</b> | <b>Compliance documentation including sampling data, analysis, reports, surveys, documents, evaluation, schedules, valves, etc.</b> |
| <b>Valve Main Records</b>             | <b>P</b>         | <b>GC34090</b>       |                                                                                                                                     |
| <b>Violations, Drinking Water</b>     | <b>CU + 3</b>    | <b>40 CFR 141.33</b> | <b>Retention applies to each violation</b>                                                                                          |



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

**December 7, 2020  
CONSENT AGENDA**

|                      |                                                                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                                                                                                                          |
| <b>SUBMITTED BY:</b> | Britt Avrit, City Clerk                                                                                                                                                                                                                           |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                                                                                                                    |
| <b>SUBJECT:</b>      | Resolution 2020-081 ratifying appointments to the Community Activities Commission, Harrison Memorial Library Board of Trustees, Historic Resources Board, Planning Commission and extending the term of a Member of the Forest & Beach Commission |

### **RECOMMENDATION:**

Adopt Resolution 2020-081 ratifying appointments to the Community Activities Commission, Harrison Memorial Library Board of Trustees, Historic Resources Board, Planning Commission and extending the term of a Member of the Forest & Beach Commission.

### **BACKGROUND/SUMMARY:**

City Boards and Commissions perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community. The City Council will be filling seven (7) vacancies on City Boards & Commission for one (1) unfilled position and six (6) terms that would have ended September 30, 2020.

Mayor Potter and Mayor Pro Tem Richards comprised the Ad Hoc Committee and interviewed the applicants for the Board and Commission vacancies. The applicants demonstrated a strong commitment to service and a desire to serve the Carmel-by-the-Sea community. The Ad Hoc Committee is appreciative of all community members of diverse backgrounds and exceptional skill sets, who filled out an application and participated in the interview process.

The Ad Hoc Committee wanted to meet with applicants a second time to ensure the appointments made to the City's Boards and Commissions were done in a manner that provides the most benefit to each of the Boards and Commissions and the community as a whole. In order to ensure the Boards and Commission did not have issues obtaining a quorum, On October 6, 2020, the City Council adopted Resolution 2020-061 which extended the terms of five of the currently serving Board Members and Commissioners until December 8, 2020.

Due to the number of candidates who applied, meeting with applicants a second time was not completed in time to determine appointees for all the City's Boards and Commissions. The Ad Hoc Committee will be meeting with applicants to the Forest & Beach Commission prior to making the final appointment in January

2021.

The Ad Hoc Committee would like to extend Forest & Beach Commissioner Al Saroyan's term to January 5, 2021.

After much deliberation, the following individuals have been identified as qualified and ideal candidates to fill the vacancies and are being recommended for appointment to the City's Boards and Commissions:

- Donna Jett - Community Activities Commission for a term ending September 30, 2024
- Ellen Martin - Community Activities Commission for a term ending September 30, 2024
- Tara Twomey - Harrison Memorial Library Board of Trustees for a term ending September 30, 2023
- John Krisher - Harrison Memorial Library Board of Trustees to serve the unexpired term vacated by Timothy Blomgren with a term ending September 30, 2021
- Karyl Hall - Historic Resources Board for a term ending September 30, 2024
- Thomas Hood - Historic Resources Board for a term ending September 30, 2024
- Robert Delves - Planning Commission for a term ending September 30, 2024

#### **FISCAL IMPACT:**

None for this action.

#### **PRIOR CITY COUNCIL ACTION:**

The City Council annually ratifies appointments to vacancies occurring on the City's Commissions and Boards each year.

October 6, 2020 the City Council adopted Resolution 2020-061 extending the terms of the Board & Commission members.

#### **ATTACHMENTS:**

Attachment #1 - Resolution 2020-081 Board and Commission Appointments

Attachment #2 - Commission and Board Applications

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

**RESOLUTION NO. 2020-081**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
RATIFYING APPOINTMENTS TO THE COMMUNITY ACTIVITIES COMMISSION, HARRISON  
MEMORIAL LIBRARY BOARD OF TRUSTEES, HISTORIC RESOURCES BOARD, PLANNING  
COMMISSION AND EXTENDING THE TERM OF A MEMBER OF THE FOREST AND BEACH  
COMMISSION**

WHEREAS, City Boards and Commissions perform a valuable service to the City by providing means by which the City Council can obtain advice, opinions, and recommendations of City residents and other members of the community; and

WHEREAS, Timothy Blomgren resigned his position as a Board Member of the Library Board of Trustees on January 14, 2020 and his term expires September 30, 2021; and

WHEREAS, Bonnie Folster resigned her position as a Commission Member of the Community Activities Commission and her term expired September 30, 2020; and

WHEREAS, eight (8) vacancies exist on City Boards & Commissions for one (1) unfilled position and seven (7) terms that would have ended September 30, 2020; and

WHEREAS, Sections 2.28.030, 2.32.030, 2.36.030, 2.72.030 and 2.74.010 (D) (2), of the Carmel-by-the-Sea Municipal Code provide that the City Council, with the consent of the incumbent, may extend the incumbent's term for up to 90 days; and

WHEREAS, on October 6, 2020 the City Council adopted Resolution 2020-061 extending the terms that would have ended September 30, 2020 to December 8, 2020 for five (5) Commission and Board Members; and

WHEREAS, the Mayor and Mayor Pro Tempore comprised the Ad Hoc Committee and interviewed the applicants for the Board and Commission vacancies; and

WHEREAS, the applicants demonstrated a strong commitment to service and a desire to serve the Carmel-by-the-Sea community; and

WHEREAS, the Ad Hoc Committee wishes to meet with applicants for the Forest & Beach Commission again to ensure the appointments made to this Commission are done in a manner that provides the most benefit to the Forest & Beach Commission and the community as a whole; and

WHEREAS, the Ad Hoc Committee is appreciative of all community members of diverse backgrounds and exceptional skill sets, who filled out an application and participated in the interview process.

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

Appoint the following individuals to fill the vacancies on City Boards & Commissions:

Donna Jett - Community Activities Commission for a term ending September 30, 2024;  
and

Ellen Martin - Community Activities Commission for a term ending September 30, 2024; and

Tara Twomey - Harrison Memorial Library Board of Trustees for a term ending September 30, 2023; and

John Krisher - Harrison Memorial Library Board of Trustees to serve the unexpired term vacated by Timothy Blomgren with a term ending September 30, 2021; and

Karyl Hall – Historic Resources Board for a term ending September 30, 2024; and

Thomas Hood – Historic Resources Board for a term ending September 30, 2024; and

Robert Delves – Planning Commission for a term ending September 30, 2024; and

Extend the term of Al Saroyan on the Forest & Beach Commission to January 5, 2021.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7<sup>th</sup> day of December, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Laura Bowling DATE September 9, 2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93923

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93923

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 3 years

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

Attachment 2

Reason for Interest in the Position:

I believe that The City of Carmel-by-the-Sea's most important asset (financially and aesthetically) is our natural treasure. Well before the fires started burning around us in 2020, I was deeply concerned about the state of our forest areas, the vulnerability of our beaches, and the systemic impacts of climate change on our city's natural beauty. I would love to play a leadership role to protect the ecosystem integrity, ensure their long-term sustainability, and to help educate more of our citizens about these important issues. Our city's natural beauty is also key to recovering from the devastating economic impacts of COVID.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I am a branding and communications executive with nearly 30 years of experience working for some of the world's most prestigious companies and nonprofits. I have 15 years of C-Suite level work experience with several of the most respected conservation organizations in the world, including Conservation International, where I was the Chief Marketing Officer, The Nature Conservancy, Oceana, and the U.N. I am knowledgeable and passionate about tree/forest conservation, ocean conservation (beach habitat & wildlife preservation) and have extensive knowledge about the impacts of climate change. I was honored to lead the strategic communications and design of the Ocean Health Index, the world's first scientific score-card for comprehensive marine wildlife and coastal health. Additionally, I have been an active volunteer for the past 2.5 years with Friends of the Mission Trail Nature Preserve where I have learned about our local forest history and key challenges, while working hard to pull weeds and help restore this fragile ecosystem.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

Volunteer for Friends of Mission Trail Nature Preserve (Part of monthly Clean-Up Crew at MTNP and Lester Rowntree Native Plant Garden) and Board Member of the Food Bank for Monterey County where I serve as Vice President (since Sept 2018)

| Education: Institution    | Course of Study           | Degree Year (s) |
|---------------------------|---------------------------|-----------------|
| The Ohio State University | Marketing and Advertising | BSBA            |
|                           |                           |                 |
|                           |                           |                 |

**Employment Experience (Start with Most Recent):**

|               |                                                                           |                      |
|---------------|---------------------------------------------------------------------------|----------------------|
| Organization: | Pure Dakota Design, LLC – Branding, Design and Sustainability Consultancy |                      |
| Position:     | Principal and Founder                                                     | Year: 2014 - Current |
| Organization: | Conservation International                                                |                      |
| Position:     | Chief Marketing Officer                                                   | Year: 2006 -2013     |
| Organization: | The Walt Disney Company                                                   |                      |
| Position:     | VP Strategic Marketing & Branding                                         | Year: 1996 - 2004    |

Attachment 2

**Prior public service, civic or volunteer activities:**

|               |                                                                                                         |                   |
|---------------|---------------------------------------------------------------------------------------------------------|-------------------|
| Organization: | Georgetown Garden Club<br>Helped Lead Public Education for Tree Preservation and Sustainable Techniques |                   |
| Position:     | Volunteer and Fundraising Chairperson                                                                   | Year: 2006 - 2017 |
| Organization: | Benchley Ocean Conservation Project                                                                     |                   |
| Position:     | Board Member                                                                                            | Year: 2014 -2018  |
| Organization: | Heal the Bay – Ocean and Watershed Clean Up , Santa Monica, CA                                          |                   |
| Position:     | Volunteer                                                                                               | Year: 1998 -2005  |

09/09/20

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date

**Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.**

**Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.**

JUL 16 2020

Received by City Clerk



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Hans Buder DATE 6/23/2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 4 years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | ✓ |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

My wife Meghan and I have 10 week old twin girls, so my primary interest in the position is to ensure that the library remains a high quality resource for the community in general, and more specifically, that it is catering appropriately to the needs of young families like my own. As a former teacher, I would have a particular interest in ensuring that the library is in close coordination with local schools, so that it has the appropriate resources and programming to support local teachers, and that the content is relevant to the curriculum.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

Father of 10-week old twin girls. First and foremost, as the father of two infant twin girls, I think that I would bring a valuable perspective to the board. Certainly, as a long-standing user of the library I have an interest in ensuring that it appropriately serves the entire population of Carmel, but I have a special interest in ensuring it is catering appropriately to the needs of young families.

Former middle school science teacher. After college I joined Teach for America and spent 2 years as a public school teacher in an inner-city public school in New Orleans. That experience has given me a keen appreciation for the need for close alignment between libraries and schools/teachers.

MBA/MPA. I have an MBA and a Master in Public Administration, and run my own business, so I believe I can be valuable in evaluating the library's financial situation as well.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

Commissioner - District 5 - Housing Authority of the County of Monterey  
Director - Monterey County Housing Authority Development Corporation (HDC)

### Education:

| Institution         | Course of Study                   | Degree Year (s) |
|---------------------|-----------------------------------|-----------------|
| Harvard University  | Master's in Public Administration | 2014            |
| Stanford University | MBA                               | 2013            |
| Duke University     | BA                                | 2008            |

**Employment Experience (Start with Most Recent):**

|                                              |  |                      |
|----------------------------------------------|--|----------------------|
| Organization: The Moving To Opportunity Fund |  |                      |
| Position: Founder and CEO                    |  | Year: 2016 - Present |
| Organization: McCormack Barron Salazar       |  |                      |
| Position: Project Manager                    |  | Year: 2016           |
| Organization: Long Wharf Capital             |  |                      |
| Position: Associate Director of Acquisitions |  | Year: 2013 - 2016    |

**Prior public service, civic or volunteer activities:**

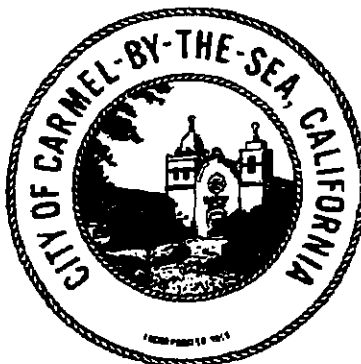
|                                                                                       |  |                      |
|---------------------------------------------------------------------------------------|--|----------------------|
| Organization: Partners in Opportunity 501(c)3                                         |  |                      |
| Position: Board Member                                                                |  | Year: 2019 - Present |
| Organization: Teach for America - Langston Hughes Academy (Inner city charter school) |  |                      |
| Position: Science Teacher                                                             |  | Year: 2009 - 2011    |
| Organization: Duke Community Service Center                                           |  |                      |
| Position: Director                                                                    |  | Year: 2004 - 2008    |

\_\_\_\_\_  
Signature

6/23/2020  
\_\_\_\_\_  
Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



2000

## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

in accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME RONALD CHAPLAN MD DATE 9/10/20  
RESIDENCE ADDRESS CARMEZ BY THE SEA CITY BY THE SEA ZIP 93921  
MAILING ADDRESS \_\_\_\_\_ CITY CARMEZ BY THE SEA ZIP 93921  
RESIDENCE PHONE (760) 833-1111 BUSINESS PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2 years Carmel by  
The Sea  
Board or Commission Selection: 40 years Carmel

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | X |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | X |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

WAS APPLYING FOR THE PLANNING COMMISSION RECENTLY INTERVIEWED WITH POTTER/BOBBY. HAD TO WITHDRAW APPLICATION HAD MAJOR SURGERY HAVE OWNED PROPERTY IN CARMEL - RAN BUSINESS NGTE PLANNING COMMISSION MULTIPLE TIMES TO REVIEW CONSTRUCTION OF 12 CONDOS ON MY PROPERTY HAVE BUILT OFFICE COMPLEX MONTEREY & CARMEL

Please list any relevant qualifications or experience you possess that would enhance the mission and goals

of the board(s) or commission(s) for which you are applying:

- ① PLANNING COMMISSION - MULTIPLE MEETINGS OVER MANY YEARS FOR CARMEL BUSINESS. ALSO BUILT 3 STORY MEDICAL COMPLEX MONTEREY. UNDERSTAND REVIEW PROCESSES
- ② HISTORIC BOARD - HAVE DEALT WITH ISSUES ON PROJECTS IN CARMEL AREA, IN MONTEREY. MAJOR INTEREST IN PLANNING COMMISSION

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

- 1) CARMEL YOUTH CENTER BOARD
- 2) HOSPITAL REVIEW BOARD (NEW PHYSICIANS)
- 3) PAST BOARD MONTEREY MEDICAL SOCIETY MEDIATION COMMITTEE

Education:

| Institution      | Course of Study    | Degree Year (s) |
|------------------|--------------------|-----------------|
| UCLA             | PRE-MED            | 1967-71         |
| UC SAN FRANCISCO | MEDICAL DEGREE     | 1971-75         |
| UNIV OF COLORADO | SURGICAL TRAINING  | 1975-79         |
| HARVARD          | ORTHOPEDIC PROGRAM | 1977-81         |

## Attachment 2

**Employment Experience (Start with Most Recent):**

|                                                         |                          |
|---------------------------------------------------------|--------------------------|
| Organization: <u>ORTHOPEDIC SURGEON (SELF EMPLOYED)</u> |                          |
| Position: <u>SURGEON</u>                                | Year: <u>1981 → 2020</u> |
| Organization: <u>ALPHA OMEGA WINERY</u>                 |                          |
| Position: <u>OWNER POSITION</u>                         | Year: <u>2007 → 2020</u> |
| Organization: <u></u>                                   |                          |
| Position: <u></u>                                       | Year: <u></u>            |

