



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

Mayor Dale Byrne, Councilmembers Jeff Baron, Hans Buder, Bob Delves, and Alissandra Dramov  
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 Tuesday, January 7, 2025 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/87923135197> Webinar ID: 879 2313 5197  
Passcode: 093953 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.

#### 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.

#### ORDERS OF BUSINESS

Orders of Business are agenda items that require City Council, Board or Commission discussion, debate, direction

**to staff, and/or action.**

1. Appointment of Mayor Pro Tempore for 2025
2. Discussion on Council Appointments to Ad Hoc Committees and potential appointments
3. Resolution 2025-01 confirming Councilmember appointments to outside agencies for 2025
4. Fiscal Year 2024-2025 Mid-Year Budget Report and Resolution 2025-02 Approving FY 2024-2025 Adopted Budget Amendments
5. Receive a Status Report on the Police Building Renovation Project, review the Conceptual Design for renovating and expanding the Police and Public Works building on the existing site, and provide direction to staff

## **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

January 7, 2025  
ORDERS OF BUSINESS

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

**SUBMITTED BY:** Nova Romero, City Clerk

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

**SUBJECT:** Appointment of Mayor Pro Tempore for 2025

## RECOMMENDATION:

That the Mayor appoint a member of City Council as the Mayor Pro Tempore for the 2025 calendar year.

## BACKGROUND/SUMMARY:

The process of appointing the Mayor Pro Tempore is outlined in City Council Policy C89-02, "City Council Rules and Procedures". The process is as follows:

The Mayor Pro Tempore is appointed by the Mayor in December or at the first meeting after the City Council is seated following an election. This appointment is announced by the Mayor, but does not need to be ratified by the City Council. In the absence of the Mayor, the Mayor Pro Tempore shall chair the City Council meetings and may attend social/quasi-governmental functions on behalf of the City.

## FISCAL IMPACT:

None

## PRIOR CITY COUNCIL ACTION:

None for this action

## ATTACHMENTS:



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

January 7, 2025  
ORDERS OF BUSINESS

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

**SUBMITTED BY:** Nova Romero, City Clerk

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

**SUBJECT:** Discussion on Council Appointments to Ad Hoc Committees and potential appointments

## RECOMMENDATION:

Council discussion on appointments to Ad Hoc Committees and provide direction on potential appointments.

## BACKGROUND/SUMMARY:

The City Council will review and discuss the current list of ad hoc committees, and provide direction on which ad hoc committees will remain and appoint members as necessary.

Below is a list of the current ad hoc committees and their appointed members:

1. **Ambulance and Fire Services Ad Hoc** - Richards, Baron
2. **Police Building Renovation Ad Hoc** - Potter, Baron
3. **Housing Ad Hoc** - Richards, Ferlito
4. **Outdoor Wine Tasting Ad Hoc** - Potter, Baron
5. **Flanders Mansion Ad Hoc** - Potter, Dramov
6. **Underground Utility Ad Hoc/Rule 20A Funds** - Dramov, Baron
7. **Board and Commission Training Ad Hoc** - City Attorney, City Clerk (no members of Council)
8. **Street Addresses Ad Hoc** - Ferlito
9. **Flock Cameras** - Richards, Dramov
10. **Mills Act Policy** - Richards, Baron

Recommended Action:

Council will discuss the list of current ad hoc committees and advise which ad hoc committees will continue at this time or be dissolved, and for those ad hoc committees that will continue, the Mayor will make appointments.

**FISCAL IMPACT:**

None for this item

**PRIOR CITY COUNCIL ACTION:**

None for this item

**ATTACHMENTS:**



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

January 7, 2025  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Nova Romero, City Clerk
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Resolution 2025-01 confirming Councilmember appointments to outside agencies for 2025

## RECOMMENDATION:

Adopt Resolution 2025-01 confirming Councilmember appointments to various outside agencies for 2025.

## BACKGROUND/SUMMARY:

In addition to their duties on the City Council, Council Members serve as the City's representatives to various outside agencies.

At the beginning of each year it is appropriate to appoint or reappoint Council Members to the following outside agency Boards and Commissions:

- **Association of Monterey Bay Area Governments (AMBAG)** - AMBAG governed by a twenty-four member Board of Directors comprised of elected officials from each City and County within the region. Elected officials from 18 cities and two supervisors from each county make up the AMBAG Board. The AMBAG region includes Monterey, San Benito and Santa Cruz County. AMBAG serves as both a federally designated Metropolitan Planning Organization (MPO) and Council of Governments (COG).
- **Central Coast Community Energy (3CE) Policy Board of Directors** - Policy Board Directors must be elected members of the Board of Supervisors or City Council of the municipality. Seats rotate per MOU between Pacific Grove, Carmel-by-the-Sea, and Monterey. For the two-year term 1/2025-12/2026, Monterey holds primary representative seat and Carmel-by-the-Sea holds the alternate seat on this board.
- **Community Human Services Board of Directors** - Community Human Services is a 501c(3) nonprofit and Joint Powers Authority (JPA) with a governing board of representatives from 15 cities and school districts in Monterey County. JPA members include: City of Carmel, City of Del Rey Oaks, City of Marina, City of Monterey, City of Pacific Grove, City of Salinas, City of Sand City, City of

Seaside, Carmel Unified School District, Monterey Peninsula Unified School District, Pacific Grove Unified School District, Monterey Peninsula Community College District, North Monterey County Unified School District, Monterey County Office of Education, and Santa Rita Union School District.

- **Illegal Dumping and Litter Abatement Task Force** - The Illegal Dumping and Litter Abatement Task Force (IDLATF) is a working group with members from local city and county governments, solid waste haulers and landfill operators, law enforcement, business leaders in agriculture, members of the community, as well as private landowners and ranchers, whose only focus is to reduce illegal dumping in Monterey County. The Monterey County Health Department, Environmental Health Bureau is chair of the IDLATF and meetings are held monthly.
- **Monterey Regional Taxi Authority (MRTA)** - Meets once per year. Administered by MST.
- **Monterey Salinas Transit (MST) Board of Directors** - The MST board of directors is comprised of a representative from each member jurisdiction, which governs the agency and appoints the general manager. Current members of the district are the Cities of Carmel, Del Rey Oaks, Gonzales, Greenfield, King City, Marina, Monterey, Pacific Grove, Salinas, Sand City, Seaside, Soledad and the County of Monterey.
- **ReGen Monterey (Formerly Monterey Regional Waste Management District) Board of Directors** - The nine-member ReGen Monterey Board of Directors includes a representative from each of the jurisdictions within its district boundaries, including Monterey, Pacific Grove, Carmel-by-the-Sea, Marina, Sand City, Del Rey Oaks and Seaside, Monterey County District 4, and the Pebble Beach Community Services District. Board members are appointed by their individual jurisdictions for four-year terms.
- **Transportation Agency of Monterey County (TAMC) Board of Directors** - The Transportation Agency for Monterey County's Board of Directors is composed of each of the five members of the Monterey County Board of Supervisors, or his or her individually designated alternate, and one member appointed from each incorporated city within Monterey County or his or her designated alternate.
- **Tor House Foundation** - The Robinson Jeffers Tor House Foundation, affiliated with the National Trust for Historic Preservation, is a nonprofit organization of volunteer members established in 1978 to acquire, maintain and provide for public access to Tor House, Hawk Tower and the surrounding gardens.

City Administrator Chip Rerig serves the City representative to the Carmel Unified School District, and Visit Carmel

#### **FISCAL IMPACT:**

None for this action.

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

The City Council routinely appoints members to outside agencies by Resolution at the beginning of each year or as necessary.

#### **ATTACHMENTS:**

Attachment 1) Resolution 2025-01



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

**RESOLUTION NO. 2025-01**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
CONFIRMING COUNCILMEMBER APPOINTMENTS TO VARIOUS OUTSIDE AGENCIES FOR  
2025**

WHEREAS, in addition to their duties on the City Council, Councilmembers serve as the City's representatives to outside agencies; and

WHEREAS, following a General Municipal Election it is appropriate to appoint or reappoint Councilmembers to these outside agency Boards and Committees; and

WHEREAS, the list of outside agency appointments for 2025 is included as Exhibit A.

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

Appoint Carmel-by-the-Sea City Councilmembers to represent the City as primary and alternate members of various outside agencies for 2025 as listed in Exhibit A of this Resolution.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA  
this 7th day of January, 2025, by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne  
Mayor

\_\_\_\_\_  
Nova Romero, MMC  
City Clerk

## EXHIBIT A

<b>2025 Representatives to Outside Agencies</b>			
<b>Outside Agencies Appointed by City Council</b>	<b>Primary Member</b>	<b>Alternate Member (if applicable)</b>	<b>Meeting Date/Time of each Month</b>
<b>Association of Monterey Bay Area Governments (AMBAG) Board of Directors</b>	<b>Buder</b>	<b>Dramov</b>	2nd Wednesday 6:00 p.m.
<b>Central Coast Community Energy (3CE) Policy Board of Directors</b> <i>(Seats rotate per MOU between PG, Carmel, and Monterey. For 2025-2026, Monterey holds primary seat, and Carmel holds the alternate seat)</i>	(N/A – City of Monterey holds this seat)	<b>Baron</b>	4x/year and as scheduled, usually 1:30 p.m.
<b>Community Human Services Board of Directors</b>	<b>Baron</b>	No alternate for this board	3 <sup>rd</sup> Thursday 11 a.m. – 1 p.m.
<b>Illegal Dumping and Litter Abatement Task Force</b> <i>(Monterey County Health Department Administers)</i>	<b>Byrne</b>	<b>Dramov</b>	As scheduled
<b>Monterey Regional Taxi Authority (MRTA) Board of Directors</b> (MST Adminsters)	<b>Baron</b>	<b>Buder</b>	1x/year
<b>Monterey Salinas Transit (MST) Board of Directors</b>	<b>Baron</b>	<b>Buder</b>	2 <sup>nd</sup> Monday 10:00 a.m.
<b>ReGen Monterey Board of Directors</b> <i>(Formerly Monterey Regional Waste Mgmt. District) (term ends 12/2026)</i>	<b>Byrne</b>	No alternate for this board	3 <sup>rd</sup> Friday 9:00 a.m.
<b>Transportation Agency of Monterey County (TAMC) Board of Directors</b> <i>(2 year term ends 12/2025)</i>	<b>Byrne</b>	<b>Baron</b>	4 <sup>th</sup> Wednesday or as sched. 9:00 a.m.
<b>Tor House Foundation</b>	<b>Dramov</b>	<b>Byrne</b>	As scheduled
<b>Carmel Unified School District City Representative</b>	<b>Rerig</b>	<b>Byrne</b>	As scheduled
<b>Visit Carmel City Representative</b>	<b>Rerig</b>	No alternate for this board	2 <sup>nd</sup> Thursday at 2:30 p.m.



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

January 7, 2025  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Jayne Fields, Finance Manager
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Fiscal Year 2024-2025 Mid-Year Budget Report and Resolution 2025-02 Approving FY 2024-2025 Adopted Budget Amendments

## RECOMMENDATION:

Receive the Fiscal Year 2024-2025 Mid-Year Budget Report and Adopt Resolution 2025-02 Approving FY 2024-2025 Adopted Budget Amendments.

## BACKGROUND/SUMMARY:

The purpose of this agenda item is to provide an update regarding the Fiscal Year 2024-2025 budget based upon the revenues received and expenses incurred through the first five months of the fiscal year (July 1 – November 30, 2024). In addition, staff recommends Council approve budget amendments.

### Revenue

The City's three major sources of revenue are property taxes, sales and use taxes, and transient occupancy taxes. The City received its first tranche of property taxes in December 2024. Property taxes received to date total \$5.2 million, which is 60% of the total budgeted property tax revenue. The State remits sales and use taxes on a quarterly basis. The State sales taxes received to date include receipts for the July – September quarter plus an advance for the October – December quarter. The remaining quarterly balance will be received in February 2024. The \$1.6 million received in State Sales Tax thus far aligns with budget projections. Measure C local sales tax of approximately \$2.7 million also aligns with budget projections thus far, with receipts for November and December to be received in January and February 2025 respectively. Transient occupancy tax (TOT) revenue of approximately \$4.2 million is currently outpacing its budget target as the revenue to date reflects remittance from the reporting periods of July and October 2024. Revenue from Charges for Services totals approximately \$1.1 million (44% of the budget) while Other Revenue (which includes Business License Renewals) totals approximately \$2.3 million, or 78% of budget. Both revenues align with budget projections.

