



## 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](http://www.ci.carmel.ca.us)

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

### CITY COUNCIL SPECIAL MEETING Thursday, January 25, 2024 4:00 PM

#### AMENDED AGENDA

**THIS MEETING WILL BE HELD IN PERSON AT CITY HALL COUNCIL CHAMBERS  
AND VIA ZOOM (HYBRID MEETING).**

**This Police Station Ad Hoc Committee public meeting is noticed as a City Council  
Special meeting as the majority of the City Council or members of other Commissions  
and Boards may attend.**

#### 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/86904793316> Webinar ID: 869 0479 3316 Passcode:  
180541 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](mailto: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.

**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

**PUBLIC COMMENT - the public are invited to speak on the subject of this Special Meeting. Under the Brown Act, public comment for matters on the agenda must relate to that agenda item. Hateful, violent, and threatening speech is impermissible public comment as it disrupts the conduct of the public meeting. This is a warning that if a member of the public attending this meeting remotely violates the Brown Act by failing to comply with these requirements of the Brown Act, then that speaker will be muted.**

**Speakers are usually given three (3) minutes to speak; but that limit may be increased at the meeting.**

## **CORRESPONDENCE**

- 1. Correspondence Received After Agenda Posting**
- 2. Presentation Received After Agenda Posting**

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

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

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

## **SPECIAL NOTICES TO PUBLIC**

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



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

**January 25, 2024  
CORRESPONDENCE**

**TO:** Honorable Mayor and City Council Members  
**SUBMITTED BY:** Chip Rerig, City Administrator  
**APPROVED BY:** Chip Rerig, City Administrator  
**SUBJECT:** Correspondence Received After Agenda Posting

**RECOMMENDATION:**

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT:**

**PRIOR CITY COUNCIL ACTION:**

**ATTACHMENTS:**

Correspondence #1  
Correspondence #2



**Carmel-  
by-the-Sea**

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

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## Police Station Project

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'Bob Kavner' via cityclerk <cityclerk@ci.carmel.ca.us>

Sun, Jan 21, 2024 at 8:13 AM

Reply-To: Bob Kavner <[REDACTED]>

To: "cityclerk@ci.carmel.ca.us" <cityclerk@ci.carmel.ca.us>

In anticipation of the January 25th meeting, can you provide the public with an understanding of 2 financial matters:

1. What is the current debt liability on the City's balance sheet, if any, and what is the remaining future annual funding requirements.
2. If the project costs \$30M and interests rates are at today's level, what will be the annual future funding obligation and how does that line up against the City's capacity to fund it in the related future years.

Perhaps my questions are worded awkwardly. My objective is to get a sense of our debt capacity. If this info is available, please forward it to me. Otherwise I can wait till Thursday's meeting.

Much thanks,  
Bob Kavner

[REDACTED]



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## Fwd: Feedback in advance of the Thursday Jan 25 Police Station Project - Special City Council Meeting

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Nancy Twomey <[REDACTED]>  
To: City of Carmel-by-the-Sea <cityclerk@ci.carmel.ca.us>

Mon, Jan 22, 2024 at 10:33 PM

For inclusion in the packet for this meeting.

----- Forwarded message -----

From: Nancy Twomey <[REDACTED]>

Date: Mon, Jan 22, 2024 at 10:32 PM

Subject: Feedback in advance of the Thursday Jan 25 Police Station Project - Special City Council Meeting

To: Dave Potter <dpotter@ci.carmel.ca.us>, Jeff Baron <jbaron@ci.carmel.ca.us>, Paul Tomasi <ptomasi@ci.carmel.ca.us>

Cc: Chip Rerig <crerig@ci.carmel.ca.us>, Brandon Swanson <bswanson@ci.carmel.ca.us>, Tim Twomey-Husband <[REDACTED]>, Nancy Twomey <[REDACTED]>

General for all Ad Hoc projects - beyond this Police Station Project.