**Prior public service, civic or volunteer activities:**

|                                                                     |                          |
|---------------------------------------------------------------------|--------------------------|
| Organization: <u>CARMEL YOUTH CENTER</u>                            |                          |
| Position: <u>BOARD MEMBER</u>                                       | Year: <u>2017 - 2020</u> |
| Organization: <u>MEDICAL BOARD OF MONTEREY</u>                      |                          |
| Position: <u>BOARD (MEDICAL) PHYSICIAN COMPLAINTS</u>               | Year: <u>1990's</u>      |
| Organization: <u>CHROME CREDENTIAL COMMITTEE - PHYSICIAN REVIEW</u> |                          |
| Position: <u>MEMBER</u>                                             | Year: <u></u>            |

Signature \_\_\_\_\_

Date 9/10/20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Rick Ciardella DATE 08 Sept 20

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93923

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 year

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

**Reason for Interest in the Position:**

Given my background as a Landscape Architect, business owner and resident, the Forest and Beach Commission is where I feel I can provide the most to our community. Dedicated to giving back to the community, I have served on the Environmental Quality Commission in Menlo Park, California and the Design Review Committee in Wellesley, Massachusetts that align with the charges of the Forest and Beach Commission. As a Commissioner, decisions would be based on professional and past commission experience coupled with the Urban Forest, Parks and Beach Management Plan and the General Plan.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

- Previous Commission experience that is relevant to the Forest and Beach Commission.
- Over 40 years as a Landscape Architect working on both private and public projects.
- Professional and Commission experience in finding creative mitigation measures that serve both the community and resident.
- Board and Commission experience with a proven track record.
- Small Business Owner
- Lifetime of experience volunteering to make a better quality of life.
- Experience developing and implementing a city management plans that affect the quality of our environment.
- As a new member of the community I would provide a fresh look at the City's assets: parks, beaches, and the urban forest.
- Commission experience with private versus community decisions that maybe in conflict

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

None

**Education:**

| Institution                | Course of Study              | Degree Year (s) |
|----------------------------|------------------------------|-----------------|
| Harvard Grad Sch of Design | Urban Design/Landscape Arch. | MLA UD 1979     |
| Cal Poly - Pomona          | Landscape Architecture       | BSLA 1976       |
|                            |                              |                 |

**Employment Experience (Start with Most Recent):**

|                                                  |  |                    |
|--------------------------------------------------|--|--------------------|
| Organization:<br>Ciardella Associates            |  |                    |
| Position: Owner/Principal                        |  | Year: 1991-current |
| Organization:<br>Sasaki Associates               |  |                    |
| Position: Landscape Architect - Senior Associate |  | Year: 1986-1991    |
| Organization:<br>The SWA Group                   |  |                    |
| Position: Principal                              |  | Year: 1979-1986    |

**Prior public service, civic or volunteer activities:**

|                                                                         |                 |  |
|-------------------------------------------------------------------------|-----------------|--|
| Organization: Sequoia Union HS District - Atherton, CA                  |                 |  |
| Position: Volunteer - Building , Grounds and Construction Committee     | Year: 2004-2007 |  |
| Organization: City of Menlo Park, CA - Environmental Quality Commission | 1976-1978       |  |
| Position: Member, Chairman                                              | Year: 1991-1999 |  |
| Organization: Town of Wellesley, MA - Design Review Committee           |                 |  |
| Position: Member                                                        | Year: 1986-1990 |  |

Organization: Menlo Park Chamber of Commerce  
Board Member and Chairman

1999-2010

\_\_\_\_\_  
Signature

08 Sept 20  
\_\_\_\_\_  
Date

**Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.**

**Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.**



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Robert Delves DATE 9/9/20  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921  
 MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2+ years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | ✓ |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | ✓ |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

See Attached

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

See Attached

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

**Education:**

| Institution      | Course of Study | Degree Year (s) |
|------------------|-----------------|-----------------|
| Miami University | Accounting      | BS / 1980       |
|                  |                 |                 |

**Employment Experience (Start with Most Recent):**

|               |                              |                      |
|---------------|------------------------------|----------------------|
| Organization: | Mountain Town Solutions      |                      |
| Position:     | President                    | Year: 2010 - Present |
| Organization: | Town of Mountain Village, CO |                      |
| Position:     | Mayor / Town Council         | Year: 2005 - 2013    |
| Organization: | Accenture                    |                      |
| Position:     | Partner                      | Year: 1980 - 2004    |

**Prior public service, civic or volunteer activities:**

|               |                                          |                   |
|---------------|------------------------------------------|-------------------|
| Organization: | Town of Mountain Village, CO             |                   |
| Position:     | Mayor, Chairman of Completion Task Force | Year: 2005 - 13   |
| Organization: | Mountain Studies Institute               |                   |
| Position:     | Board President                          | Year: 2010 - 2017 |
| Organization: | Telluride Venture Accelerator            |                   |
| Position:     | Mentor                                   | Year: 2009 - 2017 |

Signature \_\_\_\_\_

Date 9/9/20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

Robert Delves

Reason for Interest in the Position:

Forest and Beach: Simply put, Carmel is remarkable in its success at protecting the natural landscape despite a dense population of residents and visitors. People are drawn to Carmel for its extraordinary and accessible beauty, but that can easily lead to overuse, over exposure and degradation. I am interested in understanding and protecting Carmel's "secret sauce" for doing such a great job of managing the ongoing interface between humans and nature.

Planning Commission: Similar answer to above: Carmel is special from an architecture and infrastructure standpoint and has done a remarkable job of allowing progress to happen while preserving the overall charm of the built environment. I'd like to participate in that process

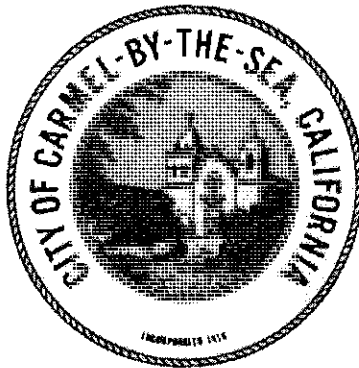
Qualifications:

Forest and Beach: While fairly new to Carmel, I am not new to public service, nor to a regulatory/oversight role. I served 8 years (6 as mayor) on the Mountain Village, Colorado Town Council. Like Carmel, MV is a resort community in a stunning natural setting, and stewardship of that setting is a high priority for the town government and elected officials. As mayor, I was deeply involved in issues like forest health, wildfire mitigation, defensible space, watershed protection and water conservation. I led the task force to develop the Town's first Comprehensive Plan which placed significant emphasis on finding balance between human habitation and the natural landscape. I also served on several non-profit boards focused on environmental health, including Mountain Studies Institute and the San Miguel Watershed Coalition. In all these roles, I interacted regularly with other municipalities, county government, and key regulatory and land management partners like the US Forest Service, BLM, Army Corps, EPA and various State agencies.

I am a veteran of board work, a patient listener, and pride myself on helping find win/win solutions.

Planning Commission: To expand on the answer above, in Mountain Village, the Town Council is the Planning Commission, so I am very familiar with the land use process and applying and amending the land use code. I also served on the Design

Review Board and Metro District Board for a large residential development project; Twin Buttes of Durango.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME I lana Bofford Entin DATE 9/10/20  
 RESIDENCE ADDRESS 21 CITY Carmel ZIP 93923  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 10 months  
in Carmel ~ 4 years  
Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | <input checked="" type="checkbox"/> |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <input checked="" type="checkbox"/> |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | <input type="checkbox"/>            |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input type="checkbox"/>            |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input type="checkbox"/>            |
| Board of Appeals (once annually and on an as-needed basis)                                                    | <input type="checkbox"/>            |

Will you be available to attend board/commission meetings regularly? Yes

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I've spent my public and private sector career specializing in community relations, communications and development while working in both the government and nonprofit arenas, giving back has always inspired me. Whether it be as a volunteer employee or Board Member, it is fulfilling to see the importance of such hard work and dedication.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

- Community Activities and Cultural Commission Board - I truly believe through collaborative efforts and successful community support, our neighborhoods and residents grow. Civic engagement is the key to future change and healthier communities. I am currently consulting for a nonprofit that focuses on voter outreach and registration. It is more important than ever to continue to find hope and strength in community support.
- Harrison Memorial Library Board - We teach our children that words have such strong meanings. When words are spoken or written, the power to change is imminent. These words have everlasting personal messages to each and every one of us. That is why several years ago, I chose to write a children's book titled "Our Earth Our Friend". Through this process, I

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

N/A

Currently just on the two committees listed at CBI

#### Education:

| Institution                      | Course of Study                                   | Degree Year (s) |
|----------------------------------|---------------------------------------------------|-----------------|
| Florida International University | Masters Degree in Public Admin.                   | April 2000      |
| University of Miami              | Bachelor of Science in Communications with Honors | May 1996        |

\* found a new everlasting love of libraries and became aware of the unparalleled freedom free books provides to all of our communities.

**Employment Experience (Start with Most Recent):**

|               |                                                        |                      |
|---------------|--------------------------------------------------------|----------------------|
| Organization: | Blueprint Communications L L C                         |                      |
| Position:     | President / Sole Member / Communications Consulting    | Year: 1/20 - Present |
| Organization: | Pacific Grove Museum of Natural History                |                      |
| Position:     | Advancement Coordinator / Development Manager          | Year: 6/18 - 9/19    |
| Organization: | Grassroots Communications Inc.                         |                      |
| Position:     | President / Campaign Management & Political Consulting | Year: 8/7 - 6/18     |

**Prior public service, civic or volunteer activities:**

|                               |               |                                     |                   |
|-------------------------------|---------------|-------------------------------------|-------------------|
| public<br>service             | Organization: | Broward Sheriff's Office            |                   |
|                               | Position:     | Community & Gov't Relations Manager | Year: 2/98 - 8/7  |
| volunteer<br>work in<br>CA    | Organization: | Florida State Senate                |                   |
|                               | Position:     | Legislative Aide                    | Year: 6/07 - 2/98 |
| volunteer<br>work<br>in<br>FL | Organization: | Congregation Beth Israel            |                   |
|                               | Position:     | - Board of Directors                | Year: 2018 - 2019 |
|                               |               | - Social Action Committee           | Present           |
|                               |               | - Education Director Committee      | Present           |
|                               |               | Leadership Broward                  |                   |
|                               |               | Women in Distress Board Member      |                   |
|                               |               | Broward Beautiful County Board      |                   |
|                               |               | Union Democrats Board               |                   |

Date

9/11/20

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## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Karen Gray DATE 9/3/20

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel, CA ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Carmel, CA ZIP 93921-7264

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2 months. Rented over 5 years for total of 1 year.

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | X |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | X |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

In regards to the library position, I was a volunteer at the SF Public Library in the Mission District for 5 years. I tutored children in reading both in English and Spanish. I also participated in a focus group to create a renovation plan for the library that incorporated community values. In 2006, I volunteered with Fundacion Leer in Buenos Aires which provided small libraries to schools. My work included surveying community access to books.

I have also participated in Open Studios in SF where artists open their studios to the public one weekend a year. I have practiced printmaking, sculpture, and figure drawing. I have attended the Plein Air Festival in Carmel. I occasionally play in an amateur rock/blues band that performs in public. I am an avid motorcyclist and attend the Quail Motorcycle Show. I have been to the downtown Carmel Christmas tree lighting several years now and the Tour of Inns in December.

Since retiring, I have been involved in several civic endeavors including volunteering with the SF fire department, SF SPCA, Kiva (microfinancing in developing countries), and Friends of the Urban Forest. I was a tree-planting volunteer and many year supporter of FUF in San Francisco. These experiences have brought me together with members of the community, to work together in the spirit of collaboration. This motivation, to want to improve our way of life, has prepared me for contributing to the mission and goals of Carmel.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

**Education:**

| Institution     | Course of Study | Degree Year (s) |
|-----------------|-----------------|-----------------|
| Ohio University | MA              | 1996            |
| U of Oregon     | BA              | 1989            |
|                 |                 |                 |

**Employment Experience (Start with Most Recent):**

|                                                                      |                                     |                 |
|----------------------------------------------------------------------|-------------------------------------|-----------------|
| Organization: United Nations Development Program, Kabul, Afghanistan |                                     |                 |
| Position:                                                            | Contractor                          | Year: 2003      |
| Organization: Microsoft Corp. Redmond, WA                            |                                     |                 |
| Position:                                                            | Mgr. MSN, Broadband Internet Access | Year: 2000-2003 |
| Organization: NorthPoint/Versatel, S.F. and Amsterdam, Netherlands   |                                     |                 |
| Position:                                                            | Mgr, Broadband                      | Year: 1998-2000 |

**Prior public service, civic or volunteer activities:**

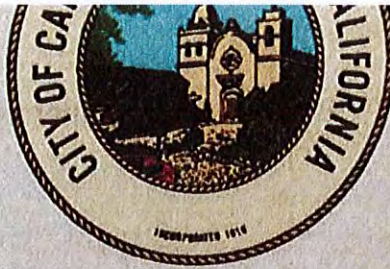
|                       |                                               |                   |
|-----------------------|-----------------------------------------------|-------------------|
| Organization: SF SPCA |                                               |                   |
| Position:             | Volunteer - Puppy Dog Tales                   | Year: 2014-2019   |
| Organization: SFFD    |                                               |                   |
| Position:             | Volunteer, NERT and California Disaster Corp. | Year: 2010 - 2019 |
| Organization: Kiva    |                                               |                   |
| Position:             | Volunteer, Nicaragua                          | Year: 2004        |

Signature \_\_\_\_\_

9/5/20  
Date \_\_\_\_\_

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME KARYL HALL DATE 9/11/20  
RESIDENCE ADDRESS [REDACTED] CITY CARMEL ZIP 9392  
MAILING ADDRESS [REDACTED] CITY Carmel ZIP 9392  
RESIDENCE PHONE [REDACTED] BUSINESS PHONE \_\_\_\_\_  
EMAIL [REDACTED]

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 31 + years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | X |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

*I have already served on the HRB for over a year and have a passion for preserving the historic architecture of Carmel.*

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

*See attached*

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

*Pacific Repertory Theatre Board of Directors,  
Treasurer, past president*

#### Education:

| Institution            | Course of Study | Degree Year (s) |
|------------------------|-----------------|-----------------|
| NOVA Southeastern Univ | Education       | Ed. D.          |
| San Jose State Univ    | PSYCHOLOGY      | M.A.            |
| Santa Clara Univ       | PSYCHOLOGY      | B.A.            |

**Employment Experience (Start with Most Recent):**

|               |                                    |                 |
|---------------|------------------------------------|-----------------|
| Organization: | Stanford Univ                      |                 |
| Position:     | Clinical Assn't Professor          | Year: '95 - 99  |
| Organization: | Santa Clara Valley Med. Center     |                 |
| Position:     | Director of Research               | Year: '90 - 99  |
| Organization: | UCSF                               |                 |
| Position:     | Assoc specialist, Project Director | Year: '73 - '86 |

**Prior public service, civic or volunteer activities:**

|               |                                |                |
|---------------|--------------------------------|----------------|
| Organization: | Carmel Residents Assoc.        |                |
| Position:     | Secretary                      | Year: 2018, 19 |
| Organization: | Big Brothers, Big Sisters      |                |
| Position:     |                                | Year: 2002-4   |
| Organization: | Carmel Preservation Foundation |                |
| Position:     |                                | Year: 1996-98  |

Signature Date 9/11/20

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

## Application for Historic Resources Board

I served on the Land Use Advisory Committee for unincorporated Carmel and the Highlands for several years. My professional career was as a Medical Research Psychologist, but I have always been interested in real estate and design and have bought, repaired/improved, and sold several houses through the years. My late husband and I "adopted" the historic Door House in 1997, for those of you who remember the considerable press about saving the little cottage.

I just remodeled a 1927 "Carmel Charmer" that otherwise would have almost surely been torn down with two houses replacing it, because the lot is over 11,000 square feet. I have become aware of many of the dilemmas faced by the staff in trying to follow present codes while considering specific needs of homes/home owners.

