

Staff Presentation and Ad Hoc Recommendation on Street Addresses

City Council Meeting July 9, 2024



Questions Central to Ad Hoc and Staff Research

- 1. Will street address implementation trigger at-home mail delivery?
- 2. Can a hybrid system be implemented?
- 3. Can the City definitively say the downtown post office will not close?
- 4. Does California Fire Code compliance require the City to have street addresses?
- 5. How does street address implementation enhance public safety for Carmel-by-the-Sea?



1. Will street address implementation trigger at-home mail delivery?

No, street address implementation in the City of Carmel-by-the-Sea will not trigger at-home mail delivery.



1. Will street address implementation trigger at-home mail delivery?

	City of Carmel-by-the-Sea POST OFFICE BOX CC CARMELE BYTHEF SEA. CA 93921 (831) 620-2000
l apprec	
below,	City of Carmel-by-the-Sea, City Council Member PO Box CC
and inco Sea.	Carmel-by-the-Sea, CA 93921
	February 5, 2024
- <u>-</u>	Marsha McFayden, Customer Relations Manager
	Denise Moreno, AMS Manager California 3 United States Postal Service
	28201 Franklin Parkway
· ·	Santa Clarita, CA 91383-9606
	Dear Marsha McFayden and Denise Moreno:
I truly a	I write to you as a City Council member for the City of Carmel-by-the-Sea to inquire about the process of
proven	developing and implementing a street address system. Since its incorporation in October 31, 1916, the
more qu	City has operated without a formal street address system in place. Street names and cross-streets are
compre	posted at intersections, no numbers or "numerical addresses" are assigned to houses and buildings in the City. The roughly 3,220 residents in our one-square community use a centralized mail delivery
coopera	system in place by picking up our mail at the local post office, a beloved and effective system that the City has no intention of changing. The residents and business owners of this community have been able to navigate their day-to-day with this centralized mail delivery system and without house/building
Sincerel	numbers but with changing times and increased requirements for physical address verification and the California Fire Code requirements of visible address identifications, the City Council recognizes the need to make the exploration of street addresses a priority for this community.
V	The City Council has made exploration of the process of implementing a formal address system,
	assigning house/building numbers throughout the community, a priority item and we have directed City
K	staff to research and report on what the process entails. At our direction, City staff has contacted both
Karen Fo	of you for preliminary information and to open the line of communication for a collaborative and
City of C	effective process to better inform our staff, City Council, and residents on street address implementation. Staff has researched USPS policies and procedures, how address management systems
	have been utilized in new developments, and city addressing guidelines and have communicated how
	responsive and helpful you both have been in this preliminary exploration process.
	As we move forward in the exploration process, I would like to express that the City and its residents
	appreciate and favor the centralized delivery system to the local post office and exploration of a street
_	address system for the City is aimed only to assigning house/building numbers for the purposes of personal address verification (having an address that will register in financial, governments, etc.
	databases) and findability in GPS location systems. To this end, as staff has communicated how helpful
	and supportive you have been in our unique endeavor, in order to better inform the City Council and
	staff, I have worked with staff to formulate baseline questions to USPS to determine how we can
	proceed in this process while considering the values and preferences of the City of and its residents.

Questions Asked by Councilmember Ferlito

- 1. Will the local post office be required to close and/or will the City's mail delivery system change?
- 2. Is USPS the deciding authority for street address system incorporation in to street address management systems that are used for government address verification purposes?
- 3. If the City develops and implements a street address system approved by USPS, will USPS be the authority that relays that new address system for GPS findability?



1. Will street address implementation trigger at-home mail delivery?

Postal \$	UNITED STATES	
Service	POSTAL SERVICE	
The Po correct continu	February 21, 2024	
hope t	Karen Ferlito PO Box CC Carmel by the Sea, CA 93921	
Sincere	Dear Karen Ferlito,	
Denise I Address Californi	I am writing to you as the Address Management System Manager for California 3, in response to the questions you recently raised concerning the implementation of street addressing by USPS for the City of Carmel-by-the-Sea. I am pleased to inform you that I have analyzed your queries and prepared responses to address them.	
	Please be assured that my team and I have conducted a thorough review of the matter, and our findings are as follows:	
	 Will the local Post Office be required to close and /or will the City's mail delivery system change? Local Post Office will not close; mail delivery system will remain as is. Is USPS the deciding authority for street address system incorporation into street address management systems that are used for government address verification purpose. Yes, USPS is the authority for street address systems. Other entities and mailers use our mailing products to determine valid addresses. If Carmel-by-the-Sea develops and implements a street address system approved by the USPS will USPS be the authority that relays that new address system for GPS findability, address verification databases, and address databases and address for GPS findability as we do not have any products with that data linked. We are the authority for address verification. 	
	The USPS offers address verification through Address Information System (AIS) products. Before an address can be certified as deliverable (CASS™ certified), it must first be standardized. Address correction software fixes spelling errors, corrects abbreviations, and standardizes capitalization so each address in a mailer/government list complies with the USPS® official format. The USPS definition of a standardized address is "one that is fully spelled out, abbreviated using the	
	ADDRESS MANAGEMENT SYSTEMS UNTITED STATES POSTAL SERVICE SIERRA COASTAL DISTRICT	

