



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

Mayor Dave Potter, Councilmembers Jeff Baron,
Alissandra Dramov, Karen Ferlito, and Bobby
Richards
Contact: 831.620.2000 www.ci.carmel.ca.us

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

CITY COUNCIL SPECIAL MEETING Monday, March 4, 2024 4:30 PM

HYBRID MEETING ATTENDANCE OPTIONS

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

**<https://ci-carmel-ca-us.zoom.us/j/85129541226> Webinar ID: 851 2954 1226 Passcode:
423087 Dial in: (253) 215-8782**

HOW TO OFFER PUBLIC COMMENT

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

OPEN SESSION - 4:30 PM

CALL TO ORDER AND ROLL CALL

PUBLIC APPEARANCES

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

CONSENT AGENDA

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

1. January 8th, January 25th, and February 1st Special Meeting Minutes, and January 9th, 2024, Regular Meeting Minutes
2. December 2023 Monthly Reports
3. January 2024 Monthly Reports
4. December 2023 Check Register Summary
5. January 2024 Check Register Summary
6. Resolution 2024-014, accepting donations from Carmel Cares, an official City Support Group, and approving a Budget Amendment to the Fiscal Year 2023/24 Adopted Budget
7. Resolution 2024-015 authorizing the City Administrator to execute Amendment No. 2 to the Professional Services Agreement with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000; and Authorize an Amendment to the CIP FY 2023/24 Budget to include the \$500,000 Grant
8. Resolution 2024-016, authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Donor Salute Event at the Main Library on Sunday, March 10, 2024; and Authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Sterling Circle Event at the Main Library on Sunday, June 9, 2024
9. Consideration of Resolution 2024-017, authorizing the consumption of alcohol and the potential erection of tents on public property for the Otto Wedding Dinner to be held Friday, October 11, 2024 in Devendorf Park
10. Resolution 2024-018, Rescinding Resolution 2023-105 and Establishing the City Council meeting dates for the 2024 Calendar Year
11. Resolution 2024-019, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the AIM youth mental health community event
12. Resolution 2024-020, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival
13. Resolution 2024-021, Adopting the Updated Board and Commission Handbook

CLOSED SESSION

- A. Conference with Legal Counsel – Existing Litigation
Government Code Sections 54956.9 (d) (1)
Name of Case: Daniel Logan v. City of Carmel-by-the-Sea;
Superior Court of Monterey County Case #24CV000088
- B. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property: First Murphy House, NE corner Lincoln Street and 6th Avenue, Carmel-by-the-Sea

Agency negotiators: City Administrator, City Attorney

Negotiating parties: Carmel Heritage Society and Chamber of Commerce

Under negotiation: Lease amount and terms

C. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property: Rio Park, East of Dolores Street and Lasuen Drive, Carmel

Agency negotiators: City Administrator, City Attorney

Negotiating parties: Carmel Area Wastewater District (CAWD)

Under negotiation: Lease amount and terms

PUBLIC APPEARANCES - Limited to items on the Closed Session agenda.

ADJOURNMENT

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

SUPPLEMENTAL MATERIAL RECEIVED AFTER THE POSTING OF THE AGENDA

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

SPECIAL NOTICES TO PUBLIC

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



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	January 8th, January 25th, and February 1st Special Meeting Minutes, and January 9th, 2024, Regular Meeting Minutes

RECOMMENDATION:

Approve Draft Minutes.

BACKGROUND/SUMMARY:

The City Council routinely approves minutes of its meetings.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

None

ATTACHMENTS:

- Attachment 1) January 8, 2024 Special Meeting Minutes
- Attachment 2) January 9, 2024 Regular Meeting Minutes
- Attachment 3) January 25, 2024, Special Meeting Minutes
- Attachment 4) February 1, 2024 Special Meeting Minutes

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

SPECIAL MEETING MINUTES

JANUARY 8, 2024

CALL TO ORDER AND ROLL CALL

Mayor Dave Potter called the meeting to order at 4:33 p.m.

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

PUBLIC APPEARANCES

None

ORDERS OF BUSINESS

Item 1 - Receive a report on the activities and actions over the previous two years on the City's Emergency Operations Plan and adopt Resolution 2024-001 approving the updated 2024 Emergency Operations Plan

Police Chief Tomasi gave a presentation on the background of the Emergency Operations Plan, and summarized the changes made to the plan since 2022. He added that adoption of Resolution 2024-001 will approve the updated Emergency Operations Plan.

Public Comment:

None

Motion by Councilmember Baron, to adopt Resolution 2024-001 adopting the 2024 Emergency Operations Plan, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 2 - Resolution 2024-002 reaffirming the City's public-private partnership with the Carmel Public Library Foundation (CPLF)

Community Activities and Library Director Ashlee Wright gave a presentation of the item, giving an overview of the CPLF and future projects.

Public comment:

Dale Byrne

Alexis Weaver

Kris Goursey

Motion by Mayor Pro Tem Richards, to adopt Resolution 2024-002, seconded by Councilmember Ferlito, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 3 - Receive an after action on Third Thursday and an update on the Farmers' Market and consideration of a Resolution 2024-003 authorizing the consumption of alcohol at the Farmers' Market Third Thursday events in 2024.

Community Activities and Library Director Ashlee Wright gave a presentation of the item, providing a summary of the Farmers Market and Third Thursday events in 2023. She responded to questions from Council and noted that over the past year there were no issues when wine was served in a designated and closed off area. She said that Council approval is needed to continue to allow wine at the Third Thursday events in the park.

Public comment:

None

Councilmembers Ferlito and Dramov dissented approving the Resolution, stating that alcohol isn't needed at family friendly events where children are present.

Motion by Mayor Pro Tem Richards, to adopt Resolution 2024-003, seconded by Councilmember Baron, and approved 3-2-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Richards, and Mayor Potter

NOES: Councilmembers Dramov, Ferlito

ABSENT: None

ABSTAIN: None

STUDY SESSION

A. Discussion of the Ad Hoc Committee findings and recommendations on the way forward for development of the Police facility

Councilmember Baron gave an introduction of the item and summarized the progress made by the Police Facility Ad Hoc Committee over the past few months. City Administrator Rerig

introduced Fred Meurer, 4- Leaf Project Manager assigned to the Police Facility Project. Mr. Muerer gave a presentation of the project status, summarizing the following:

- History of the project
- Task 1: Building assessment results
 - Key elements of a modern police facility
 - Specific needs of the police facility
- Task 2: Police Program assessment results
 - Police Officer Standard Training (POST) Standards
- Ad Hoc Recommendations - Police Program Scope:
 - Recommendation for a new facility on new site
 - Opportunities and requirements for the old building
- Financial implications/Cost estimates:
 - New Police Facility meeting current and future needs: estimated \$20M+
 - Rehabilitation of the existing building and code updates: estimated \$10M+
- Ad Hoc Committee Summary of Recommendations:
 - Adopt a policy decision to maximize the programming capability of the Police Department to meet current and future needs.
 - Direct staff to initiate a schematic design process at a new site.
 - Direct staff to initiate the programming and schematic design for rehabilitation of the current PD/PW building.
 - Direct staff to initiate development of a financing strategy to fund a project total of \$30M+

Public comment:

David O'Neil, CRA Representative

Andi Carr

Dale Byrne

Ken White

Carrie Theis

Eric Miller

James Ardaiz

Council discussion resumed. Jonathan Hammond, the selected Architect for the police facility project, said that conducting a site evaluation of Vista Lobos would include a geotechnical study, assessment of view corridor restrictions, and exploration mixed use options, potentially taking 3-4 months and adding public outreach meetings could stretch out the timeline further. City Administrator Rerig clarified that the purpose of the discussion tonight was to provide an update on the project and seek permission to proceed to the next phase of fact gathering for more options. Community Development and Planning Director Brandon Swanson pointed out the existing 18-

foot site line restriction on parts of the Vista Lobos property. Mr. Meuer emphasized that each potential site has unique opportunities and constraints, and the ad hoc committee recommends evaluating one site in-depth before returning with more information. Councilmember Baron highlighted that the staff report outlines all the requirements needed for the police facility and urged Council to give authority to focus on Vista Lobos as the primary potential site to streamline progress on this project.

Council gave consensus direction for staff to proceed with the next step of evaluating the Vista Lobos site as a potential location for the new police facility and recommended a public outreach meeting to get feedback on the project.

CLOSED SESSION

City Attorney Pierik read the closed session title.

A. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54956.8:

Property: First Murphy House, NE corner Lincoln Street and 6th Avenue, Carmel-by-the-Sea

Agency negotiators: City Administrator, City Attorney

Negotiating parties: Carmel Heritage Society and Chamber of Commerce

Under negotiation: Lease amount and terms

PUBLIC APPEARANCES - Limited to items on closed session only

Public comment:

Sygalé Lomas, Carmel Chamber of Commerce

Cindy Lloyd

ADJOURNMENT

Council adjourned the regular meeting at 6:40 PM and moved to closed session. Closed session adjourned at 7:05 PM.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

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

REGULAR MEETING MINUTES

Tuesday, January 9, 2024

CALL TO ORDER AND ROLL CALL - 4:30 PM

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

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

PLEDGE OF ALLEGIANCE

Mayor Potter led the pledge of allegiance.

PUBLIC APPEARANCES

The following members of the public spoke:

Mark Stillwell

Girard Rose

Marshall Fullbright

Craig Rose

Nancy Twomey

Catherine

Chris Cav

Jo Todd

EXTRAORDINARY BUSINESS

A. Carmel High School Report Out

Carmel High School ASB Student Alexander Frederick gave a report on upcoming events including sports games, student club faire, mock trial tournament, arts programs, and fundraising events.

B. Appointment of Mayor Pro Tempore for 2024

Mayor Potter nominated Councilmember Richards as the Mayor Pro Tem for calendar year 2024.

Motion by Mayor Potter to appoint Councilmember Richards and the Mayor Pro Tem for the 2024 calendar year, seconded by Councilmember Ferlito and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ANNOUNCEMENTS

A. City Administrator Announcements - Announced that Assistant City Administrator Maxine Gullo will be leaving at the end of the month to pursue a new career opportunity. He thanked her for her hard work and dedication to the City over the past 8 years.

B. City Attorney Announcements - No reportable action from closed session on January 8, 2024.

C. Councilmember Dramov – Spoke in memory of Janice Bradner, a longtime resident who was dedicated to the City.

Councilmember Ferlito - Attended the Emergency Preparedness Community meeting and said it was very well presented and thanked City staff and CERT.

Mayor Pro Tem Richards - Thanked everyone for the birthday wishes.

CONSENT AGENDA

Mayor Potter pulled item #5 for clarification. A member of the public pulled items #2 and #3 for comment, as well as item #12. Councilmember Dramov pulled item #11 for comment.

Motion by Mayor Pro Tem Richards, to approve consent agenda item #'s 1, 4, 6, 7, 8, 9, and 10, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - December 4, 2023, Special Meeting Minutes & December 5, 2023, Regular Meeting Minutes

Item 4 - Resolution 2024-004 adopting the Fiscal Year 2024-2025 budget schedule

Item 6 - Resolution 2024-006 authorizing the City Administrator to execute Amendment No. 2 to the Professional Services Agreement with Ten Over Studio for architectural services for the Sunset Center Portico Design Project, for a fixed fee of \$29,500

Item 7 - Resolution 2024-007, authorizing one (1) Free Use Days of the Sunset Center Theater and Lobby to Frans Lanting Studio, in connection with the Bay of Life Fund non-profit organization, to host a "Bay of Life Project" community event in 2024

Item 8 - Resolution 2024-008 ratifying an appointment to the Forest and Beach Commission

Item 9 - Resolution 2024-009 awarding a Professional Services Agreement to PAST Consultants, LLC, for a not-to-exceed fee of \$79,380, to provide consultant support for the “Phase II” update to the City's Historic Context Statement

Item 10 - Resolution 2024-010, authorizing the City Administrator to accept funds from the California Department of Park and Recreation under the Historic Preservation Fund Grant Program for a \$40,000 award to partially fund “Phase II” of the Historic Context Statement update project

ITEMS PULLED FROM CONSENT AGENDA

Item 2 - November 2023 Monthly Reports - *pulled from consent by a member of the public*

No comments or discussion, item was pulled by mistake. Motion to approve under item #5.

Item 3 - November 2023 Check Register Summary - *pulled from consent by a member of the public*

No comments or discussion, item was pulled by mistake. Motion to approve under item #5.

Item 5 - Resolution 2024-005 authorizing the City Administrator to execute a Construction Contract with Color New Co., in the amount, with contingency, of \$392,150, for the Sunset Center Exterior and Harrison Memorial Library Exterior and Interior Painting Projects

Mayor Potter pulled the item for clarification. Community Activities and Library Director Ashlee Wright said that the item before the Council will be approving the exterior painting only, and it was put off due to the pandemic and lack of CIP funds. She clarified that the exterior painting will be done through a change order.

Public Comment:

Dale Byrne

Craig Rose

Motion by Councilmember Baron, to approve consent agenda items 2, 3, and 5, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

Item 11 - Resolution 2024-011 authorizing the City Administrator to execute an Amendment to Professional Services Agreement No. PBD-EMC-037-22-23 with EMC Planning Group, Inc. for scope of work for a not-to-exceed amount of \$92,331, increasing the total contract cost to \$371,931.

Councilmember Dramov pulled this item to discuss. She said that she is against unfunded mandates passed down by the state and therefore does not support the contract amendment for EMC Planning and would be voting no.

Motion by Councilmember Baron, to approve Resolution 2024-011, seconded by Councilmember Ferlito, and approved 4-1-0-0 by the following roll call vote:

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

NOES: Councilmember Dramov

ABSENT: None

ABSTAIN: None

Item 12 - Resolution 2024-012 Authorizing the City Administrator to Execute a Professional Services Agreement with Visit Carmel to Serve as the Carmel Restaurant Improvement District (CRID) Owners' Association

The item was pulled from consent by a member of the public. City Administrator Rerig outlined the function of Visit Carmel as a destination marketing organization. He explained that restaurants in the area have voluntarily agreed to levy a \$0.25 tax per \$100 in sales, with the aim of supporting attract visitors to Carmel and highlight its restaurants. He clarified that the 10-year agreement with Visit Carmel to manage the adopted CRID Management Plan is commensurate with the term of the District, and under the terms of the agreement, the City's responsibility entails collecting the taxes as a pass through agency, retaining a nominal amount to cover administrative expenses, and remitting the remainder to Visit Carmel for advertising purposes. He added that the restaurants have representation on the CRID board to ensure that marketing strategies align with their preferences and objectives.

Public comment:

Craig Rose

Motion by Councilmember Ferlito, to approve Resolution 2024-012, seconded by Mayor Pro Tem Richards, and approved 5-0-0-0 by the following roll call vote:

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

NOES: None

ABSENT: None

ABSTAIN: None

ORDERS OF BUSINESS

Item 13 - Consideration of philosophy regarding ticketed events held in the public right-of-way during Car Week

Community Activities and Library Director Wright presented an overview of Car Week public and private events, highlighting pre- and post-pandemic scenarios along with associated benefits, challenges, and concerns regarding ticketed events. She answered questions and provided clarification on various aspects and asked for the Council's direction on whether to pursue a proposed ticketed event for Car Week.

Public comment:
Richard Kreitman
Nancy Twomey

Council discussion resumed. Council agreed that there is insufficient time to consider a proposal for a ticketed Car Week event this year and gave consensus direction to staff to not pursue ticketed events at this time.

Item 14 - Receive a presentation regarding Scout House Options and provide direction to staff

Public Works Director Bob Harary presented the item, covering the Scout House history, current building condition, and five proposed options for Council consideration:

1. Renovate the Scout House as a Capital Improvement Project
2. Sell the Property
3. Reissue the Request for Proposals (RFP) for contractors to Renovate, Lease, and Operate the Scout House
4. Relocate and Renovate the Building and Sell the Existing Property
5. Maintain the Status Quo (keep the Scout House closed and perform maintenance as necessary)

Director Harary detailed each option's pros, cons, and State Land Act Restrictions, and Attorney Joan Cox addressed legal concerns.

Public Comment:
Richard Kreitman
Dale Byrne
Hans Guter

Council dismissed options 1 and 3, and favored the relocation option, suggesting potential sites aside from Sunset Center North lot, like the passthrough parcels the city owns between Torres and Junipero, and between Junipero and Mission, where 9th Avenue would be. Council discussed affordable housing possibilities on the existing site if the Scout House is relocated. Council gave

consensus direction to further explore the cost to relocate the Scout House to a different site, and to investigate the “Monterey Model” for city owned housing.

Item 15 - 6th Cycle Draft Housing Element (2023-2031), Response to HCD Comment Letter

Principal Planner Marnie Waffle presented the 6th Cycle Draft Housing Element and provided an update on the comments received from the California Department of Housing and Community Development (“HCD”) on November 1, 2023. She stated that staff and the Housing Ad Hoc have been actively addressing the comments to fulfill the regional housing needs allocation (“RHNA”) requirement of 349 units. Ms. Waffle highlighted that 49 units have received state approval, reducing the remaining count to 300 units. She outlined the Housing Priority Overlay District, policy decisions, modifications, and the timeline for Council’s completion of the final housing element.

Public comment:

Mark Stillwell

Kristi Reimers

Cindy Lloyd

Council gave consensus direction to staff to maintain story poles and rezoning commercial property to R-4 only if necessary, as the City’s housing element already offers sufficient housing options with a buffer to meet RHNA numbers. Council instructed staff to proceed according to the proposed timeline.

Council commended Ms. Waffle on her diligent efforts and commitment to completing the project.

FUTURE AGENDA ITEMS

None

ADJOURNMENT

Council adjourned the meeting at 7:02 pm.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

**CARMEL-BY-THE-SEA
CITY COUNCIL SPECIAL MEETING**

**POLICE BUILDING PROJECT AD HOC
MINUTES**

January 25, 2024

CALL TO ORDER AND ROLL CALL

Mayor Dave Potter called the meeting to order at 4:00 p.m.

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

The purpose of this meeting is to:

- A. Receive a Report from Mayor Potter and Councilmember Baron on the Police Department Capital Improvement Project and Provide an Opportunity for Public Comment and Questions on the same.

Mayor Potter and Councilmember Baron introduced the item. Councilmember Baron gave a presentation to the public on the following aspects of the Police Facility Project:

- Project History:
 - 2017 thru 2023 (Ad Hoc Committee)
 - Project Phase 1:
 - Tasks I & II summary: assessing building condition, identifying maintenance and improvements, programmatic needs, impact to public works department.
 - Tasks III & IV: prepare conceptual plans for a remodel or new building option, budget level cost estimates, final report containing recommended action plans, schedules.
 - Police Department Requirements.
 - Key elements of a modern police facilities program for Carmel-by-the-Sea.
- Report from Indigo (Hammond + Playle Architects, LLP)
- Project Options and Finances
 - Option 1: Build a new police facility on Vista Lobos.
 - Option 2: Raze current site and rebuild.
 - Option 3: Renovate current site.
 - Option 4: Move to Sunset Center Lot (no longer being considered).
- Moving Forward from here

PUBLIC APPEARANCES

Several members of the public provided comments.

ADJOURNMENT

Meeting adjourned at 6:30 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

**CARMEL-BY-THE-SEA
CITY COUNCIL SPECIAL MEETING**

Attachment 4

**POLICE BUILDING PROJECT AD HOC
MINUTES**

February 1, 2024

CALL TO ORDER AND ROLL CALL

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

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

The purpose of this meeting is to:

- A. Receive a Report from Mayor Potter and Councilmember Baron on the Police department Capital Improvement Project and Provide an Opportunity for Public Comment and Questions on the same

Mayor Potter and Councilmember Baron introduced the item. Councilmember Baron and Police Chief Paul Tomasi gave a presentation to the public on the following aspects of the Police Facility Project:

- Project History
- Initial Assessment Outcomes
 - Indigo Report
- Police Department Requirements
- Project Siting Options – Pros and Cons
 - Current Site – Renovate and Expand
 - Current Site – Raze and Rebuild
 - Vista Lobos
 - Sunset Center
- Finances
- Moving Forward from here and General Comments

PUBLIC APPEARANCES

Several members of the public provided comments.

ADJOURNMENT

Meeting adjourned at 5:50 p.m.

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: December 2023 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log (no contracts under \$60K for Dec. 2023)
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

Attachment 1) Community Planning and Building Department Reports

Attachment 2) Police, Fire, and Ambulance Reports

Attachment 3) Public Records Act Requests

Attachment 4) Public Works Report for December 2023



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Leah Young, Administrative Coordinator
SUBMITTED ON:	January 24, 2024
APPROVED BY:	Brandon Swanson, Director of Community Planning and Building

DECEMBER 2023 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In December 2023, **18** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In December 2023, **6** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In December 2023, **32** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In December 2023, **19** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In December 2023, **1** new transient rental compliance case was created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In December 2023, **21** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In December 2023, **20** tree permit applications were received.

Table 1 includes the following December 2023 totals:

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

December 2023 totals are provided alongside December 2022 totals for comparison. Compared to the same time period in the year 2022, Table 1 denotes percentage changes in the year 2023.

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE EVAL./ PRUNING/ REMOVAL
2022 YTD Totals	376	59	498	240	45	270	178
2023 YTD Totals	391	74	600	241	36	283	380
YTD % Difference	+ 3.99%	+ 25.42%	+ 20.48%	+ 00.42%	- 20.00%	+ 4.81%	+ 113.48%



Planning Permit Report

12/01/2023 - 12/31/2023

Permit #	Permit Type	Project Description	Address/Location	Date Received	Date Approved	Status
23390	Design Review	LIGHTING: add recommended lighting for alleyway and front entrance.	San Carlos 2 SE 5th St	12/28/2023		In Review
23389	Use Permit	Add 14 additional outdoor seats in existing patio for dining at Carmel bistro Giovanni	San Carlos 2 SE 5th St	12/28/2023		In Review
23388						Closed
23387	Design Review	Installation of a 24kW Commercial Rooftop PV System	NE Corner Junipero & 5th	12/4/2023		Closed
23386	Sign	J. McLaughlin - Replace existing blade sign from yellow to blue w/ the same dimensions to adhere to the brand's new standards.	NW Corner of Ocean & Dolores (1770 Ocean Avenue)	12/18/2023	1/2/2024	In Review
23385	Use Permit	USE PERMIT AMENDMENT. OUTDOOR SEATING: Additional seven(7) outdoor patio seats. OUTDOOR HEATERS: Permanent and plumbed outdoor gas heaters, or moveable outdoor propane heaters.	Ocean Avenue 3 SW of Lincoln Street	12/6/2023		In Review
23384	Use Permit	Update/amend existing business license and use permit for Stationaery Restaurant. OUTDOOR SEATING: Allow twenty-four (24) outdoor seats located in the existing courtyard. HEATING: Install three (3) new gas Bromic heaters, wall-mounted to existing building. AWNINGS: Install new 4' wide awning over front entry door. HOURS OF OPERATION: Modify hours of operation to 8:00 a.m. – 10:00 p.m.	San Carlos Street east side between 5th and 6th Avenues	12/15/2023		In Review

23383	Design Review	Eligible facilities request per Section 6409 - Install wireless communications transmission equipment for DISH Wireless at an existing telecom support structure.	Ocean 2 SW of San Carlos	12/18/2023	Attachment 1	In Review
23382	Design Study	Replace exterior door, 16' 0", to fix the doors pan to stop the water leak in basement. New copper pan and new door, same opening and same height. Hallway bathroom remodeling with same layout; only new toilet, vanity, tile floor, and walls.	SW Corner of Monte Verde & 9th	12/14/2023		In Review
23381	Use Permit	DATE: 12/31/2023 - 01/01/2024, 1:00 a.m. USE: Extra space needed to accommodate higher-than-normal influx of people on New Year's Eve. MUSIC: No live music. SEATING/STANDING: Approx. 52 seats; 75 standing.	San Carlos 2 NE of 7th	12/13/2023		In Review

23380	Preliminary Site Assessment	Remodel And Addition To An Existing 898 Sf Single Family Residence with a detached 170 SF Garage (To Be Removed). The project includes: Removal of Existing Detached Garage, 1,066 SF Addition to Main Residence, including addition at Entry, Kitchen, New Garage, and 2nd story Primary Suite with Deck. New Addition to use painted wood shingles to match existing and painted wood doors and windows. New roofs to use Composite asphalt shingles to match existing. Reconstruction of 251 SF Rear, Spaced Board Wood Deck. Remodel includes Kitchen and Bathrooms. New 390 SF Accessory Dwelling Unit. Exterior Site Changes include: Removal Of The Brick Pathway To The Entry And Replacing with Flagstone Path, Addition of Flag, Step Stone Paths, Removal of Existing Gravel Driveway And Replaced With Stone Driveway Runners With Planting Strips, New Concrete Steps Basement, New Landscaping with Grape Stake Fence, No Trees to be Removed. One Tree limb off Multi-Branch Oak Tree to be removed. This has been reviewed by City Forester.	SW Corner of Mission Street and 12th Avenue	12/13/2023		Attachment 1 In Review
23379	Design Study	Replace rotten doors and windows to match existing. Trim and paint to match existing. Repair rotting deck boards and railings; kitchen and bathroom remodel.	Casanova 3 SW of 7th	12/26/2023		In Review
23378	Use Permit	Convert small space next door to Il Tegamino restaurant, from retail use to restaurant use. No new water or new seats required. Expansion of current allowed seating into new space, not to exceed currently allowed 24 indoor seats. No changes to exterior seating.	Ocean Avenue between Lincoln & Monte Verde, Court of Golden Baugh	12/12/2023		In Review

23377	Design Study	Bathroom addition, 75 SF.	NW Corner of Torres & 1st	12/20/2023	Attachment 1	In Review
23376		DUPLICATE. SEE DS 23-375 (Brown).	Scenic 3 SE of 12th.			Closed
23375	Design Study	Modify front of home by replacing existing windows, doors and adding 462 sq. feet of deck. Remove the existing concrete drive and replace with permeable pavers. The existing roof is to remain. The existing footprint of the home will not change. No trees will be removed. The existing grading, drainage, and landscaping to remain.	Scenic 3 SE of 12th	12/6/2023		In Review
23374	Design Study	58 Sq foot garbage enclosure/bicycle storage	Vizcaino 12 SW Mountain View	12/4/2023		In Review
23373	Historic Evaluation	Historic Evaluation	S.W. Corner of Lincoln and 10th Ave.	12/4/2023		In Review

Total Records: 18

1/19/2024



Business License Report

12/01/2023 - 12/31/2023

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
23073	New Business	Earth Cura Apothecary	Skincare, wellness; self-care products; candles; jewelry; hair/hat accessories	San Carlos 3 NW of 8th	12/15/2023	1/10/2024	Approved
23072	Ownership Change	Cafe Luna	Breakfast, lunch, and dinner; drinks, incl. coffee, tea, Boba, and smoothies.	Ocean Avenue & Mission Street	12/13/2023	1/10/2024	Approved
23071	New Business	Joshua Ezekiel Language Services	Interpretation and translation	4 SE Crespi	12/18/2023		In Review
23070	New Business	Salty Soul Sanctuary	Yoga Studio	Ocean & Mission	12/8/2023		In Review
23069	Ownership Change	De Tierra Vineyards	Wine Tasting Room	Mission Street 3 SE of Fifth Avenue	12/13/2023	1/2/2024	Approved
23068	New Business	Kayne LLC DBA Jenni Kayne	Retail sales of women's clothing and accessories	Ocean & Mission	12/6/2023	1/10/2024	Approved

Total Records: 6**1/19/2024**



Building Permit Report

12/01/2023 - 12/31/2023

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
230598	12/27/2023		Repair deck & handrail in place, Master Bath partial remodel, replace 2 exterior doors	25,000	Building	Dolores 4 SE of 2nd
230597			VOID - DUPLICATE - DO NOT USE. ADA Restroom Remodel / New Tenant Restroom	273,451	Building	Ocean Ave & San Carlos St
230596	12/21/2023		Remodel to (E) 2,933 SF SFD and attached 276 SF garage.	1,500,000	Building	NE Corner of Scenic and 12th
230595	12/21/2023		Remove existing 264sf detached garage and construct a new detached 200 sf garage.	0	Building	Santa Fe 3 NE of Mountain View
230594	12/21/2023		Construction of a new detached ADU.	0	Building	San Antonio 1 NW of 9th
230593	12/20/2023	1/17/2024	Mold Mitigation project. Three part waterproofing on 80lf of foundation wall.	3,000	Building	NW Corner of Monte Verde & 7th
230592	12/20/2023	1/5/2024	Re-roof: Remove and replace existing Charcoal composite shingle to CertainTeed brand Landmark TL in the color Country Grey.	35,200	Roofing	SE Corner of Camino Real & 10th
230591	12/20/2023	12/20/2023	Replace an existing water heater with a new 40 gallon water heater.	1,500	Plumbing	SE Corner of Mission & 5th
230590	12/19/2023	12/19/2023	Replace (e) 100 amp electrical panel with (n) 100 amp electrical panel.	6,000	Electrical	Guadalupe 2 NW of 6th
230589	12/20/2023		Removal of existing stair, door permanently installed as a window.	6,000	Building	SW Corner of Camino Real & 8th
230588	12/20/2023		100 SF Add'n to Kitchen at north side, 844 SF two story add'n. at rear.	490,000	Building	Mission 2 NW of Santa Lucia

230587	12/19/2023		Remodel 3,108sf commercial space #115 within the Carmel Plaza. TI includes new entry doors, new interior stairs, ADA upgrades, new dressing area at the lower level, new sales counter, new beverage bar and counter. Exterior installation of new black and white striped awning to replace old awning at Mission St.	60,000	Building	Attachment 1 Carmel Plaza Suite 115
230586	12/19/2023	1/8/2024	Installation of 68 feet poly gas line.	250	Plumbing	NW Corner of San Antonio & 2nd
230585	12/19/2023	1/12/2024	Repair 100sf of existing plaster soffit and standing seam metal roof on existing commercial building over public sidewalk.	20,000	Building	Dolores 3 NW of 6th
230584	12/15/2023		Replace 4 windows in the existing unit. Two windows in the stair landing, the front living room window, and the bedroom window. Windows to be new Sierra Pacific.	0	Exempt Work	SW Corner of Junipero & 4th, Unit H
230583	12/15/2023		Change existing patio door for same opening, same height. Remodel existing bathroom with the same layout and new plumbing fixtures.	9,000	Building	SW Corner of Monte Verde & 9th
230582	12/15/2023		Remodel of existing 1555 SF house, 270 SF attached garage, and 715 SF addition. including new 2nd floor. New kitchen, new bathrooms, new electrical, plumbing, and mechanical systems. Replace all (e) windows with (n) windows.	550,000	Building	4th 2 NE of Lobos
230581	12/13/2023		632sf interior remodel consolidating two units into a one bedroom single family residence. Project to include a new FAU.	125,000	Building	Mission 3 SW of 4th

230580	12/12/2023		Remove & replace damaged exterior vertical siding at portions of the front and rear elevations. In-kind materials will be used for the replacement.	0	Exempt Work	Attachment 1 Lopez 4 NE of 4th
230579	12/12/2023		Construct a new basement level ADU under an existing residence. Remove and replace existing deck above ADU level.	219,000	Building	NW Corner of Camino Real & 7th
230578	12/11/2023		Remove chimney and add a set of operable 36" french doors and two 36" french door panels.	2,000	Building	SW Corner of Dolores & 12th
230577	12/8/2023		Phase 1 - shell work to allow for the installation of a pair of exterior doors. New PG&E electrical service.	10,000	Building	Dolores 2 NW of 7th
230576	12/7/2023		Main front addition, wood deck and stairs remodel, reduce and rebuild garage in new location, kitchen and bathroom remodel, upper balcony remodel, interior stairs remodel, and addition of laundry under stairs.	500,000	Building	Santa Fe 3 NE of Mountain View
230575	12/6/2023	12/7/2023	Tear off (e) wood shake roof to original sheathing and install new Landmark TL roofing in color Autumn Blend.	48,898	Roofing	Camino Real 2 SE of 12th
230574	12/6/2023		New area kitchen, existing kitchen converted to bedroom two, powder room converted to a full bath, electrical and plumbing update/replacement, new windows, and new gutters.	118,000	Building	Guadalupe 2 NW of 7th
230573	12/6/2023	12/6/2023	remove existing unit, replace with new 96% efficient 2 stage bryant 926TB30040V14	10,741	Mechanical	Perry Newberry 3 NW of 5th
230572	12/6/2023	12/6/2023	Retroactive permit authorization for gas meter box replacement and gas leak repair.	0	Plumbing	NE Corner of Guadalupe & 5th

230571	12/6/2023		Addition of three residential apartments and remodel of two commercial spaces.	2,000,000	Building	Attachment 1 Dolores 4 NE of 7th
230570	12/6/2023		623sf interior remodel consolidating two attached units into a one bedroom SFR with a new FAU.	125,000	Building	Mission 3 SW of 4th
230569			VOID, SEE PERMIT 21-425.	15,000	BP Revision	3 SW of 13th on Camino Real
230568	12/1/2023		Generac 14kw generator installation	22,738	Electrical	San Carlos 4 NW of 13th
230567	12/1/2023	1/2/2024	Extend electrical lines and install necessary equipment for new coffee bar.	0	Plumbing	SW Corner of Ocean and Mission

Total Records: 32

1/19/2024



Code Compliance Report

12/01/2023 - 12/31/2023

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
24013	12/27/2023	Open	Lincoln 3 NW of 5th	Unsafe structure/ rodent harborage	12/27/2023	
24012	12/26/2023	Open	NEC Lobos and 1st	Rocks in right-of-way	12/26/2023	
24011	12/21/2023	Closed	Carmel Plaza	Unpermitted business use	12/21/2023	
24010	12/20/2023	Open	Lobos 2 NW of 4th	Gravel in right-of-way	12/20/2023	
24009	12/18/2023	Closed	Forest 4 NW of 7th	Construction without a permit	12/18/2023	
24008	12/18/2023	Open	Mission NW of 6th	Bird stand on City tree	12/18/2023	
24007	12/14/2023	Closed	San Carlos 4 NW of Santa Lucia	Sign in right-of-way	12/14/2023	
24006	12/14/2023	Closed	San Carlos 3 NW of Santa Lucia	Sign in right-of-way	12/14/2023	
24005	12/6/2023	Open	Torres 4 NE of 4th	Encroachment violation	12/6/2023	
24004	12/4/2023	Closed	7th NE of Dolores	Trash on sidewalk	12/4/2023	
24003	12/4/2023	Closed	Lincoln SE of 5th	Exterior lighting	12/4/2023	
24002	12/4/2023	Closed	Forest 2 SE pf 8th	Fence construction	12/4/2023	
24001	12/4/2023	Closed	NWC 2nd and Santa Fe	Gas leaf blower	12/4/2023	
23229	12/29/2023	1st NOV sent	Torres 2 SE of 1st	Transient Rental	12/27/2023	
23228	12/7/2023	Closed		No business license	12/7/2023	
23227	12/15/2023	Open	Dolores 4 SE of 2nd	Remodel construction including but not limited to complete bathroom remodel, deck remodel, installation of patio doors, new gas piping to kitchen range without proper permits or authorization.	12/14/2023	
23226	12/14/2023					
23225	12/14/2023	Open	Dolores 4 SE of 2nd	Remodel construction without proper permits including but not limited to a complete bathroom remodel, installation of 2 patio doors, rebuilding a deck, guards & handrails and installation of new gas piping to the kitchen range	12/14/2023	

23224	12/12/2023	Open	SWC Monte Verde and 9th	Construction and generator installation	12/12/2023	Attachment 1

Total Records: 19

1/19/2024



Transient Rental Report

01/01/2023 - 12/31/2023

Case #	Street	Status	Date Received	Last Status Date	Date Closed
23229	Torres	1st NOV sent	12/27/2023	12/29/2023	
23220	Perry Newberry	Closed	11/24/2023	12/20/2023	12/20/2023
23217	Lopez	Closed	11/20/2023	11/27/2023	11/27/2023
23216	Lincoln	2nd NOV sent	11/14/2023	12/8/2023	
23213	Casanova	2nd NOV sent	11/14/2023	12/8/2023	
23212	San Antonio	Closed	11/14/2023	12/1/2023	12/1/2023
23198	Mission	Closed	10/24/2023	10/24/2023	10/24/2023
23194	Casanova	Closed	10/17/2023	12/8/2023	12/8/2023
23189	San Antonio	Closed	10/13/2023	12/8/2023	12/8/2023
23173	Mountain View	Potential STR identified	9/16/2023	11/6/2023	
23135	Ocean	Closed	8/18/2023	9/25/2023	9/25/2023
23134	Ocean	Closed	8/18/2023	8/25/2023	8/25/2023
23133	Monte Verde	Closed	8/17/2023	11/1/2023	11/1/2023
23109	13th	Closed	7/28/2023	11/14/2023	11/14/2023
23107	13th	Closed	7/28/2023	8/16/2023	8/16/2023
23104	Santa Fe	Closed	7/21/2023	9/29/2023	11/15/2023
23099	Mission	Closed	7/7/2023	9/19/2023	9/19/2023
23094	2nd	Closed	6/23/2023	8/21/2023	8/21/2023
23093	Rio	Closed	6/21/2023	8/31/2023	8/31/2023
23092	Ocean	Closed	6/21/2023	7/7/2023	7/7/2023
23091	Dolores	Closed	6/22/2023	7/19/2023	7/19/2023
23061	Monte Verde	Closed	4/27/2023	7/17/2023	7/17/2023
23058	Mission	Closed	4/19/2023	6/2/2023	6/2/2023
23057	Carmelo	Closed	4/19/2023	6/2/2023	6/2/2023
23053	San Carlos	Closed	3/21/2023	6/2/2023	6/2/2023
23039	Rio Road	Closed	2/27/2023	4/17/2023	4/17/2023
23015	Carmelo	Closed	1/9/2023	2/3/2023	2/3/2023
23014	Mission	Closed	1/9/2023	1/10/2023	1/30/2023
23013	N Casanova	Closed	1/9/2023	2/3/2023	2/3/2023
23012	Mission	Closed	1/9/2023	1/27/2023	1/27/2023
23009	Santa Fe	Closed	1/8/2023	2/3/2023	2/3/2023
23008	Guadalupe	Closed	1/8/2023	1/13/2023	1/13/2023
23007	2nd	Closed	1/8/2023	1/8/2023	4/8/2023

23005	Carpenter	Closed	1/8/2023	2/3/2023	Attachment 1 2/3/2023
23004	5th	Closed	1/5/2023	2/3/2023	2/3/2023
23003	Dolores and 1st	Closed	1/5/2023	2/3/2023	2/3/2023

Total Records: 36

1/11/2024



Encroachment Permit Report

12/01/2023 - 12/31/2023

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
230282	Driveway	12/27/2023	Replacing old asphalt driveway, walkway, and entryway with pavers	Santa Fe 3 NW of 3rd		
230281	Temp Ench	12/19/2023	PG&E to complete emergency repairs, complete restoration from a 10'x10' bellhole. PM# 46065462.	Intersection of Santa Rita & 6th	12/19/2023	Issued
230280	Temp Ench	12/19/2023	Block scenic for approximately three hours or less to allow for crane to lift spa over house to repair leak on pation.	SE Corner of Scenic & 9th	12/21/2023	Issued
230279	Temp Ench	12/19/2023	REPLACE 89' OF SEWER DRAIN IN THE STREET	24743 SAN CARLOS ST		In Review
230278	Temp Ench	12/15/2023	Replace sewer lateral using pipe bursting.	Casanova 2 NE of 13th	12/15/2023	Issued
230277	Temp Ench	12/14/2023	Renew water service for fire suppression. USA #2023112802099.	Casanova & 4th	12/15/2023	Issued
230276	Temp Ench	12/13/2023	Close off sidewalk in order for crane to load one skylight. CONDITION: SIDEWALK CLOSED AHEAD SIGN TO BE PLACED AT JUNIPERO AND 5TH	SW Corner of Junipero & 4th	12/13/2023	Issued
230275	Temp Ench	12/13/2023	Replace sewer lateral using pipe bursting.	Santa Fe 4 SW of Ocean	12/13/2023	Issued
230274	Temp Ench	12/13/2023	Installation of a double cabinet next to existing cabinets to meet 72 hour back up, per CPUC mandate.	Dolores 5 NE of 3rd	1/2/2024	Issued
230273	Temp Ench	12/13/2023	Replace sewer lateral using pipe bursting.	Mission 4 SE of 13th	12/13/2023	Issued

230272	Perm Ench	12/8/2023	Legalize existing right of way encroachment to include: existing concrete paving, existing mortared stone walkway, existing fan shaped brick edging, and existing mortared stone garden wall.	Carmelo 2 NE of 8th		Attachment 1 In Review
230271	Temp Ench	12/7/2023	PG&E to install underground electrical service & replace pole. PM# 35462985.	Junipero 2 SE of Ocean	12/14/2023	Approved
230270	Temp Ench	12/6/2023	PG&E to install new transformer and two service drops. PM# 35508786.	Carmelo 3 SE of 13th	12/7/2023	Issued
230269	Temp Ench	12/6/2023	Excavate a 9'x17' pit in the asphalt to repair damages due to a water leak repair for CalAm. 811 #2023110102229.	Dolores 21' South of 12th	12/7/2023	Issued
230268	Temp Ench	12/6/2023	Excavate a 5'x5' pit in the asphalt to repair damages due to a water leak repair for CalAm. 811 #2023110102333.	Junipero 71' North of 10th	12/13/2023	Issued
230267	Temp Ench	12/6/2023	Excavate a 17'x3' and 2'x3' pit in the asphalt to repair damages due to a water leak repair for CalAm. 811 #2023010500181.	San Carlos 60' South of 6th	12/7/2023	Issued
230266	Temp Ench	12/6/2023	Excavate a 15'x5' pit in the asphalt to repair damages due to a water leak repair for CalAm. 811 #2023103002607.	Junipero 200' South of Ocean	12/7/2023	Issued
230265	Temp Ench	12/6/2023	Excavate a 4'x4' pit in the asphalt to repair damages due to a water leak repair for CalAm. 811 #2023110102294.	Dolores 80' South of 4th	12/7/2023	Issued
230264	Temp Ench	12/6/2023	Placement of moving trucks from house on 13th 2 SE of Lincoln & dropping off at Carpenter 2 SE of 4th.	13th 2 SE of Lincoln / Carpenter 2 SE of 4th	12/13/2023	Issued

230263	Temp Ench	12/4/2023	PG&E to install underground service, replace pole, extend overhead primary line, install new transformer, and replace existing cutouts & fuses. Tree trimming required. PM# 35386108.	Camino Del Monte 4 NW of San Carlos	1/10/2024	Attachment 1 Issued
230262	Temp Ench	12/1/2023	Partial sewer lateral replacement from property line to city main.	Lincoln 3 SE of 11th	12/13/2023	Issued

Total Records: 21

1/19/2024



Tree Permit Report

12/01/2023 - 12/31/2023

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
23361	12/1/2023	Tree	Santa Rita 4 SE Ocean Ave Carmel, CA 93923	Remove one 15" oak.	In Review	
23362	12/1/2023	Tree	Camino Real 2 SW of 4th Ave.	Remove four (4) Live Oaks: 8", 9", 13", and one double- stemmed tree, 11" & 12".	In Review	
23363	12/3/2023	Tree Evaluation	San Carlos St, 3rd house south of 8th	EVALUATION ONLY: One (1) Oak and one (1) Redwood.	In Review	
23364	12/6/2023	Tree Evaluation	25990 JUNIPERO ST: In the front Northeast corner	EVALUATION ONLY. Evaluate and hopefully remove a large & problematic pine tree. One (1) Pine tree, +/-25 feet in diameter. Located on city property.	In Review	
23365	12/7/2023		SW Corner of Carmelo & Seventh Avenues	REMOVE: Tree #1, 39"+ at base Db. Spar Pinus Radiata (Monterey Pine) on City ROW.	Approved	
23366	12/7/2023	Tree Evaluation	Third and Carpenter Northeast Corner	Tree Evaluation for Removal. One (1) 36-inch diameter Monterey Pine located on city property.	Approved	
23367	12/7/2023	Tree Evaluation	NW corner Lincoln and Tenth Avenues	Removal of a total of twenty limbs from oaks, cypress, and pittosporum trees.	Approved	12/15/2023
23368	12/8/2023	Tree	Roots are destroying driveway and wall close to water supply.	REMOVE: One (1) City Cypress tree, 18".	In Review	
23369	12/8/2023	Tree	Forest 4 NW of Mountain View	REMOVAL: Four (4) trees total; two (2) on private property; two (2) on City property. City trees are approx. 18" in diameter. One (1) 24" Pine that snapped in half last winter. One (1) 36" Pine next to the house.	Approved	12/21/2023
23370	12/9/2023	Tree	3rd Ave 2 NW Lobos	PRUNING: Trim tree limbs for building clearance and safety	Approved	1/2/2024
23371	12/15/2023	Tree	Sterling Way 2 NE of Perry Newberry	REMOVE: One (1) Monterey Pine tree (dangerous lean).	Approved	12/18/2023

23372	12/18/2023	Tree	Northeast Corner of Santa Fe and 8th Ave	REMOVE: dying Pine tree located in City right of way on north side of driveway.	In Review	Attachment 1
23373	12/19/2023	Tree Evaluation	25983 MISSION ST	EVALUATION ONLY prior to tree removal.		
23374	12/21/2023	Tree Evaluation	N. Carmelo 5 NW of 4th Ave.	EVALUATION: One (1) Redwood tree; size is 22' x 55-60'. **NOTE**Please coordinate evaluation, so owner can be present.	In Review	
23375	12/21/2023	Tree	Torres 2 NW of 2nd	REMOVE: One (1) 16" multi-trunk Oak tree.	In Review	
23376	12/21/2023	Tree Evaluation	Torres Street 3 NE of 4th Avenue	EVALUATION: Oak tree to be trimmed to help fight oakworm. Several dead branches. Property owners are unsure if tree is on City or private property; they suspect it is a City tree--on street, outside fence line.	In Review	
23377	12/21/2023	Tree	San Antonio 3 NW of 12th	REMOVE: One (1) extra large Cypress tree on the left side of the driveway.	In Review	
23378	12/21/2023	Tree	Torres St 5 SW of 10th	REMOVAL: One (1) large pine tree.	In Review	
23379	12/21/2023				Closed	
23380	12/21/2023	Tree	Santa Fe 3 SW Mountain View	PRUNING: Pine Tree previously inspected; trim approximately five (5) limbs.	In Review	

Total Records: 20

1/19/2024



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

December 2023

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

AMBULANCE REPORT

Summary of Carmel Fire Ambulance December 2023 Calls for Service

AMBULANCE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of December 2023, the ambulance was unable to meet the performance measure. The response time was 86% with (5) code-3 calls over 5 minutes.

41 Calls for service in CBTS Average response time: 3:45 min.
36 Code 3 calls for service –Five calls over 5:00 min.

Lopez & 2nd **(8:31 min Response)** Did not hit the on-scene button.
Ladera & Rio **(5:39 min Response)** Delay due to distance based on location.
Mission & 1st **(6:05 min Response)** Did not hit the on-scene button.
San Antonio & 11th **(5:55 min Response)** Delay due to distance based on location.
San Antonio & Ocean **(5:31 min Response)** Did not hit the on-scene button.

MONTEREY FIRE REPORT

Summary of Monterey Fire December 2023 Calls for Service

FIRE PERFORMANCE MEASURE

The performance goal for Code-3 (life threatening emergency-lights & siren) fire calls with a response time of 5 minutes or less from dispatch to arrival is 95%. For the month of December 2023, the fire department was unable to meet the performance measure. The response time was 93% with (3) code-3 calls over 5 minutes.

54 total calls for service in CBTS Average response time: 2:41 min.
43 total Code-3 calls – Three calls with a response time over 5:00 min.

*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%.

Ladera & Rio **(5:43 min Response)** responded from St 15, normal response time due to location.
Junipero & 4th **(8:12 min Response)** E11 responded from St 11, delay due to distance.
Lincoln & 8th **(5:35 min Response)** EMS call had to stage due to protocol.

BEACH FIRES

There were 0 illegal beach fires recorded during the month of December, except one after hours propane fire.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 12/01/2023 To: 12/31/2023



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	12/2/2023 10:55 AM	231202-MNT09267	0:03:23	OCEAN AVE	SAN CARLOS ST	3
Medical assist, assist EMS crew	12/12/2023 8:43 AM	231212-MNT09521	0:02:39	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/1/2023 5:06 PM	231201-MNT09252	0:04:47	7TH AVE	DOLORES ST	3
EMS call, excluding vehicle accident with injury	12/4/2023 6:33 PM	231204-MNT09325	0:03:54	25921 RIDGEWOOD RD		3
EMS call, excluding vehicle accident with injury	12/4/2023 9:08 PM	231204-MNT09327	0:02:01	MISSION ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/5/2023 7:29 PM	231205-MNT09351	0:02:35	LINCOLN ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	12/5/2023 8:32 PM	231205-MNT09353	0:02:35	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023 12:19 AM	231210-MNT09463	0:03:35	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023 7:05 AM	231210-MNT09466	0:05:00	LOPEZ AVE	2ND AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023 6:08 PM	231210-MNT09481	0:02:13	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	12/13/2023 11:36 AM	231213-MNT09552	0:00:16	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	12/13/2023 7:26 PM	231213-MNT09561	0:02:37	OCEAN AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	12/15/2023 7:44 AM	231215-MNT09583	0:04:06	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/16/2023 1:05 PM	231216-MNT09620	0:03:52	CARPENTER ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	12/18/2023 4:04 AM	231218-MNT09655	0:04:13	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/18/2023 9:16 AM	231218-MNT09665	0:02:52	LINCOLN ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/19/2023 7:09 AM	231219-MNT09696	0:03:09	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/21/2023 11:06 PM	231221-MNT09756	0:05:43	26152 LADERA DR		3
EMS call, excluding vehicle accident with injury	12/22/2023 7:18 PM	231222-MNT09776	0:02:29	GUADALUPE ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/22/2023 10:21 PM	231222-MNT09781	0:03:48	1ST AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	12/22/2023 10:34 PM	231222-MNT09782	0:08:12	JUNIPERO AVE	4TH AVE	3
EMS call, excluding vehicle accident with injury	12/26/2023 7:39 PM	231226-1940-MNT	0:03:00	7TH AND FOREST ST		3
EMS call, excluding vehicle accident with injury	12/26/2023 7:34 PM	231226-MNT09884	0:03:36	FOREST RD	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/27/2023 3:07 PM	231227-MNT09904	0:05:35	LINCOLN ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/28/2023 4:14 PM	231228-MNT09934	0:02:12	OCEAN AVE	SCENIC RD	3
EMS call, excluding vehicle accident with injury	12/28/2023 6:41 PM	231228-MNT09939	0:00:25	MISSION ST	6TH AVE	3
26			0:03:25			

322-399 Series (Rescues)

Motor vehicle accident with injuries	12/30/2023 1:52 PM	231230-MNT10003	0:01:58	MISSION ST	7TH AVE	3
1			0:01:58			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material)						
Gas leak (natural gas or LPG)	12/21/2023 10:54 AM	231221-MNT09744	0:04:43	25951 RIDGEWOOD RD		3
Oil or other combustible liquid spill	12/9/2023 9:46 AM	231209-MNT09449	0:02:31	LINCOLN ST	9TH AVE	2
Accident, potential accident, other	12/20/2023 2:16 PM	231220-MNT09726	0:04:46	LINCOLN ST	13TH AVE	3
3			0:04:00			
500 & 600 Series (Service Calls)						
Water or steam leak	12/11/2023 6:26 AM	231211-MNT09495	0:05:55	MISSION ST	1ST AVE	2
Water or steam leak	12/14/2023 4:32 PM	231214-MNT09570	0:02:50	MONTE VERDE ST	8TH AVE	2
Water or steam leak	12/26/2023 7:30 AM	231226-MNT09864	0:04:53	4 OAK KNOLL WAY		3
Smoke or odor removal	12/12/2023 4:41 PM	231212-MNT09535	0:03:01	6TH AVE	SAN CARLOS ST	3
Smoke or odor removal	12/18/2023 12:30 PM	231218-MNT09671	0:01:12	LOBOS ST	1ST AVE	3
Assist police or other governmental agency	12/26/2023 11:40 AM	231226-MNT09867	0:04:01	MISSION ST	OCEAN AVE	3
Public service	12/1/2023 12:26 AM	231201-MNT09236	0:04:34	CARPENTER ST	5TH AVE	2
Assist invalid	12/6/2023 7:45 AM	231206-MNT09359	0:03:13	1ST AVE	SANTA RITA ST	3
Assist invalid	12/15/2023 3:49 AM	231215-MNT09580	0:05:23	GUADALUPE ST	6TH AVE	2
Assist invalid	12/23/2023 7:20 AM	231223-MNT09790	0:04:30	SAN ANTONIO AVE	8TH AVE	2
No incident found on arrival at dispatch address	12/6/2023 9:45 PM	231206-MNT09382	0:00:30	GUADALUPE ST	7TH AVE	3
No incident found on arrival at dispatch address	12/7/2023 6:18 PM	231207-MNT09407	0:03:19	7TH AVE	MONTE VERDE ST	3
No incident found on arrival at dispatch address	12/29/2023 9:41 AM	231229-MNT09956	0:04:53	LINCOLN ST	2ND AVE	2
No incident found on arrival at dispatch address	12/30/2023 11:06 AM	231230-MNT09994	0:02:50	N CASANOVA ST	2ND AVE	3
No incident found on arrival at dispatch address	12/31/2023 11:28 AM	231231-MNT10030	0:05:34	DOLORES ST	1ST AVE	2
EMS call, party transported by non-fire agency	12/30/2023 10:31 AM	231230-MNT09993	0:02:45	LINCOLN ST	7TH AVE	3
HazMat release investigation w/no HazMat	12/25/2023 10:55 AM	231225-MNT09850	0:03:37	4TH AVE	JUNIPERO AVE	3
17			0:03:42			
700 Series (False Alarms)						
System malfunction, other	12/17/2023 6:13 PM	231217-MNT09651	0:02:47	CARMELO ST	11TH AVE	3
Smoke detector activation due to malfunction	12/4/2023 4:29 PM	231204-MNT09323	0:04:45	SAN ANTONIO AVE	11TH AVE	3
Smoke detector activation due to malfunction	12/18/2023 7:49 AM	231218-MNT09661	0:00:12	CAMINO REAL ST	OCEAN AVE	2
Smoke detector activation due to malfunction	12/30/2023 12:04 PM	231230-MNT10000	0:02:34	MONTE VERDE ST	6TH AVE	3
Alarm system sounded due to malfunction	12/5/2023 11:32 AM	231205-MNT09339	0:05:39	MONTE VERDE ST	2ND AVE	2
Unintentional transmission of alarm, other	12/10/2023 1:31 AM	231210-MNT09464	0:02:59	MISSION ST	5TH AVE	2
Alarm system activation, no fire - unintentional	12/7/2023 1:52 PM	231207-MNT09400	0:02:40	6TH AVE	DOLORES ST	3
7			0:03:05			
Over 5 Minute Response Times Cause of Delay: Code 3 Responses					Code 2 Calls	11
231221-MNT09756 E15 responded from St 15, normal response time due to location					Code 3 Calls	43
231222-MNT09782 E11 responded from St 11, delay due to distance					Total # of Incidents	54
231227-MNT09904 EMS call had to stage due to protocol					% Under 5 Minute Response Time	93%



CARMEL-BY-THE-SEA DECEMBER 2023 Response Summary Report by Incident Type

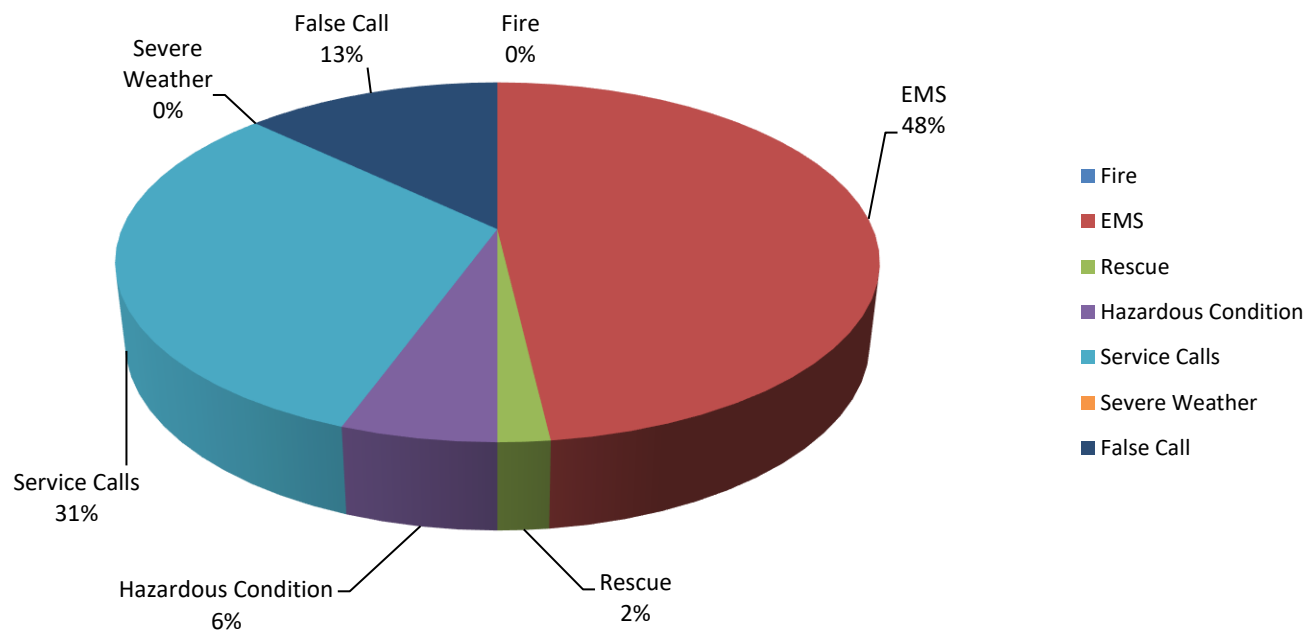


Type of Call	Number	Average Response Time
Fire	0	0:00
EMS	26	3:25
Rescue	1	1:58
Hazardous Condition	3	4:00
Service Calls	17	3:42
Severe Weather	0	0:00
False Call	7	3:05

Total Responses

54

2:41



Total Code 3 Calls:

43

Response Times for Code 3

Calls ≤ 5 minutes:

93%



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 12/01/2023 To: 12/31/2023



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Emergency medical service incident, other	12/18/2023	231218-CFA01588	00:04:04	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/2/2023	231202-CFA01528	00:02:23	OCEAN AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	12/3/2023	231203-CFA01533	00:06:19	2774 14TH AVE		2
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01539	00:02:47	25921 RIDGEWOOD RD		3
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01541	00:02:17	MISSION ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/5/2023	231205-CFA01544	00:02:40	LINCOLN ST	3RD AVE	3
EMS call, excluding vehicle accident with injury	12/5/2023	231205-CFA01545	00:02:31	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/6/2023	231206-CFA01552	00:00:51	GUADALUPE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023	231210-CFA01562	00:03:19	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023	231210-CFA01564	00:08:31	LOPEZ AVE	2ND AVE	3
EMS call, excluding vehicle accident with injury	12/10/2023	231210-CFA01566	00:02:01	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	12/13/2023	231213-CFA01579	00:02:10	OCEAN AVE	MONTE VERDE ST	3
EMS call, excluding vehicle accident with injury	12/15/2023	231215-CFA01581	00:03:21	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/16/2023	231216-CFA01585	00:03:59	CARPENTER ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	12/16/2023	231216-CFA01586	00:03:24	SANTA FE ST	1ST AVE	3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01589	00:04:32	25009 HATTON RD		3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01591	00:02:03	LINCOLN ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	12/19/2023	231219-CFA01599	00:02:32	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01611	00:05:39	26152 LADERA DR		3
EMS call, excluding vehicle accident with injury	12/22/2023	231222-CFA01612	00:02:31	GUADALUPE ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	12/22/2023	231222-CFA01613	00:03:57	1ST AVE	SAN CARLOS ST	3
EMS call, excluding vehicle accident with injury	12/26/2023	231226-CFA01629	00:03:16	FOREST RD	7TH AVE	3
EMS call, excluding vehicle accident with injury	12/28/2023	231228-CFA01630	00:02:00	OCEAN AVE	DEL MAR	3
EMS call, excluding vehicle accident with injury	12/28/2023	231228-CFA01631	00:01:00	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	12/30/2023	231230-CFA01633	00:02:46	LINCOLN ST	7TH AVE	2
25			0:03:14			
322-399 Series (Rescues)						
Motor vehicle accident with injuries	12/30/2023	231230-CFA01635	00:02:44	MISSION ST	7TH AVE	3
1			0:02:44			
400 Series (Hazardous Material)						
Hazardous condition, other	12/6/2023	231206-CFA01549	00:04:52	CAMINO REAL ST	4TH AVE	2
Hazardous condition, other	12/11/2023	231211-CFA01568	00:06:05	MISSION ST	1ST AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
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400 Series (Hazardous Material) cont.