I have been serving on the HRB for over one year as a replacement member, and would like to serve an additional four year term. Please consider my request for participation on the Board. I believe I could offer a balanced, informed, and fair contribution to committee deliberations. Thank you for the opportunity to weigh in on this important work.

Sincerely,  
Karyl Hall Ed.D., M.F.T.

[REDACTED]  
Carmel, CA 93921  
[REDACTED]



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME THOMAS B. HOOD DATE 9.11.20

RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 10 1/2 YEARS

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |                                     |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |                                     |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |                                     |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |                                     |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input checked="" type="checkbox"/> |
| Board of Appeals (once annually and on an as-needed basis)                                                    |                                     |

Will you be available to attend board/commission meetings regularly? YES

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I WISH TO CONTINUE MY POSITION AS BOARD MEMBER OF HRB TO EXTEND MY PROFESSIONAL EXPERIENCE AS AN ARCHITECT, FORMER CONTRACTOR AND DESIGN REVIEW BOARD CHAIR (MARIN COUNTY). PROTECTING AND ASSISTING PROPERTY OWNERS AS "CUSTODIANS" OF OUR CITY'S HISTORIC STRUCTURES TO PRESERVE AND ENHANCE CARMEL'S UNIQUE CHARACTER IS A RESPONSIBILITY I TAKE VERY SERIOUSLY. I CAN BE OF SERVICE TO BOTH THE CITY AND ITS RESIDENTS AND COMMERCIAL PROPERTY OWNERS BY CONTINUING TO SERVE ON HRB.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

- CURRENT BOARD MEMBER - HAVING REVIEWED/RULED ON MANY PROJECTS IN 4 YEARS.
- LICENSED ARCHITECT SINCE 1983 SERVING CLIENTS ON OVER 15 HISTORIC PROPERTIES IN CARMEL, MARIN COUNTY AND CHICAGO AREA (ILLINOIS)
- EXPERIENCE AS A GEN'L CONTRACTOR FOR HISTORIC PROPERTY. HANDS ON EXPERIENCE DEALING WITH STRUCTURE, STYLE FOR RESTORATIONS, REHABILITATION AND REMODEL/ADDITIONS TO HISTORIC RESIDENTIAL STRUCTURES.
- EXPERIENCE W/ HISTORIANS & THEIR REPORTS TO DISCERN AND RULE ON HISTORIC STATUS AND TO ADVISE ON TEN-YEAR RESTORATION SCHEDULES PER CITY'S STATE GUIDELINES.
- PAST CHAIR OF LAKESIDE DESIGN REVIEW BOARD - RESPONSIBLE FOR CITY ENTITLEMENTS FOR REMODEL, RESTORATION AND NEW PROJECTS, ALSO INCLUDING FIRE DAMAGED STRUCTURES.

• PRESIDENT, CARMEL HERITAGE SOCIETY WHOSE MISSION IS TO EDUCATE, INFORM AND PROTECT OUR CITY'S ARCHITECTURE.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

- PRESIDENT, CARMEL HERITAGE SOCIETY, 2020 ON.
- CURRENT MEMBER, HISTORIC RESOURCES BOARD SINCE 2016
- BOARD MEMBER, AMERICAN INSTITUTE OF ARCHITECTS, MONTEREY BAY CHAPTER
- CARMEL CHAMBER OF COMMERCE SINCE 2016. AMBASSADOR CHAIR, 2019. GOV'T AFFAIRS COMMITTEE SINCE 2018.
- BOARD MEMBER - MAARS (MAY. ARCHITECTURAL ARCHIVES)
- TBH ARCHITECTURE - OWNER

Education:

| Institution                   | Course of Study                    | Degree Year (s)    |
|-------------------------------|------------------------------------|--------------------|
| UNIV. OF ILLINOIS - CHICAGO   | MASTER OF ARCHITECTURE             | 1982               |
| IOWA STATE UNIVERSITY         | B.A.E.S - ARCHITECTURE, HYDEY TOWN | 1977               |
| OTANIEMI UNIVERSITY (FINLAND) | TOWN PLANNING                      | STUDY ABROAD, 1976 |

**Employment Experience (Start with Most Recent):**

|                                                                       |                    |
|-----------------------------------------------------------------------|--------------------|
| Organization:                                                         |                    |
| THOMAS BATEMAN HOOD ARCHITECTURE                                      |                    |
| Position: PRINCIPAL ARCHITECT & OWNER                                 | Year: 1989-PRESENT |
| Organization:                                                         |                    |
| HOOD MILLER ASSOCIATES, ARCHITECTS                                    |                    |
| Position: ASSOC. PARTNER, PROJECT ARCH. FOR HISTORIC PROPERTIES       | Year: 1986-'87     |
| Organization:                                                         |                    |
| COOPER CARR & ASSOCIATES, ATLANTA, GA                                 |                    |
| Position: PROJECT ARCHITECT FOR COMMERCIAL PROJECTS                   | Year: 1984-'86     |
| HOOD DESIGN, WINNETKA, IL.                                            |                    |
| PRINCIPAL OWNER, ARCHITECT AND GEN'L CONTRACTOR - HISTORIC PROPERTIES |                    |
| 1982-'84                                                              |                    |

**Prior public service, civic or volunteer activities:**

|                                                         |                    |
|---------------------------------------------------------|--------------------|
| Organization:                                           |                    |
| 1. CARMEL HRB                                           |                    |
| Position: BOARD MEMBER & VICE CHAIR                     | Year: 2016-PRESENT |
| Organization:                                           |                    |
| 2. MONTEREY HISTORY & ART ASSOCIATION                   |                    |
| Position: PRESIDENT, BOARD MEMBER                       | Year: 2005-2011    |
| Organization:                                           |                    |
| 3. LARKSPUR DESIGN REVIEW BOARD (MARIN COUNTY)          |                    |
| Position: CHAIR & MEMBER                                | Year: 2007-2009    |
| 4. CARMEL CHAMBER OF COMMERCE                           |                    |
| EMBASSADOR CHAIR, GOV'T AFFAIRS COMM. AS A BOARD MEMBER |                    |
| 2015-2020 (PRESENT)                                     |                    |
| 5. OMBA (MONTEREY), MEMBER                              |                    |
| 2009-2010                                               |                    |

Signature

Date

9-11-20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Donna Jett DATE 9-3 - 2020  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel By The Sea  
 MAILING ADDRESS \_\_\_\_\_ CITY " ZIP 93921  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 23 years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | <input checked="" type="checkbox"/> |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <input type="checkbox"/>            |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | <input type="checkbox"/>            |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input type="checkbox"/>            |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input type="checkbox"/>            |
| Board of Appeals (once annually and on an as-needed basis)                                                    | <input type="checkbox"/>            |

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I believe I can continue to contribute to this important commission during the difficult times and look forward to working with my fellow commissioners in the future. Would encourage community activities in the city to benefit the residents and visitors as deemed appropriate for our village. I am available to volunteer at events, it is a pleasure to work with the professional city staff members who provide assistance and direction on all projects.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

*Please see attached,*

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

*Please see attached.*

**Education:**

| Institution                | Course of Study | Degree Year (s) |
|----------------------------|-----------------|-----------------|
| <i>Please see attached</i> |                 |                 |

**Employment Experience (Start with Most Recent):**

|               |                         |                      |
|---------------|-------------------------|----------------------|
| Organization: | PREMIER Health Care     |                      |
| Position:     | Caretaker - Part-Time   | Year: 2015 - Present |
| Organization: | Church of the Way farer |                      |
| Position:     | Wedding Coordinator     | Year: 2008 - 2011    |
| Organization: |                         |                      |
| Position:     |                         | Year:                |

**Prior public service, civic or volunteer activities:**

|               |  |       |
|---------------|--|-------|
| Organization: |  |       |
| Position:     |  | Year: |
| Organization: |  |       |
| Position:     |  | Year: |
| Organization: |  |       |
| Position:     |  | Year: |

Signature

Date

9- -2020

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

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*Donna Jett**Carmel, CA 93921***E-mail: ;****Employment: Part time: Adult Care Taker****Education**

|            |                                   |                |
|------------|-----------------------------------|----------------|
| <b>MPC</b> | <b>Art/Artist Monterey</b>        | <b>ART10</b>   |
|            | <b>Architecture Monterey</b>      | <b>ART11</b>   |
|            | <b>Architecture Carmel</b>        | <b>ART11.1</b> |
|            | <b>Architecture Tour Monterey</b> | <b>ART13</b>   |
|            | <b>Art Monterey and Oakland</b>   | <b>ART15</b>   |
|            | <b>Play Prod/Comedy</b>           | <b>DRAM 4</b>  |
|            | <b>Touring Theater</b>            | <b>DRAM 57</b> |
|            | <b>ACT/WKSP – ADV Comedy</b>      | <b>DRAM75</b>  |
|            | <b>Inside the Gates</b>           | <b>ART12</b>   |
|            | <b>Inside the Gates</b>           | <b>ART13.1</b> |

**El Camino Jr. College. AA Degree in Speech Communication and Business.****Art, history, and computer classes.****UCLA, Art****Community Services****City of Carmel-by-the-Sea**

|                    |                                                                         |
|--------------------|-------------------------------------------------------------------------|
| <b>2012 – 2020</b> | <b>Community Activities Commission</b>                                  |
| <b>2011 – 2012</b> | <b>Historical Review Commission</b>                                     |
| <b>2010</b>        | <b>Committee for 100 Year Celebration of the Outdoor Forest Theater</b> |
| <b>2005 - 2011</b> | <b>Community Activities and Cultural Commission</b>                     |

|                                        |                                                             |
|----------------------------------------|-------------------------------------------------------------|
| <b>2011 Monterey Peninsula College</b> | <b>Representative from Carmel, Redistricting Commission</b> |
|----------------------------------------|-------------------------------------------------------------|

|                                        |                                                          |
|----------------------------------------|----------------------------------------------------------|
| <b>2006 Monterey County Grand Jury</b> | <b>Juror, Chairman Special Districts and County Jail</b> |
|----------------------------------------|----------------------------------------------------------|

|                                                 |                                                           |
|-------------------------------------------------|-----------------------------------------------------------|
| <b>Monterey Bridge Center</b>                   | <b>2010 - 2017 Board Member</b>                           |
| <b>Carmel Foundation</b>                        | <b>1997 – 2020 Member</b>                                 |
| <b>Carmel Heritage Society</b>                  | <b>1998 – 2020 Member</b>                                 |
| <b>Carmel Woman's Club</b>                      | <b>1999 – 2020 Board Member</b>                           |
| <b>Concourse Elegance</b>                       | <b>2000 - 2016 Corporate Hospitality</b>                  |
| <b>Friends of the Seaside Library</b>           | <b>1999 - 2019 Member</b>                                 |
| <b>Forest Theater Foundation</b>                | <b>2005 – 2020 Board Member</b>                           |
| <b>MPC Gentrain Society</b>                     | <b>1997 - 2019 Member</b>                                 |
| <b>Monterey Peninsula Foundation (AT&amp;T)</b> | <b>1998 - 2017 Corporate &amp; Contestant Hospitality</b> |
| <b>Pacific Repertory Theatre</b>                | <b>1996- 2020 Friend, Team Coordinator</b>                |

|             |                                             |                                     |
|-------------|---------------------------------------------|-------------------------------------|
| <b>2010</b> | <b>US Open Pebble Beach Golf Tournament</b> | <b>Corporate Village Supervisor</b> |
| <b>2000</b> | <b>US Open Pebble Beach Golf Tournament</b> | <b>Corporate Village Supervisor</b> |



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Michael Jones DATE Sept 6, 2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Pebble Beach ZIP 93953

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 3 Years

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

Reason for Interest in the Position:

The uniqueness of Carmel-by-the-Sea is known globally and attracts visitors from around the world as a result. It is important that the special character of Carmel be maintained for generations to come. This must be accomplished by balancing the needs of residents, businesses and visitors with the necessary ecological framework.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

As a lifelong lover of nature, I have traveled to all parts of the world to appreciate the natural wonder that exists. Consequently, I am even more appreciative of the beauty of Carmel-by-the-Sea. As an executive in global companies, I am extremely experienced in dealing with people with differing points of view and finding an equitable outcome for all

There are many competing interests within our community and all must be considered without prejudice. I can and will do exactly that.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

N/A

### **Education:**

| <b>Institution</b>    | <b>Course of Study</b> | <b>Degree Year (s)</b> |
|-----------------------|------------------------|------------------------|
| Texas A&M - Commerce  | Economics              | 1976                   |
| University of Dallas  | MBA                    | 1982                   |
| Penn State University | International Strategy | 1995                   |

**Employment Experience (Start with Most Recent):**

|               |                   |                   |
|---------------|-------------------|-------------------|
| Organization: | Ciena Corp        |                   |
| Position:     | Exec VP & Gen Mgr | Year: 2010 - 2015 |
| Organization: | Nokia             |                   |
| Position:     | Exec VP           | Year: 2008 - 2010 |
| Organization: | Siemens           |                   |
| Position:     | Exec VP           | Year: 2003 - 2008 |

**Prior public service, civic or volunteer activities:**

|               |                             |                   |
|---------------|-----------------------------|-------------------|
| Organization: | Cattle Baron's Ball         |                   |
| Position:     | Advisory Board              | Year: 2005 - 2015 |
| Organization: | Crystal Charity Ball        |                   |
| Position:     | Advisory Board              | Year: 2008 - 2015 |
| Organization: | Swiss Ave Historic District |                   |
| Position:     | Board & Volunteer           | Year: 2008 - 2014 |

Signature

Date

9/6/20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Stephanie Decius Keire DATE 8/28/2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 year

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? yes

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**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

**Reason for Interest in the Position:**

My great grandmother purchased a cottage in Carmel in 1927 and my great aunt lived here for 41 years until her death. Our family has come here regularly since before I was born. I felt blessed to be able to move here after my husband and I retired. We had honeymooned here and our daughter was married in Carmel Valley three years ago. I love Carmel and have a surprisingly long memory of its essential character over decades for someone who hasn't been a life-long resident.

**Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:**

I have substantial executive experience in establishing objectives, collaborating across groups, identifying risks and opportunities, and managing large budgets. My undergraduate degree in Biology supports my interest in the Forest and Beach Commission specifically. I have scuba dived and snorkeled at Monastery Beach and in Carmel Bay and want to protect these special places so that future generations can enjoy them.

**Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:**

Nothing local. I do serve on a Board of Advisors for a start-up in the finance industry that is based in upstate New York.

**Education:**

| Institution         | Course of Study                                     | Degree Year (s) |
|---------------------|-----------------------------------------------------|-----------------|
| Stanford University | B.S., Biological Sciences                           | 1975            |
| Indiana University  | M.B.A., Banking, Investments and Managerial Finance | 1978            |
|                     |                                                     |                 |

**Employment Experience (Start with Most Recent):**

|                                                                                         |                 |
|-----------------------------------------------------------------------------------------|-----------------|
| Organization: Wells Fargo Bank                                                          |                 |
| Position: last position as Executive Vice President, Consumer Risk Management (retired) | Year: 1979-2013 |
| Organization:                                                                           |                 |
| Position:                                                                               | Year:           |
| Organization:                                                                           |                 |
| Position:                                                                               | Year:           |

**Prior public service, civic or volunteer activities:**

|                                                 |                 |
|-------------------------------------------------|-----------------|
| Organization: Moraga Valley Presbyterian Church |                 |
| Position: choir                                 | Year: 1997-2007 |
| Organization:                                   |                 |
| Position:                                       | Year:           |
| Organization:                                   |                 |
| Position:                                       | Year:           |

Signature \_\_\_\_\_

8/28/2020  
 \_\_\_\_\_  
 Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

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City of Carmel-by-the-Sea

FEB 07 2020

Received by City Clerk



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Ramesh KOLTA DATE 2/6/20

RESIDENCE ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? \_\_\_\_\_

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | ✓ |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? yes

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I am interested to help in Library Acquisitions, reach out, and allied services.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

As a faculty at the Naval Postgraduate School, I used the library @ NPS, its modern services, and volunteer in requesting (representing the department) books and journals and other electronic services.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

I was serving as a director ~~with~~ in local non-profit organization, Rice plus Project.