Reply from USPS Address Systems Manager

- 1. Local Post Office will not close; mail delivery system will remain as is.
- 2. Yes, USPS is the authority for street address systems. Other entities and mailers use our mailing products to determine valid addresses.
- 3. USPS does not relay the new address for GPS findability as we do not have any products with that data linked. We are the authority for address verification.



2. Can a hybrid system be implemented?Yes, a hybrid system can be implemented



2. Can a hybrid system be implemented?

63 M	lodes of Delivery, Mail Receptacles, and Keys
. I	eat Modes of Delivery
	UNITED STATES POSTAL SERVICE.
	Postal Operations Manual
	Issue 9 July 2002
POM Issue 9 Updated Wi 631.2	The Postal Service's Transformation Plan serves as a blueprint to the activities we are pursuing to enable us to carry out our long-standing mission of providing affordable, universal service to the people of America. Many of the subjects covered in the <i>Postal Operations Manual</i> are also the subject of strategies discussed in the Transformation Plan. It is more important than ever that each of us be aware of the latest policies, regulations, and procedures that affect postal operations so that we can effectively implement the elements of the Transformation Plan. This latest revision of the <i>Postal Operations Manual</i> will help you do that.
	A. Purpose. The Postal Operations Manual (POM) sets forth the policies, regulations, and procedures of the Postal Service governing retail, philatelic, collection, mail processing, transportation, delivery, and vehicle operations.
	B. Explanation. Issue 9 is a complete revision. It replaces Issue 8 and contains all of the revisions to the manual published in the <i>Postal Bulletin</i> from July 30, 1998, through July 11, 02. In addition, new language has been added where appropriate. Recycle Issue 8.
	C. Summary of Changes and Change Bars. The Summary of Changes contains a description of the changes made to the manual since Issue 8. A change bar (a vertical line in the margin) signals that the adjacent text has been revised.
	D. Forms Index. In the Forms Index, each form mentioned in the manual is cross-referenced to each section that contains a reference to that form. By using the Forms Index, if you know the title or number of a form, you will be able to find each section of the manual that contains a reference to that form.
	E. Distribution. This revision is being distributed to all Postal Service facilities. If you need additional copies, please use the following procedures:
	 Touch Tone Order Entry (TTOE): Call 800-332-0317, choose option 1, then option 2.
	 You must be registered to use TTOE. To register, call 800-332-0317, choose option 8, extension 2925, and follow the prompts to leave a message (wait 48 hours after registering before you place your first order).
	 E-mail: Complete PS Form 7380, MDC Supply Requisition (manually or by F3FIII), and send it as an attachment to the e-mail address MDC Customer Service or to mcustome@email.usps.gov.
	 Mail: Mail a completed PS Form 7380 to the MDC at the following address: SUPPLY REQUISITIONS MATERIAL DISTRIBUTION CENTER 500 W GAPY ORMSRY DR

OPEKA KS 66624-970

City Service and Modes of Delivery

- A combination of methods is considered to provide regular and effective service to all residential and business sections of a community
- Centralized Delivery = Preferred Mode of Delivery
- Curbside, sidewalk delivery, and door modes not available as new delivery points ("very rare exceptions")
- USPS will keep existing delivery infrastructure of centralized delivery in the City, and continue delivering to P.O. Boxes