- The named Ad Hoc committees, if actively working to compile findings or report, must include members of the public and/or have routine public/community updates - reporting on work in progress - prior to any recommendations being compiled.
- Especially any major capital project or community "sensitive" topic especially requires direct community participation and transparency.
- We highly recommend a roster of Ad Hoc committee, with its members and their general status is updated routinely on the City Website. If capacity or priorities are delaying active progress on a committee - this is OK - but this info should be publicly available.

Specific to Police Station Project

1. We've known for some time that this Police Station project had an Ad Hoc team and city staff working on this project. Folks are very frustrated that these recommendations were compiled before receiving public community input or involvement. And many are frustrated with why decisions were made at the end of the Jan 8th meeting to OK schematics for the Vista Lobos location....when this meeting called out that decisions were not to be made at this session.
2. With the legacy expert residents in our Village - they can and do bring other insights and recommendations to the table that may not have been considered when Ad Hoc teams are working without the public.
3. This project was approved and funded as a remodel. It was a surprise to hear that this was no longer a path forward. There should have been a public review of these findings, presenting more detailed rationale and gathering community input before assumptions on alternate locations were considered and more of the budget was spent.

- Attachment 2
4. In the Indigo report provided with the January 8th Special City Council topic, this shows only the executive summary and conclusion. Where is the FULL report? Why wasn't this provided?
  5. Very few of our residents have ever been beyond the lobby of our current facilities. Given the large capital expense of this project - again - it is essential to provide a walk through video (not highly polished) showing beyond the lobby - so your constituents have improved insights on why the current facility is inadequate.
  6. As this project began with Police Station needs - it has now expanded to include the Public Works facility. This shift once again is a significant point where the community should be made aware of this scope expansion with supporting rationale. This is not to say that this decision/recommendation is unwise - it is simply that this is a major change warranting community awareness.
  7. Is there a scope/needs roster for Public Works for their function completed yet? Even if in draft form?
  8. We understand and support that this cannot be kicked down the road, as mentioned "time is not our friend". Something must be done and at a larger scale (no bandaids) than originally anticipated and on a timely and priority basis.
  9. To keep this moving forward we highly recommend the following approach - with community input/involvement:
    1. Create 3 sub groups: **1 Wants/Needs, 2 Location Options, 3 Capital Financing** These 3 groups - can run in parallel but must be mutually aware/interdependent.
    2. **Wants/Needs** team can explore ideas such as using other facilities for community meetings and/or training, sharing with other regional facilities and where a smaller scope of the facilities may or may not be wise for the longer term.
    3. **Location Options** - this should include some more insights reflected in the reports from Jan 8th, but may expand to others. And again, will need to understand Public Works needs and "interim" facilities as the finished building/facilities are prepared.
    4. **Capital Financing** team won't have a good handle on total cost at this time, but it is known that this is a major expense (multiple millions, likely 10's of millions). This group should explore funding options from a joint public/private model, floating a bond (with what's involved in making this happen), creating a proposed reserve fund from ToT or other sources with pros/cons and timing estimates.
    5. And/or is there a need for a separate subgroup on Public Works as well?

Thank you in advance for your consideration of these concerns and possible recommendations. We are looking forward to Thursday's meeting.

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**Tim Twomey & Nancy Twomey**

**Residents Carmel-by-the-Sea**

Tim - C-916-335-3399 [timtwomey@aol.com](mailto:timtwomey@aol.com)

Nancy - C-650-740-3477 [twomeyconnection@gmail.com](mailto:twomeyconnection@gmail.com)

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**Nancy Ann Twomey**

C-650-740-3477 [twomeyconnection@gmail.com](mailto:twomeyconnection@gmail.com)



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

**January 25, 2024  
CORRESPONDENCE**

**TO:** Honorable Mayor and City Council Members  
**SUBMITTED BY:** Chip Rerig, City Administrator  
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**SUBJECT:** Presentation Received After Agenda Posting