Hazardous condition, other	12/20/2023	231220-CFA01603	00:04:49	LINCOLN ST	13TH AVE	3
3			0:05:15			

500 & 600 Series (Service Calls)

Smoke or odor removal	12/12/2023	231212-CFA01573	00:03:18	6TH AVE	SAN CARLOS ST	3
Assist invalid	12/6/2023	231206-CFA01546	00:02:51	1ST AVE	SANTA RITA ST	3
Assist invalid	12/15/2023	231215-CFA01580	00:05:43	GUADALUPE ST	6TH AVE	2
Assist invalid	12/23/2023	231223-CFA01615	00:03:55	SAN ANTONIO AVE	8TH AVE	2
4			0:03:57			

700 Series (False Alarms)

False alarm or false call, other	12/4/2023	231204-CFA01537	00:05:55	SAN ANTONIO AVE	11TH AVE	3
False alarm or false call, other	12/7/2023	231207-CFA01555	00:02:48	CASANOVA ST	13TH AVE	3
False alarm or false call, other	12/9/2023	231209-CFA01561	00:05:31	SAN ANTONIO AVE	OCEAN AVE	3
False alarm or false call, other	12/10/2023	231210-CFA01563	00:03:14	MISSION ST	5TH AVE	3
False alarm or false call, other	12/25/2023	231225-CFA01623	00:03:25	4TH AVE	JUNIPERO AVE	3
Smoke detector activation, no fire - unintentional	12/18/2023	231218-CFA01593	00:02:31	LOBOS ST	1ST AVE	3
Alarm system activation, no fire - unintentional	12/7/2023	231207-CFA01554	00:02:08	6TH AVE	DOLORES ST	3
Alarm system activation, no fire - unintentional	12/17/2023	231217-CFA01587	00:03:16	CARMELO ST	11TH AVE	3
8			0:03:36			

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

231210-CFA01564 Did not hit the on scene button
 231221-CFA01611 Delay due to distance based on location
 231211-CFA01568 Did not hit the on scene button
 231211-CFA01537 Delay due to distance based on location
 231211-CFA01561 Did not hit the on scene button

Code 2 Calls	5
Code 3 Calls	36

Total # of Incidents	41
% Under 5 Minute Response Time	86%
Total Average Response Time	0:03:45



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 12/01/2023 To: 12/31/2023



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLANDS						
EMS call, excluding vehicle accident with injury	12/20/2023	231220-CFA01601	00:11:34	120 HIGHLANDS DR		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01607	00:10:50	149 CARMEL RIVIERA DR		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01605	00:11:34	29152 HWY 1		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01610	00:18:17	32501 HWY 1		3
4			0:13:04			
CARMEL VALLEY						
EMS call, excluding vehicle accident with injury	12/15/2023	231215-CFA01582	00:45:37	37144 NASON RD		3
1			0:45:37			
CYPRESS						
Rescue, EMS incident, other	12/1/2023	231201-CFA01523	00:04:53	26615 CARMEL CENTER PL		3
Rescue, EMS incident, other	12/1/2023	231201-CFA01524	00:03:56	26408 MISSION FIELDS RD		3
EMS call, excluding vehicle accident with injury	12/2/2023	231202-CFA01529	00:03:59	2774 14TH AVE		3
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01534	00:05:21	26372 RIVERSIDE PL		3
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01538	00:06:36	3 CROSSROADS MALL		3
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01540	00:05:34	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/5/2023	231205-CFA01543	00:03:30	PESCADERO RD	CASTRO LN	3
EMS call, excluding vehicle accident with injury	12/6/2023	231206-CFA01550	00:03:47	25661 MORSE DR		3
EMS call, excluding vehicle accident with injury	12/6/2023	231206-CFA01551	00:05:07	25995 S CARMEL HILLS DR		3
EMS call, excluding vehicle accident with injury	12/7/2023	231207-CFA01556	00:05:20	26525 FISHER DR		3
EMS call, excluding vehicle accident with injury	12/7/2023	231207-CFA01557	00:07:32	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/8/2023	231208-CFA01558	00:07:53	3850 RIO RD		3
EMS call, excluding vehicle accident with injury	12/11/2023	231211-CFA01567	00:06:37	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/11/2023	231211-CFA01570	00:05:36	26197 MESA PL		3
EMS call, excluding vehicle accident with injury	12/11/2023	231211-CFA01571	00:06:26	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/11/2023	231211-CFA01569	00:05:25	3746 THE BARNYARD		3
EMS call, excluding vehicle accident with injury	12/13/2023	231213-CFA01574	00:08:00	3757 RAYMOND WAY		3
EMS call, excluding vehicle accident with injury	12/13/2023	231213-CFA01575	00:09:25	26245 CARMEL RANCHO BLVD		2
EMS call, excluding vehicle accident with injury	12/13/2023	231213-CFA01577	00:06:16	575 VIEJO RD		3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01592	00:06:16	3553 TAYLOR RD		2
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01597	00:06:51	3560 EDGEFIELD PL		3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01598	00:06:47	3772 THE BARNYARD		3
EMS call, excluding vehicle accident with injury	12/19/2023	231219-CFA01600	00:05:26	26015 ATHERTON DR		2
EMS call, excluding vehicle accident with injury	12/20/2023	231220-CFA01602	00:05:03	25990 S CARMEL HILLS DR		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CYPRESS cont.						
EMS call, excluding vehicle accident with injury	12/20/2023	231220-CFA01604	00:05:48	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01606	00:04:43	26015 ATHERTON DR		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01608	00:04:54	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/21/2023	231221-CFA01609	00:05:07	24742 SAN CARLOS ST		3
EMS call, excluding vehicle accident with injury	12/23/2023	231223-CFA01614	00:06:55	25877 S CARMEL HILLS DR		3
EMS call, excluding vehicle accident with injury	12/23/2023	231223-CFA01617	00:04:37	HWY 1	CARPENTER ST	3
EMS call, excluding vehicle accident with injury	12/23/2023	231223-CFA01616	00:01:47	CARMEL RANCHO BLVD	RIO RD	3
EMS call, excluding vehicle accident with injury	12/24/2023	231224-CFA01619	00:08:09	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/25/2023	231225-CFA01624	00:04:32	3600 OLIVER RD		3
EMS call, excluding vehicle accident with injury	12/26/2023	231226-CFA01626	00:05:48	26217 ISABELLA AVE		3
EMS call, excluding vehicle accident with injury	12/26/2023	231226-CFA01627	00:05:10	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	12/29/2023	231229-CFA01632	00:09:22	120 HIGHLAND DR		3
Motor vehicle accident with no injuries.	12/18/2023	231218-CFA01595	00:03:24	HWY 1 / CARPENTER ST		3
37			0:05:44			
MID COAST						
Motor vehicle accident with injuries	12/2/2023	231202-CFA01531	00:16:57	HWY 1 / SOBERANES CREEK		3
1			0:16:57			
MONTEREY						
EMS call, excluding vehicle accident with injury	12/1/2023	231201-CFA01522	00:07:06	1575 SKYLINE DR		3
EMS call, excluding vehicle accident with injury	12/3/2023	231203-CFA01532	00:11:35	29 ENCINA AVE		3
EMS call, excluding vehicle accident with injury	12/6/2023	231206-CFA01548	00:10:50	331 DRY CREEK RD		3
EMS call, excluding vehicle accident with injury	12/7/2023	231207-CFA01553	00:08:04	3 WINDSOR RISE		3
EMS call, excluding vehicle accident with injury	12/13/2023	231213-CFA01578	00:13:02	426 BOWEN ST		2
EMS call, excluding vehicle accident with injury	12/30/2023	231230-CFA01634	00:07:12	200 IRIS CANYON RD		3
Motor vehicle/pedestrian accident (MV Ped)	12/1/2023	231201-CFA01526	00:01:29	570 PACIFIC ST		3
7			0:08:28			
PACIFIC GROVE						
EMS call, excluding vehicle accident with injury	12/4/2023	231204-CFA01536	00:06:53	651 SINEX AVE		3
EMS call, excluding vehicle accident with injury	12/12/2023	231212-CFA01572	00:12:37	412 7TH ST		3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01590	00:10:19	551 GIBSON AVE		3
3			0:09:56			
PEBBLE BEACH						
EMS call, excluding vehicle accident with injury	12/15/2023	231215-CFA01583	00:10:32	3059 LARKIN RD		3
EMS call, excluding vehicle accident with injury	12/18/2023	231218-CFA01596	00:08:59	1151 SOMBRIA LN		2
EMS call, excluding vehicle accident with injury	12/24/2023	231224-CFA01621	00:10:45	1518 CYPRESS DR		3
EMS call, excluding vehicle accident with injury	12/30/2023	231230-CFA01636	00:11:43	3217 SEVENTEEN MILE DR		3
4			0:10:30			
SEASIDE						
EMS call, excluding vehicle accident with injury	12/24/2023	231224-CFA01620	00:12:43	1599 KIMBALL AVE		3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
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SEASIDE cont.

Motor vehicle accident with injuries	12/4/2023	231204-CFA01535	00:11:25	ECHO AVE / FREMONT BLVD		3
		2	0:12:04			

Code 2 Calls	5
Code 3 Calls	54
Total # of Incidents	59
Total Average Response Time	0:10:58



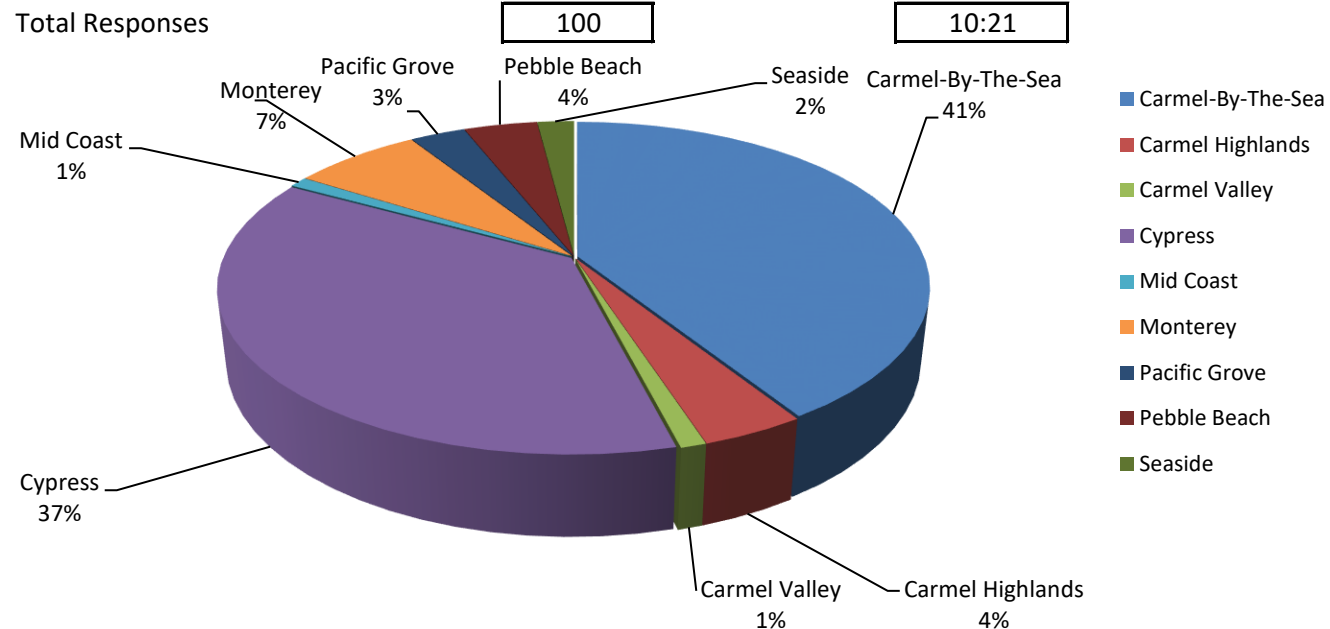
CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

DECEMBER 2023

Response Summary Report by District Type



District Response	Number	Average Response Time
Carmel-By-The-Sea	41	3:45
Carmel Highlands	4	13:04
Carmel Valley	1	45:37
Cypress	37	5:44
Mid Coast	1	16:57
Monterey	7	8:28
Pacific Grove	3	9:56
Pebble Beach	4	10:30
Seaside	2	12:04



Total Code 3 Calls:	36
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	86%

City Clerk PRA Request Log

December 2023

Request Number	Date Requested	10-day Response Date	Records Requested	Requestor Name	Date Completed	Notes
2023-117	12/6/2023	12/18/2023	bid tabulation and contract award information regarding the Bids for Sunset Center and Harrison Memorial Library Painting Project	North America Procurement Council, Inc. PBC	12/6/2023	records sent
2023-118	12/7/2023	12/18/2023	<p>Carmel employee compensation report for 2022, including:</p> <p>Employee Name</p> <p>Position/Job Title</p> <p>Total gross wages Annual Salary for 2022</p> <p>Total Regular Pay</p> <p>Overtime Pay</p> <p>Other Pay (any additional forms of pay that are not reported in Regular Pay)</p> <p>Retirement Contribution Costs - All forms of employer-paid retirement contributions, deferred compensation, etc., including Unaccrued Actuarial Liability if applicable. Please split out per the standard State Controller's Office categories.</p> <p>Healthcare Contribution Costs - All forms of employer-paid health and welfare benefits, such as health, dental and vision insurance benefits.</p>	Researcher, Transparent California	12/18/2023	records sent

Police Record Request Log
December 2023

Request No.	Request Date	10-Day Due Date	Requestor	Info Requested	Status
2023-0001	11/30/2023AP	12/10/2023AP	Sheri Lynn Bacon	CQ2300536	denied, letter mailed
2023-0002	11/30/2023AP	12/10/2023AP	Patricia Garcia - Dept. Social Service	CG1800675	completed
2023-0003	12/5/23 mw	12/15/2023	Kathryn Harrison	CC2300447	completed
2023-0004	12/05/23 mw	12/15/2023	Gian Pepe Little Napoli	CG2300529	completed
2023-0005	12/13/23 da	12/23/2023	Lane Nonnenberg	CA2300555	completed
2023-0006	12/14/2023	12/24/2023 DA	Lexis Nexis	CC2300444	completed
2023-0007	12/13 DA	12/23/2023	Jesus Herrera	CA2300555	completed
2023-0008	12/17/23 mw	12/27/2023	Jessica Seagraves	CG2300227	completed
2023-0009	12/18/2023 AI	12/28/2023	Jessica Anguiano MoCo ACO	CG2300446	completed
2023-0010	12/20/23 DA	12/30/2023	Metropolitan Reporting Bureau	CA2300055	completed
2023-0011	12/21/23 DA	12/31/2023	Lexis Nexis	CC2300444	completed
2023-0012			Joanna Pfeister	CG0700581	completed



CITY OF CARMEL-BY-THE-SEA

Public Works Department

December 2023 Monthly Report

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

City Council Special Meeting of December 4, 2023

- Adopted Ordinance 2023-007, amending Title 17, Zoning, by repealing and replacing Chapter 17.42, Stormwater Quality and Utility, and Chapter 17.43, Water Quality Protection. This completes one of Council's top 16 Strategic Priorities.

City Council Meeting of December 5, 2023

- Postponed a presentation regarding guidelines and introduction of a new Beach Cleanup Policy.
- The Public Works Director presented findings of the 2023 Storm Drain Master Plan Update report, and identified top priority drainage capacity and repair projects to focus on over the next few years.
- Approved a request by Monterey Salinas Transit and recommendations by the Traffic Safety Committee to eliminate two parking spaces each at bus stop locations at Junipero Street and Fourth Avenue, and at San Carlos Street at Tenth Avenue, to improve safety.

Forest and Beach Commission Meeting of December 14, 2023

- Announcements included:
 - Thanked JC Meyers and volleyball colleagues for a \$1,200 donation which was used to rent a skid-steer to level off sand around the volleyball courts and to push sand up the bluff west of the Del Mar parking lot.
 - Local realtor Jenn Menke is providing part-time, temporary support for the Forestry Division during paternity leave of the Administrative Analyst.
 - Save the Date – On Saturday, April 20, 2024, we will celebrate annual Arbor Day, the second Earth Day, and Community Day in a consolidated event in Devendorf Park.
- Due to the absence of the City Forester, postponed a Public Hearing regarding pruning of two, City-owned, coast live oak trees, located at the northwest corner of Lincoln Street and Santa Lucia Avenue, to the January 2024 meeting.
- Introduced the raw data compiling the 358 responses received from the Community Survey for the upcoming Urban Forest Master Plan (UFMP). Discussion with the Commission and Steering Committee was held to consider interpreting and prioritizing the significant data received, and how the data will be incorporated into the UFMP.
- Reviewed the revised Rules of Procedure for the Forest and Beach Commission which included changes requested by the Commission at the November meeting, as well as prior and additional recommendations by staff. Approved the Rules with just two final edits remaining.
- Adopted the meeting dates for 2024. As per the revised Rules of Procedure, meetings will begin at 2:30 p m, rather than 3:30 pm, with tours of inspection preceding the meetings.
- The Director presented the Forester's and Public Works Department Reports for November 2023.

Administration

- Developed a list of the top 16 Public Works Highlights for 2023. Key accomplishments included: hiring Project Manager Javier Hernandez, Environmental Programs Manager Mary Bilse, and City Forester Justin Ono, acquiring the electric street sweeper, supporting Leadership Carmel's legacy nature play project at Forest Hill Park, completing the tree inventory and technical reports for the Urban Forest Master Plan, initiating stump grinding in house, and remodeling the Police Dispatch Room.
- As a unique team building project, the entire Public Works Department reconstructed the wooden footbridge at the Eleventh Avenue entrance into the Mission Trail Nature Preserve (MTNP). The muddy entrance road and entry gate were also reconstructed.
- Notified Council of the extraordinarily onerous requirements to administer the \$150,000 CalFire reimbursement grant which was awarded for the UFMP project. Will reach out to State Senator Laird for assistance.
- Compiled preliminary requests for Mid-Year Budget adjustments.

Carmel Cares and Other Volunteer Groups

- Carmel Cares stained the wood benches in the Forest Theater.
- Submitted a list of donations of labor and materials for acceptance by the City Council at the February 2024 meeting.
- "Median Minders" volunteers continued to improve medians across the Village.
- "Downtown Detail" volunteers cleaned and improved the downtown area.
- The Friends of Mission Trails Nature Preserve upgraded the Martin Road entrance into the Preserve by adding wood chips to the trailhead and landing, and clearing the trailhead. They also regraded the Doolittle Trail to repair an uneven switchback, trimmed and shaped Cypress trees, and removed a stump near the Lester Rowntree Native Plant Garden. The project cost was split evenly between the Friends and the City at \$4,500 each.

Environmental Programs

- For the Coastal Engineering Study, provided additional information to the California Coastal Commission associated with finalizing the Agreement for a \$500,000 Local Coastal Programs Grant.
- Met with the Friends of MTNP to coordinate new entry maps displays, placement of additional clean up after your pet signs, and to plan for a new Laiolo footbridge and trail realignment.
- Prepared a staff report for the Forest and Beach Commission meeting in January for their consideration and approval of a new, three-rail, post and rail cedar fence along Ocean and San Antonio Avenues along the borders of the North Dunes Habitat site.
- Prepared and submitted the annual Hazardous Materials Report for the Corporation Yard to Monterey County Department of Environmental Health.
- Authorized a \$6,000 task order to on-call environmental consultant, Denise Duffy & Associates, to process CEQA Notices of Exemptions for two of the four storm drainage improvement projects currently in final design.
- Completed a two-year Professional Services Agreement (PSA) with Applied Marine Science to continue to provide water quality testing and reporting.
- Started to coordinate with vendors for the second annual Earth Day, to be held in conjunction with Arbor Day and Community Day, in April 2024.
- Purchased an electric bicycle to reduce our carbon footprint.

Facility Maintenance

- Met with janitorial services contractor, PureServe, to evaluate performance and develop mutually-beneficial process improvements for both PureServe and City staff.
- For the Sunset Center Carpenter Hall Heater System Replacement, investigated the possibility of repairing, rather than replacing, the heating system, and determining the life span of a refurbished system versus installing a new system.
- Purchased a new refrigerator for the Carmel Fire Station and removed the old refrigerator. Also repaired the ice maker in a second refrigerator.
- Contractor repaired the steel fire doors between the Public Works Garage and basement offices.

- Ordered new steel doors to replace deteriorated doors at the Devendorf and First Murphy Park restrooms.
- Checked sumps during storms, and coordinated with a hydro-jet vendor to clear clogged drains.
- Replaced a backflow device at Vista Lobos Park.
- Removed critters that got under City Hall.

Project Management for the Capital Improvement Program

4 Leaf Projects:

- For the Police Building Renovation Project, met with Council Ad Hoc Committee on December 6th and 20th to discuss preliminary alternatives. Preliminary alternatives include building a new Police Station on a new site, such as Vista Lobos, and renovating the existing Police-Public Works building for greatest and best use, including, potentially, mixed use with affordable housing and/or with other City departments. The building condition assessment, Police needs space program, and these preliminary alternatives will be presented at a Council Study Session on January 8th.

Ausonio, Inc. Projects:

- For the Sunset Center North Wing and Harrison Memorial Library Exterior/Interior Painting Project, five bids were received at the December 5th. Bid Opening, but only one bid, submitted by Color New Co. was responsive. Prepared staff report and resolution for Council to award the bid, with a contingency, of \$392,150 at their January 9, 2024 meeting.
- For the Sunset Center Portico Design Project, Amendment No. 2 to the PSA was prepared with 10 Over Studio to develop two portico concept designs, including structural connections, lighting concepts, and a demolition plan for a fixed fee of \$29,500. Prepared staff report and resolution for Council to approve the Amendment at their January 9, 2024 meeting.
- Bidding documents were approved, and the Park Branch Library Dumbwaiter Decommissioning project was advertised for bids. A pre-bid meeting was held with three contractors, and an Addendum was issued. Bids will be opened on January 11th.
- For the Sunset Center Retaining Walls Repair Project and San Antonio Walkway Repair Project, Second to Fourth Avenues, negotiations were completed, and a PSA with ZFA Structural Engineers is being finalized for structural engineering and construction support services.

Wallace Group Projects:

- For the FY 2022/23 Concrete Streets Repair Project, Wallace Group provided review comments on the 95% complete design plans, technical specifications, and cost estimates prepared by BKF Engineers. Final design documents are anticipated by late February, although bidding may be delayed until additional funding is available.
- For the FY 2023/24 City-wide Paving Project, Wallace began design work as field surveying was completed and utility maps were collected.

Additional Capital Projects:

- For the \$1.14M, FY 2021/22 City-wide Paving Project, contractor Monterey Peninsula Engineering submitted technical submittals that were reviewed and approved by staff. Also met with MPE to discuss traffic control concerns and development of the construction schedule. Street improvements and paving along Junipero and Santa Fe Streets to begin in January.
- For the MTNP 3 Drainage Project, the design plans, specifications, and bidding contract documents were finalized. Advertising for construction bids is anticipated by mid-January.
- For the Electrical Panels Projects, Advanced Design Consultants (ADC) submitted final technical reports for the City Hall, Fire Station, and Vista Lobos buildings and electric panel in the Ocean Avenue median near Junipero Street. All four panels provide adequate capacity. The panels at City Hall and Fire Station require remedial repairs, but the panels for the Vista Lobos building and Ocean Avenue median warrant complete reconstruction.
- For the PG&E Rule 20A underground utility program, met with the Ad Hoc Committee on December 13th to plan for a site visit at the two proposed underground project locations – Del Mar parking lot and

along the MTNP Willow Trail which feeds homes along Ridgewood Road. Will also meet with owners of these properties to gauge interest in an undergrounding project.

- Met with Wave Broadband to discuss their concerns with Council's request to install their fiber optic lines underground. Wave requested to present their findings at the February Council meeting.

Street Maintenance

- Provided staffing, barricades, signage, and clean up for the Tree and Menorah Lighting event held at Devendorf Park and along Ocean Avenue on December 1st.
- During and following several storm events throughout December, cleared out storm drains, picked up fallen branches, and filled in potholes. We recorded 2.26 inches of rain over the last week of December. No flooding nor significant erosion problems were reported.
- However, strong waves pounded the shoreline for several days following the Christmas holiday. In concert with the Monterey County emergency operations and the City's Police Department, all beach access stairs were temporarily closed.
- The waves also heavily damaged beach access stairs at Tenth Avenue, Twelfth Avenue, and at Martin Way. Damage included broken handrails and wooden railings, missing treads, drop offs at the bottoms, etc. These stairs will be closed until further notice.
- The beach access equipment ramp between Eighth and Ninth Avenues was washed out in the storms last March. The sand was coming back since then, although not enough to re-establish the ramp. Unfortunately, the strong waves in late December again washed out the sand leaving a 14-foot drop off. Caution tape and delineators are in place.
- Installed ten dual trash/recycling, ribbon-style containers to replace deteriorated, trash-only squirrel cans.
- Rented a skid-steer to level off the sand around the volleyball courts on pushed sand up the bluff west of the Del Mar parking lot.
- Performed the Annual Sidewalk Survey, noting all sidewalk areas needing repairs.
- At two MST bus stops, eliminated two parking spaces each at Junipero Street and Fourth Avenue, and on San Carlos Street and Tenth Avenue, as approved by the City Council. Painted the curbs red at these locations.
- Sold the Go-4 parking vehicle at public auction for \$1,950.
- Performed smog checks for many City vehicles.

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

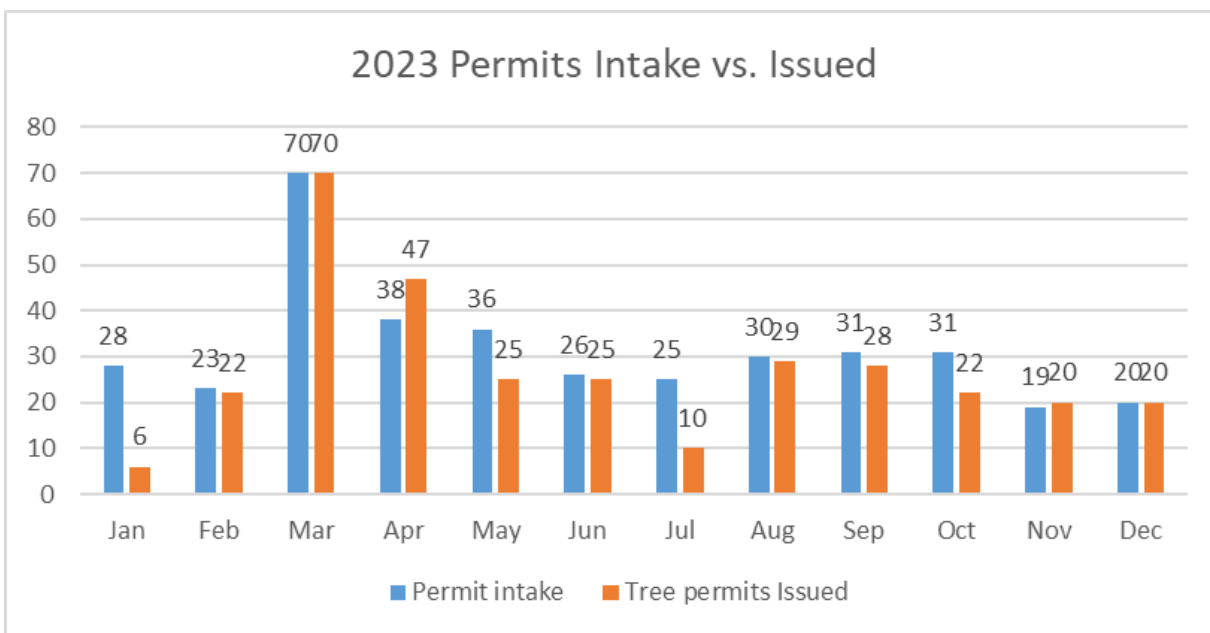
- As shown in the following table, compared to 2022, last year, 2023, resulted in a significant increase in the number of City tree removals, permit applications received and processed, and private trees removed and replanted. We also began to track the number of City stumps removed and the number of communications (calls, visitors, emails) received as well as resolved. 2023 was also notable for the significant winter storms and tree damage in January and March, and a change in the City Forester.

Forestry Metric	2023	2022
City trees removed	261	135
City stumps removed	59	N/A
City trees pruned	287	675
City trees planted	57	45
Tree permit applications received	376	180
Tree permits applications resolved	336	155
Private trees removed	340	149
Private trees required to be replanted	236	85
Private trees replanting percentage	68.8%	57.1%
Number of communications tickets received	2,161	N/A
Number of communications tickets resolved	2,120 (98%)	934 (6 months)

- Forestry goals for 2024 include: completing the Urban Forest Master Plan, including public outreach, significantly reducing the backlog of stump removals, implementing a more robust tree planting program, continuing to streamline contracting task orders for tree and landscaping services, and expanding on professional training of forestry staff to include getting another certified arborist on staff.
- Status of Davey Resource Group (DRG) development of the Urban Forest Master Plan (UFMP):
 - The draft results of the Community Survey (358 respondents) were presented to the Forest and Beach Commission in December.
 - DRG is finalizing the last few technical reports.
 - The first draft of the UFMP was expected in December, but is now anticipated for January. Following review by staff, the draft UFMP will be presented to the Forest and Beach Commission and the Steering Committee.
- A \$20,000 task order was issued to West Coast Arborists to remove a portion of the large pile of tree logs that accumulated in the Rio Park material storage site. Apparently, some of the logs were illegally dumped off the side of Irish Canyon Road in the City of Monterey. The Monterey City Forester contacted us, and we traced the logs to this task order. The Contractor promptly resolved the matter.
- As requested by the Traffic Safety Committee, the overgrowth of vegetation at the northwest and southwest corners of Santa Rita Street and Fourth Avenue were pruned to improve driver visibility.
- Landscape maintenance work across the City continues to be fully engaged by contractor Town & Country.

Permit Information

2023 Permitted removals, pruning, and required planting											
	Tree permits received	Tree permits Issued	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	28	6	0	10	3	7	5	1	0	2	6
February	23	22	1	24	15	9	15	10	0	0	25
March	70	70	21	71	47	24	32	14	1	7	46
April	38	47	16	53	49	4	32	3	2	2	35
May	36	25	9	26	20	6	18	4	4	7	22
June	26	25	14	26	17	9	16	6	0	4	22
July	25	10	7	7	5	2	3	2	0	2	5
August	30	29	5	24	12	20	8	12	2	6	20
September	31	28	6	22	14	9	12	8	0	7	20
October	30	22	1	18	15	22	13	10	0	2	23
November	19	20	7	12	7	10	5	0	0	8	5
December	20	13	6	7	11	3	5	2	0	0	7
2023 Totals	376	317	93	300	215	125	164	72	9	47	236

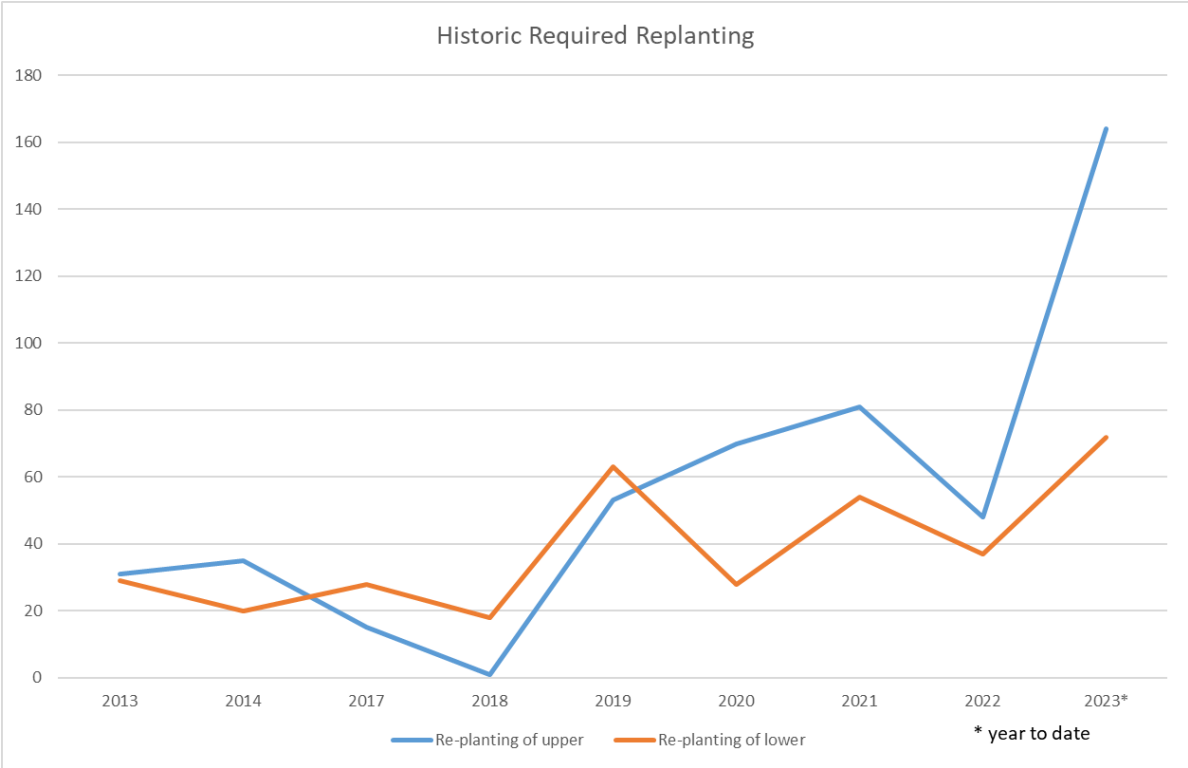


Historic permitted removals and required planting

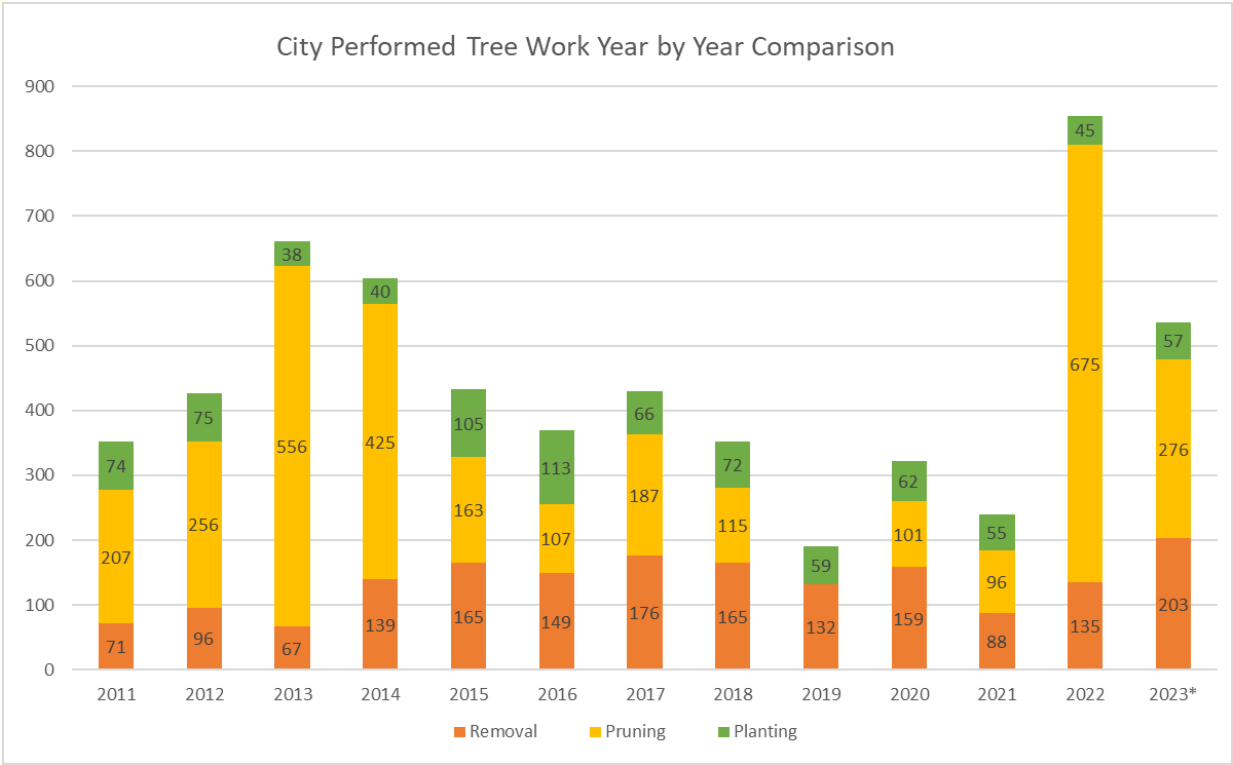
	Re-planting of upper	Re-planting of lower
2013	31	29
2014	35	20
2017	15	28
2018	1	18
2019	53	63
2020	70	28
2021	81	54
2022	48	37
2023*	164	72

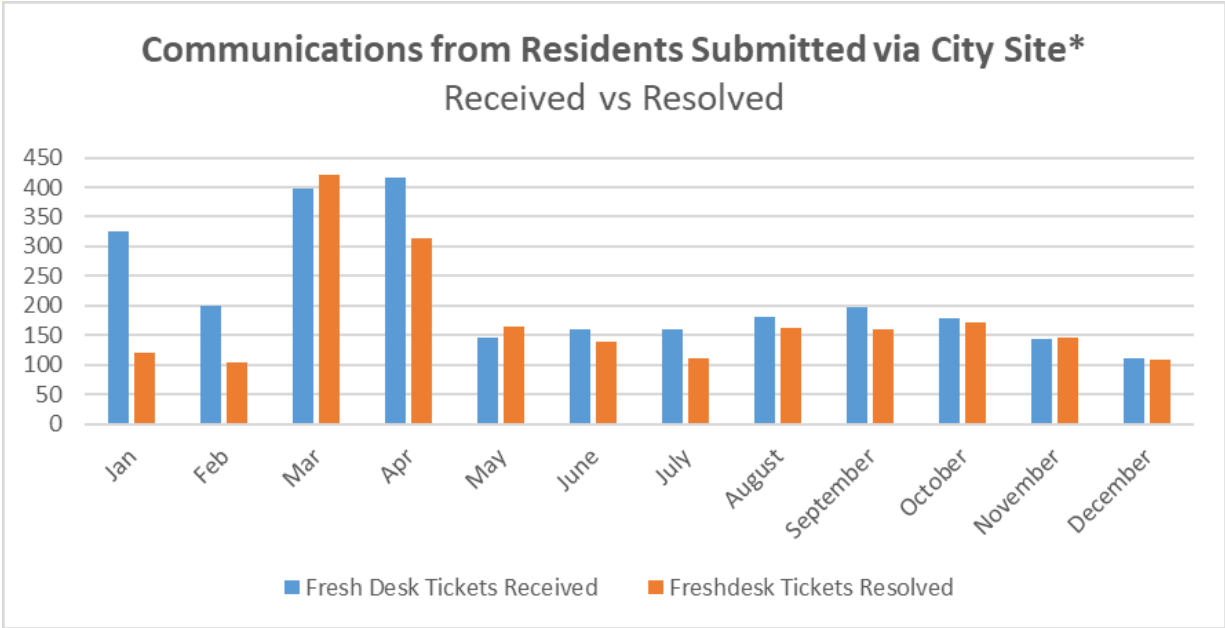
Historic permitted removals and required planting

Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336



City Forestry, Parks, and Beach Activities





*Numbers only represent correspondences received via the City’s website and do not include live calls, coicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: January 2024 Monthly Reports

RECOMMENDATION:

Review and receive monthly reports.

BACKGROUND/SUMMARY:

This is a monthly series of reports:

- City Administrator Contract Log
- Community Planning and Building Department Reports
- Police, Fire, and Ambulance Reports
- Public Records Act Requests
- Public Works Department Reports

FISCAL IMPACT:

N/A

PRIOR CITY COUNCIL ACTION:

N/A

ATTACHMENTS:

- Attachment 1) City Administrator Contract Log
- Attachment 2) Community Planning and Building Department Reports
- Attachment 3) Police, Fire, and Ambulance Reports
- Attachment 4) Public Records Act Requests
- Attachment 5) Public Works Department Reports

City Administrator Contract Log
FY 2023-24
JANUARY 2024

Date entered Into	Contractor	Contract Amount	Purpose
1/25/2024	ELEVATOR SERVICE CO.	\$8,838.00	Decommissioning the the dumbwaiter in the Harrison Memorial Library Park Branch.
1/31/2024	ZFA STRUCTURAL ENGINEERS	\$55,500.00	Structural engineering services for San Antonio Walkway Repairs, Sunset Center retaining wall repairs, and on-call as needed



CITY OF CARMEL-BY-THE-SEA Monthly Report

Community Planning and Building Department

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Leah Young, Administrative Coordinator
SUBMITTED ON:	February 1, 2024
APPROVED BY:	Brandon Swanson, Director of Community Planning and Building

JANUARY 2024 – DEPARTMENT ACTIVITY REPORT

I. PLANNING PERMIT APPLICATIONS:

In January 2024, **33** planning permit applications were received.

II. BUSINESS LICENSE APPLICATIONS:

In January 2024, **9** business license applications were received.

III. BUILDING PERMIT APPLICATIONS:

In January 2024, **45** building permit applications were received.

IV. CODE COMPLIANCE CASES:

In January 2024, **33** new code compliance cases were created.

V. TRANSIENT RENTAL COMPLIANCE CASES:

In January 2024, **6** new transient rental compliance cases were created.

VI. ENCROACHMENT PERMIT APPLICATIONS:

In January 2024, **21** encroachment permit applications were received.

VII. TREE PERMIT APPLICATIONS:

In January 2024, **26** tree permit applications were received.

Table 1 includes the following January 2024 totals:

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

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

Table 1
Permit Application Totals and YTD Percentage Changes

	PLANNING	BUSINESS LICENSES	BUILDING	CODE COMPLIANCE	TRANSIENT RENTAL COMPLIANCE	ENCROACH- MENTS	TREE REMOVAL & PRUNING
2023 YTD Totals	25	10	59	28	7	17	28
2024 YTD Totals	33	9	45	33	6	21	26
YTD % Difference	+ 32.00%	- 10.00%	- 23.73%	+ 17.86%	- 14.29%	+ 23.53%	- 7.14%



Planning Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Type	Project Description	Address/ Location	Date Received	Date Approved	Status
24033	Temporary Use Permit	Installation of a 1,500sf outdoors tent to cover patio from Feb 1, 2024 - Feb 15, 2024. CONDITIONS: Lighting to be provided through string lights. Seating shall limited to a total of 38 seats. No music, live or broadcast, allowed. Operating hours shall align with the restaurant of 5-10pm.	SE Corner of Dolores & 7th	1/31/2024	1/31/2024	In Review
24032	Landscape Plan Check/Inspection	EXISTING BLDG PERMIT-REV FOR LANDSCAPE STEPS AND PLANTINGS	MISSION STREET 3SW OF 13TH	2/2/2024		In Review
24031	Design Study	REMODEL OF EXISTING SINGLE FAMILY RESIDENCE CONSISTING OF ADDITION TO SECOND SOTRY OF RESIDENCE RESULTING IN ADDITIONAL 46 SQ FT	SE Corner of Perry Newberry & 5th	2/2/2024		In Review
24030	Sign	Replacement of three hotel signs and associated lighting with three new hotel signs and associated lighting in the same locations.	NE Corner of San Carlos & 5th	1/30/2024		In Review
24029	Sign	New exterior sign for LA Golf	Mission 3 NW 6th Ave	12/19/2023		In Review
24028	Authorized Work	Repair existing front entry pathway.	SWC Carmelo & 12th Ave	10/27/2023	1/29/2024	Approved
24027	Design Study	REMODEL OF AN (E) DETACHED GARAGE. INCREASE WALL & PLATE HEIGHTS FROM 6' TO 8'. INCREASE ROOF PITCH FROM 2.5:12 TO 4:12 SLOPE. REPLACE (E) WOOD CARRIAGE DOOR IN FRONT OF GARAGE WITH NEW. REPLACE (E) BACK DOOR WITH NEW. REPLACE 2 (E) WOOD WINDOWS WITH NEW ALUM. CLAD WINDOWS. REPLACE (E) WOOD SHAKE ROOF WITH NEW TO MATCH. NOTE - SOME OF THESE CHANGES WERE ALREADY APPROVED AS PART OF DS 23-292.	Santa Fe 3 SE of Ocean	2/2/2024		In Review

24026	Design Study	Comprehensive landscaping project including work in the right of wayu.	NE Corner of Lobos & 1st	2/2/2024	Attachment 2	In Review
24025	Design Study	Install new driveway with driveway leg connecting to residence front porch entry. All material to be sand-laid Cal Stone permeable quarry pavers.	4910 Monterey St	1/26/2024		In Review
24024	Design Study	Residential interior and exterior remodel	Santa Fe 7 SW of 8th	2/1/2024		In Review
24023	Design Study	Apply Tyver house wrap over existing rough sawn siding (T-111). Apply James Hardie primed fiber cement lap siding, paint to match existing. Both sides of house approximately 24'x11'.	Dolores 3 SW of 3rd	2/2/2024		In Review
24022	Use Permit	Retail sale of apparel/clothing, accessories and furniture. Ancillary use exceeding 10%.	5415 Tamiami Trail N	2/1/2024		In Review
24021	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping.	Mission St 4 NE of 1st Ave	2/2/2024		In Review
24020	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping. The proposal includes a lot line adjustment to create a 50' x 100' property.	Mission St 3 NE of 1st Ave	2/2/2024		In Review
24019	Preliminary Site Assessment	Preliminary Site Assessment for one of three contiguous properties. The existing structure(s) are proposed for demolition and a new two-story, single family dwelling is proposed for each property along with new Landscaping.	Mission St 2 NE of 1st Ave	2/2/2024		In Review
24018	Design Study	Replacement of Driveway and front Path materials	Crespi 2 SW, Carmel-by-the-Sea	1/25/2024		In Review

24017	Design Study	ASSOCIATED PSA 23-296. Design and refinement for previously approved project.	Carmelo Street, 3 SE of 4th, Carmel CA 93921	1/18/2024	Attachment 2	In Review
24016	Sign	NEW SIGN: Jade Allen Boutique	San Carlos between Ocean & 7th, Unit #1	1/16/2024		In Review
24015	Design Study	ASSOCIATED PLANNING PERMITS: DS 22-238 & DS 23-194. Please see attached 'Revisions to Planning Approval' Scope of Work	Fraser Way 2 NE of Camino Real	1/22/2024		In Review
24014	Design Study	EXTEND FIRST FLOOR OF AN EXISTING SINGLE FAMILY RESIDENCE. CONVERT EXISTING GARAGE TO A NEW MASTER BEDROOM WITH EN SUITE MASTER BATHROOM. MODIFY INTERIOR OF RESIDENCE TO INCLUDE NEW POWDER AND LAUNDRY ROOM. REPLACE EXISTING LIGHTING, PLUMBING FIXTURES, AND CABINETS WHERE SHOWN. REPLACE DOORS AND WINDOWS AS NOTED. MATCH EXISTING EXTERIOR COLORS AND MATERIALS.	San Carlos Street 3 SW of Vista Avenue	1/16/2024		In Review
24013	Design Study	Remove and replacement of damaged exterior cedar siding on front and rear portions of the house. (See accompanying photographs for the areas of the house that have been damaged by woodpeckers and rats). Replacement in like for like materials is planned. Exterior will be washed and treated for wood preservation and stained to create an integrated appearance following replacement.	Lopez Avenue 4 NW of 4th	1/16/2024		In Review

24012	Design Study	<p>This approval of Design Study (DS 24012 (Smittcamp Property Investments, LLC)) authorizes amendments to existing Design Study Approvals (DS 23-275) for alterations to an existing single-family residence located on Casanova 2 SW of 2nd in the Single Family Residential (R-1) District with an active building permit (BP 22-471). The modifications approved under this Design Study include:</p> <p>1. Amendments to the approved roofing material to allow for a Presidential TL "Autumn Blend" composition shingle roof.</p> <p>Alterations not expressly listed in this authorization are not permitted. The project shall be consistent with the plans application materials dated approved by Community Planning & Building Department on January 26, 2024, unless modified by the conditions of approval contained herein.</p>	Casanova 2 SW of 2nd	1/22/2024	1/26/2024	Approved
24011	Design Study	<p>This approval of Design Study application DS 24-011 (Mission Street Office, LLC) authorizes the replacement and minor relocation of an existing rear yard fence at the historic Mills House located at 25987 Mission Street in the Single-Family Residential (R-1) District as depicted in the plans and documents submitted by Liz Dini, Realtor stamped approved and on file in the Community Planning & Building Department unless modified by the conditions of approval.</p>	25987 Mission Street	10/17/2023	1/19/2024	Approved
24010	Design Study	<p>Home -remodel including new electrical, plumbing, heating, interior and exterior finishes along with new doors, windows, roof, and gutters. The project proposes to add 85 square feet to the existing kitchen area and entry.</p>	Casanova 5 southwest of 9th	1/9/2024		In Review

24009	Design Study	Fence and retaining wall. See attached proposal.	6th Avenue 2 SW of Carpenter	1/9/2024	Attachment 2	In Review
24008	Design Study	PARTIAL INTERIOR REMODEL. REMOVAL AND CONSTRUCTION OF INTERIOR PARTITION WALLS AS NOTED. RELOCATE STAIRWAY, KITCHEN, AND MASTER BATH. NEW INTERIOR FINISHES INCLUDING PLUMBING FIXTURES, MILLWORK, TILE, AND COUNTERTOPS. MINOR STRUCTURAL MODIFICATIONS ARE PROPOSED. THERE WILL BE NO MODIFICATIONS TO THE BUILDING FOOTPRINT OR SITE COVERAGE. EXTERIOR - RELOCATE WINDOW, ADD (2) WINDOWS, AND ENLARGE DOOR TO REAR PATIO.	Casanova 4 SE of 7th	1/15/2024		In Review
24007	Authorized Work	Replace existing gravel stairs in rear yard with semi-permeable wood decking. No increase in site coverage.	Casanova 7 NW Ocean	1/12/2024	1/12/2024	Approved
24006	Lot Merger	Lot merger per conditional approval of DS-23-201, dated 12/15/23.	Lincoln 4 NW Santa Lucia	1/11/2024		In Review
24005	Landscape Plan Check/Inspection	Landscaping for damage where tree removed & upgrades for garden with no sprinklers.	NE Corner of 8th & Lincoln	1/10/2024		In Review
24004	Historic Evaluation	HISTORIC EVALUATION. Proposed Project: Enclose both ends of existing carport with new framing and doors for enclosed garage. Pour stem wall for framing.	Corner of Flanders and Crespi Way	1/9/2024		In Review
24003	Sign	NEW SIGN - JENNI KAYNE: Install one (1) non-illuminated wall letter set.	Ocean & Mission, Carmel Plaza, Suite 225B	1/8/2024		In Review
24002	Historic Evaluation	Historical Re-Determination	SW Corner of Monte Verde and 7th	1/5/2024		In Review
24001	Design Review	Owner proposes a tenant improvement to Unit #216 of the Carmel Plaza Building. This will convert a currently unoccupied, 1,100 SQ FT unit to a 1,097 SQ FT spa facility. To be operated as "Signature Day Spa."	Ocean Avenue and Mission Street	1/2/2024		In Review

					Attachment 2	
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Total Records: 33

2/9/2024



Business License Report

01/01/2024 - 01/31/2024

Entity #	Application Type	Business Name	Business Description	Location	Date Received	Date Approved	Status
24009	Location Change	Joaquin Turner Gallery	Art Gallery	Dolores 4 NW of 6th	2/1/2024		In Review
24008	New Business	Il Tegamino	Full service restaurant	SE Corner of Ocean & Monte Verde	1/30/2024		In Review
24007	New Business	Gallery MAR Carmel North	Multi-artist art gallery	Dolores 6 NE of 6th	2/1/2024		In Review
24006	Ownership Change	Starchild	Retail - kids	Ocean 2 SE of Mission	1/24/2024		In Review
24005	New Business	Nicole Cromwell Art	Art Gallery	Dolores between 5th & 6th	1/16/2024		In Review
24004	New Business	Shade Natural Medicine	Naturopathic Doctor's Office	NE Corner of Ocean and San Carlos	2/5/2024		In Review
24003	Location Change	Kathy Sharpe Studio and Gallery	Studio-Gallery teaching venue	Mission & 7th	1/11/2024	1/22/2024	Approved
24002	Ownership Change	Esperanza Carmel Commercial, LLC	Retail; Two (2) one-bedroom apartments, plus storage	SW Ocean & Lincoln	1/3/2024		In Review
24001	New Business	Angelina Carmel	Clothing and Accessories	Ocean Avenue 2 NE of Dolores	1/2/2024	1/22/2024	Approved