A summary of revenues to date is as follows:

Revenue Category	FY 24-25 Adopted Budget	Jul - Nov Receipts	Percent Received	Percent Received prior FY Jul-Dec
Property Taxes*	8,634,384	5,176,750	60%	57%
State Sales & Use Tax	3,738,511	1,590,926	43%	34%
Local Sales Tax - Measure C	6,045,063	2,685,321	44%	36%
Transient Occupancy Taxes	7,543,234	4,238,029	56%	53%
Charge for Services	2,550,029	1,134,161	44%	63%
Other	2,920,028	2,279,031	78%	55%
<b>Total</b>	<b>31,431,249</b>	<b>17,104,218</b>	<b>54%</b>	<b>50%</b>

\* July - Dec Receipts

## Expenditures

The City's largest expenditure category is salaries and benefits, which account for 37% of the Fiscal Year 2024-2025 Adopted Budget. For the period of July through November, the salaries and benefits expenditures, inclusive of the annual Worker's Compensation insurance premium, total \$5.3 million. These expenditures represent 33% of the total budgeted salaries and benefits expense and generally align with budget projections (see discussion of overtime below). Services and supplies expenditures total \$5.2 million, or 42% of the budget. The City paid the annual unfunded pension liability (UAL) payment of approximately \$2.4 million in July and will be making the \$1 million payment to the Section 115 trust in March 2025. Debt service principal payments have all been executed for Fiscal Year 2024-2025. Capital expenses currently reflect spending on 23 active projects, including the Sunset Center window and City Hall roof replacements, Stream/Drainage Improvements, Police Building project analysis, and the San Antonio walkway rebuild. An additional \$1.2 million is currently encumbered within Capital Outlay and the remaining budget is available for adopted CIP projects. Worker Comp claims expenditures are below budgeted expenditures.

A summary of expenditures to date is as follows:

Expense Category	FY 24-25 Amended Budget	July-Nov 2024	Percent Expended	Percent Expended prior FY Jul-Nov
Salaries/Benefits	15,958,392	5,330,623	33%	33%
Services/Supplies	12,465,001	5,216,393	42%	36%
Pension	2,375,351	2,298,486	97%	100%
Debt Service	519,100	445,784	86%	85%
Capital Outlay	12,184,000	1,081,242	9%	10%
<b>Total</b>	<b>43,501,844</b>	<b>14,372,528</b>	<b>33%</b>	<b>31%</b>

## Budget Adjustments

## Revenue

*Ambulance Services (-\$177,000):* Based on current ambulance operations, the budget for ambulance services revenues is overstated and should be reduced.

*Planning & Building Permits (-\$203,000 total):* Based on permit activity year-to-date, the budget for permit revenue for the fiscal year is overstated and should be reduced.

*Traffic Safety Violations (\$64,000):* Based on year to date activity, the budget for traffic safety violations is understated and should be increased.

*Interest & Investment Earnings (\$122,000):* Based on year to date activity, the budget for interest income is understated and should be increased.

## Expenses

*Ambulance (\$167,480):* Additional funds are needed for Overtime and Vehicle Maintenance costs. Overtime costs are forecast to exceed budget as staffing shortages are covered with overtime hours, and vehicle maintenance costs have escalated as the old Ambulance continues to require repairs while the City waits for its replacement (current scheduled to be received in the fall).

*Fire (\$86,600):* Additional funds are needed for Vehicle Maintenance costs and to reimburse the City of Monterey for fire services and a Jaws of Life purchased for the fire engine.

*Police (\$268,000):* Additional funds are needed for Overtime and Vehicle Maintenance costs. Overtime costs have exceeded budget and are forecast to continue to do so as vacant positions are filled but will continue to require training. Likewise training and contract services costs are exceeding budget as a number of new recruits are brought on-line in the next few months. Finally, Vehicle costs are exceeding budget.

*Non-Departmental (\$55,000):* An increase in the budget for utilities costs is needed in order to fund projected budget shortfalls.

*PERS UAL (-\$75,865):* A decrease in the budget for payment of the unfunded pension liability is due to the City realizing savings over the budgeted amount.

## Capital Outlay

*Sunset Center Retaining Wall Project (\$400,000):* Based on the condition of the wall, it is recommended that the City Council consider adding this project to the current year's project list.

*Sunset Center Elevator Modernization (\$50,000):* The elevator system at the Sunset Center is a significant aging asset. This project will utilize experts who originally built the elevators in order to determine how best to repair or replace this asset in the safest and most cost effective way.

## **FISCAL IMPACT:**

Tax revenues through the November/December timeframe are generally running ahead of budgeted to-date amounts. Based on the gains realized, the City anticipates that it will have adequate funds available to meet

the above \$194,000 revenue, \$501,215 expense and \$450,000 Capital outlay needs. As a result, there is no net change to the Fiscal Year 2024-2025 budget for operational needs.

In addition, the CIP fund balance, estimated at \$10,745,000, is available to fund further investment in CIP projects.

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

Council adopted the Fiscal Year 2024-2025 Budget on June 4, 2024 (Resolution 2024-047).

#### **ATTACHMENTS:**

- 1) Resolution 2025-02
- 2) Exhibit A

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

**RESOLUTION NO. 2025-02**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA RECEIVING THE FISCAL YEAR 2024-25 MID-YEAR BUDGET REPORT AND APPROVING BUDGET AMENDMENTS TO THE FISCAL YEAR 2024-2025 ADOPTED BUDGET**

WHEREAS, the City Council adopted Resolution No. 2024-047 approving the Fiscal Year 2024-2025 annual operating and capital budget on June 4, 2024; and

WHEREAS, the Mid-Year Budget report provides an update regarding revenue and expenditure trends and whether fiscal performance to date aligns with budget assumption; and

WHEREAS, after review of expenditures and revenues as of December 31, 2024; and

WHEREAS, the City requires additional appropriations to increase the budget for the use of contracted services, unanticipated expenses, and unanticipated revenue; and

WHEREAS, the Carmel Municipal Code Section 3.06.030 requires Council to approve all transfers of appropriations between departments.

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

Approve budget amendments to Fiscal Year 2024-2025 Budget as shown in the attached Exhibit A.

**PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARMEL-BY-THE-SEA this 7th day of January 2025, by the following roll call vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

ATTEST:

\_\_\_\_\_  
Dale Byrne, Mayor

\_\_\_\_\_  
Nova Romero, MMC, City Clerk

<b>General Ledger Account and Description</b>	<b>Purpose</b>	<b>FY 2024/25 Amended Budget</b>	<b>Adjustment Amount</b>	<b>FY 2024/25 Adjusted Budget</b>
101-118-00-41006 Ambulance : Overtime - Safety	Increase for overtime.	\$140,000	\$142,480	\$282,480
101-118-00-42203 Ambulance : Vehicle Maintenance	Increased vehicle repair costs.	\$37,000	\$25,000	\$62,000
101-117-00-42001 Fire : Contract Services	Increase for Monterey Fire Services True-up payment variance.	\$3,346,924	\$36,000	\$3,382,924
101-117-00-42203 Fire : Vehicle Maintenance	Increased vehicle repair costs.	\$40,000	\$35,000	\$75,000
101-117-00-42104 Fire : Machinery and equipment	Increase for Jaws of Life for Fire engine.	\$27,500	\$15,600	\$43,100
101-116-00-41006 Police : Overtime -Safety	Increase for overtime.	\$205,000	\$190,000	\$395,000
101-116-00-42203 Police : Vehicle Maintenance	Increased vehicle repair costs.	\$53,000	\$40,000	\$93,000
101-116-00-42301 Police : Training & Education	Increase for training of new positions.	\$28,000	\$8,000	\$36,000
101-116-00-42001 Police : Contract Services	Increase for additional background services.	\$388,555	\$20,000	\$408,555
101-116-00-42415 Police : Other Expenditures	Increase for office furniture to support new positions.	\$19,800	\$5,000	\$24,800
503-513-00-43005 Police : Vehicles & Fire Trucks	Increased vehicle repair costs.	\$240,000	\$5,000	\$245,000
101-130-00-42505 Non-Departmental : Utilities	Increased utilities costs.	\$269,500	\$55,000	\$324,500
101-000-00-36226 Charges for Services: Ambulance Services	Decrease in ambulance billing receipts.	\$824,043	\$177,000	\$647,043
101-000-00-36301 Charges for Services: Planning Permits	Decrease in Planning receipts.	\$353,747	\$115,000	\$238,747
101-000-00-36401 Charges for Services: Building Permits	Decrease in Building receipts.	\$635,558	\$88,000	\$547,558



<b>General Ledger Account and Description</b>	<b>Purpose</b>	<b>FY 2024/25 Amended Budget</b>	<b>Adjustment Amount</b>	<b>FY 2024/25 Adjusted Budget</b>
101-000-00-36214 Charges for Services: Traffic Safety Citations	Increase in Traffic Safety ticket collections.	\$36,093	\$64,000	\$100,093
101-000-00-37001 Other: Interest & Investment Earnings	Increase in investment income.	\$28,892	\$122,000	\$150,892
101-130-00-42503 Non-Departmental: PERS UAL	Decrease for budgeted savings.	\$2,375,351	\$75,865	\$2,299,486
301-311-00-43008 Capital Outlay: CIP - Sunset Center Retaining Walls Project	Increase for new proposed project.	\$11,614,000	\$400,000	\$12,014,000
301-311-00-43008 Capital Outlay: CIP - Sunset Center Elevator Modernization	Increase for emergency repairs.	\$11,614,000	\$50,000	\$11,664,000
Tax Revenue	Increased realization.	\$31,431,249	\$1,145,215	\$32,576,464



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

January 7, 2025  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Paul Tomasi, Chief of Police & Public Safety Director
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Receive a Status Report on the Police Building Renovation Project, review the Conceptual Design for renovating and expanding the Police and Public Works building on the existing site, and provide direction to staff

## RECOMMENDATION:

Receive a Status Report on the Police Building Renovation Project, review the Conceptual Design for renovating and expanding the Police and Public Works building on the existing site, and provide direction to staff.

## BACKGROUND/SUMMARY:

### Executive Summary:

In July 2024, the Ad Hoc Committee asked the full Council for direction on preparing a Design Concept for the Police Building Renovation Project, to either:

- 1) Evaluate a new Police Station on an alternate site,
- 2) Demolish the existing Police/Public Works building on the existing site and rebuild, and/or
- 3) Maintain the "bones" of the existing building, and renovate and expand on the existing site

Following deliberation and public comments, Council provided direction to pursue only Option #3. Since that time, the Ad Hoc Committee and staff have worked with the City's architect, Indigo, to produce a schematic Design Concept, based on the programming needs of the Police Department, and a high-level estimate of project costs.

The purpose of this Agenda Item is to present Council with the results of the "homework assignment" given to the Police Building Ad Hoc Committee and staff at the July meeting. Following receipt of this presentation, Council is asked to provide comments, questions, and any desired added direction for how to proceed with the Project.

### Background:

The current building that houses the Police and Public Works Departments was designed and constructed in the mid-1960s and has been occupied since 1968. No significant renovations or upgrade projects have been undertaken since its original occupancy.

Over the last seven years, several prior projects were generated with limited funding to improve only portions of the Police station. Other than minor improvements, no major repairs or upgrades were designed. More importantly, none of these past projects adequately addressed all essential repairs and improvements required to meet officer safety, building safety, current Police standards, or current Building Code requirements. Additionally, past City Council guidance was to focus on the needs of the Police Department component of the building to minimize costs and defer needed repairs on the Public Works portion of the building.

In June 2023, the Council awarded a Professional Service Agreement (PSA) to Indigo Architects, in the amount of \$300,000, to perform a building condition assessment, develop space programming needs for the Police Department, and generate schematic designs. Their work started with an evaluation of the existing building and all its component systems. The analysis showed that because of the lack of prior investment and periodic updating to meet new codes, the current building and its power, ventilation, heating, plumbing, roof integrity, structural bracing, IT, and other building systems do not meet current codes and are at the end of their useful lives. Additionally, it was clear from the condition analysis that the building and system renovations are required for the whole building, including the Public Works segment of the building. It was also evident that even if the Police Department were to be relocated to a new site, a large investment would still be required to upgrade and repair the current building to acceptable safety standards for occupancy by any department. The order of magnitude cost of a new Police station and renovation of the existing facility was estimated at over \$30 million.

In January 2024, Council received a report from the Ad Hoc Committee and staff regarding the condition of the current building and the space programming needs of the Police Department. The discussion included a concept to explore building a new Police Station on an alternate site, such as at Vista Lobos. Based on public comments, additional public listening sessions were subsequently held by the Ad Hoc Committee over the first half of 2024.