#### Education:

| Institution               | Course of Study          | Degree Year (s) |
|---------------------------|--------------------------|-----------------|
| University of Arizona     | Engineering              | Ph.D.           |
| Naval Postgraduate School | MBA/Financial Management | MBA             |

**Employment Experience (Start with Most Recent):**

|                                                                                         |                          |
|-----------------------------------------------------------------------------------------|--------------------------|
| Organization: <i>Office of Naval Research - Global / Arlington VA / Singapore party</i> |                          |
| Position: <i>Science Director</i>                                                       | Year: <i>2013 - 2019</i> |
| Organization: <i>Naval Postgraduate School</i>                                          |                          |
| Position: <i>Faculty</i>                                                                | Year: <i>1990 - 2013</i> |
| Organization:                                                                           |                          |
| Position:                                                                               | Year:                    |

**Prior public service, civic or volunteer activities:**

|                                                     |                          |
|-----------------------------------------------------|--------------------------|
| Organization: <i>Rice plus Project, Carmel, CA.</i> |                          |
| Position: <i>Volunteer / Grants writer</i>          | Year: <i>1996 -</i>      |
| Organization: <i>Monterey County Science Fair</i>   |                          |
| Position: <i>Judge and Reviewer</i>                 | Year: <i>2008 - 2013</i> |
| Organization:                                       |                          |
| Position:                                           | Year:                    |

\_\_\_\_\_  
Signature

*Feb 5, '20.*  
Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

MAR - 3 2020

Received by City Clerk



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME John Krisher DATE March 1, 2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel-by-the-Sea ZIP 93923

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 26 years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |          |
|---------------------------------------------------------------------------------------------------------------|----------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |          |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <b>X</b> |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |          |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |          |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |          |
| Board of Appeals (once annually and on an as-needed basis)                                                    |          |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

**Since retiring, I now have time to devote to community service. Our library has always been very important to me, actually supplementing my education and most definitely enriching my life. During countless hours driving, I listened to many inspiring books-on-tape with diverse topics including history, biographies and travel. Our library opened the world to me.**

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

**Throughout my trucking career, I was accountable for purchasing equipment, supervising maintenance costs and assuring compliance with environmental and state regulations. I applied for, negotiated and received grants from the Air Resources Board for new equipment that would exceed clean air directives. From 1973 to 1986, I managed and operated my own successful trucking business being responsible for all decisions and financial considerations. Through these business experiences, I have learned good judgment, problem solving and fiscal competence.**

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

**None. However, I have been a contributor to the Carmel Library Foundation for many years.**

**Education:**

| Institution                  | Course of Study  | Degree Year (s) |
|------------------------------|------------------|-----------------|
| <b>Warrior Run High (PA)</b> | <b>Technical</b> | <b>1968</b>     |
|                              |                  |                 |
|                              |                  |                 |

**Employment Experience (Start with Most Recent):**

|               |                                      |                   |
|---------------|--------------------------------------|-------------------|
| Organization: | <b>Beverly's Fabrics</b>             |                   |
| Position:     | <b>Transportation Driver/Manager</b> | Year: <b>2015</b> |
| Organization: | <b>Frito-Lay</b>                     |                   |
| Position:     | <b>Tractor Trailer Driver</b>        | Year: <b>2005</b> |
| Organization: | <b>Trucking Business Owner</b>       |                   |
| Position:     | <b>Owner/Driver</b>                  | Year: <b>1986</b> |

**Prior public service, civic or volunteer activities:**

|               |                                                 |                        |
|---------------|-------------------------------------------------|------------------------|
| Organization: | <b>Church of the Wayfarer</b>                   |                        |
| Position:     | <b>Trustee and Volunteer</b>                    | Year: <b>2015-2018</b> |
| Organization: | <b>AT&amp;T Golf Tournament at Pebble Beach</b> |                        |
| Position:     | <b>Marshal</b>                                  | Year: <b>2000-2020</b> |
| Organization: | <b>Carmel Heritage Society</b>                  |                        |
| Position:     | <b>Docent and Volunteer</b>                     | Year: <b>2016-2020</b> |

Signature \_\_\_\_\_

Date 03/02/20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME RONALD A. KROLL DDS DATE 9/10/2020  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93923  
 MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 4 YEARS IN CARMEL  
30 IN CORRALDO  
TIERRA

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | <input checked="" type="checkbox"/> |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <input type="checkbox"/>            |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | <input type="checkbox"/>            |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input type="checkbox"/>            |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input type="checkbox"/>            |
| Board of Appeals (once annually and on an as-needed basis)                                                    | <input type="checkbox"/>            |

Will you be available to attend board/commission meetings regularly? yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I AM ONE WEEK RETIRED FROM BEING A GENERAL DENTIST FOR 36 YEARS ON THE MONTEREY PENINSULA AND NOW HAVE MORE TIME TO GIVE BACK TO MY COMMUNITY. ANYTHING I CAN DO TO HELP THE ARTS + BRING CULTURE TO OUR AREA INTERESTS ME GREATLY

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I WAS ON THE BOARD OF THE FOREST THEATER GUILD FOR MANY YEARS WHEN HAMISH TYLER WAS IN CHARGE. I ALSO WAS ON STAGE AS AN ACTOR AT THE FOREST THEATER. I AM A LONG TIME PATRON OF PAC REPASWELL. I WAS AN AMBASSADOR FOR MANY YEARS WITH THE MONTEREY PENINSULA CHAMBER OF COMMERCE + AM VERY ACTIVE IN MY ROTARY CLUB MONTEREY PACIFIC ROTARY. I WAS ALSO A BOARD MEMBER FOR MANY YEARS WITH PAULETTE LYNCH AND FIRST NIGHT MONTEREY

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

ACTIVE ROTARIAN

### Education:

| Institution           | Course of Study     | Degree Year (s) |
|-----------------------|---------------------|-----------------|
| UC IRVINE             | BIOLOGY             | 1978 B.S.       |
| GEORGETOWN UNIVERSITY | SCHOOL OF DENTISTRY | 1983 DDS        |

**Employment Experience (Start with Most Recent):**

|               |                            |       |                                |
|---------------|----------------------------|-------|--------------------------------|
| Organization: | ALTAMESA FAMILY DENTISTRY  |       | OCT, 1984 → SEPT 2020          |
| Position:     | OWNER/DENTIST              | Year: |                                |
| Organization: | U.S. NATIONAL PARK SERVICE |       | <del>1978-1980</del> 1978-1980 |
| Position:     | PARK RANGER                | Year: |                                |
| Organization: |                            |       |                                |
| Position:     |                            | Year: |                                |

**Prior public service, civic or volunteer activities:**

|               |                            |       |             |
|---------------|----------------------------|-------|-------------|
| Organization: | FOREST THEATER GUILD       |       | ~ 1995-2000 |
| Position:     | BOARD MEMBER               | Year: |             |
| Organization: | FIRST NIGHT MONTEREY       |       | ~ 1998-2002 |
| Position:     | BOARD MEMBER               | Year: |             |
| Organization: | MONTEREY PENINSULA CHAMBER |       | ~ 2012-2018 |
| Position:     | AMBASSADOR                 | Year: |             |

ROTARY MONTEREY PACIFIC - VARIOUS BOARD POSITIONS  
2013 - PRESENT

Signature

Date

9/10/2020

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Ellen Martin DATE 7/5/2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 20+ years

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | <input checked="" type="checkbox"/> |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <input type="checkbox"/>            |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | <input type="checkbox"/>            |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input type="checkbox"/>            |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input type="checkbox"/>            |
| Board of Appeals (once annually and on an as-needed basis)                                                    | <input type="checkbox"/>            |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

*See Attached*

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

*See Attached*

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

*BLD Monterey Foundation - Board of Directors*

**Education:**

| Institution                      | Course of Study             | Degree Year (s) |
|----------------------------------|-----------------------------|-----------------|
| <i>University of Del. Spfld.</i> | <i>Art + Communications</i> | <i>BA 1982</i>  |
|                                  |                             |                 |

**Employment Experience (Start with Most Recent):**

|               |                            |                    |
|---------------|----------------------------|--------------------|
| Organization: | First Night Monterey       |                    |
| Position:     | Exec. Director             | Year: 2005-present |
| Organization: | Event Marketing Consultant |                    |
| Position:     | Consultant                 | Year: 2000-2005    |
| Organization: |                            |                    |
| Position:     |                            | Year:              |

**Prior public service, civic or volunteer activities:**

|               |                                             |                    |
|---------------|---------------------------------------------|--------------------|
| Organization: | Pebble Beach Concours d'Elegance            |                    |
| Position:     | Exec. Committee Volunteer Chair: Retro Auto | Year: 2007-present |
| Organization: | Arts Council for Monterey County            |                    |
| Position:     | Champions of the Arts Committee             | Year: 2007-2018    |
| Organization: | Old Monterey Foundation                     |                    |
| Position:     | Director, Board of Directors                | Year: 2017-present |

Signature \_\_\_\_\_

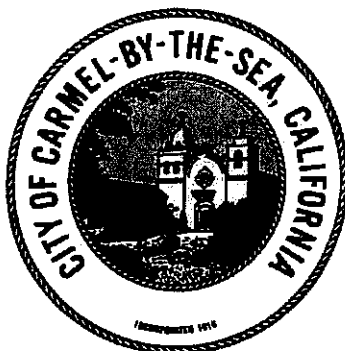
Date

7/5/2020

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

REC'D 120SEP4 AM 9:19:16



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Lindsay Peelman DATE 9/3/2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93923

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93923

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 4 years in Carmel

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

**Reason for Interest in the Position:**

Carmel is a special place that requires a balance between conservation, safety, and coexistence.

Living in Carmel I have followed tree and beach decisions closely. I always read up on why certain decisions are made and keep an objective outlook on impact and how that aligns with the town.

My family adheres to the rules of the county regarding trimming and consults with arborists.

I pride myself in keeping objectivity at the forefront and weighing important issues like fire safety, structure safety, and protection of the forest by the sea. I do my part by working with local master gardeners

I keep my yard Monterey Bay Wise Certified and believe leading by example is the purest way to influence.  
Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

As a professor at the local Community College I have worked closely with the horticulture department.

In doing so I have met other Carmel residents who work together to certify baywise yards, learned about the fragile balance here on the peninsula, and work to create a native and supportive ecosystem while creating a defensible space. While working at the college I have been lucky enough to do work with interns and place them at MEarth and other local gardens like Rancho Cielo.

My own mother is a master gardener and instilled an appreciation for nature from a young age. I carry that on with our youth here in Carmel. As a local Girl Scout Leader I teach our young ladies fire safety, leave no trace, pack in pack out, the art of compost, and the importance of caring for our town. While I have this experience I do not have any conflicts that would impede my ability to serve. I work well with others and love to achieve common goals.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

I serve on the board at the Carmel Youth Center. I volunteer with Girl Scouts Central Coast.

**Education:**

| Institution               | Course of Study                | Degree Year (s)       |
|---------------------------|--------------------------------|-----------------------|
| NYU New York University   | Leadership and Innovation Ed.D | In progress Fall 2021 |
| BSU Ball State University | Business Education M.A.        | 2019                  |
| WU Wilmington University  | Organizational Management B.S. | 2009                  |

**Employment Experience (Start with Most Recent):**

|               |                                  |                    |
|---------------|----------------------------------|--------------------|
| Organization: | Monterey Peninsula College       |                    |
| Position:     | Professor                        | Year: 2018-Current |
| Organization: | United Way Monterey County       |                    |
| Position:     | Community Engagement Coordinator | Year: 2017-2018    |
| Organization: | The Sanibel School               |                    |
| Position:     | Paraprofessional                 | Year: 2015-2016    |

**Prior public service, civic or volunteer activities:**

|               |                     |                    |
|---------------|---------------------|--------------------|
| Organization: | Carmel Youth Center |                    |
| Position:     | Board Member        | Year: 2019-Current |
| Organization: | Girl Scouts         |                    |
| Position:     | Leader              | Year: 2010-Current |
| Organization: | VITA                |                    |
| Position:     | Tax Preparer        | Year: 2018-2020    |

Signature ✓

9/4/2020

Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

JUN - 3 2020

Received by City Clerk



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME Kathy Pomeroy DATE 6/3/2020  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921  
 MAILING ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_  
 HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 31 years

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | X |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | X |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | X |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | X |
| Board of Appeals (once annually and on an as-needed basis)                                                    | X |

Will you be available to attend board/commission meetings regularly? yes

Revised July 16, 2019

first choice

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I would like to be more involved with my city

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

\* Planning Commission: Law classes in Land Use Appraisal license & Real Estate Broker License California. Owner Builder and real estate investor.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

None currently

**Education:**

| Institution             | Course of Study       | Degree Year (s) |
|-------------------------|-----------------------|-----------------|
| Monterey College of Law | Law                   | JD 1994         |
| Cal Poly Pomona         | Agriculture / Biology | BS 1977         |

**Employment Experience (Start with Most Recent):**

|               |                                         |                      |
|---------------|-----------------------------------------|----------------------|
| Organization: | Keller Williams Coastal Estates, Carmel |                      |
| Position:     | Realtor                                 | Year: 2018 → Present |
| Organization: | Appraisals by the Sea/owner             | Year: 2003 → Present |
| Position:     | Appraiser                               |                      |
| Organization: |                                         | Year:                |
| Position:     |                                         |                      |

**Prior public service, civic or volunteer activities:**

|               |                             |       |
|---------------|-----------------------------|-------|
| Organization: | Red Cross - Carmel          | Year: |
| Position:     |                             |       |
| Organization: | Junior League Monterey Co.  | Year: |
| Position:     |                             |       |
| Organization: | Professional Womens Network | Year: |
| Position:     |                             |       |

Women's Council of Realtors  
Monterey County Board of Realtors

June 3, 2030  
Date

Signature

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Beth Anastasia Rocha DATE 8.28.2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2.5yrs

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

**Reason for Interest in the Position:**

I am interested in participating in a commission where my knowledge and passion about urban forestry will be a valued contribution to the city where I live. I studied Landscape Architecture at UC Berkeley, graduated with honors, then after a few years of working experience as a city planner and landscape planner, I passed the arborist exam. My graduate studies are also focused on urban forestry. I have been a certified arborist since 2009 and continue to learn and stay at the forefront of the field through educational opportunities. As a minority female in a male dominated field, I've worked hard to earn my achievements. Also, my knowledge of trees in this region is good, but my experience working in the local industry is limited. I see this as an asset as I do not have conflict of interest with local tree care companies and definitely to do not have bias towards anyone.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

1. As a professional city planner for more than 7 years, I have experience working on general plan updates and urban forestry issues. Also, I have experience working with board and commissions and am familiar with the rules of the Brown Act.
2. I have knowledge of appropriate and responsible tree care methods: from juvenile pruning to crown reduction. Additionally, I possess species selection skills.
3. I possess more than 14 years of experience of plan reviewing, both from my experience as a city planner and as a green building program manager (in Seattle), a position I held for 7 years and reviewed many high rise residential/mixed use developments.
4. I am a dedicated civil servant who is interested in volunteering for a commission, hoping to establish a collaborative and productive environment with my fellow commissioners as well as working to do the best for the short and long term interests of the community and its urban forest.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

None

**Education:**

| Institution              | Course of Study                                      | Degree Year (s) |
|--------------------------|------------------------------------------------------|-----------------|
| University of Washington | Master of Environmental Horticulture- Urban Forestry | 2021            |
| UC Berkeley              | Bachelor of Arts, Landscape Architecture             | 2003            |
|                          |                                                      |                 |

**Employment Experience (Start with Most Recent):**

|                                                                                        |                               |
|----------------------------------------------------------------------------------------|-------------------------------|
| Organization: City of Seaside                                                          |                               |
| Position: Associate Planner                                                            | Year: 2018 -present and 07-08 |
| Organization: City of Seattle                                                          |                               |
| Position: Planner II, Green Building Program Manager, Public Space Management Reviewer | Year: 2008-2018               |
| Organization: City of San Diego                                                        |                               |
| Position: Plan Review Specialist I-III                                                 | Year: 2004-07                 |

**Prior public service, civic or volunteer activities:**

|               |       |
|---------------|-------|
| Organization: |       |
| Position:     | Year: |
| Organization: |       |
| Position:     | Year: |
| Organization: |       |
| Position:     | Year: |

8.28.2020

Signature \_\_\_\_\_

Date \_\_\_\_\_

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME Glynnment Romano DATE 9/10/20  
 RESIDENCE ADDRESS " CITY Carmel ZIP 93921  
 MAILING ADDRESS " CITY " ZIP "  
 RESIDENCE PHONE " BUSINESS PHONE "  
 EMAIL "

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? PB '88 Carmel area '96  
above 2014-present

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |                                     |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |                                     |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |                                     |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input checked="" type="checkbox"/> |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |                                     |
| Board of Appeals (once annually and on an as-needed basis)                                                    |                                     |

Will you be available to attend board/commission meetings regularly? yes

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I have tended All Saints' garden 9th & Dolores for 7 years.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I was a developer in N. BOSTON, MASS with 21 projects. Yr company of two months originated in NZ where I was born & raised!!

