

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

SPECIAL MEETING MINUTES

Monday, February 3, 2025

CALL TO ORDER AND ROLL CALL

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

Roll call: Councilmembers Jeff Baron, Hans Buder, Alissandra Dramov, Mayor Pro Tem Delves, and Mayor Dale Byrne were present.

EXTRAORDINARY BUSINESS

City Administrator Rerig announced that the city is preparing for this week's storms.

A. Presentation on Fire Preparedness in the Village

City staff, including the Police Chief, Fire Chief, Interim Public Works Director, City Forester, Building Official, and Assistant City Administrator, provided a joint presentation on the City's emergency preparedness and response. The presentation covered preparedness, response, recovery, and mitigation efforts, including training, planning, equipment, emergency operations, communication methods, evacuation routes, temporary assistance centers, wildfire resilience, and the county evacuation map.

Public comment:

Carolyn Hardy

Donna Manning

Linda Calafiore

Chris Hardy

No name

Laura Bolling

Maryann Schicketanz

Karen Ferlito

Laurie Flanagan

Council received the presentation and engaged in discussion. Councilmember Baron suggested considering the entire village as a high-fire severity zone, not just the Pescadero and MTNP areas. He proposed a future discussion on fire inspections for private properties, particularly for second homeowners who may not be available to schedule them. He also recommended exploring ways to protect local fire insurance policies.

PUBLIC APPEARANCES

Maryann Schicketanz

Karen Ferlito

Cindy Lloyd

ORDERS OF BUSINESS

A. Discuss City Policy C89-02: City Council Meetings/Orders of Council/Agenda Packets/Minutes of Meeting and Agenda Distribution and provide direction to City Administrator - ***Item continued to March 3, 2025***

Mayor Byrne said that due to the lateness of the meeting, and this item is not time sensitive, he requested to continue this to the March agenda and received no objections from Council. Item continued to March.

CONSENT AGENDA

The consent agenda items were approved with one vote.

Motion by Councilmember Buder to approve consent agenda items 1-7, seconded by Councilmember Dramov, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 1 - January 7 & 13, 2025, Special Meeting Minutes and January 14, 2025, Regular Meeting Minutes - ***Approved 5-0-0-0***

Item 2 - December 2024 Monthly Reports - ***Approved, 5-0-0-0***

Item 3 - December 2024 Check Register Summary - ***Approved 5-0-0-0***

Item 4 - Resolution 2025-09 rescinding and replacing Resolution 2024-094, authorizing the City Administrator to establish and adopt the new class specification and salary schedule of Library Associate, adopt revisions to the current Librarian I and II classes and new salary schedules in accordance with Municipal Code 2.52.590(B) - ***Approved 5-0-0-0***

Item 5 - Resolution 2025-010 authorizing the consumption of alcohol at the Farmers' Market Third Thursday events in 2025 - ***Approved 5-0-0-0***

Item 6 - Resolution 2025-011, authorizing the serving of alcohol on public property, and the erection of tents on public property for the Carmel Art Festival - ***Approved 5-0-0-0***

Item 7 - Resolution 2025-012 Authorizing a refund of Design Study application fees, associated with DS 24-331 (Susko), in the amount of \$1,869.75 to Holdren Lietzke Architecture - **Approved 5-0-0-0**

RECESS

Council took a recess at 6:08 p.m. and resumed the meeting at 6:20 pm.

ORDERS OF BUSINESS

Item 8 - Resolution 2025-013 receiving the Annual Comprehensive Financial Report (ACFR) for the fiscal year ending June 30, 2024

Finance Manager Jayme Fields provided a brief overview of the Annual Comprehensive Financial Report (ACFR) and introduced Sheldon Chavan from Chavan and Associates LLP, who conducted the City's annual audit. He summarized the findings of the audit to Council.

Councilmember Dramov asked about conducting a real estate appraisal of the Flanders Mansion and Scout House to better assess the City's net position. City Administrator Rerig agreed to explore the feasibility and noted that an appraisal may involve costs.

Public comment:

None

Motion by Mayor Pro Tem Delves to adopt Resolution 2025-013, formally accepting the ACFR for fiscal year ending June 30, 2024, with corrections to typographical errors in the transmittal letter, seconded by Councilmember Buder, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 9 - Resolution 2025-014 for a Professional Services Agreement with Conti, LLC, with a not to exceed value of \$110,543, to complete Audio/Visual upgrades to the Council Chambers

Assistant City Administrator Swanson presented a request for additional funding and an agreement with Conti LLC to upgrade the audio-visual equipment and renovate the dais in the Council Chambers.

Public comment:

None

Council thanked Mr. Swanson and IT Director Joel Staker for taking on this project for much needed upgrades.

Motion by Councilmember Dramov to adopt Resolution 2025-014 to enter into an agreement with Conti LLC for audio visual upgrades to the Council Chambers, seconded by Councilmember Baron, and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

Item 10 - Discussion on establishing a Financial Stewardship Workgroup and an Emergency Preparedness Workgroup

City Administrator Rerig outlined the proposed composition, purpose, and potential discussion topics for a Financial Stewardship Workgroup.

Mayor Byrne proposed creating a Financial Stewardship Ad Hoc Committee for six months to evaluate the best structure for a long-term standing committee. Mayor Pro Tem Delves supported the idea, emphasizing the need for greater public engagement, policy review, and clearer budget presentation. Mayor Byrne recommended appointing Mayor Pro Tem Delves and Councilmember Buder to the committee.

Councilmember Baron expressed hesitation about forming a Financial Stewardship ad hoc committee at this time, preferring to wait until new Councilmembers experience the current budget process. He also sought clarification on the role of a future standing committee and stressed that it should focus on reporting improvements rather than auditing or directing staff.

Councilmember Buder supported the ad hoc committee, citing the value of subcommittees conducting research and making recommendations. Councilmember Dramov welcomed the financial expertise of new Councilmembers and saw potential benefits in a standing committee.

Public Comment: None.

City Administrator Rerig advised against forming an Emergency Preparedness Working Group, as professional staff already coordinate efforts through multi-agency mutual aid and volunteer groups like CERT. The Council unanimously agreed. Councilmember Buder noted the need to reconcile the City's wildfire protection plan with design guidelines, as current policies conflict.

Motion by Councilmember Dramov to establish a Financial Stewardship ad hoc committee, consisting of Mayor Pro Tem Delves and Councilmember Buder, for 6 months to review financial policies and processes and present its findings and recommendations to the City Council at the end of the 6 months. Motion seconded by Councilmember Buder and approved 5-0-0-0 by the following roll call vote:

AYES: Councilmembers Baron, Buder, Delves, Dramov, and Mayor Byrne

NOES: None

ABSENT: None

ABSTAIN: None

CLOSED SESSION

Mayor Byrne read the closed session title.

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

Public comment: none

ADJOURNMENT

Council adjourned to closed session at 7:42 PM.

APPROVED:

ATTEST:

Dale Byrne, Mayor

Nova Romero, MMC, City Clerk