**RECOMMENDATION:**

**BACKGROUND/SUMMARY:**

**FISCAL IMPACT:**

**PRIOR CITY COUNCIL ACTION:**

**ATTACHMENTS:**

Police Department Project Presentation 1-25-24





# CITY OF CARMEL-BY-THE-SEA

## Carmel Police Building Project

Ad-hoc Committee

Mayor Dave Potter and Councilmember Jeff Baron

January 25, 2024



# Meeting Overview

- Project History – 2017 thru 2020
- Project History – 2022
- Project History – 2023 (Ad Hoc Committee)
- Police Department Requirements
  - Report from Indigo (Hammond + Playle Architects, LLP)
- Project Options and Finances
- Moving Forward from here



# PD Project History – 2017/2020

(From November 7 & 27, 2017 council packets)

- May 2017 – Council Adopts 2017-2018 CIP; \$250,000 for PD Renovation Design Work
- August 2017 – Council hires Kasavan Architects for design and construction support services
- November 2017 – Project modified from “renovation” to “renovation and expansion”. Expected build cost of \$1,700,000 (for \$1,950,000 total)
- June 2018 – the City Council adopted the FY 2018/19 Budget and Capital Improvement Program (CIP), which included \$1.9M for construction of the Police Building Renovation and Expansion Project.



# PD Project History – 2017/2020

(Excellent summary from the March 2022 Packet)

- March 2019 – Project scaled back to “critical interior renovations and repairs”
- June 2019 – Budget in CIP set for \$1,000,000
- November 2019 – 100% design approved; sent for bids at estimate of \$1,140,000
- June 2020 (Covid) – Low bid of \$1,310,000. Rejected, rest of CIP cancelled.



# PD Project History - 2022

- February 2022 – Reauthorized with \$2,000,000 budget (same project)
  - Increase: to address materials and labor cost inflation, supply chain challenges, potential bidder contingency increase due to re-bidding, and design costs to update the plans to meet current building codes

In the Spring of 2022, the Interim Police Chief and Interim Public Works Director reviewed the project scope as compared to current operational, code, maintenance and climate resilience standards. They recommended a substantial project review and updated cost estimate

- 2022 Budget Cycle – Additional Scope
  - locker room modernization, a public report taking area, an (EOC)/community meeting room, and EV charging infrastructure.
  - \$1,300,000 additional, for a \$3,300,000 total



# PD Project History - 2022

- December 2022 – Additional complications
  - Resignation of Kasavan Architects
  - City selects WRD based on 2022 submission of Statements of Qualifications from architects
  - Step back – redo “scoping project”
    - From staff report: Because of the significant unknowns regarding full scope, ongoing supply chain shortages and materials cost inflation, it is important to step back at this point and do a complete analysis of the required scope and cost estimate of the project.
- Project falls apart



# PD Project History - 2023

- January 2023 – Ad-hoc committee developed the RFP strategy to “to move on this [project] expeditiously”
- February 2023 – Council approved the issuance an RFP from Architectural firms that have a specialty practice in Public Safety design to develop a feasibility analysis, concept design and cost estimate for addressing the current building maintenance and operational shortfalls
- June 2023 – Council approved a Professional Services Agreement (PSA) with Hammond+Playle Architects, (LLP), aka **Indigo**



# PD Project History - 2023

- October 2023 – Report was submitted to the city by Indigo
- November and December 2023 – Ad-hoc committee met to discuss submitted report and to develop a recommendation
- January 2024 – Ad-hoc committee report to the council with recommendation





# Project Phases and Tasks

## Phase 1- Only Phase approved at this time

- Task I- Assess the building's condition and identify required maintenance and improvements for any City occupancy (safety, handicap access and current codes) and budget level cost
- Task II- Define required and best practice programmatic and spatial needs for continued use as a Police Department and potential spillover impacts into the Public Works Department areas and budget level cost estimates
- Task III- Prepare conceptual plans for a remodel option and/or a new building option, along with budget level cost estimates
- Task IV- Final report containing recommended action plans, schedules and budget estimate to assist City Council decision making