Total Records: 9**2/9/2024**



Building Permit Report

01/01/2024 - 01/31/2024

Permit #	Date Submitted	Date Approved	Project Description	Valuation	Permit Type	Property Location
240045	1/31/2024		Install a new exterior wood ramp approximately 41' long, including landing.	5,300	Building	Carpenter 4 NW of 6th
240044	1/31/2024		Interior remodel of a kitchen, office, and bathroom. New gas line stub for future firepit in the patio.	9,500	Building	Lincoln 3 SE of 11th
240043	1/31/2024	2/1/2024	Installation of 1,500 outdoors tent to cover patio from Feb 1, 2024 - Feb 15, 2024.	4,000	Building	SE Corner of Dolores & 7th
240042	1/31/2024		Interior remodeling and relandscaping of historic house,	2,000,000	Building	Lincoln 4 NW of Santa Lucia
240041	1/31/2024		Re-roof with Class A Fire Rating #1 Cedar Shingle	49,704	Roofing	SE Corner of Guadalupe & 7th
240040	1/31/2024	1/31/2024	Replacement of water heater.	4,000	Plumbing	Scenic 2 SE of 10th
240039	1/30/2024	2/1/2024	Change Furnance to Heat Pump	22,600	Mechanical	Lincoln 3 SE of 11th
240038	1/29/2024		Install new stormwater drainage system.	15,000	Building	Lobos 5 SE of 2nd
240037	1/26/2024	1/30/2024	Removal of collapsing fence and construction of a new fence. Fence to be 6' tall with 1' of trellis on top and run for 100' along the south property line.	0	Exempt Work	Camino Real 5 SE of 9th
240036	1/26/2024		Addition of PV panels and micro-inverters to existing PV system (qty 7 each).	9,702	Electrical	Santa Rita 4 NW of 4th
240035	1/24/2024	1/26/2024	Removal of two toilets, a shower, two sinks, one tub, remove drop ceiling in bedroom hallway and one bathroom, remove top decking on deck built behind the house to the west.	2,000	Building	NW Corner of Casanova & 12th

240034	1/24/2024		Master Bath Renovation	40,000	Building	Attachment 2 NE Corner of Guadalupe & 6th
240033	1/24/2024	1/25/2024	Construction of a new 4' tall grapestick fence with a gate in the front yard.	0	Exempt Work	Torres 5 NE of 8th
240032	1/22/2024		Re-build 153sf 2nd floor room including roof structure. New cabinets and flooring in 153sf 1st floor kitchen remodel. Replace all windows in kitchen with wood window to match existing structure.	100,000	Building	San Carlos 3 SW of 1st
240031			Driveway & Front Path replacements	0	Building	Crespi 2 SW, Carmel- by- the- Sea
240030	1/18/2024	1/22/2024	Replace (e) 1.28 gpf toilet with a new .8 gpf toilet in Unit #2.	0	Exempt Work	SE Corner of Monte Verde & Ocean
240029	1/17/2024		Replace 40' of existing storm drain line with new PVC line.	7,600	Plumbing	NE Corner of Ocean & Dolores
240028	1/16/2024		Addition of a new 200 sf detached one car garage.	0	Building	Monte Verde 3 NW of 11th
240027	1/17/2024		Remodel Of A Two-Story, Existing Single-Family Residence Including adding Two True- Divided Light, Wood Windows To Match Existing on The West Elevation at The Kitchen. The Exterior Siding, Trim, And Fascia To Be Patched And Matched To Existing As Required. The Project Also Includes the Interior Remodel of the Kitchen And Dining Room and new lighting in the Kitchen, Dining Room and Living Room. The Project, except for the adding of the two windows on the West Elevation, will be Interior Work ONLY. No Additions to Floor Area and No Changes to Exterior Site Coverage.	40,000	Building	SW Corner of North Camino Real and 2nd

240026	1/16/2024		Demolition of existing house and construction of a new 1592 SF 2-story house with 200 SF parking pad.	716,400	Building	Attachment 2 Torres 4 SE of 4th
240025	1/16/2024		TENANT RETROFIT OF EXISTING RETAIL SPACE IN OPEN MALL, NO EXPANSION, SPACE PROVIDED AS.IS. CURRENTLY OCCUPIED. NO PROPOSED CHANGES TO OCCUPANCY OR EGRESS.	450,000	Building	Carmel Plaza, Suite 225B
240024	1/16/2024		Kitchen renovation with interior non-load bearing partition wall removal.	45,000	Building	3053 Rio Road
240023	1/16/2024		PARTIAL INTERIOR REMODEL. REMOVAL AND CONSTRUCTION OF INTERIOR PARTITION WALLS AS NOTED. RELOCATE STAIRWAY, KITCHEN, AND MASTER BATH. NEW INTERIOR FINISHES INCLUDING PLUMBING FIXTURES, MILLWORK, TILE, AND COUNTERTOPS. MINOR STRUCTURAL MODIFICATIONS ARE PROPOSED. THERE WILL BE NO MODIFICATIONS TO THE BUILDING FOOTPRINT OR SITE COVERAGE. EXTERIOR - RELOCATE WINDOW, ADD (2) WINDOWS, AND ENLARGE DOOR TO REAR PATIO.	300,000	Building	Casanova 4 SE of 7th
240022	1/16/2024		1. REMODEL AN EXISTING ONE-STORY SINGLE-FAMILY DWELLING WITH A NEW ONE-STORY ADDITION, NEW SIDING, NEW WINDOWS AND DOORS. 2.INTERIOR REMODEL REPLACING EXISTING MATERIALS AND MODIFYING WALLS.	753,400	Building	Monte Verde 3 NW of 11th
240021	1/12/2024	1/12/2024	Remove wood shakes and replace with new CeDur Straight Course Shake 50 year in color Walden.	143,000	Roofing	Lincoln 2 NE of Santa Lucia

240020	1/12/2024		Installation of new standby Generator	35,000	Electrical	Attachment 2 SW Corner of Carmelo & 7th
240019	1/11/2024		Residential PV Roof Mount-System Size 2.25 KW.	35,000	Electrical	4 Oak Knoll Way
240018	1/11/2024	1/11/2024	Replace 100amp main electrical panel with new 100amp panel.	8,000	Electrical	Carpenter 2 NE of 2nd
240017	1/11/2024	1/11/2024	Replace existing furnace that is leaking carbon monoxide with new Bryant 926TB42060, 96% efficient furnace.	5,425	Mechanical	7th 2 NE of Forest
240016	1/11/2024	1/11/2024	Replace garage roof. Existing roof is unfinished tarp paper. Install new Timberline HDZ Pewter HD composition shingles.	3,400	Roofing	Lincoln 3 NW of 4th
240015	1/11/2024		Demolition/removal of existing hedge and construction of a new 10' tall wood fence.	4,500	Building	2981 Franciscan Way
240014	1/11/2024		Rebuild Garage with new ADU above.	280,000	Building	SW Corner of Santa Fe and Mountain View
240013	1/10/2024	1/10/2024	Replacement of a 5'x4' porch tile section with new tile. Remove and replace eroded impervious carmel stone on back patio and side patio with new impervious carmel stone patio.	0	Exempt Work	NE Corner of Carmelo & 4th
240012	1/10/2024		Kitchen & bath replace all cabinetry, new opening kitchen to bedroom, move laundry	75,000	Building	NE Corner of Mission & 4th, Unit B

240011	1/8/2024	1/12/2024	REQUESTING AN EXPLORATORY PERMIT TO REVIEW EXISTING CONDITIONS FOR FUTURE MINOR INTERIOR REMODEL. the work will be performed in the basement with approx. 150 sq ft of 1/8" ceiling panel to be removed and/or opened up to expose the upper floor framing and beams. The purpose of the exploratory permit is to visually inspect and document existing floor framing size and direction for future interior re-model.	500	Demolition	Attachment 2 Santa Fe 7 SW of 8th
240010	1/8/2024		New entry face, gate & trellis. Add new window and planter box above garage door. Extend the deck on the west side of the residence. Replace one window with a french door for better deck access. Remove redwood decking and replace with Trex decking.	25,000	Building	SE Corner of San Antonio & 2nd
240009	1/5/2024	1/5/2024	Tear off (e) wood shake roof and install (n) Tayler metal roof in color "Musket".	25,000	Roofing	NW Corner of San Carlos & 2nd
240008	1/4/2024	1/22/2024	AC COUPLED BATTERY INSTALLATION WITH TESLA POWERWALL 2 ESS UNIT	22,945	Electrical	Casanova 4 NW of Ocean
240007	12/19/2023	12/19/2023	Replace (e) 100 amp electrical panel with (n) 100 amp electrical panel.	6,000	Electrical	NW Corner of Guadalupe & 6th
240006	1/3/2024	1/3/2024	Upgrade existing 100amp service panel to 200amp panel.	2,000	Electrical	Monte Verde 5 SW of 13th
240005	1/3/2024	1/4/2024	Reconstruct fence along rear property line, approximately 60' long and 6' tall.	2,000	Exempt Work	Camino Real 13 NE of 4th

240004	1/2/2024	1/24/2024	Repair of existing 120sf deck. In-kind replacement of 2x6 redwood decking to match existing and replacement of deteriorated deck substructure per structural engineer documents, no change in deck size.	10,000	Building	Attachment 2 Monte Verde 2 NW of Ocean
240003	1/2/2024	1/2/2024	Replace leaking gas line in the right-of-way. Install 1 1/2" gas line from meter to point of connection at building. Connect to existing 1" line feeding patio & 3/4" line feeding equipment.	6,500	Plumbing	SW Corner of Ocean & San Carlos
240002	1/2/2024	1/2/2024	Replace water heater. Install new Navien NPE-240 A2 tankless water heater.	4,000	Plumbing	SW Corner of Monte Verde & 5th
240001	1/2/2024	1/2/2024	Strip old carpet and install new vinyl flooring throughout the inn.	0	Exempt Work	Casanova 3 SE of 7th

Total Records: 45

2/9/2024



Code Compliance Report

01/01/2024 - 01/31/2024

Case #	Case Date	Status	Location	Problem Description	Date Received	Date Closed
24047	1/29/2024	1st NOV sent	Lopez 5 NW of 4th	Transient rental	1/29/2024	
24046	1/30/2024	STR verified	2nd 2 NE of N Camino Real	Transient rental	1/30/2024	
24045	1/29/2024	1st NOV sent	SEC Lobos and 3rd	Transient rental	1/29/2024	
24044	1/26/2024	Closed	NEC Monte Verde and 13th	Construction signs in right-of-way	1/26/2024	1/26/2024
24043	1/24/2024	Closed	Dolores NE of 6th	Cones in parking space	1/24/2024	1/24/2024
24042	1/23/2024	Open	Crespi 4 SE of Forest	Retaining wall construction	1/23/2024	
24041	1/23/2024	Open	Junipero 4 NW of 13th	Tree cutting	1/23/2024	
24040	1/18/2024	Open		Business without a license	1/18/2024	
24039	1/31/2024	Open	SEC Dolores and 7th	Tent construction requiring a permit	1/31/2024	
24038	1/30/2024	Open	Scenic 2 SE of 10th	Water heater replacement	1/30/2024	
24037	1/23/2024	Open	NWC Casanova and 12th	Bathroom remodel	1/23/2024	
24036	1/19/2024	Closed	San Antonio 3 SW of 13th	Cones and building materials in right-of-way	1/19/2024	
24035	1/19/2024	Open	Mission 2 SW of 13th	Construction site maintenance	1/19/2024	
24034	1/18/2024	Open	Lobos 2 SE of 1st	Boulders in right-of-way	1/18/2024	
24033	1/18/2024	Open	Lobos 3 SE of 1st	Boulders in right-of-way	1/1/1900	
24032	1/18/2024	Open	SEC Lincoln and 4th	Exterior lighting	1/18/2024	
24031	1/18/2024	Closed	Lincoln 3 NE of 5th	Construction dirt in street	1/18/2024	1/19/2024
24030	1/29/2024	Open	SE Corner of Scenic & 9th	Demolition & Repair work including but not limited to the garage roof/patio deck framing consisting of structural repairs, drywall and electrical work. Requires existing and proposed plans to be submitted and approved permit in hand prior to recommencing work.	1/29/2024	

24029	1/16/2024	1st NOV sent	7th 2 SW of Forest	Transient Rental	1/16/2024	Attachment 2
24028	1/16/2024	Potential STR identified	Forest 4 SW of 7th	Transient Rental	1/16/2024	
24027	1/15/2024	Closed	SEC Scenic and 11th	Transient rental	1/15/2024	2/8/2024
24026	1/12/2024	Closed	Casanova 4 SE of 8th	Cones in right-of-way	1/12/2024	1/12/2024
24025	1/12/2024	Closed	Ocean NW of Lincoln	Sign in sidewalk	1/12/2024	1/12/2024
24024	1/11/2024	Closed	7th NE of Dolores	Dresser in sidewalk	1/11/2024	1/11/2024
24023	1/11/2024	Closed	Dolores NW of 7th	Chair in sidewalk	1/11/2024	1/11/2024
24022	1/9/2024	Closed	SWC Camino Real and Ocean	Portable toilet in right-of-way	1/9/2024	1/11/2024
24021	1/8/2024	Closed	Dolores NE of 6th	Business use violation	1/8/2024	1/19/2024
24020	1/9/2024	Closed	12th NE of San Antonio	Cones in street	1/9/2024	1/9/2024
24019	1/22/2024	Closed	San Carlos 2 SW of 1st	Excessive construction debris on site, lack of/missing erosion controls, construction debris and equipment in R.O.W., stock piles without proper protection, missing required rebar protection at all exposed bars	1/22/2024	1/25/2024
24018	1/8/2024	Open	San Carlos SW of Ocean	Covered outdoor space	1/8/2024	
24017	1/9/2024	Closed	Mission 6 NW of 6th	Exterior signage	1/9/2024	1/15/2024
24016	1/8/2024	Closed	Lincoln 5 NE of 6th	Trash in street/sidewalk	12/25/2023	1/12/2024
24014	1/11/2024	Open	SW Corner Mt. View & 8th	Construction/Demolition without proper permits or authorization including an entire interior remodel with new windows and potentially a new deck. Because of the amount of demolition, a new sprinkler system will be required.	1/11/2024	

Total Records: 33

2/9/2024



Transient Rental Report

01/01/2024 - 01/31/2024

Case #	Street	Status	Date Received	Last Status Date	Date Closed
24047	Lopez	1st NOV sent	1/29/2024	2/5/2024	
24046	2nd	STR verified	1/30/2024	2/6/2024	
24045	Lobos	1st NOV sent	1/29/2024	2/6/2024	
24029	7th	1st NOV sent	1/16/2024	1/23/2024	
24028	Forest	Potential STR identified	1/16/2024	1/22/2024	
24027	Scenic	1st NOV sent	1/15/2024	1/23/2024	

Total Records: 6**2/6/2024**



Encroachment Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Type	Date Submitted	Project Description	Property Location	Date Issued	Status
240021	Temp Ench	1/31/2024	PG&E to complete gas maintenance. Excavate a 4'x5' bellhole for one day plus restoration. PM# 35512144.	San Antonio 2 SW of 12th	2/1/2024	Issued
240020	Temp Ench	1/31/2024	6'x21' asphalt patch for CalAm, job # 1961.	Casanova 7 NW of Ocean	2/1/2024	Issued
240019	Temp Ench	1/31/2024	PG&E to replace pole, extend primary, install overhead transformer, and convert overhead to underground service. PM# 35513198.	Dolores 5 SW of 1st	1/31/2024	Issued
240018	Temp Ench	1/30/2024	PG&E to replace poles, install anchors, extend overhead primary, install overhead transformers, install buss bars, and install underground service. PM# 35471004.	Camino Real 3 SW of 13th	1/31/2024	Issued
240017	Driveway	1/30/2024	Remove and replace existing driveway. Remove existing asphalt and install new decomposed granite with 3' asphalt apron.	Santa Fe 5 SE of Ocean		In Review
240016	Temp Ench	1/30/2024	Applicant to trench, backfill & Install electric substructures. PG&E to replace overhead transformer & install underground service. PM# 35481787.	San Antonio 2 NW of 10th	1/31/2024	Issued
240015	Temp Ench	1/29/2024	Applicant to trench, backfill & install electric substructures. PG&E to install underground service, replace pole, and install overhead transformer. PM# 35420842.	Carmelo 2 SW of 9th	1/29/2024	In Review
240014	Temp Ench	1/26/2024	Construction of new SFR and ADU. Posting of No Parking signs in the two parking stalls in front of the vacant lot being built on. Encroachment is for access only, no storage of materials in the ROW.	Mission 3 NE of 10th	2/7/2024	Issued

240013	Temp Ench	1/26/2024	Stormwater management encroaching into the City right of way.	Mission 5 NW of Santa Lucia	1/29/2024	Issued
240012	Driveway	1/25/2024	Remove old broken up, asphalt approach and replace with new asphalt 3' x 14'	Santa Fe 3 NW of 3rd	1/25/2024	Issued
240011	Driveway	1/24/2024	Replace existing asphalt with new concrete pavers. Replacement to be done in the same location and size.	NW Corner of Junipero & 1st	1/31/2024	Issued
240010	Temp Ench	1/24/2024	Replace sewer lateral from house to the City main in the middle of the road. CONDITION: No work allowed 1/29/24 - 1/31/24.	5th 2 SE of Torres	1/25/2024	Issued
240009	Temp Ench	1/19/2024	PG&E to replace poles, install overhead transformers, extend primary, install overhead services & install anchors. PM# 35429581.	Camino Real 4 NE of 11th	1/24/2024	Issued
240008	Temp Ench	1/18/2024	5'x8' asphalt sidewalk repair and 5'x41' asphalt restoration for CalAm Job #1959.	SE Corner of San Carlos & 8th	1/18/2024	Issued
240007	Temp Ench	1/16/2024	Excavate a trench for PG&E purposes.	Lobos 3 SE of 3rd	1/18/2024	In Review
240006	Driveway	1/16/2024	Installation of a new 9' wide by 55' long tire tread driveway with natural material in the middle strip.	4910 Monterey St		In Review
240005	Temp Ench	1/4/2024	AT&T Job No# A02R7WZ - TCP for SB and MH access, place and splice fiber cable, no excavation.	SE Corner of San Carlos & 7th, SEC of Mission & 7th	1/10/2024	Issued
240004	Temp Ench	1/2/2024	Close one lane of Junipero between 4th and 5th for a concrete pump truck.	Junipero 3 SW of 4th	1/3/2024	Issued
240003	Temp Ench	1/2/2024	Replace gas line from meter in sidewalk to building. Open 8'x12" concrete for new gas line. CONDITIONS: REPLACEMENT OF THE 3'X8' CONCRETE PANEL IS REQUIRED. CONCRETE TO BE COLORED WITH SEQUOIA SAND CONCRETE DYE.	SW Corner of Ocean & San Carlos	1/3/2024	Issued

240002	Temp Ench	1/2/2024	AT&T Job No A02R71W - Traffic control for SB and MH access, place and splice fiber cable, no excavation.	Junipero 2 NE of 5th	1/3/2024	Attachment 2 Issued
240001	Temp Ench	1/2/2024	PG&E to trench and backfill a 5'x5' bellhole to abandon existing gas service. PM# 35514526.	San Carlos 2 NE of 5th	1/4/2024	Issued

Total Records: 21

2/9/2024



Tree Permit Report

01/01/2024 - 01/31/2024

Permit #	Permit Date	Permit Type	Location of Property	Description	Status	Approved Date
24001	1/2/2024	Tree	Monte Verde 3 NE of 9th	EMERGENCY: Property Owner and Applicant claimed that Justin Ono has already evaluated this tree. REMOVAL/PRUNING: One (1) Acacia tree limb; tree is spliced at base; the secondary tree limb developed into a 2-story tree, and it is leaning. Acacia limb is 20"+ DBH; it is approx. 2.5 stories tall and is leaning toward neighbor's property.	In Review	
24002	1/3/2024	Tree	Mission Street, DEL MISSION COURT TRACT NO 758 UNIT 4	Tree trimming	Approved	
24003	1/3/2024	Tree	Dolores Street 3 SE of 3rd	REMOVE: One (1) Oak tree.	Approved	
24004	1/3/2024	Tree w/ Construction	NEC STERLING WAY AND PERRY NEWBERRY	REMOVE: ONE (1) NOT SIGNIFICANT TREE (6", 7") UNIDENTIFIED SPECIES; SEE TREE REPORT. Proposed project includes REMODEL AND ADDITION TO (E) SFR.	Approved	
24005	1/4/2024	Tree	Front of parcel within City right of way	REMOVE: Tree and roots of One (1) 32-inch Monterey Pine within City right of way.	Approved	
24006	1/5/2024	Tree	Santa Rita 3 NE of 4th	PRUNING: 6-8 limbs, approx. 4 - 6" in diameter.	Approved	

24007	1/8/2024	Tree Evaluation	Santa Fe 3 NW of 3rd Ave.	EVALUATION: Assess leaning forked tree across from my. home. One (1) forked tree wherein one of the forks is nearly straight but the other part of the fork significantly leans towards my house. I would say the diameter of the tree is about 24" - 28" at the base and each of the forks is likely about 18" in diameter. I'd think that half of the tree would be retained and the leaning half be excised. This tree is immediately across the street, on city property, from my house. It is VERY tall and if it fell in another rainstorm, would likely impact 2 - 3 different homes. I'm submitting a couple photos of the leaning fork. Note that my property - across the street from the leaning tree - has the white SUV in the front for context.	In Review	Attachment 2
24008	1/10/2024	Tree	Guadalupe 3 NE 6th	Pruning/removal of two to three upper limbs	Approved	1/10/2024
24009	1/10/2024	Tree	NW Corner of Dolores & 10th	REMOVE: One (1) 28-FT Monterey Pine. PRUNE: one (1) large, lower limb, while we wait for City to remove tree.	Approved	
24010	1/10/2024	Tree	NE Corner of Lincoln & 10th	PRUNING: One (1) extra large Pine tree near guest house. 32'. Remove four (4) lowest limbs over house; remove large dead wood.	In Review	
24011	1/10/2024	Tree	Camino Real 5 SW of 2nd	REMOVAL: One (1) 24" diameter Oak tree.	Approved	
24012	1/10/2024	Tree	0 NE 2nd Avenue and Lincoln Street	EVALUATE: One (1) Redwood tree, approx. 100 feet tall.	In Review	
24013	1/12/2024	Tree	Camino Real 5 SE of 12th, "Ocean Song"	AFTER-THE-FACT application received; work was begun before a permit was obtained. PRUNING: Monterey Cypress tree pruning to maintain health and balance of tree.	In Review	
24014	1/12/2024	Tree	13th 2 SE of Lincoln	Removal of one Monterey Pine and one Pittosporum, pruning of one Oak.	Approved	
24015	1/12/2024	Tree	SE Corner of 10th & Lincoln	Removal of one (1) Monterey Pine, 20".	Approved	
24016	1/18/2024	Tree	Carmelo 2 NW of 12th	Trim tree branches around electrical wire	In Review	

24017	1/23/2024	Tree Evaluation	5006 Monterey Street, Carmel, CA 93923	EVALUATION ONLY.	Approved	
24018	1/24/2024	Tree	SW Corner of San Carlos & 12th	Pruning one Monterey Pine of 8 branches ranging from 2" to 8" and removal of one Monterey Pine, 42" DBH, 90' tall.	In Review	
24019	1/25/2024	Tree	0 NE 2nd Avenue and Lincoln Street	REMOVE: One (1) Redwood tree, approx. 100 feet tall.	Approved	
24020	1/25/2024	Tree Evaluation	Casanova 5 SE of 4th; tree roots are on neighbor's property to the North	EVALUATION ONLY: One (1) tree, Monterey Pine, approximately 30 feet.	In Review	
24021	1/29/2024	Tree	Carmelo 2NW of Ocean	Remove Podocarpus in front and replace with olive tree, remove oak in right of way	In Review	
24022	1/30/2024	Tree Evaluation	SW Corner of San Carlos & Vista	Tree Evaluation of large Monterey Pine	In Review	
24023	1/30/2024	Tree Evaluation	Mission 4 SW of Vista	Evaluation of one pine on private property and one pine on public property.	In Review	
24024	1/30/2024			VOID - DUPLICATE	Closed	

24025	1/30/2024	Tree Evaluation	Monte Verde 2 SW 12	Justin I hope this note finds you well. We are the homeowners at Monte Verde 3 SW 12th Ave, and along with our neighbor, Francine Kissler, at Monte Verde 2 SW 12th Ave, we are writing to ask for your help with a Pine Tree that is in the public right of Way between our houses. Since it is in the public right of way I understand that the tree is the responsibility of the city. I met with Andrew Topes from Topes tree service today and he recommended I reach out to you for your advice and direction on how to proceed. Andrews observation from our visit today: The tree is in general very poor health, with little residual life span expectancy (Compared to pines across the street from it - it does not have any healthy new green needles) See attached image 1 There is evidence of beetle rot at the base of the tree. See attached image 0 There is a very large dead branch hanging over our driveway at 3SW. The tree is leaning pretty significantly in the SW direction and we are worried that it is a threat to our houses in severe winter storms. Can you please let usI know how we can best start the process of removing the tree, and working with you to select a new tree to plant there. We would ideally like to plant an Oak Tree. I know we are entering the holiday season and that you are busy helping other residents, but if you could help us with a quick acknowledgment of what the next steps are and if there is any leg work we can do that would be much appreciated. Thanks for your advice and suggestions. Stephen Engblom 415-583-9292 Francine Kissler 831-620-2902	In Review	Attachment 2
24026	1/31/2024	Tree	SW Corner Santa Fe & 1st	City tree removal per Forester's assessment	Approved	

Total Records: 26

2/9/2024



CITY OF CARMEL-BY-THE-SEA

Monthly Report

Public Safety

January 2024

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

AMBULANCE REPORT

Summary of Carmel Fire Ambulance January 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 January 2024, the ambulance was unable to meet the performance measure. The response time was 89% with (4) code-3 call over 5 minutes.

45 Calls for service in CBTS Average response time: 3:32 min.
38 Code 3 calls for service –Four calls over 5:00 min.

1/8/24; Casanova & 12th; EMS Call: (5:14 min response) – Delay due to distance.
1/9/24; Lincoln & 6th; Hazardous Condition: (5:36 min response)- Response from outside the City.
1/11/24; Dolores St; Hazardous Condition: (5:28 min response)- Delay due to distance.
1/27/24; Scenic & 13th; Hazardous Condition: (5:12 min response)- Delay due to distance

MONTEREY FIRE REPORT

Summary of Monterey Fire January 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 January 2024 the fire department was unable to meet the performance measure. The response time was 92% with (4) code-3 calls over 5 minutes.

74 total calls for service in CBTS Average response time: 4:07 min.
48 total Code-3 calls

*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%.

Attachment 3
1/9/24; Lincoln and 6th; Vehicle Accident w/Injury **(5:36 min response)** – Response from outside the City.
1/11/24; Dolores St.; Hazardous Conditions **(5:28 min response)**- Delay due to distance.
1/13/24; San Antonio & 8th; EMS Call **(10:40 Min response)**- Responded from Monterey.
1/15/24; San Antonio & 8th; EMS Call **(5:44 min response)**- Delay due to distance.

BEACH FIRES

There were 0 illegal beach fire recorded during the month of Janaury and no propane fires.

*The performance goal for Code-3 (life threatening emergency-lights & siren) ambulance calls with a response time of 5 minutes or less from dispatch to arrival is 95%.



RESPONSE SUMMARY REPORT BY INCIDENT TYPE
27060 CARMEL-BY-THE-SEA
Alarm Date From: 01/01/2024 To: 01/31/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
300-321 Series (EMS)						
Medical assist, assist EMS crew	1/7/2024 6:06 PM	240107-MNT00170	0:02:40	MISSION ST	4TH AVE	3
Medical assist, assist EMS crew	1/19/2024 9:04 AM	240119-MNT00470	0:03:57	SAN ANTONIO AVE	8TH AVE	3
Medical assist, assist EMS crew	1/17/2024 9:46 AM	240117-MNT00417	0:04:24	LINCOLN ST	12TH AVE	3
Medical assist, assist EMS crew	1/17/2024 11:17 AM	240117-MNT00419	0:04:30	SAN ANTONIO AVE	8TH AVE	2
EMS call, excluding vehicle accident with injury	1/18/2024 11:01 AM	240118-MNT00441	0:00:31	MONTE VERDE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/22/2024 8:02 AM	240122-MNT00559	0:00:38	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	1/16/2024 2:44 PM	240116-MNT00398	0:01:00	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/27/2024 11:39 PM	240127-MNT00699	0:01:30	TORRES 4 NE 2ND ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	1/30/2024 2:05 PM	240130-MNT00763	0:01:42	SAN CARLOS ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	1/22/2024 8:08 AM	240122-MNT00560	0:01:46	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/27/2024 3:51 PM	240127-MNT00690	0:01:46	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/26/2024 10:06 PM	240126-MNT00674	0:02:10	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	1/26/2024 8:47 PM	240126-MNT00670	0:02:15	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/28/2024 3:45 PM	240128-MNT00709	0:02:18	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	1/2/2024 12:23 PM	240102-MNT00032	0:03:07	10TH AVE	CAMINO REAL ST	3
EMS call, excluding vehicle accident with injury	1/23/2024 7:55 AM	240123-MNT00580	0:03:17	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/20/2024 9:15 PM	240120-MNT00518	0:03:26	LINCOLN ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/10/2024 7:26 PM	240110-MNT00248	0:03:49	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/11/2024 2:52 PM	240111-MNT00272	0:03:54	1ST AVE	SANTA RITA ST	3
EMS call, excluding vehicle accident with injury	1/28/2024 8:01 PM	240128-MNT00715	0:04:04	3049 RIO RD		3
EMS call, excluding vehicle accident with injury	1/18/2024 9:28 AM	240118-MNT00440	0:04:05	LINCOLN ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	1/16/2024 6:48 AM	240116-MNT00383	0:04:10	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/15/2024 11:29 AM	240115-MNT00356	0:04:17	PERRY NEWBERRY WAY	6TH AVE	3
EMS call, excluding vehicle accident with injury	1/10/2024 9:09 AM	240110-MNT00239	0:04:28	SAN ANTONIO AVE	8TH AVE NW CORNER	2
EMS call, excluding vehicle accident with injury	1/14/2024 3:38 AM	240114-MNT00326	0:04:38	SANTA RITA ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	1/20/2024 7:03 PM	240120-MNT00513	0:04:51	26095 LADERA DR		3
EMS call, excluding vehicle accident with injury	1/7/2024 11:03 AM	240107-MNT00161	0:04:54	3080 RIO RD		3
EMS call, excluding vehicle accident with injury	1/15/2024 12:26 PM	240115-MNT00360	0:05:44	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/13/2024 10:52 AM	240113-MNT00310	0:10:40	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/2/2024 11:42 AM	240102-MNT00030	0:11:21	JUNIPERO AVE	7TH AVE	2
30			0:03:44			

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
400 Series (Hazardous Material)						
Gasoline or other flammable liquid spill	1/10/2024 3:05 PM	240110-MNT00244	0:00:35	6TH AVE	JUNIPERO AVE	2
Gas leak (natural gas or LPG)	1/19/2024 3:15 PM	240119-MNT00475	0:05:55	SAN CARLOS ST	OCEAN AVE	2
Gas leak (natural gas or LPG)	1/11/2024 11:54 AM	240111-MNT00265	0:08:01	26185 DOLORES ST		3
Breakdown of light ballast	1/8/2024 3:21 PM	240108-MNT00198	0:01:28	5TH AVE	DOLORES ST	3
Breakdown of light ballast	1/21/2024 5:00 PM	240121-MNT00541	0:02:52	MISSION ST	10TH AVE	3
Arcing, shorted electrical equipment	1/9/2024 5:06 PM	240109-MNT00225	0:03:48	SAN CARLOS ST	11TH AVE	2
Accident, potential accident, other	1/5/2024 12:21 PM	240105-MNT00109	0:04:36	11TH AVE	SAN CARLOS ST	2
Accident, potential accident, other	1/31/2024 8:38 PM	240131-MNT00796	0:04:38	MONTE VERDE ST & 10TH AVE	10TH AVE	3
Vehicle accident, general cleanup	1/9/2024 10:17 AM	240109-MNT00212	0:02:46	6TH AVE	LINCOLN ST	2
9			0:03:51			
500 & 600 Series (Service Calls)						
Water or steam leak	1/11/2024 3:44 PM	240111-MNT00273	0:03:56	OCEAN AVE	CAMINO REAL ST	2
Water or steam leak	1/13/2024 10:19 AM	240113-MNT00309	0:05:08	5855 JUNIPERO AVE		2
Police matter	1/11/2024 8:12 AM	240111-MNT00255	0:04:31	11TH AVE	MONTE VERDE ST	2
Public service	1/8/2024 7:16 PM	240108-MNT00205	0:02:40	DOLORES ST	5TH AVE	3
Public service	1/14/2024 11:23 AM	240114-MNT00330	0:03:22	CASANOVA ST	4TH AVE	2
Public service	1/2/2024 11:07 PM	240102-MNT00048	0:04:27	MISSION ST	10TH AVE	3
Public service	1/16/2024 11:37 AM	240116-MNT00392	0:04:55	TORRES ST	2ND AVE	3
Assist invalid	1/16/2024 2:15 PM	240116-MNT00397	0:02:33	CARMELO ST	OCEAN AVE	3
Assist invalid	1/4/2024 2:54 PM	240104-MNT00085	0:03:16	4TH AVE	SANTA FE ST	2
Assist invalid	1/8/2024 1:22 AM	240108-MNT00176	0:04:38	CASANOVA ST	12TH AVE	3
Assist invalid	1/17/2024 4:03 PM	240117-MNT00429	0:04:45	LINCOLN ST	12TH AVE	2
Assist invalid	1/20/2024 3:44 PM	240120-MNT00512	0:07:05	26095 LADERA DR		2
Assist invalid	1/20/2024 11:21 AM	240120-MNT00502	0:10:11	26095 LADERA DR		2
Unauthorized burning	1/2/2024 6:25 PM	240102-MNT00041	0:05:08	SCENIC RD	12TH AVE	3
No incident found on arrival at dispatch address	1/11/2024 4:26 PM	240111-MNT00276	0:03:29	7TH AVE	CASANOVA ST	3
No incident found on arrival at dispatch address	1/17/2024 9:03 PM	240117-MNT00434	0:03:45	DOLORES ST	5TH AVE	2
No incident found on arrival at dispatch address	1/15/2024 8:31 AM	240115-MNT00352	0:03:49	SAN ANTONIO AVE	8TH AVE	3
No incident found on arrival at dispatch address	1/6/2024 11:26 AM	240106-MNT00135	0:04:13	SCENIC RD	10TH AVE	2
No incident found on arrival at dispatch address	1/28/2024 1:16 AM	240128-MNT00702	0:04:42	CASANOVA ST	11TH AVE	2
No incident found on arrival at dispatch address	1/27/2024 7:30 PM	240127-MNT00694	0:04:54	SCENIC RD	13TH AVE	2
No incident found on arrival at dispatch address	1/25/2024 2:44 PM	240125-MNT00636	0:05:26	DOLORES ST	4TH AVE	2
EMS call, party transported by non-fire agency	1/5/2024 10:30 AM	240105-MNT00104	0:04:03	8TH AVE	SAN ANTONIO AVE	3
EMS call, party transported by non-fire agency	1/16/2024 10:52 AM	240116-MNT00389	0:02:12	DOLORES ST	5TH AVE	3
EMS call, party transported by non-fire agency	1/7/2024 9:42 AM	240107-MNT00159	0:05:47	2957 SANTA LUCIA AVE		2
24			0:04:32			
700 Series (False Alarms)						
Smoke detector activation due to malfunction	1/18/2024 12:31 PM	240118-MNT00449	0:03:45	LINCOLN ST	5TH AVE	3
Alarm system sounded due to malfunction	1/9/2024 12:49 PM	240109-MNT00217	0:03:02	LINCOLN ST	6TH AVE	3
Smoke detector activation, no fire - unintentional	1/20/2024 10:04 AM	240120-MNT00499	0:02:37	OCEAN AVE	LINCOLN ST	3
Smoke detector activation, no fire - unintentional	1/31/2024 10:35 PM	240131-MNT00799	0:04:15	JUNIPERO AVE	7TH AVE	3
Smoke detector activation, no fire - unintentional	1/12/2024 3:10 PM	240112-MNT00290	0:04:40	OCEAN AVE	LINCOLN ST	3
Detector activation, no fire - unintentional	1/1/2024 9:39 PM	240101-MNT00022	0:03:26	LINCOLN ST	7TH AVE	2

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
700 Series (False Alarms) cont.						
Alarm system activation, no fire - unintentional	1/11/2024 4:03 PM	240111-MNT00275	0:01:57	OCEAN AVE	LINCOLN ST	3
Alarm system activation, no fire - unintentional	1/29/2024 10:21 AM	240129-MNT00727	0:03:16	OCEAN AVE	LINCOLN ST	3
Alarm system activation, no fire - unintentional	1/30/2024 12:03 PM	240130-MNT00760	0:05:44	LINCOLN ST	13TH AVE	2
Alarm system activation, no fire - unintentional	1/1/2024 5:44 AM	240101-MNT00006	0:06:47	CASANOVA ST	13TH AVE	2
Alarm system activation, no fire - unintentional	1/1/2024 2:45 AM	240101-MNT00004	0:08:28	CASANOVA ST	13TH AVE	2

11

0:04:22

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

240115-MNT00360 E15 responded from St 15, delay due to distance
240113-MNT00310 ME11 responded from St 11, delay due to distance
240111-MNT00265 E16 responded from St 15 area, delay due to distance
240102-MNT00041 E15 responded from St 15, delay due to due to distance

Code 2 Calls	26
Code 3 Calls	48

Total # of Incidents	74
% Under 5 Minute Response Time	92%



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 01/01/2024 To: 01/31/2023



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
CARMEL HIGHLAND						
EMS call, excluding vehicle accident with injury	1/1/2024	240101-CFA00003	00:11:45	35000 HWY 1		3
EMS call, excluding vehicle accident with injury	1/15/2024	240115-CFA00057	00:04:28	25835 HATTON RD		3
EMS call, excluding vehicle accident with injury	1/17/2024	240117-CFA00065	00:10:17	HWY 1	SPINDRIFT RD	3
3			0:08:50			
CARMEL VALLEY						
EMS call, excluding vehicle accident with injury	1/29/2024	240129-CFA00122	00:09:18	8545 CARMEL VALLEY RD		3
Rescue or EMS standby	1/13/2024	240113-CFA00045	00:14:35	1 OLD RANCH RD		2
2			0:11:56			
CYPRESS						
Medical assist, assist EMS crew	1/15/2024	240115-CFA00059	00:03:59	24558 PORTOLA RD		3
EMS call, excluding vehicle accident with injury	1/1/2024	240101-CFA00005	00:07:18	3320 KINGSLEY CT		3
EMS call, excluding vehicle accident with injury	1/2/2024	240102-CFA00007	00:08:47	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	1/3/2024	240103-CFA00010	00:07:36	26254 CARMELO ST		3
EMS call, excluding vehicle accident with injury	1/3/2024	240103-CFA00011	00:05:42	3645 RIO RD		3
EMS call, excluding vehicle accident with injury	1/6/2024	240106-CFA00018	00:04:36	25661 MORSE DR		3
EMS call, excluding vehicle accident with injury	1/6/2024	240106-CFA00019	00:06:05	4000 RIO RD		3
EMS call, excluding vehicle accident with injury	1/7/2024	240107-CFA00023	00:05:39	3850 RIO RD		3
EMS call, excluding vehicle accident with injury	1/7/2024	240107-CFA00024	00:04:50	25910 RIO VISTA DR		3
EMS call, excluding vehicle accident with injury	1/8/2024	240108-CFA00027	00:04:54	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	1/11/2024	240111-CFA00036	00:06:30	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	1/11/2024	240111-CFA00038	00:03:59	24558 PORTOLA RD		3
EMS call, excluding vehicle accident with injury	1/11/2024	240111-CFA00042	00:04:56	26135		3
EMS call, excluding vehicle accident with injury	1/14/2024	240114-CFA00048	00:06:59	24911 OUTLOOK TER		3
EMS call, excluding vehicle accident with injury	1/14/2024	240114-CFA00051	00:03:31	26270 DOLORES ST		3
EMS call, excluding vehicle accident with injury	1/14/2024	240114-CFA00052	00:05:04	3600 HIGH MEADOW DR		3
EMS call, excluding vehicle accident with injury	1/15/2024	240115-CFA00054	00:03:37	CARMEL CENTER PL	RIO RD	3
EMS call, excluding vehicle accident with injury	1/17/2024	240117-CFA00068	00:06:31	3771 RIO RD		2
EMS call, excluding vehicle accident with injury	1/18/2024	240118-CFA00075	00:05:18	4000 RIO RD		3
EMS call, excluding vehicle accident with injury	1/19/2024	240119-CFA00078	00:05:43	101 CROSSROADS BLVD		3
EMS call, excluding vehicle accident with injury	1/20/2024	240120-CFA00083	00:05:00	21609 LADERA		3
EMS call, excluding vehicle accident with injury	1/22/2024	240122-CFA00087	00:05:45	3378 TREVIS WAY		3
EMS call, excluding vehicle accident with injury	1/22/2024	240122-CFA00090	00:07:27	26135		2
EMS call, excluding vehicle accident with injury	1/23/2024	240123-CFA00094	00:05:01	26245 CARMEL RANCHO BLVD		3
EMS call, excluding vehicle accident with injury	1/24/2024	240124-CFA00097	00:05:40	24335 SAN PEDRO LN		3



RESPONSE SUMMARY REPORT BY DISTRICT
27015 CARMEL-BY-THE-SEA FIRE AMBULANCE
Alarm Date From: 01/01/2024 To: 01/31/2024



Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
100 Series (Fires)						
Fire, other	1/21/2024	240121-CFA00086	00:02:49	MISSION ST	10TH AVE	3
		1	0:02:49			
300-321 Series (EMS)						
EMS call, excluding vehicle accident with injury	1/2/2024	240102-CFA00006	00:11:14	JUNIPERO AVE	7TH AVE	2
EMS call, excluding vehicle accident with injury	1/5/2024	240105-CFA00015	00:03:58	8TH AVE	SAN ANTONIO AVE	3
EMS call, excluding vehicle accident with injury	1/7/2024	240107-CFA00021	00:04:02	2957 SANTA LUCIA AVE		3
EMS call, excluding vehicle accident with injury	1/7/2024	240107-CFA00022	00:02:10	3080 RIO ROAD		3
EMS call, excluding vehicle accident with injury	1/7/2024	240107-CFA00025	00:02:39	MISSION ST	4TH AVE	3
EMS call, excluding vehicle accident with injury	1/8/2024	240108-CFA00026	00:05:14	CASANOVA ST	12TH AVE	3
EMS call, excluding vehicle accident with injury	1/10/2024	240110-CFA00035	00:02:24	CASANOVA ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/14/2024	240114-CFA00047	00:04:34	SANTA RITA ST	2ND AVE	3
EMS call, excluding vehicle accident with injury	1/15/2024	240115-CFA00058	00:03:00	PERRY NEWBERRY 2NW 6TH		3
EMS call, excluding vehicle accident with injury	1/15/2024	240115-CFA00056	00:04:00	SAN ANTONIO	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/16/2024	240116-CFA00060	00:03:47	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/16/2024	240116-CFA00061	00:02:11	DOLORES ST	5TH AVE	3
EMS call, excluding vehicle accident with injury	1/16/2024	240116-CFA00063	00:02:27	CARMELO ST	OCEAN AVE	3
EMS call, excluding vehicle accident with injury	1/16/2024	240116-CFA00064	00:00:36	LINCOLN ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/17/2024	240117-CFA00066	00:03:00	LINCOLN ST	12TH AVE	2
EMS call, excluding vehicle accident with injury	1/17/2024	240117-CFA00067	00:03:31	SAN ANTONIO AVE	8TH AVE	2
EMS call, excluding vehicle accident with injury	1/18/2024	240118-CFA00071	00:03:38	LINCOLN ST	13TH AVE	3
EMS call, excluding vehicle accident with injury	1/18/2024	240118-CFA00072	00:01:48	MONTE VERDE ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/19/2024	240119-CFA00077	00:04:36	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/20/2024	240120-CFA00084	00:02:18	LINCOLN ST	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/22/2024	240122-CFA00088	00:00:37	6TH AVE	MISSION ST	3
EMS call, excluding vehicle accident with injury	1/23/2024	240123-CFA00092	00:03:02	SAN ANTONIO AVE	8TH AVE	3
EMS call, excluding vehicle accident with injury	1/26/2024	240126-CFA00104	00:02:01	MISSION ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/26/2024	240126-CFA00105	00:01:48	JUNIPERO AVE	6TH AVE	3
EMS call, excluding vehicle accident with injury	1/27/2024	240127-CFA00110	00:02:00	SAN CARLOS ST	7TH AVE	3
EMS call, excluding vehicle accident with injury	1/27/2024	240127-CFA00112	00:03:58	TORRES ST	2ND AVE	2
EMS call, excluding vehicle accident with injury	1/28/2024	240128-CFA00115	00:01:48	SAN CARLOS ST	10TH AVE	3
EMS call, excluding vehicle accident with injury	1/28/2024	240128-CFA00117	00:04:47	3049 RIO RD		3
EMS call, excluding vehicle accident with injury	1/30/2024	240130-CFA00126	00:01:29	SAN CARLOS ST	OCEAN AVE	3

Incident	Alarm Date	Incident Number	Response Time	Combined Address	Cross Street	Priority
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300-321 Series (EMS) cont.

29 0:03:12

400 Series (Hazardous Material)

Hazardous condition, other	1/2/2024	240102-CFA00009	00:04:29	MISSION ST	10TH AVE	3
Hazardous condition, other	1/9/2024	240109-CFA00031	00:05:36	LINCOLN ST	6TH AVE	3
Hazardous condition, other	1/11/2024	240111-CFA00039	00:05:28	26185 DOLORES ST		3
Hazardous condition, other	1/11/2024	240111-CFA00040	00:03:20	7TH AVE	CASANOVA ST	3
Hazardous condition, other	1/19/2024	240119-CFA00079	00:00:13	SAN CARLOS ST	OCEAN AVE	3
Hazardous condition, other	1/27/2024	240127-CFA00111	00:05:12	SCENIC RD	13TH AVE	3
Hazardous condition, other	1/28/2024	240128-CFA00113	00:04:12	CASANOVA ST	11TH AVE	2
Hazardous condition, other	1/31/2024	240131-CFA00131	00:04:09	MONTE VERDE ST	10TH AVE	3

8 0:04:05

500 & 600 Series (Service Calls)

Assist invalid	1/4/2024	240104-CFA00013	00:02:40	4TH AVE	SANTA FE ST	2
Assist invalid	1/15/2024	240115-CFA00055	00:03:37	SAN ANTONIO AVE	8TH AVE	3
Assist invalid	1/17/2024	240117-CFA00069	00:04:09	LINCOLN ST	12TH AVE	2
HazMat release investigation w/no HazMat	1/9/2024	240109-CFA00032	00:03:48	SAN CARLOS ST	11TH AVE	3

4 0:03:34

700 Series (False Alarms)

False alarm or false call, other	1/25/2024	240125-CFA00098	00:04:59	DOLORES ST	4TH AVE	3
Unintentional transmission of alarm, other	1/29/2024	240129-CFA00119	00:03:24	OCEAN AVE	LINCOLN ST	3
Alarm system activation, no fire - unintentional	1/18/2024	240118-CFA00073	00:03:36	LINCOLN ST	5TH AVE	3

3 0:04:00

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

240108-CFA00026 Delayed due to distance
 240109-CFA00031 7166 responded from Cypress area, delayed due to distance
 240111-CFA00039 Delayed due to distance
 240127-CFA00111 Delayed due to distance

Code 2 Calls	7
Code 3 Calls	38
Total # of Incidents	45
% Under 5 Minute Response Time	89%
Total Average Response Time	0:03:13



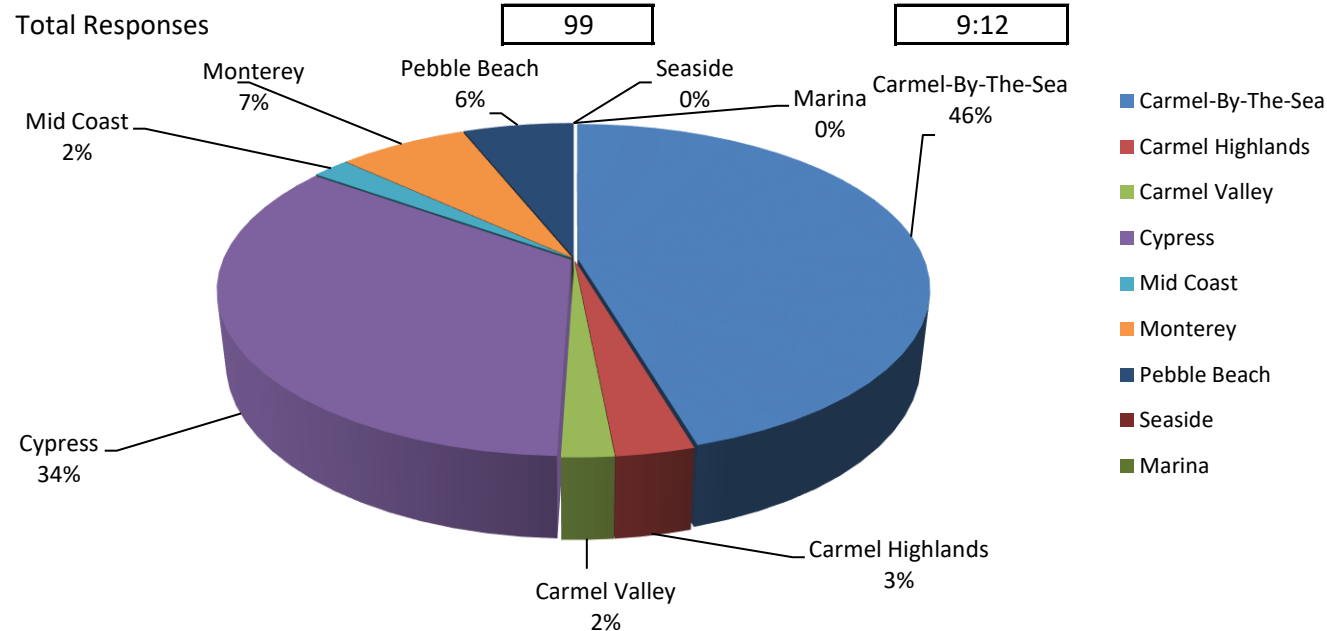
CITY OF CARMEL - FIRE AMBULANCE DEPARTMENT

JANUARY 2024

Response Summary Report by District Type



<u>District Response</u>	<u>Number</u>	<u>Average Response Time</u>
Carmel-By-The-Sea	45	3:32
Carmel Highlands	3	8:50
Carmel Valley	2	11:56
Cypress	34	5:39
Mid Coast	2	17:04
Monterey	7	8:59
Pebble Beach	6	8:28
Seaside	0	0:00
Marina	0	0:00



Total Code 3 Calls:	38
CFA Response Times for Code 3	
Calls ≤ 5 minutes:	89%

City Clerk PRA Log – January 2024

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-01	1/12/2024	1/22/2024	n/a	Harrison Memorial Library-Park Branch Dumbwaiter Decommissioning Project bid opening results 1-11-24	North American Procurement Council	1/12/2024	emailed response
2024-02 (NR ID# 24-1)	1/16/2024	1/26/2024	n/a	Request a copy of your building permit records [log] from October 1, 2023 to the present. Please include any fields that your permitting system tracks. This includes, but is not limited to: -Permit Number -Applied/Issued Dates -Work Address -Permit Type -Permit Status -Description of the work being done -Contractor and Architect Details -Job Valuations	Rolex Domengiano	1/22/2024	emailed records
2024-03	1/22/2024	2/1/2024	n/a	List of current Carmel-by-the-Sea contact info including: 1. First Name 2. Last Name 3. Position Title 4. Department 5. Direct Phone Number (if does not exist, list main phone number with extension) 6. Business Cell Phone (if provided by City of Carmel by the Sea) 7. Email Address 8. Office Address (Address, City, State, Zip)	Keana Mendez, SmartProcure	2/5/2024	emailed response
2024-04	1/23/2024	2/2/2024	2/15/2024	Permit No. BP 18-596 Applicant: Jeffrey Fink Location: Dolores 4 NW of 7th Avenue. Include applications, permits, amendments, revisions, RFI, inspection, correspondence, Cert. of Occupancy, plan review, notice of violation, etc. See email for full details.	Jane Bednar, Fischer Schoneman LLP	2/8/2024	sent the following to the requester on 2/1/2024 via google drive: Permit applications including, amendments and revisions, Plan submittals and revisions, Responses to RFIs, Planning Division Files, Plan review notes, RFIs, Variance or exception request, Deferred submittals, Administrative actions, Notices of violation, Certificate(s) of occupancy (temporary certificate of occupancy). Requested 14 day extension for the rest. New due date 2/15/2024. Sent remaining records (communications, emails, file notes, field reports, etc) via google drive 2/8/2024.
2024-05	1/23/2024	2/2/2024	n/a	campaign finance disclosures (if any exist) related to measure D, which was on the ballot in 2012.	Jack Maedgen	2/5/2024	records sent
2024-06	1/25/2024	2/5/2024	n/a	Property: Formerly known as the Handley Lumber Company, bounded by Junipero, Third Avenue and Torres Street, now known as Vista Lobos. Requested Information: 1) Any and all City of Carmel-by-the-Sea City Council Ordinances or Resolutions pertaining to said property (noted above) regarding the acquisition, designated usage, zoning, said ordinances and resolutions adopted within two months of the close of escrow and six months after the close of escrow. 2) A copy of the Prospectus for the sale of the Certificates of Participation, said document prepared by Jones, Hall, Hill & White and/or Dinkelspiel Company and/or another party. This document may identify the public agency as the City-of-Carmel-by-the-Sea, the Carmel-by-the-Sea Civic Improvement Agency, the Carmel-by-the-Sea Community Improvement Agency or such other public agency listed on the document.	Doug Schmitz	2/5/2024	records for item 1 sent on 2/5/2024. No records found for item #2.

request number	Date Requested	10-day response date	14-day extension due date	records requested	requestor	date completed	notes
2024-07	1/29/2024	2/8/2024	n/a	1) the "Indigo Condition Assessment Report." I understand the report is 50+ pages in length. 2) the "As Built" plans for the Police and Public Works building referenced the condition assessment report.	Steve Dallas	2/5/2024	records sent
2024-10	1/26/2024	2/5/2024	2/20/2024	1) All documents (as defined by Gov. Code section 6252(e)) and writings (as defined by Evid. Code section 250) regarding any records you have pertaining to the tree in front of the house at APN 010-263-002 (owned by Noonan - see screenshots below - note the fence has since been removed). 2) All documents (as defined by Gov. Code section 6252(e)) and writings (as defined by Evid. Code section 250) regarding any/all records you have pertaining to claims against the City of Carmel by the Sea involving City owned trees.	Kristie Campbell, Fenton and Keller	2/14/2024	records sent
2024-11	1/30/2024	2/9/2024	n/a	SUBJECT PROPERTY: Name: Svendsgaard's Inn Parcel Number: 010124012000 Address: San Carlos St & 4th Ave, Carmel-By-The Sea, CA 93923 Please email the following records from 01/01/2019 to the present: COMPLIANCE WITH BUILDING CODES, MUNICIPAL CODES, AND/OR ZONING ORDINANCES Records of all Certificates of Occupancy	Rick Smith	2/6/2024	Sent email - no responsive records exist.

Police Records Request Log – January 2024

Request No.	Request Date & Received By	10-Day Due Date	Requestor	Info Requested	Status
2023-0001	1/4/24 DA	1/14/2024	Metropolitan Reporting	CA2300408	completed
2023-0002	1/8/2024	1/18/2024	Washoe County Human Services Agency	CG1000418	completed
2023-0003	1/10/24 DA	1/20/2024	Metropolitan Reporting Bureaj	ca2300408	completed
2023-0004	1/12/2024	1/22/2024	Pacific Coast Law Firm	CG2300542	completed
2023-0005	1/12/24 DA	1/22/2024	Lexis Nexis	CC2300476	completed
2023-0006	1/15/2024 AI	1/25/2024	Caballero, Briana	CQ2400017	denied
2023-0007	1/18/2024	1/28/2024	Lexis Nexis	CA2300580	completed
2023-0008	1/18/2024	1/28/2024	Silva, Francisco	CA2300580	completed
2023-0009	1/18/2024	1/28/2024	Metropolitan Reporting	CA2400009	completed
2023-0010	1/19/2024	1/29/2024	Law Offc. John Coniglio	CG2200386	denied
2023-0011	1/25/2024	2/8/2024	Lexis Nexis	CA2400010	completed
2023-0012	1/18/2024	1/28/2024	Lexis Nexis	CA2000283	completed



CITY OF CARMEL-BY-THE-SEA

Public Works Department

January 2024 Monthly Report

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Robert M. Harary, P.E., Director of Public Works
SUBMITTED ON:	February 1, 2023
APPROVED BY:	Chip Rerig, City Administrator

City Council Special Meeting of January 8, 2024

- Held a Study Session regarding the Police Building condition assessment summary, Police Department programming needs, potential options for renovating the existing facility or constructing a new facility, comparison of potential sites, and recommended pursuing schematic design concepts for preferred alternatives. Based on public comments, additional Public Meetings will be held.