The July 2024 Council meeting was the culmination of six months of Ad Hoc Committee public meetings/listening sessions to provide information on Police needs, building conditions, and potential siting options for a new or renovated Police station. The staff report from the July meeting is included as **Attachment 1**. After receiving the Ad Hoc Committee recommendations and further public comments, Council directed staff to do the following:

- Abandon the idea of building a new Police station at another site
- Abandon the idea of demolishing the existing Police/Public Works Building on the existing site and build a completely new facility
- Maximize the use of the existing building and site to accommodate all current required Police programs as a priority, and accommodate Public Works programs to the extent that space is available
- Identify Public Works functions that cannot be accommodated on site
- Consider program growth potential to provide 50-year building functionality

The Council direction resulted in a substantial change in the original scope of work to be provided by the architect. While the firm did not have to prepare a Design Concept for a new Police facility on a unknown site, for which we have received a credit, they were required to expand the scope of improvements on the current site to accommodate Public Works functions, develop a concept plan for a satellite Corporation Yard at a site to be determined, and develop construction phasing plan that minimize swing space needs.

Indigo and staff have now completed the City Council directive and will report on the results at the January 7, 2025, meeting. The result of this effort is a preliminary Design Concept that lays out key operational/functional requirements and needed adjacencies. However, these floor plans and building mass diagrams do not show the style or architectural character of the buildings. All the other design disciplines, including structural, electrical, and mechanical engineering still need to complete their initial designs to develop complete floor plans, prepare a budget level construction cost estimate, and provide meaningful value engineering opportunities.

The Concept Design floor plans and mass diagrams for the proposed building are enclosed as **Attachment 2**. These plans will be presented by Chief Tomasi at the meeting. These plans demonstrate that all the Police programs and a large portion of the Public Works programs can be housed on the existing site if the building envelope is expanded. Indigo developed these plans in such a way as to minimize the impact on the residents adjacent to the proposed expanded facility. Also attached are conceptual plans for a notional Public Works equipment yard and storage space to house the overflow programs.

In addition, Indigo developed a very ingenious construction phasing plan that is designed to minimize the cost of providing swing space that would be abandoned after occupying the rebuilt facility. All of the above noted plans are available on the City website at: Police Building Project - City of Carmel

With Council's direction to proceed on with the Project as currently planned, the Council will need to approve an Amendment to the PSA with Indigo to allow them to complete the preliminary design work necessary to provide good answers to the questions that the City and public will have. The Amendment will tentatively be on City Council agenda in February.

#### **FISCAL IMPACT:**

There is no fiscal impact to receiving this Status Report.

In June 2023, Council awarded a PSA with Indigo Architects, in the amount of \$300,000, to perform a building condition assessment, develop space programming needs for the Police Department, and generate a schematic design. As noted in the report above, only one Design Concept was prepared to renovate and expand the building on the existing site, but this credit was offset by preparing a Design Concept that included the Public Works portion of the building, a Public Works satellite Yard concept, and construction phasing plans that minimize swing space needs. These funds have now been expended. An Amendment to the PSA has been developed with Indigo and is anticipated to be presented to Council at the February meeting.

The total project cost to accommodate Police and Public Works in the renovated facilities that are needed to meet required Police functional needs, current Building Codes, and public safety requirements, and that will serve the community for the next 50 years is anticipated to be in excess of \$30 million. It is premature to develop a more precise cost estimate at this very early stage of a Design Concept. Strategies for financing this obligation have not yet been developed pending completion of the initial design phase and more refined budget estimates, and most importantly, direction from the City Council.

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

In December 2022, the City Council appointed an Ad Hoc Committee to guide the development of the Police Building Project. In June 2023, Council awarded a PSA with Indigo Architects to perform a building condition assessment, develop space programming needs for the Police Department, and generate a schematic design concept.

In January 2024, Council received a report from the Ad Hoc Committee and staff regarding the condition of the current building and the space programming needs of the Police Department. The discussion included

a concept to explore building a new Police Station on an alternate site, such as at Vista Lobos. Based on public comments, additional public listening sessions were subsequently held by the Ad Hoc Committee over the first half of 2024.

In July 2024, Council received a report from the Ad Hoc Committee and staff with recommendations that the architect proceed with three design concepts: 1) Evaluate a new Police Station on an alternate site, 2) Completely demolish the existing Police/Public Works Building on the existing site and rebuild, and 3) Maintain the “bones” of the existing building, and renovate and expand on the existing site. Council directed staff to pursue Option 3 and focus on the current site to facilitate all Police programs and as much of the Public Works programs as feasible.

## **ATTACHMENTS:**

Attachment #1 - July 9, 2024 Council Report Police Building Project

Attachment #2 - Police and Public Works Building Design Concept, Initial Renderings, and Phasing Plan



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

July 9, 2024  
ORDERS OF BUSINESS

<b>TO:</b>	Honorable Mayor and City Council Members
<b>SUBMITTED BY:</b>	Chip Rerig, City Administrator
<b>APPROVED BY:</b>	Chip Rerig, City Administrator
<b>SUBJECT:</b>	Receive a report from the Police Building Ad Hoc Committee, and provide direction on authorizing Indigo/Hammond+Playle Architects to proceed with schematic design concepts for the Police Building Project.

**RECOMMENDATION:**

Receive a report from the Police Building Ad Hoc Committee, and provide direction on authorizing Indigo/Hammond+Playle Architects to proceed with schematic design concepts for the Police Building Project.

**BACKGROUND/SUMMARY:**

In December 2022, the Police Department Ad Hoc Committee was developed to reengage the Police Building Project that had previously been adopted as a Capital Improvement project in 2017, and subsequently placed on hold in 2020 due to the Coronavirus Pandemic.

In June 2023, Council awarded a professional Services Agreement with Indigo/ Hammond+Playle Architects (Indigo) for \$300,000 to provide the following services:

1. Condition assessment report
2. Space programming report
3. Two design schematics
4. Final Report with cost estimates and schedules

In January 2024, after multiple meetings, the Ad Hoc Committee presented the results of the building condition assessment, the Police Department programming effort, and recommended next steps to the City Council at a public meeting. At this meeting a decision was made by Council to halt the project until there was more information provided to the public and the public had sufficient opportunity to review project needs and justification.

Over the last 6 months, the Ad Hoc committee has held multiple public listening sessions, conducted three public tours of the existing facility and one tour of the new Salinas Police Facility. The Ad Hoc Committee and the participants in the community meetings agree that the time has come for the City Council to make a decision and remobilize the project development effort.

Following the most recent public listening session on June 6th, the Ad Hoc Committee is unified in their desire to move a project forward to improve the Police Building. However, the two members are currently split in their recommended approach for how to move the project forward. Taking into consideration the Ad Hoc Committee's recommendation(s) below, the full Council should provide direction to staff regarding the next steps in the Police Building Project. Specifically, Council is being asked whether to authorize Indigo/Hammond+Playle to proceed in one of two directions:

1. Focus efforts on the current building only, and prepare schematic design concepts for the Police Building Project Options #1 & #2 (both at existing site), or;
2. Prepare a schematic design concept for Police Building Project Option #3 (Vista Lobos) in addition to either one or both of Police Building Project Options #1 & #2.

Here is a summary of each Police Building Project Option:

**Option #1:** Rehabilitate and expand the existing building on-site to accommodate the pragmatic functions of a contemporary police building.

**Option #2:** Demolish and rebuild the existing Police Building including the space used by Public Works and rebuild a structure that can meet the needs of a contemporary police facility and accommodate the Public Works Department.

**Option #3:** Explore the feasibility of building a police facility on a new site. Including this option would provide an additional cost analysis for comparison of the three options and help in the consideration of a final project.

All three options were presented as staff recommendations to the Council in the January 8, 2024 Council Meeting.

The Ad Hoc Committee members will be prepared to discuss considerations related to both approaches with the full Council.

**FISCAL IMPACT:**

Council appropriated \$3,239,000 in Fiscal Year 2023/24 for this Capital Improvement Project. The current unencumbered balance is approximately \$2,600,000.

Approximately \$599,020 has been expended or encumbered as follows:

- Indigo/Hammond & Playle Architects = \$300,000
- 4Leaf Project Management = \$129,780
- Electrical Panel 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

*Additional Schematic Design Cost*

The current contract with Indigo/Hammond+Playle includes two (2) schematic designs to be produced, at the cost of \$50,000 each. This cost would stay the same regardless of which two schematic designs are produced. If Council wishes to have a third schematic design produced, the additional cost would be \$50,000.

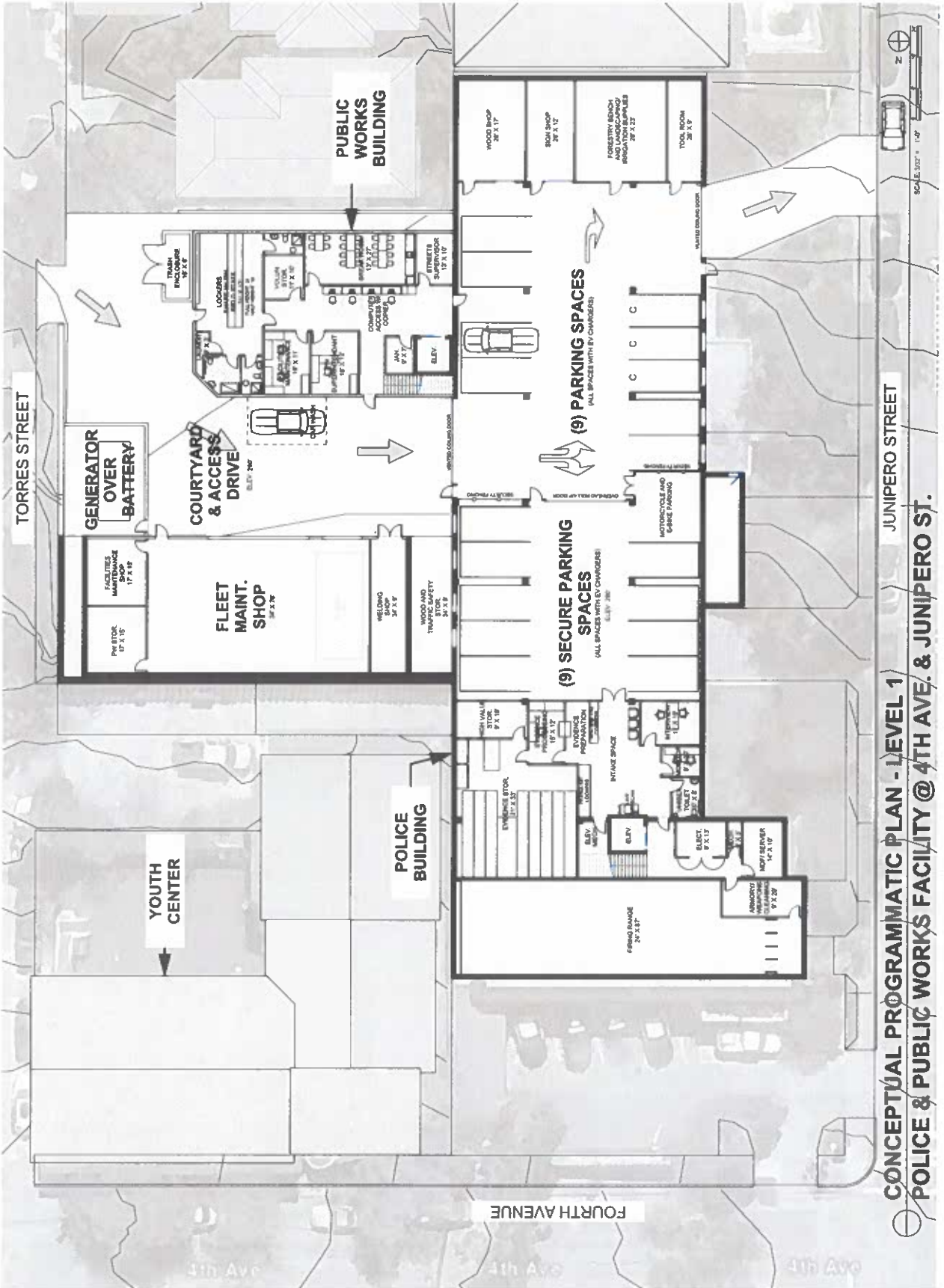
**PRIOR CITY COUNCIL ACTION:**

December 2022, the Ad Hoc Committee of Mayor Potter and Councilmember Baron was created to develop a set of recommendations on the way forward.