## Phase 2-Not in Contract due to unknown scope



# TASK 1- Building Assessment

The building's systems (electrical, mechanical, HVAC, and plumbing) are worn out and need total replacement

Under current building codes (fire, seismic, ADA, police facility standards, etc.) the building and the site will require major improvements to be compliant

The need is urgent. The continued "band aid" approach is not a viable approach from an officer safety or public safety perspective.



# TASK 2- Police Programming

- 1. Police Program Recommendations (“the requirements”)**
  - Chief Tomasi’s Experience
  - Indigo’s Experience w/Police Best Practices
  - Indigo’s interview of current Police Staff
  
- 2. Indigo’s Report Recommendations:**
  - Significantly larger police station
    - 15,900 sq/ft 2/3 acre- 18,500 1 acre
    - Increased Parking
  
- 3. Estimated Construction Costs: New or Remodel**
  - \$19.0-\$22.2 Million



# Key Elements of Modern Police Facilities Program

## Functions of a Modern Police Department

- **Police**
  - Patrol
  - Detective
  - Motor Officer
  - Task Force-SWAT/HNT/PRVNT participation
- **Dispatch Center**
  - Communications Center
  - Front Desk Receptionist
  - Records Department
  - Property/Evidence Technicians
  - Administrative Assistance
- **Parking Enforcement**
  - Patrol
  - Data Entry
  - Citation processing
- **Animal Services**
  - Patrol
  - Storage/Releasing
  - Data Entry
- **Emergency Operations**
  - Emergency response
  - Event Coordination
  - Volunteers- CERT/VIP's



# Key Elements of Modern Police Facilities Program

## Specific Police Department Needs

- **ADA Accessibility**
  - Parking and Building
  - Public Restroom
- **Dispatch Center**
  - Capabilities to handle multiple computers, monitors, and 911 equipment.
  - Front Counter Reception
- **Property & Evidence Storage**
  - Ventilation
  - Biohazard
  - Drying capabilities
  - Security systems
- **Interview Rooms**
  - Security
  - Video Recording
  - Rooms for Victims, Suspects, Juveniles
- **Holding & Booking Facilities**
  - Building Security (Interior & Exterior)
  - Cameras
  - Legal Restraints in holding areas
  - Soundproofing
- **Training Area (Firing Range)**



# Key Elements of Modern Police Facilities Program

## Specific Police Department Needs

- **Storage and Flexibility**
  - Room to grow and flexibility to change
  - Locker rooms & Changing areas
  - Equipment Storage
  - Room for Staff-Offices/Workstations
- **Animal Care Facility**
  - Storage of Live Animals
  - Storage of Deceased Animals
- **Site Security**
  - Secure facility
  - Cameras/Prox Card Entry
  - Bullet Proof Windows, Doors, Walls (Lobby)
  - Secure Parking facilities
- **Independent Power Source**
  - Generator/Battery



# AD Hoc Committee Recommendation 1

## Scope of Police Facility

### Police Program Scope:

- Abandon prior Remodel Concept as inadequate
- Provide a Facility Program that meets current Community needs and modern PD Standards
- Provide a facility with flexibility to meet future needs and requirements.