City Council Meeting of January 9, 2024

- Adopted Resolution 2024-005 awarding a construction contract to Color New Company, in the amount of \$392,150, for painting the exterior of the Sunset Center north wing, exterior of the Harrison Memorial Library (HML), and interior of the HML. A change order is being processed to reduce the amount of HML interior painting.
- Adopted Resolution 2024-006 approving Amendment No. 2 to the Professional Services Agreement (PSA) with Ten Over Studio, for a fee of \$29,500, to prepare design concepts for the Sunset Center Portico Project.
- Adopted Resolution 2024-008 ratifying the appointment of Gerard Montmorency to the Forest and Beach Commission to complete the term of former Commissioner Sours, expiring May 30, 2025.
- The Public Works Director gave a presentation summarizing the history of the Scout House and comparing pros and cons for the following five options: 1) Renovate the Scout House as a Capital Improvement Project, 2) Sell the property, 3) Reissue the Request for Proposal for a contractor to renovate, lease, and operate the Scout House, 4) Relocate and Renovate the building and sell the existing property, and 5) Status quo. Council directed staff to pursue the relocation of the facility (Option 4) to a site to be determined.

City Council Special Meeting of January 25, 2024

- Based on public comments received at the January 8th Study Session, the Police Building Ad Hoc Committee, comprised of Mayor Potter and Councilmember Baron, presented an overview of the Police Building project and solicited public comments.

Forest and Beach Commission Meeting of January 11, 2024

- Announcements included:
 - Thanked Mark Shurvington-Bradley for doing a great job as a temporary Forestry administrator since February. He accepted a permanent position as a Planner with Sonoma County.
 - Welcomed Gerald Montmorency, who was in the audience, as the new Commissioner.
- Received the final Rules of Procedure of the Forest and Beach Commission as adopted in December.
- Public Hearing held regarding pruning of two, City-owned, coast live oak trees located at the northwest corner of Lincoln Street and Santa Lucia Avenue. Commission approved structural pruning of one of the two trees under the supervision of the City Forester and at the Applicant's expense.
- Public Hearing held regarding two City-owned holly oak trees and a coast live oak located on Monte Verde Street, 3 northeast of Ninth Avenue, that were significantly over-pruned and damaged by a

landscaping contractor without a pruning permit nor a current business license. Commission released a Stop Work Order subject the property owner/responsible party paying fees for a Stop Work Order investigation, double the tree permit fees, cost for an independent arborist report, and depreciated value of the trees totaling \$9,140.

- The Commission approved the Environmental Programs Manager's proposal to install a three-rail, split rail cedar fence on the North Dunes Habitat Site boundary along Ocean and San Antonio Avenues. The 900-foot long fence will replace the existing post and cable rail fence, and provide openings at designated trails into the Dunes. Fence will be installed by Public Works this Spring.
- The City Forester presented the Forester's Report for December 2023 which included a summary of metrics comparing 2022 and 2023.
- The Public Works Director presented the Public Works Department Report for December 2023.

Administration

- Prepared staff report and resolution with budget amendments for Council to accept donations from Carmel Cares for 2023 totaling \$148,814 and 5,958 labor hours at their February 6th meeting.
- For the proposed Wave Astound Broadband fiber optic cable project, met with Wave, researched and developed responses to 14 public questions received in October 2023 when the project was introduced, and prepared the staff report and presentation for the February 6th Council meeting.
- Met with new Forest and Beach Commissioner, Gerard Montmorency, to provide an overview of the Public Works Departments services and challenges associated with improving and maintaining the City's forest, parks, beach, and sensitive habitat areas.
- For the Maintenance Worker vacancy, 52 applications were screened, and tentatively 14 candidates will move forward to a panel interview in mid-February.
- Met with the City Attorney's office to review public project cost accounting options, prevailing wages, and insurance issues associated with City support groups.
- Served on an interview panel for City Engineer candidates for the City of Marina.

Carmel Cares and Other Volunteer Groups

- Carmel Cares installed a stone paver apron in front of the trash enclosure on the Scenic Pathway near Ninth Avenue.
- "Downtown Detail" volunteers cleaned and improved the downtown area, with particular emphasis on upgrading tree wells.
- "Median Minders" volunteers continued to improve medians across the Village.

Environmental Programs

- The \$500,000 Local Coastal Programs (LCP) Grant Agreement was approved by the California Coastal Commission and executed!
- For the Coastal Engineering Study, Phase 2, Amendment No. 1 to the PSA with EMC Planning/Integral/Haro Kasunich was finalized for a fee of \$450,000. A staff report and resolution were prepared for Council to approve the LCP Grant-funded Amendment at the February 6th meeting.
- As part of the above Council action, staff is requesting Council to reallocate \$100,000 that was included in the Capital Improvement Program for the Coastal Engineering Study Phase 2, to add to funding for the Shoreline Infrastructure Repair Project.
- For the Coastal Engineering Study, Phase 1, met with Integral to review preliminary findings of Tasks 3 and 4 associated with sea level rise impacts on the beach and adaptation strategies.
- Updated project status worksheets for projects included in the Climate Action and Climate Adaptation Plans. Projects worksheets will be presented at the next Climate Committee meeting in February.
- Prepared a staff report for the March Forest and Beach Commission meeting regarding a presentation by the Police Chief to review criteria for closing down Carmel Beach, coordinating emergencies with Monterey County, and potential funding sources for shoreline repairs, such as from FEMA.
- Consultant Applied Marine Science obtained watershed samples for water quality laboratory testing and reporting.
- Issued a Purchase Order to Native Solutions to provide oversight of volunteers during weed pulling at the North Dunes Habitat Restoration site.

- Researched funding availability from 3CE for upcoming City EV charging station projects located at the Vista Lobos and Sunset Center north parking lots.
- Continued to coordinate with vendors for the second annual Earth Day, to be held in conjunction with Arbor Day and Community Day, in April 2024.
- Served on the City of Gilroy interview panel for a Public Works Administrative Analyst.
- Friday Letter public announcements included information about reducing plastic pollution, home electrification, and king tides.

Facility Maintenance

- As a Capital Improvement Project, at Sunset Center, eight new bollards were received for the area between the west parking area and the box office. A Contractor installed four of the bollards, and four were put in storage for use when other bollards are struck by vehicles and damaged.
- At Sunset Center, a Contractor installed and tested a new, \$8,300 fire pump bypass system which will allow water pressure testing to recycle, rather than discharge, 40,000 gallons of water each year.
- At the Fire Station, a Contractor prepared the back-patio deck surface and applied waterproofing materials. The \$10,000 project cost was roughly split with Carmel Cares.
- Received a budgetary quote of \$14,400 from an electrical contractor to rebuild the electrical panel next to the Ocean/Juniper Christmas tree for safety reasons. Evaluating quote and permit requirements.
- As part of the ADA Upgrade Project Year 6, additional slanted ADA-compliant mirrors were installed in building restrooms.
- Continued making repairs and upgrades in various park restrooms by clearing clogged drains, replacing broken toilets and rusted plumbing, and installing new water filters.
- Due to a high Cal Am water bill during winter months, checked water meters, restrooms, and backflow devices for leaks. One leak was found in a park restroom and repaired. A fire hydrant that was struck by a truck driver resulting in the loss of considerable amount of water appears to have also contributed to the increased bill.
- Removed holiday decorations from Devendorf Park and along the Ocean Avenue medians.

Forest Theater

- PacRep Theatre's request to temporarily place a Conex storage box in the Forest Theater parking lot was authorized.
- 2nd Quarter April 1 - June 30, 2023 Forest Theater Management Report:
 - Activities: 50 rehearsals, and 37 performances and events: "Celebrating the Beatles," "Something Rotten," SLV – Music in the Forest, FTG – Films/"Ride the Cyclone," "What the Constitution Means to Me," and MCTA – "White Knight, Shoes to Tight"
 - Total Attendance: 2,637. Total Facility Fees paid to City = \$2,506.
- 3rd Quarter July 1- September 30, 2023 Forest Theater Management Report:
 - Activities: 26 rehearsals, and 44 performances and events: FTG- Films/"Ride the Cyclone," SLV- Music in the Forest, Puddles Pity Party, Monterey Symphony, PacRep Theatre – "The Addams Family," and PacRep Theatre – "Cymbeline."
 - Total Attendance: 10,917. Total Facility Fees paid to City = \$8,247.

Project Management for the Capital Improvement Program

4 Leaf Projects:

- Presented the Police Building Project at the Council Study Session on January 8th. Presentation included the building condition assessment, Police space programming needs, and preliminary alternatives for schematic designs at existing or alternative sites.

Ausonio, Inc. Projects:

- For the Sunset Center North Wing and HML Exterior/Interior Painting Project, the contract documents from Color New Company were submitted, and the construction contract was executed. A kickoff meeting and technical submittals are planned for February.

- Executed Amendment No. 1 to the PSA with M3 Environmental to provide hazardous materials monitoring and testing during painting of Sunset Center and HML, for a fee of \$26,147.
- Two bids were received for the Park Branch Library Dumbwaiter Decommissioning. The low bid of \$8,838, submitted by Elevator Service Company, was responsive. Contract documents were received, and the contract was executed. A separate contractor permanently sealed off a fire sprinkler head in the dumbwaiter shaft as required by the Building Official. Decommissioning is scheduled in mid-February.
- Submitted 90% complete contract documents for re-bidding the City Hall Roof Replacement Project. This project was extracted from a larger facility renovation project, and will be re-bid to allow roofing contractors to directly bid on the project.
- For the Sunset Center Portico Design Project, Amendment No. 2 to the PSA with Ten Over Studio was executed to develop two portico concept designs, including structural connections, lighting concepts, and a demolition plan. A kickoff meeting was held, and a site visit is planned for early February.
- For the Sunset Center Retaining Walls Repair Project and San Antonio Walkway Repair Project, Second to Fourth Avenues, a PSA with ZFA Structural Engineers for \$55,000 was finalized and routed for signatures. Kickoff meeting and site visit scheduled for February 7th.

Wallace Group Projects:

- For the FY 2022/23 Concrete Streets Repair Project, BKF Engineers are incorporating 95% review comments, generated by Wallace Group and staff, on their final construction plans, specifications, and cost estimates.
- For the FY 2023/24 City-wide Paving Project, Wallace Group is finishing up the 30% design package which is scheduled to be submitted to the City for review in mid-February.
- For the Shoreline Infrastructure Repair Project, reviewed a draft Request for Proposal to hire an engineering firm with shoreline expertise. Resolving issues including environmental services scope, options for beach stair repairs, and availability of prior reports when the RFP is issued.

Additional Capital Projects:

- For the \$1.14M, FY 2021/22 City-wide Paving Project, Monterey Peninsula Engineering dug out and patched failed sections of asphalt, performed conform paving along edges, and constructed an asphalt overlay on Junipero Street, Third to Fourth Avenues, along Santa Fe Street, Fourth to Fifth Avenue, and at the Junipero/Camino del Monte Intersection. Sidewalk repairs are scheduled in February.
- For the Mission Trail Nature Preserve (MTNP) 3 Drainage Project, the design plans, specifications, and bidding contract documents were approved, and advertising for construction bids will begin in early February. A proposal received from Dudek for environmental monitoring during construction was rejected.
- For the 4 City-wide Drainage Improvement Projects, 90% plans and cost estimates were submitted by Neill Engineers and are being checked by staff. Denise Duffy & Associates were authorized to prepare Notices of Exemption under CEQA for two of the project sites that discharge into natural channels, and one easement will be required at the south end of Santa Fe Street, south of Eighth Avenue.
- For the Sunset Center Electrical Panel Replacement Project, Advanced Design Consultants and staff met with PG&E to evaluate the option of having two electrical services in the north parking lot: one for the existing commercial service for parking lot lighting, and a new service for additional EV charging stations which would provide reduced energy rates, but at a higher capital investment cost.

Street Maintenance

- During and following several storm events throughout January, cleared out storm drains, picked up fallen branches, and placed sandbags to reduce erosion. No flooding problems were reported.
- All beach access stairs continue to be temporarily closed. Signs and barricades were replaced as needed.
- Heavily-damaged beach access stairs at Fourth Avenue, Tenth Avenue, Twelfth Avenue, and Martin Way and the equipment access ramp near Eighth Avenue will be closed until further notice.
- Filled a number of street potholes that resulted from rain events.

- Filled in puddle spots along the Scenic Pathway using decomposed granite.
- Priority sidewalk repairs are underway based on the Annual Sidewalk Survey Update completed in December.
- Reconstructed the MTNP entry gate at Rio Road using salvaged parts from the old Eleventh Avenue gate, and painted the new gate.
- Repaired the new split rail fence along Mission Street at the west border of Forest Hill Park that was damaged by a fallen tree.
- Installed several more ribbon-style trash and recycling containers.
- Updated the 5-year Capital Plan for City vehicles and heavy equipment.
- The vehicle maintenance lift was inspected and repairs were made.
- Prepared two old forestry trucks for public auction.

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

- Status of Davey Resource Group (DRG) development of the Urban Forest Master Plan (UFMP):
 - The first draft of the UFMP was expected in December, but has been delayed to February due to the resignation of a key DRG project team member.
 - The UFMP technical report regarding the Tree Canopy and Land Cover Assessment will be presented to the Forest and Beach Commission and Steering Committee on February 8th.
- Forestry crews planted 14 new trees, removed 8 dead/hazardous trees, pruned 14 trees, and removed 1 stump in January.
- Overgrown acacia was pruned around the viewing deck at the west end of the Del Mar parking lot.
- Crews also pruned overgrown trees and shrubs which were partially blocking views of Stop signs.
- Crews began to clear out a backlog of logs left over by PG&E line clearing crews.
- Crews started driving our new, 2023 Dodge Dakota 1500 trucks which have much larger bed capacity for trees and landscape equipment and materials versus the older trucks they replaced.
- Tree contractors removed 4 large stumps and 14 dead or dying trees under contract Task Orders.
- Landscape maintenance work across the City continues to be fully engaged by Town & Country.
- Forestry staff attended a "Navigating Urban Forestry Workshop" sponsored by West Coast Arborists in Menlo Park. Key topics included tree health and using drones and new technology.
- Forestry welcomed back Administrative Analyst Tom Ford from Paternity leave after his wife Michelle gave birth to their baby boy Jason Sergio Ford in late November.

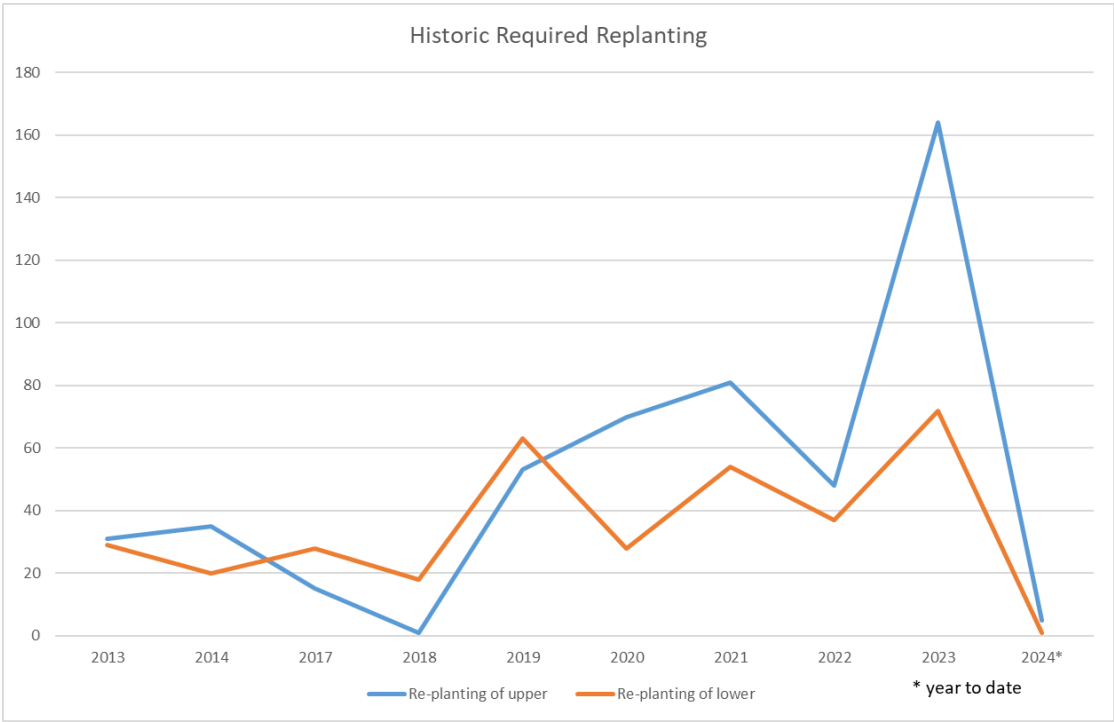
Permit Information

2024 Permitted removals, pruning, and required planting												
	Tree permits received	Tree permits Issued	Site Inspections Performed	Total Prunings	Total Removals	Removal of Upper	Removal of Lower	Required to Plant Upper	Required to Plant Lower	No room for new tree	Meets Density Rec.	Total Number of Trees Required
January	17	12	1	4	8	6	2	5	1	0	2	6
February												
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
2024 Totals	17	12	1	4	8	6	2	5	1	0	2	6

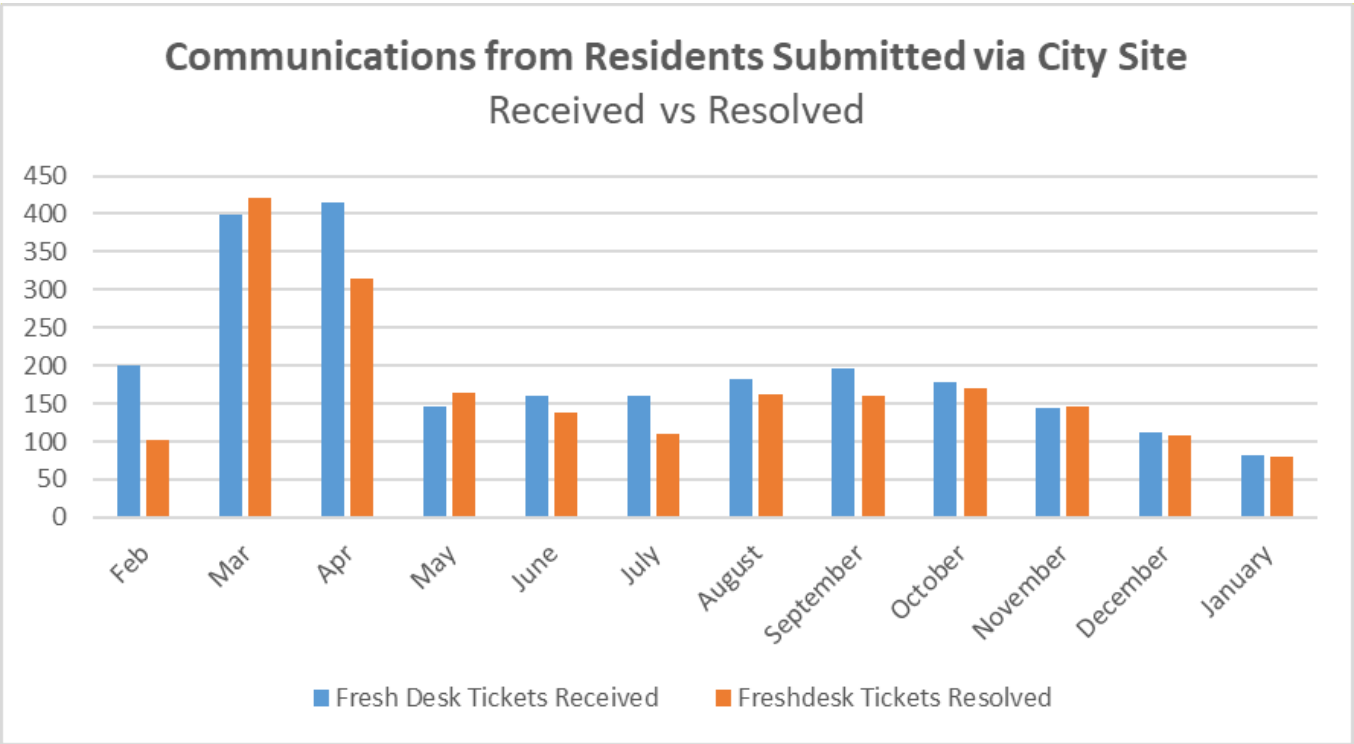
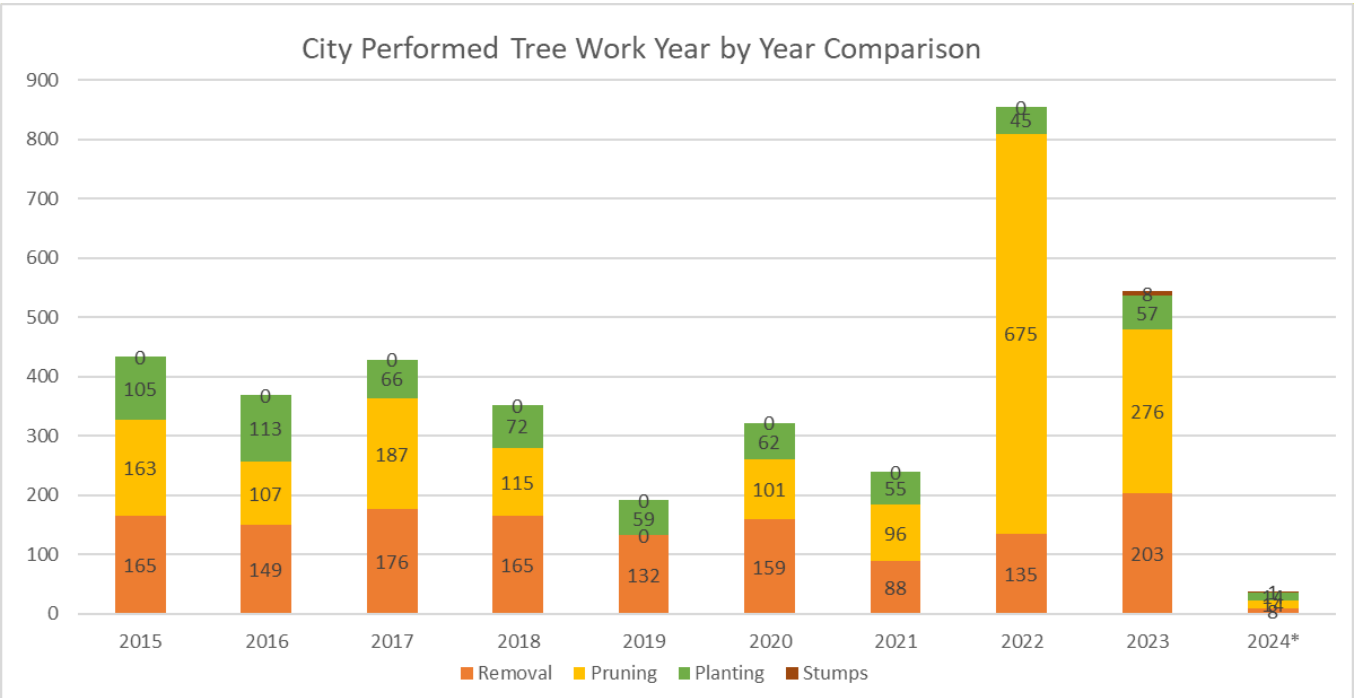


Historic permitted removals and required planting

Year	Permitted removals	Removal of upper	Removal of lower	Replanting Required	Replanting of upper	Replanting of lower	Replanting %	Applications processed
2021	204	81	123	135	81	54	66.18%	213
2022	149	82	67	85	48	37	57.05%	155
2023	324	211	113	223	164	72	68.83%	336
2024	8	6	2	6	5	1	75.00%	17



City Forestry, Parks, and Beach Activities



*Numbers only represent correspondences received via the City’s website and do not include live calls, voicemails, drop-in visitors, and emails sent directly to employees from residents, nor return calls and emails from staff.



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: December 2023 Check Register Summary

RECOMMENDATION:

Approve the check register for December 2023.

BACKGROUND/SUMMARY:

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

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

As a supplement to the check register, staff have included information about the contract balances for vendors who received payments during the month of December 2023. This data can be found on the last page of the report.

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

FISCAL IMPACT:

The check register summary for December 2023, totals \$1,084,278.89.

PRIOR CITY COUNCIL ACTION:

Council ratified the November 2023 check register at the January 9, 2024 regular meeting.

ATTACHMENTS:

Attachment 1) December 2023 Check Register

December 2023 Check Register

Attachment 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000				
52516	County of Monterey-Treasury Division	Citation Assessments - November 2023	12/07/2023	4,725.00
52583	County of Monterey-Treasury Division	Citation Assessments - Reissue September 2023	12/15/2023	9,175.00
52605	Monterey County Convention & Visitors Bureau	Sep-Oct 23 TID remittance	12/15/2023	110,931.97
52633	Visit Carmel	Sep-Oct 23 CHID remittance	12/15/2023	332,026.69
Total for Department: 000				456,858.66
Department: 110 City Council				
52540	Peninsula Messenger LLC	Mail service sorting and delivery	12/07/2023	7,128.00
Total for Department: 110 City Council				7,128.00
Department: 111 City Administration				
52503	Amazon Web Services Inc	Data and cloud storage fees	12/07/2023	1,017.56
52506	AT&T	Telephone service citywide	12/07/2023	2,448.48
52509	Carmel Pine Cone	Legal noticing	12/07/2023	912.00
52514	Complete Paperless Solutions	Laserfiche Cloud subscription: 1 year Municipal site license	12/07/2023	3,100.00
52520	Digital Deployment	Website support agreement:Maint, training, security and updates	12/07/2023	700.00
52525	Image Sales	Employee ID Badges	12/07/2023	22.83
52526	J 4 Systems	System moderization and resiliency services directed by IT-Amend	12/07/2023	1,655.00
52537	Office Depot, Inc.	Office supplies Admin	12/07/2023	55.50
52543	Pitney Bowes Bank Inc Purchase Power	Postage-meter refills	12/07/2023	836.55
52546	Robert Half	Temporary Finance assistance services - Tony Wong	12/07/2023	5,480.00
52547	Same Day Shred	PD-Document shredding services	12/07/2023	45.00
52551	SystemsUp LLC	Remote desktop services as directed by IT Manager	12/07/2023	58.50
52554	T-Mobile	Monthly cell service, usage and purchases	12/07/2023	1,568.82
52556	Universal Staffing Inc	Temporary staffing services:H Griffin	12/07/2023	2,440.00
52557	US Bank	Executive meeting expenses	12/07/2023	1,164.73
52557	US Bank	NYT digital subscription	12/07/2023	20.00
52557	US Bank	Credit - Employee training refund	12/07/2023	-210.00
52557	US Bank	Employee appreciation expense	12/07/2023	137.17
52564	AT&T	Telephone service citywide	12/15/2023	1,046.42
52565	Benefit Coordinators Corporation (BCC)	Monthly COBRA admin fees Aug 22- Dec 2023	12/15/2023	375.00
52581	Copies By-The-Sea	Agenda printing services	12/15/2023	1,373.82
52585	Daniel or Kathleen Levine	BP 22-294 (LEVINE) \$8.75 MERCH. FEE DOUBLE-CHARGED ON 10/05/2023	12/15/2023	8.75
52592	J 4 Systems	System moderization and resiliency services directed by IT	12/15/2023	40.00
52611	Office Depot, Inc.	Office supplies Admin	12/15/2023	257.70
52615	Pitney Bowes Global Fin S	Postage meter lease	12/15/2023	836.55
52626	Traffic Patterns	Recruitment services, NEOGOVE implementation and on-call HR supp	12/15/2023	5,400.00
52629	Universal Staffing Inc	Temporary staffing services:H Griffin	12/15/2023	4,392.00
52631	US Bank	Office reno expenses	12/15/2023	705.38
52631	US Bank	City Admin meeting expense	12/15/2023	181.30
52631	US Bank	IT Subscriptions	12/15/2023	297.81
52631	US Bank	NYT digital subscription	12/15/2023	20.00
Total for Department: 111 City Administration				36,386.87
Department: 112 City Attorney				
52549	Sloan Sakai Yeong & Wong	Legal services	12/07/2023	175.00
52570	Burke,Williams & Sorensen, LLP	City Attorney services-Labor	12/15/2023	10,984.50
Total for Department: 112 City Attorney				11,159.50
Department: 115 Community Planning & Building				
52503	Amazon Web Services Inc	iPhone Charger Cable (Sullivan C., Building Dept.)	12/07/2023	18.55
52511	Chico State Enterprises-Acets Rec	FY 23-24: Website - GIS Map (layers, functions, etc.)	12/07/2023	1,500.00
52521	Engineered Fire Systems	FY 23-24: Fire Systems Review (revenue offset) - OCTOBER 2023	12/07/2023	187.50
52522	FedEx	Shipping Fees - Volume Study Plans	12/07/2023	14.09
52537	Office Depot, Inc.	Office Supplies: CP&B Dept.	12/07/2023	489.24
52556	Universal Staffing Inc	Temporary staffing services:Maura Wetmore	12/07/2023	1,477.20
52557	US Bank	APA CA - JOB POSTING - PLANNER	12/07/2023	250.00
52557	US Bank	APA CA - JOB POSTING - PLANNER	12/07/2023	395.00
52557	US Bank	ePost for eBikes	12/07/2023	88.77
52557	US Bank	Mad Dogs - eBike tire repairs	12/07/2023	23.74
52557	US Bank	CA Preservation Foundation - Waffle & Wallace	12/07/2023	75.00
52557	US Bank	CA Bldg Officials - Carey-Lang	12/07/2023	290.00
52557	US Bank	CA Bldg Officials - Dauphinee & Laurie	12/07/2023	580.00
52557	US Bank	Int'l Code Council - Dauphinee	12/07/2023	125.00
52557	US Bank	Co. Bldg Officials Assn of CA - Laurie	12/07/2023	75.00
52586	De Lage Landen Financial	FY 23-24 Financial Services - 11/01 - 11/30/2023	12/15/2023	212.22
52611	Office Depot, Inc.	CP&B Office Supplies	12/15/2023	115.36
52631	US Bank	CO. BLDG. OFFICIAL ASSN. OF CA. - Training Laurie	12/15/2023	160.00
52631	US Bank	Int'l Code Council - Laurie	12/15/2023	300.00
Total for Department: 115 Community Planning & Bu				6,376.67
Department: 116 Police				
52502	Allied Universal	Beach patrol services	12/07/2023	351.00

52507	Axon Enterprise, Inc	PD-Fleet 2 Unlimited Package Year 5 payment/Evidence storage fee	12/07/2023	28,231.60
52510	Carmel Towing & Garage	PD Gas and oil expense	12/07/2023	4,416.86
52513	Community Hospital of the Monterey Peninsula	Services	12/07/2023	27.00
52515	County of Monterey, Dept of Emerg Communications	NGEN & 0&M Quarterly	12/07/2023	5,106.35
52518	Department of Justice/Accounting Office	PD:Fingerprinting services	12/07/2023	32.00
52537	Office Depot, Inc.	Office supplies PD	12/07/2023	822.24
52548	Secure Solutions	Police chief background check	12/07/2023	3,080.88
52550	Summit Uniforms	PD Uniform purchases	12/07/2023	1,256.72
52552	T2 Systems Canada Inc.	PD:Digital iris services	12/07/2023	75.00
52553	T2 Systems, Inc	Automated owner lookups-Mail services	12/07/2023	131.19
52555	Transunion Risk & Alterna	PD: Monthly fee for information services	12/07/2023	75.00
52557	US Bank	ID card for employee	12/07/2023	50.75
52557	US Bank	Training Fee CSO Academy PD	12/07/2023	437.75
52559	Alhambra	Water service-Police Dept	12/15/2023	288.46
52579	Comcast	PD Cable serices	12/15/2023	20.82
52586	De Lage Landen Financial	PD Copier usage	12/15/2023	161.70
52593	Jacob Clifford	Travel expense Camp Roberts seminar 11/6-11/9/2023	12/15/2023	240.13
52614	Petty Cash Dawn Almario	Petty Cash Reimbursement for Car Wash	12/15/2023	20.99
52622	Summit Uniforms	PD Uniform purchases	12/15/2023	97.34
52625	Tracnet Corporation	Annual IBM Service Hardware/Software renewal	12/15/2023	2,582.00

Total for Department: 116 Police	47,505.78
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Department: 117 Fire

52510	Carmel Towing & Garage	Fire Dept. Gas Expense (E15)	12/07/2023	940.87
52512	City Of Monterey	FY 23-24 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	12/07/2023	245,891.60
52515	County of Monterey, Dept of Emerg Communications	Dispatch Service	12/07/2023	6,114.03
52535	Mission Linen Service	Fire Dept laundry service	12/07/2023	261.96
52582	County of Monterey IT Dept	Billing period 11/2023 802 Carmel Police Dept	12/15/2023	460.00
52584	Cypress Coast Ford/Lincoln	Ambulance vehicle repairs	12/15/2023	46.54
52603	Mission Linen Service	Fire Dept laundry service	12/15/2023	247.24

Total for Department: 117 Fire	253,962.24
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Department: 118 Ambulance

52505	American Supply Company	Janitorial Supplies-Amb Dept	12/07/2023	463.33
52508	Bound Tree Medical LLC	Medical supplies	12/07/2023	882.07
52510	Carmel Towing & Garage	Amb Dept. Gas Expense (7166)	12/07/2023	962.23
52512	City Of Monterey	FY 23-24 Ambulance Administration fee	12/07/2023	10,251.94
52541	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	12/07/2023	74.63
52586	De Lage Landen Financial	Ambulance copier usage	12/15/2023	67.01

Total for Department: 118 Ambulance	12,701.21
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Department: 119 Public Works

52501	Airtec Inc	HVAC repairs for City facilities	12/07/2023	756.00
52504	American Lock & Key	Locksmith and key service for CF-	12/07/2023	2,031.05
52512	City Of Monterey	CPR Training 11/13/23 #103147	12/07/2023	275.00
52517	CSC of Salinas	Backhoe hose 10/27/23 #000970851 and #000975080	12/07/2023	331.87
52523	Ferguson Enterprises, Inc.	Plumbing supplies for Facilities	12/07/2023	5,402.90
52527	Justin Ono	Poison oak cleaner for PW staff-JO10/23/23	12/07/2023	37.61
52531	Mad Dogs & Englishmen	Electric bike for PW	12/07/2023	2,921.33
52534	Michael Feher	Safety Boots - Per MOU	12/07/2023	250.00
52544	Poe's Plumbing & Backflow	Install a sand filter at Del Mar Beach RR	12/07/2023	1,654.14
52545	PSTS, Inc.	Services:Pumping oil-water separator 10/25/23 #1086442	12/07/2023	776.25
52556	Universal Staffing Inc	Temporary staffing services PW/Forestry	12/07/2023	2,750.14
52557	US Bank	Headlamps, team building supplies	12/07/2023	449.02
52557	US Bank	Model 300 Sandbagger	12/07/2023	509.85
52559	Alhambra	Water for Public Works Dept.	12/15/2023	399.21
52561	American Supply Company	PW/FM Janitorial supplies	12/15/2023	992.09
52563	Assured Aggregates Company, Inc	Baseroack for MTNP 11/27/23 #62550	12/15/2023	894.31
52571	California Marine Sanctuary Foundation	Water quality monitoring August-November 2023 12/6/23 #2075	12/15/2023	2,430.80
52572	California Premier Restoration	Mold remediation of books at PBL Local history vault.	12/15/2023	300.00
52573	Carmel Cares-Dale Byrne, President	Landscaping Services for Scenic Pathway-	12/15/2023	2,700.00
52574	Carmel Towing & Garage	Fuel for PW vehicles	12/15/2023	2,493.71
52577	Cintas Corporation	Uniform Service for PW staff	12/15/2023	585.07
52578	City Of Monterey	Vehicle services.	12/15/2023	6,285.71
52580	Conte's Generator Service, INC	PW/FM Emergency generator services	12/15/2023	3,500.68
52586	De Lage Landen Financial	Lease for copiers for PW	12/15/2023	205.40
52588	Eric Miller	Fuel for Chipper Truck Service trip to Livermoore.	12/15/2023	20.00
52589	Ferguson Enterprises, Inc.	plumbing for supplies facilities	12/15/2023	3,515.49
52590	Granite Rock Company	Public Works supplies	12/15/2023	651.75
52591	Hayward Lumber	Materials for MTNP Bridge 12/7/23 #292079	12/15/2023	1,854.17
52596	Justin Ono	Membership renewal- Society of Municipal Arborists - 1821	12/15/2023	95.00
52602	Michael Wood	Boot reimbursement per MOU-11/3/23	12/15/2023	250.00
52606	Monterey Tire Service Inc	Gator flat tire repair 11/29/23 #1-115573	12/15/2023	48.00
52608	Napa Auto Parts	PW vehicle supplies	12/15/2023	214.63
52611	Office Depot, Inc.	Office Supplies for PW Admin	12/15/2023	502.25
52613	Pacific Smog	6 smogs for city vehicles 12/1/23 #1674	12/15/2023	316.50
52616	Pureserve Building Service	Janitorial services FY 23/24	12/15/2023	21,775.59
52617	Ross Roofing Inc	Roof repairs for City facilities	12/15/2023	2,878.00
52618	Scarborough Lumber & Building	Public Works Streets supplies	12/15/2023	188.32

52621	State Water Resources Control Board (SWRCB)	Annual permit fee SW-0268968	12/15/2023	7,067.00
52623	Sunbelt Rentals, Inc	Dump truck rental	12/15/2023	1,095.54
52627	Uline Inc.	Tred fro stairs at PW Office	12/15/2023	1,198.50
52629	Universal Staffing Inc	Temporary staffing services PW/Forestry	12/15/2023	8,949.19
52631	US Bank	Supplies for City projects and facilities: fountain filters, cooler, mini fridge	12/15/2023	728.28
52635	West Coast Arborists Inc .	Tree maintenance services as directed by City Forester	12/15/2023	4,309.00

Total for Department: 119 Public Works	94,624.35
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Department: 120 Library

52539	Pacific Grove Self Storage	Storage Unit - Document storage	12/07/2023	406.00
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Total for Department: 120 Library	406.00
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Department: 121 Community Activities

52509	Carmel Pine Cone	Holidays in Carmel ad 11.24.23	12/07/2023	425.00
52524	Golden State Portables	portable restrooms for Homecrafters' Marketplace 11.17-20.23	12/07/2023	1,871.88
52528	Kelly Productions	Santa for Holiday Celebration 12.1.23	12/07/2023	535.00
52529	Lucky	Poinsettias for Holiday Celebration	12/07/2023	109.14
52624	Tigerlilly Florist&Gifts	Wreaths and flowers for Veterans Day ceremony	12/15/2023	447.94

Total for Department: 121 Community Activities	3,388.96
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Department: 130 Non-Departmental

52538	Pacific Gas & Electric	Citywide gas & electric services	12/07/2023	10,890.95
52612	Pacific Gas & Electric	Citywide gas & electric services	12/15/2023	2,663.88

Total for Department: 130 Non-Departmental	13,554.83
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Department: 311 Capital Projects

52500	4Leaf, Inc	PD Building PM	12/07/2023	7,782.95
52501	Airtec Inc	PD AC repair-10/11/23 #26954	12/07/2023	888.92
52530	M3 Environmental Consulting	Provide lead consulting services for MTNP water tank project	12/07/2023	985.72
52536	Neill Engineers Corp.	Civil engineering design services: Storm Drain capital project A	12/07/2023	11,394.00
52566	BKF Engineers	Project managment: Ocean Ave resurface/San Antoinio, San Carlos,	12/15/2023	20,389.25
52573	Carmel Cares-Dale Byrne, President	Phase 2 Scenic Pathway 11/20/23 #0022	12/15/2023	2,797.31
52587	EMC Planning Group, Inc	Coastal Hazard project services	12/15/2023	1,958.68
52631	US Bank	ADA - 6 tilt mirrors	12/15/2023	1,422.50
52634	Wallace Group	Concrete Streets	12/15/2023	1,081.75

Total for Department: 311 Capital Projects	48,701.08
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Department: 411 Debt Service

52630	US Bank	Public Improve Auth 2020 Refunding Lease Sunset Center Bond	12/15/2023	2,035.00
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Total for Department: 411 Debt Service	2,035.00
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Department: 513 Veh & Equip Replacement

52607	MY Jeep-Chrysler-Dodge-Ram	2 2023 Ram 1500 Crew Cab Trucks per quote	12/15/2023	89,489.74
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Total for Department: 513 Veh & Equip Replacement	89,489.74
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Grand Total	1,084,278.89
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Vendor	Contract Amt	Paid thru December	Contract Balance
Pen Messenger	\$ 107,730.00	\$ 69,524.00	\$ 38,206.00
City of Monterey *	\$ 2,950,699.00	\$ 1,238,548.00	\$ 1,712,151.00
Pureserve *	\$ 272,000.00	\$ 151,794.89	\$ 120,205.11
4Leaf Inc.	\$ 179,800.00	\$ 86,190.52	\$ 93,609.48



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

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Jane Hogan, Accountant

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: January 2024 Check Register Summary

RECOMMENDATION:

Approve the check register for January 2024.

BACKGROUND/SUMMARY:

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

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

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

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

FISCAL IMPACT:

The check register summary for January 2024, totals \$1,381,839.99.

PRIOR CITY COUNCIL ACTION:

Council ratified the November 2023 check register at the January 9, 2024 regular meeting.

ATTACHMENTS:

Attachment 1) January 2024 Check Register

January 2024 Check Register

Attachment 1

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Department: 000 ____				
52700	County of Monterey-Treasury Division	Citations-revenue distribution	01/16/2024	4,037.50
52703	Division of the State Architect	DSA report Sep-Dec 2023	01/16/2024	59.20
Total for Department: 000 ____				4,096.70
Department: 110 City Council				
52725	Peninsula Messenger LLC	Mail service sorting and delivery	01/16/2024	7,128.00
52805	Dave Potter	Reimburse conference expenses	01/26/2024	1,356.01
52811	League of California Cities	Memership dues calendar year 2024	01/26/2024	2,870.00
Total for Department: 110 City Council				11,354.01
Department: 111 City Administration				
52645	Amazon Capitol Services	IT Supplies and Equipment	01/02/2024	1,517.82
52646	AT&T	Router & misc services-Junipero Ave	01/02/2024	826.62
52648	Carmel Pine Cone	Legal noticing	01/02/2024	585.00
52650	Comcast Business	NonNGEN internet and recurring charges	01/02/2024	545.43
52659	J 4 Systems	System moderization and resiliency services directed by IT Amend	01/02/2024	120.00
52663	MRC	Printer usage fees-All departments	01/02/2024	624.78
52664	Nova Romero	Reimburse for travel expenses Clerk training 12/12-12/15/23	01/02/2024	929.32
52665	Office Depot, Inc.	Office supplies Admin	01/02/2024	133.27
52668	Robert Half	Temporary Finance assistance services	01/02/2024	10,001.00
52669	Same Day Shred	Admin-Document shredding services	01/02/2024	45.00
52671	US Bank	SideAI	01/02/2024	10.00
52671	US Bank	NYT Subscription	01/02/2024	20.00
52671	US Bank	HR MetroFax subscription	01/02/2024	11.95
52671	US Bank	HR Employee training	01/02/2024	210.00
52671	US Bank	HR Conference: M Bermudez	01/02/2024	1,120.00
52671	US Bank	Employee holiday lunch	01/02/2024	81.60
52671	US Bank	Employee appreciation lunch	01/02/2024	321.23
52671	US Bank	HR Pre-employment expense	01/02/2024	17.50
52671	US Bank	IT Subscriptions	01/02/2024	411.15
52671	US Bank	IT: Freshworks, Constant Contact	01/02/2024	313.00
52671	US Bank	IT Subscriptions: Freshworks, Zoom, Adobe, Backblaze	01/02/2024	3,330.73
52671	US Bank	IT Equipment maintenance: adapter supplies plug & play, cables	01/02/2024	126.94
52671	US Bank	IT training expense	01/02/2024	99.22
52671	US Bank	IT telephone: Junction Networks	01/02/2024	1,236.60
52674	Xerox Financial Services	Xerox copier leases citywide	01/02/2024	1,452.53
52686	Alhambra	Water service-City Hall	01/16/2024	177.86
52688	Amazon Web Services Inc	Data and cloud storage fees	01/16/2024	1,050.56
52690	AT&T	Telephone service citywide	01/16/2024	3,395.43
52694	Carmel Pine Cone	Legal noticing	01/16/2024	262.50
52698	Comcast	City Hall cable service	01/16/2024	68.71
52699	Corbin Willits System	MOM Financial system monthly fee	01/16/2024	720.79
52702	Digital Deployment	Website support agreement:Maint, training, security and updates	01/16/2024	700.00
52708	FedEx	Shipping fees-Business office	01/16/2024	89.51
52711	Hinderliter, De Llamas & Associates	Sales/transactions tax auditing services	01/16/2024	300.00
52712	Image Sales	Employee ID Badges	01/16/2024	23.93
52713	Iron Mountain	Records storage and management services	01/16/2024	619.47
52720	MRC	Printer usage fees-All departments	01/16/2024	679.78
52721	Office Depot, Inc.	Office supplies Admin	01/16/2024	41.06
52728	Robert Half	Temporary Finance assistance services	01/16/2024	8,768.00
52731	SESAC -	Performance license 1/1/2024-12/31/2024	01/16/2024	581.00
52737	T-Mobile	Monthly cell service, usage and purchases	01/16/2024	1,084.88
52740	Universal Staffing Inc	Temporary staffing services:H Griffin	01/16/2024	4,113.23
52743	Verizon Wireless	Cell phone sales and usage	01/16/2024	2,595.04
52756	Amazon Capitol Services	IT Supplies and Equipment	01/19/2024	1,267.92
52759	AT&T	Router & misc services-Junipero Ave	01/19/2024	1,018.67
52761	Comcast Business	NonNGEN internet and recurring charges	01/19/2024	644.40
52765	DocuSign, Inc	eSignature Enterprise Pro Edition renewal	01/19/2024	8,424.59
52767	FedEx	Shipping fees-Business office	01/19/2024	21.38
52771	MRC	Printer usage fees-All departments	01/19/2024	429.24
52772	Office Depot, Inc.	Office supplies Admin	01/19/2024	87.47
52774	PC Specialists, Inc	Arctic Wolf subscription Quote	01/19/2024	29,900.82
52779	SystemsUp LLC	Remote desktop services as directed by IT Manager	01/19/2024	39.00
52781	Universal Staffing Inc	Temporary staffing services:H Griffin	01/19/2024	2,440.00
52782	US Bank	HR subscriptions: Metrofax	01/19/2024	11.95
52782	US Bank	Forms 1099/W-2	01/19/2024	225.01
52782	US Bank	Employee holiday lunch supplies	01/19/2024	68.28
52782	US Bank	IT subscriptions	01/19/2024	313.00
52782	US Bank	IT Subscriptions: Freshworks, Zoom, Adobe, Backblaze	01/19/2024	3,271.50
52785	Xerox Financial Services	Xerox copier leases citywide	01/19/2024	1,452.53

52796	Carmel Pine Cone	Legal noticing	01/26/2024	270.00
52801	Comcast	City Hall cable service	01/26/2024	73.26
52802	Copies By-The-Sea	Agenda printing services	01/26/2024	1,139.78
52803	Corbin Willits System	MOM Financial system monthly fee	01/26/2024	720.79
52806	DFM Associates	CA Elections Code books and supplies	01/26/2024	95.05
52809	J 4 Systems	System moderization and resiliency services directed by IT Amend	01/26/2024	890.00
52826	Tangent Computer, Inc	Quote: DMARC DKIM SPF Planning and Deployment Subscription	01/26/2024	2,990.00
52829	Universal Staffing Inc	Temporary staffing services:H Griffin	01/26/2024	1,952.00
52830	US Bank	NYT subscription	01/26/2024	20.00
52830	US Bank	Employee appreciation expense	01/26/2024	60.37
52830	US Bank	SlideAI subscription	01/26/2024	10.00
52830	US Bank	Finance charges	01/26/2024	51.11
52830	US Bank	Pre-employment expense	01/26/2024	128.47
52830	US Bank	IT telephone: Junction Networks	01/26/2024	1,240.18

Total for Department: 111 City Administration	108,619.21
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Department: 112 City Attorney

52693	Best Best & Krieger, Attorney At Law	Legal fees:Telecommunications issue, Verizon litigation	01/16/2024	661.00
52776	Sloan Sakai Yeung & Wong	Legal services	01/19/2024	3,700.00

Total for Department: 112 City Attorney	4,361.00
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Department: 115 Community Planning & Building

52653	De Lage Landen Financial	FY 23-24 Financial Services - DEC 2023	01/02/2024	212.22
52655	EMC Planning Group, Inc	FY 23-24: SB2 Money - 6th Cycle Housing Element	01/02/2024	86,041.58
52656	Engineered Fire Systems	FY 23-24: Fire Systems Review (revenue offset) - NOV 2023	01/02/2024	500.00
52657	FedEx	Shipping Fees: CP&B Dept. - Volume Study Plans	01/02/2024	14.09
52670	Universal Staffing Inc	Temporary staffing services: CP&B DEPT - Maura Wetmore	01/02/2024	2,446.61
52671	US Bank	Mad Dogs and Englishmen: Electric Bike Repair, D. Dauphinee	01/02/2024	60.72
52763	De Lage Landen Financial	FY 23-24 Financial Services - MAR 2023	01/19/2024	644.65
52772	Office Depot, Inc.	Office supplies	01/19/2024	549.13

Total for Department: 115 Community Planning & Bu	90,469.00
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Department: 116 Police

52649	Comcast	PD Cable serices	01/02/2024	342.83
52651	Community Hospital of the Monterey Peninsula	PD Testing services	01/02/2024	643.00
52654	Department of Justice/Accounting Office	PD:Fingerprinting services	01/02/2024	277.00
52660	Javier Auto Services	PD Auto Repairs	01/02/2024	679.02
52661	Liebert Cassidy Whitmore	Conference confirmation MKNJVJYBHXT - Paul Tomasi	01/02/2024	645.00
52667	Quality Print & Copy	Stationary:Envelopes, letterhead, business cards	01/02/2024	862.95
52687	Allied Universal	Beach patrol services	01/16/2024	21.64
52692	Ben's Motorcycle Works	Motorcycle repairs PD	01/16/2024	3,143.47
52695	Carmel Towing & Garage	PD Towing expense	01/16/2024	4,512.66
52701	De Lage Landen Financial	PD Copier usage	01/16/2024	161.70
52707	Evident	Safety tests and supplies	01/16/2024	106.76
52709	Flock Group Inc	6 units Flock Safety Wing	01/16/2024	2,250.00
52714	Javier Auto Services	PD Auto Repairs	01/16/2024	289.85
52718	Melissa Webster	Reimburse for headset	01/16/2024	151.86
52729	Salinas Valley Pro Squad	PD Uniform and service clothes	01/16/2024	1,175.37
52732	Sirchie Acquistions Co LLC-Dept #6481	PD Evidence and fingerprinting supplies	01/16/2024	162.52
52734	T2 Systems Canada Inc.	PD:Digital iris services	01/16/2024	75.00
52735	T2 Systems, Inc	Automated Owner lookups	01/16/2024	288.09
52738	Transunion Risk & Alterna	PD: Monthly fee for information services	01/16/2024	75.00
52744	Wanda Vollmer	Reimburse for CERT Christmas party expenses	01/16/2024	323.46
52755	Alhambra	Water service-Police Dept	01/19/2024	321.91
52760	Comcast	PD Cable serices	01/19/2024	23.04
52764	Department of Justice/Accounting Office	PD:Fingerprinting and misc ID services	01/19/2024	262.00
52768	Hitchcock Road Animal Services	Animal control services	01/19/2024	239.00
52778	Swift Car Wash	Car washes Police Dept	01/19/2024	54.00
52782	US Bank	Ca Animal Welfare subscription	01/19/2024	100.00
52801	Comcast	PD Cable serices	01/26/2024	360.40
52804	County of Monterey IT Dept	Cellular and network access	01/26/2024	460.00
52821	Salinas Valley Pro Squad	PD Uniform and service clothes	01/26/2024	1,175.37
52825	Swift Car Wash	Car washes Police Dept	01/26/2024	120.00
52830	US Bank	PD car wash	01/26/2024	80.45
52830	US Bank	Seniors Helping Seniors- meeting expense	01/26/2024	100.00
52830	US Bank	PD office expense	01/26/2024	238.38
52830	US Bank	PD Safety meeting expense	01/26/2024	381.55
52830	US Bank	PD supplies: Office table	01/26/2024	240.30
52830	US Bank	PD training expense	01/26/2024	84.53
52830	US Bank	PD Uniform expense - P Tomasi	01/26/2024	64.12

Total for Department: 116 Police	20,492.23
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Department: 117 Fire

52686	Alhambra	Water service-Fire Dept	01/16/2024	157.88
52695	Carmel Towing & Garage	Fire Dept. Gas Expense (E15)	01/16/2024	794.56
52697	City Of Monterey	FY 23-24 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	01/16/2024	245,891.60

52719	Mission Linen Service	Fire Dept laundry service	01/16/2024	393.90
52757	American Supply Company	Fire Dept janitorial supplies	01/19/2024	145.16
52762	Cypress Coast Ford/Lincoln	Ambulance vehicle repairs	01/19/2024	208.38
52770	Mission Linen Service	Fire Dept laundry service	01/19/2024	123.62
52788	Alhambra	Water service Fire Dept	01/26/2024	398.21
52800	City Of Monterey	FY 23-24 Monthly fee Interim Fire Admin/Emerg Incident Mgmt	01/26/2024	245,891.60
52804	County of Monterey IT Dept	Cellular and network access	01/26/2024	138.00

Total for Department: 117 Fire	494,142.91
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Department: 118 Ambulance

52666	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	01/02/2024	34.81
52673	Wittman Enterprises, LLC	Ambulance billing service	01/02/2024	2,537.40
52695	Carmel Towing & Garage	Amb Dept. Gas Expense (7166)	01/16/2024	967.95
52697	City Of Monterey	FY 23-24 Ambulance Administration fee	01/16/2024	1,983.56
52726	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	01/16/2024	125.11
52763	De Lage Landen Financial	Ambulance copier usage	01/19/2024	71.01
52766	Dr. James Stubblefield, MD, Inc	Annual contract:Medical director Fire Agency Provider Controlled	01/19/2024	7,500.00
52775	Peninsula Welding & Medical Supply, inc.	Ambulance Dept-Oxygen/hazardous materials transport service	01/19/2024	200.93
52800	City Of Monterey	FY 23-24 Ambulance Administration fee	01/26/2024	1,983.56
52832	Wittman Enterprises, LLC	Ambulance billing service	01/26/2024	3,295.80

Total for Department: 118 Ambulance	18,700.13
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Department: 119 Public Works

52658	First Alarm	Alarm services-Fire Station	01/02/2024	326.46
52671	US Bank	Covid tests	01/02/2024	463.79
52686	Alhambra	Water for Public Works Dept.	01/16/2024	234.31
52689	American Lock & Key	Locksmith and key services for City facilities	01/16/2024	294.33
52691	Ausonio, Inc	San Antonio walkway repairs	01/16/2024	2,220.75
52696	Cintas Corporation	Uniform Service for PW staff	01/16/2024	377.11
52697	City Of Monterey	Vehicle services.	01/16/2024	7,024.15
52701	De Lage Landen Financial	Lease for copiers for PW	01/16/2024	205.40
52704	Drought Resistant Nursery	Plants for City locations - 12/6/23 #266912	01/16/2024	81.89
52710	Hayward Lumber	MTNP Bridge materials 12/12/24 #296487	01/16/2024	479.74
52715	Javier Hernandez	Day planner for PM	01/16/2024	18.56
52716	Jessica Juico	Reimburse for tuition Aug-Dec 2023	01/16/2024	1,000.00
52717	David Solland Marina Backflow Company	PW/FM backflow inspections	01/16/2024	1,835.00
52721	Office Depot, Inc.	Office Supplies for PW Admin	01/16/2024	352.23
52722	Overhead Door Co of Salinas	Overhead door service	01/16/2024	1,808.16
52730	Scarborough Lumber & Building	Public Works Streets supplies	01/16/2024	280.26
52739	Uline Inc.	Safety supplies for PW/Forestry	01/16/2024	162.30
52740	Universal Staffing Inc	Temporary staffing services PW/Forestry	01/16/2024	2,846.25
52741	US Bank	Ribbon can anchors RC-1816	01/16/2024	69.91
52741	US Bank	Printer Ink	01/16/2024	61.18
52742	Valley Hills Nursery	Plants for City loctions-12/6/23 6681	01/16/2024	551.01
52754	Ailing House Pest Control	Pest Control	01/19/2024	584.00
52780	Town and Country Gardening	Landscape contractors for City locations	01/19/2024	12,900.00
52787	Ailing House Pest Control	Pest Control	01/26/2024	873.00
52788	Alhambra	Water for Public Works Dept.	01/26/2024	291.28
52790	AR Gutters & Sheet Metal Inc.	Prep for Fire Station patio - 1/4/23 #25292	01/26/2024	480.00
52791	Ausonio, Inc	San Antonio walkway repairs	01/26/2024	1,913.63
52794	California Fire Protection, Inc.	Annual fire inspection, extinguishers	01/26/2024	3,385.00
52795	Carmel Cares-Dale Byrne, President	Landscaping Services for Scenic Pathway-	01/26/2024	1,620.00
52797	Carmel Towing & Garage	Fuel for PW vehicles	01/26/2024	2,317.02
52799	Cintas Corporation	Uniform Service for PW staff	01/26/2024	753.12
52808	Golden State Portables	Forest Theater events maintenance/cleaning	01/26/2024	650.00
52812	Mike's Appliance, Inc	Fire station repair - ice maker - 12/11/23 #430556	01/26/2024	343.11
52813	Monterey Bay Air Resources District	Permit renewal 12/29/23 #599-122923	01/26/2024	1,554.00
52814	Monterey Tire Service Inc	New tire on van 4 new tires - unit 13 1/11/24 #1-16233	01/26/2024	828.42
52815	Napa Auto Parts	PW vehicle supplies	01/26/2024	14.18
52816	Otis Elevator Company	Library dumbwaiters service	01/26/2024	502.86
52817	Pacific Smog	Smog inspections unit 2 and 13 - 12/31/23 #1741	01/26/2024	83.50
52818	Poe's Plumbing & Backflow	Plumbinf repair for City Facilities	01/26/2024	1,046.16
52819	Pureserve Building Service	Janitorial services FY 23/24	01/26/2024	21,775.59
52820	Quinn Company Inc	wiper blades for the loader. PC020289014 12/19/23	01/26/2024	56.18
52822	Scarborough Lumber & Building	Public Works Streets supplies	01/26/2024	383.16
52823	Sentry Alarm Systems	Alarm monitoring	01/26/2024	195.00
52824	Sunbelt Rentals, Inc	Skid steer rental for volleyball courts.	01/26/2024	2,948.36
52827	Tope's Tree Service Inc.	Tree services citywide as directed by City Forester	01/26/2024	51,249.09
52828	Uline Inc.	Safety supplies for PW/Forestry	01/26/2024	174.44
52829	Universal Staffing Inc	Temporary staffing services PW/Forestry	01/26/2024	5,947.43
52830	US Bank	Apple subscription	01/26/2024	9.99
52830	US Bank	Replacement air filters	01/26/2024	413.97
52830	US Bank	Christmas plug timers, batteries, décor	01/26/2024	424.26
52830	US Bank	Electrical parts for Christmas park, HML furnace fuse, bulbs	01/26/2024	276.02
52830	US Bank	Staples, wrenches, bulbs, tree décor, shelf, bucket	01/26/2024	609.47
52831	West Coast Arborists Inc .	Clean the logs and debris from Rio Park	01/26/2024	33,801.00

52833	Zero Waste USA	Mutt Mitt purchase-12/15/23 #585125	01/26/2024	3,102.70
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Total for Department: 119 Public Works	Attachment 1 172,198.73
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Department: 120 Library

52724	Pacific Grove Self Storage	Storage Unit - Document storage	01/16/2024	406.00
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Total for Department: 120 Library	406.00
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Department: 121 Community Activities

52652	Copies By-The-Sea	2023 Veterans Day ceremony programs	01/02/2024	85.22
52671	US Bank	Supplies for holiday celebration, lunches for staff at Homecraft	01/02/2024	831.13
52736	The Christmas Light Pros	Holiday tree, Park Branch, Main Library, park, and City Hall lig	01/16/2024	11,075.00
52772	Office Depot, Inc.	11x17 paper	01/19/2024	95.47
52782	US Bank	gift cards for VIPS	01/19/2024	225.00
52798	Carmel Woman's Club, Inc	Nonrefundable sanitation fee for use of Woman's Club on 8.28.24	01/26/2024	100.00

Total for Department: 121 Community Activities	12,411.82
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Department: 122 Economic Revitalization

52647	Carmel Chamber of Commerce	Visitor Center operations:Jan-Jun 2024	01/02/2024	30,000.00
52733	Sunset Cultural Center Inc.	Operating Grant FY 23-24	01/16/2024	187,500.00
52783	Visit Carmel	Destination marketing funding Jan-Mar 2024	01/19/2024	30,000.00

Total for Department: 122 Economic Revitalization	247,500.00
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Department: 130 Non-Departmental

52723	Pacific Gas & Electric	Citywide gas & electric services	01/16/2024	265.37
52727	Prism Public Risk Innovation	Employee Assistance Program Jan-Mar 2024	01/16/2024	676.20
52773	Pacific Gas & Electric	Citywide gas & electric services	01/19/2024	15,937.79
52793	Cal-Am Water Company	Water service citywide	01/26/2024	21,900.53

Total for Department: 130 Non-Departmental	38,779.89
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Department: 311 Capital Projects

52685	4Leaf, Inc	PD Building PM	01/16/2024	6,382.15
52689	American Lock & Key	Lock re-do for PD offices-12/18/23 1062	01/16/2024	735.00
52691	Ausonio, Inc	CIP PD Renovation project management	01/16/2024	3,344.25
52705	Edges Electrical Group	Supplies for PD Building Reno	01/16/2024	2,203.06
52706	EMC Planning Group, Inc	Coastal Engineering & Adaptation Planning 10/31/23 #22-020-12	01/16/2024	5,935.85
52741	US Bank	ADA - Paper towel receptacles, Tilt mirrors	01/16/2024	1,550.39
52741	US Bank	CIP: Portico Design	01/16/2024	742.90
52786	Advance Design Consultants, Inc	CIP Electrical panel upgrades	01/26/2024	5,306.25
52789	American Lock & Key	PD Basement/PW Garage doors 1/10/24 #1188	01/26/2024	2,901.09
52791	Ausonio, Inc	CIP PD Renovation project management	01/26/2024	7,273.88
52792	Bowen Engineering and Enviromental	CIP: Project services Decommission of MTNP water well and physic	01/26/2024	119,972.65
52807	Dudek	Construction support services for MTNP pump house removal and we	01/26/2024	1,960.89

Total for Department: 311 Capital Projects	158,308.36
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Grand Total	1,381,839.99
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Vendor	Contract Amt	Paid thru January	Contract Balance
Pen Messenger	\$ 107,730.00	\$ 76,652.00	\$ 31,078.00
City of Monterey *	\$ 2,950,699.00	\$ 1,730,331.20	\$ 1,220,367.80
Pureserve *	\$ 272,000.00	\$ 151,794.89	\$ 120,205.11
4Leaf Inc.	\$ 179,800.00	\$ 92,572.67	\$ 87,227.33



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
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 2024-014, accepting donations from Carmel Cares, an official City Support Group, and approving a Budget Amendment to the Fiscal Year 2023/24 Adopted Budget

RECOMMENDATION:

Resolution 2024-014, accepting donations from Carmel Cares, an official City Support Group, and approving a Budget Amendment to the Fiscal Year 2023/24 Adopted Budget.