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

Vesty, All Saints; Board Peninsula Outreach/ Shelter Outreach Plus; Friends of the Symphony; Visitors' Centre, Chamber of Commerce

Education:

| Institution         | Course of Study | Degree Year (s) |
|---------------------|-----------------|-----------------|
| Auckland University | Arts/History    | 1960            |
|                     |                 |                 |
|                     |                 |                 |

**Employment Experience (Start with Most Recent):**

|               |                   |                 |
|---------------|-------------------|-----------------|
| Organization: | Self - retired    |                 |
| Position:     | Self Private Chef | Year: 1998-2008 |
| Organization: |                   |                 |
| Position:     |                   | Year:           |
| Organization: |                   |                 |
| Position:     |                   | Year:           |

**Prior public service, civic or volunteer activities:**

|               |                                            |       |
|---------------|--------------------------------------------|-------|
| Organization: | founding member "I Help"                   |       |
| Position:     |                                            | Year: |
| Organization: | Ed - All Saints Day school                 |       |
| Position:     |                                            | Year: |
| Organization: | Junior Dade, AS Jentry                     |       |
| Position:     | Cooked @ Jentry's charities as a volunteer |       |

Signature /

Date

9/10/20

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME AL SAROYAN DATE 9/10/2020  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921  
 MAILING ADDRESS \_\_\_\_\_ CITY SAND CITY ZIP 93955  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? \_\_\_\_\_

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |                                     |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |                                     |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |                                     |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input checked="" type="checkbox"/> |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |                                     |
| Board of Appeals (once annually and on an as-needed basis)                                                    |                                     |

Will you be available to attend board/commission meetings regularly? \_\_\_\_\_

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I HAVE LIVED IN CARMEL FOR OVER 32 YEARS AND LOVE THE CITY WITHIN THE FOREST. I AM A STRONG ADVOCATE FOR FOREST MANAGEMENT AND MY PAST SERVICE ON THE FOREST & BEACH COMMISSION HAS OPENED MY EYES TO THE DIFFICULTIES AT HAND. I WANT TO BE ACTIVE IN WORKING ON SOLUTIONS TO THE CHALLENGES WE FACE IN CARMEL.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I AM A LICENSED ARCHITECT FOR THE PAST 46 YEARS AND HAVE BUILT MORE THAN 200 PROJECTS WITHIN THE FOREST OF CARMEL. I UNDERSTAND THE CHALLENGES OF BUILDING AMONG TREES AND PRESERVING THEM! I HAVE SERVED ON OTHER BOARDS IN THE COMMUNITY: FRIENDS OF SUNSET, PAC REP, C.V. ROTARY SHERIFF'S ADVISORY COUNCIL, AND CASA GIVING ME GREAT INSIGHT ON HOW TO CONTRIBUTE TO THE COMMUNITY THROUGH BOARD WORK

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

I CURRENTLY DO NOT SERVE AS A BOARD MEMBER OF THE ABOVE LISTED ENTITIES AND WANT TO FOCUS ON THE FOREST AND BEACH COMMISSION

**Education:**

| Institution                     | Course of Study | Degree Year (s)   |
|---------------------------------|-----------------|-------------------|
| CAL POLY SCHOOL OF ARCHITECTURE | ARCHITECTURE    | GRADUATED IN 1970 |
|                                 |                 |                   |

**Employment Experience (Start with Most Recent):**

|               |                                    |                    |
|---------------|------------------------------------|--------------------|
| Organization: | SAROYAN ARCHITECTURE & INTERIORS   |                    |
| Position:     | PRESIDENT AND C.E.O. AND ARCHITECT | Year: 2018-PRESENT |
| Organization: | SAROYAN MASTERBUILDER              |                    |
| Position:     | PRESIDENT AND CER                  | Year: 1994-PRESENT |
| Organization: | LENOX HILL INTERIOR, INC.          |                    |
| Position:     | PRESIDENT AND CEO                  | Year: 2012-PRESENT |

**Prior public service, civic or volunteer activities:**

|               |                           |                 |
|---------------|---------------------------|-----------------|
| Organization: | FRIENDS OF SUNSET CENTER  |                 |
| Position:     | BOARD MEMBER              | Year: 1990's    |
| Organization: | C.V. ROTARY               |                 |
| Position:     |                           | Year: 1992-2000 |
| Organization: | FOREST & BEACH COMMISSION |                 |
| Position:     |                           | Year: 2017-2020 |

Signature

Date

9/10/2020

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME ROGER SMITHSON DATE 9-9-2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 1 YEAR

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |                                     |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               | <input checked="" type="checkbox"/> |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | <input type="checkbox"/>            |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | <input type="checkbox"/>            |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | <input checked="" type="checkbox"/> |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  | <input checked="" type="checkbox"/> |
| Board of Appeals (once annually and on an as-needed basis)                                                    | <input type="checkbox"/>            |

Will you be available to attend board/commission meetings regularly? YES

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I AM FACINATED WITH THE HUMAN EXPERIENCE  
ESPECIALLY LISTENING TO IDEAS AND HELPING  
TO FULFILL THE COLLECTIVE DIRECTION THE  
COMMUNITY WANTS TO TAKE

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

OWNER GREENLINE CONSTRUCTION LIC # 916865  
GREW UP IN CARMEL 6 YRS. TO 18 YRS OLD  
FAMILIAR WITH BUILDING CODES, EASEMENT, SETBACKS  
TITLE SEARCH  
STUDIED DENDROLOGY, EARTH SCIENCES COLUMBIA  
COLLEGE, COLUMBIA CA.  
ASSISTANT TROOP LEADER (BSA) SONORA TROOP

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

N / A

**Education:**

| Institution             | Course of Study | Degree Year (s) |
|-------------------------|-----------------|-----------------|
| CARMEL HIGH SCHOOL      | GENERAL         | GED             |
| COLUMBIA JUNIOR COLLEGE | ARTS, FORESTRY  | 2 YR            |

**Employment Experience (Start with Most Recent):**

|               |                             |            |
|---------------|-----------------------------|------------|
| Organization: | NETFLIX "THE PROM"          |            |
| Position:     | PROPMAKER                   | Year: 2019 |
| Organization: | SILVERCUP                   |            |
| Position:     | PROPMAKER                   | Year: 2019 |
| Organization: | PARAMOUNT STUDIOS "UNICORN" |            |
| Position:     | PROPMAKER                   | Year: 2019 |

**Prior public service, civic or volunteer activities:**

|               |                        |            |
|---------------|------------------------|------------|
| Organization: | BOY SCOUTS OF AMERICA  |            |
| Position:     | ASSISTANT TROOP LEADER | Year: 2010 |
| Organization: |                        |            |
| Position:     |                        | Year:      |
| Organization: |                        |            |
| Position:     |                        | Year:      |

Sigr

9-9-20  
Date

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## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME BRYAN F. SOVRIS DATE 9/10/2020  
 RESIDENCE ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921  
 MAILING ADDRESS \_\_\_\_\_ CITY Carmel ZIP 93921  
 RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE Same  
 EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 2 Years - Family Home - 45 yrs.

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) | X |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? Yes

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

I have always been interested in participating in local government. I am currently retired and would like to contribute to the city and its residents with an effort toward providing transparency and participation in commissions.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

I have in my business life as a financial manager had to participate and lead many board and senior leadership committee and boards to meet and exceed goals and missions. I believe I could provide similar leadership to the Forest Beach Commission team. I understand and have followed many decisions and issues in past Forest Beach Commission meetings.

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

I am currently not actively engaged in any of the above!

#### Education:

| Institution                | Course of Study      | Degree Year (s) |
|----------------------------|----------------------|-----------------|
| San Diego State University | Financial Accounting | BS / 1980       |
|                            |                      |                 |
|                            |                      |                 |

**Employment Experience (Start with Most Recent):**

|               |                               |                 |
|---------------|-------------------------------|-----------------|
| Organization: | Wix Bros Company              |                 |
| Position:     | CFO                           | Year: 2017-19   |
| Organization: | Wegman's                      |                 |
| Position:     | CFO                           | Year: 2013-2017 |
| Organization: | Aircraft Technical Publishers |                 |
| Position:     | CFO                           | Year: 2008-2013 |

**Prior public service, civic or volunteer activities:**

|               |                                 |                 |
|---------------|---------------------------------|-----------------|
| Organization: | Food Bank of Santa Cruz County  |                 |
| Position:     | Volunteer                       | Year: 2012      |
| Organization: | St. James Catholic Church Choir |                 |
| Position:     | Volunteer                       | Year: 2012-2017 |
| Organization: |                                 |                 |
| Position:     |                                 | Year:           |

Signature \_\_\_\_\_

Date 9/10/20

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

**Tara Twomey**

Carmel • CA 93921 •

---

September 5, 2020

City Clerk's Office  
PO Box CC  
Carmel-by-the-Sea, CA 93921

To Whom It May Concern:

Please find attached my application for the Harrison Memorial Library Board of Trustees. As noted in my application, my family has deep roots in Carmel, and we have a great love of libraries and history. For many years, our family has been the beneficiary of Carmel's amazing libraries.

I currently serve on the Board of Trustees and would like to continue to do so.

In addition to the application, please find attached a Statement of Interest, a Statement of Qualification, and my C.V.

If I can provide any additional information or answer any questions, please feel free to contact me at the number above.

Thank you,

Tara Twomey



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

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NAME TARA TWOMEY DATE 9.5.2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE NA

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 15 yrs

### Board or Commission Selection:

You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            | ✓ |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   |   |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? YES

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In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code? YES ☒ NO ☐

Reason for Interest in the Position:

SEE STATEMENT OF INTEREST ATTACHED

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

SEE STATEMENT OF QUALIFICATIONS ATTACHED

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

NONE

**Education:**

| Institution               | Course of Study         | Degree Year (s) |
|---------------------------|-------------------------|-----------------|
| BOSTON COLLEGE LAW SCHOOL | LAW, J.D.               | 1998            |
| UC SAN DIEGO              | B.A., POLITICAL SCIENCE | 1990            |
|                           |                         |                 |

**Employment Experience (Start with Most Recent):**

|                                        |       |
|----------------------------------------|-------|
| Organization: <b>SEE C.V. ATTACHED</b> |       |
| Position:                              | Year: |
| Organization:                          |       |
| Position:                              | Year: |
| Organization:                          |       |
| Position:                              | Year: |

**Prior public service, civic or volunteer activities:**

|                                                                  |                              |
|------------------------------------------------------------------|------------------------------|
| Organization: <b>HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES</b> |                              |
| Position: <b>TRUSTEE, CURRENT VICE PRESIDENT</b>                 | Year: <b>2014 to present</b> |
| Organization:                                                    |                              |
| Position:                                                        | Year:                        |
| Organization:                                                    |                              |
| Position:                                                        | Year:                        |

Signature

Date

9.5.20

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Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.

## Statement of Interest

Our family has deep roots in this community dating back more than fifty years, and we have all long had a passion for libraries and history. Since moving here with my husband and two small children more than fifteen years ago, we have been the beneficiaries of Carmel's amazing libraries. My kids, now ages 16 and 17, grew up at the Park Branch progressing from picture books such as The Very Hungry Caterpillar, through early stage reading in the Magic Tree House series, and then on to young adult fiction. In the midst of the current pandemic our family has turned to digital resources available through our amazing library from e-books to audio books. We are blessed to have this library—a treasured resource in our community—and I would welcome the opportunity to continue to help guide the library into the future.

## Statement of Qualifications

- Strong interest in the Carmel libraries and their future as indicated above.
- Community parent with children that utilize the library.
- Excellent written and verbal communication skills. My day job involves writing articles, books, and legal briefs. I also have strong public speaking skills and have given presentations around the country to groups that range from 10 to more than 1000 people.
- Good organizational skills.
- Ability and willingness to fundraise, and an understanding of budgets and business operations. Through my work I have had to do all these things to support a small, non-profit organization. I have done a little of everything from fundraising and administering grants to balancing budgets and marketing.
- Experience working with volunteer organizations. I have previously and continue to be a part of other volunteer boards.
- Ability to work with others on the Board, in city government, and in the community. I am able to work through problems with people, and also recognize that sometimes people just disagree. In my work on consumer credit issues, I have developed many friendships with those that represent creditors on the other side. While we may disagree as to substance on a particular issue, we all want to maintain the integrity of the system. As a result, we remain courteous and professional towards each other, and even enjoy a meal together occasionally.
- Trustee of the Harrison Memorial Library Board of Trustees since 2014.

# **Tara Twomey**

Carmel, CA 93921

## Professional Experience

### **Ditech Holding Corporation Consumer Creditor Recovery Trust Claims Trustee (2019 to present)**

Appointed as part of the Ditech Holding Corporation (and related entities), chapter 11 bankruptcy case, to review and reconcile consumer creditor claims filed in the case, including working with the companies to correct accounts. Upon completion of reconciliation process, disburse settlement funds in accordance with the trust and confirmed chapter 11 plan.

### **National Consumer Law Center**

Of Counsel (2005 to present)

Engage in ongoing analysis of issues related to consumer credit, bankruptcy and sustainable homeownership. Responsibilities include writing practice guides, drafting and reviewing legislation, teaching consumer law, bankruptcy and foreclosure defense to legal services, private and government attorneys and other advocates around the country.

### **National Consumer Bankruptcy Rights Center**

Project Director (2011 to present)

Manage all aspects of this 501(c)(3) organization that focuses on preserving the rights of consumer bankruptcy debtors. Responsibilities include writing briefs submitted to Circuit Courts of Appeals, District Courts, and Bankruptcy Courts; managing additional brief writers; fundraising, coordinating pro bono assistance; following judicial trends in bankruptcy law; developing an appellate strategy to respond to such trends; and, responding to individual requests for assistance.

### **National Association of Consumer Bankruptcy Attorneys**

Amicus Project Director (2005 to 2011)

Direct amicus project for national non-profit organization. Duties include writing amicus briefs submitted to various appellate courts, following judicial trends, and responding to requests for assistance from organization members.

### **Mortgage Study**

Co-principal Investigator (2004 to 2011)

Co-principal investigator with Professor Katherine Porter (University of California, Irvine) in study examining the intersection between homeownership and bankruptcy. The project was fully funded by the Endowment for Education of the National Conference of Bankruptcy Judges.

### **HR Anew (U.S. Dept. of Treasury)**

Grant Application Reviewer (2011)

Review and assess applications from community development organizations for financial

assistance awards from the Community Development Financial Institutions Fund, a program of the U.S. Department of the Treasury.