June 2023, Council approved a Professional Services Agreement with Indigo Architects to assess the current building condition, develop the recommended program for a modern Police facility, and develop concept designs for 2 options.

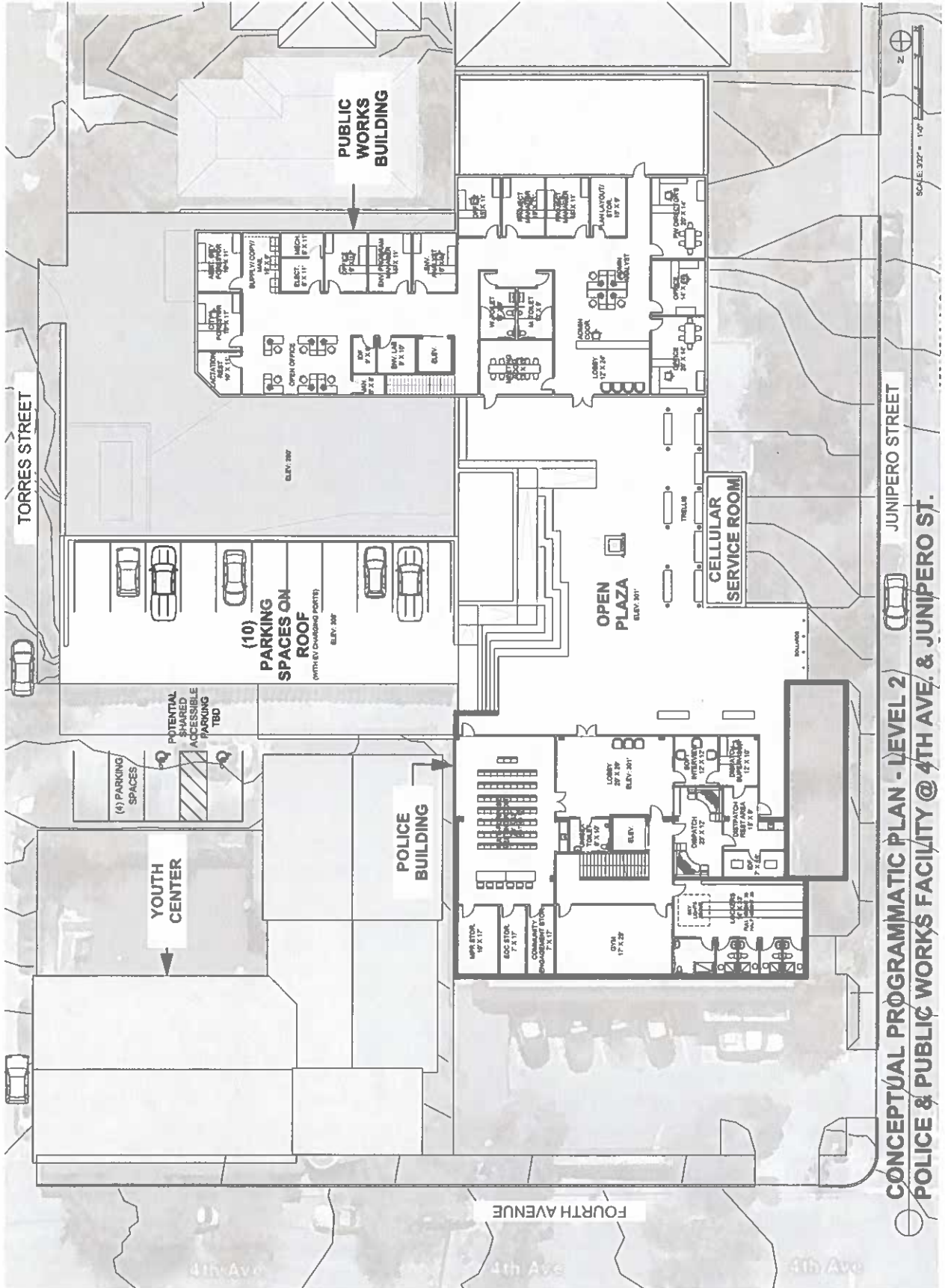
January 2024 Study Session, Council received public comments and requested staff to pursue moving forward with the architect on schematic designs, subject to Council approval of a resolution.

**ATTACHMENTS:**



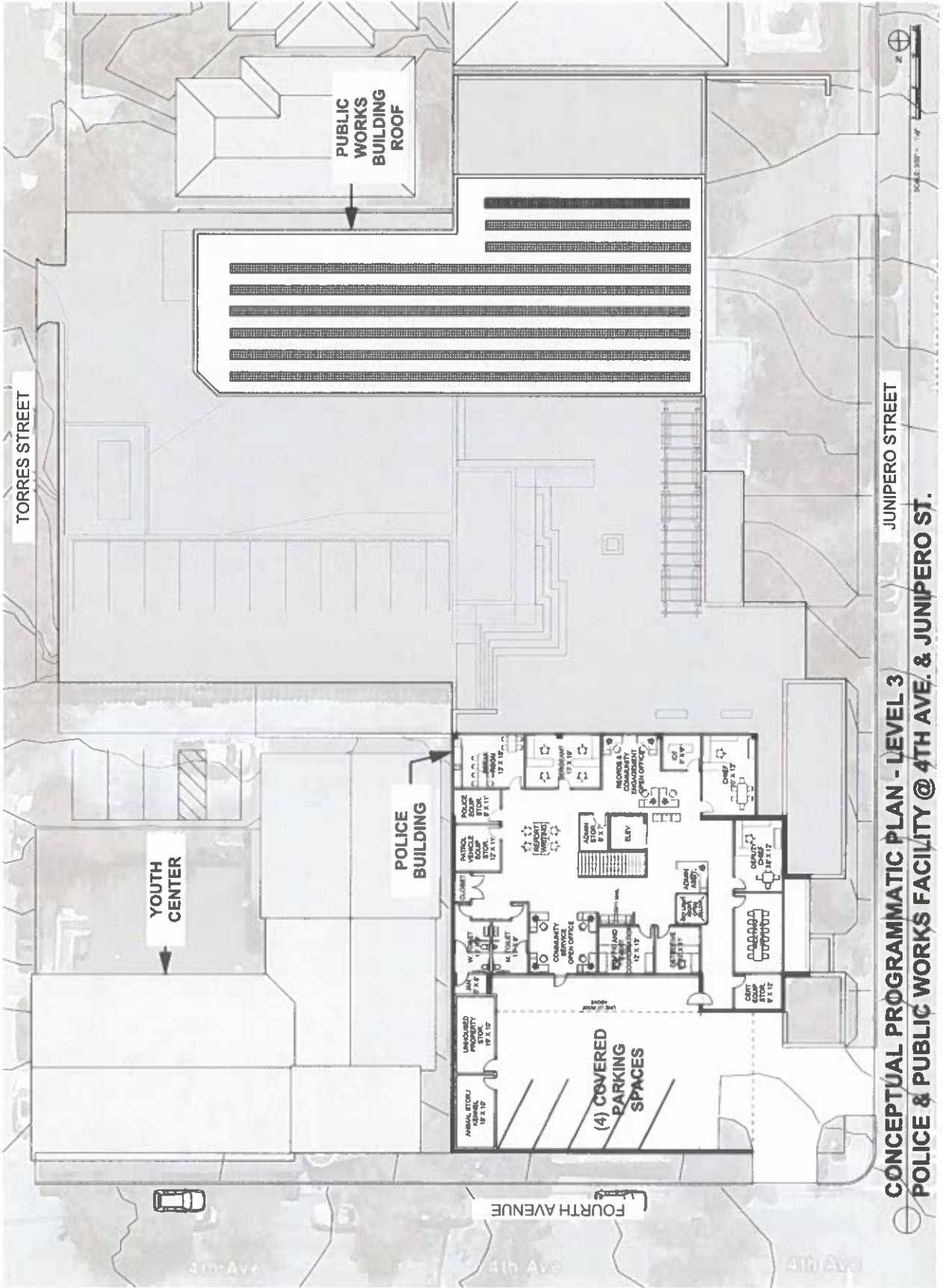
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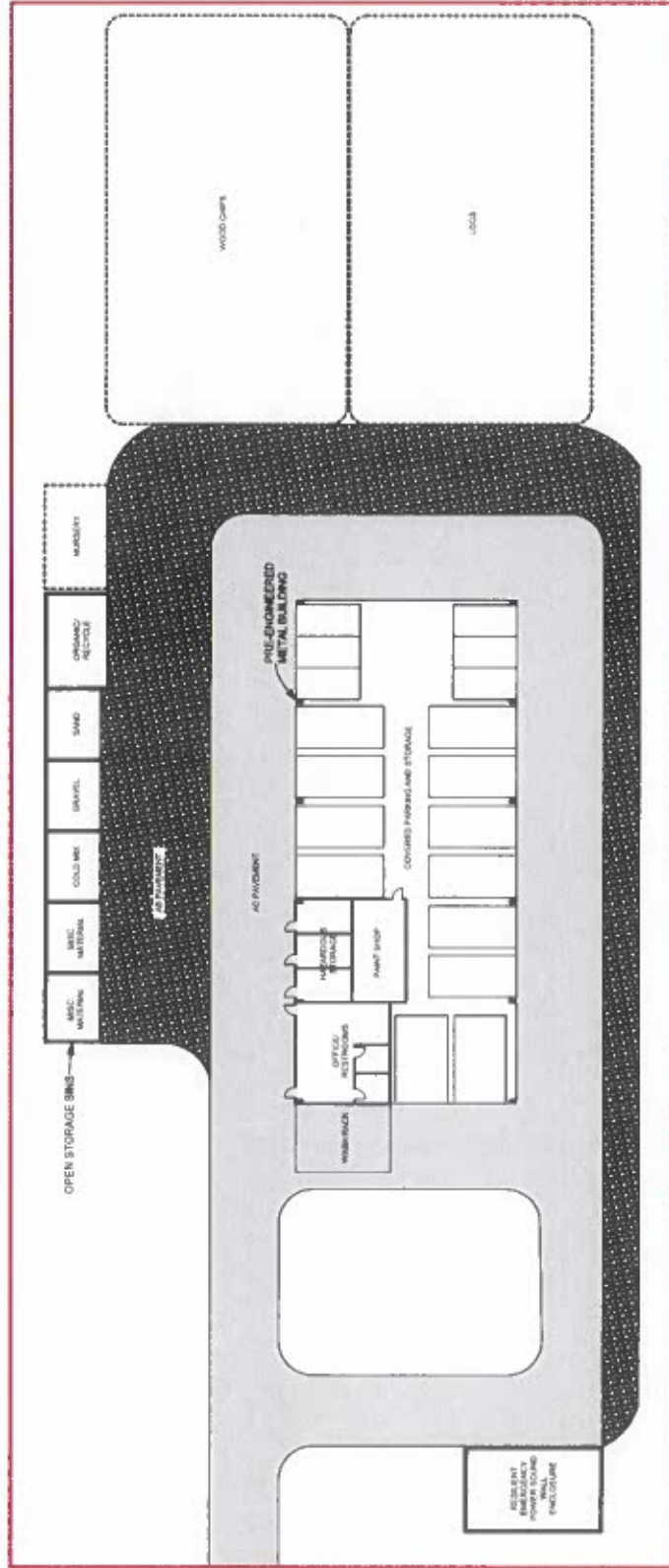
**CONCEPTUAL PROGRAMMATIC PLAN - LEVEL 2**  
**POLICE & PUBLIC WORKS FACILITY @ 4TH AVE. & JUNIPERO ST.**