BACKGROUND/SUMMARY:

Background

The City of Carmel-by-the-Sea in general, and Public Works in particular, have benefitted significantly from a number of volunteer non-profit organizations who have stepped up to help us beautify and maintain the City. One volunteer organization, "Carmel Cares," started as a result of the pandemic's effect on the City's budget reduction and ability to maintain public spaces, but, over the past 3-1/2 years, has continued to grow in diversity of projects and number of volunteers.

According to their website, "Carmel Cares is a 501(c)3 City Support group dedicated to keeping Carmel-by-the-Sea a beautiful, safe, and inviting place. We help by partnering with the City of Carmel and other non-profits whereby we manage volunteers and fund professional contractors to work on maintenance and improvement projects as well as community engagement programs. We work under the direction of Carmel's Public Works Department. Our 100% volunteer-managed organization is funded through private donations and grants. Go to www.CarmelCares.org to volunteer or donate."

Carmel Cares operates with oversight from the Public Works Director, City Forester, Administrative Analyst, Public Works Superintendent, Community Planning and Building Director, and other City staff. Bi-weekly status meetings are held to keep all parties updated on projects and coordinate ongoing activities. Routine improvement projects and maintenance activities are approved through the Public Works and Community Planning and Building Departments as applicable. Larger projects, or those requiring the allocation of City funds, require approvals from the Forest and Beach and/or Planning Commissions, as well as the City Council, when required. This arrangement is truly a one-of-a-kind, Public-Private

Partnership focused on improving the community.

Carmel Cares is a “*Keep America Beautiful*” affiliate which allows them to apply for grants for litter reduction and beautification projects. Carmel Cares also acts as a fiscal sponsor to allow smaller, non-501(c)3 organizations receive grant funding from charitable sources when it helps to achieve their mission. They also work closely with “*Carmel Gives*,” which is a donor fund created and partially funded by Tim Allen and managed by Carmel Cares’ President Dale Byrne. Since June 2020, Carmel Gives has issued over \$1.7 million in grants charitable organizations and local businesses.

In September 2021, Council adopted Resolution 2021-046, designating Carmel Cares as an official City Support Group in accordance with Support Group Policy No. 89-47. Council previously adopted resolutions accepting donations of projects, equipment, goods, and services in October 2020, January 2021, June 2021, and December 2022 which were collectively valued at approximately \$276,000.

Community Engagement Programs

Carmel Cares continues to implement various community engagement programs as follows:

Downtown Detail: A highly-energized team of volunteers who work around downtown to perform beautification projects such as clearing, sweeping, and planting easements, curb bump outs, and trash containers, and weeding, placing, watering, and maintaining pots and plants. Every Thursday and Saturday, 2 to 8 volunteers pick a spot to beautify. In 2023, they performed a major landscape renovation of the Post Office parking lot. They also partnered with other volunteer groups, such as the Carmel Rotaries and Carmel High School Inter-Act Club students, for larger cleanups.

Median Minders: A group of resident volunteers across the City who “adopt” median islands, bump outs, and easements in their neighborhoods, and plant and maintain them over time. Some larger medians, such as at Fourth and San Antonio Avenues and Fourth Avenue and Guadalupe Street, were cleaned up and planted over the past year. Carmel Cares is also partnering with MPC horticulturist Professor Alan Wheat to design, raise funds for, and implement enhanced landscaping for the Ocean Avenue median islands as conceptually approved by the Forest and Beach Commission.

Pick Up Posse: Up to 50 volunteers pick up litter with blue-branded buckets and pick up claws while acting as “Carmel Ambassadors.” This group has scheduled members every day of the week for Carmel Beach, Scenic Pathway, and downtown. Partnering with “Keep America Beautiful,” 55 new cigarette butt receptacles were installed replacing the deteriorated “butt stops here” canisters, mostly attached to trash containers. All butts picked up off the ground and from the receptacles are recycled. Carmel Cares is also participating in Clean California, a joint Keep America Beautiful/CalTrans program to hold large community cleanups.

Tag Team: A small team of volunteers with special training to remove graffiti and stickers within 24 hours after being reported to cctagteam@gmail.com or noticed by other volunteers. The Tag Team reports significant incidents to the Police Department, and works with Public Works on situations that involve special handling.

Key Accomplishments in 2023

Carmel Cares continues to provide ongoing maintenance and improvements around City facilities and public spaces. The following describe some of their most key accomplishments since the last donation acceptance in December 2022.

Scenic Pathway Restoration Project:

- Carmel Cares implemented the barrier rail replacement project which replaced 1,200 feet of deteriorated landscape barriers along the Pathway with high-quality redwood. Their contractor, Tony Trujillo Landscaping, completed this first phase of the project in September at a cost of \$50,789. The City also contributed \$50,000 from the Capital Improvement Program to pay for the lumber and hardware.
- Every Wednesday, 5 to 13 volunteers work their way from Eighth Avenue to Martin Way to maintain this valuable asset. Work included pruning, raking, removing ice plant, sweeping, clearing sand and debris from stairways, gutters, and pathways, and steam-cleaning trash enclosures.
- In June 2023, Council authorized \$28,000 for FY 2023/24 to reimburse Carmel Cares to provide contracted gardening services along the Pathway.
- Carmel Cares purchased new Mutt Mitt dispensers, pink Mutt Mitt bags, and trash enclosure signage.
- A new, FY 2023/24 Capital Improvement Project, with a City budget of \$100,000, was approved for Phase II Scenic Pathway hardscape improvements. Carmel Cares will endeavor to match those funds.

Forest Theater: Volunteers restored this historic outdoor theater grounds to excellent condition which included:

- Contractors pressure washed, sanded, and stained all bench seating and handrails.
- Watered trees planted by the Friends of Carmel Forest.
- Cleaned the grounds prior to every show, and maintained adjacent pathways and surrounding areas.
- Removed a large amount of tree debris from winter storms and 18 stumps.
- Funded, installed, and enhanced the native plant garden in partnership with three Carmel Rotary Clubs.
- Installed a rollup door for the sound booth and new LED stage lighting.
- Continued planning for a proposed ADA pathway and picnic tables at the northwest corner of the grounds.

Vista Lobos Park: Volunteers rejuvenated this park by trimming plants, planting seasonal wildflowers, and keeping the park and the surrounding grounds clean. Last year, the City awarded a \$3,000 discretionary grant to repair and rehabilitate portions of the park, and planning is currently underway for this project.

Structures: Volunteers and local professionals have teamed up to create a number of unique structures that provide specific functions and add to Carmel's character. Last year, maintenance was undertaken on all eight map display cases. Several projects are planned including a new show bill display case for Sunset Center and tables and benches at Vista Lobos Park and Forest Theater.

Carmel Underground: Carmel Cares is working with neighborhood groups to raise donated funds using their 501(c)3 status to underground power and other utility lines. The first proposed project would underground utility lines from the poles along San Antonio Avenue from the Pebble Beach gate to Ocean Avenue. Carmel Cares entered into a contract with a professional project management firm with relevant experience and have coordinated with PG&E to initiate their design. In addition, Carmel Cares assisted another community group to raise funds for an attorney to draft a proposed wireless ordinance.

Cherry Center for the Arts: While not a City property, the park-like grounds at this facility provides a place for public gatherings and enjoyment. Carmel Cares volunteers provide all of the grounds maintenance and are currently planning more improvements.

Combined, these projects and programs have resulted in major improvements and upkeep of important City assets and the overall beautification of the Village.

Donations to be Accepted

The City's Donation and Gift Policy No. 2017-02 establishes 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 \$2,500 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.

At this time, the City Council should accept the following generous donations from Carmel Cares which have predominantly taken place during calendar year 2023. Expenses for services and materials include actual expenditures and associated volunteer hours. The total value of all goods and services donated to the City during 2023, as listed below, is \$148,814 plus 5,958 volunteer hours.

- Scenic Pathway Barrier Rails Project - project management and construction contractor installation costs. \$50,789 and 500 volunteer hours.
- Forest Theater grounds maintenance and materials, including landscaping, weeding, cleaning seating areas, parking lot, and surrounding streets, sanding, and painting seating area, and installing a roll-up door. \$45,898 and 350 volunteer hours.
- Carmel Underground project management and engineering fees related to an undergrounding utility conversion project. \$15,000 and 50 volunteer hours.
- "Downtown Detail" buckets, pickers, acquiring, designing, purchasing, and installing graphics and butt dispensers. Picking up litter on Carmel Beach, Scenic Pathway, and downtown, maintaining cigarette butt receptacles, recycling butts, and providing services as "Carmel Ambassadors" with residents and visitors. \$7,900 and 1,600 volunteer hours.
- Scenic Pathway Mutt Mitt dispensers, pink Mutt Mitt bags, and trash enclosure signage in excess of City reimbursement. \$5,255 and 40 volunteer hours.
- Acquisition, fabrication, painting, and installation of LED lighting at Forest Theater. \$5,117 and 128 volunteer hours.
- Architectural services and project planning related to a proposed ADA pathway at Forest Theater. \$5,000 and 40 volunteer hours.

- Weekly downtown maintenance including holiday decorations, cleaning tree wells and gutters, disposing of refuse, acquiring pots and plants, and planting, watering, and landscape maintenance. \$4,624 and 650 volunteer hours.
- Donation of a Viking range for the Carmel Fire Station. \$3,500.
- Median Minder cleaning and planting medians and easements - \$2,935 and 150 volunteer hours.
- Acquisition of 30 new helmets for Carmel CERT Team. \$1,475.
- Scenic Pathway weekly landscaping maintenance by volunteers, \$1,000 and 2,400 volunteer hours.
- Graffiti removal and materials. \$321 and 50 volunteer hours.

The above list does not reflect the value of general operating expenses or volunteer hours for the operation of the Carmel Cares' 501(c)3 nonprofit.

FISCAL IMPACT:

City Donation and Gift Policy No. 2017-02 requires City Council acceptance of donations with a value over \$2,500. There were several items listed above that exceed that threshold.

Carmel Cares has donated an array of professional services, materials, and equipment and performed significant labor during 2023. All donations are very much appreciated. For 2023, the combined total cost of items donated to the City from Carmel Cares is approximately \$148,814 plus 5,958 volunteer hours.

By adopting the attached Resolution, Council would accept all of these donations and approve the Budget Amendment for Fiscal Year 2023/24 which is a part of the Resolution.

PRIOR CITY COUNCIL ACTION:

In October 2020, Council adopted Resolution 2020-067 accepting donations of projects, equipment, goods, and services valued at \$9,262. At the December 2020 Special Meeting, Carmel Cares Chief Caring Officer Dale Byrne gave a presentation regarding the objectives, accomplishments, and pursuits of Carmel Cares and Carmel Gives.

In January 2021, Council adopted Resolution 2021-001 accepting donations of additional projects, equipment, goods and services valued at \$86,441. In June 2021, Council adopted Resolution 2021-021 accepting donations of additional projects, equipment, goods and services valued at \$29,977. In September 2021, Council adopted Resolution 2021-046, designating Carmel Cares as an official City Support Group in accordance with Support Group Policy No. 89-47.

In December 2022, Council adopted Resolution 2022-105 accepting donations from Carmel Cares of additional projects, equipment, goods and services valued at \$150,316 and approving a Budget Amendment to the Fiscal Year 2022/23 Adopted Budget.

ATTACHMENTS:

Attachment 1) Resolution 2024-014

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

RESOLUTION NO. 2024-014

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA ACCEPTING DONATIONS FROM CARMEL CARES, AN OFFICIAL CITY SUPPORT GROUP, AND APPROVING A BUDGET AMENDMENT TO THE FISCAL YEAR 2023/24 ADOPTED BUDGET

WHEREAS, the City of Carmel-by-the-Sea in general, and the Public Works Department in particular, have benefitted significantly from a number of volunteer non-profit organizations who have stepped up to help us maintain and beautify the City since the start of the Covid-19 Pandemic; and

WHEREAS, a local nonprofit volunteer group, known as “Carmel Cares,” is credited with the creation of unique, community engagement programs such as the “Downtown Detail,” “Median Minders,” “Pick up Posse,” and “Tag Team,” all of which include volunteers who passionately help the City by maintaining and beautifying Carmel under the guidance of the Public Works and other City Departments; and

WHEREAS, the City’s Donation and Gift Policy No. 2017-02 requires the City Council to accept donations of \$2,500 or more; and

WHEREAS, since the City Council last accepted donations from Carmel Cares in December 2022, Carmel Cares donated additional professional services, materials, and supplies for a wide range of projects, at a number of City facilities and properties, collectively valued at \$148,814 plus 5,958 volunteer hours, as itemized below.

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

Accept the following donations related to the Scenic Pathway Barrier Rails, a Capital Improvement Project, with a value of \$50,789 and 500 volunteer hours, from Carmel Cares:

- Scenic Pathway Barrier Rails Project - project management and construction contractor costs. \$50,789 and 500 volunteer hours.

Accept the following donations related to Forest Theater, Downtown, Medians, and other landscaping improvements, with a total value of \$59,457 and 3,590 volunteer hours, from Carmel Cares:

- Forest Theater grounds maintenance and materials, including landscaping, weeding, cleaning seating areas, parking lot, and surrounding streets, sanding, and painting seating area, and installation of a roll-up door. \$45,898 and 350 volunteer hours.
- Architectural services and project planning related to a proposed ADA pathway at Forest Theater. \$5,000 and 40 volunteer hours.
- Weekly downtown maintenance including holiday decorations, cleaning tree wells and gutters, disposing of refuse, acquiring pots and plants, and planting, watering, and landscaping maintenance. \$4,624 and 650 volunteer hours.

- Median Minder cleaning and planting medians and easements. \$2,935 and 150 volunteer hours.
- Scenic Pathway weekly landscaping maintenance, in excess of City reimbursement, by volunteers. \$1,000 and 2,400 volunteer hours.

Accept the following donations related to street improvements, with a total value of \$28,476 and 1,740 volunteer hours, from Carmel Cares:

- Carmel Underground project management and engineering fees related to an underground utility conversion project. \$15,000 and 50 volunteer hours.
- Downtown Detail buckets, pickers, acquiring, designing, purchasing, and installing graphics on butt dispensers and installing dispensers. Picking up litter on Carmel Beach, Scenic Pathway, and downtown, maintaining cigarette butt receptacles, recycling butts, and providing services as "Carmel Ambassadors" with residents and visitors. \$7,900 and 1,600 volunteer hours.
- Scenic Pathway Mutt Mitt dispensers, pink Mutt Mitt bags, and trash enclosure signage in excess of City reimbursement. \$5,255 and 40 volunteer hours.
- Graffiti removal and materials. \$321 and 50 volunteer hours.

Accept the following donations related to facility maintenance improvements, with a total value of \$10,092 and 128 volunteer hours, from Carmel Cares:

- Acquisition, fabrication, painting, and installation of LED lighting at Forest Theater. \$5,117 and 128 volunteer hours.
- Donation of a Viking range for the Carmel Fire Station. \$3,500.
- Acquisition of 30 new helmets for Carmel CERT Team. \$1,475.

Approve a Budget Amendment to the Fiscal Year 2023/24 Adopted Budget, as shown in the attached Exhibit A, to recognize the donations of equipment and other goods.

Recognize and extend our sincere gratitude to all volunteer groups who have stepped up to help the City in so many ways.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Nova Romero, MMC
City Clerk

EXHIBIT A

General Ledger Account	Account Name	Purpose	FY 2023/24 Adopted/ Amended Budget	Adjustment Amount	FY 2023/24 Amended Budget
301-000-00-38004	Capital Projects Revenue – Donations General	To recognize donation from Carmel Cares – Scenic Pathway Barrier Rails	\$125,000	\$50,789	\$175,789
301-311-00-43008	Capital Projects – Construction in Progress	Donated: Scenic Pathway Barrier Rails Installation	\$9,761,100	\$50,789	\$9,811,889
101-000-00-36621	General Fund Revenue Donations-Public Works	To recognize donations from Carmel Cares – Forest, Parks & Beach	\$2,322	\$59,457	\$61,779
101-119-45-42001	General Fund Expenditures PW Forest & Beach Contract Services	Donated Landscape Services: Forest Theater Grounds and ADA Pathway, Downtown Beautification, Median Islands, and Scenic Pathway	\$1,028,700	\$59,457	\$1,088,157
101-000-00-36621	General Fund Revenue Donations-Public Works	To recognize donations from Carmel Cares – Street Maintenance	\$61,779	\$28,476	\$90,255
101-119-41-42001	General Fund Expenditures PW Streets Contract Services	Donated: Underground Utility District Planning	\$65,000	\$15,000	\$80,000
101-119-41-42001	General Fund Expenditures PW Streets Contract Services	Donated: Downtown Detail Litter Pickup on Beach, Downtown, and Scenic Pathway, Cigarette Butts	\$80,000	\$7,900	\$87,900

General Ledger Account	Account Name	Purpose	FY 2023/24 Adopted/ Amended Budget	Adjustment Amount	FY 2023/24 Amended Budget
101-119-41-42105	General Fund Expenditures PW Streets Materials & Supplies	Donated: Mutt Mitt Dispensers, Mutt Mitts, Trash Enclosure Signage	\$67,000	\$5,255	\$72,255
101-119-41-42105	General Fund Expenditures PW Streets Materials & Supplies	Donated items -Graffiti Removal Supplies	\$72,255	\$321	\$72,576
101-000-00-36621	General Fund Revenue Donations-Public Works	To recognize donations from Carmel Cares – Facilities Maintenance	\$90,255	\$10,092	\$100,347
101-119-42-42001	General Fund Expenditures PW Facilities Maintenance Materials & Supplies	Donated Items – LED Lighting at Forest Theater	\$587,000	\$5,117	\$592,117
101-119-42-42001	General Fund Expenditures PW Facilities Maintenance Materials & Supplies	Donated Items – Viking Range for Fire Station	\$592,117	\$3,500	\$595,617
101-119-42-42001	General Fund Expenditures PW Facilities Maintenance Materials & Supplies	Donated Items – 30 Helmets	\$595,617	\$1,475	\$597,092



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

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Mary Bilse, Environmental Programs Manager

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2024-015 authorizing the City Administrator to execute Amendment No. 2 to the Professional Services Agreement with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000; and Authorize an Amendment to the CIP FY 2023/24 Budget to include the \$500,000 Grant

RECOMMENDATION:

Adopt Resolution 2024-015 (**Attachment 1**) authorizing the City Administrator to execute Amendment No. 2 to the Professional Services Agreement (PSA) with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000; and and Authorize an Amendment to the CIP FY 2023/24 Budget to include the \$500,000 Grant.

BACKGROUND/SUMMARY:

In June 2022, the City Council approved the Fiscal Year 2022/23 CIP budget, which included a Sea Level Rise/Coastal Engineering Report and a Beach Sand Survey and Wall Inspections in the combined amount of \$175,000. In August 2022, Council adopted the City's Climate Adaptation Plan and Climate Action Plan which were prepared over the prior years under the guidance of the Climate Committee. While these Plans include various projects to implement over a long period of time, one key initial project is the Coastal Engineering Study and Adaptation Planning Project.

In November 2022, Council approved a PSA with EMC Planning Group, who teamed up with key subconsultants Integral Corp. and Haro Kasunich & Associates, in the amount of \$175,000, to conduct the first of two phases for the Coastal Engineering Study and Adaptation Planning Project. The November 2022 staff report (**Attachment 2**) discussed the extensive, qualifications-based consultant selection process which lead to the selection of the EMC/Integral Corp./Haro Kasunich team for both phases of the project.

In July 2023, the City Administrator executed Amendment No. 1 to the PSA with EMC/Integral/Haro Kasunich to reduce Phase 1, Task 4, "Coastal Hazard and Sea Level Rise Vulnerability, High Priority Adaptation Identification, and Action Plan" and add a new Task 5 under Phase 1, "Policy Review". The overall schedule and total compensation of \$175,000 for the PSA did not change due to the scope of services revised in Amendment No. 1.

The Coastal Engineering Study and Adaptation Planning Project scope of work was always planned to be completed in two phases. Phase 1 was fully funded in the prior and current fiscal years' Capital Improvement Programs. Although Phase 2 was not yet funded at that time, it was clear that the selected consultant team for Phase I would also develop and submit a California Coastal Commission grant application and ultimately prepare a Local Coastal Plan Amendment for this Project under Phase 2.

The deliverables and status of tasks included in Phase 1 are briefly outlined below:

Phase 1 – Coastal Engineering and Hazard Assessment

- **Task 1** – The findings of the Coastal Infrastructure Condition Assessment were presented to the Forest and Beach Commission in March 2023 and the Climate Committee in November 2023. The final report is available in the following link: https://ci.carmel.ca.us/sites/main/files/file-attachments/12176_carmel_beach_adaptation_coastal_protection_assessment_4-27-2023_rev.pdf?1692201318
- **Task 2** – Preparation of the Shoreline and Beach Change Analysis – Long Term and Seasonal. The findings of this analysis were presented to the Forest and Beach Commission in August 2023 and the Climate Committee in November 2023. The final report is available in the following link: https://ci.carmel.ca.us/sites/main/files/file-attachments/carmel_task_2_presentation_fbcommission_08102023.pdf?1692199802
- **Task 3** – Shoreline and Beach Erosion Exposure Modeling. A technical memo of the methods and maps showing results of the projected existing and future coastal hazard extents is planned to be presented to the Climate Committee and Forest and Beach Commission in February or March 2024.
- **Task 4**– Coastal Hazard and Sea Level Rise Vulnerability Assessment. The consultants will provide an Executive Summary of results, up to five sector profile summaries (land use, transportation, utilities, etc.) which is planned to be presented to the Climate Committee and Forest and Beach Commission in February or March 2024.
- **Task 5**– Policy Review. The consultants provided a memo summarizing the City's existing coastal hazard policies and attended meetings with California Coastal Commission and staff. The Policy Review was accepted by staff.

Overall, the Consultants were on target for budget and on schedule for Phase 1. The Consultants and staff will also provide an overview of Phase 1 at an upcoming City Council meeting.

Phase 2 – Local Coastal Plan (LCP) Coastal Hazards Policy Update

The Phase 2 LCP Coastal Hazards Policy work will build off the technical work completed in Phase 1 and will update the City's LCP to address Coastal Hazards and identify adaptation strategies.

To fund Phase 2, the EMC Planning Group team worked with the City to receive a California Coastal Commission LCP grant of \$500,000 to complete all services anticipated in Phase 2. The Phase 2 scope of work will be focused on the Coastal Hazards section of the LCP, and will address sea level rise hazards, areas of vulnerability, preferred adaptation strategies, potential coastal resiliency projects, and coastal hazards mapping.

Specifically, Phase 2 will include the following tasks:

1. Consultant project management;
2. Develop recommendations for policy and project approaches and identify high priority adaptations;
3. Public outreach and solicit meaningful community engagement;
4. Conduct a socio-economic analysis including developing a cost analysis for certain implementation strategies;
5. Develop adaptation strategies for short, medium- and long-term projects as well as monitoring triggers for steps to move to the next phase of adaptation;
6. Prepare draft language for coastal hazards LCP policy updates;
7. Prepare a Draft LCP Amendment for LCP sections for consistency with Coastal Hazards; and
8. Prepare an LCP Amendment to update coastal hazard policies.

Results of most of the technical Tasks 2-8 will be presented to the Forest and Beach Commission and/or Climate Committee as appropriate. This effort would ultimately result in an updated LCP that identifies areas of coastal vulnerability in the City, addresses environmental justice needs, and plans for coastal resiliency and climate adaptation projects. The LCP Amendment would be subject to approval of the Planning Commission, City Council, and California Coastal Commission.

The Public Outreach tasks includes:

- a) Eleven presentations, including: two Climate Committee, two Forest and Beach Commission, one Planning Commission, up to two City Council, two Public Workshops, and up to two Coastal Commission hearings.
- b) Outreach efforts include email lists, radio announcements, beach and grocery store informational postings, and a dedicated website for content development.

An Amendment (**Attachment 3**) was prepared and negotiated with EMC/Integral/Haro Kasunich to provide Phase 2 services. These services were also reviewed and approved by the Coastal Commission to be acceptable to meet their LCP Grant reimbursement specifications. Phase 2 is scheduled to be completed within 24 months of issuance of the Notice to Proceed.

The City's Fiscal Year 2023/24 CIP Budget established \$100,000 to partially fund Phase 2. Since the City received Coastal Commission grant funding of \$500,000, staff is now recommending that the City Council re-appropriate these funds (\$100,000) to further design and construct the Shoreline Infrastructure Repairs Project to supplement the \$250,000 budgeted for that Project. Specifically, these reallocated funds would be earmarked for repairs of the storm-damaged beach access stairs.

Environmental Evaluation

This action does not constitute a project within the meaning of the California Environmental Quality Act under Public Resources Code Section 21065. It has no potential to cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and, therefore, does not require environmental review.

FISCAL IMPACT:

The fee for EMC Planning Group to provide services for Phase 2 of the Coastal Engineering and Adaptation Planning Project is \$450,000. Funding is from a \$500,000 grant received from the California Coastal Commission and appropriates \$50,000 for City staff project management. The total not-to-exceed fee for EMC Planning Group for the original Agreement plus Amendment No. 1 of \$175,000, plus this Amendment No. 2 fee of \$450,000 for Phase 2, is \$625,000.

Since the City received Coastal Commission grant funding for Phase 2, the City Council is being asked to re-appropriate the Fiscal Year 2023/24 CIP funds of \$100,000 which were programmed to prepare a

portion of the Phase 2 services. These funds would remain in CIP Account #301-311-00-43008, but would be re-appropriated to further design and construct the Shoreline Infrastructure Repairs Project included in the Fiscal Year 2023/24 CIP.

PRIOR CITY COUNCIL ACTION:

In August 2022, Council adopted Resolution 2022-064 approving the City's Climate Adaptation Plan and Climate Action Plan as recommended by the Climate Committee.

In November 2022, Council approved Resolution 2022-094, authorizing a PSA to EMC Planning Group, for a not-to-exceed fee of \$175,000, for the first phase of the Coastal Engineering and Adaptation Planning Project. In June 2023, Council approved the CIP Budget which included:

- a) the rollover of remaining funds (\$133,000) for the Coastal Engineering and Adaptation Planning Project, Phase 1; and
- b) allocation of an additional \$100,000 to start Phase 2; and
- c) \$250,000 for the new Shoreline Infrastructure Repairs Project which includes the beach access stair repairs.

ATTACHMENTS:

Attachment 1) Resolution 2024-015

Attachment 2) November 2022 Staff Report

Attachment 3) Amendment No. 2 for EMC PSA

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

RESOLUTION NO. 2024-015

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES AGREEMENT WITH EMC PLANNING GROUP FOR THE COASTAL ENGINEERING AND ADAPTATION PLANNING PROJECT, PHASE 2, FOR A NOT-TO-EXCEED FEE OF \$450,000; AND AUTHORIZE AND AMENDMENT TO THE CIP FY 2023/24 BUDGET TO INCLUDE A \$500,000 GRANT

WHEREAS, in June 2022, the City Council approved the Fiscal Year 2022/23 Budget which included a Sea Level Rise/Coastal Engineering Report and a Beach Sand Survey and Wall Inspections in the combined amount of \$175,000; and

WHEREAS, in August 2022, Council adopted the City's Climate Adaptation Plan and Climate Action Plan which recommended the Coastal Engineering Study and Adaptation Planning Project as a key initial project; and,

WHEREAS, in November 2022, Council approved a Professional Services Agreement with EMC Planning Group in the amount of \$175,000 to conduct the first phase of the Coastal Engineering Study and Adaptation Planning Project; and

WHEREAS, in July 2023, the City Administrator executed an Amendment No. 1 to the Professional Services Agreement with EMC Planning Group to amend Phase 1, Task 4, "Coastal Hazard and Sea Level Rise Vulnerability Assessment" and add a new task under Phase 1, Task 5, "Policy Review" with no change in schedule or total fee; and

WHEREAS, Amendment No. 2 to the Professional Services Agreement was negotiated with EMC Planning Group to perform Phase 2 of the Coastal Engineering and Adaptation Planning Project, for a not-to-exceed fee of \$450,000; and

WHEREAS, Amendment No. 2 services will include project management, adaptation feasibilities, public outreach, socio-economic analysis, adaptation strategies for short, medium, and long-term projects, and preparation of a Local Coastal Plan Amendment to update the City's coastal hazard policies; and

WHEREAS, in September 2023, Council adopted Resolution 23-081 authorizing the City Administrator to apply for and accept funds from the California Coastal Commission Local Coastal Program Local Assistance Grant Program for the Coastal Engineering and Adaptation Planning Project; and

WHEREAS, in January 2024, the City of Carmel received a California Coastal Commission grant of \$500,000 to complete Phase 2 of the Coastal Engineering and Adaptation Planning Project and prepare an Amendment to the Local Coastal Plan.

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

1. Authorize the City Administrator to execute Amendment No. 2 to the Professional Services Agreement with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project, Phase 2, for a not-to-exceed fee of \$450,000.

2. Amend the Fiscal Year 2023/24 Adopted Budget as shown in attached Exhibit A to incorporate the California Coastal Commission Grant of \$500,000 into this Project in the Capital Improvement Program (CIP) Budget.
3. Amend the Fiscal Year 2023/24 Adopted CIP Budget to reallocate \$100,000 from the Coastal Engineering and Adaptation Planning CIP Project, Phase 2, to the Shoreline Infrastructure Repairs Project.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 5th day of March, 2024, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Nova Romero, MMC
City Clerk

Exhibit “A”

AMENDMENT TO FISCAL YEAR 2023/24 ADOPTED BUDGET

General Ledger Account	Account Name	Purpose	FY 2023/24 Adopted/ Amended Budget	Adjustment Amount	FY 2023/24 Amended Budget
301-000-00-35011	Capital Projects Revenue – Grants	To recognize California Coastal Commission Grant – Coastal Engineering Study	\$267,000	\$500,000	\$767,000
301-311-00-43008	Capital Projects – Construction in Progress	Coastal Engineering Study – Phase I & II & Beach Survey	\$9,761,100	\$500,000	\$10,261,100

301-311-00-43008	Capital Projects – Construction in Progress	Coastal Engineering Study – Phase I & II & Beach Survey	\$10,261,100	-\$100,000	\$10,161,100
301-311-00-43008	Capital Projects – Construction in Progress	Coastal Engineering Study – Shoreline Infrastructure Repairs	\$10,161,100	\$100,000	\$10,261,100



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

November 1, 2022
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Agnes Martelet, Manager, Environmental Compliance
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2022-094 Authorizing the City Administrator to execute a Professional Services Agreement with EMC Planning Group Inc., for a not-to-exceed fee of \$175,000, to conduct the Coastal Engineering and Adaptation Planning Project

RECOMMENDATION:

Adopt Resolution 2022-094 authorizing the City Administrator to execute a Professional Services Agreement with EMC Planning Group Inc., for a not-to-exceed fee of \$175,000, to conduct the Coastal Engineering and Adaptation Planning Project.

BACKGROUND/SUMMARY:

Project Origins

As shown in the Fiscal Year (FY) 2022/23 and 2021/22 Adopted Budgets, there are two funded Capital Improvement Program (CIP) projects involved with this Agenda report as follows:

"Sea Level Rise/Coastal Engineering Report: This report has been identified by the Climate Committee as a critical document for sea level rise resilience planning. This report will ensure the City has the information and tools necessary to make decisions related to the long-term durability and maintenance needs of our coastal resources and infrastructure. For efficiency, this project would be combined with the Beach Sand Survey and Wall Inspections project, a FY 2021/22 carry-over project. A consultant would be needed with an estimated fee of \$150,000. Staff is researching whether grant opportunities can be leveraged to fund this project. A request for Statements of Qualifications has been posted to hire a consultant to execute this, and many other projects. The Environmental Compliance Manager will manage this project."

"Beach Sand Survey and Wall Inspections: This project involves collecting and reviewing existing data and aerial imagery to determine rates of beach sand loss. Next, the project establishes a series of beach profile transects to facilitate long-term beach sand monitoring. In addition, this project funds the initial, non-destructive inspection by a coastal engineer of the shoreline armoring structures during low sand levels to determine priorities and phasing for anticipated repairs."

At their August 2, 2022 meeting, the City Council adopted the City of Carmel-by-the-Sea's Climate Adaptation Plan and Climate Action Plan under Resolution 2022-064. Council commented that implementation of these Plans is imperative and requested the Climate Committee to continue to oversee the implementation of certain projects, including the Coastal Engineering Study and the Beach Sand Survey.

The adopted Climate Adaptation Plan includes Action 3.1.9, which states, *"Sea Level Rise Coastal Vulnerability Study. Hire coastal engineer with experience in planning for climate change to:*

(1) Conduct research and prepare a Sea-Level Rise Vulnerability Study to further assess the risks to the city's coastal assets, including the beach, sea walls, revetments, bluffs, stairs and access, public bathrooms, parking areas, drainage infrastructure, and utilities.

(2) Determine adaptation measures and Local Coastal Program policy options, including but not limited to: a) Mostly natural, unarmored North Dunes area; b) mostly armored bluffs along Scenic Roach south of 8th Avenue; c) Unarmored dunes along private property between 8th Avenue and Del Mar Parking Lot; d) Armored private properties on the bluffs at the north end of the City (Pescadero Canyon area).

(3) Evaluate the use of thresholds for phasing adaptation projects based on changing coastal conditions. Consider applying an adaptive pathways approach which establishes trigger thresholds for different adaptive measures based on the severity of the impact from flooding and erosion associated with sea-level rise."

Consultant Selection Process

In April 2022, requests for Statements of Qualifications (SOQs) were advertised, from San Jose to Sacramento to San Luis Obispo, seeking qualifications from consultants covering 14 professional service areas, including Coastal Engineering/Geotechnical Engineering and Environmental Services, both with anticipated services related to Climate Adaptation and Action Plan implementation projects.

In May 2022, one SOQ was received for Coastal Engineering/Geotechnical Engineering services and independently evaluated by a Selection Committee consisting of the City Administrator and Public Works Director. The SOQ was submitted by Haro Kasunich & Associates (HKA) who have extensive local knowledge of Carmel Beach and the surrounding shoreline and are extremely well qualified to participate in this Project.

Initial communications with HKA revealed that while they are very interested in the Project and most capable of performing the required engineering and infrastructure cost estimating services, environmental and climate adaptation experts will also be required to provide the full scope of the Project as outlined in the Climate Adaptation Plan.

Next, nine SOQs received for Environmental Services were independently evaluated by a Selection Committee consisting of the Public Works Director and Environmental Programs Manager. EMC Planning Group was determined to be best qualified to provide climate adaptation project management and technical reviews for this Project. EMC included a key subconsultant, Integral Consulting, on their team to provide hazard modeling, shoreline change analysis, and technical policy review.

City staff held a series of meetings with representatives of all three firms to review the scope of the City's projects and requested that these firms consolidate into one team so that the City could enter into one Professional Services Agreement (Agreement).

As a result, EMC has been recommended as the lead firm to contract with the City for this project and for consistency over the long term for possible subsequent projects. HKA and Integral will perform a majority of the technical work for the project, while EMC will provide policy guidance and project management. This team has worked together in the past on similar projects, including: the 2019 West Cliff Drive Adaptation and Management Plan for the City of Santa Cruz, and the 2019 City of Marina's Existing Conditions and Sea Level Rise Reports.

Project Scope of Work

To develop the project's scope of work, the Consultant team performed a cursory review of the 2001 Coastal Development Permit for Scenic Road Armoring Repairs, 2003 Shoreline Management Plan (Shonman and D'Ambrosio), the 2016 Carmel Shoreline Assessment Update, 2016 Assessments of Shoreline Improvements at Carmel Beach (Easton Geology), and the City's 2022 Climate Adaptation and Climate Action Plans.

The work is proposed to be completed in two phases. Phase I of the project is funded in the current CIP and included in the Agreement in Attachment 2, while Phase 2 is not yet funded. Staff has identified a non-competitive California Coastal Commission grant of \$100,000 for which this project is eligible. Staff would work with the consultant team to develop and submit the grant application. Council would approve the receipt of grant funds, and authorize an Amendment to this Agreement, before any work would begin on Phase 2. Key tasks and associated deliverables for both phases are outlined below:

PHASE 1 – COASTAL ENGINEERING AND HAZARD ASSESSMENT (Funded)

- Task 1 – Coastal Engineering Condition Evaluation
 - o Deliverables: Technical memo of results with maps and GIS shapefiles, one Climate Committee presentation.
- Task 2 -Shoreline and Beach Change Analysis – Seasonal and Long Term
 - o Technical memo of results with maps and relevant GIS shapefiles, one Climate Committee presentation.
- Task 3 – Shoreline and Beach Erosion Exposure Modeling
 - o Technical memo of methods and maps showing results of the projected existing and future coastal hazard extents, one Climate Committee presentation.
- Task 4 – Coastal Hazard and Sea Level Rise Vulnerability, High Priority Adaptation, Identification, and Action Plan
 - o Executive summary of results, up to five sector profile summaries (land use, transportation, utilities, etc.), tables summarizing feasibility, recommendations for policy and project approaches, and identify high priority adaptations, one Climate Committee presentation.

PHASE 2 – HAZARDS POLICY REVIEW AND REVISIONS, OUTREACH, AND ADAPTATION PATHWAY DEVELOPMENT (Subject to Grant funding)

- Task 1 – Policy Review and Revised Hazard Policies
 - o Memo summarizing the City's existing coastal hazard policies, technical work and adaptation feasibility completed in Phase I, policy recommendations for climate adaptation, triggers and thresholds recommendations for policy implementation, and recommendations for Local Coastal Program (LCP) updates, and one Climate Committee presentation.
- Task 2 - Public Outreach and Engagement
 - o Technical content and PowerPoint slides for input into presentations by City Staff.
- Task 3 - Adaptation Pathway Development
 - o Technical memo on monitoring needs and adaptation pathway graphics for each section, one Climate Committee presentation.

At their September 15, 2022 meeting, the Climate Committee reviewed the consultant's proposed project scope of work and recommended its approval by the City Council. During the meeting, the Climate Committee members discussed the importance of public engagement. In order to conserve budget, staff is proposing to take the lead on public engagement, including presenting results of specific tasks to the Forest and Beach Commission, Planning Commission, and City Council, as appropriate.

Schedule

Phase 1 is anticipated to take up to 16 months to complete upon approval of the Professional Services Agreement and issuance of the Notice to Proceed. Phase 2 is also anticipated to take up to 16 months to complete, but is anticipated to be performed somewhat concurrently with Phase 1, subject to approval and timing of the LCP Grant.

FISCAL IMPACT:

Consultant fees for the project are \$175,000 for services to be performed in Phase 1 and \$100,000 for Phase 2. Funding for Phase 1 in the amount of \$175,000 is available in the FY 2022/23 CIP Budget from a combination of \$150,000 for the Coastal Engineering Study plus \$25,000 for the Beach Sand Survey Project which was carried-over from FY 2021/22. Thus, the total budget amount authorized for this Agreement is \$175,000 and will be charged to the CIP account no. 301-311-00-43008.

Funding for Phase 2 is anticipated to come from a non-competitive California Coastal Commission LCP Grant in the amount of \$100,000. Work will not be authorized to begin on Phase 2 until the grant is accepted by the City Council.

PRIOR CITY COUNCIL ACTION:

In June 2022, City Council approved the Fiscal Year 2022-23 CIP budget, which included a Sea Level Rise/Coastal Engineering Report and a Beach Sand Survey and Wall Inspections. At their August 2, 2022 meeting, City Council adopted the City's Climate Adaptation Plan and Climate Action Plan under Resolution 2022-064. The Coastal Engineering Report is identified as a high-priority project in the Climate Adaptation Plan.

ATTACHMENTS:

Attachment 1) Resolution 2022-094

Attachment 2) Professional Services Agreement with EMC Planning Group for the Coastal Engineering and Adaptation Planning Project

**AMENDMENT NO. 2 TO
AGREEMENT # PWD-EMC-188-22-23
EMC PLANNING GROUP**

COASTAL ENGINEERING AND ADAPTATION PLANNING PROJECT

1. This Amendment (the "Amendment") is made by **City of Carmel-by-the-Sea ("CITY")** and **EMC Planning Group, Inc., ("CONSULTANT")** parties to Agreement #PWD-EMC-188-22-23 (the "Agreement") executed on November 3, 2022 and as amended in Amendment No. 1 executed on July 17, 2023.

2. The Agreement is amended as follows:

- a. Exhibit "A" of the Agreement (**Scope of Services**) is modified as follows:

Incorporate attached **Exhibit A.2, Scope of Services for Hazard Policy Review and Revisions, Outreach, and Adaptation Pathway Development.**

- b. Exhibit "B" of the Agreement (**Compensation and Fee Schedule**) is modified as follows:

Incorporate attached **Exhibit B.2, Compensation and Fee Schedule.** CITY shall pay CONSULTANT an amount not to exceed **Four Hundred and Fifty Thousand Dollars (\$450,000)** for the additional services included in Exhibit A.2. Therefore, the Maximum Authorized Expenditure under the Agreement, Amendment No. 1, and Amendment No. 2, is **Six Hundred and Twenty-Five Thousand Dollars (\$625,000).**

- c. Exhibit "C" of the Agreement (**Project Schedule**) is modified as follows:

Incorporate **Exhibit C.2, Revised Project Schedule**, for the additional services included in Exhibit A.2.

- d. Agreement Section 3, "**Agreement Term**", Paragraph A is modified as follows:

3.A. **Term.** The work under this Agreement will commence by November 2, 2022 and must be completed by June 30, 2026 unless sooner terminated or the City grants an extension of time in writing pursuant to the terms of this Agreement, except for provisions in this Agreement that will survive the termination or completion of this Agreement. Consultant will perform Change Order services as set out in Section 1.B, "Amendment of Services (Change Orders)", in a timely manner or in accordance with the agreed upon Change Order Project Schedule.

- e. Agreement Section 5, "**Representatives and Communication**" is modified as follows:

5.A. **City's Project Representative.** The City appoints the individual named below as the City's Project Representative for the purposes of this Agreement (City's Project Representative"). The City may unilaterally change its project representative upon notice to the Consultant.

Name: Mary Bilse
Title: Environmental Programs Manager

Address: PO Box CC, Carmel-by-the-Sea, CA 93921
 Telephone: (831) 620-2078
 Email: mbilse@ci.carmel.ca.us

5.B. **Consultant's Project Manager**. Consultant appoints the person named below as its Project Manager for the purposes of this Agreement ("Consultant's Project Manager").

Name: Anastazia Aziz, AICP
 Title: Principal
 Address: 601 Abrego Street, Monterey, CA 93940
 Telephone: (831) 649-1799 ext. 206
 Email: aziz@emcplanning.com

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.
4. Each party represents and warrants that all necessary action has been taken by such party to authorize the undersigned to execute this Amendment and to bind the parties to the performance of its obligations.
5. This Amendment may be executed in counterparts, each of which will be deemed an original, and all of which, when taken together, constitute one and the same instrument. The Amendment will be considered executed when the signature of a party is delivered by facsimile or other electronic transmission. Such facsimile or other electronic signature will have the same effect as an original signature.
6. If any term, condition, or covenant of this Amendment is declared or determined by any court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions of this Amendment will not be affected and the Amendment will be read and construed without the invalid, void or unenforceable provision.

EMC Planning Group:

By: _____
 Michael Groves, President

Date: _____

CITY:

By: _____
 Chip Rerig, City Administrator

Date: _____

ATTEST:

By: _____
 Nova Romero, MMC, City Clerk

Date: _____

EXHIBIT A.2
**Scope of Services for Hazard Policy Review and Revisions,
 Outreach, and Adaptation Pathway Development**

A. PROJECT DESCRIPTION

The City of Carmel-by-the-Sea's Local Coastal Program (LCP) was certified by the Coastal Commission in 2004. The LCP includes a policy document, the Land Use Plan, and a set of ordinances and resolutions to implement those policies, the Coastal Implementation Plan. The Land Use, Circulation, Coastal Access, Recreation, and Coastal Resource Management elements of the City's General Plan have been combined with its Local Coastal Land Use Plan to ensure coordination of these two policy documents. The Coastal Implementation Plan consists of Carmel Municipal Code Chapter 17 as well as Coastal Implementation Plan appendices which include the City's Shoreline Management Plan (Appendix A).

Climate change is one of the most significant policy areas to emerge since the certification of Carmel's LCP in 2004, and statewide attention has focused on sea level rise and climate change considerations for local jurisdictions. As a response, in August 2022, the Carmel City Council adopted the Climate Action Plan and Climate Adaptation Plan. The City provided \$175,000 to fund EMC Planning Group, Integral Consulting, and Haro Kasunich Associates (HKA) to complete Phase 1 work to: assess the conditions and lifespans of existing coastal protection structures, analyze historic blufftop and beach width changes, and model coastal hazard exposure within the City of Carmel's Coastal Zone. Phase 1, Task 1 (Coastal Engineering Condition Evaluation) and Phase 1, Task 2 (Shoreline and Beach Change Analysis) are complete. Phase 1, Task 3 (Shoreline and Beach Erosion Modeling) and Task 4 (Coastal Hazard and Sea Level Rise Vulnerability, High Priority Adaptation Identification, and Action Plan) are nearing completion. Phase 1, Task 5 (Policy Review) is complete.

The Coastal Commission LCP Grant Agreement funds the Phase 2 policy work that will build off the technical work done in Phase 1 and will update the City's LCP to address coastal hazards based on the findings of the Phase 1 technical studies funded by the City of Carmel. Policy updates will be focused on the Coastal Hazards section of the LCP and will address sea level rise and associated hazards, areas of vulnerability, preferred adaptation strategies, potential coastal resiliency projects, and coastal hazards mapping. Specifically, Phase 2 will include: 0) Consultant project management, including \$50,000 for City staff project management; 1) develop recommendations for policy and project approaches and identify high priority adaptations; 2) public outreach and community engagement; 3) conduct a socio-economic analysis including developing a cost analysis for certain implementation strategies; 4) develop adaptation strategies for short, medium and long term projects as well as monitoring triggers for steps to move to the next phase of adaptation; 5) prepare draft language for coastal hazards LCP policy updates; 6)

prepare a Draft LCP Amendment for LCP sections for consistency with Coastal Hazards; and 7) prepare an LCP Amendment to update coastal hazard policies. This effort would result in an updated LCP that identifies areas of coastal vulnerability in the City of Carmel, addresses environmental justice needs, and plans for coastal resiliency and climate adaptation projects.

Carmel-by-the-Sea aims to complete these tasks expeditiously to ensure that coastal hazards are fully addressed and planned for in the LCP.

B. TASKS

Hazards Policy Review and Revisions, Outreach and LCP Amendment

Task 0 – Project Management

This task includes billing hours after the City issues a purchase order to complete project administration, execution of subconsultant contracts, internal team coordination, a kickoff meeting, and quarterly progress calls with summary notes. EMC Planning Group, as Prime, will take the lead for the consultants on project management and administration. The City staff is also requesting funds (\$50,000, to be reimbursed directly to Coastal Commission) to support staff participation and project management in the various project tasks.

Task 1 – Adaptation Feasibility

Integral will summarize the wide range of possible adaptation strategies (projects and policy, green vs gray) and briefly describe the secondary consequences of each and using our professional judgement and experiences to identify adaptation strategies that should be left on the table and presented to the community for further analysis and discussion in Phase 2. We will also identify high priority adaptations that have a very good chance of needing to be implemented over the next 10 years. Some of the feasibility criteria for adaptation will include secondary consequences, regulatory viability, as well as initial construction and ongoing maintenance costs. Essentially this will identify which adaptation tools remain on the table for community discussion, which ones are ruled out, and which are of higher priority that should be expedited to the City planning and permit phase. Integral will lead this task with input on costs from HKA and EMC write up for policy approaches.

Deliverables:

- Draft tables summarizing feasibility, recommendations for policy and project approaches, and identify high priority adaptations, sent to City and CCC staff for 6-week review
- Final tables reflecting City and CCC comments as appropriate

Task 2 – Public Outreach and Engagement

EMC Planning Group and Integral will prepare and present to the Climate Committee, City Council, Planning Commission, and others (\$5K per meeting for prep, staff support for staff reports, technical presentation development, participation, travel, and follow ups). Assist staff to identify and engage low-income communities as well as California Native American Tribes and develop outreach and meetings to solicit meaningful engagement. Attended by Integral and EMC lead. EMC will prepare an outreach plan to engage broader community members such as non-homeowners, members of surrounding communities (Carmel Valley, Big Sur, Monterey, Pacific Grove, etc.), and frequent visitors. Such outreach efforts could include email lists, radio announcements, beach and grocery store informational postings, and a dedicated website for content development prepared and managed by EMC Planning Group. Phase 2 Task 3 (socio-economic analyses) will help inform outreach strategies and groups to target.

Deliverable:

- Technical content and preparation for at least eleven (11) presentations, including: two (2) Climate Committee, two (2) Forest and Beach Commission, one (1) Planning Commission, up to (2) City Council, two (2) Public Workshops, and up to (2) Coastal Commission hearings led by Integral and EMC Planning Group (these hearings and presentations are inclusive of all anticipated hearings and presentations for the project, and are listed again below for applicable Tasks);
- Draft Outreach Plan sent to City and CCC staff for 6-week review
- Final Outreach Plan
- Website content
- Outreach and Education materials.

Task 3 – Socio-Economic Analyses

Integral will lead this socio-economic analysis, which will build upon data collected from Phase 1 Task 4 (Coastal Hazard and Sea Level Rise Vulnerability, High Priority Adaptation Identification, and Action Plan) and Phase 2 Task 1 (Adaptation Feasibility) to analyze changes to City revenue streams, asset values and non-market beach and coastal recreational use values from a 'business as usual' approach. This task includes a travel-cost survey to understand visitation patterns and values associated with recreational and tourism use of Carmel's coast, to help guide preferences for adaptation approaches. This task will also include the purchase of cellphone data, to better understand the source of visitors to the area, and the importance of access to the coastline of Carmel to residents of inland communities, particularly during high heat events. This is important to understand both the aggregate value of non-market values of the Carmel coastline (as values are a product of the daily use estimates from the travel cost survey and the number of visitors),

but also to examine the feasibility and equitability of different funding and financing options, such as tourism taxes and daily parking fees. Analysis of cellphone data will be based on geo-fencing of points of interest (access points, coastal reserves), and analysis of the ‘home’ location of visitor cellphone devices. The methodology will be similar to that employed by [Merrill et al 2020](#), with advisory input from Associate Professor Kiki Patsch at California State University Channel Islands, who has experience in the use of this data in central California. Finally, this task will include developing indicative cost estimates for construction and maintenance costs associated with various prioritized adaptation strategies, based on unit cost information, to inform the benefit cost analysis (BCA). The results of the data collection and initial analysis will be used to refine a site-specific benefit cost assessment, to evaluate economic and fiscal changes from the baseline case ‘business as usual’ for community/City selected adaptation strategies.