# Option 1: Move to Vista Lobos

## Pros:

- Ample room for parking & improvements
- easy to build a secure site
- **Would not displace PD or Public Works during construction (2 years +)**

## Cons:

- Loss of PERIPHERAL public parking,
- Impacts Housing Element site (42 units)
- Possible GP/Zoning update
- Higher CEQA threshold – intensify use





# Option 2: Raze current site and rebuild

## Pros:

- No loss of peripheral public parking
- Most likely ample room for parking & improvements
- Easy to build a secure site
- Little environmental impact (General Plan, zoning, CEQA)

## Cons:

- **Would displace PD and Public Works during construction (2 years +)**
- Loss of PERIPHERAL public parking,
- Impacts Housing Element site (42 units)
- Possible GP/Zoning update
- Higher CEQA threshold – intensify use



# Option 3: Renovate current site

## Pros:

- No loss of PERIPHERAL public parking
- Little environmental impact (General Plan, zoning, CEQA)

## Cons:

- **Would displace PD and/or Public Works during construction (2 years +)**
- Messier to meet requirements – could prove to be inadequate
- More difficult to build a secure site
- Very parking constrained
- Difficult to expand footprint – will need to go up and/or into the plaza



# Option 4: Move to Sunset Center Lot

Based on preliminary discussions, Sunset Center is not being investigated further at this point, but could be considered if necessary.



# Financial Implications

The City Council appropriated \$3,239,000 in Fiscal Year 2023/24 for this Capital Improvement Project. The current unencumbered balance is \$2,639,980.

## Expended so far (\$599,020)

- Indigo/Hammond & Playle Architects = \$300,000
- 4Leaf Project Management = \$129,780
- Electrical Panels repairs = \$54,000
- Dispatch Room essential renovation = \$16,000
- Electrical Repairs in Dispatch = \$41,360
- Security System repairs = \$28,730
- IT Cabling repairs = \$20,650
- Steel Fire Doors repairs = \$5,000
- Roof leaks repairs = \$3,500



# Financial Implications

The cost of a new Police Facility with required program spaces that meets current and future community needs will be in the order of \$20M+. Concept design will provide a more refined cost estimate.

The replacement of the existing building systems and code upgrades will cost in the order of \$10M+. There will potentially be additional facility program costs depending on future use of the facility. Concept design will provide a more refined cost estimate.



# Project Phases and Tasks

## Phase 1- Only Phase approved at this time

- Task I- Assess the building's condition and identify required maintenance and improvements for any City occupancy (safety, handicap access and current codes) and budget level cost
- Task II- Define required and best practice programmatic and spatial needs for continued use as a Police Department and potential spillover impacts into the Public Works Department areas and budget level cost estimates

WE ARE HERE

- **Task III- Prepare conceptual plans for a remodel option and/or a new building option, along with budget level cost estimates**
- Task IV- Final report containing recommended action plans, schedules and budget estimate to assist City Council decision making

## Phase 2-Not in Contract due to unknown scope



# Moving Forward

The Ad-hoc committee believes that the council should take the following three actions to begin to move forward on Task III, which is:

“Prepare conceptual plans for a remodel option and/or a new building option, along with budget level cost estimates”



# Moving Forward

## 3 Actions for Task III:

1. Adopt a policy decision that the project's priority is to maximize the capability of the Police Department to meet current and future needs, keeping in mind that cost is a major factor





# Moving Forward

## 2. Council decision on which project alternatives and “schematic designs” to pursue

- The Ad-Hoc’s recommendation:
  - Build at Vista Lobos while the PD remained on Junipero
  - Relocate PD once the new building was completed
  - Raze or reprogram the current PD/Public Works building to accommodate Public Works and Housing (or another alternative; TBD)
- Other alternatives:
  - Temporarily relocate PD and Public Works while renovating the current building
  - Temporarily relocate the PD and Public Works while razing and rebuilding the current building
- In all cases, programming the future use of the PD Plaza (including Public Works) is part of this process (Additional uses: housing, city staff, etc.)



# Moving Forward

3. Direct staff to initiate development of a financing strategy to fund a potential total project of \$30+ million.



# Carmel Police Building Project

## Questions (and Answers) and Comments

- Is there any correlation between the aging police station and any rise in crime? If not, what's the problem???
- What is the city's current debt obligation and funding requirements?