**DRAFT: FOR DISCUSSION ONLY**



**CONCEPTUAL PROGRAMMATIC PLAN - LEVEL 3  
 POLICE & PUBLIC WORKS FACILITY @ 4TH AVE. & JUNIPERO ST.**

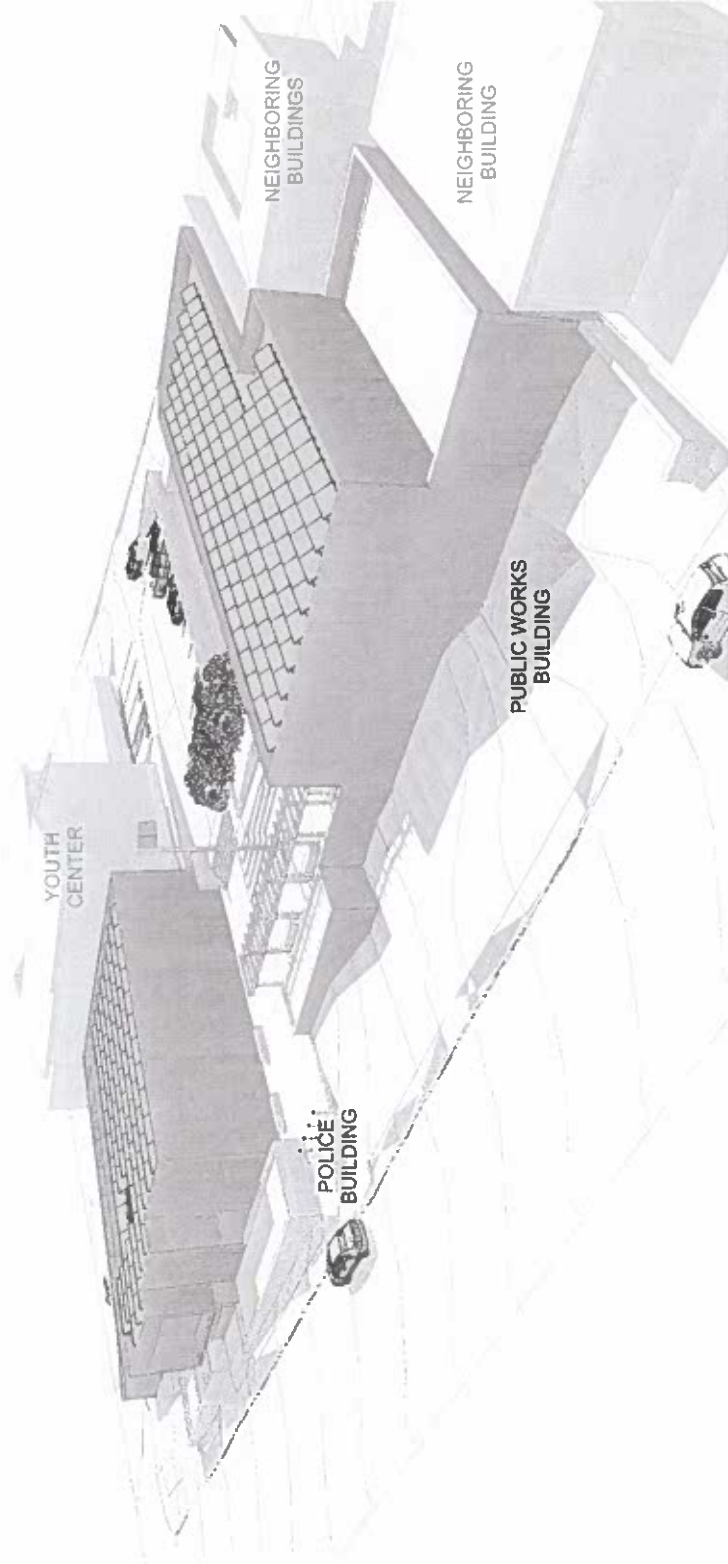
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**CONCEPTUAL PROGRAMMATIC PLAN  
 PUBLIC WORKS EQUIPMENT YARD (NO SITE SELECTED)**

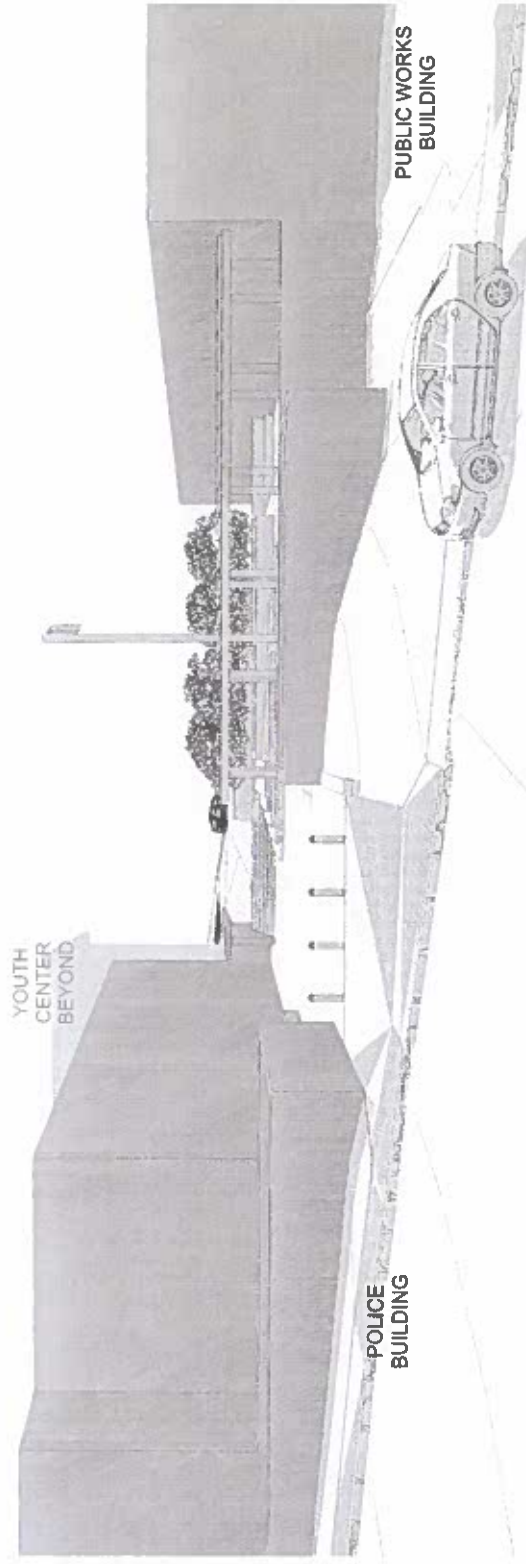
**DRAFT: FOR DISCUSSION ONLY**

SCALE: 1/8" = 1'-0"



**BIRDS EYE VIEW FROM SOUTHWEST  
CONCEPTUAL BUILDING MASSING STUDY (NO ARCHITECTURAL DETAILS SHOWN)**

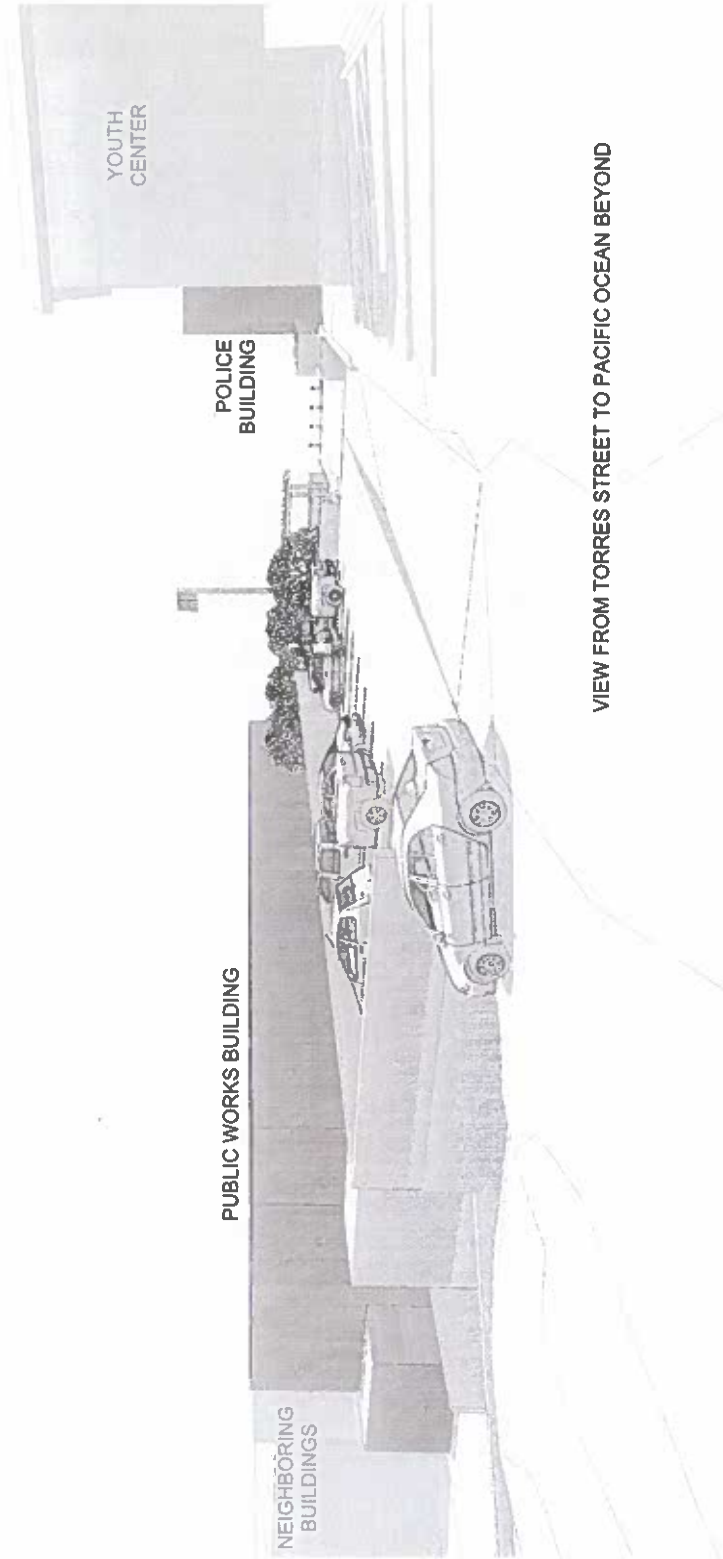
**DRAFT: FOR DISCUSSION ONLY**



PLAZA HAS BEEN LOWERED WHICH INCREASES VISUAL  
CONNECTIVITY BETWEEN JUNIPERO STREET AND THE  
NEIGHBORHOOD EAST OF TORRES STREET.

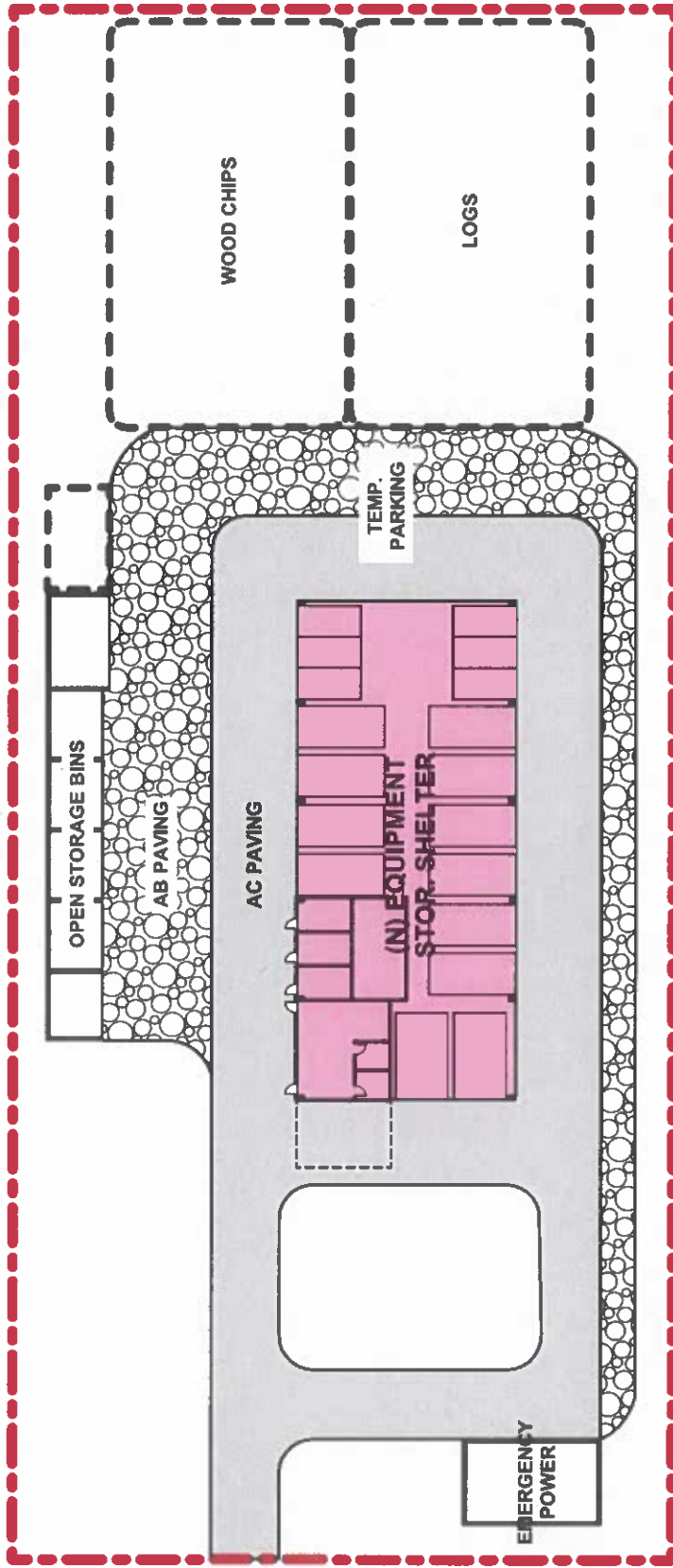
○ STREET VIEW TO OPEN PLAZA  
CONCEPTUAL BUILDING MASSING STUDY (NO ARCHITECTURAL DETAILS SHOWN)