28201 FRANKLIN PKWY SANTA CLARITA CA 91383-9321

2. Can a hybrid system be implemented?

POSTAL SERVIC March 21, 2024 City of Carmel-by-the-Sea PO Box CC Carmel by the Sea, CA 93921 Dear Emily Garay. I am writing to you as the Address Management System Manager for California 3, in response to implementing proper street addressing for the City of Carmel-by-the-Sea. VIII. A Addressing Conventions below will entail what a proper address requires. Definitions For the purposes of these instructions, the following are definitions: F. City-Style Addressing The address convention using the building number and street name format, (i.e., 456 CENTER ST). I. Building A building is a house, residence, dwelling, store, business or other structure used for a residential, commercial or public purpose which fronts upon or has access to a street J. Lot A lot is designated parcel. tract, or area of land which either is now or will be used, I hope that developed, or built upon as a unit. Sincerely, K. Primary Address Number The primary address number is the numeric or alphanumeric component of an address Denise M that precedes the street name. Address California L. Secondary Address Number The secondary address number is the numeric or alphanumeric component of an address which describes an apartment, room, suite, or other secondary addressing unit. that is part ADDRESS M of the location of the primary address. UNITED ST SIERRA CO 28201 FR SANTA CL ADDRESS MANAGEMENT SYSTEMS UNITED STATES POSTAL SERVICE SIFRRA COASTAL DISTRICT

Addressing Conventions from USPS Address Management Systems Manager, CA-Dist.3

City-Style Addressing

The address convention using the building number and street name format

Primary Address Number

The numeric or alphanumeric part of an address that precedes the street name

The logical/grammatical order of address elements is:

street number, pre-directional, primary street name, suffix, post directional, and secondary number (if any) Example: "100 W Main St. SE Apt 201"

Avoid non-specific addresses, such as a corner location address Incorrect: Pico and 33rd – Correct: 123 Pico Blvd



3. Can the City definitively say the downtown post office will not close?

No, the City cannot definitively state or guarantee that the downtown Post Office will never close



4. Does California Fire Code compliance require the City to have street addresses?

Yes, in order to be in compliance under the California Fire Code, the City shall have street addresses and street address numbers with visible house numbers/building numbers, visible from the street



4. Does California Fire Code compliance require the City to have street addresses?

Research and Conclusion: California Fire Code

A city, in its adoption of the California Fire Code into its Building Code, may amend the Fire Code regulations, but those amendments may only, "establish more restrictive building standards, including, but not limited to, green building standards, reasonably necessary because of local climatic, geological, or topographical conditions."



- 5. How does street address implementation enhance public safety for Carmel-by-the-Sea?
 - Enhances emergency response personnel's ability to render aid as soon as possible
 - The California Fire Code and Building Code, adopted by the City, are codes that set foundational safety standards



5. How does street address implementation enhance public safety for Carmel-by-the-Sea?

Director of Public Safety/Police Chief Tomasi Outlined:

Emergency Responses & Dispatch

- Monterey Fire, CAL Fire, American Medical Response (AMR), and Monterey County Office of Emergency Services (OES)/(MCDEM)
 - Calls for emergency services through these agencies are dispatched through Monterey County Dispatchers

Current Directional Addresses and Emergency Response

Monterey Fire Department

 Training, volume, and regularity of call responses increases Monterey Fire's recognition of the City's descriptive addresses



5. How does street address implementation enhance public safety for Carmel-by-the-Sea?

Other Emergency Response Agencies

- AMR, CAL Fire, Monterey County OES/MCDEM respond to calls in the City less frequently
 - These agencies do not have a full grasp of the City's addressing system due to the intermittent dispatching and response to calls

American Medical Response (AMR)

- AMR responds to 15%-20% of medical emergencies in the City
 - A known possibility of delay or slow response by medical and ambulance personnel is a hindrance to public safety

Emergency Notifications Systems – Monterey County

- Address-based
- Alerts in the City are only sent by zip code (93921), other cities have the ability to use neighborhood-specific alerts
- Current system creates challenges to zoning in on area-specific emergencies or alerts, such as Missing Adult alerts



Extent of Accepted Inconveniences

Inconveniences and Public Health and Safety Issues

- Extended wait times for financial institution verification processes
- Lost or undeliverable packages
- Utilities set-up delays, etc.

Inconveniences may rise to a public health and safety issue when they fall in the realm of prescribed medication delivery or delivery of essential medical equipment



Ad Hoc Committee's Recommendation

- 1. Move forward with the assignment of street addresses in the City of Carmel-by-the-Sea
- 2. Create an implementation plan
- 3. Return to City Council no later than September 2024



Direction to Staff

Red Light, Green Light

- 1. Move forward with street addresses system implementation, create an implementation plan, community engagement plan, and return to Council with updates at a future meeting
- 2. Conclude its research and maintain the status quo of not having a standard street address system in the City



Questions

Staff will provide answers to questions covered through current research



End of Presentation