### **Harvard Law School, Legal Services Center**

Clinical Instructor/Senior Fellow, Skadden Fellow (1999-2004)

Responsibilities included supervising law students, teaching workshops, leading case rounds, and engaging in community outreach. Lead attorney for the Foreclosure Prevention Project. Legal practice also included providing legal services to nonprofit organizations, small businesses, and community development corporations and assisting low and moderate-income individuals with real property matters such as home purchases, foreclosure prevention, and title issues.

### **The Honorable Chief Justice Wilkins**

Law Clerk (Sept. 1998 - Sept. 1999)

Law clerk to Chief Justice Herbert Wilkins, Supreme Judicial Court of Massachusetts. Read and analyzed briefs, performed research, and drafted memoranda of law.

### **Education**

Boston College Law School, J.D., summa cum laude, 1998

University of California, San Diego, B.A., Political Science, 1990

### **Publications**

“American Bar Association v. U.S. Department of Education: Federal Judge Rules that DOE Acted Capriciously in Denying Public Service Loan Forgiveness to Three Public Service Lawyers,” co-author with Prof. Richard Fossey, 366 Ed. Law Rep. 596 (2019).

“Protecting Nest Eggs and Other Retirement Assets in Bankruptcy,” co-author with Todd Maynes, Kirkland & Ellis, 90 Am. Bankr. L.J. 235 (2016).

“Crossing Paths: The Intersection Between Reverse Mortgages and Bankruptcy,” 89 Am. Bankr. L.J. 363 (2015).

“Reverse Mortgages in Bankruptcy,” 33 Am. Bankr. Institute J. 18 (Aug. 2014).

“Risk Allocation in Homeownership: Revisiting the Role of Mortgage Contract Terms” in *Shared Risk, Shared Responsibility: Government, Markets and Social Policy in the Twenty-First Century* (Oxford University Press, Dec. 2011). Co-author with Prof. Katherine Porter, University of California, Irvine School of Law.

“Mortgage Servicing,” 28 Yale J. on Reg. 1 (2011). Co-author with Prof. Adam Levitin, Georgetown University Law Center

*Foreclosures: Workouts, Defenses and Mortgage Servicing*, Co-author, National Consumer Law Center (5th ed. 2014)

*Mortgage Lending*, Contributing Author, National Consumer Law Center (2d ed. 2014).

*Collier Bankruptcy Practice Guide*, Contributing Author (Henry Sommer & Alan Resnik, eds., 2016).

*Repossessions*, Contributing Author (Ch. 8), National Consumer Law Center (8th ed. 2013).

*The Cost of Credit: Regulation, Preemption and Industry Abuses*, Contributing Author (§§ 11.6, 12.1-12.3, 12.5, 12.7-12.12), National Consumer Law Center (4th ed. 2009 and 2011 Supplement)

*Subprime Revisited: How Reverse Mortgage Lenders Put Older Homeowners' Equity at Risk*, National Consumer Law Center (Oct. 2009)

*Foreclosure Prevention Counseling: Preserving the American Dream*, Contributing author, National Consumer Law Center (2d ed. 2009).

"Three Years Later: The Impact of the Bankruptcy Abuse and Consumer Protection Act of 2005 on Low-income Debtors," 42 Clearinghouse Rev. 448 (Jan-Feb. 2009).

"Saving Homes in Bankruptcy: Housing Affordability and Loan Modification," 2008 Utah L. Rev. 1123 (2008). Co-author with Prof. Katherine Porter and John Eggum.

"Deciphering Mortgage Proofs of Claim," 27 Am. Bankr. Institute J. 1 (Nov. 2008).

"Forks in the Road: Driving an Upside-Down 910 Vehicle Through the Hanging Paragraph," Norton Annual Survey of Bankruptcy Law (2008).

*Bankruptcy Basics: A step-by-Step Guide for Pro Bono Attorneys, General Practitioners, and Legal Services Offices*, co-author with John Rao, National Consumer Law Center (2007).

*Combating Foreclosure Rescue Scams: A Practice Guide*, Co-author, National Consumer Law Center (2006).

*Consumer Rights for Domestic Violence Survivors*, Contributing author, National Consumer Law Center (2006).

### **Teaching**

Lecturer – Democratization of Credit  
Stanford Law School, Spring 2010

Lecturer- Community Economic Development  
Stanford Law School, Fall 2006 and Fall 2007

Lecturer in Law – Community Economic Development  
Harvard Law School, Fall 2003 and Fall 2004

Lecturer in Law - Community Economic Development and the Law

Boston College Law School, Spring, 2004, Fall 2002, and Spring 2002

Lecturer in Law - Community Economic Development Practicum  
Boston College Law School, Spring 2003 and Fall 2002

Lecturer - Environmental Law and Policy  
Boston College Political Science Department, Spring 1998

Teaching Assistant - Legal Reasoning, Research & Writing  
Boston College Law School, Fall 1997 and Spring 1998

### **Select Presentations**

Current State of Foreclosures, Mortgage Servicing, and Origination (June 2018)  
NCLC Summer Mortgage Conference, Student Loans, Indianapolis, IN

Why Care?, Plenary Speaker,  
Idaho State Bar, Boise, ID (February 2018)  
Minnesota Bankruptcy Institute, Minneapolis, MN (October 2017)

Drilling Down: A Deeper Look at the Language of the Uniform Instruments and Contract  
Claims, Consumer Rights Litigation Conference, National Consumer Law Center,  
Washington, D.C. (October 2017)

Non-negotiable Instruments, Consumer Rights Litigation Conference, National Consumer  
Law Center, Washington, D.C. (October 2017)

Property Valuation Matters, Consumer Rights Litigation Conference, National Consumer  
Law Center, Washington, D.C. (October 2017)

The Cutting Edge: Hot Topics in Consumer Bankruptcy Law, Plenary Speaker, White  
Williams Bankruptcy Institute, Canton, OH (April 2017).

Beyond *Porrett*: Contingent Property Interests and the Bankruptcy Estate and Reverse  
Mortgages: Things You Should Know When Advising Your Clients About Their Reverse  
Mortgages and Its Impact on Bankruptcy, Presenter, Coeur D' (January 2017).

The Borrower's Perspective: Insights From the Plaintiffs' Bar and Consumer Advocates  
Panelist, American Conference Institute's 22nd Forum on Residential Mortgage Litigation &  
Regulatory Enforcement, San Diego, CA (January 2017).

The Modern Mortgage, National Conference of Bankruptcy Judges, (Oct. 2016) Moderator  
with Peter Carroll, Chief Information Officer, Quicken Loans and Dana Dillard, Chief  
Customer Service Officer, Nationstar Mortgage

The Borrower's Perspective: Insights From the Plaintiffs' Bar and Consumer Advocates

Panelist, American Conference Institute's 19th National Forum on Residential Mortgage Litigation & Regulatory Enforcement, San Francisco, CA (January 15, 2016).

Panelist, BAPCPA at Ten, American Bankruptcy Law Journal Symposium, National Conference of Bankruptcy Judges, Miami, FL (Sept. 29, 2015).

Keynote Speaker and Presenter, 28th Annual Northwest Bankruptcy Institute, Portland, OR (May 1, 2015)

Panelist, Chapter 13 Lien Stripping, American Bankruptcy Institute, 33rd Annual Spring Meeting, Washington, D.C. (Apr. 16, 2015).

The Borrower's Perspective: Insights From the Plaintiffs' Bar and Consumer Advocates  
Panelist, American Conference Institute's 16th National Forum on Residential Mortgage Litigation & Regulatory Enforcement, Los Angeles, CA (January 15, 2015)

Presenter, Foreclosure Defense Training, AG Grant Foreclosure Training, Chicago, IL (Dec. 4-5, 2012, Feb. 6-7, 2013, Feb. 5-6, 2014, Feb. 5-6, 2015).

Crossing Paths: The Intersection Between Reverse Mortgages and Bankruptcy  
Webinar, National Consumer Law Center (Feb. 12, 2014)

What About My Retirement Savings? Retirement Savings in Bankruptcy  
Minnesota Bar Association, 2014 Bankruptcy Institute (October, 23, 2014).  
Webinar-National Association of Consumer Bankruptcy Attorneys (Feb. 27, 2014)  
Debtor's Bar of West Michigan Winter Seminar, Grand Rapids, MI (Jan. 20, 2014)  
Dallas Bar Association, Debtor-Creditor Section, Dallas, TX (Jan. 8, 2014).

#### New CFPB Mortgage Rules

Co-presenter, Consumer Rights Litigation Conference, Tampa, FL (Nov. 7, 2014)  
Co-presenter, Webinar for IL AG Grant Foreclosure Training (Sept. 29, 2014)  
Co-presenter, Webinar for the Homeowners' Bill of Rights Collaborative (Jan. 16, 2014)  
National Consumer Rights Conference, Washington, D.C. (Nov. 7, 2013)  
Fall Workshop, National Association of Consumer Bankruptcy Attorneys, New Orleans, LA (Oct. 25, 2013)

American College of Bankruptcy Fourth Circuit Symposium, Consumer Bankruptcy Practice, Exploration and Debate, Washington, D.C. (Dec. 6, 2013).

The Intersection of Bankruptcy and the FDCPA, Webinar for the National Association of Consumer Bankruptcy Attorneys (Mar. 28, 2013).

Bankruptcy Basics for Legal Services Attorneys, Equal Justice Conference, Jacksonville, FL (May 17, 2012)

Collection and Bankruptcy Issues, Presenter, PLI's 17th Annual Consumer Financial Services Institute, New York, NY (Apr. 10, 2012)

House of Cards: A Primer on Mortgage Markets and Foreclosures, Presenter, Federal Judicial Center, Webinar (Apr. 10, 2012)

Understanding Mortgage Markets, Guest Lecturer, University of Arizona School of Law, Tucson, AZ (Sept. 27, 2011).

New Deal for Consumer Bankruptcy Seminar, Presenter, Hyde Park, NY (Sept. 9, 2011)

Moving Mortgage Loans: Asset Transfers from Originator to RMBS Trust, Federal Judicial Center, Workshop for Bankruptcy Judges, Portland, OR (Aug. 3, 2011)

Foreclosure Prevention Tools and Strategies, Mississippi Center for Justice, Gulfport, MS (Oct. 24, 2011), Jackson, MS (June 15, 2011)

Moving Mortgage Loans: Asset Transfers from Originator to RMBS Trust, Federal Judicial Center, Workshop for Bankruptcy Judges, Charlotte, NC (Mar. 23, 2011)

Rescue Me: Combating Fraud In Foreclosure Rescue Schemes, Panelist, National Conference of Bankruptcy Judges. Las Vegas, NV. Oct. 20, 2009.

Keynote Speaker, Foreclosure Prevention and Intervention: The Importance of Loss Mitigation Strategies in Keeping Families in Their Home”, Examining Successful Collaborations & Ongoing Barriers to Foreclosure Prevention, Federal Reserve Bank of Chicago, Nov. 6, 2008.

The Implementation of the HOPE for Homeowners Program and a Review of Foreclosure Mitigation Efforts, Testimony before the United States House of Representatives Committee on Financial Services, September 17, 2008.

Consumer Bankruptcy Practices and Mortgages, National Workshop for Bankruptcy Judges, Federal Judicial Center Program, July 2, 2008 and August 8, 2008.

Capital Market “Advances” and Impact on Consumers, The Current State of Capital Markets, Federal Judicial Center Program, July 10, 2008.

Foreclosure Prevention and Intervention: The Importance of Loss Mitigation Strategies in Keeping Families in Their Homes, Testimony before the United States House of Representatives Subcommittee on Housing and Community Opportunity, November 30, 2007

### **Bar Admissions**

Commonwealth of Massachusetts; Federal District Court for the District of Massachusetts; First, Second, Third, Fourth, Fifth, Sixth, Seventh, Eighth, Ninth, Tenth, and Eleventh Circuit Courts of Appeals; United States Supreme Court

### **Professional Organizations**

Director, National Association of Consumer Bankruptcy Attorneys (2011-present)  
Member, National Association of Consumer Bankruptcy Attorneys (2005-present)

Conferee, National Bankruptcy Conference (2013-present)  
Member, American Bankruptcy Institute (2003-present)  
Member, National Association of Consumer Advocates (2005-present)  
Co-Chair, Consumer Committee, Bankruptcy Section, Boston Bar Association (2003-2004)  
Board Member, Shelter Legal Services Foundation (2001-2004)

Julie Wendt

Carmel-by-the-Sea, CA 93921

September 2, 2020

Sent via Britt Avrit, City Clerk: [cityclerk@ci.carmel.ca.us](mailto:cityclerk@ci.carmel.ca.us)

Mayor Dave Potter and Members of the City Council  
Carmel-by-the-Sea City Hall  
P.O. Box CC  
Carmel-by-the-Sea, CA 93921

Re: Application for Re-Appointment to the Planning Commission

Dear Mayor Potter and Members of the Council,

I respectfully submit my application for re-appointment to the Planning Commission. It has been an honor and a privilege to serve on the Planning Commission these last four years and to serve on the Historic Resources Board before that. I am grateful for the opportunity to contribute to our community and to participate in the rewarding job of maintaining our unique village character for the benefit of its residents and visitors.

The current pandemic and our new virtual City meetings pose unique challenges for the continued land use regulation function of our town. My knowledge and familiarity with Carmel's General Plan, Ordinance and Design Guidelines are more crucial at this time than ever. Also, I have developed a genuine affection and respect for my fellow commissioners on the Planning Commission. We have an excellent and respectful working relationship which increases the overall effectiveness of the Planning Commission. My experience and knowledge will only increase my effectiveness as a planning commissioner and I would like to serve in this capacity for an additional four-year term.

Thank you for your consideration.

Very truly yours,

Sent via email

Julie Wendt

:jw

Enclosure: Application



## APPLICATION TO SERVE ON A CARMEL-BY-THE-SEA CITY BOARD OR COMMISSION

In accordance with the Public Records Act, submitted applications and attachments are considered public records and will be disclosed upon receipt of a public records request. Applications may also be published (with signatures and personal contact information redacted) in the agendas of relevant meetings of the City Council, boards and commissions.

NAME JULIE WENDT DATE September 2, 2020

RESIDENCE ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

MAILING ADDRESS \_\_\_\_\_ CITY CARMEL ZIP 93921

RESIDENCE PHONE \_\_\_\_\_ BUSINESS PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

HOW LONG HAVE YOU LIVED IN CARMEL-BY-THE-SEA? 21 years

### Board or Commission Selection:

**You may apply for more than one Board or Commission. Please note, however, that members shall not serve simultaneously on more than one Council-appointed Board or Commission.**

|                                                                                                               |   |
|---------------------------------------------------------------------------------------------------------------|---|
| Community Activities & Cultural Commission (meets the second Tuesday of the month at 9:30 a.m.)               |   |
| Harrison Memorial Library Board of Trustees (meets the fourth Wednesday of the month at 9:00 a.m.)            |   |
| Planning Commission (meets the second Wednesday of the month at 4:00 p.m., tour of inspection at 2:00 p.m.)   | X |
| Forest & Beach Commission (meets the second Thursday of the month at 3:30 p.m., tour of inspection at 3 p.m.) |   |
| Historic Resources Board (meets the third Monday of the month at 4:00 p.m., tour of inspection at 3:15 p.m.)  |   |
| Board of Appeals (once annually and on an as-needed basis)                                                    |   |

Will you be available to attend board/commission meetings regularly? YES

All members of boards and commissions are subject to the Conflict of Interest Laws of the State of California and are required to submit Form 700, "Statement of Economic Interest," within 30 days of assuming office. Form 700 must be filed annually thereafter, and within 30 days of leaving office as well.

In accordance with Assembly Bill (AB) 1234 appointed members are required to attend Public Service Ethics Education upon appointment and every two years thereafter.

**Do you agree to file all required statements in a timely manner as prescribed by law or the City's Conflict of Interest Code?** YES ☒ NO ☐

Reason for Interest in the Position:

To contribute to our community and to participate in the rewarding job of maintaining our unique village character for the benefit of its residents and visitors.