DRAFT: FOR DISCUSSION ONLY



○ STREET VIEW FROM TORRES  
CONCEPTUAL BUILDING MASSING STUDY (NO ARCHITECTURAL DETAILS SHOWN)

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EQUIPMENT YARD SWING SPACE DEPLOYMENT PLAN

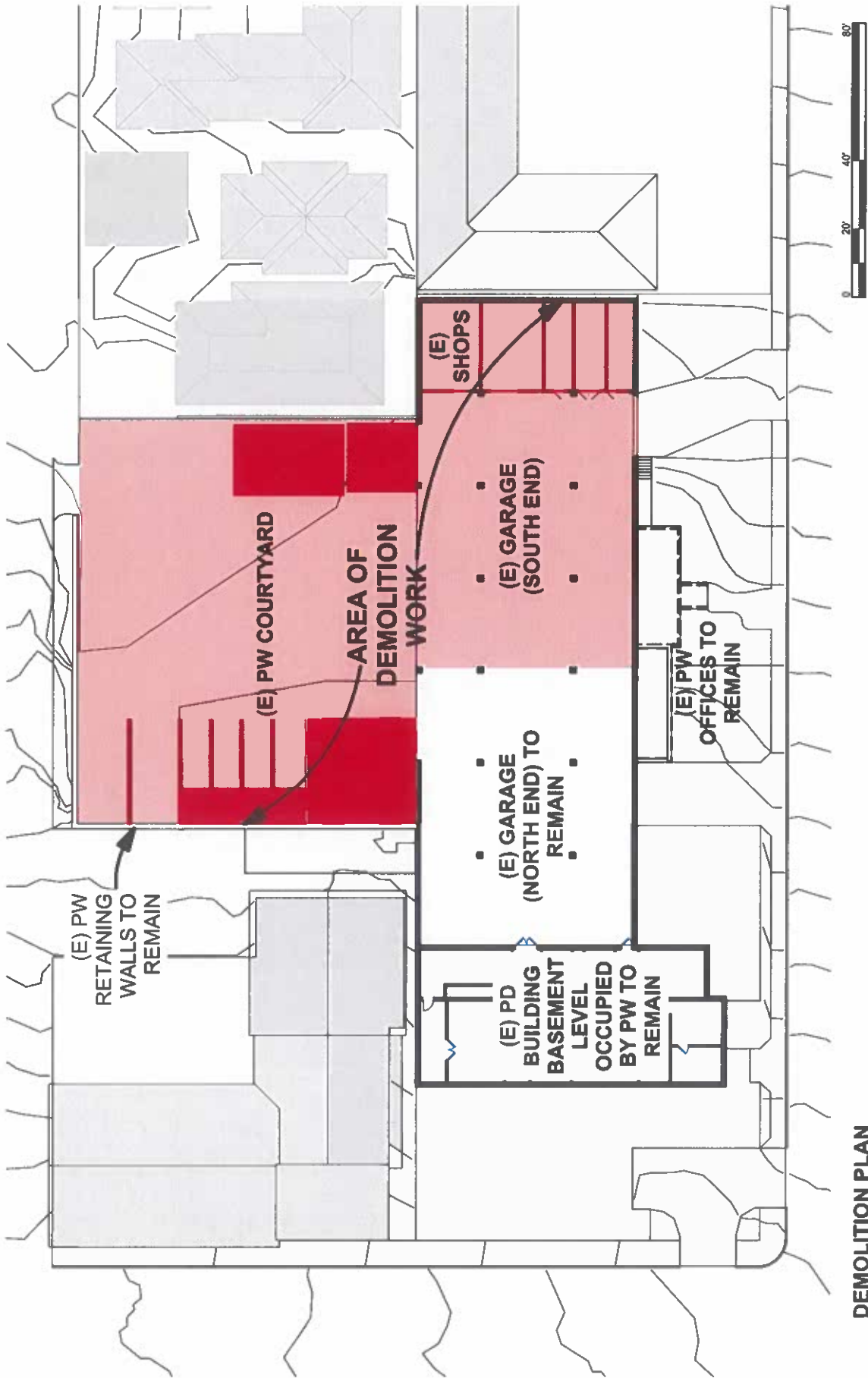
CARMEL POLICE  
DEPARTMENT (PD) &  
PUBLIC WORKS (PW)  
BUILDING  
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**CONSTRUCTION PHASING FOR SWING SPACE STEP 1:**

- BUILD (N) EQUIPMENT STORAGE YARD
- MOVE PW EQUIPMENT AND STORAGE FROM (E) JUNIPERO FACILITY TO EQUIPMENT STORAGE YARD (ALTERNATIVELY COULD BE DONE AT STEP 5)
- MOVE PW FIELD STAFF AND SUPERVISOR TO (N) EQUIPMENT STORAGE YARD (ALTERNATIVELY COULD BE DONE AT STEP 5)
- MOVE PW PICK UP TRUCKS AND OTHER STORAGE TO (N) EQUIPMENT STORAGE YARD





DEMOLITION PLAN

CARMEL POLICE DEPARTMENT (PD) & PUBLIC WORKS (PW) BUILDING  
 Issued: 12/18/2024  
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**CONSTRUCTION PHASING FOR SWING SPACE STEP 2:**

- DEMO PW COURTYARD (INCLUDING ALL STRUCTURES IN COURTYARD)
- GUT GARAGE (SOUTH END)
- DEMO OPEN PLAZA TOPPING CONCRETE, STEPS, AND PLANTERS ABOVE GARAGE (SOUTH END)

**indigo**  
 HAMMOND+PLAYLE  
 ARCHITECTS, LLP  
 architects + ecologists  
 800 477th STREET, DAVIS, CA  
 95618 www.indigoarch.com





**NEW CONSTRUCTION PLAN FOR  
PUBLIC WORKS BUILDING, FLEET MAINTENANCE SHOP, AND GARAGE BELOW**

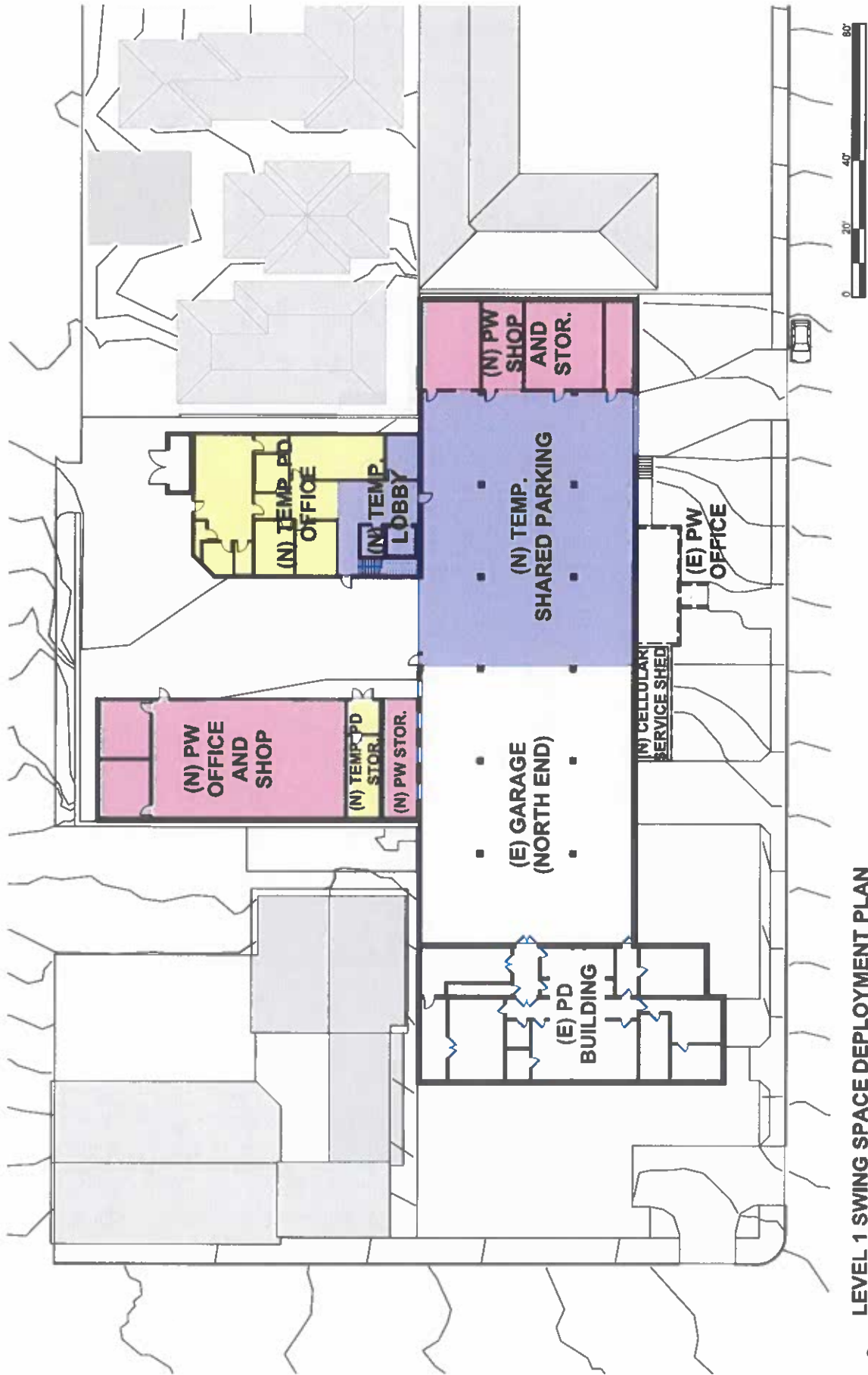
**CARMEL POLICE  
DEPARTMENT (PD) &  
PUBLIC WORKS (PW)  
BUILDING**  
Issued: 12/18/2024

**DRAFT**

**CONSTRUCTION PHASING FOR SWING SPACE STEP 3:**

- BUILD FLEET MAINTENANCE WORKSHOP WITH PARKING ON ROOF
- BUILD PW BUILDING
- REBUILD SOUTH END WORKSHOPS

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 500 17TH STREET, SUITE 100  
 SAN FRANCISCO, CA 94103  
 WWW.HPARCH.COM