Deliverables:

- Draft technical memo of survey and economic results with maps and tabular data, sent to City and CCC staff for 6-week review
- Final technical memo of survey and economic results with maps and tabular data incorporating City and CCC comments as appropriate
- Two (2) presentations to either the Climate Committee, Planning Commission, Forest and Beach Commission or City Council presented by EMC Planning Group or Integral.

Task 4 – Adaptation Pathway Development

Using results of Phase 1 Task 4 (Coastal Hazard and Sea Level Rise Vulnerability, High Priority Adaptation Identification, and Action Plan) and Phase 2 Tasks 1, 2 and 3, develop one adaptation pathway for each of the four sections of the City’s coastline (North Beach, North Dunes, Central Beach, and South Beach) by identifying appropriate adaptation strategies for the short, medium and long term (by time and/or SLR elevation), as well as monitoring triggers for initiating planning steps to move to the next phase of adaptation. This Task will also include engineering cost estimates for potential adaptation pathways, including how to pay for adaptation over time.

Deliverables:

- Short draft technical memo on monitoring needs and adaptation pathway graphics for each coastline section. Cost estimates and funding options for adaptation pathways, sent to City and CCC staff for 6-week review
- Final technical memo and adaptation pathway graphics, incorporating City and CCC staff comments as appropriate
- One presentation to either the Climate Committee, Planning Commission, Forest and Beach Commission or City Council attended by Integral and EMC.

Task 5 – Revised Coastal Hazard Policies

After identifying triggers and thresholds, develop draft coastal hazards policies as needed based on results of hazard policy review, public outreach, the adaptation feasibility and adaptation pathway development, the socio-economic analysis and the Phase 1 Coastal Engineering and Hazard Assessment. This Phase includes LUP and IP policy drafting and coordination with Coastal and City staff to identify and prepare draft language for Coastal Hazards LCP policy areas updates.

Deliverables:

- 1-2 meetings with California Coastal Commission staff to discuss draft coastal hazard policies and obtain Coastal staff's guidance on scope and policy priorities for the LCP Amendment.
- Draft LUP and IP Amendments sent to City and CCC staff for 6-week review
- Final LUP and IP Amendments, incorporating City and CCC staff comments as appropriate
- One presentation to the appropriate City body attended by EMC.

Task 6 – Additional Potential Policy Area Updates

This Task leaves time and budget for Amendments to other sections of the LCP, if such Amendments become necessary to maintain consistency throughout the entire LCP. For example, new Coastal Hazards policies may trigger inconsistencies with current Public Access or ESHA policies, which would then need to be updated to maintain consistency throughout the LCP. If no additional Amendments become necessary, the City will request an informal Amendment to reallocate the Task 6 funds within the Budget.

Deliverables:

- Draft LCP Amendments in sections of the LCP other than the Coastal Hazards chapter, for 6-week City and CCC staff review
- Final LCP Amendments in sections of the LCP other than the Coastal Hazards chapter, reflecting City and CCC comments as appropriate

Task 7 – LCP Amendment

Task 7 will be focused on integrating the policies written in Task 5 and Task 6 into a draft LCP and evaluating programmatic changes, and implementation language and making other necessary Amendments to the LCP based on the hazards work completed in the previous tasks. This will result in an updated, uniform, conforming LCP that is internally consistent between all coastal resource policy areas.

This task will result in a final LCP Amendment that focuses on integrating the Coastal Hazard policy updates into other policy area updates, as necessary. This Task will include working with

Coastal Commission staff to revise the policies and zoning around the coastal hazards and social vulnerability findings such that future uses are consistent with the City's LCP policies.

Amendments to the Implementation Plan (IP) will be done concurrently with the Amendments to the Land Use Plan (LUP), as necessary. Task 7 includes the following:

- Preparation of an Administrative and Draft version of the LCP;
- Submit draft LCP Amendments for 6-week City and Coastal Commission staff review;
- Meet with Coastal Commission staff;
- Present draft LCP Amendments at a public workshop for input and discussion;
- Develop revised draft LCP Amendments that addresses feedback received to date;
- Prepare the Final Coastal Hazards and Sea Level Rise Draft LCP documents (and any associated LCP Amendments);
- Attend and present at the Planning Commission Hearing (LCP Coastal Hazards and LCP Amendments adoption);
- Attend and present at the City Council Hearing (LCP Coastal Hazards LCP and Amendments adoption);
- Attend the Coastal Commission LCP Amendments (Coastal Hazards LCP and Amendments) Certification hearing and assist the City with response to questions, if needed;
- If the Coastal Commission approves the LCP Amendment with suggested modifications, then there will be another City Council hearing to accept the suggested modifications; and
- Second Coastal Commission Hearing for certification review.

Deliverables:

- Administrative draft LCP Amendment(s) for City and 6-week Coastal Commission staff review.
- Draft LCP Amendment(s) for public review, revised to reflect City and CCC staff comments.
- Local hearing package: Revised draft LCP Amendments for adoption consideration; final Coastal Hazards and Sea Level Rise Draft LCP documents
- Up to four (4) meetings with City and Coastal Commission staff to discuss Amendments.
- One (1) public workshop to consider draft LCP Amendments.
- One (1) Planning Commission Hearing.
- Up to two (2) City Council Hearings.
- Up to two (2) Coastal Commission Hearings.

Note: All documents will be produced as electronic format files (Word and Adobe pdf).

Exhibit B.2
Compensation and Fee Schedule

<i>Scope of Work</i>	<i>Fee Schedule</i>
Task 0 – Project Management	\$68,745
Task 1 – Adaptation Feasibility	\$27,260
Task 2 – Public Outreach and Engagement	\$62,320
Task 3 – Socio-Economic Analyses	\$63,850
Task 4 – Adaptation Pathway Development	\$87,180
Task 5 – Revised Coastal Hazard Policies	\$50,240
Task 6 – Additional Potential Policy Area Updates	\$35,740
Task 7 – LCP Amendment	\$54,665
<i>Consultants Total</i>	\$450,000
Total Budget Not-to-Exceed	\$450,000

Tasks will continue to be billed on a time and materials basis. Hourly rates shown in the following pages will be in effect for the duration of Amendment No. 2 services.

EMC FEE SCHEDULE

(Effective January 1, 2024)

Principals

Hourly Billing Rate

Senior Principal	\$295.00
Principal	\$275.00

Planners

Principal Planner	\$235.00
Senior Planner	\$205.00
Associate Planner	\$175.00
Assistant Planner	\$140.00

Biologists

Monitoring Rate

Principal Biologist	\$225.00	(\$150.00)
Senior Biologist	\$185.00	(\$130.00)
Associate Biologist	\$170.00	(\$120.00)
Assistant Biologist	\$125.00	(\$100.00)

Archaeologist

Registered Professional Archaeologist	\$145.00
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Support Staff

Desktop Publisher	\$150.00
Executive Assistant/Production Manager	\$125.00
Administrative Assistant	\$115.00
GIS/Graphics Technician	\$140.00

This fee schedule is exclusive of direct reimbursable expenses, such as word processing, editing, printing, copying, travel, lodging, dining, communications, supplies, equipment rental, etc. All expenses are billed at cost plus fifteen percent (15%) for administration. All outside services are billed at cost plus fifteen percent (15%) for administration. This fee schedule is subject to revision at any time.

A retainer of up to fifty percent (50%) of the approved contract amount may be required for new clients or projects. Invoices are due and payable within 30 days. Past due balances are subject to a service charge of one and one-half percent (1.5%) per month. Service charges are in addition to approved contract amount.

Expert witness services are provided at a fifty percent (50%) mark-up.

Integral Fee Schedule 2024

David Revell	\$ 280
Matt Jamieson	\$ 215
Dave Anning	\$ 250
Luc/Nicole/Sydney	\$ 165
Ashley/Rae/Kiki	\$ 190
Charles Lester	\$ 265
Admin/Production	\$ 145

Exhibit C.2
Revised Project Schedule

Project start/end dates: 12/18/23 – 4/30/2026

Task 1. Adaptation Feasibility	Projected start/end dates: 12/18/2023 – 7/31/2024
1.1 Prepare Draft tables summarizing feasibility, recommendations for policy and project approaches, and identify high priority adaptations	December 18, 2023 – June 28, 2024
1.2 Prepare Final tables reflecting City and CCC comments as appropriate	July 1, 2024 – July 31, 2024
Outcome/Deliverables: a. Draft tables summarizing adaptation feasibility b. Final tables summarizing adaptation feasibility	a. June 28, 2024 b. July 31, 2024
Task 2. Public Outreach and Engagement	Projected start/end dates: 3/1/2024 – 4/30/2026
2.1 Prepare technical content and preparation of eight (8) presentations	March 1, 2024 – December 31, 2024
2.2 Prepare Draft Outreach Plan	March 1, 2024 – March 15, 2024
2.3 Prepare Final Outreach Plan	March 22, 2024 – March 29, 2024
2.4 Provide Website Content	April 1, 2024 – April 30, 2024
2.5 Prepare Outreach and Education Materials	March 1, 2024 – April 30, 2024
Outcome/Deliverables a. Technical content and 8 presentations b. Draft Outreach Plan c. Final Outreach Plan d. Website Content e. Outreach and Education Materials	a. April 30, 2026 b. March 15, 2024 c. March 29, 2024 d. April 30, 2024 e. April 30, 2024
Task 3. Socio-Economic Analysis	Projected start/end dates: 1/2/2024 – 7/31/2024
3.1 Prepare draft technical memo of survey and economic results	January 2, 2024 – March 1, 2024
3.2 Prepare final technical memo of survey and economic results	March 29, 2024 – April 12, 2024
3.3 Two presentations to Commission/Council	May 1, 2024 – July 31, 2024
Outcome/Deliverables a. Draft technical memo of survey and	a. March 1, 2024 b. April 12, 2024

<ul style="list-style-type: none"> economic results b. Final technical memo of survey and economic results c. Two Presentations to Commission/Council 	c. July 31, 2024
Task 4. Adaptation Pathway Development	Projected start/end dates: 4/1/2024 – 12/31/2024
4.1 Develop adaptation pathway for each of the four sections of Carmel Beach	April 1, 2024 – August 16, 2024
4.2 Prepare engineering cost estimates for potential adaptation strategies	April 1, 2024 – August 16, 2024
4.3 One presentation to Commission/Council	September 2, 2024 – December 31, 2024
Outcome/Deliverables <ul style="list-style-type: none"> a. Draft technical memo on monitoring needs and adaptation pathway b. Final memo on monitoring needs and adaptation pathway c. Engineering cost estimates for potential adaptation strategies d. One presentation to Commission/Council 	<ul style="list-style-type: none"> a. August 1, 2024 b. August 16, 2024 c. August 16, 2024 d. December 31, 2024
Task 5. Revised Coastal Hazard Policies	Projected start/end dates: 1/2/2024 – 12/31/2024
5.1 Identify and prepare draft language for coastal hazards LCP policy updates	January 2, 2024 – August 16, 2024
5.2 Prepare final policy language	August 19, 2024 – December 31, 2024
Outcome/Deliverables <ul style="list-style-type: none"> a. 1-2 meetings with California Coastal Commission staff b. Draft policy language shown embedded in LUP and IP c. Final policy language d. One presentation to Commission/Council 	<ul style="list-style-type: none"> a. March 29, 2024 b. September 30, 2024 c. December 31, 2024 d. December 31, 2024
Task 6. Additional Potential Policy Area Updates	Projected start/end dates: 3/15/2024 – 4/1/2025
6.1 Preparation of Draft LCP Amendment other than Coastal Hazards	March 15, 2024 – April 1, 2025
6.2 Preparation of Final LCP Amendment other than Coastal Hazards	April 1, 2025 – May 1, 2025
Outcome/Deliverables <ul style="list-style-type: none"> a. Draft LCP Amendment other than 	<ul style="list-style-type: none"> a. February 14, 2025 b. May 1, 2025

Coastal Hazards b. Final LCP Amendment other than Coastal Hazards	
Task 7. LCP Amendment	Projected start/end dates: 1/1/2025 – 2/15/2026
7.1 Preparation of Admin. Draft LCP Amendment and 6-week City and CCC Review	January 1, 2025 – March 15, 2025
7.2 Preparation of Draft LCP Amendment	March 15, 2025 – April 16, 2025
7.3 Meeting with Coastal Commission staff	March 1, 2025 – March 10, 2025
7.4 Present draft LCP Amendment at a public workshop	March 30, 2025
7.5 Prepare revised Draft LCP Amendment	April 1, 2025 – May 1, 2025
7.6 Prepare Final Coastal Hazards and Sea Level Rise Draft LCP documents	May 1, 2025 – June 15, 2025
7.7 Public Workshop	June 30, 2025
7.8 One Presentation to Planning Commission Hearing	July 15, 2025
7.9 One Presentation to City Council Hearing	August 30, 2025
7.10 Attend Coastal Commission LCP Amendment Hearing	October 30, 2025
7.11 City Council Hearing to Accept Coastal Commission Suggested Modifications (as needed)	December 1, 2025
7.12 Coastal Commission Certification Review Hearing (as needed)	February 15, 2026
Outcome/Deliverables a. Admin. Draft LCP Amendment b. Draft LCP Amendment c. Meeting with Coastal Commission d. Revised Draft LCP Amendment e. Final Coastal Hazards and Sea Level Rise Draft LCP documents f. Public Workshop g. Planning Commission Hearing h. City Council Hearing i. Coastal Commission Hearing j. City Council Hearing – Accept Suggested Modifications k. Second Coastal Commission Hearing	a. March 15, 2025 b. April 16, 2025 c. March 10, 2025 d. May 1, 2025 e. June 15, 2025 f. June 30, 2025 g. July 15, 2025 h. August 30, 2025 i. October 30, 2025 j. December 1, 2025 k. February 15, 2026



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

March 4, 2024
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Ashlee Wright, Director, Libraries & Community Activities
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-016, authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Donor Salute Event at the Main Library on Sunday, March 10, 2024; and Authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Sterling Circle Event at the Main Library on Sunday, June 9, 2024

RECOMMENDATION:

Adopt Resolution 2024-016, authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Donor Salute Event at the Main Library on Sunday, March 10, 2024; and Authorizing City Co-Sponsorship of the Carmel Public Library Foundation's Annual Sterling Circle Event at the Main Library on Sunday, June 9, 2024.

BACKGROUND/SUMMARY:

The Carmel Public Library Foundation (CPLF) is requesting the use of the Main Library to hold its annual Donor Salute event, on Sunday, March 10, 2024 (**Attachment 2**). Donor salute is held each to thank those who donate \$100 or more in a calendar year to the CPFL.

The CPLF is also requesting the use of the Main Library to hold its annual Sterling Circle event on Sunday, June 9, 2024 from 3:00pm - 5:00pm at the Main Library. The Sterling Circle event is held annually to thank the CPLF Planned Giving Program donors.

Per City Policy C89-47 "Support Groups Policy" (**Attachment 3**), the use of library facilities shall be determined by the Harrison Memorial Library Board of Trustees, with the exception of events at which alcoholic beverages are offered. The Board of Trustees considered the CPLF's request at its January 25, 2024 meeting and voted to recommend that the City authorize co-sponsorship of both of the events.

Wine will be served during the event. The CPLF will secure a Daily License Permit from the Department of Alcoholic Beverage Control.

Per policy C89-47, the City will not provide insurance coverage for any City Support Groups in a City building at which alcohol is served, unless the activity is officially co-sponsored by resolution of the City Council.

Both Donor Salute and Sterling Circle are opportunities for the CPLF to extend its gratitude and appreciation to its donors for their support.

FISCAL IMPACT:

None.

PRIOR CITY COUNCIL ACTION:

The Council has adopted a resolution authorizing co-sponsorship of both events for over 10 years.

ATTACHMENTS:

Attachment 1) Resolution 2024-016

Attachment 2) Request Letter

Attachment 3) Support Groups Policy

CITY COUNCIL

RESOLUTION NO. 2024-016

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING CITY CO-SPONSORSHIP OF THE CARMEL PUBLIC LIBRARY FOUNDATION'S ANNUAL DONOR SALUTE AT THE MAIN LIBRARY ON SUNDAY, MARCH 10, 2024 AT WHICH ALCOHOL WILL BE SERVED AND AUTHORIZING CITY CO-SPONSORSHIP OF THE CARMEL PUBLIC LIBRARY FOUNDATION'S STERLING CIRCLE EVENT AT THE MAIN LIBRARY ON SUNDAY, JUNE 9, 2024

WHEREAS, the Harrison Memorial Library Board of Trustees and the Carmel Public Library Foundation are requesting City co-sponsorship of the Annual Donor Salute on Sunday, March 10, 2024 from 3:00 p.m. to 5:00 p.m. at Harrison Memorial Library; and

WHEREAS, the Harrison Memorial Library Board of Trustees and the Carmel Public Library Foundation are requesting City co-sponsorship of the Sterling Circle event on Sunday, June 9, 2024 from 3:00 p.m. to 5:00 p.m. at Harrison Memorial Library; and

WHEREAS, City Policy C89-07 requires City Support Groups to obtain City Council approval to cosponsor events at which alcohol is served; and

WHEREAS, it is necessary to notify the City's insurance carrier of the co-sponsorship.

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

1. Agree to co-sponsor the Carmel Public Library Foundation's Annual Donor Salute on March 10, 2024.
2. Agree to co-sponsor the Carmel Public Library Foundation's Sterling Circle event on June 9, 2024.
3. Authorize the City Administrator to notify the Harrison Memorial Library Board of Trustees and Carmel Public Library Foundation of the Council's concurrence to co-sponsor the event.
4. Authorize the City Administrator to officially notify the City's insurance carrier of the co-sponsorship.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of March, 2024, by the following roll call vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk



CARMEL PUBLIC
LIBRARY FOUNDATION

December 14, 2023

Chip Rerig, City Administrator and City Council
Monte Verde Street between Ocean and 7th Aves.
P.O. Box CC
Carmel, CA 93921

Dear Mr. Rerig,

The Carmel Public Library Foundation respectfully requests consideration of our request to hold our donor cultivation event, the Donor Salute on Sunday - March 10, 2024 from 3:00pm-5:00pm and our legacy appreciation event, the Sterling Circle on Sunday - June 9, 2024 from 3:00pm-5:00pm at the Main Library.

We plan to serve wine at each of the events. We are eager to obtain whatever approvals are necessary. Please let us know the necessary steps involved and if you require any additional information or documentation.

Thank you for your consideration of our request.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Alex Fallon', written over a horizontal line.

Alexandra Fallon
Executive Director

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

Subject: Support Groups Policy	Policy/Procedure No: C89-47
Effective Date: 3 October 1989	Authority: Resolution No. 89-121

Purpose:

To establish a formal procedure for relationships between the City and its support groups.

Policy/Procedure:

As fully set forth in the policy document, attached.

Responsible Party:

City Administrator/City Council

Department of Origin:

Administration/City Council

Revision Dates:

6 March 1990 (Resolution No. 90-26)
 4 August 1992 (Resolution No. 92-70)
 3 April 2007 (Resolution No. 2007-19)
 2 October 2012 (Resolution No. 2012-70)
 7 September 2021 (Resolution No. 2021-046)
 4 January 2022 (Resolution No. 2022-009)

Rescinded Date:**City Administrator Approval:**

Signature

Date

Support Groups Policy September 21, 1989

General:

The City Council recognizes that individuals of the community will join together from time to time in support groups to assist the municipal organization (City) or one of its departments for a variety of reasons. The City Council also recognizes the value of the assistance so provided by support groups and encourages the formation of such groups where appropriate and/or a need exists. So that both the City and its entities and the support groups have a clear understanding of the nature and extent of the relationship, the following guidelines have been developed and adopted by the City Council.

Definition:

Support groups are associations of individuals who have voluntarily joined together in a unit whose sole or primary purpose is to provide assistance – monetary, social, cultural or otherwise – but not political – to the City or one of its departments.

Nature of Relationship:

The City recognizes the importance of support groups to the financial, social, cultural and environmental fabric of our community as well as the need for private support groups to be independent and freed of the restrictions which are applicable to public entities. It is also recognized by the City that a relationship will exist between support groups and the City. It is the intent of the City to keep the relationship with all support groups to a minimum, recognizing that support groups are private in existence, a status which requires neither the specific public noticing, reporting and liability responsibilities of, nor financial assistance from, the City.

While members of support groups have the freedom of association guaranteed by the Constitution, the support group is recognized by the City as a private body.

City Involvement with Support Groups/Personnel:

City personnel, whether elected, employed or appointed, shall not serve on the board of directors (either as a member or in an ex officio capacity) of a support group. Employees of support groups are not City employees and support groups and their officers shall refrain from representing themselves as agents or officers of the City. City staff will be assigned by the City Administrator to serve in a liaison capacity and to provide technical assistance to support groups if requested.

Use of City Facilities*:

Support groups are entitled to free use of City facilities for meetings, either general membership, board, executive committee, or special committee as long as:

- a) The date and time are convenient to the operation and maintenance of the facility in which the meet is desired;
- b) The meeting room is not needed for a City board, committee or commission meeting;

- c) The meeting is to occur during regular hours of operation or does not require the scheduling of staff beyond regular schedules if held at a time other than regular hours;
- d) The desired room is available;
- e) The City will not incur a substantial cost for providing the room; and
- f) The use of the City facilities by the support group is in furtherance of the interests of the City.

The City shall draw up an agreement with each support group which shall outline the terms and conditions for the free use of meeting rooms and of storage space. Support groups may also store assets and belongings in a public facility subject to a valid Hold Harmless Agreement and certificate of insurance being on file with the City Clerk's office and naming the City as an additional insured party, and provided that the space is not required for municipal properties.

City facilities, with the exception of library facilities, may not be used to provide free space or equipment for the business office of the support group. The use of Library facilities shall be determined by the Harrison Memorial Library Board of Trustees, with the exception of events held at these facilities at which alcoholic beverages are offered. Limitations on such use are described in this Policy in the paragraph titled "Insurance".*

Use of City Equipment*:

No support group, its officers or members, shall utilize any equipment belonging to the City and/or any of its departments except audio/visual equipment and room furnishings which are normally provided upon request with the use of a room. City equipment is defined but is not limited to telephones, desks, copy machines, computers and computer terminals, mail and stamping devices, facsimile machines, typewriters and adding machines. The City Administrator may grant use of City equipment in special circumstances. The use of library equipment shall be determined by the Harrison Memorial Library Board of Trustees.*

Membership Rolls:

Membership rolls of support groups and the City can be exchanged if an agreement is reached between the parties and is consistent with both State and Federal laws.

Postage:

Each support group shall secure and maintain its own Post Office box or mailing address. The City's or a City department's Post Office box or bulk mailing permit is to be used for official City business only. Each support group shall incur all expenses associated with the mailing of its literature, minutes, agendas and fund-raising requests.

* For statutory provisions governing use of library facilities and equipment, see Education Code, Title 1, Division 1, Part 11, Chapter 5, Section 18919 and Carmel-by-the-Sea Municipal Code Section 2.72.050.

Political Activities:

No support group, organized for the purpose of assisting the City or one of its departments shall partake, either officially or unofficially, in any political activity involving the City of Carmel-by-the-Sea, its officers, employees, or facilities. Political activity includes, but is not limited to:

- Mayoral and City Council elections
- Local ballot issues
- Involvement in administrative or personnel matters

Support Groups are encouraged to use proper and accepted internal City communication channels and the public appearances section of City Council meetings.

Insurance:

The City will provide general liability insurance coverage for support groups including the cost of the insurance deductible as long as the support groups are meeting or holding events in public buildings or at public facilities. If a support group meets away from a public building or public facility and/or outside the City limits, then it shall be the option of the support group as to whether it desires to secure insurance protection. The City will not provide insurance protection for activities and events held outside of the City limits or away from public buildings and/or public facilities and will not provide coverage at any activity where alcoholic beverages are being served unless such activity is officially sanctioned and cosponsored via a Resolution of the City Council.

Should support groups desire to serve alcoholic beverages at an event, either in a public building or at a public facility, the support group will be required to secure its own insurance coverage, unless the City Council adopts a Resolution of co-sponsorship.

Co-Sponsorship:

A Resolution of the City Council of the City of Carmel-by-the-Sea is required in order for the City to co-sponsor with any support group any event, performance, activity or function, whether one-time, cumulative or ongoing.

Fund-Raising Events within Public Facilities:

The City recognizes that support groups from time to time will request the utilization of public facilities for fund-raising activities. Such requests for the use of public facilities shall be forwarded to the City Council for its review at least thirty (30) days prior to the scheduled event. The City will give preferential consideration to support groups over other groups for fund-raising activities within public facilities.

Requests for the use of Library facilities shall be forwarded to the Harrison Memorial Library Board of Trustees for its review at least thirty days (30) prior to the scheduled event.* However, any event approved by the Library Board of Trustees at which alcoholic beverages are to be offered must also have prior approval of the City Council as set forth in this Policy in the paragraph titled "Insurance".

Support Groups are cautioned that obtaining such approval by both bodies could take seven weeks or more, depending on the scheduling of their respective meetings.

Bylaws:

Each support group shall provide a copy of its current bylaws to the City Clerk.

Annual Audit:

The City requires a copy of the annual audit, review or internal financial report of each support group.

Responsibility for Implementation of Policy:

The City Administrator is delegated as the City official responsible for the implementation of this policy.

Periodic Review:

The City Council will, from time to time, review the intent and content of this policy and make any necessary amendments which it deems necessary to protect the interests of the City and the support groups. All support groups will be notified whenever a review is determined to be needed.

* For statutory provisions governing use of library facilities and equipment, see Education Code, Title 1, Division 1, Part 11, Chapter 5, Section 18919 and Carmel-by-the-Sea Municipal Code Section 2.72.050.

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

RESOLUTION NO. 2022-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA DESIGNATING CARMEL COMMUNITY EMERGENCY RESPONSE TEAM (CERT) AS AN OFFICIAL CITY SUPPORT GROUP IN ACCORDANCE WITH SUPPORT GROUP POLICY NO. 89-47

WHEREAS, in October 1989, the City Council adopted Resolution 89-121, the Support Group Policy, which establishes the relationship between the City and private groups; and

WHEREAS, in May 1990, the City Council adopted Resolution No. 90-47 designating the support groups of the City; and

WHEREAS, according to their website, Carmel CERT is a group dedicated to preparedness and assisting others in their neighborhood or workplace following an event; and

WHEREAS, Carmel CERT has already performed tremendous volunteer efforts, such as: COVID vaccination process, winter storm assistance, down power lines, beach closures, special event assistance, lost person support, and enhanced preparedness for any emergency; and

WHEREAS, Carmel CERT is directly connected with Monterey Fire Department and Monterey CERT which provides training support, CERT leadership, and extra staff for larger scale events.

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

1. Require Carmel by-the-Sea CERT to provide all documentation pursuant to Policy No. 89-47.
2. Designate the following groups as Support Groups pursuant to Policy No. 89-47:
 - a. Friends of Harrison Memorial Library
 - b. Carmel Public Library Foundation
 - c. Friends of Carmel Forest
 - d. Friends of Sunset Foundation
 - e. Lester Rowntree Native Plant Garden Committee
 - f. Friends of Mission Trail Nature Preserve
 - g. Carmel Cares
 - h. Carmel CERT (upon City Council approval and compliance with #1)
3. Authorize the City Administrator to submit the updated list of support groups to the insurance carrier.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-
THE-SEA this 4th day of January, 2022, by the following vote:**

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

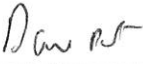
NOES: NONE

ABSENT: NONE

ABSTAIN: NONE

APPROVED:

ATTEST:



Dave Potter
Mayor



Ashlee Wright
Acting City Clerk



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

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Ashlee Wright, Director, Libraries & Community Activities

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Consideration of Resolution 2024-017, authorizing the consumption of alcohol and the potential erection of tents on public property for the Otto Wedding Dinner to be held Friday, October 11, 2024 in Devendorf Park

RECOMMENDATION:

Adopt Resolution 2024-017 authorizing the consumption of alcohol and the potential erection of tents on public property for the Otto Wedding Dinner to be held Friday, October 11, 2024 in Devendorf Park.

BACKGROUND/SUMMARY:

The Otto Wedding Dinner is proposed to be held in Devendorf Park on Friday October 11, 2024. Set-up will begin at 1:00 p.m. and breakdown will be completed by 9:00 p.m. This is a private dinner for 70 invited guests and is not open to the public.

Components of the event include the following:

- A series of stained wood tables placed end to end will create one long table approximately 70' long with 35 people on each side, placed down the center of the park running east to west.
- A 42" picket fence will define the perimeter of the event area, spaced out 12' from the tables, leaving plenty of room for the wandering public to utilize the park.
- Battery operated candles on the tables will illuminate the setting as sunset approaches near 7 p.m.
- A single musician will be playing acoustic guitar and singing with a battery-based amp system.
- Catering to be provided by Vesuvio
- Wine to accompany dinner will be provided by the bride and groom.

Note: A tent to cover the dining area may need to be erected only in the case of anticipated inclement weather.

Because this event proposes to serve alcohol on public property and erect of tents on public property or

some combination thereof, further approval is required by City Council as follows:

- Per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City. The City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.
- Per Carmel Municipal Code section 12.32.060, it is unlawful to construct or erect any tent upon any public property. The City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.

The City receives applications on a regular basis for private events held on public property, almost 100% of the time for Carmel Beach, most often for wedding related events at which alcohol is served. Consumption, serving, and possession of alcohol on Carmel Beach is allowed between 7:00 a.m. and 10:00 p.m. per the Carmel-by-the-Sea Municipal Code section 9.20.030, which precludes the need for further Council approval for the consumption of alcohol for these events.

FISCAL IMPACT:

There is no fiscal impact associated with adopting the resolution.

PRIOR CITY COUNCIL ACTION:

There has been no prior Council action on this item.

ATTACHMENTS:

Attachment 1) Resolution 2024-017

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

RESOLUTION NO. 2024-017

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA AUTHORIZING THE CONSUMPTION OF ALCOHOL ON PUBLIC PROPERTY AND THE ERECTION OF TENTS ON PUBLIC PROPERTY FOR OTTO WEDDING DINNER TO BE HELD FRIDAY, OCTOBER 11, 2024, IN DEVENDORF PARK

WHEREAS, Otto Wedding Dinner will be held on Friday, October 11, 2024; and

WHEREAS, this is a private, catered dinner at which alcohol will be served; and

WHEREAS, the City receives applications on a regular basis for private events held on public property, most often for wedding related events; and

WHEREAS, Chapter and section 9.20 of the Carmel-by-the-Sea Municipal Code states that it is unlawful for any person to drink any alcoholic beverage in or upon any public place, but that the City Council has the right, through adoption of a resolution, to make exceptions to the regulation for specific events of limited duration; and

WHEREAS, Chapter and section 12.32.060, it is unlawful to construct or erect any tent upon any public property, but that the City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.

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

Authorize the consumption of alcohol and the erection of 8 x 20 tents to house the art exhibits for the 29th Annual Carmel Art Festival in Devendorf Park Friday, May 17th through Saturday May 19th, 2024.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 5th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Nova Romero, MMC
City Clerk



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2024-018, Rescinding Resolution 2023-105 and Establishing the City Council meeting dates for the 2024 Calendar Year

RECOMMENDATION:

Adopt Resolution 2024-018, Rescinding Resolution 2023-105 and establishing the City Council meeting dates for the 2024 calendar year.

BACKGROUND/SUMMARY:

On December 4, 2023, the City Council established the 2024 meeting schedule via Resolution 2023-105 in accordance with City Municipal Code Chapter 2.04. Upon review, it has come to our attention that an inadvertent error exists in the resolution that requires correction.

Background

The City's Municipal Code, Chapter 2.04, sets the standard schedule for City Council Meetings on first Tuesday of each month at 4:30 p.m., with a Special Meeting scheduled for the day preceding the regular monthly meeting. If a holiday occurs in the first week of the month, the Council meeting shifts to the second week for holiday accommodation and agenda preparation.

Upon review, it found that the adopted schedule in Exhibit A of Resolution 2023-105 incorrectly lists the Regular Council Meeting date in October as October 8th instead of the first Tuesday, which is October 1st. The Special Meeting date should be corrected as well, from October 7th to September 30th. As there is no holiday during the first week of October, the first Tuesday meeting scheduled should remain unchanged. The rest of the meeting dates for 2024 are accurate and require no changes.

Below is a redline version to show the correction to be made to the October meeting schedule:

Exhibit A - 2024 City Council Meeting Dates

Special Council Meeting (Monday preceding the Regular meeting) 4:30 p.m.	City Council Regular Meeting (Tuesday) 4:30 p.m.
January 8*	January 9*
February 5	February 6
March 4	March 5
April 1	April 2
May 6	May 7
June 3	June 4
July 8*	July 9*
August 5	August 6
September 9*	September 10*
October 7 <u>September 30</u>	October 8 <u>October 1</u>
November 4	November 5
December 2	December 3

Recommendation

To remedy the error, staff recommends rescinding Resolution 2023-105 and adopting the corrected 2024 meeting schedule included in **Attachment 1**.

FISCAL IMPACT:

No direct fiscal impact for this action.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1) Resolution 2024-018

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

RESOLUTION NO. 2024-018

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
RESCINDING RESOLUTION 2023-105 AND ESTABLISHING THE MEETING DATES OF THE
CITY COUNCIL FOR CALENDAR YEAR 2024**

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 p.m. and the Tour of Inspection (Special Meeting) are held on the Monday preceding the regular meeting, unless otherwise established by Resolution; and

WHEREAS, on December 2, 2023, Council adopted Resolution 2023-105, establishing the meeting dates of the City Council for calendar year 2024; and

WHEREAS, a correction to the schedule of meeting dates adopted by Resolution 2023-105 needs to be made to reflect that the October Regular Council Meeting will be held on October 1, 2024, with a Special Meeting the day before on September 30, 2024; and

WHEREAS, the corrected 2024 City Council Meeting dates are reflected in "Exhibit A" attached.

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

Rescind Resolution 2023-105, and approve the corrected calendar of the City Council Meetings for calendar year 2024 as attached hereto as Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 5th day of March 2024, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Nova Romero, MMC
City Clerk

EXHIBIT A

2024 City Council Meeting Dates

Special Council Meeting (Monday preceding the Regular meeting) 4:30 p.m.	City Council Regular Meeting (Tuesday) 4:30 p.m.
January 8*	January 9*
February 5	February 6
March 4	March 5
April 1	April 2
May 6	May 7
June 3	June 4
July 8*	July 9*
August 5	August 6
September 9*	September 10*
September 30	October 1
November 4	November 5
December 2	December 3

* Due to holiday the first week of the month



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

March 4, 2024
CONSENT AGENDA

TO:	Honorable Mayor and City Council Members
SUBMITTED BY:	Nova Romero, City Clerk
APPROVED BY:	Chip Rerig, City Administrator
SUBJECT:	Resolution 2024-019, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the AIM youth mental health community event

RECOMMENDATION:

Adopt Resolution 2024-019, Authorizing one (1) free use day of the Sunset Cultural Center theater and lobby for the AIM youth mental health community event.

BACKGROUND/SUMMARY:

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

Executive Summary

AIM Youth Mental Health is a local non-profit that supports youth mental health in Monterey County, through research, access to care, and empowering youth. AIM Youth Mental Health reached out to the City in January to formally request Council to consider granting them 1 (one) free use day of the Sunset Center in connection with their community event, the "AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception" scheduled for May 1, 2024 (**Attachment 2**). This event is designed to empower youth to share their perspectives on the mental health challenges they face today.

The event will celebrate local youth involved in two programs:

- **AIM Ideas Lab:** High school students receive mentorship to identify mental health solutions. A kickoff event on December 11th saw 11 mentors and 123 high school applicants (representing 37 high schools) participate. At the reception, students will present their research findings during an AIM Ideas Lab Youth Panel.
- **AIM Awareness Design Challenge:** Middle and high school students express mental health challenges creatively. The 7th Annual AIM Design Challenge commenced on January 12th, with

artwork to be judged, framed, and displayed at the reception. Winners in each category will share their message with the community.

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

Recommendation

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

FISCAL IMPACT:

None for this item.

PRIOR CITY COUNCIL ACTION:

None for this item.

ATTACHMENTS:

Attachment 1) Resolution 2024-019

Attachment 2) AIM Letter

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

Attachment 1

RESOLUTION NO. 2024-019

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

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

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

WHEREAS, AIM Youth Mental Health is requesting one (1) Sunset Center Free Theater Day for the "AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception" on May 1, 2024; and

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

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

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

Authorize AIM Youth Mental Health to utilize one (1) of the City's Sunset Center Free Theater Days in 2024.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 4th day of March, 2024, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

January 10, 2024

Mayor Potter
City of Carmel-By-The-Sea
Carmel, California 93923

Dear Mayor Potter:

On behalf of AIM Youth Mental Health, we would like to extend our heartfelt appreciation for the tremendous support the City provides to the youth of Monterey County.

Today, we are writing to request your consideration in granting AIM a Sunset Center Free Day to host the AIM Ideas Lab Youth Presentation and Awareness Design Challenge Reception on May 1, 2024. This event is designed to empower youth to share their perspectives on the mental health challenges they face today. Now more than ever, our youth need to know that they are seen and heard by their community. Our theme this year is: *We Are Listening*.

Our event will celebrate local youth involved in two programs.

- **AIM Ideas Lab:** The AIM Ideas Lab provides high school students with guidance and support in identifying their own mental health solutions. The kickoff for this program was held December 11th in person and virtually, with 11 mentors and 123 high school applicants (representing 37 high schools) in attendance. For the next three months, youth cohorts will create peer-to-peer mental health surveys, analyze responses, and draw conclusions. Our reception at the Sunset Center will provide students with the opportunity to present their research findings during an AIM Ideas Lab Youth Panel.
- **AIM Awareness Design Challenge:** This art challenge enables middle and high school students to voice mental health challenges through creative expression, with the hope of raising awareness, increasing understanding and empathy, and encouraging other youth to speak up and seek help. It is heartening to see the level of emotional awareness, compassion, and creativity that emerges through students' art. The 7th Annual AIM Design Challenge kickoff is January 12th with the assistance of the Monterey County Office of Education dispersing the challenge information among the schools in Monterey County and throughout California. In collaboration with the Carmel Sunset Rotary Club, the artwork will be judged, framed, and ready for display at the reception, where the winners in each category will be presented to the community.

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

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

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

With Gratitude,

A handwritten signature in cursive script that reads 'Judy Smythe'.

Judy Smythe
Executive Director

PO Box 4294 Carmel, CA 93921 | aimymh.org

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



CITY OF CARMEL-BY-THE-SEA

CITY COUNCIL

Staff Report

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Ashlee Wright, Director, Libraries & Community Activities

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2024-020, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival

RECOMMENDATION:

Adopt Resolution 2024-020, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival

BACKGROUND/SUMMARY:

Carmel Art Festival

The 30th Annual Carmel Art Festival is scheduled to take place from Friday, May 17 through Sunday, May 19, 2024. The event featuring exhibits from Carmel art galleries, a live sculpture demonstration, live music, a kids art program, and a VIP wine reception. The event will take place in Devendorf Park over the course of three days, and in addition to the VIP wine reception will include the erection of a 8 x 20 tents to house the art exhibits.

Because this event proposes to serve alcohol on public property and erect of tents on public property or some combination thereof, further approval is required by City Council as follows:

- Per Carmel Municipal Code section 9.20.020, it is unlawful for any person to drink any alcoholic beverage in or upon any public place within the City. The City Council may, however authorize exceptions to the code for specific events of limited duration by adopting a resolution.
- Per Carmel Municipal Code section 12.32.060, it is unlawful to construct or erect any tent upon any public property. The City Council may, however authorize exceptions to the code for specific events of limited duration by adopting a resolution.

FISCAL IMPACT:

There is no fiscal impact associated with adopting the resolution.

PRIOR CITY COUNCIL ACTION:

This is an annual event for which the Council routinely provides approval for the serving of alcohol and the

erection of tents on public property.

ATTACHMENTS:

Attachment 1) Resolution 2024-020

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

RESOLUTION NO. 2024-020

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
AUTHORIZING THE CONSUMPTION OF ALCOHOL ON PUBLIC PROPERTY AND THE
ERECTION OF TENTS ON PUBLIC PROPERTY FOR THE CARMEL ART FESTIVAL TO BE HELD
MAY 17-19, 2024**

WHEREAS, the 30th Annual Carmel Art Festival will be held May 17th through May 19th, 2024; and

WHEREAS, the event featuring exhibits from Carmel art galleries, a live sculpture demonstration, live music, a kids art program, and a VIP wine reception; and

WHEREAS, the Carmel Art Festival will take place in Devendorf Park over the course of three days, and in addition to the VIP wine reception will include the erection of a 8 x 20 tents to house the art exhibits; and

WHEREAS, Chapter 9.20 of the Carmel-by-the-Sea Municipal Code states that it is unlawful for any person to drink any alcoholic beverage in or upon any public place, but that the City Council has the right, through adoption of a resolution, to make exceptions to the regulation for specific events of limited duration; and

WHEREAS, Chapter and section 12.32.060, it is unlawful to construct or erect any tent upon any public property, but that the City Council may, however, authorize exceptions to the code for specific events of limited duration by adopting a resolution.

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

Authorize the consumption of alcohol and the erection of an 8 x 20 tents to house the art exhibits for the 29th Annual Carmel Art Festival in Devendorf Park Friday, May 17th through Saturday May 19th, 2024.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this
4th day of March 2024, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter
Mayor

Nova Romero, MMC
City Clerk



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

March 4, 2024
CONSENT AGENDA

TO: Honorable Mayor and City Council Members

SUBMITTED BY: Nova Romero, City Clerk

APPROVED BY: Chip Rerig, City Administrator

SUBJECT: Resolution 2024-021, Adopting the Updated Board and Commission Handbook

RECOMMENDATION:

Adopt Resolution 2024-021, Adopting the Updated Board and Commission Handbook.

BACKGROUND/SUMMARY:

The Board and Commission Handbook (“handbook”) serves as a comprehensive guide outlining the roles, responsibilities, and operational procedures for various boards and commissions within the city. The current handbook was last updated in 2020.

At the request of the City Council, the current handbook has been revised and updated by the City Attorney in alignment with the Council priorities. The revisions made to the handbook were aimed at streamlining information and ensuring clarity in operational guidelines. The revisions primarily focus on enhancing accessibility and relevance to current practices, as well as providing more comprehensive training and guidance to both new and experienced Board and Commission members. The Council also requested that the Board and Commission members receive “refresher” training upon adoption of the new handbook and utilize the new handbook in the onboarding and training for new members.

Attachment 2 of this staff report is the “redline version” of the updated handbook to show changes made, with additions highlighted in yellow. The clean version of the updated handbook is included as **Attachment 3**.

Overview of Updates:

- References City Policies:
 - #C89-03 - Appearances at City Commissions, Boards, or Committee Meetings by Members of the City Council.
 - #C89-06 - Appointment to Boards and Commissions
 - #C94-02 - Dual membership on City Boards, Commissions, and Committees
- Additional guidance incorporated into the “General Guidelines”, “Relationships with Council”, and “Relationships with Public and Staff” sections.
- “Rules of Order and Debate” incorporated into the “Meeting Basics” section, in lieu of the Ralph M.

Brown Act appendix.

- Streamlined the “Ethics and Conflicts of Interest” guidance.
- Deletions of Appendices:
 - Appendix B (Open & Public IV: A Guide to the Brown Act) and Appendix C (Rosenberg Rules of Order) have been removed from the handbook. These deletions were made to reflect the current status of city regulations and practices.
 - While we can reinstate these appendices upon request, it's worth noting that the adoption of Rosenberg Rules by the City Council is pending. Until a decision is made regarding the adoption of Rosenberg Rules, we propose holding off on including them in the handbook.
- Revision of References to Municipal Code:
 - Sections of the Municipal Code that were previously included following the description of each Board and Commission have been omitted. Instead, we now reference the relevant Code Section and indicate that it is available online. This adjustment aims to streamline the handbook while ensuring accurate reference to municipal regulations.

Recommendation:

The updated Board and Commission Handbook reflects the commitment of the City Council to provide clear and concise guidance and training to our boards and commissions. These changes enhance the usability and relevance of the handbook, aligning it with current practices and priorities. Staff recommends that Council adopt the Resolution 2024-021 (**Attachment 1**) to formally adopt the new handbook for Board and Commission members.

FISCAL IMPACT:

None for this action.

PRIOR CITY COUNCIL ACTION:

ATTACHMENTS:

Attachment 1) Resolution 2024-021

Attachment 2) Redline - Updated Board and Commission Handbook

Attachment 3) Clean - Updated Board and Commission Handbook

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

RESOLUTION NO. 2024-021

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
ADOPTING THE UPDATED BOARD AND COMMISSION HANDBOOK**

WHEREAS, the Board and Commission Handbook serves as a comprehensive guide outlining the roles, responsibilities, and operational procedures for various boards and commissions within the city; and

WHEREAS, the City Council has made the enhancement of Board and Commission member onboarding and training a priority; and

WHEREAS, at the request of the City Council, the Board and Commission Handbook has been updated in alignment with their priorities; and

WHEREAS, the updates to the Board and Commission Handbook serve to streamline information and ensure clarity in operational guidelines for current and future Board and Commission members.

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

Adopt the updated Board and Commission Handbook, included in Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA
this 4th day of March, 2024, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

Dave Potter, Mayor

Nova Romero, MMC, City Clerk

Exhibit A

**Board and Commission Handbook
Updated in February 2024**



CITY OF CARMEL-BY-THE-SEA COMMISSIONER & BOARD MEMBER HANDBOOK

UPDATED FEBRUARY 2024

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WELCOME!

Congratulations on your recent appointment to one of the City of Carmel-by-the-Sea's Commissions or Boards! Your appointment is an honor and reflects the City Council's confidence in your ability and judgment. The City Council and staff look forward to working with you and to receiving the benefit of your insight and guidance during the process of decision-making. As a member of a City Commission or Board, you have the opportunity to help mold Carmel's future.

This handbook has been prepared to help orient you concerning the functions and activities of the Commission or Board to which you have been appointed. The handbook is designed to contribute to your general knowledge and understanding of public affairs, and to aid in identifying the scope and parameters of your duties and responsibilities, and laws that govern them. It is also part of an effort to make it as easy as possible for you to enjoy the experience of serving on a City Commission or Board.

We hope that this handbook will provide you with the necessary information to understand the role of your Commission or Board and your responsibilities as a member of same.

While participation on a City Commission or Board is a major responsibility, we hope that it will prove to be a meaningful and rewarding experience for you. City service provides opportunities to gain a greater understanding of the issues facing municipal government and to become actively involved in resolving those issues in a manner that reflects the best interests of the community.

Each description of a law or legal requirement in these materials is intentionally brief. This handbook should not be taken as legal advice. Any questions regarding this information and requests for additional information should be directed first to your Staff Liaison and then to the City Clerk's Office.

We hope that you will enjoy your tenure as a vital part of the City's team and sincerely thank you for your willingness to devote your time and energy to serve your community.

The City of Carmel-by-the-Sea Preamble

The City of Carmel-by-the-Sea is hereby determined to be primarily, essentially and predominantly a residential City wherein business and commerce have in the past, are now, and are proposed to be in the future subordinated to its residential character and that said determination is made having in mind the history and the development of said City, its growth and the causes thereof, and also its geographical and topographical aspects, together with its near proximity to the cities of Pacific Grove and Monterey, and the businesses, industries, trades, callings and professions in existence and permissible therein.

INTRODUCTION

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. Citizen involvement plays an important role in local government. The richness that comes from citizens serving in advisory roles to the City Council is one of the things that contribute to making Carmel-by-the-Sea the special place it is.

The City Council has established three Commissions and two Boards as well as some *ad hoc* committees to advise and assist it in dealing with specific projects, policies and issues. Members of these appointed bodies play an integral, important role in the City's decision-making process.

Being a Commissioner or Board member requires work and commitment, and should be a very rewarding experience. It provides an opportunity to become intimately aware of the operating policies and problems of municipal government in general and of specific departmental units. It offers a means to participate in community affairs, to work with a variety of interesting people, and to help shape City policy.

This handbook was prepared to help orient you to the functions, activities and rules of the advisory position to which you have been appointed. It has been prepared to provide:

1. An overview of City government.
2. Information regarding the various City Departments and the function of each.
3. Information outlining the role and function of each Commission/Board.
4. Important guidelines for all appointed bodies, as well as the responsibilities of their members.

This handbook is intended to provide members with information necessary to understand the areas of responsibility for their respective organizations, and their role in serving the City.

In addition to this handbook, the City has adopted many other policies and procedures, some of which relate to the City's Boards and Commissions. These various policies and procedures are listed in the Table of Contents to the City's Policy and Procedures Manual. Examples include:

- Policy/Procedure # C89-03 (Appearances at City Commissions, Boards or Committee Meetings by Members of the City Council)
- Policy/Procedure # C89-06 (Appointment to Boards and Commissions)
- Policy/Procedure # C94-02 (Dual membership on at City Boards, Commissions and Committees)

ABOUT THE CITY OF CARMEL-BY-THE-SEA

Carmel-by-the-Sea

Carmel-by-the-Sea is resplendent in rich natural beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, thriving urban forest, natural parklands and roadside greenbelts and its dedication to the arts. First incorporated as a City in 1916, the community was founded by artists and writers -- among them Jack London, George Sterling, Mary Austin and Robinson Jeffers.

The City is one square mile in area, with a population of slightly more than 4,000, although when one factors in the many tourists who come to stay, the population is comparable to a major metropolitan area. Through the diligent efforts of dedicated and hard-working citizens and their elected and appointed officials, Carmel-by-the-Sea has managed to retain its heritage and the quality of life which drew those first settlers to its midst.

Ordinance No. 96, passed on June 5, 1929 clearly established business activity as forever subordinate to the residential character of Carmel-by-the-Sea. The City has kept its residential streets free of sidewalks and streetlights; nurtured the pine forest; allowed no high-rise buildings to mar the outline of these pines against the sky; and forbade neon and other unsightly signs.

Type of Government

The Constitution of the State of California establishes two types of cities: Charter and General Law. At first glance, they appear similar as they pertain to day-to-day operations. A Charter City, however, has considerably more authority than a General Law City to tax, to regulate and to adopt its own procedures and organization. A General Law City, on the other hand, may exercise only those powers expressly given to it under State law. All cities begin as General Law cities, and the City of Carmel-by-the-Sea has chosen to remain such.

Form of Government

State law permits two basic forms of government in General Law Cities: the Equal Council System and Council-Manager/City Administrator System. Carmel-by-the-Sea's governmental system is Council/City Administrator. The Mayor and City Council, as the governing body, are elected by the people. The City Council appoints the City Administrator. It also appoints the City's Attorney, Treasurer, and Engineer. The City Administrator appoints all other City employees.

STRUCTURE OF CITY GOVERNMENT

City Council

The City Council is composed of four Council Members and the Mayor, all of whom are directly elected by the people. The Mayor serves a two-year term and the Council Members serve four-year terms. Two Council Members are elected every two years. Although the Mayor is granted no special decision-making powers, he or she represents the City in all ceremonial and official affairs. The City's Municipal elections are held the second Tuesday of November in each even-numbered year.

The Mayor receives a stipend of \$200 a month and Council Members receive \$150.

The purpose of the City Council is to establish local laws, set policy, approve or reject programs, allocate funds, establish the City's tax rate, hear appeals resulting from City Commission, Board or Committee decisions, and provide to the citizenry a better, more attractive and healthier place in which to live. Again, as Carmel-by-the-Sea is a General Law City, its Council must act within the framework of limitations and procedures established by State law.

Local laws are established by ordinance and are compiled in the Municipal Code, which the City Clerk maintains. These laws are enforceable by the City, and violations thereof generally constitute an infraction. Other City Council directives and policies are recorded in Council resolutions and minutes.

Department of Administration

The Department of Administration is composed of the City Administrator, Assistant City Administrator, City Clerk, Director of Contracts & Budgets, Finance Manager, Sr. HR Analyst, Finance Specialist, and Information Network Services Manager.

Commented [TBB1]: Confirm official office titles.

The Department of Administration includes the following divisions:

City Administrator:

The City Administrator is the administrative head of City government and is appointed by the City Council to: carry out Council policies, enforce City laws, direct the daily operations of City government and to prepare and monitor the Council approved municipal budget. All Department Managers except the City Attorney, City Engineer and City Treasurer, are responsible to the City Administrator.

City Attorney:

The City Attorney represents the City of Carmel-by-the-Sea in all legal matters. The City Attorney represents only the City, and does not represent or provide advice or legal services to the public generally. The City Attorney is appointed by the City Council. From time to time the City Attorney will be called upon to advise your commission or board on legal issues. Requests for such advice should be made via staff.

City Clerk:

The City Clerk serves as the Clerk to the City Council and is responsible for compiling meeting agendas, collecting support information, executing official documents of the City Council and preparing the minutes of meetings. The Clerk is also responsible for the care and custody of all official records and documents of the City. These include all City deeds, contracts, leases, ordinances, resolutions, minutes and the Municipal Code. The office publishes public notices and ordinances as required by law and assists staff and the public in researching information. The City Clerk also administers and organizes all municipal elections and coordinates the filing of Political Reform Act conflict of interest statements.

Finance

Finance is responsible for the general supervision of all City financial matters, including planning and managing its fiscal programs. Departmental responsibilities also include budget research and development, financial control, accounts payable and receivable, insurance programs, risk management, property management, maintaining an inventory of City property and managing special projects.

Human Resources

Human Resources recruits, develops, and works to retain a diverse, well-qualified workforce that reflects the high standards of the community, and leads the City departments in positive employee relations, talent management, succession planning, and employee engagement.

Information Technology

The purpose of Information Technology (IT) is to provide innovative and secure technology solutions that support City departments in delivering quality services to the community. This includes providing a broad range of high-quality technology-related solutions to employees, departments, Council Members, and the community; and to support and continuously improve essential technology infrastructure for enabling day-to-day operations of the City.

Community Activities Department

The Community Activities Department is staffed by the Director of Library and Community Services and the Community Services Assistant.

The Department plans, organizes, administers and directs the operation and activities of all special events in the City and provides staff support to the Community Activities Commission.

Department of Community Planning and Building:

The Department is composed of the Planning & Building Services Director, one Building Official, one Building Inspector, one Senior Planner, one Associate Planner, one Assistant Planner, one Code Compliance Coordinator, one Permit Technician and one Administrative Coordinator.

The Department is responsible for land use management, private and public construction and design; and environmental quality in Carmel-by-the-Sea. The planning function oversees the General Plan and ensures that capital improvements, zoning and other activities of the City are consistent with the goals and policies of the Plan. The Planning Division provides staff support to the Planning Commission and the Historic Resources Board on decisions related to design, zoning and other development plans. The major role of the staff is to provide the technical information and analysis needed for the Planning Commission and Historic Resources Board to make well-informed decisions.

Enforcement of zoning, design, building and fire codes is also a responsibility of the Department, which also serves as the City's central permit agency.

The Building Official is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

Library

The Harrison Memorial Library staff includes a full-time staff of eight: the Director of Library and Community Services, one Library Circulation Supervisor, three Librarian IIs, and three Library Assistants. In addition, there are many hourly and on-call positions to support the Library.

The Harrison Memorial Library addresses the informational, educational, and historical needs of the community. The main library services include reference assistance, access to the Internet, senior outreach and a variety of print and non-print library materials.

The Harrison Memorial Library and the Library Park Branch are governed by an independent Library Board of Trustees. Library staff provides support to the Harrison Memorial Library Board.

The Library's Park Branch houses children's services, the Henry Meade Williams Local History Room, technical services, administration, and the office of the Carmel Public Library Foundation. Library services offered at Park Branch include reading programs for children, weekly librarian visits to local schools and an annual Local History Lecture Series.

Public Safety

The Public Safety Department includes the Police Department, Ambulance Services, and oversight of Fire Services, which are currently provided by the City of Monterey.

The Police Department staff is composed of the Chief of Police, one Commander, two Patrol Sergeants, two Police Corporals, nine Police Officers, four Community Service Officers, and six Police Service Officers. In addition, the Police Department has a Police Volunteer Program, and a Community Emergency Response Team (CERT).

The Police Department is responsible for community policing, law enforcement and crime prevention within the City. Under the direction of the Police Chief, it provides a variety of public safety services for the citizens. The mission of the Police Department is to protect and serve, with the primary responsibility of ensuring the rights of citizens and visitors to live in peace and safety.

Some of the programs provided by the Department are Seniors Helping Seniors, Neighborhood Watch, Crime Prevention Training for Businesses, Home Security Checks, Drug Abuse Resistance Education, Citizen Police Academy, Carmel Business Association - ALERT, and Fingerprinting Identification for Children.