Please list any relevant qualifications or experience you possess that would enhance the mission and goals of the board(s) or commission(s) for which you are applying:

Carmel Planning Commission (2016-2020)

Carmel Historic Resources Board (2001-2009) and (2013-2016)

Thorough and prepared for city meetings. Attention to detail.

Knowledgeable and familiar with Carmel's General Plan, Ordinance, Design Guidelines

Please list any local area associations, boards, commissions, foundations, or companies in which you have an investment, or serve as an officer or director:

None

**Education:**

| <b>Institution</b>         | <b>Course of Study</b>             | <b>Degree Year (s)</b> |
|----------------------------|------------------------------------|------------------------|
| Dominican University       | Historic Preservation Fundamentals | 2002 condensed course  |
| Monterey Peninsula College | Local History                      | 2002-2004              |
| CA Preservation Foundation | Various conferences and training   | 2003-2008              |

**Employment Experience (Start with Most Recent):**

|                                                         |                 |
|---------------------------------------------------------|-----------------|
| Organization:<br>Miller Starr Regalia (real estate law) |                 |
| Position: Legal Secretary/Assistant to Harry Miller     | Year: 20+ years |
| Organization:                                           | now retired     |
| Position:                                               | Year:           |
| Organization:                                           |                 |
| Position:                                               | Year:           |

**Prior public service, civic or volunteer activities:**

|               |       |
|---------------|-------|
| Organization: |       |
| Position:     | Year: |
| Organization: |       |
| Position:     | Year: |
| Organization: |       |
| Position:     | Year: |

Signature \_\_\_\_\_

September 2, 2020  
 Date

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. The richness that comes from citizens serving in advisory roles to the City Council contributes to making Carmel by the Sea the special place it is. The City of Carmel-by-the Sea thanks you for your interest in serving on a City board or commission.

Return application to the City Clerk's Office, East side of Monte Verde Street, between Ocean and Seventh Avenues or mail to PO Box CC, Carmel-by-the-Sea, 93921, attention: City Clerk's Office.



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

December 7, 2020  
CONSENT AGENDA

|                      |                                                                                               |
|----------------------|-----------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                      |
| <b>SUBMITTED BY:</b> | Britt Avrit, City Clerk                                                                       |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                |
| <b>SUBJECT:</b>      | Resolution 2020-082 establishing the meeting dates of the City Council for calendar year 2021 |

#### RECOMMENDATION:

Adopt Resolution 2020-082 establishing the meeting dates of the City Council for calendar year 2021.

#### BACKGROUND/SUMMARY:

The City's Municipal Code states the City Council Regular Meetings are held on the first Tuesday of the month beginning at 4:30 pm and the Tour of Inspection on the Monday prior to the regular meeting of the month, unless otherwise established from time to time by resolution.

The Municipal Code further states, in December of each year, the City Council shall place on its agenda a calendar for the following year. The Mayor and Mayor Pro Tem are to meet prior to the December meeting to develop the calendar for presentation to the City Council.

Resolution 2020-079 includes the proposed dates for the 2021 calendar year and those dates have been developed to establish a balanced calendar and to allow sufficient time for agenda packet preparation and review.

Historically, the Regular and Special Meetings of the City Council may have been held on different dates and this Resolution satisfies the Municipal Code.

#### FISCAL IMPACT:

None for this action.

#### PRIOR CITY COUNCIL ACTION:

None for this action.

#### ATTACHMENTS:

Attachment #1 - Resolution 2020-082 Establishing 2021 City Council Meeting dates

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

**RESOLUTION NO. 2020-082**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
ESTABLISHING THE MEETING DATES OF THE CITY COUNCIL FOR CALENDAR YEAR  
2021**

WHEREAS, Section 2.04.010 of the City's Municipal Code stipulates that the Council regular meetings are held on the first Tuesday of the month beginning at 4:30 pm and the Tour of Inspection on the Monday prior to the regular meeting of the month, unless otherwise established from time to time by resolution; and

WHEREAS, the Mayor and Mayor Pro Tem have proposed the 2021 Council Meeting Calendar to establish a balanced calendar to allow sufficient time for agenda packet preparation and review; and

WHEREAS, the proposed 2021 City Council Meeting dates are attached as Exhibit "A".

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

Approve the calendar of the City Council Meetings for calendar year 2021 as attached hereto as Exhibit "A".

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 7<sup>th</sup> day of December, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk

EXHIBIT "A"

| <b>Monday before Council Meeting<br/>4:30 p.m.</b> | <b>City Council Meeting<br/>4:30 p.m.</b> |
|----------------------------------------------------|-------------------------------------------|
| January 4                                          | January 5                                 |
| February 1                                         | February 2                                |
| March 1                                            | March 2                                   |
| April 5                                            | April 6                                   |
| May 3                                              | May 4                                     |
| No Monday meeting due to Memorial Day              | June 1                                    |
| July 5                                             | July 6                                    |
| August 2                                           | August 3                                  |
| No Monday meeting due to Labor Day                 | September 7                               |
| October 4                                          | October 5                                 |
| November 1                                         | November 2                                |
| December 6                                         | December 7                                |



# CITY OF CARMEL-BY-THE-SEA

## CITY COUNCIL

### Staff Report

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

**SUBMITTED BY:** Britt Avrit, City Clerk

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Resolution 2020-083 authorizing Free Use Days of the Sunset Center Theater and lobby for Carmel Unified School District

#### RECOMMENDATION:

Adopt Resolution 2020-083 authorizing Free Use Days of the Sunset Center Theater and lobby for Carmel Unified School District.

#### 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.

Although it is not known if Covid-19 restrictions will be in place for events taking place in the Spring of 2021, the Carmel Unified School District is being proactive in planning for these potential events in the event the music festivals are permitted to take place.

The City Administrator and Carmel Unified School District are requesting use of the Sunset Center through the City's Free Theater Days for community events taking place in 2021.

Granting the Carmel Unified School District use of the Sunset Center through the City's Free Theater Days will result in significant savings in facility use fees for this organization.

#### FISCAL IMPACT:

None for this action

#### PRIOR CITY COUNCIL ACTION:

#### ATTACHMENTS:

Attachment #1 - Carmel Unified School District request for Sunset Center Choral, Strings & Band Festival



**BOARD OF EDUCATION**

Tess Arthur  
Sara Hinas  
Karl Pallastini  
Todd Weaver  
Annette Yee Steck

**INTERIM SUPERINTENDENT**

Trisha Dellis



Attachment 1  
DISTRICT OFFICE:  
P.O. Box 222700  
Carmel CA 93922  
4380 Carmel Valley  
Road  
Carmel, CA 93923  
TEL: (831) 624-1546  
FAX: (831) 624-1726  
[www.carmelunified.org](http://www.carmelunified.org)

October 9, 2020

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

Dear Mr. Rerig,

Carmel Unified School District is planning the annual district wide choral, string, and band festivals for Spring 2021. We understand due to COVID-19 restrictions we may not be able to hold the festivals, however we are being proactive. These performances include our elementary, middle and high school musicians together and showcase the developmental progression of our music programming.

In the past the City has provided the District with access to "Free Theater Days". The parents, musicians and administration have greatly appreciated holding these performances in the Sunset Center. Not only does it accommodate the number of attendees, but it truly provides an inspiring performance environment for our community's young musicians. We would like to formally request these three days of usage again this year, just in case the health conditions change to allow for such gatherings to again be possible.

Please feel free to contact me should you have any questions or need additional information.

Sincerely,

Trisha Dellis  
Interim Superintendent

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

**RESOLUTION NO. 2020-083**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING FREE USE DAYS OF THE SUNSET CENTER THEATER AND LOBBY FOR  
CARMEL UNIFIED SCHOOL DISTRICT**

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

WHEREAS, Carmel Unified School District is requesting use of the Sunset Cultural Center through the City's Free Theater Days for the three (3) days to conduct the annual districtwide choral, string and band festivals for Spring 2021; and

WHEREAS, granting the Carmel Unified School District with three (3) Sunset Center Free Theater Days 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 the Carmel Unified School District three (3) of the City's FY 20/21 Sunset Center Free Theater Days.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of December, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

---

Dave Potter  
Mayor

---

Britt Avrit, MMC  
City Clerk



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

December 7, 2020  
CONSENT AGENDA

|                      |                                                                                                                                                                                                                                      |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TO:</b>           | Honorable Mayor and City Council Members                                                                                                                                                                                             |
| <b>SUBMITTED BY:</b> | Agnes Martelet, Manager, Environmental Compliance                                                                                                                                                                                    |
| <b>APPROVED BY:</b>  | Chip Rerig, City Administrator                                                                                                                                                                                                       |
| <b>SUBJECT:</b>      | Resolution 2020-084 authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Native Solutions, for a not-to-exceed fee of \$10,000, for the North Dunes Habitat Restoration Project |

### RECOMMENDATION:

Adopt Resolution 2020-084 authorizing the City Administrator to execute Amendment No. 1 to the Professional Services Agreement with Native Solutions, for a not-to-exceed fee of \$10,000, for the North Dunes Habitat Restoration Project.

### BACKGROUND/SUMMARY:

The North Dunes consist of eight acres of an environmentally-sensitive habitat area. The white sands and native vegetation of the North Dunes have been significantly impacted over past decades by uncontrolled public access and invasive, non-native species, including trees, ground cover, and landscape plantings. To protect and restore this irreplaceable dune habitat, the City implemented the North Dunes Habitat Restoration Program starting in October 2016, with the support of dune biologist Joey Canepa of Native Solutions.

The biological objectives of the North Dunes Restoration Plan are to eliminate all aggressive non-native species, restore the native dune scrub, expand the population of endangered Tidestrom's lupine (*Lupinus tidestromii*), and increase the quantity and quality of available habitat for the California legless lizard (*Anniella pulchra*). The recreational objectives are to establish a trail system to provide safe visitor access to the North Dunes, without compromising the dune habitat and its wildlife, and provide interpretive signage to enhance visitor experience and knowledge of the dunes.

Since 2016, Native Solutions has been contracted to provide critical services in support of the North Dunes project, including directing the removal of invasive species, guiding the installation of guideline fencing to minimize trampling of native habitats, monitoring native and endangered species, and reporting.

In 2019, a new 3-year Professional Services Agreement was signed with Native Solutions; however, only the first year of the contract was funded with \$24,500. In June 2020, the project was defunded for Fiscal Year 2020-2021 due to revenue shortfalls resulting from the COVID-19 Pandemic. In August 2020, the

Forest and Beach Commission accepted \$21,250 as mitigation and donation from Laura Overett as part of the mitigation for the removal of 17 eucalyptus trees on her property adjoining the North Dunes. At their November 3, 2020 meeting, Council allocated the \$21,250 to the North Dunes Restoration Project to continue restoration tasks, including monitoring and reporting, weed removal, design and installation of interpretive signage, tree removals, and split rail fencing if sufficient budget remains.

Amendment No. 1 (Attachment 2) was negotiated to minimize the scope of work and fee. The \$10,000 amendment will be used by Native Solutions to oversee weed removal work by volunteers, monitor native and endangered plant populations, propagate native seedlings, and provide technical data for the annual report needed for the project's Coastal Development Permit.

#### **FISCAL IMPACT:**

The proposed amendment fee of \$10,000 would bring the total amount of the Agreement to \$34,500. Although the project was defunded in Fiscal Year 2020-2021 due to the economic hardship caused by the COVID-19 Pandemic, a donation of \$21,250 by Laura Overett will cover the cost of the amendment and earmark the remaining \$11,250 for additional work at the North Dunes. Work performed under this Amendment will be charged to the North Dunes Habitat Restoration Project, Account No. 301-311-00-43008.

#### **PRIOR CITY COUNCIL ACTION:**

At the November 3, 2020 meeting, the City Council accepted \$21,250 from Laura Overett and allocated the funding to the North Dunes Habitat Restoration Project.

#### **ATTACHMENTS:**

Attachment #1 - Resolution 2020-084, Native Solutions PSA

Attachment #2 - Native Solutions Contract Amendment 111720

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

**RESOLUTION NO. 2020-084**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 1 TO THE  
PROFESSIONAL SERVICES AGREEMENT WITH NATIVE SOLUTIONS, FOR A NOT-TO-  
EXCEED FEE OF \$10,000, FOR THE NORTH DUNES HABITAT RESTORATION PROJECT**

WHEREAS, the North Dunes consist of eight acres of an environmentally-sensitive habitat area, and the City started implementing the North Dunes Habitat Restoration Project in 2016 to protect and restore this important habitat; and

WHEREAS, since 2016, Native Solutions has been contracted to provide critical services in support of the North Dunes project, including directing the removal of invasive species, guiding the installation of guideline fencing to minimize trampling of native habitats, monitoring native and endangered species, and reporting; and

WHEREAS, in 2019, a 3-year Professional Services Agreement was signed with Native Solutions, but only the first year of the contract, Fiscal Year 2019-2020, was funded with \$24,500; and

WHEREAS, in June 2020, the project was defunded for Fiscal Year 2020-2021 due to revenue shortfalls resulting from the COVID-19 Pandemic; and

WHEREAS, in November 2020, the City Council allocated \$21,250 from Laura Overett to the North Dunes Restoration Project; and

WHEREAS, the \$10,000 amendment will be used by Native Solutions to oversee weed removal by volunteers, monitor native and endangered plant populations, propagate native seedlings, and provide technical data for the annual report.

**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 Amendment No.1 to the Professional Services Agreement with Native Solutions, for a not-to-exceed fee of \$10,000, for the North Dunes Restoration Project.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 7th day of December, 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dave Potter  
Mayor

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Britt Avrit, MMC  
City Clerk

**AMENDMENT NO. 1  
PWD-NATIVE-160-19-20  
Native Solutions  
North Dunes Habitat Restoration Project**

1. This amendment (the "Amendment") is made by **City of Carmel-by-the-Sea ("CITY")** and **Native Solutions ("CONSULTANT")**, parties to agreement PWD-NATIVE-160-19-20 (the "Agreement") executed on July 17, 2019.

2. The Agreement is amended as follows:

a. **Term** of the Agreement is as follows:

The work under this Agreement and Amendment No.1 shall commence on July 1, 2019 and shall terminate on June 30, 2022, unless services are no longer needed prior to June 30, 2022.

b. The **Compensation** of the Agreement is modified as follows:

CITY shall pay CONSULTANT in an amount not to exceed \$34,500 for the term of the entire Agreement and Amendment No.1 stipulated in 2a.

c. The **Scope of Services** and **Fee** for Fiscal Year 2020-2021 is amended as shown in Exhibit A.1

3. Except as set forth in this Amendment, the Agreement is unaffected and shall continue in full force and effect in accordance with its terms. If there is conflict between this amendment and the Agreement or any earlier amendment, the terms of this amendment will prevail.