LEVEL 1 SWING SPACE DEPLOYMENT PLAN

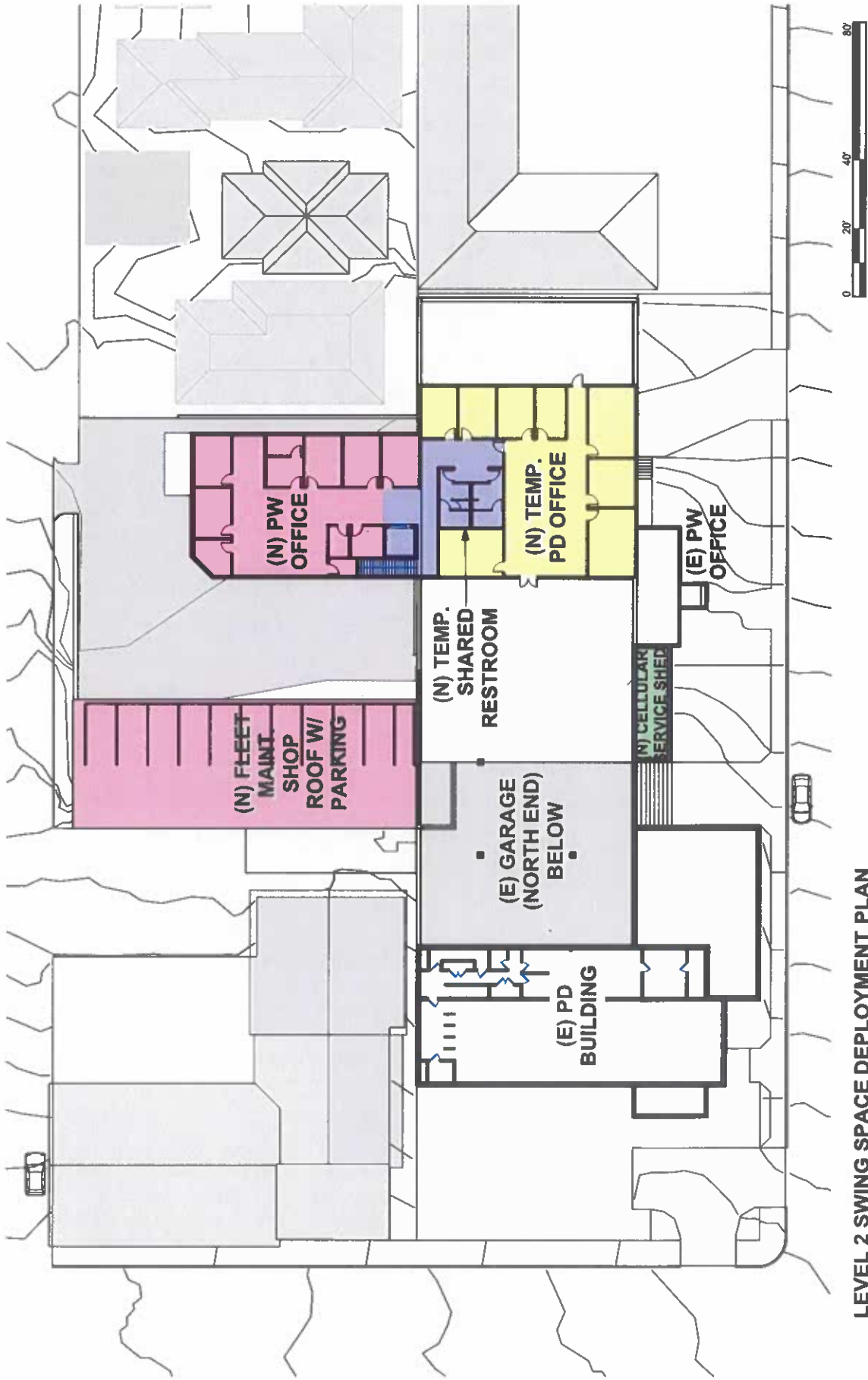
CARMEL POLICE DEPARTMENT (PD) & PUBLIC WORKS (PW) BUILDING  
 Issued: 12/18/2024

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**CONSTRUCTION PHASING FOR SWING SPACE STEP 4:**

- MOVE EXISTING PD AND PW FUNCTIONS INTO NEW BUILDINGS
- INTAKE AND FIRING RANGE TO BE PROVIDED OFFSITE
- FLEET MAINTENANCE TO BE CONTRACTED BY OTHERS IF FLEET MAINTENANCE WORKSHOP IS NEEDED FOR OTHER TEMP. PD/PW FUNCTIONS
- CELLULAR SERVICE PROVIDER'S EQUIPMENT TO BE MOVED TO (E) PW OFFICE, TEMP. TOWER LOCATION TBD

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 WWW.HAMMONDPLAYLE.COM



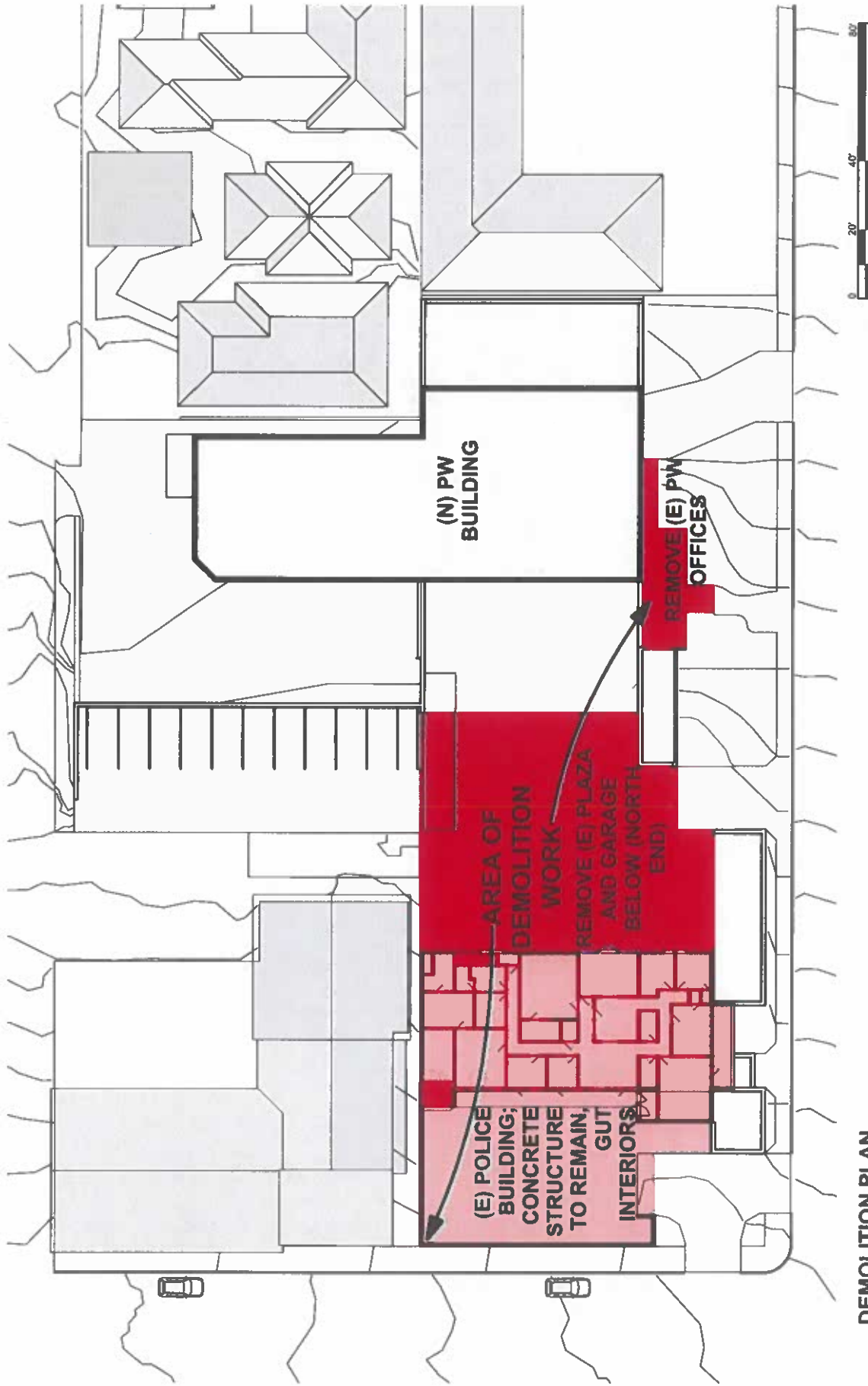
LEVEL 2 SWING SPACE DEPLOYMENT PLAN

CARMEL POLICE DEPARTMENT (PD) & PUBLIC WORKS (PW) BUILDING  
 Issued: 12/18/2024  
**DRAFT**

**CONSTRUCTION PHASING FOR SWING SPACE STEP 4:**

- MOVE EXISTING PD AND PW FUNCTIONS INTO NEW BUILDINGS
- INTAKE AND FIRING RANGE TO BE PROVIDED OFFSITE
- FLEET MAINTENANCE TO BE CONTRACTED BY OTHERS IF FLEET MAINTENANCE WORKSHOP IS NEEDED FOR OTHER TEMP. PD/PW FUNCTIONS
- CELLULAR SERVICE PROVIDER'S EQUIPMENT TO BE MOVED TO (E) PW OFFICE, TEMP. TOWER LOCATION TBD





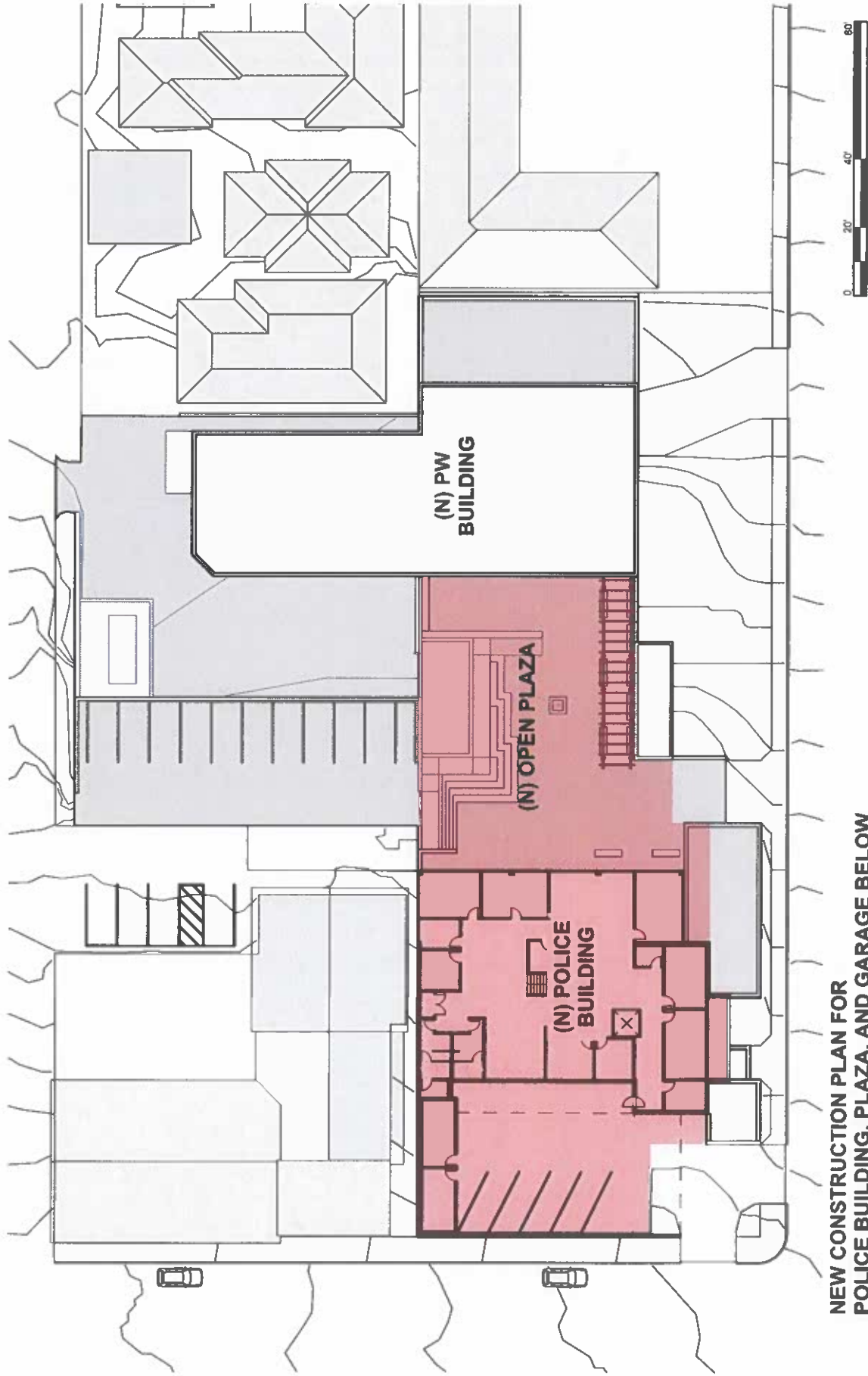
DEMOLITION PLAN

CARMEL POLICE DEPARTMENT (PD) & PUBLIC WORKS (PW) BUILDING  
 Issued: 12/18/2024  
**DRAFT**

**CONSTRUCTION PHASING FOR SWING SPACE STEP 5:**

- GUT PD BUILDING
- DEMO OPEN PLAZA (NORTH END)
- DEMO GARAGE (NORTH END)
- DEMO (E) PW OFFICES

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 916.750.0050 www.indigoaia.com