Carmel Fire Ambulance provides advanced life support ambulance service to the residents of Carmel-by-the-Sea. The ambulance is staffed by six paramedic-firefighters to provide front line medical emergency responses and all-hazard response as a key component of the City's public safety services. The City of Monterey provides training and fire services management for the ambulance personnel trained as firefighters.

The Fire Department's primary responsibility is to save lives and protect property through the prevention and control of fires. The Fire Department has operated under a contract with the City of Monterey since 2012. The Public Safety Department manages the contract with the City of Monterey and is responsible for oversight of needed equipment and supplies.

Department of Public Works

The Mission of the Public Works Department is to provide and maintain public infrastructure, services, facilities, and equipment that contribute to the health, safety, and well-being of the community and do so in an efficient and cost-effective manner with minimal detrimental effects on the environment. Located at the Public Works Yard on Junipero Avenue, between Fourth and Fifth Avenues, the department consists of 15 staff in six divisions with responsibilities as follows:

Administration: budgeting, purchasing, preparing Council reports and presentations, engineering services, serving on Traffic Safety Committee, TAMC TAC Committee, and providing day-to-day oversight of the five operating divisions.

Environmental Compliance: stormwater quality testing to comply with state regulations, trash diversion goals/recycling/composting, development plan review, construction site inspections, coordinating with regional committees and agencies, training and public outreach.

Facilities Maintenance: ongoing maintenance and repair of 24 City-owned buildings with 146,200 square feet, capital project support, oversee janitorial services, and implement small projects.

Forestry, Parks and Beach: support the Forest & Beach Commission, maintain 8 municipal parks, Carmel Beach and the shoreline pathway, manage 10,000 City-owned trees, process tree removal and pruning permits, oversee improvements to North Dunes and Mission Trail Nature Preserve, and oversee landscape maintenance services.

Project Management: develop the Capital Improvement Plan, perform condition assessments, cost estimating, design, inspection, and manage construction of capital improvement projects, administer public bidding process, and coordinate with utilities, designers, contractors, and other departments.

Streets Maintenance: maintain City street pavement, sidewalks, curbs, and storm drainage facilities, repair potholes, install traffic signs, striping and pavement markings, street sweeping, coordinate maintenance and repairs of City fleet, review encroachment permit applications, support City events, and emergency response.

COMMISSIONS, BOARDS, AND COMMITTEES

City Commissions and Boards assist the City Council in carrying out its duties. These bodies are charged with the following responsibilities:

1. Advise the City Council and City Administrator on matters within their area of responsibility and interest, as prescribed by the City Council and its ordinances.
2. Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
3. Act as channels of communication and information between City government and the general public on matters within their area of responsibility.
4. Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
5. Encourage broad citizen participation in the definition and formulation of City goals and objectives.
6. Balance community wants with municipal responsibility and resources.

On all Commissions and Boards, an unscheduled vacancy is considered to exist whenever a member resigns, is removed by a majority vote of the City Council, or upon a death. In certain situations, if a member ceases to be an elector of the City, his/her membership shall terminate.

If, for any reason, you must resign from your position before its expiration date, you must provide written notification to the Mayor, with a copy to the City Clerk, announcing your resignation. Copies will then be sent to the City Council, the chair of your Commission, or Board, and the appropriate City departmental director.

COMMUNITY ACTIVITIES COMMISSION

The Community Activities Commission is a five-member body. Currently, meetings are held on the second Tuesday of each month at 9:30 a.m. The staff liaison is the Library & Community Activities Director. Carmel Municipal Code (CMC) Chapter 2.28 (available online) establishes the Community Activities Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To stimulate and encourage community, cultural and artistic activities within the City.
2. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and City (Municipal Code and Government Code of the State of California -- Ralph M. Brown Act).
3. To, on its own initiative, or at the request of the City Council or the City Administrator, make such recommendations to the City Council and the City Administrator concerning community, cultural, and artistic activities and programs as may be deemed appropriate.
4. To advise and assist the Library & Community Activities Director and, when requested or on its own initiative, other City Commissions and City public bodies, Departments and residents on community, cultural, and artistic programs.
5. To initiate community, cultural and artistic programs and projects.
6. To remain cognizant at all times of the uses of Forest Theater and Vista Lobos and endeavor to have such facilities put to their best possible use for the Community as a whole.
7. To determine, in consultation with the Library & Community Activities Director, the terms of tenancies of the facilities referred to in Number 6 above; to recommend to the City Council the rental rates and other terms of such use.
8. To review cultural grant applications and forward to the City Council recommendations regarding the disbursement of cultural grant monies.
9. To review, upon request of the City Council, applications regarding cultural or artistic programs, benefits, or services.

FOREST AND BEACH COMMISSION

The Forest and Beach Commission is a five-member body. Currently, meetings are held the second Thursday of each month at 3:30 p.m. The City Forester is the staff liaison. CMC Chapter 2.32 (available online) establishes the Forest and Beach Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop, with the Public Works Director, a management plan for the urban forest, parks and beach and to correlate such plans with the City's General Plan.
2. To consider and act on applications for tree trimming and tree-removal and on matters involving construction in which root cutting or root crown coverage is involved.
3. To advise the City Council or other government instrumentalities of the City with respect to specific items of management and technical forestry and beach matters, including the introduction of new species into the urban forest or the elimination of existing species.
4. To provide publicity in regard to the health of the urban forest, including a public information program concerning care of forest resources, as well as cooperation with school programs on conservation and the like.
5. To encourage gifts, bequests and grants to be made to the City in furtherance of any present or future object or project associated with the Commission.
6. To review landscape plans and submit comments to the Planning Commission as requested from time to time by the Department of Community Planning and Building.
7. To advise the City Council or other government instrumentalities of the City on the preservation, enhancement, protection and care of the Carmel-by-the-Sea beach and waterfront area.
8. Upon referral from the City Council, to review and recommend to the City Council possible official positions on proposals in the City, the City's Sphere of Influence, or any wider area, which impact the natural environment of the area.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

The Harrison Memorial Library Board of Trustees is a five-member body. Currently, meetings are held the fourth Wednesday of each month at 9:00 a.m. The staff liaison is the Library & Community Activities Director. CMC Chapter 2.72 (available online) establishes the Harrison Memorial Library Board of Trustees and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE BOARD

1. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto.
2. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere and, when not otherwise provided, dispose of the same for the benefit of such library.
3. To purchase necessary books, journals, publications and other personal property.
4. To purchase such property, erect, and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library.
5. To require the Secretary of State and other State officials to furnish such library copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law.
6. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe.
7. To do and perform any and all other acts and things necessary or proper to carry out the provisions of Chapter 2.72 of the Municipal Code.
8. The Board of Library Trustees, shall, on or before the thirty-first day of August of each year, make a report to the City Council of the City, giving the condition of the library on the thirtieth day of June preceding, together with a statement of its proceedings for the year then ended, and forward a copy thereof to the State Library at Sacramento.

9. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

PLANNING COMMISSION

The Planning Commission is a five-member body. Currently, meetings are held the second Wednesday of each month at 4:00 p.m. The staff liaison is the Director of Community Building and Planning. CMC Chapter 2.36 (available online) establishes the Planning Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop and maintain a General Plan.
2. To develop Specific Plans as may be necessary or desirable.
3. To review Environmental Impact Reports and Initial Studies.
4. To periodically review the Capital Improvement Program of the City.
5. To conduct public hearings, review evidence and determine requests for use permits, variances, rezoning and land use Code amendments.
6. To interpret the meaning and intent of the City's Land Use Code.
7. To hear and render decisions on appeals of determinations made by administrative staff.
8. To determine the consistency with the General Plan of capital improvement projects and programs.
9. To review and act upon design review and design study applications.

HISTORIC RESOURCES BOARD

The Carmel-by-the-Sea Historic Resources Board is a five-member body. Currently, meetings are held the third Monday of each month at 4:00 p.m. The staff liaison is the Director of Community Building and Planning. CMC Chapter 2.74 (available online) establishes the Historic Resources Board and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE BOARD

The purpose of the Board is to carry out the policies of the architectural/cultural/historic (ACH) element of the General Plan and to serve in an advisory capacity to the Planning Commission and City Council. Duties of the committee shall be as follows:

1. Establish the committee's operating procedures.
2. Develop and maintain an inventory of significant sites, structures and districts.
3. Make recommendations to the Planning Commission on sites, structures or districts from the candidate list that are proposed for designation.
4. Advise and assist property owners on the physical aspects and grant opportunities for preservation, renovation, rehabilitation, and reuse, and on the procedures for inclusion on the National Register of Historic Places.
5. Review requests to alter or modify the exteriors of designated resources and provide advice, at the request of the owners, on the restoration, alteration, decoration, lighting and landscaping of such resources; and provide advice to the Planning Commission on the proposed changes.
6. Review requests for demolition and make recommendations to the Planning Commission on demolition stays of designated properties.
7. Make recommendations to the City Council and the Planning Commission on matters of land use, municipal improvements, public and private funding, promotional mechanisms for historic preservation and other types of planning programs undertaken by any agency of the City, County or State as they relate to the ACH resources of the community.
8. Inform and educate the citizens of Carmel-by-the-Sea concerning the architectural, cultural and historical heritage of the City by publishing appropriate maps, newsletters, brochures and pamphlets, and by holding programs and seminars.
9. Make recommendations to the City Council regarding the purchase of properties or easements for purposes of resources preservation.

10. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents pertaining to ACH resources, or related neighboring property within public view, and forward comments to the Planning Commission with recommendations.
11. Coordinate with local, County, State and Federal governments in the pursuit of the objectives of preservation.
12. Undertake any other action or activity necessary or appropriate to the responsible exercise of its powers and duties as to implementation of this chapter and of the General Plan.
13. Perform any other functions that may be assigned by resolution or motion of the City Council.

GENERAL GUIDELINES FOR COMMISSION AND BOARD MEMBERS

Appointment to a City Commission or Board is an honor. It offers an opportunity for genuine public service. Each member should be aware of the responsibilities that go along with officially serving the City. The specific duties of each body vary with the purpose for which it was formed. There are, however, many responsibilities common to all such positions.

1. Understand the role, functions, work programs of the Commission and relationship with other such City bodies and the City Council. Understand in particular the City budget process as it relates to your Commission or Board, and that the City Council is ultimately responsible for establishing City policy.
2. Represent the overall public good, not the exclusive point of view of a particular group or interest.
3. Keep all lines of communication open. Each member serves as a communication link among the community, the City Council, and staff.
4. Do your homework and be prepared. Members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting. By so doing, meetings move more smoothly and stay focused on the issues.
5. Know, understand and apply these procedures for your particular City Commission or Board.
6. Establish a good working relationship with fellow members, the City Council, and your staff liaison.
7. Be a participant, be an active representative, and be enthusiastic.
8. Be ethical, seek to follow both the letter and the spirit of laws and policies that govern governmental transparency and ethics, and undertake to promote and increase the public's trust in City government.

Your role as an appointed representative of the City Council carries with it an additional significant responsibility. You are an "ambassador" of the City of Carmel-by-the-Sea, and it is anticipated that you will conduct yourself with politeness and courtesy whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you in no way abuse that trust.

A. Guidance

Commission/Board members should bear the following guidance in mind:

1. In public statements or interactions, individual Commission/Board members should present views and recommendations representing the Commission/Board as a body -- not personal individual views.
2. Members expressing views not approved by the majority of a Commission/Board should clearly express that their views and opinions reflect their personal perspective as a "private citizen." Individual opinions must be identified as such.
3. Public statements should not include promises that may be construed to be binding on the Commission/Board, City Council or staff.
4. When making a public statement, if applicable, members should indicate that Commission/Board actions are recommendations and that final action will be taken by the City Council.
5. Commission/Board members may be selected on the basis of representing defined groups; however, each member should represent the overall "public good," not an exclusive group, or special interest.
6. Commission/Board members in some instances are required to act as "judges," for example, when acting on some permit applications or appeals. In such instances, stakeholders and the public have the right to expect that Commission/Board members will act in an unbiased way and with an open mind, and will not "pre-judge" and decision or outcome. Commission/Board members must in such instances commit to maintaining an open mind and not pre-judging until after all stakeholders and the public have had their opportunity to present evidence at the public hearing on the matter. If a Commission/Board member meets with a stakeholder or receives information on such a matter outside of the public hearing, the member must disclose such meeting and all such information at the outset of the public hearing so that members of the public have an opportunity to respond.
7. Commission/Board members should work to establish good relationships with other Commission/Board members. The success or failure of Commission/Board efforts may be dependent upon the degree of cooperation evident among the individual members of the body.

B. Relationships with Other Commission/Board Members

The association with other Commission/Board members is very important as you serve on a Commission/Board. Before talking about relationships, it may be well to point out a few facts about Commission/Board members. Commission/Board members come from various backgrounds - education, occupational, religious, social, economic, physical, and cultural - and differences do exist. It is important to recognize that the reasons for serving on a Commission/Board will vary and perhaps some will have a special interest. Each

member will contribute in his/her own way and is an important part of the decision-making process. Do not expect every member to give of his/her time, talent and knowledge to the same degree. Some will give more and others will give less, but in the end, the community will benefit. Bearing this in mind, the following may serve as a guideline:

1. Always respect other individuals' viewpoints even though they may be opposite of your own.
2. Allow the other individual to articulate his/her own views and then attempt to make an objective evaluation of those views.
3. Evaluation of other members' viewpoints should be based on what is best for the total community and for all concerned.
4. There will be times when political action among the Commission/Board is apparent; strive to minimize whenever possible.
5. Be open and honest at all times.
6. Each Committee/Board member has a responsibility to recognize new Commission/Board members and see that they are made welcome, become oriented, and receive training.
7. Keep an open mind and be open to the possibility of being persuaded by the views and opinions of other members.

C. Relationships with Council

The purposes of Commissions/Boards are to expand the opportunity for citizen input and participation, study issues, and make recommendations to the City Council. As an advisor to the City Council, Commission/Board members must be aware that the decisions formed by the Council, even after receiving and evaluating the recommendations from the various advisory bodies, **require the Council to exercise its independent judgment.**

The Council possesses the ultimate political and legal responsibility for the conduct of local government and the overall welfare of the community. It is important to recognize that not all of the recommendations made by the various Commissions/Boards will be accepted by the City Council. Council actions which vary from Commission/Board recommendations do not imply a lack of confidence or disinterest in the advisory bodies' decisions. Council Members must weigh the advice provided by advisory bodies against a broader scope of considerations as they reach the decisions for which they are responsible. **Ultimately the elected City Council is vested with the authority to make final policy decisions.**

Although a Commission/Board may disagree with the final decision that Council makes on an issue, the Commission/Board should not act in any manner contrary to the established policy adopted by the Council. The Commission/Board should assist the City

Council in developing public trust in the advisory Commission/Board system. The Commission/Board should be sensitive to City priorities.

D. Relationships with Staff and Staff Liaison

The Staff assigned to a Commission/Board provides basic support and technical advice for the Commission/Board. Staff handles administrative duties, prepares meeting agendas, staff reports, and records minutes. Commission/Board members may not direct Staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council.

Commission/Board members should feel free to contact the Staff Liaison for inquiries and/or support purposes. It should be understood, however, that **Commission/Board members are responsible for all Commission work**. Staff Liaisons will provide direction, guidance, as well as clerical and/or organizational or administrative support to Commissions/Boards on an as needed basis.

E. Relationships with the Public and City Staff

Commission/Board members serve as a liaison between the City and the general public. Thus, each member functions as a communication link between the community and the City, explaining City programs and recommendations, as well as providing a channel for citizen expression.

Commission/Board meetings must adhere to The Ralph M. Brown Act and should be conducted in a manner that is conducive to a productive exchange of ideas and perspectives. A non-threatening atmosphere should be prevalent and steps should be taken to ensure that members of the public are free to express their views without fear of ridicule or belittlement by anyone with an opposing viewpoint.

Commission/Board members should conduct themselves in a manner that demonstrates **open-mindedness**, fairness and professionalism. Members should be considerate of all interests and value differences of opinion. Additionally, members should remain open-minded, objective, and make no judgment or engage in any partisan position until all of the available evidence pertaining to an issue has been submitted. Common courtesy is expected from City representatives at all levels of the organization.

To enhance public confidence, Commission/Board members should conform themselves to all ethical rules, including those prohibiting financial and personal conflicts of interest, and all rules promoting transparent and open government.

It is important to recognize that as a Committee/Board member your actions and comments are often interpreted to be that of the entire Committee/Board, the staff, or the City. A Committee/Board member's comments to the press or other public utterances are sometimes misinterpreted even though you state that you are speaking for yourself. They may be at odds with the Committee's/Board's goals, objectives or overall policy. It is very important that an individual be clear when stating opinion.

Members of the public are also expected to conform to an acceptable standard of conduct. Any person who willfully interrupts a public meeting or acts so as to render the orderly conduct of the meeting infeasible may be barred from further attendance at the meeting by the Chair. An individual so barred may not return for the remainder of the meeting unless permission is granted by a majority vote of the Commission/Board.

Commission/Board members should make no promises to the public that might appear to be binding on the Committee/Board, staff, or City Council. Comments to the public must be factual, and members should listen to comments or complaints of the public.

City Commissions/Boards are not involved in the administration or operation of City departments. The City's Staff reports to the Department Head, who in turn reports to the City Administrator. It is, therefore, the responsibility of the Department Head and/or City Administrator to allocate staff time and efforts and direct the priority of work.

Staff members are not considered members of a Commission/Board and have no power to vote in Commission/Board matters. Because of their support position, and normal parliamentary rules, Staff does not respond to questions from the public at a meeting unless requested to do so by the Chair.

City Staff serves Commissions/Boards in an advisory capacity – much the same as the Commission/Board serves the Council. Staff members are selected on the basis of their technical and professional abilities and are expected to provide Commissions/Boards with recommendations based upon their professional analysis of the situation, regardless of personal opinion or consideration of political consequence. It is not expected that every Staff recommendation will be followed; however, because of Staff's technical expertise, full consideration should be given to its recommendations.

Commission/Board members should be aware of Staff's responsibility to also provide professional advice to the City Council. In instances where a Staff member disagrees with a Commission's/Board's recommendation, he/she is obligated to advise the City Council, through the City Administrator or a subsequent staff report, of his/her technical recommendation. The City Council values both the opinion of the Commission/Board/Committee as well as Staff since Staff expresses its opinion from a strictly technical perspective, while Commissions/Boards may provide counsel and advice on the issue's practical application.

MEETING BASICS

A. Preparation for Meetings, and Related Principles and Requirements

1. Be prepared. Thoroughly review the agenda packet, including agenda reports, and any other materials *before* the meeting. The issues that come before advisory bodies are important to the community as a whole and demand your constant attention. In agreeing to serve on an advisory body, you make a commitment to put in the time required to prepare fully for each meeting.
2. Understand what action you are being asked to take regarding each particular agenda item.
3. If you have questions regarding the agenda or agenda report, contact your Staff Liaison before the meeting to clarify questions or request further information.
4. Know the responsibilities of your advisory body, as well as the limitations of your individual authority. As a member of an advisory body you will, among other things, be asked to provide recommendations to the City Council about specific issues. Keep in mind that your appointment does not empower you to supervise City Staff.
5. Keep an open mind. An objective, balanced, and receptive approach will help you assess the facets of a given issue and evaluate new ideas. When receiving written and oral public testimony it will be necessary to discern between fact and opinion, as well as between those concerns which are relevant and those which are secondary to the issue at hand. Keeping an open mind will make it easier for you to understand all sides of an issue before you make a judgment or take a position.
6. Strive to appreciate differences in approach and point of view. Likewise, take care to articulate your own ideas; remember that your individual voice is a critical part of the whole dialogue. Again, furthering common goals takes cooperation, flexibility, and a broad-based view of the public interest. If in doubt, return to the foundational documents to guide your understanding of the complexities of an issue.
7. If you are unsure about something *during* the meeting, ask for clarification. On behalf of the public, your understanding of issues is important. Each advisory body has a City Staff Liaison to provide information to assist the members throughout the decision-making process.
8. E-mail communications can ultimately lead to the exchange of information intended to create collective concurrence among a quorum of advisory body members in violation of the Ralph M. Brown Act. Therefore, e-mail communications between advisory body members relative to advisory body

business should be avoided. While less than a quorum, for example, may appropriately communicate with one another by way of e-mail, the "forwarding" of such an e-mail message on to an additional member would result in a Brown Act violation.

9. E-mails that concern City business and the proceedings of your Board or Commission will in almost all instances be public records that must be disclosed to the public upon request. They are **not** private, privileged or confidential if the emails relate to City business.

10. Boards and Commissions sometimes act in a "quasi-judicial" capacity. Examples of quasi-judicial decisions are when the Planning Commission considers applications for conditional use permits (CUPs) and tentative subdivision maps. In those instances, fair hearing and due process principles apply. Board and Commission members must consider the application in a fair and open-minded way. This means that members must not be biased against the applicant or any stakeholder, and must not pre-judge the application or any outcome, and instead must maintain an open mind and consider all evidence that is presented in the public hearing. Members also should generally avoid hearing or seeing any "ex parte" evidence presented outside of the public hearing so that the public and all decision makers all see and consider the same evidence. If a member does view or receive "ex parte" evidence before the public hearing, the member must fully disclose all such evidence at the outset of the public hearing so that all stakeholders have an opportunity to speak to and/or rebut such evidence during the hearing.

11. Unreasonable delay or lack of action is unacceptable. If necessary, make a recommendation and move along.

B. Attendance

All Commission, Committee and Board members are requested to contact their Staff Liaison prior to a meeting if they are unable to attend.

C. General Protocols for Consideration of Agenda Items

Commissions/Boards shall consider each item of business listed on a Commission or Board agenda according to the following:

1. Staff report
2. Questions about the staff report and agenda item from the members of the body. For matters where the Commission/Board members are acting as judges (for example, for certain permit applications and appeals), members shall disclose "ex parte" contacts and evidence received outside of the public hearing with sufficient detail to enable stakeholders to respond.

3. Public comment. For some permit applications and appeals, stakeholders should be allowed time for rebuttal. Time limits apply.
4. Staff response to questions (if any) and evidence presented by the public.
5. Deliberation.
6. Action – Action shall be based on and limited solely to what is described in the Agenda. For some actions on quasi-adjudicatory permit applications and appeals, the Commission/Board must adopt written “findings” that explain the decision. Staff and the City Attorney can and often do assist in the preparation of draft findings for the Commission/Board’s consideration.

D. Rules of Order and Debate

1. Procedures and Adoption of Rosenberg’s Rules of Order
 - a. City Boards and Commissions shall use the Rules of Procedure adopted by the City Council or, if no Council has not adopted Rules of Procedure, then Robert’s Rules of Order apply. , Rosenberg’s Rules of Order (“Rosenberg”) in determining questions of parliamentary procedure, including without limitation questions involving motions, amendments to motions, voting and other matters. However, the failure to conform to these rules shall not affect the validity of any action, decision or vote.
 - b. Motions Generally
 - (i) A motion is the way that a group under parliamentary procedure conducts business and makes decisions. There are several types of motions, each of which must meet certain requirements before a vote can be taken. A full and complete guide to types of motions and rules are found within Rosenberg’s Rules of Order.
 - (ii) Steps in making, discussing and voting on a motion:
 - The maker of the motion asks for recognition by the Chair, or the Chair may solicit a motion from commission members
 - After the individual is recognized, he/she will state “I move ...”
 - The Chair will ask if there is a second. Another member of the group must second the motion in order for discussion to start on the motion.

- The Chair then restates the motion "It has been moved and seconded that ..." and opens the floor to discussion.
- The Chair will recognize members who wish to comment on the motion. Only one motion may be discussed at a time. It is important that all members of the group are clear on what the motion is and what its effect will be. Spirited discussion helps to answer questions and explore different interpretations and/or impacts of the motion.
- At the end of the discussion period the Chair will "call the question" and ask how many members vote "Aye" and how many vote "No" or "Abstain". A motion is passed when a majority of members present votes in favor of the motion (members who recuse themselves due to a conflict of interest must leave the room, are not counted toward establishing a quorum or tallying votes).

(iii) Friendly Amendments

The "Friendly Amendment" is an informal method for commissioners to request a minor change to the motion on the floor (while retaining the basic form of the original motion). A commission member may propose a friendly amendment, which must then be accepted by the main mover and seconder. Friendly amendments should only be used for minor adjustments, such as adding a word or phrase to the motion. Significant changes to a proposed motion should be proposed as a substitute motion, not as a friendly amendment or motion to amend.

(iv) Substitute Motion

At any time after a motion is moved and seconded, a member of the commission may move a substitute motion for consideration in place of the main motion. If the substitute motion is seconded, then discussion on this motion will take priority over the original motion. The commission will deliberate and then vote on the substitute motion. If it passes, the original motion becomes moot. If the substitute motion fails, the discussion will revert to the main motion. In the event of multiple substitute motions, the commission should address the latest motion proposed. There should never be more than two substitute motions (or three total motions) on the floor at any time.

(v) **Withdrawing a Motion**

At any time after formation of a motion and before it is taken to a vote, the maker of the motion may interrupt a speaker to withdraw his or her motion from the floor.

c. **Other Motions**

(i) **Motion to Continue**

A motion to continue an item is to continue to another meeting, at a specific time and date. This type of motion requires a second.

(ii) **Motion to Table**

This type of motion is intended to immediately stop discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to table takes precedence over all motions except adjourn and privilege. A motion to table requires a second. Once an item has been tabled, a motion to un-table the item is needed to bring the item back to discussion.

(iii) **Motion to Reconsider**

A motion to reconsider must be made at the same meeting or within two meetings of the original action. If the motion to reconsider is made at a subsequent meeting following the original action, intent to reconsider the item must be agendized. This type of motion may only be made by a commissioner who voted in the majority on the original motion. It also requires a second, of which any voting member of the commission may do so (not just those who voted in the majority). The motion is then subject to a vote. If the motion to reconsider passes, then the original matter is back before the commission and may be discussed and debated as if it were on the floor for the first time. Motions to reconsider are not applicable to "table" motions. During discussion, testimony should be limited to new facts that were not known at the time of the original motion.

The timelines for motions to reconsider must be strictly adhered to for binding deadlines, contracts, and any quasi-judicial matters. Policy related matters may allow for additional flexibility, but that type of circumstance will require specific staff analysis and/or city attorney consultation.

d. **Voting**

- (i) When present, all commissioners are to vote. Failure of a seated commissioner to orally express a vote constitutes an affirmative vote.
- (ii) Members of city commissions are expected to participate in all decisions of their commission. There are two primary exceptions – a defined conflict of interest when a member must recuse themselves and leave the room, or due to a fairness issue such as personal animosity between the member and an individual appearing before the group. In all cases, care must be taken to ensure the fair, impartial deliberation process by the board, commission or committee.
- (iii) A member's absence from a meeting does not automatically disqualify a member from participating in a vote on an issue. If a member misses all or part of the proceeding in which information about the issue was presented, he/she can become familiar with the record of the meeting such as through minutes, studying the staff report or recorded version of the meeting, or discussions with staff.
- (iv) Commissioners with a conflict of interest must step down, leave the room and not participate in the discussion or vote on the item (unless allowed to remain in the room as provided by FPPC Regulation 18707 discussed in this Handbook); these members are considered "absent" for that item and may not be counted either for the purposes of establishing a quorum or for the tallying of votes. The majority of members (present and voting) must vote in the affirmative of the motion for it to pass. Commissioners are never required to state reasons for a dissenting or supporting vote.

e. Calling the Question

The Chair will call the question once it has been determined that discussion has reached a point where the commission is ready to vote. Generally, commissions will take a "voice vote" (see below). Commissioners may also declare a consensus on an action if there is agreement and no negative comments/objections have been expressed during discussion. If it is unclear whether a majority exists, or upon request of any commissioner, a roll call vote should be taken and recorded (see below). In any scenario, the Chair should announce the results (motion passes/fails) once votes are tallied.

f. **Voice Voting**

The Chair will state, "all those in favor" at which point members may altogether say "aye" or "yes", the Chair must then state, "all those opposed" and allow for opposing members to state "no" altogether. Keep in mind, failure to orally express a vote constitutes an affirmative (or "yes") vote. The Chair or staff shall publicly report the vote of each individual member.

g. **Roll Call Votes**

A roll call vote is generally used if there appears to be a division amongst members on an issue. This type of vote is especially preferable when making decisions on controversial items. The Chair or staff liaison may conduct the roll call. Each member will be identified, in any given order, followed by that member stating his/her vote. Under California's open meeting law, the Brown Act, "secret" votes are prohibited, and the vote of each member must be publicly disclosed at the meeting. If a member is attending a meeting remotely as authorized by Government Code Section 54953, then roll call votes are required for all voting items.

h. **Tie Votes**

A tie vote generally is not a majority affirmative vote, and therefore is in most cases equivalent to a vote that has failed. The Chair should publicly explain the effect of the tie vote for the public.

i. **Abstention/Recusal**

Abstentions count! A member who votes "abstain" is considered present and is counted toward the overall vote (not absent!). Abstentions are counted as a non-affirmative votes, and therefore act just like "no" votes (a motion may only pass with a majority affirmative votes).

Abstentions should be rare and based on an inability to decide definitely to vote "yes" or "no" on a specific matter. Again, abstentions are counted toward the total vote and are non-affirmative. An abstention is not counted as "absent."

(i) **Abstention vs. Recusal**

- In some instances, a member will be required or encouraged to recuse him/herself.
- What is the Difference? When to Abstain vs. When to Recuse
- At times, it may not be clear to commission members whether they should participate/vote on an issue or not.

Commissioners should keep in mind that by participating in discussion they have the power to influence the decision.

- If a commission member has a defined conflict of interest, he/she must follow the steps for a recusal.
- In quasi-judicial matters, if a commission member is unable to act fairly and in an unbiased manner, he/she should also consider recusal and leave the room entirely before discussion ensues. Simply abstaining from voting may not be enough.
- the absence of a contrary statutory provision, the number of votes required to take action is a

j. Voting Requirements/Counting Rules

Total Membership	Quorum	Number of Votes Cast	Majority Vote
5	3	5	3
		4	3
		3	2

Note: Voting requirements can vary depending on the action. A number of state law provisions impose voting rules requiring affirmative votes from more than a majority of a quorum in order for a legislative body to take action.

Total Membership	Quorum	Majority Vote of Total Membership	2/3rds Vote of Total Membership	4/5ths Vote of Total Membership
5	3	3	4	4

The following require approval by **majority vote of total membership**:

- Resolutions and Ordinances
- Payment of money
- Action on appeal of EIR
- Rescinding or Amending Something Previously Adopted

2. Chair

The Chair may debate and may make or second motions. The Chair is subject to the limitations of debate that are imposed on all members and shall not be deprived of any of the rights and privileges of a member.

3. Commission/Board Members

Every Commission/Board member desiring to speak shall address the Chair. Upon recognition by the Chair, the member shall confine comments to the question under debate, avoiding all undignified language and references to personalities and abiding by the following rules of civil debate. A member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege, or appeal of the Chair's procedural ruling).

Public meetings will proceed smoothly if all participants keep the following tenets in mind:

- a. We may disagree, but we will be respectful of one another.
- b. All comments will be directed to the issue at hand.
- c. Personal attacks shall be avoided. They are unacceptable and may result in termination from an appointed position.

4. Addressing the Advisory Body from the Floor

Securing Permission to Speak

Any person desiring to address the Board/Commission shall first secure permission from the Chair. Any Board/Commission member may also request of the Chair that a member of the public be recognized to speak.

Remarks should be directed to the matter being considered.

Individuals

Persons addressing the Board/Commission are requested to give their name in an audible tone of voice for the record and fill out a speaker card if provided. They are not, however, required to provide their name or complete a speaker card. Any applicable time limit shall be as stated in the agenda, or as directed by the Chair.

All remarks shall be addressed to the Board/Commission as a whole and not to any individual member or to members of the audience. Without the permission of the Chair, only members and the person addressing the Board/Commission shall be permitted to enter into any discussion. However, while Board/Commission members may ask speakers questions, they should not debate matters with them. All remarks shall be delivered in a respectful manner.

Addressing the Advisory Body after Motion Made

After a motion is made by the Board/Commission, no person shall address the Board/Commission in regard to that topic except upon the request of the Chair, or a member of the Board/Commission through the Chair.

E. Decorum in Meetings

1. Proceedings

- Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other.
- Give your full attention when others speak.
- Learn to trust your own good judgment on decisions.
- Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns. Do not engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Sometimes questions can most effectively focus discussion and direct decision-making. For example,

For staff:

- What is the history behind this item?
- What are the benefits and drawbacks?
- What other alternatives did you consider?
- Is it within this body's scope of responsibility? If not, would it be best referred to another Commission/Board, Council or staff?

For other advisory body members:

- What do you think about this item?
- What have you heard from the residents?
- What would it take for you to support this?

For the public (at a hearing):

- What are your concerns?
- How will this proposal affect you?

- What specific, constructive, alternatives can you recommend?
- How does the public comment or question relate to the decision at hand?

For yourself:

- What are we trying to accomplish?
- What are the long-range interests of the community?
- What guidance can be found in our foundational documents?
- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another. Your obligation is to represent a broad-based view of the community's long-range interests.
- Remember that your advisory body exists to take actions and/or make recommendations. It is not simply a discussion group or debating society.
- Endeavor to end meetings at a reasonable hour. Short breaks may be helpful during long meetings. Extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears.

2. Managing Difficult Meetings

From time to time, Commissions/Boards are faced with conducting highly charged controversial meetings. These meetings may involve one unified group or two or more conflicting groups. The group demeanor may be characterized by aggressiveness and hostility. Such meetings really test the mettle of the Commission/Board and staff. Consider the following:

Before the Meeting

- Make agendas and back-up reports easily available to participants.
- Make sure adequate seating is available. Consider moving to larger quarters if necessary.
- Make sure sound and recording equipment is adequate and operational, if applicable.
- Chair and staff should engage in contingency planning before the meeting.

During the Meeting

- Establish and announce rules at the beginning of the meeting.
- Before public comment, ask the participants to designate one or more spokespersons, if possible. This may help reduce redundancy and make sure that all sides of the issue will be heard.
- Explain the issues, the possible actions and the procedures that will be followed at the meeting.

- Have speakers address the Commission/Board and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to face the audience.
- Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive. For instance: the meeting should provide a forum for all points of view and such displays of support or opposition could intimidate those with an opposing point of view from speaking. In addition, such displays delay the discussion.
- Do not hesitate to use recesses to help diffuse hostility or aggressiveness.
- Consider limiting speakers to a set time. If such a procedure is used, make sure it is applied fairly and consistently.
- Make sure Commission/Board members address colleagues and not the audience. Directly addressing the audience can result in loss of control of the meeting. In limited instances it may, however, be appropriate to address the public – for instance to explain an issue or to note that their concerns have been understood.

Continue items that cannot be decided at the meeting. This does not preclude the Commission/Board from allowing anyone who wishes to speak on the issue, to do so.

ETHICS AND CONFLICTS OF INTEREST

Principles of Public Service Ethics

California has a complex set of ethics laws to guide local officials in service to their communities. Members of Boards and Commissions, in their capacity as appointed officials, should strive to keep the following principles in mind when determining the appropriate course of conduct in their decision-making:

- Public officials may not use their position for personal financial gain.
- Public positions do not entitle members to personal advantages/perks.
- Merit-based decisions based on a fair process produce the best results for the public.
- Transparency in the decision-making process promotes public trust and confidence.

Minimum Standards

Ethics laws are minimum standards. Just because a given course of conduct is legal does not mean that it is ethical or that the public will perceive it as such.

The California Political Reform Act

Most financial conflict of interest laws are contained in the California Political Reform Act. It states public officials may not participate in or influence a decision that will materially affect an financial interest of the official or the official's immediate family.

A Board/Commission member generally "participates" in a decision by voting on it or participating in hearings and deliberations. A Board/Commission member may "influence" a government decision when the member attempts to affect the outcome of a decision.

Often, it is not enough just to abstain from voting on a matter in which you have a conflict of interest. The law requires that you completely refrain from all participation or attempts to influence the outcome.

Economic Interests and Disclosure (Form 700)

The City of Carmel-by-the-Sea has adopted a Conflict of Interest Code (Resolution 2020-056), in accordance with the Political Reform Act, that states that no person shall make or participate in a governmental decision which he or she knows or has reason to know

will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. The Code lists the Commissions/Boards to which it applies.

If you are a member of one of the bodies listed in the City's code, you not only must refrain from participating in or influencing decisions in which you have a financial interest, you also are required to file a Form 700 "Statement of Economic Interests" on a regular basis.

Your Form 700 must be completed and filed with the City Clerk's Office at the following times:

- Within 30 days after appointment (Assuming Office Statement)
- On April 1st of each year while serving on the commission (Annual Statement)
- Within 30 days of leaving office (Leaving Office Statement)

You must complete and return a Form 700 even if you have "no reportable interests" to disclose. Failure to file on time may result in a monetary penalty, suspension and/or removal from the Board/Commission. Instructions and the period covered by each type of statement are included with the forms used for filing.

For most people, filling out a Form 700 will be an easy experience provided you read the instructions carefully. However, questions are bound to arise, especially if you have financial interests in addition to the income from your job, residence, or loan obligations. Commission members can contact the FPPC or the City Clerk's Office for assistance. Form 700s are public records.

What to Do If You Have a Conflict of Interest

If a member has a conflict of interest, the member must disqualify him or herself from participating in the matter. This includes all discussion on the matter as well as the actual vote.

You must take the following steps after you have determined that a conflict of interest exists under the Political Reform Act:

1. **Publicly identify the financial interest.** This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.
2. **Recuse yourself from both the discussion and the vote on the matter.**

You must recuse yourself from all proceedings related to the matter.

3. Leave the room until the matter has been completed.

The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, you do not have to leave the room.

Exception: Under limited circumstances, if you wish to speak during public comment as a member of the public, and not as a member of a Board/Commission, you may do so pursuant to FPPC Regulation 18707. However, you should consult staff for guidance sufficiently in advance of the meeting if you believe this exception applies to you so that staff may consult with the City on whether this exception applies to you.

What to do if you're in doubt

Whenever a member of a Board/Commission believes that there may be an economic conflict of interest, the member may seek advice from the City Attorney or Fair Political Practices Commission. At any time, it is safest to err on the conservative side and to publicly identify the potential conflict, and fol. If you wish to seek advice, you should do so at the earliest opportunity after you become aware of the possible conflict.

Other Ethics Laws

Other conflict of interests laws prohibit commissioners from:

- Using his/her official position for personal benefit or gain.
- Having a financial interest in any contract or grants made or recommended by their commission.
- Engaging in employment or activities that are incompatible with their public office duties.
- Simultaneously serving on another agency's Board or Commission the duties of which may be "incompatible" with those of the Carmel Board/Commission.

AB 1234 Ethics and Open Government Training

State Law (AB 1234) requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics laws and principals every two years. The requirement applies to the City Council as well as Boards/Commissions.

The Institute for Local Government (ILG is an affiliate of Cal Cities, formerly the League of California Cities) has developed online ethics courses to help local officials meet their ethics training requirements. From time to time the City and the Fair Political Practices Commission also provide ethics training to satisfy AB 1234. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the City Clerk.

Conflicts of Interest

The City of Carmel by the Sea has adopted a Conflict of Interest Code (Resolution 2020-056) in accordance with state law, that states no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally.

The City Attorney is available to help Commission and Board members decide if they have a conflict and should abstain from participation on any issue. There may be instances where a financial conflict of interest is not the issue, but rather a member may have an appearance of bias or bias conflict. Again, the City Attorney is available to provide guidance in determining whether a Commissioner or Board member should disqualify him/herself from acting on the item. In these instances, members should recuse themselves from a vote using the phrase, "....to avoid the appearance of impropriety."

In addition, Commission/Board members are required by the City's Conflict of Interest Code to declare personal financial information by filing a Statement of Economic Interest (Form 700). Upon appointment, the City Clerk shall provide the Commissioner or Board member with the procedure for filing.

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

RESOLUTION NO. 2020-066

**~~A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL BY THE SEA
RESCINDING RESOLUTION 2016-057 AND RE-ESTABLISHING THE LIST OF
DESIGNATED CLASSIFICATIONS AND THE DISCLOSURE CATEGORIES OF THE
CITY'S CONFLICT OF INTEREST CODE~~**

~~WHEREAS, the Political Reform Act requires local government agencies to review
its Conflict of Interest Code biennially;~~

~~WHEREAS, the City Council of the City of Carmel by the Sea, (the "City Council"¹¹),
previously adopted Resolution No. 2016-057 on September 13, 2016, thereby amending
the List of Designated Employee Classifications of the Conflict of Interest Code;~~

~~WHEREAS, Section 87307 of the Government Code provides that an agency may
at any time amend its Conflict of Interest Code;~~

~~WHEREAS, the City Council has determined that it is necessary to further revise
the List of Designated Classification and Disclosure Categories to reflect current
classifications and titles;~~

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

~~Rescind and supersede all previously adopted Resolutions and amendments
thereto approving or adopting Conflict of Interest Codes for the City of Carmel by the
Sea;~~

~~Approve and adopt Exhibit A in which officials and employees are designated and
disclosure categories are set forth, which constitutes the Conflict of Interest Code for the
City of Carmel by the Sea;~~

~~Require all designated officials and employees file Statements of Economic
Interests with the City Clerk, who will make the statements available for public inspection
and reproduction;~~

Resolution No. 2020-056
Page 2

~~PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL~~
~~BY THE SEA this 1st day of September, 2020, by the following vote:~~

~~AYES: COUNCIL MEMBERS BARON, REIMERS, THEIS, MAYOR~~
~~PROTEM RICHARDS, MAYOR POTTER~~

~~NOES: NONE~~

~~ABSENT: NONE~~

~~ABSTAIN: NONE~~

~~APPROVED: _____ ATTEST: _____~~


~~Dave Potter~~ ~~Britt Avril, MMC~~
Mayor City Clerk

Resolution No. 2020-056
Page 3

EXHIBIT A

LIST OF DESIGNATED EMPLOYEE CLASSIFICATION AND DISCLOSURE CATEGORIES

Assistant City Administrator; 1, 2
 Assistant Forester; 1, 2
 Assistant Planner; 1, 2, 3, 4
 Board/Commission Member; 1
 Building Inspector; 1, 2, 3, 4
 Building Official; 1, 2, 3, 4
 City Administrator; 1
 City Clerk; 1, 2
 City Council Member; 1
 City Engineer; 1, 2, 3, 4
 City Forester; 1, 2
 Community Planning and Building Director; 1, 2
 Director of Budgets and Contracts; 1, 2
 Director of Public Works; 1, 2
 Finance Manager; 1, 2
 Finance Specialist; 1, 2
 Head Reference Librarian; 1, 2
 Human Resources Manager; 1, 2
 Information Systems/Network Manager; 2
 Library Circulation Supervisor; 1, 2
 Librarian II; 1, 2
 Library and Community Activities Director; 1, 2
 Local History Librarian; 1, 2
 Mayor; 1
 Police Commander; 1, 2
 Project Manager; 1, 2, 3, 4
 Public Safety Director; 1, 2
 Public Works Superintendent; 1, 2, 3, 4
 Senior Planner; 1, 2, 3, 4
 Youth Services Librarian; 1, 2

Consultants:

An individual is a consultant if the person either serves in a staff capacity with the agency or performs the same or substantially the same duties for an agency that would otherwise be performed by a person holding a position specified or that should be specified in the City's Conflict of Interest Code.

Resolution No. 2020-056
Page 4

The City Administrator will determine if a consultant is required to file a Statement of Economic Interest and will determine the appropriate disclosure category based on the scope of the consultant agreement. The City Administrator may determine that a particular consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with the disclosure requirements described in this code.

DISCLOSURE CATEGORIES

The disclosure categories listed below identify the types of economic investments that the designated position must disclose for each disclosure category to which he or she is assigned. Such economic interests are reportable if they are either located in or doing business in the jurisdiction, are planning to do business in the jurisdiction, or have done business in the jurisdiction of the City.

1. All investments and business positions in business entities, sources of income, and interests in real property.
2. Investments and business positions in business entities, and sources of income from entities providing supplies, services, equipment, or machinery of the types used by the designated employee's unit.
3. Investments and business positions in business entities, and income from sources engaged in construction, building, or material supply.
4. Investments and business positions in, and income from sources engaged in the construction of public works projects.

~~Ethics Training~~

~~State Law AB1234 requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics laws and principals every 2 years. The requirement applies to the governing body of local agency as well as boards, commissions, and committees, or other local agency bodies, whether permanent or temporary, decision making or advisory. The City has determined all Commission/Board members are required to complete this training.~~

~~The Institute for Local Government and the Fair Political Practices Commission developed online ethics courses to help local officials meet their ethics training requirements. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the City Clerk.~~

RALPH M. BROWN ACT

Background

California's open meeting law, the Brown Act, is found in the California Government Code section 54950 et seq. This law was enacted in 1953 to guarantee the public's right to attend and participate in all meetings of local legislative bodies.

Applicability

Bodies that are subject to the Brown Act include commissions, committees, boards or other body of a local agency, whether permanent or temporary, decision-making (such as Planning Commission) or advisory. The Brown Act applies to all City Boards and Commissions established by the City Council.

General Rule

Under the Brown Act, all "meetings" must be "open and public". A majority of the members of any Board/Commission may not discuss or deliberate on any business within the subject matter jurisdiction of the Commission except at a noticed meeting. This includes in person interactions between members as well as serial or indirect communications.

The City must post an agenda for every regular meeting at least 72 hours before the meeting. Any meeting not established as a regular meeting is a "special" meeting and a special meeting agenda must be posted at least 24 hours prior to the meeting. Agendas must be posted at the building where the meeting occurs and on the City's website. Agendas for all meetings held at City Hall are posted on the outside board for this purpose.

What is a "Meeting" Under The Brown Act?

A "meeting" includes any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate or take action upon any item which is within its subject matter jurisdiction. There are several different kinds of "meetings" under the Brown Act.

"Regular Meetings": Regular meetings of the legislative body, must be held at the time and place set by ordinance, resolution or bylaws.

"Special Meetings": The presiding officer or majority of the legislative body may call special meeting at any time.

Teleconference Meetings: Meetings may be conducted by teleconferencing under the limited circumstances. Members should consult staff in advance to determine whether teleconferencing may be available.

Offsite Meetings: A meeting may be held off-site in limited circumstances. Members should again consult staff in advance to determine whether an offsite meeting may be allowed.

"Informal"/"Serial" Meetings: Most "informal" or "serial" meetings are prohibited under the Brown Act. Members should exercise extreme caution in considering any "informal meeting". Under the Brown Act, a majority of the members of a legislative body shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

"Serial Meetings" Are Prohibited:

So called "serial meetings", which are prohibited under the Brown Act, generally take one of two forms: the "Daisy Chain" or the "Hub and Spoke".

"Daisy Chain": If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of "serial meeting" may result in a violation of the Brown Act.

"Hub and Spoke": An intermediary – such as a staff member or a developer, applicant or project opponent or other stakeholder – contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the Board/Commission.

E-mail/Other Technology: Use of e-mail, social media (such as Facebook and Twitter) or other technology/media by a majority of a Board/Commission to discuss, deliberate, or take action on items within the body's jurisdiction also may violate the Brown Act. Consult staff or the City Attorney with questions about whether your use of e-mail, social media and other technology may violate the Brown Act.

Recommendations for E-Mail:

- Avoid sending e-mails to the whole Board/Commission.
- If necessary, provide information only.
- Do not solicit a response.
- Be careful replying to e-mails.
- Do not communicate your position or make a commitment on a pending matter.
- Do not direct a reply to a majority of the Board/Commission.
- Think carefully before sending any e-mail.
- Remember, your e-mail can be forwarded by others to a majority of the Board/Commission.

Non-Meetings:

Staff "briefings"/conversations are not considered to be "meetings" under the Brown Act, provided:

- An employee or official of agency may engage in "separate conversations or communications" in order to "answer questions or provide information".

However, the employee or official may not communicate to members of the legislative body the comments or positions of any other member or members."

Government Code 54952.2(c) allows for attendance by members of any Board/Commission as follows

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among

themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

What is "open and public" Under The Brown Act?:

For a meeting to be "open and public" under the Brown Act, certain requirements apply. The City must provide advance public notice of every meeting. It must post agenda in advance containing "brief general description" of each item to be discussed 72 hours before every regular meeting or 24 hours for before any special meeting. It must also post the agenda on the City's website.

The agenda must include a brief general description of each item of business. The description must be sufficient to allow members of the public to understand what is being proposed, including each item requiring action by the Board/Commission.

Members cannot discuss non-agenda items, with limited exceptions. However, members may ask staff for information, and may request (subject to the City's normal rules for placing items on agendas) that non-agendized matters be placed on a future agenda.

The City must allow public comment such that every member of the public has the meaningful opportunity to speak on every item appearing on the agenda. However, the City may impose time limits, which it must apply uniformly, and may limit truly disruptive conduct.

The Ralph M. Brown Act, commonly referred to as the "Brown Act," is California's "sunshine" law for local government. It is codified in the California Government Code beginning at Section 54950.

The Brown Act mandates that local government business be conducted at open and public meetings, except in certain limited situations (i.e. closed sessions). The central provision of the Brown Act requires all "meetings" of a "legislative body" to be open and public. The Brown Act broadly defines the term "meeting" to include any congregation of a majority of the members of a particular legislative body at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the legislative body. The City Council is a "legislative body" as are other Commissions of the City (i.e. Planning Commission, Community Activities Commission, etc.). Under the Brown Act, a majority of the members of the legislative body are prohibited from

discussing, deliberating about or developing a collective concurrence regarding any item that is within the legislative body's jurisdiction except as part of a duly noticed public meeting. The purpose of these provisions is to ensure that local governing bodies deliberate in public.

The Brown Act also requires that the public be given notice of the time and place meetings are to be held. As a general rule, a legislative body may not act on or discuss any item that does not appear on the agenda posted for the meeting. There are, however, certain exceptions to this rule. In addition, the Brown Act protects the public's right to attend and participate in meetings. The Brown Act requires that an agenda allow for two types of public comment periods. The first is a general audience comment period where the public can comment on any item of interest that is within the subject matter jurisdiction of the legislative body. The second type of public comment period is the specific comment period pertaining to items on the agenda. The Brown Act requires a legislative body to allow members of the public to comment on agenda items either before or during the body's consideration of that item.

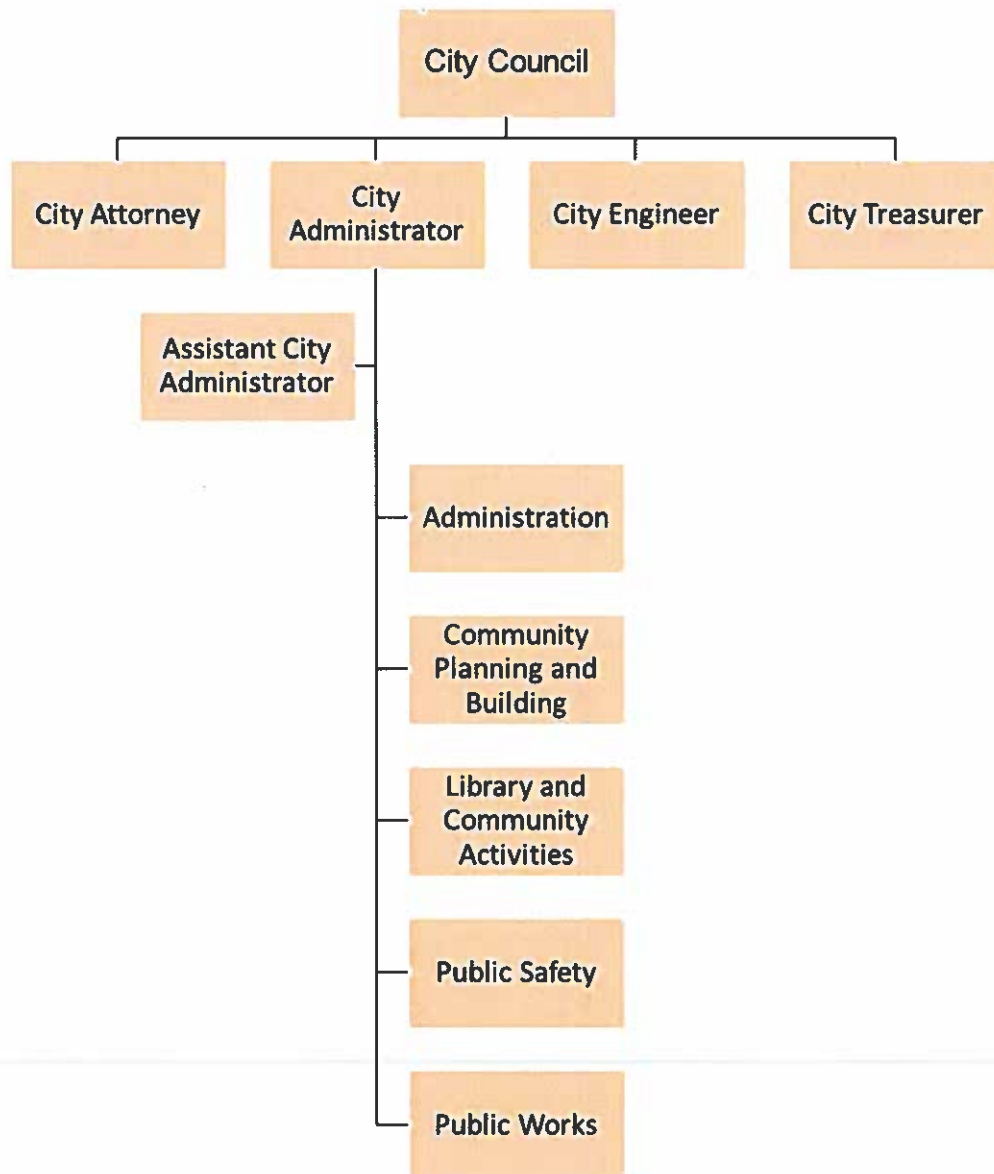
CONCLUSION

The City would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of your community. It is sincerely hoped that you will enjoy your participation in the governing process in the City of Carmel-by-the-Sea as a member of one of its Commission/Boards, and that you will feel free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief handbook has been prepared. Please consider it a guide as you begin your new duties as a member of a Commission/Board and not as an all-inclusive restrictive set of regulations.

Welcome aboard.

APPENDIX A





CITY OF CARMEL-BY-THE-SEA

COMMISSIONER & BOARD MEMBER HANDBOOK

UPDATED FEBRUARY 2024

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WELCOME!

Congratulations on your recent appointment to one of the City of Carmel-by-the-Sea's Commissions or Boards! Your appointment is an honor and reflects the City Council's confidence in your ability and judgment. The City Council and staff look forward to working with you and to receiving the benefit of your insight and guidance during the process of decision-making. As a member of a City Commission or Board, you have the opportunity to help mold Carmel's future.

This handbook has been prepared to help orient you concerning the functions and activities of the Commission or Board to which you have been appointed. The handbook is designed to contribute to your general knowledge and understanding of public affairs, and to aid in identifying the scope and parameters of your duties and responsibilities, and laws that govern them. It is also part of an effort to make it as easy as possible for you to enjoy the experience of serving on a City Commission or Board.

We hope that this handbook will provide you with the necessary information to understand the role of your Commission or Board and your responsibilities as a member of same.

While participation on a City Commission or Board is a major responsibility, we hope that it will prove to be a meaningful and rewarding experience for you. City service provides opportunities to gain a greater understanding of the issues facing municipal government and to become actively involved in resolving those issues in a manner that reflects the best interests of the community.

Each description of a law or legal requirement in these materials is intentionally brief. This handbook should not be taken as legal advice. Any questions regarding this information and requests for additional information should be directed first to your Staff Liaison and then to the City Clerk's Office.

We hope that you will enjoy your tenure as a vital part of the City's team and sincerely thank you for your willingness to devote your time and energy to serve your community.

The City of Carmel-by-the-Sea Preamble

The City of Carmel-by-the-Sea is hereby determined to be primarily, essentially and predominantly a residential City wherein business and commerce have in the past, are now, and are proposed to be in the future subordinated to its residential character and that said determination is made having in mind the history and the development of said City, its growth and the causes thereof, and also its geographical and topographical aspects, together with its near proximity to the cities of Pacific Grove and Monterey, and the businesses, industries, trades, callings and professions in existence and permissible therein.

INTRODUCTION

Citizen knowledge, interest and participation are vital ingredients to the delivery of high-quality public services. Citizen involvement plays an important role in local government. The richness that comes from citizens serving in advisory roles to the City Council is one of the things that contribute to making Carmel-by-the-Sea the special place it is.

The City Council has established three Commissions and two Boards as well as some *ad hoc* committees to advise and assist it in dealing with specific projects, policies and issues. Members of these appointed bodies play an integral, important role in the City's decision-making process.

Being a Commissioner or Board member requires work and commitment, and should be a very rewarding experience. It provides an opportunity to become intimately aware of the operating policies and problems of municipal government in general and of specific departmental units. It offers a means to participate in community affairs, to work with a variety of interesting people, and to help shape City policy.