**CONSULTANT:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CITY:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Chip Rerig, City Administrator

**ATTEST:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Britt Avrit, City Clerk

|                                                                                |                         |              |               |                  |
|--------------------------------------------------------------------------------|-------------------------|--------------|---------------|------------------|
| <b>Carmel North Dunes Restoration Project</b>                                  |                         |              |               | <b>\$ 10,000</b> |
| FY 2020-21                                                                     |                         |              | Rate decrease |                  |
| <b>Project Management</b>                                                      | <b>Number of Events</b> | <b>Hours</b> | <b>Rate</b>   | <b>Extension</b> |
| Logistics/ Communication                                                       |                         | 10.0         | \$40.00       | \$400            |
| Administration/ Billing/Overhead                                               |                         | 10.0         | \$40.00       | \$400            |
| Meetings/Public Hearings/Workshops                                             | 3                       | 3.0          | \$50.00       | \$150            |
| <b>Dune Biologist</b>                                                          |                         |              |               |                  |
| Supervise/Train/Orient -Workdays<br>Labor crews/Volunteers/Students            | 10                      | 30.0         | \$40.00       | \$1,200          |
| Assessment/reconnaissance/research                                             |                         | 5.0          | \$40.00       | \$200            |
| Monitor/data/pictures                                                          |                         | 25.0         | \$40.00       | \$1,000          |
| Write Annual Report (due date July 2021)<br>City of Carmel, Coastal Commission |                         | 40.0         | \$50.00       | \$2,000          |
| Sensitive Species Management Permit Surveys,<br>Report (January 30, CADFW)     |                         | 10.0         | \$50.00       | \$500            |
| <b>GPS Mapping - Staff</b>                                                     |                         |              |               |                  |
| <b>Restoration Tasks</b>                                                       | Number of plants        |              |               |                  |
| Weed eradication: Spray                                                        |                         | 10.0         | \$75.00       | \$750            |
| Weed eradication: Hand-weed                                                    |                         | 75.0         | \$35.00       | \$2,625          |
| Seed collection/ propagation                                                   | 200                     | cells        | \$1.50        | \$300            |
| Outplant seedlings                                                             | 200                     | cells        | \$1.50        | \$300            |
| Transplant gallons (\$5) + install cage (\$5)                                  |                         | gallons      | \$10.00       |                  |
| Supplies: Tarps, weed bags, cages                                              |                         |              |               | \$175            |
| <b>TOTAL NOT-TO-EXCEED FEE</b>                                                 |                         |              |               | <b>\$ 10,000</b> |

|                                                    |                        |           |     |      |         |
|----------------------------------------------------|------------------------|-----------|-----|------|---------|
| <b>Possible On-Call Work/Expenses</b>              |                        |           |     |      |         |
| <b>Interpretive Signage</b>                        | <b>2020-2021</b>       | Donation? |     |      |         |
| <b>Weed Crew (Spring)</b>                          |                        | Donation? | 50  | \$40 | \$2,000 |
| <b>Gallon Plants (4th Ave swale)</b>               | <b>plant gals/cage</b> | Donation? | 50  | \$10 | \$500   |
| <b>Under-represented species</b>                   | <b>grow/outplant</b>   | Donation? | 200 | \$3  | \$600   |
| <b>Grant assistance</b>                            | 2021-2022              |           |     |      |         |
| <b>Stabilize Eroding Sand/ Accretion Dune</b>      | 2021-2022              |           |     |      |         |
| <b>Design Entrances/Walkways/Boardwalk</b>         | 2021-2022              |           |     |      |         |
| <b>Perimeter Fencing- San Antonio + Ocean Aves</b> | 2021-2022              |           |     |      |         |



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

December 7, 2020  
CONSENT AGENDA

**TO:** Honorable Mayor and City Council Members

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

**APPROVED BY:** Chip Rerig, City Administrator

**SUBJECT:** Resolution 2020-085 authorizing the City Administrator to sign a Letter to Proceed allowing SiteLogiQ to perform an energy analysis of City facilities at no cost to the City

### RECOMMENDATION:

Adopt Resolution 2020-085 authorizing the City Administrator to sign a Letter to Proceed allowing SiteLogiQ to perform an energy analysis of City facilities at no cost to the City.

### BACKGROUND/SUMMARY:

#### Phase 1: Strategic Master Facility and Infrastructure Planning

SiteLogiQ provides turnkey solutions for local governments to create healthy, safe, efficient, smart, and sustainable facilities. They achieve this through an integrated program of Strategic Master Facility and Infrastructure Planning during Phase 1, and offer subsequent financial, design, and construction services in Phase 2. This approach streamlines the financial, design, bid, and construction process by having single source responsibility from conception to completion.

The Master Facility and Infrastructure Planning program goals are to:

1. Achieve long-term cost savings through reduced energy, gas and water usage
2. Upgrade antiquated and inefficient equipment
3. Provide a safe and comfortable working environment
4. Utilize current technologies to achieve optimum performance and savings
5. Minimize financial and technical risk to the City
6. Provide training to employees on maintenance/repair of equipment and controls
7. Offer comprehensive funding solutions.

A Strategic Master Facility and Infrastructure Planning Report for Carmel would be based on an audit of all City-owned buildings and facilities. This report would be invaluable as we have many very old buildings and considerable deferred building maintenance which will require many years of capital funding for replacements and repairs. Similar to the recently-completed ADA Transition Study and the City-wide Storm Drain Master Plan, the Facility and Infrastructure Planning Report will guide objective decision-making and prioritize capital investments for our facilities for decades to come.

Project solutions could include constructing solar panels on roofs to reduce energy cost, installing energy management systems in high-use buildings, updating HVAC systems, optimizing irrigation controls, replacing single-pane windows with dual-pane windows, capturing and re-using water where possible, etc. Many of these measures would also make our facilities more adaptable to climate change.

To proceed with Phase 1, Council would need to authorize the City Administrator to execute the Letter to Proceed for SiteLogiQ, included as Attachment 2.

## **Phase 2: Project Implementation**

There is no “catch” for SiteLogiQ completing the energy efficiency audit and preparing the Facility and Infrastructure Planning Report (Phase 1). The firm is assuming that the City will proceed with specific projects identified in the report of greatest cost benefit to the City which then becomes a revenue stream for the company, in a “win-win” environment.

Project implementation, Phase 2, would be geared to having SiteLogiQ design and build whatever facility upgrades the City chooses, if any, and paid for by grants, rebates, loans, or City financing as capital improvement projects. California law allows such firms to provide these streamlined, sole source, “design-build,” energy-reducing facilities without having to design, bid, and construct projects that fall under the realm of public works per state law.

Phase 2 would require a separate letter to proceed, or, more likely, a professional services agreement subject to City Council approval. This future agreement would allow the City to proceed with projects under the agreement with SiteLogiQ or as conventional, competitively bid public works projects per the California Public Contracting Code and City Code, or as a combination of both. All projects would be required to go through the planning, building, and permitting process like any other facility projects. It should be noted that the City is under no obligation at this time to proceed with any project, and again, all work required to generate the Phase I energy audit and report would be at no cost to the City.

## **Sole Source Justification**

The selection of SiteLogiQ is being proposed as a sole source consultant. Per Section 3.12.140, Bidding Procedures, of the Carmel Municipal Code, *“purchase of supplies, materials, or equipment shall be by quotation or bid procedures as set forth in this chapter. Such procedures may be dispensed with as follows:*

*B. When the amount involved is less than \$25,000, and*

*D. When a professional service, such as that available from an attorney, accountant, architect or specialized consultant, involves a specialized knowledge or personal skill.”*

A number of firms provide similar energy efficiency audits of buildings and facilities, and subsequently recommend the implementation of long-term, cost-saving solutions at no charge to the client. SiteLogiQ is the only firm who has approached the City with this program. If we proceed, the City would have to provide the consultant with full access to buildings, attend meetings, and present the findings to Council.

The alternative to selecting SiteLogiQ on a sole source basis would be to direct staff to prepare a Request for Proposals (RFP), evaluate and rank proposals received, and present the best qualified consultant to the City Council. However, this would delay the process by approximately six months, and this program is not identified in staff’s work plan during this time of limited resources and pandemic environment. In other words, if Council chooses to not select SiteLogiQ at this time, this initiative would likely be deferred to a future year Capital Improvement Program when we would have sufficient resources to proceed with a RFP

process. If the recommendation is approved, we can proceed now with current staff and resources because the selection process would already be concluded.

### **About SiteLogiQ**

SiteLogiQ has a total of 600 employees in 10 offices in California plus 15 other offices across the U.S. Their closest office is in Los Gatos. They have constructed \$5 billion worth of infrastructure that saved their clients over \$1 billion at over 11,000 work sites. Clients have included the cities of Santa Cruz, Santa Monica, and Thousand Oaks. Their team will be led by Mr. John Burdette III, a LEED Accredited Professional, Certified Energy Manager, and Certified Demand-Side Manager with over 20 years of experience. Mr. Burdette's team includes a number of project managers, mechanical engineers, and licensed contractors. As a whole, they are very well qualified to perform this work.

### **FISCAL IMPACT:**

None. SiteLogiQ agrees to provide the facility energy audit and report at no cost to the City.

Once the energy analysis is complete, SiteLogiQ will likely recommend a number of measures to make City buildings and facilities more energy efficient, more adaptable to climate change, and save City utility expenses over a long term.

At that time, Council will be given the opportunity to select any projects it deems appropriate with possible funding from grants, on-bill financing, and other financial mechanisms with the goal of minimizing any capital outlay of City funds.

### **PRIOR CITY COUNCIL ACTION:**

None.

### **ATTACHMENTS:**

Attachment #1 - Resolution 2020-085, SiteLogiQ Letter to Proceed

Attachment #2 - Letter to Proceed to SiteLogiQ

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

**RESOLUTION NO. 2020-085**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
AUTHORIZING THE CITY ADMINISTRATOR TO SIGN A LETTER TO PROCEED ALLOWING  
SITELOGIQ TO PERFORM AN ENERGY ANALYSIS OF CITY FACILITIES AT NO COST TO  
THE CITY**

WHEREAS, SiteLogiQ provides turnkey solutions for local governments to create healthy, safe, efficient, smart, and sustainable facilities; and

WHEREAS, SiteLogiQ offered to conduct an energy audit of all City-owned buildings and facilities and generate a Phase 1 Master Facility and Infrastructure Planning Report at no cost to the City; and

WHEREAS, the Master Facility and Infrastructure Planning Report would be invaluable to the City to guide objective decision-making and prioritize capital investments for City facilities for decades to come; and

WHEREAS, a Letter to Proceed must be executed by the City for SiteLogiQ to begin the Phase 1 audit and report; and

WHEREAS, SiteLogiQ offers Phase 2 project implementation and design-build services for the energy efficiency measures identified in the report; however, the City is under no obligation at this time to pursue any such project; and

WHEREAS, Phase 2 would require a separate contract between SiteLogiQ and the City and is subject to future City Council approval; and

WHEREAS, SiteLogiQ was selected as a sole source consultant as provided for in Carmel Municipal Code Section 3.12.140, paragraphs B and D.

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

Authorize the City Administrator to sign a Letter to Proceed allowing SiteLogiQ to perform an energy analysis of City facilities at no cost to the City.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-  
THE-SEA this 7th day of December 2020, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

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Dave Potter  
Mayor

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Britt Avrit, MMC  
City Clerk

12/01/2020

SitelogIQ  
Facility Solutions Division  
1512 Silica Avenue  
Sacramento, CA 95815

Attention: John J. Burdette III, Director

**Subject: Letter to Proceed for Preliminary Facility & Infrastructure Analysis**

We are interested in SitelogIQ's, pronounced "Site-Logic", Facility & Infrastructure Solutions Program to make improvements and reduce facility inefficiencies and improve the occupant environment for our city council, staff, and community members. We wish to participate in the Preliminary Assessment of our facilities and infrastructure. By signing this Letter to Proceed, all parties agree that the City of Carmel by the Sea has no financial obligation to SitelogIQ for conducting this Preliminary Analysis.

This Letter to Proceed has been generated to show both parties' commitment to the preliminary stage of the facility and infrastructure analysis and to recognize responsibilities for completing the analysis.

**SitelogIQ agrees to the following:**

1. Conduct a Preliminary Analysis to identify likely building improvements that will improve facility efficiency and occupant comfort.
2. Agrees to evaluate the following Energy Conservation Measures (ECMs) at minimum and will identify any other feasible ECMs if they become apparent during the Preliminary Analysis.
  - a. Solar Generation
  - b. Battery Storage
  - c. Engineered Infection Protection (EIP) – **Kills airborne COVID-19 in HVAC Systems.**
  - d. Heating, Ventilation & Air-Conditioning (HVAC)
  - e. Step Down Transformers
  - f. Building Envelope
  - g. Energy Management Solutions
3. Present our findings from the Preliminary Analysis and make recommendations as related to building improvements and improvements in facility efficiency and occupant comfort.

**City of Carmel by the Sea agrees to the following:**

1. Provide SitelogIQ's Energy Solutions Team access to the buildings, drawings and appropriate operating/capital budget information needed to assist in completion of the Preliminary Analysis.
2. Assist SitelogIQ's Energy Solutions Team as necessary in providing the SitelogIQ's Energy Solutions Team with all known information relative to the project development of the ECM's listed above.
3. Provide SitelogIQ's Energy Solutions Team with a minimum of 24 consecutive months of all energy bills (gas, electric, fuel oil, waste removal, sewer, etc.).
4. Agree to schedule presentation with required City of Carmel by the Sea's decision makers for the SitelogIQ's Energy Team to deliver the results of the Preliminary Analysis such as the City Administrator, Director of Finance, Director of Facilities and/or Public Works Director before presenting to the City Council.

The attached Decision Schedule provides shared milestones for the completion of the Preliminary Analysis process and identifies key members of the project team. We look forward to working with you.

| <b><i>City of Carmel by the Sea</i></b> | <b><i>SitelogIQ</i></b>                             |
|-----------------------------------------|-----------------------------------------------------|
| By: Chip Rerig                          | By: <b>John J. Burdette III</b>                     |
| Signature:                              | Signature:                                          |
| Title: City Administrator               | Title: Director, State & Local Government Solutions |

## ***Program Development Schedule***

### ***Team Members***

| <b><i>Process Step</i></b>                                  | <b><i>Date</i></b>                              | <b><i>City of Carmel</i></b>                                                                                                                                     | <b><i>SitelogIQ</i></b>                                                                                         |
|-------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Introduction to SitelogIQ's Energy Solutions Program</b> | <b>07-01-2020<br/>07-14-2020<br/>10-01-2020</b> | <ul style="list-style-type: none"> <li>• David Potter</li> <li>• Chip Rerig</li> <li>• Bob Harary</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |
| <b>Letter to Proceed</b>                                    | <b>12-08-2020</b>                               | <ul style="list-style-type: none"> <li>• Chip Rerig</li> <li>• Bob Harary</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |
| <b>Preliminary Facility Survey</b>                          | <b>12-14-2020</b>                               | <ul style="list-style-type: none"> <li>• Bob Harary</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>• John Burdette</li> <li>• SitelogIQ Project Development Team</li> </ul> |
| <b>Present Results</b>                                      | <b>01-12-2021</b>                               | <ul style="list-style-type: none"> <li>• Chip Rerig</li> <li>• Bob Harary</li> <li>• Director of Finance</li> <li>• City Council</li> </ul>                      | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |
| <b>Letter of Agreement (LOA)</b>                            | <b>01-15-2021</b>                               | <ul style="list-style-type: none"> <li>• Chip Rerig</li> <li>• Bob Harary</li> <li>• City Council</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |
| <b>Comprehensive Engineering Study</b>                      | <b>01-19-2021</b>                               | <ul style="list-style-type: none"> <li>• Bob Harary</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>• John Burdette</li> <li>• SitelogIQ Design Team</li> </ul>              |
| <b>Present Final SITELOGIQ Energy Solutions Proposal</b>    | <b>03-03-2021</b>                               | <ul style="list-style-type: none"> <li>• Chip Rerig</li> <li>• Bob Harary</li> <li>• Director of Finance</li> </ul>                                              | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |
| <b>Project Approval</b>                                     | <b>03-09-2021</b>                               | <ul style="list-style-type: none"> <li>• Chip Rerig</li> <li>• Bob Harary</li> <li>• Finance Director</li> <li>• Legal Review</li> <li>• City Council</li> </ul> | <ul style="list-style-type: none"> <li>• John Burdette</li> <li>• SitelogIQ Legal</li> </ul>                    |
| <b>Project Mobilization</b>                                 | <b>03-22-2021</b>                               | <ul style="list-style-type: none"> <li>• Bob Harary</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>• John Burdette</li> <li>• SitelogIQ Project Manager TBD</li> </ul>      |
| <b>On-Going Support and Service</b>                         | <b>03-31-2022</b>                               | <ul style="list-style-type: none"> <li>• Bob Harary</li> </ul>                                                                                                   | <ul style="list-style-type: none"> <li>• John Burdette</li> </ul>                                               |