**NEW CONSTRUCTION PLAN FOR  
POLICE BUILDING, PLAZA, AND GARAGE BELOW**

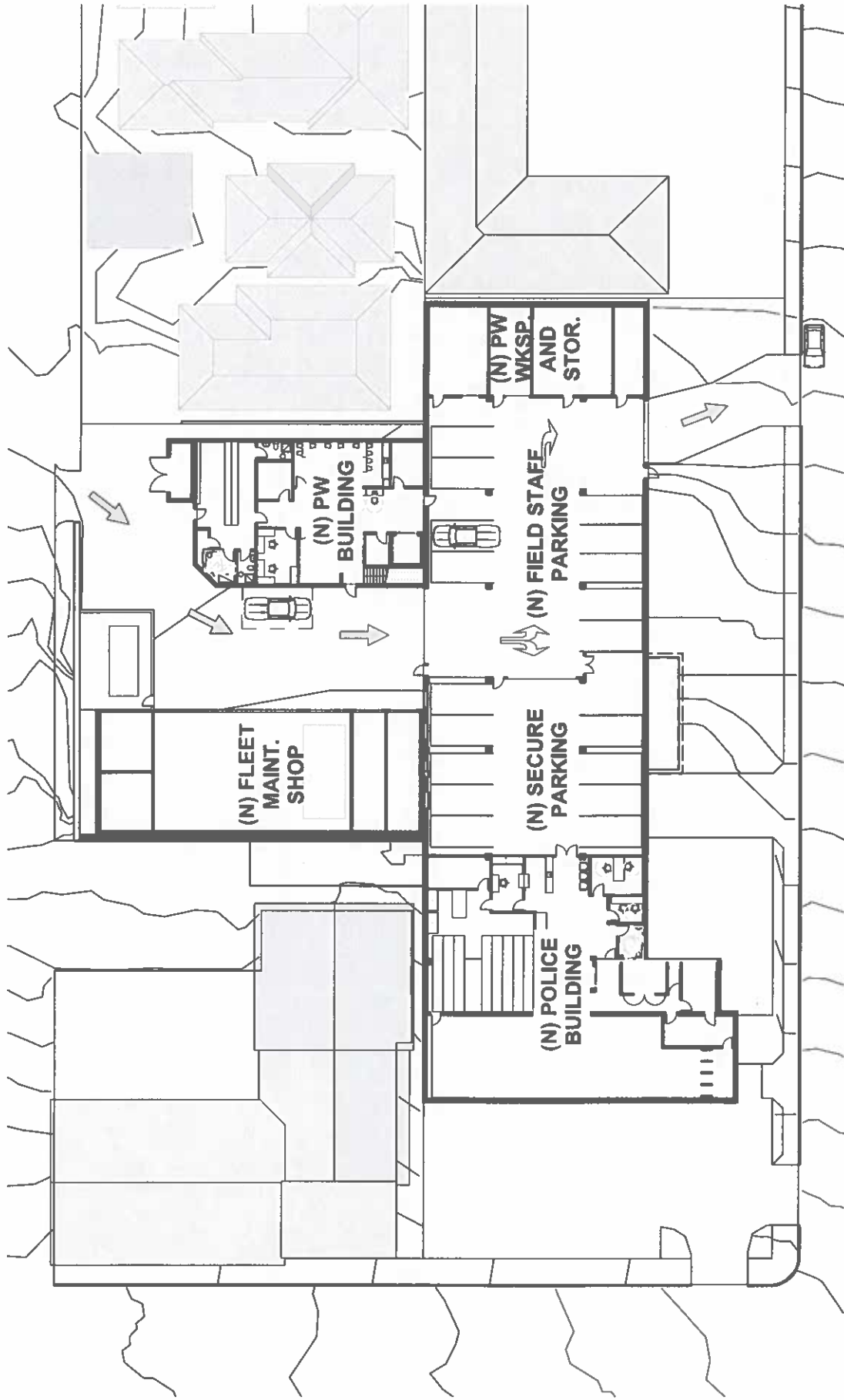
**CONSTRUCTION PHASING FOR SWING SPACE STEP 6:**

- REMODEL AND EXPAND PD BUILDING
- BUILD OPEN PLAZA
- BUILD GARAGE (NORTH END)

**CARMEL POLICE  
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BUILDING**  
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LEVEL 1 COMPLETE FLOOR PLAN

CARMEL POLICE  
DEPARTMENT (PD) &  
PUBLIC WORKS (PW)  
BUILDING

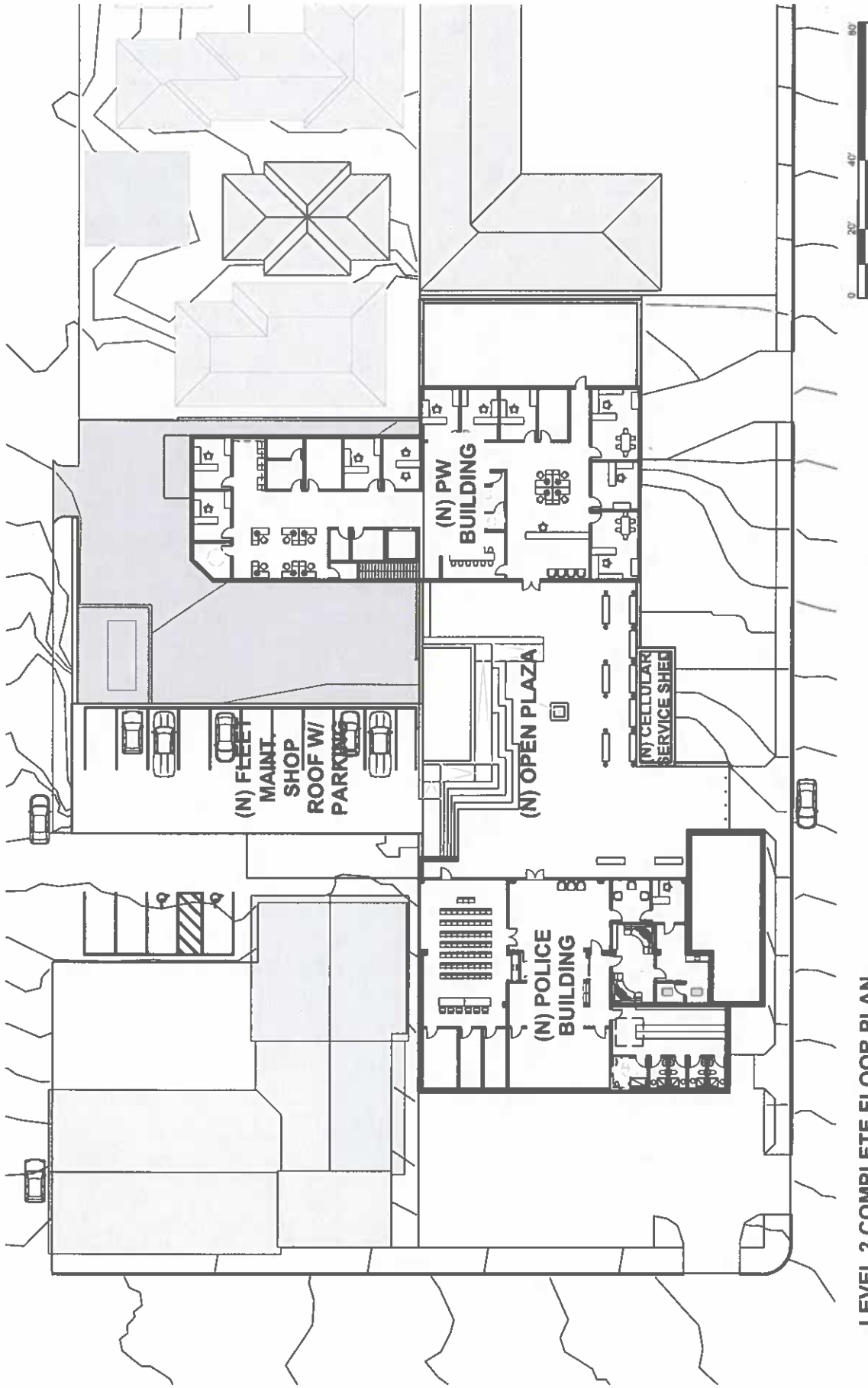
Issued: 12/18/2024

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### CONSTRUCTION PHASING FOR SWING SPACE STEP 7:

- MOVE ALL PD & PW FUNCTIONS TO FINAL LOCATION

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LEVEL 2 COMPLETE FLOOR PLAN

CARMEL POLICE  
DEPARTMENT (PD) &  
PUBLIC WORKS (PW)  
BUILDING  
Issued: 12/18/2024

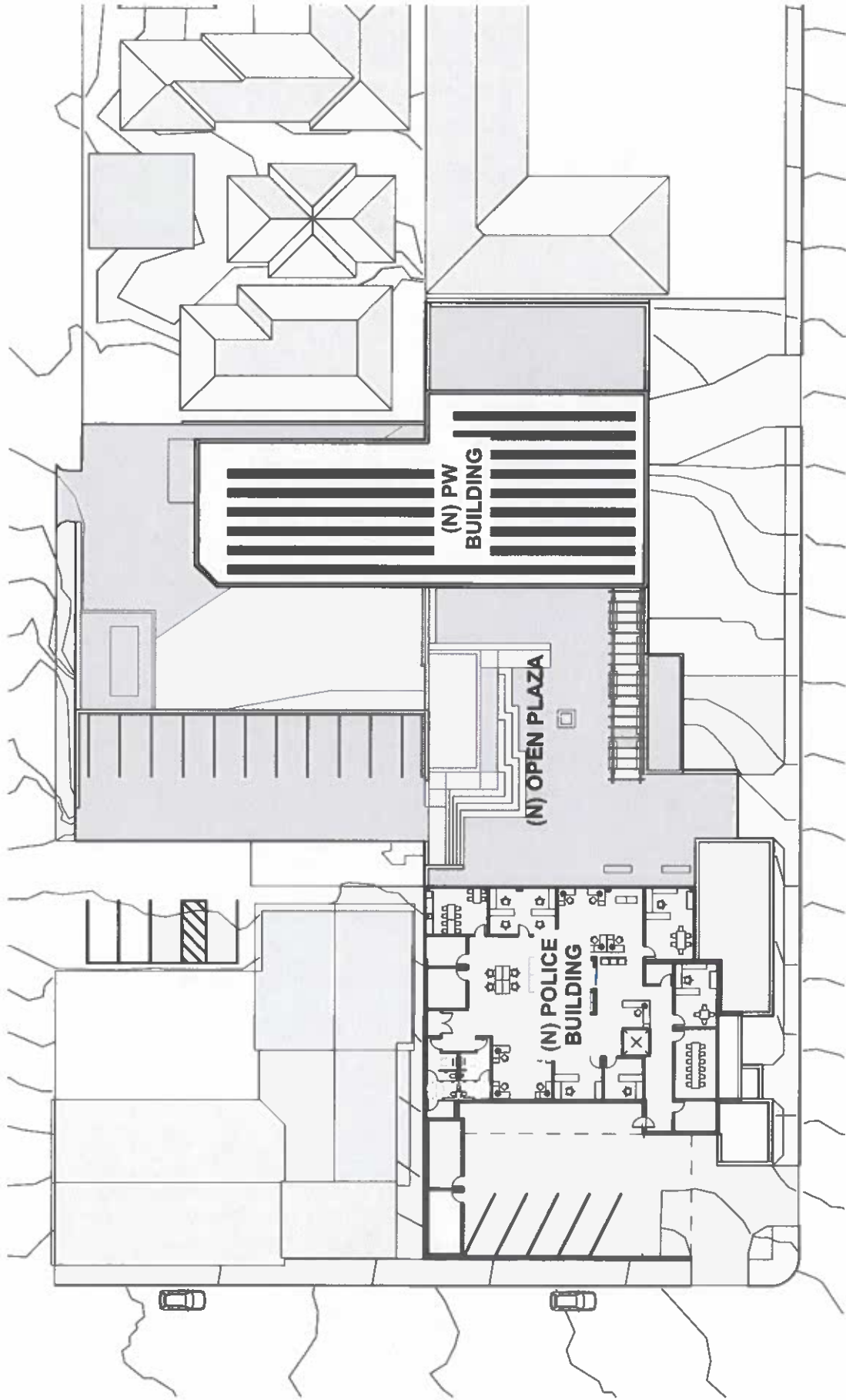
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### CONSTRUCTION PHASING FOR SWING SPACE STEP 7:

- MOVE ALL PD & PW FUNCTIONS TO FINAL LOCATION



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LEVEL 3 COMPLETE FLOOR PLAN

CARMELO POLICE  
DEPARTMENT (PD) &  
PUBLIC WORKS (PW)  
BUILDING  
Issued: 12/18/2024

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### CONSTRUCTION PHASING FOR SWING SPACE STEP 7:

- MOVE ALL PD & PW FUNCTIONS TO FINAL LOCATION



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