This handbook was prepared to help orient you to the functions, activities and rules of the advisory position to which you have been appointed. It has been prepared to provide:

1. An overview of City government.
2. Information regarding the various City Departments and the function of each.
3. Information outlining the role and function of each Commission/Board.
4. Important guidelines for all appointed bodies, as well as the responsibilities of their members.

This handbook is intended to provide members with information necessary to understand the areas of responsibility for their respective organizations, and their role in serving the City.

In addition to this handbook, the City has adopted many other policies and procedures, some of which relate to the City's Boards and Commissions. These various policies and procedures are listed in the Table of Contents to the City's Policy and Procedures Manual. Examples include:

- Policy/Procedure # C89-03 (Appearances at City Commissions, Boards or Committee Meetings by Members of the City Council)
- Policy/Procedure # C89-06 (Appointment to Boards and Commissions)
- Policy/Procedure # C94-02 (Dual membership on at City Boards, Commissions and Committees)

ABOUT THE CITY OF CARMEL-BY-THE-SEA

Carmel-by-the-Sea

Carmel-by-the-Sea is resplendent in rich natural beauty and prides itself on its white sand beach, luxuriant landscaped bluffs, thriving urban forest, natural parklands and roadside greenbelts and its dedication to the arts. First incorporated as a City in 1916, the community was founded by artists and writers -- among them Jack London, George Sterling, Mary Austin and Robinson Jeffers.

The City is one square mile in area, with a population of slightly more than 4,000, although when one factors in the many tourists who come to stay, the population is comparable to a major metropolitan area. Through the diligent efforts of dedicated and hard-working citizens and their elected and appointed officials, Carmel-by-the-Sea has managed to retain its heritage and the quality of life which drew those first settlers to its midst.

Ordinance No. 96, passed on June 5, 1929 clearly established business activity as forever subordinate to the residential character of Carmel-by-the-Sea. The City has kept its residential streets free of sidewalks and streetlights; nurtured the pine forest; allowed no high-rise buildings to mar the outline of these pines against the sky; and forbade neon and other unsightly signs.

Type of Government

The Constitution of the State of California establishes two types of cities: Charter and General Law. At first glance, they appear similar as they pertain to day-to-day operations. A Charter City, however, has considerably more authority than a General Law City to tax, to regulate and to adopt its own procedures and organization. A General Law City, on the other hand, may exercise only those powers expressly given to it under State law. All cities begin as General Law cities, and the City of Carmel-by-the-Sea has chosen to remain such.

Form of Government

State law permits two basic forms of government in General Law Cities: the Equal Council System and Council-Manager/City Administrator System. Carmel-by-the-Sea's governmental system is Council/City Administrator. The Mayor and City Council, as the governing body, are elected by the people. The City Council appoints the City Administrator. It also appoints the City's Attorney, Treasurer, and Engineer. The City Administrator appoints all other City employees.

STRUCTURE OF CITY GOVERNMENT

City Council

The City Council is composed of four Council Members and the Mayor, all of whom are directly elected by the people. The Mayor serves a two-year term and the Council Members serve four-year terms. Two Council Members are elected every two years. Although the Mayor is granted no special decision-making powers, he or she represents the City in all ceremonial and official affairs. The City's Municipal elections are held the second Tuesday of November in each even-numbered year.

The Mayor receives a stipend of \$200 a month and Council Members receive \$150.

The purpose of the City Council is to establish local laws, set policy, approve or reject programs, allocate funds, establish the City's tax rate, hear appeals resulting from City Commission, Board or Committee decisions, and provide to the citizenry a better, more attractive and healthier place in which to live. Again, as Carmel-by-the-Sea is a General Law City, its Council must act within the framework of limitations and procedures established by State law.

Local laws are established by ordinance and are compiled in the Municipal Code, which the City Clerk maintains. These laws are enforceable by the City, and violations thereof generally constitute an infraction. Other City Council directives and policies are recorded in Council resolutions and minutes.

Department of Administration

The Department of Administration is composed of the City Administrator, Assistant City Administrator, City Clerk, Director of Contracts & Budgets, Finance Manager, Sr. HR Analyst, Finance Specialist, and Information Network Services Manager.

The Department of Administration includes the following divisions:

City Administrator:

The City Administrator is the administrative head of City government and is appointed by the City Council to: carry out Council policies, enforce City laws, direct the daily operations of City government and to prepare and monitor the Council approved municipal budget. All Department Managers except the City Attorney, City Engineer and City Treasurer, are responsible to the City Administrator.

City Attorney:

The City Attorney represents the City of Carmel-by-the-Sea in all legal matters. The City Attorney represents only the City, and does not represent or provide advice or legal services to the public generally. The City Attorney is appointed by the City Council. From time to time the City Attorney will be called upon to advise your commission or board on legal issues. Requests for such advice should be made via staff.

City Clerk:

The City Clerk serves as the Clerk to the City Council and is responsible for compiling meeting agendas, collecting support information, executing official documents of the City Council and preparing the minutes of meetings. The Clerk is also responsible for the care and custody of all official records and documents of the City. These include all City deeds, contracts, leases, ordinances, resolutions, minutes and the Municipal Code. The office publishes public notices and ordinances as required by law and assists staff and the public in researching information. The City Clerk also administers and organizes all municipal elections and coordinates the filing of Political Reform Act conflict of interest statements.

Finance

Finance is responsible for the general supervision of all City financial matters, including planning and managing its fiscal programs. Departmental responsibilities also include budget research and development, financial control, accounts payable and receivable, insurance programs, risk management, property management, maintaining an inventory of City property and managing special projects.

Human Resources

Human Resources recruits, develops, and works to retain a diverse, well-qualified workforce that reflects the high standards of the community, and leads the City departments in positive employee relations, talent management, succession planning, and employee engagement.

Information Technology

The purpose of Information Technology (IT) is to provide innovative and secure technology solutions that support City departments in delivering quality services to the community. This includes providing a broad range of high-quality technology-related solutions to employees, departments, Council Members, and the community; and to support and continuously improve essential technology infrastructure for enabling day-to-day operations of the City.

Community Activities Department

The Community Activities Department is staffed by the Director of Library and Community Services and the Community Services Assistant.

The Department plans, organizes, administers and directs the operation and activities of all special events in the City and provides staff support to the Community Activities Commission.

Department of Community Planning and Building:

The Department is composed of the Planning & Building Services Director, one Building Official, one Building Inspector, one Senior Planner, one Associate Planner, one Assistant Planner, one Code Compliance Coordinator, one Permit Technician and one Administrative Coordinator.

The Department is responsible for land use management, private and public construction and design; and environmental quality in Carmel-by-the-Sea. The planning function oversees the General Plan and ensures that capital improvements, zoning and other activities of the City are consistent with the goals and policies of the Plan. The Planning Division provides staff support to the Planning Commission and the Historic Resources Board on decisions related to design, zoning and other development plans. The major role of the staff is to provide the technical information and analysis needed for the Planning Commission and Historic Resources Board to make well-informed decisions.

Enforcement of zoning, design, building and fire codes is also a responsibility of the Department, which also serves as the City's central permit agency.

The Building Official is responsible for the review of construction plans as well as inspections of projects and, when necessary, enforcement to ensure compliance with building codes.

Library

The Harrison Memorial Library staff includes a full-time staff of eight: the Director of Library and Community Services, one Library Circulation Supervisor, three Librarian IIs, and three Library Assistants. In addition, there are many hourly and on-call positions to support the Library.

The Harrison Memorial Library addresses the informational, educational, and historical needs of the community. The main library services include reference assistance, access to the Internet, senior outreach and a variety of print and non-print library materials.

The Harrison Memorial Library and the Library Park Branch are governed by an independent Library Board of Trustees. Library staff provides support to the Harrison Memorial Library Board.

The Library's Park Branch houses children's services, the Henry Meade Williams Local History Room, technical services, administration, and the office of the Carmel Public Library Foundation. Library services offered at Park Branch include reading programs for children, weekly librarian visits to local schools and an annual Local History Lecture Series.

Public Safety

The Public Safety Department includes the Police Department, Ambulance Services, and oversight of Fire Services, which are currently provided by the City of Monterey.

The Police Department staff is composed of the Chief of Police, one Commander, two Patrol Sergeants, two Police Corporals, nine Police Officers, four Community Service Officers, and six Police Service Officers. In addition, the Police Department has a Police Volunteer Program, and a Community Emergency Response Team (CERT).

The Police Department is responsible for community policing, law enforcement and crime prevention within the City. Under the direction of the Police Chief, it provides a variety of public safety services for the citizens. The mission of the Police Department is to protect and serve, with the primary responsibility of ensuring the rights of citizens and visitors to live in peace and safety.

Some of the programs provided by the Department are Seniors Helping Seniors, Neighborhood Watch, Crime Prevention Training for Businesses, Home Security Checks, Drug Abuse Resistance Education; Citizen Police Academy, Carmel Business Association - ALERT, and Fingerprinting Identification for Children.

Carmel Fire Ambulance provides advanced life support ambulance service to the residents of Carmel-by-the-Sea. The ambulance is staffed by six paramedic-firefighters to provide front line medical emergency responses and all-hazard response as a key component of the City's public safety services. The City of Monterey provides training and fire services management for the ambulance personnel trained as firefighters.

The Fire Department's primary responsibility is to save lives and protect property through the prevention and control of fires. The Fire Department has operated under a contract with the City of Monterey since 2012. The Public Safety Department manages the contract with the City of Monterey and is responsible for oversight of needed equipment and supplies.

Department of Public Works

The Mission of the Public Works Department is to provide and maintain public infrastructure, services, facilities, and equipment that contribute to the health, safety, and well-being of the community and do so in an efficient and cost-effective manner with minimal detrimental effects on the environment. Located at the Public Works Yard on Junipero Avenue, between Fourth and Fifth Avenues, the department consists of 15 staff in six divisions with responsibilities as follows:

Administration: budgeting, purchasing, preparing Council reports and presentations, engineering services, serving on Traffic Safety Committee, TAMC TAC Committee, and providing day-to-day oversight of the five operating divisions.

Environmental Compliance: stormwater quality testing to comply with state regulations, trash diversion goals/recycling/composting, development plan review, construction site inspections, coordinating with regional committees and agencies, training and public outreach.

Facilities Maintenance: ongoing maintenance and repair of 24 City-owned buildings with 146,200 square feet, capital project support, oversee janitorial services, and implement small projects.

Forestry, Parks and Beach: support the Forest & Beach Commission, maintain 8 municipal parks, Carmel Beach and the shoreline pathway, manage 10,000 City-owned trees, process tree removal and pruning permits, oversee improvements to North Dunes and Mission Trail Nature Preserve, and oversee landscape maintenance services.

Project Management: develop the Capital Improvement Plan, perform condition assessments, cost estimating, design, inspection, and manage construction of capital improvement projects, administer public bidding process, and coordinate with utilities, designers, contractors, and other departments.

Streets Maintenance: maintain City street pavement, sidewalks, curbs, and storm drainage facilities, repair potholes, install traffic signs, striping and pavement markings, street sweeping, coordinate maintenance and repairs of City fleet, review encroachment permit applications, support City events, and emergency response.

COMMISSIONS, BOARDS, AND COMMITTEES

City Commissions and Boards assist the City Council in carrying out its duties. These bodies are charged with the following responsibilities:

1. Advise the City Council and City Administrator on matters within their area of responsibility and interest, as prescribed by the City Council and its ordinances.
2. Help focus attention on specific issues and problems within their scope of responsibilities and recommend actions and alternatives for Council consideration.
3. Act as channels of communication and information between City government and the general public on matters within their area of responsibility.
4. Reconcile contradictory viewpoints and provide direction toward achievement of citywide goals and objectives.
5. Encourage broad citizen participation in the definition and formulation of City goals and objectives.
6. Balance community wants with municipal responsibility and resources.

On all Commissions and Boards, an unscheduled vacancy is considered to exist whenever a member resigns, is removed by a majority vote of the City Council, or upon a death. In certain situations, if a member ceases to be an elector of the City, his/her membership shall terminate.

If, for any reason, you must resign from your position before its expiration date, you must provide written notification to the Mayor, with a copy to the City Clerk, announcing your resignation. Copies will then be sent to the City Council, the chair of your Commission, or Board, and the appropriate City departmental director.

COMMUNITY ACTIVITIES COMMISSION

The Community Activities Commission is a five-member body. Currently, meetings are held on the second Tuesday of each month at 9:30 a.m. The staff liaison is the Library & Community Activities Director. Carmel Municipal Code (CMC) Chapter 2.28 (available online) establishes the Community Activities Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To stimulate and encourage community, cultural and artistic activities within the City.
2. To develop rules and regulations for conducting its business and meetings in accordance with the laws of the State and City (Municipal Code and Government Code of the State of California -- Ralph M. Brown Act).
3. To, on its own initiative, or at the request of the City Council or the City Administrator, make such recommendations to the City Council and the City Administrator concerning community, cultural, and artistic activities and programs as may be deemed appropriate.
4. To advise and assist the Library & Community Activities Director and, when requested or on its own initiative, other City Commissions and City public bodies, Departments and residents on community, cultural, and artistic programs.
5. To initiate community, cultural and artistic programs and projects.
6. To remain cognizant at all times of the uses of Forest Theater and Vista Lobos and endeavor to have such facilities put to their best possible use for the Community as a whole.
7. To determine, in consultation with the Library & Community Activities Director, the terms of tenancies of the facilities referred to in Number 6 above; to recommend to the City Council the rental rates and other terms of such use.
8. To review cultural grant applications and forward to the City Council recommendations regarding the disbursement of cultural grant monies.
9. To review, upon request of the City Council, applications regarding cultural or artistic programs, benefits, or services.

FOREST AND BEACH COMMISSION

The Forest and Beach Commission is a five-member body. Currently, meetings are held the second Thursday of each month at 3:30 p.m. The City Forester is the staff liaison. CMC Chapter 2.32 (available online) establishes the Forest and Beach Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop, with the Public Works Director, a management plan for the urban forest, parks and beach and to correlate such plans with the City's General Plan.
2. To consider and act on applications for tree trimming and tree-removal and on matters involving construction in which root cutting or root crown coverage is involved.
3. To advise the City Council or other government instrumentalities of the City with respect to specific items of management and technical forestry and beach matters, including the introduction of new species into the urban forest or the elimination of existing species.
4. To provide publicity in regard to the health of the urban forest, including a public information program concerning care of forest resources, as well as cooperation with school programs on conservation and the like.
5. To encourage gifts, bequests and grants to be made to the City in furtherance of any present or future object or project associated with the Commission.
6. To review landscape plans and submit comments to the Planning Commission as requested from time to time by the Department of Community Planning and Building.
7. To advise the City Council or other government instrumentalities of the City on the preservation, enhancement, protection and care of the Carmel-by-the-Sea beach and waterfront area.
8. Upon referral from the City Council, to review and recommend to the City Council possible official positions on proposals in the City, the City's Sphere of Influence, or any wider area, which impact the natural environment of the area.

HARRISON MEMORIAL LIBRARY BOARD OF TRUSTEES

The Harrison Memorial Library Board of Trustees is a five-member body. Currently, meetings are held the fourth Wednesday of each month at 9:00 a.m. The staff liaison is the Library & Community Activities Director. CMC Chapter 2.72 (available online) establishes the Harrison Memorial Library Board of Trustees and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE BOARD

1. To manage, control and administer any library building or library property which is now owned or may hereafter be acquired by the City; to make and enforce all rules, regulations and bylaws necessary for the administration, government and protection of the library under its management and all property belonging thereto.
2. To administer any trust hereafter declared or created for such library and receive any gift, devise or bequest and hold in trust, or otherwise, property situated in this State or elsewhere and, when not otherwise provided, dispose of the same for the benefit of such library.
3. To purchase necessary books, journals, publications and other personal property.
4. To purchase such property, erect, and equip such building or buildings, room or rooms, as may be necessary when in their judgment a suitable building or portion thereof has not been provided by the legislative body of the municipality for such library.
5. To require the Secretary of State and other State officials to furnish such library copies of any and all reports, laws and other publications of the State, not otherwise disposed of by law.
6. To borrow books from, lend books to, and exchange the same with other libraries, and to allow nonresidents to borrow books, upon such conditions as they may prescribe.
7. To do and perform any and all other acts and things necessary or proper to carry out the provisions of Chapter 2.72 of the Municipal Code.
8. The Board of Library Trustees, shall, on or before the thirty-first day of August of each year, make a report to the City Council of the City, giving the condition of the library on the thirtieth day of June preceding, together with a statement of its proceedings for the year then ended, and forward a copy thereof to the State Library at Sacramento.

9. To raise money for special or library purposes through direct organization and operation of fund-raising campaigns or programs, or through the establishment of foundations or employment of persons for fund-raising.

PLANNING COMMISSION

The Planning Commission is a five-member body. Currently, meetings are held the second Wednesday of each month at 4:00 p.m. The staff liaison is the Director of Community Building and Planning. CMC Chapter 2.36 (available online) establishes the Planning Commission and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE COMMISSION

1. To develop and maintain a General Plan.
2. To develop Specific Plans as may be necessary or desirable.
3. To review Environmental Impact Reports and Initial Studies.
4. To periodically review the Capital Improvement Program of the City.
5. To conduct public hearings, review evidence and determine requests for use permits, variances, rezoning and land use Code amendments.
6. To interpret the meaning and intent of the City's Land Use Code.
7. To hear and render decisions on appeals of determinations made by administrative staff.
8. To determine the consistency with the General Plan of capital improvement projects and programs.
9. To review and act upon design review and design study applications.

HISTORIC RESOURCES BOARD

The Carmel-by-the-Sea Historic Resources Board is a five-member body. Currently, meetings are held the third Monday of each month at 4:00 p.m. The staff liaison is the Director of Community Building and Planning. CMC Chapter 2.74 (available online) establishes the Historic Resources Board and sets forth its powers and duties.

DUTIES AND RESPONSIBILITIES OF THE BOARD

The purpose of the Board is to carry out the policies of the architectural/cultural/historic (ACH) element of the General Plan and to serve in an advisory capacity to the Planning Commission and City Council. Duties of the committee shall be as follows:

1. Establish the committee's operating procedures.
2. Develop and maintain an inventory of significant sites, structures and districts.
3. Make recommendations to the Planning Commission on sites, structures or districts from the candidate list that are proposed for designation.
4. Advise and assist property owners on the physical aspects and grant opportunities for preservation, renovation, rehabilitation, and reuse, and on the procedures for inclusion on the National Register of Historic Places.
5. Review requests to alter or modify the exteriors of designated resources and provide advice, at the request of the owners, on the restoration, alteration, decoration, lighting and landscaping of such resources; and provide advice to the Planning Commission on the proposed changes.
6. Review requests for demolition and make recommendations to the Planning Commission on demolition stays of designated properties.
7. Make recommendations to the City Council and the Planning Commission on matters of land use, municipal improvements, public and private funding, promotional mechanisms for historic preservation and other types of planning programs undertaken by any agency of the City, County or State as they relate to the ACH resources of the community.
8. Inform and educate the citizens of Carmel-by-the-Sea concerning the architectural, cultural and historical heritage of the City by publishing appropriate maps, newsletters, brochures and pamphlets, and by holding programs and seminars.
9. Make recommendations to the City Council regarding the purchase of properties or easements for purposes of resources preservation.

10. Review all applications for permits, environmental assessments, environmental impact reports, environmental impact statements, and other similar documents pertaining to ACH resources, or related neighboring property within public view, and forward comments to the Planning Commission with recommendations.
11. Coordinate with local, County, State and Federal governments in the pursuit of the objectives of preservation.
12. Undertake any other action or activity necessary or appropriate to the responsible exercise of its powers and duties as to implementation of this chapter and of the General Plan.
13. Perform any other functions that may be assigned by resolution or motion of the City Council.

GENERAL GUIDELINES FOR COMMISSION AND BOARD MEMBERS

Appointment to a City Commission or Board is an honor. It offers an opportunity for genuine public service. Each member should be aware of the responsibilities that go along with officially serving the City. The specific duties of each body vary with the purpose for which it was formed. There are, however, many responsibilities common to all such positions.

1. Understand the role, functions, work programs of the Commission and relationship with other such City bodies and the City Council. Understand in particular the City budget process as it relates to your Commission or Board, and that the City Council is ultimately responsible for establishing City policy.
2. Represent the overall public good, not the exclusive point of view of a particular group or interest.
3. Keep all lines of communication open. Each member serves as a communication link among the community, the City Council, and staff.
4. Do your homework and be prepared. Members should become familiar with items under consideration prior to meetings in order to be fully prepared to discuss, evaluate and act on matters scheduled for consideration. Feel free to seek staff's advice and assistance in advance of a meeting. By so doing, meetings move more smoothly and stay focused on the issues.
5. Know, understand and apply these procedures for your particular City Commission or Board.
6. Establish a good working relationship with fellow members, the City Council, and your staff liaison.
7. Be a participant, be an active representative, and be enthusiastic.
8. Be ethical, seek to follow both the letter and the spirit of laws and policies that govern governmental transparency and ethics, and undertake to promote and increase the public's trust in City government.

Your role as an appointed representative of the City Council carries with it an additional significant responsibility. You are an "ambassador" of the City of Carmel-by-the-Sea, and it is anticipated that you will conduct yourself with politeness and courtesy whenever in the public eye. Yours is a position of service that is charged with maintaining the public trust. It is important that you in no way abuse that trust.

A. Guidance

Commission/Board members should bear the following guidance in mind:

1. In public statements or interactions, individual Commission/Board members should present views and recommendations representing the Commission/Board as a body -- not personal individual views.
2. Members expressing views not approved by the majority of a Commission/Board should clearly express that their views and opinions reflect their personal perspective as a "private citizen." Individual opinions must be identified as such.
3. Public statements should not include promises that may be construed to be binding on the Commission/Board, City Council or staff.
4. When making a public statement, if applicable, members should indicate that Commission/Board actions are recommendations and that final action will be taken by the City Council.
5. Commission/Board members may be selected on the basis of representing defined groups; however, each member should represent the overall "public good," not an exclusive group, or special interest.
6. Commission/Board members in some instances are required to act as "judges," for example, when acting on some permit applications or appeals. In such instances, stakeholders and the public have the right to expect that Commission/Board members will act in an unbiased way and with an open mind, and will not "pre-judge" and decision or outcome. Commission/Board members must in such instances commit to maintaining an open mind and not pre-judging until after all stakeholders and the public have had their opportunity to present evidence at the public hearing on the matter. If a Commission/Board member meets with a stakeholder or receives information on such a matter outside of the public hearing, the member must disclose such meeting and all such information at the outset of the public hearing so that members of the public have an opportunity to respond.
7. Commission/Board members should work to establish good relationships with other Commission/Board members. The success or failure of Commission/Board efforts may be dependent upon the degree of cooperation evident among the individual members of the body.

B. Relationships with Other Commission/Board Members

The association with other Commission/Board members is very important as you serve on a Commission/Board. Before talking about relationships, it may be well to point out a few facts about Commission/Board members. Commission/Board members come from various backgrounds - education, occupational, religious, social, economic, physical, and cultural - and differences do exist. It is important to recognize that the reasons for serving

on a Commission/Board will vary and perhaps some will have a special interest. Each member will contribute in his/her own way and is an important part of the decision-making process. Do not expect every member to give of his/her time, talent and knowledge to the same degree. Some will give more and others will give less, but in the end, the community will benefit. Bearing this in mind, the following may serve as a guideline:

1. Always respect other individuals' viewpoints even though they may be opposite of your own.
2. Allow the other individual to articulate his/her own views and then attempt to make an objective evaluation of those views.
3. Evaluation of other members' viewpoints should be based on what is best for the total community and for all concerned.
4. There will be times when political action among the Commission/Board is apparent; strive to minimize whenever possible.
5. Be open and honest at all times.
6. Each Committee/Board member has a responsibility to recognize new Commission/Board members and see that they are made welcome, become oriented, and receive training.
7. Keep an open mind and be open to the possibility of being persuaded by the views and opinions of other members.

C. Relationships with Council

The purposes of Commissions/Boards are to expand the opportunity for citizen input and participation, study issues, and make recommendations to the City Council. As an advisor to the City Council, Commission/Board members must be aware that the decisions formed by the Council, even after receiving and evaluating the recommendations from the various advisory bodies, require the Council to exercise its independent judgment.

The Council possesses the ultimate political and legal responsibility for the conduct of local government and the overall welfare of the community. It is important to recognize that not all of the recommendations made by the various Commissions/Boards will be accepted by the City Council. Council actions which vary from Commission/Board recommendations do not imply a lack of confidence or disinterest in the advisory bodies' decisions. Council Members must weigh the advice provided by advisory bodies against a broader scope of considerations as they reach the decisions for which they are responsible. Ultimately the elected City Council is vested with the authority to make final policy decisions.

Although a Commission/Board may disagree with the final decision that Council makes on an issue, the Commission/Board should not act in any manner contrary to the established policy adopted by the Council. The Commission/Board should assist the City

Council in developing public trust in the advisory Commission/Board system. The Commission/Board should be sensitive to City priorities.

D. Relationships with Staff and Staff Liaison

The Staff assigned to a Commission/Board provides basic support and technical advice for the Commission/Board. Staff handles administrative duties, prepares meeting agendas, staff reports, and records minutes. Commission/Board members may not direct Staff to initiate programs, conduct major studies, or establish official policy without the approval of the City Council.

Commission/Board members should feel free to contact the Staff Liaison for inquiries and/or support purposes. It should be understood, however, that **Commission/Board members are responsible for all Commission work**. Staff Liaisons will provide direction, guidance, as well as clerical and/or organizational or administrative support to Commissions/Boards on an as needed basis.

E. Relationships with the Public and City Staff

Commission/Board members serve as a liaison between the City and the general public. Thus, each member functions as a communication link between the community and the City, explaining City programs and recommendations, as well as providing a channel for citizen expression.

Commission/Board meetings must adhere to The Ralph M. Brown Act and should be conducted in a manner that is conducive to a productive exchange of ideas and perspectives. A non-threatening atmosphere should be prevalent and steps should be taken to ensure that members of the public are free to express their views without fear of ridicule or belittlement by anyone with an opposing viewpoint.

Commission/Board members should conduct themselves in a manner that demonstrates open-mindedness, fairness and professionalism. Members should be considerate of all interests and value differences of opinion. Additionally, members should remain open-minded, objective, and make no judgment or engage in any partisan position until all of the available evidence pertaining to an issue has been submitted. Common courtesy is expected from City representatives at all levels of the organization.

To enhance public confidence, Commission/Board members should conform themselves to all ethical rules, including those prohibiting financial and personal conflicts of interest, and all rules promoting transparent and open government.

It is important to recognize that as a Committee/Board member your actions and comments are often interpreted to be that of the entire Committee/Board, the staff, or the City. A Committee/Board member's comments to the press or other public utterances are sometimes misinterpreted even though you state that you are speaking for yourself. They may be at odds with the Committee's/Board's goals, objectives or overall policy. It is very important that an individual be clear when stating opinion.

Members of the public are also expected to conform to an acceptable standard of conduct. Any person who willfully interrupts a public meeting or acts so as to render the orderly conduct of the meeting infeasible may be barred from further attendance at the meeting by the Chair. An individual so barred may not return for the remainder of the meeting unless permission is granted by a majority vote of the Commission/Board.

Commission/Board members should make no promises to the public that might appear to be binding on the Committee/Board, staff, or City Council. Comments to the public must be factual, and members should listen to comments or complaints of the public.

City Commissions/Boards are not involved in the administration or operation of City departments. The City's Staff reports to the Department Head, who in turn reports to the City Administrator. It is, therefore, the responsibility of the Department Head and/or City Administrator to allocate staff time and efforts and direct the priority of work.

Staff members are not considered members of a Commission/Board and have no power to vote in Commission/Board matters. Because of their support position, and normal parliamentary rules, Staff does not respond to questions from the public at a meeting unless requested to do so by the Chair.

City Staff serves Commissions/Boards in an advisory capacity – much the same as the Commission/Board serves the Council. Staff members are selected on the basis of their technical and professional abilities and are expected to provide Commissions/Boards with recommendations based upon their professional analysis of the situation, regardless of personal opinion or consideration of political consequence. It is not expected that every Staff recommendation will be followed; however, because of Staff's technical expertise, full consideration should be given to its recommendations.

Commission/Board members should be aware of Staff's responsibility to also provide professional advice to the City Council. In instances where a Staff member disagrees with a Commission's/Board's recommendation, he/she is obligated to advise the City Council, through the City Administrator or a subsequent staff report, of his/her technical recommendation. The City Council values both the opinion of the Commission/Board/Committee as well as Staff since Staff expresses its opinion from a strictly technical perspective, while Commissions/Boards may provide counsel and advice on the issue's practical application.

MEETING BASICS

A. Preparation for Meetings, and Related Principles and Requirements

1. Be prepared. Thoroughly review the agenda packet, including agenda reports, and any other materials *before* the meeting. The issues that come before advisory bodies are important to the community as a whole and demand your constant attention. In agreeing to serve on an advisory body, you make a commitment to put in the time required to prepare fully for each meeting.
2. Understand what action you are being asked to take regarding each particular agenda item.
3. If you have questions regarding the agenda or agenda report, contact your Staff Liaison before the meeting to clarify questions or request further information.
4. Know the responsibilities of your advisory body, as well as the limitations of your individual authority. As a member of an advisory body you will, among other things, be asked to provide recommendations to the City Council about specific issues. Keep in mind that your appointment does not empower you to supervise City Staff.
5. Keep an open mind. An objective, balanced, and receptive approach will help you assess the facets of a given issue and evaluate new ideas. When receiving written and oral public testimony it will be necessary to discern between fact and opinion, as well as between those concerns which are relevant and those which are secondary to the issue at hand. Keeping an open mind will make it easier for you to understand all sides of an issue before you make a judgment or take a position.
6. Strive to appreciate differences in approach and point of view. Likewise, take care to articulate your own ideas; remember that your individual voice is a critical part of the whole dialogue. Again, furthering common goals takes cooperation, flexibility, and a broad-based view of the public interest. If in doubt, return to the foundational documents to guide your understanding of the complexities of an issue.
7. If you are unsure about something *during* the meeting, ask for clarification. On behalf of the public, your understanding of issues is important. Each advisory body has a City Staff Liaison to provide information to assist the members throughout the decision-making process.
8. E-mail communications can ultimately lead to the exchange of information intended to create collective concurrence among a quorum of advisory body members in violation of the Ralph M. Brown Act. Therefore, e-mail communications between advisory body members relative to advisory body business should be avoided. While less than a quorum, for example, may appropriately communicate with one another by way of e-mail, the “forwarding” of

such an e-mail message on to an additional member would result in a Brown Act violation.

9. E-mails that concern City business and the proceedings of your Board or Commission will in almost all instances be public records that must be disclosed to the public upon request. They are **not** private, privileged or confidential if the emails relate to City business.
10. Boards and Commissions sometimes act in a “quasi-judicial” capacity. Examples of quasi-judicial decisions are when the Planning Commission considers applications for conditional use permits (CUPs) and tentative subdivision maps. In those instances, fair hearing and due process principles apply, Board and Commission members must consider the application in a fair and open-minded way. This means that members must not be biased against the applicant or any stakeholder, and must not pre-judge the application or any outcome, and instead must maintain an open mind and consider all evidence that is presented in the public hearing. Members also should generally avoid hearing or seeing any “ex parte” evidence presented outside of the public hearing so that the public and all decision makers all see and consider the same evidence. If a member does view or receive “ex parte” evidence before the public hearing, the member must fully disclose all such evidence at the outset of the public hearing so that all stakeholders have an opportunity to speak to and/or rebut such evidence during the hearing.
11. Unreasonable delay or lack of action is unacceptable. If necessary, make a recommendation and move along.

B. Attendance

All Commission, Committee and Board members are requested to contact their Staff Liaison prior to a meeting if they are unable to attend.

C. General Protocols for Consideration of Agenda Items

Commissions/Boards shall consider each item of business listed on a Commission or Board agenda according to the following:

1. Staff report.
2. Questions about the staff report and agenda item from the members of the body. For matters where the Commission/Board members are acting as judges (for example, for certain permit applications and appeals), members shall disclose “ex parte” contacts and evidence received outside of the public hearing with sufficient detail to enable stakeholders to respond.
3. Public comment. For some permit applications and appeals, stakeholders should be allowed time for rebuttal. Time limits apply.

4. Staff response to questions (if any) and evidence presented by the public.
5. Deliberation.
6. Action – Action shall be based on and limited solely to what is described in the Agenda. For some actions on quasi-adjudicatory permit applications and appeals, the Commission/Board must adopt written “findings” that explain the decision. Staff and the City Attorney can and often do assist in the preparation of draft findings for the Commission/Board’s consideration.

D. Rules of Order and Debate

1. Procedures and Adoption of Rosenberg’s Rules of Order

- a. City Boards and Commissions shall use the Rules of Procedure adopted by the City Council or, if no Council has not adopted Rules of Procedure, then Robert’s Rules of Order apply. Rosenberg’s Rules of Order (“Rosenberg”) in determining questions of parliamentary procedure, including without limitation questions involving motions, amendments to motions, voting and other matters. However, the failure to conform to these rules shall not affect the validity of any action, decision or vote.
- b. Motions Generally
 - (i) A motion is the way that a group under parliamentary procedure conducts business and makes decisions. There are several types of motions, each of which must meet certain requirements before a vote can be taken. A full and complete guide to types of motions and rules are found within Rosenberg’s Rules of Order.
 - (ii) Steps in making, discussing and voting on a motion:
 - The maker of the motion asks for recognition by the Chair, or the Chair may solicit a motion from commission members.
 - After the individual is recognized, he/she will state “I move ...”
 - The Chair will ask if there is a second. Another member of the group must second the motion in order for discussion to start on the motion.
 - The Chair then restates the motion “It has been moved and seconded that ...” and opens the floor to discussion.

- The Chair will recognize members who wish to comment on the motion. Only one motion may be discussed at a time. It is important that all members of the group are clear on what the motion is and what its effect will be. Spirited discussion helps to answer questions and explore different interpretations and/or impacts of the motion.
- At the end of the discussion period the Chair will “call the question” and ask how many members vote “Aye” and how many vote “No” or “Abstain”. A motion is passed when a majority of members present votes in favor of the motion (members who recuse themselves due to a conflict of interest must leave the room, are not counted toward establishing a quorum or tallying votes).

(iii) Friendly Amendments

The “Friendly Amendment” is an informal method for commissioners to request a minor change to the motion on the floor (while retaining the basic form of the original motion). A commission member may propose a friendly amendment, which must then be accepted by the main mover and seconder. Friendly amendments should only be used for minor adjustments, such as adding a word or phrase to the motion. Significant changes to a proposed motion should be proposed as a substitute motion, not as a friendly amendment or motion to amend.

(iv) Substitute Motion

At any time after a motion is moved and seconded, a member of the commission may move a substitute motion for consideration in place of the main motion. If the substitute motion is seconded, then discussion on this motion will take priority over the original motion. The commission will deliberate and then vote on the substitute motion. If it passes, the original motion becomes moot. If the substitute motion fails, the discussion will revert to the main motion. In the event of multiple substitute motions, the commission should address the latest motion proposed. There should never be more than two substitute motions (or three total motions) on the floor at any time.

(v) Withdrawing a Motion

At any time after formation of a motion and before it is taken to a vote, the maker of the motion may interrupt a speaker to withdraw his or her motion from the floor.

c. Other Motions

(i) Motion to Continue

A motion to continue an item is to continue to another meeting, at a specific time and date. This type of motion requires a second.

(ii) Motion to Table

This type of motion is intended to immediately stop discussion and causes a vote to postpone a matter indefinitely or to a time and date certain. A motion to table takes precedence over all motions except adjourn and privilege. A motion to table requires a second. Once an item has been tabled, a motion to un-table the item is needed to bring the item back to discussion.

(iii) Motion to Reconsider

A motion to reconsider must be made at the same meeting or within two meetings of the original action. If the motion to reconsider is made at a subsequent meeting following the original action, intent to reconsider the item must be agendized. This type of motion may only be made by a commissioner who voted in the majority on the original motion. It also requires a second, of which any voting member of the commission may do so (not just those who voted in the majority). The motion is then subject to a vote. If the motion to reconsider passes, then the original matter is back before the commission and may be discussed and debated as if it were on the floor for the first time. Motions to reconsider are not applicable to “table” motions. During discussion, testimony should be limited to new facts that were not known at the time of the original motion.

The timelines for motions to reconsider must be strictly adhered to for binding deadlines, contracts, and any quasi-judicial matters. Policy related matters may allow for additional flexibility, but that type of circumstance will require specific staff analysis and/or city attorney consultation.

d. Voting

- (i) When present, all commissioners are to vote. Failure of a seated commissioner to orally express a vote constitutes an affirmative vote.
- (ii) Members of city commissions are expected to participate in all decisions of their commission. There are two primary exceptions – a defined conflict of interest when a member must recuse themselves and leave the room, or due to a fairness issue such as personal animosity between the member and an individual appearing before the group. In all cases, care must be taken to ensure the fair, impartial deliberation process by the board, commission or committee.
- (iii) A member's absence from a meeting does not automatically disqualify a member from participating in a vote on an issue. If a member misses all or part of the proceeding in which information about the issue was presented, he/she can become familiar with the record of the meeting such as through minutes, studying the staff report or recorded version of the meeting, or discussions with staff.
- (iv) Commissioners with a conflict of interest must step down, leave the room and not participate in the discussion or vote on the item (unless allowed to remain in the room as provided by FPPC Regulation 18707 discussed in this Handbook); these members are considered "absent" for that item and may not be counted either for the purposes of establishing a quorum or for the tallying of votes. The majority of members (present and voting) must vote in the affirmative of the motion for it to pass. Commissioners are never required to state reasons for a dissenting or supporting vote.

e. Calling the Question

The Chair will call the question once it has been determined that discussion has reached a point where the commission is ready to vote. Generally, commissions will take a "voice vote" (see below). Commissioners may also declare a consensus on an action if there is agreement and no negative comments/objections have been expressed during discussion. If it is unclear whether a majority exists, or upon request of any commissioner, a roll call vote should be taken and recorded (see below). In any scenario, the Chair should announce the results (motion passes/fails) once votes are tallied.

f. Voice Voting

The Chair will state, “all those in favor” at which point members may altogether say “aye” or “yes”, the Chair must then state, “all those opposed” and allow for opposing members to state “no” altogether. Keep in mind, failure to orally express a vote constitutes an affirmative (or “yes”) vote. The Chair or staff shall publicly report the vote of each individual member.

g. Roll Call Votes

A roll call vote is generally used if there appears to be a division amongst members on an issue. This type of vote is especially preferable when making decisions on controversial items. The Chair or staff liaison may conduct the roll call. Each member will be identified, in any given order, followed by that member stating his/her vote. Under California’s open meeting law, the Brown Act, “secret” votes are prohibited, and the vote of each member must be publicly disclosed at the meeting. If a member is attending a meeting remotely as authorized by Government Code Section 54953, then roll call votes are required for all voting items.

h. Tie Votes

A tie vote generally is not a majority affirmative vote, and therefore is in most cases equivalent to a vote that has failed. The Chair should publicly explain the effect of the tie vote for the public.

i. Abstention/Recusal

Abstentions count! A member who votes “abstain” is considered present and is counted toward the overall vote (not absent!). Abstentions are counted as a non-affirmative votes, and therefore act just like “no” votes (a motion may only pass with a majority affirmative votes).

Abstentions should be rare and based on an inability to decide definitely to vote “yes” or “no” on a specific matter. Again, abstentions are counted toward the total vote and are non-affirmative. An abstention is not counted as “absent.”

(i) Abstention vs. Recusal

- In some instances, a member will be required or encouraged to recuse him/herself.
- What is the Difference? When to Abstain vs. When to Recuse
- At times, it may not be clear to commission members whether they should participate/vote on an issue or not.

Commissioners should keep in mind that by participating in discussion they have the power to influence the decision.

- If a commission member has a defined conflict of interest, he/she must follow the steps for a recusal.
- In quasi-judicial matters, if a commission member is unable to act fairly and in an unbiased manner, he/she should also consider recusal and leave the room entirely before discussion ensues. Simply abstaining from voting may not be enough.
- the absence of a contrary statutory provision, the number of votes required to take action is a

j. Voting Requirements/Counting Rules

Total Membership	Quorum	Number of Votes Cast	Majority Vote
5	3	5	3
		4	3
		3	2

Note: Voting requirements can vary depending on the action. A number of state law provisions impose voting rules requiring affirmative votes from more than a majority of a quorum in order for a legislative body to take action.

Total Membership	Quorum	Majority Vote of Total Membership	2/3rds Vote of Total Membership	4/5ths Vote of Total Membership
5	3	3	4	4

The following require approval by **majority vote of total membership:**

- Resolutions and Ordinances
- Payment of money
- Action on appeal of EIR
- Rescinding or Amending Something Previously Adopted

2. Chair

The Chair may debate and may make or second motions. The Chair is subject to the limitations of debate that are imposed on all members and shall not be deprived of any of the rights and privileges of a member.

3. Commission/Board Members

Every Commission/Board member desiring to speak shall address the Chair. Upon recognition by the Chair, the member shall confine comments to the question under debate, avoiding all undignified language and references to personalities and abiding by the following rules of civil debate. A member, once recognized, shall not be interrupted except according to rules of parliamentary procedure (e.g., for a point of order, parliamentary inquiry, question of privilege, or appeal of the Chair's procedural ruling).

Public meetings will proceed smoothly if all participants keep the following tenets in mind:

- a. We may disagree, but we will be respectful of one another.
- b. All comments will be directed to the issue at hand.
- c. Personal attacks shall be avoided. They are unacceptable and may result in termination from an appointed position.

4. Addressing the Advisory Body from the Floor

Securing Permission to Speak

Any person desiring to address the Board/Commission shall first secure permission from the Chair. Any Board/Commission member may also request of the Chair that a member of the public be recognized to speak.

Remarks should be directed to the matter being considered.

Individuals

Persons addressing the Board/Commission are requested to give their name in an audible tone of voice for the record and fill out a speaker card if provided. They are not, however, required to provide their name or complete a speaker card. Any applicable time limit shall be as stated in the agenda, or as directed by the Chair.

All remarks shall be addressed to the Board/Commission as a whole and not to any individual member or to members of the audience. Without the permission of the Chair, only members and the person addressing the Board/Commission shall be permitted to enter into any discussion. However, while Board/Commission members may ask speakers questions, they should not debate matters with them. All remarks shall be delivered in a respectful manner.

Addressing the Advisory Body after Motion Made

After a motion is made by the Board/Commission, no person shall address the Board/Commission in regard to that topic except upon the request of the Chair, or a member of the Board/Commission through the Chair.

E. Decorum in Meetings

1. Proceedings

- Start meetings on time. Keep the agenda in mind in order to give each item the appropriate time.
- Announce at the start of a meeting if the order of agenda items is to be rearranged for convenience, for response to those attending only for certain items, or for better pacing of the agenda.
- Let the Chair run the meeting.
- Be fair, impartial, and respectful of the public, staff, and each other.
- Give your full attention when others speak.
- Learn to trust your own good judgment on decisions.
- Remember that people may be attending a meeting for the first time, and may be unfamiliar with your procedures. In your discussion, either avoid or explain technical terms or verbal shorthand.
- Listen to audience concerns. Do not engage in side conversations or otherwise be distracted during public testimony. The opportunity for public testimony is central to the strength of democracy, and is therefore encouraged. Active listening, however, does not mean engaging the public in debate. Your response is appropriately saved for after the public testimony is closed.
- Close the public testimony before you begin serious deliberation on an issue.
- Sometimes questions can most effectively focus discussion and direct decision- making. For example,

For staff:

- What is the history behind this item?
- What are the benefits and drawbacks?
- What other alternatives did you consider?
- Is it within this body's scope of responsibility? If not, would it be best referred to another Commission/Board, Council or staff?

For other advisory body members:

- What do you think about this item?

- What have you heard from the residents?
- What would it take for you to support this?

For the public (at a hearing):

- What are your concerns?
- How will this proposal affect you?
- What specific, constructive, alternatives can you recommend?
- How does the public comment or question relate to the decision at hand?

For yourself:

- What are we trying to accomplish?
- What are the long-range interests of the community?
- What guidance can be found in our foundational documents?
- Often you must balance multiple views, neither favoring nor ignoring one individual or group over another. Your obligation is to represent a broad-based view of the community's long-range interests.
- Remember that your advisory body exists to take actions and/or make recommendations. It is not simply a discussion group or debating society.
- Endeavor to end meetings at a reasonable hour. Short breaks may be helpful during long meetings. Extending the meeting beyond an appointed hour may be subjected to a vote when that hour nears.

2. Managing Difficult Meetings

From time to time, Commissions/Boards are faced with conducting highly charged controversial meetings. These meetings may involve one unified group or two or more conflicting groups. The group demeanor may be characterized by aggressiveness and hostility. Such meetings really test the mettle of the Commission/Board and staff. Consider the following:

Before the Meeting

- Make agendas and back-up reports easily available to participants.
- Make sure adequate seating is available. Consider moving to larger quarters if necessary.

- Make sure sound and recording equipment is adequate and operational, if applicable.
- Chair and staff should engage in contingency planning before the meeting.

During the Meeting

- Establish and announce rules at the beginning of the meeting.
- Before public comment, ask the participants to designate one or more spokespersons, if possible. This may help reduce redundancy and make sure that all sides of the issue will be heard.
- Explain the issues, the possible actions and the procedures that will be followed at the meeting.
- Have speakers address the Commission/Board and not the audience. Some speakers are very adept at inciting audiences, especially if they are permitted to face the audience.
- Stop clapping and shouting early. Explain the reasons why such actions are disruptive and counterproductive. For instance: the meeting should provide a forum for all points of view and such displays of support or opposition could intimidate those with an opposing point of view from speaking. In addition, such displays delay the discussion.
- Do not hesitate to use recesses to help diffuse hostility or aggressiveness.
- Consider limiting speakers to a set time. If such a procedure is used, make sure it is applied fairly and consistently.
- Make sure Commission/Board members address colleagues and not the audience. Directly addressing the audience can result in loss of control of the meeting. In limited instances it may, however, be appropriate to address the public – for instance to explain an issue or to note that their concerns have been understood.

Continue items that cannot be decided at the meeting. This does not preclude the Commission/Board from allowing anyone who wishes to speak on the issue, to do so.

ETHICS AND CONFLICTS OF INTEREST

Principles of Public Service Ethics

California has a complex set of ethics laws to guide local officials in service to their communities. Members of Boards and Commissions, in their capacity as appointed officials, should strive to keep the following principles in mind when determining the appropriate course of conduct in their decision-making:

- Public officials may not use their position for personal financial gain.
- Public positions do not entitle members to personal advantages/perks.
- Merit-based decisions based on a fair process produce the best results for the public.
- Transparency in the decision-making process promotes public trust and confidence.

Minimum Standards

Ethics laws are minimum standards. Just because a given course of conduct is legal does not mean that it is ethical or that the public will perceive it as such.

The California Political Reform Act

Most financial conflict of interest laws are contained in the California Political Reform Act. It states public officials may not participate in or influence a decision that will materially affect a financial interest of the official or the official's immediate family.

A Board/Commission member generally "participates" in a decision by voting on it or participating in hearings and deliberations. A Board/Commission member may "influence" a government decision when the member attempts to affect the outcome of a decision.

Often, it is not enough just to abstain from voting on a matter in which you have a conflict of interest. The law requires that you completely refrain from all participation or attempts to influence the outcome.

Economic Interests and Disclosure (Form 700)

The City of Carmel-by-the-Sea has adopted a Conflict of Interest Code (Resolution 2022-077), in accordance with the Political Reform Act, that states that no person shall make or participate in a governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect distinguishable from its effect on the public generally. The Code lists the Commissions/Boards to which it applies.

If you are a member of one of the bodies listed in the City's code, you not only must refrain from participating in or influencing decisions in which you have a financial interest, you also are required to file a Form 700 "Statement of Economic Interests" on a regular basis.

Your Form 700 must be completed and filed with the City Clerk's Office at the following times:

- Within 30 days after appointment (Assuming Office Statement)
- On April 1st of each year while serving on the commission (Annual Statement)
- Within 30 days of leaving office (Leaving Office Statement)

You must complete and return a Form 700 even if you have "no reportable interests" to disclose. Failure to file on time may result in a monetary penalty, suspension and/or removal from the Board/Commission. Instructions and the period covered by each type of statement are included with the forms used for filing.

For most people, filling out a Form 700 will be an easy experience provided you read the instructions carefully. However, questions are bound to arise, especially if you have financial interests in addition to the income from your job, residence, or loan obligations. Commission members can contact the FPPC or the City Clerk's Office for assistance. Form 700s are public records.

What to Do If You Have a Conflict of Interest

If a member has a conflict of interest, the member must disqualify him or herself from participating in the matter. This includes all discussion on the matter as well as the actual vote.

You must take the following steps after you have determined that a conflict of interest exists under the Political Reform Act:

1. **Publicly identify the financial interest.** This must be done in enough detail for the public to understand the financial interest that creates the conflict of interest. Residential street addresses do not have to be disclosed.
2. **Recuse yourself from both the discussion and the vote on the matter.** You must recuse yourself from all proceedings related to the matter.
3. **Leave the room until the matter has been completed.** The matter is considered complete when there is no further discussion, vote or any other action.

Exception: If the matter is on the consent calendar, you do not have to leave the room.

Exception: Under limited circumstances, if you wish to speak during public comment as a member of the public, and not as a member of a Board/Commission, you may do so pursuant to FPPC Regulation 18707. However, you should consult staff for guidance sufficiently in advance of the meeting if you believe this exception applies to you so that staff may consult with the City on whether this exception applies to you.

What to do if you're in doubt

Whenever a member of a Board/Commission believes that there may be an economic conflict of interest, the member may seek advice from the City Attorney or Fair Political Practices Commission. At any time, it is safest to err on the conservative side and to publicly identify the potential conflict, and fol. If you wish to seek advice, you should do so at the earliest opportunity after you become aware of the possible conflict.

Other Ethics Laws

Other conflict of interests laws prohibit commissioners from:

- Using his/her official position for personal benefit or gain.
- Having a financial interest in any contract or grants made or recommended by their commission.
- Engaging in employment or activities that are incompatible with their public office duties.
- Simultaneously serving on another agency's Board or Commission the duties of which may be "incompatible" with those of the Carmel Board/Commission.

AB 1234 Ethics and Open Government Training

State Law (AB 1234) requires that local officials who receive compensation, salary stipends, or expense reimbursements must receive training in public service ethics laws and principals every two years. The requirement applies to the City Council as well as Boards/Commissions.

The Institute for Local Government (ILG is an affiliate of Cal Cities, formerly the League of California Cities) has developed online ethics courses to help local officials meet their ethics training requirements. From time to time the City and the Fair Political Practices Commission also provide ethics training to satisfy AB 1234. Upon completion of the ethics training, members are required to print their certificate, sign it, and return the original hard copy document to the City Clerk.

RALPH M. BROWN ACT

Background

California's open meeting law, the Brown Act, is found in the California Government Code section 54950 et seq. This law was enacted in 1953 to guarantee the public's right to attend and participate in all meetings of local legislative bodies.

Applicability

Bodies that are subject to the Brown Act include commissions, committees, boards or other body of a local agency, whether permanent or temporary, decision-making (such as Planning Commission) or advisory. The Brown Act applies to all City Boards and Commissions established by the City Council.

General Rule

Under the Brown Act, all "meetings" must be "open and public". A majority of the members of any Board/Commission may not discuss or deliberate on any business within the subject matter jurisdiction of the Commission except at a noticed meeting. This includes in person interactions between members as well as serial or indirect communications.

The City must post an agenda for every regular meeting at least 72 hours before the meeting. Any meeting not established as a regular meeting is a "special" meeting and a special meeting agenda must be posted at least 24 hours prior to the meeting. Agendas must be posted at the building where the meeting occurs and on the City's website. Agendas for all meetings held at City Hall are posted on the outside board for this purpose.

What is a "Meeting" Under The Brown Act?

A "meeting" includes any gathering of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate or take action upon any item which is within its subject matter jurisdiction. There are several different kinds of "meetings" under the Brown Act.

"Regular Meetings": Regular meetings of the legislative body, must be held at the time and place set by ordinance, resolution or bylaws.

"Special Meetings": The presiding officer or majority of the legislative body may call special meeting at any time.

Teleconference Meetings: Meetings may be conducted by teleconferencing under the limited circumstances. Members should consult staff in advance to determine whether teleconferencing may be available.

Offsite Meetings: A meeting may be held off-site in limited circumstances. Members should again consult staff in advance to determine whether an offsite meeting may be allowed.

“Informal/”Serial” Meetings: Most “informal” or “serial” meetings are prohibited under the Brown Act. Members should exercise extreme caution in considering any “informal meeting”. Under the Brown Act, a majority of the members of a legislative body shall not...use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.

“Serial Meetings” Are Prohibited:

So called “serial meetings”, which are prohibited under the Brown Act, generally take one of two forms: the “Daisy Chain” or the “Hub and Spoke”.

“Daisy Chain”: If Member A contacts Member B, and Member B contacts Member C, and so on, until a quorum has been involved, this type of “serial meeting” may result in a violation of the Brown Act.

“Hub and Spoke”: An intermediary – such as a staff member or a developer, applicant or project opponent or other stakeholder – contacts at least a quorum of the members to develop a collective concurrence on action to be taken by the Board/Commission.

E-mail/Other Technology: Use of e-mail, social media (such as Facebook and Twitter) or other technology/media by a majority of a Board/Commission to discuss, deliberate, or take action on items within the body’s jurisdiction also may violates the Brown Act. Consult staff or the City Attorney with questions about whether your use of e-mail, social media and other technology may violate the Brown Act.

Recommendations for E-Mail:

- Avoid sending e-mails to the whole Board/Commission.
- If necessary, provide information only.
- Do not solicit a response.
- Be careful replying to e-mails.
- Do not communicate your position or make a commitment on a pending matter.
- Do not direct a reply to a majority of the Board/Commission.
- Think carefully before sending any e-mail.
- Remember, your e-mail can be forwarded by others to a majority of the Board/Commission.

Non-Meetings:

Staff “briefings”/conversations are not considered to be “meetings” under the Brown Act, provided.

- An employee or official of agency may engage in “separate conversations or communications” in order to “answer questions or provide information”.

However, the employee or official may not communicate to members of the legislative body the comments or positions of any other member or members.”

Government Code 54952.2(c) allows for attendance by members of any Board/Commission as follows

(c) Nothing in this section shall impose the requirements of this chapter upon any of the following:

(1) Individual contacts or conversations between a member of a legislative body and any other person that do not violate subdivision (b).

(2) The attendance of a majority of the members of a legislative body at a conference or similar gathering open to the public that involves a discussion of issues of general interest to the public or to public agencies of the type represented by the legislative body, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specified nature that is within the subject matter jurisdiction of the local agency. Nothing in this paragraph is intended to allow members of the public free admission to a conference or similar gathering at which the organizers have required other participants or registrants to pay fees or charges as a condition of attendance.

(3) The attendance of a majority of the members of a legislative body at an open and publicized meeting organized to address a topic of local community concern by a person or organization other than the local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled program, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(4) The attendance of a majority of the members of a legislative body at an open and noticed meeting of another body of the local agency, or at an open and noticed meeting of a legislative body of another local agency, provided that a majority of the members do not discuss among themselves, other than as part of the scheduled meeting, business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(5) The attendance of a majority of the members of a legislative body at a purely social or ceremonial occasion, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the legislative body of the local agency.

(6) The attendance of a majority of the members of a legislative body at an open and noticed meeting of a standing committee of that body, provided that the members of the legislative body who are not members of the standing committee attend only as observers.

What is “open and public” Under The Brown Act?:

For a meeting to be “open and public” under the Brown Act, certain requirements apply. The City must provide advance public notice of every meeting. It must post agenda in advance containing “brief general description” of each item to be discussed 72 hours before every regular meeting or 24 hours for before any special meeting. It must also post the agenda on the City’s website.

The agenda must include a brief general description of each item of business. The description must be sufficient to allow members of the public to understand what is being proposed, including each item requiring action by the Board/Commission.

Members cannot discuss non-agenda items, with limited exceptions. However, members may ask staff for information, and may request (subject to the City’s normal rules for placing items on agendas) that non-agendized matters be placed on a future agenda.

The City must allow public comment such that every member of the public has the meaningful opportunity to speak on every item appearing on the agenda. However, the City may impose time limits, which it must apply uniformly, and may limit truly disruptive conduct.

CONCLUSION

The City would like to thank you for accepting this position and for devoting your time and effort to become actively involved in the affairs of your community. It is sincerely hoped that you will enjoy your participation in the governing process in the City of Carmel-by-the-Sea as a member of one of its Commission/Boards, and that you will feel free to call upon any of its representatives for advice, background information, or assistance.

It is with this in mind that this brief handbook has been prepared. Please consider it a guide as you begin your new duties as a member of a Commission/Board and not as an all-inclusive restrictive set of regulations.

Welcome aboard.

APPENDIX A

